



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

**INVITATION TO TENDER
PROFESSIONAL LEAD CONSULTANCY SERVICES
(PROPERTY)**

Chippenham Town Council is seeking to appoint a retained consultant to guide and advise on a number of future projects. These include the further enhancement of the Neeld Community & Arts Centre, via the integration to the main venue of a former café space and the undeveloped Cheese Hall, in addition to the provision of an additional storage/depot building at Stanley Park Sports Ground.

The lead consultant would act as Project Manager and be responsible for the procurement and appointment of the design team. They would also act as QS providing sound project cost advice to the Council.

Tender documents are available to download from the Council's website at www.chippenham.gov.uk or by calling 01249 446699.

Tenders to be submitted by noon Monday 16th September 2019.



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

02 September 2019

Dear Sir, Madam

Proposed Works for Chippenham Town Council

The Town Council are seeking to appoint a Lead Consultant (property) on a 5 year non-retained basis, on a project by project basis.

The Town Council currently has two projects it wishes to develop:

1. The further enhancement of the Neeld Community & Arts Centre. This will involve the integration of a former café space (but also the original entrance to the venue) refurbishment of the Cheese Hall into accessible community spaces, the provision of a bar/refreshment area, consideration of staff and councillor office accommodation, a new welcome and box office reception point and a review of back stage accommodation including the existing kitchen facility.
2. The provision of additional indoor storage and depot space at Stanley Park Sports Centre, possibly adjacent and identical to the existing 'green storage unit'.

We invite you to submit a fee proposal to provide Lead Consultant services (Project Management & Quantity Surveying) as part of the design team.

Please find enclosed the following information:

1. Project Briefing
2. Relevant photographs including a recent Council report regarding the proposed new storage unit at Stanley Park Sports Ground
3. Location maps
4. Outline Scope of Service.

Tenders are to be returned to Chippenham Town Council, bearing no distinguishing marks such as franking details in a sealed envelope marked 'tender submission for Lead Consultancy Services', by midday on 16th September 2019. The envelope should contain your fee proposal together with any relevant supporting documentation.

Fees should include all reasonable expenses.

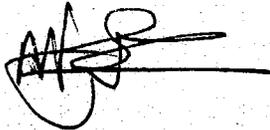
At least two references should be provided in addition to examples of recent projects/work undertaken.

Aside from the two projects the Council is seeking to develop as described above and in the tender pack, indicative fees should also be provided for professional support for works with a construction cost of:

- £50,000 to £100,000
- £100,001 to £250,000
- £250,001 to £500,000
- £500k+

Should you have any questions and/or wish to visit the sites, please make arrangements directly with the Chief Executive, Mark Smith on 01249 446699.

Yours faithfully

A handwritten signature in black ink, appearing to be 'M. Smith', written over a horizontal line.

Mark Smith MBA LLB (Hons) CMgr FCI FSLCC
Chief Executive



PROJECT BRIEFINGS - FUTURE DEVELOPMENTS

SEPTEMBER

Project A - Neeld Community & Arts Centre

Introduction

Chippenham Town Council is considering the following scope of works to the Neeld Community & Arts Centre:

- Provide a new welcoming entrance foyer, reception counter and box office/ticketing service - integrate what was previously the main entrance to Neeld as the main entry point to the complex
- Install an accessible lift and improved public access to the upper floors of the Cheese Hall - currently only accessible by a DDA non-compliant staircase with no alternative means of escape
- Provide versatile community spaces and/or studios in the upper floors of the Cheese Hall - at least two spaces
- Install complimentary food and beverage facilities, the extent of which are yet to be decided
- Relocate the disabled toilet facility in order to re-position the current (unused) lift shaft to provide community spaces in the upper Cheese Hall
- Review the current councillors office with a view to possible relocation
- Relocate the venues staff to this part of the Neeld complex - accommodate up to 6 staff
- Possible access via the upper floor of the Cheese Hall to the Neeld's tiered seating/technician's area
- Review the current back stage changing rooms and the existing kitchen - are they fit for purpose and can space be reallocated elsewhere and the spaces better utilised for alternative use.

The Neeld Hall is owned (freehold from 1st June 2019) and managed by Chippenham Town Council (CTC). CTC is now undertaking a selection process for the Lead Consultant who will act as Project Manager and Quantity Surveyor.

