

Town Council report – East Hampshire District Council

Budget

The budget was approved at Cabinet last week, and will be going to Full Council on the 25th February.

The budget was built to support the delivery of our Corporate Strategy, along with the supporting strategies which include the Climate and Environment, Digital and Welfare and Wellbeing strategies.

The full report can be found on

<https://easthants.moderngov.co.uk/documents/b9711/Supplementary%20information%2004th-Feb-2021%2017.00%20Cabinet.pdf?T=9>

Elections

Confirmation was received this week from the Electoral Commission that the elections will go ahead in May.

People that are planning to stand in May can find out how to do this at two briefings hosted by our Election Team. Potential candidates for Hampshire County Council elections and any other by elections for East Hants District Council are being asked to join these online sessions. Look for more information on <https://www.easthants.gov.uk/news/online-briefings-being-held-election-candidates>

East Hampshire District Council Apprenticeship Scheme

This is an opportunity to mention our apprenticeship scheme as last week was Apprenticeship Week. EHDC offers employers financial support towards wages, training, and travel of an apprentice.

Business of all sizes are eligible for the scheme as long as they pay business rates to EHDC. They must offer a minimum of 30 hours per week and apprentices must live within the EHDC area.

<https://www.easthants.gov.uk/news/apprenticeships-open-doors-prominent-professions>

Public Space Protection Order (Dogs) Under Anti-Social Behaviour and Police Act 2014

Cabinet will be recommending to Council next week a PSPO in relation to the control of dogs. Following the consultation that was held in 2019, the council received over 600 responses. The following restrictions were identified.

A person in charge of a dog must remove faeces deposited by that dog.

Failure to put the dog on a lead when requested to do so by an authorised officer.

Exclusion of dogs from fences and gated play areas

Dogs must be on a lead in EHDC owned cemeteries.

£100 fixed penalty notices are adopted to tackle offences.

Cllr Julie Butler
Heath Ward

Cllr Ben Bentley
Causeway Ward

Cllr Jamie Matthews
Bell Hill Ward

Cllrs David McKinney & Matthew Gass
St Peters Ward



Festival Hall Energy Survey

1. Introduction & Background

Members will recall that concerns were raised regarding the 'climate friendly' state of the Festival Hall, and the Festival Hall Working Party were asked to investigate the requirements beyond the Foster Wilson base level of a BREEM survey as part of RIBA 3.

Cllr J Palmer has assisted the Festival Hall Working Party by shaping a brief for what would be required as follows:

Petersfield Town Council are in the process of planning for a significant refurbishment, enhancement and potential extension of the town's Festival Hall. This will be a complex and lengthy process over several years. It is therefore essential that the Council starts this process with a clear vision and aim for the building. A key component of this project will be sustainability of the final building. There is strong support within the community for actions to reduce carbon emissions and the Council's climate change strategy sets out the Council's vision to demonstrate clear leadership in this area.

The Council would therefore wish to understand what options and choices are available in terms of the building's performance in order that it can consider the most appropriate course of action.

The Council would like to commission the following works:

- *An energy survey of the building which will assess all energy uses, including: fabric performance affecting heating demand, hot water and all other unregulated energy uses.*
- *Energy modelling of the building to provide a baseline breakdown of energy use. The modelling tool used should provide sufficient granularity and also include unregulated energy.*
- *The baseline model should be verified against actual energy bills over the course of the past 2 years to ensure it is providing realistic results*
- *Four further models should then be created. These models should achieve increasing levels of energy reduction with the final model being the absolute lowest level of energy demand that is considered feasible. It is suggested that this option will be at or close to Passivhaus refurbishment levels (EnerPHit).*
- *The modelling should concentrate on fabric performance to achieve reductions, but renewable energy sources should also be modelled to provide an overall level of energy demand*
- *All modelling results should include the following metrics:*



