

Attendee List

Kathryn Moore
Andrew Reid
David Hughes
Mark Creighton
Megan Boreham
Jennifer Wagstaff

Distribution List

Kathryn Moore
Andrew Reid
Mark Creighton
Megan Boreham
David Hughes
Mared Rees-Jones

Pre-Commencement Site Meeting C.Officer and Contractor

Item	Description	
1.0	Bat House completed less painting.	
1.1	MC to send photographs to KM for Emma Broad for consideration.	MC
1.2	MC to paint bat house black as specified in drawings approved by LPA.	MC
1.3	Post-meeting note: Ecologist to carry out inspection/audit report on bat house. MC and MB to arrange and check licence from NRW.	MC / MB
2.0	Existing windows to be repaired by specialist - AR/MC to appoint	AR/MC
2.1	KM to share recommendation for specialist for window repair works	KM
2.2	Metal security bars on interior of original windows. KM noted as later additions, and removal of bars during repairs is acceptable. KM noted modern ironmongery on some windows, to be replaced with more suitable style ironmongery, matching original or to specialists recommendation.	KM
2.3	All metalwork to windows to be painted white or black following repairs. Grey not acceptable unless approved as dark enough to be inkeeping.	KM
2.4	Secondary glazing acceptable to KM provided it can't be seen from exterior. Slim profile double glazing not to be used on window repairs, and ventilation to be considered if secondary glazing used, to avoid condensation.	KM
3.0	Ventilation method to be appropriate for building's age (min. 0.4 - 0.8ac/h)	KM
3.1	Positive Input Ventilation and Passive Stack Ventilation offered as suggestions to consider.	KM
3.2	Noted on approved drawings as casement windows for controlled ventilation	JW
4.0	Door to utility under original staircase to be removable - it should not alter original layout/features	KM
5.0	Variation to be submitted to LPA for layout changes including utility below stairs, basement use, and gable openings	KM
6.0	Service penetration locations to be agreed and drawings sent to LPA for approval as per condition	KM
6.1	Services either to be run internally with low impact roof protrusion or to be run externally in black cast iron to match existing and low visual impact. To be agreed following drawings submitted when locations agreed.	KM
6.2	All pipes, ductwork, soil vent pipes and rainwater goods to match existing, cast iron with black painted finish	KM
7.0	Exterior finishes to be monochromatic throughout	KM
7.1	Samples to be sent for approval of all paints and external wall finishes. Paint and plaster to be breathable throughout, suitable for heritage buildings.	KM
7.2	Samples to be sent for approval of all external facing materials, including roof tiles and cladding.	KM
7.3	Black paint to timberwork to be suitable for timber, approval not required by LPA.	KM
7.4	Cladding samples and slates to be reviewed on site for comparison to existing dwelling. Cladding to be considered in final finish, i.e. post-charred/blackened, matte finish to suit existing timberwork.	KM
7.5	Extension roof tiles to be Welsh slate.	AR/KM
7.6	Render and lime re-pointing to be considered by LPA. NHL 3.5 lime mortar recommended throughout. Re-pointing to be carried out in strict accordance with appropriate recommended temperature and air-moisture content levels. Fleece wraps required if carrying out pointing works during winter months.	KM
7.7	Brick finish to basement to be reclaimed brick from site	MC/AR
8.0	External hard surfacing materials to be approved prior to those works	KM
8.1	KM satisfied that temporary hardsurfacing used during construction works	KM

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[illegible]