

Minutes for Bingley Toilets

Client: Bingley Town Council
Project Number: BC2043
Meeting Date: 14th February 2019
Meeting Location: Cottingley Community Centre
Meeting Title: Client Meeting 02

Attendees

Present:	Ruth Batterley	Bingley Town Council	RB
	Edwina Simpson	Bingley Town Council	ES
	Daniel Green	Bowman Riley	DG
Apologies:	Caroline Fattorini	Bowman Riley	CF
	Mark Truelove	Bingley Town Council	MT

1.0 Minutes of Last Meeting

1.1 DG to produce Project Directory with all relevant contact details. **DG**

2.0 Funding and Council Matters

- 2.1 ES confirmed that the community asset transfer is currently being processed.
- 2.2 The overall budget for the works is £157,500 which includes £24,500 for fees.
- 2.3 DG to prepare a simple report on JCT Contracts to explain detail of the various contract, collateral warranties, defect liability periods and execution of the contract. **DG**
- 2.4 The red line plan has been agreed by the Council, which confirms the extension to the south elevation will be acceptable.
- 2.5 RB to review the business case for the loan. **RB**

3.0 Site & Specification Development

- 3.1 DG to confirm whether it would be the contractor or BRBC to inform Bradford City Council that the site will be fenced off. **DG**
- 3.2 The site set up and contractors compound arrangements were discussed and use of a few car park spaces in the car park may be required. DG to call Tiffany Lewis at Bradford City Council, Car Park Manager to discuss if possible **DG**
- 3.3 DG to liaise with Accordial Moveable Partitions for a budget cost for project. **DG**

- 3.4 DG to issue the revised plans for the moveable partition and windows. **DG**
- 3.5 RB confirmed that the sanitaryware inside the office will be ceramic and steel to external.
- 3.6 ES suggested the Healthmatic remote locking had been approached previously to discuss ways of safely managing the toilets. DG to investigate potential design solutions with them and other providers. **DG**

4.0 Planning

- 4.1 Planning needs to be submitted for the end of the month with the planning permission forms done by Tuesday 19th February 2019 the latest to allow them to be tabled at the committee meeting.
- 4.2 BR will pay the fee for planning and claim back however, it was noted that the Town Council will get the planning permission at 50% discount.
- 4.3 DG to find out the fee and let RB know as soon as possible. **DG**

PMN: The fee for planning is £462. With 50% discount applied cost will be £231.

- 4.4 The outline layout of the internal office should be allowed for 6 persons in the space.

5.0 Contractors/Procurement

- 5.1 Potential contractors were discussed. Bermar Building of Bradford was suggested, New Construction of Elland and Millpark of Wakefield. The tender would also be circulated on the Contract Finder and Town Council website.

6.0 Next Meeting

- 6.1 11th March 2019 at 1.30pm.

Bowman Riley
Leeds Office

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