

**PROJECT PROGRESS MEETING 13
ALDERLEY EDGE MEDICAL CENTRE**



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
Michael Bird	(MB)	Lewis Facilities (LF)	M & E Contractor
Clive Anderton	(CA)	Michael Hyde Associates	Doctors Consultants

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 had been received and were accepted as 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 2.1 – It was confirmed that the external lighting layout and illumination levels were yet to be sent to Clive Anderton for him to share with Mike Singleton for comment. **SB**

2.2 Previous Item 2.2 - It was confirmed that there had been a formal response given to the Secure by Design Officer by the architects following discussions at the last meeting.

2.3 Previous Item 3.1(i) – It was confirmed that information in respect of signage suppliers had been forwarded to PE Jones (from Clive Anderton) and quotations had been received. PE Jones were favouring a company in Macclesfield for production of the signs and they provided some examples for signage at the meeting. The signage proposals were approved and it was agreed that final designs and design drawings would now be produced for completion of the signage works.

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2.4 Previous Item 3.1(l) - It was confirmed that quotations for blinds were currently being sought by PE Jones and it was noted that, particularly in respect of the ground floor windows careful consideration needed to be given in respect of the width of the blades to the blinds to ensure that these did not impede the window handle or indeed the roller shutter. It was also agreed that these would preferably be a PVC type material which could be wipeable for infection control. It was however confirmed that there was no specific requirement for infection control on the blinds but wipeable surfaces would be preferable.

2.5 Previous Item 3.1 (m) – It was confirmed that PE Jones were yet to overlay the critical commissioning path for Lewis Facilities and the O&M production etc. on the programme. This however resulted in a long discussion with regards to the handover process and it was confirmed that for administration purposes a practical completion date of the 24th March would be the target. On the basis of this it was agreed that Clive Anderton would speak with the District Valuer to perhaps arrange for their inspection sometime during week commencing 21st March. It was agreed that Clive Anderton would forward to Clive Sellers a copy of a checklist item for items required at handover in order that this could be developed and a checklist provided for everyone to use to ensure all matters were signed off for the completion.

CA/CS

2.6 Clive Anderton confirmed that in order to achieve practical completion there would need to be a Practical Completion Certificate issued by Arcus, GPs would need to be satisfied that things were complete and Clive Anderton would need to be satisfied that items were complete.

2.7 It was confirmed that it would be useful to conclude from the contract the notice periods which were required for handover in order that these could be built into the contract programme and the contractor confirmed that they would be looking to produce a day to day programme from approximately the end of February.

ALL

2.8 Previous Item 3.1 (n) - It was confirmed that the medical practice moving into the building are the 'Alderley Edge Medical Practice' and therefore as it looks likely that the building will be named as it is currently is on the local authority register as 'Alderley Edge Medical Centre', the 'Alderley Edge Medical Practice' would simply become an occupier of the 'Alderley Edge Medical Centre'. It was therefore agreed that PE Jones would look to mock up a sign for the entrance using their sign manufacturer which would give the building the title of Alderley Edge Medical Centre.

Post Meeting Note: It is confirmed the building is to be named 'Festival House' and not 'Alderley Edge Medical Centre'.

2.9 Previous Item 3.1 (o) – It was confirmed that the X400 ceiling mounted lamp by Daray Medical was put forward by Lewis Facilities for the treatment room. Clive Anderton confirmed that he was relatively happy with the proposal but wished for a copy of the information to be sent to him electronically in order that this could be passed on to the Doctors for their comment.

PEJ

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- 2.10 Previous Item 5.1 (h) – It was confirmed that PE Jones did not have the opportunity, given the timing, to get the four sided frame for the samples door remade and therefore they have come up with an alternative to laminate the bottom surface to provide a level shelf on which to provide the samples. The door will be re-edged.
- 2.11 Previous Item 6.1 (b) – It was confirmed that PE Jones had spoken to Liam with regards to the positioning of the cabinet and the cabinet had arrived on site which was identified to be the wrong cabinet which was now being updated and changed.
- 2.12 Previous Item 7.3 – It was confirmed that next Tuesday there was to be a meeting with Redserve to discuss CCTV, access control, security systems and the like for their integration. It was confirmed that a data link back to the Alderley Edge Festival Hall would be discussed to allow separate data link for the main access control system. It was however concluded that it was probably more appropriate for the Festival Hall to provide their own CCTV system rather than linking to the Doctors and it was confirmed by Ashley Dawson that this was being pursued.

