

Minutes of the Buildings & Site Development Committee Meeting

Community Centre @ Christ Church - 25th June 2014

Present : Stephen Grosvenor, Mike Palmer, Daniel Pitt, Mark Antell, John Plaister
Apologies: Vijay Patole, Reg Hardwick,

Item 1. DP opened with a prayer

Item 2. Minutes of last meeting - reviewed and accepted.

All outstanding items have been included in the agenda.

Item 3. -Budget Summary - SG presented a summary of our expenditure to date. This year for the first time, we are faced with a potential overspend (See appendix to these minutes). The repointing works to the N, S & E transepts and asbestos removal from the church boiler room have represented a substantial proportion of this year's budget. We have also been deferring some significant works to both 31 and 32 Cricklade Street but now feel that we must tackle them. As it stands, if we proceed with the works on the cottages, we will overspend this year's budget estimate by around £3,500. In addition, in the course of the transept works, we have become aware of a further problem which has been causing damp and water damage to the wall behind the organ. To avoid possible damage to the organ and to the fabric we recommend that this work be carried out this year. Although we do not have an estimate for this as yet, we believe that we will overspend by up to £6k over this year's budget figure. It was agreed that we should write to the Standing Committee with our recommendation and seek permission to spend.

Item 4. - Christ Church

- a) **The DAC visited on 16th May.** We presented our plans for the reinstated West porch and the west end remodelling, the proposed new lighting schemes and discussed our wider plans with regard to the audio desk position. (see below). We also introduced a possible idea for creating a new quiet area in the NW corner (Canon Thomas Corner). The DAC were generally supportive of our plans and made some useful recommendations, including the removal of pews in our aisles. They also recommended a visit to St Mary Magdalene in Taunton where a major lighting scheme had been recently completed. Mike and Stephen visited and got some useful and very positive feedback in LED lighting. [Link to pictures](#)
- b) **LED Lighting** - Following a review of our current position and in the light of the coming end of our temporary licence, we propose to finalise our position on LED lighting in the Church. The chandelier and other LED lighting in the Lady Chapel has proved a success in general and demonstrates well the potential flexibility, cost savings and efficacy of LED's. Our trip to St Mary Magdalene in Taunton provided a strong endorsement of LED from the team there who believe that their investment has been well justified in lower running and maintenance costs and flexibility. Our proposal is to seek quotes

from suppliers for high level LED spotlights. In view of the relatively high cost of the chandeliers, we propose that we retain the one in the Lady Chapel but do not use these in the main area or side aisles. We will consider a possible feature chandelier in each transept and once we have the cost/aesthetic aspects clear will seek clarification from the PCC as to how to proceed.

- c) **AV update.** The DAC were generally supportive of our plans to re-locate the sound console further forward and we intend to include this in our faculty application. Dan agreed to do some research in screens and update our cost estimates for drop down electric screens and back projectors.
- d) **Re-pointing/repair work to the N,S & E transept gable ends.** Work is nearly finished and is to a good standard although the time taken has been disappointing. The scaffolding should be fully removed in the next couple of weeks.
- e) **Quinquennial inspection** - our architect has prepared a preliminary report indicating some important works are needed to the roof. See appendix for draft information. The full report should be available by the end of August.
- f) **Health & Safety Proposals** - Dan and Chris are continuing to compile the procedures for the Community centre and at the same time considering the needs of the church itself. This is work in progress but is well advanced.

Item 5. St Mary's Church - All outstanding repairs have been completed - thanks to Mike for this.

Item 6 Community Centre update

- a) **Donations to the Garden** -We have purchased 3 Iroko benches thanks to some generous giving. We hope to secure these to the ground/kerbs to prevent them from being stolen. A team will complete this work during July. A further donation has been made to enable us to commission a half circle curved bench to follow the curve of our paved feature. All donations will be acknowledged on a plaque which will be fixed to the wall in the garden. Mark will research materials and costs for this.
- b) **Garden Shed** - has been installed to provide more storage space for both centre and church. The 10 x 8 shed is in the corner of the west car park next to the access to the alms-houses rear gardens.

