

**PETERSFIELD TOWN COUNCIL**  
**PUBLIC HALLS ADVISORY GROUP MINUTES**  
**MEETING HELD 11<sup>th</sup> September 2023 at 6.30pm in the Council Chamber and via**  
**Teams**

**PRESENT:** Cllr C Paige (Chairman)  
Cllr S Dewey  
Cllr M Holmes  
Cllr J Lees  
Cllr Mrs M Vincent

Also present: Cllr Mrs L Bevan, Cllr Mrs L Farrow, Mr N Hitch (Town Clerk), Mr S Field (Projects & Office Manager), Mr P Swan (Deputy Halls Manager) Mr G Ford (PeCAN) and Mrs G Booty (Minute taker).  
There were 6 members of the public and 1 member of the press present.

**1. Chairman's comments**

The Chairman welcomed everyone to the meeting and informed everyone that the meeting was being recorded. There is a full agenda to work through.

**2. Apologies for Absence**

Apologies were received from Cllr P Shaw.

**3. Granting of Dispensation under section 33 of the Localism Act (2011)**

There were no requests for dispensation.

**4. Declarations of Interest**

There were no declarations of interest made.

**5. Approval of minutes**

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**  
**That the minutes of the Public Halls Advisory Group meeting on 10<sup>th</sup> July 2023 were approved.**

**6. Public representation**

A member of the public spoke regarding the Festival Hall project. He was pleased that "at last the National Park's planners have responded constructively to our planning application, and Foster Wilson Size can complete RIBA stage 3 with an expectation that planning approval will be given." He hopes "that tonight's meeting will approve the funds for this (Agenda Item 15), and RIBA stage 4 will follow with the minimum of delay." He expressed his hope that more consultation would be made with the user community during RIBA 4 including management plan for the building; and the technical facilities.

He expressed his hope that now we had a new theatre consultant for the project – Theatreplan, their ideas for the technical facilities would be presented to the very active volunteer technical community.

He recognised that delays experienced from the planning authority has meant that the Council Chamber and Rigging need to be brought forward but believes that it would be more expensive and less efficient if the project is divided up in this way. He recognised that the Council Chamber project provides a visible improvement to the premises & the democratic process. The stage rigging project is a technical improvement that will be invisible to the public. In his view he considers a temporary solution pending the main refurbishment would be less disruptive and offer better value for money.

7. **Retrofitting of 24 Heath Road presentation**

Greg Ford from PeCAN gave a presentation to suggest a retrofit plan is carried out for 24 Heath Road. The retrofit ideas in the plan include grey water recycling, solar panels etc. PeCAN can arrange a whole house retrofit plan which can be carried out by an accredited Retrofit Coordinator. The plan provides a roadmap for retrofit. A current EPC rating would be given. Fuel bills are looked at and various retrofit measures compared. The PASH project ends on 31<sup>st</sup> October so confirmation would be needed this month to book in before the close of the project. 24 Heath Road currently has a Council tax rating of Band A as it is considered a tied caretaker's cottage so the cost of a retrofit report would be £250. Consideration was given to the timing of carrying out a retrofit assessment. Future plans for 24 Heath Road are currently unknown. The survey takes 2-3 hours in a property and approximately half a day writing up the report. The cost could come out of the caretaker's house maintenance fund. The energy bills are paid by the current tenants.

*(Cllr Mrs M Vincent left the meeting at 6.38pm)*

*(Cllr JC Crissey joined the meeting at 6.42pm)*

*(Cllr Mrs M Vincent joined the meeting at 6.47pm)*

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**

**A retrofit assessment is carried out subject to the current tenant's agreement.**

8. **Budget items for the first draft budget for the next financial year**

There is a maintenance plan for the Festival Hall. Budget could be put forward for the refurbishment works. Quotes for the Avenue Pavilion works can be put forward for the budget. A suggestion for Love Lane is to replace the flooring at Love Lane where flooding has distorted it. Funding for the pump at Love Lane has been suggested in the past. Maintenance budgets for buildings other than the Festival Hall would be helpful. A suggestion of **£30,000 maintenance budget for The Avenue Pavilion** was made with £20,000 provided for the refurbishment works provide to the committee earlier this year plus £10,000 as a general maintenance fund. A **maintenance fund of £5,000 was suggested for Love Lane Pavilion**. For the previous budget, £500,000 was put forward for

RIBA 4. It was suggested **another £500,000 was put in next year's budget for RIBA 4** to cover the full cost.

*(Cllr Mrs L Farrow joined the meeting at 7:01pm)*

9. **Decisions made under delegated authority**

The Fire Safety Policy has been renewed with a review in 2 years. *(See document A).*

10. **Festival Hall Manager's Report**

Members received a written report from the Deputy Halls Manager *(see document B)*. Although the Heath toilets are maintained by the Grounds Team the Halls and Grounds team are working well together and it is hoped this will flourish more in the future. The Deputy Halls Manager is to be congratulated on his work on the legionnaires work. Phase 1 of the WiFi upgrade has been completed. The Town Clerk believes there is no RAAC in the Town Hall and Festival Hall. The Avenue Pavilion & Love Lane Pavilion will be assessed to double check presence of RAAC. A consultant advised it would be prudent to check the dressing room areas for RAAC as these were built after the 1930s. The Rose room will be painted a neutral grey colour.

11. **Notes from Public Halls Sub-Committee held on 10<sup>th</sup> July**

The notes were received as an accurate record of the meeting.

12. **Revised rigging replacement costs**

The new theatre consultants, Theatre Plan have completed a new report. The Festival Hall refurbishment is currently mid-way through RIBA stage 3. Rigging refurbishment costs from the Theatre Plan report are estimated at £165,000. Fees for Foster Wilson Size acting as contract administrators for completion through to RIBA 6 are estimated at £42,500. This fee can be split for various stages. An overall budget estimate of £260,000 would allow for contingencies and business disruption insurance costs.

A decision was approved during a previous Council meeting with £250,000 budget put aside for the rigging replacement. The current rigging is being closely monitored due to its expiring lifespan. As the planning application for the full refurbishment could still be refused it was felt prudent to continue with the rigging replacement.

**RECOMMENDED: under the Scheme of Delegation approved on 6<sup>th</sup> May 2021**

**That the updated cost for the revised rigging replacement is approved and allocated at Finance & General Purposes and Full Council.**

**13. Tenders for Council Chamber refurbishment**

Members received the revised report from RIDGE (*see document C*). Further to requests from Contractor C, no more information or completed formal tender has been received. There is £172,000 set aside from S106 funds for the Council Chamber refurbishment to provide a multipurpose space and provide community benefit services. Consideration was given to the 3 contractors within the Tender report with varying costs, timescales and level of information received. It was suggested former Councillor, Mr N Khattar would be happy to give his expertise in this area.

