

PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held via Zoom teleconferencing facility on Thursday 18th February 2021 at 6.30 pm

PRESENT: Cllr Mrs L Farrow (Town Mayor), Cllr P Bisset, Cllr P Clist, Cllr JC Crissey, Cllr J Deane, Cllr S Dewey, Cllr J Lees, Cllr C Paige, Cllr J Palmer, Cllr Z Parker and Cllr P Shaw

Also in attendance: County Cllrs R Mocatta and R Oppenheimer, District Cllrs B Bentley, Mrs J Butler and M. Gass, Mr N Hitch (Town Clerk) and Mrs S Fisher (Committees Administrator). There were 5 members of the public and no press present

Members were informed that the meeting would be recorded and that the recording would be retained until the minutes of the meeting had been approved. There were no objections.

C 1423 TOWN MAYOR'S REMARKS

The Town Mayor welcomed everyone to the meeting and expressed concern that the number of Covid-19 cases in the area was still high.

C 1424 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Matthews and District Cllr D McKinney.

C 1425 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT (2011)

There were no requests for dispensation.

C 1426 DECLARATIONS OF INTEREST

There were no declarations of interest.

C 1427 APPROVAL OF MINUTES

It was noted that Goodyer Meadows had been misspelt in the minutes of the January meeting and should be corrected.

RESOLVED: subject to the agreed amendment, the minutes of the meeting held on 21st January 2021 be received and approved

C 1428 PUBLIC REPRESENTATION

There were no requests from the public to speak.

C 1429 COUNTY COUNCILLORS' REPORTS

Members received the report from County Cllr R Oppenheimer (*see appendix A*) and thanks were expressed for the extensive gritting programme during the recent cold weather. County Cllr R Mocatta gave a verbal report and advised that Hampshire County Council will be consulting on active travel measures from 22nd February.

C 1430 DISTRICT COUNCILLORS' REPORTS

Members received the report from District Cllr Mrs J Butler (*see appendix B*). Support was expressed for the proposed Public Space Protection Order (Dogs).

C 1431 TOWN CLERK'S REPORT

Members received and noted the Town Clerk's report (*see appendix C*).

C 1432 COMMITTEE REPORTS

(a) Planning Committee

RESOLVED that the Minutes of the Planning Committee held on 2nd February be received

(b) Town Development Committee

RESOLVED that the Minutes of the Town Development Committee held on 5th February be received

(c) Public Halls Committee

RESOLVED that the Minutes of the Public Halls Committee held on 8th February be received

(d) Grounds Committee

RESOLVED that the Minutes of the Grounds Committee held on 11th February be received

(e) Finance and General Purposes Committee

RESOLVED that the Minutes of the Finance and General Purposes Committee held on 15th February be received

Public Halls Committee

PH 1387 PRESENTATION FROM FOSTER WILSON ARCHITECTS

Members considered the recommendation from the Public Halls Committee to include the Festival Hall offices (Festival Chambers) in RIBA stage 3 for the proposed redevelopment of the Festival Hall. The recommendation from the Public Halls Committee includes the estimated total cost of the refurbishment project for the purposes of transparency, however this is not a definitive amount. The costing work was to enable a comparison between options 1 and 2 and in fact the difference in price between the two options was almost minimal. The cost of RIBA stage 3 is unaffected by this decision. The project is divided into separate discrete zones and it will be possible to pick and choose which of those to undertake. Members had read and understood the reasons for choosing option 2 as the preferred option. Cllr JC Crissey requested a recorded vote. Cllr J Deane proposed the resolution and this was seconded by Cllr JC Crissey. Cllrs P Bisset, P Clist, JC Crissey, J Deane, S Dewey, L Farrow, J Lees, C Paige, J Palmer, Z Parker and P Shaw voted in favour. There were no votes against nor abstentions.

RESOLVED to bring the Festival Hall offices (Festival Chambers) into community use and include them in the Festival Hall RIBA stage 3 planning using Foster Wilson's option 2 at a total cost of £11,866,000

It was agreed that a press release should be put out to explain the decision and clarify the proposed costs.

Grounds Committee

G1403 BELL HILL PLAY AREA FENCING

RESOLVED that Fenland Leisure be chosen to supply and deliver the bow top fencing for the Bell Hill toddler play area at a cost of £3,367.25 plus VAT with the funds coming from Capital Earmarked Reserves

C 1433

ENERGY SURVEY FOR FESTIVAL HALL

Within the context of the proposed redevelopment of the Festival Hall members had decided to investigate the possibilities for improving the building's energy use and emissions, over and above the base level BREEM survey as part of RIBA stage 3. The energy survey is to provide a range of interventions from the cheapest and easiest to a full intervention. The aim would be to dovetail the agreed energy reduction measures alongside the refurbishment of the building. Due to the tight timetable for RIBA stage 3 and to avoid the timetable being derailed, the energy survey is required by 19th April and therefore a contractor had to be agreed.

