



NEW ROMNEY TOWN COUNCIL

CAPITAL PROJECTS REPORT – FULL COUNCIL MEETING 14TH JUNE 2023

CAPITAL PROJECTS REPORT

(i) Community Hall, Sports Pavilion and Nursery Project – Project Timeline and Update Report

For the benefit of the newly-elected Council, the following project timeline is re-issued to provide a basic background to where the Community Hall, Sports Pavilion and Nursery Project is at currently:

At its Full Council meeting on Wednesday 11th January 2023, following significant work towards the development of a Community Hall, Sports Pavilion and Nursery Project re-design that could be delivered within a set budget, New Romney Town Council decided to proceed with this traditional-build project based on the current outline design as presented to the Council. This decision, which was due very much to the re-designed project now being deemed to be achievable within budget, was also possible due to the fact that, some 10 months after submitting its application for borrowing approval to part-fund this project, the Town Council had finally received consent to borrow the required £1 million and project funding had, therefore, been secured.

It was of note that, had the Council decided to proceed with the project in its original form in January 2022 and signed a construction contract at that time, it would still not have had the funds in place with which to pay for the contract a whole year later. Only now can the Council proceed to contract with surety of available funding – thus, at that time, the Council had made absolutely the right decision not to sign any contract and, instead, to review the project's finances and move forward in the direction of a budget-led project, despite the fact that this would require a project re-design. Nevertheless, the Council noted that, having now reached a point whereby the project can be progressed within the available budget, expediency moving forward would remain important in the delivery of this project, particularly due to past delays – in the main as a result of the extensive time taken for the project to go through the District Council planning and legal processes prior to finally acquiring formal planning consent along with the associated s106 Agreement.

In order to avoid further delay, having ascertained that the project could now be achieved within budget, it was formally agreed by resolution of the Council that the appointed architect be instructed to develop a full planning pack relating to the new project design and submit the new planning application on behalf of the Town Council following a pre-submission meeting with the District Council's Chief Planning

Officer to minimize any risk of further planning delays. It was also formally agreed by resolution of the Council that the appointed Project Management Team be instructed to develop a revised project tendering pack in tandem with the planning submission and to advertise the revised contract opportunity via the Government Contract Finder website so that a potential D&B (Design and Build) contract can be considered as soon as a new planning consent is acquired.

It was noted, at the afore-mentioned meeting, that the Town Council could consider going down the route of installing modular buildings, as suggested by Councillor Wimble, and that such buildings could be equally as attractive as a traditional build. However, it was the view of the Council by a very strong majority – as demonstrated by voting at the meeting - that, as a traditional build was now deemed to be achievable within budget, it was preferable to go forward with a traditional build project. Thus, the architect and project management team were instructed to take the project forward in its current form.

The Council is now looking forward to taking this project back through the planning process and hopes that, with the assistance of the District Council Planning Department, this can be dealt with much more expediently this time so that the project can go back out to tender as soon as possible with a view to awarding a contract and commencing construction on this long-awaited project, which, due to a number of unforeseen circumstances alluded to above, has now been in development for some 7 years - since the 2016-17 civic year, as can be seen below:

2016

Project Management Team appointed after time spent engaging firstly in initial public consultation regarding potential uses of a capital receipt from sale of old allotment land which had concluded in 2013 and subsequent drafting and approval of a Capital Spending Plan which identified this project therein together with an initial funding allocation - and then a period of stakeholder engagement and further public consultation to establish a basic idea of what this project should provide.

2017

- 1) Architect appointed** to develop the project design for planning submission.
- 2) Disposal of remaining ex-allotment land approved**, having first sought Government approval for disposal, to part-fund the project.

2018

Submission of an application for £1 million Public Works Loan approved (to be submitted following granting of planning consent) following conclusion of public consultation delivered by Royal Mail to every address in New Romney.

2019

Project Planning Application submitted to Folkestone & Hythe District Council.

2020

FHDC Planning Committee approved the project planning application subject to associated s106 Agreement some 13 months after submission to the Planning Authority.

2021

Tendering Process undertaken, advertising the contract opportunity through the Government portal.

2022

1) Original Project Format halted as significantly over budget and no prospect of bringing the design into budget. Project re-set as a Budget-led project and re-design commenced.

2) Formal Decision Notice received (some 21 months after planning consent was approved by the District Council Planning Committee) confirming planning consent for this project following protracted negotiations to finalise terms of s106 Agreement.

3) Application for Public Works Loan formally submitted – further delays then encountered with a protracted 10 month process leading to approval.

2023

1) Consent to borrow formally acquired, securing availability of £1 million Public Works Loan to part-fund the project.

2) Submission of New Planning Application approved by Town Council in respect of re-designed project.

3) Publication of new Contract Opportunity approved by Town Council with tendering pack to be developed in parallel to planning submission in order that on acquisition of planning consent, a contract can be awarded for the project in its current format.

Update:

Synergy CPC LLP.

New Romney Status report May 2023.



Since the last report to the PSG in December 22 the Project has been under detailed review by the Design Team as one of the key issues surrounding the start of the project has not only been the overall anticipated final project cost, but also the positions of the club football pitches to ensure they provided the best optimum positioning, to ensure adequate spectator space surrounding the pitches, required by the Football Club. This was problematical due to the required car parking space numbers required to service the project. This has resulted over the last few months in a developed design of the development to accommodate this.

The developed scheme by the Design Team has now been presented to both the PSG and the Football Club and has been accepted by both as being the best compromise that satisfies all the key stakeholders needs, with respect to Nursery numbers, pitch layouts and football Club House and changing facilities. The developed design flips the original layout with the Nursery now being sited on the left of the Football Clubhouse and Pavilion when looking from the road. See attached drawings for Ground Floor, 1st Floor and Overall Layout. This developed design also allows for the maximisation of car parking, with currently 41 spaces being identified. The appointment of a Highways Consultant to review the access and egress to the site and parking as well as any other highways implications has been actioned. This will identify any highways issues and reduce any planning risk for this highways element, which can be problematical. Once the Highways report has been issued, reviewed and any adjustments made we should be on a position to submit the full planning application subject to the PSGs approval. We would expect this during June 23.

It should be noted that the Synergy and the Design Team recommend that we submit the planning application as soon as possible and get out to the Construction Market on a D&B basis to prove the current cost allowances and Final development cost within cost plan. The tendering process can be put in train alongside the planning application to facilitate this. The concern being that the market is still affected by build cost inflation which does not seem to be abating. We attach the latest Cost Plan No 5 for review which shows a small inflationary increase over Cost Plan 4



Preliminary Order of Costs Nr. 5

Community Hall, Sports Pavilion and Nursery Project

at

New Romney

for

New Romney Town Council

**Synergy Construction and Property Consultants LLP
8 / 9 Faraday Road
Guildford
Surrey GU1 1EA
01483 468666**

16-May-23

CONTENTS	Page
Commentary	1
Cost Plan Executive Summary	2
Exclusions	3
Building Summary	4
Elemental Analysis:	
Preliminaries	5
Demolitions and alterations	6
Substructures	7
Frame	8
Upper Floors	9
Roof structure and coverings	10
Stairs and balustrading	11
External walls	12
Windows and external doors	13
Internal walls and partitions	14
Internal doors	15
Wall finishes	16
Floor finishes	17
Ceiling finishes	18
Fixtures and fittings	19
Mechanical, electrical and passenger lift services installations	20
Site and external works	21
Drainage	22
External services	23
Drawing List	24

Prepared by Synergy Construction & Property Consultants LLP

Version	Author	Approver	Date	Remarks
0.0	J Cook	RNB	23/09/2022	Bottom up to meet client budget
1.0	J Cook	RNB	14/10/2022	New Build Scheme
			14/10/2022	Option 2 New Build Scheme
2.0	J Cook	RNB	15/11/2022	Option 3 New Build Scheme
3.0	J Cook	RNB	12/12/2022	Reduced New Build Scheme
4.0	J Cook	RNB	09/02/2023	New build split buildings, no frame
5.0	J Cook	RNB	16/05/2023	Building updated and repositioned

Commentary

This Cost Plan is based on the initial design proposals and drawings produced by Hollaway Studio issued in May 2023 and listed at the end of this Report, together with previous input from SWECO (Structural)

The proposed building comprises new two storey Community Hall and Sports Pavilion Building and a new single storey replacement Nursery building. The gross internal floor areas of the buildings are 552m2 for the community hall and sports pavilion, and 290m2 for the nursery, and providing a total gross internal floor area of 842m2.

