

Tenterden Recreation Ground Progress Update



Contract Name: Tenterden Recreation Ground
Client: Tenterden Town Council (TTC)

Last Updated: 23/09/2020

Please find enclosed a progress update for Tenterden Recreation Ground. We have now received fee proposals from all of the required consultants for the planning submission for your consideration. Upon acceptance of the fee proposals, the planning works can proceed with a view of submitting the application in December 2020.

The below outlines the actions undertaken since the last update provided on 08/09/20 as well as an outline of the next steps/ actions for the project.

1.0 Actions Completed Since Last Update

- The planning submission requirements have been reviewed and an outline list of consultants has been set out to progress the scheme to meet these requirements. The consultant team has been collated based on the advice and submission requirements set out by Ashford Borough Council (Please see previous meeting minutes for full requirements). Scope of works and fee proposals have been sought from each consultant.

- Enquiries have been issued to all consultants required for planning works and include the following:
 - *Landscape Architect – Ground Control*
 - *Youth Hub Architect – Kent Design Studio*
 - *Skate Park Designer – Canvas*
 - *Planning Consultants – WSP & Edge Plan – (2 companies have been approached for price comparison)*
 - *Arboricultural Consultant – Ground Control*
 - *Ecological Consultant – Ground Control*
 - *Lighting Designer (For Floodlighting to courts and localised footpaths) – Sports Facility Planning & Design Ltd*

The following consultants/ services are not a necessity of the planning application but recommended for inclusion at this stage as if not these could result in issues/ design changes further down the line:

- *Underground Services/ Utility Survey – Sumo & SJ Geomatics – 2 companies have been approached for price comparison*
- *Quantity Survey – William G Dick Partnership – Engagement to be undertaken direct by Tenterden Town Council*

- The table provided in **Annex A** below provides an overview of the consultants and fees received, along with a summary of their role and requirement for planning. A full breakdown of scope and fees can be found in the individual consultant's fee proposal letters, enclosed separately.

Specific notes, comments and recommendations where relevant on each fee have been highlighted within the table in Annex A for reference.

2.0 Next Steps – Planning Stage

It is our understanding that the consultant fees will be reviewed as part of the forthcoming councillor meeting on the 12th October. Within this meeting it is anticipated that the fee proposals will be discussed and accepted to allow the works to progress. Based on this the next steps would be as follows:

1. Agreement of consultant fee proposals by TTC. Progression for council to appoint all consultants within project team as soon as possible.
2. Once all consultants appointed, the planning submission design works and coordination will commence in readiness for the submission.
3. Ground Control is to collate a coordinated design programme for the planning submission works. Current target is for completion of all planning design works and submission of the application in December 2020, prior to the Christmas break.
4. Throughout the planning design stage, the tender is to be released by TTC for the project manager role in readiness for the tender & construction stage of works. See separate section for recommended outline scope of works.
5. Towards the end of planning design works, additional consultants required for the technical design stage will be approached and fee proposals for next stages collated and submitted to TTC for approval (To be led by Project Manager).

3.0 Next Steps – Tender Stage

1. This stage will be led and managed by the appointed project manager for the scheme.
2. On submission of the planning application to the Local Authority the tender detailed design works for the scheme will be progressed whilst the application is being determined.
3. Additional consultants will need to be appointed. This activity will be led by the project manager of which a list of additional consultants required for appointment is outlined in the table (**Annex A**) below.
4. Upon appointment of all additional consultants and agreement of fees, the scope of works will progress for the detailed design of the scheme in readiness for tendering and construction. It is currently anticipated that the tender will be released in 2 phases (**Phase 1: Tennis/ netball courts, skate park, youth hub and associated footpaths. Phase 2: Play area, open village green and gardenesque areas**).

4.0 Project Manager Role – Outline Scope of Works

Whilst the services provided by the project manager are to be determined by Tenterden Town Council and the scope of works put forward by the tendering project managers we have provided a number of items below as a guide as to what the scope of this role should include.

