

## **STP Court Building Project**

Notes of Team Meeting 16<sup>th</sup> October 2015:

Attendance DF, JR, EH, IM

### **Court Services**

DF to prepare draft paper for November for SCS as previously noted.

DF to start writing Business Case to include financial statement and stress test it

### **Survey**

JR will e mail list of actions to be taken from the survey that need to be checked so any early remedial work can be carried out by SCS to the team.

A list of items that will require attention as part of getting the building back into service next year (capital items) plus a list of maintenance items that will need regular attention (and budgeted payment) so we can get the relevant data from SCS or others is required.

Questions need to be addressed to Roger Robinson of SCS. There are also some outstanding requests made of Linda Wright.

Amended plans have been drawn up of the Court Building by Gary Black. JR to get these in PDF and CAD format to send to the relevant consultants

JR to complete action list for SCS, and the capital and maintenance lists and send to team

DF to chase Linda Wright for information previously requested

JR to e mail revised plans to team and consultants

### **Financial Modelling**

Revised financial modelling sheets were disbursed to the team who have been asked to have a look at these and see if there is anything else to add to the capital list or maintenance list.

DF to consult SCS regarding maintenance costs to clarify what they include whether these costs should be capital costs or whether they are maintenance costs

All team members to review financial modelling sheets

DF to contact SCS for clarification of maintenance costs

### **Tenants**

DF to contact Dave Sim to establish outcome of meeting on 14<sup>th</sup> October. Also contact Lynda Reid of the CAB to check progress.

EH to contact Sheppard's for information on rental valuation.

DF to contact Dave Sim, Lynda Reid

EH to contact Sheppard's

### **Consultation Mandate**

DF had received some feedback from Davy Jones, Susan O'Connor and Debbie Mayes, some questions to be revised, will make amendments and redistribute to team for further comment.

DF to update and circulate for feedback

### **Questionnaires**

Stakeholder matrix will be developed to look at influence and interest and questionnaire to be developed to be sent to different stakeholders by different methods over the next few weeks.

ALL

**Exhibition**

Dates agreed for the exhibition/Open Day at the court Building are Friday 4<sup>th</sup> December 4 – 9 pm and Saturday 12<sup>th</sup> December 10 – 3 pm.

**Ideas proposed Friday 4<sup>th</sup> December:**

Mulled wine and mince pies

Harp music and tours

Local craft stalls

Jewellery stalls

Art Exhibition Stonehaven Art

Art for rent

Schools debating in court room

Stories of notorious cases and history of court

Plans of building/ pictures/photos/ reports

Surveys/questionnaires hard copy and PC's available if Survey Monkey can be used.

**Ideas proposed Saturday 12 December:**

Tea and shortbread

Luck dip

Harp music and tours

Local craft stalls

Jewellery stalls

Art Exhibition Stonehaven Art

Art for rent

Schools debating in court room

Stories of notorious cases and history of court

Plans of building/ pictures/photos/ reports

Surveys/questionnaires hard copy and PC's available if Survey Monkey can be used.

More ideas required from team and start to plan.

JR to contact Douglas Couzins ex Sheriff

IM to contact Mackie and Dunnottar Head teachers

**Date of Next Meeting**

Friday 30<sup>th</sup> October at 9.30 at 22 Riverside Drive.