

Wignall, Peter

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[REDACTED]@shepway.gov.uk; [REDACTED]@shepway.gov.uk
Cc: [REDACTED]
Subject: Princes Parade Elemental breakdown
Attachments: Cost Plan_Princes Parade 170106 (Submission1).xlsx

[REDACTED]

Apologies, I thought I'd sent this but I must of got distracted

Regards

[REDACTED]
[REDACTED] BSc C.Eng MICE
Senior Bid Manager

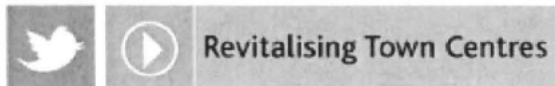
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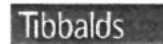
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4 Elemental Cost Summary									
Ref	Element	Cost		Cost		Cost		Cost	
		Wet Areas	%	Dry Areas	%	Externals	%	Total	%
0A	Demolitions	£ -	0.0%	£ -	0.0%			£ -	0.0%
1A	Substructure	£ 607,654	8.0%	£ 339,136	4.4%			£ 946,791	12.4%
2A	Frame	£ 161,265	2.1%	£ 161,265	2.1%			£ 322,530	4.2%
2B	Upper Floors	£ 12,662	0.2%	£ 67,947	0.9%			£ 80,609	1.1%
2C	Roof	£ 165,392	2.2%	£ 165,392	2.2%			£ 330,783	4.3%
2D	Stairs	£ 25,863	0.3%	£ 25,863	0.3%			£ 51,725	0.7%
2E	External Walls	£ 315,373	4.1%	£ 315,373	4.1%			£ 630,745	8.3%
2F	Windows and External Doors	£ 13,850	0.2%	£ 13,850	0.2%			£ 27,700	0.4%
2G	Internal Walls and Partitions	£ 82,328	1.1%	£ 103,478	1.4%			£ 185,805	2.4%
2H	Internal Doors	£ 31,725	0.4%	£ 9,625	0.1%			£ 41,350	0.5%
3A	Wall Finishes	£ 149,360	2.0%	£ 95,375	1.2%			£ 244,735	3.2%
3B	Floor Finishes	£ 112,925	1.5%	£ 104,590	1.4%			£ 217,514	2.8%
3C	Ceiling Finishes	£ 44,128	0.6%	£ 13,355	0.2%			£ 57,483	0.8%
4A	Fixtures, Fittings & Equipment	£ 73,985	1.0%	£ 88,825	1.2%			£ 162,810	2.1%
5A-D	Sanitary and plumbing installations	£ -	0.0%	£ -	0.0%			£ -	0.0%
5E-G	Mechanical Installation	£ 635,988	8.3%	£ 635,988	8.3%			£ 1,271,975	16.6%
5H	Electrical Services	£ -	0.0%	£ -	0.0%			£ -	0.0%
5I	Gas Installation	£ -	0.0%	£ -	0.0%			£ -	0.0%
5J	Lift installations	£ 12,500	0.2%	£ 12,500	0.2%			£ 25,000	0.3%
5K	Protective Installations	£ -	0.0%	£ -	0.0%			£ -	0.0%
5L	Communication Installation	£ -	0.0%	£ -	0.0%			£ -	0.0%
5M	Specialist Installation	£ 424,617	5.6%	£ -	0.0%			£ 424,617	5.6%
5N	Builders Work In Connection	£ 12,970	0.2%	£ 12,970	0.2%			£ 25,940	0.3%
6A	Site Works					£ 245,575	3.2%	£ 245,575	3.2%
6B	Drainage					£ 214,022	2.8%	£ 214,022	2.8%
6C	External Services					£ 52,500	0.7%	£ 52,500	0.7%
	Sub Total	£ 2,882,582	37.7%	£ 2,165,529	28.3%	£ 512,097	6.7%	£ 5,560,208	72.8%
	Preliminaries	£ 397,548	5.2%	£ 397,548	5.2%	£ -	0.0%	£ 795,096	10.4%
	Contingency	£ 177,200	2.3%	£ 177,200	2.3%	£ -	0.0%	£ 354,400	4.6%
	Design Fees	£ 280,775	3.7%	£ 280,775	3.7%	£ -	0.0%	£ 561,550	7.3%
	OH&P	£ 190,643	2.5%	£ 154,074	2.0%	£ 26,117	0.3%	£ 370,834	4.9%
	Total Cost	£ 3,928,748	51.4%	£ 3,175,126	41.5%	£ 538,214	7.0%	£ 7,642,088	100.0%

Prince's Parade Leisure Centre

Stage 2 Architectural Report

15/11/16- Revision 1



Checked by: SDu
Issued by: CTs
Project Number: 10100

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Purpose and Objectives of RIBA Stage 2
Stage 2 Design Principles
Items to be reviewed early in Stage 3
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Massing Options

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Introduction

Introduction to Stage 2 Concept Design

Introduction

The Core Objectives of RIBA Stage 2 are to prepare a Concept Design including outline proposals for structural design, building services systems, outline specifications and preliminary cost information along with relevant project strategies in accordance with the design programme. This stage also includes agreeing any alterations to the brief and issuing of the Final Project Brief.

During Stage 2, the preferred option from the Stage 1 Feasibility Studies (in this case the option designed by Pozzoni) is developed into the Concept Design in line with initial project brief (as described in the Invitation to Tender pack of information). The wider project team also develops the various Project Strategies which include matters such as stakeholder engagement strategy, procurement/construction strategy, BIM strategy and sustainability strategy.

The purpose of the Stage 2 Report is to provide a robust basis for the development of the project into the future design and delivery stages. As such it is important that the document (and its qualifications) are reviewed and signed-off by the Client (or their advisors) so that the project team can proceed with confidence into the next stages of the project.

This Stage 2 Report should be read alongside the current project programme (SDC Programme October 2016 combined planning Tibbalds) which set out the wider project strategies, contact details and governance controls for the project. Please note that as a result, the focus of the main body of this document is in developing the content of the project brief to establish that:

- The client's stated objectives are reflected
- An adequate basis for design development is provided
- The time and cost parameters are reasonable
- All the information the client should provide before detailed design commences is provided

N.B. This Stage 2 Report includes a number of supporting documents including an Architectural Appendix which reflects further design development carried out in the period between the issuing of the draft and final reports. The options illustrated in this section are the basis on which the Stage 3 design will be progressed by the design team.

Stage 2 Summary

Stage 2 commenced on 26 September and the Stage 2 report was issued on 14 November. During this time the main activities have included the following:

- Refinement and testing of the initial project brief
- Concept design development and testing (including site wide strategies)
- Stakeholder engagement/meetings
- Project team meetings

6 Massing Options and 4 Site Options and 3 Layout options have been developed, tested and refined during Stage 2 and are now captured in the most recent revision. This option captures feedback from the client (including officers and members) and accurately reflects the overall building area from the original client brief. Whilst there are a number of areas that require further development, these will be addressed in Stage 3 (Developed Design).

A site plan, ground and first floor plans have been included in this document alongside an associated area schedule and it is the overall concept, design principles and contents of the brief set out in this package of information for which we are seeking sign-off from the Client.

Introduction

Stage 2 Design Principles

- A design that develops a positive relationship with the existing canoe club and then new residential development and with the proposed landscaping to create an integrated 'community hub' where the whole is more than the sum of the parts.
- A plinth on the ground with a lightweight projected platform set in a high quality landscape setting with sufficient defensible green space around the perimeter of the pool hall
- A design with a civic quality befitting an important local landmark and community facility
- A south-facing principal elevation which is visible from the new 'promenade' / public realm and which incorporates the main entrance piazza and cafe spill-out that address a sunny terrace and overlook the English channel
- Functions and activities along the prominent south eastern elevation of the complex positioned so that they strengthen the visual interaction between the building and its immediate environment
- A design and layout that addresses key public spaces adjacent to the north, west and south elevations of the building
- A simple, logical internal layout with a clear hierarchy and generous circulation
- A material palette that reflects the historic character of the local area and the Romney Marsh area vernacular but is articulated in a modern, contemporary way

Stage 3 - Developed Design

Stage 3 will see the preferred Concept Design progressed until the spatial co-ordination exercises have been developed and a strategy developed for the external language of the building. Outputs for Client review will be in the form of general arrangement drawings, building elevations, specific areas of detailed design, material boards, visuals and supporting schedules and specifications all of which are suitable for submission as part of a detailed planning application.

During this stage we will be co-ordinating the input of the other disciplines and by the end of Stage 3 the architectural, building services and structural engineering designs will all have been

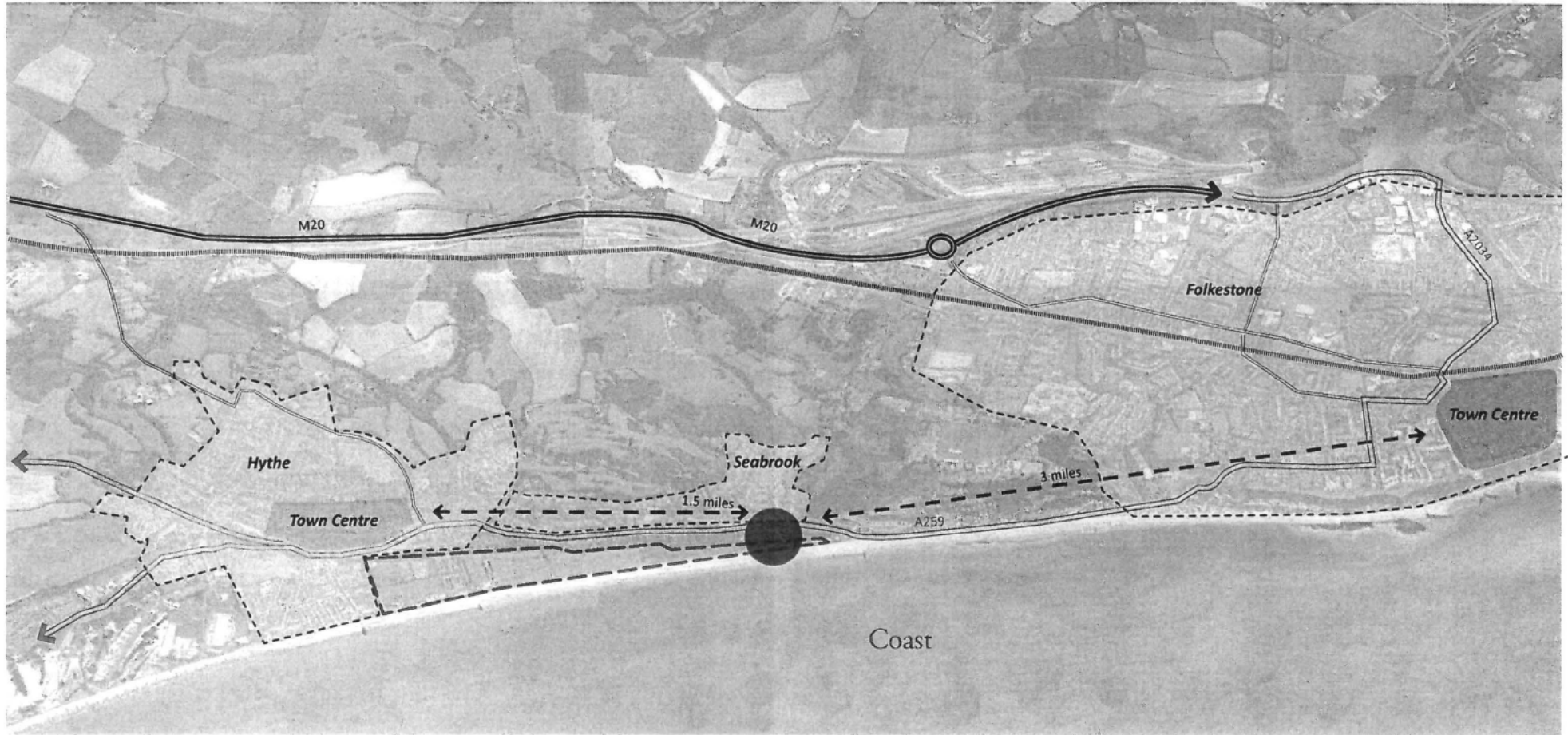
developed and the cost information aligned with the project budget.

It is accepted that there will be further design development during Stage 3 and that changes can be accommodated so long as they do not materially affect the overall concept or design principles. Material modifications of this nature may involve abortive work and have an impact of the project programme and budget.

1 / Site Analysis

Wider Site

Adjacent Towns



Horsham Town Centre
Site of Leisure Centre



Area of investigation
Major Road

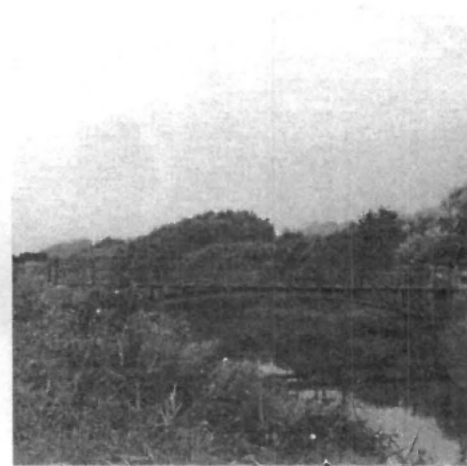


Railway
Railway Station

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Site Photos

Royal Military Canal



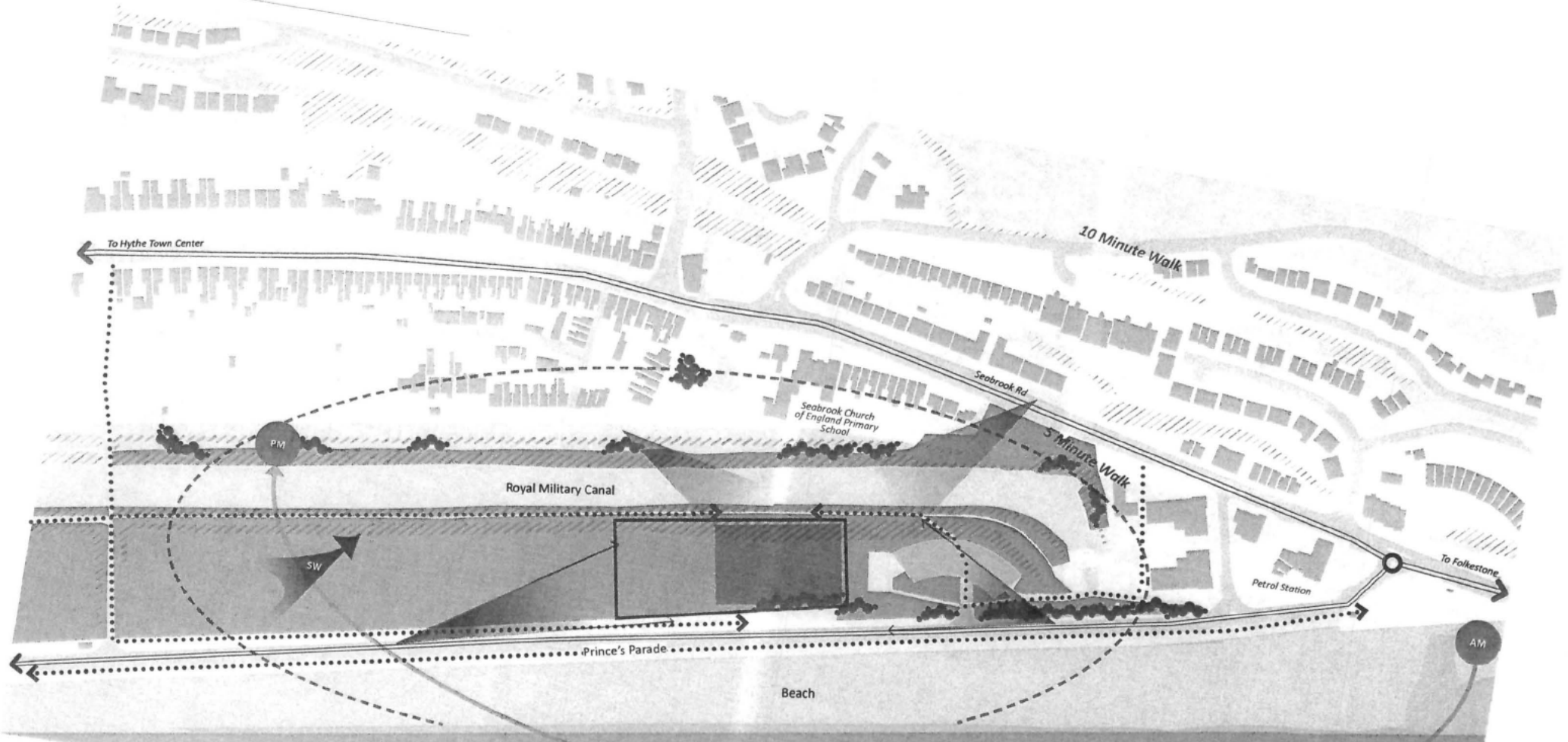
Site Photos

Prince's Parade & Seabrook



Site Analysis




Prince's Parade








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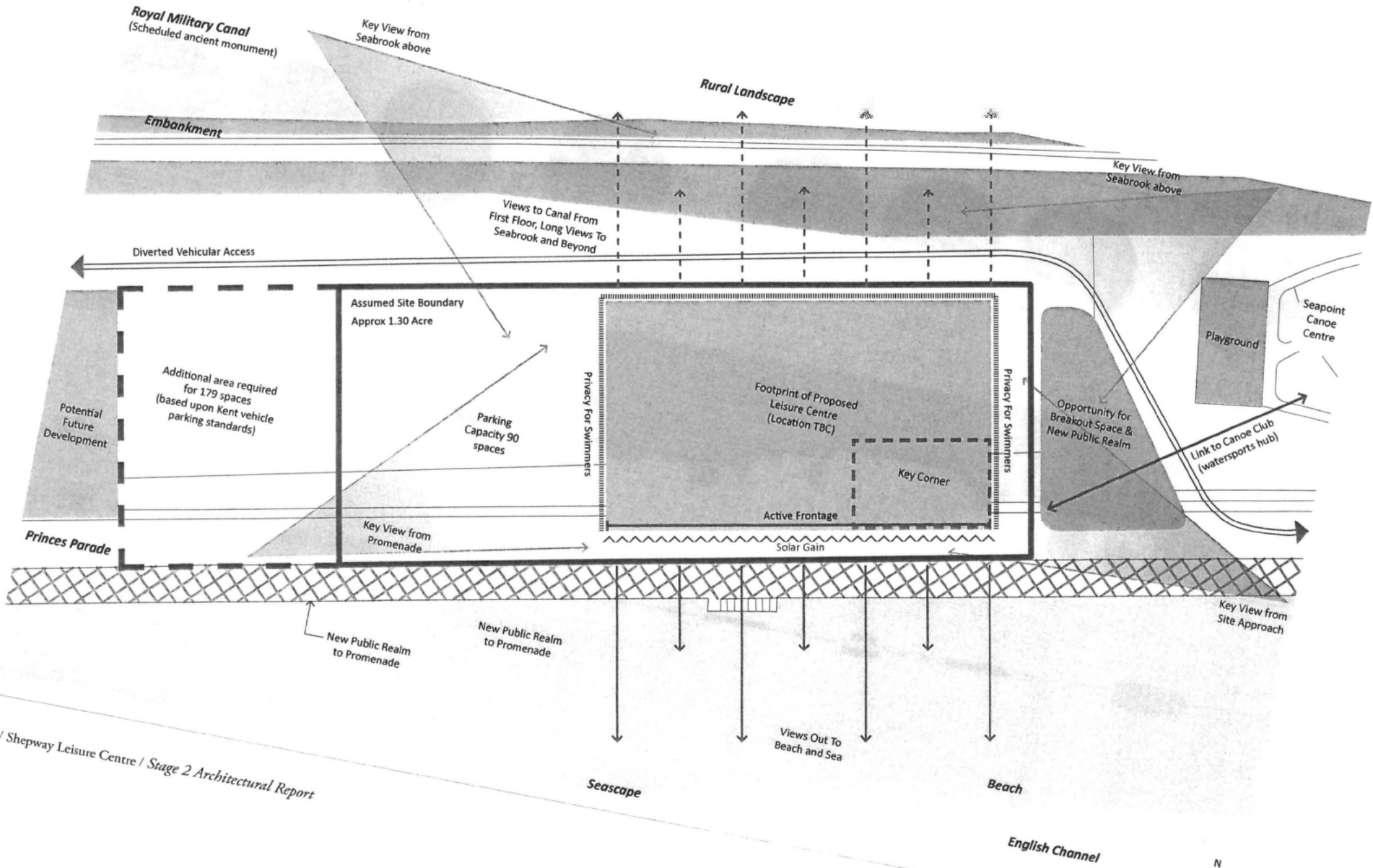
-  Leisure Centre
-  Embankment
-  Existing building

-  Car Parking
-  Trees
-  Key views

-  Vehicular Access
-  Pedestrian Access
-  Site boundary

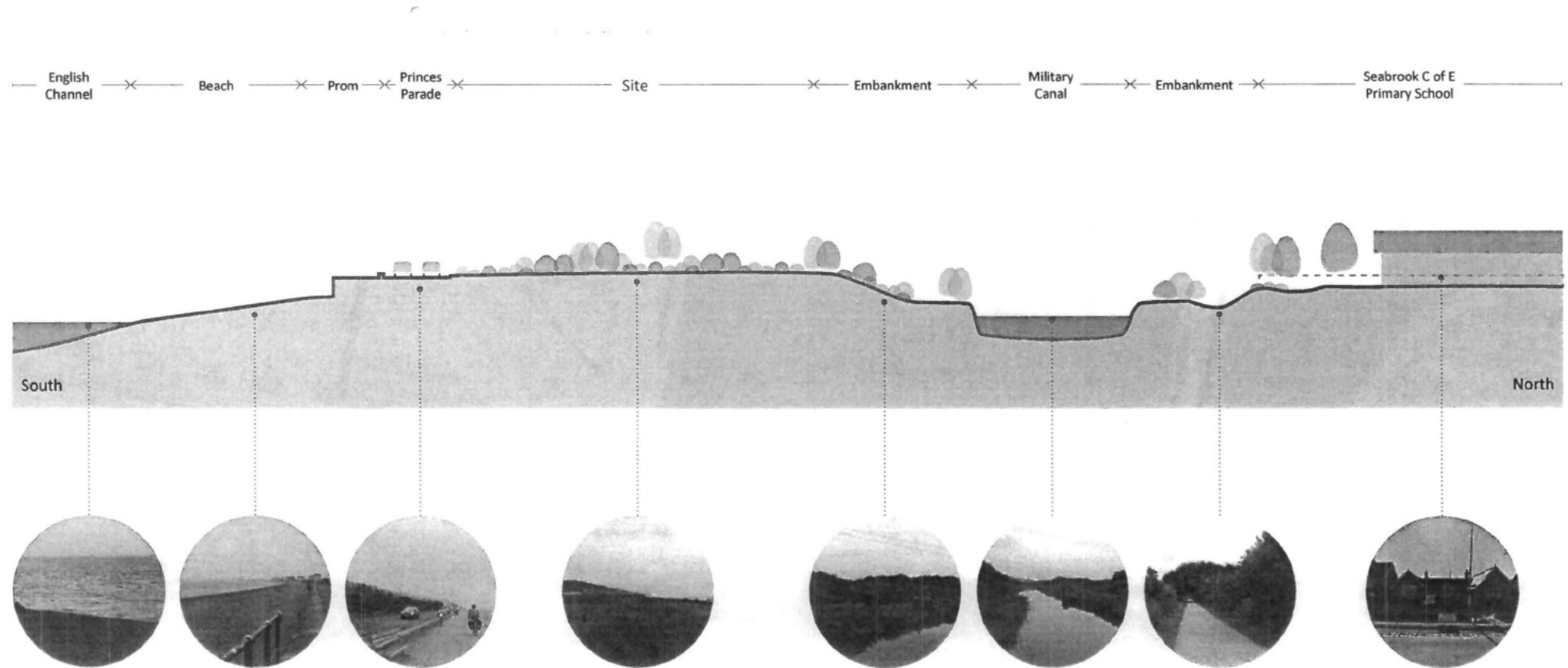
-  Sun Path
-  Prevailing Wind

Site Analysis Constraints & Opportunities



Site Section

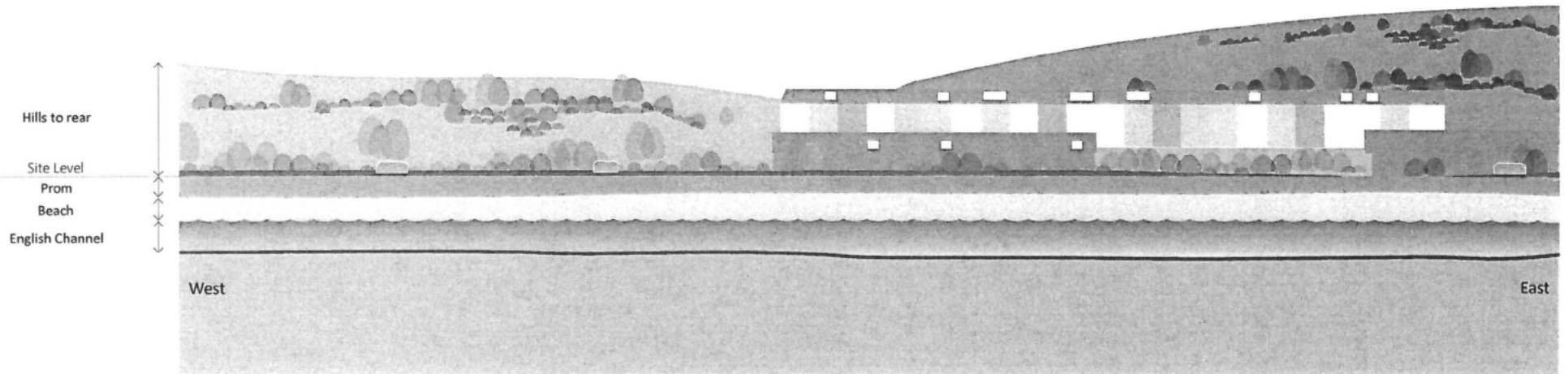
Existing Site Section



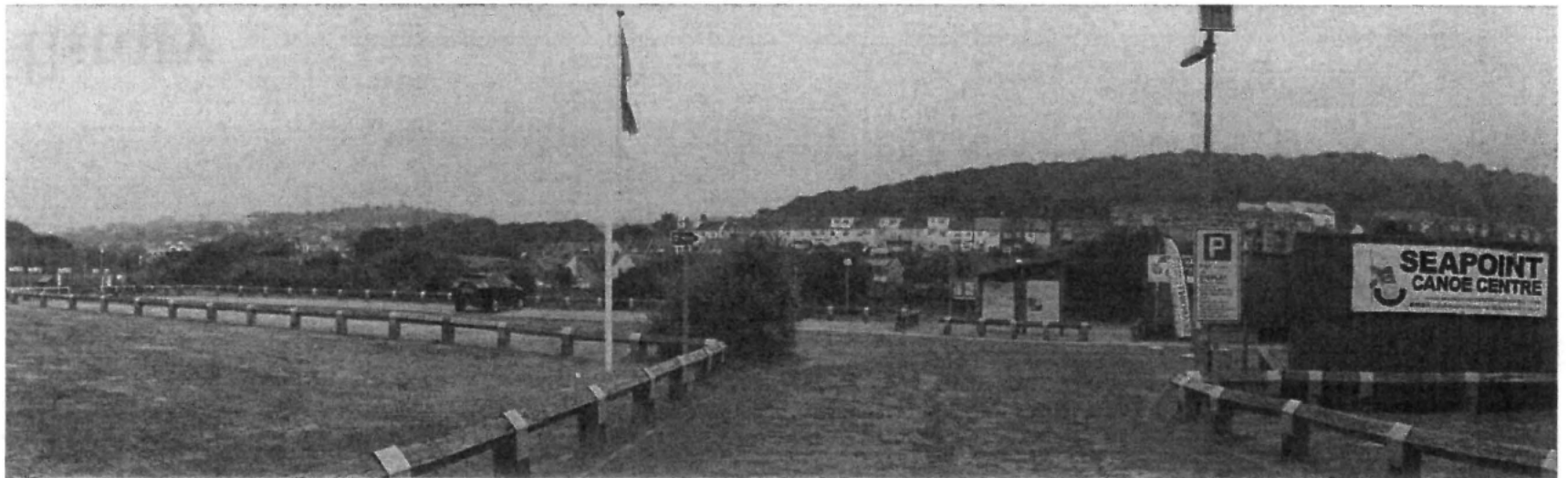
***Site Section for illustrative purposes only, a detailed topographical survey required for an accurate site levels

Site Section

Existing Site Section



***Site Section for illustrative purposes only, a detailed topographical survey required for an accurate site levels



2 / History

Conservation & Heritage

Area History Royal Military Canal

Defending the Marsh

The Romney Marsh had been left virtually undefended against a French invasion during the Napoleonic years in the belief that it could be quickly flooded and the subsequent morass would be impassable. Thus, a canal was built from Seabrook, near Folkestone around the back of the Romney Marsh to the River Rother near Rye, a distance of 19 miles. The canal system would have sources of water from the sea and the River Rother. It would be 19 metres wide at the surface, 13.5 metres wide at the bottom and 3 metres deep. The excavated soil would be piled on to the northern bank to make a parapet, behind which troops could be positioned and moved out of sight of the enemy. The canal would also have 'kinks' to allow enfilading fire along the length of the canal, if the enemy attempted to cross it.