An independent link canopy has been shown between the Nursery and Pavilion buildings, but this is presently **excluded** for budgetary purposes. This could be retro-fitted at a later date as and when funds allow, as has been the position with previous cost plans.

Allowances have also been included for external works to the site including an extended car park and repositioned site access from Station Road. Allowances have also been included for associated drainage and incoming services to both buildings. The existing nursery and Maude Pavilion buildings will be demolished towards the end of the project.

The costs are based upon the building being constructed commencing on site in Summer 2023, and completing in Summer 2024, and inflation allowances based upon the BCIS Tender Prices Indices have been included accordingly.

The construction cost for the proposed building(s) at present day prices is **£3,130,600**. Adding allowances for employer design contingencies, fees and allowances for loose furniture, but excluding VAT, culminates in total forecast costs of **£3,790,000**.

Allowances for Professional Fees, Statutory Fees and survey works are shown on the Executive Summary, based upon the Synergy fee Schedule approved by NRTC in September 2022.

Please note that as directed, VAT has been excluded from the project costs.

We particularly draw your attention to the Cost Plan Notes and Exclusions on page 3.

EXECUTIVE SUMMARY

		Gross Area	£/m2	May 2023 Scheme	Feb 23 Scheme	Difference	Approved Budget
Building Works							
New two storey Community Hall and Sports Pavilion and single storey Nursery building		842	2,991.00	2,518,350	2,516,716	1,634	2,168,104
Associated external works, services and drainage				307,800	283,500	24,300	352,500
				2,826,150	2,800,216	25,934	2,520,604
Contractor's Design & Build Risk			4.00%	113,046	112,009	1,037	100,824
				2,939,196	2,912,225	26,971	2,621,428
Increased costs to July 2023 start (refer to note below)			6.51%	191,314	189,558	1,756	169,180
				3,130,510	3,101,783	28,727	2,790,608
Design & Build Contract Value			Say	3,130,600	3,101,800	28,800	2,790,600
Design Contingencies (Reduced from Client brief for D&B)			5.00%	156,600	155,100	1,500	279,060
TOTAL FOR CONSTRUCTION WORKS				3,287,200	3,256,900	30,300	3,069,660
Professional Fees (assumed likely to be required)							
Architect / Principal Designer: Hollaway	}	As Synergy Schedule					
Project Manager / EA: Synergy							
Cost Consultant: Synergy							
Structural Engineer: SWECO							
Services Consultant: SWECO							
Principal Designer: tbc				430,000	430,000	-	430,000
Acoustic consultant: TBC							
Ecology: TBC							
Planning:							
Building Control / Approved Inspector: SWECO							
Surveys: tbc							
Legal Fees				10,000	10,000	-	10,000
Total Fees							
Value Added Tax							
VAT on Professional Fees (Excluding Planning Fee)	20.00%						
VAT on Construction Works	Excluded						
Total Value Added Tax							
Client Fixtures & Fittings - loose furniture / AV and IT specialist fit out etc				62,500	62,500	-	62,500
TOTAL DEVELOPMENT COSTS (Excluding VAT)				3,789,700	3,759,400	30,300	3,572,160
			say	£ 3,790,000	3,760,000		3,572,200

Exclusions from Cost Plan

- 1 Value Added Tax
- 2 Tender Price Inflation beyond 2nd Quarter 2024
- 3 Removing asbestos from buildings or structures to be demolished
- 4 Dealing with any contaminated ground conditions
- 5 Abnormal foundations (Piling) excluded, but Vibro ground treatment allowed
- 6 Abnormal drainage requirements - pumping, attenuation etc
- 7 Link canopy between Pavilion and Nursery buildings
- 8 Significant external works requirements above normal pavings and landscaping to the site area
- 9 Section 106 / 278 works etc
- 10 FFE - including loose fixtures and fittings, curtains and blinds, IT and AV equipment
- 11 Play equipment to Nursery
- 12 Temporary nursery and toilets / changing facilities
- 13 Party wall and rights of light
- 14 Compensation to adjoining owners regarding noise, disruption and other party wall matters
- 15 Interest and Finance Charges

Cost Estimate is based on the following drawings and information:-

Drawings listed at the end of this Report

New Romney Town Council**Preliminary Order of Costs Nr. 5****Community Hall, Sports Pavilion and Nursery Project****BUILDING SUMMARY - NEW ADMINISTRATION BUILDING**

		Areas	
	Ground floor	604	
	First floor	238	
	Second floor	-	842
			842
Item	Description	TOTAL COST	Cost/m2
0	Demolition and Alteration Works	£ 35,000	42
	New Building:-		
1	Substructure	£ 193,570	230
2	Superstructure		
2A	Frame	92,500	110
2B	Upper Floors	33,900	40
2C	Roof	295,620	351
2D	Stairs	18,800	22
2E	External walls	256,919	305
2F	Windows and external doors	95,435	113
2G	Internal walls and partitions	80,485	96
2H	Internal doors	28,250	34
	Group element total	£ 901,909	1,071
3	Internal finishes		
3A	Wall finishes	32,884	39
3B	Floor finishes	82,465	98
3C	Ceiling finishes	52,245	62
	Group element total	£ 167,594	199
4	Fittings and furnishings	£ 189,750	225
5	Services	£ 506,153	601
6	External works		
6A	Site work	172,500	205
6B	Drainage	55,000	65
6C	External services	57,500	68
	Group element total	£ 285,000	338
		2,278,976	2,707
7	Preliminaries - say	48 wks on site 350,000	416
		2,628,976	3,122
8	Contractor's Overheads / Profit	7.50% 197,174	234
		2,826,150	3,356
9	Contractor's D&B Risk	4.00% 113,046	134
		2,939,196	3,491
10	Increased costs - to Q3 2023 start	6.51% 191,314	227
		£ 3,130,510	3,718
	Desing & Build Contract Value	Say 3,130,600	£3,718 /m2

Community Hall, Sports Pavilion and Nursery Project

Additional Notes

PRELIMINARIES BREAKDOWN	Fixed Costs	Time-Related Costs			Total
	Cost	Wks	Rate	Cost	
Supervision					
Contracts manager	350,000			-	350,000
Site manager				-	-
Asst site manager				-	-
Quantity Surveyor				-	-
Other site staff				-	-
Other site staff					
Attendant labour				-	-
Banksman				-	-
Forklift driver				-	-
Transport / Travel					
Accommodation					
Transport / delivery / removal				-	-
Hire				-	-
Temporary services				-	-
Craneage					
General Plant and tools					
Scaffold and access					
General scaffold				-	-
Temporary roof - in measure				-	-
Internal scaffold				-	-
Holst and towers				-	-
Skips and rubbish removal					
Temporary Works & Services					
Temporary works				-	-
Hardstandings / roads / access				-	-
Tree protection				-	-
Temporary screens				-	-
Hoardings and fencing				-	-
Sundries					
Cleaning				-	-
Protection				-	-
Air test				-	-
EPC				-	-
Others				-	-
Bond and Insurances					
Contract guarantee bond				-	-
Insurances				-	-
Other costs					
				-	-
Total carried to Main Summary					350,000

New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
0	Demolition and Alteration Works					
0.1	Site clearance works generally	1	Item	1,500	1,500	
0.2	Demolish existing Maude Pavilion	1	Item	10,000	10,000	At / after completion
0.3	Demolish existing Nursery building	1	Item	20,000	20,000	At / after completion
0.4	Break up slabs, hardstandings etc as required	1	Item	2,500	2,500	
0.5	Removal of trees, stumps, planting, vegetation etc	1	Item	1,000	1,000	

