

HARTLEBURY PARISH COUNCIL

Parish Hall Grounds and Playing Fields Project Report on Landscape Design Progress for July 2017

1. Notes on work completed to date

- 1.1 Following formal approval of the employment of Greenway LA Limited ("GLA") as design consultants for the scheme at the Parish Council meeting on 4th July 2017, work has progressed on preparatory work and essential survey works including ecology, tree surveys and topography.
- 1.2 GLA's first application for payment was made on 1st July 2017 to cover preparatory work carried out at risk pending contract formalisation and the above-mentioned surveys, which were nearing completion when Councillor Simons visited the site and spoke to Mr Greenway on 5th July 2017. All work had gone according to plan except for the ecology survey, where it had been found necessary to break-in to the existing tennis pavilion, with additional visit charges and costs for re-securing the building.
- 1.3 This involved costs amounting to £62.17 for additional mileage, door repairs and a lock and staple, which require further approval; (see below).
- 1.4 The ecology survey also revealed the presence of a bat roost in the bargeboard of the old pavilion, which must be dealt with in accordance with the relevant legislation. This will require further ecology work including surveys, monitoring, analysis and reports, which is the subject of a separate proposal. Unfortunately, the additional work is compulsory, to comply with the relevant legislation.
- 1.5 Mr Greenwood attended meetings of the project Steering Group on 13th July and the Parish Hall Management Committee on 19th July 2017. The Steering Group meeting is the subject of a separate report, but it should be recorded here that GLA is now in possession of the completed design for the Parish Hall ramps and steps, which will be integrated into the project design for Component 1.
- 1.6 Mr Greenwood reported that he was approximately one week late against the approved Project Timetable, due to the Parish Council's delay in accepting GLA's tender.

2. Financial

- 2.1 The approved contract value comprises a scale fee of £11,584.44 plus survey costs of £795.00, £1,500.00 and £475.00, giving a total of £14,354.44 (plus VAT).
- 2.2 GLA's invoice dated 1st July 2017 requested payment of a half-fee for work stage D of £1,492.97 plus £2,770.00 for the surveys and further costs of £62.17 as noted above, totalling £4,325.14 (excluding VAT).
- 2.3 The Payment Notice prepared by Councillor Simons and approved for issue by the Parish Clerk dated 5th July 2017, accepts the Stage D and Survey fees in respect of completed work

and work nearing completion on approved contract values, but excludes the extras of £62.17 as this amount was not approved by the Parish Council. The Payment Notice notifies an intention to pay £4,262.97 plus VAT (total £5,115.56) by no later than 22nd July 2017.

- 2.4 The notified sum was duly paid by the Parish Clerk in accordance with the contract.
- 2.5 Provided there are no further delays, the next interim payment will include a further Stage D half-fee amount of £1,492.97, which falls due on 1st August 2017.

3 Approvals required

- 3.1 The Parish Council is required to approve the following amounts in relation to the contract with GLA:
 - 3.1.1 The sum of £5,115.56 (4,262.97 plus £852.59 VAT) paid to Greenway LA Limited against Payment Notice No.1 dated 5th July 2017 as an interim valuation of work carried out against the approved contract value; and
 - 3.1.2 The further sum of £62.17 (plus VAT) to be added to the approved contract value in respect of additional visit charges for door entry and repairs to the tennis pavilion to facilitate surveys. (The added amount will be included in Payment Notice No.2.)

Attachments:

GLA invoice dated 1st July 2017

HPC Payment Notice dated 5th July 2017

**Councillor D.S. Simons
20th July 2017**