

# Notes from Building Committee Meeting at OLP Tuesday 27 May 2025

**Present:** ConM, DonnaG, TheresaF, CarolineW, MandyB, DamienOB, , StephenB and Fr OliverH.

1. Opening Prayers

Fr Oliver opened and closed the meeting with a prayer.

2. Apologies: CeciliaD.

3. Minutes of the last meeting on the 8 April 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: Structural Engineer. ~~Con and Chris to pass on known contracts to Fr Oliver.~~*

*Updated: Fr Oliver has appointed Andrew Miles as Structural Engineer. He is due at OLP pm Tuesday 3 June to review Quinquennial comments and will further advise.*

Visit by Gavin Leatherbarrow, the head of compliance at PIB occurred on 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.*

*Update: PIB do not have a contract with Douai Abbey Parishes Trust and a report will not be sent. Fr Oliver has followed up with the Archdiocese to further advise and is waiting to hear back.*

5. Review Agreed of Schedule of Works

- 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.

*Fr Oliver advise that volunteers are Insured as per employees as long as work undertaken is sensible.*

- B. Urgent Maintenance - Contractors /Third Party Schedule. Fr Oliver to discuss with Peter Janes builder who does existing work for parish.

*Fr Oliver advised meeting setup for 10.30am Friday 30 May.*

- C. General Maintenance Within 5 Years

- D. Maintenance /Repairs Requiring Further Consideration. Some items need further professional advice such as structural issues identified. *See Action 1 above*

Existing providers of services:

- Handy Man / Builder Peter James (known as Pete).
- Gardener – Dennis Holt.
- Window cleaner – Company name Dreamtime.
- Hedge cutting – Paul Siemonek.

Specific Items

- 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: ~~Contact the council to see if they can offer any assistance/guidance.~~*

*Update: CarolineW has provided contact details for Steve Albon, the local county councillor. Fr Oliver has since emailed him and had received a helpful reply. Con has produced a video that shows the risks in both directions*

*<https://youtu.be/xqBMJbA1RQc> Some suggestions to improve access include:*

1. *Hedge - Lower the height significantly and cut it back significantly on each side.*

2. *Church Sign on Grass - Increase the height of the church signage so it can be seen in each direction. Use black text and white background.*
3. *Green Church Sign on lamppost opposite - Change to be more prominent and larger similar to hospice signage. Use black text and white background.*
4. *Lamppost opposite church – use mirrors to see what is coming when leaving church.*
5. *Road Entrance - Add prominent bollards to each side of entrance*

- Heating update provide by Con. Both boilers have been serviced on the same date are working as expected. Remote temperature monitoring is now being done at the church.
- 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 flooring 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 James.
- Fire Alarms / Smoke Detector. At the moment there is only one device fitted in the whole building.  
*Action 4: Fr Oliver to review what the building/contents insurance specifies.*
- Sacristy. CarolineW is concerned at the amount of stuff being kept in the area some of which should be thrown out. *See Action 5.*
- Reroofing. Briefly discussed in April. A roofing company should be approached to understand the state of the roof - a suggestion was Barbers Roofing.

#### 6. Previous meeting AOB

- Odd Jobs that need attention.... 1.Fire Door at back of Church (nr Flower Rm) sticks badly. 2.Bulbs gone in the Church needs replacing – these have now been replaced. 3.Seals around front door have perished.... Losing heat – the seals have now been renewed. 4.Outside light of Church points downwards! 5.Back storeroom needs a ruthless clearout.... No access to rear exit at moment.  
*Action 5: Con to discuss with MikeH/Ashley.*  
*Update: Ashley has a list and manages it with who will do the work. Please contact the parish office so that the work can be approved/scheduled.*
- Tidy up and rubbish removal at OLP. The proposed dates are Saturday 7<sup>th</sup> June and 14<sup>th</sup> June. Remember to invite Polish Community.  
*Action 5: CarolineW and MandyW to organise.*  
*Update: Skip arranged for Friday 30 May. Plan to put in newsletter and ask for volunteers to help at Sunday Mass.*
- 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. Update: Completed*

#### 7. Any Other Business

- Donation of £10, 000. Fr Oliver advised of a very generous donation for £10,000. He is considering how this money is best spent at OLP. He has had a discussion with the donor on using this money for an outer set of doors into the church entrance. This was agreed to be a good idea. Caroline mentioned a local maintenance /building company known by herself family who could undertake the work. Caroline has provided Fr Oliver with contact details.  
*Action 7: Fr Oliver to get a quotation for this work, proposed Fire Escape and signage above the entrance.*

- Required Electrical work from Electrical Inspection Report. Electrical Installation Condition Report dated 28/5/24 identified 4 C2 observations and 4 C3 Observations.  
*Code C1 Indicates that danger is present. Immediate remedial action required.*  
*Code C2 Indicates that an item is potentially dangerous. Urgent remedial action required.*  
*Code C3 Indicates that improvement is recommended.*  
**Action 8: Con to Progress quotation to get the work done.**
  - Church Painting. There was discussion on painting the church once the agreed work is completed. There was concern expressed at the amount / quality of work required for volunteers. The consensus was to get the work done professionally and then maybe use volunteers to keep it maintained. Fr Oliver has concerns about spend when the church is only used 1 hour a week.  
**Action 9: Fr Oliver to consider and advise.**
  - Deep clean carpets. Possibly hire cleaners as request volunteer assistance.  
**Action 10: Fr Oliver to consider and advise.**
  - Car Parking lines. There was discussion on marking the car parking positions. Additionally, a pedestrian walk-way could be highlighted to reduce the risk of an accident. Also there was discussion on the size of the spaces and the number of spaces reserved for disabled drivers. It was noted that the Priests car parking position had recently been painted just before Fr Oliver arrived. It was agreed to find out who had done this work and ask for a quotation.  
**Action 11: Fr Oliver to check the invoices for the recent work, and to ask the provider for a quotation for all the car park.**
  - Community Garden. Damien requested that one the parking notices could be removed as it would interfere with planned work.  
**Action 12: Fr Oliver to ask the company who manage the payment machines if one of them can be removed.**
8. Date of Next Meeting - Next meeting 7pm Tuesday 15<sup>th</sup> July 2025 at OLP.

#### Agenda for next meeting Tuesday 15<sup>th</sup> July 2025

1. Opening Prayers
2. Apologies
3. Agree Minutes of the last meeting
4. Matters arising
5. Review Agreed Schedule of Works
6. AOB
7. Date of Next meeting