Members considered the 3 quotes for the work (*see appendix D*). Members agreed that quality and value for money were more

important considerations than the actual cost of the work. Contractor C had significant experience and the appropriate software to carry out the work and its quote answered the brief well and was the most extensive. A building services consultant would be required to input information to the quantity surveyor in order for Foster Wilson to prepare the costs.

Cllr JC Crissey requested a recorded vote. Cllr J Deane proposed the resolution and this was seconded by Cllr JC Crissey. Cllrs P Bisset, P Clist, JC Crissey, J Deane, S Dewey, L Farrow, J Lees, C Paige, J Palmer, Z Parker and P Shaw voted in favour. There were no votes against nor abstentions.

RESOLVED that contractor C, Quoda Consulting, be selected to carry out an energy survey of the Festival Hall by 19th April at a cost of £9,400.00 plus VAT with the funds coming from Festival Hall Maintenance Fund Revenues account

Tim Foster and Jonathan Size from Foster Wilson Architects were thanked for attending the meeting and for their help.

C 1434 **PROPOSAL TO MARK 2021 ANNIVERSARIES AND DEDICATE THE ALLIED STONE**

Members received and considered the report regarding the proposal (*see appendix E*). The initial idea had been to incorporate all 3 events (the dedication of the Allied Stone, and the 100th anniversary of the War Memorial and the Royal British Legion) into one event in May but this is now unlikely and so a new proposal will be brought to the March Full Council meeting for consideration. Cllr J Deane was thanked for his hard work around remembrance events.

C 1435 **SCHEDULE OF PAYMENTS FOR JANUARY 2021**

RESOLVED: to approve schedule of payments for January 2021 (*see Appendix F*)

There being no further business the meeting closed at 7.36 p.m.

**COUNTY COUNCILLOR REPORT
TO
ALL PARISH COUNCILS
IN PETERSFIELD HANGERS**

1 FEBRUARY 2021

1. HCC awarded £27m for decarbonisation of schools

I am delighted to report that the Government has awarded £27m to HCC to carry out improvements to the energy efficiency of buildings. The award comes from the Public Sector Decarbonisation Fund. This is a great vote of confidence in HCC. The funds will help us meet our carbon reduction targets whilst reducing energy bills. This will save taxpayers' money and give schools more cash to spend on classroom learning.

The funds will be spent as follows:

- A £6.7 million programme for the installation of solar panels (solar photo voltaics); and
- A £20.2 million window replacement programme to improve insulation levels by replacing inefficient single glazed windows with modern, double glazed units.

Across the two programmes, in total around 370 Hampshire schools and several County Council corporate buildings are expected to benefit. For Parish Councillors with links to local schools, I would encourage you to ensure that the school has responded to the energy survey sent out in January by the HCC Energy Team. This response is needed for the school to get in the line for these measures.

2. Local Transport Plan consultation

It is a statutory requirement for County Councils as Transport Authorities to produce a Local Transport Plan in line with the Transport Act (2000) and the Local Transport Act (2008). The existing Local Transport Plan for Hampshire was developed in 2011 and was the third such plan. HCC is now consulting on a replacement for that plan which we are abbreviating to "LTP4".

LTP4 has a lot to consider. There are huge pressures on the highway network from new housing and population growth. Climate change means we must reduce emissions - we also want healthier places with more sustainable transport. Within both communities and businesses there are often different views on priorities, and that means we need as much feedback as possible.

We are keen to engage widely and would welcome your views. HCC has set up an LTP4 microsite with some really useful background information and an online survey. I would encourage you all to visit the microsite and have your say. Here is the link:

<https://www.hants.gov.uk/transport/localtransportplan>

Later this year a draft plan will be produced, and there will then be a further public consultation on that draft. I will let you know when that happens.

3. Round-the-clock salting during freezing weather

This winter Hampshire Highways teams have been out 24/7 doing all they can to keep Hampshire's roads clear and safe. As well as the main roads, the teams are also treating roads leading to COVID vaccination and testing centres. We have additional gangs hand-salting the entrance and footway areas at these sites.

Each salt run takes approximately three to four hours. Once the first run is complete, teams return to their depots to re-load, ready for the next run. We have good stocks of salt, with more deliveries scheduled.

