

**Practical  
Completion**

Issued by: Bradshaw Gass and Hope LLP  
address: 21 Silverwell Street  
Bolton  
BL1 1PR

Employer: PCC of St Peter's Halliwell  
address: St Peter's Parish Office  
347 Church Road  
Bolton, BL15RR

Job reference: 1744.11

Certificate No: 1

Issue Date: 22/12 2022

Contractor: Bullen COnservation Ltd  
address: Lowerhouse Works  
Lowerhouse Street  
Oldham  
Lancashire OL1 3NN

Works: St Peter's Halliwell - New Link Corridors  
situated at: St Peter's Parish Church, Halliwell Bolton

Contract dated: -

Under the terms of the above-mentioned Contract,

We hereby certify that Practical Completion of

\*1. The Works

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~~\*2. Section No. \_\_\_\_\_ of the Works~~was achieved on 22 December 2022

Subject to:

Agreement that the works identified as outstanding in the attached Minutes of Handover Meeting (Dated 21 December 2022) are to be completed by 13 January 2023 and that the information identified as missing from the Health and Safety File/Building Manuals, in the same document, is completed by the end of January 2023.

To be signed by or for  
the issuer named  
above

Signed: **Distribution**

Original to:

Duplicate to:

Copies to:

Employer

Contractor

Quantity Surveyor

Clerk of Works

Project Manager

Principal Designer

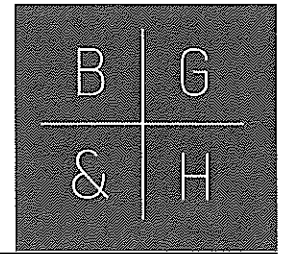
Consultants

File



**BRADSHAW GASS & HOPE LLP**

Architects Engineers Quantity Surveyors  
 21 Silverwell Street, Bolton BL1 1PR  
 Tel: 01204 525321 Email: [email@bghbolton.co.uk](mailto:email@bghbolton.co.uk)



## HANDOVER MEETING - PROVISIONAL ST PETER'S HALLIWELL – NEW LINK CORRIDORS

CLIENT:	PCC - ST PETER'S CHURCH - HALLIWELL	DATE:	22.12.2022
PROJECT:	NEW LINK CORRIDORS		
PROJECT No:	1744.11	REF:	DJH/AGR

### Minutes of the Handover Meeting held at the Church at 10.00am on Wednesday 21 December 2022

#### 1.0 PRESENT:

Name	Company	Position
Paul Gray (PG)	St Peter's Halliwell	Project Co-ordinator
Peter Caffrey (PC)	St Peter's Halliwell	Treasurer
Phil Weaver (PW)	- do -	Church Warden
Elian Winstanley (EW)	- do -	Church Warden
Steve Eccleshare (SE)	Bullen Conservation Ltd	Contracts Manager
Andrew Ruaux (AR)	Bradshaw Gass & Hope LLP	Architect

#### 2.0 APOLOGIES:

Name	Company	Position
Roy Atwood (RA)	St Peter's Halliwell	Grants Co-ordinator
Andrew Reid (ARe)	- do -	Secretary
Norman Whiteley (NW)	Bullen Conservation Ltd	Contractor's Quantity Surveyor
Mike Bullen (MB)	-do -	Director
Sean Livingstone (SL)	JRB Environmental Design Ltd	Mechanical Engineer
David Cieszynski (DC)	JRB Environmental Design Ltd	Electrical Engineer
Simon Bury (SB)	Bradshaw Gass & Hope LLP	Quantity Surveyor

#### ACTION

#### 3.0 Previous Minutes

The minutes of Progress Meeting 17, held at St Peter's Church on 8 November 2022 at 2.00pm, were accepted as an accurate account of the meeting.

#### 4.0 Matters Arising

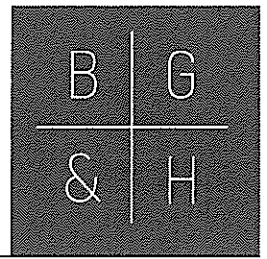
##### 4.1 Building Control – see later item

**4.2 Planning Control:** AR advised that all Conditions of the Listed Building Approval had been discharged. These overlapped with those of the Planning Approval to cover all conditions. The Faculty conditions had also been satisfied. AR to confirm Completion once certified.