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021**

**Contractors A & C are invited to a post tender interview. The interview panel to consist of The Chairman, The Town Mayor, RIDGE, The Projects and Office Manager and Mr N Khattar.**

**14. RIBA 3 planning application for the proposed Festival Hall refurbishment**

The planning application for RIBA 3 has been with the planning team for over a year. The South Downs National Park Conservation Officer visited the Festival Hall and made some recommendations to change the design. If Foster Wilson Size are asked to re-design the drawings East Hampshire District Council will look at the revised plans. The Chairman sees this as a great opportunity to improve the chance of getting the planning application approved.

**15. RIBA 3 revised drawing costs**

Further to the discussions under the above, the cost of the revised drawings would cost £26,000. Following consideration it was:

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021**

**To approve the sum of £26,000 to come from the maintenance fund.**

**16. Infrastructure Delivery Plan**

The Infrastructure Delivery Plan was received (*see Document D*). This section of the Infrastructure Delivery Plan is a wish list for Public Halls. The Chairman welcomes any views. The sprinkler system has been discussed on and off since 2008. A sprinkler system is not included in the refurbishment plans. A more sophisticated detection system is planned.

Suggestions were made to remove the sprinkler system from the Infrastructure Delivery Plan. It was also suggested the Love Lane Youth facility building is changed to "Community Facility Building" with a start date moved at least 5 years back.

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021**

To review and rescore the Halls section of The Infrastructure Delivery Plan at a future meeting.

17. **Festival Hall Application to hire form**

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021**

That the matter be deferred to the next Public Halls meeting.

18. **Festival Hall Working Party and the Festival Hall Business Operations Working Party**

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021**

To dissolve the Festival Hall Working Party and the Festival Hall Business Operations Working Party until a decision has been made on RIBA 3.

19. **Utility Reports for June & July 2023**

Members reviewed and considered the Utility Reports for June and July 2023 (*see document E*).

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021**

That due to the confidential nature of the business to be conducted, the Press and public be instructed to withdraw.

20. **Venues Manager.**

**RECOMMENDED: under the Scheme of delegation approved on 6<sup>th</sup> May 2021**

That the draft Job Description and Person Specification for the Venues Manager role be approved and that consideration be given to titling the role 'Buildings Manager'.

*The meeting finished at 8.43pm.*



**Public Halls Advisory Group**

**Scheme of Delegation Decision**

**Background**

Members will be aware that under the Scheme of Delegation approved by Council at its Annual Meeting on 19<sup>th</sup> May 2022 all decisions made between Advisory Group meetings require reporting to the next available meeting on the grounds of openness and transparency. To this end the following decisions have been made since the last Advisory Group meeting in June.

- The Fire Safety Policy has been renewed with a review in 2 years

Neil Hitch  
Town Clerk  
4rd September 2023



# PUBLIC HALLS MANAGER REPORT

For September 2023 Public Halls Committee Meeting

## Overview of team activities

### Festival Hall:

- Legionnaires risk assessment carried out. Plus legionnaires testing is being performed on regular intervals
- Roof has been repaired, stage right. And is now ready for decoration
- Meeting room and meeting room toilets have been decorated, by halls team
- Weeding and pressure washed all round Town Hall and Festival hall
- Removal and installation of tiered seating. Recovering is taking place. 56 seats recovered so far.
- Front of stage painted black
- Wi-Fi routers have all been upgraded town hall and festival hall
- Events in Hall. Petersfield dance awards. Arts and crafts. Antiques Fair. Strictly UB40. (PTC Event) was very successful evening and running of the event.
- Cleaning check list in place in Festival/Town Hall
- DMX Upgrade in Festival Hall
- Initiated new Festival Hall Facebook page

### Love Lane:

- Legionnaires Risk assessment carried out.
- Work for legionnaires risk carried out. Showers to be disabled if not used. New shower pump, and sanitise all tanks. Shower head descaled as from risk assessment.

### Avenue Pavilion:

- Deep clean will be carried out on a monthly basis as discussed with cleaning contractor
- Water heater Changed. Toilets seats replaced.

### Plump Duck:

- Legionnaires risk assessment carried out

### Heath Toilets:

- Legionnaires risk assessment carried out
- Replaced hand dryer in disabled toilets

## Issues / recommendations / proposals:

### Avenue Pavilion

Awaiting council decision and funding for works to be carried out from last managers' report



SWA cable to tennis courts needs to be secured and to look into sending a network cable to tennis courts, rather than we use 4g network, and pay extra costs

### **Festival Hall**

Decoration to the rose room, will be carried out as soon as I have a free slot between hires  
Hand dryers malfunctioning and turning on for no reason, could be a potential fire risk.  
Recommended we replace or remove

### **Heath Toilets**

Recommended that we change all hand dryers as paint has peeled off old units, making them very dangerous to the public  
I have already changed disabled one and noticed the condition of the others

### **Plump Duck**

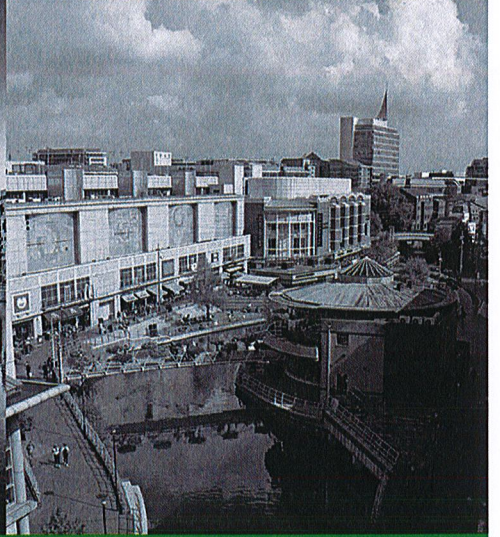
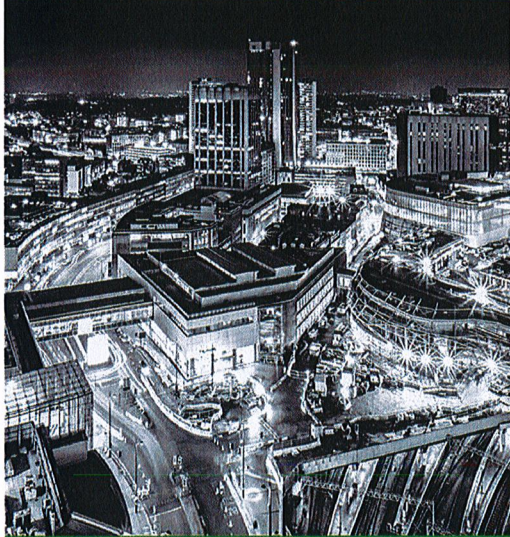
There are many roof tiles that need replacing. I recommend we do this as a matter of urgency, with the winter months approaching

### **Love Lane**

Issue with vinyl floor, following early leak this year which has been fixed.  
I recommend we have it re glued back down, now that floor is dry.  
I will arrange with nursery a convenient time to do this.

