



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

20 January 2023

Dear Councillor

I write to summon you to an **Extraordinary Meeting of the Joint Burial Board Committee** to be held at the Guildhall on **Thursday 26th January 2023 at 2.00 pm.**

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

Councillor J Dent
Joint Co Chairman

To Councillors:

R Bullock J Dent (Co-Chair) S Lennox-Boyd D Yates R Magrath (Co-Chair) L Maddock S McKee M Wills	Other members of the Council for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Assistant Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Questions - A 15-minute period when members of the public may ask questions of Members of the Joint Burial Board Committee.
Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
5. To receive a report from the Town Council Building Surveyor together with Tender Submissions relating to the Church wall of St Stephens and to consider any actions and associated expenditure. (Pages 3 - 10)

Date of next meeting: Tuesday 28 February 2023 6.00 pm

FORM OF TENDER

TO: Saltash Town Council
c/o Barron Surveying Services Limited
62C Larkham Lane
Plympton
Plymouth PL7 4PN

You are hereby invited to tender on this form for carrying out works on the partially collapsed wall between St Stephens Courtyard and private residence ‘Kellywyth’, in accordance with the Specification of Works dated 2 December 2022.

TENDER - Contract Period Submitted by Contractor

I/We have visited the above site, perused the attached Specifications and Drawings and in accordance with the conditions contained therein we offer to carry out the works within a period of 4 weeks for the following sums:

A	Preliminaries	£ 1030.00
B	Materials & Workmanship	£
C	The Works	£ 23319.90
TOTAL (Excl VAT)		£ 24349.90 + VAT

I/We agree that if the tender is successful we will commence works on a mutually convenient date, subject to 14 days notice of confirmation of order.

I/We further agree that the Tender will remain open for consideration for a period of 90 days.

Barron Surveying Services Limited
62C Larkham Lane
Plympton
Plymouth
PL7 4PN

FORM OF TENDER

TO: Saltash Town Council
 c/o Barron Surveying Services Limited
 62C Larkham Lane
 Plympton
 Plymouth PL7 4PN

You are hereby invited to tender on this form for carrying out works on the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth', in accordance with the Specification of Works dated 2 December 2022.

TENDER - Contract Period Submitted by Contractor

I/We have visited the above site, perused the attached Specifications and Drawings and in accordance with the conditions contained therein we offer to carry out the works within a period of **T B A** weeks for the following sums:

A	Preliminaries	£ 5,666.67
B	Materials & Workmanship Provisional Sums	£ 2,500.00
C	The Works	£ 6,200.00

TOTAL (Excl VAT) £ 14,366.67 **+ VAT**

I/We agree that if the tender is successful we will commence works on a mutually convenient date, subject to 14 days notice of confirmation of order.

I/We further agree that the Tender will remain open for consideration for a period of **30 days**.

[Redacted Signature Block]

[Redacted Signature Block]

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Barron Surveying Services Limited
 62C Larkham Lane
 Plympton
 Plymouth
 PL7 4PN

SUMMARY						
ITEM				QUANTITY	UNIT	VALUE
			Schedule of Works			£ 6,200.00
			Provisional Sums			£ 2,500.00
			Preliminaries			£ 5,666.67
						£ 14,366.67

Schedule of Works				
ITEM	QUANTITY	UNIT	TSA	
To Reconstruct and Reinststate stone wall inclusive of materials that will be required as per the specification of works.	1	Item	£	6,200.00
			£	6,200.00

Prov Sums								
ITEM				QUANTITY	UNIT	RATE	COST	TSA
			Garden side reinstatement	1		£ 1,000.00	£ 1,000.00	£ 1,000.00
			Contract Admin Contingency	1		£ 1,500.00	£ 1,500.00	£ 1,500.00

