



JOHN D CLARKE ARCHITECTS

MA/10205

THE ALMONRY, HIGH STREET, BATTLE

REPAIR, RESTORATION & ALTERATION

MINUTES OF PRE-CONTRACT MEETING HELD WITH THE CLIENT, DESIGN TEAM & CONTRACTOR VIA ZOOM ON 10 MARCH 2021 AT 1000 HOURS

Present	Cllr Glenna Favell	Battle Town Council	GF/BTC
	Cllr Margaret Kiloh	Battle Town Council	MK/BTC
	Cllr Hazel Sharman	Battle Town Council	HS/BTC
	Carol Harris	Battle Town Council – Town Clerk	CH/BTC
	Stephen Gray	Adviser to BTC	SG/BTC
	Stephen O'Regan	Blade Consulting (QS)	SO/BC
	Will Harrington	Carnell Warren (M&E)	WH/CW
	Sam Long	Vulcan Ellis	SL/VE
	Andy Standing	Vulcan Ellis	AS/VE
	Sam Wilkinson	Vulcan Ellis	SW/VE
	Mark Anderson	John D Clarke Architects (Architect & Principal Designer – CDM)	MA/JDC
	Andy Doble	John D Clarke Architects	AD/JDC

Apologies for absence were received from Roger Bunney of EAR Sheppard Structural Engineers

		ACTION
1.	INTRODUCTION	
1.1	Those present introduced themselves and their role/responsibilities.	
	<u>Employer</u>	
	<ul style="list-style-type: none">Carol Harris will be the main point of contact for BTC and will circulate all correspondence to other members of the Council.	Note



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Contractor

- Sam Wilkinson is the Construction Director for VE.
- Andrew Sproat will be the QS for VE.
- The Site Foreman for VE is to be confirmed.

Note
Note
VE

Quantity Surveyor

- Stephen O'Regan is the main contact for Blade Consulting.

Note

Architect

- Mark Anderson is the contact for JDC assisted by Andy Doble.

Note

Principal Designer

- John D Clarke Architects.

Note

- 1.2 JDC introduced the project which is to include the following work. The proposed extension which was part of the original tender is now omitted.

Note

- Repair, restoration & refurbishment, including:
 - Pitched and flat roofs and thermal upgrade
 - Stonework
 - Brickwork
 - Windows
 - Internals – staircase, etc.
- New Alterations, including:
 - Removal of partitions
 - Opening up to form meeting rooms with associated structural work as engineers details
 - New accessible toilet and tea-point
 - Refurbishment of existing outside toilet
 - Alterations to existing internal toilet
 - Refurbishment of first floor kitchen and toilet
 - Fire upgrade works
- New electrics, including:
 - New power, lighting, data
 - Removal of existing gas fired heating system and replacement with new electric heating system and hot water services (Contractors Design Portion CDP)
 - New fire alarm system
- Externals, including:
 - Refurbishment of courtyards



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	<ul style="list-style-type: none"> ▪ Driveway improvement – regrading slope with retaining wall, new handrails, resurfacing, etc ▪ New external lift ▪ Drains connections 	
1.3	Attached to these minutes is a contact list. Please confirm any changes/additions to the list.	Note
1.4	Other specialists include:	Note
	<u>Client Consultants</u> Structural Engineer Roger Bunney, EAR Sheppard Archaeology Diccon Hart, HB Archaeology	
2.	CONTRACT	
2.1	The Contract is the JCT Intermediate Building Contract with Contractor's Design for:	Note
	<ul style="list-style-type: none"> • Electric Heating and Hot Water, associated wiring and controls 	
2.2	BC/VE confirmed the revised tender is £520,164.63. VE confirmed that the amended drawings and schedules of work issued have been reviewed and they did not see anything that would require a variation to their offer. The £520,164.633 will therefore be the Contract Sum.	Note
	The Contract Sum includes a number of provisional sums which need to be firmed up as soon as possible. VE mentioned that items such as the removal of artex cannot be firmed up until further investigation has been carried out to ascertain the condition of the substrate. BTC indicated that they may not require removal of the artex, this is to be confirmed and will constitute a variation to the contract should the work be omitted.	VE
	BC to circulate the list of provisional sums.	BC
2.3	BC to prepare the Contract Documents for signing as soon as possible so that the Electrical CDP can be progressed and designs issued for approval and orders placed. VE reported an 8 week delivery for the lift.	BC