Phil Swan  
Deputy Halls Manager





# RIDGE

**TENDER REPORT  
PETERSFIELD FESTIVAL HALL**

**PETERSFIELD TOWN COUNCIL**  
July 2023

**REFURBISHMENT OF THE COUNCIL CHAMBERS AT HEATH ROAD,  
PETERSFIELD, GU31 4EA**

**PETERSFIELD TOWN COUNCIL**

July 2023

**Prepared for**

Petersfield Town Council  
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## **1. TENDER DETAILS**

### **1.1. The Project**

The works comprise the refurbishment of the existing Council Chambers at Heath Road, Petersfield, GU31 4EA.

Ridge have been appointed by Petersfield Town Council to prepare a tender report highlighting queries with the tender returns in order to aid their decision-making process.

### **1.2. Procurement**

Ridge note that the original procurement route (Single Stage Tendering – Traditional) was selected by Petersfield Town Council.

### **1.3. Tendering**

Ridge understands that the opportunity to tender for the works was posted on the Council’s procurement platform and that Tenders were received from 3 Nr Contractors.

Tender documents were initially issued to Petersfield Town Council for uploading to their portal on 27 March 2023 with a tender return date of 30 April 2023.

The following Tender Addendum was issued during the tender period:

1. Addendum 1 – 18 April 2023 – An updated Architect’s package was issued to the tenderers. This pack included updates and clarifications on the specification.

### **1.4. Tenders Received**

Details of the tenders received are set out below:

Tenderer	Preliminaries	Overheads & Profit	Cost Estimate	Mobilisation Period	Programme (Build Period)
Contractor A	£ 46,572.00	15% advised	£ 266,865.93	4 weeks	14 weeks
Contractor B	£ 95,948.00	Excl	£ 647,206.00	4 weeks	26 weeks
Contractor C	£ 25,151.64	£ 37,727.47	£ 314,395.55	TBA	TBA

Ridge note that a pre-tender estimate was not carried out and therefore it is not possible to draw a direct comparison from an independent estimate based on the tendered design.

Contractor B submitted their Tender direct to Ridge, whereas Contractor A submitted theirs directly to Petersfield Town Council, however both were received by the deadline. Contractor C submitted their tender to Ridge after the deadline on 4 May 2023.

- Contractor A’s tender was returned on 28 April 2023.
- Contractor B’s tender was returned on 28 April 2023. An updated tender with a full breakdown was returned on 4 July 2023.

- Contractor C's Ltd's tender was returned on 4 May 2023.

Petersfield Town Council confirmed that Contractor C's tender return should be reviewed as part of this tender review process.

Ridge are aware of one further contractor who are due to submit a tender. As of the date of this report, this tender has not been received and therefore upon receipt Petersfield Town Council will need to advise if the same is still to be considered and reviewed.

## **1.5. Tender Interviews**

Mid-tender interviews were not held as part of the tender process, however, post tender interviews would prove beneficial.

Refer to Section 3 for Ridge's recommendation in relation to post tender interviews. We await confirmation from the Client as to how they would like to proceed in this regard considering the queries raised.

## **1.6. Notes**

This tender report has been prepared to summarise the results of the tender evaluation conducted by Ridge and Partners LLP on behalf of Petersfield Town Council and includes a recommendation to assist in selecting a Contractor for the Works.

For purposes of clarification, we confirm that all figures contained within this report are provided exclusive of Value Added Tax.

This report has been prepared for the sole use of Petersfield Town Council and contains information that is commercial in confidence and is not in the public domain. The contents of this document must not be disclosed or discussed with any third party.



## 2. TENDERS EVALUATION

### 2.1. Tender Review

Ridge note that the original procurement route (Single Stage Tendering – Traditional) was selected by Petersfield Town Council.

#### 2.1.1. Tender Returns

Tender returns were received from 3 Nr Contractors. Ridge not aware of the prequalification criteria selected, however have assumed the Council are comfortable with the financial standing and project experience of each contractor.

Ridge note that a pre-tender estimate was not carried out and therefore we are not able to draw a direct comparison from an independent estimate based on the tendered design.

A summary of the Tender Returns (face value) is provided below:

Contractor A	Contractor B	Contractor C
£266,865.93	£647,206.00 (Updated)	£314,395.55

Ridge note that Contractor B’s Tender Price increased from £628,206.00 to £647,206.00 following receipt of their elemental breakdown. Clarification has been requested from Contractor B as to the reason for this increase, but at this time this clarification has not been provided.

An analysis of the tender returns is included within Appendix A which looks to align the individual elements of each return against industry standard headings provided by the RICS (NRM 1).

#### 2.1.2. Preliminaries

	Contractor A	Contractor B	Contractor C
Preliminaries	£30,100.56	£110,448.00	£25,151.64
Construction Programme (Weeks)	14 Weeks	25 Weeks	TBA
Preliminaries per Week	£3,326.57	£3,997.83	TBA

The average preliminaries value was £60,723.88 ranging from £25,151.64 (Contractor C) to £110,448.00 (Contractor B).

#### Contractor A.

Contractor A’s tender return included a lump sum preliminaries allowance of £46,572.00. A breakdown of the allowance was subsequently requested and received. Ridge have no adverse comments.



Contractor B

Contractor B’s tender return includes a lump sum preliminaries allowance of £110,448.00. A breakdown of the allowance was subsequently requested and received. Ridge have queried the lump sum for ‘Out of Hours Works’ but have not had a response to date.

Contractor C

Contractor C’s tender return includes a lump sum preliminaries allowance of £25,151.64. A breakdown of the allowance has been requested.

**2.1.3. Programme**

Programmes have been received from Contractor A and B, Ridge have requested a programme from Contractor C but have not received one to date.

	Contractor A	Contractor B	Contractor C
Mobilisation Period	4 Weeks	4 Weeks	TBA
Construction Period	14 Weeks	25 Weeks	TBA

**2.1.4. Financial Assessment / Scoring**

Not applicable.

**2.1.5. Insurance Details**

Insurances have been received from all 3 Contractors. the levels of insurance are as below:

Tenderer	Insurer	Public & Products Liability	Employers Liability	Contract Works	Professional Indemnity
Contractor A	Zurich Insurance	£ 10,000,000.00	£ 10,000,000.00	£1,500,000.00	£ 1,000,000.00
Contractor B	Incorporated Insurance Group Ltd.	£ 10,000,000.00	£ 10,000,000.00	£ 700,000.00	£ 1,000,000.00
Contractor C	P J Insurance Brokers	£ 10,000,000.00	£ 10,000,000.00	£ 900,000.00	TBA

Ridge note that Contractor C. didn’t not provide a copy of their Professional Indemnity Insurance and as such a copy has been requested but not received to date.

