



Site Progress Meeting Minutes

Project	Murgatroyd's Bring Pump (Emergency Repairs)	Project No	8402
Venue	Site Cabins	Date	03/06/19
Purpose	Site Start Up Meeting	Meeting No.	01
Present:	Representing:		
Kerry Kirwan	MHT		Client
Steve Broadfoot	MHT		MHT
Keith Illman	Quadriga		Contractor
Peter Doolan	Quadriga		Contractor
Luke Baker	Quadriga		Site Manager
Emily Green	Buttress		Architectural Assistant

ITEM ACTION

1.1.0 PRESENT

1.1.1 Apologies

Tasmin Cooke

Peter Barlow

Mark Newton

1.2.0 MINUTES OF PREVIOUS MEETING

1.2.1 Minute

1.3.0 CONTRACTORS REPORT

Queries regarding network rail, contact with Lee needed regarding their visit to site on Thursday for the Gantry being lifted. Kerry to contact network rail to confirm this.

KK/QUADRIGA

Concerns about weather forecast, condition restrictions are to be raised with Lee in advance of Thursday to allow for rescheduling if need be.

QUADRIGA

1.4.0 ARCHITECTS REPORT

The valuation has been issued early, although the contract stipulates the 20th of every month. It was highlighted that the valuations need to be sent to Appleyard and Trew to be confirmed before the interim certificates are issued.

QUADRIGA

1.5.0 SERVICES ENGINEER REPORT

1.6.0 STRUCTURAL REPORT

A structural engineer is still to be appointed by the client as soon as possible.

KK/MHT

1.7.0 QUANTITY SURVEYOR REPORT

1.8.0 HEALTH & SAFETY CDMC

MHT to stipulate when exactly the volunteers will be on site so that Quadriga can provide a person present to supervise/induct the volunteers.

1.9.0 HISTORIC ENGLAND

1.10.0 CLIENT MATTERS

Changes to the drawings are being done by SB of MHT to ensure they are accurate before the gantry is lifted and put back in place.

MHT

1.11.0 ANY OTHER BUSINESS

Question was raised about who is going to do the investigation works, it was stipulated that this would be KK and SB.

KK/SB

Kerry to document gantry being lifted with photographs and video.

KK

Quadriga are keeping a photographic record of the works in progress and should be distributed to the team.

QUADRIGA

The team should be kept updated with regards to progress and whether any delays are going to occur to the gantry being lifted on Thursday.

KK/QUADRIGA

1.12.0 NEXT MEETING

1.12.1 Date, Time and Venue

17TH June 9am on Site