**OLD KEA STAGED PLAN**

**2019**

**SEPTEMBER – PHASE ONE : Preparation for work**

**October**

**Clear ground at rear of church in preparation for surveying by Clive Shepstone (CSP).**

**Topographical survey by CSP with preparation of drawings and documentation for building regulations submission.**

**November**

**Preparation of tender package by CSP followed by tender to 3 contractors and evaluation of the tender returns with recommendation to Old Kea Leadership Team.**

**Recommendations to be forwarded Kea PCC.**

**December**

**Confirmation of acceptance of recommendations to CSP**

**2020**

**January/February - PHASE TWO : commence the work**

**March**

**April**

**PHASE THREE : completion end of April**

**NOTE : HEATERS : Agree and install October - December 2019**