**2.1.6. CVs**

CVs of relevant personnel intended for the project have not been received from any of the Tenders.



### **2.1.7. Qualifications**

No qualifications were apparent in relation to the tenders submitted. However, Ridge have subsequently raised this query with the tendering contractors. At this time no responses have been provided, thus Ridge assume all received tenders are fully compliant.

## **2.2. Post Tender Adjustments**

Following an arithmetical check of all tenders, no post-tender adjustments have been made to date.

## **2.3. Warranties, Bonds & Guarantees**

The Council require the Contractor to obtain all guarantees, warranties and maintenance agreements from all / any relevant manufacturers, suppliers and subcontractors.

## **2.4. Contract Terms and Conditions**

Ridge note the Council intent to appoint the Contractor under the JCT Intermediate Building Contract (2016) incorporating all amendments current at the base date.

## **2.5. Tender Interviews**

Refer to Section 3 for Ridge's recommendation in relation to post tender interviews / conclusions. Ridge await confirmation from the Client as to how they would like to proceed.

### **3. CONCLUSIONS AND RECOMMENDATIONS**

Tenders were received from 3 Nr Contractors.

Ridge have undertaken an analysis of the information provided by the Council. This is as summarised within Appendix A. Ridge note that it has been difficult to compare the Tenders on a like for like basis as the contractor's did not necessarily use the provided tender analysis document. However, where possible Ridge have tried to align the tender returns against NRM 1 heading to allow comparisons to be drawn.

Ridge have reverted to the Contractors with the below questions / points of clarification which remain outstanding:

#### **Contractor A**

- All clarifications / queries have been answered and incorporated into the report above.
- It was noted in their cover letter that during the site visit they identified a simpler route for the electrical installations (through the lobby area at a high level) confirmation as to what option has been priced is required.

#### **Contractor B**

- Confirmation as to why the Tender Price has increased by £19,000.00.
- Demolitions / Facilitating Works
  - Confirmation as to what works are included within the £9,000 lumpsum for 'Facilitating works.'
  - Confirmation as to what works are included within the allowance for Major demolition works.
  - Confirmation as to what works are included within the allowance for 'Specialist Groundworks.'
- Superstructure
  - Confirmation as to what works are included within the £24,800 lumpsum for 'Substructure'.
  - Confirmation as to what works are included within the internal walls allowance.
- Internal Finishes
  - Confirmation as to what works are included within £48,600 lump sum listed against 'Internal Finishes'.
- Furniture
  - Confirmation as to what works are included within the £7,000 sum.
- Services
  - Confirmation as to what works are included within the £18,400 lump sum for 'Services'.
- Works to Existing Buildings
  - Confirmation as to what works are included within the £20,000 sum.
- External works
  - Confirmation as to what works are included within the £4,500 sum.
- Prelims:
  - Confirmation as to what works are included within the £6,000 against 'out of hours' works.

#### **Contractor C**

- No completed form of tender, certificate of bona fide or questionnaire has been submitted – these have been requested but not received to date.
- No project programme has been received – this has been requested but not received to date.
- Ridge have yet to receive a copy of their PI Insurance received – this has been requested but not received to date.
- No mobilization period has been identified received – this has been requested but not received to date.

## TENDER REPORT PETERSFIELD FESTIVAL HALL

RIDGE

- Only the cement screed has been allowed for under floor finishes– clarification on this has been requested but not received to date.

Ridge are aware of one further contractor who are due to submit a tender. As of the date of this report, this tender has not been received and therefore upon receipt Petersfield Town Council will need to advise if the same is still to be considered and reviewed.

Ridge's recommendation is that Contractor's A & C are invited to a post tender interview. Contractor B's tender return is significantly more expensive than the other returns and therefore at this stage would suggest it is discounted.

The purpose of the post tender interview would be to discuss the points raised above and for the Council to establish their preferred contractor.

