

Troika – Site Meeting Minutes

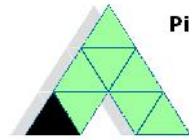
Meeting 11<sup>th</sup> October 2013 10:00am:

Present:

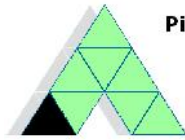
Nick Leaver	G&T	NL
Colin Hart	TCCL	CH
Steve Jones	TCCL	SJ
Keith Atkinson	TCCL	KA
Adrian Burrow	Pinnacle	AB
David Garrett } Rob Waters }	Employer	DG
	Blaise	RW

From 10:15

No	Item	Action/Who
1.0	Previous minutes:	
1.1	Loadings for M&E received and connection requirements being determined.	TCCL
1.2	LPA have issued a refusal to condition 10 – see later.	
1.3	Staircase meeting to be arranged for week commencing 21st October.	TCCL
1.4	As delays have occurred following the design revisions AB is reviewing these before issuing a formal notice.	AB
1.5	Rear terrace roof light not resolved	AB
1.6	Cost report & valuation issued.	
2.0	Progress and Contractor's report:	
2.1	CH issued the contractors report which includes site progress.	
2.2	CH reported that the project is 8 weeks behind programme. The further additional time lost has been caused by re-designs required to the roof & M&E redesigns	
2.3	CH confirmed that the delay could extend depending on the final issue of drawings by the roof designers.	
2.4	The reasons for delay are set out in the contractors report. AB will review these as above.	AB
2.5	Building Control & NHBC had both visited site.	
2.6	No H&S issues had arisen.	
2.7	The contractor's reports are attached	



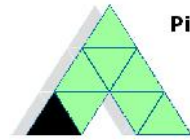
<p>3.0 CA's Report &amp; Valuations</p> <p>3.1 Certificate 14 will be issued asap following inspection of the works today.</p> <p>3.2 NL will deal with the application for funds to be released.</p> <p>3.3 AB had visited site to monitor progress and deal with site queries. In particular, the windows have been revised as has the configuration of the external doors.</p> <p>3.4 Following design meetings, the 1<sup>st</sup> fix M&amp;E was progressing.</p> <p>3.5 Revised roof drawings have been issued, and the final design is being resolved. Some queries remain regarding the steels required, together with resolving the structure for the entrance.</p> <p>3.6 Further design development has up-dated the lighting, heating, air conditioning and power design.</p> <p>3.7 RW is due to issue the revisions and co-ordinated M&amp;E layouts on 1th October.</p>		<p>AB</p> <p>NL</p> <p>AB</p>
<p>4.0 Structural Engineer's Report.</p> <p>4.1 DO was not required at this site meeting. AB has been in contact with Robert Mills regarding the design changes and Halsteads are dealing with these, and detailing changes to the structure as required.</p> <p>Robert Mills is liaising with TCCL regarding the re-design of steels for the roof.</p>		
<p>5.0 Architectural Report.</p> <p>5.1 Kevin Pugh (Blaise) had today received a refusal to condition 10 on the grounds of:</p> <ol style="list-style-type: none"> <li>1. Lack of proposed planting</li> <li>2. The proposed weeping birch is unacceptable.</li> </ol> <p>5.2 KP is dealing with this and discussing tree selection with Majestic Trees.</p> <p>5.3</p>		
<p>6.0 Matters Arising/Detailed discussion:</p> <p>6.1 A detailed design meeting is to follow this site meeting and David Garrett will attend.</p> <p>CVI's are being issued by site and AB is responding to these in conjunction with the design team.</p>		



	<p>The Terrace build up is to be finalised. Blaise are to issue a section through the support over ED07 and to include the insulation &amp; finis to the terrace off the master suite.</p> <p>AB asked Blaise for details for the balustrade to this and to the new Juliet balcony.</p> <p>Following a detailed review of the AC installation, revised drawings have been issued. Blaise are coordination these details for imminent issue.</p> <p>AB asked for the specification of the extract fans suggested my Megalec.</p> <p>AB confirmed that he had no objection to the use of Geberit Mepla multi-pipe for the project. This must be installed strictly in accordance with the manufacturer's instructions.</p> <p>AB has reviewed the quotations for the sliding folding doors and a meeting is being held with two of the specialist on 22<sup>nd</sup> October.</p> <p>David &amp; Charlotte have specified fires and AB/CH confirmed flue requirements as follows:</p> <ol style="list-style-type: none"> <li>1. Family room – twin walled flexible balanced flue to existing chimney.</li> <li>2. Study – ditto to exhaust through wall.</li> <li>3. Lounge - twin walled flexible balanced flue to existing chimney</li> <li>4. Master bed - ditto to exhaust through wall.</li> </ol> <p>TCCL had requested approval of Protan 1.2 system. This has a 20 year warranty and is BBA approved.</p> <p>AB confirmed that he had no objection to the use of this product for the project. This must be installed strictly in accordance with the manufacturer's instructions.</p> <p>AB confirmed that the valleys can be formed in GRP.</p> <p>The roof details are being checked by CH who is liaising with Halstead and the roof designers.</p> <p>SJ is setting up a meeting with G M Fabrications for the staircase detailing.</p>	
7.0	Information required	
7.1	The contractor's IRS is also attached, together with an up-date from PPS.	
9.0	AOB	
9.1	Next site meeting 13 <sup>th</sup> November	
	<p>Distribution:</p> <p>Those present Charlotte French</p>	



	<p>Robert Mills Mark Bretherton - MB Kevin Pugh</p> <p>Attached: Contractor's Site Report &amp; IR report</p>	



Meeting Dates: all at 10:00am

- 13<sup>th</sup> February
- 13<sup>th</sup> March
- 17<sup>th</sup> April
- 15<sup>th</sup> May
- 5<sup>th</sup> June
- 10<sup>th</sup> July
- 14<sup>th</sup> August
- 11<sup>th</sup> September
- 9<sup>th</sup> October
- 13<sup>th</sup> November
- 11<sup>th</sup> December