

Notes from Building Committee Meeting at OLP Tuesday 8 April 2025

Present: MarinaS, DonnaG, CeciliaD, TheresaF, TheresaP, AndreasW, StephenB, ChrisD, ConM, CarolineW, MandyB, Fr OliverH. (12 people in total).

1. Opening Prayers

Fr Oliver Opened the meeting with a prayer.

2. Apologies

Damien O'Brien

3. Minutes of the last meeting on the 12th March 2025

These were agreed.

4. Matters arising

Structural Engineer. Fr Oliver has tried twice to get in contact with the recommended Structural Engineer without success. He mentioned finding an alternative engineer. He asked the meeting if anybody had any contacts.

Action 1: Con and Chris to pass on known contracts to Fr Oliver.

Visit by Gavin Leatherbarrow, the head of compliance at PIB occurred today 8 April 2025. Fr Oliver is now waiting to receive the notes from the meeting. During this meeting he referred to several points discussed with him.

Action 2: Fr Oliver to circulate the notes from above meeting with Gavin Leatherbarrow when he received them. This may amend what is in Schedule A / B below.

5. Review of Schedule of Works

Post the last meeting a spreadsheet was derived from "OLP Quinquennial Inspection 2025 – APPENDIX A – BUDGET COSTS" with the same number of items. This was reviewed by Fr Oliver, Chris and Con and split into Four 4 Schedules of Work as follows:

- A. Urgent Maintenance - Volunteers. The scope of volunteer work has yet to be agreed. Latest update to check with insurance company to ensure those involved are insured.
- B. Urgent Maintenance - Contractors /Third Party Schedule. Fr Oliver to discuss with Peter Janes builder who does existing work for parish.
- C. General Maintenance Within 5 Years
- D. Maintenance /Repairs Requiring Further Consideration. Some items need further professional advice such as **structural issues** identified. See AP1 above

The spreadsheet was circulated before the meeting. The meeting discussed the contents of the schedules.

Existing providers of services:

- Handy Man / Builder Peter Janes (known as Pete). Ashley controls a list of what is required. Work has recently been done.
- Gardener – Dennis Holt
- Window cleaner – company name Dreamtime.
- Entrance to Church from Road. Known safety concerns were discussed: entering leaving by car and foot due to due to lack of signage, overgrown hedges, lack of pavement on one side and the road bending. It was agreed to approach the council to ask for guidance on what can be done.

Action 3: CarolineW to follow this up with the council to seek guidance with a view to getting somebody out to discuss what can be done to make it more safe.

- Heating update provide by Con. Remote temperature monitoring is now being done at the church. Following onsite discussions with Bailey Plumbing and Heating, improvements have been made as of 6 April. These were acknowledged by those at the meeting who were at Mass last Sunday. The temperature measurements and infrared camera confirmed that it was working except for a radiator in the Sacristy. A full service and testing will be scheduled in after Easter. The current view is that the heating system does not need to be replaced. Once this work as been done it would provide a view if insulation was required.
- Fire Exit- existing is not fit for purpose. Discussion occurred about an additional exit in the corner of the church. It was agreed that this should be progressed as a matter of urgency. See Action 2.
- Kitchen – The cooker should only be used when numbers are less than 60. See Action 2.
- Toilet – Discussion agreed that to combine the two toilets into one would provide better access for the disabled. The flowing could be changed to Altro flooring at that point.
- Window cleaner. The person who does this work could also clean the guttering and the window on the roof.
- Broken Window. It was agreed that this should be progressed with Peter Janes.
- Fire Alarms / Smoke Detector. At the moment there is only one device fitted in the whole building.
- Sacristy. CarolineW is concerned at the amount of stuff being kept in the area some of which should be thrown out. See AP5.
- Reroofing. Briefly discussed. A roofing company should be approached to understand the state if the roof -a suggestions was Barbers Roofing.

6. Any Other Business

- Sacristan's work list submitted by M Hayward... Jobs at OLP that need attention.... 1.Fire Door at back of Church (nr Flower Rm) sticks badly. 2.Bulbs gone in the Church needs replacing 3.Seals around front door have perished.... Losing heat. 4.Outside light of Church points downwards! 5.Back storeroom needs a ruthless clearout.... No access to rear exit at moment. Some of these have been completed. List to be agreed with Mike for next meeting.

Action 4: Con to discuss with MikeH.

- Tidy up and rubbish removal at OLP. The proposed dates are Saturday 31st May and Saturday 7th June. Remember to invite Polish Community.

Action 5: CarolineW and MandyW to organise. A skip can be arranged.

- PAT testing has not been done for a number of years in the boiler room. Ask Mike Neath (Elektra Smart Energy) if he is able to do this work. Add PAT testing to list of regular maintenance.

Action 6: Con to arrange PAT testing.

- First Holy Communions. This year they are all at St Gregory's church.

7. Preparation of Action List. Actions 1 to 6 above in red.

8. Date of Next Meeting - Next meeting 7pm Tuesday 27 May 2025.

9. Meeting finished at 8.15pm.