

Minutes of the Project Meeting (or committee meeting) held on Thursday, 18th January 19.. at 10.30 a.m. on the Wholesale Shop and Office Site, London Road, Guildford.

Those attending:

J. Joanne, Architect - Brown & Joanne Partners.
S. Shirley, Contracts Manager - B. Builder Ltd.
H. Helen, Site Supervisor - B. Builder Ltd.
C. Clare, Clerk of Works.
D. Haylock, Quantity Surveyor of Haylock Associates.
M. Knight, P. B. & Pipe Ltd., Nominated Plumbing Contractor.
R. G. Bass, Electrics Ltd., Electrical Subcontractor.

1. Notice convening the meeting.

The meeting commenced at 10.30 a.m. prompt.

2. Apologise for absence.

Mr Jones of Messrs. I. Ronmongers & Co. was unable to attend due to pressure of work, but had sent his programme of work as promised at the last meeting.

3. Minutes of the previous meeting held on 4th December 19..

The minutes were read and agreed subject to the fact that under item 6 it was Mr Aberson of P. B. and Pipe Ltd. and not Mr Knight who agreed to commence the first fix plumbing in January.

4. Matters arising.

Mr Bass, Electric Limited, said that he was successful in contacting his suppliers to arrange for additional electrical materials to be delivered in time for his employees to commence overtime working to complete the west wing in time for the plastering subcontractor in February.

5. Progress of work.

5.1 Main Contractor - Mr Shirley, Contracts Manager, stated that now the bricklayers were working extra overtime the contract work will only be one week behind schedule by February. Mr Joanne, the architect, commented that his client would be pleased at this prospect.

5.2 Subcontractors -

5.21 Nominated. As the only nominated subcontractor involved so far was P. B. and Pipe Ltd., Mr Knight (their representative) stated that the work was slowing down due to the inaccessibility of some areas from which his employees were to feed pipes through. Mr Joanne, the architect, offered to get

advice on alternative positions for the holes from the structural engineer, and would issue instructions within three days.

5.22 General. - R. G. Bass, Electrics Ltd., reported that work was on target except for the west wing as previously discussed in item 4.

6. Problems.

The problem of too few main contractor's workers being available on the site was highlighted by Mr Clare, Clerk of Works, but as progress was being maintained he said that he was happy, but would still continue monitoring numbers.

Mr Shirley, Contracts Manager, said that a serious delay in concrete deliveries on another site had meant men had to be transferred for three days in December to improve output. He stated that he could foresee no problems similarly developing during the remaining contract period. Mr Joanne, the architect, said he was satisfied with the honest statement.

7. Information required.

Other than that discussed in item 5.21 no information was required because Mr Joanne, the architect, had already satisfied Mr Helen's request before the meeting commenced for particulars of the paved area in front of the east wing.

8. Any other business.

It was stated by Mr Helen, the Site Supervisor, that the new pavement cutter had arrived and that work was in hand.

9. Date and time of next meeting.

Thursday, 14th February 19.. at 10 a.m. was agreed as suitable, and an invitation was to be sent to Messrs Aluminium Windows Ltd. The meeting closed at 12.30 p.m.

Signed.....

S. Shirley (main contractor)

Copies to:

Members who attended,
Mr Jones,
Messrs. I. Ronmongery,
Messrs Aluminium Windows Ltd.
Head Office
Site file