

MEETING REPORT

PROJECT: THE EDINBORO, CAMDEN

MEETING: BRIEFING MEETING

DATE HELD: 1ST NOVEMBER 2006

PARTIES PRESENT:

MR M BREEN	- MITCHELLS & BUTLERS
MR D HENSON	- LHM
MR R HART	- T R BUILDING
MR S JONES	- SDJ DESIGN LIMITED
MR C HARDING	- PEMBROOK DESIGN LIMITED

COPIES TO:

MISS J FERNS	- MITCHELLS & BUTLERS
MR D MCILWRATH	- CITY DISPENSE
MR S MCCALISTER	- KIRKMAN & JOURDAIN
MR J HODGES	- ELVINS
MR J HULME	- J F MAY
MR T HOWARD	- J F MAY

NEXT MEETING: PRE START 22ND JANUARY 2007 @ 10.30AM

	<u>Action By</u>	<u>Variation</u>
1.0	<u>INTRODUCTIONS</u>	
1.1		All Parties
1.2		All variations & instructions are through C Harding
2.0	<u>BRIEF</u>	
2.1		S Jones
	The general brief was discussed as allowed at the Desk Top Study as follows:-	
	a) External rear area pergola	
	b) Bar efficiency Glycol installation	
	c) Kitchen efficiency minor equipment	
	d) Interior trade area to receive new Gastro furniture	
	e) H.I.R. works & grease guzzler	
	f) Refurbish ladies & gents toilets	
	g) Comfort cooling installation	
2.2		The above areas were discussed in greater detail & interior works were omitted due to budget restrains
2.3		It was noted the toilets have a serious structural problem which requires a detailed survey. This is <u>Not</u> included within budget or the works
2.4		Additional ladies W.C. required in the layout
3.0	<u>KITCHEN/OPEN THEATRE SERVERY</u>	
3.1		TT Catering/ Elvins
3.2		TR Building/ Elvins
4.0	<u>BAR EFFICIENCY</u>	
4.1		City Dispense/ Kirkman & Jourdain
4.2		J Ferns
5.0	<u>EXTERNAL WORKS</u>	
5.1		S Jones/ TR Building
5.2		Elvins

	<u>Action By</u>	<u>Variation</u>
6.0	<u>PROGRAMME</u>	
6.1	<u>Main Project</u>	All Parties
	Works to start 12 th February 2007 Hand over 20 th February 2007	
	Total closure of 3 days only, Glycol works, all other works out of hours 6 th November 2006 to 8 th November 2006	
6.2	It was noted the toilet will need 1 shut at any one time i.e. ladies shut first (use disabled), then open ladies & close gents (use disabled) agreed by M Breen	All Parties
6.3	SDJ Design to issue sketch scheme to C Harding 20 th November 2006	SDJ
6.4	C Harding issue budget brief & drawing to M Breen 27 th November 2006, M Breen to sign off by 4 th December 2006	C Harding/ M Breen
6.5	Pre Start meeting 22 nd January 2007 @ 10.30am	All Parties
7.0	<u>ANY OTHER BUSINESS</u>	
7.1	J F May to report on condition of existing heating system controls	J F May
7.2	J F May to liaise with Pembroke on costs & positions of comfort cooling units	J F May
7.3	It was noted the comfort cooling units & the additional external quartz Heaters will require the electrical main installed. Elvins to report on costs & dates	Elvins
7.4	C Harding to check with E-ON on mains upgrade	C Harding
7.5	M Breen requested a covered link be installed to the 2 No existing market stools adjacent through front bar. S Jones suggested opening front/side doorway & install covered route. T R Building to cost	TR Building
7.6	If budget allows existing dumb waiter station to be repaired. T R Building to quote	TR Building
7.7	If budget allows additional 4 No rectangular dining height tables required & 16 No chairs. SDJ Design to obtain quote	SDJ
7.8	Quote required for grease guzzler	Aluline