Background

The Neeld Hall is located in a series of Grade II Listed buildings some of which have undergone extensive refurbishment and alteration since the Town Council took phased ownership in the early 1990's.

The buildings were formerly the town's community hall and some have undergone extensive refurbishment and alterations. The first phase of Neeld Hall was carried out by the former North Wiltshire District Council when a new cafeteria and entrance was constructed in 1996, as part of the Borough Parade shopping development.

In 2015 the Town Council embarked on an ambitious project to transform the Neeld into a modern theatre and arts space. A former retail unit adjacent to the Neeld was purchased and the Council transformed the hall into a modern theatre, rebranding it as the Neeld Community & Arts Centre. The project cost in totality was c£750,000.

The current facility provides the following facilities/spaces:

- Tiered seating for 153
- Total theatre style seating for 217
- A dedicated box office ticketing system
- Technical upgrades capable of managing small and medium scale shows
- Auditorium air conditioning
- A new customer services area with access to the Neeld from

The Town Council considers that there is the opportunity for the following:

- Refurbishment of the Cheese Hall into community space. This part of the complex has remained undeveloped and not accessible for public use for some many years
- A review of the current space for the food and beverage service
- Office accommodation for both front-of-house staff and councillors, ticketing and box office
- A new passenger lift.

As part of the project, it may also be appropriate to consider incorporating certain aspects of planned maintenance to the existing buildings.

The project could be phased thereby facilitating the funding of the project. The Lead Consultant will therefore be expected to advise the Town Council on how the project can be potentially phased and the cost benefit of either undertaking the project in one single phase or in phases.

Planning and related matters

The proposals will be subject to the following:

- Planning Consent
- Listed Building Consent
- Building Regulations

as well as other statutory requirements such as CDM, DDA, etc.

Early consultation with the relevant conservation officer will be required to establish initial views and constraints.

Funding

A budget is yet to be established. It is anticipated that the budget will evolve from the total of available funds (i.e. current budgets, future budget allocation, potential Public Works Loans, external grants etc.) and the estimated costs of the work.

Whilst the budget/cost will evolve in due course, an indication of the possible expenditure was reported to Council in April 2016 as follows:

Initial Cost Estimate	£
Refurbishment of Ground floor	250,000.00
Conversion of First and Second Floors	150,000.00
Abnormals	
Installation of new lift and shaft	50,000.00
Asbestos (extent unknown)	10,000.00
Structural repairs (Provisional Sum)	10,000.00
External/entrance works	15,000.00
Prelims, based on 6 month project	72,000.00
Overheads and Profit @ 10% (Construction costs only)	49,000.00
TOTAL (Construction costs) ex vat	<u>£606,000.00</u>

Note: These figures exclude professional and statutory fees and any design development contingency.

Procurement

Previous Neeld projects have been procured with input from consultants forming a design team. It is clear that this proposed project needs to address many issues, several of which may be considered sensitive. As such, a different approach is suggested. The project will still be procured on a 'traditional' basis (rather than 'design and build') but a more extensive level of expertise and depth is required within the design team. The following structure is proposed:

- Project Manager (lead consultant)
- Architect (lead design consultant)
- Structural engineer
- Services engineer (to include environmental/sustainable matters)
- Quantity Surveyor (extension of PM role)
- Principal Designer (CDM Regulations)

In addition to this core team, other specialists will be required such as heritage consultant, measured building survey, asbestos survey, site investigation etc.

The proposed team will work through the various stages of feasibility study, outline design, detailed design, tendering/procurement and the construction stage.

This execution of the construction work will need to be carefully considered in order to minimise the impact on the existing facility and adjacent owners. Phasing of the overall project design will need to be addressed as outlined above.

Programme

It is understood that a commencement on site in the 2020/21 financial year is anticipated. In view of this, the following activities/dates are suggested but this will need to be reviewed:

- Selection of design team during late 2019
- Initial feasibility studies including dialogue with planning/conservation during early 2020
- Detailed design work and planning/LBC applications could take place during mid 2020
- The tendering process can take place during early 2020 so that a building contractor is ready to commence the works early in the 2020/21 financial year.
- It is anticipated that the works will take about 12 months being complete in mid-2022, albeit possibly in phases.