# APPENDIX A

## ANALYSIS OF TENER RETURNS

Tender Sum Reconciliation

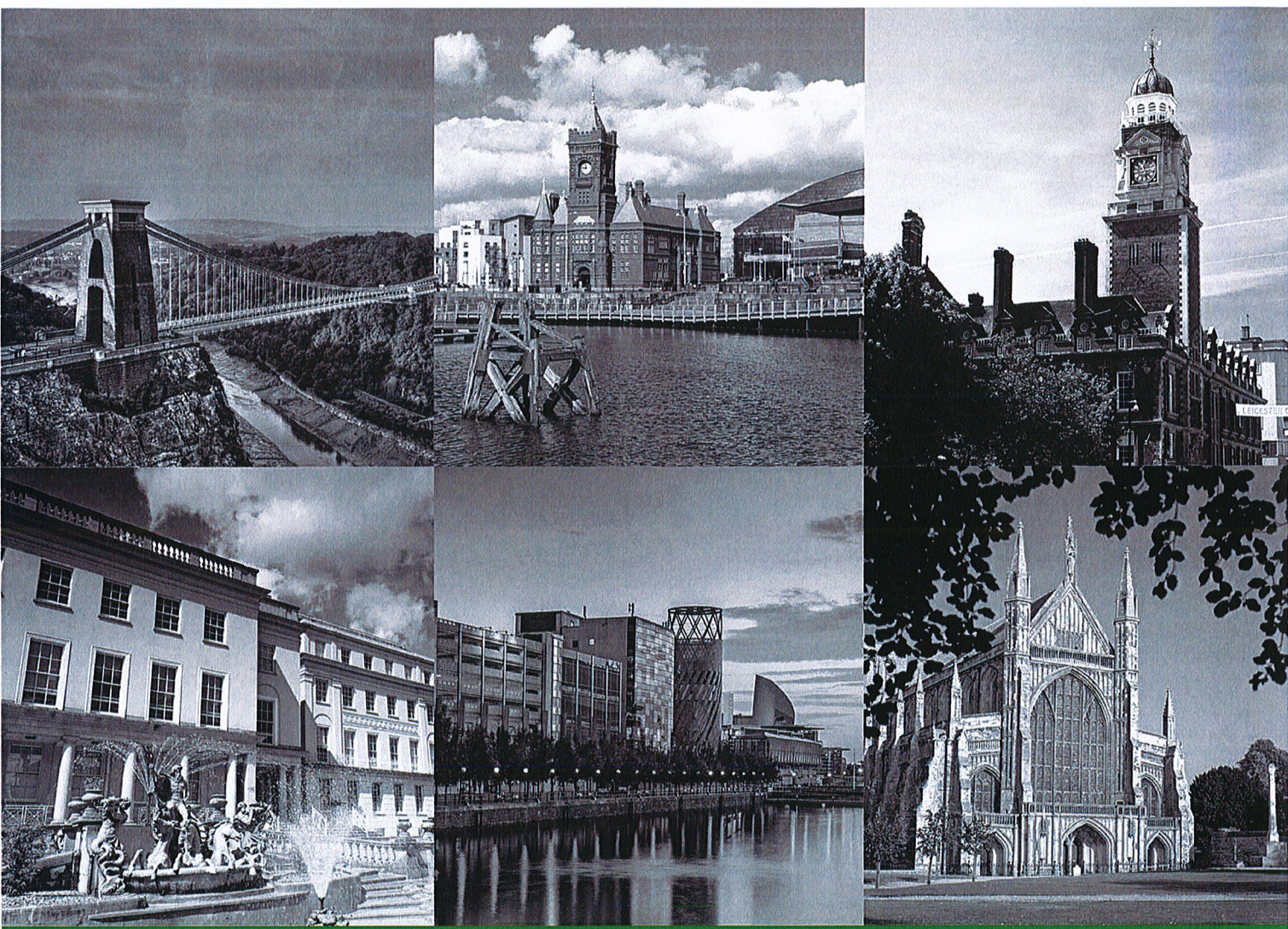
Ref	Description	Contractor A	Contractor B	Contractor C	Average	Comment
<b>0</b>	<b>Demolitions and Alterations</b>					
0.1	Toxic/hazardous material removal		9,000.00			
0.2	Major demolition works		10,000.00			Contractor B - Notes sum is for waste removal
	Demo of Existing finishes	Inc.		1,628.00		
	Demo of existing doors and linings	1,485.60		60.00		
	Demo of internal brick wall	6,737.40		4,040.00		
0.3	Temporary support to adjacent structures					
	Break out existing concrete slab	8,796.48	8,000.00	5,400.00		
0.4	Specialist groundworks		26,550.00			
0.5	Temporary diversion works		5,200.00			
0.6	Extraordinary site investigation works	3,744.00	2,500.00			
	Subtotal	20,763.48	109,250.00	11,128.00	47,047.16	
<b>1.0</b>	<b>Substructure / Ground floor Slab</b>					
		41,645.66	44,868.00	30,453.91		Contractor A - slab costs moved from Demo section of their quote
	Subtotal	41,645.66	44,868.00	30,453.91	38,989.19	
<b>2.0</b>	<b>Superstructure</b>					
2.1	Frame		24,800.00			
2.2	RC Slab	-		6,721.83		
2.3	Ceilings & Partitions	4,923.14		937.50		Contractor A - Acoustics firm quote awaited & includes ceiling finishes
2.4	Roof					
2.5	Stairs and ramps					
2.6	External walls	3,351.90	3,860.00	-		Contractor A - lintel costs
2.7	Windows and external doors		18,500.00	5,000.00		Contractor C - doors not in spec
2.8	Internal Walls and Partitions		47,280.00			
2.9	Internal doors and screens	3,059.86	9,600.00	10,319.50		
	Subtotal	11,334.90	104,040.00	22,978.83	46,117.91	
<b>3.0</b>	<b>Internal Finishes</b>					
			48,600.00			
3.1	Wall finishes	8,920.61	28,000.00	34,763.75		
3.2	Floor finishes	8,282.68	11,600.00	2,493.75		Contractor C - No carpet / floor covering included in sum
3.3	Ceiling finishes	Inc above	11,600.00	17,667.57		
	Subtotal	17,203.29	99,800.00	54,925.07	57,309.45	
<b>4.0</b>	<b>Furniture, Furnishings and Equipment</b>					
			7,000.00			
4.2	Blinds	24,221.54		14,470.00		Contractor C - has allowed for 2nr electric blind
4.4	Storage Units	6,000.00		15,747.00		Contractor A has allowed for 8 nr blackout blinds and 1 nr blackout curtains
	Worktop	Included above		3,113.63		
	Subtotal	30,221.54	7,000.00	33,330.63	23,517.39	

**Tender Sum Reconciliation**

Ref	Description	Contractor A	Contractor B	Contractor C	Average	Comment
5.0	Services		18,400.00			
5.1	Sanitary installations (inc Radiators)	2,712.00				
5.2	Mechanical Strip Out		2,600.00	3,700.00		Contractor A - sum is for sink and water boiler in kitchenette Contractor C - kitchen sink costs (700) moved from fittings section
5.3	Services equipment					
5.4	Disposal installations					
5.5	Water installations					
5.6	Heat source	7,500.00	9,700.00			
5.7	Space Heating and Air Conditioning	12,078.00	24,000.00	40,000.00		Contractor C - PS
5.8	Ventilation	6,710.40	6,000.00			
5.9	Electrical installations	17,914.85	22,600.00	55,000.00		Contractor A - Noted in cover letter that during their site visit they identified a simpler route to install the electrical works through the lobby area Contractor C - PS
5.10	Data Installations					
5.11	Lighting	35,086.94				
5.12	Fire Detection	2,004.00				
5.13	Small Power & Data	8,370.00				
5.12	CCTV	1,920.00				
5.14	Specialist Installations		38,000.00			
5.15	BWIC	2,828.89	26,000.00			
	Subtotal	97,125.08	147,300.00	98,700.00	114,375.03	
6.0	Work to existing buildings		20,000.00			
6.1	Minor demolition works and alteration works					
6.2	Works to existing services					
6.3	Damp-proof courses/ fungus and beetle eradication					
6.4	Facade retention					
6.5	Cleaning existing surfaces					
6.6	Renovation works					
	Subtotal	0.00	20,000.00	0.00	6,666.67	
7.0	External Works	N/A	4,500.00	N/A		Contractor B - Site Preparation Works
	Subtotal	0.00	4,500.00	0.00	0.00	
8.0	Preliminaries			25,151.64		
8.1	Site Set Up	8,952.00	13,848.00			
8.2	Welfare Unit					
8.3	Waste Materials Disposal / Skips / Grab Lorries	3,480.00				
8.4	Site Management	30,480.00	59,600.00			Contractor B - Includes a £6,000 sum for Out of Hours working
8.5	Plant Hire	840.00	18,500.00			
8.6	H & S	2,820.00				
8.7	Site Protection		2,000.00			
8.8	Builders Clean		2,000.00			
	Subtotal	46,572.00	95,948.00	25,151.64	55,890.55	

Tender Sum Reconciliation

Ref	Description	Contractor A	Contractor B	Contractor C	Average	Comment
9.0	Fees					
9.1	Design Fees					
9.2	Other Fees, Surveys, Statutory fees etc	2,000.00	2,500.00			
9.3	Insurances & Guarantees		12,000.00			CDM allowance - Contractor A
	Subtotal	2,000.00	14,500.00		8,250.00	
10.00	PCSA Fee					
	Subtotal	0.00	0.00	0.00	0.00	
11.00	Subtotals (Face Value)	266,865.95	647,206.00	276,668.08	398,163.34	
12.00	Contractor's OHP	15% advised	Excl	37,727.47	37,727.47	
13.00	Risk Allowance Estimate (20%)					
14.00	Additions / Omissions					
15.00	Cost Plan Estimate Total	266,865.95	647,206.00	314,395.55	435,890.81	
16.00	Adjustments					
16.01	Rounding adjustment	-0.02				
16.02	Less External Door not in Spec			-5,000.00		
	Subtotal	-0.02	0.00	-5,000.00		
17.00	Adjusted Cost Plan Estimate Total	266,865.93	647,206.00	309,395.55		