- o Energy Demand (i.e. what the building needs)*
- o Energy delivered (i.e. energy that will need to be delivered to the building, and in what form)*
- o Space heating demand*
- o Hot water demand*
- o Lifetime Carbon emissions using cumulative long-term carbon factors taken from the Treasury Green Book and assuming a lifecycle of 60 years*
- The measures required to support each option should be clearly laid out, with a brief indicative specification for each. Where insulation is being suggested, the proposed material and thickness should be included*
- Each measure should be costed (capital costs). Within the costing, the cost of the energy reduction measure should be set out separately from works that would already be taking place as part of the general refurbishment. For example, if triple glazing is specified, this should be compared to the replacement costs for double glazing (which would be taking place anyway) and the labour/scaffolding etc costs broken out separately as, again, these costs do not relate specifically to enhanced energy performance.*
- Each measure should also be costed in terms of through life energy costs, for a 60 year lifespan*
- Priority should be given to transitioning the building away from gas to an electrical-only source for heating and hot water*
- There should be a final recommendation for the preferred option, with clear justification as to why this is being recommended.*
- All this should be presented in the form of a final report*

Foster Wilson have indicated that the results of this Energy Survey will be required by 19th April to keep the project on track, and it has therefore become necessary to bring this to Full Council now, or wait until next Council (18th March) if Public Halls had recommended to F&GP, which would have given the approved contractor one month to complete all the surveys and produce the reports.

Please note the following options based on the brief above



Contractor A

About Contractor A

Contractor A is a multidisciplinary sustainability consultancy, with years of experience working on a wide range of projects pursuing environmental certifications. We are a medium sized consultancy that is nimble and dynamic, which allows us to adapt changing project requirements and manage risk effectively.

Contractor A prides itself on having a unique ethos that is friendly yet professional and detail oriented yet practical, this ensures projects and relationships are well managed to meet high expectations.

We allocate a small team of carefully selected consultants per project so the project team can be confident that challenges and queries will be resolved quickly and efficiently.

Our expertise

Contractor A's highly skilled and diverse team features specialists in; building physics; wellbeing; engineering and architecture; environmental science and ecology. This wealth of knowledge allows us to approach sustainability with a 'systems thinking' mindset, which facilitates excellent problem solving and results in solution-driven consulting.

The team's breadth of knowledge means we understand the relationship between various technical disciplines and are able to provide solutions that are holistically sustainable and successful.

Decarbonisation Feasibility Study (Energy Survey)

Scope of works

- ☐ Site survey.
- ☐ Dynamic energy modelling of the building (using energy+) to include heating, cooling, hot water, lighting, ventilation and unregulated energy
- ☐ Calibration and verification of the baseline model with actual energy bills over the course of the past 2 years
- ☐ Analysis of 4 retrofit scenarios to reduce the energy demand close to EnerPHit levels (heating demand of 20 kWh/m²a).
- ☐ The analysis will focus on the fabric first approach, gas-free development and renewable technologies.
- ☐ Capital cost analysis of each retrofit scenario and comparison with the energy cost savings

The following is not included:

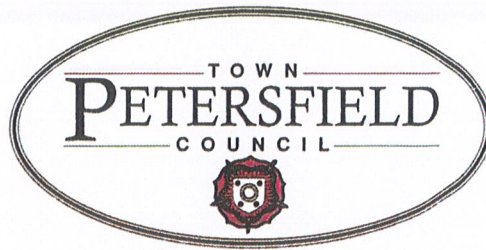
- ☐ Part L SBEM calculations

Outputs

1. Decarbonisation Feasibility Study report to include:

- ☐ Energy use
- ☐ Energy demand
- ☐ Space heating demand
- ☐ Hot water demand
- ☐ Lifetime Carbon emissions using cumulative long-term carbon factors taken from the Treasury Green Book and assuming a lifecycle of 60 years

Programme



☐ Electronic issue of Decarbonisation Feasibility Study (Energy Survey) within 20 working days of appointment and site visit (based on all required information being obtained).