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	BC will complete the contract documents within 1-2 weeks with the aim of getting into contract by 26th March 2021 and commencement on site on Monday 26th April 2021 after a 4week mobilisation period.	BC/VE
	A meaningful start on site needs to be made by 1 st May 2021 when the 3 years expires on the planning and listed building approvals.	Note
2.4	VE confirmed a contract period of 16 weeks giving a completion date of Friday 13 th August 2021.	Note
2.5	VE to circulate a copy of their current insurance certificates.	VE
	BTC to notify their insurers of the duration of the contract, commencement dates and name of the Main Contractor.	BTC
2.6	VE to confirm their list of sub-contractors. To date these include: Electrical – Bradbury Electrical, Brighton Windows – Silver Stained Glass Stonework/brickwork – T E Tilley Ltd Roofing – to be confirmed	Note
3.	SITE ORGANISATION	
3.1	VE will carry out a Condition Survey prior to commencement of any works with record photographs. A copy of the survey is to be circulated.	VE
	The survey is to include the surrounding roads, paths, boundaries, adjacent museum, gardens, etc.	Note
3.2	SW will arrange with CH to visit site to look at the site set up, compound, storage areas, etc. CH confirmed that the contractor may use the Market Square for loading and unloading utilising the access to the site via the lower gardens.	VE
	VE to consider the scaffold requirements and need to pavement closures particularly to the High Street. VE will need to maintain access for the public to Western Avenue.	VE



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3.3	VE will have use of water and power supplies. VE to take meter readings at commencement and confirm readings.	VE
3.6	The Contractor is reminded of the need to control noise and disturbance throughout the contract, bearing in mind the sensitive nature of the site and surrounding residential properties. The use of radios will not be permitted.	Note
3.7	VE to plan deliveries to avoid busy periods and endeavour not to block access routes for local residents.	Note
3.8	VE to prepare a plan showing their proposed site set up and circulate.	VE
	VE to maintain access to the Museum. SG confirmed that the Museum intend to open on 1 st June 2021.	Note
3.9	Car parking is available in the Market Square. This is a pay & display car park. There are other car parks nearby.	Note
3.10	CH will provide keys to the building. VE are responsible to maintain security of the church and site compound for the duration of the Contract.	CH/VE
3.11	VE's working hours are Monday-Friday, 8.00am – 5.00pm. No weekend working is anticipated as a rule, however, Saturday's from 8.00-midday may be worked if required. There is no restriction on working hours placed by the planning permission.	Note
4.	CONTRACT MANAGEMENT	
4.1	VE are responsible for coordinating the Works to meet their Contract programme.	VE
4.2	All communications to be via the Architect. JDC will issue AI's as required.	Note
4.3	VE requested one hard copy of the A1 construction issue drawings.	JDC
4.4	Formal site meetings to be held on a two-weekly basis with progress reports being provided by VE ahead of these meetings.	Note/VE



