

KEPCZYK PEARCE SANDERSON

ARCHITECTS, SURVEYORS & HISTORIC BUILDING CONSULTANTS

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Job Title:	Frodsham War Memorial	File Ref:	2012
Client:	Frodsham Town Council	Date:	29.01.2020
Main	Walker Conservation Ltd.		
Present:	Jo O'Donoghue	Frodsham Town Council	(FTC)
	Adrian Walker (AW)	Walker Conservation Ltd.	(WC)
	Dawn Ogden (DAO)	Architectural Technologist, Kepczyk Pearce Sanderson	(QS) (KPS)
Apologies:	Andrew Kepczyk (AK)	Director, Kepczyk Pearce Sanderson	(KPS)
	Peter Cope (PC)	Quantity Surveyor	

Site Progress Meeting No. 3 Minutes

1.0	Approval of Previous Minutes	Action
1.01	The previous minutes were accepted as a true and accurate record of the meeting.	
2.0	Contractor's Report	
2.01	Prior to the Christmas period, a number of the stone steps were lifted for rebedding and the galvanised steel railings were prepared for redecoration in situ. New stays were also fitted to the railings.	
2.02	Works have been postponed due to the inclement weather. AW anticipates returning to site mid-March, although works may be recommenced sooner should the weather improve.	
2.03	A formal extension of time shall be requested. AW anticipates the remaining works to take two to three weeks to complete.	WC
2.04	FTC shall notify their insurers of the delays to the project and advise of the extension of time.	FTC
2.05	The remaining works include the following:	WC
2.05.1	Lifting and relaying of the stone steps to the base of the memorial with lime mortar.	

- 2.05.2 Redecoration of the galvanised steel railings around the memorial including the replacement stays to specification.
- 2.05.3 Application of gold leaf to the wrought iron entrance railings to specification.
- 2.05.4 Redecoration of the benches and planters to the main entrance gates to specification.
- 2.06 AW shall visit site on a weekly basis to check the works remain secure and no risk is posed to the public. WC
- 3.0 Architect's Report**
- 3.01 KPS shall certify the extension of time to the 30th April 2020 to provide adequate time for completion. Works must be completed by this date. KPS
- 4.0 Client Matters**
- 4.01 Correspondence had been received from the War Memorials Trust regarding progress. KPS have responded to WMT to advise of the reason for delays to the project. No response has yet been received. KPS
- 4.02 A plaque to commemorate a WW2 bombing is to be commissioned and fixed to the entrance railings. This is to be arranged by FTC. FTC
- 5.0 Any Other Business**
- 5.01 None.
- 6.0 Date of Next Meeting**
- 6.01 To be agreed.
- 7.0 Distribution**
- To all listed below. KPS

Copies:
 Jo O'Donoghue (FTC)
 Adrian Walker (WC)
 Peter Cope (QS)
 KPS File

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