Total Cost Decarbonisation Feasibility Study (Energy Survey) 4,950.00 (Exclusive of VAT)



Contractor B

Fee Proposal

1 Scope of Works

1.1 Fees are based on the e-mails and telephone conversations with Stephen J Field, Petersfield Town Council

1.2 Contractor B are M&E and Building Physics specialists. Our fee proposals relate to the provision of Building physics Consultancy and Advice only.

1.3 For the M&E Energy Strategy and/or Building Physics work, we align our processes with the Architect's RIBA plan of work stages for consistency.

1.4 This fee proposal assumes that the new extensions will achieve AECB building standard as a minimum. (The AECB building standard is approximately between the building regulations minimum requirements and the Passivhaus standard.) For existing buildings fabric upgrades will also need to be addressed to reduce energy demand in addition to the installation of renewables. For retrofit projects, the extent of fabric upgrades we typically require is improved roof insulation, new double/triple glazed windows (and/or secondary glazing), improved air tightness, improved ventilation system and additional wall insulation (either internal or external). The extent of the fabric improvements required will take into account moisture safety and the listed status of the project. This is a standard Contractor B suggest is a suitable minimum and may be above and beyond the minimum requirements. We will require confirmation that the above requirements are intended to be met before we are able to provide a fee proposal and/or carry out any further work than that described below. We require the above, primarily to reduce energy, reduce carbon emissions, improve thermal comfort for occupants and to help reduce the complexity of energy strategy options.

1.5 We have assumed that the Festival hall improvements include additional roof insulation, secondary glazing and/or double/triple glazing to all windows, improved air tightness, improved ventilation systems, and as much internal/external wall insulation to the other walls as the conservation office will allow. We have had success with Conservation and heritage buildings with respect to thermal fabric improvements we have found that producing a robust case is essential and we have worked in conjunction with Heritage and Planning and Conservation specialists to do this with good success.

1.6 As you are completing a range of refurbishment works, we would assume you would have a QS on board for the project. We are able to provide the modelling results and model assumptions to a QS to review but we have not allowed for assisting with the costing side of the improvement options.

1.7 Please note, this fee proposal does not cover the full list of items detailed in the list of requirements from Petersfield Town Council. Some items which are included also have a reduced scope. This is a reduced level of detail from our original proposal dated 11/02/2021. The original fee proposal also included many items which we have found to be useful at this stage on other similar projects to inform the improvement options, improve the accuracy of the model and to mitigate risks at the next stages, these items have now been omitted, as discussed.

1.8 Please note, we shall require an air test certificate to be provided for the project as a whole (or certificates covering all areas of the existing building).

1.9 We have assumed that there are no domestic elements to this project.

1.10 We have assumed that a step-by-step approach to the retrofit is not being taken.

1.11 Contractor B are signatories of Engineers Declare. Please see further details of this here: <https://www.buildingservicesengineersdeclare.com/>. To uphold this declaration, our advice will,



where relevant, identify opportunities to reduce carbon emissions in the project.

1.12 Key information

- Contractor B holds PI cover to £5M
- Our hourly Rates for further work excl. VAT are:
 - Director £100.00
 - Principal Engineer £90.00
 - Senior Engineer £75.00
 - Project Engineer £65.00
 - Graduate Engineer £45.00
 - Technician £45.00

RIBA Stage 3 Building Physics (Early-Stage Advice) — Baseline Model

2.1 Contractor B shall review the existing building. We have allowed for a site visit for a Senior Engineer/Consultant to review the existing building (3No hours on site). Please note, this is not an energy survey.

2.2 For non-domestic projects, there are default internal gains profiles for both Offices and Schools. At detailed design these are refined from being default figures to being site specific and detail out exact occupancy profiles, equipment profiles etc. Due to the usage of this building, we originally allowed for assessing these unique profiles in depth however, to reduce costs, in this fee proposal we have assumed that we shall use the default internal gain figures for a School. We shall make assumptions on the hot water usage and primary energy. Please note, these assumptions will need to be refined at detailed design stage.

