

## Buildings Maintenance Committee – Meeting held Tuesday 7<sup>th</sup> January 2014

Present: David Ramus (Chair), Ben Coe, Tim Leigh, Ron Lainchbury, Dave Golding, Terry Kinch

### Health & Safety Report

#### Shoreham Premises:

1. Ref Section 5.1; Ben to assess and cost for roof void fire barrier 150mm double sided run down below joists 12mm plasterboard above wall between kitchen and restaurant – schedule for July/Aug 2013 – Alan to price no later than Easter for internal or sub contracted completion – Alan job specification emailed 110413 – Terry Kinch to contract these works with Andy Bunker all together this summer – Terry Kinch will proceed to estimate and quotes for this work to be done autumn 2013 – Terry holding fire until bar refurb agreed
2. Ref Section 5.3 & 5.7; Ben & Bernie to assess requirements (plasterboard and intumescent foam in ceiling voids and price for sub contractor to undertake in 2013/14 financial year – Bernie to price no later than Easter for internal or sub contracted completion – Alan to email job spec and estimate before departure – Terry Kinch to contract these works with Andy Bunker all together this summer – Terry will proceed to estimate and quotes for this work to be done autumn 2013 – Terry holding fire until bar refurb agreed

#### Southwick Premises:

1. Ref Section 5.3 b) Alan to replace this pane of glass with wired Georgian asap – Alan to do by Easter – still outstanding Tim to ask Shaws glazing to come and do works asap – Work completed July 2013
2. Southwick floor fire separation in hand with TerryK as his expertise required – Terry Kinch to contract these works with Andy Bunker all together this summer. Tim to obtain timber condition survey meanwhile (RH Smith suggested by DaveR) – Timber condition survey shows some historic and some possible current infestation of woodworm. Agreed that Terry will obtain 3 quotes for vertical separation plus the above works at Shoreham and advise. Timber work will be addressed on each store as and when they become vacant naturally by Dave Golding, Andy Gilroy to undertake the electrical side. – Being done as and when stores become vacant – off agenda
3. Tim to ask Sussex Asphalt to come and investigate leak in roof where they repaired last year (warranty?) – Tim to ask Sussex Asphalt again to come out asap - Work completed July 2013

#### Projects

1. Restaurant Floor – Ben to plan this work to be done by Peter in summer (tie in with bar refurb if possible) using Dulux Diamond Glaze and paint pads hiring in a floor sander – Ben to schedule Peter for this work – Outstanding pending Bar – Tim to schedule two/three weeks early January for this work to be done liaising with House and Caterer/Bar. Maybe tie in with bar work if they are ready. To be done for AGM which could be put back one week – Work now planned for

- second half of January 2014 to be completed prior to AGM 1<sup>st</sup> February – awaiting bar refurb, quotes agreed
2. Restaurant Lighting – Bernie to consider further and report back to next meeting – Bernie has meeting booked with lighting consultant will report back to next meeting. Agreed he should look at multi coloured led lighting – Tim to seek out a new lighting consultant and obtain ideas/prices – Consultants have estimated c£10k for this work. DaveR instructs that this work should be amalgamated into Bar project which will be splitting the rewiring and maintenance works away from the actual bar improvement works and passing the former back to BMC to co-ordinate – No change – No change
  3. RER tea station – Tim to plan for tea station with formica top and space for storage, bin and fridge under in north west corner of RER – Quote requested awaiting receipt – estimate still outstanding – Work will cost c£3k and is in the budget draft for 2013/14 – This plan is currently with Giles Weston/Dave Golding to progress and advise House/BMC – Dave Golding to action asap
  4. Roof Survey – Tim to try and obtain old survey from Derek Copeman via Laurence Woodhams. Commodore feels that this survey should be good for another few years as should be no more than 6/7 years old – LW/DR are chasing this with DC – Still chasing
  5. Toilet/Shower renovation issues – felt best left as is for a few years and then retile unless members request quicker action – DR to obtain tiler to give a quote for a cosmetic fix to the problem - Closed
  6. Cracked tiles on balcony. Tim to ask original installers to come and remedy under warranty – Not in business any more, remedied ourselves in July 2013. Try to get coloured grout to fill cracks (action Marco)
  7. Southwick Roofing and remedial work – BC and RL investigated issues at Southwick inc Kitchen, balcony door, oast roof, disabled door, balcony fascia; Ron to take on the project to obtain dilapidation survey and make recommendation to BMC as to future of Southwick
  8. CCTV to be installed at west entrance with dedicated electric and entryphone - TL to arrange with Colin Hinchcliffe, link to bar and office tv. Upgrade tv in office to cope with extra cameras and off site data storage
  9. Ben to provide spec list for TerryK asap to allow employment of new maintenance man/Boatswain to be considered

Next meeting – Post Southwick survey