



INVITATION TO TENDER:

**New Community Café and Changing
Rooms Buildings, Victoria Park,
Newbury**

01 GENERAL INFORMATION

Introduction

- 1.1 Thank you for expressing an interest in our contract for a new community café and separate changing rooms facility at Victoria Park, Newbury.
- 1.2 As a public authority, the Council is subject to the highest professional standards and public scrutiny. Contracts are competitively let and for bidders to secure work with the Council they need to comply with the instructions when bidding for a contract.
- 1.3 The town council's requirement for this tender are set out through:
 - Part A - Project Specification and Brief
 - Part B - Instructions to Bidders
 - Supporting Appendices
- 1.4 The bidder's response document is set out in Part C – Form of Tender with supporting documents. Please note that the bidder must complete all Part C documents (unless stipulated otherwise) and return by the deadline.
- 1.5 Newbury Town Council has a number of service responsibilities within Newbury Town, including public open spaces, of which Victoria Park is a key component. Further information on the Town Council's services and facilities is available at: <https://www.newbury.gov.uk/>.
- 1.6 E-copy details of this tender are also available through the Town Council's website and online at UK Contracts Finder - www.contractsfinder.service.gov.uk
- 1.7 **PLEASE NOTE: The deadline for submission of completed tender material is Tuesday 20th November 2018 at 12 noon.**
- 1.8 If you have previously completed a PQQ for this commission (including any updates), please include this material in your tender submission alongside the other main submission requirements. There is no need to complete the qualifications and requirements form in Part C of the Bidder's response document.
- 1.9 All tenders should be submitted by post by the deadline indicated above to the **CEO, Mr. Hugh Peacocke, Newbury Town Council, The Town Hall, Market Place, Newbury, Berkshire, RG14 5AA**. A specific envelope will be forwarded by the Town Council for submission of a sealed tender.
- 1.10 Any questions regarding this procurement should be directed to the Project Manager for the tender process who is detailed in Part A –Project Brief and Specification:
stephen@peopleltdesign.com.



PART A: PROJECT SPECIFICATION & BRIEF

Victoria Park, Newbury:

New Community Café and Changing Rooms
Buildings

Issue Date: 1st November 2018

PROJECT SPECIFICATION

1	PROJECT DETAILS	
a	Name of Council Procuring this Contract: Newbury Town Council	
b	Project Name: Café and Changing Rooms Facilities, Victoria Park, Newbury	
c	Project Address: Victoria Park, 7-20 Park Way, Newbury, RG14 1DJ	
d	Tender Project Manager: Stephen Hay	Project Architect: Karl Normanton
e	Project Description / Scope of Works Newbury Town Council is seeking to appoint a suitable modular manufacturer to deliver a new community café 106m2 GIA and separate changing rooms facility 64m2 GIA within the historic Victoria Park, located in Newbury Town Centre. The summarised scope of works includes: <ul style="list-style-type: none"> • review of site material; • site clearance and demolition (optional); • finalising technical designs in conjunction with the Project Architects; • groundworks and foundations; • service connections and negotiation; • manufacturing of café and changing rooms facility buildings; • transportation to site and assembly of units with services connections made, and • externals and finishing works including landscaping. While this tender is not for 'standardised designs', the Town Council is keen to secure a 'turnkey' output for both modular units. The planning history associated with the community café and changing rooms facilities are detailed in the Project Brief and supporting appendices.	
f	Contract Type Works – JCT Design & Build (2016)	

g	Estimated Contract Value £250,000 to £500,000
2	INSURANCE REQUIREMENTS
a	Public Liability - £5M (min) Employers Liability - £10M Professional Indemnity - £5M (min) Contract Work - £1M (min)
3	PROCUREMENT ROUTE
a	The procurement of modular units and associated work is a specialised element of the building industry. Research was undertaken on the modular manufacturers of commercial / community use buildings and from this process a Pre-Qualification Questionnaire (PQQ) was issued to interested parties. Feedback during the PPQ engagement has helped inform the scoping of the commission and associated tender documents. The ITT has been issued to all parties which have successfully completed the PPQ and advertised on the Town Council's website and UK Contracts Finder.
4	PROCUREMENT TIMETABLE
a	Tender Issue Date: Thursday 1 st November 2018
b	Deadline for Questions: Tuesday 13 th November 2018
c	Tender Return Date: Tuesday 20th November 2018 – 12 Noon
d	Anticipated Award Date (pre-contract): Friday 23 rd November 2018
e	Project Inception Date (pre-contract): Monday 26th November 2018
5	CONTRACT INFORMATION
a	Form of contract:

	JCT Design and Build (2016)
b	Design requirement: RIBA Stages 4 & 5 - Technical product design – detailed plans, elevations, sections and associated schedules, specifications in order to create construction information. Structural design and calculations and M&E design for each building.
c	Collaborative Procurement: Not applicable to this contract.
d	Cost Saving & Improvement options: The Council is seeking innovation and cost saving against the specification provided. There may be some cost savings in the approach developed to the café roof structure.
e	Sustainable development & environmental considerations The contract requires consideration of impacts on the environment, whole life costing and end of disposal. The contract requires consideration to energy and heat reduction and efficient building running costs. Technical considerations are included in the Project Brief.
f	Price Variations and Fluctuations These contracted works are for a relatively short period of time. It is not considered that there will be significant variations in prices from the contracted sum submitted and matters such as inflation will be taken into consideration in pricing. Any anticipated price variations and fluctuations will be managed through a mechanism or series of mechanisms agreed in the finalised contract.
g	Bonds and Guarantees It is likely that the contract will include an on-demand performance bond – circa 10% of total contract value, with the bond to remain in place until the end of the defects liability period. There will also need to be a retention figure and contingency agreed with the successful tenderer based on the overall value of the contract.
h	Contract Start Date (estimate): Successful tenderer pre-contract discussions: Monday 26 th November to Friday 7 th December 2018 Contract let: Friday 7 th December 2018 There may be scope to bring forward the contract start depending upon the schedule of amendments to the JCT Design & Build (2016) contract.

i	Contract End Date (estimate): Practical completion – w/c 8 th July 2019 This is a worst-case scenario and an earlier contract end date would be encouraged subject to manufacturing schedules and progress on groundworks / foundations.
j	Contract Execution Method: As a deed
k	Contract Variations: Managed by the contract administrator in accordance with industry standards and variables as set out through the JCT contracting procedures.
l	Other contractual requirements: Please note information detailed in Instructions to Bidders (Part B)
6	OTHER INFORMATION
a	Price to be held open for: 90 days
b	Price / Quality Split: 50:50
c	Payment Terms: As detailed in the finalised contract.
d	Product Warranties: Defects Liability - whole building and covers any defect other than those which clearly result from misuse, abuse or accidental damage – 12 months. External Fabric Product Warranty - any part of the external fabric of the building, including the floor and wall panels, roof deck, windows and doors – 5 years. Structural warranty - the structural elements of the building to include any columns, side beams, floor joists, ties in the roof and roof beams – 25 years (minimum).
e	Collateral Warranties:

	These may be required for any sub-contractor arrangements. Details to be agreed in final contract.
f	Service / Maintenance Provision: O/M Manual with as built drawings.
g	Liquidated & Ascertain Damages: As set out in contract particulars.
h	Sub-contracting The contract allows for sub-contracting.
7	H&S and Accreditations
a	Construction Health & Safety Accreditation (CHAS) Required
b	Construction Design and Management Regulations (CDM): Assumed under CDM 2015 the project is notifiable to HSE. Modular supplier to confirm requirements.
c	CDM Coordinator: Please provide name and contact details.
d	Other H&S: Electric pylons adjacent to café site. Public park and operational space. Restricted vehicular site access.
e	Construction Industry Scheme (CIS) Required if sub-contracting.
8	Legal Disputes
a	The approach to legal disputes will be set out in the contract.