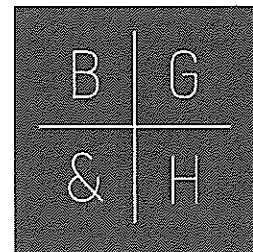
BGH

#### 5.0 CONTRACTOR'S MATTERS

##### 5.1 Completion of Defects

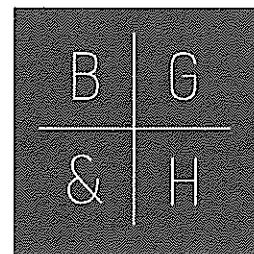
**HANDOVER MEETING - PROVISIONAL.**

		<b>ACTION</b>
<b>5.1.1</b>	AR had updated the snagging list with PG, EW, PC so that it was very clear what remained to be completed. AR to provide a full updated snagging list for inclusion on the Certificate of Practical Completion if agreed on 22 December 2022.	
<b>5.1.2</b>	<b>SE confirmed the following in relation to the outstanding works:</b>	
<b>5.1.3</b>	<b>RWP's being collected for installation on 21 December 2022</b>	<b>Contractor</b>
<b>5.1.4</b>	<b>Polysulphide</b> samples to be provided early in the new year (SE to confirm standard colour options)	<b>Contractor</b>
<b>5.1.5</b>	<b>Completion and Certification of the roofing works:</b> Eurorof were expected to complete the roofing works on Thursday 22 December and SE was pressing for Bauder to inspect and Certify the warranty at the same time.	
<b>5.1.6</b>	<b>Completion of Certification:</b> SE to ask Norman to chase the outstanding Emergency Lighting Certificate. DC confirmed over the phone that this should not delay the Practical Completion but should be provided as soon as possible.	<b>Contractor</b>
<b>5.1.7</b>	<b>Insect mesh:</b> SE confirmed that this would be completed before Christmas	
<b>5.1.8</b>	<b>Other outstanding items as the attached snagging list:</b> SE undertook that all other outstanding works would be completed by 13 January 2023.	<b>Contractor</b>
<b>5.1.9</b>	PC presented a Final Settlement Agreement letter confirming an agreement between the parish and the Contractor of the Final Account figure and the situation regarding Liquidated damages for delays to completion. This was agreed and signed by both parties and a copy is attached to the back of these minutes.	
<b>5.2</b>	<b>Health and Safety File</b>	
<b>5.2.1</b>	NW had confirmed that he was preparing the Health and Safety File. The Electrical Certificate and Fire Alarm Certification had been supplied but the Emergency Lighting Certificate was still awaited.	<b>Contractor</b>
<b>5.2.2</b>	DC had confirmed that the Emergency lighting Certificate was not required for the Practical Completion to be agreed. SE agreed to chase up the provision of this certificate as soon as possible.	<b>Contractor</b>
<b>5.2.3</b>	AR issued a Residual Risk Register for inclusion in the health and safety file and advised that the completed Health and Safety File should be made available to anyone who is managing or working upon the link corridors in the future.	<b>BGH/ Contractor/ St Peter's</b>
<b>5.3</b>	<b>Handover of Manuals and Certificates</b>	
<b>5.3.1</b>	AR had received an initial draft of the information that had been compiled to date. NW confirmed that this was a work in progress. AR to provide a list of information	<b>Contractor/BGH</b>

