

COLSTERWORTH & DISTRICT COUNCIL
UPDATE TO COUNCILLORS ON WAR MEMORIAL PROJECT (2019/2020)
June 2020

PROPOSAL:

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.

In February 2019 it was unanimously agreed that Cllr Ramage investigate the funding available to provide a definitive diagnosis and prognosis of the deterioration of the War Memorial from the War Memorial Trust (WMT) which could provide up to 75% of costs (two separate funds are available)

- Phase 1: investigations
- Phase 2: repair and renovation

There was also potential funding available from SKDC Heritage Fund on the same basis and this was also applied for.

A War Memorial Trust Approved Architect was appointed following due process and guidance from the War Memorial Trust (PPIY Architects in York)

1. FUNDING FOR THE PROJECT – PROFESSIONAL ADVICE

1	Council Reserves (2019/2020)	£2,000.00	<i>Used for Phase 1a (work to end of March 2020) £2,344.80 paid incl. VAT £ 390.80 VAT reclaim £1,954.00</i>
2	WMT Professional Advice Grant To cover phases 1a, 1b and 1c Not received – needs to be claimed under the Terms and Conditions of the Grant	Up to £1,500.00	<i>The Grant Offer is up to £1,500 (one thousand five hundred pounds). This represents 34% of the eligible costs given in the quote by the professional advisor PPIY Architects+ who is the preferred contractor following the procurement process. This Grant Offer does not include VAT because we are eligible to reclaim VAT from the Memorial Grant scheme The works to be undertaken are outlined in the Method Statement within the Grant Contract</i>
3	SKDC Grant	£2,000.00	<i>Received – held in Council Reserves as ringfenced monies for the Project against Phase 1a Terms and conditions apply regarding publicity and arranging an event for SKDC Heritage Day (when this occurs following the Covid-19 restrictions)</i>
4	Additional Council Reserves (2020/2021) if required	£2,000.00	<i>Held in Council Reserves for 2020/2021 as ringfenced monies for the Project</i>

Finance & Administration Committee 19 November 2019: Item 7.1.:

“The War Memorial Trust have offered a Grant of £1,500 towards the War Memorial structural survey. Total cost for phase1 by PPIY Architects is £4,393. There are ring-fenced monies in reserves for this project. Cllr Ramage is awaiting the outcome of the InvestSK grant application”. Submitted to Parish Council meeting 03 December 2019 with full assurance by F&A Committee

PC Meeting 03 December 2019: Minute 19.155.2 Environment & Amenities Working Group Report

“War Memorial Grant Application Update (Cllr Ramage)

Funds achieved for the first phase with grant of £1,500 WMT, £2,000 Invest SK & £2,000 ear marked funds.

- *Resolve to ringfence further £2,000 in Council reserves for 2020/2021 (Phase 1b)”*

2. QUOTATION RECEIVED (excluding VAT)

– For works currently agreed (Phases 1a and 1b)

	Project Plan	Service	Costs (Ex VAT)	Paid (Inc VAT)	VAT to be reclaimed 20%
1	Phase 1(a) Complete	Condition Survey Received 10 October 2019 Approved by Council	£1,534.00	£1,840.80	£306.80
		Stonemason costs (Excluding Chemical analysis)	£420.00	£504.00	£84.00
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

In light of the Covid-19 crisis War Memorials Trust wrote (31 March 2020) to advise that they were extending the Contract period in relation to our existing Grant Offer for works to Colsterworth war memorial.

Through the Contract we have a year from the date of offer to complete the works and claim the grant. In their email dated 31 March 2020 the War Memorial Trust extended the deadline to maximise the likelihood of us being able to complete the project.

As such please note **our Grant Offer will now expire on 22nd May 2021**. It will be possible to extend this date further if required but we are responsible for contacting War Memorials Trust to request an additional extension. If they do not hear from us before this date **our grant may be cancelled**.

During the lockdown period due to the Covid-19 crisis Cllr Ramage has assessed the War Memorial which I am particularly concern about one of the slate name plates. A tap test on it clearly tells me it is no held on by much.



Next Steps

Report of findings and recommendations from the appointed Architect was circulated to Cllrs 20 March 2020 and is summarised below.

- Phase 1a is complete
- Phase 1b is on hold due to the current Covid-19 situation and pending ratification by Council of costs provided by this update as requested by Councillors at the meeting in March 2020.

PROPOSAL:

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.

-End-

PHASED PLAN

Phase	Details	Outcome/Actions
<p>Phase 1a</p> <p>Professional Advice</p>	<p>A <u>conditional</u> survey, which will involve a stonemason carrying out a limited intrusive investigation. This will involve some dismantling to understand how it is constructed and why the water is being trapped</p> <p>If any chemical analysis is required, this will come at an extra cost</p> <p>Additionally, beyond PPIY's fee there will need to be an allowance for the cost of a stone mason to carry out the works</p>	<p>Report of findings and recommendations (circulated to Cllrs 20 March 2020)</p> <p><u>The base of the memorial</u> All the damp proof course should be removed from the structure along with the cementitious mortar. This work should be carried out without fully dismantling the memorial and disturbing the central shaft. The work should be carried out in stages, carefully taking apart one section removing the old mortar and damp-proof course, replacing any stone and reconstructing using a hot lime mortar. The upper steps of the memorial will need to be carefully dismantled (starting with a single section) to establish if the damp proof course is prevalent in the upper sections of the base. If this is found to be the case (and for pricing purposes it should be assumed it is) then these sections will also require staged dismantlement and remedial work. This solution will take some time as lime mortar can be slow to set and so the work may need to be carried out over some weeks. All fractured Ancaster should be replaced with Clipsham, however where the Ancaster is holding up it should be left for now. It may require replacing at a later date but there is little to be gained from disturbing the structure more than is necessary. Any fractured Clipsham should be replaced with Clipsham Stone. When sourcing replacement stone it will be crucial that the Stonemason visits the Quarry and selects similar stone. If the quarry beds are inappropriate it may be possible to track down stored lump Clipsham Stone of a similar colour and texture.</p> <p><u>The paving around the base of the memorial</u> This should be lifted and a well-draining subbase should be installed and the paving should be re-laid. The flags closest to the memorial should be cut and a 100mm gravel margin installed around the base of the memorial to prevent water being held against the base of the stone.</p> <p><u>The shaft and cross</u> The Shaft is in good condition and requires no work for the time being. The Parish Council will need to review the options available for works to the cross and crucifixion. However, the recommendation of this report is that the cross including the crenelated base are lime shelter coated. Small mortar repairs should be carried out and the moss removed prior to the application of the shelter coat. The mixes should be carefully tested to ensure a good colour match is found. It is crucial that the Lime shelter coating is carried out every five years to ensure its effectiveness.</p>
<p>Phase 1b and 1c</p> <p>Professional advice for Repair</p>	<p>Council to consider Recommendations from the Report and associated costings for next phase with instructions to Architect to proceed under supervision of WMT</p>	<p>Repair Project As described in the brief Architect would carry out a full architectural service, their fee would include the following:</p> <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.

Phase	Details	Outcome/Actions
		<ul style="list-style-type: none"> • To design, a solution, producing a full set of working drawings specification and schedule of works • Tender the project • Using a JCT Minor Works contract administer the contract and make two site visits during the course of the works.
Phase 2 Repair Project	For further resolution by Council	