Project B - New storage facility at Stanley Park Sports Ground

The Town Council have recently taken on additional services and assets from Wiltshire Council. As a consequence it requires additional depot space for the storage of vehicles, tools and associated grounds maintenance equipment.

The Council is leasing temporary space and the longer term aim is to provide an additional storage building at land it owns at Stanley Park Sports Ground.

The new building could either be located adjacent to the existing storage building or possibly at Wedmore Farm on the c10 acres of land adjacent to the developed land at Stanley Park. A farm building already exists with agricultural access off the A4 and therefore planning permission might not be insurmountable.

Further details in the form of a report to Council on this additional storage building (Appendix A and B) in addition to the outcome of a pre-planning application (Appendix C) are appended to this project briefing.

Project Briefing - Appendix A

Extract from Council reports on a new depot building at Stanley Park Sports Ground

3.4 Longer Term - Stanley Park Sports Ground

The Council already has a storage unit at Stanley Park. Although it does not have spare capacity to accommodate any additional vehicles or equipment, there is sufficient land adjacent to the existing building to construct a second storage building.

Council is currently considering the future sport and recreation needs of the town, specifically in relation to the potential provision of further facilities at Stanley (i.e. both indoor and outdoor). That said Officers are of the opinion that a new storage shed would not compromise such future plans in any way.

The existing shed required planning permission therefore this would also be required for any new unit. Officers have submitted a Pre Planning Application following the resolution of the ACL Committee - see paragraph 2.4a.

Information on the cost to provide a new storage shed at Stanley Park is as follows:

- Size 12mx12m and 4m eve peaking in the middle
 - Cost to install including the unit itself, electrics, lighting and a concrete base - c£35,000 ex vat
 - Cost to provide a vehicle wash-down facility - not currently available at Stanley Park albeit recommended following a health & safety inspection and report - c£17,000 ex vat.
- Total cost - c£52,000 ex vat.

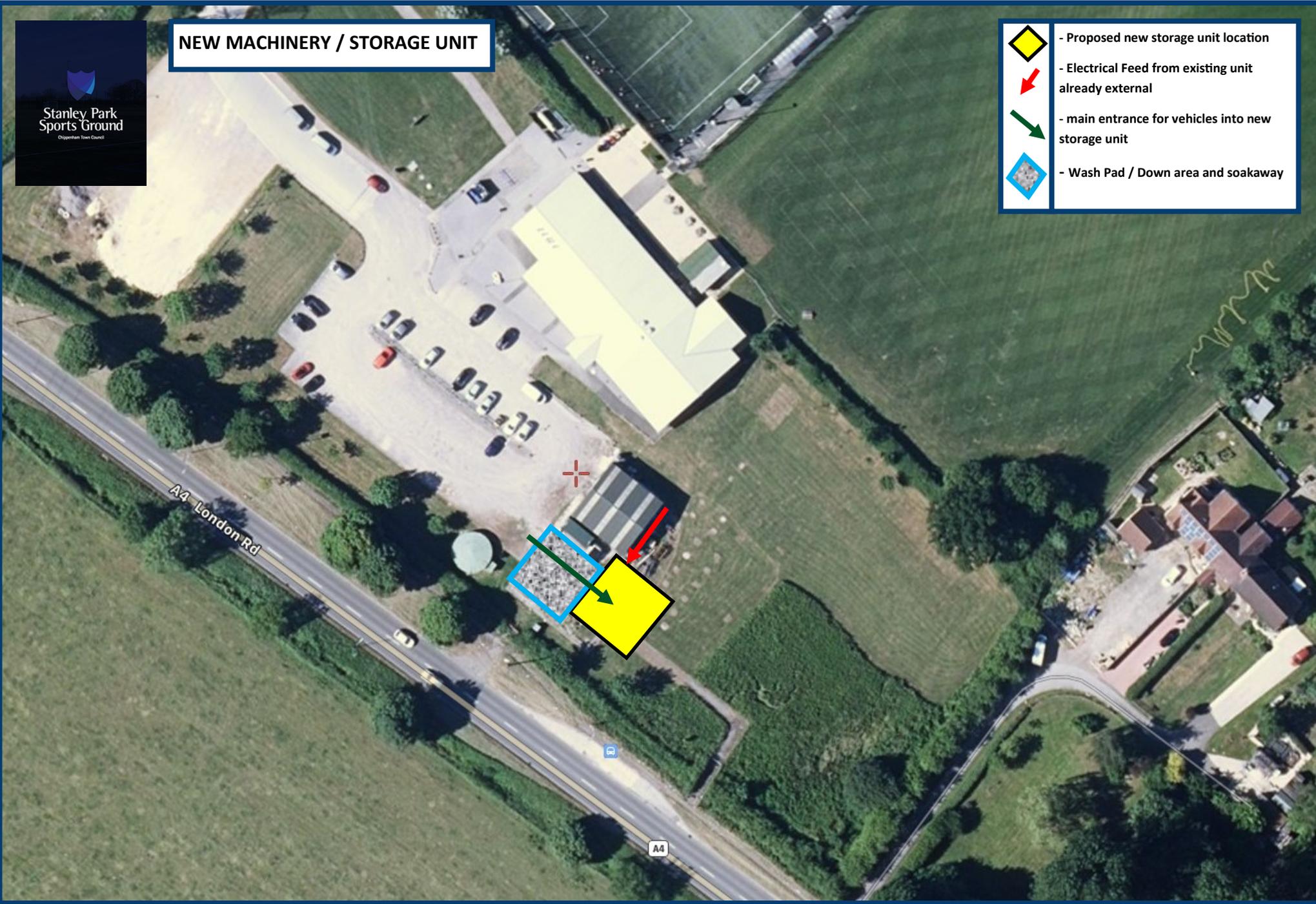
The clear advantage of this option is that the Council owns the land and the unit could be located for years to come, without the risk of any lease being revoked and also rent costs increasing.