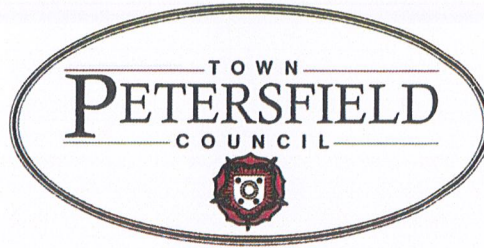
2.3 To improve the accuracy of the Baseline model, as much information as possible on the following items will be required (if not available, we will need to make assumptions);

- Fabric build-ups and performance of materials (U-values and conductivities) for the existing building.
- Thermal bridging details
- M&E equipment (both existing and proposed including heating design, hot water designs and ventilation systems).
- Most recent EPC and display energy certificates (2No years)
- Last 2 years energy bills including the space heating independently metered readings.
- Air test certificate to input into the modelling to be provided for the project as a whole (or certificates covering all areas of the existing building).

2.4 Please note, we shall verify the space heating demand only against the actual energy bills over the last two years (i.e. hot water and electricity will not be included). To align the figures, we shall adjust the air change rate in the PHPP model only. For this we shall require the space heating independently metered readings.

2.5 Contractor B shall develop an early-stage whole building energy model of the building using PHPP. We have allowed for completing INo PHPP baseline model only i.e. modelling the building as a whole. We use PHPP on most projects to be able to advise on thermal fabric performance, thermal comfort and potential energy/carbon improvements. PHPP provides a detailed energy balance and takes into account solar & internal gains (default internal gains based on a school), gives us an overview of parameters such as overheating risk for the building as a whole. The figures for primary energy and domestic hot water loads shall also be reviewed however, please note these shall be based on default figures only. Please note, by using default figures for items such as internal gains, primary energy and domestic hot water this will reduce the accuracy of the model.

2.6 Due to the scale and usage of the building, the PHI may require the building to be split into a number of models, we have not allowed for this. We have allowed for completing INo PHPP baseline model only i.e. modelling the building as a whole.



2.7 This review shall cover the operational energy of the building only i.e. no embodied carbon elements shall be reviewed.
Fee Proposal

2.8 We shall identify the key thermal bridge junctions. At this stage assumptions shall be made on thermal bridging performance figures (these shall require further review and calculation at the detailed design stage). We have not allowed for these thermal bridges to be reviewed, commented on and/or optimised.

2.9 We have allowed for inputting default figures for the existing the heating/cooling and ventilation systems into the modelling.

2.10 We have allowed for using the generic PHPP assumptions for single glazing and metal frames only. We have not allowed for including the thermal bridges from the mullions and transoms from the windows.

2.11 We require drawings (plans, sections, elevations, roof plan and site plan) and also window schedules to complete the measurement phase. These drawings will need to be to scale in pdf format.

2.12 Should we feel that additional time is required to achieve the necessary requirements or if major design changes require re-measurement of the building to a significant extent, we shall advise the team of additional fees to be charged at the rates described above.

2.13 We have allowed for one design team meeting (2No hour) via Video Conference following the review of the building to determine the next steps for the modelling. We anticipate that this will be with a Senior Engineer/Consultant. This meeting shall allow us to;

- o Summarising the building physics work undertaken.
- o Highlight key design considerations to the design team.
- o Discuss the findings and agree the modelling strategy and targets with the team which are to be taken forward at the next stage.

3 RIBA Stage 3 Building Physics (Early-Stage Advice) — Energy Improvements

3.1 Following the creation of the 'Baseline' model, Contractor B shall develop 4No thermal models of the building using a whole building energy modelling software, PHPP. These models will achieve increasing levels of energy reduction with the final model being the absolute lowest level of energy demand that is considered feasible. The final options shall be as close to the EnerPHit standard as possible.

3.2. We identify potential Certification standards which could be targeted based on the space heating demand results only.

3.3. The main criteria for the key standards we normally work to are below for comparison. We recommend targeting the EnerPHit standard as a minimum standard to ensure thermal comfort, high quality, low energy, low carbon and low/zero performance gap (the difference between how the proposed building should perform vs how it actually performs).



