

Questions to Pavilion Steering Committee & Answers as at 3 Feb 2025

ACL contract

1. What was the full contract price exclusive of Vat, for the successful ACL tender?

Tender quote from ALC contract £694,680

2. Is it a fixed price contract?

Yes

3. Have staged payments been agreed? What are the terms?

Payments will be in line with JCT (Joint Contract Tribunal) Contract. Monthly valuations with 5% retention. (Valuations will be certified by independent Quantity Surveyor)

4. Does the contract price include all phases 1-3 inclusive mentioned in Edward's email 17.12.2024 (see attached)

Quote includes all phases of the works

5. There is mention of a lift being installed, is this within the contract price agreed with ACL?

Yes

6. Is the contract price for build only, or does this include fitting out and decoration?

The contract price includes all finishes and decorations as Atelier Associates drawings and Specification of Works.

7. What changes to the approved plans, are currently being considered with the contractor to bring this in on budget? Where do the figures currently stand? Will those changes require a further submission to planning?

After listening to feedback, we are reviewing the design of the building to be more in line with the original building, which will also result in significant cost savings. Any design changes will require planning- Do the proposed changes agreed bring it under the £500K budget? You mention listening to feedback-what changes are planned to the design? The revised elevations, copy attached, will result in cost saving, however due to the uplift in costs in the construction industry of 15 to 20% over the past three years together with additional requirements with the Fire Regulations, since the Grenfell disaster, steelwork as proposed by the Structural Engineer as well as a few unknown factors picked up during different surveys its unlikely the budget for the works will drop below £650,000 +vat.

The scale of the revised proposals is more modest and in line with the existing building.

Other costs/ issues outside scope of the ACL contract

1. What additional costs are anticipated, over and above the contract with ACL. For example drainage has been mentioned as an issue to explore- what is required and have quotes been obtained?

A Design and Build JCT fixed price contract will be used for the works. All drainage works have been included as Canham Civil Engineer Consultant proposals and are included in the quotation

2. Has all asbestos been removed and are there any other costs related to asbestos not yet incurred?

No. Quotes have been received around £4000 to remove. This is not included in the Tender.

3. Are there any **other issues** to explore or deal with, which will require additional contractors, outside the scope of the ACL contract? If so what are they, and have quotes been obtained?

All Structural, Civil and Fire Safety reports have been received. All documents required to receive Building Regulation Approval are included in the quotations

4. Are there any additional professional fees yet to be incurred, ie structural engineers fees, or further architects fees, or similar? What are the costs and have quotes been obtained?

All Professional Services including Building Control fees have been paid Confirm ongoing professional fees anticipated- Additional planning / Architects fees for plan alterations? The costs for amendment to the original planning approval to be confirmed.

5. If the installation of the lift **is not** within the contract price agreed with ACL- what is the additional cost of the lift? Have quotes been obtained?

Lift included within quote.

Build

1. Is there an agreed start date with the contractor?

No

2. Who will project manage the build?

Atelier Associates will be retained to Project Manage together with independent Quantity Surveyor Richard Eke. I shall be assisting if required (retired Building/Quantity Surveyor- on a voluntary basis) – Query additional Professional costs? We have allocated a Provisional Sum of £2500 for this cost

3. When is completion estimated? Will the building works be finished in time for VJ day Celebrations?

To be confirmed

4. Disabled toilet/s- Where are they to be located, ground or first floor?

Within the ground and first floor. All to be compliant with Building Regulations

Funds/Pledges

1. What money will be utilised to start the project?

Drawdown of ALL funds must be assured before any works start

2. Are other funders are being asked to release funds immediately?

Yes

3. Have any other funders making pledges over £10k, already agreed to release funds immediately? If yes how much in total, is available for immediate release?

All funders are presently being contacted- Update initial feedback? Awaiting response from all funders. Will confirm

4. How much of the total funds raised by other pledges, is only available on completion of the project?

See above notes- Not yet answered and more update on this? All available at the start of the project.

5. Are any of the other pledges over £10k time limited?- If so when do these pledges expire?

See above notes- Not yet answered and more update on this?No

6. Do any of the other pledges over £10k come with other conditions? If so what are the conditions?

See above notes- Not yet answered and more update on this? Confirmation being sort at the moment.

7. Does the Pavilion project have a separate bank account of its own into which pledges will be paid?

Yes

8. How much of the total funds raised, is already held in the bank account?- What is the balance in the bank account as at 31 December 2024?