A possible location for the new shed/unit is shown in Appendix B.



NEW MACHINERY / STORAGE UNIT

-  - Proposed new storage unit location
-  - Electrical Feed from existing unit already external
-  - main entrance for vehicles into new storage unit
-  - Wash Pad / Down area and soakaway



Appendix C - Project Briefing

28 May 2019

Mr Adrian Jones
Stanley Park Sports Ground
c/o Town Hall
High Street
Chippenham
Wiltshire
SN15 3ER

Development Services
Wiltshire Council

Tel: 0300 456 0114

Email: developmentmanagement@wiltshire.gov.uk
www.wiltshire.gov.uk

Application No:	19/03200/PREAPP
Proposal	Additional Storage Unit for Vehicles and Equipment, 12m x 12m height to eaves 4m and to ridge 5.06 m.
Site Address	Stanley Park Sports Ground, Stanley Lane, London Road, Chippenham, Wiltshire, SN15 3RR
On Behalf of:	Mr Adrian Jones

Dear Mr Jones

Thank you for your application registered on 20/03/2019. In response to your enquiry I hope that you will find the following information helpful.

Please note that this advice represents officers' informal opinion based upon the information you have provided. It is given without prejudice to any decision the Council may make on any subsequent formal planning application. In particular, a planning application will be the subject of publicity and consultation in accordance with the Council's procedures which may bring to light additional issues, and as you will be aware, advice offered is based on the planning policies that apply at the time of writing.

Summary of Officer View

The proposal is considered to have some merit, but in order to receive potentially favourable consideration, outstanding issues need to be addressed. This response identifies the issues that need to be addressed.

Site Description/Constraints

The application relates to the construction of an additional storage building on land associated with Stanley Park Sports Ground. The site is adjacent to the A4 between Chippenham and Calne, and is accessed off Stanley Lane. In planning terms the site is within the open countryside just outside (0.48km) the settlement boundary of the Principle Settlement of Chippenham.

There is already a storage building on the site to provide storage shed for tractors and vehicles associated with the grounds maintenance of the pitches at Stanley Park. It is understood that a second storage building is required to accommodate plant and equipment associated with additional responsibilities for assets and services being taken on by Chippenham Town Council from Wiltshire Council as part of a devolution package between the two authorities.