			AECB Building Standard	EnerPHit (retrofit)	Passivhaus (Classic)	Passivhaus (Plus)	Passivhaus (Premium)
Heating	Heating Demand	kWh/(m2 annum)	40	25	15 (or 10 W/m2)	15 (or 10W/m2)	15 (or 10 W/m2)
Air tightness	Pressurisation test results n50	1/h	1.5	1.0	0.6	0.6	0.6
Renewable Primary Energy (PER)	Per demand	KWh/(m2.annum)	Varies Wh	Varies	60	45	30
	Renewable energy generation	KWh/(m2.annum)	N/A	Varies	N/A	60	120
Summer Overheating	Percentage of hours above 25 degrees C	(%)	<10% and <5% recommended				
Third Party Certified for Quality assurance			No	Yes	Yes	Yes	Yes

3.4 The modelling above shall be used to advise the design team on thermal fabric performance and potential improvements or options. The building's thermal performance will have a significant impact on the energy strategy and systems that are suitable and efficient for the proposal.

3.5 We have allowed time to provide supporting advice and responding to design queries from the team.

3.6 We have allowed for the thermal bridges to be improved based on a generic percentage improvement.

3.7 We have not allowed for time to review the air tightness strategy.

3.8 We shall not review the overheating risk or natural ventilation i.e. any passive cooling strategies.

3.9 We have allowed for reviewing the heating/cooling and ventilation strategy and inputting default values for a system into the modelling based on default figures for the proposed systems. For any improvements to the proposed systems, the modelling will concentrate on fabric performance to achieve reductions, but renewable energy sources (default assumptions) will also be modelled to provide a guide for approximate overall level of energy demand that might be expected. Please note the renewable and M&E systems shall be based on default data only for all systems and will need to be refined at detailed design stage.

3.10 We shall advice on the U-values for the main build-ups, advice on construction thickness and materials for the improvement options. We have allowed for 4No. hours to review the proposed build-ups including the roof, walls and floor. This work will review the proposed build-ups in terms of their moisture risk and if necessary, advise on ways that the moisture risk could be reduced. This work does not allow for running any moisture risk calculations e.g. Glaser or Wufi. Once a proposed build ups is known, we can provide a separate fee proposal for this work if required (please note that for internal wall insulation, a Wufi moisture risk calculation will likely be required). We are able to advise on materials and thickness of materials to achieve a specific level of energy performance and will endeavour to ensure that any recommendations are reduced risk however, internal/external insulation is complex and therefore we would strongly advice as part of the details design, any materials/thickness are reviewed using the moisture risk assessment software, Wufi to ensure that the proposals are safe. Please note, elements of this section of work are likely to be above and beyond typical scope of works.

3.11 When targeting AECB and/or the Passivhaus standard, the window performance is particularly key. We have allowed some time to obtain generic window performance data (please note, the availability of this information will be dependent on the manufacturer/supplier).

3.12 The modelling shall provide the space heating demand, overheating risk (for the building as a whole) for the 4No improvement models. We shall also provide figures for the primary energy demand and hot water demand based on the default assumptions.



3.13 We have not allowed time for calculating the operational carbon emissions (cumulative long-term carbon factors taken from the Treasury Green Book and assuming a lifecycle of 60 years) from the results.

3.14 We have allowed for one design team meeting (1No hour) via video conference following the PHPP modelling work. We anticipate that this will be with a Senior Engineer/Consultant.

3.15 As you are completing a range of refurbishment works, we would assume you would have a QS on board for the project. We are able to provide the modelling results and model assumptions to a QS to review but we have not allowed for assisting with the costing side of the improvement options.

3.16 We have not allowed for costing each measure in terms of through life energy costs, for a 60 year lifespan.

3.17 Contractor B shall put together a report summarising the above work. This report will summarise the prediction of likely space heating demand. The energy consumption will be broken down by use but please note, these shall be based on default assumptions only. We shall provide detailed advice on the impact of potential changes to the design for energy efficiency and provide comparison against benchmarks/ targets. We shall make recommendations on the preferred options with clear justification as to why this is being recommended.

