

NEW BUILD MEETING
THURSDAY 18TH JUNE 2009
MINUTES OF MEETING

PRESENT Malcolm Prowse, Frank Benbow, Gail Ridd-Jones, Annie Jones, John Woodward, Gareth Edwards, Gary Smith, Alan Moore, Hannah Harrington, Rachel Zeale, Nikki Wheatley, Val Worms

APOLOGIES Lynn Gresham, Sarah Wills, Jim Weedon, Sue Peckett

ACTION

1 PLANNING APPLICATION

- (i) Gail confirmed to all present that the Planning Application submitted to North Devon Council on the 20th March had been approved, along with the new position of the two playgroup staff parking spaces and the extended boundary to the south.

2 OFSTED INSPECTION

- (i) Lin Hibbard, the Inspection Support Supervisor (Devon Children & Young People Services) has liaised direct with Lynn Gresham confirming that a new application will need to be submitted for an Ofsted inspection. As soon as an updated building schedule is available, Lin would like a copy, together with a copy of the plans which will assist the application, the process of which could begin in September as this could take up to 12 weeks to approve.
- (ii) Regarding the height of picket fencing for the build boundary, Lin says this should be high enough for the children to see over, but tall enough to keep them in. Has put this back to Playgroup for their decision. Gail sought advice from Woodward Smith who may have worked on similar projects and Alan's involvement with work at a local college suggested it could be in the region of 3ft 6. Hannah has kindly offered to check other playgroups for feedback.
- (iii) Frank commented that an initial risk assessment would take place, which could be tied in with a building schedule. Could Lin perhaps advise what Ofsted needs, so we have something to work on. Gail will speak to Lynn and will enquire about this.

GR-J
send when
in receipt

HH

GR-J/LG
Lin back
Tues 23rd

3 LEASE AGREEMENT

- (i) Updated plans showing the extended boundary and gate access were sent to Sarah Wills. A draft copy of the lease are with the Solicitor and we hoped for a copy today. Unfortunately, this was not the case and Gail will chase for an update early next week.
- (ii) With regards to approving and signing of the Agreement, Frank advised that this should be the responsibility of the Playgroup Committee, not the New Build and possibly the Parish Council who will act as guarantors.

GR-J

4 FUNDING

- (i) The Race Night, organised by Annie on 25th April, raised £1,186 and we were very grateful for the support received from the local community.
- (ii) Jim Weedon had confirmed by e-mail 21st April that funding would be 100% from Better Buildings for Early Years and advised on the 18th May, the preference to provide the funding in stage payments as the build develops, payment of which would be within 10 days of an invoice. Frank confirmed that for each stage, the invoices would be for accrued totals and we urgently needed confirmation from Jim on the amount, contents of the agreement and the timescale involved to put this in place. Gail will chase this.
- (iii) We were all disappointed that this could not be discussed at today's meeting as we wanted the architects to start looking at building contractors and seeking tenders for the building process, so the funding agreement needs to be put in place as soon as possible.

GR-J
chased.
Hope to
hear
from JW
22nd to
meet
cont'd

5 PROJECT MANAGER

- (i) Alan Moore, who has a vast knowledge of building projects, joins us a Project Manager. He is happy to work alongside Woodward Smith and Frank, as well as being familiar with other local contractors, one of which is being suggested as the main contractor for the project. Alan advised of two reliable colleagues who would be able to support the project with him and he was very helpful in giving advice on different aspects of the build during the meeting.

6 CONSTRUCTION DESIGN MANAGER

- (i) Malcolm has approached Nick Loosemore for his consideration as our C.D.M. Due to current project commitments, we should be advised within a few weeks if Mr. Loosemore is happy to act on our behalf.
- (ii) Nick Loosemore is also being considered as the main Contractor for the project and would be able to liaise with Alan and Woodward Smith regarding possible contacts for sub-contractors.

