

Notes of the meeting of the Village Hall Working Group

held on Thursday 8 April 2010 at 8.00 p.m.

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

1. Notes from meeting on 5th April 2010

The minutes were discussed – there were no matters arising.

2. Community Recreation Facility

The securing of the Public Works Board loan has ensured the majority of the funds required for the main hall. However, the smaller hall/ sports facility still requires active fund raising. To ensure wide interest in this project by both the younger and older members of the Village, the scope of this sports facility has now been broadened to a multi-purpose "**Community Recreation Facility**" that provides for a wide range of recreational activities for clubs and societies

3. Architect's Queries

Ray Tollady ran through a series of queries concerning detailed design stage of project – queries and working group responses below:

1. Sub-consultant team – Ray Tollady, as Architect, will be heading up a team of specialist advisors- needs PC approval for their appointment:
 - a. Rowland Butt – QS – already appointed by email and present at meeting.
 - b. Structural Engineer – Tarik Beshir – Ray has good working relationship – sole practitioner. Quote for both elements has been circulated to working group.
 - c. Mechanical Engineer – Neil Edwards from Freeland, member of sustainability group, has agreed to prepare performance spec and diagrams, but will not be covered by Professional Indemnity Insurance, so agreed that these will be passed to contractor for design to come within their insurance.
 - d. Electrical Engineer – Ray considered this could be held in abeyance until nearer time of tender, as will not have large impact on detailed design.
 - e. HSE – Brian Leach appointed already.

Parish Council approval for these appointments to be requested at meeting on 12th April.

2. Supplementary Information

The Structural Engineer having reviewed geology of area and presence of large trees nearby, requires ground conditions report including clay shrinkage and bearing capacity in order to design footings. This was agreed as essential. A quotation for £1760 +VAT had been received from GIS (Ground Investigation Services) which the Working Group accepted, subject to ratification by the Parish Council.

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Martin Merritt has prepared a Building Sustainability Report – Mary Ann to copy and circulate to group. Use of some of technology suggested, e.g. ground source heat pump, dependent on grant funding. The application of report recommendations to detailed design to be addressed by Ray working with sub – group.

3. **Extent of works**

The scale of work is now in order of £500k – Rowland explained that project will require the JCT Intermediate Form of Contract, which is geared up to this scale of work, with allowances for specialist sub-contractors and contractor design. Medium sized local builders would be comfortable with this form of contract.

4. **Oak trees**

It was agreed that advice should be sought from ground investigation specialist on timing of removal of oak tree at front of hall. The landscape sub-group expressed concern over Parish Council decision to reduce the crown of the retained oak tree on the basis of its proximity to the rear of existing hall. It was requested that Parish Council be asked to postpone any work to this tree until new hall complete, due to its pivotal role in the new scheme.

5. **Costing**

Ray considered that a more detailed cost estimate is required before proceeding with detailed design. Rowland can provide an elemental costing at this stage – will need inputs from Ray and sustainability group. Communication via email on this – with next meeting to discuss fully.

6. **Selection of Tender List**

Rowland advised that Parish Council advertise locally for expressions of interest in the near future. He will then send respondents a questionnaire and from this select list of max of 6 contractors to send tenders out to.

7. **VAT**

Bill confirmed to Ray that Parish Council can reclaim all VAT.

8. **Timing:**

- a. Site Investigations, Costing, Detailed design – 8 weeks concurrently
- b. QS preparation of schedule of works and tender documents – 3 weeks

- c. Tender Period – 4 weeks
- d. Tender Report and Review – 4 weeks
- e. Contractor mobilisation – 2 weeks min.

Start on site – early September

9. Date of next meeting:

The next meeting to discuss cost estimate will be Friday 30th April at 6.30pm