

Background

At the meeting held on 3 August, the Council accepted the offer from an Architect to draw up plans for the proposed alterations to the building. The plans have now been completed and have been circulated to Members prior to this meeting.

Members are requested to:

- Approve the draft plans
- Approve an initial budget of £1,000 to cover planning application submission and other sundry items as required to progress the project. Costs met from General Reserves.

Next steps are:

- Submit planning application
- Provide drawings to builders for final costings for the internal alterations, new door and steps.