The Duke of York and the prime minister, William Pitt, met on September 26 1804 to discuss the project. The renowned engineer John Rennie was appointed as consultant engineer and it was proposed that the canal be extended from the River Rother to Cliff End, East Sussex incorporating the River Brede in the process. The total length of the canal would be 28 miles, of which 22.5 miles had to be dug. It was estimated that it would be completed by June 1805 and cost £200,000.

Digging the Ditch

On October 30 1804 the first sod of the Royal Military Canal was dug at Seabrook. Harsh winter weather and severe flooding, as well as difficulty in attracting labourers - known as navvies - meant that the original completion date appeared wildly optimistic. Navvies dug the canal, while the military built the ramparts and turfed the banks. At its peak there were 1,500 men working on the canal. The canal was dug entirely by hand, using picks and shovels and the soil was carried away in wheelbarrows. Once the canal was dug it was lined with clay. The change of command and the greater work force speeded progress so that by August 1806 the canal was open from Seabrook to the River Rother. The original dimensions of the canal were greatly reduced due to increasing problems encountered by the builders and pressures of time, so that for most of its length the canal is half its projected width. Iden Lock was completed in September 1808, which linked the canal to the River Rother and Rye Harbour, effectively turning the Romney Marsh into an island, but it wasn't until April 1809 that the canal was actually completed.

After Napoleon

By the time the Royal Military canal was fully ready for use, the threat of invasion had long since past. The fact that the

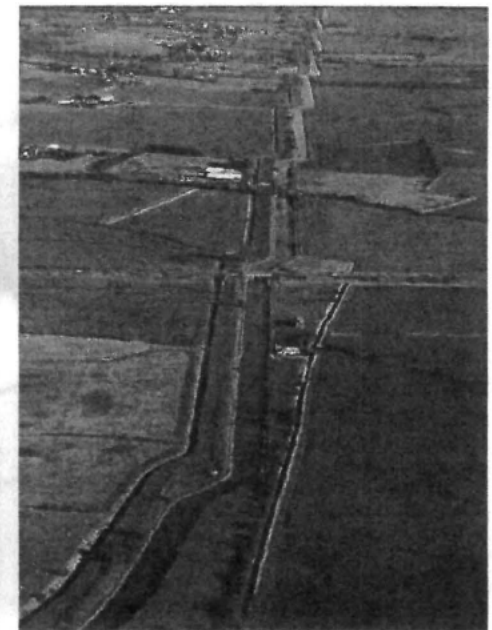
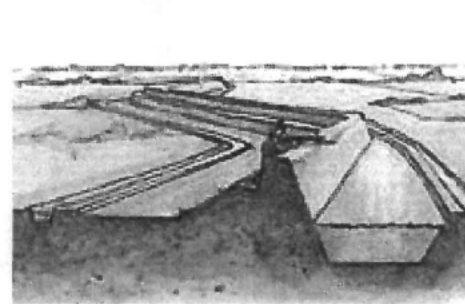
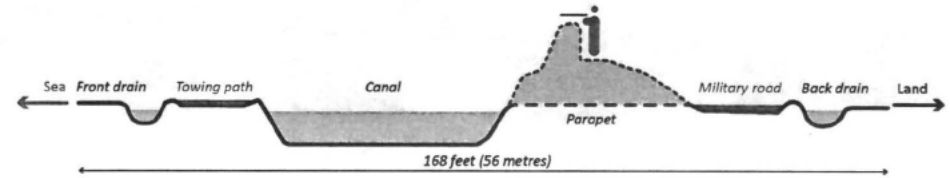
canal was never used for its intended purpose, cost £234,310 (a huge amount in Georgian England) and was funded entirely by the state meant the voices of cynics and doubters could soon be heard from all sections of society. The canal became an embarrassment to the Government. The Government desperately needed to find ways of recovering some of the money spent on the canal and in 1807 opened it to navigation and collected tolls for the transportation of produce and goods. In 1810 the canal was opened for public use and tolls were also collected for the use of the military road between Iden, Rye and Winchelsea. There was also a regular barge service running between Hythe and Rye, which took around four hours to complete.

Despite efforts to utilise the canal, traffic was never heavy, and the opening of the Ashford to Hastings railway line in 1851 further decreased its use. The stretch from Iden Lock to West Hythe was leased to the Lords of the Romney Marsh for 999 years at an annual rent of one shilling, while the town of Hythe purchased the remaining stretch, that ran through the town, for conversion to ornamental waters. The canal west of Rye was sold to four individual owners. By the late nineteenth century the canal trade had all but gone. The last ever toll was collected at Iden Lock on December 15 1909.

Despite previous doubts surrounding the canal's usefulness for defence in the nineteenth century, it was quickly requisitioned by the War Department in 1935 as war in Europe became increasingly likely. The banks were lined with pill-boxes as the nation awaited invasion, this time by Hitler, but once again there was no invasion.

The Canal Today

Although never being called upon to defend the nation, the canal has fulfilled one of its intended duties: the improvement of conditions on the Romney Marsh. The canal acts as a sink for the network of ditches that criss-cross the Marsh. During the summer, when rainfall is low and water is needed to irrigate the land, water is pumped from the canal into the drainage ditches. In winter, when there is a risk of flood, water can be taken from the ditches into the canal and the excess water let out of the canal at Iden Lock or the sluice at Seabrook. This vital function of the Royal Military Canal is managed by the Environment Agency. Today the tree lined banks of the Royal Military Canal are an excellent place for quiet enjoyment, whether walking, fishing. This large stretch of fresh water provides a home for many forms of wildlife, and parts of the canal are designated as Site of Special Scientific Interest (SSSI), with the remaining length designated as a Local Wildlife Site. The Royal Military Canal is also protected as a Scheduled Ancient Monument (SAM), ensuring its survival for future generations.



Conservation & Heritage

Area History Martello Towers

Martello Towers, sometimes known simply as Martellos, are small defensive forts that were built across the British Empire during the 19th century, from the time of the Napoleonic Wars onwards. Many were built along the Kent coast to defend Britain against the French in the early 1800s, then under the rule of the Emperor Napoleon. Towers were built from Folkestone to Seaford in East Sussex. Between 1805 and 1812 seventy four towers were built in all, six of these in Dymchurch and two in St Mary's Bay on the Marsh. The effectiveness of Britain's Martello towers was never actually tested in combat against a Napoleonic invasion fleet. During the Second World War, some Martello towers returned to military service as observation platforms and firing platforms for anti-aircraft artillery.

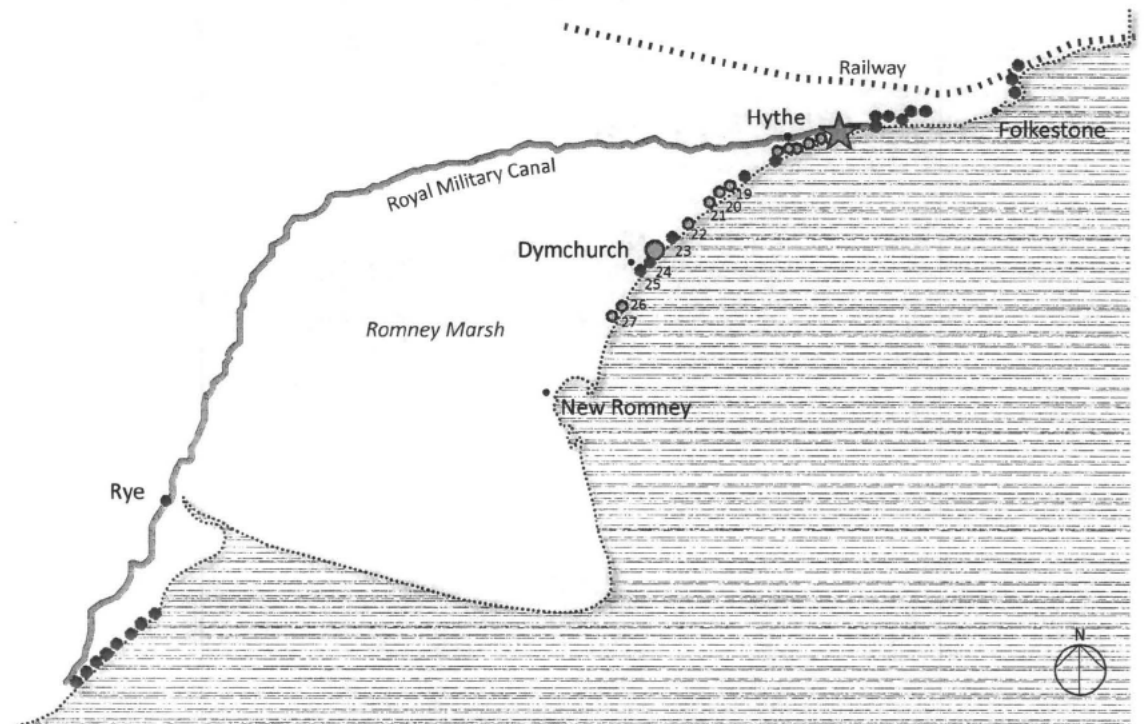
Given that the coast of the Marsh was only some 22 miles from the coast of France across the English Channel, it was one of the areas that was most at risk from invasion by Napoleon's forces. Along its coastline from south of Hythe to St Mary's Bay, there were nine Martello Towers and one Redoubt. Towers Nos. 19, 20, 21, 22, 26 and 27 have since been demolished, but three of the towers and the redoubt remain in Dymchurch. Redoubts acted as supply depots for the smaller towers as well as being powerful fortifications in their own right.

Martello Towers on Romney Marsh

Martello Tower No 22 was located about 2 miles to the north of Dymchurch village but was demolished in 1956 when the A259 was widened. Martello Tower No 23 is located on the A259 Hythe Road, just north of Dymchurch. It is now a grade II listed building and has been converted for use as a private residence. Martello Tower No 24 is located between Dymchurch High Street and the beach. It has been fully restored and re-equipped with its 24 pounder cannon. Now an Ancient Scheduled Monument managed by English Heritage. Martello Tower No 25 is located in the Dymchurch Martello car park just as you enter Dymchurch on the A259 from New Romney. It is unused and closed up. Martello Towers Nos 26 and 27 were the first brick-built structures to appear on the St. Mary's Bay shoreline. Tower 26 was built on the eastern side of the Gobsden Gut (now Cobsden Sewer), an outfall which ran into the sea near the present Dunstall Lane. Tower No. 27 was built approximately a quarter of a mile to the west. Neither tower stands today.

Dymchurch Redoubt

Dymchurch Redoubt was built between 1804 and 1812 to support the chain of Martello Towers that stretched between Hythe in Kent and Rye in Sussex, and to act as a supply depot for them



Key

- Towers preserved
- Towers demolished
- Dymchurch Redoubt
- ★ Site

1867 Diagrammatic Map of the Martello Towers of Martello Towers, and Redoubt



Conservation & Heritage

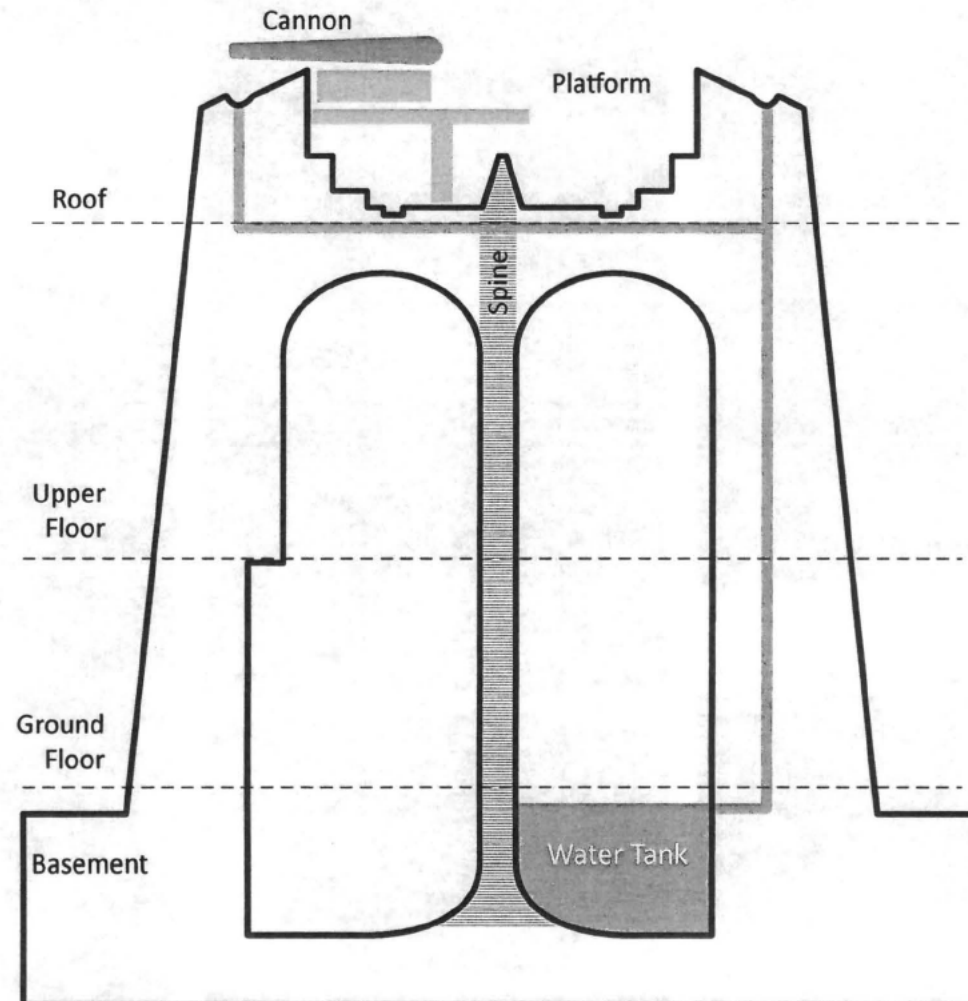
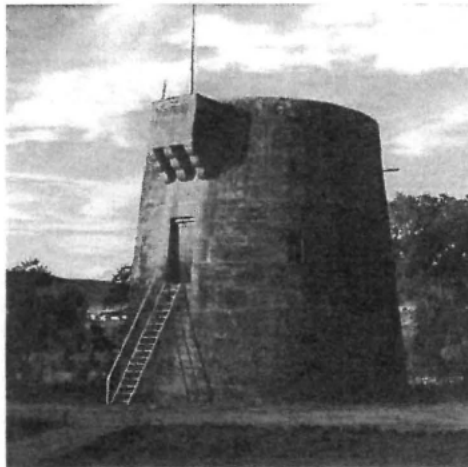
Martello Tower

Diagram of a Martello Tower

The officer and men lived in separate rooms of almost equal size. The roof or terreplein was surmounted with one or two cannon on a central pivot that enabled the guns to rotate up to 360 degrees. A well or cistern within the fort supplied the garrison with water. An internal drainage system linked to the roof enabled rainwater to refill the cistern.

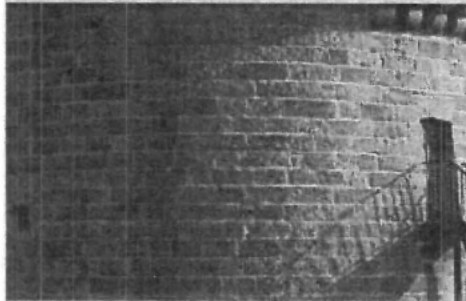
The towers were about 40 feet (12m) high with walls about 8 feet (2.5m) thick. Entry was by ladder to a door about 10 feet (3m) from the base above which was a machicolated (slotted) platform which allowed for downward fire on attackers. The flat roof or terreplein had a high parapet and a raised platform in the centre with a pivot for a 360 degrees traversing gun or cannon. The walls had narrow slits for defensive musket fire.

The interior of a classic British Martello tower consisted of three storeys (sometimes with an additional basement). The ground floor served as the magazine and storerooms, where ammunition, stores and provisions were kept. The garrison of 24 men and one officer lived in a casemate on the first floor, which was divided into several rooms and had fireplaces built into the walls for cooking and heating.



Conservation & Heritage

Materials and Textures



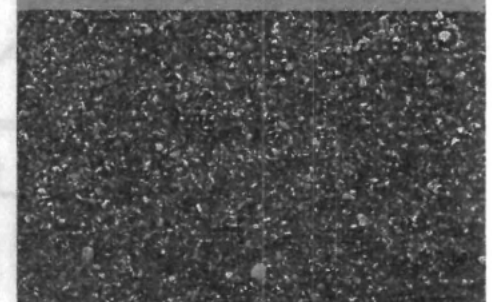
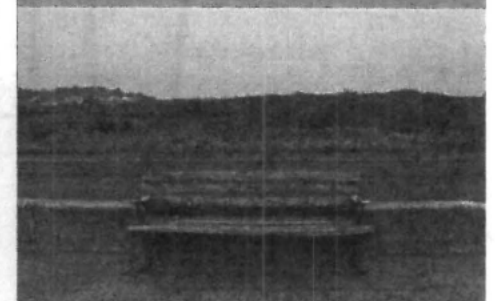
Martello Towers - Thick tapering walls constructed from local stone with deep openings



Embankment - The earth parapets from the Royal Military Canal have become grown over by a variety of different fauna & flora creating a vibrant green ecosystem..



Lookers Huts - Shepherds huts along the Kent coast constructed from rusted steel and weathered timber.



Pebble beach - A mixture of stone types and colours creating a colour palette distinct to Shepway

3 / Key Themes

Key Themes

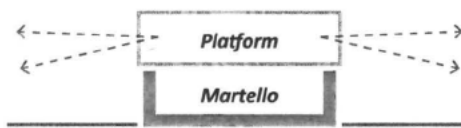


Blue & Green

Separating the site between the sea facing south elevation and the north elevation facing Seabrook and the countryside behind.

The Blue sea facing elevation to be larger in scale looking out over the beach and sea beyond.

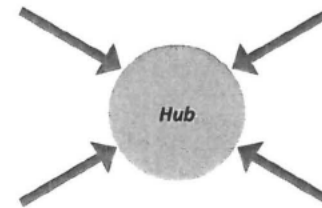
The north facing Green elevation reaches out to the countryside and relates to the canal embankments.



Historical Reference

The proposed Leisure Centre will draw inspiration from the rich military history of the area. The Royal Military Canal and the associated martello towers are unique to the South Coast and have an architectural form of their own.

The martello towers are made up of thick stone ramparts designed to protect the soldiers within. The towers are topped with lightweight platforms with 360 degree views.

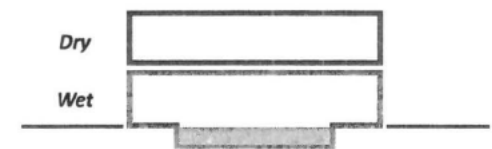


Community Hub

The new facility will become a new hub for the communities of Seabrook, Hythe, Folkestone and beyond.

It's prominent location on the shore front between the promenade and the historic canal will create a destination for the local population.

The mixture of sporting and non-sporting facilities such as the cafe will draw more people to Princes Parade and the future developments.

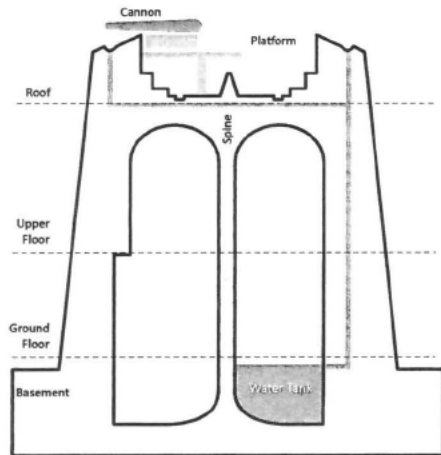


Wet & Dry

Separating the wet and dry facilities with the pools and the wet changing facilities on the bottom with the studios above.

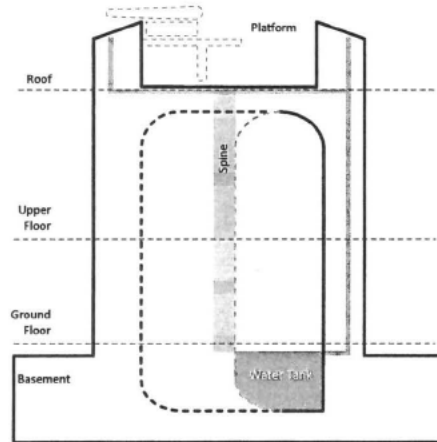
Splitting the wet and dry improves the user experience of the visitors and makes the facility easier to manage.

Martello Tower Diagram



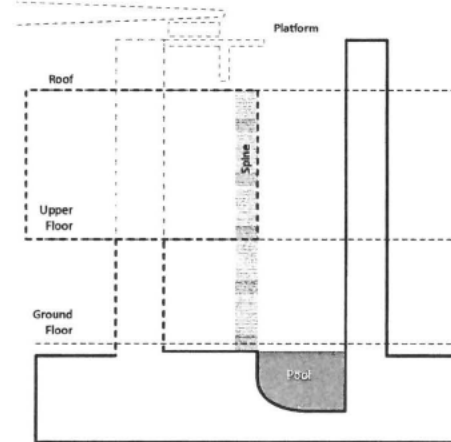
Interpretation of the diagram of a Martello Tower Step 1

The basic principle is high thick walls emerging from the ground and forming the outer shell, while a central 'spine' seems to delineate the internal sea/canal divide of the structure. A platform is located on the roof level for protected views to the sea and a water tank is kept at the base of the structure.



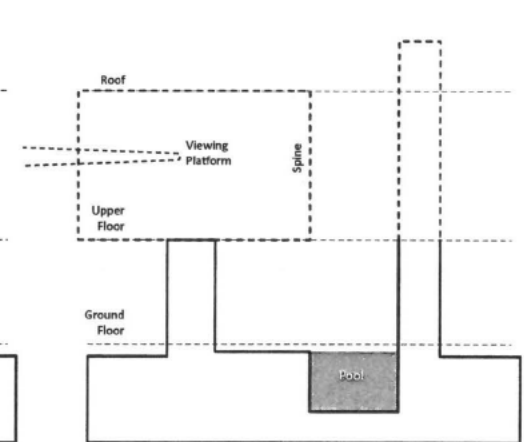
Interpretation of the diagram of a Martello Tower Step 2

The high thick walls start lowering to support a more lightweight element on the upper level, while the central 'spine' is preserved. The platform no longer needs to serve its purpose on the roof level for views to the sea.



Interpretation of the diagram of a Martello Tower Step 1

The high thick walls become the ground robust base to support a more lightweight element on the upper level, while the central 'spine' works as the division line between the front higher part of the building and the back lower part. The platform is moved the upper level for views to the sea.



