

COMMUNITY PAVILION

at

ST. PANCRAS GREEN

KINGSTON NEAR LEWES

EAST SUSSEX

## CAPITAL PROJECT DELIVERY PLAN

MACKELLAR SCHWERDT

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**1.00 BRIEF DESCRIPTION OF THE PROPOSED BUILDING WORKS**

- 1.01 The proposal is for a new Community Pavilion to replace the existing former apple store structure on St. Pancras Green, Kingston Nr Lewes.
- 1.02 The need for a new pavilion on St. Pancras Green has been apparent for a number of years and the Village Action Plan produced in 2007 identified a number of requirements.
- 1.03 The existing building is approximately 35m<sup>2</sup> (7.55 x 4.55m) with an internal height at the eaves of 1.5m and an internal floor to ceiling height of 2.03m. These unsuitable dimensions relate back to the buildings original use, an apple store. In addition to the size and height restrictions the building suffers from a number of other issues including access, maintenance, electrical, plumbing (including only on externally accessed toilet), structural, damp and asbestos roof and gable wall slates. All of which have led the Parish Council to close the building due to health and safety reasons and therefore close the only toilet facilities accessible to the junior sports teams.
- 1.04 The proposed new pavilion is a single storey, timber framed structure, with timber cladding and a curved "green" roof and includes for the following:
- Home and Away & Referees Changing Facilities,
  - Club Room,
  - Multi-Purpose Room,
  - External Veranda,
  - Kitchen,
  - Toilets for male, female and disabled,
  - Storage, both internal and external.
- 1.05 There are several existing constraints, which partly dictate the layout of the development and needed to be considered prior to progressing the design. These included:
- Line of existing foul sewer running from West to East across the Green,
  - Level difference between Church Lane and St. Pancras Green,
  - Existing slope of St. Pancras Green,
  - Relationship to St. Pancras Green and the adjacent existing Tennis Courts,
  - Proposed height and floor area with respect to the site location within a Conservation Area and an Area of Outstanding Natural Beauty.
- 1.06 The most important design issue was the relationship to the sports areas of the Green and the nearby tennis courts. The key rooms were needed to open onto the Green allowing the spaces to be used together.
- 1.07 The layout has been designed to incorporate the change in levels and the sloping Green into the Proposal by pulling the building away from Church Lane to allow a change in level to take place. Also by providing a slightly raised veranda for viewing the change in level is split into two reducing its impact. The veranda stretches the length of the building and creates buffer between internal and external areas. The Club Room is flanked with glazed doors that can be fully opened and allow the space to be used in conjunction with the Green for social events. Finally, a gently curving "green" roof will reduce the height of the pavilion as well as soften its impact by replicating the undulating South

Downs behind. By replacing the existing structure with the proposed pavilion the character and appearance of the Green will be significantly enhanced.

**1.08 Materials**

Roof	Downland Meadow Grass extensive Green Roof
Walls	Sweet Chestnut external horizontal boarding
Floor (External)	Slip resistant paving slabs
Joinery	Sweet Chestnut
Structure	Sweet Chestnut Glulam beams with cantilevers over the veranda
Sunpipes	Monodraught

1.09 The proposal has progressed mindful of best practice measures and with an emphasis on longevity, flexibility and the reduction of energy use.

Sustainable principles incorporated into the design include:

- Downland Meadow Grass extensive Green Roof,
- Rainwater Water Recycling,
- Locally Sourced Construction Materials (Sweet Chestnut structure, cladding and joinery),
- Minimising the exportation of construction waste,
- Maximising Natural Daylight (Sunpipes),
- High Quality, Low Energy Artificial Lighting (to provide lighting to spaces)
- Improved Levels of Insulation (above the requirement set by the Building Regulations),
- Minimising Water Use (low flush WC's, low use spray showers with push taps etc.).

