

Date:	25 th January 2017, 7:30pm		
Location:	Oldhamstocks Village Hall, East Lothian		
Present:	Neil Richerby	Chairman, Oldhamstocks Community Association (OCA)	NR
	Barbara Richerby	Minute-taker, OCA	BR
	Lorna	OCA	L
	Chris Bruce	Community Council Chairman & OCA Committee Member	CB
	Angus McDonald	OCA	AMc
	Nathan Simpson	OCA	NS
	Gordon Simpson	Treasurer, OCA	GS
	Lauren Simpson	OCA	LS
	Sharon Simpson	OCA	SS
	Janice Hanvidge	Community Council Treasurer (Windfarm Fund)	JHa
	Liz-Anne Longmuir	OCA	LL
	Alison	OCA	A
	John Sanders	Partner, Simpson & Brown (S&B)	JRS
	Jenny Humphreys	Partner, Simpson & Brown (S&B)	JH
	Catriona O'Neill	Project Architect, Simpson & Brown (S&B)	CO

Apologies: - - -

Distribution: Present & apologies

ITEM	DESCRIPTION	ACTION
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1.00 Introductions & Roles
 General introductions were made as per the information tabled above.

2.00 Architects Appointment

Simpson & Brown (S&B) ask whether OCA had any comments or queries about the appointment documentation prior to signing:

- OCA queries the *Principal Designer* role struck through on the Architect's Schedule of Services.
- JH notes that the *Principal Designer* role relates to the Construction (Design & Management) Regulations and concerns the overseeing of Health & Safety matters for a project. As such, this role differs from S&B's role of *Project Lead*.
- JH explains that the role of Principal Designer can be carried out by any member of the design team, and is frequently undertaken by the project Quantity Surveyor (QS). It is currently the intention for the QS to undertake this role directly, but this will need to be confirmed in the QS appointment. Alternatively, S&B are able to perform this role by sub-consulting the work to another company; however, this will incur additional expense in comparison to the QS taking on this role directly.

Summary of the Project Lead Role (S&B)

- S&B will be responsible for overall coordination of the Design Team. The Design Team will comprise of consultants who will have direct involvement in the design process (e.g. structural engineer, quantity surveyor, etc).

Summary of the Principal Designer Role (by others – tbc)

- The Principal Designer will be responsible for planning, managing, monitoring and coordinating health & safety considerations for the project and overseeing that all designers carry out their respective duties with regard to health & safety.
- The Principal Designer will be responsible for collating a set of pre-construction information and the project health & safety file, which will be handed to the Contractor in order that they are informed of any known health & safety issues before carrying out any work.
- The Principal Designer & Contractor will then liaise throughout the construction process in order to keep these documents up to date. At the end of construction, the Principal Designer will return this information to OCA for future reference. This will be an important package of information that will allow future building users to use the building safely, and is information that can be referred to by anyone carrying out future building work.

At the end of the meeting, S&B and OCA both signed two copies of the Architect's appointment documentation. A copy is to be kept by each party for their records.

3.00 Other Design Team Members and Appointments

3.01 Principal Designer

Refer to Item 2.00 above.

3.02 Quantity Surveyor (QS)

JH notes that the Quantity Surveyor's role is to report and advise on project costs, and that their involvement will be vital to the success of the project. The QS is able to prepare a series of documents ranging from an outline *cost plan*, which can be used for informing the project budget and OCA's fundraising efforts, to a comprehensive *Bill of Quantities* - a document used to compare different contractors' tender prices and keep track of costs once construction begins.

- JRS notes that OCA may be required to put QS services to competitive tender in order to fulfil potential funders' criteria. This would typically be put to a minimum of three firms.
- S&B suggest Edinburgh-based firm Doig & Smith as one potential QS to approach. S&B have previous experience working with Doig & Smith.
- JH asks whether OCA know of any other QS firms who they would like to approach. OCA are not aware of any firms in particular but have suggested approaching the QS involved in the Stenton Village Hall project.
- S&B to investigate and compile a list of potential firms for review by OCA. **S&B**

3.03 Structural Engineer (SE)

JH notes that a Structural Engineer will be required and it is important that one is selected who is enthusiastic about innovative (yet affordable) engineering on a project of this scale.

