

# MINUTES OF MEETING

**PROJECT:** 0870: 'An Cridhe' - Coll Community Centre

**Date:** 20/08/08

**Situated at:** Argyll

**Time:** 11:30 AM

**For:** Development Coll

**Ref:** MTG/0870/CT06/8

**Location:** Anderson Bell Christie Office

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**Title:** COLL COMMUNITY CENTRE PROJECT TEAM MEETING

**Subject:** Cost Meeting

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## Attendance:

James McDaid	Charles Scott & Partners
Jim Workman	Morham & Brotchie
Karen Anderson	Anderson Bell Christie
Michael Holliday	Anderson Bell Christie

## Apologies:

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## Points discussed

## Action by

### 1.0 TEAM

#### 1.1 Team Members - Introduction

All introduced to Jim Workman, of Morham + Brochtie.

#### 1.2 Service and Fee

Architect referred to previous set of minutes (MTG/0870/CT02/7 dated 11/07/08) which states that first fee will be likely in July 2009 on receiving approval from the funders. Other consultants to be aware of this prior to appointment.

Architect to contact M+E Engineer for fee and list of services.

**ABC**

Architect has approached RMP Acoustics who have agreed to appointment and will contact them for a fee and list of services.

**ABC**

Architect has approached Dynamic Catering Design regarding the kitchen design. Architect passed their fee and list of services to Client who confirmed they will not appoint DCD and will instead ask local caterers to design the kitchen.

Architect to confirm their own fee, M+E Engineer's fee, Acoustician's fee and Building Warrant fee with Client.

**ABC**

Engineer and QS to confirm their fee with Client.

**CSP/ M+B**

QS confirmed that current works cost estimate is £2.3 million.

### 2.0 ARCHITECT MATTERS

#### 2.1 Planning Approval

Architect stated they had received verbal confirmation of Planning Approval. However, relevant paper-work has yet to be issued. Architect has contacted Ian McIntyre in Oban for up-date of when this will be issued but Mr. McIntyre is has not responded. Architect to pursue.

**ABC**

## Points discussed

## Action by

*Post-Meeting Note: One of Mr. McIntyre's colleagues has confirmed that the application has been approved but that the paper-work has not been issued. Architect has left message with Mr. McIntyre stressing the importance of getting the paper-work through as soon as possible. Architect will continue to pursue.*

*Mr McIntyre's colleague suggested we contact the local councillor, Mary Jane Devin of Tobermory, if we encounter further difficulties.*

### 2.2 Brief

#### 2.2.1 Bunkhouse

Architect has presented revised plan, AL(0)020 Rev A, to Client for comment. This increases the area of the bunkhouse due to the revised WC/shower arrangement. Architect to pursue Client for feedback.

**ABC/ Dev  
Coll**

QS to price the bunkhouse as per AL(0)020 Rev A in the meantime.

**M+B**

#### 2.2.2 Main Hall/ Stage/ Back-Stage

Architect is discussing the lighting/sound requirements for performances in the Main Hall with the Client and Theatre Project Consultants. It is anticipated that the lighting and sound kit will be fundraised for separately, although the design of the building should consider how these will be installed in the future.

The in-progress design of this shows lighting attached to the stage side of each glue-lam timber beam and a grid of beams over the stage to allow the hanging of lighting and stage curtains. Engineer commented it will be necessary to know more detail about these when designing the structure to allow retro-fitting onto the structure.

Ducting under the main hall floor should be provided to allow for future cables to be run from a sound desk at the back of the hall to the stage at the front of the hall.

Architect is also discussing the possibility of raising the stage, back-stage and stage wings with the Client and TPC. Architect confirmed the concrete slab could still be at the level of the main hall, with a timber frame built off this for the back-stage.

Architect confirmed a Junkers timber sprung floor should be costed for the main hall.

Client to confirm the above covers what is required to be constructed as part of this contract.

**Dev Coll**

Architect to up-date drawings appropriately and issue for costing.

