

**PROJECT PROGRESS MEETING 12  
ALDERLEY EDGE FESTIVAL HALL**



**Held at:** Emerson's Office, Heyes Lane  
**Date:** 9<sup>th</sup> December 2015  
**Time:** 10.00 am

**PERSONS IN ATTENDANCE:**

<b>Name:</b>		<b>Representing:</b>	<b>Designation/Role</b>
Geoff Hall	(GH)	Alderley Edge Parish Council (AEPC)	Employer
Ashley Dawson	(AD)	Alderley Edge Parish Council (AEPC)	Employer
Clive Sellers	(CS)	Arcus Consulting LLP (Arcus)	Project Manager
David Quirk	(DQ)	PE Jones Contracts (Manchester) Limited (PEJ)	Contractor
Steve Barnett	(SB)	PE Jones Contracts (Manchester) Limited (PEJ)	Contractor
Gustavo Silveirinha	(GS)	JM Architects (JM)	Contractor's Designers
Natalie Bowker	(NB)	JM Architects (JM)	
Jon Parker	(JP)	PE Jones Contracts (Manchester) Limited (PEJ)	Contractor
Damian Rafferty	(DR)	TACE	Contractor's M&E Consultant
<b>Apologies:</b>			
Ruth Norbury	(RN)	Alderley Edge Parish Council (AEPC)	Employer
Andrew Rogers	(AR)	JM Architects (JM)	Contractor's Designers

		<b>ACTION BY</b>	<b>DATE</b>
<b>1.0</b>	<b>PREVIOUS MINUTES</b>		
1.1	It was confirmed that the minutes of the previous meeting held on the 17 <sup>th</sup> November 2015 were a true and accurate record of the meeting.		
<b>2.0</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>		
2.1	Previous Item 2.1 - It was confirmed issues regarding Method Statement and Risk Assessment in respect of emergency exit from the Festival Hall were now in place and these were being constantly reviewed by Ashley Dawson.		
2.2	Previous Item 2.3 - Arcus confirmed they had forwarded a quote a Fire Risk Assessment to the Parish Council and they were awaiting instructions.		
2.3	Previous Item 2.5 - It was confirmed that conversations regarding parking at the Festival Hall/Medical Centre were ongoing with the Parish Council.		
2.4	Previous Item 3.3 - It was confirmed that urgent instructions at the last meeting with regards fascias/gutters to the Festival Hall and foundations for the hospitality suite had been concluded and formal instructions issued.		

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| 2.5        | Previous Item 3.5 - It was confirmed that the Parish Council were looking to discuss potential for issue of further instructions for items such as the first floor refurbishment of the Festival Hall and the potential hospitality suite and this would be hopefully concluded at the forthcoming Parish Council meeting on the 14 <sup>th</sup> December. | <b>AD</b> |
| <br>       |   |           |
| <b>3.0</b> | <b>GENERAL MATTERS</b>  |           |
| <br>       |   |           |
| 3.1        | The proposed layout for the first floor of the Festival Hall was discussed and it was requested that a copy of the current plans on a reasonably large scale were to be sent out to everyone concerned.   | <b>GS</b> |
| <br>       |   |           |
| 3.2        | It was noted that some of the extra work requested by Ashley Dawson had now been completed and it was agreed that David Quirk would provide a costs for works completed and a quote for those items which were yet to be formerly instructed and undertaken.  | <b>DQ</b> |
| <br>       |   |           |
| 3.3        | It was confirmed that a floor box within the mezzanine meeting room for connection of services under the meeting room table would be preferable and these were to be included into the design proposals.  |           |
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| 3.4        | It was confirmed that the planning for the external works to the Festival Hall and the hospitality suite had now been approved by Cheshire East Council.  |           |
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| 3.5        | It was confirmed that in respect of the approvals there were some conditional items which were being dealt with by JM Architects.   |           |
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| <b>4.0</b> | <b>DATE AND TIME OF NEXT MEETING</b>  |           |
| <br>       |   |           |
| 4.1        | It was confirmed that the date and time of the next meeting would be held on the 13 <sup>th</sup> January 2016 commencing at 10am with a subsequent meeting on the 17 <sup>th</sup> February 2016.  |           |
| <br>       |   |           |
| <b>5.0</b> | <b>DISTRIBUTION</b>   |           |
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| 5.1        | To all persons present plus apologies   |           |