

MINUTES

MILL STREET, LEEK

SITE MEETING NO 2

MEETING HELD AT THE OFFICES OF NECHCOL LTD, GROSVENOR HOUSE, 20 BARRINGTON ROAD, ALTRINCHAM ON 11 MAY 2012 AT 9.00 AM

Present	Organisation	Distribution
David Tresadearn	Nechcol Ltd	1 Copy
Andrew Prosser	Prosser Safety Consultants Ltd	1 Copy
David Yates	Ashmount Consulting Engineers	1 Copy
Mark Edwards	Mark Edwards Associates	1 Copy
Alan Jackson (AJ)	Ashworth Jackson and Walker	1 copy

Item No		Action
	Items where no action has occurred are left to reoccur in the minutes until discharged	
1.00	PLANNING CONDITIONS	
1.01	Commence within three years	
1.02	Samples : external elevations brickwork render windows roof tiles rainwater goods	
	To be approved in writing by Local Authority before work commences.	DT
1.03	Landscaping	
	AJ contacted Sarah Rycroft, however, alternative fee bids were sought. Landscape now provided by The Plant Room. Vanessa Swift 07918 081407 vanessa@theplantroom.co.uk	
	Draft Scheme tabled. Minor revision required to remove unwanted gabion retaining wall along the Mill Street Elevation. Vanessa to amend and re submit	AJ
1.04	Landscaping : Implementation	
	Five year replacement period.	DT
1.05	Parking bays to be provided before occupation.	
1.06	Road crossings to be provided before occupation.	DT/AJ
1.07	There is no Condition 7. This relates to a previous application which is no longer valid	

Item No		Action
1.08	Drainage and surface water scheme	
	Draft Scheme tabled. Amendments required to remove attenuation and provide soak ways in lieu.	MEA
	DT preferred shorter connection in carriageway even though it may mean closing road for a short period.	
1.09	Noisy Activities	
	Site time restrictions.	DT
1.10	Noise Levels Within Flats	
	Planning requirements of 30Db reduction within Flats. Item discussed with Building Control who suggest appointing sound testing company to seek advice.	DT
1.11	Control of Dust	DT
1.12	Site Contamination Report	
	Early assessment report no contamination.	DT
1.13	Remediation Scheme	
	Probably not required	DT
1.14	Remediation Methods	
	Probably not required	DT
1.15	Imported top soil requires testing.	DT
1.16	Air Quality Impact Assessment required prior to development.	DY
1.17	Secure By Design	
	To be approved before occupation.	DT/AJ
1.18	Renewables	
	DY asked if 10% renewable had been requested by Planning. The Planning conditions do not specify. Desirable to check with Local Authority	AJ
2.00	CODE FOR SUSTAINABLE HOMES	
	Mill Street will be built to Code 3 Standard under the code.	
	David Yates/Ashmount will be the assessors for the scheme.	DY
	DT confirmed that the Housing Association had not issued any specific brief other than the requirement to conform to Building Regulations and Code 3 for Sustainable homes.	

Item No		Action
2.01	Ecology Report DY asked if an ecology report had been carried out for the site. This could prove valuable in achieving the Code 3 Standard. Not required.	
2.02	Pre-Assessment Report Pre Assessment Report Issued.	
2.03	BREEAM/SAP Calculations Target U values given. Urgent decision required on fuel – gas or electricity. Decision critical to DY,ME and AJ.	DT
3.00	BUILDING REGULATIONS	
3.01	Insurers will be NHBC.	
3.02	Building Control will be Local Authority Staffordshire Moorlands.	
3.03	Contact will be Steve Mansfield Steve.Mansfield@staffsmoorlands.gov.uk	ALL
4.00	SITE INVESTIGATION	
4.01	On going, not yet complete. Window samples are lacking information closer to critical boundaries.	
4.02	MEA will require further/additional boreholes to be agreed.	DT/MEA
4.03	Draft site cross sections are currently being prepared.	
5.00	ADJOINING OWNERS It may be prudent to appoint a Party Wall Surveyor for works adjacent to the boundaries (including the LA at Belle Vue Street). DT to make enquiries.	DT
6.00	SERVICES (UTILITY) Drawings of existing utilities circulated. No issues at present.	All
6.01	Electricity	
6.02	Gas	
6.03	Water	
6.04	BT	
6.05	Other	

Item No		Action
7.00	SERVICES (FLATS)	
7.01	DY would make an assessment of space requirements and report back.	DY
7.02	Gas would be preferable as a fuel as this has greater value towards overall Code 3 assessment.	
7.03	DT expressed a preference for electricity. DT still waiting for quotes to come back in before he can evaluate costs. AJ to look at methods of increasing insulation to achieve higher U values. DT to enquire of window manufacturers the cost difference between 1.2 and 1.5 U values.	AJ/DT
8.00	CDM	
8.01	Copy F10 circulated. Preconstruction Phase Plan not completed but promised by 21 May 2012.	AP
8.02	Site Risk Management Plan for DT use received by DT.	
8.03	Ground Assessments report received. Geo Technical Reports still awaited.	DT
8.04	AP requested Nechcol Health and Safety Policies received by AP.	
8.05	AP handed over papers to DT: - CDM 2007 Pre-contract Duties Provision of Welfare Clients Duties	
8.06	Construction Phase Plans required prior to demolition works within 7 days of 21 May 2012 following Preconstruction Phase Plan.	DT/AP
9.00	PROGRAMME	
9.01	Overall building programme will be 18 months from today.	
9.02	Anticipated enquiries for ground works package available in six weeks.	
9.03	Hopefully demolition to commence in two to three weeks.	
10.00	PRIORITIES	
10.01	Dimensioned GA plans – envelope dimensioned, draft elevations produced.	AJ
10.02	Geo technical reports and site trenches still required. ME requested draft copy before formal issue.	DT
10.03	Draft structural proposals issued and ongoing between ME and AJ. Inclusion of additional space at ground floor accepted.	MEA
10.04	Initial SAP assessment circulated.	

Item No		Action
11.00	LIFT	
	ME enquired about lift. DT to circulate Kone Quote.	DT
12.00	Tender list for M+E contractors.	
	DT and DY to assemble possible list for inclusion to tender	DT/DY
13.00	MAINTENANCE ITEMS	
	AP suggested template for all end user items. AP to provide.	AP
14.00	ROOF CONSTRUCTION	
	Issues yet to be resolved between AJ and ME	AJ/ME
15.00	Protection of Steel Columns in Car park	
16.00	Probably concrete for fire and impact damage.	
17.00	DATE OF NEXT MEETING	
	Friday 1st June 2012 9.30 am at Nechcol offices.	ALL