- JRS notes again that this role should be tendered to 3no. firms, and suggest one possible firm that is based in York.
- S&B to investigate and compile a list of potential firms for review by OCA. **S&B**

3.04 Mechanical & Electrical Engineer (M&E)

JH notes that, at this stage, the services of an M&E engineer will not be required but this may change depending on the development of the design brief as time progresses. The services of an M&E engineer would, for example, be required if a number of complex heating or power systems are desired.

This will be reviewed throughout the design process and S&B will advise OCA as to if/when it would be appropriate to engage the services of an M&E engineer.

4.00 **Information required: plans, surveys, reports**

4.01 Topographical Survey

- S&B have compiled a list of quotes from four different survey companies for a Topographical Survey, summarised as follows:
 - 1) David McCreadie – £580 exc. VAT. (not VAT registered)
 - 2) GL Surveys - £600 exc. VAT.
 - 3) Aura Surveys - £725 exc. VAT. (not VAT registered)
 - 4) Loy Surveys - £780 exc. VAT.
- S&B note that the lowest tenderer, David McCreadie, is available w/c 30th Jan from mid-week, with anticipated one week turnaround for receipt of the completed survey information.

OCA confirmed that the quote from David McCreadie should be accepted. S&B to confirm acceptance of quote and put NR in touch with David McCreadie to confirm dates and arrange access to the hall as required. **S&B**

S&B have left a copy of a plan showing neighbouring properties to be included in the survey. The survey company will not need access into the properties but will take overall external measurements, ridge and eaves heights, and possibly general photographs for their own reference.

OCA to inform neighbours when survey work is scheduled to take place. **OCA**

4.02 Ground Survey

JH notes that the Structural Engineer is typically responsible for commissioning a Ground Survey on the client's behalf, and that OCA should anticipate this as a future cost. This report will provide important information that will assist in the engineer's foundations substructure, and underground services design.

4.03 Other Surveys:

Asbestos

- NR notes that a previous building report identified some potential asbestos containing materials in the existing village hall.
- JH notes that different types of survey can be carried out depending on the type of work that is proposed. S&B to review requirements. **S&B**
- JRS notes that, as the entire building is proposed for demolition at a later date, quotes should be obtained from potential Demolition Contractors who are also experienced and registered for the safe removal of asbestos. S&B to approach three companies for free quotes for OCA's information. **S&B**

Archaeology

- This survey may need to be commissioned, subject to Local Planner's requirements. NR notes that this has been a requirement for other projects in the area in the past.

This list is not fully exhaustive - others may be required in future response to site investigations or planning conditions.

5.00 **Briefing/Design Changes**

5.01 Building Location/Orientation

- NR previously asked that the plan presented by S&B at the interview is mirrored on the site so that there is possibility for existing drainage runs to be utilised.
- JH notes that the design presented at the interview stage was for illustration purposes and will change or develop as a result of the briefing process.

5.02 Design Brief

- S&B note that it would be best to establish a written Design Brief that will outline the needs and aspirations of the building user groups, and the resulting spatial requirements for the project. This will allow the design team to develop the design in response to the requirements of the building users.

- The design brief should be built upon and adapted as a result of community feedback and consultations (see item 6.00) and can be used as a supporting document for both funding and planning applications.
- OCA note that they have conducted community workshops to discuss ideas for the new building in the past. JRS notes that this information can be built upon to build a strong case for funding applications and development of the brief.
- OCA notes that there are approx. 190 people living in the village.

