

2026 04 14 – Summary of Meeting #3 for WC project:

1. **Design Updates and Feedback Integration:** Piers provided an update on the revised drawings following feedback from Gary, with Brie and the team discussing specific design elements such as block walls, lighting, and cladding, and agreeing on further refinements and visual mock-ups for presentation to the Council.
 - **Block Wall Specification:** Piers confirmed that, following Gary's feedback, the wall between the service area and storage will be constructed as a block wall to allow for potential load-bearing needs, and this change will be reflected in the updated drawings.
 - **Lighting and Cladding Adjustments:** Piers explained that bulk lights would be replaced with soffit lights and discussed the use of cladding boards in the building's recess area, with Wilton noting the importance of visualising these changes for stakeholders.
 - **Visual Mock-Ups for Council:** Charlotte emphasised the need for visual mock-ups of the building's exterior to engage councillors early, with Piers agreeing to prepare three to four design options, including repointed brick, timber cladding, cementitious cladding, and render, for the upcoming meeting.
 - **Design Differentiation and Integration:** The team discussed differentiating the toilet entrance area with distinct finishes, such as render or timber cladding, while blending the storage side with existing brickwork, and considered the impact of neighbouring properties on design choices.
2. **Tender Process and Procurement Strategy:** Brie outlined the tendering process, agreeing that the Council will run the tender in collaboration with Piers as principal contractor, and discussed procurement of Wallgate products and the importance of using local suppliers where possible.
 - **Tender Documentation Preparation:** Brie confirmed that the Council will prepare and issue the tender documentation, with input from Piers, Gary, and Charlotte to ensure all requirements are captured, and that the process will seek like-for-like quotes from contractors.
 - **Procurement of Wallgate Products:** Piers raised the issue of procuring Wallgate products and it was agreed that as principal contractor, Piers would handle procurement, ensuring project sequencing and responsibility for delivery, while checking that this approach offers the best value.
 - **Local Supplier Preference:** Charlotte reiterated the Council's preference for using local businesses, especially for ongoing service and maintenance, and Piers acknowledged this, agreeing to consider the WTC local electricians and plumbers where feasible, provided they are familiar with Wallgate products.
 - **Tender Timeline and Council Approval:** The group agreed on the timeline for tendering, with the scope of works to be signed off before tenders are issued, and clarified that the Council will approve the final contractor based on recommendations from the project group.
3. **Cost Structure and Contractual Arrangements:** Piers and Wilton discussed the project's cost structure, including the 15% margin for the principal contractor, and agreed on using a JCT small works contract, with the Council to review and approve contractual documents at the EFC meeting on 27 April.
 - **Contractor Margin and Project Risk:** Piers explained the rationale for the 15% margin, covering project risk, warranties, and management responsibilities, and Wilton accepted this as reasonable within the project's budget.

- **Contract Type and Preparation:** It was agreed that a JCT small works contract would be used, with Piers arranging for its preparation and Brie confirming that the Council or project team would review and recommend it for approval to Full Council.
- **Budget and Cost Approval Process:** Brie clarified that while the Council has a maximum budget, it is not standard protocol to share this with contractors; instead, the Council will approve the design and scope of works, and only return for further approval if costs exceed the agreed maximum as allocated within the 2026/2027 budget.
- **Procurement and Financial Regulations:** The team confirmed that procurement must comply with Council financial regulations, with Piers as principal contractor responsible for purchasing and delivering all required products and services.

4. Site Coordination and Visual Documentation: Piers coordinated on site-specific details, including window ownership, drainage, and the need for comprehensive site photographs to support design and tender documentation.

- **Window and Wall Demarcation:** The team clarified which windows and walls belong to the project, discussed the need for clear demarcation between the medical centre and the project area, and considered cosmetic improvements to ensure visual cohesion.
- **Drainage and Manhole Adjustments:** Gary and Piers discussed the need to avoid encroaching on existing drain covers and agreed that an internal manhole would require a double-sealed cover, with Piers to confirm details with the architect.
- **Photographic Documentation:** Brie agreed to provide Piers with comprehensive site photographs, including those from the topographical survey, to assist with design visualisation and tender documentation.

Follow-up actions:

- **Design Visuals and Options:** Prepare and provide mock-ups and visuals of the four proposed design options (repointed brick, timber cladding, cementitious cladding, render) for the next meeting. (Piers)
- **Facade Photographs:** Check the topographical survey for full facade photographs and, if not available, request Gary to provide or send a link to the photographs. (Piers, Brie)
- **Wallgate Procurement Comparison:** Obtain a comparative quote for Wallgate products based on the quote received by the Council. (Piers)
- **JCT Contract Preparation:** Prepare a draft JCT Small Works contract for review and aim to have it ready for the project papers by 20 April 2026, so it can be reported in at the EFC meeting. (Piers)
- **Tender Documentation Review:** Write up the tender documentation and circulate it to Piers, Gary, and Charlotte for review before inclusion in the meeting agenda. (Brie)
- **Engagement with Rob Mayberry:** Engage with Rob Mayberry to obtain a quote for electrical work and ensure his involvement in the project as preferred local electrician. (Piers)