MINUTES

MINUTES OF THE MEETING HELD ON FRIDAY 25TH JULY 2008 AT 10.00 AM ON SITE

Present :	Mike Coles	-	J H Hallam
	Peter Stone	-	J H Hallam
	Paul Farrel	-	J H Hallam
	Paul Riley	-	Davis Langdon
	Lee Hagger	-	Davis Langdon
	James Botterill	-	HSSP Architects Limited
Apologies :	Mr G Wragg	-	Client
	Mrs G Wragg	-	Client

1.00 MINUTES OF THE PREVIOUS MEETING — ACTIONS

1.01 The minutes of the previous meeting held on 30th June 2008 were accepted as a true record.

2.00 MATTERS ARISING

2.01 Peter Stone confirmed that Prime Oak had been to site to undertake their initial site measure but to date had not received any proposed construction drawings from them. James Botterill requested that Peter Stone chased them as HSSP Architects require drawings from them prior to any joinery works being manufactured. — JHH

2.02 James Botterill confirmed that he had now received the initial set of drawings from QES and had made relevant comments back to Hallams. James Botterill suggested that a further meeting on site would be required with QES to discuss the additional items requested, such as external lighting, power to the entrance gate, etc.

2.03 James Botterill confirmed that he had now issued an architect' instruction in connection with the dry lining to Barns E and F and confirmed that this was for 12.5 mm plasterboard on dabs with a timber top rail and timber skirting. The plasterboard would be taped, jointed and finished with two coats of magnolia emulsion.

2.04 James Botterill confirmed that the mezzanine floor was still under review and in discussion with Hinckley and Bosworth Borough Council Building Control. It was likely however if the entire area of the Dutch barn was to be covered with a mezzanine floor that it would require an additional staircase and all steelwork would require to be fire protected. James Botterill agreed to get this confirmed from the Building Inspector and issue a revised drawing to Hallams in due course. — HSSP

2.05 James Botterill confirmed that he would chase Prime Oak for a quotation in connection with the garage door to Barn K. — HSSP

2.00 MATTERS ARISING CONTINUED/.....

2.06 Hallams confirmed that they had now received full construction details for the two fireplaces for Barn A.

2.07 James Botterill confirmed that he would issue an architect's instruction for the replacement of the internal timber door to Barn K. HSSP

3.00 CONTRACTOR'S REPORT

3.01 Please find attached the contractor's report and programme prepared by Hallams.

4.00 INFORMATION REQUIRED

4.01 Please refer to contractor's report, item 4.0 'Information Required'.

5.00 HEALTH AND SAFETY

5.01 No Health & Safety issues had arisen since the previous meeting.

6.00 CLIENT MATTERS

6.01 Mr and Mrs Wragg confirmed that to date there were no outstanding matters or concerns and generally were happy with progress and works on site.
Mr Wragg expressed the importance of the quality of all brickwork and the importance for the quality to continue.

7.00 ANY OTHER BUSINESS

7.01 Barns B & C
James Botterill confirmed that he was continuing discussions with Hinckley & Bosworth Borough Council Planning Department with regard to the condition of the two-storey building of Barn C and had submitted a drawing and letter to the Planners requesting that the two side flank walls be removed and rebuilt. James Botterill confirmed that hopefully by Tuesday next week he would have a decision from the Planners but until then no further work should take place to the two-storey building of Barn C. HSSP

Hallams also requested a ducting drawing from HSSP Architects to illustrate where proposed trenching should take place on site. James Botterill agreed to undertake this work and issue a drawing in due course. HSSP

8.00 DATE OF NEXT MEETING

8.00 The next meeting is proposed for Wednesday 3rd September 2008 at 3.00 pm.

Distribution : Paul Riley, Davis Langdon (1 copy)
Mr and Mrs Wragg (1 copy)
J H Hallam Contractors (3 copies)