

NEW FOOTBALL PAVILLION & COMMUNITY CENTRE
ILMINSTER TOWN FC
BRITTENS FIELD
CANAL WAY
ILMINSTER
SOMERSET

CONTRACT MEETING 24th FEBRUARY 2016

ACTION

- 1 Present :**
T.Walker & S.Shepard (Ilminster Town Council); J.Norris (Ilminster Town Clerk) ;
P.Durman (Building Consultancy Services); D.Paul (Ilminster FC) ; M.Conway
(MW Layzell Builders)
- 2 Apologies :**
D.Manley (Ilminster FC) ; J.Storey & D.Lowe (MW Layzell Builders)
- 3 Distribution :**
As above INFO
- 4 Minutes Arising from Contractors Meeting dated 2nd December 2015**
 1. The minutes of the meeting dated 27th January 2016 were accepted as a true record INFO
 2. A copy of the contract will be issued to MW Layzell JN
 3. Continue to chase services, particularly WPD who have advised there may be an issue with the Wayleave on the Medical Centre property INFO
- 5 Contract**
 1. The contract has been executed and a copy will be issued to MWL JN
- 6 Contractors Report / Programme**
 1. M.Conway tabled the Contractors Report & it was confirmed the works were currently three weeks behind the overall programme, but no further time has been lost.
It is still planned to work weekends to recover the programme. INFO
- 7 Procurement / Design**
 1. Sub-contract orders placed were detailed within the Contractors Report INFO
 2. Currently no outstanding information INFO
 3. Drainage to be resolved once percolation test carried-out INFO
 4. Revised Bar & Kitchen drawing issued INFO
- 8 Information Required**
 1. No information outstanding INFO
- 9 Health & Safety**
 1. No incidents or accidents to date INFO
- 10 Commercial**
 1. Valuation no. 5 to be issued & certified PD
 2. J.Norris to chase to ensure grant applications and 106 monies available JN
 3. Updated Cost Report to be issued with issue of next Valuation Certificate PD

11 Instructions / Variations		
1. CAI 1 to 3 issued		INFO
12 Services		
1. All Statutory Authority quotes have been obtained, orders are being progressed		PD/JN
13 Any Other Business		
1. M & E Drawings reviewed and comments forwarded accordingly. Once issue with electric supply resolved, drawings can be re-issued		INFO
2. Height for "Buy a Brick" wall to be confirmed		INFO
3. Loft hatch positions confirmed in Corridor ; 2nr		INFO
4. Extract vent and extract cowl positions & number confirmed. Heat Radiation to issue cowls/lead slates to site asap		INFO
5. CCTV provision being investigated		INFO
6. Considerate Constructors/school visit to be organised for Sat 19th March		INFO
7. Water capacity of hot water tanks to be confirmed		PD
8. Risk Register to be reviewed, to be updated and re-issued for next meeting		INFO
14 Date of Next Meeting		
Site meeting - 23rd March 2016 at 3.30pm - Council Offices		INFO