PROJECT BRIEF

Introduction

- 1.0 Newbury Town Council is seeking to appoint a suitable modular manufacturer to deliver a new community café and separate changing rooms facility within the historic Victoria Park, within Newbury Town Centre. This is a popular public park within a conservation area, which has benefited from recent investment, including upgraded tennis court facilities and a splash park near the location of the proposed café and changing rooms builds.
- 2.0 Planning permission was originally obtained (but now expired) in 2015 for a new community café with a section 73 variation of conditions in 2017. The proposed changing rooms has an extant planning permission – dating from 2017. The ambition of the Town Council is to maintain the architectural integrity of the original designs / plans for these buildings but to ‘modularise’ the designs to reduce construction costs and streamline on site erection time.
- 3.0 Newbury Town Council has appointed and retained architects for the developments – Joseph Hardy design & heritage and People Led Design to provide project management support to assist in procuring and delivering these builds.
- 4.0 The Town Council is looking to commission through this tender:
 - the manufacturer of two modular buildings (community café and changing rooms facilities), and
 - associated groundworks and services connections;

The existing buildings will also need to be demolished, electricity supply retained and the sites cleared and secured. There is an option to price for this part of the works within the tender documents.

Background Information

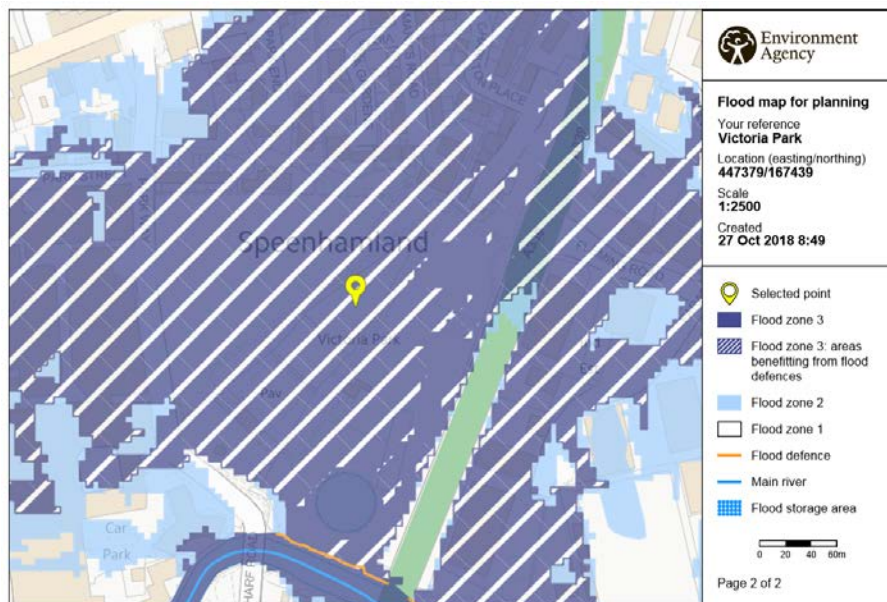
- 5.0 The Existing and Proposed site plans for this project are enclosed in **Appendix A**. A set of packaged material, including planning context and information for each proposed building is enclosed in:
 - **Appendix C** – Changing Facility
 - **Appendix D** – Proposed Cafe

Flood Risk

- 6.0 The proposed developments are located within Flood Zone 3 – an area with a high probability of flooding that benefits from flood defences. The broad quantum of development (floorspace) has been agreed with the Environment Agency (EA) through the planning

application process. Figure 1 below provides an overview on flood risk taken from the EA flood risk map. All hard standing around each building is to be permeable.

Figure 1 - Flood Risk: Victoria Park



Planning Details and Conditions

7.0 The appointed supplier will be required to input into the following:

- the Changing Facility: Pre-commencement planning conditions to be discharged with West Berkshire District Council (refer Appendix C - Decision Notice regarding Changing Facility, and
- the Café: FUL planning submission for the Cafe scheduled for January 2019 needs to also contain technical design in order to negate Conditions for details/materials and so forth.

In this regard, a dual approach to some of the Conditions (either applied or assumed) can be taken in order to accelerate and streamline the programme to get onto site, for example the Construction Management Plan/WSI/Landscaping can be developed holistically.

8.0 The submission of the Conditions for the Changing Facility and the FUL planning submission with details will be made and managed by the Project Architects as acting agents on behalf of Newbury Town Council, where applicable the appointed Supplier will support the planning application/Discharge of Conditions in the provision of information (e.g. Construction Management Plan/technical details).

Ground Conditions and Utilities

9.0 See Appendices B and E, which contain the following:

- site & level survey;
- below ground utility survey;
- soil investigation, and
- information from Thames Water on public sewer build over agreement.

Please note that the Café orientation on site is to be agreed. Two options are currently under consideration.

10.0 It is understood that there is an existing 3 phase electricity supply that runs through Victoria Park, although connection has not been confirmed and will be subject to load details relating to the final designs and discussions with Scottish and Southern Electricity Networks (SSEN). Basic energy requirements for these projects are likely to include:

- each building will need to be metered separately with easy access to the metered supply;
- electricity powered cooking and warming up facilities in the café – hot plate / griddle, multi-functional microwave, hot water supply, coffee machine, including hot water supply for tea and basic white goods, including freezer / fridges;
- electric showers within the changing rooms;
- low energy lighting;
- CCTV coverage, and
- electricity supplies to be maintained to the tennis courts and splash park.

There is an interest from the Town Council in the provision of underfloor heating within the café, and a commercial hot air curtain. Frost protection heating is required in the changing rooms.

Site Access

11.0 The modular supplier is deemed to have visited and inspected the site and satisfied itself as to the accessibility of the site, the existing rights of way, the full extent and character of the site, the availability and supplies of water, and services for temporary lighting and power, and of other services required in the execution of the Works, and of all local conditions and restrictions. Access for large articulated lorries will not be possible. Arrangements will need to be made to transfer equipment and materials to the site on smaller vehicles.

12.0 Please refer to Existing Site Plan Appendix A. The approval of the Local Authority will be required for vehicular access and egress points.

