

**PROJECT PROGRESS MEETING 13
ALDERLEY EDGE FESTIVAL HALL**



Held at: Emerson's Office, Heyes Lane
Date: 13th January 2016
Time: 10.00 am

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

		ACTION	DATE
		BY	

1.0 PREVIOUS MINUTES

1.1 It was confirmed that the minutes of the previous meeting held on the 9th December 2015 were received by all persons present and were accepted as a true and accurate record of the meeting.

2.0 MATTERS ARISING FROM PREVIOUS MINUTES

- 2.1 Previous Item 2.5 – See below minutes in respect of detail.
- 2.2 Previous Item 3.1 – It was confirmed that the plan as requested had been provided.
- 2.3 Previous Item 3.2 – It was confirmed by Ashley Dawson that all minor items, alterations and installation works have now been completed and any costs for this would be forwarded as part of the valuation process by David Quirk.

3.0 GENERAL MATTERS

- 3.1 It was confirmed that formal instructions have now been issued for the completion of the external windows at first floor level and the ground floor rear door to be replaced.
- 3.2 It was further confirmed that an instruction had been issued for the provision of the hospitality suite.
- 3.3 It was noted that currently there was no intention to provide instructions for completion of any works at first floor level to the Festival Hall and the Parish Council have put in place a team to assist in raising funds to allow these works to take place as soon as practically possible once funds could be secured.

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- 3.4 It was confirmed that the damp patch in the Festival Hall appeared to be drying and this will be continually monitored by PE Jones and Arcus.
- 3.5 It was confirmed that Arcus are still awaiting confirmation of whether they were to be instructed to undertake the Fire Risk Assessment on the Festival Hall which would be required for compliance with current fire regulations. **RN**
- 3.6 In respect of the hospitality suite it was confirmed that the current price included for the following:-
- Provision of the structure complete with the roof, curtain walling, stonework etc.
 - Double door from the main entrance into the area and a single door for fire escape externally at the rear.
 - Finishes will include painted surfaces, skirting boards and the like together with carpet tiles to the floor and it was agreed some vinyl around the bar and behind the bar where there may be spillage of liquids.
- 3.7 It was confirmed that there needed to be a price received from PE Jones with regards the provision of the bar and the breaking through between the bar area and the hospitality suite as shown on the plans. It was agreed that this would be provided by David Quirk. **DQ**
- 3.8 It was confirmed that David Quirk would check what had been considered in respect of opening lights for the windows to the hospitality suite to provide natural ventilation. **DQ**
- 3.9 It was considered that the Parish Council needed to urgently begin to consider how parking would be arranged on the Alderley Edge Medical Centre and Festival Hall car park particularly in respect of period of stay and penalties if stay periods were exceeded. This needs to be considered with issues of parking around the streets of the Medical Centre which will revert back to original problems once the builders vacate the area. **RN**
- 4.0 DATE AND TIME OF NEXT MEETING**
- 4.1 It was confirmed that the date and time of the next meeting would be held after the Medical Centre meeting on **Tuesday** 9th February 2016.
- 5.0 DISTRIBUTION**
- 5.1 To all persons present plus apologies.