

Lady Barron Hall and Recreational Committee

Special Meeting Agenda

4pm Monday 15th February 2016 at Lady Barron Hall

1. **a) Attendance:** D. Williams (Pres.), F. Bryson (Sec.), C. Murphy (Ass. Sec.), P. Masters, T. Maynard, K. Murphy. C. Cox (V. Pres.)
b) Apologies: J. Clark (Tr.).
2. **Special Business:** Attending to CMK queries and issues per the Minutes of Special Meeting held on 10th February at which no quorum was achieved and subsequent Kitchen Group and Fitness Annex discussions see attachments.
3. **It was agreed as follows with regard to the meeting on 10th February attachment (these Minutes to be read in conjunction with Attachment A):**
 - i. Noted
 - ii. Noted (see below).
 - iii. Noted.
 - iv. Noted.
 - v. Noted.
 - vi. Noted.
 - vii. Noted.
 - viii. Noted.
 - ix. It was noted that given the hall currently faces North, the written description of the entrance for the dual access road is better described as the 'Wharf end' of the access and the exit as the 'Whitemark end' of the access (that 'east' and 'west' are not accurately descriptive).
 - x. The Committee agrees that the preference is for the carpark to remain at the Wharf end of the property as appears in the plan AP01 dated April 2015 (aka 'Car Park Option One' as sent through by email on 12/02/2016 by Jana Harper) and NOT with the sewerage in that position (Wharf end of the property) as shown on plan AO1 dated October 2015 due to issues with parking.
 - xi. The Committee endorses that the portable/transportable stage's 'home' be in the Lady Barron Hall.
 - xii. The Committee agreed that the cladding presented by CMK at the 10th February meeting (called Cimentel Wood Grain) be used in the horizontal and vertical arrangement as presented in the plan A08 dated October 2015. The Committee queries of CMK about the availability of other colours, the possibility of mixing colours (e.g. a mixture of 'Teak' and 'Oak' or possibly other colours), and the

possibility of colour print 'mock ups' to help the Committee decide the matter of colour/arrangement choice. With regard to the possible use of more than one colour, the Committee asks CMK if/how this would impact on cladding costs and when the decision as to final colour choice needs to be made.

- xiii. The Committee endorsed plasterboard and acoustic panels lining for the Fitness Annex and Foyer.
- xiv. The Committee endorsed the inclusion of Baby Changing Facilities in the new Access Toilet area.
- xv. The Committee endorsed its original decision to fit all plumbing points needed to fit a shower cubicle in the Access Toilet but not fit the shower itself.
- xvi. The Committee's decision on access is to have remote (card) access to the Main Entrance and the Fitness Annex only. The Kitchen and Storage areas to be accessed by key. The North exit door (the current main entrance door) to have key entry and to be an 'auto exit' (similar to the fire exit doors on the East and West sides of the main hall area, that doesn't need a key to exit).
- xvii. The Committee endorses the request for CMK to consider the placement of the Memorial per its minute of General Meeting of February 1st.
- xviii. The Committee is in agreement that ceiling fans be included in the Scope of Work.
- xix. See point 12 above. The Committee also raised the probable need to replace the window (currently old, difficult to open etc.) in the upstairs Whitemark end of the hall (thought more difficult to replace after new cladding is installed) and asks of CMK about such a replaced window and the possibility of colours and mock-ups per point 12.

4. It was agreed as follows with regard to the Kitchen Group Discussion on 10th February attachment (these Minutes to be read in conjunction with Attachment B):

- i. Endorsed.
- ii. Re-endorsed (noted that this is a condition of the TCF application for funding per the application).
- iii. Change endorsed.
- iv. For further consideration by the Kitchen Group.
- v. The Committee asks of CMK when the deadline is for final decisions about kitchen equipment (e.g. under-bench vs upright fridges/freezers).
- vi. Decided that the small storage alcove should be left as is (use to be decided after upgrade).