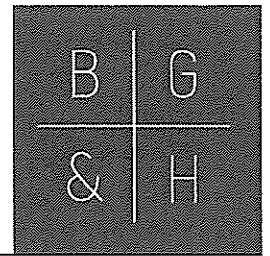


## **HANDOVER MEETING - PROVISIONAL.**

	<b>ACTION</b>
that was outstanding and SE confirmed that the Manuals would be completed by the end of January. (list attached to the back of these minutes).	
<b>5.3.2</b> AR issued a Planned Maintenance Programme for the new link corridors and a list of Residual Risks for the purpose of the parish in managing and maintaining the new link corridors. Copies of these to be included in the Health and Safety File and sent electronically. AR advised that these were working documents and should be updated as necessary during and at the end of the defects period.	<b>BGH/Contractor/ St Peter's</b>
<b>5.4 Handover of Keys:</b>	
It was confirmed that all keys had been handed over. The Key held by the Contractor is to be returned to AR when the works are complete.	<b>Contractor.</b>
<b>5.5 Demonstrations:</b>	
EW confirmed that the demonstrations had been carried out and that the parish had a video of the demonstration session. EW would establish how to programme the lighting times. No further demonstrations were required.	
<b>5.6 Removal of Compound:</b>	
SE confirmed that the site would be cleared prior to the Christmas shutdown. A stone coping, stored in the courtyard, is to be re-located adjacent to the potting shed at the request of the Parish.	<b>Contractor</b>
<b>5.7 Notification of Building Control:</b>	
<b>5.7.1</b> Building Control had carried out their final inspection. Confirmation of the following was required for a Completion Certificate to be issued:	
<ul style="list-style-type: none"><li>• A copy of the Certification for Fire Alarm, Electrical Works and Emergency Lighting</li><li>• Confirmation that a running man BS Fire Escape Sign had been installed adjacent to the east link doorway in the south transept.</li><li>• A written statement from the Church confirming that a robust policy was in place for the unlocking of all fire escape doors, whenever the building is in occupation. The PCC needed to accept responsibility for ensuring that this would be followed.</li></ul>	
<b>5.7.2</b> AR agreed to forward these to the Building Inspector once confirmed:	<b>Contractor/BGH</b>
<ul style="list-style-type: none"><li>• Bullens to arrange for the issue of all Certification to AR</li></ul>	
<ul style="list-style-type: none"><li>• A temporary fire exit sign had been installed and PG confirmed that this would be replaced with a mechanically fixed plastic BS Running Man Sign.</li></ul>	<b>Parish/BGH</b>
<ul style="list-style-type: none"><li>• EW confirmed that a written statement would be prepared by the Wardens regarding the unlocking of the church doors.</li></ul>	<b>Parish/BGH</b>

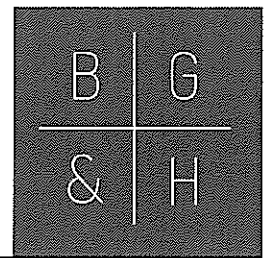
**HANDOVER MEETING - PROVISIONAL.**

		<b>ACTION</b>
<b>5.7.3</b>	Following discussion it was agreed that the cylinders to the two doors from the church to the link corridors would be substituted for key/thumb-turn cylinders so that they could be opened from inside the church at all times.	
<b>5.7.4</b>	It was also agreed that the mortice lock to the door from the Parish lounge into the East link would be replaced with a euro-profile mortice lock and with a key/thumbturn cylinder.	
<b>5.7.5</b>	All new cylinders to be on the church suite.	
<b>5.7.6</b>	It was agreed that this would be carried out as Post Contract Works and that Bullens would be asked to provide a quotation for providing and installing this ironmongery independent of the Contract.	<b>BGH/Contractor</b>
<b>6.0</b>	<b>CONSULTANT'S MATTERS</b>	
<b>6.1</b>	<b>Practical Completion Certificate:</b>	
<b>6.1.1</b>	It was agreed by the Client/Contractor that, if the rainwater pipes and roof works were completed on 22 December 2022, then a Practical Completion Certificate would be issued for that date along with an interim certificate for the full contract value minus 2.5% retention	<b>Contractor/BGH</b>
<b>6.1.2</b>	If these works were not completed, then an interim certificate would be issued for the full Contract value minus 5% retention, in response to a claim from the Contractor, but the Practical Completion would not be issued until the works were complete.	<b>Contractor /BGH</b>
<b>6.3</b>	<b>Defects Liability:</b>	
	AR confirmed that there would be a 12 months Liability Period. During this time, any faults or defects should be reported to the Contractor for rectification. AR requested that he be copied in to all defects notifications so that he could ensure their resolution.	<b>ALL NOTE</b>
	SE confirmed that the notification of any defects should be issued for his attention and copied to AR and NW.	<b>Parish</b>
<b>6.4</b>	<b>Quantity Surveyor</b>	
<b>6.4.1</b>	PG had requested that SB provide copies of any outstanding Financial Statements	<b>BGH</b>
<b>6.4.2</b>	SB to issue an interim certificate for the outstanding funds as agreed in the agreement letter. The Final Account figure had been agreed at £279,000 (plus VAT).	<b>Contractor/BGH</b>
<b>6.4.3</b>	It was agreed that, if the roofing works and rwp installation were completed on Thursday 22 December 2022, then Practical Completion would be certified and an	<b>Contractor/BGH</b>