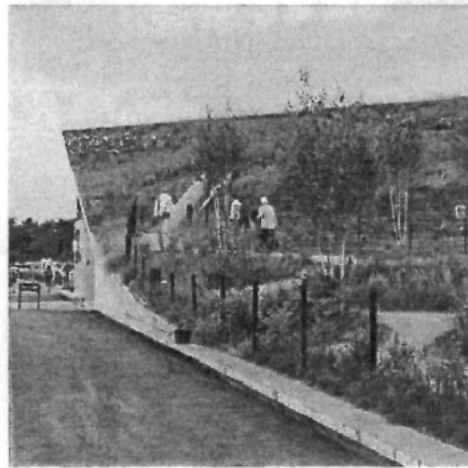
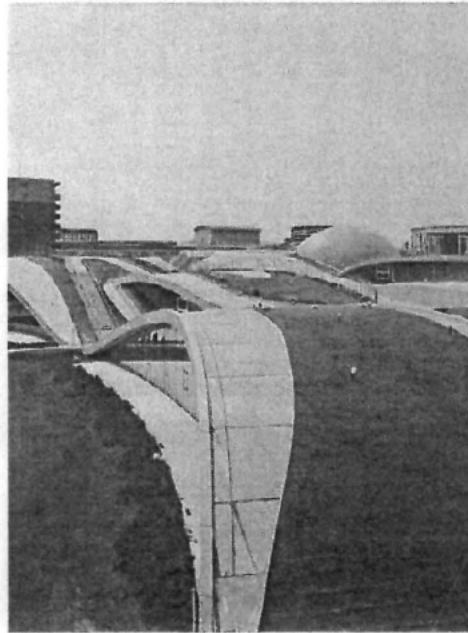
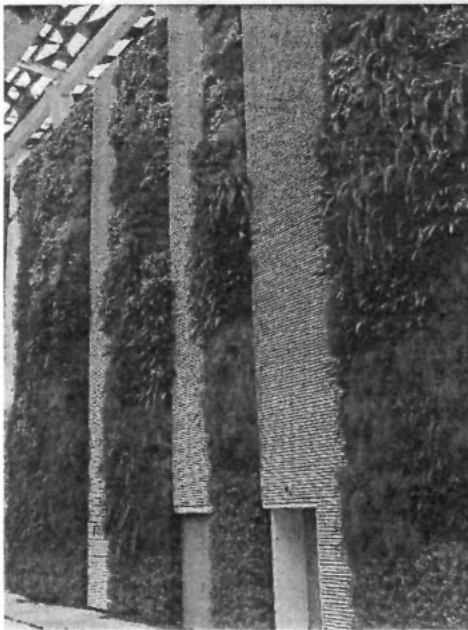
4 / Precedents

Material Precedents

Green & Blue

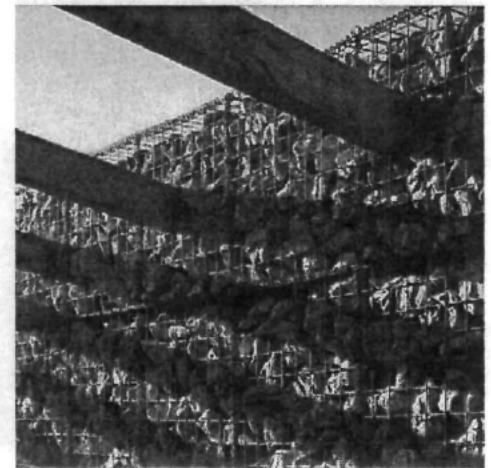
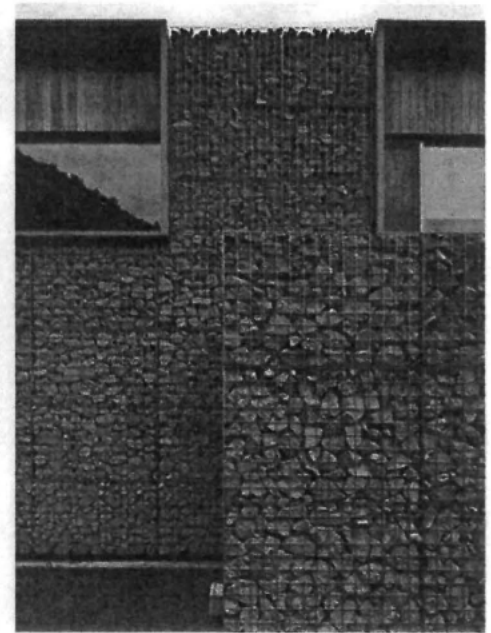
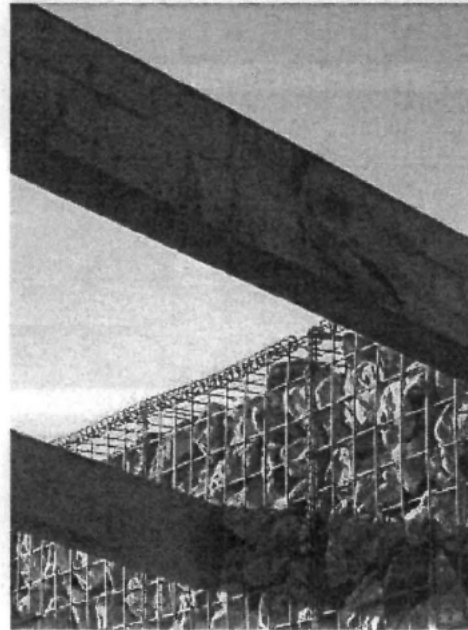
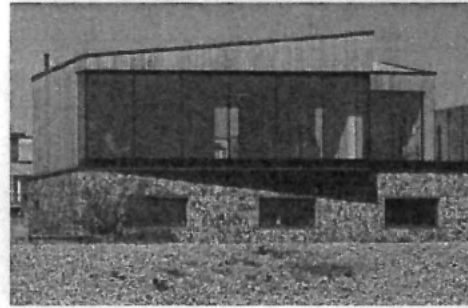
Green

Green walls and greens roofs will integrate with the overgrown canal embankments and will reduce the impact of the building towards Seabrook



Stone Gabion

Drawing inspiration from the mixture on stones and pebbles on the beach

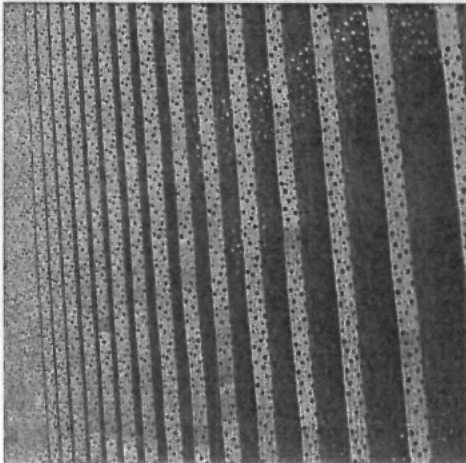
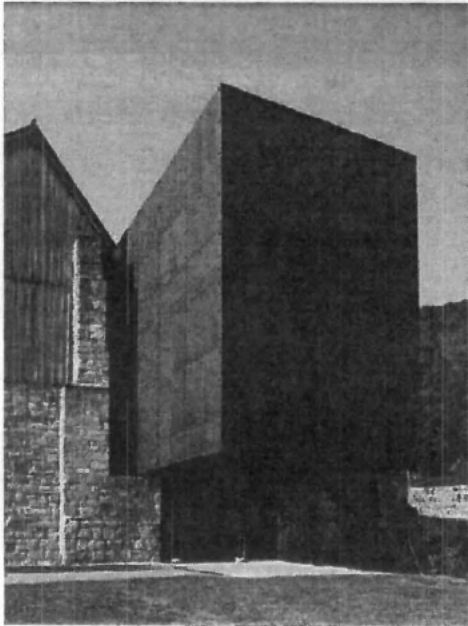


Material Precedents

Rust & Stone

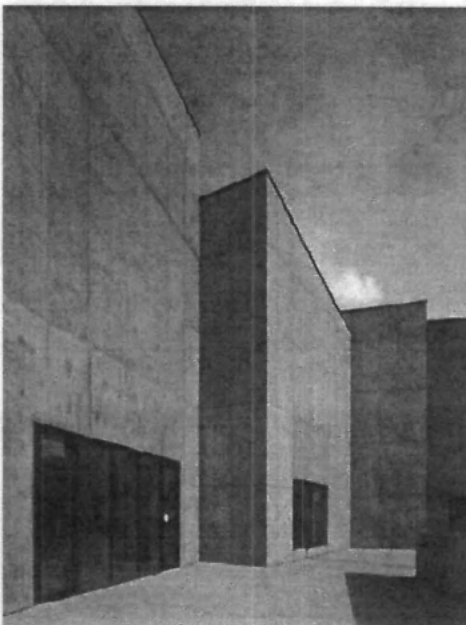
Corten Steel

Drawing inspiration from the rusted steel on the local lookers huts the use of corten steel will sit comfortably in the landscape



Modern Fortification

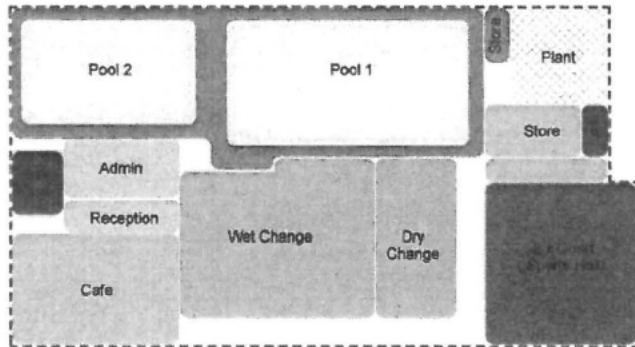
The thick walls and the deep openings of the martello towers can be interpreted in a contemporary way to reflect the history of the area.



5 / Site Options

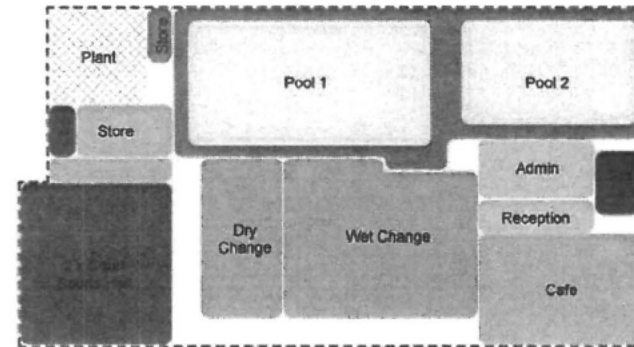
Site Options

Summary



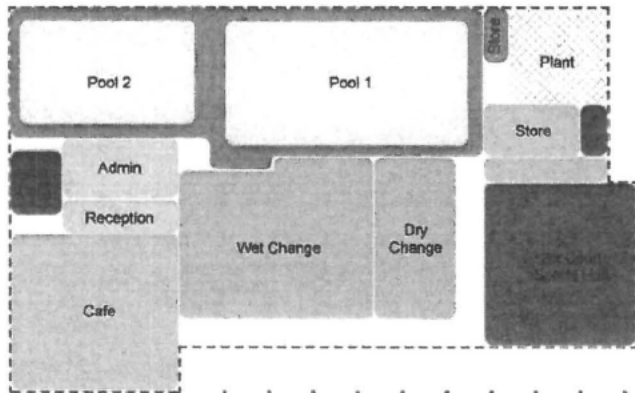
Site Option 1

- ✓ Arrival View
- ✗ Retail Synergy
- ✓ Carpark Connection to Entrance



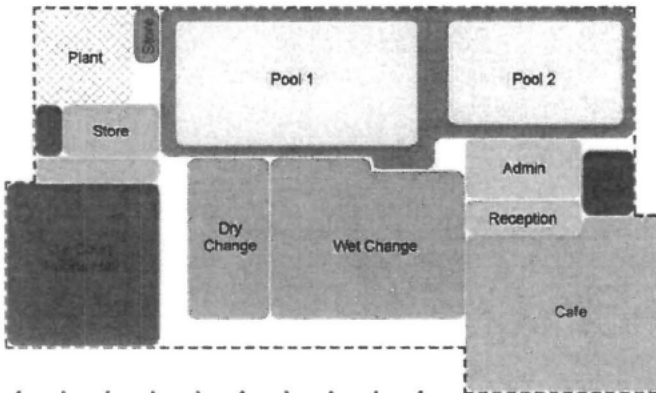
Site Option 2

- ✗ Arrival View
- ✗ Retail Synergy
- ✓ Carpark Connection to Entrance



Site Option 3

- ✗ Arrival View
- ✓ Retail Synergy
- Carpark Connection to Entrance



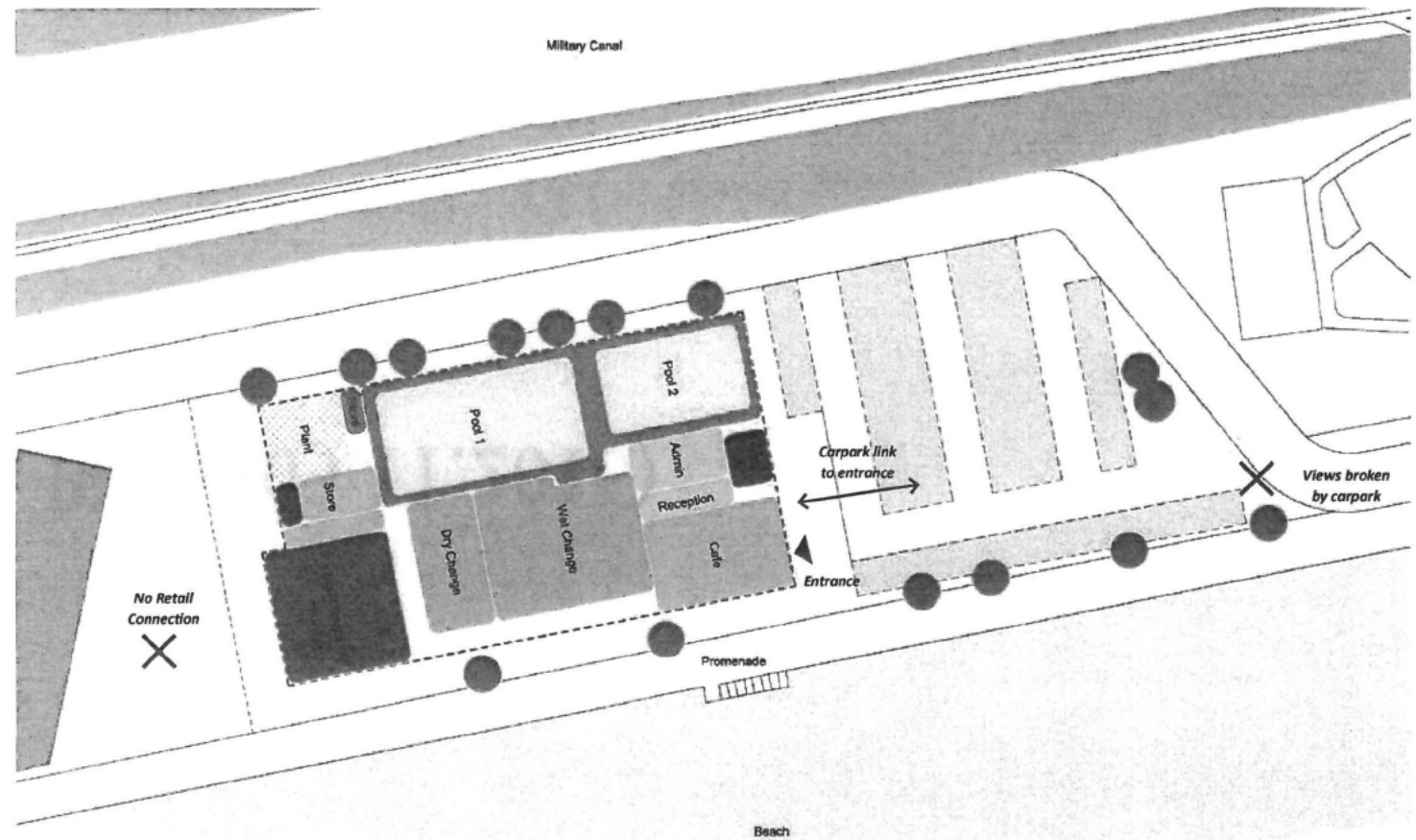
Site Option 4

- ✓ Arrival View
- ✗ Retail Synergy
- Carpark Connection to Entrance

Preferred Site Option 2

Site Plan

- Option 2 has the car park on the eastern end of the site with the ARC situated on the western side of the site.
- The cafe and entrance are located beside the carpark for easy access.
- Carpark situated on prominent eastern corner of site
- No connection to future retail opportunities to west of site.



- X Arrival View
- X Retail Synergy
- ✓ Carpark Connection to Entrance

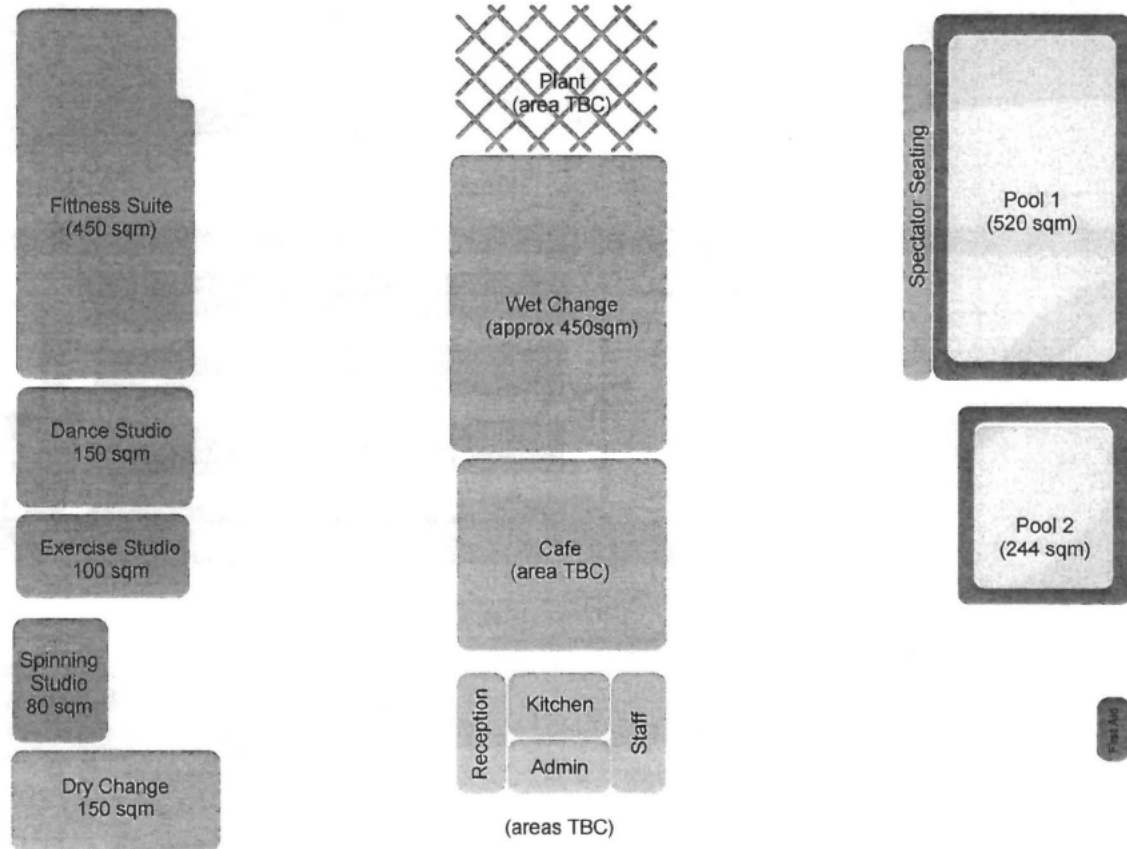
1:500

6 / Previous Plans (03.11.2016)

Revised Brief

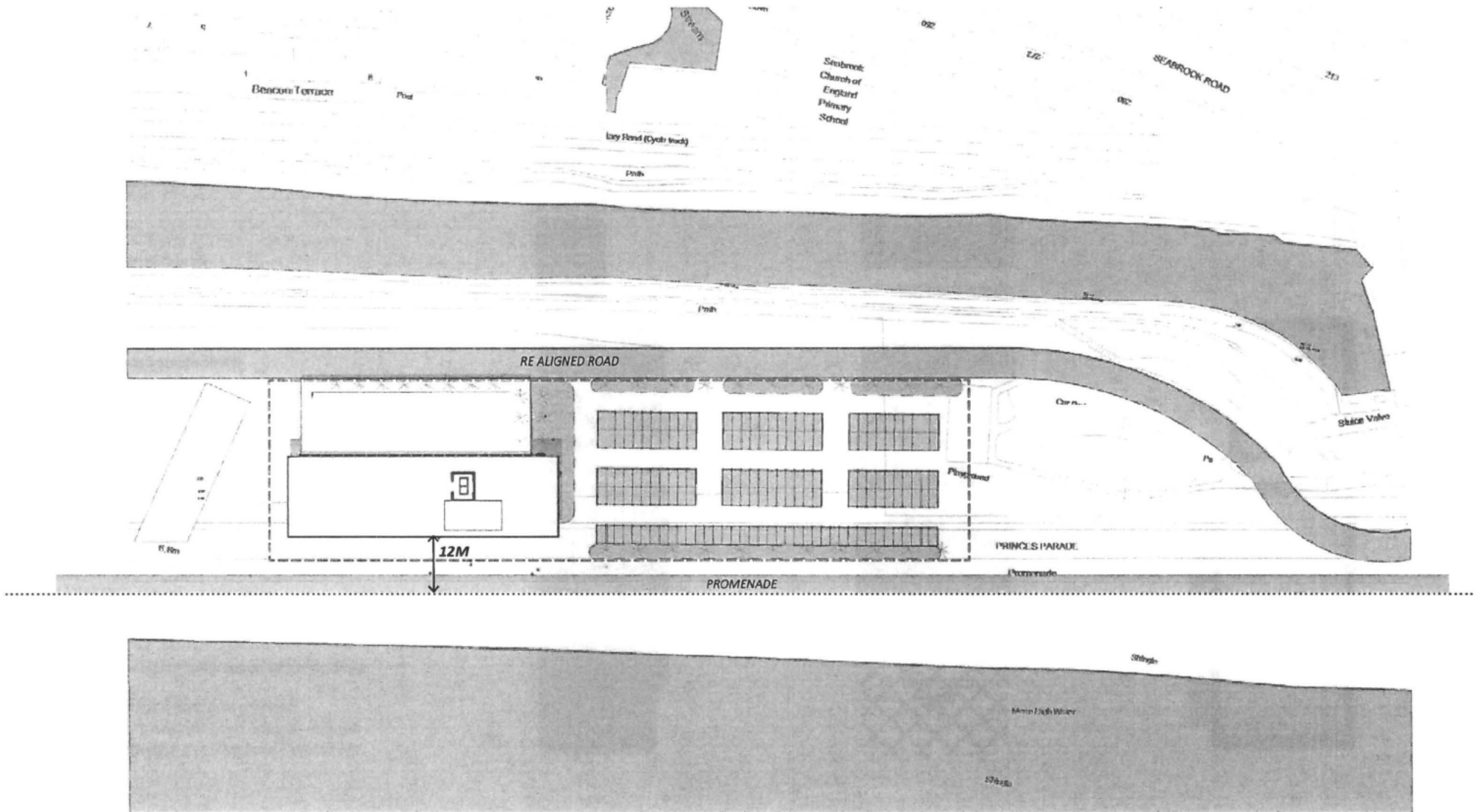
On the 14/10/2016 GT3 Architects updated the brief following a design team meeting with the client. The revised brief now includes:

- 1 x 25m x 6 lane competition equipped swim pool
- Spectator seating (100 person)
- 1 x 4 lane x 12m teaching pool separated from sight and acoustically from the main pool (visible from the café seating area)
- Swim village changing
- 100 station fitness gym (overlooking pools)
- Dry Change facilities
- 3 x Reduced Studio space
- Sports fixtures/fittings/equipment throughout building
- Café / Vending area
- Kitchen
- Staff changing facilities
- Staff Management/admin suite
- Adequate storage for all activity areas
- First aid room

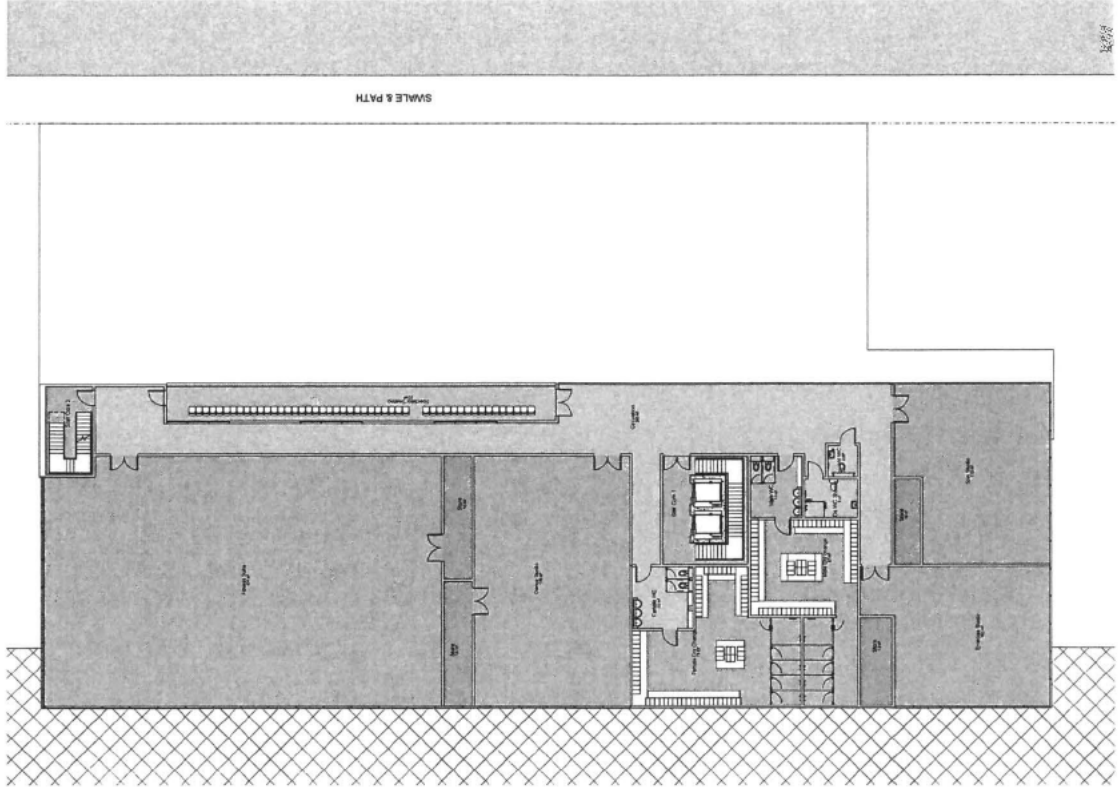
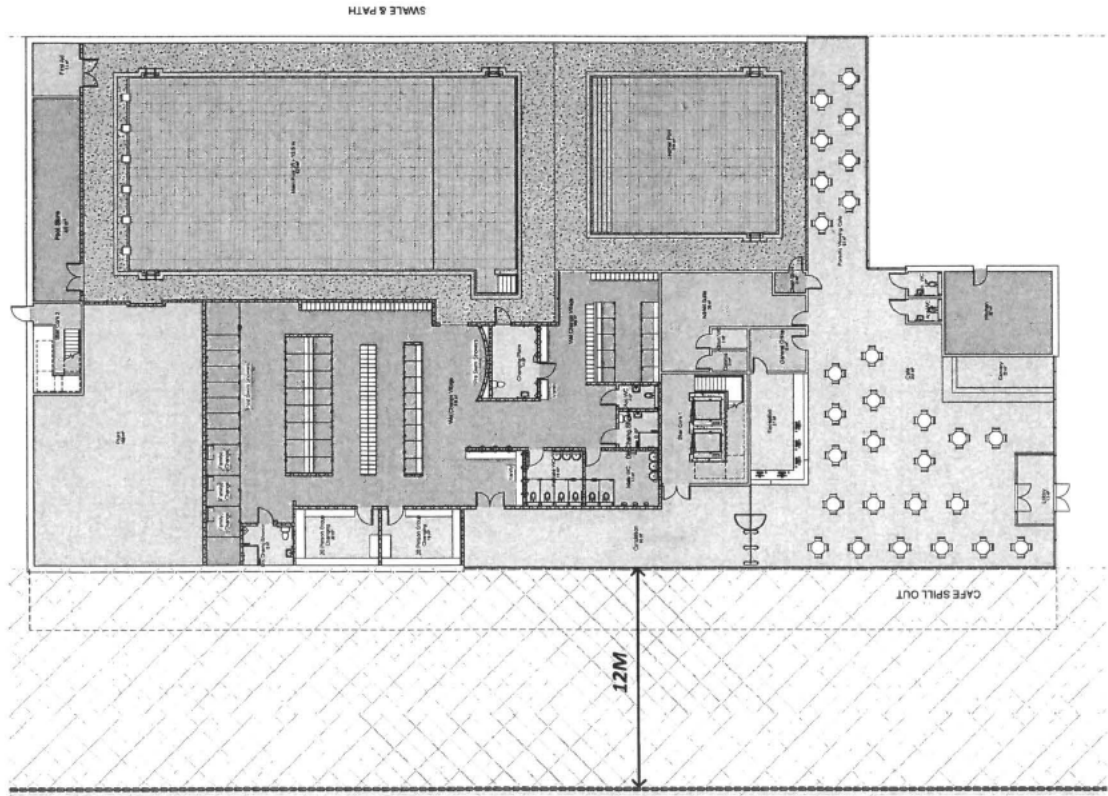


Site Plan

03.11.2016 Site Option 2



GA Plans
03.11.2016



7 / Missing Options

Previous Massing Options

26.09.2016

Prior to the removal of the sports hall from the brief we presented 6 massing options for the overall form of the scheme.

A) An elegant well detailed box with a paired down material palette and well proportioned openings.

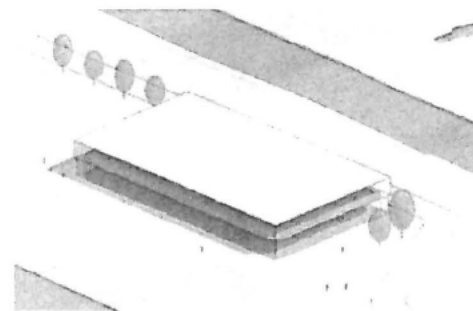
B) A facade shaded by a simple roof and colonnade of elegant columns. Blurring the boundary of the internal and exterior.

C) A gently arched volume which rises from a single storey to a double storey building from North to South.

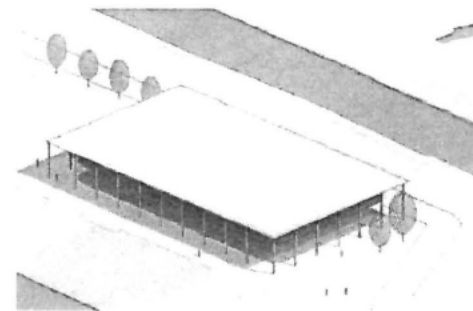
D) A central spine running from East to West with staggered volumes either side. The spine separates the South facing double height spaces which connect to the seascape from the staggered North facing volumes.

