



The Queen's Hall
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West Sussex
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Full Council Meeting: 5th November 2020

Agenda Item FC083: To consider the architect quotations received to prepare plans to install an external toilet at the Queen's Hall, and resolve how to proceed; options are to install a toilet beneath the decking, or to convert the cleaning cupboard back to a toilet with external access provided)

1. Introduction

MSDC have reminded the Parish Council that there is S106 funds of £8,651 available to spend on public toilet facilities.

It was suggested that the feasibility to install external toilets in the Queen's Hall garden were explored, which would then be available to be used by hirers using the outside space, as well as visitors to the Angela Fox Nature Garden.

2. Approach

Two architects were invited to take a look at the garden and discuss the proposals at a high level.

3. Findings

Both architects highlighted that to install toilets beneath the decking would likely be a costly exercise, with underpinning of the hall required, as well as a pumped drainage system to move waste from the toilets to the drains around the side of the hall (due to the garden being lower than the drains).

An alternative option would be to convert what is currently being used as a cleaners storage cupboard back to a toilet. This room is located off the green room and does not at this time have external access. In order for this to be suitable for disabled access, the room would need to be made larger, which would take the wall closer to the main windows on the side of the Queen's Hall.

Access to this toilet would also need to be carefully considered, to ensure there is enough room for a wheelchair user to safely manoeuvre into and out of the toilet.

4. Costs

Initial quotes received are:

Quote A: £1,320+VAT

Quote B: £600+VAT

Full details of each quote are appended to the end of this report.

5. Recommendations

If Council are minded to proceed with this, there is clear cost difference between the 2 architects consulted and due to the budgetary constraints we are working under in these current times it makes sense to proceed with Quote B.

It may also be worth considering whether to review the suggestion to install a toilet at the Chapel in the Cemetery to expand its usefulness as a place made available to hirers in future.

Name: Sam Heynes

Title: Parish Clerk

Date: 27th October 2020

Quote A:

RE: Proposed extension to form new WC at The Queens Hall, Cuckfield, West Sussex

Further to our recent site visit and discussion, I would like to confirm that I am very interested in becoming involved with your project and would like to offer you architectural services based on the following.

As per our discussion, the first stage is to develop the design by carrying out a detailed measured survey of your property affected by the works and surrounding areas, and then create an overall sketch scheme proposal which would include basic plans, and elevations.

Once the sketch scheme proposal has been approved by you, I will prepare and submit a detailed planning application to the Local Authority (Mid Sussex District Council) for their formal consideration; this will include floor plans, elevations, block & location plans and technical details of the proposed new extension. Please note however, the practice cannot guarantee that approval will be granted. The planning application will take approximately 6 to 8 weeks to be determined, although this can be longer on some more contentious applications. The current fee payable to the council is £117.00 (VAT not applicable on council planning fees) for householder planning. As I mentioned during my visit, the Planning approval lasts for three years. This figure has been reduced by 50%, as MSDC give a discount for Parish Councils.

On the basis that the planning application gains an approval, work can then commence on the Building Regulations drawings and application to building control. – approved inspector. I would not anticipate the requirement for a structural engineer, but if one is required, then I can obtain a fee quotation for this.

The approved inspector fees for Building Regulations are currently as follows:

As an indication, I would allow a fee of £450.00+VAT. Note that this will be subject to change and the approved inspector will confirm the final fees upon submission. As we discussed, I tend to use an approved inspector, over the local authority as they provide the same level of service but are a lot more flexible in their approach.

The fee paid to the approved inspector included a plan check on both the architectural and structural engineering details, as well as site inspection visits during the course of the works on site.

Once the Building regulation drawings have been approved, possibly subject to conditions, which can be dealt with on site while works progress, you can then start works (obviously following appointment of a contractor). I would strongly advise that works on site are not commenced until you have a full or conditional building regulations approval, and any build near licence agreement from the water authority (if applicable).

I can confirm that my fees for the project for work stages A to C, would be £1,320.00 (plus VAT at 20%).