Design Considerations

13.0 Aesthetic requirements: The modular supplier should note the outline designs in Appendix C & D are relatively fixed in terms of scale, mass and layout, particularly in relation to the changing facility. The Employer requires the general design intent of both buildings to be adhered to as

far as practicable. The roof of each building shall not be of low pitch or flat design.

- 14.0 The changing facility is to be clad in timber, both walls and roof as approved. The type of timber, finish and cladding profile is subject to development with the modular supplier. The height of the building and roof pitch are fixed under the existing planning approval. The café requires planning approval. Like the changing facility its walls are to be clad in timber, again the timber type, finish and profile is subject to development with the modular supplier. The overhanging roof is required to afford some level of shelter /shade and therefore comfort to users sitting outside. The materiality and buildability of the roof will be subject to development with the modular supplier. Ideally, both buildings will match/ complement each other in terms of design style.
- 15.0 Environmental considerations: The modular supplier and their designers must ensure that the following objectives are pursued in order to minimise the adverse environmental effects of the scheme:
- minimise Co2 emissions in the supply chain;
 - cost permitting Improve thermal performance of building envelope over and above Building Regulation requirements;
 - provide low energy lighting systems;
 - provide cycle parking stands at the café;
 - pollution: ensure no ozone depleting substances are used in the construction;
 - materials: ensure use of sustainably managed and sourced timber for both basic building, structural work and finishing elements, and
 - café: Provide facilities for storage of recyclable waste internally.
- 16.0 Reserved Rights: The Employer reserves the right to review the modular supplier's specification and proposals during the technical design phase and reject components which they feel do not meet their needs and requirements. The modular supplier should make allowance alterations and revisions to drawings and specifications throughout the technical design process.
- 17.0 Specification – General: The modular supplier shall carry out and complete the proposed buildings in accordance with the signed off construction information drawings and specification and to comply with good building practice and to the reasonable satisfaction of the Employer.
- 18.0 Industry Standard Specification: The appointed modular supplier's proposals are required to meet the requirements of the following documentation and all other documents and acts applicable by English Law.
- Building Regulations Approved Documents (England and Wales).
 - CDM regulations 2015.
 - Workplace (Health, Safety and Welfare) Regulations.
 - The Employment Act.
 - All relevant British and EU Standards.
 - All relevant Codes of Practice.

19.0 Materials: Are to be suitable for the purposes of the Works stated, in accordance with good building practice, and complying strictly with British Standards or the ISO equivalent. Any Building Materials in the following three categories should be excluded from the construction process:

- a) materials that could pose a danger to health;
- b) materials used in such a way as to have a likelihood of failure or cause structural defect and
- c) materials, the use of which would endanger the investment potential of the development.

All materials to be incorporated in the Works shall at all times be carefully handled, stored in accordance with the manufacturer/supplier instructions where appropriate and protected from the weather. Wherever possible, materials should require minimum maintenance.

20.0 Workmanship: To be of a high standard throughout, particularly with regard to the accuracy of dimensions, lines, planes, levels and everything necessary to ensure that the standard of finish which is hereby demanded by the Build Contract is achieved and, where applicable, is to comply with the relevant British Standard Specifications or the ISO equivalent, British Standard Codes of Practice. Where and to the extent that workmanship is not fully specified, it is to be, in order of priority, suitable for the purposes of the Works stated, in accordance with good building practice and complying with British Standard Codes of Practice. All work is to be protected against frost damage and work liable to damage by frost is not to be carried out at temperatures less than 2° Celsius unless precautions are taken against low temperatures, particularly in relation to groundwork.

21.0 Approvals: The modular supplier will be responsible for obtaining full Building Regulations approvals / completion certificate and assisting in the discharge of planning conditions that are applied to permissions through the provision of information relating to technical aspects of the design. The modular supplier is responsible for all fire fighting equipment and statutory signage. The fire alarm system is required to meet Level L2 in the café building.

22.0 Proximity of Trees in relation to proposed works: Attention is drawn to the conditions of BS 5837 - "Code of practice for trees in relation to construction", with regard to the protection of existing vegetation. existing trees, shrubs and other plants that are identified to be retained shall not be removed without specific instruction from the Employer. The modular supplier shall take all precautions necessary to protect existing vegetation from malicious or accidental damage. Reference should be made to the Planning Permission and to the protection of, and works to, existing trees, hedges and vegetation and shall have allowed all costs in connection.

23.0 Bespoke requirements: Attention is drawn to security concerns regarding the café. The Employer intends to be able to lock down the building when not in use, by way of pivoting and folding timber shutters which will need to be integrated into the wall design. CCTV infrastructure will need to be reinstalled as part of the finalised works.

24.0 Durability and warranties – these are set out are minimum standards within the Project Specification.

- 25.0 Intellectual Property Rights (IP) - the original pre-contract designs remain the intellectual property of Joseph Hardy design & heritage. A separate IP agreement will need to be put in place with the successful tenderer for the finalised designs with Joseph Hardy design & heritage.

Headline Critical Timelines

- 26.0 Key critical dates for this commission are set out below:
- **Design Development** - December 2018 to January 2019
 - **Planning** - Determination of Planning Application (café) plus discharge of conditions (two builds) - January to March 2019
 - **Manufacturing** – March to June 2019
 - **Ground works and site preparation** – March to June 2019
 - **Delivery, installations and connections** – June 2019
 - **Practical completion** – w/c 8th July 2019 (latest date and worst-case scenario)

Contract Type

- 27.0 The Council will be using a JCT Design and Build (2016) contract with 'on demand' e-drafting capabilities to speed up contract completion / agreement.

Appendices

Appendix A – Site Plans

Appendix B – Survey & Utilities

Appendix C – Changing Facility

Appendix D – Proposed Café

Appendix E – Build Over Information



PART B: INSTRUCTIONS TO BIDDERS

Victoria Park, Newbury:

**New Community Café and Changing
Rooms Buildings**

Issue Date: 1st November 2018

SECTION 1- INSTRUCTIONS

1.1 Introduction

This contract is being procured for use by Newbury Town Council.

1.2 Procurement Process

The Council has adopted a tender process for this procurement. This means that all valid and compliant tenders received will be evaluated.

The Council has advertised the Tender on UK Contracts Finder and is using an independent consultancy to assist in the procurement process, including the issue of tender documents; addressing all questions and answers (Q&A) in a transparent manner; evaluation of tender returns and advise of successful / unsuccessful outcomes. Responses to Q&As will be posted on the Council's website.

Tender returns will be formally received by the Town Council.

Where the Council regards additional information, response to questions and answers or an amendment to the original invitation to tender documents as significant, an extension of the closing date for return of tenders may, at the discretion of the Council, be given to all tenderers. However, once the deadline for question and answers has passed, a request for an extension is likely to be declined.

The Council will not reimburse any tender costs or expenses.

The Council reserves the right not to award any contract following this tender process. There will be no binding agreement between the Council and the successful tenderer until a signed and dated contract by each party is in place.

