

Committee: Environment Committee

Date: 23 January 2007

Agenda Item No: 13

Title: Bridge End Gardens restoration project, Phase 2, re-establishment of walled garden.

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Summary

The Heritage Lottery Fund (HLF) has considered the Council's phase 2 application for the re-establishment of the walled garden and by letter dated 8 December 2006 awarded a grant of £196,000. The Council's application was in respect of £196,278 but HLF have rounded this down to the nearest thousand as is their policy. Subsequently the Council, HLF and the Friends have issued an agreed press release. HLF have now confirmed their permission to start and have advised that their Finance Department will forward a cheque for 50% of the total grant that should be received by the date of this meeting. This report summarises the project and current price estimates and recommends processes in relation to awarding contracts and purchases.

Recommendation

The arrangements in relation to procurements as set out in the report be approved, subject to any further views being expressed by HLF.

Background Papers

The Council's Phase 2 Submission to HLF and grant notification letters from HLF dated 8 December 2006, 15 December 2006 and 2 January 2007.

Situation

1. Members will recall that the Stage 1 restoration for the rest of the garden was completed on time and within budget.
2. The total cost of the current project together with contingency and inflation is approximately £224,000. In addition to the principal award by HLF referred to above of £196,000, Members will recall the Council has set aside £20,000. Other partners who have made financial contributions are the Town Council, The Friends, Waitrose, Essex Gardens Trust, Tony Fry and co-trustees, Saffron Walden Horticultural Society, Dunmow Historical Society and Charles Goldie. In

addition there are other small contributions generated by talks and tours provided by officers.

3. Although HLF have not imposed any additional conditions, it is properly specified that the Council's application and the documents and correspondence submitted with it, define the project for which the grant has been offered. In addition to the obvious contents of the Conservation Plan that sets out the details to be implemented it is important to highlight several considerations. The project is required to be completed by 1st June 2008.

4. Staffing costs. The Council's application included an element for staffing costs for the appointment of a Restoration Manager for a one-year period. This post has been advertised and Members will be updated at the meeting if an appointment has been made.

5. Social Partners. A number of local social partners including the Friends, many of the local schools, the North Essex Mental Health Partnership, the Harlow Youth Offending Team and Saffron Sight have committed themselves to assist in the restoration project. An early task of the Restoration Manager, yet to be appointed, will be to re-establish contact with these organisations and seek to translate their commitments into action and assistance. The educational aspect will be promoted in association with the Education Officer based at the museum. Additionally the Council's Health Promotion Officer has advised she will be developing health initiatives.

6. Training. 12 horticultural training sessions will be devised in which local interested persons, including the nearby allotment holders, can participate. Writtle College and Richard Ayres MBE and former head gardener of Anglesey Abbey have agreed to run sessions.

7. The Restoration proposals. The works are set out below at Appendix 1. It can be seen that the total cost of goods is about £172,000. Council Standing Orders set out the requirements for the supply of goods and works, three of which are relevant.

- (a) Contracts not exceeding £10,000. In this case the Executive Manager (now Director) shall obtain such prices and quotations as are necessary in order to be able to demonstrate that proper value for money has been obtained.
- (b) Contracts not exceeding £50,000. In such cases where contracts exceed £10,000 but do not exceed £50,000, three written quotations must be obtained in a manner prescribed by the relevant Director.
- (c) Contracts not exceeding £150,000. In such cases where contracts exceed £50,000 but do not exceed £150,000, the procedure is to obtain at least three tenders, from sources including those considered to be appropriate by the relevant Director.

8. However HLF have specified that three quotations will be required where the cost exceeds £5,000. This is being discussed with them and Members will be updated at the meeting. Several items are affected by these considerations that are set out below.

Item	Estimated cost (rounded)
Supply of Greenhouses, roller shading, mechanical and electrical systems and staging.	£83,000
Brick bases for greenhouses	£15,000
Shelter, seat etc.	£16,000
Auricula Theatre	£12,500

Proposed contracting process.

