

**PROJECT PROGRESS MEETING 12
ALDERLEY EDGE MEDICAL CENTRE**



Held at: Emerson's Office, Heyes Lane
Date: 9th December 2015
Time: 10.00 am

PERSONS IN ATTENDANCE:

Name:		Representing:	Designation/Role
Geoff Hall	(GH)	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
Jon Parker	(JP)	PE Jones Contracts (Manchester) Limited (PEJ)	Contractor
Gustavo Silveirinha	(GS)	JM Architects (JM)	Contractor's Designers
Natalie Bowker	(NB)	JM Architects (JM)	
Michael Bird	(MB)	Lewis Facilities (LF)	M & E Contractor
Clive Anderton	(CA)	Michael Hyde Associates	Doctors Consultants
Ashley Dawson	(AD)	Alderley Edge Parish Council (AEPC)	Employer
Damian Rafferty	(DR)	TACE	Contractor's M&E Consultant

Apologies:

Ruth Norbury	(RN)	Alderley Edge Parish Council (AEPC)	Employer
Andrew Rogers	(AR)	JM Architects (JM)	Contractor's Designers

		ACTION BY	DATE
1.0	PREVIOUS MINUTES		
1.1	It was confirmed that the minutes of the previous meeting held on the 17 th November 2015 were a true and accurate record of the meeting.		
2.0	MATTERS ARISING FROM PREVIOUS MINUTES		
	Note: Actions which are general matters arising are reviewed below with specific matters arising for particular portions of the works being reviewed under each sub-heading and this is reflected in the minutes to follow.		
2.1	Previous Item 2.5 – It was confirmed that the external lighting layout and illumination levels were still required to be sent to Clive Anderton for him to share this with Mike Singleton for comment.	SB	
2.2	Previous Item 2.6 - It was confirmed that PE Jones or their architects had not yet formally responded to the email from the Secure by Design Officer regarding his comments on the fencing and gate proposals. This was to be undertaken at the earliest opportunity and was to indicate in the response that works had been completed and approved.	SB/GS	

**PROJECT PROGRESS MEETING 12
ALDERLEY EDGE MEDICAL CENTRE**



Held at: Emerson's Office, Heyes Lane
Date: 9th December 2015
Time: 10.00 am

2.3 Previous Item 2.7 – It was confirmed that the urgent request for confirmation of the instruction for the gates and railings discussed at the last meeting was concluded and formal instructions issued.

2.4 Previous Item 3.1(iii) Steve confirmed that a new programme was included in the Contractor's report.

3.0 CONTRACTORS REPORT

3.1 The contractor provided everyone at the meeting with a copy of their current progress report and associated documentation including the new programme which is attached to the minutes. A summary of key items discussed are as follows:-

a) Steve confirmed that progress had been good in the period and they were now looking to complete the boarding out of the second side of all partitions and in some instances skimming of partitions had already started. He confirmed that their aim was to get as much of the boarding and skim completed prior to Christmas as possible.

b) It was confirmed that the lift installation would commence next week.

c) The gas in infrastructure was now in place and they were looking for the call off of the meters.

d) It was confirmed that electrical feeds would be finished this week and that the water infrastructure had been installed and inspected and the 20 day Notice made.

e) It was confirmed that the plant room roof had been lined and that a crane had been organised to begin to lift plant on to the roof on the 18th December.

f) It was confirmed that BT had released the project for cabling and conversations with Concise had indicated that things were currently on target for the ISDN lines.

g) It was confirmed that the duct work for the Virgin Media installation had now been installed.

h) It was confirmed that the tarmac works for the perimeter had been booked for week commencing the 14th December 2015.

i) PE Jones confirmed that they were now wishing to start to consider in detail the signage for the building including way finding and room signage etc. and it was recommended they speak to Modulex who did the work at Chester (contact from memory from Clive Anderton was David Deap). In connection with this it was agreed that JMA would produce for everyone the signage drawing.

GS

j) It was discussed and agreed that the colour of the louvres to the perimeter of the building should be in the pink colour to match the brickwork as close as possible.

k) Jones confirmed that they would be organising a meeting in the next week or so to co-ordinate the access installation works with Lewis Facilities.

l) It was agreed that the colour of the blinds to windows needed to be agreed together with sizes of the individual blades to the blinds and it was confirmed that this would be proposed by PE Jones in the near future.