Note: The Kitchen Group was unable to meet today and will continue the discussion via email.

5. It was agreed as follows with regard to the Fitness Annex Group Discussion on 10th February attachment (these Minutes to be read in conjunction with Attachment C):

- i. Endorsed.

- ii. Endorsed.
- iii. Endorsed.
- iv. Storage: a storage cupboard as shown on plans on north wall to be included in Tender Documents; other storage matters to be provided for post-upgrade.
- v. Endorsed.

6. Close of meeting: 5.20pm.

DRAFT

Attachment A

to Minutes of Special Meeting of Lady Barron Hall and Recreational Committee: 15 February 2016

Minutes of Special Meeting 11 am Monday 10th February 2016 at Lady Barron Hall at which no quorum was achieved form a part of the meeting on 15th February

Attendees : C.Murphy (Asst.Sec), P.Masters, T.Maynard, F.Bryson (Sec. By phone link), J.Harper (Flinders Council Rep.), Curtis McKirdy (CMK Architects).

Apologies : D.Williams (Pres.) , C.Cox (V. Pres) , J.Clark (Treas.) K.Murphy.

Due to a lack of a Quorum no business of the proposed meeting was conducted. The group present held a discussion of points relevant to the Upgrade and reviewed design issues and cladding and lining options. The relevant points being recorded below to be forwarded to a proper meeting of the Committee for them to ratify on the proposed date of Monday 15th February.

Points Raised:

- i. Submission to Greg Greene for a Certificate of Likely Compliance required before Building application can proceed, current drawings have been forwarded but plumbing plans yet to be finalised and attached. Curtis to action.
- ii. Committee to meet before Tuesday 16th February to advise Curtis on decisions relating to choices on items noted as “**Attention Committee**” below.
- iii. Advised that Expressions of Interest from potential Builders close on Friday 12th February. Local builders are still busy but some may apply.
- iv. Fran Bryson asked that it be noted that Builder Shaun Moore, who has indicated he may provide an Expression of Interest, may also be involved in construction of a dwelling for her. Jana advised that the appointment of a builder would be a decision for Council Management and not the Committee.
- v. Suitability of builders will be established based on guidelines set by CMK Architects to ensure all aspects of the build can be met eg. Timelines, Budget, indemnities etc.
- vi. Timeline for preparation of Tender Documents by approved builders will be 3 weeks after the issue of a Certificate of Likely Compliance (approved plans).
- vii. The Steering Committee will only be activated at the commencement of Building Works.

- viii. It was noted that the Tasmanian Community Fund will need to be advised if there are changes made (due to any need for a reviewed Budget) affecting areas covered by their grant.
- ix. Curtis advised that the Department of State Growth has approved the dual access option from Main Road to proposed car parking area with the provision that the entry be to the east and exit to the west for safer access.
- x. Current design for waste water and sewerage management proposed by designer Sven Neilsen will impact on the preferred car parking arrangement on current plan and this group felt that the original plan was its preference. Curtis to have this reviewed with the designer. **“Attention Committee”**
- xi. Jana advised that she has secured funding for a portable/transportable stage to be shared between Emita Hall and Lady Barron Hall outside of this project, said stage to be stored at Lady Barron Hall at this point.
- xii. Samples of various cladding types displayed by Curtis and Chris Murphy. Curtis to further advise on suitability of claddings but recommended CSR products for the back up available and their lengthy experience in this industry. Curtis to provide photos of completed building/s using this cladding. Samples and brochures left with Chris Murphy for Committee to view. **“Attention Committee”**
- xiii. Lining for fitness annexe proposed to be 13mm Plasterboard with acoustic panels in ceiling for noise reduction. Endorsed by Chris Murphy. **“Attention Committee”**
- xiv. Baby change facilities requested to be included in design for Access Toilet area. Curtis to action.
- xv. Decision on shower cubicle completion or not to be forwarded to committee. **“Attention Committee”**
- xvi. Decision on access limitations to be forwarded to committee (remote or keypad access subject to budget constraints. **“Attention Committee”**
- xvii. Curtis asked to consider placement of the servicemen Memorial as per Michael Bucks request.
- xviii. Jana to follow up on costing for ceiling fans as she is investigating same for Emita Hall. Curtis asked to include this in scope of work. Committee to ratify. **“Attention Committee”**
- xix. Decision required on Vertical v Horizontal use of cladding and clarification of cladding preference for upper front of existing building. **“Attention Committee”**

