

077/2015 – Stonehaven Sherriff Court

For Stonehaven Town Partnership

Actions List – Meeting 1

3.00pm @ 31 South Lodge Drive, Stonehaven, 17/06/16

Action Points			
1.0	Attendees		
Initial	Name	Company	Role
AS	Ally Steel	I.D.D. Ltd	Surveyor / Designer
GJB	Gary Black	I.D.D. Ltd	CA
DF	David Fleming	S.T.P	Client
IM	Isobel Munn	S.T.P	Client
JD	Jim Douglas	S.T.P	Client
2.0	Apologies		
Initial	Name	Company	Role
2.01	n/a	n/a	n/a
3.0	Previous Meeting Action Points		Action
3.01	IDD, as instructed by STP have produced indicative space plans taking into account the needs of potential tenants. A draft critical path analysis has been produced.		n/a
4.0	Action Points		Action
4.01	Internal		
G1	Lift Maintenance and Cladding to be carried out. Details of proposed cladding to be forwarded to IDD. Maintenance regime to be put in place for safe operation.		DF/IM/JD

	Door to be replaced with historic style, half round surround, door. Door to be 1 hour fire resistant door set. Full details to be added to the plans for Building Warrant. Fixed working surface to be installed for reception desk. Supplies and connection required to be confirmed.	AS DF/IM/JD
G2	N/A	
G3 – G5	No changes proposed. Access must be maintained at all times to plant.	
G6 & G8	Interview Rooms to have hardwired network connection each. Floor mounted services to be relocated (throughout) to wall sockets. Details to be added to plans.	AS
G7	IT store for Global IT system. Specialist IT design team to be employed to ensure capacity is available for all users. To be investigated further once demand is known.	
G9	Temporary, removable ramp to be provided, if required by tenant, for access down steps to office / training facilities. Details to be added to plans.	AS
G10	N/A	
G11	Kitchen to be replaced. No cooking facilities. Notes added to plans.	AS
G12	Escape Route to Remain	
G13 - G14	Sanitary Ware to be replaced. No proposed changes to plumbing arrangements. Notes added to plans. Confirm the flooring required in the Kitchen, presumed Altro bonded Vynil with coved/caped skirting.	AS DF/IM/JD
G15 - G16	Flagstone floors are to remain. Notes added to plans G16 window bars to remain	AS
F1	Lift Railings are to be replaced with traditional rounded style. Notes added to plans.	AS
F2	N/A	
F3	Confirm demand for network connections / sockets etc. presumed 1 per desk.	DF/IM/JD
F4	As per interview rooms on Ground Floor	AS
F5	No proposed Change to escape route / Refuge Point.	
F6	Confirm demand for network connections / sockets etc. presumed 1 per desk.	DF/IM/JD
F7	N/A	
F8	N/A	
F9	Confirm desks required as IDD are concerned about volume of space for safe working conditions.	DF/IM/JD
F10	Floor Hatch to Cellar / Passages to be investigated, possible confined space entry by suitable qualified individual. Initial Head and Shoulders Investigation.	GJB

	Drawings to be updated to show details of the above. No proposed Change.	AS
F11	Confirm potential use as Commercial Kitchen. Initial discussions with Environmental Health.	DF GJB
F12	N/A	
F13	N/A	
F14	N/A	
F15	Commercial Cafeteria details to be confirmed to allow consultation with environmental health.	DF/IM/JD
F16	Confirm if door is to be blocked up or not. PAMIS requirements to be confirmed.	DF
F17	PAMIS / CHANGING PLACES requirements to be confirmed.	DF
F18	N/A	
F19	N/A	
4.02	External	
	Entrance Ramp to be replaced with Flagstone Ramp. Indicative Ramp to be provided for approval by client.	AS
	Drone Survey to be instructed and carried out	GJB
5.0	Next Meeting	Action
5.01	Date of next meeting date not set.	
6.0	Any Other Business	Action
6.01	Distribute initial Business Plan and Layout Plan to all currently on tenant list.	DF
6.02	Issue Business Plan and Layout Plan to Scottish Civil Service after 23 rd June.	DF
6.03	VG Energy have been contacted regarding the use of renewables. Await further information.	DF
6.04	Proforma Questionnaire to be sought for demand for network connections etc. Due to construction, the building is not suitable for wireless broadband, hardwired connections are to be made to all areas required.	GJB
6.05	Rot Surveys to be quoted for by Timber Treatment firms.	GJB