3.18 Please note, at this end of this stage, if you wish to proceed with Passivhaus/EnerPHit certification, the PHPP model will require further improvement i.e. detailed M&E systems and internal gains profiles before being sent to a certifier pre RIBA Stage 4. We have not allowed for this as part of this fee proposal.

3.19 We have allowed for one design team meeting (2No hour) via Video Conference following the review of the building improvement options. We anticipate that this will be with a Senior Engineer/Consultant. This meeting shall allow us to;

- o Summarising the building physics work undertaken.
- o Highlight key design considerations to the design team.

4 Additional Optional Services

4.1 We have not included for the following work at this stage:

- RIBA Stage 4 onwards Building physics consultancy.
- RIBA Stage 0-7 M&E consultancy
- Energy Strategy meeting/report
- Embodied carbon calculations/reviews
- Certification
- Part L calculations e.g. SAP/SBEM
- Energy and sustainability statements
- Air testing
- Thermal Bridging calculations (Typical standard 2D)
- Thermal Bridging calculations (complex 2D and 3D)
- Energy/Sustainability Statements
- CIBSE TM52/59 Overheating risk assessment (Dynamic)
- Occupancy Evaluation
- Monitoring
- Moisture risk assessment

4.2 A separate fee proposal for the above optional services can be provided on request as the design is developed.

5 Additional Notes

All work shall be invoiced monthly in arrears and our terms of 14 days. Please also see our terms and



conditions of business. We reserve the right to withhold design information if payments are not received. This quote is valid for 30 days. Our fees are liable for VAT; this has been indicated at 20% but the rate prevailing at the point of each invoice will be added.

Changes to the design or additional work and shall be invoiced at £75/hr plus VAT. Travel is charged in addition at 45p/mile or train/fare costs for all meetings. Conference calls and any meetings held in the Contractor B office shall be charged on an hourly rate. We recommend allowing for 1 hour for a conference call design team meeting. Site visits are assumed to be 2 hours on site and exclude travel expenses. All meetings are assumed to be held on weekdays.

The following items are specifically excluded:

- Additional Specialist design/consultation fees, utilities mapping fees
- Optional Items described above (Please let us know if you would like a fee proposal for these works)
- Below ground Drainage
- Rainwater goods
- Air Tightness Testing
- Energy Monitoring — Please request a separate fee for energy and monitoring equipment
- Contract administration (this includes the signing and checking of Collateral Warranties)
- Whole house control systems — Contractor B can work with a specialist to coordinate with
- Whole house controls.
- Certifier and Lodgement fees. We can obtain quotes for certifiers, if required.
- Fire Engineering including Suppression and Sprinkler Design
- Acoustic Engineering
- Lift Engineering/design
- Any other items not specifically mentioned in this fee proposal
- Time and legal expenses associated with satisfying the client/further requirements e.g. Collateral Warranties. We will, if we see fit, seek legal advice on contractual documents we are required to sign, and pass on cost to the client.
- If you have any queries, please do not hesitate to contact us. We look forward to hearing from you.

1 RIBA Stage 3 Building Physics (Early-Stage Advice) — Baseline Model	£9,165.00
1 RIBA Stage 3 Building Physics (Early-Stage Advice) — Energy Improvements	£8,400.00
Total Net Amount:	£17,565.00

Contractor C

Many thanks for the opportunity to tender for the energy survey work at the Petersfield Festival Hall. I have taken the time to read through the documentation available from the Project section of the Council website, and can see that it is both an impressive building, and also would greatly benefit from the modernisation programme in the architectural proposals. I note also that it is a project of significant scale, and one that we would be very pleased to work on with the Council.