E) The three volumes vary in size and shape to break down the overall mass of the building. The stepping stones reduce in height on the northern elevation.

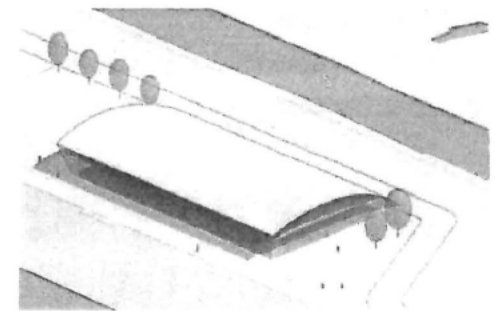
F) This option breaks down the mass of the building by separating the double height volumes from the pool. The pool hall has a curved roof which is a single storey on the North elevation.



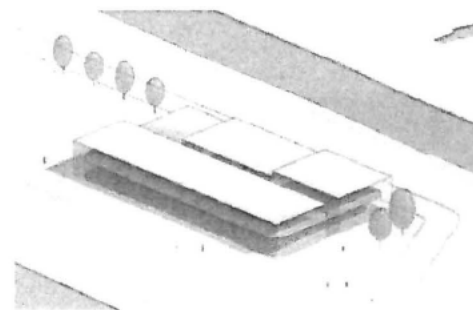
Option A: Refined Box



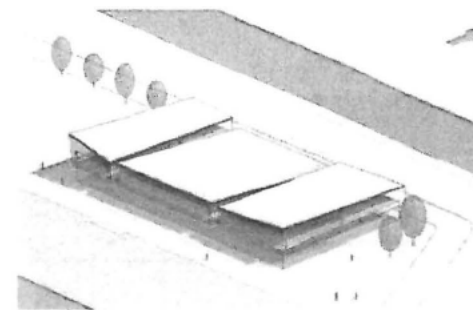
Option B: Colonnade



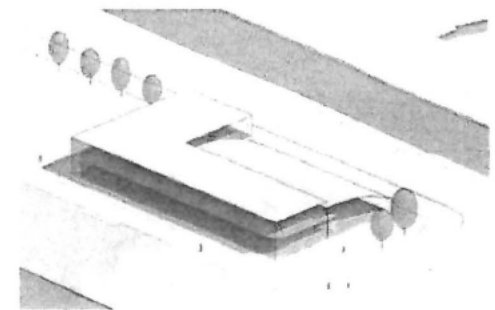
Option C: Curved Box



Option D: Spine



Option E: Stepping Stones



Option F: Wrapped

With the omission of the sports hall from the scheme we have refined the massing options further. The new options break down the mass of the scheme on the canal facing elevation.

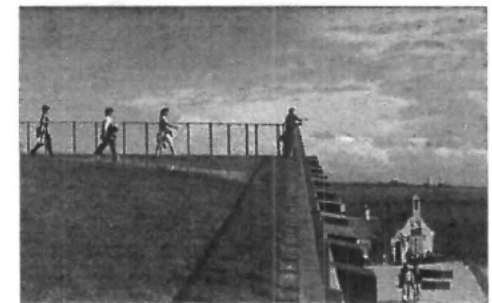
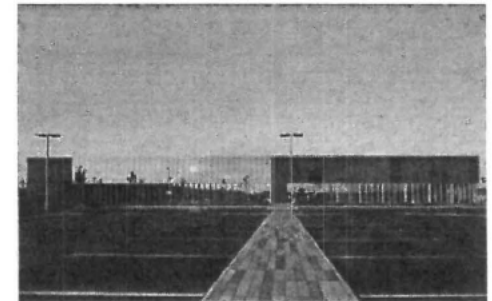
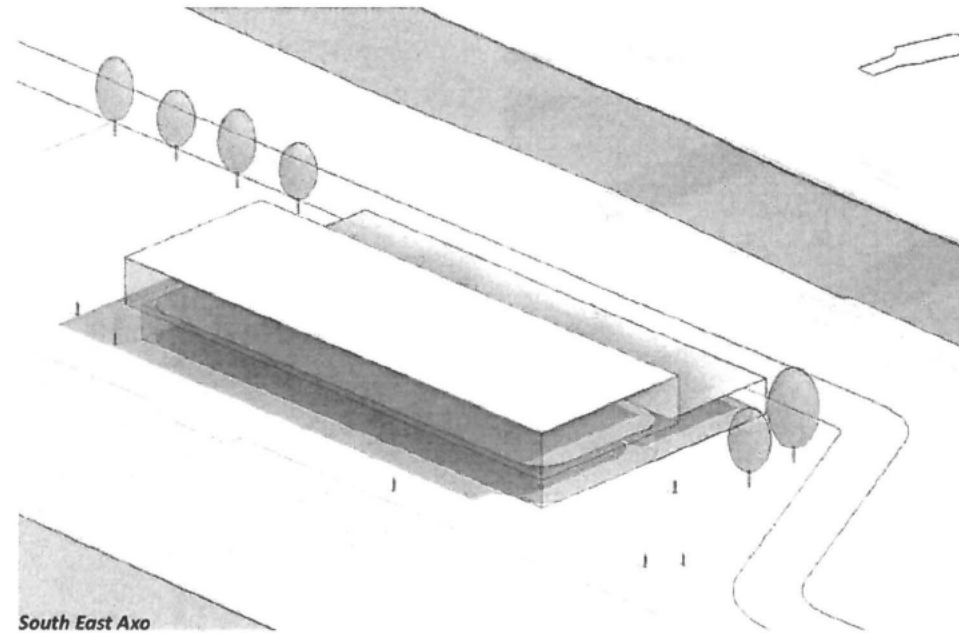
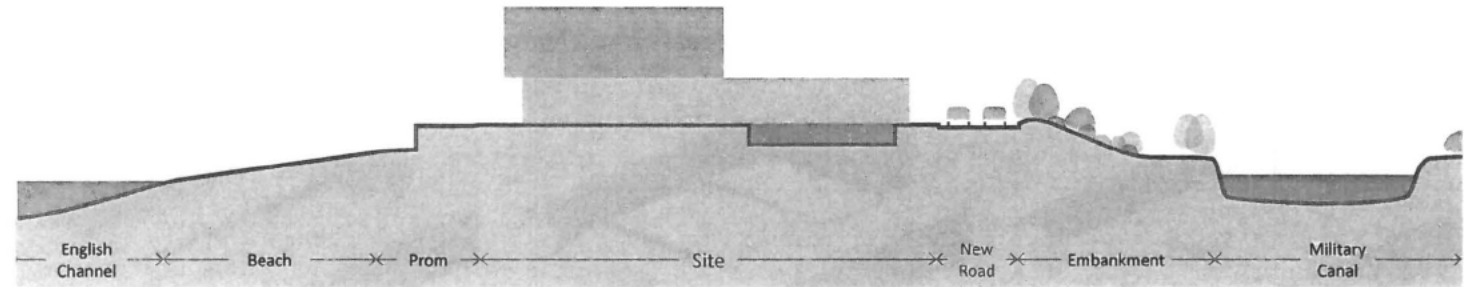
Preferred Massing Option A

Stacked Boxes

Option A, the stacked boxes;

Two elegant well detailed boxes stacked one upon the other. The approach staggers the impact of the building from the buildings to the North.

The boxes separate the wet and dry functions, with the dry studios on the top box and the pools in the bottom.



Previous Massing Options

17.10.2016

After to the removal of the sports hall from the brief we presented 4 massing options for the overall form of the scheme.

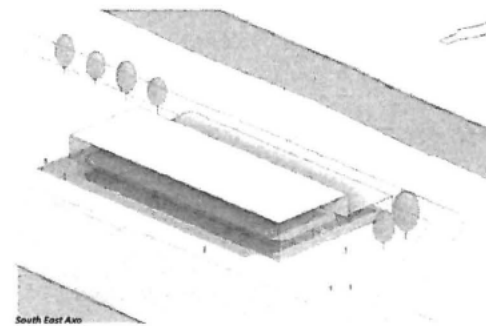
A) the stacked boxes; Two elegant well detailed boxes stacked one upon the other. The approach staggers the impact of the building from the buildings to the North. The boxes separate the wet and dry functions, with the dry studios on the top box and the pools in the bottom.

B) a colonnade wrap; A facade shaded by a simple roof and colonnade of elegant columns. Blurring the boundary of the internal and exterior. Creating a civic elevation to the building.

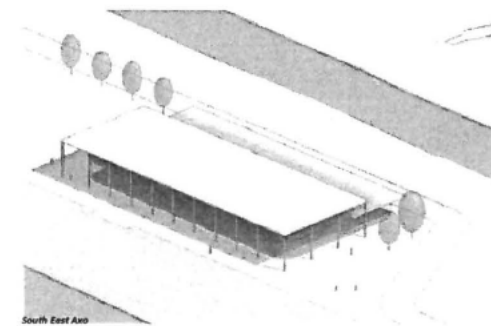
C) the curved box; A gently arched volume which rises from a single storey to a double storey building from North to South. The curved structure will have a green roof to settle it self in to the landscape.

D) Supporting Structure; This option breaks down the mass of the building by separating the double height volumes from the pool. The pool hall has a curved green roof which is a single storey on the North elevation.

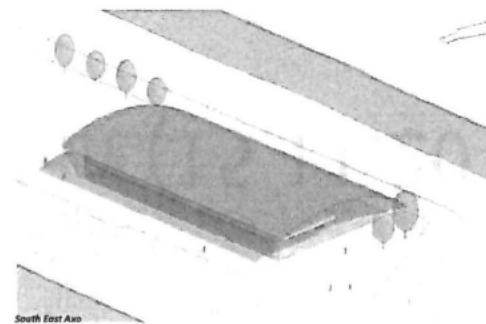
With the omission of the sports hall from the scheme we have refined the massing options further. The new options break down the mass of the scheme on the canal facing elevation.



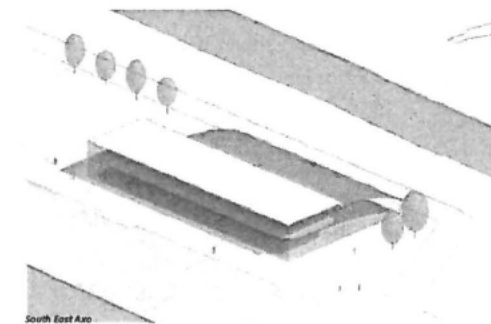
Option A: Stacked Boxes



Option B: Colonnade



Option C: Curved Box

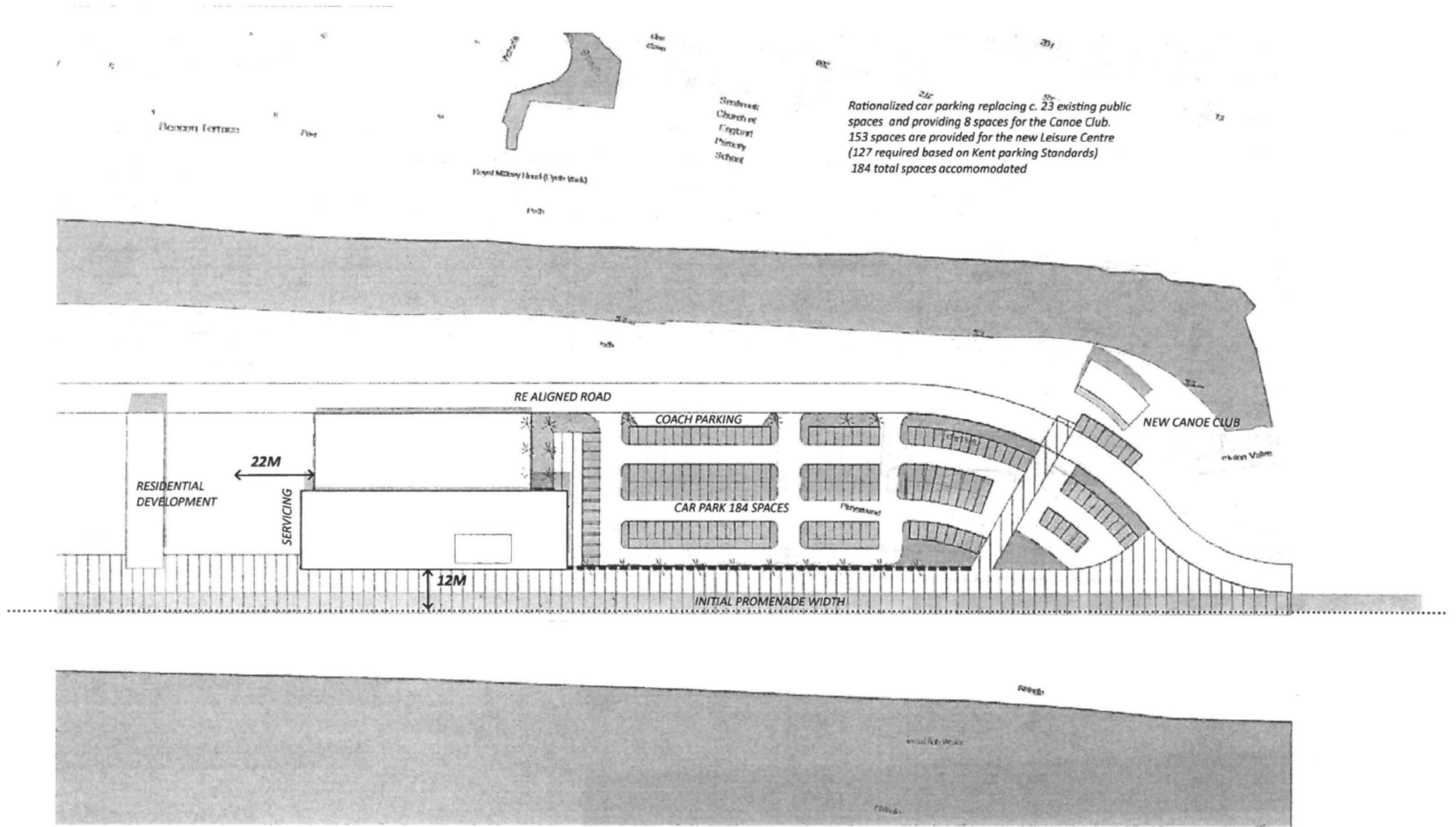


Option D: Supporting Structure

8 / Preferred Option (15.11.2016)

Site Plan

15.11.2016 Site Option 2



Site Section

Proposed Site Section

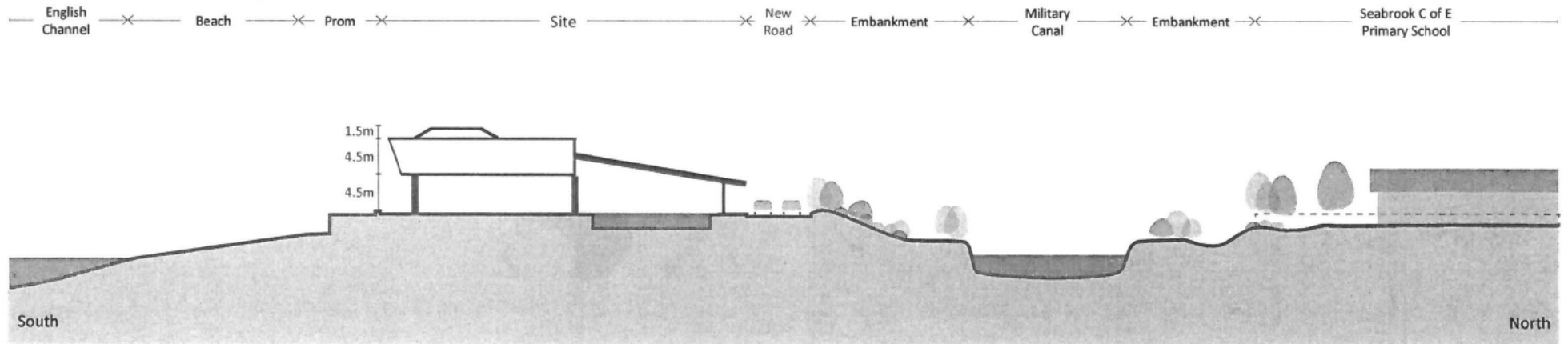
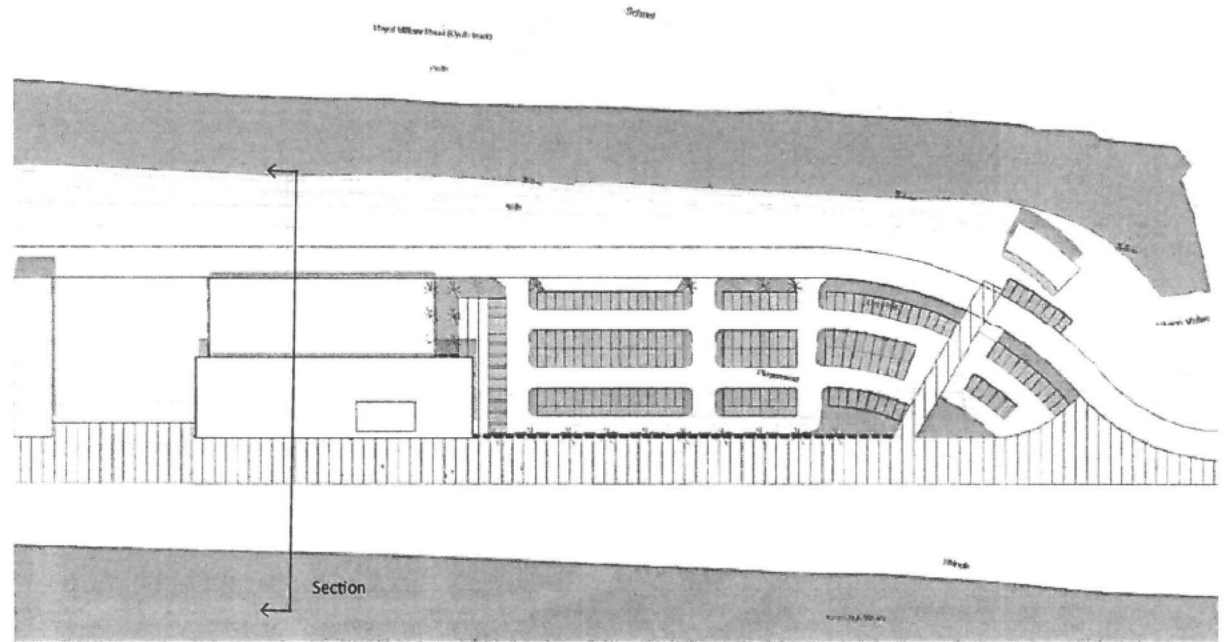
The massing options in this section are intended to illustrate how the scale and bulk of the current plan options could be articulated on the site.

They broadly reflect the known constraints and opportunities of the site with particular reference to the historic and heritage sensitivities to the north.

N.B. They are not intended to reflect architectural style or language - simply to establish broad principles around scale and massing.

The proposed leisure centre site removes the Princes Parade road and redirects the traffic to the back of the site to maximise the public promenade.

The leisure centre will be two storeys at its highest point and will have to respond both to the sea on the southern side of the site and the historic canal to the north.

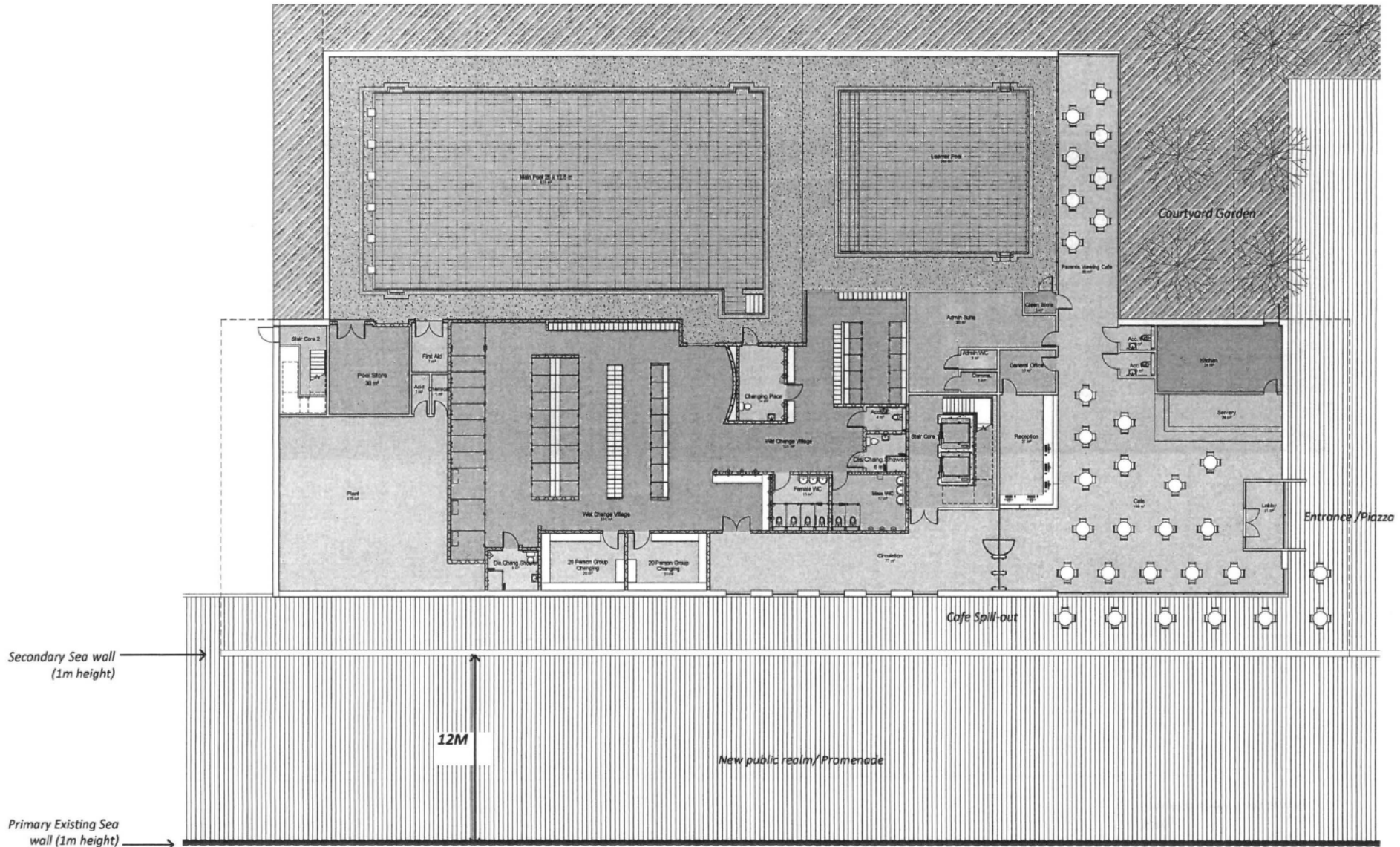


GA Plans

Ground Floor Plan 15.11.2016



Notes:
The image above is not to scale

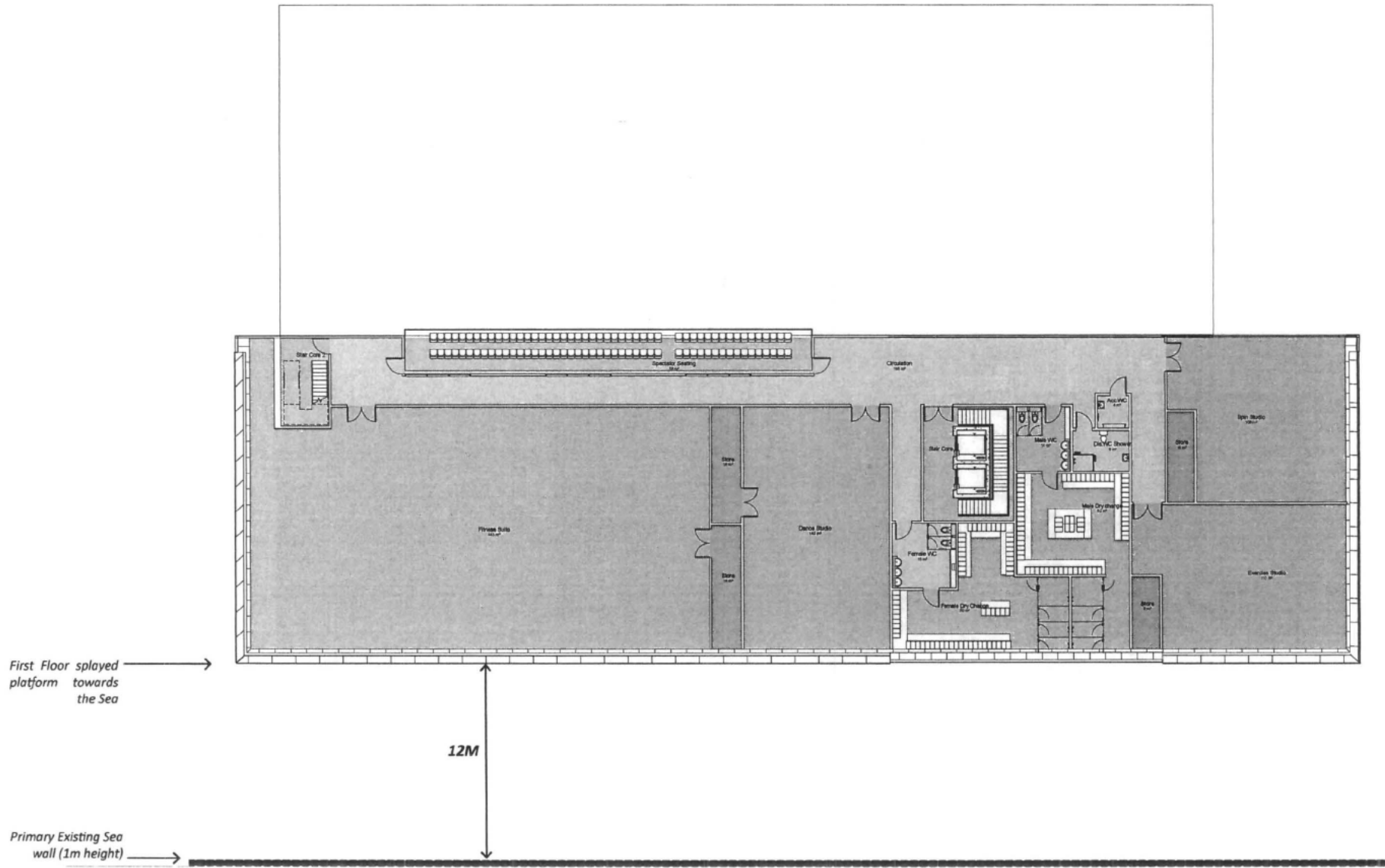


GA Plans

First Floor Plan 15.11.2016



Notes:
The image above is not to scale



Room Schedule

15.11.2016

Room Schedule Revision 02		
Level	Name	Area

Level 0

Level 0	First Aid	7 m ²
Level 0	Pool Store	30 m ²
Level 0	Plant	125 m ²
Level 0	Acc. WC	4 m ²
Level 0	Lobby	11 m ²
Level 0	Kitchen	34 m ²
Level 0	Acc.WC	3 m ²
Level 0	Admin Suite	39 m ²
Level 0	Admin.WC	3 m ²
Level 0	Comms.	3 m ²
Level 0	General Office	10 m ²
Level 0	Stair Core 1	38 m ²
Level 0	Reception	27 m ²
Level 0	Servery	24 m ²
Level 0	Parents Viewing Cafe	60 m ²
Level 0	Cafe	198 m ²
Level 0	Circulation	77 m ²
Level 0	Wet Change Village	331 m ²
Level 0	Changing Place	14 m ²
Level 0	Male WC	17 m ²
Level 0	Female WC	13 m ²
Level 0	Dis.Chang.Shower	6 m ²
Level 0	Acc.WC	4 m ²
Level 0	Clean Store	3 m ²
Level 0	Dis.Chang.Shower	8 m ²
Level 0	20 Person Group Changing	20 m ²
Level 0	20 Person Group Changing	19 m ²
Level 0	Stair Core 2	9 m ²
Level 0	Learner Pool	244 m ²
Level 0	Main Pool 25 x 12.5 m	523 m ²
Level 0	Acid	3 m ²
Level 0	Chemical	3 m ²