Forecast road surface and air temperatures, wind speed and direction, rainfall, and ice formation are all important factors in putting the winter fleet to work. Roads are treated with salt before temperatures drop to freezing to try to stop frost and ice forming. Temperatures and conditions can vary significantly within Hampshire, so winter teams look at a number of distinct weather bands to help decide when and where to put the winter fleet to work.

Hampshire Highways' dedicated fleet of 43 winter vehicles are fitted with the latest technology to ensure salting is accurate and efficient, including full GPS guidance and automatic salt delivery. The vehicles also have Euro VI efficient engines and dedicated snow ploughs.

4. Byways Open to All Traffic

As many of you know, the BOATs in East Hampshire are regularly damaged by dirt bikes and 4x4s. Our clay soil and chalk substrata can result in the damage being acute in winter. This issue of vehicles using the BOATs for sport therefore restricts access to the National Park, damages the natural environment and causes noise nuisance and air pollution for residents and visitors.

I and others have been campaigning for the last three years to get these BOATS reclassified as Restricted Byways. As a result of our initial efforts HCC and SDNPA undertook a pilot scheme on the Fiveways BOATS (in East Meon), focusing on signage and voluntary restraint. This pilot had only limited success and I now believe we need to look at more permanent measures.

I am hoping that this issue will come onto the Agenda for the SDNPA Full Authority Meeting on 25 March 2021. In advance of that meeting I would be very grateful if concerned Parish Councils could consider writing to the SDNPA Chairman and Chief Executive setting out the negative impact on communities and urging them to use their powers under the National Park Authorities' Traffic Orders (Procedure)(England) Regulations 2007 to bring Traffic Regulation Orders to restrict vehicular access to these BOATs. It would also be helpful if Parish Councils could take photographic evidence of damage and a record of incidents.

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

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.

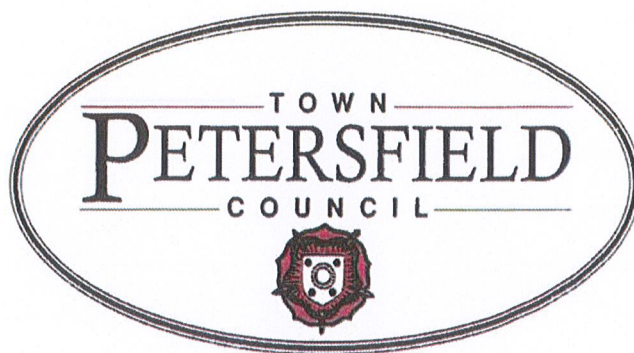
£100 fixed penalty notices are adopted to tackle offences.

Cllr Julie Butler
Heath Ward

Cllr Ben Bentley
Causeway Ward

Cllr Jamie Matthews
Bell Hill Ward

Cllrs David McKinney & Matthew Gass
St Peters Ward



CLERKS REPORT

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

General Reading and Information

The following publications have been received and are available for members to read:

- ✱ South Downs News January 2021 and February 2021 issued by the South Downs National Park Authority
- ✱ Community Rail News January 2021 issued by the Community Rail Network
- ✱ Rural Market Town Group Newsletter Spring 2021 issued by the Rural Services Network
- ✱ The Rural Bulletin issued by The Rural Services Network
- ✱ Enewsletter February 2021 issued by Community First
- ✱ Access Newsletter February 2021 issued by Hampshire County Council Rights of Way Central East Access Team
- ✱ Enewsletter from Petersfield Museum
- ✱ Crime Prevention Bulletin January 2021 issued by Hampshire Police Crime Prevention Team
- ✱ Newsletter for Local Authority Partners issue 14 February 2021 re the 2021 Census issued by the Office for National Statistics.
- ✱ Community Rail News issued by the East Hampshire Community Rail Partnership

Other Information

- 1 All members need to be aware of their Disclosable Pecuniary Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh document for completion.
- 2 A copy of an open letter sent to all local authorities in England from Play England emphasises the need for childrens' play areas to remain open for the physical and mental health wellbeing of children during the pandemic.
- 3 Formal permission has been requested by County Records Office for Petersfield Museum to borrow and display the following documents:

- 39M74/DB1, grant by Hawisa, Countess of Gloucester, to the burgesses of Petersfield, of all the liberties and free customs which the citizens of Winchester have in their city who are in the gild merchant, to hold them as her husband, William Earl of Gloucester, granted them, late 12th century.
- 39M74/DB2, grant by John, Count of Moret(ain) [Count of Moretain] (later King John) to the burgesses of Petersfield, in similar terms to 39M74/DB1, 9 April 1198.

The second item has been newly requested by the Museum, so that the two 12th-century Petersfield charters can be displayed for a year at a time, in rotation. In addition, permission has been requested for the Museum to display a reproduction of the Hanbury letters patent dated 1599 (39M74/DB41).

