

Janet Bailey
Town Clerk
Arlesey Town Council
Town Council Office
Arlesey Community Centre

Date: 30.7.2021

Dear Janet

Arlesey Town Council Community Centre Roof Repairs

We refer to your letter dated 18 March 2021 regarding the above roof repairs and apologise for the delay in replying while the matter was fully investigated.

As you are aware, the total costs for carrying out necessary roof repairs to Arlesey Community Centre (as stated in David Charlton's e-mail to you of 25 January 2021) amounted to a total sum of £225,970.72, which is payable between the three occupiers, Central Bedfordshire Council, Arlesey Town Council and Arlesey Medical Centre (according to floor area occupied).

However, after subsequent reconciliation, some of these costs were identified as being Landlord's direct costs, so the total amount has since been revised to £211,428.48 (as set out in the attached costs summary); Central Bedfordshire Council have confirmed that it will be willing to consider phased repayments over a number of years from the Town Council and Medical Centre.

With regard to the second paragraph of your letter, reference is made to a meeting between David Charlton, Janet Bailey and Cllr Dalgarno held on 27 July 2020, to discuss the overall project costs, which you anticipated to be in the region of £100,000 and apportioned between the three occupiers.

David Charlton no longer works for Central Bedfordshire Council, but there clearly seems to have been a misunderstanding of the total project costs that were explained to you by Mr Charlton, because the initial quotation obtained by Central Bedfordshire Council in September 2019, for the waterproofing and associated detailing works (copy attached) already amounted to £173,198.57, before any repair works were commenced.

However, during the course of these works being carried out at the end of 2019, further issues were discovered requiring additional and immediate repair (including re-engineered guttering, adding insulation where there was none, replacement of rotten timber cladding and external decorations), which further increased the initial estimated cost; so the total costs would have already amounted to over £200,000 by July 2020 and therefore Mr Charlton's estimated £100,000 must have been the maximum anticipated contribution payable by each of the three occupiers (as part of the ongoing programme of works, which included the roof repairs), rather than the total overall project costs.

As for the commissioning of the roof repair works by M&J Group Construction and Roofing, this was undertaken through Central Bedfordshire Council's umbrella Framework Agreement that sets out the specification, quantity, quality, price and other requirements for building contracts. Suppliers compete through open competition to be appointed to a framework; and publicly funded bodies then access the suppliers that have successfully met the framework criteria, by "calling off" individual contracts. Using a framework contractor ensures that Central Bedfordshire Council is procurement compliant and negates the need to undertake a tender exercise for individual contracts, as best value is being obtained.

It is regretted that the Town Council are dissatisfied with the management and delivery of this project and Central Bedfordshire Council will seek to ensure improved communications and project management between relevant departments and Town Council personnel, for all future and ongoing works that are required to be carried out.

It is accepted that on this occasion, by taking prompt action to address concerns raised by the occupiers of the Community Centre regarding the need for urgent roof repairs (which may not strictly be classed as an emergency), the prior notice and cost estimate provisions contained in the Lease to Arlesey Town Council, were not followed. The repairing obligations contained in the various leases at the Community Centre will therefore be communicated to the appropriate facilities and estate management teams, to ensure that the correct process is followed in future.

It is hoped that the contents of this letter satisfactorily addresses the concerns that you have raised, but please do let me know if you require any further clarification.

Yours sincerely

Andrew Gordon
Head of Estate Management
Assets

Direct telephone 0300 300 5800

Central Bedfordshire Council

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Chicksands, Shefford, SG17 5TQ
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21st September 2021



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Invoice

ARLESEY TOWN COUNCIL
TOWN COUNCIL OFFICE
ARLESEY COMMUNITY CENTRE
HIGH STREET
BEDS
SG15 6SN

Information

Invoice No. : 1800098155
Customer No. : 1008885
Date : 11/08/2021
Reference : ROOF REPAIR
Payment Terms : Due 14 Days from Invoice Date
For Enquiries Contact:
Name : [REDACTED]
Service provided by : Assets
Telephone No. : 0300 300 5882

Invoice Details				
Item	Description	NET Value (£)	VAT Amount(£)	Gross Value (£)
10	Roof repair (20% VAT) Roof Repairs as discussed with Lee Newton	74,455.07	14,891.01	89,346.08
	Total	74,455.07	14,891.01	89,346.08

☐ Tick box if you require a receipt**PAYMENT INSTRUCTIONS**

Payment of this invoice may be made as follows:-

- 1 ONLINE BANKING:** If you are using **Online Banking** please use sort code 60-01-16 and account number 45062811, please quote your invoice or customer number as a reference.
- 2 DIRECT DEBIT:** If you wish to pay all future bills by **Direct Debit** please call 0300 300 8015 for a Direct Debit Mandate.
- 3 DEBIT/CREDIT CARD:** Payments may be made over the telephone on 0300 300 8030, select option 5, Invoice and quote your invoice number.

