

Othona Bradwell BCC Resources Sub-Group Meeting 16 March 2019

Present: Tim Fox, Richard Sanders, Susanne Kelly, Jonney Aldridge, Trevor Darley, Ruth Bull (Chair/Minutes.)

1. Minutes if the meeting 12 Aug 2018.

Read and agreed. All items covered in the agenda.

2. Extension to Norman Motley Building.

- We now have a full set of plans for the site layout that has planning permission: existing building, extension towards the Solar Building, (phase B,) room linked to Brown Area, separate block where Yurts are now, (similar location to extension to Solar Building which also has pp.)
- John James, the Architect from Burnham who was selected to draw up the plans, now semi-retired, is willing to continue as our Architect.
- Susanne is prepared to do sketches of a scheme for an accessible layout in Phase B, to advise JJ. Roo said this is likely to include two, oppositely handed, good sized double rooms suitable for wheelchair use, with fully accessible level-access shower and toilet, each with linked room for use for carer, family children or for a separate booking. The other rooms in Block B may be a mix of doubles/singles, with and without en-suite toilets, based on evidence from potential bookings. Richard said we have a high demand for singles.
- Jonney raised a concern about lack of passive solar gain in this location. Susanne will bear this in mind for her sketches.
- We will need to get the right balance in the time-frame for design, publicity and fundraising.
- It was agreed we should select a small "thinking group" including disabled people.
- The site plans will be circulated through Susanne/Trevor; Susanne will come back to us with design options.

2. Maintenance - indoor and outdoor.

- Richard is developing a schedule for building works, to be costed later.
- Car parking: early discussion, likely to remove the mound and reinstate the top car park.

3. Inverter - work in progress.

4. Education Centre.

- Susanne's final **plans** approved for the renovation of the wooden hut in the old field, to become the Othona Education Centre.
- Jonney suggested we later construct a very basic nature hide with sleeping space. We could revisit this idea in future.
- Roo shared a draft **announcement re the Education Centre**, for information and call for funds and volunteers. Agreed, with minor amendments. Roo to send advance copies, and Tim to arrange for it to go on the Web and Facebook during the coming week.
- **Work allocation:** as agreed by the BCC for reasons set out in the BCC minutes, Tim will, on behalf of Othona, contract with Michael Kelleher, local builder, to do the main structural work including walls, roof structure, joists, floor structure. The foundations will be done by a contractor, either MK or a specialist firm. The rest of the work will be done by the Othona team: Peter Baird on Bradwell payroll, Trevor Darley as Volunteer, assisting Tim in oversight of the project management, plus volunteers selected for their skills.
- **Foundations** - Susanne is not a structural engineer and could not take on this liability. Trevor recommends techno-posts, a screw-in pile system. We agreed that this seems a good option for Othona, fitted by the specialist company.
- **Insulation** - to be fitted in the roof. To keep costs down, no insulation in the walls - option to retro-fit. Discussion on pros and cons of fitting insulation to the floor during construction: decision to be reached based on price and technical options/constraints.
- **Power** - costed options being finalised for a stand-alone system or connection to the main Othona system, and bearing in mind the Energy Strategy in progress.
- **Heating** - so long as the Centre remains not fully insulated it is unlikely to be used between September and Easter, so the options are to have no heating, or an electric air source system such as supplied by specialist Mitsubishi adequate for space and hot water; but not gas. Trev to obtain costing.
- **Schedule of actions**
 - a) On 21st March Tim, Trevor and M Kelleher to meet to define areas of responsibility including Health and Safety, risk assessments, method statements and methods of working; and insurance for Project and site: private and public liability, etc. To set out a timeframe related to contractor availability. To firm up the costs and responsibilities for areas of work including foundations, main construction, volunteer works, insulation, electricity/power, heat, plumbing, availability of plant. NB any Contractor will have their own contractual responsibilities. Tim, through Trevor, is responsible for risk assessments and method statements for any aspects of the Project carried out by staff or volunteers of Othona, and will check these with Simon Thompson, BCC H&S advisor. (Roo's note - see relevant section of the Othona Bradwell H&S manual; and Pete has recent experience of Risk Assessments for Othona)

- b) Hand-pick the demolition crew. Ensure all Protective Clothing is available as for the Solar Building Project.
- c) Make the old cowshed into a lockable store for material and equipment during the construction period, with separate areas for the good reconstruction materials and for the waste material. Factor in the cost of an adequately sized skip.
- d) Take down the old building in a manner compliant with Planning Permission. Tim has shown the District Planner the site and it is apparently acceptable to demolish and stack the old building for re-use of materials.
- e) Co-ordinate the timescale with the contractor for the foundations, then the construction, ensuring best use of old wood, windows etc.

- **Other discussion points.**

The ramp should be of an anti-slip material, possibly hardwood or concrete - we need costed options.

There is a variation in indicative costs, which needs to be resolved at the meeting on 21st March. The contractor(s) will have to have the money to do a good job, for the future structural viability of the building. We discussed certain items where savings could be made, and decided toilets should be included. The agreement is for up to £40,000, including anticipated donations.

The meeting ended at 11am. No date for the **next meeting** was set. Roo asks Tim to suggest a suitable date bearing in mind his annual leave, and the progress or problems with the Education Centre Project. Meanwhile, Tim and Trevor to coordinate the project in consultation with Susanne.