1.3 Tender Preparation

It is your responsibility to make sure that you have understood the invitation to tender documents and that you complete them correctly. You must seek clarification if you do not understand anything. The Council bears no responsibility for tender documents that are returned incorrectly completed, or are returned incomplete.

Tenders must not be qualified, conditional or accompanied by statements that might be construed as rendering the tender equivocal. Qualified or conditional tenders are very likely to be rejected. The Council's decision as to whether a tender is acceptable will be final.

SECTION 2 – EVALUTION PROCESS

2.1 Evaluation Principle

The Council is looking for the tender that is most economically advantageous. This will be assessed using the award criteria, of quality; and price. The ratio of quality to price is set out in the Part A - Project Brief and Specification.

2.2 Evaluators

Following the opening of tenders by the Town Council, the evaluation of tenders will be initially carried out by an independent consultant and then reviewed with a panel of officers and advisors from the Town Council to ensure an appropriate breadth of experience and understanding is applied.

2.3 Compliant Submission

Tenders must comply strictly with these instructions to tenderers. Tenders must not be qualified, conditional or accompanied by statement that might be construed as rendering the tender equivocal. Only unqualified, unconditional tenders will be considered. The Council's decision as to whether a tender is compliant with the requirements of these instructions to tenderers will be final.

You must submit the following, in accordance with the invitation to tender documents:

1. A duly signed Form of Tender.
2. Qualification Requirements and Reference information.
3. The Pricing Document.
4. A statement to assess quality.
5. Any supporting information (labelled).

Failure to provide any of the above mandatory (must) documents is likely to result in your tender being deemed incomplete and non-compliant, resulting in it being rejected. Any information not completed or provided in the wrong format or which is superfluous, may score zero.

2.4 Price Evaluation

You must provide the price information in the format of the Pricing Document issued. The overall split for this tender evaluation is 50% price and 50% quality. A pricing ranking / standard deviation score mechanism will be used to provide tender scoring benchmarked against the lowest priced tender submission.

Where there appears to be an error in the submission (or supporting information) or where a calculation error becomes apparent then the Bidder will be notified and asked to confirm, clarify or withdraw the Tender.

2.5 Quality Evaluation

You must provide a statement in response to the various quality and design requirements set out in the project brief. A ranking / standard deviation scoring mechanism will also be

used as part of the quality evaluation. Further details on the scoring mechanisms for both price and quality is included in Part C.

2.6 Generally

Throughout the evaluation process, the Council reserves the right to seek clarifications from tenderers, to achieve a complete understanding of the proposals received. This may include you meeting with officers and representatives of the Council to clarify your tender in more detail, but you will not be allowed to make any additions or changes to your tender once submitted.

2.7 Awarding the Contract

Once the successful tender (the highest scoring tender) is identified, the Council may require evidence to support any areas where the tenderer has self-certified compliance and will undertake an assessment of the successful tenderer's financial stability as part of final due diligence checks.

In the event, serious concerns over the successful tenderer's financial stability cannot be reconciled or satisfied, or the tenderer fails to provide evidence, the Council reserves the right not to award. Once tender evaluation is complete, tenderers will be notified simultaneously and as soon as possible of any decision made by the Council about contract award.

A project inception date has been scheduled in the project specification.

Following notification of the award decision, the successful tenderer will be required to sign or execute the written contract. Instructions for the signature or execution of that contract will be provided to the successful tenderer by the Council.

For this type of construction contract (JCT Design and Build 2016) there is likely to be a short period of discussion and formal agreement on any variations to the standard terms.

Tenderers must not undertake work or enter into any commitments for the subject matter of this invitation to tender in advance of the written contract being properly concluded. The Council will not pay for any such work or commitments.

SECTION 3 – CONDITIONS OF TENDER

3.1 Tender Return

Your tender must be addressed to the CEO at Newbury Town Council in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. Your response must be in English and prices must be submitted in pounds-sterling (GBP).

The postal address for returning tenders is:

**CEO, Mr. Hugh Peacocke, Newbury Town Council, The Town Hall, Market Place,
Newbury, Berkshire, RG14 5AA.**

All sealed tenders shall be opened at the same time on the prescribed date by the CEO or relevant manager in the presence of at least one member of Council.

3.2 Information to Be Considered

Only the information contained within this invitation to tender document, or the accompanying documentation, or otherwise communicated by the Council or our consultant, should be considered by you when making your offer.

3.3 Submission Format

Your tender must be submitted in paper copy and posted in the supplied envelope to the Town Council.

Tenderers should note that any questions asked later than one week before the tender return date may not be answered.

3.4 Code Of Conduct

In participating in a procurement process and submitting a tender, you agree not to canvass, discuss your tender submission or your participation in the process or any requirements regarding clarifications or meetings requests, with any Council Staff, Members, residents or other parties, other than those explicitly identified to them by the Procurement or Project Manager. Any breach of this code of conduct may be:

- A breach of confidentiality requirements;
- A breach of the Data Protection Act 1998;
- General Data Protection Regulations (GDPR);
- Or potentially anti-competitive, collusive or corrupt.

Should the Council identify such a breach of this code of conduct, the Council reserve the right to remove your submission from further consideration.

You must not canvass support or preferred use of your organisation with publishing media of any kind or with any other tenderer or any member or officer of the Council, or any individual representing the Council. Any bidder that does not comply with this paragraph (3.4) shall have their tender rejected.

3.5 Financial Stability of Successful Tenderer

As part of the Council's assessment of tenderers' suitability for the contract, you must complete the Qualification Requirements and Reference information included in this invitation to tender pack, this will enable an assessment of your economic and financial standing. Please ensure that you can evidence the following:

- The Council will take a proportionate approach to financial checks and where the project represents a financial risk to the council then the following shall apply:
- That your financial ratios demonstrate your organisation to be financially viable and a low risk for the Council – specifically the Council requires or that the latest audited accounts show the Current Assets to exceed the Current Liabilities, or such audited accounts to be submitted within the dates required by Companies House, namely a private company has nine months from the end of the accounting reference period in which to deliver its accounts, a public company has six months. Where this is not the case, the tender may be rejected.
- The appropriate levels of insurance;
- The organisation is not in breach of corporate tax or social security requirements or any other mandatory or discretionary requirements.

The Council may (at its discretion) seek a credit report regarding financial stability and risk (to facilitate assessing ratios) on receipt of tenders; this will be reviewed in conjunction with the above and any submitted supporting information.

Should there be any issues relating to any of the above – please contact our consultant to discuss and provide appropriate evidence with your tender return.

Failure to provide relevant evidence regarding the above or to mitigate risk to the Council, may result in your tender not being evaluated further.

If you have previously completed a pre-qualification questionnaire, for this project, please include this information in place of the qualification requirements and reference information document.

3.6 Representations

No representation by any officer of Newbury Town Council, nor any representation at all about any matter which has a bearing on the contract, other than one expressly contained in the signed or executed contract documents, shall constitute a term or condition of the contract nor a representation which gives the contractor grounds for rescinding the contract or claiming damages for misrepresentation.