Totals carried to Main Summary

£ 35,000

**New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project**

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
1	Substructure					
1.1	General site excavation to formation levels	360	m3	60	21,600	Allow 450 site strip to level
1.2	Reinforced concrete raft foundation	604	m2	190	114,760	200 thick RC slab
1.3	Perimeter edge beam / toe	162	m	80	12,960	
1.4	Mass concrete foundation bases	24	Nr	500	12,000	Assume 1.5x1.5x0.75 (Pavilion only)
1.5	Extra for vibro-compaction treatments	604	m2	45	27,250	Keller / SWECO advice
1.6	Lift pit	1	Nr	5,000	5,000	

Total carried to Main Summary

£ 193,570

New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
2A	Frame					
2A.1	Frame of undecided material (not inc base slab)	842	m2	250	Excluded	Steel frame structure (circa 60t as SWECC info)
2A.2	Allowance for localised beams to nursery	1	Item	10,000	10,000	Including canopy overhang
2A.3	Allowance for localised beams to Pavilion / Community Hall	1	Item	75,000	75,000	
2A.4	Allowance for fire protection measures	1	Item	7,500	7,500	first floor element only

Total carried to Main Summary

£ 92,500

**New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project**

Preliminary Order of Costs Nr. 5

Item	Description	Quant.	Unit	Rate (£)	Cost (£)	Additional Notes
2C	Roof coverings & structure, including rainwater					
2C.1	Pitched roofs					
2C.2	Pitched roof to first floor - kalzip foldable aluminium standing seam roof (with associated works - timber trusses, decking, insulation and membranes etc)	334	m2	275	91,850	
2C.3	Eaves / verges including fascias etc	76	m	120	9,120	
2C.4	Valley details	24	m	100	2,400	
2C.5	Soffit cladding	32	m2	75	2,400	
2C.6	Rainwater gutters / hoppers / downpipes etc	1	Item	4,600	4,600	
	Flat roofs					
2C.7	Flat roof to ground floor - sedum roof (with associated works - planks / decking, insulation and membranes etc)	470	m2	250	117,500	Excluding canopy
2C.8	Eaves parapet / fascia detail	140	m	100	14,000	
2C.9	Soffit cladding	80	m2	75	6,000	
2C.10	Rainwater gutters / hoppers / downpipes etc	1	Item	12,500	12,500	Perimeter gutter with outlets / downpipes
2C.11	Fall arrest system	1	Item	5,000	5,000	
2C.12	Roof access	1	Item	5,000	5,000	
2C.13	Roof plant screen	35	m2	650	22,750	
2C.14	Lift overrun	1	Item	2,500	2,500	

Total carried to Main Summary

£ 295,620

Preliminary Order of Costs Nr. 5

Item	Description	Quant.	Unit	Rate (£)	Cost (£)	Additional Notes
2D	Stairs					
2D.1	Main staircases - precast concrete staircase including landings / half-landings etc covering ground / first floor levels	1	Nr	15,000	15,000	Winder stair on steel around lift shaft
2D.2	Balustrading system	-	m	600	-	
2D.3	Wall handrails	19	m	200	3,800	

Total carried to Main Summary	£ 18,800
-------------------------------	----------

Preliminary Order of Costs Nr. 5

Total carried to Main Summary	£ 256,919
-------------------------------	-----------

**New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project**

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
2F	Windows and external doors					
2F.1	Windows (with associated frames and ironmongery)					
	1.5x2.6	7	Nr	2,340	16,380	Ground floor Pav x 1, Nur x 6
	1.5x1.4	1	Nr	1,260	1,260	FF Kitchen
	2.3x1	2	Nr	1,380	2,760	FF Function room
	3x2.3	1	Nr	4,140	4,140	FF Entrance lobby
	7.5x1.6; triangular	6	Nr	4,200	25,200	FF high level gables
2F.2	Sliding door/ window assemblies (with associated frames and ironmongery)					
	2.3x4.2	2	Nr	6,279	12,558	FF Function room
	2.3x3	1	Nr	4,485	4,485	FF Function room
2F.3	External doors (with associated frames and ironmongery)					
	Entrance screens including double doors (4.2*2.3)	1	Nr	6,279	6,279	Pavilion screen to pitch
	Double doors to external (2.2x1.95)	5	Nr	2,789	13,943	Nursery x 4, Pavilion entrance x1
	Single doors to external (2.2x1)	1	Nr	1,430	1,430	Pavilion x 1
	Double plant / store doors to external (2.2x1.95)	2	Nr	2,000	4,000	Nursery x 1 (assumed), Pavilion x1
	Extra for door access control systems	2	Nr	1,500	3,000	
2E.6	External gate assemblies (with associated frames and ironmongery)					
	2.6x3.9 (bi-fold gate)	1	Nr	-	-	See external / site works
	Gates and fencing to entrance	1	It	-	-	See external / site works
Total carried to Main Summary				£	<u>95,435</u>	

**New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project**

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
2G	Internal walls and partitions					(rates to include joints, plates etc. Area measured over openings to allow for templates and lintels not separately measured)
2G.1	Internal partition walls	761	m2	85	64,685	Assume mix of fairfaced block and metal stud
2G.2	Internal wall to lift shaft	43	m2	250	10,800	RC or dense blockwork rendered / clad
2G.3	Additional acoustic measures	1	Item	5,000	5,000	
Total carried to Main Summary				£	80,485	

New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
2H	Internal doors					
2H.1	Internal doors (including associated frames and ironmongery)					
a	Single doors to general rooms; part glz (2.2x1)	15	Nr	900	13,500	
b	Single doors to WCs and stores etc (2.2x1)	15	Nr	800	12,000	
c	Double doors to general rooms, part glz (2.2x1.95)	1	Nr	1,500	1,500	
d	Double doors to general stores etc (2.2x1.95)	1	Nr	1,250	1,250	

Total carried to Main Summary

£ 28,250

**New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project**

Preliminary Order of Costs Nr. 5

Item	Description	Quant.	Unit	Rate (£)	Cost (£)	Additional Notes
3A	Wall finishes					
3A.1	Finishes to internal partition walls (plastering/ painting etc)	802	m2	20	16,034	Mix of plaster / emulsion and painted fairface blockwork
3A.2	Finishes to internal face of external walls (plastering/ painting etc)	483	m2	20	9,670	Mix of plaster / emulsion and painted fairface blockwork
3A.3	Tiling / whiterock to showers	62	m2	75	4,680	
3A.4	Splashbacks	1	Item	2,500	2,500	
Total carried to Main Summary					£ 32,884	

**New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project**

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
3B	Floor finishes					
3B.1	Cement / sand screeding including insulation - ground floor	586	m2	40	23,440	
3B.2	Cement / sand screeding including insulation - first floor	238	m2	35	8,330	
3B.3	Floor Finish - heavy duty vinyl flooring	842	m2	40	33,680	
	Extra for carpeted areas (Nursery offices etc)	50	m2	-	-	Same cost
	Extra for enhanced vinyl to function room	148	m2	35	5,180	
3B.4	Entrance matting	10	m2	150	1,500	
3B.5	Skirtings	689	m	15	10,335	
					-	
					-	
Total carried to Main Summary				£	<u>82,465</u>	

New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
3C	Ceiling finishes					
3C.1	Ceiling finishes (with associated preparation works)	961	m2	45	43,245	
3C.2	Allowance for access panels	1	Item	1,500	1,500	
3C.3	Allowance for bulkheads, reveals etc	1	Item	2,500	2,500	
3C.4	Allowance for acoustic panelling	1	Item	5,000	5,000	
Total carried to Main Summary					£ 52,245	