**HANDOVER MEETING - PROVISIONAL.**

	<b>ACTION</b>
interim certificate issued for the full contract value minus 2.5% (half of the retention figure).	
<b>6.4.4</b> If the rwp and roof works are not completed on 22 December 2022, then a certificate will be issued for the Contract figure minus 5% (full retention figure).	<b>Contractor/BGH</b>
<b>6.4.3</b> SE agreed to confirm the situation as early as possible on 22 December 2022.	<b>Contractor</b>
<b>7.0 Post Contract Works</b>	
The replacement of locks and cylinders identified in item	<b>BGH/Contractor</b>
<b>8.0 Any other Business</b>	
No other business was reported.	
<b>9.0 Closing Statement</b>	
Votes of thanks were made by all parties.	
<b>Distribution of Minutes (electronically):</b>	
St Peter's Halliwell	Issue to Project e-mail address: Roy Atwood, Paul Gray, Andrew Reid, Phil Weaver, Elian Winstanley, Peter Caffrey
Bullen Conservation	Mike Bullen, Steve Eccleshare, Norman Whiteley
JRB Environmental Design Ltd	David Cieszynski, Sean Livingstone
Bradshaw Gass & Hope LLP	Simon Bury, Andrew Ruaux
<b>BRADSHAW GASS &amp; HOPE LLP</b>	<b>22.12.22</b>
Architects Engineers Quantity Surveyors	



## **HANDOVER MEETING - PROVISIONAL.**

### **ACTION**

#### **BUILDING MANUALS/HEALTH AND SAFETY FILE – OUTSTANDING INFORMATION**

Following inspection of the initial Building Manual documentation submitted by NW (as a work in progress) the Principal Designer has carried out an initial review and confirms the following that is still to be added: (items already included are marked with an asterix (\*))

#### **BGH will supply the following documents for inclusion:**

Drawings:

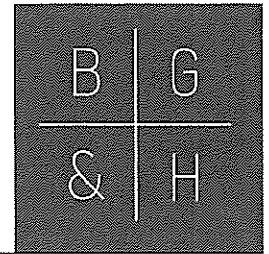
- A set of Architectural Final Issue Drawings – BGH will supply these for your inclusion
- A set of the Structural Final Issue Drawings – BGH will supply these for your inclusion
- A set of mechanical and Electrical Final Issue Drawings –
- JRBE will forward a final set of Final Issue Drawings
- Residual Risk Register (Provided by BGH)
- Maintenance Plan (Architectural) Provided by BGH
- Planning, Listed Building and Building Control Certification (Issued by BGH)
- M&E manual/documentation required

#### **Bullens to provide the following within the Building Manuals and H&S File:**

- Project introduction – inc list of Contractors, Sub-Contractors suppliers
- Drawing Register \*
- A set of the Structural Fabricator's drawings: \*
- A set of fabrication drawings for the HWA curtain walling \*
- A set of fabrication drawings for the Cladding \*Partial
- Metsec fabrication drawings/ specification \* Partial
- Maintenance information and warranty for the Bauder Roofing including build up and insulation
- Maintenance and general information for the following:
  - Rockwool Rainscreen Duo Slab Insulation \*
  - Foamglas Insulation \*
  - Lime Mortar recipe
  - Airtrack verge vent LB30 \*
  - LAC damp proof membrane \*
  - Sheetseal dpm and RIW \*
  - Joist Hangers \*
  - Stone used for paving and repairs
  - Rainwater pipes and hoppers \*
  - Polysulphide seals
  - Porcelain Floor Tiles, adhesive and grout
  - Threshold strips – Schluter \*
  - Glass window units
  - Fire door glazing
  - Window Manifestation
  - Foil backed plasterboard
  - Velux rooflights and controls\*part
  - Timber and stain for the new doors
  - Gravel specification for the courtyard
  - Specification for the cementitious board

