**FRIENDS OF SPENCER PARK**

**Notes of the Pavilion Committee meeting held at 80 Broadway on 30 October**

**Present**

Tim Brooke

Jane Donovan

Ignacio Escobar

Pat Ryan

Paul Smith (Chair)

**Apologies**

Apologies were received from Richard Jones.

**Notes of the previous meeting**

The notes of the previous meeting were accepted as a correct record.

**Matters arising not covered elsewhere on the agenda**

The notes of meetings previously held with council officers regarding asbestos identification and removal were discussed. There had been some misunderstandings regarding the actions agreed at these meetings. As these records were not available at the pavilion committee meeting the possibility of other attendees have records were to be discussed at the general meeting.

01/18 ACTION: Paul

**Outline business plan**

The Executive Summary and the capital elements of the business plan could not be completed until there is a detailed plan for the interior reconfiguration of the building and planning permission has been obtained for exterior changes.

Possible revenue elements of the plan had been circulated. These were based on very limited opening times and the committee agreed that advice on the potential turnover of the business would be sought. Ignacio advised that he had a contact who could be asked for advice.

02/18 ACTION: Ignacio

Additional advice on percentage margins and other business matters would be sought from a successful business owner who had outlets in Earlsdon

03/18 ACTION: Jane

The initial draft was to be emailed to the group for review

04/18 ACTION: Pat

**Process map**Until 2014 the pavilion building had been opened for some hours a day during the summer months for the hiring of sports equipment and courts/greens only. Parts of the building were used for the storage of CCC furniture and equipment.

CCC had stated that a building survey to advise if there were any asbestos in the building was required. Until this survey had been undertaken and potential hazards removed the FOSP could not have access to the roof space for a measurement survey which would inform the final plans for the reconfiguration of the interior.

When access was possible a measurement survey would need to be commissioned by FOSP. The cost of this survey would be circa £1,000. There was also a possible requirement for a below ground survey.  
  
The next step in the process would be to commission a “conceptual design drawing” which would be discussed with CCC officers before being considered whether planning permission would be required.

The design would then be discussed with building firms interested in undertaking the work. These builders would be asked for a quotation for the work to be undertaken which would inform both the Business Case and potential funding organisations.

**Potential Cost Elements**

In addition to the cost of the measurement survey there would be a requirement for the following:

1. Project manager – estimated at 7%
2. Mechanical and electrical design - estimated at 3.5%
3. Architect advice – estimated at 1.5%
4. Structural Engineer – estimated at 1%

There would also be legal fees, the percentage cost has not been quantified.

**Funding**

It was agreed that as soon as the timing of asbestos survey/removal had been notified to the group by CCC a bid for the feasibility elements of the plan would be made. As most funding organisations needed certainty on the timing of their investments applications could not be made until the asbestos had been removed.

**Any other business**

There were no other items of business discussed.

**Date of next meeting**

The next meeting was to be held on Monday 26 November at 80 Broadway

**ACTION LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action number | Detail | Person responsible | Date for action completion | Status |
| 01/18 | Request notes of meetings to get clarification on CCC intentions regarding asbestos hazards | Paul | 5 Nov 2018 |  |
| 02/18 | Ask Will for advice | Ignacio | 26 Nov 18 |  |
| 03/18 | Ask for advice on margins/turnover | Jane | 26 Nov 18 |  |
| 04/18 | Circulate draft plan | Pat | 5 Nov 18 |  |