9. Supply of greenhouses and ancillary equipment. Three tender prices are in the process of being obtained by the Council's Architect using the prescribed receipt, custody and opening procedures. The greenhouses and their design are critical and in determining the selected contractor, importance will be attached not only to price but most importantly, quality of workmanship.

10. Greenhouse bases. The suppliers of greenhouses referred to above will also be requested to supply a quotation for providing a brick base faced with good quality bricks to a specification currently being devised by the Council's Architect. In addition a further quotation will be obtained from a local source whose quality brickwork contributed to the successful repairs relating to Phase 1.

11. Shelter, seat etc. As officers' considered there was potential for this shelter to have been erected in 2006 three quotations were sought from Reynolds' Joinery, Mowlem Rattee and Kett and Coulson Building Company. Quotations were received from the first two, of which Reynolds' Joinery was the most competitive at £16,148. Officers have checked to see if this price still holds and the company advises that they are prepared to complete the job at their original price, subject to no further increases in materials. Members will recall the excellent work undertaken by Reynolds' Joinery in respect of phase 1. Officers consider this contract should be awarded to Reynolds' Joinery of Saffron Walden and HLF are in agreement.

12. Auricula Theatre. For the purposes of pricing this aspect of the phase 2 submission, a single quotation was obtained from Reynolds' Joinery in May 2006

who advised their submitted original price of £12,350 remains the price at today's date, subject again to no increase in material costs. The Council's Architect considers this to be value for money based on the fact the same firm provided the lowest price in respect of the shelter referred to above. Additionally because of quality works previously carried out by the company in respect of phase 1 and the obvious advantages of having the same architectural, professional and logistical input for two similar buildings on the same site, officers consider this contract should also be awarded to Reynolds' Joinery. HLF are in agreement, based on the fact the contract is regarded as being extended for similar work.

13. Others. Whilst the collective cost of (1) preliminaries, (2) soft landscaping and provision of plants and (3) the provision of York Stone surfacing and (4) ironwork each collectively exceed £5,000, (but are each less than £10,000) it may not be possible to seek a common provider for each of these items. A clear example, and from experience gained in respect of phase 1, relates to the provision of plants. It will not be possible to find a single provider to supply all the items needed across the necessarily wide planting range that includes Victorian apple trees, citrus fruit, roses, fragrant plants, other specialist plants etc. The same applies in respect of 'Preliminaries'.

14. York stone (collective cost £9,400) will need to be provided incrementally as pieces of work are completed throughout the length of the project. There were two providers in respect of Phase 1 and officers consider the most effective way forward is to obtain prices for individual items on an incremental basis from these two sources.

15. The overall provision of iron work also exceeds £5,000 (collective cost £6,650) but includes a wide variety of items, including metal supports for the fruit trees, ornamental Rose pillars and water tanks for the greenhouses. Officers advise that most of these will be sought from Springwell Forge of Ugley who provided such a good service and competitive price in respect of Phase 1 with the obvious advantage of a local backup service. Additionally the architectural detailing of finials used in respect of Phase 1 ironwork can be applied to Phase 2 detailing of the Rose pillars if required.

16. Regarding other individual items less than £5,000, officers will purchase obtaining proper value for money. It will not always be appropriate to obtain alternative quotations but experience and knowledge gained from the services of those who supplied services and goods in respect of Phase 1, and the back up some have subsequently provided, will be used to maximum effect.

Other general matters

17. Health and Safety. Provided there are not more than 4 persons active on building projects on site at any one time, CDM regulations (construction, design and management) do not apply in full. There is still a requirement to consider on site Health and Safety and basic procedures will have to be drawn up with the contractors and in this respect the Council's Engineer will meet and discuss relevant issues with them. Otherwise, the Council's on site Health and Safety procedures will continue to be valid for the preparatory and planting works to be carried out by staff.

It is proposed to close the kitchen garden to the public for the duration of the building works but open it when these are not being undertaken.