3.7 Qualification

You must not qualify your tender or add conditions to it or statements that might be construed as making your tender equivocal. Qualified or conditional tenders are very likely to be rejected. The Council's decision as to whether a tender is acceptable will be final.

You must obtain for yourself all information necessary for the preparation of your tender and satisfy yourself that the quality and standards specified by you or the Council are appropriate. Information supplied to tenderers by the Council or contained in Council publications is supplied only for general guidance in the preparation of your tender. You must satisfy yourself as to the accuracy of any such information and no responsibility is

accepted (or warranty given) by the Council for any loss or damages of whatever kind and howsoever caused, arising from your use of such information.

3.8 Law and Jurisdiction

Tenders and supporting documents must be in English and prices must be in pounds-sterling. Any contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and subject to the exclusive jurisdiction of the English Courts.

3.9 Tenders Excluded

Your tender will not be considered for acceptance if you (or anyone working for you or on your behalf) has engaged or attempted to engage in any corrupt practice or has canvassed the tender with any member or officer of Newbury Town Council.

“Corrupt practice” includes

(i) offering, promising or giving an advantage (financial or otherwise) to a public official with the intention of inducing that person to act improperly or rewarding him or her for doing so and

(ii) requesting, agreeing to receive or accepting an advantage (financial or otherwise) with the intention that as a result a public official will act improperly.

“Canvassing” means trying to obtain support for a tender or trying to obtain information about another tender or proposed tender. If you have engaged or attempted to engage in any such practices and that comes to light after your tender has been accepted, then grounds will exist for the termination of the contract and the claiming of damages from you. It may also be a criminal offence.

It is unlikely that any tender will be accepted which:

(a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in this invitation to tender document or

(b) is delivered out of time or in a manner other than specified in these instructions. It is therefore in your interests to make sure that you follow these instructions to tenderers.

3.10 Abnormally Low Prices

The Council places significant importance around the quality elements of this invitation to tender and accepts that to achieve this may result in an impact on price. Where the Council has concerns regarding sufficiency of price, the Council reserves the right to seek clarifications and where insufficiently reassuring, reserves the right to disqualify the tender as inadequate and incomplete.

Where this information is not supplied, or the information does not satisfactorily account for the low prices the Council reserve the right to reject the tender as abnormally low, insufficient and incomplete.

3.11 Price Manipulation

Where the tender includes multiple schedules and/or various pricing documents, scoring individual elements, and an individual price appears inconsistent to affect the scores significantly, the Council reserves the right to seek clarifications and where insufficiently

reassuring, reserves the right to disqualify the tender as being in breach of the conditions of tender.

3.12 Blacklisting

The Council deplores the illegal practice of “blacklisting” and tenderers are required as part of the qualification requirements and reference information to self-certify that they have not been involved in blacklisting in the previous three years and that they will not take part in blacklisting in the future. Where a tenderer is unable to self-certify, the Council will review the information provided and assess, in a transparent and reasonable manner, whether the organisation should be excluded from the competition.

3.13 Anti-Corruption and Collusive Tendering

If the Council considers that a cover price (i.e. a tender that is not intended to be considered seriously) has been submitted, the Council may reject the tender. Please note that local authorities are encouraged to report any evidence of price fixing arrangements.

By submitting your tender, you confirm that you have not committed a Prohibited Act; such as defined below:

- directly or indirectly offering, promising or giving any elected member of the Council or any person working for or engaged by the Council a financial or other advantage to induce that person to perform improperly a relevant function or activity or rewarding that person for improper performance of a relevant function or activity;
- directly or indirectly requesting, agreeing to receive or accepting any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity about this contract;
- committing any offence under the Bribery Act 2010;
- committing any offence under section 117(2) of the Local Government Act 1972;
- committing any offence of fraud;
- defrauding, attempting to defraud or conspiring to defraud the Council;
- fixing or adjusting the amount of your tender by or under or in accordance with any agreement or arrangement with any other person. You also certify that you have at no time, before or following the submission of your tender, carried out any of the following acts:
 - i) communicating to any person except the Town Council the amount or approximate amount of your proposed tender, except where such disclosure, in confidence, is necessary to obtain legal or financial advice or insurance premium quotations required for the preparation of the tender;
 - ii) entering into any agreement or arrangement with any person that he will not submit a tender in competition with you or as to the amount of any tender that he will submit;
 - iii) offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or arranging for any of the actions mentioned in (i) or (ii). In the context of this paragraph, the word ‘person’ includes any individual and any company, firm, business, association or other body and ‘any

agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

3.14 Freedom of Information and Data Protection

The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 require the Council to disclose on request information it holds. Information may only be withheld where a statutory exemption applies. In providing information to the Council, you therefore accept that such information may be disclosable under the Act or the Regulations and you should not provide information as part of your tender on an "in confidence" basis. If you consider that any information should not be disclosed because a statutory exemption applies, you should clearly mark it as such, stating the reasons for claiming the exemption. However, the final decision as to whether information should be disclosed or not shall be made by Newbury Town Council. The Council will retain information gathered as part of this tender exercise in accordance with its Retentions and Deletions Policy.

The Data Protection Act 1998 protects personal information of living individuals. If a contract resulting from this tender procedure would involve you in handling any such information, you must be registered under the Data Protection Act and comply with its provisions.

3.15 Public Rights of Audit

The Local Audit and Accountability Act 2014 gives interested members of the public, for a limited period each year, access to the Council's accounting records. For the purposes of this exercise, the Council's records include contracts that the Council has with its suppliers.

You should note that any contract awarded after this procurement may be disclosed to a member of the public during the audit period. The Council will take reasonable steps to ensure that data falling within the ambit of the Data Protection Act 1998 and any commercially sensitive or confidential material that would, in the Council's judgement, fall within an exemption provided under the Freedom of Information Act 2000 is not disclosed.

3.16 Government Transparency Initiative

The Government has set out the need for greater transparency across public sector organisations to enable the public to hold public bodies and politicians to account. As part of this initiative Central Government requires local authorities to publish tender opportunities online (including all invitation to tender documents for contracts) valued over £25,000. In tendering for this contract, you should be aware that if your tender is successful, the resulting contract may be disclosed to members of the public. Limited redactions will be made only to comply with existing law.

3.17 Bond & Parent Company Guarantee

The Council reserves the right to require tenderers to provide a price for the provision of a bond and/or a parent company guarantee. Once the leading tender is identified, the Council will consider, having due regard to all relevant risks, whether to require the tenderer to provide a bond and/or parent company guarantee as part of the contract agreement. Even if the Council elects not to require a bond or parent company guarantee at the start of the contract, it can require the tenderer to provide one or both at a later stage, subject to variations in the contract document. The decision on whether to require a bond or guarantee is Newbury Town Council's alone.