Relevant Planning Policies

Wiltshire Core Strategy (WCS)

CP1	Settlement Strategy
CP2	Delivery Strategy
CP3	Infrastructure Requirements
CP10	Spatial Strategy: Chippenham Community Area
CP34	Additional employment land
CP51	Landscape
CP57	Ensuring High Quality Design and Place Shaping
CP60	Sustainable Transport
CP61	Transport and New Development
CP64	Demand Management

National Planning Policy Framework (NPPF):

Section 6	Building a strong, competitive economy
Section 9	Promoting sustainable transport
Section 12	Achieving well-designed places
Section 15	Conserving and enhancing the natural environment

Planning Considerations

- Principle of development
- Impact on the character of the area
- Highway safety
- Drainage

Principle of development

The adopted local development plan document is the Wiltshire Core Strategy (WCS) (adopted January 2015). The WCS includes a settlement strategy, Core Policy 1 'Settlement Strategy' and Core Policy 2 'Delivery Strategy' outline that there is a presumption in favour of sustainable development within the Principal Settlements, Market Towns, Local Service Centres and Large Villages and development should be restricted to within the limits of development other than in exceptional circumstances as set out within the relevant core policies contained within the plan (outlined within paragraph 4.25 of the WCS). Core Policy 3 relates to Infrastructure Requirements and the delivery of that policy depends on the provision of facilities and services by the council and its public and private sector partners.

The proposed scheme lies outside any settlement limit but would be within the existing Stanley Park Sports Ground site. It is considered that of relevance would be exception policy Core Policy 34 of the WCS which supports employment development outside of the main settlements subject to the following criteria –

i. are adjacent to these settlements and seek to retain or expand businesses currently located within or adjacent to the settlements; or

ii. support sustainable farming and food production through allowing development required to adapt to modern agricultural practices and diversification; or

iii. are for new and existing rural based businesses within or adjacent to Large and Small Villages; or

iv. are considered essential to the wider strategic interest of the economic development of Wiltshire (as determined by the council)

Where they:

a. meet sustainable development objectives as set out in the policies of the core strategy and

b. are consistent in scale with their location, do not adversely affect nearby buildings and the surrounding area or detract from residential amenity and

c. are supported by evidence that they are required to benefit the local economic and social needs and

d. would not undermine the delivery of strategic employment allocations and

e. are supported by adequate infrastructure.

In this case, the proposed development is almost immediately adjacent a principal settlement and although it does not relate to a rural based business, it is considered that there is some wider strategic interest of the economic development of Wiltshire in as much as it relates to the supporting the provision and maintenance of place-shaping infrastructure and services for the community. There is some merit to sharing the existing Stanley Park site in-line with the aims of infrastructure strategy which seeks to encourage the effective use of existing and new infrastructure through the multi-functional use of land and buildings for services and facilities subject to compliance with other policies of the Core Strategy. A formal application should provide justification set out why this is the most appropriate site for the proposed development and whether alternative sites are available/have been considered.

Impact on the character of the area

Core Policy 51 of the Wiltshire Core Strategy states development should protect, conserve and where possible enhance landscape character and Core Policy 57 requires a high standard of design in all new developments and that development respond positively to the existing townscape and landscape in terms of building layout, built form, height, mass, scale, building line, plot size, design and materials.

The proposal for an industrial style building to replicate the existing building in terms of scale and material finish matching is unlikely to have a significant detrimental impact upon the character and appearance of the area. However, it is recommended that the building is sited in line with the existing building (to the south-west) to avoid additional sprawl of built development into the countryside.

Highways issues

The Council Highways Officer comments as follows -

This is a consultation for pre-application advice with regard to addition of a storage unit for vehicles and equipment at Stanley Park Sports Ground. Access to the site is via Stanley Lane a section of C Class Road subject to a speed limit of 60mph in the vicinity of the site. The proposed floor area of the storage building would be 144sqm of B8 Storage. This would require a maximum parking provision of 1 space per 30sqm in accordance with Wiltshire Councils Maximum Parking Standards, which would equate to 5 spaces. It would appear that there is sufficient parking within the existing car park however, I would require that the applicant demonstrate that any additional vehicles associated with the new storage can be accommodated or will have additional allocated parking provision.

I would not wish to raise a highway objection to the proposal subject to the clarification of parking provision.