Outline scope of works to include:

- *Management and overall coordination of project consultants following planning submission*
- *Seeking enquiries/ fee proposals and appointment of additional design consultants required for tender stage design works*
- *Review, development and updating of project programme*
- *Application for any funding grants/ loans the council wish to progress as part of the project*
- *Collation of tender packages for the construction of the scheme including the issue, management, interview and evaluation of tenders*
- *Award of tender to appointed contractors for the construction of the scheme*
- *Day to day management and coordination of installing contractors and design team during construction stage including site inspections, reviewing & coordination of variations, programme and progress meetings*
- *Coordination of projects phasing and any interfaces between works and how the overall scheme will be delivered*
- *Coordination and management of CDM aspects during construction stage*
- *Management of handover stage and 12 months defects period following completion of works*

Annex A - Tenterden Recreation Ground Required Consultant Appointments for Planning Application

Version: 2 - Last Updated: 23/09/20

Item/ Discipline	Company	Role/ Requirement for Planning Submission Overview <i>(Refer to individual Fee Proposals for scope of works breakdown)</i>	Planning Cost Overview <i>(Refer to individual fee proposals for breakdown of costs. All fees exclusive of VAT)</i>	Comments
Landscape Design	Ground Control	<ul style="list-style-type: none"> Ground Control will act as the lead consultant covering all landscape aspects and coordinating the project in preparation for planning. Full scope of works & output information as set out in Ground Control fee proposal E20-1551.CC. 	£19,450	
Architect	Kent Design Studio	<ul style="list-style-type: none"> Develop and prepare formal drawings (plans and elevations) for proposed Youth Hub for planning submission. Allowance has also been made for the preparation of a design and access statement for the Youth Hub (to be incorporated into the main statement for the scheme.) Refer to KDS Fee Proposal 22-02-BE. Separate to planning works a fee has been provided for a feasibility study on additional Youth Hub toilets. This is following a discussion over the provision of additional facilities that are accessible to the exterior of the building for tennis & netball coaching. 	Planning Application Works, including design and access statement – £2,650 Feasibility review of Youth Hub external toilet additions – £1,050	It is recommended that should the exploration for the additional Youth Hub toilets still be required, these works are commenced immediately upon instruction. This will allow for any additions/ changes to the building to be incorporated into the Youth Hubs planning drawings.

<p>Skate Park</p>	<p>Canvas</p>	<ul style="list-style-type: none"> Develop and formalise current skate park design for planning submission. Output information for planning to include: <ul style="list-style-type: none"> Skate park general arrangement plan Cross sections of skate park including heights/ depths 3D Visuals of park Drainage Engineer input Input into design & access statement Up to 2no meetings if required Refer to Canvas Fee Proposal 430-FPR-02 for full detail. 	<p>£5,285</p> <p>(Stage 3 only. Fee provided for stage 4 to form part of later instructions)</p>	<p>Note: Any design costs outlined by Canvas for Stage 3 or 4 will not be invoiced or will be deducted from the final construction sum for the skate park should Canvas be appointed for the construction as well.</p> <p><u>On this basis there will be no design fee if Canvas are specified and novated to the installing landscape contractor.</u></p>
<p>Planning Consultant</p>	<p>WSP</p>	<ul style="list-style-type: none"> Planning consultant will take the lead on the collation and submission of the application to the council. Scope of works will include the preparation of the application and all planning & heritage statements. Allowance has also been made for management of the application with LPA during 13 week determination period. <p>Refer to individual fee proposals for full breakdown of scope of works:</p> <ul style="list-style-type: none"> WSP – Fee Proposal 70077436 Edge Plan – Fee Proposal EP1250 	<p>Planning Application Preparation (PROW EXCLUDED) - £3,750</p> <p>Planning Application Management (During determination), budget allowance - £2,250</p> <p>Discharge of Planning Conditions - EXCLUDED</p>	<p>Two companies have been approached to provide fee proposals for this scope of works to allow a price check and comparison as part of the appointment process.</p> <p>These companies have been selected based on their experience and on good working relationships from previous successful projects with Ground Control.</p> <p>Consultant will be required for planning submission and condition discharge stages of project but will not be required for tender stage.</p>
<p>Edge Plan</p>	<p>Main Scope of Works Differences: As broken down in the individual fee proposals for these works there are 2 main differences in scope to consider when reviewing these proposals:</p> <ul style="list-style-type: none"> Planning Condition Discharge – This will be required following determination. At this stage WSP have excluded these works due to the type and number of conditions being unknown, however, Edge Plan have 	<p>Planning Application & PROW Preparation - £4,500</p> <p>Planning Application Management (During determination) - £1,200</p> <p>Discharge of Planning Conditions (Provisional Sum) - £1,800</p>	<p>Note: Both <u>Planning Consultant fees currently exclude planning application fee.</u> This will be chargeable at cost to TTC on submission.</p>	