3.18 Warranties

By submitting a tender, you warrant, represent and undertake to the Council that:

- All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by you, your staff or agents about or arising out of the tender are true, complete and accurate in all respects, both as at the date communicated and as at the date of tender submission;
- You have made your own investigations and research and have satisfied yourself in respect of all matters (whether actual or contingent) relating to the tender and that you have not submitted the tender and will not be entering into the contract (if the same be awarded to you by the Council) in reliance upon any information, representation or assumption which may have been made by or on behalf of the Council;
- You have full power and authority to enter into the contract and perform the obligations specified in the specification and conditions of contract and will, if required, produce evidence of such to the Council;
- You are of sound financial standing and have and will have sufficient working capital, skilled staff, equipment and other resources available to you to perform the obligations specified in the specification and conditions of contract; and
- You will not at any time during the term of the contract or at any time thereafter claim or seek to enforce any lien, charge, or other encumbrance over property of what nature owned or controlled by the Council and which is for the time being in the possession of you as contractor.

3.19 Collateral Warranties

Where the contract includes a requirement for a design or works by a third party, such as a sub-contractor, the third party may be required to provide a collateral warranty in a form approved by the Council. This will be covered within the contract documentation.

3.20 Health and Safety

If you are awarded the contract, you will be required to comply with the Health & Safety at Work etc. Act 1974 and any requirements of the Health and Safety Executive as relevant to the services or works to be delivered, including CDM regulations.

3.21 Public Services (Social Value) Act 2012

The Council is committed to ensuring that all procurements consider the economic, social and environmental well-being of the Town and surrounding area. As such, we require all tenderers to incorporate this commitment to our residents, in their submissions, through avenues such as (but not limited to):

- Supply chain selection and collaborative working,
- Local recruitment opportunities
- Local apprenticeships
- Community projects/ sponsorship schemes

3.22 Contract Conditions

The broad client requirements for this contract as set out in the specification and supporting brief. The contract will be a JCT Design & Built (2016), with a schedule of amendments as agreed.

3.23 Sub-Contracting

Any sub-contracted aspects of the works should be clearly identified in your tender proposal. If you are awarded the contract and intend to sub-contract additional aspects of the work, this can only be agreed with the express written consent of the Council. All sub-contractors must reflect the requirements of the contract with the Council.

Where a sub-contracting arrangement is permitted, the contractor will be required to provide a copy of the sub-contract on request by the Council.

3.24 Specification, Drawings and Supporting Information

You are advised to read all project information carefully and to ensure the requirements are properly addressed and priced for within your tender response. The Council cannot accept additional information or any changes to your submission after the return date, if you have missed or misunderstood information in the invitation to tender.

3.25 Purchase Orders and Invoices

You must not accept any verbal instructions or personal e-mails as initial orders. Please be advised that any invoice received without a valid Council Purchase Order number will not be paid.



PART C: BIDDER'S RESPONSE DOCUMENTS

Victoria Park, Newbury:

New Community Café and Changing Rooms
Buildings

Issue Date: 1st November 2018

1 - FORM OF TENDER

To: TENDER FOR: **New Community Café and Changing Rooms Buildings Victoria Park, Newbury**

I / We the undersigned, having examined the specification and project profile are willing to execute the whole of the work required in PART A of the Pricing Schedule for the sum of £ _____ and for the PART B option a sum of £ _____

Business Name: _____

Business Address: _____

Company or Other (e.g. Partnership) Registration No.:

Employee Name: _____

Employee Title: _____

Telephone No.: _____

Email Address: _____

Date: _____

I / We understand that:

(a) We have read and understood the invitation to tender and conditions of contract issued by the Council for the provision of the above contract. We are fully satisfied that we can meet, in all respects, the requirements of the Council. We have had the opportunity, before we submit our tender, to ask the Council for clarification of anything we did not understand. Please note you must submit only one tender.

(b) We offer to perform and complete the contract in accordance with the specification, the conditions of contract and our tender for the prices shown in the attached Pricing Document held open for timescale stated in the Project Specification and Brief document.

(c) We confirm that if our tender is accepted we shall, upon demand:

- Produce evidence that all relevant insurances, policies, licenses and certificates of compliance with relevant legislation and policy are held and in force.

(d) This Tender must be returned by the method and date stated previously.

(e) At the Councils discretion, there may be an interview for the successful Tenderer involving a presentation and interview/meeting.

Employees Signature

2 – QUALIFICATION REQUIREMENTS AND REFERENCES

PLEASE NOTE: If you have previously completed a PQQ for this commission, please do not complete this section and attach your completed PPQ (with updates) to your tender submission.

1 Organisation Information

- 1.1 Name of organisation in whose name the tender would be submitted
Name of the main contractor who will act as lead bidder for the purposes of this tender:

--

- 1.2 Contact details:

Name:
Position in organisation:
Telephone no.:
Fax no.:
Email address:

- 1.3 Main address for correspondence:

--

- 1.4 Legal status of your organisation (tick as applicable):

Sole trader	
Partnership	
Private Limited Company	
Public Limited Company	
A Higher Education Institution	
A Local Authority	
Voluntary organisation	
A consortium of companies	
Other (please specify)	

1.5 Company Registration details:

Company Registration no:
Date of registration:
Registered address (if different from above):

1.6 Date organisation commenced business (and date of incorporation in the UK if different):

--

1.7 VAT registration number:

--

1.8 Please state the names of all other organisations and sub-contractors to be involved in the tender/contract, your relationship with them and the respective roles and responsibilities:

--

1.9 Please provide details of your organisation's national structure and total number of employees, e.g. organisation chart showing location network and range of business units.

1.10 Is your company a subsidiary of another company? If so, please provide the name and registered office address of the holding or parent company and the ultimate parent (if applicable):

--

- 1.11 Is your company affiliated or associated with any other company which would be capable of tendering for these services? If so, please provide the name and registered office address:

--

- 1.12 Has any director, partner or associate been employed by Newbury Town Council or its predecessor bodies? (If so, please give details.)

--

- 1.13 Does any director, partner or associate have a relative(s) who is employed by Newbury Town Council or its predecessor bodies at a senior level or is a Councillor? (If so, please give details.)

--

- 1.14 Please give the number of offices and the locations of the main premises from which your organisation envisages providing manufacturing or production as part of this project.

--

2. **Eligibility**

- 2.1 Please provide confirmation that there are no grounds applicable to your company or to any parent company pursuant to which your company or parent company as a whole might be, or might become, ineligible to tender for this works. Please refer to: The Public Contracts Regulations 2015 – Para 57: <http://www.legislation.gov.uk/uksi/2015/102/regulation/57>

Delete as appropriate

Confirmed *

Not confirmed *

If not confirmed, please supply details separately.

Note : Evidence may be sought at a later date, in confirmation of your answer.