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	This will be in the form of a 'tracker' report. The formal meetings will coincide with the monthly valuation dates.	
4.5	JDC have circulated a copy of the Planning and Listed building Approvals and the Building Regulations Notice.	Note
	JDC reported that details have been submitted to RDC to satisfy the planning and listed building conditions. Approval is awaited. A number of items require approval prior to commencement.	Note
	Subsequent to the meeting details for the courtyard surfacing and colour for the lift were agreed. Details have been sent to RDC for approval.	Note
	VE to notify Building Control of the commencement date.	VE
5.	CONTRACT PROGRAMME	
5.1	VE to issue their construction programme.	VE
5.2	BTC to clear the building prior to commencement, including artifacts stored in the cellar.	BTC
	VE to provide good protection to remaining items and fixed furnishings.	VE
5.3	AFP to provide design drawings for approval by the Design Team in connection with the Contractor's design elements.	AFP
6.	FINANCE	
6.1	BC outlined the sequence for the issue of Valuations, Certificates of Payment and payment procedures. The valuation dates will be at four-weekly intervals. BC will check VE's Valuation and notify JDC who will raise a Certificate of Payment. JDC to raise the certificate, VE will then raise an Invoice to BTC. The Employer has 14 days to pay from the date of the certificate.	VE/BC/JDC
6.2	Retention will be at 5% for the duration of the works up to Practical Completion, 2.5% thereafter.	
6.3	LAD's are set at £2000/week.	
6.2	The works will be subject to VAT at the standard rate.	



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6.3	SL will oversee the financial side of the project for VE. VE will provide a projected final account with their cost report. VE to prepare and circulate a Cash Flow Forecast.	VE
7.	HEALTH & SAFETY	
7.1	JDC to send Form F10 to the HSE and circulate.	
7.3	VE to issue their H&S Plan, RAMS, etc. to JDC for review before commencing work on site.	
7.4	VE to identify the for their H&S station with the F10, visitors' book, etc. All visitors, sub-contractors to be inducted.	
7.5	All persons entering the site to have their own requisite PPE including safety boots.	
7.6	VE will confirm their Covid-19 precautions which follow the CLC guidance.	
7.7	VE to ensure that all sub-contractor RAMS are in place.	
8.	ELECTRICAL DESIGN (CONTRACTORS DESIGN PORTION)	
8.1	The initial outline proposals issued by VE have been reviewed. WH pointed out that the original design for the extension of the original heating system had thermal performance ratings for each space which needed to be high because of the thermal properties of the building. These ratings are contained on the radiator schedule.	Note
	The initial proposals from VE do not appear to meet the same levels and therefore will be undersized. VE to review.	VE
8.2	VE to check that the incoming main is of sufficient size for the increased electrical demand. The existing is 100amp 3 phase supply. This will be the limiting factor for the capacity of the system. Priority relays could be considered to control certain areas which would be cheaper than upgrading the incoming supply.	VE
8.3	JDC confirmed that building control have approved the latest plans.	Note



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8.4	VE require a firm order to be able to instruct their Electrical contractor to develop the scheme further. VE have included costs for the system as proposed, the cost of the system is to be firmed up as a matter of urgency.	BC/VE/CW
8.5	JDC will require wiring diagrams, confirmation of the type of cabling (needs to be fire-proof cabling), there may be a need for powder coating heaters to match background colours, etc.	VE
8.6	The system will require: <ul style="list-style-type: none">▪ Thermostatic individual controls▪ Individual control to rented spaces▪ Timers, programming, etc▪ Hot water to be provided by individual Sadia type heaters with cold systems to the electrical outlets▪ Controls with wifi controllers as original design	VE
8.7	Lighting, fire alarm, door entry, small power, ventilation to toilets, etc. to be as original design.	Note
8.8	CDP design drawings to be circulated for approval as soon as possible.	VE
9.	ANY OTHER BUSINESS	
9.1	VE to arrange for the building to be checked for asbestos during the mobilisation period.	VE
9.2	VE to liaise with Diccon Hart of HBA with regard to programming the excavation work with the necessary Archaeological monitoring.	VE/HBA
9.	NEXT MEETINGS	
9.1	The date for the first formal meeting is to be confirmed.	

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22 March 2021



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Distribution:

Carol – Town Clerk Battle Town Council

Andy Standing – Vulcan Ellis

Stephen O’ Regan – Blade Consulting

Will Harrington - Carnell Warren Associates

Roger Bunny – EAR Sheppard Consulting Civil & Structural Engineers

Diccon Hart – HB Archaeology & Conservation Ltd

JDC