SB

PROJECT PROGRESS MEETING 12 ALDERLEY EDGE MEDICAL CENTRE

Held at: Emerson's Office, Heyes Lane
Date: 9th December 2015
Time: 10.00 am



m) When discussing the programme it was proposed that a copy of the key issues relating to training, O&M manuals etc. from Lewis Facilities should be overlaid onto this so this could be included.	SB/MB
n) It was confirmed that in respect of finalisation of services and address for billing etc. in the future PE Jones expressed an interest in resolution to naming of the building at the earliest opportunity. Clive Anderton reminded everyone that the practice going into the building as the Alderley Edge Medical Practice and it was understood that the building was currently registered with the Post Office as Alderley Edge Medical centre. The Parish Council are to cancel this.	GH
o) PE Jones put forward a proposal for the lamps within the consulting rooms which were on a slide bar system and these were accepted by Clive Anderton. It was however requested that further information was provided in respect of an articulated arm or similar for the two lamps within the treatment rooms.	SB
4.0 DOCTOR'S ADVISORY REPORT	
4.1 The following items were noted as actions from the last meeting:-	
i. Previous Item 10.1 - The design elements list had been issued.	
ii. Previous Item 10.2 (i) - It was confirmed that the room names for the recovery room and consulting rooms had been agreed by Clive Anderton and the Doctors and this information had been provided on an email circa 19 th November.	
iii Previous Item 10.2 (ii) - It was recommended that Lewis Facilities contact Concise Systems with regards to the patient call system and patient booking in system data points to ensure that these were correctly planned.	MB
iv. Previous Item 10.2 (iii) - It was confirmed that a data point for the forward travel option would be provided and at this point an information point was not to be included.	
v. Previous Item 10.2 (iv) - It was confirmed that the door schedule had been forwarded as requested at the last meeting however Clive Anderton noted that he considered that there was some push bars located which may be inappropriate and also there may be some issues which cause conflict with the access control system. It was requested that this be reviewed again by PE Jones and their designers.	SB/GS
vi. Previous Item 10.2 (v) - Clive Anderton had confirmed that one way glazing was the preferred option in the locations discussed.	
vii. Previous Item 10.2 (vi) - It was confirmed that details of roller shutters have been forwarded to Clive Anderton and these have been approved including the colour.	
viii. Previous Item 10.2 (vii) - It was confirmed that there was no power required for the defibrillator and therefore this would be kept separately within the building.	
viii. Previous Item 10.2 (viii) - P E Jones confirmed that their proposals to deal with the underfloor vents was on going and leaf protectors etc. would be put in over the next few weeks.	

**PROJECT PROGRESS MEETING 12
ALDERLEY EDGE MEDICAL CENTRE**



Held at: Emerson's Office, Heyes Lane
Date: 9th December 2015
Time: 10.00 am

-
- | | | |
|-----|---|--------------|
| 4.2 | Clive A confirmed that during his walkabout before the meeting he noted that there were some areas where sleeves and pipes were still required and these have been pointed out to PE Jones. | JP |
| 4.3 | Clive confirmed he has some concern with regards to the wiring of power and data points immediately inside the main entrance to the waiting area and this was to be reviewed to ensure it was appropriately located. | SB/CA |
| 4.4 | Clive Anderton requested confirmation of the fire protection to the lift shaft lid and it was confirmed that this would be underdrawn as part of the lift works. | |
| 4.5 | Clive Anderton noted that during his walkabout there were penetrations through the partitions and spaces above/below which could lead to sound transfer. He confirmed that all these needed correctly filling to avoid any sound transfer as this could be problematic and may result in additional work at a later stage. It was agreed that this would all be checked over by PE Jones. | JP |
| 4.6 | Clive Anderton confirmed that he perceived that there was a dip in the floor at first floor level into the consulting rooms on the left hand side of the building. It was agreed that this was an appropriate time for PE Jones to have level survey done of the floor to ensure its quality and any remedial works undertaken rather than at a later stage once floor coverings had commenced. It was agreed that this would be looked at by P E Jones and reported. | PEJ |

5.0 ROOM LAYOUTS

- 5.1 The following items were noted as actions from the last meeting:-
- a) Previous Item 4.1 - It was confirmed that there had been a comprehensive list drawn up of the items discussed and concluded at the meeting on the 13th November.
 - b) Previous Item 4.2 - It was confirmed that issues in respect of the first consulting room had now been resolved.
 - c) Previous Item 4.3 - It was confirmed that the issues with regards to the treatment room had now been resolved.
 - d) Previous Item 4.4 - It was confirmed that the floor socket had now been provided in the minor ops room.
 - e) Previous Item 4.5 - It was confirmed that the extra curtain and examination lamp in the recovery room had been provided to allow this to be doubled up as a consulting room.
 - f) Previous Item 4.6 - To confirm that the layout for the practice manager's room had been resolved.
 - g) Previous Item 4.7 - It was confirmed that the data point relocation for the main office had been completed.
 - h) Previous Item 4.8 - It was confirmed that the "samples window" between the patient change/ utility areas and samples room had been resolved however it was discussed that if there was a possibility of change in the shelf on the lower side on the pre made unit this should be flat rather than rebated to assist with the hygiene regime. This is to be checked by Steve Burnett.

