

Maxwell Suite Refurb
 26th Oct 2023 Via MS Teams
NOTES
 Chair: Martin Griffiths
 Notes: Kyra Boon

Present	
Helen Etheridge, Martin Griffiths, Ian Leese, Max Boyce, Rob Muse	
Apologies	
Laura Harvey, Kerry Jones	
1. Governance	
1.1 Notes of last minutes (for the record) 24.08.23 & 28.09.23	
Meeting notes 24.8.23	Action
Present Helen, Laura, Martin, Rob, Tim & Kyra. Apologies Kerry and Security	
General - Costs to be provided on decant and refurb (as a PoS) by next meeting to enable wider paper on options to be started. <i>Not clear on who is leading on paper.</i>	Kyra
Maintenance - Unit cannot close at present even for a day so agreed short term work to be done as overleaf.	Tim
Decant - Costs from Portakabin will be a one stop shop cost for groundworks, unit and all planning and highway permissions - it will give some indication. Should be with GHC soon. This is based on a schedule of rooms agreed with Helen.	Kyra
Refurb - Kyra can cost the refurb at a cost per square metre estimate as a very high level cost to include replacement gym to allow small PoS expansion and will send round bullet point scope of works to enable the rate to be estimated.	Kyra
Demo of screen soon - Kyra will be in touch as a reminder.	Kyra
Meeting notes 28/09	
Present Laura, Rob, Ian, Martin. Apologies Kerry, Helen (agreed Tim no longer needed to attend as moved into longer term now)	
Screen demo went ahead (recornet) and staff impressed.	
Berkely House offered as possible decant - no to this due to staffing numbers over night at BH, would not offer support required.	
Reference sites discussed - Mason Unit at Southmead and possibly something in Devizes - Martin would speak with Matt Page	Martin
1.2 Matters arising	
1.2.1 Costs – these were presented at the meeting and sent beforehand. The headline budget cost was 1.1m plus vat which included a decant.	
1.2.2 Reference sites – to be arranged once project has further approval.	
2. Work Stream updates	
2.1	Business case/approvals paper
<p>The group discussed what the options would be for the paper, this is the logical next step to secure approval and funding for a design team.</p> <p>Audience for the paper discussed and likely to be Governance, Capital and then Resource but this would need checking.</p> <p>Options:</p> <p>Option 1 – do nothing</p> <p>Option 2 – Decant and refurb</p> <p>Option 3 – New build on site – location is difficult but ideally on site behind the current suite which would be repurposed into something else. New build design to be such that areas can be shut off for maintenance to avoid future need for decant. Alternative location is only car parking as no other areas.</p>	

Option 4 – New build on site – with the current Maxwell Suite repurposed as an Urgent Care Hub. This is potential future development (?phased) which is happening in other areas of the country (Lincolnshire)

Actions

- KB to discuss getting a new build cost with LH.
- MG and team to think about what an Urgent care Hub would need in terms of accommodation.
- KB to update Becky as Matron of Wotton Lawn site and invite to future meetings.
- MG to speak to KJ about discussions in meeting and ensuring sight of discussions.
- KB to check current business case template and start a draft for Ops input.
- KB to look at the timeline of the options.

3. Financial

Funding expended so far on revenue £785.00

4. General items

4.1	Any Other Business			
	None raised.			
4.2	Date and of Next Meeting(s) All on MS Teams	Nov 23 rd at 9.30am	Dec 21 st at 9.30am	Jan 25 th at 3.30pm