This ended discussion items for this group at around 12.15pm.

Note: Plans provided by Curtis left in possession of Chris Murphy for review by Committee.

Attachment B

to Minutes of Special Meeting of Lady Barron Hall and
Recreational Committee: 15 February 2016

Kitchen Group Discussion, 10th February,

Lady Barron Hall 12.15 pm

Present: J Harper , Curtis McKirdy, F.Bryson(by phone link) , C.Murphy, T Maynard,

Apologies: T.Woods, M.Bailey.

Discussion on Kitchen Layout and Equipment Requirements.

- i. It was considered important to have a commercial level dishwasher installed preferably under bench.
- ii. It was reinforced that the kitchen must be of a standard to legally cook and serve from.
- iii. Discussion on layout suggested that the prep area be located to the hall end of the kitchen and the washing up area to the north end of kitchen to separate food service from washing up area. Curtis to amend kitchen plan to reflect this possible change.
- iv. Discussion on refrigeration requirements. Jana related her experience with the Acoustic Supper at Emita Hall and outlined the use of a mobile cool-room as an adjunct to in house refrigeration. She suggested that for large catering occasions that sufficient refrigeration would likely not fit in the new kitchen and the coolroom had proven to be a valuable alternative. For further consideration by the Kitchen Group.
- v. Further decisions required on underbench v upright fridges and the need for freezer space?
- vi. Use and /or usefulness of the storage alcove and mop cupboard to be clarified.

Due to the absence of Toni and Marguerite , Fran has undertaken to schedule a meeting on Monday Feb 15th for their input on the points above.

Attachment C

to Minutes of Special Meeting of Lady Barron Hall and
Recreational Committee: 15 February 2016

Fitness Annexe Discussion, Lady Barron Hall,

10th Feb 2016

Present: C.Murphy (Asst.Sec), T.Maynard, F.Bryson (Sec. By phone link),D.Williams,
J.Harper (Flinders Council Rep.), Curtis McKirdy (CMK Architects).

Apologies: K.Murphy

- i. Discussion re glazing for sliding doors to gym area, low level sash on north corner and corner window on east corner of gym preferred to be translucent rather than clear glass to preserve privacy for gym users.
- ii. Suitability of gym walls for Crossfit training exercise of throwing medicine balls against walls clearly deemed an unsuitable activity in this area. Questions raised about the suitability of interior hall walls to cope with this exercise also. Suggested that if these exercises required as part of training routines that some more specialised facility made need to be investigated outside of this project. Eg.external concrete wall, purpose built for this activity?
- iii. The suitability of gym floor to install weight training equipment was raised and assured by Curtis that the floor construction would be able to safely handle this equipment.
- iv. Storage of fitballs was discussed and suggestions that hammock style storage might be a suitable option to investigate. Other storage facilities were discussed and it was agreed that a provision in the budget be allocated for future identification of storage requirements with the understanding that provisional allocations can be absorbed by cost overruns in other areas and alternative funding may be needed via Hall Committee to meet these costs.
- v. The ability to install items such as chin up bars, equipment suspended from ceiling such as punching bags was discussed. It was felt that the need to suspend items from the ceiling could be addressed as the need arose in future and that Curtis would consider the provision of additional strength in the wall framing to allow attachment of wall mounted equipment on southern wall of gym.

Discussion concluded at 01.15pm