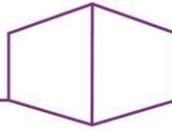


**Chesterton Smart**

Chartered Surveyors & Building Consultants



**HALLAM FIELD COMMUNITY CENTRE  
BIRSTALL  
PROGRESS REPORT**

**Issue [02]**

***Date 19 June 2017***

Chesterton Smart Ltd  
28 Highfield Road  
Leicester  
LE6 0GU

Tel: 0116 2243165  
Fax: 0116 224316

- 1.0 Introduction**
- 2.0 Project Update**
- 3.0 Planning**
- 4.0 Project Management/Procurement**
- 5.0 Next Steps**

## 1.0 Introduction

Overview of the key points discussed at the Hallam Fields Community Centre Project working party meeting which took place at 3 PM on Wednesday 14<sup>th</sup> June.

Those present were:

Ann Marshall - Chair of Birstall Parish Council

Robert Dickinson (RD) - Vice Chair of Birstall Parish Council

Tony Abbey (TA) - Chair of Birstall Parish Council Planning Committee

Tony Fowler (TF) - Chair of Birstall Parish Council Estates and Recreation Committee

Sue Coulson (SC) – Clerk to the Parish Council

AML Design David Ives (DI) - Birstall Parish Council Architect

Nicholas Riozzi (NR) Chesterton Smart Ltd - Project Manager for Birstall Parish Council

Terry McGreal (TM) - Jelsons Ltd

Sam Maitland (SM) - Jelsons Ltd

Sam Daley (SD) - Jelsons Ltd

Julie Robinson (JR) - Charnwood Borough Council

Mr Will Antill (WA) - Palmer Tomkinson trust

## 2.0 Project Update

- 2.1 It was confirmed and agreed that the project can now move forward on the basis of revised section 106 funds which have been agreed with Jelson's. The amount confirmed is 500K. With a further 25K for dealing with any initial maintenance issues during the building's early life cycle. The 500K also includes for all professional fees that will be due to external third-party consultants. **Note.**
- 2.2 The issue of drawing down the funds for preconstruction design and construction phase payments was raised. JR confirmed that draw down of money will be managed/distributed by Charnwood Borough Council (CBC). JR also confirmed that CBC will require an indication of the funds necessary for dealing with the pre-construction design element of the project. NR is to provide information on what the likely costs will be. Payments to contractors during the onsite build will be made on the usual certification basis through the contractual mechanism. JR confirmed that other schemes having adopted this draw down procedure and have had no issues in relation to the management of interim/stage payments. **Action NR.**
- 2.3 The issue of VAT was raised by SC and the impact of this on the funds available to undertake the project. WA confirmed that this should be not an issue based on a separate scheme that has recently taken place elsewhere. WA to look into this on behalf of the Parish Council. NR will also review HMRC rules on VAT for new build commercial developments relating to community facilities/village halls. **Action WA/NR.**
- 2.4 The laying of the gas supply pipe across the car park was raised. TM confirmed that the car park was due to be finished shortly and that the base course has already been laid. He also confirmed that the shipper had been approached but would not allow a supply pipe to be placed in the ground on the basis that there was no final

connection point available. It is impractical to pursue this further and alternative solution will need to be found should a gas supply be required for the new building. NR confirmed that alternative methods are available for routing the gas supply to the new facility without excavating the car park. NR also stated the gas supply requirements will be integrated into the services design. NR asked if there are any council initiatives or a desire to implement latest energy-saving technology into the build on the basis that this could potentially reduce annual running costs. It was agreed that this can be explored once an M&E consultant has been appointed to provide advice on the scheme. **Action NR.**

2.5 JR confirmed that the issue of ownership of the site was still a matter to be dealt with. The land is to remain in Jelson's ownership until the scheme has been completed. It will then be transferred over. **Note.**

### 3.0 Planning

3.1 DI confirmed that planning consent is due by the end of June. All agreed that conditions are likely to be placed on the development in terms of materials/landscaping and other conditions. These will be dealt with once the approval has been received. **Note.**

3.2 The form and layout of the proposal was raised by NR. It was confirmed by AM/SC that the external and internal floor plan arrangements had been adjusted prior to submission to CBC. It was agreed by all that the build will be as the plans redrafted by DI in collaboration with WA of the Palmer-Tomkinson Trust. **Note.**

3.3 Building regulation arrangements are to be discussed further with DI. **Action NR/DI.**

### 4.0 Project Management/Procurement

4.1 NR confirmed that now the project can move forward a suitable procurement route can be established and ideally a design and build procurement methodology is considered to be the most logical route. NR stated this would be beneficial on the basis that the design responsibility would pass to the principal contractor and any preconstruction design costs will be lower. NR also confirmed that use of the JCT design and build procurement route is ideal for a development of this size and non-complexity. It should also assist in ensuring acceleration of the scheme to the on-site phase. **Action NR.**

4.2 SC confirmed that the scheme needs to be administered strictly in accordance with the councils tendering procedures using an online framework. NR asked if this was likely to be Done North. SC is to confirm this. Initially, quotations are to be obtained from external consultants for the purposes of providing mechanical and electrical performance briefs. These will be required as they will form part of the D&B tender package. NR is to obtain 3 quotes for the M&E design work for consideration by the parish council. **Action NR/SC.**

4.3 NR confirmed that Expressions of Interest will now be sought from contractors who are able to demonstrate that they can provide the design and build service required. Those selected will be chosen from Construction Line or other similar. Contractors chosen to tender will need to be suitably resourced and financially capable of delivering the scheme. SC confirmed that some enquiries have been made directly to the council by several contractors and the details of these are to be passed on to NR for consideration. **Action NR/SC**

- 4.4** It was confirmed that the parish council have until the 2019 to complete the works. All agreed that now the project has received the 'green light' it would be good to have the project completed and the facility up and running as soon as practically possible. NR confirmed that on the assumption that everything moves forward swiftly then summer 2018 is possibly an achievable date for completion of the construction phase. To be further assessed by NR and reported back to AM/SC . **Action NR.**
- 4.5** NR confirmed that it would be helpful if Jelson's can provide as much technical site information as possible in relation to their development including the known public sewer position and any SI's, topographical/as built services information to assist in the community hall project. SM is to provide information to NR-NR to issue an RFI to Jelsons. **Action NR/SM.**
- 5.0 Next Steps**
- 5.1** NR is to review the scheme and produce a project delivery plan working back from the clients desired completion date of summer 2018. NR stated that potentially the on-site construction phase is likely to take approximately six months to complete. Matters will need to be moved forward fairly quickly if this is going to be achievable. NR is to review scheme and report back to the council with recommendations on a realistic timeframe for delivering the scheme with an indication of the amount of money that will be required to cover pre contract costs/third party consultant's fees. **Action NR.**
- 5.2** It was agreed that the next meeting will take place towards the end of August. AM will suggest dates and times for this to take place. **Action AM.**
- 5.3** NR will be on holiday from 22<sup>nd</sup> June to 9<sup>th</sup> July. **Note.**

Nicholas Riozzi

Chesterton Smart Ltd