

Swaffham Buttercross Monthly Meeting Agenda

Date: **Thursday 6 December 2018**
Time: **10.30am**

Location: Swaffham Town Hall, 4 London Street, Swaffham, PE37 7DQ

1.0 Invited

- 1.1 Employer: Swaffham Town Council,
Richard Bishop (RB) Town Clerk
Claire Smith (CS) Deputy Town Clerk
Graham West (GW) Works Manager
- Contractor: Quinn Construction, Paul Quinn (PQ) Ian Ramm (IR)
- Electrical Contractor: C.J.M Electrical Specialists, Craig McColl (CM)
- Architect: Jeremy Stacey Architects, Jeremy Stacey (JSA)
- Quantity Surveyor: G C Baxter & Associates, Ben Moore (BM)
- Breckland Council: Facilities Manager, Simon Taylor-Avery (ST-A)
- King's Lynn Council: Breckland & Norfolk Parking Partnership Martin Chisholm (MC)
- Council Members: Invited by Town Clerk if appropriate

1.2 Apologies

Quantity Surveyor: G C Baxter & Associates, Ben Moore (BM)

2.0 Minutes of the previous meeting

- 2.1 Agreement of minutes
- 2.2 Items requiring action summarised below with reference to minutes of the previous meeting.
- 3.1.1 CM to issue test certificates circuit diagrams and product data in the coming weeks and before Practical Completion

3.0 Contractor's report

3.1 Electrical Sub-Contractor's report

- 3.1.1 Clear viewing panel be cut in the door to the main switch gear cabinet such that a staff member could read the meters without opening the cabinet
- 3.1.2 Removal of the UKPN single phase installation at the south side of the Buttercross.

4.0 CDM Regulations

5.0 Architects report

- 5.1 Wifi transmitter
- 5.2 Possible modifications to switching arrangements to be discussed as raised by CS on Monday 3 December
- 5.3 Additional parking ticket machines
- 5.4 White lining

6.0 Quantity Surveyor's report

BM to issue a report next week

7.0 Employer

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8.0 Any other business

9.0 Date of next meeting
This is the final meeting

10.0 Circulation
All those invited

Swaffham Buttercross Monthly Meeting Minutes

Date: **Thursday 1 November 2018**

Time: **10.30am**

Location: Swaffham Town Hall, 4 London Street, Swaffham, PE37 7DQ

1.0 Present

- 1.1 Employer: Swaffham Town Council,
Richard Bishop (RB) Town Clerk
Claire Smith (CS) Deputy Town Clerk
Graham West (GW) Works Manager
- Contractor: Quinn Construction, Paul Quinn (PQ) Ian Ramm (IR)
Electrical Contractor: C.J.M Electrical Specialists, Craig McColl (CM)
Architect: Jeremy Stacey Architects, Jeremy Stacey (JSA)
Quantity Surveyor: G C Baxter & Associates, Ben Moore (BM)
Council Members: Councillor Paul Darby

2.0 Minutes of the previous meeting

- 2.1 Minutes agreed
- 2.2 Items requiring action summarised below with reference to minutes of the previous meeting.
- 3.1.3 Small holes at the top of columns to take cables from the Christmas illuminations. To be carried out week beginning 5 November
(post meeting note, holes have been cut and cable glands fitted)
- 3.1.4 Thinner stone over chamber housing sockets below Buttercross. Thinner stone due this week, week ending 9 November
(post meeting note, thinner stone has been laid)
- 5.2.2 PQ colour samples on columns painted this morning, JSA to arrange meeting with HBO. Refer to item 3.0.4 below
- 5.3 JSA and PQ to continue to inform RB, CS or GW of any future meeting with the HBO.
- 7.0 CM to liaise further with RB and and CS to clarify wifi arrangements. A separate meeting planned arranged direct between CM and CS, CM to report
(post meeting note, meeting has taken place) JSA PQ
- 7.1 BM collated costs for the parking ticket machines
RB reminded JSA to issue costs to Breckland for approval
(post meeting note, costs issued and approved following the meeting)
- 7.2 PQ to keep RB informed about any activities that might disrupt Market Place. PQ
- 3.0.2 GW hollows in the cobbled area would be raised, PQ confirmed agreement
(post meeting note, hollows have been raised)
- 3.0.4 Once the HBO has returned from holiday and following agreement with the HBO paint will be ordered for the columns and the colour for the underside of the dome and the door to the UKPN kiosk will be agreed and obtained
(post meeting note, all colours have been agreed and paint applied)
- 3.1.2 Seven day period for connection of the car charging points
(post meeting note, all car charging points have been connected)
- 3.1.4 Wifi, lock on the system, monitor the use, fibre broadband connection
CM to report following meeting noted in 7.0 above
- 7.2 Breckland Council to be asked if they wished for the white lining to be repainted
(post meeting note, Breckland agreed to this work 3 December 2018)
- 7.3 RB wished to discuss in detail with CJM the particulars of the wifi arrangements
CM to report following meeting noted in 7.0 above CM