**PROJECT PROGRESS MEETING 12
ALDERLEY EDGE MEDICAL CENTRE**



Held at: Emerson's Office, Heyes Lane
Date: 9th December 2015
Time: 10.00 am

i) Previous Item 4.10 - It was confirmed that the dimensional conflicts within the cleaning/utility room had been resolved.

5.2 It was confirmed that the issues with regards to the leg ulcer sink had been resolved.

5.3 It was confirmed that the water dispenser in the first floor waiting room is to be relocated to the staff room facility for power and water would need to be considered.

5.4 It was confirmed that the ceiling layout plans have been concluded and as there were some issues with difficulties of containing the light fittings within the ceiling, LED fittings had been proposed and these were accepted by Clive Anderton and the client. It was however suggested that data sheets on the LED fittings were forwarded to Clive Anderton in order that he may discuss with Mike Singleton. **SB**

5.5 It was confirmed that a standard radiator could be provided in the cleaner's room.

6.0 TELECOMMUNICATIONS

6.1 The following items were noted as actions from the last meeting:-

a) Previous Item 5.1 - David Quirk had been liaising with Liam Nicklin with regards to the Virgin installation.

b) Previous Item 5.1 - It was confirmed that P E Jones were yet to speak with Liam with regards to the positioning of the cabinet within the comms room and it was felt that this was now an important item to discuss. **DQ**

c) Previous Item 5.3 - It was confirmed by PE Jones that it was not proposed to install any telecommunications to the top floor for the individual office suites as requirements were unknown and this would be resolved once the space was occupied. The client should be aware that costs for this would need to be borne by themselves or future tenants.

6.2 It was confirmed the issues with regards to telecommunications were going well, the line and installations had been applied for by PE Jones for the Redcare and lift emergency call line however the others could not be applied for by them as they were not to be the ultimate end users. PE Jones confirmed that there was ongoing liaison and this was encouraged strongly by Clive Anderton as he confirms that in the past this has been one area where handover has been delayed because of lack of telephone line installations.

7.0 ACCESS CONTROLS & SECURITY ALARM

7.1 The following items were noted as actions from the last meeting:-

a) Previous Item 6.1 - it was confirmed that proposals for the CCTV installation had been forwarded to Clive Anderton and overall he was happy with the proposals.

**PROJECT PROGRESS MEETING 12
ALDERLEY EDGE MEDICAL CENTRE**



Held at: Emerson's Office, Heyes Lane
Date: 9th December 2015
Time: 10.00 am

b) Previous Item 6.2 - it was confirmed that four data points at second floor level for each of the suites would be provided to allow link back to the call point system at the main entrance to the building. It was confirmed that the Doctors were happy with this proposal and that when the call point was activated at the entrance this would work on their phone system.

c) Previous Item 6.3 - It was confirmed that despite discussions at the last meeting final proposal for the access egress was to have the main roller shutter at the main entrance door and the closure of this would interface with the intruder alarm system to ensure that this could not be closed whilst someone was in the building. It was confirmed that there would need to be a management process in place for ensuring that building users close this roller shutter at the end of each day.

7.2 It was confirmed that PE Jones needed to carefully consider the integration interface of alarm systems, door access systems and the like and cross checking with their suppliers would be more than appropriate.

7.3 In respect of proposals to consider linkage of the CCTV system to the Festival Hall it was confirmed that a cost for this was awaited from their installation specialist. The cost of this would then be compared with the potential for installing a second system for the Festival Hall use and it was discussed that it would be preferable for Ashley to make contact with companies such as Keyways Security or Moore Secure from Handforth who would be able to provide a quote for this type of installation.

AD

8.0 M & E SERVICES

8.1 The following items were noted as actions from the last meeting:-

a) Previous item 7.4 – it was confirmed that details of the leg ulcer sink had been resolved.

b) Previous Item 7.5 – it was confirmed that the examination lamp proposals for the consulting rooms had been agreed (see previous) however there was yet to be confirmation of the lamps for the treatment rooms.

c) Previous Item 7.6 – it was confirmed that a schedule of finishes and installations together with samples of taps and the like had not yet been provided.