1909 m²

Room Schedule Revision 02		
Level	Name	Area

Level 1

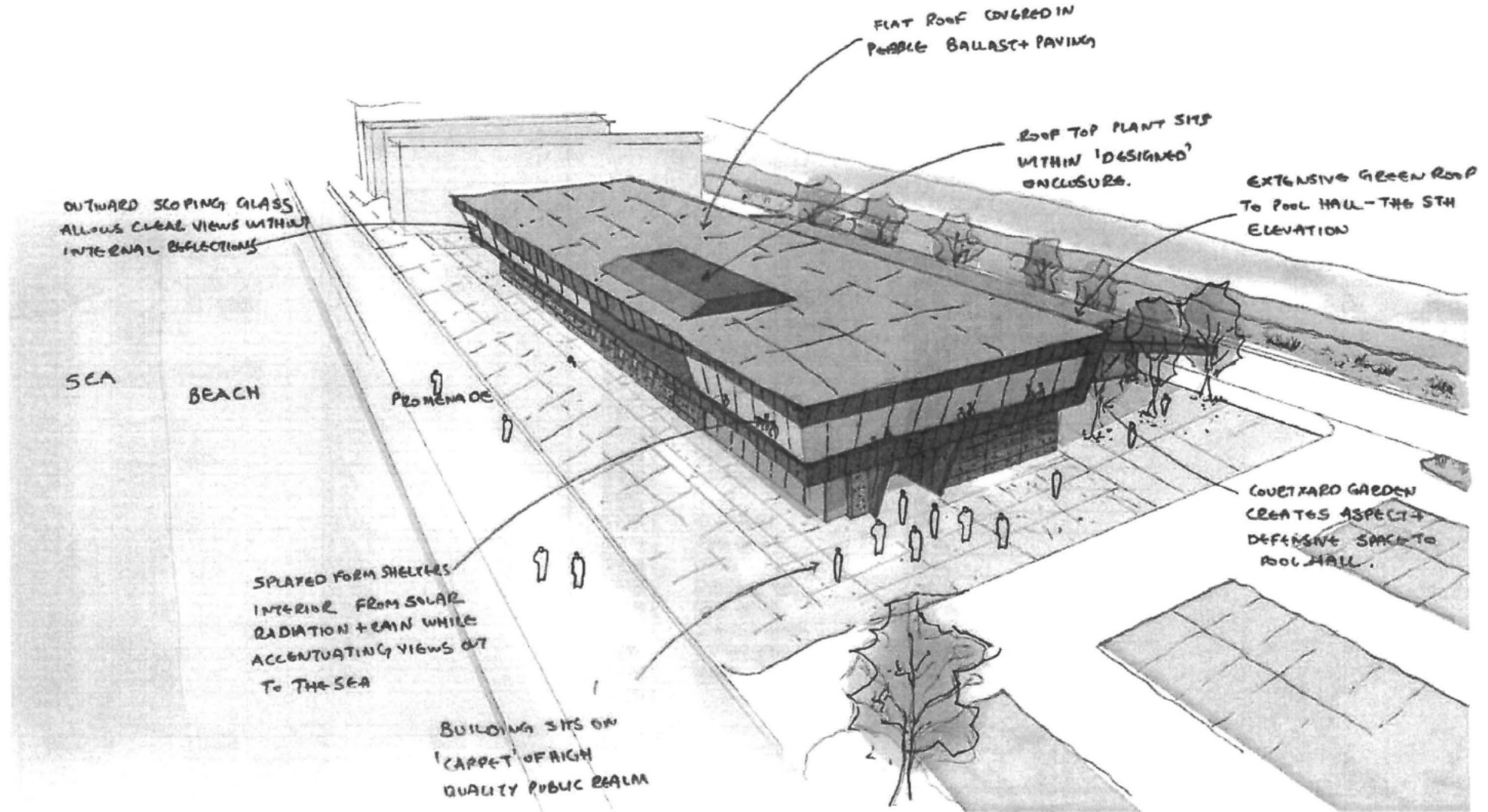
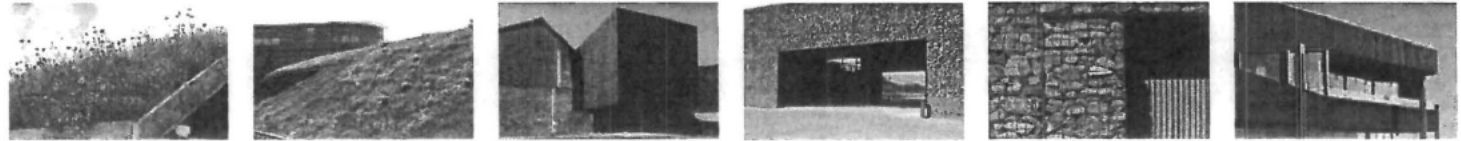
Level 1	Store	8 m ²
Level 1	Fitness Suite	443 m ²
Level 1	Exercise Studio	113 m ²
Level 1	Spin Studio	106 m ²
Level 1	Dance Studio	140 m ²
Level 1	Store	14 m ²
Level 1	Stair Core 2	17 m ²
Level 1	Circulation	186 m ²
Level 1	Store	14 m ²
Level 1	Spectator Seating	58 m ²
Level 1	Stair Core 1	30 m ²
Level 1	Male WC	14 m ²
Level 1	Dis.WC Shower	9 m ²
Level 1	Acc.WC	4 m ²
Level 1	Store	10 m ²
Level 1	Female WC	16 m ²
Level 1	Female Dry Change	59 m ²
Level 1	Male Dry change	62 m ²

1304 m²

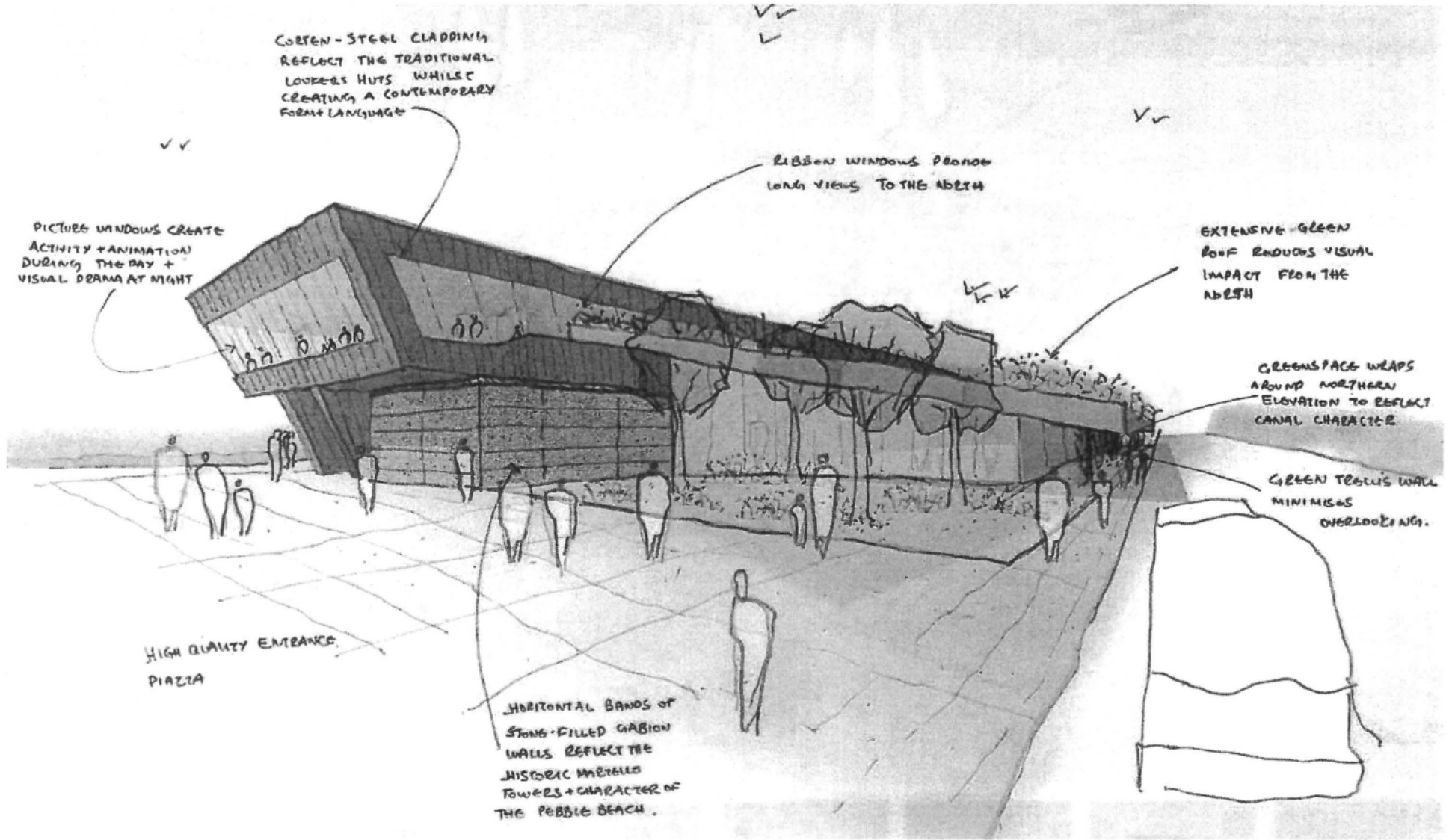
3213 m²

Concept Design Sketches

Aerial View

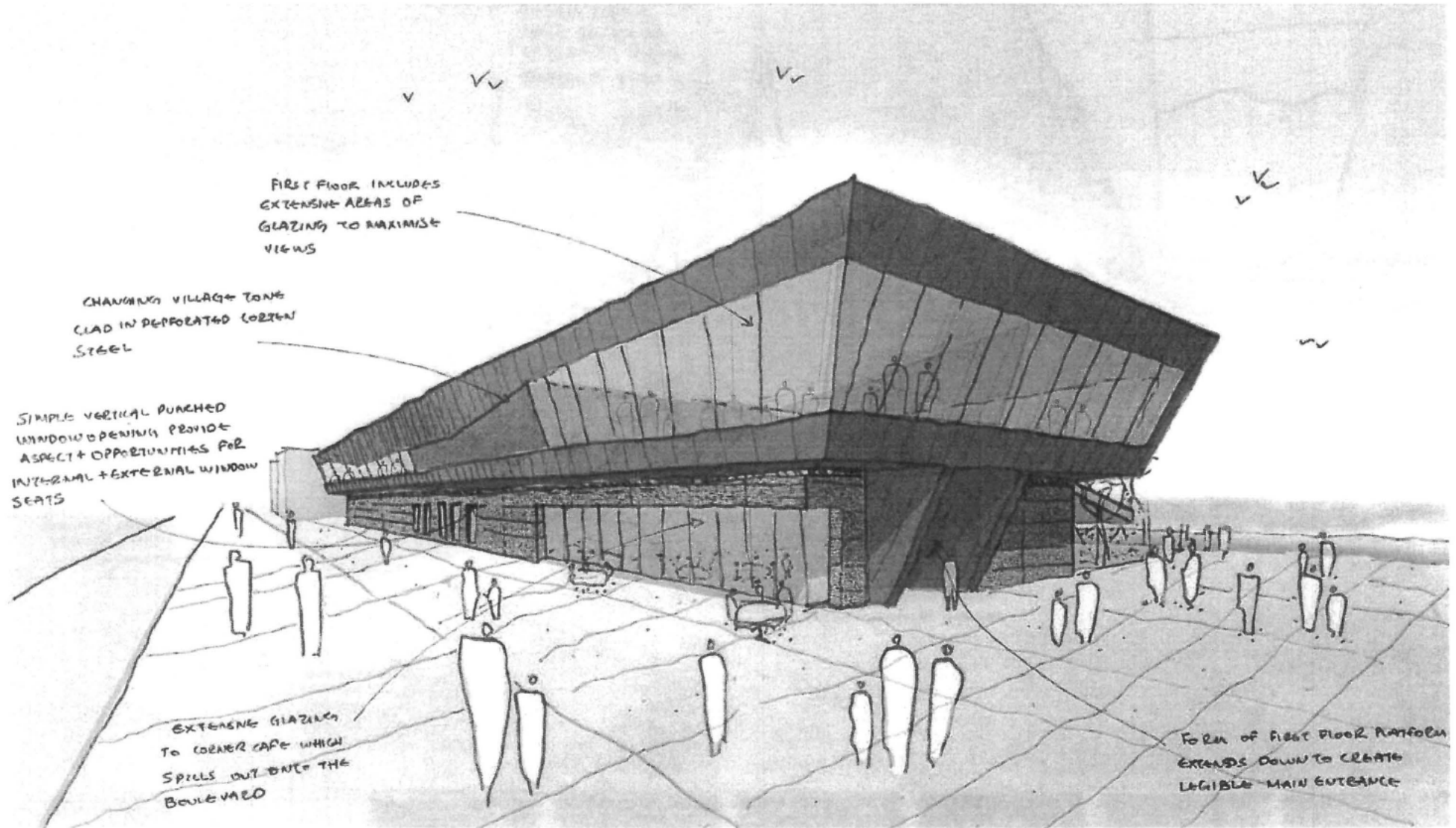


Concept Design Sketches
 Entrance Piazza & Green
 Courtyard View



Concept Design Sketches

Entrance & Cafe Spill Out View



FIRST FLOOR INCLUDES
EXTENSIVE AREAS OF
GLAZING TO MAXIMIZE
VIEWS

CHANGING VILLAGE TONE
CLAD IN DEEPER TONE
STEEL

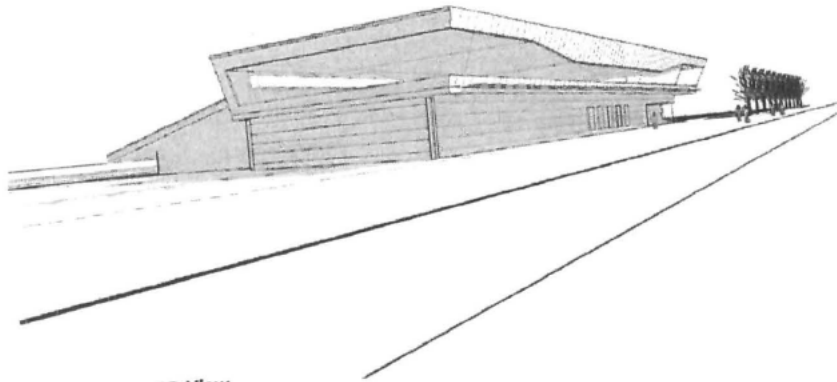
SIMPLE VERTICAL PUNCHED
WINDOW OPENINGS PROVIDE
ASPECT + OPPORTUNITIES FOR
INTERNAL + EXTERNAL WINDOW
SEATS

EXTENSIVE GLAZING
TO CORNER CAFE WHICH
SPILLS OUT ONTO THE
BOULEVARD

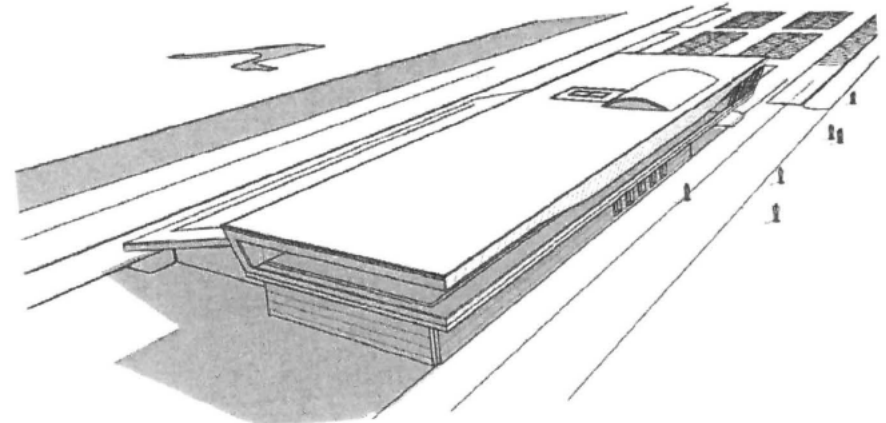
FORM OF FIRST FLOOR PLATFORM
EXTENDS DOWN TO CREATE
LEGIBLE MAIN ENTRANCE

8 / Illustrative 3D Views

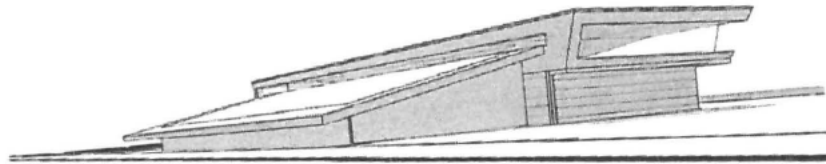
3D Views



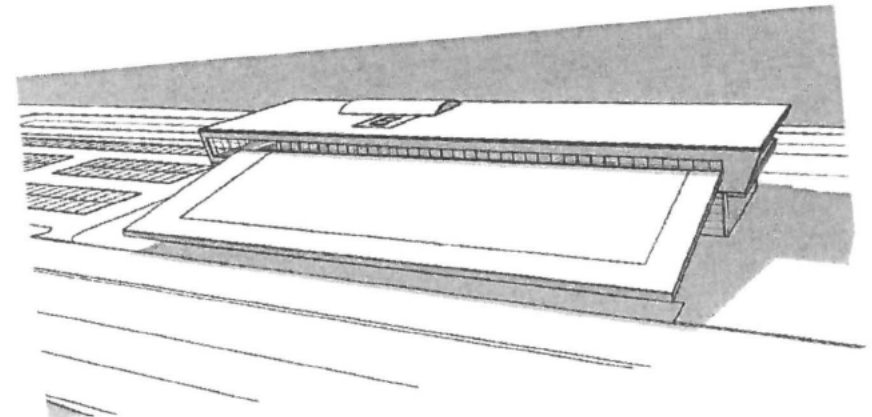
South West Corner 3D View



South West Corner Aerial View



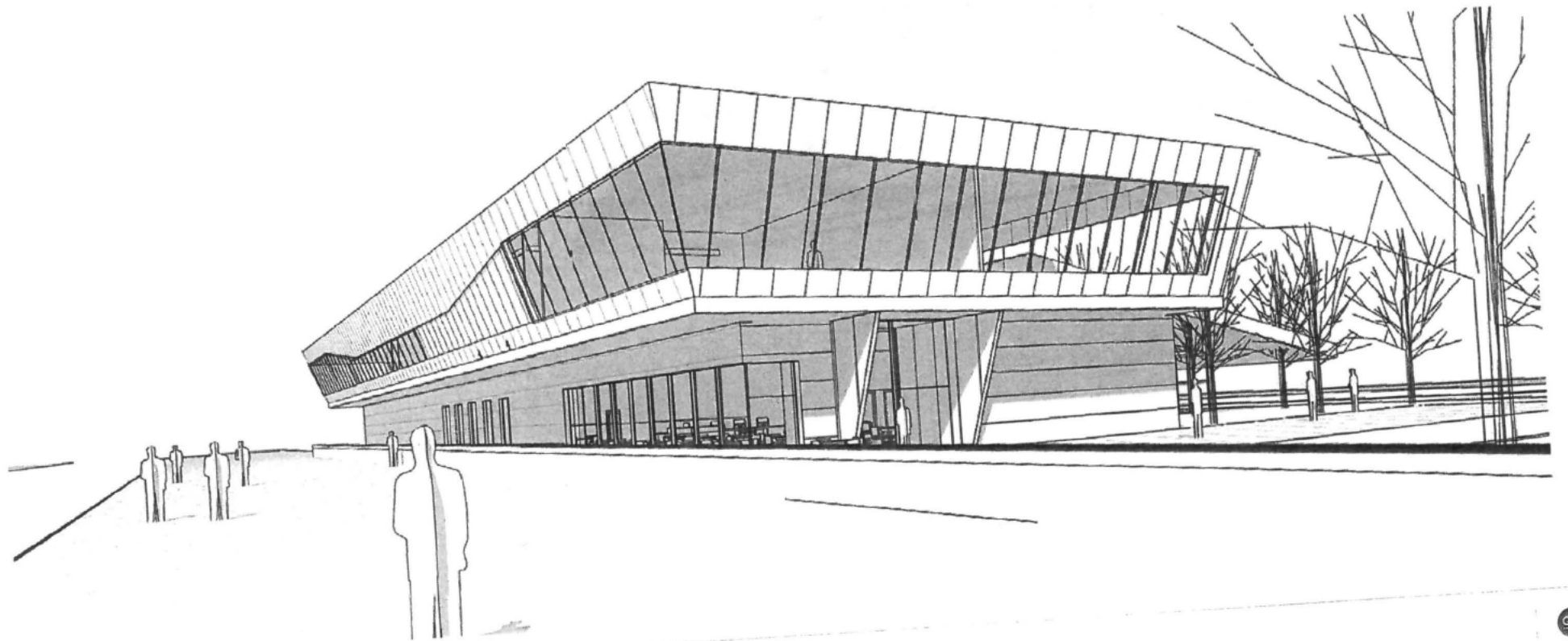
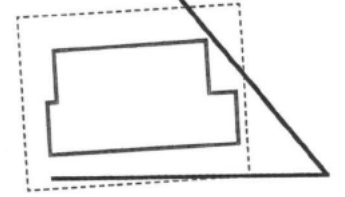
North West Corner 3D View



North Aerial View

Refined 3D Views
Entrance & Cafe Spill Out View

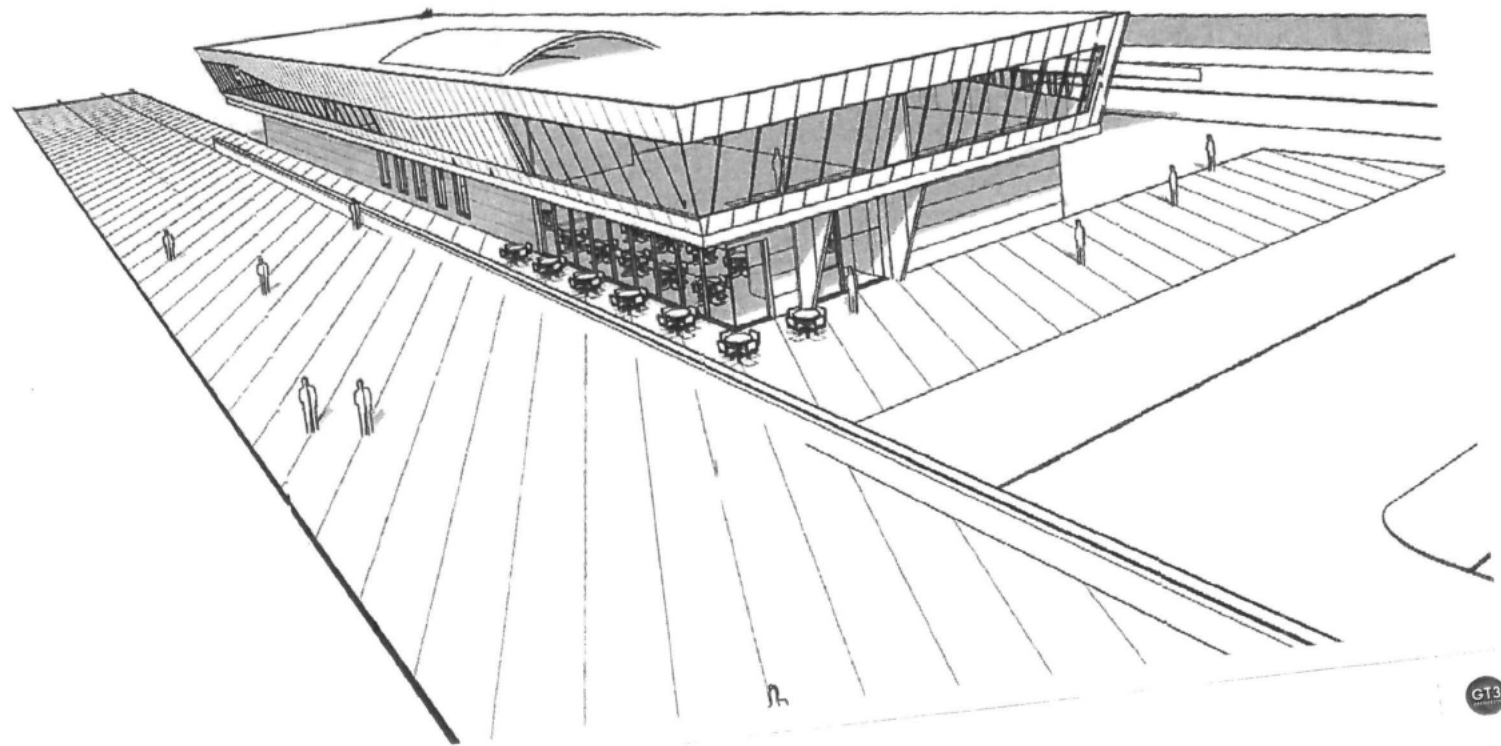
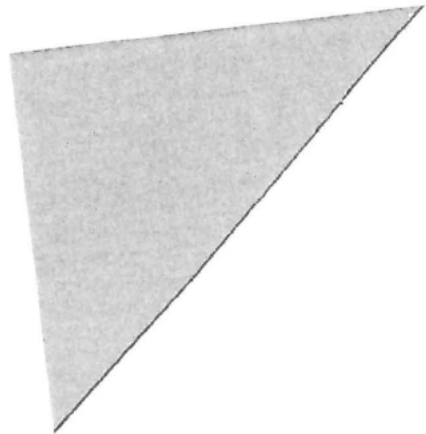
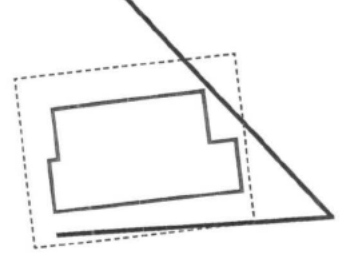
Key