**New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project**

Preliminary Order of Costs Nr. 5

Item	Description	Quant.	Unit	Rate (£)	Cost (£)	Additional Notes
4	Fittings and Furnishings					
4.1	Sanitaryware					Assumed changing rooms will incorporate WCs / Showers
a	WC suites	22	nr	550	12,100	
b	Wash hand basins	18	nr	400	7,200	
c	Washing troughs on vanity base / framework	1	nr	3,500	3,500	
d	Disabled WCs (wc, basin and grab rails)	4	nr	2,250	9,000	
e	Showers / trays / curtains	18	nr	800	14,400	
f	Cleaner's sink	3	nr	400	1,200	
q	Hand driers - say	8	nr	500	4,000	
h	Mirrors - say	20	nr	75	1,500	
j	Toilet roll holders	22	nr	35	770	
k	Paper towel dispensers - say	16	nr	35	560	
l	Soap dispensers - say	16	nr	35	560	
m	Vanity benches	8	m	450	3,600	
n	Nappy changing shelf	2	nr	500	1,000	
4.2	WC Cubicles					
a	WC / Shower cubicles generally	34	nr	750	25,500	Allow 8 in GF changing & 3 in Pavilion FF
b	Duct panelling	14	m	650	9,360	Changing WCs only
4.3	Fixed Furniture and Equipment					
a	Blinds / curtains etc	-	m2	60	Excluded	
b	Kitchen and bar fit-out including shutter	1	nr	30,000	30,000	First floor
c	GF Bar fit-out including counter, shutter etc	1	item	15,000	15,000	Ground floor
d	Lockers, shelving & benching	1	item	20,000	20,000	
e	Nursery fit-out including reception and kitchenette	1	item	20,000	20,000	
f	Allowance for other FF&E - shelving etc.	1	item	5,000	5,000	
g	Allowance for statutory signage	1	item	1,500	1,500	
h	Building signage	1	item	2,500	2,500	
i	Allowance for fire extinguishers and the like	1	item	1,500	1,500	

Total carried to Main Summary

£ 189,750

**New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project**

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
5	Mechanical and Electrical Services					
5.1	Sanitaryware - see section 4.1					
	Mechanical Installations:	842	m2	325.00	273,650	All-in rate generally
5.3	Disposal Installations					
i	soil and waste plumbing		m2		-	
5.4	Water Installations					
i	Mains water supply		item		-	
ii	hot and cold water services		m2		-	
5.5	Heat Source					
i	Primary heat source - air source heat pump		item		-	
ii	Controls and wiring		item		-	
5.6	Space Heating/ Air Treatment					
i	LTHW heating installation - pipes / rads / u/floor etc		m2		-	
ii	Allowance for possible comfort cooling		item		-	Excluded
5.7	Ventilation systems					
i	Mechanical ventilation to WC's		m2		-	
ii	Mechanical ventilation to other areas		m2		-	
					<u>273,650</u>	
5.8	Electrical Installation	842	m2	200.00	168,400	All-in rate generally
i	Incoming mains supply		item		-	
ii	Mains and sub-mains distribution		m2		-	
iii	Lighting and luminaires; including emergency fittings		m2		-	
iv	Supply of lamps / light fittings		item		-	
v	Small power installation		m2		-	
vi	Earthing and bonding		m2		-	
5.9	Gas Installation					
5.11	Fire and Lightning Protection Installation					
i	Lightning protection systems		m2		-	
5.12	Special Installations					
i	IT wiring and containment		m2		-	
ii	Fire, smoke detection and alarm system		m2		-	
iii	Security alarm, CCTV, access control		item		-	
iv	Building Management System		m2		-	
5.13	Renewable requirements - PV's etc		item		-	
					<u>168,400</u>	
	Mechanical & Electrical				<u>442,050</u>	
	Lift Installation	1	item	40,000	40,000	
	Builder's Work in Connection	@ say	5.0%		24,103	Holes, chasing etc
	Total carried to Main Summary				<u>£ 506,153</u>	

**New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project**

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
6A	Site work					
6A.1	Site clearance works generally	-	m2	-	-	Inc Demo's and site clearance
6A.2	Construct new car parking areas	870	m2	100	87,000	Permeable block paving
6A.3	Make good existing parking / crossover	1	Item	2,500	2,500	Blocked up
6A.4	Construct crossover to Station Road	1	nr	15,000	15,000	
6A.5	Footpaths / pavings	200	m2	90	18,000	
6A.6	Rubber crumb soft play surface to nursery	80	m2	125	10,000	
6A.7	Allowance for fencing and gates: Secure fence surrounding outdoor play area Fencing and gates from front car park Extra for pairs gates	1	Item	10,000	10,000	
6A.8	Site furniture: Cycle rack / store Benching Other: bins etc	1 1 1	Item Item Item	3,500 5,000 1,500	3,500 5,000 1,500	
6A.9	External lighting	1	Item	10,000	10,000	
6A.10	Signage	1	Item	5,000	5,000	
6A.11	Planting / reinstatement of grassed areas General reduction	1	Item	5,000	5,000	Allowance

Total carried to Main Summary

£ 172,500

New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project

Preliminary Order of Costs Nr. 5

<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	<u>Additional Notes</u>
6B	Drainage					
6B.1	Allowance for below ground foul and surface water drainage:					
i	Pipes / trenches etc		m		-	
ii	Manholes - plastic		Nr		-	
iii	Manholes - concrete		Nr		-	
iv	Works to existing for connections		Nr		-	
v	Reinstatement		m		-	
vi	Sundries		Item		-	
6B.2	Drainage to external pavings		Item		-	
6B.3	Allowance for on site attenuation		m3		-	
6B.4	Allowance for hydrobrake / off-site connection		Item		-	
6B.5	Diversions including manholes to new soakaway		Item		-	
6B.6	Temporary works in connection - pumping etc		Item		-	
6B.7	All-in rate for drainage generally	842	m2	65	55,000	

Total carried to Main Summary

£ 55,000

New Romney Town Council
Community Hall, Sports Pavilion and Nursery Project

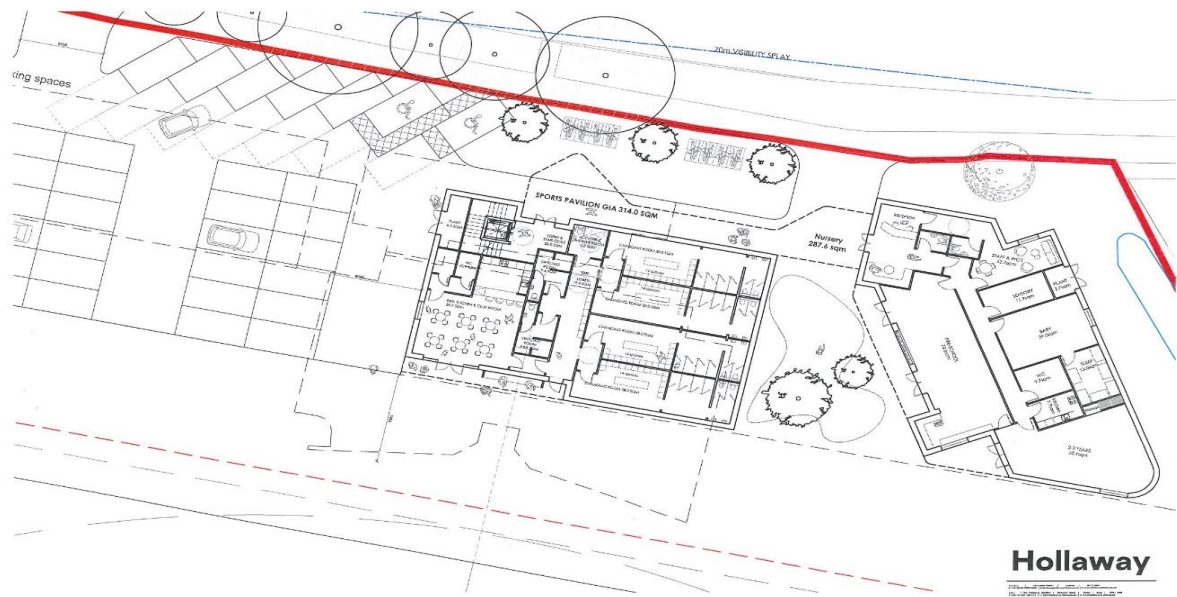
Preliminary Order of Costs Nr. 5

		December 2022 Scheme				Additional Notes
<u>Item</u>	<u>Description</u>	<u>Quant.</u>	<u>Unit</u>	<u>Rate (£)</u>	<u>Cost (£)</u>	
6C	External services					
	Provisional cost allowance for connecting to existing					
6C.1	mains services supplies					
a	Gas	1	item	-	-	N/A
b	Electrical	1	item	25,000	25,000	New incoming supply for ASHP
c	Water	1	item	10,000	10,000	
d	Data / fibre	1	item	5,000	5,000	
6C.2	Allowance for possible services diversions	-	item	10,000	-	
6C.3	Allowance for plant bases	3	nr	2,500	7,500	ASHP base and enclosure
6C.4	Builder's work trenches, ducts, draw pits and the like	1	item	10,000	10,000	
Total carried to Main Summary				£	<u>57,500</u>	

