

**Policy & Resources Committee**

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<b>Date:</b>	<b>11 April 2017</b>
<b>Title:</b>	<b>Thame Museum Building Improvement Project</b>
<b>Contact Officer:</b>	<b>Janine Howells, Asset Manager</b>

**Purpose of this Report**

1. To provide a verbal / written update on the progress of the building improvement project at Thame Museum.

**Update**

2. Planning Permission and Listed Building Consent was granted by SODC for the amended planning and listed building consent applications on 31 January 2017.
3. A progress meeting was held with Thame Museum Trust on 20 February where funding, project planning and finances were discussed. To establish more exact costs of the project, a professional Quantity Surveyor (QS) would be required to prepare a detailed cost plan/report. This would enable Thame Museum Trust to establish appropriate funding sources to apply to.
4. Following the progress meeting, the Town Clerk emailed Members on 20 February to seek authorisation to spend £890.00 on the QS cost plan/report. The funding was proposed to come from the £10,000 allocated by the Council to enable the project to get to the planning permission stage. A total of £7,008.74 had been spent from this allocated funding. The Town Clerk also requested that the remaining £2,101.26 be provisionally used on any unforeseen costs associated with the project. No objections were received from Members to the proposal and an order was subsequently placed for a QS to undertake the work.
5. Following the Old Maltings Residents Association (OMRA) AGM, Mr Lowe of OMRA has asked a number of questions regarding the project in relation to construction timescale, boundary wall ownership, Party Wall Act and the Construction Traffic Management Plan. A response has been submitted to OMRA by the Architect to these questions.
6. The following orders have been issued by the Council in relation to the project:
  - 2 March: Philip Price, Quantity Surveyor – Cost plan for proposed project £890.00.
7. Officers continue to manage the project in line with the financial contribution as agreed by Council on 1 March 2016. The Council has to date committed funds of £7,898.74 towards the project.

**Action Required**

To note the report.