3D Views

Entrance & Cafe Spill Out Aerial View

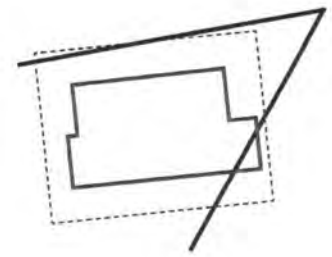
Key



GT3

Refined 3D Views
Entrance Piazza & Green
Courtyard View

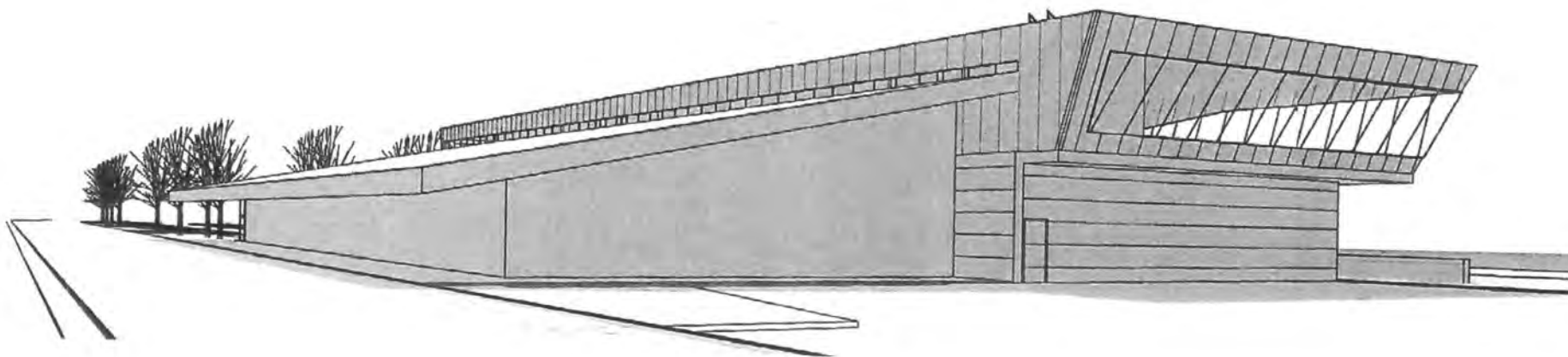
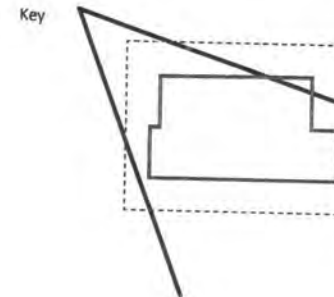
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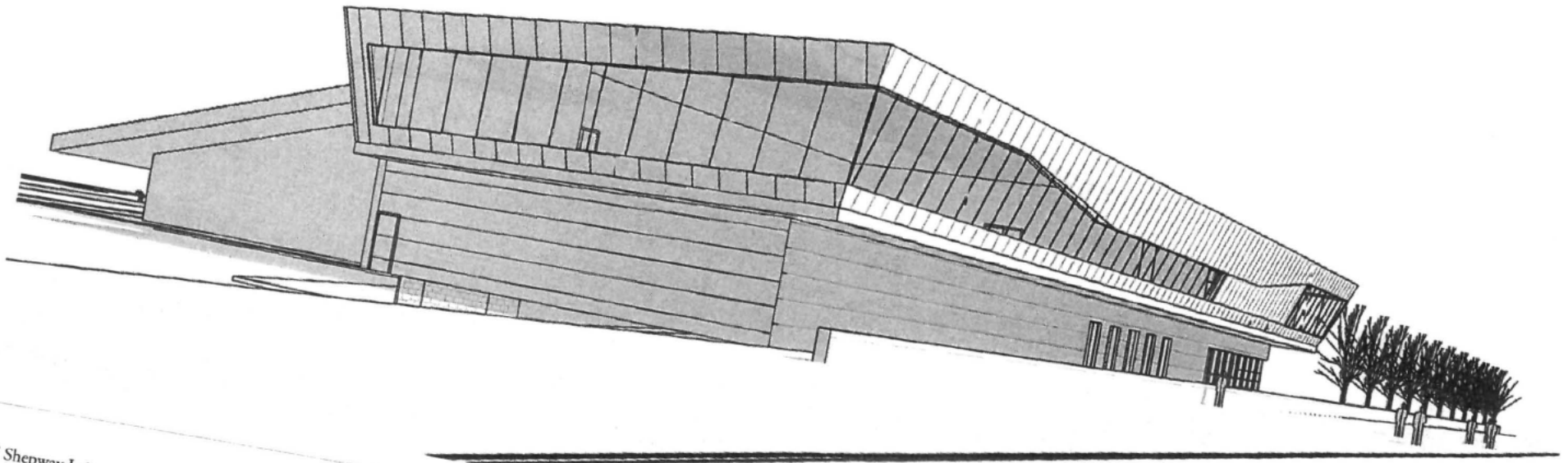
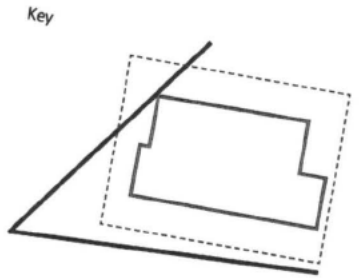
G13

Refined 3D Views

*Rear of pool hall & Servicing area
to Plant View*

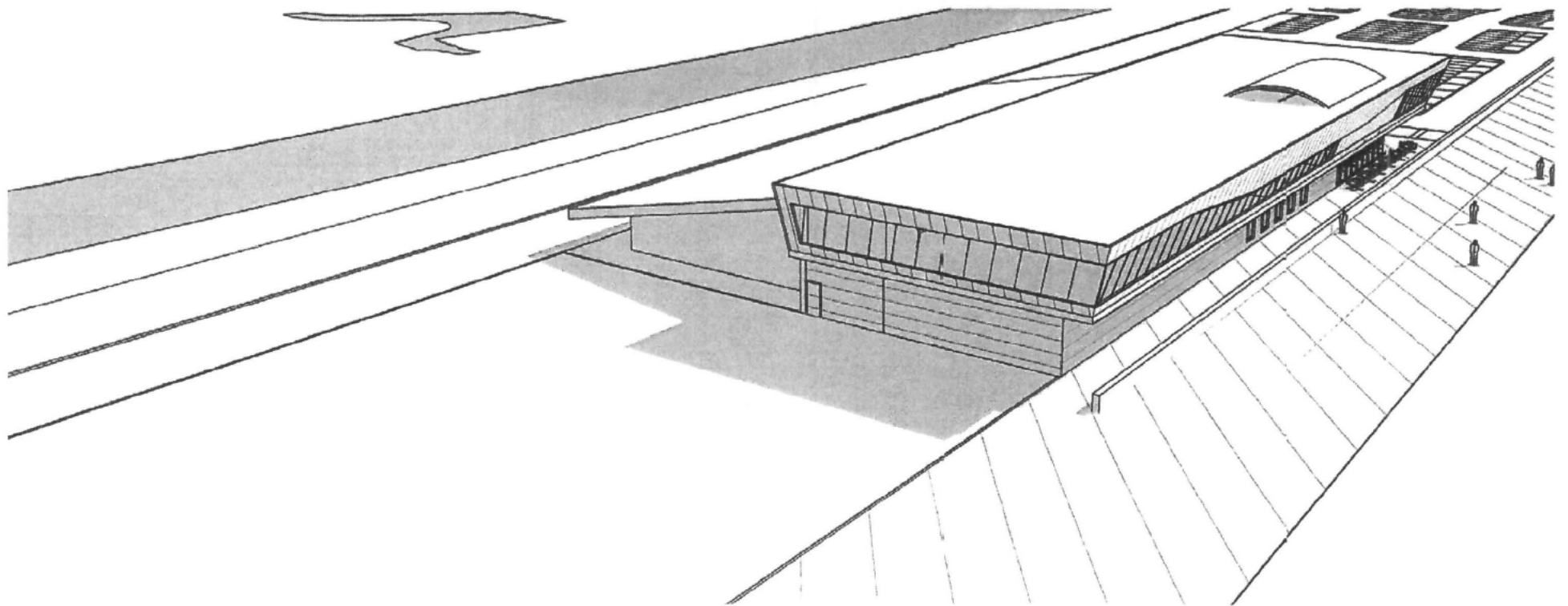
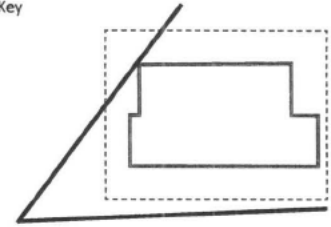


3D Views
Fitness Suite & Studios splayed
platform View



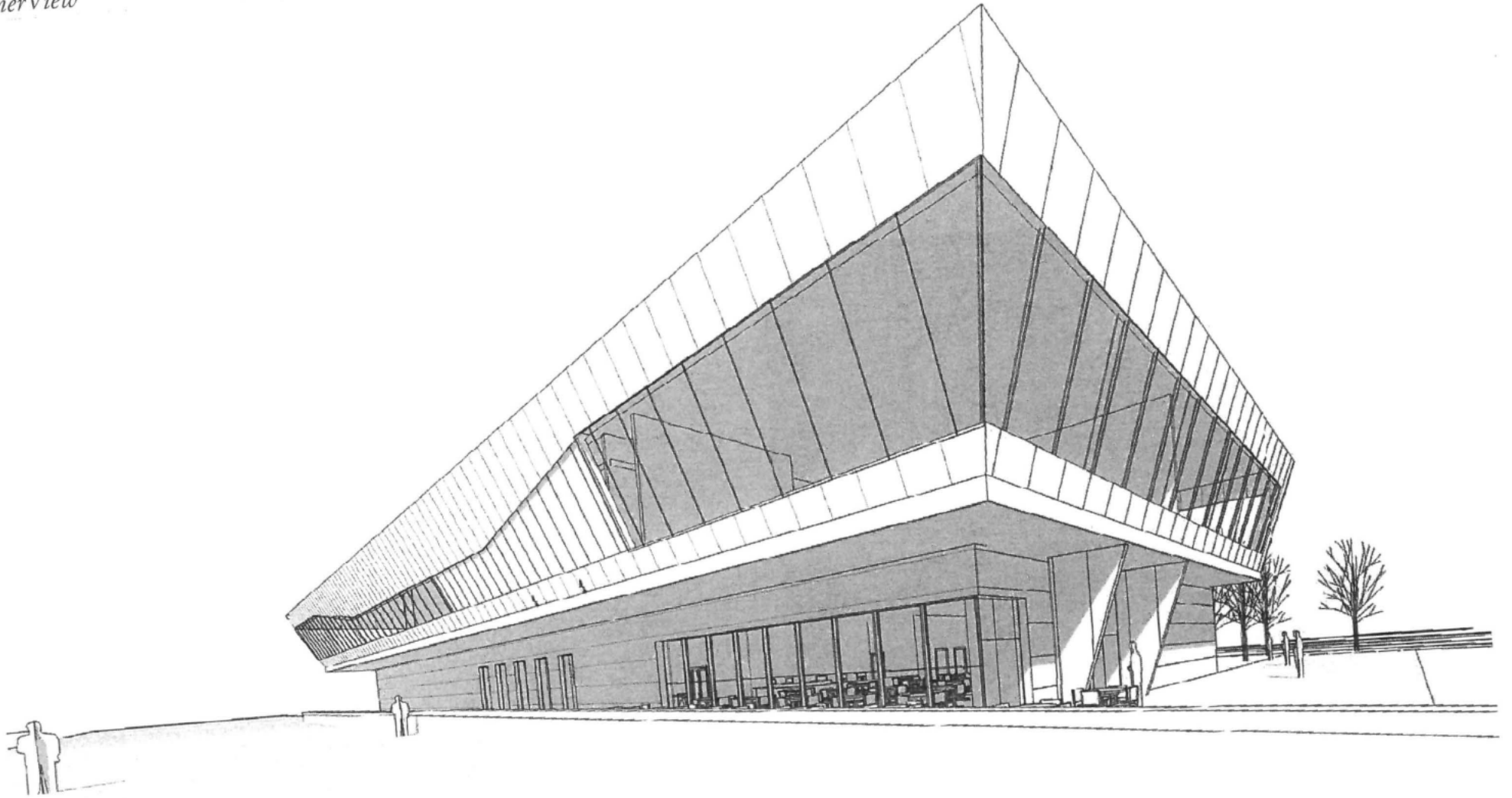
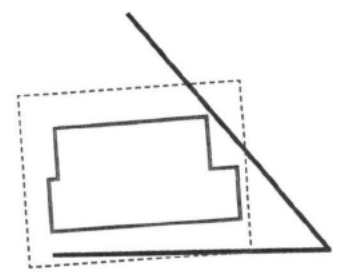
Refined 3D Views
*Fitness Suite & Studios splayed
platform Aerial View*

Key



Refined 3D Views
Entrance & Cafe Spill Out Key
CornerView

Key



EXECUTIVE SUMMARY

Comparison with ARC Base Model	Current Scheme	ARC Base Design	ARC vs current scheme
Nett build cost for Leisure Centre (ARC based on Royton LC contract sum)			
Adjustment to ARC cost for inflation based on BCIS index from 1Q14 to date	10.53%	n/a	
Adjustment to ARC cost for location factor based on BCIS index	16.16%	n/a	
Café /reception area increased by 236m2	incl		
Kitchen added: 38m2	incl		
Fitness Studios area increased by 114m2	incl		
Gym area increased by 62m2	incl		
Wet change area increased by 83m2	incl		
Additional passenger lift	incl		
Extra over for envelope designed to suit coastal environment	incl		
Groundwater control: permanent sheet piling and de-watering	incl		
Extra over for CFA piled foundations	incl		
Sub-Total			
External works incl hard & soft landscaping and drainage			
Nett build cost			
Preliminaries (current scheme 70wks ARC 56wks)			
Fees & Surveys			
Main Contractor's Pre Construction Fees			
Design Development & Pricing Risk (3% for ARC design 10% for current scheme & site specific abnormals)			
Inflation on prelims to 3Q19 based on BCIS index	4.00%		
Main Contractor's OH&P	1.75%		
Scape Fee	0.50%		
Total			

Potential Value Engineering Savings

- Omit green roof over pool hall
- Facade at 1st floor level vertical in lieu of sloping
- External cladding at ground floor level brick in lieu of gabion walls
- External cladding at 1st floor level PPC flat panel metal panelling in lieu of Corten
- Reduce area of external glazing by 280m2 (30% of external wall area)
- Omit Corten feature fins to main entrance

Total

EXECUTIVE SUMMARY

Enabling works for Leisure Centre site

Ground remediation and stabilisation to leisure centre site based on Dunton budget quote

Additional prelims

Design Development & Pricing Risk 10%

Main Contractor's OH&P 1.75%

Total



Enabling works for Residential site

Ground remediation and stabilisation to resi site based on Dunton budget quote

New combined foul & surface water rising main based on B&M assessment (Option 1)

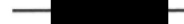
Foul sewer upgrade based on PBA Assessment

New mains electricity supply based on PBA Assessment

New mains gas supply based on PBA Assessment

New mains water supply based on PBA Assessment

Sub-Total

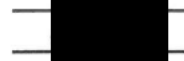


Additional prelims associated with abnormals

Design Development & Pricing Risk 10%

Main Contractor's OH&P 1.75%

Total



Basis of Cost Estimate

This estimate is based on the following design information:

- Princes Parade Leisure Centre Client Presentation Rev 1 dated 3/11/16
- Betteridge & Milsom Review on Rising Main Costs rev 3375
- Peter Brett Associates Utilities Assessment dated June 2016
- Idom Merebrook Geo-Environmental Assessment dated October 2015
- Lee Evans Partnership Options Appraisal & Site Analysis dated October 2015

Exclusions

It is recommended that an appropriate allowance is maintained by the Client for the following items excluded from this estimate:

- 1 Breaking out and disposing of unidentified below ground obstructions
- 2 Dealing with underground soft spots
- 3 Pernicious weed removal and disposal
- 4 Delays or associated costs for removal of asbestos.
- 5 Delays or associated costs due to archaeological findings.
- 6 Delays or associated costs due to ecological findings.
- 7 Delays or associated costs due to UXO findings.
- 8 Repairs and remedial works to existing drainage
- 9 External services diversions
- 10 Delays and associated costs for incoming mains services
- 11 Loose FF&E except where noted below
- 12 Non-statutory signage except where noted below
- 13 Active ICT
- 14 External acoustic enhancements
- 15 Works outside site boundary including works to public highways
- 16 Section 106 works
- 17 Planning fees
- 18 Legal fees
- 19 Client costs

EXECUTIVE SUMMARY

Programme

Commencement on site March 2018
Total duration of construction works 70 weeks

Assumptions and Qualifications

General

- 1 A pricing risk allowance of 10% has been including pending completion of design and survey works.
- 2 Due to current uncertainty in market conditions, we are unable to forecast cost fluctuations beyond the next 6 months with any degree of accuracy and have excluded inflation but would recommend that the customer includes an inflation allowance within their overall budget.
- 3 Assumed that any ground remediation and stabilisation works will be completed by others prior commencing construction of the new leisure facility but priced as an option 'below the line' based on budget costs received from a ground remediation specialist.
- 4 Assumed that a new combined foul & surface water rising main will be completed by others prior to commencing construction of the new leisure facility but priced as an option 'below the line' based on budget costs received from Betteridge & Milsom.
- 5 Assumed that a foul sewer upgrade will be completed by others prior to commencing construction of the new leisure facility but priced as an option 'below the line' based on budget costs received from Peter Brett Associates.
- 6 Assumed that a new mains electricity supply will be completed by others prior to commencing construction of the new leisure facility but priced as an option 'below the line' based on budget costs received from Peter Brett Associates.
- 7 Assumed that a new mains gas supply will be completed by others prior to commencing construction of the new leisure facility but priced as an option 'below the line' based on budget costs received from Peter Brett Associates.
- 8 Assumed that a new mains water supply will be completed by others prior to commencing construction of the new leisure facility but priced as an option 'below the line' based on budget costs received from Peter Brett Associates.

Substructure

Piled foundations using CFA method including pile caps and ground beams
Permanent sheet piling around pool pits with sealed joints
Waterproof reinforced concrete pools and balance tanks
Lift pits
Reinforced concrete ground bearing slabs

Frame

Structural steel frame galvanised to pool areas
Intumescent fire protective coating
Steel cladding rails and roof purlins

Floors

Upper floor construction: composite steel decking and mesh reinforced concrete

Roof Structure

Main roof construction (above 2 storey): composite steel decking and mesh reinforced concrete

Roof

Sloping roof over pool hall roof comprising insulated perforated metal decking with extensive green roof covering
Flat roof over 2 storey building comprising composite steel & mesh reinforced concrete deck with bitumen reinforced insulated warm roof system and
Raised roofs to riser and lift upstands
Flat roof over plant enclosure
Parapet capping
Roof perimeter handrail
Roof drainage
Allowance for 4hr automated roof vents to pool hall
Automated access hatch to 2 storey roof

EXECUTIVE SUMMARY

Stairs

- Main staircase including finishes, balustrade and handrail
- Fire escape staircase including finishes, balustrade and handrail
- Roof access stair
- Roof access ladder

External Walls

- Walls at ground floor level clad externally in stone filled gabion baskets tied to internal block backing wall including insulation and waterproof membrane
- Walls at first floor level clad externally in Corten tied to steel framing system including sheathing board, insulation and waterproof membrane
- Allowance for PPC metal cladding to roof plant enclosure
- PC sum allowance of £200/m² for insulated cladding to soffits at overhangs and roof projections

Windows & External Doors

- Anodised aluminium curtain walling with solar control coating to south & east elevations
- Fully glazed automated double doors to main entrance
- Fully glazed double doors within full height curtain walling
- Anodised aluminium single doors
- Anodised aluminium double louvred doors to plantroom

Internal Walls & Partitions

- Blockwork partitions to pool hall, wet change areas, stairwells, lift shafts and plantroom
- Drylined metal stud partitions to all other areas
- Glazed screens to pool hall, reception and fitness areas
- Stainless steel balustrading to pool spectator area
- Cubicles and duct panelling to WCs, wet and dry changes areas

Internal Doors

- Encapsulated GRP doorsets to pool and wet areas
- Fully glazed automated doors to main entrance and reception
- Laminated doorsets to all other areas

Wall Finishes

- Render backing for wall tiling
- Tiling to pool, wet and dry change areas based on ARC specification
- Sterimatt paint finish to Pool Hall above tiling
- Splashbacks to basins and cleaners sinks
- Waterproof fire resistant cladding to steel columns in pool hall
- Hygienic cladding to kitchen
- PC sum allowance of £20/m² for finish to reception / café
- Emulsion paint to all other areas
- Skirtings based on ARC specification

EXECUTIVE SUMMARY

Floor Finishes

- Screed to tiled areas
- Tiling to pool, wet and dry change areas based on ARC specification
- Stainless steel channels and gratings to pool hall
- Sports vinyl to fitness and exercise studios based on ARC specification
- Sprung timber flooring to dance studio based on ARC specification
- Vinyl flooring to circulation areas, stores, kitchen & WCs based on ARC specification
- PC sum allowance of £18/m² for flooring to staff area
- PC sum allowance of £60/m² for flooring to reception / café
- Emulsion paint to all other areas
- Skirtings

Ceiling Finishes

- Hygienic suspended ceiling system to kitchen, cleaners store, dry change & WCs
- PPC perforated aluminium tiles on 1200 x 600 grid with corrosion resistant coating to wet areas
- PC sum allowance of £60/m² for ceiling finish to reception / café
- Waterproof fire resistant cladding to steel beams in pool hall
- Corrosion resistant painted finish to metal soffit in pool hall
- Class C suspended ceiling grid system to all other areas

FF&E

General FF&E:

- Hair dryers
- Hand dryers
- Mirrors to WCs & change areas
- Lockers
- Changing benches
- Vanity units
- Storage shelves (fitted)
- Baby change units
- Fire fighting equipment

Pool Areas:

- Spectator seating
- Competition timing equipment
- Disabled access system
- Pool access steps
- Pool lane ropes (including anti-wave lane ropes), markers, etc. for main pool and teaching pool
- Pool side Assistance Alarms

Studios:

- Ballet Barre
- Mirrors

Gym mirrored panelling

Reception Area

- Access control gates
- Reception desk
- Fixed furniture
- Servery counter
- Servery shutter

First Aid Room fixed cupboards/cabinets

Statutory signage

EXECUTIVE SUMMARY

Services

- Mechanical ventilation
- Comfort cooling
- Underfloor and radiator heating system
- Waste, soil & vent installations
- Hot & cold water installations
- Lighting installations
- Power installations
- Telephone & data wireways and points
- Security installations
- Fire detection & alarm system
- PA system
- Access control
- CCTV system
- Earthing & bonding
- Lightning protection
- 2 nr passenger lifts
- Pool filtration system

External Works

- Tarmacadam car park providing 166nr spaces
- Pedestrian paving (PC sum £60/m2) to building perimeter
- Topsoiling and shrub planting to perimeter soft landscaped areas
- Fenced bin store enclosure
- Knee high railing to site boundary
- Cycle storage £20,000 provisional sum
- External furniture £10,000 provisional sum
- Foul and surface water drainage including attenuation
- BWIC with external services

Wignall, Peter

From: [REDACTED] <[REDACTED]@shepway.gov.uk>
Sent: 26 January 2017 14:09
To: [REDACTED]@willmottdixon.co.uk'
Subject: FW: Princes Parade - Planning Application Requirements
Attachments: image003.jpg

Hi – please see below.

[REDACTED]
Project Manager
Strategic Development Projects
Direct Dial: [REDACTED]
Mobile: [REDACTED]
Fax: [REDACTED]
Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY
e:mail: [REDACTED]@shepway.gov.uk
www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@gt3architects.com]
Sent: 26 January 2017 12:54
To: [REDACTED]
Subject: Re: Princes Parade - Planning Application Requirements

Hi [REDACTED]

The north facing facade of the pool as the current scheme stands is glazed with a trellis wall or a perforated cladding system (similar to that on the First floor Façade-Option b) to the exterior side of the curtain wall to filter any views/light in and out of the pool.

Regards,

[REDACTED]
Architectural Assistant

GT3 Architects, 2nd Floor, TWO, Jesmond Three Sixty, Newcastle upon Tyne, NE2 1DB.
w:<http://www.gt3architects.com> e:ctsiasioti@gt3architects.com t: [REDACTED]

From: [REDACTED]@shepway.gov.uk <[REDACTED]@shepway.gov.uk>
Sent: 26 January 2017 10:11:00
To: [REDACTED]
Subject: RE: Princes Parade - Planning Application Requirements

Hi [REDACTED]

Good spot!

Small query – can you confirm what the north facing side of the pool is made of?

Many thanks

[REDACTED] - We still need to identify consultants to cover the following documents:

- Sustainable Development and Renewable Energy Statement (both applications)
- Servicing and Waste Collection Plan (both applications)
- Construction Waste Management Plan (both applications)
- Leisure Impact Assessment (Leisure Centre application only)

[REDACTED]
Associate Director
for Tibbalds Planning and Urban Design Ltd

mobile: [REDACTED]
office: [REDACTED]
e-mail: [REDACTED]@tibbonalds.co.uk
website: www.tibbonalds.co.uk
Address: 19 Maltings Place, 169 Tower Bridge Road, London, SE1 3JB

Appointed to the HCA Multidisciplinary Panel 2014-2018: www.tibbonaldsmultidisciplinary.co.uk

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*Placemaking Awards 2013, Winner - Planning Consultancy of the Year
RTPI Awards for Planning Excellence 2013, Winner - Thame Neighbourhood Plan
New London Awards 2013, Overall Winner - Tybalds Estate Regeneration
New London Awards 2014, Mixed-Use Winner - Faircharm Creative Quarter
Supporter of Architects Journal Women in Architecture Partnership Programme 2014*

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Wignall, Peter

From: [REDACTED] <[REDACTED]@shepway.gov.uk>
Sent: 30 January 2017 09:21
To: [REDACTED] [REDACTED]@willmottdixon.co.uk'
Cc: [REDACTED]
Subject: FW: Princes Parade ARC
Attachments: ~WRD000.jpg; image001.jpg

Hi [REDACTED]

Please see email from [REDACTED] (GT3 Architect) with her latest design.

Thanks

[REDACTED]
Project Manager
Strategic Development Projects
Direct Dial: [REDACTED]
Mobile: [REDACTED]
Fax: [REDACTED]
Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY
e:mail: [REDACTED]@shepway.gov.uk
www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@gt3architects.com]
Sent: 27 January 2017 17:56
To: [REDACTED]
Cc: [REDACTED] [REDACTED] [REDACTED] [REDACTED] Dunstan; Mark Gowdridge
Subject: RE: Princes Parade ARC

Good afternoon [REDACTED]

Please find DropBox link below including:

<https://www.dropbox.com/sh/h2bqhzzybbp6r9k1/AACBMcl1Tgf9tYNUKBIE01Y4a?dl=0>

a. The latest version of the following as a series of separate documents :

- Site plan
- GA plans
- Proposed elevations
- Proposed sections
- 3D views
- Illustrated Specification (Elevation and 3D View)

b. and as a single document if needed

c. Along with the documents listed above, we prepared a **Room Comparison report** to illustrate the difference in terms of layout but mainly **room area** among the schemes below:

1. The **layout used by Willmott Dixon** to do their Feasibility study (which is a Stage 2 early revision, dated 03.11.2016)
2. The **layout used by Betteridge & Milsom** to do their cost plan (which is the latest Stage 2 revision, dated on 15.11.2016)
3. The **current scheme** (which is the most up to date layout reflecting the comments from the Design Panel, dated on 23.01.2017)
4. The **new reduced option** (which is the reduced option we mentioned during the conference call last Monday after the feasibility study from Willmott Dixon, dated on 23.01.2017)

The summary room schedule shows the room areas per floor on all 4 layouts with the last column highlighting the area difference between the **current scheme** and the **reduced option**

The areas where we have identified a level of allowance to minimise the area are mainly:

Ground Floor

- The **kitchen & Servery**
- The **Stair core 1**. From a 2 lift area & a generous feature linear staircase to a 1 lift & a staircase wrapping around forming the stair core
- The **Parents Viewing café** has been incorporated within the learner pool area, where there was plenty of space
- The **Café area** has been reduced to a less generous space
- The **Circulation** has been affected as a result of the loss of the feature staircase and re arrangement of the Stair core 1
- The **Main & Learner pool**. The circulation has been rationalised on both rooms to a minimum required
- The **Wet changing village** has been slightly affected by the change of the 2 pool halls

First Floor (generally our priority was to minimise the area but keep the cantilever on the east, south and west side of the first floor)

- The **Exercise, Spin and Dance Studios**
- The **Circulation**
- The **Stair core 1**. From a 2 lift generous area & a feature linear staircase to a 1 lift & a staircase wrapping around forming the stair core
- The **Internal Viewing terrace & the adjacent Lobby area**. It has been omitted in this option since the stair core layout has changed

Trust this is helpful, but if you have any further queries please let me know

Have a nice weekend!