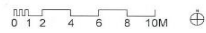
DRAWINGS USED FOR PREPARATION OF COST PLAN

Architect: Hollaway Studio
22.0054

Ground Floor Plan Option B	Dated 4th May 2023
First Floor Plan Option B	Dated 4th May 2023
Proposed Site Plan Option B	Dated 4th May 2023

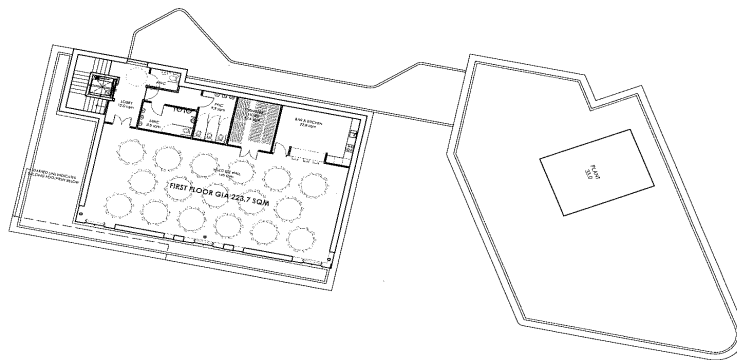


PROPOSED GROUND FLOOR PLAN

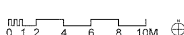


Hollaway

22.0054 SK300 08

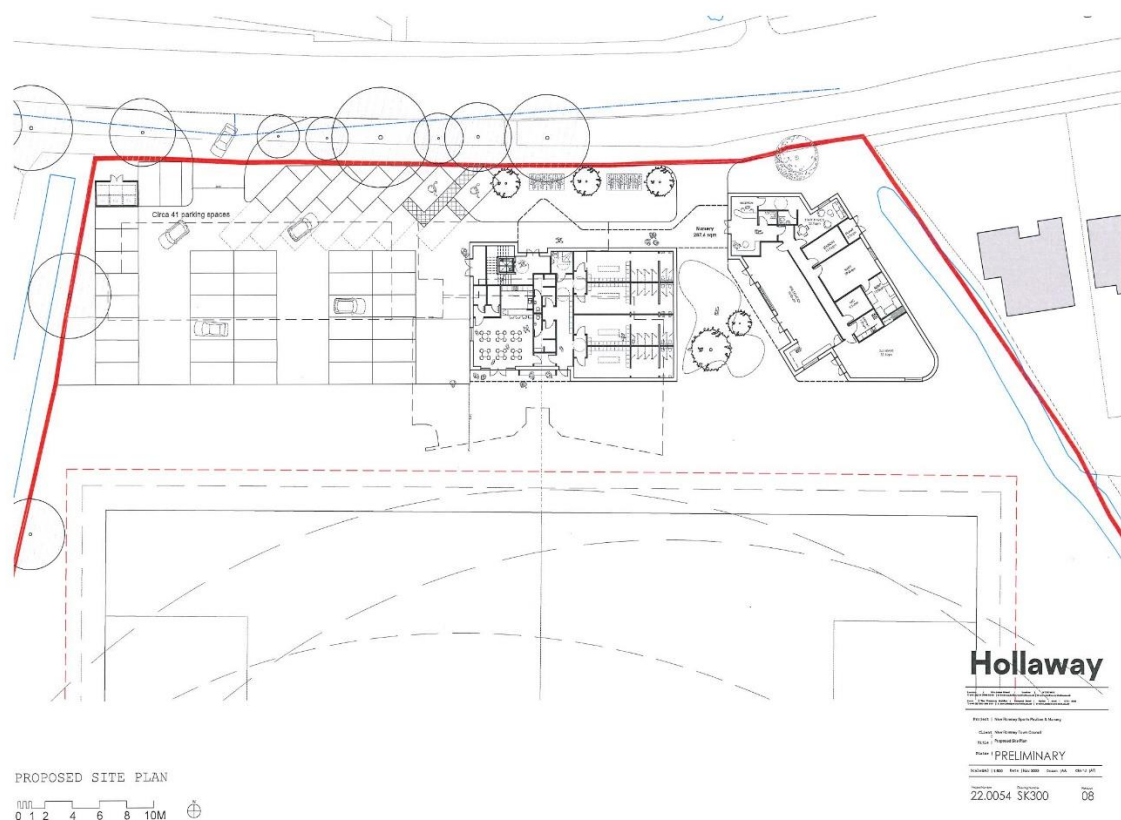


PROPOSED FIRST FLOOR



Hollaway

22.0054 SK300 08



Summary and Recommendation

The Council previously approved, by resolution, the submission of a revised planning submission, based on an outline revised project design which, it was accepted, would be further developed prior to submission. The Council authorised the Project Management Team and Architect to submit the revised planning submission as and when it was deemed to be at the relevant stage to do so on that basis. Minute Reference 421(i) (d) refers:

(d)

PROPOSED BY: Councillor Metcalfe

SECONDED BY: Councillor Coe

RESOLVED – that the Council formally agrees that the current design drawings in respect of New Build Option 3 (split buildings), as presented, will be the basis of a planning submission and acknowledges that whilst these drawings will be refined in the coming weeks, they set the parameters of the project design direction.

There have subsequently been a number of further design meetings with the key stakeholders to ensure that the revised design being submitted would meet their needs as well as the needs of the wider community, since they had continued to express some concerns that some of their needs had not been met within the

original design and to a lesser extent, the revised design. This series of discussions has resulted in receipt of a communication from the sports club to advise that it fully supports the revised project design; the key concern having previously been the need to retain as much of the sports field as possible, noting that the original design did encroach fairly significantly (7 to 8 metres) onto the grassed playing area and the revised design in its original position did not improve that situation. The developed design has flipped the positioning of the approved two separate new-build facilities so that the nursery building can be positioned tight into the corner adjacent the East Sewer and the whole footprint can be moved towards the highway, thereby, retaining as much sports playing field area as possible.

The approved revised design has now been developed in readiness to submit the revised planning submission and the submission of the application pack will be actioned as soon as an awaited report from the Planning Consultant (Highways Consultant) has been received and reviewed. It is anticipated that this will be received imminently and then, following any recommended adjustments to the site design, the planning application will be submitted, together with a draft s106 Agreement that has been prepared to link the revised application to the original application and its accompanying s106 Agreement, thereby allowing the ring-fenced s106 funds to be released for this project, in accordance with the original application and s106 Agreement. It was originally hoped that the application could be submitted ahead of the recent elections but due to the need to use a Planning Consultant (Highways Consultant) to seek reassurance that the parking and highways aspect of the project would not raise any significant planning issues, it was deemed prudent to first seek the required input. It is still anticipated that the planning application will be submitted this month.

At a meeting of the Project Steering Group on 7th June 2023, following review of the Synergy update report and accompanying updated project cost estimate, it was noted that the current cost estimate has risen above the project budget – but that there was still contingency in place which could offset this. However, it was also recognised that it was imperative to go out to tender at the earliest opportunity to test the market. It was also recognised that it would be imperative to minimise potential further delays wherever possible. With this in mind, it was the consensus of the Project Steering Group that the tendering process should not be delayed but should be undertaken in parallel with the planning submission process.

The previous Council resolution provided that a tendering pack shall be prepared in conjunction with making a planning submission and that the tendering process should commence following the initial 6 week planning consultation period – when it would be clearer as to whether there was likely to be any significant planning risk as a result of the outcomes of consultation. Minute Reference 421(i) (e) and Minute Reference 421 (i) (f) refer:

(e)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Tillson

RESOLVED – that the Clerk be hereby authorised to instruct the Town Council’s appointed architect, via Synergy, to now work up a full planning pack for submission and, following a joint pre-submission meeting of the PSG (Project Steering Group), Architect and Planning Officer, to submit the completed Planning Application to the Planning Authority on behalf of the Town Council -to include a draft deed (s106 Agreement) linking the new planning application to the original s106 Agreement which provides that 90% of the sum of £872,308.00 shall be released to New Romney Town Council on providing evidence of a signed construction contract, with the final 10% being released to the Town Council on practical completion; the afore-mentioned draft Deed to be prepared by the Council’s solicitor. Planning submission fees to be funded from the Admin & Miscellaneous Budget for 2022-23 and legal fees to be funded from the Legal & Professional Fees Budget for 2022-23.