**ABC**

#### 2.2.3 Future Nursery

Architect confirmed that underground drainage and plumbing supply tails should be constructed to allow for the installation of sanitary ware and kitchen appliances in the future, should a nursery be developed. Architect issued QS with AL(0)010 Rev B which showed how a future nursery would work.

#### 2.2.4 Loft Access

Architect had previously stated that Building Control do not generally approve temporary loft storage provided by a ladder. However, Engineer commented that if there was a chance that this may happen in the future, the structure must be designed accordingly.

Client to confirm if the loft may be use for future storage, and if so, what might be stored there.

**Dev Coll**

## Points discussed

## Action by

### 2.2.5 Energy

In the absence of an M+E Engineer or specialist Environmental consultant, it has been difficult to confirm exactly what renewable/environmental technologies are required. Architect instructed the QS to price for solar thermal collectors on bunkhouse, grey water collection and a bore-hole sourced ground source heat pump in his costs.

Architect commented that until an M+E Engineer was appointed, it was difficult to confirm the size and position of any plant required. The current back-stage store was highlighted as possible location. Energy modelling is also required in the central glass area.

Architect and QS agreed against the use of sheep's wool insulation as result of high cost and difficult workability.

## 3.0 ENGINEER MATTERS

### 3.1 Site Investigation

Engineer has received two quotes for a Site Investigation report. Engineer confirmed that it would be possible to carry out a Site Investigation all year round due to the plant used.

One company had quoted £6950 + VAT for a bore-hole SI. This could be reduced to £3280 + VAT for a trial pit SI. However, if a bore-hole SI was subsequently required, a further fee of £5688 + VAT would be incurred. This company suggested a mobilisation period of one week. This could possibly allow verbal feedback prior to the submission of the Business Plan.

Engineer recommends that trial pit SI should be sufficient, based on the initial investigation he inspected on site.

Engineer to forward these quotes to Client for decision.

**CSP/ Dev  
Coll**

### 3.2 Topographical Survey

Engineer has received one quote for a Topographical Survey with one quote pending due to the busy workload of the surveyor. The quote received is for £2249.60 + VAT. Engineer confirmed that it would also cost £2249.60 to survey the community centre site and even perhaps the possible West Highland Housing Association site behind the Church. In connection with the adjacent site only, the surveyor had calculated that £735 of this could be charged to WHHA.

Architect to mark up Church site contact WHHA for confirmation of whether they would like the site surveyed. Confirmation required ASAP.

**ABC**

Engineer confirmed this survey could begin in the week beginning 01/09/08. This could possibly allow verbal feedback prior to the submission of the Business Plan.

NB. This is considered desirable to cost any required retention on site.

Engineer to forward this quotes to Client for decision.

**CSP/ Dev  
Coll**

*Post Meeting Note: Architect discussed the topographical survey with the Client by telephone with the result that the Engineer was asked to instruct that the topographical survey as soon as possible.*