Contractor are a leading provider of building services and physics design, and as part of this we offer an extensive building surveying and modelling service, built around the Passivhaus Planning Package (PHPP) software, but also utilising dynamic thermal modelling and other specialist software. As such, we are highly experienced in the kind of survey+model work that is required at the Festival Hall. We also have extensive experience in designing public spaces and performance spaces such as theatres. I won't list our design experience here, but we can provide a bid document if required, that will give a more complete picture. Recent or ongoing projects involving PHPP energy models from surveys have been conducted for Exeter



Cathedral, Westminster Abbey, Norwich Bishop's Palace, Abingdon School and a number of others including a framework appointment with the University of Oxford.

Contractor C are also experienced Passivhaus designers, and are involved in some of the largest new-build Passivhaus schemes in the UK at the moment, including 117 new homes in the Borough of Ealing, an £80m student village for the University of West of England, and a net zero carbon Passivhaus office building for Loughborough University. We also regularly design to the Enerphit standard, and would be very pleased to see if retrofit options at the Festival Hall can achieve this difficult target.

Contractor C note your requirement for whole-life carbon analysis over a 60-year period. We regularly conduct WLC studies and use these to help guide strategic decisions regarding building services and building envelope. These are generally done in conjunction with a structural engineer if they are to include changes to the structure of the existing building, but Contractor C can conduct full WLC on projects that are non-structural without additional input. This work will focus on operational carbon emissions and can encompass the four scenarios suggested in your briefing document. I would suggest that while four scenarios is a sensible total, in practice there may be different trade-offs that are worth considering, which do not fit neatly into a gradually improving energy picture. There are sometimes trigger points at which a new approach can be more easily taken – for example a certain level of fabric improvement that gives rise to much more cost-effective deployment of heat pumps.

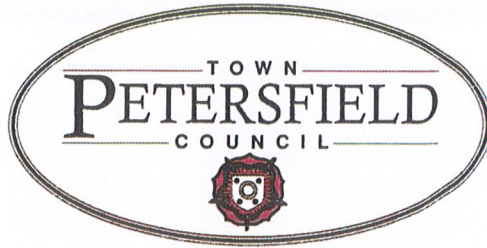
I have included below our outline fee proposal and inclusions, but after the meeting on Thursday, if we are shortlisted, we can provide a more comprehensive fee letter, and a bid document if required.

We will provide the outputs detailed in your commissioning briefing, comprising:

- Non-intrusive energy surveys of the existing building for fabric, services and unregulated energy use;
- A comprehensive and utility-bill calibrated PHPP energy model of the building;
- 4No. optioneering outcomes, improving on the existing building and taking it through to Enerphit or as near as feasible, in rational steps;
- Optioneering to include 60-year whole life carbon evaluation of operational carbon
- A final report and presentation to the stakeholder group, clearly highlighting our preferred option

We have included:

- Reasonable travel expenses;
- 4no. virtual/Zoom meetings with designers and stakeholders during the study;
- 1no. virtual/Zoom stakeholder presentation;
- Indicative cost estimates based on previous projects or supplier quotes;
- We assume a single workflow without significant delays or redesigns, and commissioned in a reasonable timeframe from our appointment.



We have excluded:

- Intrusive surveys or thermography;
- Detailed cost consultancy, which we do not provide;
- Detailed building services design of proposed systems;
- Any other third-party costs;
- Finite element modelling of thermal bridging, which we can provide on a time charged basis if required;
- VAT.

Our proposed fee for the above work is £9,400.00 + VAT.

Recommendation

Based on the cost being closest to the original indicative cost, and that Foster Wilson have worked with contractor A in the past and has indicated their willingness to work with them again, it is recommended that members consider Contractor A as the approved contractor.

