

Village Hall Roof Repair (VHRR) Sub Committee meeting

1 April 2021 @18:30

1. **Present:** Ady (AW), Rob (RW), Cherie (CH),

2. **Apologies:** Stu (SC), Kev (KB)

3. **Minutes of last meeting (11 March)**

a. All agreed the minutes are a true record of the meeting of 11 Mar 21.

4. **Quotes**

a. **Roofers**

[Discussion 1] AW advised that ARMA had submitted a revised quote of £27,500+VAT which is significantly lower than their original quote and needs to be checked, that Lincoln roofing had informed us they are overloaded so won't be submitting a quote and that M. Pope had submitted a revised quote for £34,571.93+VAT. John Morris has said the job is too complex so will not be submitting a quote. RW suggested it might be worth investigating if it would be worth replacing the solar panels with newer more efficient ones, although this would incur additional expense.

ACTION: AW to confirm quote cost with ARMA

5. **Update on grants**

a. Igas fund – Application unsuccessful for £2000

b. Screwfix – Application unsuccessful for £1000

c. Alternative funding – letters to local businesses

[Discussion 1] AW advised a letter has been sent to Siemens, Primetake, Ethical Energy and Sirius Energy. RW offered to visit Primetake to discuss the request with the MD. It was decided to allow some time for them to reply by post before visiting. It was also suggested to write to Mr Dyson at Nocton.

d. Self-funding options

[Discussion 1] CH enquired what the WL stance was now that FCC have turned us down, AW replied he is awaiting confirmation from WL. AW suggested that it is starting to look unlikely we will receive enough grant money to fund the full repair and that we might need to start thinking of other ways to raise the money. CH suggested running quizzes in the VH which would raise small amounts each time. AW suggested that if the Hodgson Trust could support us then the rest might have to be raised between the VHMC and the PC. RW expressed an urgency to get the roof repaired and that we should push on with the external repairs as soon as we have enough funds for that initial work.

6. **Update on temporary repair**

a. A third visit has been made, waiting for it to rain to assess success.

b. Temp repair now complete, no more sealant can be applied to the roof without removing the solar panels.

7. **Internal repair and decoration**

a. **Plasterers** – Informed of need to plaster window voids, waiting re-quotes

b. **Decorators**

i. Just waiting for the quote from Holmes & Fields

[Discussion 1] RW said that we shouldn't wait to get quotes for decoration before starting the roof work.

8. **Work Specification document**

- a. Concerns over complexity

[Discussion 1] One of the roofers have said that our scope of work document had added greater complexity to the job which could add additional cost and that they felt the job would be more suitable for a large contractor.

9. Approvals

- a. **Planning** – Not required
- b. **Building Control** – Submitted and approved
- c. **Structural assessment** – Initial visit carried out, email received saying we're safe to proceed.

10. Action tracker

[Discussion 1] All items were discussed and updated. See action tracker below.

11. AOB

[Discussion 1] RW noted thanks to AW who has carried out most of the work so far.

12. Date of next meeting

- a. Thu 22 Apr 21 at 18:30.

Contractors

Roofers	Net	VAT	Gross	Quote ref scope document			Guarantee	Notes
				Net	VAT	Gross		
M Pope	34,518.25	6903.65	41,421.90	33189.06	8297.26	41486.32	15 yrs	
Bluedot roofing	41,223.07	8,244.61	49,467.68					
Lincoln Roofing & Building LTD	25,436.40	5087.28	30,523.68	Overload	Of work	No quote	20 yrs	
Lincs Premier Homes LTD	32,978.90	6,595.78	39,574.68				1 Yr	
ARMA roofing	41,000.00	8,200.00	49,200.00	27,500	5,500	33,000	20 yrs	Includes plastering
John Morris Property								Friend of Simon Ohanrahan

Plasterer	Net	VAT	Gross		
Jon Evans Evans Building Services	740	148	888		Fiskerton
Dave Raw Plastering and Home improvements	500	Not Registered	500		
Simon Ohanrahan	580	Not Registered	580		Cherry
Decorator	Net	VAT	Gross		
Dave Raw Plastering and Home improvements	1400	Not Registered	1400		
Sean Tyler Decorating	1000	Not Registered	1000	Has own Scaffold	Fiskerton
Mitch Canner	No Quote job too big				
Holmes & Fields					Fiskerton

