

Meeting Cenotaph Group – Structural – Pre construction planning.

**Date:** Wed 15.10.2019      **Time:** 11.00am

**Location:** Spencer Suite, Congleton Town Hall.

**In attendance:** M.Smith, J.Carter, S.Dutton, D.McGifford, J.Lilley, R.Burgess, R.Douglas, D.Parkes ( Midland Masonry), D.Murphy, I.Doughty, J.MacArthur and J.K Carter.

Item	Agenda Item / discussion	Comments	Action
1	<b>Apologies</b>	G.Baxendale.	
2.	<b>Minutes from previous meeting / matters arising.</b>	<p>The minutes of the last meeting 7.8.19 had been circulated.</p> <p>No review made as this was purely to discuss the deferment and the way forward.</p> <p>MS had prepared an issues list.</p> <p>Update to the actions included on today's agenda.</p>	
3.	<b>Issues on agenda.</b>	<p><b>1. Insurance of masonry components at Sandiacre.</b></p> <p>JKC has visited Sandiacre and is happy with the storage facility. JKC to send photos of the plaques to JMacArthur</p> <p>CTC to write a Vesting Letter to Midland Masonry (MM) confirming that the Stone /Plaques they are holding are our paid for property and they are just storing the prior to</p>	<p><b>JKC send J.Mac photos of the plaques.</b></p> <p><b>CTC ( DMcG) write Vesting Letter to (MM)</b></p>

	<p>construction</p> <p>.</p> <p>D.Parkes (MM) advised that their insurer had confirmed that our stone was adequately covered against damage, theft etc through (MM) insurance. D.Parkes to send a copy of the confirmation email to MS/JKC</p> <p><b>2. Contractors compound.</b></p> <p>Preferred site is at the back of the Town Hall / carpark where water is readily available. Need to draw up a plan showing footprint and keep emergency exits clear. This will mainly be for the welfare cabin. D.Mcg to let JKC have a copy of the carpark plan, JKC to draw up the site plan for compound.</p> <p><b>3. Flag Poles.</b></p> <p>1 x 6mtr pole ordered for use this November as a temporary siting ( managed by Streetscape)  (MM) to order the other 1 x 6mtr and 1 x 7mtr as included in the contract. CT has paid for the first flag pole and this will need to be readjusted in the overall costings.</p> <p><b>4. Extent and timing voluntary preparation works ( Graham Construction)</b></p> <p>JKC to contact Stringer and Pickford to see what has been agreed with Grahams. CTC may need to follow up with Dan Cawtha depending on reply from S&amp;P.</p> <p>Streetscape will give the hedge a hard prune after Armistice Day event, Grahams will be asked if they can do removal of the</p>	<p><b>D.Parkes send email to MS/JKC</b></p> <p><b>D.McG copy of carpark plan to JKC.</b></p> <p><b>JCK draw up site plan for compound.</b></p> <p><b>(MM) to order the other two flag poles.</b></p> <p><b>JKC check with Stringer &amp; Pickord.  CTC – D.Cawtha</b></p> <p><b>RB – Streetscape hard prune mid Nov.</b></p>
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		<p>hedge, stone wall (saved for rockery). Cenotaph to be temporarily protected and eventually removed by (MM) as part of the project. What can be saved to be reused. Plaques to Museum (tbc) Granite possible use in The Park (tbc)          If Grahams can do this it will be planned for Jan/ Feb, if not it will revert back to the full contract (MM)</p> <p><b>5. Planning Conditions.</b></p> <p><b><u>6(a) &amp; 6(b) Scheme for protection of trees left on site.</u></b></p> <p>6(a) Ruth Burgess (Streetscape) contact Ann Donkin (CEBC) regarding what is required. Ruth then to put a plan in –place to cover this. Needs to be actioned before Jan/Feb work starts.</p> <p>6(b) Affected by 6(a) needs tree protection scheme approved and in place.</p> <p><b><u>5.Detailed construction method statement.</u></b></p> <p>This statement to be written by Dave Parkes (MM) and sent to Cheshire East Planning for approval - needs to be in place/agreed with CEC by Jan/Feb.</p> <p><b>7.Revised Contract Programme.</b></p> <p>D.Parkes (MM) to send a revised works/contract programme by 1<sup>st</sup> week in November. Work to commence on 21<sup>st</sup> April and span over 16 weeks.</p> <p><b>8. Adjustments to contract.</b></p>	<p><b>RB ( streetscape) work on a plan with A.Donkin.</b></p> <p><b>D.Parkes (MM) to action.</b></p> <p><b>D.Parkes (MM) programme by 1<sup>st</sup> week November.</b></p>
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4.	<b>Finance to date.</b>	<p>Initial costs covered, need to keep working to try and reduce the Town Council underwrite where possible.</p> <p>Contact D.Coyne re Grantfider to see if there are any other funders around we have not tried.</p> <p>Extra appeal in The Chronicle tied in with articles being written prior to Armistice Day Parade.</p>	<p><b>MS</b></p> <p><b>JMac.</b></p>

		Contact businesses again?	
5.	<b>Next Meeting</b>	To be arranged as needed. Until then we will communicate through emails telephone.	