

PRE-START MEETING MINUTES

Stables Lane Development Project

Date:	24 May 2018		
Location:	Stables Lane		
Attendees:	Val Hunter	(VH)	Boston Spa Parish Council
	Carol Taylor	(CT)	Boston Spa Parish Council
	Phil Harrison	(PH)	Boston Spa Bowling Club
	Michael Collinson	(MC)	Boston Spa Bowling Club
	Sean Easton	(SE)	Brambledown
	Chris Pratt	(CP)	Brambledown
	Neville Clay	(NC)	Brambledown
	Toby Ware	(TW)	Keystone Building Consultancy
Apologies:	Kevin Alderson	(PH)	Strategic Team Group

ITEM	DESCRIPTION	ACTION
1	INTRODUCTION OF PARTIES	
1.1	Client Representative	
.1	Val Hunter – Clerk to the Parish Council	
	Kevin Alderson – Boston Spa Parish Councillor	
1.2	Contract Administrator	
.1	Toby Ware of Keystone Building Consultancy	
1.3	Design Team / Consultants	
.1	Dale Woodcock of Groundwork NEWY	
.2	No sub-consultants were used as part of this scheme	
1.4	Principle Contractor	
.1	Brambledown	
1.5	Principle Designer	
.1	Dale Woodcock of Groundwork NEWY	

2 PROJECT DETAILS

2.1 Project Description

- .1 Stables Lane Development Project
- .2 TW expressed the importance to keep the scheme known as 'Stables Lane Development Project' no deviation from this should be made in any product literature.

2.2 Form of Contract

- .1 JCLI Landscape Works Contract 2017

3 CONTRACT DOCUMENTATION

3.1 Completion of Contract Documents

- .1 TW has received copies of the contract and will complete. TW
 - .2 BSPC to print and bind 2no. copies of the costed tender document and pre-construction information. KA to issue to TW to complete the contract documentation. KA
 - .3 Once received TW to issue to BSPC for signature, then issue to Brambledown for signature and then distribute completed copies accordingly. TW
 - .4 Brambledown requested an order / letter of instruction to proceed so they can begin to order materials prior to receiving the complete contract documents. TW
- TW requested start and completion dates so these could be included. SE
- TW to issue letter of instruction to proceed.

Post Meeting Note

SE provided start and completion dates. TW issued letter of instruction to proceed.

3.2 Contract Sum

- .1 Total Contract Sum will be the tendered price of £125,501.19 (One Hundred and Twenty Five Thousand Five Hundred and One Pounds and Nineteen Pence) + VAT
- .2 Contract Instruction no. 1 will highlight all the variations to provide the agreed reduced value of £87,019.68 (Eighty Seven Thousand and Nineteen Pounds and Sixty Eight Pence) + VAT
- .3 TW to issue Contract Instruction no. 1 TW

Post Meeting Note

TW issued Contract Instruction no. 1

3.3 Insurances

.1 Brambledown provided a copy of their insurance certificate as part of their tender return.
Brambledowns insurance is as follows:

Public Liability	£ 10,000,000	Expires 16 October 2018
Employers Liability	£ 10,000,000	Expires 16 October 2018

.2 VH to notify BSPC insurers of the nature and timescale of the works. VH

.3 VH to arrange appropriate cover once the works are complete. VH

Post Meeting Note

VH currently organising BSPC necessary insurances for the works and equipment once complete.

3.4 Tax Exemption / Certification

N/A

3.5 Surety Bond / Parent Company Guarantee

.1 N/A

3.6 Designers Collateral Warranties / Duty of Care Deeds

.1 N/A

3.7 Working Documents

.1 TW confirmed the tender documents will be the working documents. TW to issue the reduced scope schedule of works with omitted and reduced no. items. TW

3.8 Schedule of Reductions

.1 None

4 STATUTORY BODIES

4.1 Planning Permission

.1 TW confirmed the Certificate for Lawful Development for the works has been achieved.

4.2 Building Regulations

.1 TW confirmed the works do not require building regulation approval.

4.3 Statutory Services

.1 No works being undertaken to any statutory services.

4.4 Listed Building / Conservation Area

.1 The area falls within Boston Spa Conservation Area. The nature of the works do not require Conservation Area Consent.

There are no Listed entries within the site.

5 CONTRACT CONDITIONS

5.1 Working Areas / Restrictions / Access / Security

.1 Discussions were had over the requirements to keep parking available for the users of the bowling club. Although the contractors site compound will not encroach onto the existing car park some of this area will be needed for the turning of the delivery lorries. It was agreed that a section of the field along the tennis club could be used. MC to issue schedule of parking requirements, Brambledown to liaise with PH and MC to ensure these can be met.