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 programmes. A copy of the documents is attached to the minutes. A summary of key items discussed in reviewing this report are as follows:-
- a) It was confirmed that the progress on site was good and in line with expectations of the contractor. Ceilings had started a little bit late but the timeframe to complete the ceilings would be well within the completion date set on the programme. It was confirmed that the lift installation is also complete and once the power is on the lift would be able to be finalised and this would take the lift off the critical path.
- b) It was confirmed that the aim was as soon as possible to get the heating on to the building to help dry out the building fully and get the building to the correct temperature particularly for laying of vinyl. It was noted there was still some remedial moisture in the floor slabs which heating would assist in drying out.
- c) It was confirmed that the position in respect of services was as follows:-
- Electrical services were complete, meters in and live.
 - Gas supply was into the building however they were still awaiting the completion of the meters which was anticipated to be the following week. It was noted that the standing charge being provided to the contractor by Corona Energy was excessive and therefore it was agreed that once the meter was in and the supply provided then there would be a handover of the gas to the Parish Council through a meter

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reading. PE Jones will then reimburse the Parish Council for gas use up to practical completion. It was considered this would be substantially less than the standing order being provided.

- It was confirmed that all the mains water installation had now been inspected and it was anticipated that water would be provided to the building next week.
- BT – it was confirmed that the BT connections to the building were now all sorted, after a scare in the last week relating to a possible delay until April for the BT installations. It was confirmed that the contractor was looking to get the lifts supply in for the Redcare system within the next ten days to ensure that everything was operational.
- Virgin Media – it was confirmed that there was still some concern with respect of dates and confirmation for the Virgin Media cabling and Clive Anderton confirmed that he would speak with Dave Prince to push for confirmation of the Virgin off site work.

CA

3.2 It was confirmed that the wayleave agreement for the Virgin Media works was now fully in place.

3.3 A discussion on letterboxes concluded that it was perhaps appropriate not to provide the letterboxes for the second floor office suites until such time as these have been let. It was concluded that as the medical centre ones would be a standard RAL colour these could be replicated at any time in the future. It was agreed that SB would speak to their supplier with regards to trying to consider a bigger box for the large amount of mail expected and if this could not be provided then it was agreed that two letter boxes should be provided, one for prescriptions and one for mail. The position of these on the building façade had been agreed as per the drawings.

3.4 It was confirmed by the contractor that they had received necessary comments from Clive Anderton in respect of the proposed sanitary fittings and this was now all on order for installation.

3.5 It was confirmed that a contractor required to understand the full extent of the works to be undertaken on the second floor at the earliest opportunity and given that plasterers would be leaving site at the end of the following week a decision prior to that would be of benefit if there was to be a continuity of work. (See later section in the minutes).

4.0 DOCTOR'S ADVISORY REPORT

4.1 Previous Item 4.1 (iii) - It was understood that there were no current issues with regards the planning of the patient call and patient booking systems.

4.2 Previous Item 4.1 (v) It was confirmed that issues relating to the door ironmongery schedule and particularly with the inclusion of push bars needed to be reconciled in order that this was known to be fully correct.

