

CHURCH BROUGHTON PARISH COUNCIL

PARISH COUNCIL EXTRAORDINARY MEETING HELD ON MONDAY 18th AUGUST 2025 AT CHURCH BROUGHTON COMMUNITY HALL, COMMENCING AT 7.00PM

Those present:

Councillor Thorpe (JT) – chair

Councillor Woodhall (KB)

Councillor Speake (WS)

Working Group representatives:

Dan Pedley

Julia Williams

John Weil

2 parishioners

1.0 Apologies

Received from Councillors Bestall and Warriner, and H Steeples

2.0 Community Hall Working Group Proposals

Mr Pedley spoke on behalf of the working group initially on the latest version of the plans which had been circulated and reviewed in advance of the meeting. These were discussed and JT proposed that we accept the plans, seconded by WS and accepted unanimously.

Three quotes for a project manager had been sought (as per attached doc 1). The working group had met 2 of them. The working group favoured Armsons Barlow, they were communicative, had experience of similar projects and competitive price wise. They also have experience with a very similar project (Repton village hall) and 2 references had been received and were good. It was also discussed that the quote was broken into a pre-tender and building phase, and hopefully the latter will be covered by lottery funding if successful. KW proposed we accept Armsons Barlow as project manager, seconded by WS and accepted unanimously.

A principal designer is a requirement for CDM regulations and relates to the health and safety aspects of the construction drawings and project. CJ Consilium were the favoured agent by the working group, and also they have worked before with Armsons Barlow and were recommended by them. The cost is £1990 +VAT which is competitive. KW proposed we accept CJ Consilium as principal designer, seconded by JT and accepted unanimously.

A bat survey is required if the roof of a building such as the community hall is disturbed. Six quotes had been sought (doc 2). An initial survey will be performed and if it shows any suggestion of bats then nocturnal survey(s) may have to be performed. This can only be done May-September so there is a tight deadline for this. Arbtech had confirmed that they can do the initial survey on 16.9.25 and no other company has confirmed this. There may be delays if

a nocturnal survey is required as, in the worst-case scenario, this needs to be done 3 times at 3 week intervals. They are competitive price wise and communicative. KW proposed we accept Arbtech for the bat survey, seconded by WS and carried unanimously.

It was then agreed that we now need to release funds from the community fund (Parish Council Savings account) to the parish council current account to pay for the above. JT will discuss with Clerk H Steeples regarding this.

The tendering process, managed by the Project Manager will take around 8-10 weeks to complete and then we would be able to apply for lottery funding. JT is in liaison with the lottery team and will update them of the process and there is a high probability of getting this funding.

3.0 Chairmans notices

The retrospective planning application DMPA/2025/0844 for 3 additional pitches to the traveller's site on Sutton Road was discussed as the deadline is prior to the next meeting. It was agreed that JT would write and object on behalf of the council on the grounds that it was a prerequisite of the initial approval for 1 pitch that no additional pitches would be granted, the lack of sanitation, it is near a water course (despite the application saying otherwise), the road and area do flood and there is no safe access. In addition, the plans submitted were disingenuous as they are not to scale.

JT thanked all present for attending for what he said will be an important date in the history of the building.

4.0 Date and time of next meeting

Thursday 4th September 2025 at 7pm in the Community Hall.