(f)

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Metcalfe

RESOLVED – that the Clerk be hereby authorised to instruct Synergy to work in parallel on preparation of a revised tendering pack following the initial 6 week public planning consultation period so that the tendering pack can then be formally approved and Synergy authorised to go back out to tender on receipt of formal notification of planning consent.

However, it is the view of both Synergy and the Project Steering Group that it should now be put to Full Council that, in addition to the preparation of the tendering pack in conjunction with submitting the planning application (which has already been authorised), authority should be granted to progress the tendering process– which, in itself, will take approximately 12 weeks to conclude - and that this should be dealt with without waiting for conclusion of the 6 week planning consultation period. In this way, the tendering process will no longer be a ‘critical path activity’ (one that may add risk to the project eg due to creating additional delay further down the line).

It was the view of the Project Steering Group that there was no benefit in delaying the tendering process but that, in fact, it was important to progress the process with some urgency in order that the Council can be assured about the financial viability of the project; only following the tendering process can the Council make an informed decision as to whether it will be possible to enter into a Design and Build contract.

Recommendation:

- **To authorise the Synergy Project Management Team to commence work to progress the tendering process for the community hall, sports pavilion and nursery project in parallel with submission of the revised community hall, sports pavilion and nursery project planning application and without awaiting conclusion of the initial 6 week planning consultation period, including but not limited to: preparation of**

the tendering pack (previously authorised by resolution of the Council to be undertaken in parallel with the planning process), advertising the contract opportunity on the government portal and reviewing incoming tenders for shortlist, organising and engaging in the final interview process and preparing an output report and recommendations which will be presented to Full Council for consideration.

(ii) PROGRESS REVIEW – TEN KEY QUESTIONS: Submitted by Councillor Wimble

(Responses provided in blue text)

Since no update was provided by the then Mayor at the Annual Statutory Meeting, it is important that all councillors are made aware of the current position. Such a briefing will be particularly valuable for new councillors. I request answers to the following questions:

As the Annual Town Meeting took place during the pre-election period of Purdah, no reports were presented that might name individual Members or have potential to provide a platform on which to campaign for election or otherwise affect the outcome of the forthcoming election.

The Annual Town Report, which included an update in respect of the Community Hall, Sports Pavilion and Nursery Project, was, however, published on the Town Council website promptly following the election and subsequent Annual Council meeting.

All project updates, including financial updates, have regularly been issued within the monthly Full Council Agenda packs (which are published online) and have, in addition, been posted separately on the Town Council website (where Members and public can find the specific project page) and remain in the public domain for perusal at any time by Council Members and members of the public alike.

1. What is the total sum paid to Guy Hollaway Associates since he was first engaged by the council? Which fund was drawn on to make these payments? How large is the estimated additional payment in the period to the completion of the project?

Up to 31st March 2023, £150,196.01 has been incurred in architectural fees; paid from the Community Hall, Sports Pavilion and Nursery Project Reserve Fund. The source of expenditure funding has been listed on every financial report which has been issued to all Councillors within the monthly Full Council meeting agendas and as published on the Town Council website. See latest detailed project cost estimate, including projected project costs attached to this agenda for anticipated future expenditure.

2. When was the PWLB loan drawn down and what interest rate is applicable? Is this interest rate guaranteed over the whole period of the loan repayment? How much in interest has already been paid?

The Council has received consent to borrow; the application to draw down a loan has not yet been submitted by the Clerk (under authority delegated by previous resolution

of the Council) as the Council has not, as yet, been in a position to move forward with re-tendering (albeit that this process is intended to be taken forward imminently in parallel with planning submission). The interest rate is set at the time of application to borrow in accordance with the consent and is currently 5.52 per cent. The interest is fixed for the duration of the loan. NO interest has been paid to date as a loan has not been drawn down. However, the Council will be required to submit the application to borrow the funds for which it has consent by the end of the current year.

3. What is the total sum to date paid to project consultants? What specific benefits have the council received for their various services?

See attached schedule of expenditure. Expenditure has been identified on every financial report which has been issued to all Councillors within the monthly Full Council meeting agendas and as published on the Town Council website.

The Council has benefitted from a wide range of relevant Industry advice and services from highly qualified consultants, including provision of: land, structural, ecological, highways, mechanical and engineering surveys and highly detailed output reports – all required to have been provided for planning submission and to ensure the integrity and viability of the project, as well as planning consultant services to review the planning submission(s) and minimise planning risk, project management services to guide the Council through the process of undertaking a large-scale construction project, Quantity Surveyor/Cost Engineer services to provide project cost estimates and highlight cost changes including reasons (some 13 detailed cost estimates have been provided to date – eight relating to the original project design and a further five relating to the current budget-led project), architectural services required to work up original outline design(s) as well as detailed design pack(s) for planning submission, including a significant number of meetings with the Project Steering Group and /or stakeholders as well as numerous site visits, and legal services required to negotiate a very protracted and complicated land sale agreement and subsequent very protracted negotiations to agree a complicated s106 Agreement involving three parties – without which this project could not have been taken forward.

4. Has a new planning application been put forward, as promised, given that the revised plan constitutes a new development on a new placement on the site? What are the financial implications of the fact that the new plan will take at least 12 months before it goes committee, with no builder prepared to tender without planning permission?

Having taken the time to further discuss matters raised by the New Romney Football Club there has been a delay in completing the planning submission pack. However, it was important that the Football Club, as one of the key project stakeholders, felt that their needs had not been overlooked in any way. Subsequent to those additional meetings an email was received from the Football Club confirming that in light of the re-design, the Council has its full support for the project in its revised format. It is now envisaged that the revised planning application will be submitted this month (see Update Report provided by Synergy).

It should be noted that, at a meeting which took place with the Chief Planning Officer regarding the revised direction of the project, it was indicated that as there was now a precedent set for supporting this project (by way of the original planning consent and associated s106 Agreement), there should not be any major concern about a revised application. It was indicated that the main point to be aware of would be that the revised plan should provide the same level of community benefit in order that the original s106 Agreement could be linked to the revised application by way of a simple new s106 Agreement that refers to the original Agreement, thereby releasing the s106 funding that has been ring-fenced for this project.

In order to avoid further protracted legal to-ing and fro-ing following acquisition of planning consent, a draft s106 Agreement has been prepared by the Town Council's solicitor for submission with the planning application so that the District Council Legal Team can simply review it and make any minor amendments that it is felt might be required to tie the two applications together in respect of releasing the s106 funding.

It was also indicated, at that meeting, that the Town Council should not be afraid to present a revised planning application that has an entirely new footprint as that is of no consequence; the key concern will be that the revised application provides at least the same level of community benefit and the proposed development site will still look interesting. In fact, with the provision now including two new-builds, the community benefit has been increased in comparison with the original scheme. And the revised design with two separate buildings set out at angles to each other with a play space between has resulted in an interesting development and site layout

Whilst there is potential for the planning process to take some time, it has not been stated by the Chief Planning Officer that it will take 12 months.

Of course, any delay risks further increasing costs and this point has been regularly highlighted by the Project Management Team. Currently, inflationary increases have been built into the cost plan as far as the second half of 2024, however, the Council must continue to make every effort to progress to the point of tendering, hence, it has already authorised the preparation of the tendering pack in tandem with the planning submission and a recommendation is now being put to Council to authorise progression of the full tendering process in parallel with submitting the revised planning application.

5. The former mayor stated that there is a total of £3.3 million in the kitty. Does this represent the capital project fund? Does this sum include interest payments made before the start of construction? How much is scheduled to come from the council's general fund? How much to date has been taken from reserves? Is it anticipated that further sums would need to be taken from reserves in the future?

See the monthly financial statement attached hereto.

All details regarding the expenditure incurred to date and sources of project funding have been regularly identified on every financial report which has been issued to all Councillors within the monthly Full Council meeting agendas and as published on the Town Council website.