		<p>provided a provisional sum for these works. Either option will need further review and potentially updating of fees once the condition wording is available for the application.</p> <ul style="list-style-type: none"> • The Public Right of Way Diversion application – This has been included within Edge Plan’s scope of works however, this is excluded from WSP. <u>Should works be progressed with WSP as separate additional fee will need to be sought from a transport engineer to cover these works.</u> 		
Arboricultural Consultancy	Ground Control	<ul style="list-style-type: none"> • Completion of a Tree Survey and preparation of an Arboricultural Implications Assessment to BS 5837:2012 required in order to register and validate planning submission. • Refer to Ground Control fee proposal E20-1551.CC for full breakdown. 	£2,920	Results of arboricultural survey and reporting will inform design development and construction methodology in proximity to existing trees.
Ecological Consultancy	Ground Control	<ul style="list-style-type: none"> • Completion of on-site extended phase 1 habitat survey and ecological appraisal report. • Survey and report are required as a baseline to register and determine planning application for scheme. • Refer to Ground Control fee proposal E20-1551.CC for full breakdown. 	£2,495	<p>Note: Current scope and proposal allows for the completion of baseline survey. Following the survey, it may be that additional specie specific surveys i.e bats etc may be required for planning.</p> <p>These will be scoped/ priced separately once known/ if required but it should be noted that these do have seasonal constraints that could impact project programme.</p>
Lighting Designer	Sports Facility Planning & Design Ltd	<ul style="list-style-type: none"> • Design and specification of proposed flood lighting system to proposed Tennis and Netball Courts and MUGA. • Output information to include for Lux calculations, details and spread plans to illustrate impact of any lighting to local context, required for planning. 	<p>Flood lighting design to tennis/ netball courts and MUGA - £550</p> <p>Footpath lighting design - £225</p> <p><i>(Recommended that an additional provisional £500 is allowed should</i></p>	<p>Note: Discussion to be had as part of scheme development with TTC on exact scope/ requirements on footpath lighting within the park. A recommendation of a provisional additional fee has listed to accommodate for any changes in scope.</p>

		<ul style="list-style-type: none"> Allowance has also been made for the lighting design of localised footpaths around the MUGA and Youth Hub as part of this also. Refer to Lee West Fee Proposal email on 23/09/20 for full detail. 	<i>lighting scope of works to footpaths expand)</i>	Sports Facility Planning and Design are a lighting designer recommended from previous discussions with LTA.
Underground Services/ Utility Survey	Sumo Services	<ul style="list-style-type: none"> Detailed underground services survey using ground penetrating radar and tracing techniques to identify all underground services across and interfacing with recreation ground. 	£13,485 <i>Refer to Sumo Services Quotation C2020-08-32 for detail.</i>	Recommendation: Based on the fee proposals provided and existing working relationships with each company we would recommend that the survey is progressed using SJ Geomatics as this quotation covers all of the aspects required from the survey and is better value for money.
	SJ Geomatics	<ul style="list-style-type: none"> Survey required in order to inform design constraints such as tree placement as well as further investigation on mentioned sink hole location. 	£5,250 <i>Refer to SJ Geomatics Quotation & accompanying specification SJG6956AW for full scope and detail.</i>	
Quantity Surveyor	William G. Dick Partnership / TBC	<ul style="list-style-type: none"> Required for ongoing cost monitoring and management throughout project. Not a specific requirement for the planning submission but prudent to have cost checks in place prior to submission 	Quantity Surveyor role to be appointed and fee sought separately by Tenterden Town Council due to consultant being a direct reportant as part of client team as opposed to design team.	

Additional Consultants Required for Tender & Construction Works

Beyond those consultants outlined above, many of which will be needed to continue with works up to completion of the project, the following additional consultants will be required to move the project forward to the next stages. These include:

- **Project Manager** – To be appointed and tendered for by Tenterden Town Council to oversee tendering and construction works
- **M&E Engineer** – For Park lighting and service provision as well as Youth Hub design
- **Structural Engineer** – Specification and detailing of all structural aspects in landscape areas as well as Youth Hub structure
- **Drainage Engineer** – To provide strategy and detail for proposed land drainage across recreation ground and for Youth Hub works.
- **Principal Designer** – For management of CDM aspects for project
- **Site and Soil Investigation Works** – Required to inform structural, drainage and planting design aspects
- **ROSPA** – Potential requirement for engagement/ review of scheme with ROSPA Play Safety
- **Highways Engineer** – Requirement TBC during development