# RIDGE



[www.ridge.co.uk](http://www.ridge.co.uk)



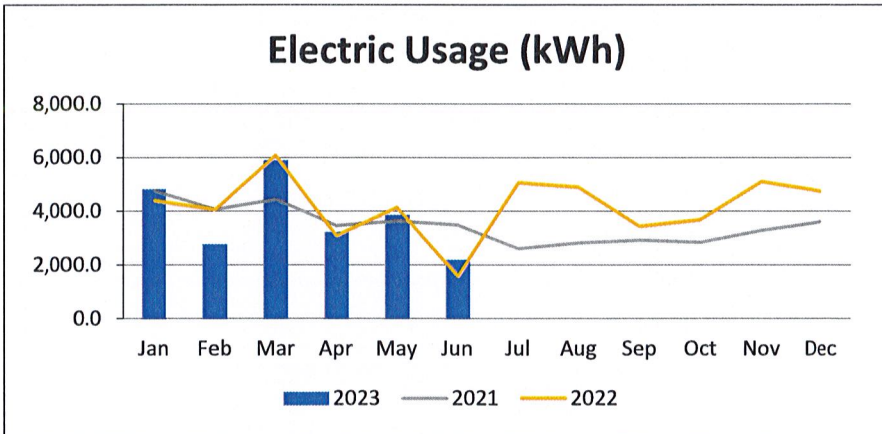
SITE	PROJECT	COMMITTEE	STATUS	ESTIMATED COST	FUNDING SOURCES	START TARGET DATE	COMMENTS	PNP	Criteria 1 Positive impact on the community (including different sections of the community)	Criteria 2: Landscaping and visual appearance
The Avenue Pavilion/Playing Fields	Refurbishment of Pavilion to include new ceiling, windows, heating system, lights and toilets (aspirations to improve sustainability)	P	To Start	£ 150,000			Heating system currently adequate but only just. Building would benefit from greater fuel efficiency measures. Adopt an eco approach. To be re-considered when Festival Hall decision made. Budget request for new Kitchen 2020-21		4	
Festival Hall	Proposed extension to include kitchen, toilet facilities, relocation of sound and lighting desks plus office/rehearsal space, improved ventilation/air conditioning, replacement of boilers	P	RIBA 3	£ 8,600,000	PTC	2024	Current single storey extension provided as a temporary building over 40 years ago. Issues exist re water ingress as well as services beneath floor. Urgently needed facilities to provide a quality theatre/multi-purpose hall for community use with potential for operating as a Conference venue		3	
Festival Hall	Sprinkler System Installation	P	??	£ 175,000			Desired as an addition to the Festival and Town Hall following the fire of 2008. Planned now in medium term		3	
Festival Hall	Double glazing to Rose Room, Changing Rooms and Offices	P	RIBA 3	£ 50,000		2024	Windows to Rose Room and commercial offices on first floor of Festival Hall are now barely weather proof. Redecoration has extended their life a bit. Needed as a priority.		3	
Festival Hall	Lowerable lighting bars and lights for theatrical purposes	P	RIBA 3	£ 70,000		2024	Requested by theatrical groups as an improvement to existing facilities to speed up set up and take down from shows as well as improve health & safety matters		3	
Festival Hall	Town Hall refurbishment	P	RIBA 3	£ 55,000		2024	Plans to refurbish ladies toilets in Town Hall as facilities now looking tired.		3	
Love Lane Playing Fields	Youth Facility Building	P	To Start?	£ 4,500,000	?	2025	Part of the vision from Neighbourhood Plan. Any restructuring of the existing Pavilion would be intended to be incorporated within the new building footprint if possible. Provision of facility is seen as being a long term aim. Dependant on Community Centre move	CP2 & CP3 - Long term aspiration	4	

	Criteria 3: Deliverability	Criteria 4: Safety	Criteria 5: Carbon neutrality/sustainability	Criteria 6: Economic value	Criteria 7: Positive impact on neighbouring parishes	General Note	Total Score	Climate Plan Ref:	Climate Priority	CU/106 bids
2.5	5	1	5	4	3	Pending work to Festival Hall	24.5	P4, P5, P6, P7, P8, P9, P10,		1 Potential 106 monies available
2	2.5	4	4	3	5		23.5	P1		1 Potential 106 monies available
2	2.5	4	4	3	5	Unlikely to be required when building is upgraded	23.5		N/A	Potential 106 monies available
2	2.5	4	4	3	5	Part of refurbishment	23.5	P1		1 Potential 106 monies available
2	2.5	4	4	3	5	Started as part of the Rigging Project	23.5	P2		1 Potential 106 monies available
2	2.5	4	4	3	5	Part of refurbishment	23.5	P1		1 Potential 106 monies available
2.5	1	1	4	2	4	Aspiration - scored with next Love Lane entry	18.5	P21, P22, P23, P24		5 Potential 106 monies available

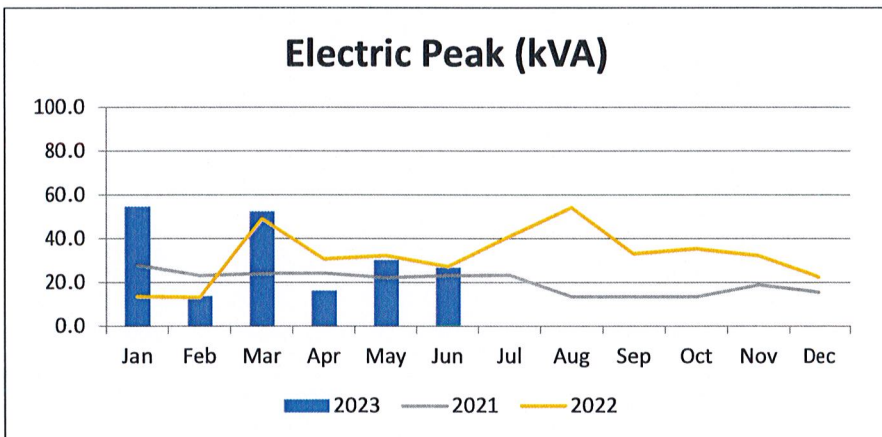
# Petersfield Town Council Auditel Monthly Utility Report – June 2023

## Site: Town Hall

This report is intended to give a short summary of the utility usage at the Town Hall site. Further details or additional information can be obtained from Neil Woolmer.