MC

Post Meeting Note

MC issued schedule to TW, TW forwarded to Brambledown.

.2 Brambledowns tender highlights Heras fencing to the corner of the bowling club which would restrict access to the allotments and St Mary's School. Access would be required for the duration of the works so it was agreed Heras fencing would be limited to the site compound and potentially the playground equipment area, all other areas would be designated and cordoned off appropriately.

.3 TW notified Brambledown of the recent anti-social behavior on the field and to be vigilant with their equipment and materials. CT highlighted the local PSCO is undertaking visits of the area on her patrol of the village.

5.2 Hours of Working

.1 TW confirmed the hours of work to be Monday to Friday 8:00 to 17:00 as identified in the tender package.

.2 Brambledown requested if it was possible to attend site at 7:30 to begin setting up. VH and CT confirmed this was acceptable as long as there were no noisy works taking place.

5.3 Meter Reading Services on Site

.1 NC confirmed Brambledown will bring all their own generators and water supply required for the welfare facilities and works.

5.4 Adjoining Properties

.1 Adjoining properties are mainly residential. There is the school playing field to the south and rough land to the west. These will not be affected by the work.

.2 VH confirmed the residents in the nearby vicinity have been notified of the works.

5.5 Samples and Approvals

.1 No samples or approvals required.

.2 TW expressed the importance to use the specified materials and manufacturers and no deviation will be accepted.

5.6 Signboard

.1 TW sated Brambledown could install a sign board if they wish.

.2 VH confirmed BSPPC will not install any notices regarding the works.

.3 SE highlighted the standard health and safety signs will be placed on the Heras fencing.

5.7 Site Rules

.1 TW explained there are no client site rules and Brambledown to follow their own.

5.8 Site Accommodation and Welfare Facilities

.1 SE confirmed a welfare facility will be provided with a WC, running water, seating and drying room for the duration of the works.

5.9 Telephone Numbers

.1 Telephone numbers are:

VH	07864 649565
CT	07979 770909
KA	07740 578000
PH	TBC
MC	01937 520399
TW	07951 761122

PH

.2 Brambledown to issue telephone numbers for SE, NC and CP

SE

5.10 Schedule of Condition

.1 SE confirmed they will take a photographic record of the site, mainly of the fencing to either side of the footpath alongside the allotments and the main entrance of the existing car park. This will be retained on file to confirm if any damage is occurred as part of the works.

5.11 Progress Photographs

.1 N/A.

5.12 Site Ready for Commencement / Setting out Information

.1 SE requested TW confirm position of footpath once Brambledown have temporarily marked out its location. TW spoke with KA who will also attend. Brambledown to provide sufficient notice to arrange this meeting.

6 LEGAL REQUIREMENTS

6.1 Party Wall etc Act 1996

.1 N/A

6.2 Licenses

.1 None

6.3 Easement / Restrictive Covenants /Rights of Way / TPO's

.1 None

6.4 DDA Considerations

.1 N/A

6.5 Acquisition (Building / Land) / Conveyance Conditions

.1 N/A

6.6 Adoption Agreements / Section Agreements

.1 N/A

6.7 Demolition Notice

.1 N/A

7	FUNDING	
7.1	Funding Arrangements	
.1	To be funded by Boston Spa Parish Council	

8	CONTRACT ADMINISTRATION	
8.1	Programme	
.1	TW requested a programme. SE to produce a programme and issue.	SE
8.2	Confirmation of Dates	
.1	TW requested confirmation of a start date. It was agreed the duration would still be 6 weeks due to the majority of the work being the creation of the footpath. SE to provide start date based on lead in of the playground equipment.	SE
.2	<u>Post Meeting Note</u> SE confirmed the following: Start Monday 18 June 2018 Completion Friday 27 July 2018	
8.3	Site Meetings	
.1	It was agreed between all parties site progress meeting will be undertaken every 2 weeks on a Thursday at 8:30. The first progress meeting to be the week Brambledown start and to be confirmed once a start date was agreed.	TW
	<u>Post Meeting Note</u> First progress meeting to be Thursday 21 June at 8:30 on site	
.2	TW explained he will visit site more frequently and should any queries be raised then to contact him and he will attend to inspect.	
8.4	Progress Reports	
.1	TW confirmed progress reports not required.	
8.5	Site Agent	
.1	It was confirmed CP will have the day to day responsibilities with SE also overseeing the work.	

