

# **Minutes of the Buildings & Site Development Committee Meeting**

Community Centre @ Christ Church - 29th October 2014

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

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**Item 1.** MP 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** - The budget for 2015 has been finalised. We have allocated it as follows:

Christ Church, St Mary's and grounds	14.5k
31 Cricklade street	2k
32 Cricklade Street	2k

This is based on the understanding that we have no financial maintenance commitments to the Community Centre which will be self-financing. It also makes no on-going provision for Quinquennial Project expenditure on the fabric of the church which will be the subject of a separate bid for funding.

We have a remaining 3k for 2014 which is to cover repairs to the gutter and chimney area above the organ and to repair the Vestry steps.

**Item 4. - Christ Church**

- a) We have successfully submitted the faculty application and should hear back in the next 2 months or so.
- b) **LED Lighting** - We have received a quote and specification from Enlightened Lighting for the entire lighting scheme. We are waiting for a further quote from Colin Taylor which we hope to have soon. We are considering the possibility of a LED trial in the Chancel as this is where the conventional lighting has begun to fail and where replacement is needed as soon as possible. Whilst this may incur some additional costs it would provide us with a useful comparison of light quality, flexibility and effectiveness with our existing system. We feel that the re-lighting of the church is a substantial project and needs to proceed carefully and this may well be the way to proceed.
- c) **Re-pointing/repair work to the N,S & E transept gable ends.** The works continue to take a disappointingly long time to complete although to a good standard. We are still in discussion with the Mason to gain a satisfactory conclusion to the works.

- d) **Quinquennial inspection** - the report shows a substantial repair and maintenance programme will be necessary for the roof particularly and several other major areas. It is likely to cost up to £170k over the next 5 years. We are reviewing the areas considered as essential to do now and preparing a recommended programme of works to be carried out in the next 12 months.

**Item 5. St Mary's Church** - carbon dioxide monitor needs to be looked at - Reg to ask Daphne to test it when she is next there.

**Item 6 - Strategic Plan for Development & Renewal** - AFK has come back with some proposals to form a quiet room in the Canon Thomas corner. These will be costed so that it can be built into the overall renewal strategy. We would need to submit a separate faculty for this work. We are also pursuing alternatives to the draught porch as this is costly and choices will have to be made and prioritised. These alternatives may involve improving or adapting the existing doors to reduce draughts. If we do decide to drop the porch idea this will free up funds for the, as yet un-costed, quiet room.

We have been asked to prepare a short paper outlining our proposed strategy and rationale for the continuing renewal project. This will include proposals on a heating system as well as some provision for cleaning the walls (or at least parts of them). At the same time, with limited funds, we will need to consider the quinquennial recommendations. The strategy will be submitted to the January PCC meeting for discuss.

#### **Item 6 Community Centre update**

- a) **Garden of Reflection** -was commissioned on the 21<sup>st</sup> September. The new circular seating is installed although two new slats still need to be fitted.
- b) **DP** has kindly built a new shelf in the shed to improve the storage capability and keep things tidy.
- c) **The DoE** - has requested us to take part in a survey of heat pump efficiency and will be monitoring the output from our system. We have accepted.

#### **Item 7 Property Checks -**

MP & DP will conduct the annual property checks in the next 3 months or so.

#### **Item 8 Any other business**

**SG** still needs to investigate draft proofing alternatives for SW & W doors

**MP** - follow up with possible heating engineers for quotes for new heating system. Also follow up with Rob Skinner on his roofing quote to establish exactly what is covered and to ask about the leak on the gutter above the organ loft which we would like to proceed with this year if possible.

**Fire extinguisher check** - MP to ask Chris to notify us when the next check is done (probably in January/February)and we will get the church done then.

**Next Meeting:** 14<sup>th</sup> January 2105 -7.30 - Community Centre@Christ Church - Small meeting room.

### Appendix 1 - Outstanding Jobs list

<b>Maintenance</b>	<b>Cost</b>	<b>Quote/Est</b>	<b>Project</b>
Annual buildings budget	£14,000	Est	<b>Budget</b>
<b>Renewal</b>			
Relocate AV console	£5,000	Est	<b>Phase II</b>
Install projector and automatic screen	£10,000	Est	<b>Phase II</b>
Improve draft proofing at W end	£5,000	Est	<b>Phase II</b>
Remodel rear of church to improve access, circulation and welcome area.	£5,000	Est	<b>Phase II</b>
Remove remaining pews from side aisles	£3,000	Est	<b>Phase II</b>
New LED lighting scheme	£70,000	Est	<b>Phase II</b>
Replace old heating system	100,000		<b>Phase II</b>
Quiet room in S.W. corner	£40,000		<b>Phase II</b>
Cleaning walls?	£25,000		
<b>Total</b>	<b>£263,000</b>		
<b>12 Month Repairs - 2014/2015</b>			
Immediate roof repairs	£7,500	Est	<b>Quinquennial Project</b>
Tower windows	£3,500	Est	<b>Quinquennial Project</b>
Further roof repairs	£2,000	Est	<b>Quinquennial Project</b>
Front Wall repairs	£5,000	Est	<b>Quinquennial Project</b>
<b>Five Year Plan</b>			
South aisle & porch roofs	£45,000	Est	<b>Quinquennial Project</b>
South Nave clerestory	£5,000	Est	<b>Quinquennial Project</b>
South Nave clerestory - fixings for future repairs	£2,000	Est	<b>Quinquennial Project</b>
Rainwater goods	£25,000	Est	<b>Quinquennial Project</b>
Metal screens replacement	£750	Est	<b>Quinquennial Project</b>
South Transept window repair	£5,000	Est	<b>Quinquennial Project</b>
Newel stair - emergency lighting	£2,000	Est	<b>Quinquennial Project</b>
<b>Foreseeable future spends</b>			
N&S aisle - window guards	£15,000	Est	<b>Quinquennial Project</b>
North transept window repair	£10,000	Est	<b>Quinquennial Project</b>
Lady Chapel window guards	£7,500	Est	<b>Quinquennial Project</b>
East window repairs	£12,500	Est	<b>Quinquennial Project</b>
North transept window guards	£10,000	Est	<b>Quinquennial Project</b>

[Read the 2014 Quinquennial report in full here](#)