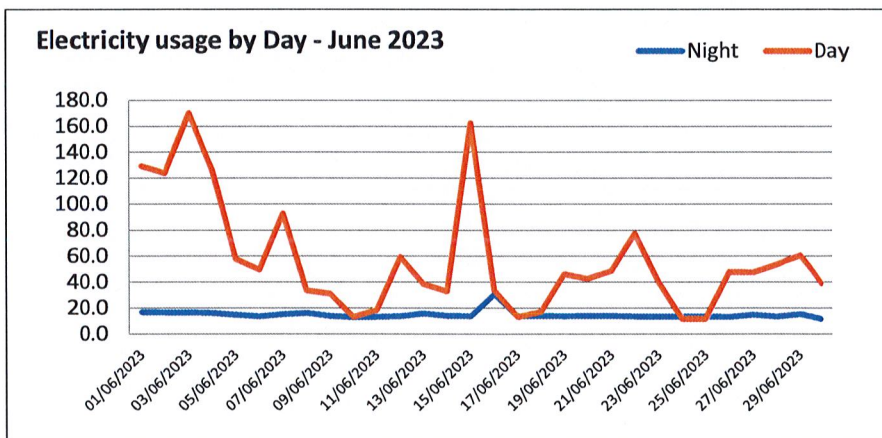


Usage was up 39% against the same month a year ago.



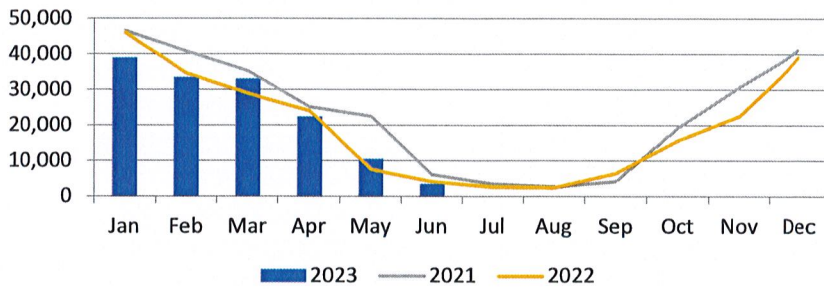
100 kVA Available Capacity

Peak demand was 26.6 kVA in June of the 100 kVA capacity available. Down 1% on the same month last year.



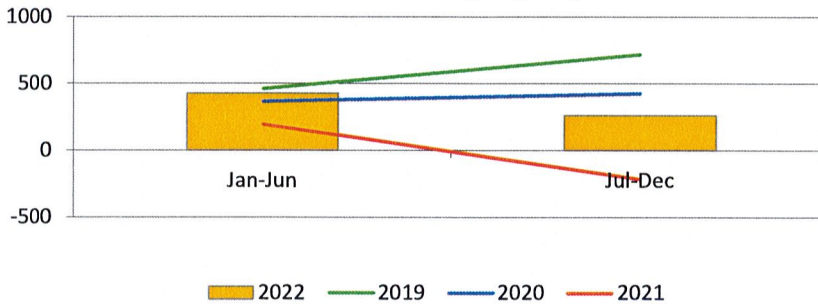
Day and Night kWh usages for this month.

### Gas Usage (kWh)



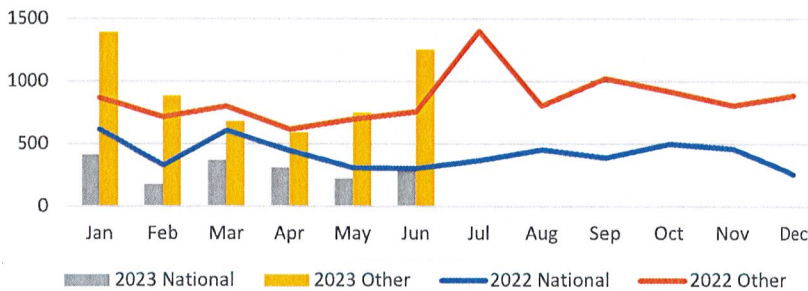
Gas usage was down 20% against the same month a year ago.

### Water Usage (m<sup>3</sup>)



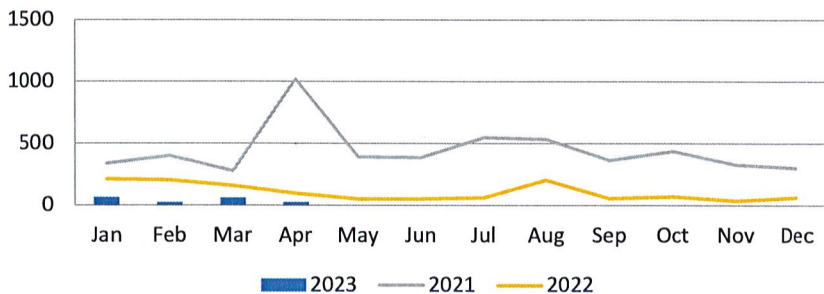
Water usage was down during the second half of 2022/23, returning 261 m3. For the second half of 2022 usage was down 223% against the same period in the previous year – this figure is ‘distorted’ because for the second half of 2022 usage was -212.

### Landline Usage (Mins)



National calls were down 4%. Other call types, i.e, to mobiles were up 66% against the same period last year.

### Mobile Usage (Mins)



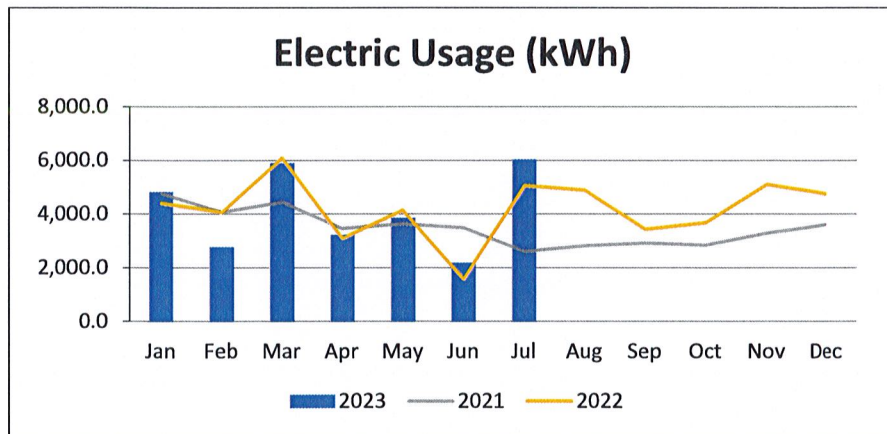
Mobile usage was down 76% against April last year. No additional call / data charges were incurred.