Date: 17/02/2021

Petersfield Town Council NEW

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Time: 18:55

Current/Savings Bank A/c

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2021	Wex Europe Services (uk) Ltd	WEC	66.43		Truck fuel
04/01/2021	Lex Autolease Limited	LXL001	355.50		Truck rental HT19 LRE
04/01/2021	WPS Insurance Brokers & Risk S	WPS/Jan	1,111.82		CouncilGuard - renewal
07/01/2021	Lex Autolease Limited	LXL001_	10.00		Purchase Ledger DDR Payment
08/01/2021	LLoyds Fees & Charges Jan M10	LB INT 10	12.82		LLoyds Fees & Charges Jan M10
11/01/2021	Wex Europe Services (uk) Ltd	WEC	111.52		Fuel - truck
11/01/2021	LeasePlan UK Ltd	NET	358.62		Truck rental HX67 RZO
12/01/2021	HMRC PAYE/NI December	PAYE/NI 9	6,689.36		HMRC PAYE/NI December
12/01/2021	WPS Insurance Brokers & Risk S	CN_WPS	-1,967.86		Credit note - Engineering Ins
13/01/2021	Dyce Energy Ltd	DEL001	148.01		Gas - Ave Pav
15/01/2021	Cardnet Fees & Charges Jan	CARDNET 10	6.83		Cardnet Fees & Charges Jan
18/01/2021	Yu Energy Retail Limited	YERL001	37.64		Electric - Ave Pav
18/01/2021	Wex Europe Services (uk) Ltd	WEC_a	75.08		Fuel - truck
18/01/2021	Haven Power Ltd	HP	1,163.13		Electric - T & F Halls
18/01/2021	Crown Oil Ltd t/a Crown Gas &	CGP001	1,527.34		Gas - Town & Festival Halls
18/01/2021	LLoyds Credit Card	Creditcard	389.91		Credit card January
18/01/2021	SmartestEnergy Business Ltd -	Jan 2021	117.97		Purchase Ledger DDR Payment
19/01/2021	First Data	Jan 2021	25.60		Purchase Ledger DDR Payment
20/01/2021	Staff Wages January 2021	STAFFWAG10	23,739.68		Staff Wages January 2021
21/01/2021	HAMPSHIRE COUNTY COUNCIL	HCC	100.00		Rent for Paddock Way
21/01/2021	LGPS Hants Pension payment Jan	PENSION 10	7,634.91		LGPS Hants Pension payment Jan
22/01/2021	Cluson Engineering Ltd	CEL	69.72		Workwear
22/01/2021	Do The Numbers Ltd	DTN	350.00		Internal audit fees
22/01/2021	Microshade Business Consultant	MICRO	995.76		Software & server support
22/01/2021	PHS GROUP PLC	PHS	607.09		Waste removal
22/01/2021	RIALTAS BUSINESS SOLUTIONS	RBS	70.80		MTD for VAT Annual support
22/01/2021	Elite Playground Inspections	SASP	310.00		Monthly inspections
22/01/2021	Trade UK	SFD	610.94		Building repair supplies
22/01/2021	Society of Local Council Clerk	SLCC	379.00		Full Mem'ship - Neil Hitch
22/01/2021	Travis Perkins Trading Company	TP	54.11		MOT Type 1 bulk bag
22/01/2021	VoxIT Limited	VOX	127.20		Server support/maintenance
22/01/2021	Sparsholt College	SC	500.00		Repay employer contribution
22/01/2021	Zip Heaters (UK) Ltd t/a Zip W	ZHUL01	97.98		Element kit for Econoboil
22/01/2021	HAMPSHIRE COUNTY COUNCIL	HCC	561.17		Refuse sacks
22/01/2021	U.K. OFFICE SYSTEMS LTD	UKOS	671.65		Copier charges
25/01/2021	Wex Europe Services (uk) Ltd	WEC	103.34		Fuel - grounds truck
25/01/2021	Except circum Grant Inbetween	ECGRANTIBC	1,500.00		Except circum Grant Inbetween
27/01/2021	Cavendish Communications	CC	134.45		Mobile calls & charges
27/01/2021	Focus Group	FOC	296.64		Calls, charges & services
28/01/2021	Eden Springs UK Ltd	ESUKL	130.32		Office water
28/01/2021	Veolia ES (UK) Ltd	OUKL	384.60		Waste removal
29/01/2021	SUEZ Recycling and Recovery UK	SITA	1,430.11		Waste removal
Total Payments			51,099.19		