

Pirton Parish Council



**Minutes of Pirton Parish Council Extraordinary
Meeting held in Pirton Village Hall on 28 April 2023 at
7.30 pm**

Present:

Cllr J Rogers (Chair), Cllr Burleigh, Cllr S Maple, Cllr Rowe

In attendance:

Mr Edward Roberts (Parish Clerk) and one member of the public



22-240 To receive and accept apologies for absence.

Apologies for absence had been received from Cllrs Goodman and Parkin.

22-241 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.

Declarations of interest were received and recorded from Cllr Burleigh as a member of Wild About Pirton and Cllr Maple as a member of the PSSC.

22-242 To appoint a Quantity Surveyor (QS) for the project.

Cllr Maple explained the tender process, scoring and costs (see Appendix 1 and tables). Proposed by Cllr Rogers, seconded by Cllr Burleigh and **AGREED** by all present, that RLP Surveyors Ltd be appointed as the Quantity Surveyors for the project.

22-243 To agree the QS scope for the next project phase.

See Appendix A for details of the proposed scope for the next phase. Cllr Burleigh suggested that there might be scope for companies to provide eco-friendly materials or systems as donations to the project. Proposed by Cllr Burleigh, seconded by Cllr Maple and **AGREED** by all present, that the scope be adopted as per the NPWG report.

22-244 To agree that the QS contract, with liability limited to the next phase, can be awarded by the Parish Clerk.

AGREED by all present that the QS contract, with liability limited to the next phase, be awarded by the Parish Clerk.

22-245 To confirm the scope of work for the next project phase.

The NPWG report at Appendix A shows the proposed scope of work and associated costs. It was noted that VAT will be payable on these, but will be reclaimed by the Council. Cllr Maple worked through the sections for the benefit of the Council. Proposed by Cllr Burleigh, seconded by Cllr Maple and **AGREED** by all present, that the scope of work as set out in the NPWG report be confirmed.

22-246 To agree the funding for the next phase.

With the increase in costs for the next phase, it was necessary to find an additional £10k from the Council's funds. This would be paid back once the PWLB loan was secured. It was agreed that it would be better not to use the donations from individuals at present. It was proposed by Cllr Burleigh that £4k be used from the Contingency project pot, £4k from

the Playgrounds pot and £2k from the Neighbourhood Plan pot. This was **AGREED** by all present.

22-247 To agree that the architect's contract, with liability limited to the next phase, can be awarded by the Parish Clerk.

Cllr Maple explained the reasoning behind this section of the NPWG report, including the timings, and it was **AGREED** by all present that the architect's contract, with liability limited to the next phase, be awarded by the Parish Clerk.

Meeting Closed: 20.21 pm.

Appendices

Appendix A – NPWG Report 28 April 2023

Signed: _____

Dated: _____

Appendix A – NPWG Report

New Pavilion Working Group report to PPC EGM 28 April 2023

To appoint a Quantity Surveyor (QS) for the project

1. Three tenderers have submitted bids in response to “Pirton pavilion – Request for Quotation”. This was inviting companies to tender for the QS services for the next phase of the project covering RIBA stages 4,5 and 6, but with the initial financial commitment to cover RIBA stage 4 – the technical design and tendering for demolition and construction.
2. The criteria and weightings for tender selection were:

Cost, including any proposed stage payments	35%
Quality of expected outcome of this work	25%
Relevant previous work and references	20%
Collaborative working approach	10%
Quality of proposed team	10%
3. Five members of the NPWG evaluated the tenders, and Simon Knight provided a ranking. Using the rankings, the initial results are shown at Table 1. This resulted in tenderer 2 being the preferred bidder. As 2 of the assessors noted that affordability was a key issue, a revised assessment summary was done at Table 2. Although the result was then much closer, the preferred bidder remained as tenderer 2.
4. The NPWG therefore recommends that tenderer 2 is appointed.

To agree the QS scope for the next project phase

5. The NPWG recommend that the QS scope includes a Quantified Schedule of Works as part of the scope. This detailed breakdown of all components, the quantities and costs will provide greater visibility of the expected cost, and greater control of the tendered cost.
6. The NPWG recommend that the QS contract commences about a month before the next phase of the architect’s contract and that this time is used for the QS to provide estimated cost savings for a number of cost saving options eg:
 - Reduced externals costs
 - Revised roof structural design
 - Removal of roof overhang on north, and reduced on west side
 - Reduced M+E costs including removal of solar panels
 - Reduced circulation (corridor) areas
 - Removal of meeting room

To agree that the QS contract, with liability limited to the next phase, can be awarded by the Parish Clerk

7. The contract appointment document to be the RICS standard form for the appointment of a Quantity Surveyor, with services as outlined in the Work Brief section of the Request for Quotation. In addition, a short brief outlining the requirement in 6 above.