**2.00 CONFIRMATION OF OWNERSHIP OF THE LAND AND BUILDINGS**

2.01 Please refer to the documentation provided separately by the Parish Council.

**3.00 DRAWINGS**

3.01 Please refer to the following drawings which are attached to form part of this application:

MSA drawings:

8452/200 - Location & Block Plan at 1:500 and 1:1250 scales

8452/201c - Demolition and roof plans at 1:50 scales

8452/202c - Ground Floor Plan at 1:50 scale

8452/203 - Drainage Plan at 1:50 scale

8452/207c - Elevations at 1:50 scale

8452/210d - Sections AA and BB at 1:50 scales

8452/211d – Sections CC and DD at 1:50 scales

Harris Consultancy drawing:  
S1013-01a - Foundation Plan at 1:50 scale

PJR Design Services drawings:  
M07/06/101a - Underfloor heating Plan at 1:50 scale  
M07/06/102a - Mechanical Services at 1:50 scale  
M07/06/201a - Lighting layout at 1:50 scale  
M07/06/202a - Small Power and Ancillary services at 1:50 scale  
M07/06/301b - Site Plan and External Utility Services at 1:100 scale

3.02 A selection of photographs showing the external and internal views of the existing buildings are also enclosed with this application.

#### **4.00 DESIGN INFORMATION**

- 4.01 Please refer to the following documents which provide this:
1. MSA Design and Access Statement dated 30<sup>th</sup> April 2008,
  2. MSA Building Regulation Notes Rev B dated 25<sup>th</sup> July 2008.
- 4.02 Schedule of Room Areas:
- Club Room - 40.4m<sup>2</sup>
  - Multi Purpose Room – 11.4m<sup>2</sup>
  - External Stores (2 no.) - 3.9m<sup>2</sup> and 4.3m<sup>2</sup>
  - Kitchen - 8.8m<sup>2</sup>
  - Internal Store - 3.9m<sup>2</sup>
  - Home and Away Changing Rooms – 11.1m<sup>2</sup> each

#### **5.00 DETAILS OF SITE APPRAISAL**

- 5.01 A Site investigation was undertaken by Ashdown Site Investigation Ltd and a copy of their report no. LW19094, dated April 2008 is attached to this application.
- 5.02 A Survey for Asbestos materials was undertaken by Hastings Environmental Services Ltd and a copy of their report reference 2008-116, dated 18<sup>th</sup> April 2008 is attached to this application.
- 5.03 A previous land survey had been undertaken several years previously for the sports usage of St Pancras Green. This has not been included in this application.

#### **6.00 PLANNING CONSENT**

- 6.01 Since the site falls within Conservation Area Listed Building Consent was also required in addition to Planning Permission.
- 6.02 A copy of the Lewes District Council Planning Permission, dated 11<sup>th</sup> August 2008 Reference LW/08/0569 and the Lewes District Council Listed Building Consent, dated 11<sup>th</sup> August 2008 reference LW/08/0570 are attached to this application together with the MSA drawings nos. 8452/100 and 101 as approved.

## **7.00 PROJECT PROGRAMME**

- 7.01 A copy of the MSA programme dated 21<sup>st</sup> July 2008, showing the period from the Architects Appointment through RIBA Works Stages C-H and RIBA Works Stages J-L including for the potential duration of the contract and the possible date for the issue of the final certificate is enclosed with this application.
- 7.02 This includes for the initial design process, public consultations, planning detailed design, tendering and construction activities.