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3.0 Contractor's report

- 3.1 Work is proceeding in line with the programme and there appears to be no reason why the works will not be completed on the completion date.
- 3.2 The seats are due for delivery on Friday 16 November.
- 3.3 Lead work at the cramps between stone steps is being carried out.
- 3.4 CS to chase engraved slab to be placed under dome of Buttercross
- 3.5 The thin slab and a replacement step slab to be obtained from stone supplier
(post meeting note engraved slab and replacement step have all been installed)

3.1 Electrical Sub-Contractor's report

- 3.1.1 CM to arrange to meet GW and other interested parties to explain the operation of the switch gear in the UKPN cabinet
(post meeting note, meeting has taken place, CS asked that a clear viewing panel be cut in the door to the main switch gear cabinet such that a staff member could read the meters without opening the cabinet)
- 3.1.2 CM to issue test certificates and manual showing circuit diagrams and product data in the coming weeks and before Practical Completion
The cover to be installed over the plug socket chamber under the Buttercross with cut-outs for cables is being fabricated and will be installed prior to Practical Completion.
(post meeting note, cover has been installed)
- 3.1.3 CM noted that they were in the hands of UKPN with regard to the removal of the single phase installation at the south side of the Buttercross.

CM

4.0 CDM Regulations

There have been no reportable or non reportable accidents

5.0 Architects report

- 5.1 Christmas illuminations on the Buttercross cornice can be moved to enable cornice to be painted.
- 5.2 PQ to include sub-contractor's and suppliers names and contact details together with details of paint finishes used in Building Manual

6.0 Quantity Surveyor's report

Queries raised by CS regarding Council Members comments on costs
BM explained how costs were built up and would provide CS with the details she required to answer queries from Members.
BM noted that it would be unwise to spend any remaining contingency monies until the final accounts had been agreed with sub-contractors

7.0 Employer

The meeting agreed to leave the fencing immediately around the Buttercross area in place post practical completion to give further time for the lime mortar pointing to obtain a hard set.
RB noted that the fencing must be removed on Friday 30 November since arrangements for the Christmas illuminations switch on would be taking place over the weekend
(post fencing was removed on time)

PQ

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7.1 RB queried progress with regard to white lining, PQ reported that two prices had been returned, JSA apologised that the details had not been sent to Breckland Council immediately on receipt from PQ and would issue the information following the meeting
The entire car park would need to be closed for one or possibly two days if vehicles have been left over night and not removed when the car park is closed to enable white lining to take place.

JSA

7.2 CS reminded PQ of the dates for the Christmas illuminations installation are Tuesday 20 and Wednesday 21 November.
CS asked about the location of light fittings that had been taken down, PQ to deliver fittings to Town Hall

8.0 Any other business

9.0 Date of next meeting
This is the final meeting

10.0 Circulation
All those invited

11.0 Attached

Architects Instruction no. 03
Drawing 177-C-23-A general arrangement

Issued by: Jeremy Stacey Architects
address: New Farm Barn Beachamwell Norfolk

Architect's Instruction

Employer: Swaffham Town Council
address: Town Hall 4 London Street Swaffham PE37 7DQ

Project ref **177**

Contractor: Quinn Construction
address: Paddock Farm 8 Lower Road Holme Hale IP25 7EB

Instruction no. 03

Works situated at Repair to Buttercross, lighting, paving repairs
Market Place Swaffham