Schedule of Areas

- This will be required to test whether the new building will have enough space for the activities that will take place. S&B to send an indication of occupancy numbers, based on the interview stage design, for OCA to review. **S&B**

Existing Site

- Members of OCA note that the village green is prone to flooding, however the existing hall has remained largely unaffected. Potential flood-risk issues should be considered and mitigated where possible.
- Foul drainage issues have occurred in the past.
- The village is served by a village septic tank. The capacity of this should be investigated to ensure the system is not overloaded by the new building - S&B to get in touch with Local Planning Authority/SEPA. **S&B**

Some Existing/Potential Uses for the Hall

- Annual Flower Show – a key feature in the Oldhamstocks calendar year.
- Temporary Overnight Accommodation – OCA note that visiting groups sometimes use the existing hall for overnight stays.
- Keep-fit.
- WI / Rural.
- Walkers groups.
- Cubs/scouts – have used the building in the past but not recently. These groups should be encouraged to return to use the new hall.
- Yoga group - should be encouraged to use the new hall.
- Church groups.
- OCA would like for the new building to remain accessible to the community in emergencies (e.g. flooding) as a form of resilience shelter.
- The new hall could form a base for online shopping deliveries.

6.00 Consultations

6.01 Events

JRS notes that community consultation events should be organised by OCA in order to engage the local community in the project. S&B feel that the local community would respond more positively to an OCA-led event than one that is led solely by the Architect. S&B is happy to assist in preparation of material and attend these events provided that reasonable notice is given.

- A minimum of two events should take place, ideally one on a weekday evening and the other during the day at the weekend to cater for various individuals' routines.
- All would be welcome to attend.
- Children should be encouraged to attend and have their say on what they would like to see in the new building. One idea would be to set up a children's table at the events, with pens and paper or modelling materials, to let them 'design their own ideal village hall'. This has worked well in the past in encouraging their sense of ownership and enthusiasm in the project.
- "A Day in the Life of..." is a useful way to engage different user groups in the project. Storyboarding or illustrating the ways that different groups can use the building at the same time can put the project into perspective, and will also help to inform and test the design as it develops.
- The events should take the form of a fun and informal 'open day' - with refreshments and cake - to break down communication barriers and encourage

open discussion. Ideas and suggestions should be documented, collated and retained for use in informing the design.

6.02 Website, Blog, Social Media Presence

JRS strongly suggest OCA set up a project website or online blog that would help raise awareness of the project. This could be used to show design development images and photographs, and keep everyone in the community up to date on the project. It could also be used as a means of encouraging community involvement and feedback. This would look good to prospective funders and show commitment to the project.

SS notes that this could also be linked with a social media (e.g. Facebook) page, as an 'instant' means of getting news out to the community.

NS suggests that contact could be made with the local young people to see whether anyone would be interested in assisting or undertaking direct ownership of these tasks. This could be seen as a volunteering and training opportunity - encouraging skills development - and would likely be an attractive 'selling point' for project funding applications.

OCA to review options.

OCA

7.00 Funding Opportunities

- 7.01
- Windfarm Funding will be available (Approx. £300k by November 2019).
 - Big Lottery – may be an option.
 - Lottery Funding
 - Trusts
 - Local fundraising events

GS notes that the area is classed as 'deprived' in the Scottish Index with regard to transportation and access. Members of OCA note that there is no shop, pub, library etc. nearby, with residents fully reliant on private transport to get to these services elsewhere as there is no bus service. This may help the group's funding case if the proposals can be seen to be improving upon these current issues.

8.00 Programme

- 8.01
- Noted that the project timeline will be subject to OCA's ability to raise funds. JH notes that the main project programme should therefore be set out at a later date and at this stage it would be beneficial to secure a short-term programme for items requiring immediate action.
- OCA to outline key meeting and consultation event dates.

OCA

9.00 Any Other Business

9.01 Land Acquisition

- NR notes that the proposed site does not yet belong to OCA and that it is currently leased to others. This will mean that the earliest construction start date that can be considered is from November 2019.
- The neighbour to the west of the existing hall has expressed an interest in the acquisition of part of the hall ground once the existing building has been removed. This should be taken into account in the design.

9.02 BeGreen

SS notes that she will make contact with BeGreen to discuss possibilities in the first instance. S&B can attend meetings later down the line if needed.

SS

10.0 Date of Next Meeting

Generally agreed that Wednesday evenings would be suitable for most in attendance. OCA to confirm date of next meeting with S&B.

OCA