## **8.00 COST**

- 8.01 A BCIS format elemental cost estimate dated 13<sup>th</sup> June 2008, prepared by our Quantity Surveyor, is enclosed with this application. This shows an anticipated construction cost of £365,641.20, and shows the breakdown, which includes, Preliminaries and a Contingency sum.
- 8.02 These estimated costs include for inflation and assuming that tenders are obtained no later than February of 2009.
- 8.03 The estimated costs from this BCIS form have been incorporated within Section 5.2 of the Application Form.
- 8.04 Since the Parish Council had secured a Lottery Grant to cover professional fees up to the Stage 2 Lottery application and therefore only a residual amount of fees and VAT are included within the Application.
- 8.05 The cost estimate includes for a number of abnormal costs including the following:
- The demolition of the existing building including removal of the asbestos by a licensed contractor,
  - Provision of an intruder alarm installation,
  - A Rainwater recovery installation to provide water to serve the WC's within the building,
  - Comfort cooling to the Club Room in order to comply with Approved Document L2 of the Building Regulations. Please refer to the Heat Gain and SBEM calculations prepared by PJR Design Services Engineers Ltd attached to this application.

## **9.00 CASH FLOW FORECAST**

- 9.01 An S graph cash flow forecast, for the construction costs and based upon an estimated contract period of six months, prepared by our Quantity Surveyor is attached to this application.

## **10.00 DETAILS OF THE PROJECT TEAM**

### **10.01 Architects & Project Manager:**

**MACKELLAR SCHWERDT**

The Old Library, Albion Street, Lewes East Sussex BN7 2ND

Tel: 01273 480608 email: [info@mackellarschwerdt.co.uk](mailto:info@mackellarschwerdt.co.uk)

10.02 **CDM Coordinator:**

**MACKELLAR SCHWERDT**

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10.03 **Quantity Surveyor:**

F T Allen Ltd.,

Third Floor, Caravelle House, 19 Goring Road, Worthing West Sussex BN12 4AP

Tel. 01903 708950 email: [miker@ftallen.co.uk](mailto:miker@ftallen.co.uk)

10.04 **Structural Engineer:**

Harris Structural Consultancy Ltd.,

S7, The Waterside Centre, North Street, Lewes East Sussex BN7 2PE

Tel 01273 488338 email: [info@harris-consultancy.co.uk](mailto:info@harris-consultancy.co.uk)

10.05 **Services/Energy Consultant:**

PJR Design Services Engineers Ltd.,

Suite 29 Level 6, New England House, New England Street, Brighton, BN1 4GH

Tel. 01273 626247 email: [PJRServices@BTInternet.com](mailto:PJRServices@BTInternet.com)

10.06 As indicated above Mackellar Schwerdt will be the lead consultant and project manager and will be responsible for dealing with and coordinating all the Consultants.

10.07 Copies of the respective consultants PI Insurance details are enclosed with this application.

**11.00 PROJECT MANAGEMENT STRATEGY AND PROCEDURES**

11.01 It is anticipated that the following would be implemented:

- MSA have already produced a Risk Register Rev A, dated 14<sup>th</sup> August 2008, which is attached to this application. This will be updated throughout the period of the project as other risks become apparent or are removed.
- Once the scheme moves forward into the technical phase and detailed drawings and full NBS Specification have been prepared the Quantity Surveyor will produce an updated construction cost estimate. Fully detailed performance specifications for the services installations will also be prepared by the Services Consultant, including tender analysis and schedule of rates. At this stage any cost savings required to keep the project within budget can be made,
- Tenders will be obtained in accordance with the Code of Procedure for Single Stage Selective Tendering. It is anticipated that up to six contractors will be invited to submit tenders. These will include local contractors in order to minimise travel distance to the site etc.
- Should the tenders received come in above the budget allowance then a schedule of cost savings would need to be agreed by all and costed by the lowest contractor, before a final tender was accepted,

- It would be hoped that once the scheme had been frozen prior to tender that no further changes would be made, however this is not always the case and any changes would need to be costed and agreed before being implemented,
- The Quantity Surveyor would be undertaking monthly valuations for certification by the Architects and also the QS would be producing a monthly cost reports for issue to the Parish Council and Architect. This would enable construction costs to be accurately monitored throughout the project.
- During the construction period monthly (or more frequent if found to be necessary) site meetings will be held with the main Contractor and all Consultants and a representative for the Parish Council. The Main Contractor's master programme will be reviewed at all of the meetings to assess progress of the works on site.