

Village Hall Roof Repair (VHRR) Sub Committee meeting

16 February 2021 @18:30

1. **Present:** Ady (AW), Rob (RW), Stu (SC), Cherie (CH). Kev (KB)
2. **Apologies:**
3. **Minutes of last meeting**
 - a. The minutes of the 2 February were agreed 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. Update
[Discussion 1] Following the last meeting Biffa, FCC and WLDC were all contacted to inform them that our scope of work had changed and that we now intended to remove the roof windows and to reposition the solar panels. All were content for the applications to remain as-is for now.
 - b. Biffa application
[Discussion 1] Biffa emailed on 16 Feb 21 to say they would not be supporting our application.
 - c. FCC application
[Discussion 1] Our application will be considered at the Board meeting on 3 March 21 and they have confirmed they have all the information they require. If we're successful and our application is approved we will need to provide evidence of how the structural engineer and building regs work will be funded. (Note: It was agreed at the Parish Council meeting on 8 Feb that the PC would fund this up to the value of £1000)
 - d. Bernard Sunley Foundation have pledged £5000 (email 15 Dec 2020)
 - e. WLDC awarded £5747.78 and agreed to be 3rd party funder against FCC and Biffa
[Discussion 1] WLDC confirmed this week they will support us with an offer of 100% of what we asked for and that they are happy to be the 3rd party contributor. Both Biffa and FCC have been informed
 - f. Parish Council
[Discussion 1] With WLDC accepting our application and now being nominated as the 3rd party the PC's costs are currently limited to the professional fees of the structural engineer and building control
 - g. Igas fund, max £2000 waiting for an application form
[Discussion 1] AW informed the committee that the initial response from igas was that the maximum they would consider an application for was £2000, at the time he didn't consider £2000 significant enough to follow up, AW asked the committee for their thoughts. Unanimously the committee agreed an application should be submitted.

ACTION: AW to submit the application to igas.

6. **Update on temporary repair**
 - a. Second visit made on Thu 4th, waiting for it to rain to assess success.
[Discussion 1] Graham from ARMA has returned to apply additional coatings of the roof sealer.
AW will monitor the leaks during future heavy rain
7. **Internal repair and decoration**
 - a. **Plasterer**

[Discussion 1] The plasterers will need to review their quotes as we are now removing the roof windows, quotes will likely increase as they will need a tower to access the window voids in the main hall

b. **Decorator**

[Discussion 1] Just waiting for the quote from Holmes & Fields

8. Work Specification document

[Discussion 1] AW informed he would like to send the work scope document to the roofing companies ASAP, SC questioned if this was worthwhile before we had funding confirmation, AW responded that the structural engineer had verbally said the roof should be OK with our plans and that to wait until funding was agreed could incur an unnecessary delay when the re-quoting could be done alongside the funding work. It was agreed that the document should include a statement saying an independent structural assessment was underway and a report would be available prior to work commencing and to invite contractors to comment on any issues or concerns they have. With these additions it was agreed to send it to the roofers.

ACTION: AW to update the scope of work document and send it to the roofers.

9. Approvals

a. **Planning** – Not required

[Discussion 1] Email received saying the work is covered under ‘Permitted development’ and therefore formal planning approval is not required.

b. **Building Control** – emailed received saying BC approval is required, the clerk has been emailed requesting her to apply.

[Discussion 1] Email received saying BC approval is required, the clerk has been emailed requesting she should apply for BC approval however she has responded with concerns the PC have not approved the expense. All felt the expense had been approved at the PC meeting on 8 Feb 21.

ACTION: AW to discuss with the clerk the position over the funding approval

c. **Structural assessment** – Initial meeting carried out Fri 12 Feb, waiting quote before approving them to proceed

[Discussion 1] The structural engineer had verbally said he was very confident the roof was substantial enough to accommodate all our plans, however he needed to carry out the calculations to prove his opinions and he will provide a formal report in due course. The initial build files have been located and the original roof drawings call for concrete tiles which adds confidence that the roof was designed to support the additional weight of the concrete tiles. The engineer will discuss the job with colleagues and provide us a quote for the required work

ACTION: RW to hasten the engineer to provide a quote for his work.

10. Action tracker

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

11. AOB

[Discussion 1] RW raised that there had been recent email traffic from the PC chairman questioning the funding options. AW informed that until the final funders were known and the final contractors chosen there were many possible permutations of what the final funding solution would look like. All agreed a document defining the funding breakdown should be created at a later date when specific details were known. There was no other business raised.

12. Date of next meeting

a. Thu 4 Mar 21.

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	600	120	720	These figures are an approx. estimation	
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
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.

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	
14	16 Feb 21	AW to update the scope of work document and send it to the roofers.	AW	
15	16 Feb 21	AW to discuss with the clerk the position over the funding approval	AW	
16	16 Feb 21	RW to hasten the engineer to provide a quote for his work.	RW	