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**3501 COLSTERWORTH WAR MEMORIAL
REPAIRS TO THE FABRIC**

Pre-Start Meeting Rev B.

12 APRIL 2024

Present:

Sue Grant: Colsterworth and District Parish Clerk. clerk@colsterworthanddistpc.co.uk

Caroline Hainsworth: Councillor and Colsterworth and District Parish Chairperson.

Ellis O'Neil: Colsterworth and District Parish Vice Chair

Arron Rose: Pinnacle Conservation Ltd

Andy Hare: Pinnacle Conservation Ltd

Graham Saxton: (PPIY Ltd)

1.	Confirmation of the scope of works. The scope is as per the tender.
2.	Method to be used for amending the Contract and other correspondence. Architects Instruction from PPIY Architects distributed by email. Contractor to raise a monthly valuation. Architect will check the work and issue a certificate. The contractor will then issue an invoice to the client for payment. The values should agree. The client contact will be Sue Grant. clerk@colsterworthanddistpc.co.uk All instruction to the contractor should be through Graham Saxton The architect can authorise additional works up to £1,000. Higher amounts are to be referred back to the client for approval. Amy Stamford of Pinnacle will be the contact for Pinnacle Conservation for issuing changes to the contract Correspondence will be by Email.
3.	Dates for commencement and completion.

<p>Start – 13 May 2024 (subject to samples agreed with conservation officer). Finish – 21 June 2024</p>
<p>4. Programme.</p> <p>The contractor will provide a programme and a methodology for the works.</p>
<p>5. Access and Security on Site</p> <p>Parking is available on the public road.</p> <p>Heras fencing will be erected around the site to include a section of the adjacent road. A cabin will be placed on this area of road. The contractor should ensure that permissions for this have been obtained from Local Authority Highways.</p> <p>SG will speak with the residents of the houses adjacent to ensure that they are kept informed.</p>
<p>6. Protection.</p> <p>The Monument is a Listed building and so all workers on site must be made aware of the significance of the site and if any damage occurs this is a serious matter and should be reported immediately to the Client/ Surveyor.</p>
<p>7. Archaeology.</p> <p>Any interesting finds must be brought to the attention of the Client and appropriate action taken. The Surveyor should be contacted for advice and direction.</p> <p>Archaeological watching brief is not required by a Direction of Works permission.</p>
<p>8. Building Regulations, Planning Conditions. Listed Building Consent</p> <p>A copy of the Listed Building Consent was handed to the contractor. Conditions apply and should be noted for early action. These include stone and mortar samples (including mix).</p> <p>Once samples are available, supplied by the contractor, GS will contact the conservation officer to arrange to meet on site.</p>
<p>9. Access During the Works</p> <p>N/A</p>
<p>10. CDM Regulations</p> <p>The Regulations were outlined by the Surveyor and the responsibility of all the Duty Holders identified.</p> <p>The Contractor will produce a Construction Phase Plan which must also identify any Risk as identified at the time.</p> <p>The works are not notifiable.</p> <p>The contractor will provide their own toilets, messing and handwash.</p>
<p>11. Insurances.</p>

<p>The Contractor will provide a copy of their insurance cover to the Surveyor.</p> <p>The Client will inform their insurance provider that the works are taking place under the JCT Minor Works 2016. Clause 5.4b will apply.</p>
<p>12. Payments, Cash Flow Forecast, VAT.</p> <p>Following the Surveyors inspection on completion and the issue of the surveyor certificate. The Contractor will issue a invoice to the Employer for payment.</p> <p>There is likely to be two payments. The first payment will be 13 June with a final payment at completion. 14 days for payment after due date.</p> <p>There will be a 5% retention during the contract period.</p> <p>The due amount will be 95% of the total claim for the 1st payment and 97.5% when practical completion has been achieved.</p> <p>The final 2.5% retention is due 12 month after practical completion in the contract, however, the 2.5% retention will need to be paid sooner than the 12 months in order for the client to reclaim that part of the Grant. This would need to be 3-4 months at the most.</p> <p>VAT will be charged by the contractor at 20%</p>
<p>13. Compound, Power and Water.</p> <p>Power: The contractor will supply using a generator.</p> <p>Water: The contractor will supply however the SG will ask the neighbours if water can be taken from an outside tap.</p>
<p>14. Site Foreman.</p> <p>Arron Rose.</p>
<p>15. Samples.</p> <p>Stone and mortar mix samples to be arranged for the Listed Building conditions. See '8' above.</p>
<p>16. Asbestos.</p> <p>None known.</p>
<p>17. Contract Documents and Site Documents.</p> <p>Contract is JCT Minor Works 2016. The contract was signed by the client and handed to the contractor for signing. The document should be sent to the Architect for distribution when signed.</p>
<p>18. Any Other Business.</p> <p>None.</p>