

Tavistock Guildhall

Site Meeting 11 Minutes

Wednesday – 23.09.2020 @ 14.00pm – Zoom Meeting

Attending:

Wayne Southall	Tavistock Town Council	CL	
Carl Hearn	Tavistock Town Council	CL	
Carrie Blogg	Project Manager	PM	
Geri Parlby	Tavistock Heritage Trust	THT	
Jackie Gillespie	Gillespie Yunnie Architects	GYA	
Ian Farnfield	Gillespie Yunnie Architects	GYA	
Alan Stewart	RM Builders	GC	
Trevor Humphreys	THA	QS	
Harry Smith	Tavistock Town Council	TTC	
Paul Ward	Tavistock Town Council	TTC	
Simon Crosbie	Le Page Architects	LP	Part

Not Attending

Colin Fearon	Gamble Fearon – Exhibition	EX	
Sandra Jones	Tavistock Heritage Trust	THT	
Alex Mettler	Tavistock Heritage Trust	THT	
James Coates	Hydrock – Structural Eng.	SE	
Nick Sendall	Method - M+E	M+E	
Tom Kelly	Method - M+E	M+E	
Dave Fellows	on behalf RM Builders	QS	

Item

1.0 Matters Arising / Outstanding

Actions from Site Meeting 10

- 1.1 Courtroom joinery tenders
– GC reported that they continued to have issues with companies providing quotes for the work. They have sent out additional tender enquires and will keep everyone updated. This item is likely to cause a delay to the completion of the Courtroom. **GC**
- 1.2 Rear courtyard drainage investigations
- The CCTV survey has been completed and the report indicates a blockage in the culvert that drains the lightwell to the front of the building. Hydrock have now confirmed actions:- Granite slabs to be lifted in lightwell to establish where the blockage is. GC has organized labour to do this. **GC**
- 1.3 Dorma front entrance doors
- GC confirmed that the steel fabrication drawings had been confirmed by Hydrock and were being made and sent for galvanizing. Once the steelwork has been installed dimensions can be confirmed to Dorma. **GC**

2.0 Contractors Report

2.1 Additional Matters Arising

- CL requested that room names be added to the progress report text and images.

2.2 Progress Summary / Progress against Target

- Section 1: External Fabric Sectional Completion

GC confirmed that external works are nearly complete, but they are having issues getting sub-contractors back to complete roofing works. In particular DFR who have about 1.5 days work left to do, including installing liquid gutters which need to be in place for Lead workers to complete their work. Lead workers have about 4/5 days and Riviera Stone about 3 days work. Target programme indicates revised completion date of 16.10.20. Alan Stewart confirmed that he is continually chasing DFR and will keep everyone updated.

GC

- Section 2: Overall Completion

GC has issued updated target programme that shows that works are in line to be completed by 13.11.20, but flagged up the following as risk items:- Entrance doors, drainage works, glass doors, bronze liners and courtroom joinery

GYA/THA requested that GC prepare more detailed completion programme for key areas ie Courtroom, Magistrates Room, Entrance and lift areas. This needs to be done as soon as possible to illustrate impact of risk items on completion date.

- Guildhall Square Works

GC issued revised schedule of works with completion date of 30.10.20.

GC

2.3 CDM – Health and Safety Issues / COVID-19 Updates

- GC reported no health and safety issues and they will have a thermometer on site from Monday 28th September.

2.4 Sub-Contractor design proposals

- Entrance Doors refer to item 1.3

GC

2.5 Utilities Update

– BT Connection have confirmed that they will be on site in the next few weeks.

2.6 Delays to Materials / Variations in Specification Required - Covid-19

- GC have not reported any delays.

3.0 Architectural Report

3.1 Architects Instructions / Drawing Issues

GYA to issue AI to cover ironmongery, data cabling, M & E changes.

3.2 RFI Progress / Requests

- GC confirmed that there were a few queries on finishes and will issue updated RFI.

3.3 Extension of Time Requests

GYA have still not received any further information from GC to enable them to consider the extension of time properly.

GC

3.4 Any Other Matters

- External Signage

A sum of £5000 was allowed as a provisional sum. Quotes have now been received that are substantially less than the provisional sum, but GC just checking that all items have been priced for.