Regards,


Architectural Assistant

GT3 Architects, 2nd Floor, TWO, Jesmond Three Sixty, Newcastle upon Tyne, NE2 1DB.

w:<http://www.gt3architects.com> e:[@gt3architects.com](mailto:gt3architects.com) t:



From: [redacted]@shepway.gov.uk [mailto:[redacted]@shepway.gov.uk]
Sent: 27 January 2017 11:06
To: [redacted]
Cc: [redacted]@shepway.gov.uk
Subject: RE: Princes Parade ARC

[redacted]

Can you mark the site plans, GA plans, proposed elevations and proposed sections as draft (in brackets after the title). Similarly can you mark the 3D views as indicative. We are conscious that there may be some further changes following the cost planning/value engineering exercise.

Thanks

[redacted]

Strategic Development Projects Manager

t: [redacted]

m: [redacted]

f: [redacted]

Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

E: [redacted]@shepway.gov.uk

www.shepway.gov.uk

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From: [REDACTED] [mailto:[REDACTED]@gt3architects.com]
Sent: 27 January 2017 09:30
To: [REDACTED]
Subject: RE: Princes Parade ARC

Good morning [REDACTED]

Along with the documents listed below, we are preparing a Comparison report to illustrate to the Cabinet the difference in terms of layout but mainly **room area** between:

5. The scheme used by Willmott Dixon to do their Feasibility study
6. The scheme used by Betteridge & Milsom to do their cost plan
7. The current scheme and
8. The new reduced option we have suggested on Monday's conference call

We expect to send everything through a Dropbox link before close of play today. Would that be ok with you?

Regards,

[REDACTED]
Architectural Assistant

GT3 Architects, 2nd Floor, TWO, Jesmond Three Sixty, Newcastle upon Tyne, NE2 1DB.
w:<http://www.gt3architects.com> e:ctsiasioti@gt3architects.com t: [REDACTED]

PANDON BUILDING,
NORTHUMBRIA UNIVERSITY
WORKPLACE FITOUT



From: [REDACTED]@shepway.gov.uk [mailto:[REDACTED]@shepway.gov.uk]
Sent: 27 January 2017 09:09
To: [REDACTED]
Subject: Princes Parade ARC
Importance: High

[REDACTED]

We are currently finalising the report to our Cabinet on 7th February. Can you send the latest version of the following as a series of separate documents :-

- Site plan
- GA plans
- Proposed elevations
- Proposed sections
- 3D views.

Thanks

[REDACTED]

[REDACTED]

Strategic Development Projects Manager

t: [REDACTED]

m: [REDACTED]

f: [REDACTED]

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

E: [REDACTED][shepway.gov.uk](mailto:[REDACTED]@shepway.gov.uk)

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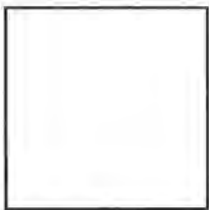
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Wignall, Peter

From: [REDACTED] <[REDACTED]@willmottdixon.co.uk>
Sent: 30 January 2017 15:30
To: [REDACTED] ([REDACTED]@betteridge-milsom.co.uk);
[REDACTED]@shepway.gov.uk
Cc: [REDACTED]@shepway.gov.uk; [REDACTED]@shepway.gov.uk; Neil Sullivan
Subject: Princes Parade Cost Review
Attachments: Cost Plan_Princes Parade 170106 (Submission1) B&M queries.xlsx

[REDACTED]

Further to our meeting last week I've reviewed your comments with Neil Sullivan and our responses have been added to the Elemental Summary on the attached sheet. Please call if you wish to discuss or we can discuss review further on Wednesday

Regards

[REDACTED]

[REDACTED] BSc C.Eng MICE
Senior Bid Manager

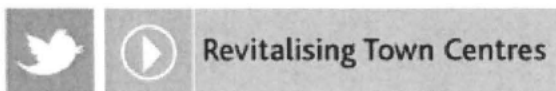
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Willmott Dixon Construction Limited
Munro House
Portsmouth Road
Cobham
Surrey KT11 1TF
Telephone: [REDACTED]
Facsimile: [REDACTED]



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Registered Office Spirella 2, Icknield Way, Letchworth Garden City, Hertfordshire, SG6 4GY
Registered Number 00768173 (England)

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Code	ELEMENT	Total / £	£/m2	% of Total
1	SUBSTRUCTURE			
1.1.1	<u>Standard Foundations</u>			
1.1.2	<u>Specialist Foundations</u>			
1.1.3	<u>Lowest Floor Construction</u>			
1.1.4	<u>Basement Excavation</u>			
1.1.5	<u>Basement Retaining Walls</u>			
2	SUPERSTRUCTURE			
2.1	<u>Frame</u>			
2.2	<u>Upper Floors</u>			
2.2.1	<u>Floors</u>			
2.2.2	<u>Balconies</u>			
2.2.3	<u>Drainage to Balconies</u>			
2.3	<u>Roof</u>			
2.3.1	<u>Roof Structure</u>			
2.3.2	<u>Roof Coverings</u>			
2.3.3	<u>Specialist Roof System</u>			
2.3.4	<u>Roof Drainage</u>			
2.3.5	<u>Rooflights, Skylights & Openings</u>			
2.3.6	<u>Roof Features</u>			
2.4	<u>Stairs and Ramps</u>			
2.4.1	<u>Stair / Ramp Structures</u>			
2.4.2	<u>Stair / Ramp Finishes</u>			
2.4.3	<u>Stair / Ramp Balustrades & Handrails</u>			
2.4.4	<u>Ladders / Chutes / Slides</u>			
2.5	<u>External Walls</u>			
2.5.1	<u>External Enclosing Walls above Ground Level</u>			
2.5.2	<u>External Enclosing Walls below Ground Level</u>			
2.5.3	<u>Solar / Rain Screening</u>			
2.5.4	<u>External Soffits</u>			
2.5.5	<u>Susidiary Walls, Balustrades & Proprietary Balconies</u>			
2.5.6	<u>Facade Access / Cleaning Systems</u>			
2.6	<u>Windows and External Doors</u>			
2.6.1	<u>External Windows</u>			
2.6.2	<u>External Doors</u>			
2.7	<u>Internal Walls and Partitions</u>			
2.7.1	<u>Walls and Partitions</u>			
2.7.2	<u>Balustrades & Handrails</u>			
2.7.3	<u>Moveable Room Dividers</u>			
2.7.4	<u>Cubicles</u>			
2.8	<u>Internal Doors</u>			
3	INTERNAL FINISHES			
3.1	<u>Wall Finishes</u>			
3.2	<u>Floor Finishes</u>			
3.3	<u>Ceiling Finishes</u>			
4	FF&E			
4.1.1	<u>General FF&E</u>			
4.1.2	<u>Domestic Kitchen Fittings & Equipment</u>			
4.1.3	<u>Special FF&E</u>			
4.1.4	<u>Signs / Notices</u>			
4.1.5	<u>Works of Art</u>	-	-	0.00%
4.1.6	<u>Non-Mechanical & Non-Electrical Equipment</u>	-	-	0.00%
4.1.7	<u>Internal Planting</u>	-	-	0.00%
4.1.8	<u>Bird & Vermin Control</u>	-	-	0.00%

Comments following meeting on 25th Jan 17

Includes swimming pool construction and associated sheet piling/ de-watering totalling [REDACTED] which if excluded reduces substructure rate to [REDACTED]. Potential saving of [REDACTED] for omitting sheet piling if building can be raised, plus further potential saving for reducing excavation & disposal TBC.

Two storey roof projects approx 4m beyond building footprint due to splayed external walls which accounts for area being [REDACTED]

[REDACTED] allowance for temporary access: sub-contractors scissors lifts/ MEWPs

Area of glazing based on GT3's concept design sketches on p.27 & 28 of Client Presentation dated 3.11.16. GT3 email dated 26.1.17 confirms that north pool hall elevation is glazed.

Internal glazed screens based on ave height of 2.5m. 30m2 also allowance included to fitness areas.

Internal partition rate based 4.3m height which equates to [REDACTED]

Specialist suspended ceiling systems allowed to wet areas and café. Remaining areas priced at [REDACTED]

Code	ELEMENT	Total / £	£/m2	% of Total
5	SERVICES			
5.01	Sanitary Appliances			
5.02	Services Equipment			
5.03	Disposal Installations			
5.04	Water Installations			
5.05	Heat Source			
5.06	Space Heating / Air Conditioning			
5.07	Ventilation Systems			
5.08	Electrical Installations			
5.09	Gas / Other Fuel Installations			
5.10	Lift and Conveyor Installations			
5.11	Fire and Lightning Protection			
5.12	Comms, Security and Control Systems			
5.13	Special Installations			
5.14	BWICS			
5.15	Testing and Commissioning			
6	COMPLETE BUILDINGS & UNITS			
7	WORK TO EXISTING BUILDING			
8	EXTERNAL WORKS			
8.1	Site Preparation			
8.2	Roads, Paths and Pavings			
8.3	Planting			
8.4	Fencing, Railings and Walls			
8.5	Site/Street Furniture and Equipment			
8.6	Drainage			
8.7	External Services			
8.8	Minor Building Works / Ancil' Buildings			
9	FACILITATING WORKS			
SUB-TOTAL: BUILDING WORKS				
10	MAIN CONTRACTOR'S PRELIMINARIES			
10.1	Staff			
10.2	Accommodation			
10.3	Temporary works & logistics			
11	FEES			
11.1	Consultant's Fees & Surveys			
11.2	Main Contractor's Pre Construction Fees			
11.3	Main Contractor's Design Fees			
SUB-TOTAL: INCL PRELIMS & FEES				
12	RISKS			
12.1	Design Development & Pricing Risk	10%		
12.2	Construction Risks			
12.3	Employer Change Risks			
12.4	Employer Other Risks			
13	INFLATION			
13.1	Inflation risk -Prelims only	4%		
14	MAIN CONTRACTOR'S OH&P			
14.1	Main Contractor's OH&P	1.75%		
15	OTHER COSTS			
15.1	Scape Fee	0.50%		
PROJECT TOTAL				100.00%

Comments following meeting on 25th Jan 17

Benchmarked against similar leisure facilities being delivered by WDC

Allowance for trenching & drawpits only. Assumed that utilities will be completed by others as part of the residential enabling works prior to commencing construction of the new leisure facility.

Refer to separate breakdown
 Refer to separate breakdown

To remain at 10% until completion of Stage 3 design.
 Refer to Exec Summary Exclusions for general risk items currently excluded.

Wignall, Peter

From: [REDACTED] <[REDACTED]@shepway.gov.uk>
Sent: 03 February 2017 16:30
To: [REDACTED]
Subject: RE: 3373: Princes Parade Leisure Centre - Updated WD Cost Document
Attachments: image001.png; image002.png; image003.png; image004.png

Thanks [REDACTED]

[REDACTED]
Project Manager
Strategic Development Projects
Direct Dial: [REDACTED]
Mobile: [REDACTED]
Fax: [REDACTED]
Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY
e:mail: [REDACTED]@shepway.gov.uk
www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]
Sent: 03 February 2017 15:41
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: 3373: Princes Parade Leisure Centre - Updated WD Cost Document

[REDACTED]

Further to your email below and our subsequent telcon conversation, I have wrapped the WD costs in to our report (see attached).

I have taken a view on potential lower costs based on not particularly using Willmott Dixon, and this has reduced the cost from [REDACTED], to [REDACTED]

Please note this includes the construction cost, the cost of site remediation to the Leisure Centre area and client side costs (as far as we can ascertain).

It does exclude Princes Parade site wide remediation and enabling costs, VAT, Legals etc. and any further VE potential (refer to Willmott Dixon list [REDACTED])

[REDACTED] me if you need further assistance.

Kindest regards,

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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The Old Bakehouse, 18A Ivy Lane, Canterbury, Kent, CT1 1TU



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From: [REDACTED]@shepway.gov.uk [mailto:[REDACTED]@shepway.gov.uk]
Sent: 03 February 2017 10:36
To: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>
Subject: RE: 3373: Princes Parade Leisure Centre - Updated WD Cost Document

[REDACTED]

Thanks for that.

Did you update your cost plan following the "shrink-wrap" GIFA exercise by GT3?

Thanks

[REDACTED]
Project Manager
Strategic Development Projects
Direct Dial: [REDACTED]
Mobile: [REDACTED]
Fax: [REDACTED]
Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY
e:mail: [REDACTED]@shepway.gov.uk
www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]
Sent: 03 February 2017 10:33
To: [REDACTED]
Cc: [REDACTED]
Subject: 3373: Princes Parade Leisure Centre - Updated WD Cost Document

[REDACTED]

Further to our meeting on Wednesday and a subsequent telecon meeting between Willmott Dixon and myself, I now have been issued with a further revised cost plan from Willmott Dixon.

The changes that have been captured are as follows:-

- Theoretical raising of the building by up to a 1m, to remove the need for dewatering;
- Reduction of the overall height of the building up to 1m, to keep the original roof level at same position
- Scheme based on the reduced GIFA in line with GT3 latest layout (giving 3013m² GIFA)
- Omitting duplication of M&E consultant fee
- Adjustment to Scape fee to reflect reduced project value

Their project cost equates to [REDACTED]. They have then suggested a reduction of risk (from 10% down to 4%); this adjusts the sum down to [REDACTED]. Please note that there is a nervousness around a risk percentage of 4%.

They have then shown a list of potential VE savings, equating to [REDACTED] and although this brings the scheme closer in line to a typical ARC scheme, it is likely that these items will not be appropriate for the authority. However, it does validate some of WD point that the scheme is over and above a typical ARC model.

There are two other large sums to be aware of, which need to be taken into account on the project. These are:-

1. Enabling Works for the Site (ground remediation): WD sum [REDACTED]
2. Shepway direct costs for the Leisure project (including planning fees, costs already spent directly, client side consultant fees); within our cost report we suggested [REDACTED] but this would need to be tested.

It depends on how you express the sums, but if you take the reduced WD cost (including assuming 4% risk contingency), the Enabling Works, and the Client side costs (figures in red), it equates to [REDACTED]

I am not sure if this assists you in respect of conversations to be had, but if you need to discuss with me further, please let me know.

Kindest regards,

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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Princes Parade Seabrook

Site Area

7.5 ha
75000 m2

Item	Unit Cost (£)	No.	Unit
Vegetation Clearance On site Off Site			
Earthworks 100 mm scrape			m3
Disposal Haz Non-haz Inert			m3 m3 m3
Clean Cover			m3
Gas Protection			m2
Groundwater Remediaton			
Unforeseen Contamintion			
Prelims			
Contingency			
Total			

Other items that should be considered:

Groundworks

Stabilisation for piling mat	Screen		m3
	Stabilise		m3
	150 mm running layer		m3
Upgraded pipes			m
Services arisings	Haz		m3
	Non-haz		m3
	Inert		m3

Total (£)	Comment
	Under ecology budget
[REDACTED]	100 mm scrape to remove roots and organic matter
[REDACTED]	
[REDACTED]	Assumes 40% site area.
[REDACTED]	Assumes 40% site area.
[REDACTED]	Estimate only
[REDACTED]	Estimate only
[REDACTED]	10 % of total
[REDACTED]	10 % of total
[REDACTED]	

[REDACTED] Assumes piled solution with ground beams placed on existing level and overall levels to be made up by 450 mm.
Placed

[REDACTED] Length of site

[REDACTED] Estimates only

Wignall, Peter

From: [REDACTED] <[REDACTED]@shepway.gov.uk>
Sent: 28 February 2017 16:50
To: [REDACTED]
Subject: RE: 3373: Princes Parade Leisure Centre - Updated WD Cost Document
Attachments: image001.png; image002.png; image003.png; image004.png

That's ok – I had a horrible feeling you'd sent it and I'd forgotten.

Ta

[REDACTED]
Project Manager
Strategic Development Projects
Direct Dial: [REDACTED]
Mobile: [REDACTED]
Fax: [REDACTED]
Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY
e:mail: [REDACTED]@shepway.gov.uk
www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]
Sent: 28 February 2017 16:00
To: [REDACTED]
Subject: RE: 3373: Princes Parade Leisure Centre - Updated WD Cost Document

Quote for Princes Parade will be with you by tonight.

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

Betteridge & Milsom

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From: [REDACTED]@shepway.gov.uk [mailto:[REDACTED]@shepway.gov.uk]

Sent: 28 February 2017 14:47

To: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>

Subject: RE: 3373: Princes Parade Leisure Centre - Updated WD Cost Document

Thanks [REDACTED]

[REDACTED] a bit wrapped up this week, we'll have a look and get back to you.

Forgive me, but were you going to prepare a quote for the Princes Parade housing QS work?

Thanks

[REDACTED]
Project Manager

Strategic Development Projects

Direct Dial: [REDACTED]

Mobile: [REDACTED]

Fax: [REDACTED]

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY

e:mail: [REDACTED]@shepway.gov.uk

www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]

Sent: 27 February 2017 08:51

To: [REDACTED]

Cc: [REDACTED] [REDACTED] [REDACTED]

Subject: RE: 3373: Princes Parade Leisure Centre - Updated WD Cost Document

[REDACTED]

Further to our recent meeting, please find attached a revised version of our Cost Plan (Revision B) for the above scheme. This has been based on the reduced scheme providing 3013m2 Gross Floor Area. We have also included costings for the larger 3350m2 scheme. (Please note that we had previously provided costs for a 3560m2 scheme, but have not updated costs for such).

The reduced scheme includes the following assumptions:-

- Theoretical raising of the building by up to a 1m, to remove the need for dewatering;
- Reduction of the overall height of the building up to 1m, to keep the original roof level at same position
- Scheme based on the reduced GIFA in line with GT3 latest layout (giving 3013m2 GIFA)
- A re-assessment of costs, moving away from the Scape process, with an assumption on a level of prelims and overheads/profit, which require consideration of suitable procurement and type of contractor chosen.

We have included enabling works for land remediation at this stage, which requires further investigation, and this may also have a bearing on the Substructure solution and costs.

It should be noted that we have included risk allowances of 5%. As previously noted, there is a nervousness around a risk percentage of this level, and it does not allow for significant client/scope changes.

We have included Shepway direct costs for the Leisure project (including planning fees, costs already spent directly, client side consultant fees); within our cost report we suggest [REDACTED] but this would need to be tested at some point.

By reviewing the likely costs, our project cost for the 3013m2 scheme has reduced to [redacted] [from [redacted]
The [redacted] scheme is now costed at [redacted]).

We trust this is as expected and if you have any queries, please do not hesitate to contact me.

Kindest regards,

[redacted] | BSc. MRICS
Director

T. [redacted]
E. [redacted]@betteridge-milsom.co.uk

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From: [redacted]
Sent: 03 February 2017 10:33
To: [redacted]@shepway.gov.uk
Cc: [redacted]@shepway.gov.uk; [redacted]@shepway.gov.uk
Subject: 3373: Princes Parade Leisure Centre - Updated WD Cost Document

[redacted]
Further to our meeting on Wednesday and a subsequent telecon meeting between Willmott Dixon and myself, I now have been issued with a further revised cost plan from Willmott Dixon.

The changes that have been captured are as follows:-

- Theoretical raising of the building by up to a 1m, to remove the need for dewatering;
- Reduction of the overall height of the building up to 1m, to keep the original roof level at same position
- Scheme based on the reduced GIFA in line with GT3 latest layout (giving 3013m2 GIFA)
- Omitting duplication of M&E consultant fee
- Adjustment to Scape fee to reflect reduced project value

Their project cost equates to [redacted]. They have then suggested a reduction of risk (from 10% down to 4%); this adjusts the sum down to [redacted]. Please note that there is a nervousness around a risk percentage of 4%.

They have then shown a list of potential VE savings, equating to [redacted], and although this brings the scheme closer in line to a typical ARC scheme, it is likely that these items will not be appropriate for the authority. However, it does validate some of WD point that the scheme is over and above a typical ARC model.

There are two other large sums to be aware of, which need to be taken into account on the project. These are:-

1. Enabling Works for the Site (ground remediation): WD sum [REDACTED].
2. Shepway direct costs for the Leisure project (including planning fees, costs already spent directly, client side consultant fees); within our cost report we suggested [REDACTED], but this would need to be tested.

It depends on how you express the sums, but if you take the reduced WD cost (including assuming 4% risk contingency), the Enabling Works, and the Client side costs (figures in red), it equates to [REDACTED].

I am not sure if this assists you in respect of conversations to be had, but if you need to discuss with me further, please let me know.

Kindest regards,



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Wignall, Peter

From: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>
Sent: 02 March 2017 17:23
To: [REDACTED]@shepway.gov.uk
Subject: RE: Princes Parade Overall Scheme - Cost Plan
Attachments: image001.png; image002.png; image003.png; image004.png; image954000.png; image853001.png; image822002.png; image635003.png

[REDACTED]

Thanks for confirmation. I will let you know if I need further input.

Regards,

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

Betteridge & Milsom

The Old Bakehouse, 18A Ivy Lane, Canterbury, Kent, CT1 1TU



Celebrated 30 years 1986 - 2016



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From: [REDACTED]@shepway.gov.uk [mailto:[REDACTED]@shepway.gov.uk]
Sent: 02 March 2017 10:14
To: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>
Subject: RE: Princes Parade Overall Scheme - Cost Plan

Hi [REDACTED]

Thank you – we'd like to proceed on that basis. I'll raise a PO.

Regards

[REDACTED]
Project Manager
Strategic Development Projects
Direct Dial: [REDACTED]
Mobile: [REDACTED]

Fax: [REDACTED]
Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY
e:mail: [REDACTED]@shepway.gov.uk
www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]
Sent: 28 February 2017 17:58
To: [REDACTED]
Subject: Princes Parade Overall Scheme - Cost Plan

[REDACTED]

Further to your request at our recent meeting, we can confirm that our fee to prepare a RIBA 1 Stage (Preparation/Brief) cost plan for the overall Princes Parade would be £2,100.00 exc VAT.

This would include preparing costs for enabling works, infrastructure works, and prepare a report. We will also provide indicative costs for housing, on the basis that you may consider building out the units. This will also assist you in any consideration on plot sales to third parties.

I trust this is of interest. If you have any queries, please do not hesitate to contact me.

Kindest regards,

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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PURCHASE ORDER

Purchase Order No: SD00197

This order number must be quoted on all correspondence and invoices related to this order.

Purchase Order Date: 06/03/17

Page: 1 of 1

Deliver To / Execute Work At

PROPERTY & TECHNICAL SERVICES
SHEPWAY DISTRICT COUNCIL
CIVIC CENTRE
CASTLE HILL AVENUE
FOLKESTONE
KENT
CT20 2QY

Folkestone

Hythe & Romney Marsh

Shepway District Council



Supplier

BETTERIDGE & MILSOM LTD
THE OLD BAKEHOUSE
18A IVY LANE
CANTERBURY
KENT
CT1 1TU

Supplier Code:309193

betteridge-milsom.co.uk

Invoice and Payment

SHEPWAY DISTRICT COUNCIL
CIVIC CENTRE
CASTLE HILL AVENUE
FOLKESTONE
CT20 2QY
Email: invoices@shepway.gov.uk

Enquiries To

[Redacted]
[Redacted]@shepway.gov.uk

Tel: [Redacted]

Description	Required By	Qty	UOM	Unit Price	Nett Price
Provide QS services for Princes Parade	07/03/17				2100.00
Conditions of supply The terms and conditions of supply that apply to this purchase order can be found on the council's website. Please go to http://www.shepway.gov.uk/your-council/council-information/payments-to-suppliers				Total Value (Excl. VAT)	2100.00

Wignall, Peter

From: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>
Sent: 17 March 2017 12:00
To: [REDACTED]@shepway.gov.uk
Subject: Princes Parade, Hythe: Full Scheme Drawings
Attachments: image500000.png; image623001.png; image805002.png; image891003.png

Princes Parade, Hythe: Full Scheme Drawings

Hi [REDACTED]

I have been passed on your details from [REDACTED] I am currently looking at the costings for the full scheme. Do you by chance have any DWG drawings of the full scheme?

Many thanks & kind regards

[REDACTED]

[REDACTED] | BSc (Hons) MRICS
Senior Project Surveyor

T. [REDACTED]
M. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

Betteridge & Milsom

The Old Bakehouse, 18A Ivy Lane, Canterbury, Kent, CT1 1TU



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PURCHASE ORDER

Purchase Order No: SD00284

This order number must be quoted on all correspondence and invoices related to this order.

Purchase Order Date: 22/03/18

Page: 1 of 1

Deliver To / Execute Work At

PROPERTY & TECHNICAL SERVICES
SHEPWAY DISTRICT COUNCIL
CIVIC CENTRE
CASTLE HILL AVENUE
FOLKESTONE
KENT
CT20 2QY

Folkestone

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Shepway District Council



Supplier

BETTERIDGE & MILSOM LTD
THE OLD BAKEHOUSE
18A IVY LANE
CANTERBURY
KENT
CT1 1TU

Supplier Code:309193

@betteridge-milsom.co.uk

Invoice and Payment

SHEPWAY DISTRICT COUNCIL
CIVIC CENTRE
CASTLE HILL AVENUE
FOLKESTONE
CT20 2QY
Email: invoices@shepway.gov.uk

Enquiries To

[Redacted]
[Redacted]@shepway.gov.uk

Tel: [Redacted]

Description	Required By	Qty	UOM	Unit Price	Nett Price
Princes Parade - further review of Princes Parade Development and Nickolls Quarry site (follow on from work commissinied by PO00272)	23/03/18				660.00
Conditions of supply The terms and conditions of supply that apply to this purchase order can be found on the council's website. Please go to http://www.shepway.gov.uk/your-council/council-information/payments-to-suppliers				Total Value (Excl. VAT)	660.00

Wignall, Peter

From: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>
Sent: 23 March 2017 10:16
To: [REDACTED]@shepway.gov.uk
Subject: RE: SDC Risk Register Princes Parade Rev 1 Mar 17
Attachments: image001.png; image002.png; image003.png; image004.png; image005.png; image893000.png; image737001.png; image670002.png; image752003.png; image582004.png

Okay. No problem. The 14 code is a hang over from our system, so remove 14

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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From: [REDACTED]@shepway.gov.uk [mailto:[REDACTED]@shepway.gov.uk]
Sent: 23 March 2017 10:12
To: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>
Subject: RE: SDC Risk Register Princes Parade Rev 1 Mar 17

Ah, ok – no problem, I'll sort it.

Presumably there's no problem if I change the numbers from 14?

[REDACTED]
Project Manager
Strategic Development Projects
Direct Dial: [REDACTED]
Mobile: [REDACTED]
Fax: [REDACTED]
Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY

e:mail: [REDACTED]@shepway.gov.uk

www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]

Sent: 23 March 2017 09:44

To: [REDACTED]

Subject: RE: SDC Risk Register Princes Parade Rev 1 Mar 17

I think the one you have sent is updated since the one I was given by [REDACTED]
I noted on the attached some of the references to yours in column P, so you can see that they are there. If haven't gone through all of them, but if you need someone this end to go through it and ratify let me know.

Hope this assists.

Ta,

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

Betteridge & Milsom

The Old Bakehouse, 18A Ivy Lane, Canterbury, Kent, CT1 1TU



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From: [REDACTED]@shepway.gov.uk [mailto:[REDACTED]@shepway.gov.uk]

Sent: 22 March 2017 13:53

To: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>

Subject: SDC Risk Register Princes Parade Rev 1 Mar 17

Hi [REDACTED]

I've attached ours – can't any of these in yours – sorry if doing something wrong.

