

Village Hall Roof Repair (VHRR) Sub Committee meeting

02 February 2020 @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 10 December were agreed by all as a true record of the meeting.

4. **Quotes Pg. 2**

a. The table of quotes as received so far were noted.

b. **ACTION:** KB was going to chase Holmes and Fields decorators to provide a quote for decorating.

5. **Update on grants**

a. Biffa application

i. Accepted and to be presented to board of directors mid-February

ii. Submitted in name of VHMC

b. FCC application,

i. Final documents to be submitted this week,

ii. Application can be submitted in name of PC therefore application form is being amended to reflect this and to list figures exc. VAT.

[1] It was discussed that the parish clerk should take control of progressing this grant application. After the meeting FCC informed us that the lead applicant cannot be changed at this time therefore the matter was discussed at the full council meeting on 8 Feb where it was agreed that all grant applications could be progressed by AW and RW.

iii. To be presented to board of directors on 3 Mar 21

[1] KB asked what timescales were involved wrt the funds being released once an application is approved. AW advised that the funds need to be spent within 12 months of being awarded therefore the release of funds must be a fairly quick process.

c. WLDC application submitted and accepted. Matt Snee advised WL are running behind but our application is next for consideration.

[1] It was discussed that if WLDC did approve our grant application then they could replace the PC as the nominated as the 3rd party funder.

d. Bernard Sunley Foundation have pledged £5000 to us. (email 15 Dec 2020)

[1] RW asked how we stood with this application and if they would be sending a cheque through. AW advised that they have said once we are ready to commence the project to contact them and they will discuss the release of the funds.

[2] AW informed the full list of funders and progress with each had been emailed out separately.

6. **Update on temporary repair**

[1] Temp repair has been carried out on 18 Jan by ARMA roofing, he replaced approx. 8 broken tiles with the spares from the boiler room they also painted a couple of tins of aquastop rubberised coating across the worst areas of the

roof. Inspection a few days later during heavy rain revealed that the leaking was as bad as it had been previously.

[2] Graham from ARMA has re-visited today and said he will return and paint more areas in an attempt to reduce the leaking. He took one of the remaining tiles away to see if he can find a match at the building merchants. Graham has since emailed to say he has approached several merchants without success.

[3] RW commented that having discussed the condition of the roof with Graham has cemented the belief that the roof is in poor condition and requires replacing.

7. Internal repair and decoration

a. **Plasterer – 2 Areas to be repaired / skimmed, one on lounge other in store room**

b. **Decorator – Requested to paint all ceilings throughout hall, except the bar**

[1] AW advised the list of quotes are listed below. SC asked if the VH have a scaffold tower, AW advised that we don't have one tall enough, SC asked if hire of a tower has been included in the quotes, AW advised that contractors have been asked to include the cost of a tower in their quotes. SC advised he will provide a quote for the decorating at a later date.

8. Points for discussion

a. Do we need the roof windows?

b. Do we want the solar panels refitting?

[1] Both points were discussed with points raised that a cleaner roof would require less maintenance at a later date. KB asked what the financial benefit of the solar panels are, AW advised that the combined FIT income and free electric to the VH was approximately £1000 per year. SC said we should keep the solar panels if we could. KB said that the additional weight of concrete tiles may mean the solar panel would have to be removed, it was agreed we would need advice on the load bearing capability of the roof structure before a final decision could be made.

[2] All agreed that it should be presented to the parish council that if the roof structure is suitable that the roof windows should be removed and that the solar panels should be repositioned along the ridge line.

c. **ACTION:** RW was asked to contact the VHMC chairman to confirm his thought on the roof windows.

9. Work Specification document

[1] AW advised he has created a first draft of the document and asked all to review it and suggest any additions or amendments. Once completed the intent is to send this back out to the roofing contractors to refine their quotes in line with our requirements. KB advised that under the CDM regulations the chosen contractor would have to provide their own work breakdown document.

10. Response from WL building control

[1] RW asked what progress had been made with contacting Planning permission and building control. AW advised building control had responded by email saying they will not carry out a pre commencement inspection and that they

would carry out their first inspection once the work has commenced. It was agreed this approach wasn't acceptable. AW requested all to provide their concerns for AW to respond to building control. KB advised that the following weekend he would search the VH storeroom to look for the original build documents.

- [2] CH advised Planning are a different organisation than building control and that they should be contacted separately. She also provided the web link to the national planning portal. www.planningportal.co.uk. KB and RW didn't think planning permission would be required however we should still ask for their opinion.

11. Action tracker

12. AOB

- [1] KB advised Absolute Roofing are used by Lincoln College, he is a highly recommended roofer and would we like him to provide advice and a quote. All agreed another opinion and a quote would be beneficial.
- [2] KB asked do we have a timeline for progress following grant award. AW advised that when funding is approved all contractors should be contacted for their availability then contractors could be chosen and a timeline could be set once this is known.

13. Date of next meeting

- [1] 16 Feb 21 at 18:30 via Zoom meeting

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 |

| Structural Survey | Net | VAT | Gross | | |
|-----------------------|-----|-----|-------|---|--|
| Alan Woods & Partners | 600 | 120 | 720 | These figures are an approx. estimation | |
| | | | | | |

| | 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. |
| 2 | 4 Dec 2020 | RW to check VH insurance for minimum guarantee. | RW | RW advised Zurich do not require a guarantee. |
| 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 |
| 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 |
| 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 |
| 6 | 4 Dec 2020 | Get quotes to repair internal ceiling | ALL | |
| 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. |
| 10 | 4 Dec 2020 | Create revised statement of requirement to include opening skylight, preferred tile | AW | (10 Dec) In work. (17 Dec) waiting response from building control to see what their advice is. |

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|----|----------|---|----|-----------------------------|
| | | type, work to conform to BS 5534 and circulate for comment. | | (2 Feb 21) Work in progress |
| 11 | 2 Feb 21 | KB to chase Holmes & Fields for a quote | KB | |
| 12 | 2 Feb 21 | RW to contact VHMC chairman wrt removing the roof windows | RW | |