

**Village Hall Modernisation
OWL Professionals Coordination Meeting**

**Structural Design & Coordination
Presented by OWL Architect Simon Smeaton**

Final Design Scope to be agreed

**Tuesday 07th July 2026
2pm to 4.30pm**

Client Architectural Structural Comments Rev 2

Structural

- Structural Engineer to revise Roof Support Design 24/12590-SK1A detailing 20mm Dia Cross Bracing to form design feature without lowering ceiling **Agreed**
- Structural Engineer to finalise Porch & Capoy design ASAP enabling Architect to complete Architectural elements
- West Piers Structural Engineer to design/detail Floor mounted supports to be installed generally in line with original design concept **Agreed**

M & E

- JSH to provide sizes and weight of Offices Extract and Heat Recovery unit mounted on Flat Roof Details issued to Structural Engineer W/C 06th July 2026
JSH will provide further detail and plan Key is to Keep Below Parapet
- **Are there any options of reducing size of HRU Plant not to protrude above parapet**
- JSH to complete design of PV required on East Flat Roof (currently showing 15)
- JSH to provide design schemes for lighting all areas and details of Luminaries Architect preference for strip lighting in Hall (refer details below in previous M & E meeting notes)
- No CAT 5/6 Data cabling required
Client to Finalise details requirement for Film Projector Speakers Mic equipment for presentations etc Equipment mounted Room 14 powers supplies and data requirements
Client to Prepare Proposal for AV (Audio & Visual) future Community User requirements

Architectural

- OWL to select Building Regulation Professional Service and submit Building Regulation during Tender Process **Agreed**
- Client to Comment of OWL Minor Work Contract Terms & Conditions
Chair of Parish Council confirmed agreement to terms and conditions email 14-07-26
- Client agreed to Swap Bar and Kitchen areas over creating space for an additional Serving Hatch in Bar Area with Fire Shutters **Agreed**

- Above Drain connections to be modified to suit new arrangement in Bar/Kitchen
Agreed
- Architect not providing any Acoustic Separation other than standard building materials fit for purpose (Separate Acoustic panels may be required should breakout noise be an issue) **Agreed**
- Architect to provide External Colour Finishes Options Issued 15th July 2026
- Office/Room 07 Now Multi-Function Room Design to include support beam for Folding Door to Hall providing approx. opening of 2,600mm **Agreed**
Option 1 Becker sliding partition walls type SM Folding Wall
Architect design is currently based on providing steelwork header support for sliding door with stud wall to hall that can be removed should we decide to fit sliding door at a later date **Agreed/yes or No**
- Internal Controllable Black-Out Blinds to be selected by Architect and included in Contractor Tender Packages **Agreed**
- NO External Blinds to be included in design at this stage **Agreed**
- Offices finished with Plastered Ceilings **Agreed**
- Architect to provide drainage Gulley in Plantroom **Agreed**
- Architect to detail Secure Cage for M & E Plant ASHP and Condenser Units **Agreed**

M & E Design Comments Meeting 30th June 2026

- No external lights will be retained
- External lighting as drawing **Agreed also include** PIR operated small flood lights
- No Stage Lighting Bar for re-use
- No Stage Spot Lights for re-use
- A/C Air Conditioning Main Hall NO 4 Way H/L Cassett units' preference/**Agreed** was H/L A/C Units
- Design should be industry standard fit for purposed middle ground for contractor Tendering/costing **Agreed**
- Design to include power supplies/spurs for Projector and Data Interface with Speakers Client to confirm AV requirements Action required
Client to Prepare Proposal for AV (Audio & Visual) future Community User requirements
- Hall Projector/All Data Equipment Controls Wiring to be installed located in **Room 14**
Agreed

- External power supply **client to confirm location** but must be rotary isolator type installed in hall
- Hall Luminaries all LED scheme controllable dimmed light motion detectors/controllable type to be selected and agreed
- Controllable lighting above Podium/Mountable Stage Area **Agreed**
- Fire Alarm system currently Stand Alone monitored do we require Fire Alarm system remotely interfaced monitored by Security Company/Key Holder/Appointed person Fire Alarm Panel to have interface capability How/who will monitor to be determined later
- External CCTV how many CCTV points monitored do we require and where As detailed on Architects Planning drawings **Agreed**
- Existing Wi-Fi Two Chanel System including Hub Cabinet to be re-installed location Room 14 **Agreed**
- Ventilation to Offices/Multi-Function Room 07 **Agreed** as indicated on M & E drawings
- Ventilation Plant mounted on Flat Roof **Agreed**
Architect to advise in there is space in ceiling void for in-line extract Fan as alternative
- Ventilation to Toilet Areas **Agreed** as indicated on M & E drawings with Option B ceiling mounted Fan **Architect** to Advise if space is available Contract to price for option B in Tender package
- Above Ground Drainage A/C Condensate pipework pumps Quite Version **Architects** to provide route access and boxing in where necessary **Agreed**
- Category 5 Wash Down facility Option A to serve external Tap/water supply as KGN Cat 5 Booster Unit or Similar **installed in Plantroom** **Agreed**
- JSH Design and Cost clarification to confirm if both external Water Supply Mains are to be utilised or ONLY ONE
- Client to Prepare Proposal for 32mm MDPE Water Supply Main & Meter with yearly Standing Charge Cost to replace existing 2 x 15mm metered supplies
- Electric LST local controllable Heaters to be installed in common spaces Gents Toilet, Kitchen/Bar, Cleaners Area, Store Areas, Back Fire Exit Corridor and Room 14 **Agreed**
- A/C Air Conditioning Units mounted at high level in Bar Contractor in include in Tender package as an Option **Agreed**
- Main Entrance above door Electric Heater **Agreed**
- Ground Floor Security System agreed as drawing for Tender Pricing remotely interfaced monitored by Security Company/Key Holder/Appointed Person **Agreed**
- EV Charging Point Power Supply installed Internally **Architect and JSH** to advise if internal route is feasible

- Small Powers supplies Dado Trunking in Offices/Multi Purposed Room 07 Client to mark-up final small power drawing indicating any additional power supplies required
- Containment drawing for all services **Architect** to advise on routes boxing-in requirements
- Roof Solar PV Array number to be determined by final design
JSH will provide sizes and weights of PV panels for Structural Engineer Review

Architectural

- Installation of manual blinds in Offices/Multi-Function Room 7 and West Facing Windows **Architect** to advise
- Room 07 currently set-out as an Office Now Muli Function Room **Agreed**
- Mechanical plant should be local controllable user friendly not High Tech **Agreed**
- Kitchen/Bar One or Two Serving Hatches to be finalised/agreed

Tender

- Contractors Tenders fully costed against M & E Specification and drawings broken down in schedule of Works/Rates
- Contractors Tendering should provide Cost Saving Options on Air Conditioning to Office 4 Way Cassette Units or H/L Air Conditioning Units
- Contractors to allow in Tender to re-use existing Hot Water Cylinder Package System **Agreed**
- Contractor to allow in Tender cost for Water Softener in Plantroom Hot Water Only **Agreed**

Cllr John Horsnell

09th July 2026