Drainage

A formal planning application should set out the proposed arrangements for dealing with the foul and surface water generated at the site. The Drainage Officer has commented as follows -

- *No surface water drainage strategy has been submitted, therefore we cannot comment specifically on any proposals at this stage.*
- *The site is at risk of surface water flooding. See attached flood map.*
- *The drainage strategy will need to ensure that the outfall is not located in an area at risk of flooding. (The site & nearby areas are at high risk of surface water flooding). The drainage strategy should show how flood risk is not increased elsewhere and that the outfall can discharge under flood conditions i.e. possibly a drowned outfall.*
- *The site-specific Flood Risk Assessment (FRA) should outline the drainage strategy and how the flood risk from all sources will be managed without increasing flood risk elsewhere. The applicant is referred to the Environment Agency's advice on how to do a FRA, as well as their standing advice for vulnerable developments.*
- *Lastly, if discharge to a watercourse is proposed, please take note of the standing advice below.*

Standing advice

Wiltshire Council is the land drainage authority under the Land Drainage Act 1991. Land drainage consent is required if a development proposes to discharge flow into an ordinary watercourse or carry out work within 8m of an ordinary watercourse.

An ordinary watercourse is a watercourse that does not form part of a main river. The term watercourse includes all rivers and streams and all ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows.

Wiltshire Council's land drainage bylaws can be downloaded here. The land drainage consent application form and guidance notes can be found on our website here.

An environmental permit is required for any works within 8m of a main river. Consult the Environment Agency's main river map to see if a watercourse is designated as a main river. For more guidance on environmental permits, consult the website.

The Environment Agency issues environmental permits, however, as Wiltshire Council has the lead responsibility for surface water management, the discharge rate from the site must be agreed with us. This can be done via the drainage inbox (Drainage@wiltshire.gov.uk).

Conclusion

In summary, subject to sufficient justification being provided, the provision of an additional storage building on the existing Stanley Park site could be supported in principle. However it is suggested that the building is relocated in-line with the existing building on-site to ensure any visual impact to the rural character of the area is minimised. It must also be demonstrated that a sufficient level of parking and adequate surface water drainage can be provided.

I am sorry I am unable to be more definitive in my advice at this stage however I trust the above information is useful.

Yours sincerely,

Victoria Davis
Planning Officer

Please note that this assessment is based solely on the information you have supplied which is assumed to be accurate. If the submitted information is not correct or the development is not carried out in accordance with the submitted details, this may result in a development which would be in breach of planning control and liable to enforcement action to remedy the breach.

You should also note that this assessment is an informal officer opinion, it does not constitute a formal decision under Section 192 of the Town and Country Planning Act (as amended), and is not binding on the Council.

Your proposal may also require separate approval under the Building Regulations. Please call the Building Control team on 01249 706535 for further information.