Issue date 3 December 2018

Contract dated: 11 July 2018

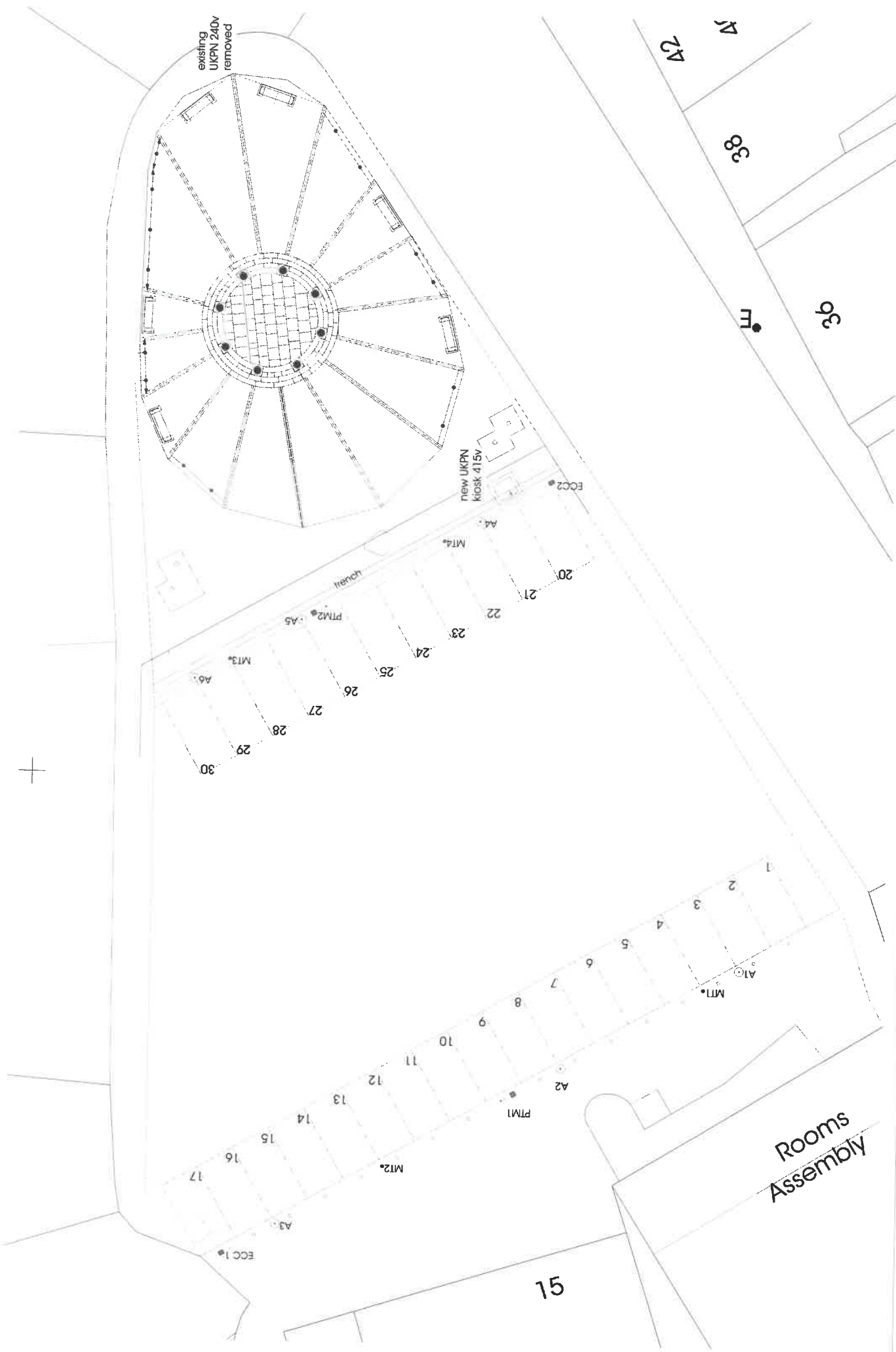
Under the terms of the above mentioned Contract we issue the following instructions

Refer to Quantity Surveyor's report

Numbered as COI no.5	Instructions as COI no. 5 dated 29.10.18	Omit	Add
5.1	Relay slabs that have been lifted by tree roots near UKPN kiosk.		
5.2, 5.4	Liase with Kings Lynn Council to supply parking meter base and duck foot (this was subsequently changed to add purchase 2no. duck feet) and install ducts, bases and cables for new parking meters in the Buttercross car park.		
5.3, 5.12	Fit lighting column, bollard, market trader power outlet and electric car charging bases supplied by the electrical sub-contractor to concrete footings.		
5.5	Nomial 5mm recess for pointing from edge of each cobble		
5.6, 5.13	Reinstate cobbles and slabs over trench containing electrical services to Buttercross from UKPN kiosk		
5.7	Note this is covered by Architects Instruction no.2 dated 1 October 2018, add break off concrete and deliver original bollards to Employer		
5.8	Carry out electrical variations, submit CJM COI to JSA		
5.9	Supply and install powder coated plates to base of market trader posts.		
5.10	Dress edges of stones where new stones are proud of existing stones.		
5.11	Supply and install 20mm thick slabs in 3 sections to recessed cover under Buttercross		
5.14	Level cobbles around the Buttercross as directed		
5.15	This instruction regarding slabs and steps is covered under issue of 177-C-24 confirmed on Architects Instruction no.01 item 1.3 dated 27 August 2018		
5.16, 5.18	Break out concrete at location of old benches, cast 12no. 700mm x 300mm x 300mm bases and reinstate cobbles		
10.00 signed:	Drawing 177-C-23-A issued for construction 05.11.18		

JEREMY STACEY ARCHITECTS
Contractor, Employer and Quantity Surveyor

copies to:



Based for construction 14/08/18
 rev A/B 11/18 minor revisions

Swaffham Buttercross general arrangement

Scale n/a
 Jeremy Stacey Architects New Farm Barn Beachamwell Norfolk PE37 8BE email: jstarch@mac.com

177-C-23-A