7 WOODWARD SMITH ARCHITECTS

- (i) John advised of a quotation received from Taylor Lane to cover the design, fabrication and delivery of a timber frame construction, in line with the approved drawings prepared by Woodward Smith. This quote was favourable to the build committee and Gareth gave Gail a copy of the quotation for our perusal.
- (ii) John was very keen to begin the tender process and develop the plans to a more detailed level for Building Regulations. This would include quotes for pile driving and foundations on the site and to look at any possible problems with drainage/soakaways/surface water, etc. Woodward Smith would send out the plans to 4 or 5 contractors for tenders, requesting a quotation, a start date and the timescale involved to carry out the works. This is why it is important to finalise and sign the agreements for the lease and funding. Alan commented that it would be preferable for one main contractor, all agreed.
- (iii) With regards to the opportunity for quoting, Nikki expressed an interest in the chance to tender (A & B Groundworks) and Frank would like Giles Benbow nominated with reference to the power budget which had been prepared for us in February. The build committee and John agreed that this information could be sent to Western Power for them to quote. South West Water information is currently with the architects.

The feeling from the build committee, was that the Project Manager, Architects and the proposed C.D.M. would all work well together and are delighted that they are all involved with this project.

8 CONFIRM THE WAY FORWARD

- (i) **What is the next step for us?**
 - * We need to have an approved and signed Lease Agreement in place as soon as possible. Copy of this for build committee, Terry Squire (Clerk Parish Council), Hannah, Val
 - * We urgently need an approved and signed Funding Agreement in place. Copy of this for build committee, Hannah
 - * Woodward Smith to proceed with details to obtain tenders. Alan, Frank and Woodward Smith can liaise with one another on stages and although not being heavily involved with this side of the build, Gail would appreciate updates to keep the committee informed of progress.

A meeting to approve and sign documents may be held separately from the new build meetings, as this would not involve all parties.

MP

JW

FB

GR-J

GR-J

note

cont'd

Pg 2 of 3

8 CONFIRM THE WAY FORWARD continued

(ii) **Start date for cutting turf?**

We would like this to be a media event and await feedback on topics discussed so far before an actual date can be given.

(iii) **Working on site/liaising with the School and its Governors**

Val spoke as Chair of the School Govenors, on behalf of them and the School with regards to concerns of the Head Teacher being contacted during the holidays and access, etc. The build committee completely understand that the building work should cause very low disruption to the schools daily routine, hence the hope of commencing works during the summer holidays. Val would appreciate any updates as soon as they are decided, so she can update the Governors, who have a meeting on Tuesday 23rd June.

Gail advised that as and when she receives information relating to on site activity, particularly if the architects are to carry out any foundation or other tests, she was more than happy to inform the Head Teacher about this, as well as Val for the governors.

The Primary Schools last day before the Summer Holidays is Friday 17th July and Autumn Term is expected to begin on the 2nd September.

all to
note

9 A.O.B.

- (i) A letter of support regarding the local elections, has been sent from the Build Committee to Councillor Joe Tucker who unfortunately lost his seat, however we are more than happy for Joe to be involved and kept updated on this project as he has given us much support in the past.
- (ii) A letter of support from the Build Committee has been sent for the Community Shop project.
- (iii) A Wish List of equipment for the new build has been sent for consideration to the Round Table.
- (iv) Olive Brown (Sue Squire's mum) - kind donation to the Build project - thank you to Sue Squire when received
- (v) Just a reminder that any relevant changes to the project will need to be updated in the Business Plan. This was noted and Frank advised that this would soon include an updated build programme and financial budget.
- (vi) Gail advised that she would update the Contacts List and circulate with the Minutes.
- (vii) Annie is organising a Clay Pigeon Shoot fundraising event on Saturday 8th August. Further details would be confirmed, but sponsorship would be greatly appreciated as well as volunteers to help on the day.
- (viii) Annie asked if there were plans for the panels which were provisionally reserved for this project and Malcolm would make some enquiries. At present, they are still okay where they are but Annie would like to know if anything changes.

GR-J
AJ &
build/pgroup
committee

MP/AJ

10 DATE OF NEXT MEETING

It was preferred to have the Lease and Funding Agreement in place which could involve a separate meeting for relevant parties.

Following this, a full new build meeting would be held and Gail will advise at a later date.