**NOTE: Currently no call data is available from Babble for May 23 onwards.**

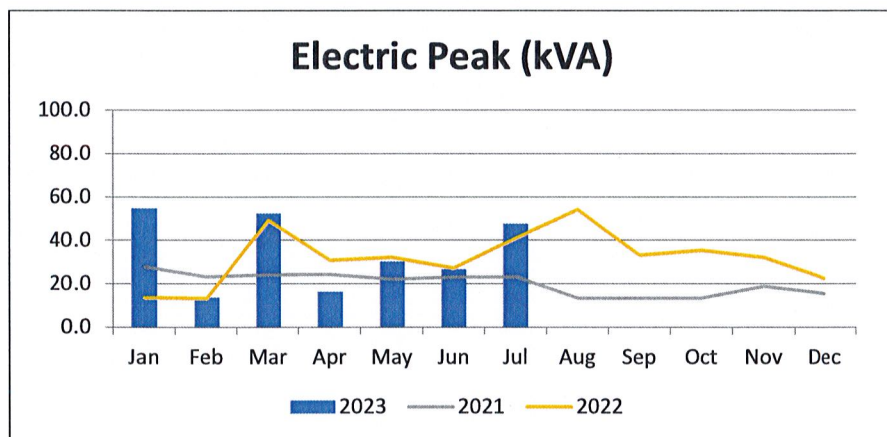
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### Site: Town Hall

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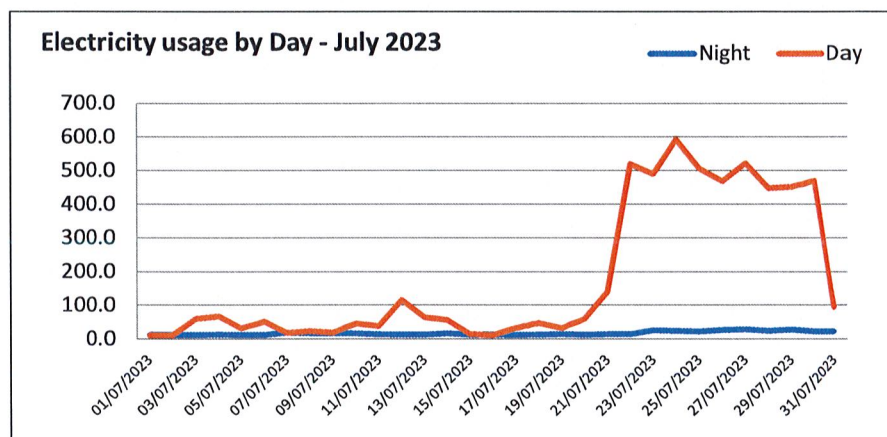


Usage was up 20% against the same month a year ago.



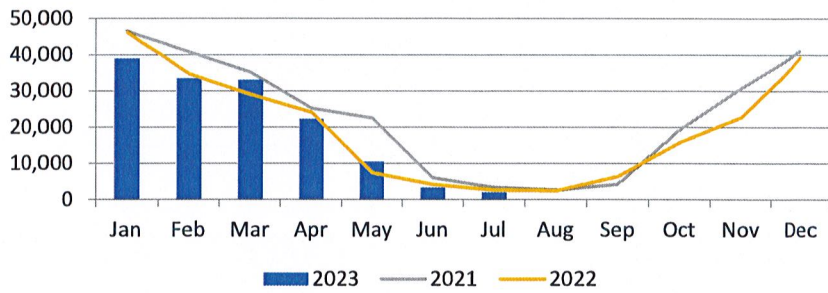
100 kVA Available Capacity

Peak demand was 47.5 kVA in July of the 100 kVA capacity available. Up 16% on the same month last year.



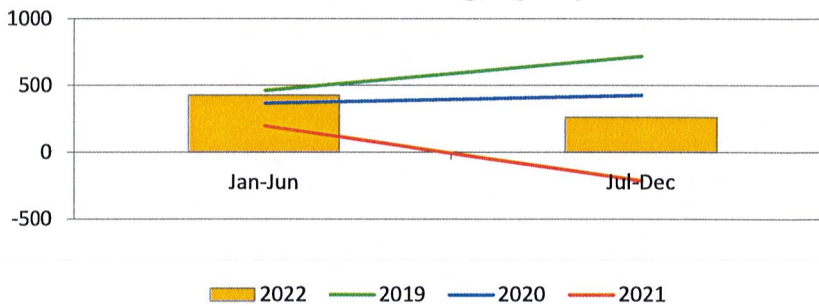
Day and Night kWh usages for this month.

### Gas Usage (kWh)



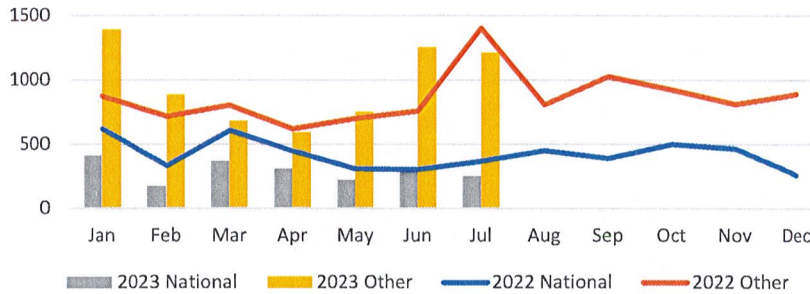
Gas usage was down 27% against the same month a year ago.

### Water Usage (m<sup>3</sup>)



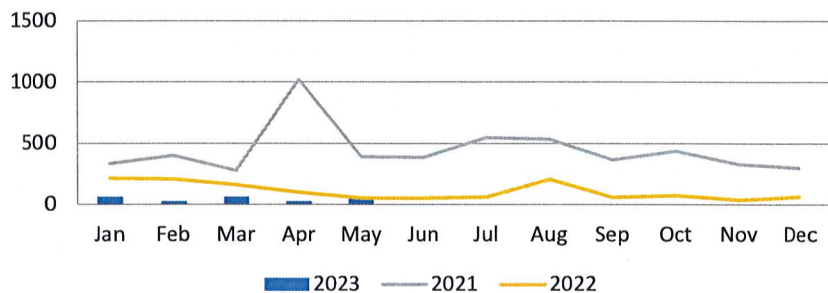
Water usage was down during the second half of 2022/23, returning 261 m3. For the second half of 2022 usage was down 223% against the same period in the previous year – this figure is ‘distorted’ because for the second half of 2022 usage was -212.

### Landline Usage (Mins)



National calls were down 32%. Other call types, i.e, to mobiles were down 14% against the same period last year.

### Mobile Usage (Mins)



Mobile usage was up 8% against **May** last year, and at present data from Babble shows just 2 mins of calls recorded in **June**, down 96% - this may be incomplete data. No additional call / data charges were incurred.

**NOTE: Currently no call data is available from Babble for July 23 onwards.**