**CSP**

Points discussed	Action by
<b>3.3 Services</b>	
Engineer to provide Architect and QS with marked-up drawing showing position of services.	<b>CSP</b>
Engineer has contacted Scottish Water and noted that they will not look at the proposal until Planning Permission has been confirmed. Engineer to inform Scottish Water that verbal confirmation of Planning Permission has been received.	<b>CSP</b>
Engineer indicated the cost of a power connection may be approximately £15,000. This will be dependent on the position of existing supplies.	
<b>3.4 Roads</b>	
Engineer confirmed that Roads Dept would consider a relaxation of sight-lines. It may be possible to reduce the 5.5m wide road as part of a detailed application in the future if pedestrian access can be separated. Architect commented that it would be desirable to separate pedestrian traffic as the majority of pedestrians will arrive from the village while the majority of vehicles will arrive from the opposite side.	
QS to price for a tar road over the opening and first 10m of the access road. It may be cheaper to price for bound gravel beyond this if it can be sourced from a local quarry on Coll, Tiree or Oban.	
Engineer confirmed that he anticipated that kerbing would not be required.	
Architect requested that Grasscrete to be costed over area of car park.	
<b>3.5 General</b>	
The Engineer is to provide a Report as soon as possible stating findings of trial pits to date and situation regarding servicing the building.	<b>CSP</b>
<b>4.0 QS MATTERS</b>	
<b>4.1 Elemental Costs</b>	
QS will issue an Elemental Cost to the Architect and Engineer for analysis by 01/09/08.	<b>M+B</b>
In advance of this, Architect will provide QS with latest drawings and outline specification by 22/08/08.	<b>ABC</b>
<i>Post Meeting Note: Architect provided QS with latest drawings. These were over-marked with the position of built-in furniture such as benches, shelves, base units and stores. This did not include beds in the bunkhouse.</i>	
<i>Architect confirmed that the bunkhouse elevation, AL(0)022, had not been revised as per Point 2.2.1 and dimensions should not therefore be taken from it. It can however be used for reference of fenestration, cladding etc. QS does not require an up-dated elevation to progress the costing.</i>	
<b>4.2 Costing the methods of construction</b>	
QS confirmed it would be cheaper to construct in timber kit rather than load-bearing masonry. Architect and Engineer agreed that timber kit should be specified and other methods such as pre-fabricated SIPS could be adopted in the future if there would be a cost saving.	
QS will therefore cost for timber kit in the multi-functional rooms, office, kitchen, toilets and bunkhouse, a glue-laminated timber portal structure in the main hall, glue-laminated structure in the central glass space and load bearing masonry structure with a stone outer leaf and structural blockwork inner leaf where steel beams are shown in the elevation.	

## Points discussed

## Action by

QS will cost for timber stud walls lined with plasterboard internally. The back-stage store/music room should be insulated and double sheeted at a minimum. The bunkhouse laundry should be built to fire-proof specifications.

Engineer advised the QS to cost for some plywood racking on internal walls and a load-bearing wall below the valley gutter in the bunkhouse.

QS to cost for hardwood cladding such as oak or Siberian larch as shown in the elevations on the bunkhouse.

QS will also cost for an increased canopy over the front and back door.

QS will cost for Nordan windows through-out. These should be timber framed with aluminium beads.

Finishes were discussed and will be confirmed by the Architect in the Outline Specification.

## 5.0 CLIENT MATTERS

### 5.1 Funding

Emma Grant had emailed Architect on 19/08/08 with an up-date of the information required for the business plan application. This states that Helen MacDougall, the Lottery case officer, has brought the deadline of the lottery application from 18/09/2008 to before the 12/09/2008.

Architect confirmed they will provide the following information for the application:

'1. Drawing' package  
'2. Design Information' regarding methods of construction, an outline specification, renewable technologies and energy efficiency, details of access arrangements, room areas, and a fee for the M+E Engineer and Acoustician.

**ABC**

Architect will prioritise outline specification to allow QS to progress cost plan. Architect will issue this by 22/09/2008.

**ABC**

Engineer to confirm provisional allowances in their report.

**CSP**

Engineer to format information required by QS into an Engineering Report to be submitted. If possible, verbal feedback from the Site Investigation and Topographical Survey should be included.

**CSP**

Meeting noted that detailed design issues yet to be resolved include M+E, energy, acoustics and lighting design.

Architect to forward email to Engineer and QS for relevant actions.

**ABC/ CSP/  
M+B**

QS confirmed they can provide specific costs for specific funders if requested by Client.

## 6.0 PROGRAMME

Programme unchanged from 11/07/08 minutes. This anticipates the following:

- Building Warrant drawings - July-August 2009.
- Bills of Quantity - October/November 2009
- Tender

## 7.0 AOB

All covered in above

## 8.0 NEXT MEETING

TBC

The meeting was adjourned around 1.30pm.

**Points discussed**

**Action by**

**Copies to**

- All attending
- Jane Donoghue

0141 339 0505

- Emma Grant
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