

Members attending this meeting were reminded of the Competitions Act.

Members attending this meeting will not at any time engage in any discussion on subjects that are prohibited by the Competition Act 1998 or The Enterprise Act 2002.

In particular the issue of prices and market share or any other issues covered by the legislation will not be raised or discussed.

1. BWF Update

1.1 Key Technical Issues:

Kevin Underwood updated the group on various current technical issues affecting the woodworking industry including:

- New Part Q Security Regulations England
- Moratorium on Welsh Building Regs lifted
- Changes to PAS24
- Preparations for CE Marking of Internal Doorsets and Fire Doorsets
- Proposed new Energy and Quality Standards
- Air Quality
- Circular Economy
- BIM

ACTION: Members were advised that there is various information on these subjects available on www.bwf.org.uk and asked to contact the technical team should they want to discuss any of the activities in more detail.

1.2 BWF Campus

HM advised the group of the launch of the BWF online learning campus accessed from <http://elearning.bwf.org.uk/>, that hosts a range of online modules, presentations and accompanying resources on various relevant subjects such as sustainability, fire doors, timber products, technical guidance, health and safety, production efficiency, on site practices, installation, toolbox talks. Individuals can access the online campus and set up their own training record to record progress.

ACTION: Members were requested to review the online campus and provide any feedback to BWF regarding further subjects that would be useful to be covered.

1.3 Sustainability and Welfare

BWF advises members that they are currently running a project to develop an EPD tool for members with the objective of being enabling members to provide both verified and unverified EPD data relevant to their specific products. BWF is working with BRE to create this tool and expects that the first version of the program will be available mid 2016 for review.

1.4 BIM

BWF advise that they are piloting a project with an external consultant with the objective of providing a low cost way of producing BIM models and data. The project is being piloted using 5 different member products and is being used as a tool to interact with the rest of the construction market regarding BIM and understand exactly what information stakeholders will require.

ACTION: Members are requested to contact the BWF technical team if they would like to discuss their specific BIM requirements in more detail.

1.5 WIT Forum and BWF Centres of Excellence proposal.

BWF advise that the training landscape is changing rapidly in regard to provision for undertaking training in the woodworking sector and also funding that is available. BWF is currently working on a proposal to create centres of training excellence on a national scale, providing specific and tailored training to the woodworking industry.

ACTION: Members are requested to contact BWF training department if they wish to discuss their training requirements and any resources that may be available to them.

1.6 Members Day

BWF advises the group that they are invited to attend BWF Members Day on the 7th of July at Whittlebury Hall. The agenda includes keynote speakers from the woodworking and construction industry, with workshops covering specific subjects like H&S, risk management, Fire Doors and Timber stairs within the event workshops. A formal invitation will be circulated to members in due course.

1.7 BWF Formal Dinner and Awards

This year the BWF formal dinner has been scheduled to coincide with W16 and will be held on Tuesday the 4th of October at the National Motorcycle museum. A formal invitation will be circulated to members in due course. Members were reminded that there are various sponsorship opportunities associated with this event and if they would like to participate to contact BWF to discuss.

2. Heritage and Conservation group update

2.1 HM introduced the meeting agenda and guest speakers and gave a brief precis of the H&C group objectives for the new members to the group. The main objectives include:

To debate ongoing H&C subjects and issues relevant to members who provide joinery for use in Listed or Conservation properties

To recognise that this an area of joinery where the regulations and other guidance can conflict and develop guidance and resources to assist understanding.

To promote the use of timber joinery in H&C projects.

To understand how modern manufacturing techniques and materials have a bearing on replacement or refurbishment of joinery

To ensure our members are fully aware of their legal responsibilities when working in the H&C market

To assist in producing useful resources to assist members managing H&C projects.

2.2 2016 projects and outputs:

Publish of set of BWF Heritage and Conservation Factsheets

Promote individual members case studies of Heritage and Conservation joinery

Devote a specific webpage on bwf.org.uk to promote Heritage and Conservation Joinery

Build links with organisations in developing Best Practice guidance

2.3 Heritage and Conservation News Update:

HM highlighted some recent high profile H&C associated news including:

The publication by Historic England of 'Timber windows, their care repair and upgrading' that can be sourced from this link:

<https://content.historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/heag039-traditional-windows.pdf/>

HM also highlighted recent H&C stories that have been in the national news including the fire at Clandon Park, owned the National Trust, as well as high profile prosecutions for the altering of historically significant buildings without the relevant permissions and consent.

2.4 BS 7913:2013 - Guide to the conservation of historic buildings.

BWF have sourced a copy of this standard and HM provided a brief overview for members of the content. The document provides best practice guidance in the management and treatment of historic buildings and is applicable to historic buildings with and without statutory protection.

The document is intended for those who own, use, occupy and manage historic buildings, the professional team's contractors and others employed to work on their behalf, and can be used by decision makers and funders.

ACTION: BWF to provide guidance note on this standard and circulate to members. Members are advised to contact BWF if they would like to discuss specific content of this standard.

Group discussion: the group agreed that the draft factsheets should be circulated to members for review prior to publishing.
HM will liaise with BWF to create H&C area on BWF website.

3. Presentation from Barry Turner LABC

Barry is Technical Director of Policy at LABC and presented on the subject of dealing with building regulations and building control signoff in listed and conservation area buildings. He focused in on subjects relevant to the manufacture and installation of timber joinery products, where conflict between the currently building regulations and the conservation officer's view can occur such as thermal performance and acoustics. He advises a common sense approach, but also notes that every case is specific, so what is allowed in one building or particular geographic area, may not be accepted in others. Barry advised that maintaining a close relationship with the planning and conservation officer can be vital on this type of project and highlighted the often additional need for product suppliers to provide technical information, drawings and material samples as part of the planning and building consent and building control process.

ACTION: Presentation to be circulated with meeting minutes. Members are requested to contact BWF if they have any specific questions that they would like to discuss relating to the presentation or subject matter.

4. Presentation from Marc Rampling, Technical sales consultant from Hodgson Sealants.

Marc presented on the specific products and methods of application relating to sealants that are often specified and used in H&C joinery products. He highlighted to high importance of ensuring that products and materials are chemically compatible with each other, considering them as a system rather than as individual products. Using case study evidence, he highlighted issues that he experiences in this area relating to failure of glazing systems and paint finishes when appropriate and incompatible products are used and the group discussed the enormous implication of remedying mistakes after product has been installed. Marc also demonstrated the importance of

achieving suitable volume of edge cover when using traditional materials such as putty and spoke of the design details such as glazing rebate size that can impact enormously on long-term performance in service.

ACTION: Presentation to be circulated with meeting minutes. Members are requested to contact BWF if they have any specific questions that they would like to discuss relating to the presentation or subject matter.

5. BWF Heritage and Conservation Tour – Fitzrovia

HM presented a tour of the local Fitzrovia area with a focus on historic architecture and joinery. The tour encompassed architectural highlights such as Heals Furniture Store, The Eisenhower Centre and Fitzrovia Chapel.

ACTION: The accompanying tour to be circulated to members with these minutes.

6. Meeting roundup and AOB.

The group agreed to meeting late 2016 and HM has asked members to contact her if they would like to suggest any speakers or subjects that they would like to propose for the next meeting agenda.

HM will liaise with MM (BWF) to set up H&C area on BWF website.

BWF will circulate draft of factsheets to members for literature review.