

COLSTERWORTH & DISTRICT COUNCIL
UPDATE TO COUNCILLORS ON WAR MEMORIAL PROJECT (2021/2022)
Oct 2021

1. 02/06/2020 – **Parish Council Meeting minute ref 2020.26.2**
Council must consider with some urgency to move into phase 1b and 1c of the Project and incur a maximum of the PPIY quotation costs of £4,765.00 (excluding VAT) subject to a monitoring and support of process and project costs as recommended by the Clerk.

It was proposed, seconded and Resolved Unanimously agreed.
2. 21/07/2021 - £1,500.00 War Memorials Trust (W.M.T.) Grant received.
3. 04/08/2021 – Confirmation of 'Receipt of Payment' sent to the WMT.
4. 06/07/2021 – War Memorial Online condition information updated. www.warmemorialsonline.org.uk/node/136818
5. 07/09/2021 – Email from Alexa Stephens PPIY Architect informing that she had been furloughed due to the COVID-19 pandemic.
6. 07/09/2021 – Clerk confirmed with Alexa Stephens that the costs of £4,765.00 (excluding VAT) were fixed as agreed.
7. 29/11/2021 – Email from Alexa Stephens advising that she was leaving PPIY Architects, and that Eva Papakonstantinou was taking over the project supervised by one of the Company Directors Graham Saxton.
8. 03/3/2021 – Confirmation from Eva Papakonstantinou that she was working on the project. **Phase 1 b** see below.
9. 06/04/2021 – Drawings and draft Listed Building Consent application received. Circulated to Councillors 12/04/2021.
10. 16/04/2021 – Site visit by Eva Papakonstantinou to establish the stones to be replaced. The Clerk, Cllr Skelton and volunteer Mark Ramage attended. Confirmed shelter protection coat for the protection of the Top Cross. Parish Council must commit to re-shelter coat every 5 years, to be included in the Parish Council Budget.
Awaiting full report from Eva Papakonstantinou.
11. 02/08/2021 – PPIY Architects tender information pack received as per Phase1(b) below.
12. 07/09/2021 Parish Council Meeting minute 2021.62.2.2. Resolve to agree for PPIY to submit the Listed Building Consent (LBC) and tender the work. See Minute ref June 2020.26.2. Link to PPIY Documents held on CAD Website [Click Here](#)
13. 13/09/2021 Invoice for Phase 1b received.
14. 08/09/2021 PPIY started the Tender Process.

1. QUOTATION RECEIVED (excluding VAT)
– For works currently agreed (Phase 1b)

	Project Plan	Service	Costs (Ex VAT)	Paid (Inc VAT)	VAT to be reclaimed 20%
2	Phase 1(b) Pending Council instructions to proceed if the Covid-19 emergency measures allow	Architectural service for professional advice for repair project under supervision of WMT to Tender stage <ul style="list-style-type: none"> To produce a full set of survey drawings To produce drawings suitable for a listed building consent application To complete the listed building application including the production of a heritage statement. To design, a solution, producing a full set of working drawings specification and schedule of works 	£2,859.00	£0.00	£571.80
3	Phase 1 (c)	Fee for on-site phase of the works <ul style="list-style-type: none"> Tender the project Using a JCT Minor Works contract administer the contract and make two site visits during the course of the works. 	£1,906.00	£0.00	£381.20
4	Phase 2	Repair Project Subject to Council approval	TBA	TBA	TBA

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