8.6 Contract Instruction / Lines of Communication

.1 TW expressed that no variations should be taken from any other party than the CA.

8.7 Availability of Materials and Labour

.1 Lead in times for the playground equipment may delay the commencement date as the delivery of this would have to factored into the main programme. CT discussed timeframe with Sutcliffe Play and SE to follow this up. SE

Post Meeting Note

SE confirmed Sutcliffe Play intend to deliver the equipment w/c 2 July so a start date on 18 June 2018 can be agreed.

.2 Post Meeting Note

Additional funds maybe available to purchase additional numbers of the benches. KA queried what the latest date Brambledown would need to be able to order these. SE to advise. SE

8.8 Schedule of Information (required by all parties)

.1 Discussions were had over the reduced scope and TW stated he would issue the revised schedule to make it clear what works were proceeding. TW

8.9 Handover Requirements / Defects Period

.1 TW to inspect at Practical Completion. TW confirmed 12 months defect liability period.

8.10 Quality Control / Snagging

.1 TW to snag works at progress meetings and at Practical Completion. Snags to be completed within two weeks

8.11 Drawing Issues / Revisions

.1 TW confirmed construction drawings to be those drawings issued at tender

9 COST PROGRESS / VALUATIONS

9.1 Valuations and Certificates / Payment

.1 VH explained BSPC can approve payments at the Parish Council meetings which are the third Monday of the month. TW stated Brambledown could issue their valuation beforehand to tie in with these dates.

TW to review and approve by issuing Certificate of Payment to all parties.

Post Meeting Note

Parish Council Meetings will be:

16 July (4 weeks after start date)

20 August (9 weeks after start date)

Brambledown to issue their valuation within a timely fashion to achieve payment on or shortly after 16 July 2018.

9.2 Variations

.1 All variations to be approved by TW by issuing a Contract Instruction to all parties.

.2 TW to issue Contract Instruction no.1 identifying the agreed reduction in the scope of the works.

Post Meeting Note

Contract Instruction no. 1 issued.

.3 NC advised there may be a sur-charge due to the reduced number of equipment. NC to advise.

Post Meeting Note

TW to coordinate ordering of these with NC and KA as BSPC maybe able to fund more. TW

9.3 Provisional Sums / Contingency

.1 TW to omit all Provisional Sums and Contingency in a following Contract Instruction. TW

9.4 Cost Progress Reports

.1 Not required.

10 HEALTH AND SAFETY

10.1 Health & Safety Policy

.1 Brambledown to submit SE

10.2 HSE Notification

.1 TW confirmed the project is not deemed to be notifiable to the HSE.

10.3 Preconstruction Information

.1 TW confirmed PCI was issued during tender. Brambledown confirmed they have a copy.

10.4 Welfare facilities

.1 It was agreed Brambledown will provide sufficient welfare.

10.5 Construction Phase Health and Safety Plan

.1 Brambledown to issue to TW for review and client approval prior to work commencing. SE

10.6 Principle Designer

.1 It was confirmed as Dale Woodcock of Groundwork NEWY

10.7 Significant Issues

.1 No significant issues were raised.

10.8 H&S File

.1 Brambledown to provide all relevant information to achieve Practical Completion.

11 ANY OTHER BUSINESS

.1 Discussions were had over the required of the board edging to the footpath. TW discussed with KA and KA confirmed it is to remain.

.2 SE queried whether the footpath should follow the gradient of the site or lay flat. TW confirmed it is to follow the gradient of the site to allow mowers to drive over the path without causing damage.

.3 TW advised Brambledown of recent anti social behavior on the site. SE confirmed they would take all necessary precautions. VH and CT confirmed extra attendances were being made by the local PCSO

.4 A water feed to the allotments was discovered. An allotment owner advised this ran to the old pavilion. SE advised they would scan the areas prior to excavating and would take care when digging the footpath in this location. SE advised the pipe should be deep enough but if not should be easily moved out of the way.

Post Meeting Note

.5 KA advised Miller Homes who are constructing new houses in the village and have offered free of charge soil to be delivered to Stables Lane should additional soil be required. SE to advise if this is required.

KA would like noticeable mounds creating so this extra soil may be required.

.6 SE raised a query with the construction of the raise platform. TW to confirm TW

Post Meeting Note

TW advised the area is to be made up ground to allow the contraction as per the drawing so there will be a made slope up to the platform.

12 **NEXT MEETING**

Thursday 21 June 2018 at 8:30 on site

13 **DISTRIBUTION**

All present plus:
Kevin Alderson
Steve Morrill
BSPC Members and Working Group distributed by KA