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- 4.3 Previous Item 4.2 – It was confirmed that PE Jones were sorting out any pipe sleeves which had been identified as being incorrect.
- 4.4 Previous Item 4.3 – It was thought that the data and power points in the main entrance were now correct however Clive Anderton confirmed that he had taken some photographs and would reconcile this with the drawings to ensure that everybody was working to the correct layout. **CA**
- 4.5 Previous Item 4.5 – It was noted that through the inspection on site prior to the meeting that gaps around services penetrations and above and below plaster boards were being filled with intumescent / sound reliant mastic.
- 4.6 Previous Item 4.6 – It was confirmed that the floor levels had been checked particularly at first floor level, and some remedial works had commenced to ensure that areas of floor which were out of level were corrected.
- 4.7 Following a discussion it was agreed that there needed to be a meeting with PE Jones, their M&E people and specialist in relation to access control, CCTV and security systems. It was planned that this would take place on Tuesday 19th January 2016 with times to be confirmed by Steve Burnett. **SB**
- 4.8 Following a discussion it was confirmed by PE Jones that they propose to put a small mesh on the roof of the bin store in order that it could gain natural light during the day and light from the security lighting above in the hours of darkness and additional light would be provided if required internally. It was recommended that this proposal was checked by PE Jones against the design elements list and further it was agreed that Arcus would consider this as part of the potential FRA issues. **PEJ/
CS**
- 4.9 It was requested that the glass in the partition between the office and the waiting area including the film was confirmed to Clive Anderton by P E Jones. **PEJ**
- 4.10 It was requested that an updated planning tracker be provided by the contractor at the next meeting however it was confirmed by Gustavo that he had not provided one for this meeting as things had not changed since the last update. It was noted that all planning conditions that needed discharging for handover would need to be addressed. Therefore it was recommended that this be reviewed carefully by PE Jones and their architects. **PEJ/
GS**
- 4.11 It was agreed that PE Jones were to widen the shelf to be used as a desk in the District Nurse's room to 800mm and in addition they were to allow for relocation of the shelf on the door wall to the right hand wall including relocation of the notice board.
- 4.12 Following discussions earlier in the meeting with regards to the inspection lamp it was noted that the position of the inspection lamp in the treatment room needed to be considered carefully and in particular in the main treatment room it was noted that the bed may be slightly off set from the centre which would allow the lamp to be centrally located.
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5.0 M & E SERVICES

- 5.1 Previous Item 8.1 (c) – It was confirmed that the attached schedule of finishes had been provided to Clive Anderton and he had made necessary comments.
- 5.2 Lewis Facilities confirmed that currently they had virtually all the information they needed in respect of the completion of the works subject to approval to the lamp and other items discussed at the meeting.

6.0 PHARMACY

- 6.1 It was confirmed that the provision of the accessible toilet at the rear pharmacy had now been put on hold as it is clear that this may differ from what is required by the Pharmacist who will be taking occupation.
- 6.2 It was confirmed that an instruction had been issued for the condensate pipe on the roof to the pharmacy and it was agreed that PE Jones would now review this with Lewis Facilities as it was clear that this instruction had not been passed on and the route and delivery of this needs to be carefully considered.
- 6.3 It was confirmed that it was highly likely given that there had not been an agreement to lease put in place at this stage, that occupation of the pharmacy will not be needed for several weeks also.
- 6.4 It was confirmed that there may become a point when this area of the building may need to be handed over to allow this to be given to the pharmacist for fitting out however it was noted that PE Jones would be given as much notice as possible with regards to this process.

**PEJ/
MB**

7.0 SECOND FLOOR OFFICE SPACE

- 7.1 It was confirmed that following a request by Arcus for a menu of costs from the contractor with regards to various items to be completed on the second floor these had been received immediately prior to the meeting. It was agreed that Arcus would now review the costs and provide a brief report with costs to the Parish Council which could then be used for discussion with their commercial agent to agree the extent of works to be completed. It was confirmed that if new partitioning was to be installed it would be the contractor's preference to have an instruction for this work as early as possible preferably before the end of Friday 22nd January to allow continuity for plasterers on site.
- 7.2 It was agreed that lobbies needed to be provided as per the original plan however these may be slightly modified to ensure that it did not lead to abortive work once the offices were fitted out. It was agreed that following receipt of Arcus' report the commercial agent would be able to advise the Parish Council on the best option for the level of completion of works in this area and formal instructions issued.

CAS

Post Meeting Note: No lobbies are shown on the contract drawings.

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8.0 HEALTH & SAFETY

8.1 It was confirmed that there were no issues of Health & Safety to report since the last meeting however whilst on site prior to the formal site meeting, Arcus had identified a 110v extension cable which had the sheathing broken and would need replacement.

9.0 ANY OTHER BUSINESS

9.1 There were no items of any other business raised.

10.0 DATE AND TIME OF NEXT MEETING

10.1 It was confirmed that the next meeting was to be brought forward one week to **Tuesday** 9th February 2016 commencing at 10am on site.

11.0 DISTRIBUTION

11.1 To all persons present plus those absent from the meeting.