

[section 40(2) – FOIA], [section 40(2) – FOIA], [section 40(2) – FOIA], [section 40(2) – FOIA], [section 40(2) – FOIA]

FFE meeting 31.3.10

Today we are trying to generally understand requirements, prepare an indicative schedule so we can feed back to the cost consultants to inform the cost plan and understand how to progress this aspect of the project in line with the LIFT model.

We would like to get a list of what is required, idea of what items may be transferred over and any other information e.g. standard furniture suppliers, quality criteria, expectations on how to progress these designs control and sign off in the right place.

**Transferred Items:** A few items, some shelving and back office stuff. Perhaps customer computers but need to check.

**Number of Users:** Estimated number of visitors this financial year = 78,936; though would expect more after rebuild

**Furniture/Equipment:**

Indicative schedule already provide is a good first draft. Moving forward Libraries would like to be involved, inform into design principles, quality, etc.

Fixed furniture? Some wall based shelving, but most are movable.

Questions: Need to understand data points? Raised computer floors? Grid?

[section 40(2) – FOIA]: Still working on construction so now is the time to discuss. Likely to be a suspended serviceable ceiling.

Sounds like a split provision, local floor grid (to areas for ict service points) and provision for data columns/polls? Glazing system will allow elements of wiring into 'walls'. Will discuss further at next meeting.

**Estimated figures based on recent new build:**

Furniture and Fit out around 50K but would expect for this to be cheaper because 50K included carpet, etc. Add 30K for ICT (kiosks including installation, data points, other equipment) for a total of 80K.

**Actions:**

[section 40(2) – FOIA]

- Update [section 40(2) – FOIA] List to include: Visitor count gates. security gates and community information screens
- Arrange follow up meetings after programme worked out with [section 40(2) – FOIA]

Libraries

- Standard shelving spec to pass on to Architects to work up proposals based on dimensions, etc.
- Adult shelving at Osidge, see how much can be moved across and let [section 40(2) – FOIA] know
- Pass on contract documentation cost of fit out for [section 40(2) – FOIA]; general information above but if more is available would be great.
- Self service kiosks, libraries need to decide how to operate/commission (look at rental)

[section 40(2) – FOIA]

- Work out programme to arrange future dates for stakeholder meetings
- Advise on next steps: getting suppliers on board, moving forward with stakeholder consultations with furniture suppliers, architects, etc. to progress design to sign off.

**General Comments/Information:**

Would like be engaged with customer pod (reception desk design) because don't want big reception. Want to be involved in the proves generally as above.

2 key suppliers: point 8, demco

Furniture provider for South Friern had 2 month lead in for placing order to supply.

Sign off can take place in follow up meetings as and when appropriate. This should be relatively easy as Libraries will be involved in design and quality and will likely be using known suppliers.

Solar shading with material of building. Heat issue has been raised. Thermal model being produced and day light calculation. Can forward on information re: comfort cooling, etc. Should be able to answer questions in more detail at next meeting.

Self service kiosks, libraries need to decide how to operate/commission (look at rental)

Community information screen needs to be added to list. Libraries would want to manage content.

It is anticipated there will be about 3 more meetings after today, each getting more specific and detailed up to final sign off at the last meeting.

Holiday plans:

[section 40(2) – FOIA]

[section 40(2) – FOIA]

[section 40(2) – FOIA]