

**Archie Gooch Pavilion Snagging List
Town Council 15 August 2017**

Decisions / Instructions Required

1. Whether 3 quotations should be sought for all the work on the snagging list other than tarmacking the access road.
2. Following on from 1 above, to delegate acceptance of a quotation for the snagging works to the Town Clerk following consultation with the Mayor, Chair of Resources and Chair of the Open Spaces Committee provided that the total estimated cost of the snagging works including the access road is within the £8,000 estimate.
3. As 3 quotations for the surfacing the access road and footpath have already been obtained and a contractor selected, the Town Council's instructions regarding ordering and implementing the work are required.
4. Which budget headings should be used to meet the expenditure for the snagging works and access road surfacing.

Introduction

1. On 19 July 2017 the Contract Administrator visited the Archie Gooch Pavilion to compile the final snagging list. Councillors Shepherd and Walker, Mr L McKinnon (a Director of Ilminster Sports Club Ltd) and the Town Clerk were also present.
2. The final snagging list is attached at appendix 1 and the shows the work required and the responsible body. The Contractors have been asked to complete the work by 29th August.
3. The snagging list shows a number of items with the Council as being responsible – essentially these are the works that were part of the contract for the building and not ordered direct from a supplier / contractor; this includes tarmacking the access road and footpath, making good the car park surface and some internal finishes where paint and plaster have dried out.

Previous Town Council Decisions and Information

4. At the Town Council on 21 February 2017, agenda 19 was “The Archie Gooch Pavilion Update”. This report estimated that the “expenditure for surfacing the access road, making good manhole areas, snagging and professional fees” to be £8,000. The report also stated that the main item of outstanding work was the surfacing of the access road. The meeting resolved that quotations should be sought for surfacing the access road (Minute 194).
5. The Contract Administrator obtained 3 quotations for surfacing the access road and these were reported to the Town Council meeting on 21 March 2017 and a resolution was made (Minute 207) to accept one of the prices and the contractor to be offered the work subject to permission being received from the landowner for the surfacing to be done.

Current Situation

6. Quotations for the snagging works have not been sought.
7. The contractor chosen to undertake the tarmacking has been requested to confirm or adjust his price given the length of time since the original quotation was submitted.
8. Subject to any significant change in the tarmacking quotation, the estimate of £8,000 to complete the work with "Council" against it on the snagging list is reasonable – this has been checked with the Contract Administrator.
9. The formal, written permission from the landowner to surface the road has been requested, via their agent and solicitor, but not received.

Report Prepared: 11 August 2018

Contact for further information: Town Clerk,
email town.council@ilminster.gov.uk or
telephone 01460 52149

**ILMINSTER FOOTBALL CLUB & COMMUNITY BUILDING ; BRITTENS FIELD, CANALS WAY,
ILMINSTER, SOMERSET.**

FINAL SNAGGING LIST

19th July 2017

COMMUNAL LOBBY

- 1 Ease front doors – **GMS Ltd.**
- 2 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council.**

PLANT ROOMS

- 1 All appears in good order, however, both rooms need to be cleared of general rubbish (fire risk) – **Sports Club.**

CORRIDOR TO FUNCTION ROOM

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council.**
- 2 Attend to “bubble” in floor vinyl in front of doors to Function Room – **Somerset Flooring Ltd.**

CORRIDOR TO CHANGING ROOMS

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council.**
- 2 End Fire Escape door not closing properly – **GMS Ltd.**
- 3 Floor cleaning needs to be addressed by Tenant as vinyl is becoming stained – **Tenant & check with Somerset Flooring Ltd.**

LEFT-HAND OFFICIALS CHANGE ROOM – REF 1

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council.**
- 2 Attend to “sticking” hot and cold taps – **Heat Radiation Ltd.**

RIGHT-HAND OFFICIALS CHANGE ROOM – REF 2

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council.**
- 2 Attend to “sticking” hot and cold taps” – **Heat Radiation Ltd.**

LEFT-HAND & RIGHT-HAND CORRIDOR STORE ROOMS

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council.**
- 2 Generally make-good drying-out cracks in blockwork by raking-out & repointing – **Council.**

AWAY CHANGING ROOM 2

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council.**

- 2 Generally make-good drying-out cracks in blockwork by raking-out & repointing – **Council**.
- 3 Showers generally not staying on long enough – **Heat Radiation Ltd**.
- 4 Pipes making high-pitch “singing noise”, likely to be high pressure, or similar – **Heat Radiation Ltd**.
- 5 Floor cleaning needs to be addressed by Tenant as vinyl is becoming stained – **Tenant & Somerset Flooring Ltd**.
- 6 Adequately clean-out drains as appear to becoming “clogged” with shower debris – **Tenant**.

AWAY CHANGING ROOM 1

- 1 As for Away Changing Room 2 – **As above**.

HOME CHANGING ROOM 2

As for Away Changing Room 2 – **As above**.

HOME CHANGING ROOM 1

- 1 As for Away Changing Room 2 – **As above**.
- 2 Very bad smell, Tenant has advised ceiling/attic fan “blowing” instead of “extracting” – **Heat Radiation Ltd**.

PHYSIO

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council**.
- 2 Attend to “sticking” hot and cold taps – **Heat Radiation Ltd**.

SEATING AREA & FUNCTION ROOM

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council**.
- 2 Generally make-good loose plaster under window cills – **Council**.
- 3 Make-good “hole in wall” adjacent to Store 2 – **Council**.
- 4 Generally make-good drying-out cracks in blockwork by raking-out & repointing – **Council**.
- 5 Sealant to gaps to window boards – **Council**.
- 6 Ensure all windows open & shut correctly (at least four have dropped) – **GMS Ltd**.
- 7 Make-good loose joint in vinyl flooring in front of patio doors – **Somerset Flooring Ltd**.
- 8 Floor cleaning needs to be addressed by Tenant as vinyl is becoming stained – **Tenant & Somerset Flooring Ltd**.

STORES

- 1 Generally make-good drying-out cracks in blockwork by raking-out & repointing – **Council**.

KITCHEN

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council**.

BAR

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council**.

GENTS & LADIES TOILETS

- 1 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard nail “pops” – **Council**.
- 2 Attend to “sticking” hot and cold taps – **Heat Radiation Ltd**.

DISABLED TOILET

- 1 Fan cover missing – **Heat Radiation Ltd**.
- 2 Generally fill/caulk gaps/cracks at wall/ceiling junctions and plasterboard – **Council**.
- 3 Attend to “sticking” hot and cold taps – **Heat Radiation Ltd**.
- 4 Attend to loose tap – **Heat Radiation Ltd**.

EXTERNAL STORE

Repair broken screed in door threshold – **Council**.

EXTERNALLY

- 1 Complete concrete bedding around remaining manhole covers – **Council**.
- 2 Weedkill access road and footpath hardcore – **Council**.
- 3 Dress hardcore and tarmac access road and footpath – **Council**.
- 4 Remove loose hardcore in car-park, re-dress hardcore, re-compact thoroughly and re-blind with fine grit – **Council**.