5.0 Meeting closed at 7.30pm

Project Manager quote summary for Community Hall

31/07/2025

	Davey Stone	Armsons Barlow	Heritage First
Contact	Spencer Davey	Sally Walters	Michael Faulkner
	Recommended by Planning Design	Recommended by Planning Design	Internet search for local Project Managers
Tender phase cost	£2,850	£2,497.50	£1,485
Contract administration	£2,420	£2,497.50	£2,440
Project Management cost	incl above	incl above	£3,500 budget @£80/hour Equivalent to 43 hours of site supervision
Total	£5,270	£4,995.00	£3,925 - £7,425
Other costs	None- travel expenses included	None	Check travel expenses included
Inspection of work	2 weekly and extra when required	2 weekly and extra when required	Higher level of inspection/supervision
Frequency of meetings	3 weekly	4 weekly	2 weekly
Quality checks	Yes	Yes	Yes - verbally said about 2 visits per week
References provided	No	Yes	No
CDM Principal Designer role	Yes - £1,750	No	No
Other	All details to be sorted pre-contract for minimal contractor design	Review design and make suggestions to meet budget	-
Type of project management	Spend time sorting out details pre-tender so less site inspection needed	Spend time sorting out details pre-tender so less site inspection needed	Less time at tender stage and more site supervision
Other comments	Not yet met. Dan thought that Spencer Davey was very helpful and knowledgeable about the tender process and project management. There are several examples of residential projects on their website, but also new student accommodation in York and new Visitor Centre in Notts.	Not yet met. Quotation shows lots of experience of tender process, cost estimation, contract administration and project management and management of large and small projects.	Experienced as a builder, so would expect site supervision to be good. At our meeting, Michael said he mostly helps clients with design details and supervision of works. Doesn't currently do much tendering/cost estimation or grant application work (contrary to website).

FEE PROPOSAL

Quote Ref:	FP.25.11	Date:	06.08.2025
Client Name :	Church Broughton Village		
Client Address:			
Project Title:	Refurbishment of Village Hall		
Project duration:	Circa 12 weeks		
Site Address: (If different from above)			

Role						
Quantity Surveyor		Project Management		Principal Designer	✓	Other

We have allowed within our proposed fee to undertake the role of Principal Designer in accordance with the Construction (Design and Management) Regulations 2015 (please see below).

- Assist the Client with their duties and aid the development of the Client brief.
- F10 management, if required.
- Visit site and carry out a site health and safety survey.
- Assess information currently in the Client/Design teams possession, identify any gaps there may be and advise on how they can be filled.
- Collate pre construction information and issue to necessary parties throughout the pre construction and construction periods.
- Review any identified Health, Safety and Welfare issues and ensure that the general principals of prevention are being applied by the relevant duty holder.
- Provide information to the Principal Contractor to aid him in the writing of his project specific Construction Phase Health and Safety Plan.
- Review the Construction Phase Health and Safety Plan and advise of its suitability prior to works starting on site.
- Undertake independent construction site CDM inspections.
- Attendance on site to liaise with designers and contractors and monitoring the impact of design changes as the works proceed.
- Collate Health and Safety file information from designers and the Principal Contractor during the construction phase and upon completion issue to the Client.

Proposed Fee:	£ 1990.00
Payment Schedule:	£ 950.00 Issue of pre construction information
	£ 540.00 End of first month of construction work
	£ 500.00 Completion of construction work
The above fee is exclusive of VAT but inclusive of all reasonable disbursements.	
Payment is due within 21 days of issue of invoice.	
This fee is based upon the provision of £1,000,000.00 Professional Indemnity Insurance.	

BAT SURVEY QUOTES

PRA (Preliminary Roost Assessment) required. 0, 1, 2 or 3 nocturnal surveys required depending on likelihood of presence of bats

Name	Contact	Action	Response/Quote
Evolution Ecology Ltd	Paul Keeling 07838 377612	Phoned and left message 8/7/25 Dan left message on 18/7/25	No response
Bat Survey for Planning	07870 266446	Filled in form on line 8/7/25 Dan left message on 18/7/25	No response
Arbtech	03301273101 clareswinburn@arbtech.co.uk	Filled in form on line 8/7/25	Email 18/7/25 Cost for PRA only £539 + VAT for standard survey (2 – 4 weeks) £889 + VAT for 2 – 5 days survey
Chris Smith	chris@bat-survey.co.uk 01827 794485 07967 636115	Emailed 9/7/25 Chased 18/7 and 30/7	Can't do before 25/8/25 Said he would send quote on 30/7/25, but not yet received
Chase Ecology	Garry info@chaseecology.co.uk 07792064673	Emailed 9/7/25 Chased 18/7 and 30/7	Voicemail says contact by email – no response
ML Ecology	Matthew Liston (Matt) 07803 147957	Filled in form on line 8/7/25	Email 10/7/25 Cost for PRA £500