Approvals	Net	VAT	Gross		
Alan Woods & Partners Civil engineers	0	0	0	Advice provided at no cost	
Building Control	306	61.20	367.20		
Planning				Not Required	

	DATE	ACTION	OWNER	PROGRESS
1	4 Dec 2020	AW to ask clerk to Instruct ARMA to carry out a temporary quick fix as listed above at 4.d.i.[1].	AW	(10 Dec) Clerk sent copy of notes from last meeting, need to chase if she's actioned the request. (17 Dec) Email sent to clerk requesting she instructs ARMA to carry out repair. (2 Feb 21) AW advised the temporary repair has been carried out. Item Closed 2 Feb 21
2	4 Dec 2020	RW to check VH insurance for minimum guarantee.	RW	RW advised Zurich do not require a guarantee. Item Closed 2 Feb 21
3	4 Dec 2020	KB to create a pre-construction phase plan	KB	(2 Feb 21) Ongoing, main body is complete, needing more detail as progress is made (16 Feb 21) KB will complete this when we have funding approval, and a start date is known
4	4 Dec 2020	KB and AW to search in storeroom to find original build file	KB & AW	(10 Dec) Ongoing. (2 Feb 21) AW & KB to search this weekend (16 Feb 21) The original build files and drawings have been found. Item Closed 2 Feb 21
5	4 Dec 2020	AW to contact WL Building Control to see if they need to be involved with the project	AW	(10 Dec) Attempted to call, no answer, will keep trying. (17 Dec) Email sent to building control asking if they need to be involved and if they can provide independent advice. (2 Feb 21) AW to reply to email from Build control (16 Feb 21) BC have confirmed their approval is required, clerk will apply Item Closed 2 Feb 21
6	4 Dec 2020	Get quotes to repair internal ceiling	AW	(16 Feb 21) AW to inform the plasterers the roof windows are being removed and the voids will need covering (8 Mar 21) All plasters informed of the change of plan
7	4 Dec 2020	Get quotes to decorate internal ceilings	ALL	(2 Feb 21) KB to request Holmes and Fields for a quote
8	4 Dec 2020	AW to contact Lincoln roofing & building to ask if they are still interested	AW	(10 Dec) Email sent, waiting response. (2 Feb 21) The contractor is still interested, we need to send him the work scope document for him to refresh the quote. (8 Mar 21) All roofers sent 'Scope of Work' document

9	4 Dec 2020	Defer decision on preferred contractor until all responses have been received	ALL	(2 Feb 21) Biffa have advised that they would need to approve our preferred contractor and they wouldn't expect us to have chosen one yet. (16 Feb 21) To note Biffa have rejected our application.
10	4 Dec 2020	Create revised statement of requirement to include opening skylight, preferred tile type, work to conform to BS 5534 and circulate for comment.	AW	(10 Dec) In work. (17 Dec) waiting response from building control to see what their advice is. (2 Feb 21) Work in progress (16 Feb 21) Work scope revised to remove windows, document with additions mentioned in item 8 to be sent to all roofers Item closed 16 Feb 21
11	2 Feb 21	KB to chase Holmes & Fields for a quote	KB	(16 Feb 21) Holmes & Fields have been to view the work and have agreed to provide a quote. Item Closed 16 Feb 21
12	2 Feb 21	RW to contact VHMC chairman wrt removing the roof windows	RW	The chairman of the VHMC has been contacted and he fully supports the decision to remove the roof windows from the roof. Item Closed 16 Feb
13	16 Feb 21	AW to submit application to igas	AW	(8 Mar 21) Igas application submitted
14	16 Feb 21	AW to update the scope of work document and send it to the roofers.	AW	(8 Mar 21) All roofers sent 'Scope of Work' document
15	16 Feb 21	AW to discuss with the clerk the position over the funding approval	AW	(8 Mar 21) Done and agreed the funding approved was to cover all professional fees
16	16 Feb 21	RW to hasten the engineer to provide a quote for his work.	RW	(8 Mar 21) Done, response received saying we're safe to proceed
17	11 Mar 21	AW to circulate email from FCC. AW to distribute email from Planning AW to distribute email from BC	AW	Done

18	11 Mar 21	AW to confirm WLDC grant still stands after rejection from FCC and Biffa	AW	Waiting response
19	11 Mar 21	AW to draft a letter to circulate on PC headed paper and create list of companies we could contact.	AW	Done & sent out
20	11 Mar 21	RW to circulate email from structural engineers	RW	Done