NO expenditure is scheduled to be funded from General Reserves currently and it is not currently anticipated that any funds will be taken from General Reserves as the project budget has been set based only on funds accrued for the project by budget allocations (NOT reserve fund withdrawals), land sale capital receipts, grants and donations, s106 funding and a PWLB loan.

NO interest has been incurred as yet, as the application to draw down on the loan for which consent has been granted has not, as yet, been submitted.

6. What is the current total of individual and corporate donations to the project? How can this parlous situation be reversed?

See the monthly financial statement attached hereto.

All details regarding grants/donations received have been identified on every financial report which has been issued to all Councillors within the monthly Full Council meeting agendas and as published on the Town Council website.

The fact that very little has been achieved in terms of acquiring grant funding is not a 'parlous' situation.

Definition of parlous: full of uncertainty; precarious (eg the parlous state of the economy).

The small amount of grants/donations received has been taken into account when setting the budget for the revised project scheme, therefore, it does not put the scheme in any danger financially as the budget does not anticipate any additional receipt of grants/donations. That said, Councillors have been previously asked to highlight any potential grant funding pots that the Council may be able to access for this project but, sadly, no information has been forthcoming. Whilst there has been a significant reduction in available funding sources post-covid, if any information regarding a funding source for which this project would meet the funding criteria and for which a Local Authority was eligible to apply, was to be brought to the attention of the Council, it would, of course, be beneficial to the project to investigate with a view to securing some additional funding.

6. What are the financial implications of further delays in starting the project, given that the cost of government build projects is currently going up by a minimum of 25% per year with most civic builds going up by 35%?

Of course, any delay risks further increasing build costs and this point has been regularly highlighted by the Project Management Team. Currently, inflationary increases have been built into the cost plan, however, the Council must continue to make every effort to progress to the point of tendering, hence, it has already authorised the preparation of the tendering pack in tandem with the planning submission and a recommendation is now being put to Council to authorise progression of the full tendering process in parallel with submitting the revised planning application.

In addition, further significant delays in submitting the application to draw down the PWLB loan may result in further loan interest rate increase.

Query 25% to 35% cost increases 'per annum'.

The current rate of inflation and projected rate of inflation has been taken into account within the latest project cost estimate up to mid 2024 (see cost estimate attached hereto)

7. The former mayor has boasted that the precept was cut by £3.30. Given that the costs of delivering the town's services (unless there are plans to slim them down) will be going up broadly by the rate of inflation. How then are the council's additional expenditures year on year being financed at a time when the precept is being reduced?

The former Mayor stated that the average Band D Council Tax bill had been reduced by £3.30 this year. The Precept requirement has NOT been reduced; in fact, it was increased. Due to the adjustment made as a result of the District Council's Tax Base Calculation, which is based on the number of properties within the parish (and this number has, of course, increased with completion of recent developments), the Precept required by the Town Council resulted in a decrease on the Town Council element of the average Band D Council Tax bill. The Council has, as always,

budgeted very prudently, whilst ensuring that its precept requirement is adequate to continue to provide the range of services that it already provides and to continue to improve and enhance the local environment for the benefit of local residents.

8. As a result of the litany of false starts, I am far from convinced that a project first started in 2008 will ever be delivered within the means available to the council. Should residents be impressed that over this period the council has spent thousands of pounds on the project and has nothing to show for it?

The Project first started, in earnest, in 2016; ie 7 years ago (see timeline above and expenditure schedule – both of which clearly identify 2016 as the year in which this project was commenced), with the appointment of a Project Management Team (See Project Timeline above) following preliminary consultations to explore what local residents would like to use funds for from a capital receipt and subsequent development of a Capital Spending Plan.

The Council cannot undertake a large-scale construction project without first spending funds to develop a design, prepare a planning submission and prepare and undertake a tendering process – all of which requires a range of qualified professionals to be appointed.

The Council has remained committed to delivering this project despite some major unforeseen delays which were the result of matters outside of the control of the Town Council; thus, it took the brave decision – by a significant majority in a democratic vote - to re-group and re-set when the original scheme became financially unviable even though this resulted in further delay following delays that had already been caused by the covid pandemic and the ensuing protracted planning and legal processes. If it becomes apparent that the Council might find itself back in a similar position following the imminent process of re-tendering, then it may have to take another brave decision; thus, it is important to progress the preparation of the tendering pack in tandem with submitting the revised planning application, which should now be progressed this month (see update report from Synergy) and go straight out to tender to test the market.

9. The Local Government Finance Act 2003 states that a council must show a balanced and robust budget with adequate reserves. The cut in the precept in a period of high inflation suggests that the council has not followed 'proper practice'. May I therefore be reassured that the council is able to cope with the continuing financial constraints and that its income and its reserves are both sufficient to enable the council to meet its objectives?

See point 7 above: the Council has NOT reduced its Precept. In fact, the Council absolutely DOES follow proper and, indeed, GOOD practice and undertakes a very robust annual budgeting process, which is scrutinised by and commented favourably upon by the appointed Internal Auditor. The Town Clerk and RFO ALWAYS advise the Council that it must retain at least funding sufficient to run the Council for a minimum of 6 months (until the next precept payment is due to be received) within its General Reserves in case of financial emergency, in line with 'Good Practice'. Likewise, the Clerk and RFO always advise the Council against trying to cut back its precept requirement too much, if at all, due to the risk, in the future, of referendum principles being applied at parish level, which could result in the Council being unable to raise its precept back up to a required level if it finds itself in a position whereby it can no longer maintain its level of service provision.

KALC advice on good practice is, in fact, to be unafraid to raise the precept year on year to maintain funding at a sufficient level to continue its high level of service provision, advising the residents of any increase and providing reasoning. This is exactly the course of action that the Town Council has taken to date whilst balancing the need for any increase in precept with the need to assist local residents, particularly during the current cost of living crisis. Thus, whilst the Council was pleased to convey the fact that the Town Council element of the average Band D Council Tax was actually being reduced, this was the result of very prudent budgeting which allowed the Council to raise its precept to a level that was appropriate to maintain its current level of service provision, whilst also mitigating the risk of increasing council tax bills.

Councillor David Wimble

Schedule Of Project Expenditure

Key to colour coding

Identified as funded from CHSPP in Annual Accounts 2016/2017	£ 23,228.55	
Identified as funded from CHSPP in Annual Accounts 2017/2018	£ 27,907.85	
Identified as funded from CHSPP in Annual Accounts 2018/2019	£ 121,801.58	
Identified as funded from CHSPP in Annual Accounts 2019/2020	5,386.20	
Identified as funded from CHSPP in Annual Accounts 2020/2021	£ 1,000.00	
Identified as funded from CHSPP in Annual Accounts 2021/2022	£ 123,028.38	As at 31.3.22
Identified as funded from CHSPP in Annual Accounts 2022/2023	£ 74,577.00	
	<hr/>	
	£ 376,929.56	
Less		
Furley Page Balance of 739/2018-19	-£ 2,500.00	
Kent Planning Invoice I2553 20.2.17	-£ 500.00	
	<hr/>	
Agrees to expenditure schedule total and summary	£ 373,929.56	

EXPENDITURE (Exc VAT)