18. Protected species. There are Great Crested Newts in the central pond. The application to HLF advised that English Nature (EN) had informed that 'a license is unlikely to be required providing the work is carried out using appropriate methods...and appropriately timed.' EN continued to advise that the Council consult with the Essex Amphibian and Reptile Group. Now the application has been approved by HLF this needs to be undertaken as soon as possible and should any unforeseen circumstances arise affecting the overall length of the programme, scheduled for completion by July 2008, HLF will have to be informed. A meeting will be arranged and Members will be advised of any outcome, should complications arise.

Risk Analysis

19. The following have been assessed as the potential risks associated with this project.

Risk	Likelihood	Impact	Mitigating actions
Restricted or limited supply of specialist infrastructure or plants.	Low because sources have been identified during HLF submission process. Issues relating to consents etc resolved. Early discussion with partners should resolve any outstanding issues such as protected species.	Medium. Potential delays caused to the project programme.	If any were to remain unresolved, an extension of project completion date from HLF would need to be sought.
Key staff resignation and sickness for extended period.	Low, existing gardeners committed to project and unlikely to resign. Sick leave taken by existing staff during last year has been insignificant. Restoration Manager's post advertised and applications received.	Potentially high as risk over protracted period could affect completion of project.	Appoint new staff. Similar problems arose in respect of gardening staff relating to Phase 1 but problems were resolved and the project delivered on time and within budget.
Financial shortfall due to escalating costs or	Very low, all finances are committed and	Potentially high as additional finances would have to be	In first instance built in contingency and inflationary

unidentified contingency items.	project has been carefully costed. Contingency and inflationary elements already built in and available to cover all reasonable unforeseen circumstances. Work already completed to existing walls under Phase 1 restoration, thus overcoming the potential largest additional financial risk.	raised if current contingency and inflationary built in elements were exceeded	items would have to be expended.
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Appendix 1.

Item	Estimated Cost
General preparatory items	
Hire of Machinery, including mini digger (dependant on response from English Nature) @ £230 per week +£20 delivery and collection (Ridgeons) 01799 583000 and 4 no. skip hire (£600) Carr and Bircher, 01799 540022	1,100
Manure for planting borders A.J. Services 07709426720	500
Replacement topsoil, 20 Tonnes, R.B.Haigh 01371 830 294	200
Grass seed replacement Jubilee Seed and Turf, 4 x 20 kilo utility mix	200
Feed and Weed Wyevalles, Braintree 01376 553043, pack 400 square m coverage @ £23.	150
Purchase of mulch	2,400
Newt protection measures, await consultation with Essex Amphibian and Reptile Group as advised by English Nature. Contact Ray Cranfield 01702 540600. For budgetry purposes, assume temporary protection measures for pond and greenhouse construction areas, constructed from plastic 450mm in height supported by wooded stakes.	500
Removal of Holly tree (other trees removed by staff)	250
Soft landscaping	
Plants for floral and herb beds	850
Plants for ornamental vegetables and herb beds	1450
Plants for sensory garden	1000
Plants for pond area	300
Climbing Roses for pond area and Wall 2	150
Fruit trees for walls	300
Fruit trees on free standing wires	1000
Fruit trees in glasshouse	300
Citrus in glasshouse	1000
Bulbs	600
Auricula plants	350
New box edging	1050
New lavender edging	600
Additional yew hedging	100
Rhubarb collection	50
Soft landscaping ancillary	
Wire support system for wall trained trees 500 m plus galvanised metal eyelet supports	200

