



Robin Wolley B.Arch RIBA AABC
Chartered Architect

NEWTON-LE-WILLOWS ALL SAINTS CHURCH

PROPOSED NEW LEVEL NAVE FLOOR

Notes taken at Site Meeting held on Tuesday 12 July 2022

Present:	The Reverend Chris Stafford	Vicar
	Stuart Copper	Churchwarden
	Dave Byrne	Churchwarden
	Darren Clayton	Contractor
	Robin Wolley	Architect

1:00 Purpose of Meeting

The purpose of the meeting was to discuss arrangements for the Contract to be signed and the Contractor to commence work on site on Tuesday 19 July 2022. He explained that Faculty Approval has now been received and the work could now take place.

2:00 Building Contract

The RIBA Minor Works Building Contract was explained and the Contract duly signed by both parties.

The agreed starting date is the 18 July 2022 with completion by the 10 October 2022.

The agreed Contract sum is £61178.00 plus VAT.

R.W. referred to a pre contract site meeting held on the 28 June 2022 and the Architect stressed the importance of ensuring the damp proof membrane is continuous throughout the whole of the floor and suitably lapped and that no timber will remain below to prevent the possibility of dry rot.

3:00 Building Control

The Architect suggested the importance of having support from Building Control. He said that he would make contact with an approved contractor and arrange for regular site inspections and input to be made.

4:00 Font

During the meeting it was suggested by church members that whilst the work is taking place the font should be relocated to an agreed position at the north east corner of the Nave. It was explained that this was not covered in the Faculty Approval, but it was important that this work should be now considered before the flooring work is undertaken.

5:00 **Heating System**

The Architect confirmed that it was not his intention to dismantle or overhaul the existing system. Care will be taken to avoid disturbing the existing pipes and a provisional sum had been included to cover any upgrading or maintenance work.

6:00 **Carpet Sample**

The Vicar confirmed when a full size sample is to be obtained for the Committee to give approval, approval given. The Architect will then obtain quotations and include the fixing of the stainless steel duct cover plates to be installed with the carpeting.

7:00 **Chairs**

Following the Chancellors decision to delay granting the Faculty for the chairs that had been selected it was agreed that a further application is to be made having in mind the advice given by the Churches Building Council. This is to ensure that the special needs of the Church and Church building with regard to comfort, suitability, colour and the spatial qualities of the Church interior together with the need for flexibility and ease of handling.

8:00 **Site Meetings**

It was confirmed that regular site meetings will be held and advance notice given.

9:00 **Distribution**

Via email