<u>Consultants</u>	<u>Payment/ Inv Date</u>	<u>CHSPP Reserve</u>	<u>Admin & Misc L & P</u>	<u>Other</u>	<u>Total Paid to 31.3.23</u>
Synergy					
1617/0865	2.9.16	£ 1,000.00			
1617/1179	17.10.16	£ 1,000.00			
1617/1328	9.11.16	£ 1,000.00			
1617/1532	12.12.16	£ 2,500.00			
1617/1949	8.3.17	£ 3,000.00			
1617/2136	31.3.17	£ 3,000.00			
1718/0172	5.5.17	£ 2,000.00			
1718/0253	14.6.17	£ 1,500.00			
1718/0434	5.7.17	£ 1,000.00			
1718/0600	2.8.17	£ 1,000.00			
1718/0885	4.9.17	£ 2,000.00			
1718/1052	4.10.17	£ 1,000.00			
1718/1960	5.4.18	£ 5,000.00			
1819/0116	9.5.18	£ 2,040.00			
1819/0301	18.6.18	£ 2,040.00			
1819/0514	9.7.18	£ 2,040.00			
1819/0674	17.8.18	£ 2,040.00			
1819/0760	18.9.18	£ 2,040.00			
1819/0983	3.10.18	£ 2,040.00			
1819/1220	15.11.18	£ 2,040.00			
1819/1388	21.12.18	£ 2,040.00			
1819/1514	9.1.19	£ 2,500.00			
1819/1571	9.1.19	£ 2,040.00			
1819/1658	15.2.19	£ 2,040.00			
1819/1794	13.3.19	£ 2,040.00			
1819/1778	13.3.19	£ 1,500.00			
1920/2081	6.4.20	£ 1,000.00			
1920/1969	28.8.20	£ 1,000.00			
2021/0342	11.6.21	£ 1,000.00			
2122/0518	7.7.21	£ 1,000.00			
2122/0395	7.7.21	£ 5,000.00			
2122/0580	9.8.21	£ 10,000.00			
2122/0708	9.8.21	£ 3,000.00			
2122/0803	3.9.21	£ 1,000.00			
2122/1010	12.10.21	£ 1,000.00			
2122/1181	8.11.21	£ 1,000.00			
2122/1276	8.11.21	£ 1,000.00			
2122/1490	8.12.21	£ 2,000.00			
2122/1515	10.1.22	£ 1,000.00			
2122/1596	10.1.22	£ 1,000.00			
2122/1819	9.3.22	£ 6,874.20			
2122/1818	9.3.22	£ 5,477.68			
2223/1309	10.10.22	£ 2,266.00			
2223/1521	2.11.22	£ 2,266.00			
2223/1408	28.11.22	£ 2,500.00			
2223/1610	1.12.22	£ 1,000.00			
2223/1834	3.1.23	£ 2,266.00			
2223/2061	10.2.23	£ 2,266.00			
2223/1775	10.2.23	£ 2,500.00			
2223/1709	10.2.23	£ 2,266.00			
2223/2225	8.3.23	£ 2,266.00			
2223/2393	31.3.23	£ 2,266.00			

Total Paid to Synergy**£ 115,653.88**

J C White Geomatics					
16035	14.6.17	£	1,785.00		£ 1,785.00

Savills					
U791701	14.6.17	£	2,350.00		
U822456	6.11.17	£	400.00		£ 2,750.00

VOA					
25000053442017	16.10.17	£	1,000.00		
25000071792017	27.11.17	£	745.10		
25000100362018	27.2.19	£	2,947.65		£ 4,692.75

Kent Planning					
i2553	20.2.17	£	-	£ 500.00	£ 500.00

Guy Holloway Architects				
16.105.01	17.3.17	£	4,666.05	
17.016.01	17.3.17	£	525.00	
16.105.02	19.4.17	£	6,037.50	
16.105.03	18.5.17	£	4,528.13	
16.105.04	6.9.17	£	2,504.62	
16.105.05	16.4.18	£	7,343.70	
16.105.06	9.5.18	£	8,446.16	
16.105.07	18.6.18	£	8,446.16	
16.105.08	9.7.18	£	11,261.55	
16.105.09	17.8.18	£	11,308.09	
16.105.10	17.10.18	£	8,446.16	
16.105.11	21.12.18	£	2,815.39	
16.105.12	28.7.21	£	10,437.00	
16.105.13	28.7.21	£	13,046.25	
16.105.14	3.9.21	£	2,609.25	
22.0054.01	17.12.22	£	14,700.00	
22.0054.03	18.1.23	£	9,187.50	
22.0054.02	10.2.23	£	9,187.50	
22.0054.04	10.2.23	£	9,187.50	
22.0054.05	22.3.23	£	5,512.50	

Total Paid to Guy Holloway Architects					£ 150,196.01
----------------------------------------------	--	--	--	--	---------------------

Sweco/MLM Consulting Engineers				
2018/C5234	18.9.18	£	1,837.50	
2018/C6525	21.12.18	£	1,837.50	
2018/C6830	21.12.18	£	1,725.00	
2018/C6843	21.12.18	£	2,200.00	
2018/C7181	9.1.19	£	3,675.00	
2018/C7255	9.1.19	£	7,485.00	
2018/C7344	9.1.19	£	2,200.00	
2018/C522	15.2.19	£	1,550.00	
2018/C554	15.2.19	£	1,800.00	
2019/C1014	13.3.19	£	2,950.00	
652411787	15.6.21	£	2,850.00	
652412181	9.8.21	£	9,120.00	
652412516	9.8.21	£	4,500.00	
652412550	9.8.21	£	3,530.00	
652412767	9.8.21	£	4,965.00	
652413205	3.9.21	£	1,250.00	
661403741	3.9.21	£	1,250.00	
652424157	22.3.23	£	2,850.00	

Total Paid to Sweco/MLM Architects**£ 57,575.00**

Burro Happold Ltd

7086898 9.8.21

£ 2,250.00

£ 2,250.00

Melin Energy Consultants

111404 2.12.18

£ 695.00

114826 28.7.21

£ 3,850.00

£ 4,545.00

Greenspace Ecological

15.11.17

£ 1,095.00

21308 26.11.18

£ 540.00

21381 9.1.19

£ 715.00

21435 13.3.19

£ 350.00

21707 14.8.19

£ 2,225.00

£ 4,925.00

FH&DC

86581620

10.7.20

£ 750.00

£ 750.00

Hume Planning Consultancy

524

15.2.19

£ 1,181.72

555

29.3.19

£ 1,903.00

571

20.5.19

£ 2,161.20

£ 5,245.92

Goddard Consulting LLP

17755

28.7.21

£ 3,150.00

£ 3,150.00

Parkinson Partnership

174

16.5.18

£ 1,500.00

£ 1,500.00

Invvu

6331

10.6.22

£ 1,395.00

KH Asbestos Investigations

1/28374Q

1.9.22

£ 695.00

£ 354,455.56 £ 1,250.00 £ 1,903.00

£ 357,608.56 £ 355,518.56Current Funding Source

Furley Page LLP

CHSPP Reserve

A&M L&P

Capital Reserve

122139 25.5.19

£ 1,505.00

123518 30.7.18

£ 600.00

124190 17.8.18

£ 3,024.00

125955 7.11.18

£ 1,300.00

125955 7.11.18

-£ 1,300.00

£ 1,300.00

126833 30.1.19

£ 700.00

128375 27.2.19

£ 1,350.00

128944 4.3.19

£ 1,800.00

129574 29.3.19

£ 2,500.00

140646 1.7.20

£ 1,001.00

141498 10.9.20

£ 1,000.00

201580 5.5.21

£ 4,284.00

202639 24.6.21

£ 4,144.00

204225 29.10.21

£ 3,298.00

18.11.21		£	3,556.00		
8.12.21	£	3,332.00			
of 739/2018-19	-£	2,500.00	£	2,500.00	
13.1.22	£	2,128.00			
4.2.22	£	854.00	£	2,269.00	
24.2.22	£	1,829.00			
5.5.22			£	1,351.00	
	£	19,474.00	£	17,351.00	£ 5,000.00
aid to Furley Page to 31.3.22					£ 41,825.00
	£	373,929.56	£	18,601.00	£ 6,903.00 £ 397,343.56

NB:

* Minute ref: 678/2017-18(i) - Allocates initial budget of £8,000.00 from 2018/19 Legal & Professional Budget to progress conveyancing.

** Minute ref: 259/2018-19(iii) - Vires £8,000.00 from 2018/19 Legal & Professional Budget to CHSPP Reserve Fund to cover land sale costs.

*** Minute ref: 737/2018-19(x) - Planning submission fee £2,310.00 approved & funded from Capital Reserve Fund.

**** Minute ref: 739/2018-19(iv) - Allocates £5,000.00 from Capital Reserve Fund to cover additional legal fees in respect of formal signing of contract and signing and sealing of TP1.

***** Minute ref: 305/2021-22(iii) - Allocates £8,000.00 from 2020/21 Legal & Professional Budget for Furley Page to carry out actions re: Option 2 (to move exchange & completion).

Actions

TM - Allocations - Journal transfer to ensure funds charged to correct cost centres

Town Clerk

09/01/23