



Full Council Meeting

Date: 13th October 2022

Number: FC090

To consider the quotes received to complete a topographic survey of the Village Hall site.

1. Introduction

A working group formed to consider the potential redevelopment of Cuckfield Village Hall are working with a local architect and in order to proceed with the preparation of detailed plans relating to this, a topographic survey is required. This report outlines the quotes received and asks for Council to consider whether to proceed with this survey.

2. Brief

The brief supplied for quotation is as follows:

Proposed redevelopment of Cuckfield Village Hall, London Lane, Cuckfield

1. Introduction

- This brief sets out the requirements for the topographic survey to be carried out for Cuckfield Parish Council for the proposed redevelopment of Cuckfield Village Hall

2. Site and existing building

- The application site is located in London Lane and adjoins the site of Holy Trinity Primary School. Pedestrian access to the Village Hall is directly from London Lane. Refer to attached location plan CVH-PL-001-A and site plan CVH-PL-002-A
- The current building is set well back from the residential houses on either side of the site and the floor level sits approximately 0.75m below the pavement level.
- The existing building has approximately 300m² of floorspace in a single storey, linear form and comprises of two halls of approx. 100m² each, a small kitchen, toilet facilities and ancillary accommodation. There is an uncovered external play area.
- The existing building is a pre-fabricated concrete portal frame structure with concrete infill panels and single glazed steel framed windows. The building suffers from very poor thermal performance due to the concrete structure and minimal insulation.
- The main current use of the Village Hall is for the Cuckfield Pre-school Playgroup, but is also available for other community use and private hire. The halls were also previously used as a youth club.

- Currently there is no parking or drop-off provision for the Village Hall, however Planning consent has recently been granted for parking off London Lane, refer to attached proposed site plan CVH-PL-003-B
- There is a Southern Water sewer crossing the site with a 3m no-build zone and the location of this sewer run is required to be accurately located on the survey. refer to attached Southern Water letter dated 26.10.21 and drainage plan.

3. Topographic survey to include the following;

- area as indicated by the red line on the attached site plan CVH-PL-002-A
- existing Village hall building with ridge and eaves height, ridge and eaves heights to surrounding buildings on adjoining properties
- all landscaping features ie paths, hardstandings, fences, gates, banks etc, note: that area to the east of the existing building is steeply sloping and will require more close centres for spot levels, also that part of this is fenced off within the site but is accessible to the property boundary which is the stream on the eastern boundary
- manholes covers and below ground drainage including invert levels, indicate location of any other utility connections within the site
- all significant trees and hedges within or on the boundary including trunk diameter, spread, height
- any overhead cables and service poles
- road and kerb levels including all street furniture for section of London Lane at site frontage
- survey to be carried out in accordance with RICS guidance 'Measured Surveys of Land, Buildings and Utilities - 3rd edition'

4. Survey deliverables

- survey scale to be 1:100
- digital data in both 2D and 3D AutoCad DWG format and PDF files

3. Findings

Two surveyors were approached to provide a quote to complete the topographic survey:

Company A: £1,050+VAT

Company B: £1,195+VAT

4. Recommendations

Council should review the details attached and resolve which company to choose to execute the survey.

Name: Sam Heynes

Title Clerk

Date: 3rd October 2022

Appendix

Company A: Re: Measured Survey – London Road, Cuckfield, RH17 5BD.

Further to your recent correspondence we are pleased to confirm our fee proposal for the measured survey at the above site as follows:-

Topographical Survey

- Survey to be based on the Ordnance Survey GPS datum (OSTN15 and OSGM15).
- Area to be surveyed as shown edged red on the extents plan attached.
- Detail to include: Buildings with ridge and eaves heights, walls, steps, ramps, fences, gates, hedges, planting areas, footpaths, tracks, boundaries, ditches to be shown with centreline bed levels and top of bank, changes of surface, significant individual trees to be shown, generally trees in excess of 0.15m trunk diameter with indicative spread and height, foliage lines, and spot levels @ 5m centres.
- The near channel line of London Road to be recorded with channel and top of kerb levels.
- All existing street furniture will be shown i.e. Lamp Posts, Road Signs, Bollards, Service covers, Gully's, Boxes, Poles and Overhead Cables.
- Manholes to be shown with cover, invert levels, pipe sizes and direction of flow estimated from a surface inspection only.
- Manholes which require in excess of 15 minutes of persuasion in order to lift covers using standard heavy duty lifting apparatus will be annotated accordingly (UTL).
- Survey scale to be 1/200.
- Digital data as 3d AutoCAD DWG and PDF files. Only electronic copies will be submitted.

Fee £ 1,050.00 Plus VAT

The survey will follow the guidelines of the RICS professional guidance document "Measured Surveys of Land, Buildings and Utilities 3rd Edition".

We have assumed unhindered free and safe access to all areas included within the survey extents.

Insurance policies are in place to cover professional indemnity, public liability and employer's liability. This information can be made available on request.

Our fees are exclusive of VAT but include all other expenses and disbursements.

Please note that if the client is not a registered company in the UK, we are happy to carry out the survey however we will generally insist on payment prior to release of the survey data.

Our enclosed Terms and Conditions will apply.

In terms of mobilisation we are usually able to start within 10/15 days of your written instruction, although a telephone call would confirm exact availability at time of awarding contract. The finished drawings and digital data will be made available one week later.

Company B: Re: Cuckfield Village Hall – Topographic Survey

EXECUTIVE SUMMARY

Following on from an email conversation with Peter Liddell please find our price to undertake a topographic survey of the above-mentioned site as per the location drawings below. Survey to include site area bounded by red line in drawing below plus road frontage immediately adjacent to the site access;

SURVEY SPECIFICATION AND DELIVERABLES

CONTROL

All survey works will be based on TBMs (Temporary Bench Marks) which will be co-ordinated for the surveys to be on OS grid using GPS. These points will be in the form of survey control marks (Such as nails/pegs) in order for any future works to be carried out.

TOPOGRAPHIC SURVEY

To be undertaken of the area as per the above highlighted area on plan above. Detail to be surveyed includes:

- Buildings, hard and soft detail, manholes and above ground services, change in surface, walls, kerbs and road detail, significant tree's over 300mm bole diameter and any other detail which would be deemed relevant at 1:200 scale.
- Trees to be surveyed – individual trees to be recorded with a bole diameter and height, groups of trees to be recorded as a foliage line and labelled as such and where access is limited foliage line to be surveyed and noted as limited access.
- Spot levels a 5m centres allowing contours to be produced.
- Ridges and Eaves heights of properties immediately surrounding the site or where visible.
- Service Covers to be lifted with invert levels taken site where possible as well as any invert levels on pipes in culverts or ditches.

DELIVERED DATA

- All data will be presented in digital format where deliverables will consist of;
- 3D Topographic Survey produced at 1:100 scale.
- PDF Prints of the above
- DWG files of the above.
- OS Overlay to be purchased and used as background data.
- Photo report of the site.
- Survey control report.

PRICE

Our price is for completing the above works is £1,195+VAT.

Terms and Conditions

This offer is based on RICS Terms and Conditions for Land Surveying Services with the total aggregate liability of xxx under or in connection with this Agreement and the Agreed Work whether in contract, tort, breach of statutory duty, negligence or otherwise shall not exceed an amount equal to three times the total fee.

Invoices will be issued on delivery of information and will be due for payment 30 days after the date of issue.