4.0 Structural Engineers Report

4.1 Information Required

SE has reviewed CCTV drainage survey and advised the following actions:-

1. Lift flagstones at front of building and investigate for presence of incoming connection from the car park.
2. Jet pipe that crosses the building and any exposed blocked areas in the area investigated in 1.
3. CCTV for condition.
4. Replace V channel section that extends under the lift pit with a new pipe. – reason for this is that whilst the channel has served for a long time and appears to be working. The lift will be above this and should anything happen to the channel it cannot be readily repaired by lining etc.
5. Formalise the catch pit/trap in the urinal area by constructing a chamber over and providing with a new cover. The existing manhole cover should also be replaced if in poor condition.
6. Brick up the existing excavated doorway to ground level and create a new access panel/door/hatch to permit future maintenance. As discussed this is probably a confined space so would require specialist access should entry be needed in the future.

GC is proceeding with lifting of flagstones to investigate blockage and incoming connections from car park. GC to provide costs for above items.

GC

5.0 Mechanical and Electrical Report

5.1 Information Required

- GYA reported that M+E had been answering queries as required.

LG17 – Tavistock display rooms - radiator has had to be moved forward in alcove. Tom Kelly has advised Colin Fearon of this change.

5.2 Any Other Matters

- Refurbishment of existing F44 Magistrates Room Light. GC to obtain costs and report to CL / GYA. GYA raised concerns that the light may be too small in scale for the size of the room.

GC

6.0 Quantity Surveyor's matters

6.1 Cost Report

- QS to issue updated cost report in next few days.

6.2 Valuation

- QS reported that the valuations continue to be out of sync with the meetings.

6.3 Provisional Sums

THA will aim to finalise provisional sums over next few weeks

External Fabric

11/1/G repairs to concrete flat roof - omit as none required	£500
11/1/L repairs to flat roof timbers - omit as none required	£1000
11/1/N Roof tiles – awaiting site confirmation	£1,000
11/1/O Fly mesh – awaiting site confirmation	£1,000
11/1/P & Q Replacement ironmongery – door/ window ironmongery tbc?	£2,000
11/1/Q1 GD07 Rear entrance door – awaiting details of replacement	£750

Lower Ground Floor

11/1/V Forming opening in LG03 – ongoing works	£3,500
11/2/A1 Service alterations in LG07 – covered by previous AIs so omit	£1,800

Ground Floor

	11/2/C Concrete pad and newel post fixing detail G33 – works completed and awaiting costs	£750	
	Second Floor		
	Boxing out behind 2D04 at partition – omit as part of previous Als Incoming Services	£250	
	11/2/K BT open reach modifications to incoming service – awaiting confirmation no more costs expected on residual balance of Drainage	£4,350	
	11/2/N – 11/3/E Various provisional sums – all subject to adjustment on confirmation of final scheme		
	Internal fit out		
	11/3/F G24/35 specialist fit out – omit as outside of this contract	£15,000	Omit
	11/3/G G31 reception – omit as outside of this contract	£2,500	Omit
	11/3/H Internal statutory signage – to be confirmed		
	11/3/I External signage – quote is being reviewed	£5,000	GC
6.4	Any Other Matters		
	- THA have not received any updates on M & E variations.		GC
	- GD07 door to rear courtyard is beyond repair. GC to provide replacement cost.		
	- GD 45 to be refurbished.		
7.0	Client Matters		
	- Weekly Site Inspections are ongoing.		
	- CL requested update on extension of time and impact of risk items		
8.0	Public Realm update		
8.1	Simon Crosbie provided following update prior to meeting:-		
	<ul style="list-style-type: none"> • SCr to chase once again AC Archaeology on their overall project costs (done) • Cobbles to DOB and southern area continue, due to complete end of this week for DOB and end of next week for southern area • Additional ACO drain to be incorporated at southern cobbles • Vehicle bollards now specified (parking bays 8,9,10,11 to be flat bottom so they can move, all others root fixed into the ground) • RMB to consider project over run costs caused by Covid19 crisis and send to TTC • Updated programme issued, new target date for completion end of Oct • Sub-contractors all booked in for their works • At practical completion Heras fences are to be moved to surround car parking bays central core, which allows public to use the spaces but also means Gateway centre project can retain site boundary protection until it is completed. • Cost issues: RMB to get updated cost plan to SCR and TTC asap. (to take into account recent minor changes and accepted £880 last uplift, but to remove VO's from that document) • Next zoom meeting date 6th Oct 3:00pm 		
9.0	Next Meeting – 21st October 2020 @ 14.00am – Zoom Meeting		