£405,000 has been pledged. Current bank account £81,510

9. If £500k is not generated by June 2025, what is the Steering Committee, going to do in order to deliver the project?

Phase the works:

1st Phase: Completion of the superstructure. Including windows, watertight and secure. 1st Phase would include all external works all as described Funds pledged would enable this work to be completed.

2nd Phase: Fitting out of ground floor

3rd Phase: Fitting out of first floor

Ongoing fundraising is still in progress

VAT

1. What plans do the Steering Committee have to pay the Vat element of the build?

Apart from disability work Vat is payable on all works- Question not answered

Question was more about plans to pay? All avenues of advice are being pursued regarding vat. We are awaiting response to the possibility of reclaiming Vat on Memorial Building, this is ongoing. Vat is an additional cost to the project.

2. Has the Steering Committee actually received any specialist written Vat advice?

Wheeler Accountants were appointed to confirm the VAT position. Report available-

Could you clarify Edward's email 17.12.2024 where he says;

*We have recently received a report from a firm specializing in VAT matters, who we have agreed to pay Wheelers, an accountancy firm in Wisbech, £1800 (+ VAT) to research how we can reclaim at least some VAT. **However we have still drawn a blank.*** [bold text is my emphasis]

In particular, what Vat advice has been received to date; may the Council see this "report"?

Why is it considered that you have drawn a blank? The report confirms works are subject to Vat.

What is the Steering committees next steps in relation to Vat?

Question Not Answered. As previously mentioned professional advice was sought from

Wheeler Accountants and the report confirms we have no option but to pay vat. The report will be made available but at the moment it is with our Chairman who is unwell.

3. Could the Steering Committee indicate what is suggested or proposed, in relation to the comments

“We invite the Parish Council to reopen discussions on merging to facilitate reclaiming VAT”?

(see attached Pavilion update for PC December 2024-11.12.2024)

Consideration could be given, if appropriate, for the PC to be the Project Employer and reclaim the VAT- Query elaboration on this if Report does not cover this proposal
We understand that the PC is Vat registered. Several years ago, it was suggested by the PC, that being the Custodian Trustees of the property, they could manage the project and reclaim vat. No further action has been taken hence Edwards comments

Business plan/ Management

1. Who will manage the Pavilion once built?

MHT

2. Have forecasts or **estimates been undertaken** to work out the **annual likely running costs, general overheads and maintenance** for the Pavilion once completed?

The Memorial Hall and Memorial Pavilion have been successfully managed by the MHT (Memorial Hall Trust), for many years, and will continue to be. Peter Bradshaw is the present Chairman of the MHT- Question not answered. Costs and all other aspects of running the Pavilion are at present being reviewed by a Professional Organization, CAN, on behalf of the MHT.

3. Has a business plan been produced to generate income to meet the costs in 2 above?
May the Council see this plan?

See above notes

Question not answered- is there a business plan ES talked of the work with Community Action Norfolk (CAN) to prepare a business plan- is there an update? If not proceeding with CAN , has a Business Plan been produced to consider how the Pavilion will generate funds to pay all over heads and maintenance costs and generally the Pavilion will it generate money. This is part of the business plan ongoing with the above organization.

4. Will the business plan be made available to the local community to view?

See above notes

Question not answered. Once complete It will be available to be viewed.

5. Will the Pavilion hold a licence to serve alcohol? Are there any anticipated issues preventing such a licence?

See above notes

Question not answered. This was asked as the Council and public want to know if the Pavilion will have its own bar? (relates the income generation and the business plan) The MHT has a license to serve alcohol. No decision has been made yet, by the MHT, regarding a bar.

6. What are the annual projected maintenance charges for the lift?

To be advised

Question not yet answered We have not received a quote for this work yet. Although we understand the recommendation for service is not until after at least 750 deployments

Other

1. There are a large number of Solar Panels on the Pavilion (in excess of 40) are they going to be serviced/cleaned and utilised for the project in order to generate electricity for both the Pavilion and possibly the Memorial Hall itself?

Yes

2. Has anyone on the Steering Committee or project team, (either past or present) been paid for their services in connection with pavilion project- How much are those costs to date, or what are those costs projected to be?

No

3. Who were the other unsuccessful Tenders from?

T M Browne Builders, Ottaway LLP. Elite Property Improvements and C K Hughes Contractors were invited to tender but failed to return quote even though an extension of time was granted to submit their tenders

Additional Steering committee Comments

We have, together with your pledge of £50,000, enough funding to complete the first phase of the works, which would be a major step forward with the project. We would be grateful for your confirmation as to when the PC funds can be released.

Ongoing fundraising will continue which will eventually enable the fit out of the ground and first floor in time.