Foyer



Kitchen



Councillor's room



Need Community and Arts Centre with seating



Neeld Community and Arts Centre empty



The Meeting Place - previous café/bistro and proper entrance to the Neeld



The Corn Exchange bar



The Cheese Hall- first floor



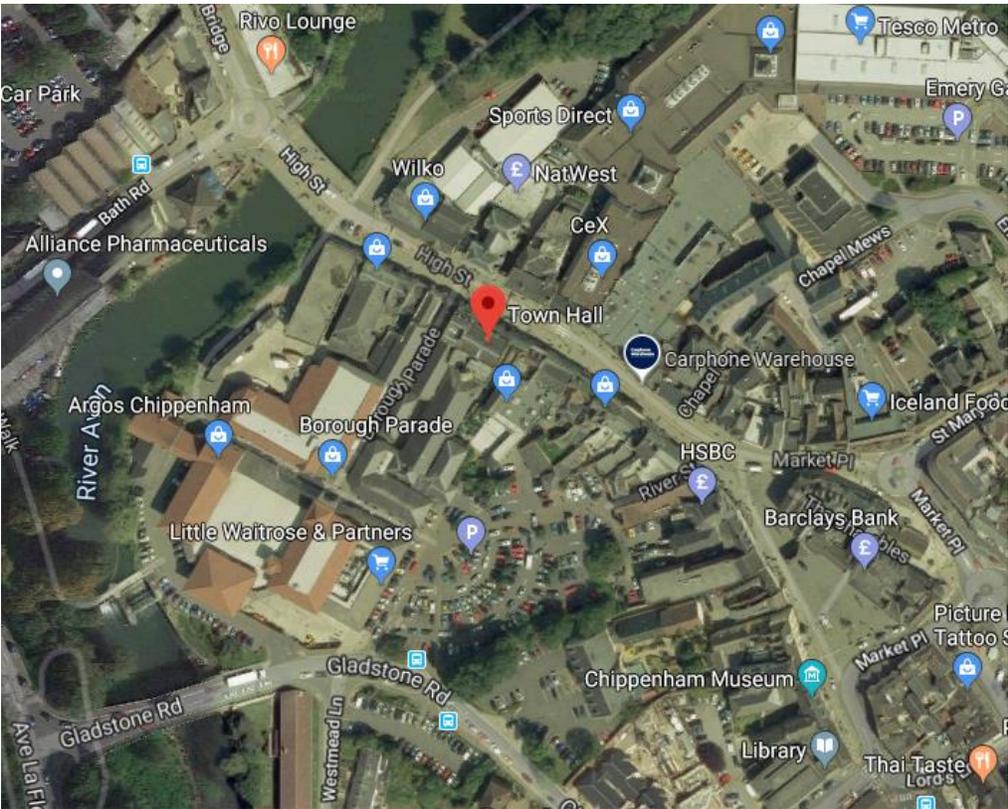
The Cheese Hall- first level



The Cheese Hall- second level



Location of Chippenham Town Hall





OUTLINE SCOPE OF SERVICE FOR LEAD CONSULTANT

FUTURE DEVELOPMENT

PROJECT A - NEELD COMMUNITY & ARTS CENTRE - CHIPPENHAM

PROJECT B - STORAGE BUILDING AT STANLRY PARK SPORTS GROUND

SEPTEMBER 2019

Introduction

Information relating to the projects the Town Council is seeking to progress is summarised in the Project Briefing paper. In addition to this, a sheet of relevant photographs and site location plans have also been provided.

Chippenham Town Council (CTC) intends, by competitive tendering, to select suitable consultants to form and lead the design team of the projects.

The Lead Consultant role will encompass a comprehensive Project Management role together with Quantity Surveying services.

Scope of Service

The appointment will be via the RICS Short Form of Consultant's Appointment - see enclosed example. As stated below the successful Lead Consultant will be responsible for producing formal RICS appointment documentation for execution by Chippenham Town Council.

The PM will explicitly include the role of Contract Administrator.

Note: A minimum level of £2M cover for professional indemnity insurance is required.

Specific Duties

The following duties summarise the anticipated role. However, the consultant is to assess the project as necessary and allow for all necessary resource to ensure successful project delivery. No claim for additional fees will be considered.

Pre-Contract:

- Chairing and minuting of regular design team meetings, attendance at client meetings and regular report submission to Chippenham Town Council (CTC) as the client.
- Management of the implementation of design stages and monitoring of each stage to ensure compliance with project aims.
- Monitoring planning and Listed Building Consent applications (submitted by architect) and compliance with any conditions.
- Monitoring Building Regulations application (submitted by other consultants).
- Producing tender documents and implementing tender procedures in accordance with CTC Procurement Policy & Procedure and Financial Regulations.
- Reporting on tenders.
- Budgeting throughout pre-contract stages, reconciliations and value engineering.
- Preparation of contract documents
- Selection of other specialists for works such as topographic survey, site investigation and the like.
- Liaison with adjoining owners/users. If Party Wall Awards are required then a suitable Building Surveyor will be appointed by CTC.
- Risk Management

Post-Contract:

- Role of Contract Administrator.
- Chairing and minuting of monthly progress meetings.
- Weekly visits to site and chairing of informal weekly meetings.
- Monitoring balance of design work from consultants and compliance with Contractor's Information Required Schedule.
- Monitoring of contractor's progress against published programme.
- Issue contract instructions and other contract certificates and the like.

- Monitor compliance with Planning and Listed Building Consents and Building Regulations and ensure Inspections take place.
- Preparing Interim Valuations.
- Regular cost updates.
- Risk Management
- Agreeing variations and final account and submitting final account for CTC audit.
- Attendance at regular client meetings and regular report submission to client. Some committee meetings may be outside normal working hours.
- Ensure sub-contractor and, where appropriate, consultant warranties are in place.
- Assist architect and other consultants with quality control, snagging and Defects Liability Period issues.

The fee is to be inclusive of all reasonable expenses such as travel, printing and the like.

All fees will be subject to VAT and be payable by agreed instalments on 30 day terms.

The consultant will be responsible for producing formal RICS appointment documentation for execution by CTC.