



Ref: T13460/RJH

29 June 2021

The Clerk  
Tisbury Parish Council  
The Reading Room  
High Street  
Tisbury  
Wiltshire  
SP3 6LD

**For the attention of Mrs S Harry**

Dear Mrs Harry

**Proposed Alterations to Tisbury Cricket Pavilion, King George V Playing Field, Tisbury**

Thank you for your recent enquiry to the Historic Building Advisory Service (HBAS) concerning your requirement for assistance in altering and rearranging the cricket pavilion at King George V Playing Field, Weaveland Road, Tisbury.

This is a prefabricated timber framed building that was formerly used as a shop in Tisbury before it was dismantled and relocated on this site. It is now used as a combined sports pavilion and meeting room for local youth, a facility that it is hoped will be used to greater effect following its re-ordering. The work will involve changes to the internal layout, security and safety improvement to the windows and doors to the perimeter and the installation of improved thermal insulation.

HBAS is a firm of chartered building surveyors who specialise in providing advice and assistance on all aspects of work in connection with most types of buildings and construction methods. This includes helping our clients take projects forward from the consent and approvals stage right through to delivery of the required works.

Our involvement will start by gaining an understanding of the extent, type and quality of the work that is required. This is to ensure that we properly understand what is hoped to be achieved and to consider that in context with designs, etc and will involve producing a set of scale drawings to show the building as it is presently and how it is to be altered and adapted.

These drawings will be developed to your requirements and when they are complete they will be submitted for building regulation approval if that is considered to be necessary when the extent of the work is established. At this stage it would appear that planning permission will not be required for the proposals.

Once the drawings for the proposed work are complete we will begin writing a detailed specifications for the works to show the type, standard and quality of the materials, finishes and workmanship that is required. Each specification is developed to meet the requirements of your job in such a way that it can be used for the future costing and management of the project.

When the specification is complete it is sent out to selected builders or craftsmen so that we can obtain competitive quotations for what is involved. In choosing those to invite to price the work we have regard to their reputation for quality, their experience in such work, availability and where

appropriate proximity to the site. Alternatively you may decide that this can be undertaken as some form of community venture.

After the receipt of the tenders are returned, if the project is put out to contractors, we carry out an analysis of the documents to ascertain if they have been properly and fully priced. When we are happy with the initial appraisal we look at them in more depth so as to compare one with another and rank them according to any criteria we may have agreed with our clients that will be used in the selection procedure. We will then go on to produce the contracts or other agreements that might be put in place to enable the scheme to be properly managed and controlled.

Following the commencement of the work on site we can monitor the builders' works to help ensure that all runs smoothly and properly. This is usually based on regular inspection of the progress and general appraisal of the building work and can include agreement of periodic assessments of building work values during the progress and upon completion (final accounts).

Therefore we can confirm the estimate of our fees and these are as follows:

Visit the premises, measure them and produce a set of as-built drawings. Develop sketches of the proposed works and subsequently work these up into a maximum of two outline drawing so the concept can be more fully considered.

The fee cost of £780.00

Preparation and development of the drawings for submission for building regulation approval with these being based on drawings previously submitted for planning approval following any grant of the same. Submit drawings for building regulation approval.

The fee cost of £430.00

Writing of specification for the works.

The fee cost of £640.00

If required - dispatch of tenders and receipt of returned costs with simple analysis of submissions

The fee cost of £270.00

Visits to site for oversight of builders work as considered necessary or as requested by client. Site attendance to be used as necessary for valuation and similar discussions together with determination and agreement of final account to be determined on time charge basis as below.

Time charge rate of	Senior surveyor	£90.00 per hour or part
	Surveyor / designer	£75.00 " " " "

All costs and expenses (i.e. printing, duplicating, travel, submission fees, specialist / consultant fees, etc.) will be charged additionally as these are incurred as part of our work on your behalf. VAT will be charged additionally to the above at the appropriate rate at the time of invoicing.

In preparing any specification for works such as those quoted for above we become classified as designers und the Construction Design and Management Regulations 2015 (CDM), which are applicable no matter what the size of the project is. This imposes a responsibility on us to take account of any pre-construction information provided by you, the client, to eliminate foreseeable health and safety risks to anyone affected by the project (if possible), and to take steps to reduce or control any risks that cannot be eliminated. HBAS take this role very seriously and always consider these aspects in all our duties that we owe to you as part of your CDM responsibilities.

For your information we attach a separate note that explains your responsibilities in respect of CDM for the works you are considering undertaking.

Covid-19 working - As a company we have implemented working arrangements that are in compliance with guidance issued by HM Government and the Royal Institution of Chartered Surveyors. In all manner of our working and interaction with others we attempt to limited risk of virus spread within our organisation as much as possible. Our overall policy on undertaking

internal surveys and inspections is in compliance with HM Government guidelines for surveyors and other similar assessors that can be found at <https://www.gov.uk/guidance/government-advice-on-home-moving-during-the-coronavirus-covid-19-outbreak> .

These working constraints and guidance require all surveyors to take particular care so as to avoid the spread of this illness and will inevitably constrain the way we carry out a survey of a property and how we work within somebody else' premises in general. That means we may be prevented in undertaking certain activities that involves touching items, even when wearing protective gloves, and that can mean we are unable to open doors and windows that have not been opened in advance by the occupier. As a result the operation of certain items may not be checked and cupboards and other closed spaces may not be inspected internally. Similar considerations will also apply where our to view or inspect an area is obstructed by something that in more normal times we may have lifted aside and then replaced, but we are not longer prepared to do so as to protect others as well as ourselves.

We hope you will decide to proceed with this project using our services. No work will carried out on your behalf until we have your confirmation to proceed.

Enclosed is a copy of our standard terms and conditions for survey work.

If you require any further information or clarification of the estimate above, please do not hesitate to contact us.

Yours faithfully

R J Hill, MRICS, MCI/A



Regulated by the RICS