

## Minutes for Job Title

**Client:** Bingley Town Council  
**Project Number:** BC2043  
**Meeting Date:** 14<sup>th</sup> January 2019  
**Meeting Location:** Cottingley Community Centre  
**Meeting Title:** Client briefing meeting

## Attendees

|                 |                    |                      |    |
|-----------------|--------------------|----------------------|----|
| <b>Present:</b> | Ruth Batterley     | Bingley Town Council | RB |
|                 | Edwina Simpson     | Bingley Town Council | ES |
|                 | Mark Truelove      | Bingley Town Council | MT |
|                 | Richard Holmes     | Bingley Town Council | RH |
|                 | Caroline Fattorini | Bowman Riley         | CF |
|                 | Daniel Green       | Bowman Riley         | DG |

## Apologies:

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### 1.0 Introductions

- 1.1 Introductions were made for the attendees for the meeting.
- 1.2 A Project Directory will be drafted by Bowman Riley and circulated to Bingley Town Council for completion. This is to include an 'Out of Hours' contact if possible.

### 2.0 Planning/Grant Funding

- 2.1 It was discussed and agreed the planning period for Bradford Planning Dept generally take between 8-12 weeks.
- 2.2 The grant funding period was discussed in detail, a business case needs to be prepared for the project and includes the community asset transfer, which is completed. Bingley Town Council will confirm if there are any outstanding elements to this, they will liaise with their solicitor to recommend the best way of drafting the edge of terms for the works.
- 2.3 RB to forward the pre-planning advice from Bradford Council to Bowman Riley. **RB**
- 2.4 A consultation on the pre-set charge was undertaken one year ago to confirm £135,000.00 contract value will be applied for.

### 3.0 Contract/Contractor Selection

- 3.1 The type of construction contract was discussed. CF suggested the most appropriate for this project is likely to be a JCT Minor Works with Contractors Design 2016.
- 3.2 DG to produce elevation drawings for Monday 21<sup>st</sup> January 2019. RB to request the CAD plans from the Architects (RBS). **DG/RB**
- PMN RBS have not been forthcoming with the CAD plans, BR submitted a quotation to undertake the preparation of new plans. This has gone to committee for approval.***
- 3.3 MT raised a query regarding the proposed vestibule to the side elevation on whether it is located within the land/curtilage Bingley Town Council or on Bradford Council land. **BTC**
- Bingley Town Council to check with their solicitors.
- 3.4 It was confirmed the local planning officer for Bingley is Martin Burke.
- 3.5 Local contractors are to be preferred to more national contractors, five are to be included on the tender. The project is to be put out on Contract Finder, however contractors can also be approached directly to tender the works.
- 3.6 RB to be check whether JCT is an acceptable form of contract to use. **RB**
- 3.7 The project is to commence as soon as possible (Prior to May 2019 preferably due to the Council changeover).
- 3.8 Preferred completion date is by the end of November 2019.
- 3.9 DG is to prepare a programme to start looking at key mile stone dates. **DG**
- 3.10 Insurance for the works was discussed and the preferred option was the works to be undertaken in joint names. The Council will put their insurers on notice when necessary. **BTC**
- ### 4.0 Health & Safety
- 4.1 Bowman Riley to check the threshold for the works with CDM 2015 and notify to the HSE if required **DG**
- 4.2 Bowman Riley H&S team will prepare the pre-construction information. **BRBC**
- 4.3 Site barriers/safety signage – Bowman Riley to liaise with Bradford Council to confirm whether an area can be utilised as a site set up. **BRBC**
- 4.4 Health & Safety File an electrical and hard copy will be provided at the end of the contract. **BRBC**
- ### 5.0 Outline Design
- 5.1 The room data sheets where discussed, Bingley Town Council are to review. **BTC**
- 5.2 M&E – cost options are to be included in the specification for installation of a wet heating system and air conditioning system. **BRBC**
- 5.3 Movable partition is to be included within the specification for pricing within the tender, however is likely to be prohibitively expensive **BRBC**

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5.4 WC provisions – a remote locking facility will be investigated as are other potential security methods to ensure the toilets not used inappropriately. Preferred WC Specification is to be a metal pans for toughness.

**BRBC**

5.5 Furniture & Fittings – a dishwasher, fridge and microwave are to be included for within the specification for the kitchenette. Sanitary ware to be stainless steel rather than porcelain.

**BRBC**

## **6.0 Date of Next Meeting**

6.1 11th February 2019 at 13.30 at Cottingley Community Centre

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15<sup>th</sup> January 2019

**6.0 Any Other Business**

6.1 Date of next meeting 11<sup>th</sup> February 2019 at 13.30 at Cottingley Community Centre.

Yours sincerely

Name QUALS  
Title  
Bowman Riley Architects  
**Skipton Office**

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