Item 7 Property Checks -

- a) **Work Ongoing.** We now have quotes to complete the anti-damp precautions and make good for both 31 & 32. We hope that these measures will solve the damp problems in each property. This will involve new land drains, external rendering and internal plastering. The problem has got worse over the years and we don't feel able to defer it any longer.

Item 8 Any other business

RHI Payment - Dan reported that we have received our first payment from the Renewable Heat Incentive Scheme for the Ground source heating - this was for £266 and is a good start.

Next Meeting: 27th August -7.30 - Community Centre@Christ Church - Small meeting room.

Deferred Jobs list

Job	Quote	Date	Rated A/B/C/D
North & South transept repointing	In progress	18/02/14	B
Proposed renovations to 31 & 32 Cricklade street	Proposed	24/06/2014	B/C
SW door repair and draft exclusion	Defer to D&R	20/01/2010	C
Flooding under the clergy vestry		25/03/2010	C
Cycle Racks	In diary to complete July/Aug	27/07/2010	C
Wall mounted Notice board at West door	£95+VAT	31/03/2011	C/D
Free standing Noticeboard at West door	£375+VAT S&I	31/03/2011	C/D
Sign for Church Centre (maybe directional signage rather than the name)	Defer	31/03/2011	D
New fireproof ceiling in the undercroft	Defer	20/02/2012	B/C
West window repairs	Await QQ report	14/11/12	C
Remove nave screens from the front pews to aid flow from familys and young people during services.	Cancel - no sponsorship,	19/01/2013	D
New smoke alarms 32 ? Carbon monoxide monitor?	Reviewing options	09/05/13	C

A- Assessed as high risk

B- Legal requirement

C- Best Practice.

D - Nice to do.

Appendix 1 - Summary of Expenditure 2014 with proposed overspends

Expenditure 2014	Date	Supplier	Gross amount	Status
Repointing gable ends	May-14	James	£4,500	In progress
St Marys	Mar-14	Gary Hall	£105	Spent
31 Cricklade	Mar-14	Gary Hall	£84	Spent
Asbestos removal – boiler room	Mar-14	Merryhill	£3,780	Spent
Boiler services	Apr-14	Gary Hall	£100	Spent
Tree trimming in car park	June-14	N Freshwater	£600	Spent
St Mary's repairs – water heater and boiler repair	Feb-14	Gary Hall	£741	Spent
31 & 32 Cricklade	Jul-14	D Cremin	£7,320	Proposed
Repointing & refixing gutters on NE side.	Aug-Sept	tba	c£3,000	Estimated
Running total			£20,230	

Appendix 2. Initial feedback on Quinquennial inspection from Antony Feltham-King

In relation to the **Quinquennial Inspection**, we discussed the 'headlines' when we met at the end of the day.

As before, the biggest fabric issue remains the state of the roofs. The slated roof slopes are not in good condition, and some are worse than others. Whilst it is desirable to work over the roof slopes to re-fix loose slates and re-point loose copings and abutments in the short term, the south aisle roof, and the extension of that roof over the western bay adjacent to the south porch, are in very poor condition. I would thus like to recommend that these roofs are re-covered in the coming quinquennium. We re-covered a roof of similar size in South London in 2010 and the cost was around £45,000. Together with a suitable contingency and fees, then the church should perhaps budget £50,000 - £60,000. It would also be prudent to make some kind of provision for future scaffolding over this roof to address the high nave roof, but this could be done as part of the re-roofing contract. The 'slate re-fixing' work to the other roofs might cost £5,000 or so, for a good roofing contractor working from a hydraulic access hoist.

For the masonry of the walls and windows, the work currently in hand will address most of the outstanding items from the previous **Quinquennial Inspection**. I did not spot too many other issues in relation to masonry, apart from some movement to the tracery of the east window. Some pinning and pointing is required here. The glazing seems to be generally in fair order around the building, apart from the narrow lancet windows in the ringing chamber, which require attention asap.

The western-most wall of the churchyard, facing Cricklade Street, is also in poor condition and really should be attended-to.

The construction of the new church centre, and the widening and re-surfacing of paths between the car-parking area, the church building and the church centre, have all helped address problems with tarmac surfaces.

The remainder of the likely recommendations will be broadly as contained in the 2009 report. Issues of cleaning the interior and addressing lighting etc., are all bound up in the developing programme of internal work.