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**HANDOVER MEETING - PROVISIONAL.**

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**ACTION**

Specification for the breather membrane

Geze automatic Door maintenance and servicing information-warranty

Aluminium adhesive and specification for fascias, soffits and individual adhered trims etc

Insect mesh specification.

Methodology for the securing and dismantling of the fascia/soffit

Methodology for dismantling the cladding panels

Ironmongery schedule and suiting information

All Mechanical and electrical installation items (From Barlow Electrical) to include As Built drawings, lighting, sockets, switches, external tap and socket, timer switches, Radiator/valves, Fire Alarm Installation, future cable route provision, Certification for Electrical wiring\*, Emergency Lighting, Fire Alarm\*

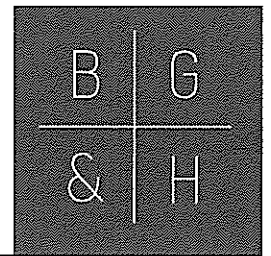
Internal finishes:

Paint/Colour, stain to timber windows, Porcelain tiles, door threshold strips, cladding, soffits

COSSH Data:

Lead sheet, Rockwool insulation





## **HANDOVER MEETING - PROVISIONAL.**

### **ACTION**

### **OUTSTANDING WORKS AT THE TIME OF THE PROVISIONAL HANDOVER MEETING**

#### **EXTERNAL ITEMS – WEST LINK**

##### **Roof/rainwater goods: (uncompleted works)**

- Raise Bauder roofing edge adjacent to secret gutter – (consider covering top of secret gutter)
- Eaves details to Parish Lounge to be completed at verge (Install edge trim to section of bauder roof running up to the north west corner of the Parish lounge)
- Re-dress new cill flashings to high level hall window where lifted
- Complete downpipes and gutter connections and pipework into gulleys:  
East side of west link and south east side of East link, original parish lounge gutter/downpipe/stop ends to make good. Joints in rwps to be sealed once the cladding seals are complete
- Warranty inspection and certificate from Bauder when complete (for both roofs)
- Fascia and panel junction to be completed in a number of areas (east link south side, abutments with lounge roof, west link south west corner – on-going at time of inspection)
- Polysulphide sealant sample to cladding /wall junction and cladding/cladding junction
- Some un-pointed joints to stone plinth on courtyard side

#### **INTERIOR ITEMS – WEST LINK**

##### **Ceiling:**

- Cracks in plaster at lightwell corners and other locations– review after defects period (timbers were still damp when board installed).

##### **Tiles and grouting:**

- Spare tiles for future repair if there is an issue with the pipes below the lounge threshold (these have been left in the office in the Parish lounge)

##### **Cladding/Curtain walling:**

- Concern re. flimsy trickle vent covers (to be monitored over the defects period.)

##### **Mechanical and Electrical:**

- As built drawings, manuals, certification and maintenance/service documents required for handover

#### **EXTERNAL WORKS - EAST LINK**

- Completion of downpipes, cladding seals and insect mesh
- External cills noticeably slope back to the curtain walling. The raised and projecting face of the stone has meant that this could not be installed to fall (monitor over defects period).
- Cladding/soffit junction and cladding/slate junction to be completed
- Lounge verge to complete (fascia, soffit, decoration and gutter)

#### **INTERIOR WORKS – EAST LINK**

##### **Curtain walling:**

- Explore options for rubber guards for the edges of the panic latch levers. (sharp for small children and stick out into the corridor) AR to contact supplier.

##### **Mechanical & Electrical:**

- As built drawings, manuals, certification and maintenance/service documents required as separate list (incorporated into the handover minutes)
- Fan heater push control to be set at 15 minutes and the switch itself is stiff to operate.