[illegible]



Quotation No. 5148/PF

Re: Arlesey Resource Centre & Library, 163 High Street, Arlesey, SG15 6ZB - Roofing Works

Item		
	<u>Quotation Breakdown</u>	
1.00	Preliminaries	
1.01	Supply and maintain on site, for the duration of the works, suitable welfare and storage facilities, comprising of; a 21ft container, 12ft canteen and a portaloo.	
1.02	Supply, erect and maintain for the duration of the works, suitable access scaffolding and edge protection, comprising; Independent platform scaffolding, door fans, debris chutes and a hoist. All to be cordoned off with Heras fencing.	
1.03	Supply and install an E-Dryer, to enable the roofing system to be dried up without the use of a gas torch on site, reducing the risk of fire.	
2.00	Waterproofing & Associated Detailing	
2.01	To Roof Area 1 - Strip the existing waterproofing down to the deck and dispose from site.	
2.02	To Roof Areas 6 & 7 - Prepare the existing waterproofing, ready to receive a new overlay system.	
2.03	Supply and install a new high performance FLAME FREE felt waterproofing system, comprising of; Spraybond Primer, Self-adhesive vapour control layer, tapered insulation, Self-adhesive underlay and self-adhesive mineral capsheet. All laps are to be hot air applied.	
2.04	All detailing is to be carried out in the above system, including for angle fillets, timber battens, lead-free coverflashings, GRP edge trims, termination bars and flat white UPVC fascias to cover any raised timbers.	
2.05	Remove all existing rooflights and dispose from site. Supply and install new triple skinned polycarbonate rooflights (ventilation replaced on like-for-like basis).	
2.06	Supply and install new refurbishment outlets and dress new felt coverings to the same.	
2.07	Supply and install lead slate to SVP's and form felt collar to the same.	
2.08	To the flues and water pipework on the roof: isolate, remove and make safe to enable the roofing works. Reinstate, test and certify upon completion of the roofing works.	
2.09	Remove and dispose of the existing windows on Roof 7. Supply and install new, like for like, with a reduced height to enable a minimum 150mm upstand below the windows. Make good internally and openers to be operated with Teleflex.	
2.10	Remove and set aside the existing canopy on roof 7 to enable the roofing works. Reinstate upon completion.	

TERMS STRICTLY NETT 20 DAYS

Ref. M&J/003/July2019



Contract Attendances

Quote No. 5148/PF

	By MC/Others	By M&J Group	Comments
1 All scaffolding access, handrails, working lifts		◆	
2 Fall protection netting			n/a
Material/Plant hoist (min.1000kg) to each roof level			n/a
3 suitable to receive standard product/plant packaging			n/a
Material/Plant Craneage, Slings & Banksmen suitable to			n/a
4 lift standard plant and product packaging			n/a
5 Fall protection for unloading/distribution.		◆	
6 Material/Plant offloading and distribution		◆	
7 Site Access for articulated delivery lorries			n/a
8 Secure material storage		◆	
9 Forklift offload of materials/plant (Inc driver)			n/a
10 Waste skips		◆	
11 Debris chutes from roof direct to skip(min1.2x1.2m)		◆	
12 110v Electric supply to within 15m of work area			n/a
13 Powered Water to entire roof area			n/a
14 Protection of roofing works			n/a
15 Welfare Facilities		◆	
16 All rainwater goods		◆	
17 All counterflashings		◆	
18 All timbers, kerbs, grounds and the like		◆	
19 Responsibility for levels of grounds			as existing
20 Roof Integrity Testing e.g. Flood, Electronic Testing			n/a
21 Gas Flues : temporary disconnection and/or testing			n/a
22 Design			n/a
Others (Please Specify)			
22a			
23 Price Based Upon No. of Visits:	1		
24 Additional Visits Charged At:	£600 each	Plus Measured Works	
25 On Site Training/Induction (see special condition K)	£42.75	First hour/per operative - no charge	
26 Specialist Training (See special condition J)	£42.75	Hour/Person + Cost of course	
	Yes	No	
27 Subject to Remeasure (SMM7/NRM2)		◆	
28 Retention To Be Applied		◆	See Special Condition A
29 Site inspection/Pre contract Commitment £200 fee		◆	See Special Condition P
	Enclosed	Available on Request	
30 Our Terms & Conditions:		◆	
31 Our Dayworks Schedule:	◆		

This quotation is based upon the contract programme stated below. Thereafter additional preliminary costs will be chargeable on a prorate weekly basis as follows;

32 Contract Programme	n/a	Continuous weeks
33 H&S Management:	£150.00	Per week
34 Technical Management and/or Drawings	£500.00	Per week
35 Contract Management	£350.00	Per week
36 Scaffold Tag Inspections	£150.00	Per week
37 Specialist plant (Exc cranes and/or M.C. attendances)	See M&J Dayworks	Per week

Ref. M&J/003/July2019