PEJ

d) Previous Item 7.7 – it was confirmed that the details with regards to the renewables on the roof was yet to be resolved.

e) Previous Item 7.8 – it was confirmed that the water fountain on the ground floor was now to be relocated to the rear of the reception desk and the one on the second floor as previously indicated was to be in the staff area. It was agreed that the pipe installation into the main reception would remain but would not be filled to prevent any issues of legionella however this would provide options for the Doctors in the future should they wish to relocate the water cooler outside of the reception desk area.

**PROJECT PROGRESS MEETING 12
ALDERLEY EDGE MEDICAL CENTRE**

Held at: Emerson's Office, Heyes Lane
Date: 9th December 2015
Time: 10.00 am



9.0 PHARMACY

- 9.1 The following items were noted as actions from the last meeting:-
- a) Previous Item 8.1 – when discussing the agreement made at the last meeting with regards the fire alarm and security alarm it was further concluded that it was now perhaps better to consider that a minimum fire alarm installation is included to meet requirements of the building regulations with the fire alarm for this space being provided by the pharmacy either linked into the existing system or a standalone system. The same was considered best in respect of the security alarm which would be needed for the space then this was to be kept separate from the main building. It was agreed that Geoff would identify whether there had been any promises made to the pharmacist with regards to intruder and fire alarm systems and that Steve Barnett would check the position with regards to the building regulation compliance. **GH/SB**
 - b) Previous Item 8.3 – It was confirmed the instruction for the condensate pipes to be installed from the roof to the pharmacy area had been issued. It was also noted that Arcus had issued instructions as required by the Parish Council for the installation of the accessible toilet and it was agreed that JMA Architects would forward to everyone a plan of the proposed works. This was to include for a small heater in the room to prevent the area being unheated. **GS**

10.0 SECOND FLOOR SPACE

- 10.1 The following were items of action from the last meeting.
- a) Previous Item 9.2 – it was confirmed that JMA Architects had made the application with regards to the second floor however they had not forwarded confirmation in respect of the medical use which was needed for file purposes. **GS**
 - b) Previous Item 9.3 – it was confirmed that cost for heating on the second floor had not yet been received from PE Jones. **PEJ**
 - c) Previous Item 9.6 – it was confirmed that Ruth Norbury had made all necessary enquires with regards naming of the building as referred to under this minute and this had been discussed previously in the meeting.
- 10.2 Clive Sellers confirmed that he had recently written to PE Jones requesting confirmation of costs for a menu of works for the second floor in order that the Parish Council could reach an agreement with regards to the extent of works to be completed. This was now required urgently to allow final decisions to be made. **DQ**

11.0 HEALTH & SAFETY

- 11.1 It was confirmed there had been a small accident in the period however this had been reported to the Principal Designer and this was not considered to be of any issue or any corrective measures required.
- 11.2 It was confirmed that the Principal Designer, CDM Advisor for the client had completed an audit and everything was satisfactory as was the case with the internal audits from the contractors Health and Safety team.

**PROJECT PROGRESS MEETING 12
ALDERLEY EDGE MEDICAL CENTRE**

Held at: Emerson's Office, Heyes Lane
Date: 9th December 2015
Time: 10.00 am



12.0 ANY OTHER BUSINESS

- 12.1 CAS confirmed that the plant room floor was still holding water and PE Jones confirmed they would investigate and consider remedial action for this. **PEJ**
- 12.2 CAS noted that there were a few open perpendes to the brickwork and PE Jones confirmed that these had potentially opened up following cleaning of the brickwork and these would be repaired from a cherry picker.
- 12.3 It was agreed that we needed to consider at the next meeting the proposed sequence of handover and what issues were required to be completed in order that matters could be carefully planned and included on the programme.
- 12.4 It was confirmed that the Portico entrance drawing discussed at the last meeting showing a more detailed appearance of the entrance was yet to be provided by JM Architects. **GS**
- 12.5 It was confirmed that in respect of the water supply and metering problems now being encountered in the Festival Hall, Damian was to provide a contact to Ashley Dawson at United Utilities to resolve this. **DR**

13.0 DATE AND TIME OF NEXT MEETING

- 13.1 It was confirmed that the next site progress meeting originally scheduled for the first week of January was to be rescheduled for 10am on the 13th January with the following meeting being the 17th February at 10am. A walkabout on site was proposed before both meetings.

14.0 DISTRIBUTION

- 14.1 To all persons present plus those absent from the meeting.