To confirm the scope of work for the next project phase

8. The aim is to balance the desire to do as much work as possible in the next phase to minimise risks with the construction phase, and the need to minimise the amount of public money that is committed prior to completing fund raising, and confirmation that the construction contract can be awarded.
9. The PPC agreed funding of £35k for the next phase based on the estimates at that time. Unfortunately, a number of costs have increased since, and the anticipated cost is now £45k comprising:

	£k
Architect and engineers	24.205
QS	10.4*
Soil survey	6.0

Signed: _____
Dated: _____

GPR survey (gas pipe + utilities)	1.85
FF prelim legal check	0.75
Building Regs plan fee	0.65
Archaeology	0.47
Contingency	0.675
Total	45.0

* £2.15k payment deferred until Client confirms approval to proceed with the project

10. One aspect of the soil survey is to assess the effectiveness of soak-aways for rainwater. However, the cheapest solution (subject to levels) would be to pipe rainwater into the ditch behind the pavilion/playground. This is where the rainwater from the Blakeney development ends up (via an attenuation tank, the Walnut Tree Road ditch, the pipe under Walnut Tree Road, and under the old vicarage garden). Soak-aways are therefore removed from the soil sample scope.
11. Items that are not funded in the above are;

Cricket pitch feasibility	£1.75k
Remaining FF legal fees	£1-2k
Storage solutions	£10-20k
PPC legal advice	£5-10k (for management arrangements)
12. There are 3 planning conditions that require specific attention and agreement with NHDC:
 - Cricket pitch specifications – It is intended that we confirm that we will adhere to ECB/Sport England specifications
 - Temporary facilities during build – It is proposed to use construction facilities – toilets, possibly showers, office space as changing area.
 - Archaeology – We have obtained a quotation for preparation of a Written Scheme of Investigation (cost included above) as well as evaluation and monitoring during construction at a total cost of £4-5k.

There is a risk that NHDC will require more work than anticipated during the next stage.
13. As in 6 above, it is proposed that the Architect and Engineers' contract is placed about a month after the QS contract to allow a decision on cost saving measures to be incorporated in the design. The Soil survey, GPR survey and Archaeology preliminary work should be initiated at the same time as the QS contract. The FF preliminary legal check has already been committed.

To agree the funding for the next phase

14. PPC has already agreed funding of £35k for this next phase, so it is the funding of the additional £10k that is required.
15. Reducing the £45k has been considered, but is not recommended. Possible areas of saving are:
 - QS reduction by £4.4k
 - Soil survey reduction by £2k?
 - GPR survey deferral saving £1.85k
16. Options for the £10k funding are:
 - Additional PPC funds if cash flows allow
 - PSSC contribution subject to repayment if PSSC is not the managing agent for the new pavilion
 - PWLB loan
 - PSSC loan on an arms-length basis

To agree that the architect's contract with liability limited to the next phase, can be awarded by the Parish Clerk

17. As above, it is proposed that the Soil survey, GPR survey and Archaeology preliminary work are now commenced.
18. The architect and engineers' contract is recommended for award in c4 weeks time following the initial QS work on cost saving options.

Simon Maple

Signed: _____
Dated: _____

Table 1 Tender assessments for QS initial rankings

	1	2	3
A	2nd	1st	3rd
B	2nd	1st	3rd
C	1 st = Note 1	1 st =	3rd
D	1st	2nd	3rd
E	3rd	1st	2nd
F	2 nd Note 2	1st	3rd
Total	11	7	17

Note 1 On cost grounds number 1

Note 2 Conscious of fee. Would be happy with number 1

Table 2 Tender assessments for QS alternative rankings

	1	2	3
A	2nd	1st	3rd
B	2nd	1st	3rd
C	1 st Note 1	2nd	3rd
D	1st	2nd	3rd
E	3rd	1st	2nd
F	1st Note 2	2nd	3rd
Total	10	9	17

QS Tender assessments 2 taking account of notes