Preliminaries		Time-related		
ITEM		Duration		TSA
PRE-CONSTRUCTION	Contract Manager Pre construction	0	wk	
	Commercial Team Pre construction	0	wk	
	Planner Pre construction	0	wk	
SITE STAFF	Site Manager	2	wk	£ 3,066.67
	Contracts Manager	0	wk	
	Surveyor	2	wk	£ 400.00
	General Foreperson	0	wk	
	Trades Foreman	2	wk	
	Engineer/Setting Out	0	wk	
	M&E/D&B Coordinator	0	wk	
	Planner	0	wk	
	Safety Officer	0		
	Bream Advisor	0		
SITE ACC	Groundhog Unit	0	wk	
	Meeting Room	0	wk	
	Stores/container	0	wk	
	Canteen	2	wk	
	WC	0	wk	
	Cleaning Etc	2	wk	
	Erect/Dismantle/Transport	0		
	Compound	0		
	Service Connections	0		
OFFICE EQUIP	Telephone Install. (inc. CoW etc) Tel	0	wk	
	Fax Machine/Photocopier	0	wk	
SCAFFOLD	External	0		
	Internal	0		
	Hoist Towers/Cage/Runners	0		
	External Loading Towers	0		
	Handrails	0		
	Mobiles	2	wk	
PLANT	Safety Netting	2	wk	
	Hoist	0	wk	
	Tower Cranes Inc. Power, Skips, Cages, etc	0	wk	
	Mobile Cranes	0	wk	
	Concrete Pumps	0	wk	
	Fork Lift	0	wk	
	Mixers	0	wk	
	Scissor Lift	0	wk	
	Cherry Picker	0	wk	
	Small Tools Chain Blocks etc	0	wk	
MATERIALS	Loading/Unloading	0		
ELECTRICITY	Generator	0	wk	
	Fuel	0	wk	
	Site Connections	0		
	Wanderleads/Bulbs/Temporary Lights	0	wk	
	Current Consumed	0	wk	
	Heating/Lighting For Site Accommodation	0	wk	
GENERAL	Pumping	0	wk	
	Security/Lighting/Watchman	0	wk	
	Test Concrete Materials	0		
	Samples	0		
	Clean Site/Builidings/Roads	0		
	Consumable Stores	0	wk	
	Sign Board/Site Signs	2	wk	£ 400.00
	Manuals & Drawings	0		
	Protection	1		£ 266.67
	PPE	1		£ 333.33
	Waste Skips	2		£ 1,200.00
	WAC Testing	0		
SPECIAL OPERATIVES	Crane Banksperson	0	wk	
	Dumper/Forklift Driver	0	wk	
	Hoist Driver Etc	0	wk	
	Labourer	0	wk	
ANY OTHER ITEMS	Photographs	0		
	Condition Survey	0		
	Temp Electrics	0		
	Temp Water Connection	0		
	Temp Drainage Connection	0		
	Remove & Make Good Connections	0		
	Access Road	0		
	Painted Hoarding	0		
	Heras Fencing	0	wk	
	Safety Equipment	0		
	Insurance	0		
	Bonds	0		
	Considerate Constructors	0		
	Air Test	0		
	CDM / HSE Inc Signage	0		
	SBEM Calcs	0		
	EPC	0		
	Design Fees - Structural Engineer, Architect, Services	0		
				£ 5,666.67

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

10.01.2023

RE: St Stephens Churchyard, Stone Wall Repairs

Dear Sara

Thank you for your valued enquiry, please see our quotation below:

To carry out the above works, we would ask the sum of: **£26740.00 + VAT** including defined provisional sums.

Please note the following clarifications:

- We have allowed for a self-contained welfare unit, location to be agreed but this is presumed either next to the church or the Kellywyth driveway.
- It is presumed there will be a suitable lay down space for plant and materials provided within the site boundaries.
- It is presumed there will be free parking on site.
- Works are limited to the scope of works and structural mark ups only, we have only allowed to take down, clean and reinstate the stone wall to the dimensions shown on the drawing provided. Any further stonework that may be required will be agreed in advance as a variation.
- Works are based on one continuous visit with complete continuity of works, if we are held up in the process of the works by any others parties then standing time charges will apply.
- Any variations are to be priced and agreed in advance.
- We have made no allowance for asbestos testing or removal.
- We have not allowed for any further repairs to the garden beyond the provisional sum included in the scope of works.
- Works to be carried out during normal working hours 7.30am – 5.00pm Monday to Friday.
- This quotation is valid for 30 days.
- All costs exclude VAT.

If you have any questions, please do not hesitate to contact us.

Yours Sincerely

[REDACTED]

[REDACTED]

[REDACTED]
Ms S Burrows, Town Clerk
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

11 January 2023

Dear Sinead

ST STEPHENS CHURCH WALL COLLAPSE – TENDER RETURNS

I write further to your kind instructions and in particular my email of 16 November and subsequent correspondence.

You will recall that we issued tenders to a number of contractors for the reconstruction of the collapsed wall.

I can now report on tender returns.

We issued tenders to the following contractors:

- COMPANY A
- COMPANY B
- COMPANY C
- COMPANY D

Tenders were due for return after 9th January 2023.

We have had three tender returns. These are:

- COMPANY A - £24,349.90 + VAT
- COMPANY B - £14,366.67 + VAT
- COMPANY C - £26,740.00 + VAT

We received from COMPANY B a brief summary of cost and breakdown. This is enclosed.



The tender from COMPANY B does not specify a time period for the works and this will need to be determined.

Although there is close similarity between tenders returned from COMPANY C and COMPANY A, we consider the value of those tenders to be high for the scope of work required.

We have not received a tender from COMPANY D despite chasing for a return.

We recommend that the work is awarded to COMPANY B Construction.

We recommend that prior to formal award, a meeting is held with COMPANY B and ourselves on site to discuss the methodology of the reconstruction work, welfare provision for that contractor, working arrangements and working space required within the residential garden and also an approximate time scale for the works (which will clearly be weather dependent). As you know the resident has been informed by your team that work should be able to start in February so we could have this pre-works meeting later this month and then plan for a February start.

Please let me know if you would like me to arrange that meeting.

For our part, our fees for organising and overseeing the reconstruction work would be based on 10% of the project value plus VAT. In this case, fees will equate to £1,437.00 + VAT, based on the contractor's tender sum. This is in accordance with our generic fee agreement letter issued to you 7 October 2022.

For that, we would undertake frequent site inspections, report to you on progress of the work, deal with day-to-day queries and liaise with our Structural Engineer as required to see the work through to a successful conclusion.

I look forward to hearing from you with your further instructions and in the meantime, I enclose the three tender forms and the cost breakdown from COMPANY B.

Please do not hesitate to contact the undersigned with any queries you may have.

Kind regards,

James M Barron MRICS, IMaPS
Chartered Building Surveyor
Director



Photos Relating To Damaged Wall





