

COLSTERWORTH & DISTRICT COUNCIL
UPDATE/ACTIONS/RECORD OF DECISIONS TO COUNCILLORS ON WAR MEMORIAL PROJECT (2021/2022)
02 November 2021

	Date	Details
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	21/07/2020	£1,500.00 War Memorials Trust (W.M.T.) Grant received
3	04/08/2020	Confirmation of 'Receipt of Payment' sent to the WMT
4	06/07/2020	War Memorial Online condition information updated. www.warmemorialsonline.org.uk/node/136818
5	07/09/2020	Email from Alexa Stephens PPIY Architect informing that she had been furloughed due to the COVID-19 pandemic
6	07/09/2020	Clerk confirmed with Alexa Stephens that the costs of £4,765.00 (excluding VAT) were fixed as agreed
7	29/11/2020	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	03/03/2021	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	05/10/2021	Phase 2 work completed by PPIY Architects and invoice received for £3,430.80. Listed Building Consent (LBC) submitted and awaiting tenders for the work requested by PPIY Architects. Minute ref: 2021.77(7)
14	05/10/2021	Request to Cllrs from Colsterworth Festival of Remembrance Charity (CFoR) to be involved in further stages of the Project and for the Parish Council consider other options at this stage in terms of cost-effective sustainability for the War Memorial. CFoR Members are keen to be involved with fundraising and being involved in these projects. Minute ref: 2021.79.2
15	21/10/2021	Tender process still underway with PPIY Architects
16	21/01/2022	Three tender quotations now received from PPIY Architects. The architect intends to issue a tender review to help with decision making and has asked for some clarification from the tenderer at the very high end and is waiting for their response.

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

2022/2023 Budget

Line 10 above: *“Parish Council must commit to re-shelter coat every 5 years, to be included in the Parish Council Budget”*

£1,000.00 committed

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