[REDACTED]



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Princes Parade Risk Register
Rev 1, March 2017

Supersedes Rev 0 – October 2016

INDEX	Impact	Probability			Risk severity	
	5 = Very high	5 = Very high			Very high	20-25
	4 = High	4 = High			High	12-19
	3 = Medium	3 = Medium			Medium	5-11
	2 = Low	2 = Low			Low	1-4
	1= Very low	1 = Very low				

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
	Project Development and Management							
1.	Lack of communication between the consultants appointed by Shepway District Council resulting in an uncoordinated approach to the development of the project.	2	3	6	<ul style="list-style-type: none"> Develop a design team approach Establish measures that facilitate the sharing of project information. 	<ul style="list-style-type: none"> Regular design team meetings held. Project contact list developed. File sharing system 	Low	DS/AJ

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
					<ul style="list-style-type: none"> Project Board to provide strategic oversight 	<ul style="list-style-type: none"> set up using box.com Project Board established 		
2.	Proposals for the Affordable Recreation Centre (prepared by GT Architects) do not fully accord with the overall masterplan for the site (prepared by Tibbalds Planning and Urban Design).	2	2	6	<ul style="list-style-type: none"> Ensure that consistency between the ARC and the Princes Parade Masterplan through the design team 	<ul style="list-style-type: none"> Issue of consistency addressed through design team. 	Low	DS/AJ
3.	Scheme submitted to local planning authority is not financially viable.	3	4	12	<ul style="list-style-type: none"> High level project viability assessment in order to inform the proposed scheme and the Council's funding strategy. 	<ul style="list-style-type: none"> Savills appointed to undertake viability assessment. Scheme level cost plan developed including costs for remediation, road alignment and rising main provision 	Med	AJ
4.	Feasibility and planning application development costs exceed budget.	2	3	6	<ul style="list-style-type: none"> Ensure careful management of the budget and report any likely variance at an early stage Use of Council's procurement system to ensure best value is achieved. 	<ul style="list-style-type: none"> Project level budget management system established 	Low	DS
5.	Submitted proposals not informed by the views of key stakeholders resulting in a greater level of risk once the planning application is submitted.	2	5	10	<ul style="list-style-type: none"> Establish formal arrangements for the receipt of pre-application advice. Identify statutory consultees. 	<ul style="list-style-type: none"> Formal pre-application procedures established with organisations listed 	Med	DS

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
						<ul style="list-style-type: none"> below Historic England KCC Highways and Transportation. Shepway District Council Planning Services. Environment Agency (to be established following agreement of preferred masterplan option) Seek to adapt proposal, based on views of statutory consultees, wherever possible. 		
6.	Submitted proposal not informed by the view of local clubs and organisation and the general public	2	5	10	<ul style="list-style-type: none"> Identify and consult with key groups and organisations. Prepare and implement a comprehensive communications strategy. Undertake pre-application public consultation 	<ul style="list-style-type: none"> Consultations undertaken with ASA and Hythe Aqua Club. Princes Parade website updated. 	Med	DS
Political/reputational								
7.	Emerging proposals do not reflect the political	3	3	9	<ul style="list-style-type: none"> Establish formal and informal 	<ul style="list-style-type: none"> Princes Parade 	Low	SP/AJ

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
	aspirations of elected members.				arrangements for seeking the view of elected members	<ul style="list-style-type: none"> working group established Progress updated provided to Corporate Management Team (CMT) Details of scheme considered by Cabinet as scheme progresses (reports November 2015 and April 2016) 		
8.	Negative publicity challenges reputation of Council	5	3	15	<ul style="list-style-type: none"> Set out clearly within the planning statement and through the Princes Parade website the positive benefits associated with the scheme. Ensure that the Environmental Statement identifies any negative impacts associated with the scheme and explains how they will be mitigated. Fixed agenda item on Project Board 	<ul style="list-style-type: none"> Appointment of Single Point of Contact (SPOC) and development of communication strategy Project Board set up 	High	SS/DS/AJ
9.	Potential local government reorganisation / formation of combined authority causes uncertainty or delay	3	3	9	<ul style="list-style-type: none"> In this eventuality ensure that the Princes Parade project remains a corporate priority 	<ul style="list-style-type: none"> Ongoing consideration by CMT 	Med	CMT

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
					<ul style="list-style-type: none"> and set out risks of not doing so. Build links within E Kent to maintain political support. 			
	Planning							
10.	Site allocation not supported in Shepway Places and Polices Local Plan submission draft	2	3	6	<ul style="list-style-type: none"> Submit SPPLP Preferred Options representation setting out how the draft policy is in general conformity with adopted planning policy and the National Planning policy Framework. Monitor and respond, where appropriate, to representations submitted by third parties. 		Med	DS
11.	Delay in planning application being registered due to insufficient information being submitted	2	3	6	<ul style="list-style-type: none"> Appointment of planning consultant to advise on and manage planning application process. Agree planning application format and supporting information, based on the published validation list, with LPA prior to the submission of the application. 	<ul style="list-style-type: none"> Tibbalds Planning and Urban Design appointed Application requirements discussed at initial meeting with LPA (11th July 2016) 	Low	DS
12.	Application for a judicial review submitted by third party	3	5	15	<ul style="list-style-type: none"> Ensure that the planning application complies with all 	<ul style="list-style-type: none"> Tibbalds Planning and Urban Design 	Med	DS/AJ

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
					legal requirements.	<p>appointed to advise of planning application and Environmental Impact Assessment (EIA) process.</p> <ul style="list-style-type: none"> Pre-application legal compliance check to be undertaken. 		
13.	Delays to the process of determining the application for planning permission, resulting in delays to delivery and start on site and additional cost.	3	4	12	<ul style="list-style-type: none"> Local planning authority to appoint a dedicated case officer. Application to be progressed in accordance with an agreed Planning Performance Agreement that commits both the LPA and the applicant to meeting agreed performance standards. Fixed agenda item for Project Board 	<ul style="list-style-type: none"> Draft PPA prepared by applicant and submitted to LPA 	High	DS
14.	The planning application gets called in by the Secretary of State causing substantial delay, cost and uncertainty.	3	5	15	<ul style="list-style-type: none"> High risk due to being out of control of SDC. Prepare a contingency plan setting out an approach to dealing with a 'call in' scenario. Establish an appropriate level of dialogue with DCLG 			SP/AJ

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
15.	Objection to the application from statutory consultees or other key stakeholder	3	4	12	<ul style="list-style-type: none"> Seek a clear understanding of issues through pre-application discussions and address/mitigate as part of the development of the planning application. Prepare a detailed response to any objections, at the earliest possible stage, and consider modifications to the scheme, where appropriate, to the concerns raised 	<ul style="list-style-type: none"> Pre-application discussions held with KCC Highways and Transportation 	High	AJ/DS
16.	Difficulties in concluding a section 106 agreement	4	3	12	<ul style="list-style-type: none"> Initial pre-application discussions to consider the potential Heads of Terms for the S106 agreement. Draft Heads of Terms to submitted with the planning application Identify and appoint a legal advisor at an early stage 		Med	AJ/DS
	Quality							
17.	Land Fill ground causes subsidence and instability in foundations leading to superstructure damage	4	5	20	We have commissioned a geotechnical survey that provided preliminary information as to the depth and composition of the land	Initial test, sample cores to follow, specialist design input, monitored construction	Med	BM

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
					fill. We are obtaining quotes to undertake sample boreholes to core the landfill and gain more information. The foundation design will be based on this information to drill through the landfill and establish solid foundations on load-bearing strata underneath.			
18.	New facility doesn't adequately replace the existing facility.	1	5	5	We have undertaken professional needs analysis reports and consulted with local user groups to ensure the new facility mix fulfils local needs. The new facility will replace outdated and worn facilities and the main and learner pool will be bigger and better designed, and there will be a gym with 100 stations which the old pool didn't have.	Needs analysis, consultation	V Low	BM
19.	Facility of poor build quality	2	4	8	The design is procured through Scape which has a track record of delivering affordable good quality leisure facilities. Built examples were recently inspected by Councillors and staff. The contractors (via Scape) are Willmott Dixon who also have a proven track record of building similar facilities. The level of quality of fixtures and	Procurement route, track record, construction contract and oversight	V Low	BM

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
					fittings will be set out in the NEC Contract and we will employ a Project Manager to liaise with and oversee the construction. Post-construction there will be a defects period.			
20.	Design flaws inhibit functionality or increase operational costs.	2	4	8	We have strictly adhered to the outcome of the needs analysis and project brief and have not added any un-needed elements and the facilities mix is standard. The ARC model is focused on operational practicality.	Needs analysis, broad consultation, functional ARC model design.	V Low	BM
21.	Facility needs major repair before forecasted lifespan.	2	5	10	The design is a tried and tested model with standard materials and construction methods. The construction standards will be determined by the NEC contract and constantly monitored via site inspections, building control and SDC officers and consultant representatives. A proper maintenance programme for the operational scheme should spot potential issues early if in place.	Design, construction contract, construction inspections and monitoring, operational maintenance	Low - V Low with maintenance plan	BM
	Delivery							
22.	Complexity of scheme poorly managed with various potentially deleterious consequences	4	5	20	<ul style="list-style-type: none"> Establish Project Board to oversee the key strategic themes 	<ul style="list-style-type: none"> Project Board Established PM appointed 	Med	BM

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
					<ul style="list-style-type: none"> Appoint Project Manager Appoint sponsor 	<ul style="list-style-type: none"> Sponsor appointed 		
23.	Construction is delayed so the opening of the centre is delayed.	3	3	9	The scheme's construction phase will be rigorously programmed and a contract in place with an agreed delivery date and contracted consequences and warranties for delays. Whilst circumstances beyond the contractor's control often arise in construction schemes, it is the responsibility of consulted staff – Project Manager for an NEC contract – and the Client's development staff to work with the constructor to minimise these. We currently anticipate the scheme will open c. February 2019.	Contract to be agreed.	9	BM
24.	Post-Feasibility (pre-construction) slow to be arranged.	3	3	9	Both parties are keen to progress the pre-construction phase as soon as possible – the Scape pre-construction process is a well established model that is easily understood.	Scape pre-construction framework agreed.	Low	BM
	Financial and commercial							
25.	Project becomes unviable due to unforeseen additional cost, eg. infrastructure, abnormals or planning constraints to number of homes that can be delivered	3	5	15	Early assessment of key costs including: <ul style="list-style-type: none"> Remediation of contamination 	Commission advice	Med	AJ/DS/BM

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
					<ul style="list-style-type: none"> • Ground conditions • Utility supplies • Heritage mitigation • Road realignment • Cost of ARC • Landscaping • Planning and heritage advice • Consult with QS and set up Cost Plan • Review and update Cost Plan at Key Stages of development • Nominated Finance rep on Project Board with fixed agenda item 			
26.	Proposal is not viable due to lack of value. Changing market conditions affecting viability	5	2	10	Appoint valuer, monitor market and plan accordingly.	Instruct valuer Soft market testing as project develops.	Med	AJ
27.	Political and reputational risk if Council's financial spend on project is seen to be imprudent or not in best public interest	3	3	9	Regular review and challenge by Cabinet members and CMT		Low	SP
28.	Inadequate resources available when required – cash flow.	4	4	16	<ul style="list-style-type: none"> • Consider other funding from Council reserves or borrowing from PWLB. • Run regular cash flow analyses at key stages of development and consult with finance. 	Council agree to use borrowing in the short-term to overcome any cash flow issues. The cost of any borrowing will need to be factored into the	Low	TM

	RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
						cost of delivering the project.		
	Legal							
29.	Judicial review, causing delay, additional cost and reputational risk	1	5	5	<ul style="list-style-type: none"> Ensure the planning application and the supporting environmental statement is robustly prepared and evidenced, and all processes are documented. Vigilance in governance. Take legal advice prior to key decisions Consult with Planning consultant during planning application process 	Commission advice and consult LPA		AJ/NE
30.	Legal constraints eg. Restrictive Covenants	5	3	15	<ul style="list-style-type: none"> Seek legal advice and insure against risks if necessary. Nominated Legal rep on Project Board with fixed agenda 	Commission support		AJ/NE
	Communications							
31.	Build up of strong objection lobby within community	5	3	15	<ul style="list-style-type: none"> Prepare communications strategy to communicate positive messages and combat misinformation. Early communication with key 	Prepare comms strategy. Set up meetings with key groups Appoint PR co.		AJ/DS/SS

RISK	PROBABILITY	IMPACT	SCORE	MITIGATION MEASURES	ACTION TAKEN	Change in risk level	RESPONSIBLE OWNER
				<p>consultees including HE/EA/Kent Highways/NE/SWS and relevant clubs and associations.</p> <ul style="list-style-type: none"> • Manage public consultations through a professional communications company. • Set agenda item for Project Board 	Project Board established		
32. Voluminous FOI requests that become resource intensive to manage	4	2	8	<ul style="list-style-type: none"> • Decide on publication date for background documents and ensure public properly informed. • Put in place systematic procedure for managing FOIs. • Pre-publish as much information as possible on the web site prior to submission of the planning application. 			AJ/PW/DS

Who:

- BM – [REDACTED]
- AJ – [REDACTED]
- DS – [REDACTED]
- PW – [REDACTED]
- SS – [REDACTED]
- NE – [REDACTED]
- TM – [REDACTED]
- SP – [REDACTED]

CMT – Corporate Management Team

Wignall, Peter

From: [REDACTED] <[REDACTED]@shepway.gov.uk>
Sent: 24 March 2017 10:36
To: [REDACTED]
Subject: RE: Princess Parade Leisure Centre - Summary of Principal Designer Duties
Attachments: image001.png; image006.png; image007.png; image008.png; image009.png; image010.png; image011.png; image012.png; image013.jpg

That's great, thanks

[REDACTED]
Project Manager
Strategic Development Projects
Direct Dial: [REDACTED]
Mobile: [REDACTED]
Fax: [REDACTED]
Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY
e:mail: [REDACTED]@shepway.gov.uk
www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]
Sent: 24 March 2017 10:30
To: [REDACTED]
Cc: [REDACTED]
Subject: Princess Parade Leisure Centre - Summary of Principal Designer Duties

Hi [REDACTED]

Following on from our phone call yesterday where you asked me to provide some bullet points to highlight the Principal Designer duties that GT3 Architects should be carrying out I have put together this:

Pre-construction Phase

- Obtain information from the client, highlighting any missing information that needs to be obtained, and pass on to the Designers.
- Liaise with the client on H & S implications that arise from their original brief and possible measures to mitigate these.
- Liaise with all the designers to ensure that H & S issues arising during the design phase are addressed and co-ordinated across the different disciplines.
- Have an overview of the design process and ensure that unusual H & S issues that cannot be designed out are highlighted on drawings and in specifications.
- Develop the pre-construction information obtained from the client and the designers and produce a Pre-construction Information Document. Annex B of the Regulations gives more details.

Construction Phase

- Liaise with the Principal Contractor on any design development & temporary works to ensure that the H & S issues are understood and co-ordinated.

- Ensure that the Principal Contractor has the Pre-construction Information Document to enable him to produce the Construction Phase Plan
- Liaise with the designers and client on any design changes that could have an impact on H & S issues during construction and for future maintenance.
- Develop, prepare and compile the Health and Safety File. Annex C of the Regulations gives more details.

I trust this is what you were expecting but if you need any further input from me just let me know.

From the client's perspective the two tables in my email to [REDACTED] on 4 November 2016 below summarise your duties under the 2015 Regulations.

Regards,

[REDACTED] | FICWCI | IMaPS
CDM Advisor / Clerk of Works

T. [REDACTED]
M. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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From: [REDACTED]@shepway.gov.uk [mailto:[REDACTED]@shepway.gov.uk]
Sent: 22 March 2017 10:46
To: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>
Subject: RE: RE: RE: Shepway: CDM Regulation 2015

Hi [REDACTED]

I'm working with [REDACTED] on Princes Parade and on the outstanding CDM - I understand we appointed GT3 Architects as Principle Designer, and yourself as oversight up until we appoint a contractor – is this correct?

I just wanted to catch up with where we are in terms of discharging responsibilities and wonder whether I do this with you, or directly with GT3.

Thanks

[REDACTED]

Project Manager

Strategic Development Projects

Direct Dial: [REDACTED]

Mobile: [REDACTED]

Fax: [REDACTED]

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY

e:mail: [REDACTED]@shepway.gov.uk

www.shepway.gov.uk

From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]

Sent: 04 November 2016 16:15

To: [REDACTED]@shepway.gov.uk

Cc: [REDACTED]@shepway.gov.uk; [REDACTED]@shepway.gov.uk; [REDACTED]

Subject: RE: RE: Shepway: CDM Regulation 2015

Hello [REDACTED]

[REDACTED] has asked me to look over your Princess Parade scheme in relation to the CDM 2015 Regulations from Shepway Council's perspective as the client.

Briefly all projects must have:

1. workers with the right skills, knowledge, training and experience.
2. Contractors providing appropriate supervision, instruction and information.
3. A written Construction Phase Plan.

Where there is more than one contractor (as opposed to Principal Contractor) involved all the above apply plus:

1. A Principal Designer must be appointed in writing
2. A Principal Contractor must be appointed in writing
3. A Health and Safety File must be produced

Notification to the Health and Safety Executive is required where the works are scheduled to last longer than 30 days **and** have more than 20 workers working **simultaneously at any point** on the project **OR** exceeds 500 person days.

As you may be aware the CDM Co-ordinator role from the 2007 Regulations no longer exists and the duty of managing Health and Safety during the pre-construction phase has been given to a new role called the Principal Designer (PD). This role covers most but not all of the duties carried out by the CDM Co-ordinator and I will highlight for you below where the client is now responsible. The definition of a Principal Designer is that they "*are designers appointed by the client in projects involving more than one Contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.*" The Principal Designer manages the health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and ongoing design work.

Getting into a bit more detail your client responsibilities under the new regulations can easily be divided into the pre-construction phase and the construction phase. These will apply to each phase where a Principal Contractor and Principal Designer are appointed. Where there are multiple phases and they physically overlap on site then there can only be one Principal Contractor who is in overall control of the site. If the phases are totally separate then the scheme could have more than one Principal Contractor.

PRE-CONSTRUCTION PHASE

The following, taken from the industry guidance for clients, neatly summarises a client's required actions:

1	Are you clear about your responsibilities?
2	Have you made formal appointments?
3	Have you checked that the principal designer or designer has the capacity and necessary skills, knowledge, training and experience to fulfil their duties?
4	Have you checked that the principal contractor or contractor has the capacity and necessary skills, knowledge, training and experience to fulfil their duties?
5	Have you checked that the project team is adequately resourced?
6	Has the project brief been issued to the team?
7	Has the project team been provided with information about the existing site or structure e.g. Pre-Construction Information?
8	Do you have access to project specific health and safety advice?
9	Are suitable arrangements in place to manage health and safety throughout the project?
10	Has a schedule of key activities for the project team been produced?
11	Has sufficient time been allowed to complete the key activities?
12	Where required has an online F10 notification form been submitted to the HSE to notify them of commencement of work?
13	Have you checked that a Construction Phase Plan has been adequately developed before work starts on site?
14	Are you satisfied that suitable welfare facilities have been provided before work starts on site?
15	Have you agreed the format and content of the Health and Safety File?

Expanding on these points:

Regarding item 1 my role is to ensure that you are aware and this will be ongoing.

Regarding item 2 you need to appoint in writing a Principal Designer, Designer and/or Principal Contractor if it is a Design and Build project.

Item 3 needs an enquiry from you to your proposed Principal Designer asking them to provide evidence that they have "sufficient Knowledge, Experience and Ability to carry out the role". I can assist you in reviewing their response.

Item 4 needs either the Principal Contractor or Contractor to provide evidence to you to support this requirement. If they have already been vetted and are on your approved list of suppliers/contractors then this will suffice.

Item 5 requires you to request proof from the various contractors and consultants you employ directly that they have enough resources to cope with your project.

Item 6 is very important to ensure that everyone working on the project knows what is required by you, the client, when the project is complete.

Regarding item 7 you as the client must provide all the information you have on the site or building to the project team. The Principal Designer will review and may suggest further surveys or information gathering to ensure that the designers and Principal contractor have sufficient information to take into account when designing or constructing.

Regarding item 8 my appointment plus that of a Principal Designer will satisfy.

By having a H & S item on the agenda of all DTMs, pre-contract meetings and progress meetings item 9 will be covered.

For item 10 you as the client need to ensure that this is in place and that you are happy with it. You do not necessarily need to produce it yourself.

Item 11 needs to be borne in mind when setting target dates for the various consultants and the overall project timescale. The PD will advise on this once appointed

For item 12 this project will likely fall into the HSE requirements for notification. It is now the clients responsibility to submit this notification and I will do this on your behalf.

Similarly for item 13 under the 2015 regulations it is now the clients responsibility to check there is a Construction Phase Plan in place and that it is sufficiently developed to allow works to start on site. I will review this on your behalf and comment accordingly.

For item 14 this is a duty is now a client responsibility. I will visit site and comment accordingly.

Item 15 needs to be decided early on so that the requirements can be included in the Pre-construction Information Document (PCID) that will be included in the tender documentation. The PD will discuss and advise you on this.

CONSTRUCTION PHASE

The table below summarises the clients duties during the construction phase:

1	Ensure the management arrangements are working
2	Check completion and handover arrangements
3	Co-operate with the principal contractor.
4	Check that the health and safety file has been prepared
5	Maintain and make available the health and safety file

1. This does not mean that you are required to undertake routine monitoring of construction phase activities. Reasonable steps would be holding or attending face to face meetings e.g. progress meetings or via written updates.
2. This requires you to check that measures are in place to ensure the health and safety of those in the areas that are being handed over, especially if it is a phased completion. This is something that I will assist you with.
3. During the construction phase the site will be handed over to the principal contractor to manage whilst carrying out the works. When visiting site you must comply with any requirements he has in place for the management of the site.
4. During the construction phase the Health and Safety File should be compiled to such an extent that, following review by the PD, it will be in a fit state to be handed over on the completion date. I will assist you in reviewing the draft prior to handover.
5. The client must keep and maintain the Health and Safety File and carry out any necessary updates whilst in their possession. If the building is sold then it must be passed on to the new owner or leaseholder. It should be clearly identified as being separate from the building maintenance manual to avoid losing information required urgently. If the PDs role finishes before the end of the project the principal contractor will have to take on the responsibility for the file and for handing it over to you.

This summarises your responsibilities as a client under the 2015 CDM Regulations and I hope that I have made everything clear and straightforward but if you have any queries please let me know and I will try to answer.

As [REDACTED] has said I am on leave all of next week so will not be able to respond until I return on Monday 14th November.

Best Wishes,

[REDACTED] | FICWCI | IMaPS
CDM Advisor / Clerk of Works

T. [REDACTED]
M. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]
Sent: 31 October 2016 16:50
To: [REDACTED]@shepway.gov.uk
Cc: [REDACTED]@shepway.gov.uk; [REDACTED]@shepway.gov.uk; [REDACTED]
<[REDACTED]@betteridge-milsom.co.uk>
Subject: RE: RE: Shepway: CDM Regulation 2015

[REDACTED]

Thank you for the email below. Our [REDACTED] (CDM-A) would be best to advise you on this matter. John is away next week, but he can provide you with the advice and provide all the relevant information.

Kindest regards,

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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From: [redacted]@shepway.gov.uk [mailto:[redacted]@shepway.gov.uk]
Sent: 31 October 2016 12:59
To: [redacted] <[redacted]@betteridge-milsom.co.uk>
Cc: [redacted]@shepway.gov.uk; [redacted]@shepway.gov.uk
Subject: RE: RE: Shepway: CDM Regulation 2015

[redacted]

Further to your submission I can confirm that we would like to accept your proposal for a CDM Advisor. I will raise a purchase order and be in touch shortly. In particular it would be useful to have written confirmation on the extent to which the CDM requirements currently apply to the overall Princes Parade project (i.e. currently limited to the Affordable Recreation Centre).

Regards

[redacted]

[redacted]

Strategic Development Projects Manager

t: [redacted]

m: [redacted]

f: [redacted]

Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

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From: [redacted] [mailto:[redacted]@betteridge-milsom.co.uk]
Sent: 17 October 2016 09:48

To: [REDACTED]@shepway.gov.uk
Subject: RE: Shepway: CDM Regulation 2015

[REDACTED]

Please find attached our fee proposal for CDM-A services for the Leisure Centre as discussed.

I look forward to seeing you on Wednesday, but in the meantime if you have any queries please do not hesitate to call.

Kindest regards,

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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From: [REDACTED]@shepway.gov.uk [mailto:[REDACTED]@shepway.gov.uk]
Sent: 14 October 2016 14:37
To: [REDACTED] <[REDACTED]@betteridge-milsom.co.uk>
Subject: RE: Shepway: CDM Regulation 2015

[REDACTED]

Thank you. I look forward to receiving your fee proposal for the CDM-A.

[REDACTED]

[REDACTED]

Strategic Development Projects Manager

t: [REDACTED]

m: [REDACTED]

f: [REDACTED]

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From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]

Sent: 08 October 2016 11:16

To: [REDACTED]

Subject: Shepway: CDM Regulation 2015

[REDACTED]

Further to our meeting on Friday, I attach some information regarding the CDM2015 regulations, in respect of responsibilities of Clients.

The first one is from the HSE and reinforces the discussion we had regarding the new regulations, who needs to be appointed, and the client's responsibilities. The second one is a CITB guidance document, which fleshes out some of the detail.

As discussed we can provide you with an Advisory role (we call CDM-A). which will help you deal with Shepway's elements. I will prepare a fee proposal later this week, specifically for the Leisure Centre.

I trust this assists.

Thanks,

[REDACTED] | BSc. MRICS

Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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INVOICE



Betteridge & Milsom Ltd.
The Old Bakehouse
18A Ivy Lane
Canterbury
Kent CT1 1TU

Project Ref: 3495
Invoice No: 6931
Date: 26/03/2018

VAT Reg No: 864 2061 34

Shepway District Council
Civic Centre
Castle Hill Avenue
Folkestone
Kent
CT20 2QY

invoices@shepway.gov.uk

Project:

Comm No:

Services:

Agreed Fee: as per purchase order dated 22nd March 2018

Value of Work	£	-
Fee %		0.00%
Total fee	£	660.00

Works Carried out to date:	Fee Split	To Date	£
Preparing further cost plan reports			660.00
Total costs to date			660.00
Less Previous Invoice No	N/A	dated	N/A
Total due excluding VAT			660.00
VAT @ 20%			132.00
Total Due including VAT			£ 792.00

Payment terms strictly 30 days

Payments by BACS to: Natwest Bank Plc, Account No: 90632257, Sort code: 60-04-27

INVOICE



Betteridge & Milsom Ltd.
The Old Bakehouse
18A Ivy Lane
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Kent CT1 1TU

Project Ref: 3495
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Total due excluding VAT				660.00
VAT @ 20%				132.00
Total Due including VAT				£ 792.00

Payment terms strictly 30 days

Payments by BACS to: Natwest Bank Plc, Account No: 90632257, Sort code: 60-04-27

Wignall, Peter

From: [REDACTED] <[REDACTED]@shepway.gov.uk>
Sent: 24 April 2017 16:09
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Princes Parade Cost Report
Attachments: image001.png; image002.png; image003.png; image004.png; image005.png

[REDACTED]

I am out of the office tomorrow but will call you on Wednesday.

[REDACTED]

[REDACTED]

Strategic Development Projects Manager

t: [REDACTED]

m: [REDACTED]

f: [REDACTED]

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From: [REDACTED] [mailto:[REDACTED]@betteridge-milsom.co.uk]
Sent: 24 April 2017 09:44
To: [REDACTED]
Cc: [REDACTED]
Subject: Princes Parade Cost Report

[REDACTED]

Trust you are well. When you have a moment please could you call me of [REDACTED] who is working on the Princes Parade cost plan report.

We have all but completed the costing exercise and report and we plan to include calculations showing potential profit margins based on sales of the various units. However, it will be skewed by the cost of the other buildings (i.e. Leisure Centre, Hotel etc.). Can you let us know how these buildings are perceived to be funded, so that we can include in our calculations. For example, should we calculate a potential return on the hotel?

We want to give you a complete picture, so it would be good to include all the information.

Thanks,

[REDACTED] | BSc. MRICS
Director

T. [REDACTED]
E. [REDACTED]@betteridge-milsom.co.uk

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