Supports for standard free standing fruit trees, End supports 2m (1.5m above ground) 50mm x 10 mm, galvanised angle iron with two angled stabilising bars of same size at base ; intermediate supports, single bar of same proportions with traditional inverted 'u' support below ground. All drilled with 4 no. holes to accept galvanised 3 mm support wire .	2500
Wire requirement 1000 m available Ridgeons @ £15 per 82m bundle	200
Rhubarb and Cardoon forcing pots (Sotheby's 0140 3833560) set 10 available in May sale @ £2,500. Alternatively obtain price for hand making 20 in number from the Pot Emporium, Colchester, 01206 271946, contact person Graham Wallace. Provisional estimate based on garden centre advice.	600
Terra cotta pots for greenhouse citrus and fruit collections. John Thurlow Audley End advises plant up to 2m apart in 450mm (18") traditional pots available from the Pot Emporium 01206 271946 . Contact Graham Wallace @£9 each x 36 no.	250
50 no. terra cotta pots, 150 mm for Auricula theatre	50
Architectural Items	
2 No. Greenhouses, size (9m x 4m) based on Alitex 'Traditional' model. Ensure wheelchair accessibility, i.e. no threshold.	72,000
2 No. brick bases for greenhouses. Alitex quote 22,200	15,000.
External roller shading for greenhouses.	2,400
Mechanical and electrical system to greenhouses, minimal heating system to keep fort free and automatic venting system.	7,500
Staging for work area	800
4 no. traditional galvanised and riveted greenhouse water tanks. 1.5m long x 750mm high x 650 mm wide. Springwell 01799 543270	3200
Shelter, seat and surfacing, north eastern wall, quotation from Reynolds Joinery valid until December 2006.	16,150
Commemorative date plaque at seat area, southern wall, 450 mm x 300mm. Quote from Fairhaven of Anglesey Abbey, contact Rob Humphreys 01223 812555	300
12 no. Rose pillars 3m x 50mm round sectioned galvanised steel with finial cap detail. Price includes fitting in concrete bases.	3500
35 m of galvanised 49mm x 7mm intermediate chain swags for above. @ £7 per metre, available Ridgeons	250
Water butt outside Gardener's office	300
Auricula theatre with removable grilled front. Based on quotation from Reynolds Joinery.	12, 350
8 m screen trellis, including end and intermediate posts	250

Miscellaneous	
Additional security camera mounted on Gardener's office. (Clearview C 01245 214100) See E-mail from Andy Lockett.	1,700
Supply electricity to greenhouses	650
Irrigation system for greenhouse, based on irrigation specialist 'Ryan' from Avoncrop Ltd, 01344 426300.	500
Link irrigation system to existing water supply.	500
Free standing racks in canvas store	150
Remove re-scribe and re-instate existing memorial seat, quote dated 10 April 06 Fairhaven of Anglesey Abbey, contact Rob Humphreys 01223 812555.	1, 150
York stone surfacing for above relocated memorial seat area, provide and lay. Contact as above.	700
Hard surfacing, auricula area, York stone detail. 11 m2, provide and lay. Contact as above.	1,000
Relocate 2 no. stone balls on staddle stones and allow for cutting into existing path edge for centre benches	200
Supply and lay 41 m2 York stone hard surfacing, external to greenhouses.	3,000
Gravel surrounds and wooden edging to be laid by staff.	300
Hard surfacing, internal to greenhouses, Provide and fix York stone 20 m x 900 mm x 50mm, based on quote from Fairhaven of Anglesey Abbey dated 10 April 2006. Uttlesford Access suggest a wheelchair passing bay in each greenhouse. Contact as above.	4,100
Concrete storage surface, southern wall area. 10 m square, 70 mm deep on hoggin base.	950
Cut Viewing frame in southern yew hedge.	-
Hedge and fence repair, small area south eastern corner only. No cost achieved internally by Head Gardener.	-
Wood and other materials, inc concrete for compost clamps, to be set up by gardening staff, material from Ridgeons.	500
Grass metal edging 250 m x 100 mm x 3 mm, to be manufactured locally by Arminall (Tel 01799 524510) and laid by staff.	650
4 no. curved wooden oak benches for central pond area, provisional sum obtained from Reynolds Joinery.	2,800
York stone surface for above benches	600

Total of goods	171,650
Contingency @10%	17,165
Inflation @ 3%	5,665
Salary of Implementation Officer	20,000
Training 12 no. sessions x £250	3,000
Expert Horticultural advice: 3 annual sessions @£250	750
2 no. Leaflets	1,000
4.no interpretation boards. Algar 01223 212151, supply only.	1,500
Project costs incurred in 12 months prior to application	2,909
Grand total	223,639

Electronic ref: Phase 2 committee report