Permission had previously been granted following a request by Vaughan Clarke in January 2020 for the Countess of Gloucester Charter and original Hanbury letters patent to be displayed so I have taken the view that extending the permission as outlined above would be agreeable to the Council.

- 4 Members will recall that during the earlier stages of the Covid pandemic that meetings were held with the Ministry of Housing, Communities and Local Government comprising a number of people with expertise in the area of children's playgrounds on defining the regulations under which the play areas were re-opened in the summer of last year. I understand that this group is planning to meet again to consider the experiences of communities in dealing with play areas and the behaviour of parents in the light of the ongoing closure of schools.
- 5 I have given permission for the Council's logo to be used on a flyer promoting an event being organised through PeCAN on 12th February called, 'Showthelovepetersfield'.

Neil Hitch
Town Clerk
10th February 2021



①

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

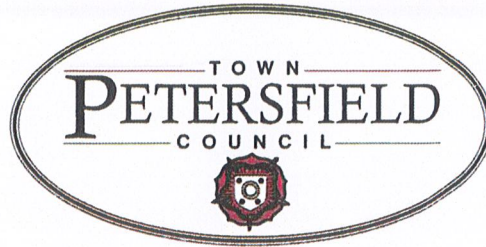
Programme

Energy Survey – 17th February 2021



☐ 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.

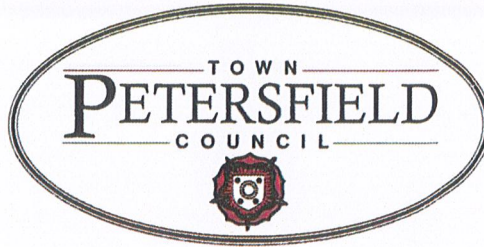
2.3 To improve the accuracy of the Baseline model, as much information as possible on the following items will be required (if not available, we will need to make assumptions);

- 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;

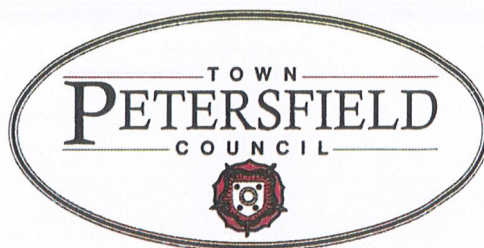
- o Summarising the building physics work undertaken.
- o Highlight key design considerations to the design team.
- o Discuss the findings and agree the modelling strategy and targets with the team which are to be taken forward at the next stage.

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.

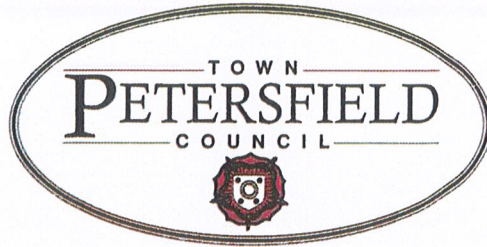
3.8 We shall not review the overheating risk or natural ventilation i.e. any passive cooling strategies.

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.



Proposal to Mark 2021 Anniversaries and Dedicate the Allied Stone

Members will be aware that the Stone commissioned to record the gratitude and thanks of Petersfield to our Allies was eventually installed without ceremony on 18 December 2021. We should be planning, subject to restrictions, to carry out a formal Dedication.

Coincidentally 2021 marks two other anniversaries of note. First the unveiling of our War Memorial (1921) and also the 100th Anniversary of the creation of The Royal British Legion (RBL). The RBL are issuing Pennants to be flown from Standards for those Branches that qualify – we believe Petersfield does indeed qualify and the Petersfield Branch of the RBL is currently working on this.

Cllr Chris Paige has volunteered to lead with the planning and implementation with Cllr James Deane assisting. The objective of this particular proposal is to seek agreement in principle so that detailed planning can commence. An outline plan should be available to be presented to Council on 18 Mar 21 with a Final (perhaps) Plan on 22 April 21.

We would appreciate some officer support in terms of media and some formal action that may need to be taken. No funding has yet been identified but if so the balance of the Grant Awarded for The Stone to be laid should be available.

It is proposed that PTC seek and plan to hold an event in collaboration with the Petersfield Branch of the Royal British Legion to mark the 100th Anniversary of the unveiling of the Petersfield War Memorial, the 100 Year Anniversary of the creation of the Royal British Legion and to Dedicate the Allied Victory Stone laid on 18 December 2020. Date to be confirmed but with a planning assumption of Saturday 15 May 21 or near date in mind. An option is sought to either delay to a later date or reduce to a manageable format.

(F)

Date: 17/02/2021

Petersfield Town Council NEW

Page 1

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		