

Kenninghall Memorial Hall Committee
MINUTES
of a committee meeting held on Wednesday 26 April 2017 at 8.00pm
in Kenninghall School

Note: the meeting was divided into 2 parts – the first part was an open meeting with members of the public and Matt Newbury attending. The second part was a closed meeting.

Present

Paul Forster, Ian Copeman, Anne Kay, Mick Sharland, Rosemary Knox, Pete Osborne, Mary Boatman, Anne Wood, Avril Broughton

Others

Christian Mountney - Building Surveyor to the Committee
Matt Newbury – developer for the new hall

Members of the public

Maureen John, Anne Copeman, Gerald Sutton

Apologies

Pete Kay, Rebecca Halmshaw, Jane Bush, Brian Taylor, Sarah Bailey

Update on the new hall

PF invited Matt Newbury (MN) to update the meeting on progress.

MN said that their significant problems were now behind them, and they had taken control of the site themselves. Currently the build is up to roof plate level with the substructure done on the main hall. No internal walls built yet, but starter kits are in place, and a small amount of steel remediation is still to be done. He anticipates single storey roof truss on site by 4 May followed by battening, and then roof finishes. Then fit out main heating system. He envisages completion November, but not sure whether by beginning or end of. He has a project plan and will give CM an updated version at next week's site meeting.

Regarding height of main hall room – MS said that he and PK had measured the existing height and looked at the specification. MN said that his contractors had incorrectly interpreted documentation and had claimed that the height had to be raised to 6.7 metres, but in fact a height of just 6.1 metres is required to meet the relevant community badminton standard (height from laminate floor to lowest part of ceiling). He had had to get it redesigned and get steelwork solutions, but then realised it did not need to be 6.7 metres. He will achieve the required 6.1 metres height by either inserting 80mm blocks to lift the steel up, or by reducing depth of floor insulation by 100mm. All steelwork for the single storey section is on site.

PO asked if reducing the depth of floor insulation would compromise insulation on the floor, and MN said that he has to meet building regulations re insulation, and the difference will be made up by increasing the insulation in the walls. MS said that floor insulation gives the least benefit of any insulation scheme.

Steelwork - AK asked re the condition of the steelwork, and MN said that Universal Paints had undertaken a survey of the system and recommended a product he needs to use – he has ordered Magic Bullet which will be painted on. Steelwork has to be tied into the brickwork as it goes up.

Flooring - PO asked if he had a sample of flooring for main hall, and that the floor must be able to withstand impacts from sticks used by the morris during their dances. MN said he would make sure it was a product we are happy with and will take our advice on marking lines (ie stick on or painted).

Windows - MS asked for an update on windows, as the planners had approved wooden windows. MN said he was recommending pvcu as it is completely

maintenance free. Answering AK's question about the large window in the main hall gable wall he said that the structure around the window had to be load bearing, so the large window itself would not be load bearing. PO asked if the planners needed to approve pvcu windows, and MN said he would bring samples to the next site meeting, and depending on the decision made, he may need to apply for a non material amendment. MS agreed that we need to look at the maintenance issue, and that although we like aluminium clad wooden windows we did not put this in the specification and they are very expensive. MN highlighted that with pvcu we are not talking about shiny white plastic windows.

Photovoltaics – MN has asked for tenders to supply 8Kw, and said this needed to be discussed at the site meeting next week, and that the main hall roof was so big that adding another 4Kw would not be a problem.

Heating – PO asked about the heating. MN said this was currently in abeyance. He felt that it was ill conceived in the first place and had to be re-presented. Kevin Boast has refreshed the design.

Kitchen and toilets – MN said the order for the toilet/washrooms had been placed with Venesta Bathrooms who have done detailed design and will be presented for the committee to sign off. Blockwork will give a more robust structure in the loos. He had received the amended kitchen layout from the committee, design is out with Symphony Kitchens, and will be discussed at next weeks site meeting. Because of structural issues the position of one of the serving hatches has had to be altered slightly by approx. half a unit width. PO asked if this would have an impact on kitchen layout and PF stressed that the cooker must not be near the serving hatch.

General -PO said that over the last two and a half years MN had made lots of promises, and what guarantee was there that he would complete in November. MN replied that they were on site, that what had happened in the past was regrettable. He had had labour on site for the last 2 months sorting things out, and that there had not been any malicious intention. PO said that it had worked to MN's financial advantage as he has sold the houses and had the money. MN agreed, but said the project had been very complicated. PO wanted a guarantee that we'll get the hall in November, and asked if MN would give the committee the funds to hold, to complete the hall, and the committee pay him as work was done. MN said that the committee had his personal guarantee. PO felt that MN had been taking the committee for a ride. MN said that since he met the committee in January things had been happening.

MS said he agreed with PO, but now that MN has put organisation in place with people working for him who know what they are doing, and with lots of experience, we now have to take MN at his word. MN said he could see how PO reached his conclusions, but he now has a team in place to deliver, and he receives daily updates from John. Answering AK's question MN said that CPC are now out of the picture. He is building the new hall and it is his staff who are on site.

MJ asked if he could guarantee the hall would be ready to hand over in November. MN said that he could not give a definite date, but funding was not a problem, that his intention is to build it swiftly and to a high standard, and he will do all he can to hit November 2017. He referred briefly to early issues with ownership, footpath diversion etc.

PO asked if we could have a detailed project plan soon, and MN said he would provide one at the site meeting next week, and was happy for it to be made public. PO asked him what issues he foresaw at the moment, and asked about risk assessments etc. MN said he did not have any particular issues at the moment though the steelwork has been a problem. He has risk assessments and methods in place and his staff are qualified. PO asked who was project managing, and MN said that he had a project manager. PO said a project plan needed to be in place and ways of controlling it and plans for mitigation. MN said that elements of the building have a critical risk in it eg the steelwork over the serving hatch.

PF summarised that this detail was within CM's sphere and should be discussed with him. He thanked MN for coming to the meeting and hoped that we receive the keys in November.

PF then asked MN and the public to leave the meeting.

MN and members of the public then left the meeting.

Closed meeting

Committee member Sarah Bailey joined the meeting

AK mentioned an email forwarded to her, originally from the School Secretary to the Headteacher. MN had been talking to the school about their involvement in the creation of a mural in the new hall, provision of an outdoor classroom area, a grand opening/firework display on 5 November and provision of lighting etc in the hall to enable theatrical productions. MS said that the mural etc could not go ahead without the committee's consent. SB said nothing further had happened at school about this, but felt we should hold him to the 5 November thing so that he will have to complete the hall by then. MS said all this would be brought up at the next site meeting.

Adult fitness equipment - MS said he understood that the Parish Council have placed the order and paid for it.

AK mentioned email from PO regarding smart locks for the new hall, and this will be discussed at the next meeting.

Community Action Norfolk - renewal of membership – MS proposed and PO seconded, renewal of Silver Membership (£50) for the forthcoming year.

CM said he felt November might be an optimistic date for completion, given current speed. However things had transformed on site, with people there who know what they are talking about.

As the meeting was closing, PO asked that people who liaise with Matt Newbury communicate the facts to the committee eg he didn't know November was the completion date. There was an exchange of words with several people, and then PO said that he resigned from the committee.

Date of next meeting

Wednesday 10 May at 7.30 pm in **Kenninghall School**

(Note the time is earlier, at 7.30pm, and not 8pm as stated at the meeting. AK subsequently agreed alteration to time with PF as remembered that meetings at school need to start earlier due to locking up considerations).