Fees are broken down as follows:

Work stage A – The fee to carry out a full measured survey, prepare sketch scheme proposals based on our initial discussion during our site meeting. This will be £550.00+VAT. An invoice will be issued at the same time I issue the sketch drawings to you. The sketch scheme proposals are normally issued four weeks following the survey, or sooner depending on the practices' workload at that particular time. I have not included a meeting with you at this stage, if you did require a meeting this would be charged at my hourly rate stated below, plus disbursements.

Work stage B – The fee to prepare and submit the detailed Planning application to the Local Authority will be £335.00+VAT. An invoice will be issued prior to the applications being submitted to the Local Authority. Once payment is received the applications will be lodged. You will also receive two full size copies of the drawings at this stage. The planning drawings are normally issued within two weeks following the approval of the sketch scheme, or sooner depending on the practices' workload at that particular time.

The Local Authority fees for Planning must be paid at the time of the application and are not included in my fees. The application is submitted electronically, and you will be contacted by email to pay the planning fee. Once this has been settled, the application is released to the council for validation. Should you require me to process the payment, ie if I were to invoice you for the planning fee at the same time I invoice you for the planning submission, a small handling charge of £30.00+VAT would apply.

Work Stage C – The fee to prepare and submit the detailed Building Regulation application drawings to the approved inspector will be £435.00+VAT. An invoice will be issued prior to the application being submitted to the approved inspector. Once payment is received the application will be lodged. You will also receive two full size copies of the drawings once the conditional / full approval has been issued by the approved inspector only. The building regulation drawings are normally issued four weeks following the approval of the planning approval, or sooner.

The fees for the approved inspector must be paid at the time of the application and are not included in my Service fees. Should you require me to process the payment, ie if I were to invoice you for the building regulations fee at the same time I invoice you for the building regulation submission, a small handling charge of £30.00+VAT would apply.

As of the 6th April 2015, all domestic clients have duties under the Health & Safety Construction (Design Management) Regulations 2015 (CDM 2015). You can refer to the attached document, and can find further information & guidance at www.hse.gov.uk/construction/cdm/2015 .

All risks that are visible on the existing building / proposed works will be highlighted on the construction drawings. If any further risks or items are identified during the construction works, this would be the responsibility of the Principal Contractor. Attached is a short document which explains the role of the client further.

Disbursements will be charged as follows:

- Any hours of work required over and above those included in the agreed fee: £100.00 + VAT per hour excluding any mileage (@65p per mile) or other disbursements, for

example if required to attend site for meetings with the builder, or for additional drawing work over and above that agreed for the above.

- Additional copies of drawings over and above those allowed for Local Authority applications procurement: £9.50 per A1.

Quote B:

Re: External toilet at Queen's Hall, High Street, Cuckfield

It was very good to meet you last week and to discuss the plans for the proposed external toilet at Queen's Hall.

The proposed toilet is primarily for external events in the garden which is now being enlarged with land from the adjoining property. The location around/under the existing deck area is favoured, but other options may be considered. Connection to existing foul drainage is a key consideration and from initial investigation it would seem that a pumped drainage system will be required for that location.

Although there is an existing accessible wc in the Hall, it is likely that the external toilet should also be an accessible wc for the users of the gardens and external events space.

The Queen's Hall is Grade II listed and is located in the Cuckfield Conservation Area.

Just to summarise our discussions and my role on this project;

- receive brief for proposed external toilet (initial brief discussed at our meeting)
- prepare design drawings/sketches/options for review with you
- prepare drawings for Planning application and submit application
- prepare drawings for Building Regulations/Construction
- advice on Planning process and Building Regulations requirements

It would be useful to have copies of any existing drawings that may be available of the Hall and deck area, particularly any which show the existing drainage layouts.

My fee for the above services will be £600.

Depending on the final option chosen, there may be input required from a Structural Engineer for necessary structural works (ie excavations/retaining wall), and if so, they will be appointed separately by the Parish Council.

Any Planning and Building Regulation fees payable to Mid Sussex District Council or to a Building Control Approved Inspector are not included in my fees.