



## Extension Building Group

### Meeting Notes for Meeting Monday 30<sup>th</sup> October @ 48 Bifield Road

**Present:-** Lance Mason, Roger Bingham, Rob Bidgood, Mike Caswell, Clive Newman, Adam Lea & Terry Nichols (Chair)

#### 1) Current Position

- We have the Plans.
- We have Planning Permission.
- We have a Sustainability Report which we have to comply with.
- We have applied and paid for Building Control Regulations.

#### 2) Way Forward

- It is now time to go out for Building Quotes
- It is intended to start building in April/May 2018.

#### 3) Building Quotes

- Terry has contacted two Builders and been contacted by another one.
- Quotes have been requested on the basis of completing the whole scheme or building a waterproof shell (preferred option).
- We are still looking to get quotes from other suitable Builders.
- It appears that the doors currently proposed for the extension may not (900mm) be big enough for a wheelchair. Terry to measure his chair and report back,

**Action Terry**

- Only the foundations and plinth for the new store room at the end of the Back Hall are to be included in this project.

#### 4) Commencement of work

##### a. Loss of Car park spaces

- During the building work we will lose car parking spaces for the Builders Site Office and Store. Disabled parking will be provided at the side/front of the Church.

##### b. Access to Church from Car Park

- There will be no direct access down the garden side of the Church. People will have to walk round.

##### c. Access to Portacabin.

- During the building period access to the Portacabin will be the subject of negotiation with the Builder. There will be no electricity.

#### 5) Triggering Building Control Inspections

- It is expected that the Builder will trigger the Building Control Inspections.

#### 6) Ethel's Tree and ashes

- Adam & Mike are dealing with this and Mike will clear any other trees which are in the way of the development.

## **7) Building Services**

### **a. Heating**

- Rob to consult with Adrian as to the best way forward

**Action Rob**

### **b. Electrics**

- Adam has a contact who could undertake the work.
- It was agreed that the most cost effective and flexible approach would be to use surface mounted ducting.

**Action Adam**

### **c. Other services**

- Lance stressed the importance of having 'Data Points' in each room. This was another reason for using surface mounted ducts.
- It was agreed that we would need to provide facilities to project films and other media in at least one of the rooms (probably the middle one). This will require provision for mounting an overhead projector.

## **8) Group Membership**

- Lance asked if the membership of the Group needed to be increased. Terry felt that it could get unwieldy. Roger pointed out that he would not expect to attend all meetings. It was agreed that the current setup was OK but further people could be invited if there was a particular item to be discussed.

## **9) Communication Strategy**

- Lance stated that there was a need to keep the rest of the Church informed about what was going on. This could be done by having short-term displays of the plans/Meeting Notes as progress was made. Terry stated that the Meeting Notes will be published on the Website.
- Lance, Roger, Mike or Ted are the contacts back to the Leaders

## **10) Any other business**

- Terry asked whether the necessary skills existed within the Church to carry out the Plaster-boarding and skimming within the extension. Rob, Mike and Clive stated that this was not a problem.
- Funding is still being sought. Currently 106 funding is not being made available in Stockwood; however Lance and Roger are still working on it.

## **11) Next Meeting.**

The next meeting will be scheduled once we have building quotes to work with.