

Meeting	Full Council
Date	26 th April 2022
Report Title	Grounds Maintenance Facility
Agenda Reference	12B
Author	Georgina Morgan-Denn, Chief Officer/Clerk & RFO Laura Cutter, Deputy Clerk & Services Manager David Hunt, Head of Parks & Open Spaces

Working Party & Officers' Recommendations:

1. To note the status of the Grounds Maintenance Facility (GMF) Project and the upcoming key dates.
2. To note the Delegated Authority has been given to the Parks & Open Spaces Committee and the Chief Officer to date to progress with the GMF Project.
3. To approve the cost of engaging with Solicitors to review contracts and SBC related legal matters up to the value of £3,500.00 – this includes contingencies for additional associated costs.
4. To note the affected Leisure Garden Plot Holders have been given a refund in annual rent costs at a value of £30.00 (as per the Allotment Act 1908) plus £50.00 additional compensation and an alternative plot has been offered.

Members of the Working Party

Councillors: R Hailstone, S Heyes, V Manro, J Jackson

Officers: G Morgan-Denn, L Cutter, D Hunt

Delegated Authority

- **14th September 2021** - Parks & Open Spaces Committee has delegated authority to proceed with expenditure for Architects up to the value of £9,000.00 (POS106).
- **22nd February 2022** - Parks & Open Spaces Committee has delegated authority to spend up to £25,000.00 on the Temporary Relocation for the Parks & Open Spaces Team whilst the Grounds Maintenance Facility is being built (FC199A).
- **8th March 2022** - The Chief Officer was given delegated authority to proceed with utility works for three phase electrics, up to the value of £2,500.00 (POS207).

Procurement Process

- **22nd February 2022** – approval to procure on a turnkey contract approach which will ensure the new grounds maintenance facility is developed by a company with knowledge and expertise. Agreed to suspend Financial Regulations 11.1A-E and Standing Orders 18A and procure services of a specialist turnkey contractor because the Parish Council does not have the knowledge internally to develop a project of this size and scale. (FC199B).

Items Progressed

- Further to LPA feedback, we applied for a revised planning application for an alternative location at the same site. At this time, we withdrew the request for additional land adjacent to Leisure Gardens and applied for another drainage report (for the second location) inline with LPA request.
- All affected Leisure Garden Plot Holders have been notified and offered alternative plots, compensation of the years rent, plus a small additional amount for the inconvenience. The plots should be relinquished by 4th July 2022. One plot holder has been approved an extension of relinquishing their plot until August 2022 due to commitments in growing competition



- SBC Legal Team informed of the fence line to run adjacent to the boundary rather than diagonally in line with the pylons – confirmation that as this is under 250 square yards it does not require any changes of use or planning conditions to be sought.

Key Dates

Date	Task
Whilst awaiting outcome of planning application:	
22 nd April 2022	Deadline for Turnkey Contractor quotations
24 th April 2022	Quotations to be scrutinised by the GMF Working Party
26 th April 2022	Clarification questions and site visits to be undertaken with potential contractors
26 th April 2022	Respond to SBC Placemaking Team (Landscape) comments on the planning portal regarding tree planting and request site visit if necessary
10 th May 2022	Working Party to present quotations and a recommendation to Parks & Open Spaces Committee
10 th May 2022	Costs, timescales and proposals for temporary relocation to be presented to Parks & Open Spaces Committee
10 th May 2022	Drainage report to be submitted with planning applications
11 th May 2022	Begin the Public Works Loan draft application
15 th May 2022	Planning decision deadline subject to drainage report being received on time
If the planning application is approved:	
16 th May 2022	Update the Parks & Open Spaces Team with temporary move arrangements and any changes to contracts
16 th May 2022	Proceed with the installation of three phase utilities and check tariffs for domestic/solar use
16 th May 2022	Instruct Contractors/SBC to remove the two field maple trees in Goodearl in preparation of the building works
24 th May 2022	Present Parks & Open Spaces Committee recommendation to Full Council approval for recommended Turnkey Contractor
25 th May 2022	Notify successful contractor and embark on 10 day standstill period
3 rd June 2022	Submit Purchase Order and Award Contract – ask for Contractors' Contracts & Conditions to be sent within one week
10 th June 2022	Appoint Solicitors to Review Contractors' Contracts & Conditions
13 th June 2022	Meet with Contractor's appointment Project Manager to discuss next steps and seeing the building plan
4 th July 2022	Relinquish and relocate affected leisure garden plots ready for building works to commence
*Subject to appointed Contractor's timeline:	
29 th July 2022*	Relocation of the Parks & Open Spaces Team
1 st August 2022*	Potential start date of building works (subject to above factors)
25 th August 2022* for 4 weeks	Drainage and groundworks
September – February*	Continuation of project until anticipated completion date
28 th February 2023*	Estimated project end date ready for handover