

# Village Hall Roof Repair (VHRR) Sub Committee meeting

11 March 2021 @18:30

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

2. **Apologies:** Kev (KB)

3. **Minutes of last meeting**

a. The minutes of the 16 February were accepted by all as a true record of the meeting.

4. **Quotes**

a. Holmes & Fields decorators have measured up, still waiting quote.

5. **Update on grants**

a. FCC application – Rejected

**ACTION:** AW to circulate email from FCC.

b. WLDC awarded £5747.78 and agreed to be 3<sup>rd</sup> party funder against FCC and Biffa

**ACTION:** AW to confirm WLDC grant still stands after rejection from FCC and Biffa.

c. Igas fund – Application submitted

d. Alternative funding – letters to local businesses

*[Discussion 1]* It was discussed if there was merit in sending out letters to local businesses requesting donations towards the project. It was felt a formal letter was more appropriate than an individual approach. RW said he felt Primetake have shown some previous interest in supporting community projects. Other companies considered worth contacting were F.A.B and Siemens.

**ACTION:** AW to draft a letter to circulate on PC headed paper and create list of companies we could contact.

*[Discussion 2]* It was discussed that if we relied on re-application to FCC and Biffa then due to not being able to re-apply for 6 months it would be autumn/winter before a decision would be received. Also the National Lottery might be worth approaching as we emerge post-COVID.

6. **Update on temporary repair**

a. Second visit made on Thu 4<sup>th</sup>, waiting for it to rain to assess success.

*[Discussion 1]* AW informed that one of the buckets had water in the bottom over the weekend. It appears the leaking is less than it was but is still leaking. **AFTERNOTE:** Since the meeting I have spoken with Graham from ARMA who says he did re-visit a third time and that if it is still leaking then it must be from under the solar panels which would need the removing to address.

7. **Internal repair and decoration**

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

i. Simon Ohanrahan has visited to measure up

ii. Jon Evens has emailed saying he will arrange a time to re-visit

b. **Decorators**

i. Just waiting for the quote from Holmes & Fields

8. **Work Specification document**

a. Updated as agreed and sent out to all roofers. No revised quotes have been received yet.

9. **Approvals**

a. **Planning** – Not required

**ACTION:** AW to distribute email from Planning

b. **Building Control** – Michelle has submitted the request

*[Discussion 1]* AW informed that an email has been received from BC which provides approval to commence.

**ACTION:** AW to distribute email from BC

- c. **Structural assessment** – Initial visit carried out, email received saying we're safe to proceed, advice issued at nil cost

*[Discussion 1]* RW advised he had received emails from the structural engineer who had been able to contact the original hall designer who has provided the original load calculations which show the original design was for concrete tiles and that the building was strong enough to accommodate removing the windows and re-positioning the solar panels. They have also said they are willing to provide this advice as an extension to the original design work therefore it will not incur any charge.

**ACTION:** RW to circulate email from structural engineers

#### **10. Action tracker**

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

#### **11. AOB**

- i. KB Joined the meeting.

*[Discussion 1]* KB advised the Lincoln College have previously provided donations to similar community projects in the past and he has sent an email to the MD asking if we can be considered for a donation. KB asked for clarification if the structural engineer was happy for both concrete tiles and repositioning the solar panels. RW confirmed they had confirmed that both were acceptable.

#### **12. Date of next meeting**

- a. Thu 1 Apr 21 at 18:30.

## Contractors

Roofers	Net	VAT	Gross	Guarantee	Notes
M Pope	34,518.25	6903.65	41,421.90	15 yrs (none for partial re-roof)	
Bluedot roofing	41,223.07	8,244.61	49,467.68		
Lincoln Roofing & Building LTD	25,436.40	5087.28	30,523.68	20 yrs	Quote expired
Lincs Premier Homes LTD	32,978.90	6,595.78	39,574.68	1 Yr	
ARMA roofing	41,000	8,200	49,200	20 yrs	

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	

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