

# **Notes of the meeting of the Village Hall Working Group**

## **held on Thursday 2 September 2010 at 7.30 p.m.**

Present: Peter Newell, Bill Pinkerton, Martin Shann, Robert Crocker, Colin Smith, Brian Leach, Rowland Butt, Ray Tollady, Mary Ann Canning;

### **1. Apologies**

None

### **2. Opening of the Construction Tenders**

Five tenders had been invited, of which 4 received. These were opened by BP and the RB's form completed certifying opening process.

RB to assess priced tenders and request breakdown between hall and CRF, then prepare tender report by next meeting.

RB also to request indication of Value Engineering suggestions from lowest tenderer by email and copy to group for next meeting.

Projected start date 2<sup>nd</sup> week October.

### **3. Assessment of Funds Available**

PN circulated Income and Expenditure Account, which showed a balance of £463,558.71 available for the works. In addition, the cost of Building Regulations fees needs to be allowed for - c. £3000.00.

Fund raising - although not successful with Veolia application this time, it was suggested we re-apply once more funds have been raised for CRF. A number of substantial personal donations have been received including an anonymous one of £10,000.00.

Revised funds balance now available is therefore c. £470,000.00

Football Club – BP reported back on a meeting with representatives – and they have confirmed that so far they have raised almost £4,000 towards CRF/ temporary changing facility. It is hoped that arrangements can be made with the successful tenderer to share a large portacabin within the site compound with access from outside the site for clubs use.

It was agreed that the group as a whole should now re-instate their liaison with village groups, in addition to Grapevine entries, to keep them informed on progress and potential disruption during the contract period. (e.g. relocation of play area, (the temporary loss of which was a source of concern to many) was now to be moved and reinstalled prior to commencement of contract.)

### **4. Discussion of Project Design Services report and 2010 Building Regulations**

RT outlined Building Regulations process – application to be made once tender had

been agreed.

2010 regulations from October will require compliance with Part L – Carbon Emissions. PDS have assessed our buildings as just under the 2010 level, but well over current requirements. For full compliance PDS will either need to re-assess heating and lighting, with additional fees to pay, or have suggested that the installation of Photo Voltaic cells would give us full compliance. It was agreed to go for this option on the CRF roof, with possibility of raising loans from villagers, with interest payments based on Government payback, to be investigated.

RT needs cheque asap to make Building Regs application.

## **5. Update on Planning Conditions for Car Park Site**

MAC reported on liaison with residents of Pigeon House Lane affected by the proposed car park extension. Plans have been discussed with the 3 most affected properties and their suggestions incorporated in a revised layout. A letter was circulated with the new layout requesting comments by 2 September. Residents were revisited and had no further comments.

RT and MAC to undertake submission of all planning conditions as one.

## **6. Discussion of QS Fees/ Contract Administration**

RB outlined the reasons for his request for additional fees for pre-contract work as set out in an email to Peter of 17 August: the scope of work had expanded considerably since his original time-based fee agreement, which was based on a single building and no separate schedules. The extra work has been due to the need to provide detailed schedules for tender to allow for cost breakdown between 2 building elements, the complex pre-tender evaluation process and the increased number of meetings attended. His revised fee of £2,580 was agreed, which represented a considerable reduction on normal pre-contract fee of 1.5% of contract sum. Post contract fee will be 2.1% of contract sum.

Contractor will be paid on the basis of monthly Valuations, with QS and Architect's fees coinciding with Valuations. These fees will be calculated on basis of a percentage of the contract sum divided by the number of months of contract duration.

## **7. Date of Next Meeting**

The next meeting is scheduled for Wednesday 8<sup>th</sup> September at 7.30pm, subject to tender reports being ready – with reserve date of 10<sup>th</sup> September if necessary.