

## **MINUTES OF BRIEFING MEETING HELD WITH CHRIS SHEPHERD - JYM PARTNERSHIP**

### **Scope of works**

1. Extent of Phase 1 agreed as below sketch outline.
2. Scope of works is to rectify structural issues in Phase 1 area as per RJP report consisting of; remove and reinstate brickwork to expose embedded steel plates, replace corroded shims (and temp works associated), repoint brickwork in area, remedial wall ties to area, replace balcony balustrading and handrails, replace balcony flooring, flashings and weatherproofing detailing to suit.

### **Design Team (contacts below)**

3. JYM acting as lead designer Architect, Project Manager, Contract Administrator and Principal Designer.
4. RJP acting as Structural Engineer.
5. A measured survey of the front and side elevations will be undertaken in due course. This was due to be completed 09.04.24 but had to be cancelled due to poor weather.

### **Programme**

6. Issue 1 of programme attached. This is very loose and should only be viewed as an initial idea of timescales.

### **Contract**

7. Proposed to let works on basis of JCT contract. Initial summary of some of the contractual terms discussed (such as lump sum price, payment procedures, fixed start and completion date, retentions and rectification period. More discussion will be needed on this in due course.
8. Proposal is to complete first phase as a test phase to give more confidence as to cost beyond this.
9. List of appropriate contractors to be drawn up in due course but PJM Construction have already been approached who are local.
10. CS has spoken to MC Construction about the project to gauge interest. Only negative feedback was relating to certainty of funds being in place – they may price if we can give evidence of funds prior to contract signing (Assuming they are successful tenderer).

### **Design**

11. Jason Reynolds of JYM is lead Architect but was on sick leave today Shahid Khan took his place.
12. Some initial thoughts on balcony design were provided. JYM consider the true infinity balconies are likely inappropriate but have suggested alternative with

- metal handrail on top of glazing. This was viewed favourably by the Client. CS noted that design would need to account for wind loading and so vertical posts may be required particularly at pent house level.
13. Client suggested a Tile supplier. SP to contact and look into suitable products for the balcony floors and submit to JYM for suitability assessment.
  14. JYM proposed use of an amount of rainscreen cladding where brickwork is to be removed in certain locations. Initial thoughts were to install coated aluminium product which will withstand the elements (colourfast guarantees could be available).
  15. Client requested JYM include for replacement of spandrel panels below windows where these are present in Phase 1. There are 7 no in total in this phase. Client suggested removal of the panels only as these are separate to the windows. CS stated the panels could be replaced with a material similar to or same as the rainscreen cladding but would need to be fire rated (non combustible) material.
  16. CS noted that feasibility design will be available in 2 weeks time (26 April on programme). It was requested that JYM also provide a mood board for residents along with the feasibility design which includes drawn elements, details of proposed balcony balustrading/handrails, details of proposed rainscreen cladding, details of balcony flooring (this is to be proposed by Client in advance).
  17. CS confirmed that a planning application will be submitted to Local Authority for the changes to the building. If there are minor works that are beyond scope we can also include these in the planning application. Our understanding is that when we obtain approval, then once works are started (we think 10% of the approval needs to be completed) then all other alterations contained in the approval can be completed with no time restriction.

## **Health & Safety**

18. CS confirmed that works are subject to CDM Regulations which is legislation concerned with Health and Safety of construction works. JYM are to be appointed as Principal Designer but CS advised that the Client has specific duties under this legislation.
19. As part of duties to provide information to contractors CS advised that an Asbestos R&D survey would be required. SP confirmed that this could be accommodated.
20. CS advised that during works, the contractor would require a site compound and welfare area. It was agreed that this area could be the driveway leading to the undercroft parking access from North Promenade. This area is easily segregated and has good access from main road. The access to the parking area could be decommissioned during the works.
21. CS will advise of further information required in respect of CDM in due course.

22. The attached HSE document provides some guidance on Client responsibilities under CDM. We (JYM) are here of course to assist in ensuring this is done.

Initial contact list as follows – we can add to as required:

Name	Company	Role
Simon Perkin	Realty	Property Manager
Chris Shepherd	JYM Partnership	BS – Principal Designer
Jason Reynolds	JYM Partnership	Architect
John Reid	Reid Jones Partnership	Structural Engineer

Chris Shepherd - JYM Partnership