3. Business and Professional Conduct

- 3.1 Are there any court actions and/or employment tribunal hearings outstanding against your organisation? If so, please give details:

- 3.2 In the last three years has your organisation:

- | | | |
|-------|--|---------------|
| 3.2.1 | Been involved in any court action and/or employment tribunals? | YES/NO |
| 3.2.2 | Paid damages in respect of failure to perform any contract? | YES/NO |
| 3.2.3 | Had a contract terminated or been refused the opportunity to re-tender for a contract? | YES/NO |
| 3.2.4 | Been successfully sued for breach of contract? | YES/NO |
| 3.2.5 | Withdrawn from a contract before the agreed completion date? | YES/NO |
| 3.2.6 | Had proceedings for a Receiver, Manager, or Administrator on behalf of a creditor appointed in respect of the organisation's business? | YES/NO |

- 3.3 If you have answered YES to any of the above questions, please provide details, including appropriate judicial or equivalent extracts:

--

4. Financial

- 4.1 Please indicate the annual turnover of organisation, in whose name the tender would be submitted, over the last 3 years. If your organisation is part of a group, please give figures for both your own organisation and the group:

Year	Organisation annual turnover (£)	Group annual turnover (£) (where applicable)

- 4.2 Your Company Accounts:

- (a) If you are an organisation that is registered with Companies House, which you supply with a full set of Audited Accounts, **all you need to do** is to give us your Registered Company Name and Registration Number:

Registered Company Name and Registration Number:
--

- (b) If your organisation is **not registered** with Companies House, or only publish “Abbreviated” accounts then please provide a set of the last three years audited accounts for your own organisation (**being the one which makes this application and which will directly provide the service**), and the holding company and/or the ultimate parent (if applicable).

Applicant Name:

- (c) If your organisation has been trading for **less than 3 years**, the Town Council will accept 2 years audited accounts.
- (d) If the organisation has been established for **less than 2 years**, please provide a business plan for the whole organisation, including a profit and loss account, cash flow forecast and projected balance sheets covering at least the period of the contract.

- 4.3 Please give details of any changes in company status since the last published accounts or any planned changes e.g. acquisitions, mergers, share issues, major investments, major loans, etc:

- 4.4 Please give details of any event between the date on which the latest set of accounts was authorised for issue and the date of the submission of your response to this tender that, had the accounts not been authorised for issue until this submission date, would have required an adjustment or disclosure:

- 4.5 Please provide a statement, of any other financial considerations you feel are of relevance at this stage to this tendering process.

5. **Insurance**

- 5.1 Please provide details (name of insurer and indemnity levels) of your organisation's insurance in respect of:

	Insurer	Limit for single incident	Indemnity level	Policy (from / to) dates
Public Liability				
Professional Indemnity				
Employers Liability				
Other				

- 5.2 In the event of your business being awarded the tendered contract, you will be required to provide a performance bond or company guarantee. Please indicate the arrangements you would be likely to put in place.

--

6. Quality Assurance

- 6.1 Please provide details of any quality assurance accreditation that your organisation holds or equivalent standard for the areas of work relevant to the contract. Please attach a copy of your quality assurance certificate if you have one. If no accreditation held, please attach a copy of your quality assurance policy.

--

7. Staffing and Co-ordination

- 7.1 Please provide brief details of how the key personal in your organisation who are likely to be involved in this project and recent experience:

--

- 7.2 Total number of staff employed in your organisation:

--

- 7.3 Please provide details of your staff and organisation's qualifications and membership of any relevant trade associations and professional bodies:

- 7.4 Please provide details of any equalities policy and has any findings made against your organisation by any court or tribunal, or in comparable proceedings in any other jurisdiction, which relate to discrimination in the workplace?

8. **Experience/References/Ability**

- 8.1 Please provide details in Table 1 of relevant contracts you have been awarded for the provision of services similar to those required by the Council for the past 5 years for works.

Table 1 – Experience

Client name & full address (public sector, central government or private sector)	Brief description of works undertaken	Period of contract	Contact name and telephone number	Status of contract (current / finished / terminated)	Approx. contract Value £

NB. The Town Council reserves the right to contact any or all of these organisations for a reference. The Council may also wish to visit them. Your permission to do so will be assumed unless you state any objections.

- 8.2 Please detail below a brief statement detailing how you consider this experience to be relevant to our requirement.

- 8.3 Please detail any proposals you may have for sub-contracting aspects of the project, naming the principal sub-contractors and the area(s) of works or service they would provide. This may include for example sub-contracted ground works.

- 8.4 Please provide details of your manufacturing process and an estimate of average production timelines.

9. Construction, Design and Management

- 9.1 *Who is the name and title of the person in your organisation with executive responsibility for adherence to The Construction (Design and Management) Regulations 2015?*

- 9.2 Please provide a brief outline or how you have managed health and safety requirements as part of similar schemes, with reference to CDM regulations.

- 9.3 Please provide details of any industrial injuries while manufacturing and on site both as part of your business operations and those of any proposed sub-contractors.

10. Sustainability

- 10.1 Please provide details of any company sustainability policies and standards.

--

11. General Comments

- 11.1 Please insert any general comments you wish to make:

--

3 – PRICING DOCUMENT

Note on tender evaluation

The Council will be awarding the contract on the basis of the most economically advantageous tender, which will involve evaluating the potential quality as well as price of the submitted proposals.

The weighting attached to the evaluation is 50% price and 50% quality. The quality components to be evaluated include:

- Overall Design, Materials and Finishing
- Environmental Credentials
- End User Benefits including running costs
- Project Management and Delivery Programme

In order to undertake this process, the Council will be using a formatted excel template to evaluate each tender using standard deviation from the lowest price and highest quality scored bid components to establish a final score per bid and an overall ranking of submitted bids. The bids will be evaluated by a minimum of two people independent of each other and the scoring combined to select a final preferred tender.

Feedback on scoring and bids will be provided as part of the procurement process.

Please complete the table detailed below setting out contract values and total sum for Part A and Part B of the proposed works. **Please note that completion of Part B is optional.** The Town Council is expecting that the final fittings, furnishings and equipment for the café will not form part of this commission. You may wish to add commentary to the design and build stages. Please provide section sub-total and total figures only where indicated with the £ sign.

