

SANDFORD COMMUNITY SPORTS PAVILION

NOTES OF PROJECT BOARD MEETING ON 26TH MAY 2016

Present:

| | |
|-----------------------|---------------------------------|
| Andrew Webb (AW) | Project Executive (Sandford PC) |
| John Bolsdon (JB) | Senior User (Sandford AFC) |
| Ian Darling (ID) | Senior Supplier/Lead Designer |
| Phil Harvey (PH) | Sandford PC |
| Jake Weedon (JW) | Sandford PC |
| Elizabeth Dalton (ED) | Sandford PC |

The purpose of the meeting was to review the scope of the project and confirm the design in the light of the positive funding news from Sport England and the need for their appointed consultant to check project viability.

Action: Sandford PC to select consultant from list and engage directly.

Planning permission for the design had been given in April 2014 with a window of 3 years to commence construction (by Apr 2017). The design had been reviewed with Graham Hitchen (MDDC) regarding building regulations but a formal application and notification to HSE for CDM regulations would not be made until we had a firm construction start date.

It was noted that the design did not conform to Football Association standards as these would require a much larger construction and other constraints and would be unaffordable.

Action: ID to confirm that design conforms to Devon & Exeter league standards and Sport England standards.

Action: Sandford AFC to retain ID for this work and agreed to fund design checks.

Noted that current specification did not include space heating and water heating specification for showers and kitchen was not resolved. Action: PH to discuss options with Steve Guppy and advise options and costs.

Noted that design calculations had not been done for the canopy and that these would be required for building regulations approval.

Action: ID to arrange design calcs to be done by Simon Badstone Associates, Structural Engineers. This firm to also be engaged to prepare the Health & safety file and other CDM regulations requirements. Sandford AFC agreed to fund costs.

Action: ID to advise PH of total costs for his fee and above fees.

The sub-options contained in the feasibility report for public toilets, community meeting room and building re-siting for car parking were discussed.

It was agreed that:-

- 1) The disabled toilet met the needs of Sandford AFC. Specification of finishes to suit use by players (polished concrete floor, fair faced painted block walls) and ease of cleaning but high specification of disabled facilities was mandatory.
- 2) The toilet would be available for public use but only when the building was in use by Sandford AFC or other community activity. The toilets would remain locked when the building was not in use to prevent vandalism.
- 3) Consideration could be given to including a 2nd toilet in the referees changing room which could be used by the public when not used by the referee during matches but still would only be open when the building was occupied. **Action: ID to consider change to layout internally to accommodate this.**
- 4) The requirement to provide a community meeting room of 50 sq.m. is not feasible within the scope of this project. The footprint of the building is limited to what it is and the cost would exceed the budget.
- 5) If the budget were exceeded with the existing design, consideration would be given to removing the canopy from the scope and if necessary reducing the size of the refreshment area.
- 6) The building was located in its designed position to avoid the underground obstructions of sewer mains. (SWW). Whilst the positions of two of the mains are confirmed through manhole positions, the third main running nearest the road would need to be verified by survey before construction starts. (This should be included in the Health & Safety file).
- 7) The location does require the full demolition of the existing building before construction of the new building starts and will require the relocation of two items of play equipment. SPC had confirmed that the play area would be decommissioned and be closed off during construction (include in H&S file).
- 8) Some contractors may not be insured fully for demolition. Contract strategy may require appointment of a separate contractor (not recommended due to cost) or selected contractors having required insurance for demolition (preferred). Materials testing already carried out by Sandford AFC to be notified through lead designer for inclusion in H&S file.
- 9) The parking area could be extended in front of the building in its present location.

Other items:-

Action: JW to ascertain whether VAT is applicable to construction as MDDC have stated the building is commercial not residential and if it is, whether it can be reclaimed by Sandford PC.

Noted the current estimate does not include main contractor profit.

Action: ID to confirm whether his building firm, R J Stevens would be interested in tendering for the work. (Noted that order books are full until Autumn 2016).