Code	Item	Contract Value	Comments
PART A	REQUIRED WORKS		
	PROFESSIONAL SERVICES		
01	Technical Design Programme		
01.1	Site Investigations and Research		
01.2	Workshops with Architect		
01.3	Finalised Design Programme		
01.4	Building Regulations x 2 buildings		
01.5	Info Pack for discharge of Conditions for Changing Room		
	Sub-Total	£	
	Other		
01.6	Please detail		
	Sub-Total	£	
	PROFESSIONAL FEES / DESIGN TOTAL	£	
	CAFE		
02	Substructure		
02.1	Foundations		
	Sub-Total	£	
03	Superstructure		
03.1	Frame		
03.2	Roof Structure		
03.3	Modular Pods or Units		
03.4	Internal beams and any support structures		
03.5	Internal Floor		
03.6	External Façade Treatment		
03.7	Windows and Doors		
	Sub-Total	£	
04	Internal Finishes		
04.1	Wall, floor and ceiling finishes		
	Sub-Total	£	
05	Services		
05.1	Sanitary Installations		
05.2	Services Equipment		
05.3	Disposal Installations		

05.4	Water Installations		
05.5	Heating		
05.6	Ventilation		
05.7	Fire, lightning and security installations		
	Sub-Total	£	
06	External Works		
06.1	Specialist Groundworks		
06.2	Paths, paving and surfacing		
06.3	Soft landscaping		
06.4	Services and connections		
	Sub-Total	£	
	Other		
06.5	Please detail		
	Sub-Total	£	
	CAFÉ TOTAL	£	
	CHANGING ROOMS		
07	Substructure		
07.1	Foundations		
	Sub-Total	£	
08	Superstructure		
08.1	Frame		
08.2	Roof Structure		
08.3	Modular Pods or Units		
08.4	Internal beams and any support structures		
08.5	Internal Floor		
08.6	External Façade Treatment		
08.7	Windows and Doors		
	Sub-Total	£	
09	Changing Rooms Internal Finishes		
09.1	Wall, floor and ceiling finishes		
	Sub-Total	£	
10	Changing Rooms Services		
10.1	Sanitary Installations		
10.2	Services Equipment		
10.3	Disposal Installations		
10.4	Water Installations		
10.5	Ventilation and Frost Protection		
10.6	Fire, lightning and security installations		
	Sub-Total	£	
11	Changing Rooms External Works		
11.1	Specialist Groundworks		

11.2	Paths, paving and surfacing		
11.3	Soft landscaping		
11.4	Services and connections		
	Sub-Total	£	
	Other		
06.5	Please detail		
	Sub-Total		
	TOTAL CHANGING ROOMS TOTAL	£	
	ADDITIONAL COSTS		
12	Contractor Plant / Material		
12.1	Site security fencing		
12.2	Site storage		
	Sub-Total	£	
13	Transport and Movement		
13.1	Transport to site and movement on site		
	Other		
	Sub-Total	£	
	ADDITIONAL COSTS TOTAL	£	
PART B	OPTION ONLY		
14	Demolition and Site Clearance		
14.1	Demolition of current café and storage building		
14.2	Site clearance and material disposal		
14.3	Other – please detail		
	Sub-Total	£	
	DEMOLITION / SITE CLEARANCE TOTAL	£	
	TOTAL PART A + B Values (If relevant)	£	

4 – STATEMENT OF QUALITY

Please provide a response to each of the question areas detailed below, which will form part of the quality evaluation for this submitted tender.

Q1. Please provide information on how the design of your café and changing room buildings will respond to the **design, material and finishing requirements** as set out in the project brief? Please provide images / illustrations to support your commentary where relevant. Attachments should be labelled.

To be completed

Q2. Please provide information on the **environmental standards and approach to managing the environmental impact** of your building proposals?

To be completed

Q3. The Council is keen to ensure that the buildings are **cost effective to run and that they are user friendly**. Please provide information on how your buildings respond to these requirements?

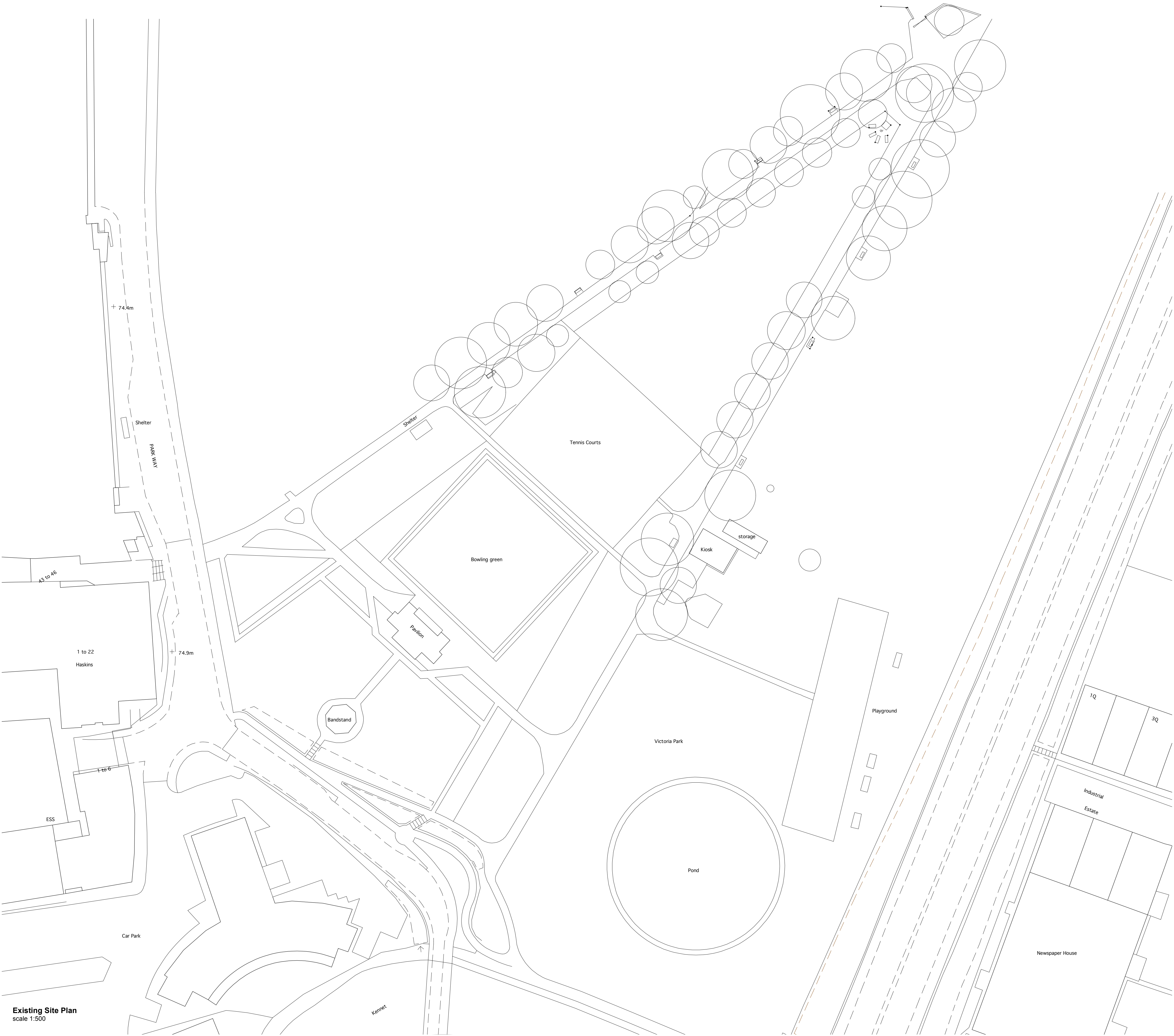
To be completed

Q4. The delivery of this project will require high standards of project management and the delivery of the buildings on budget and within a tight time frame. **Please provide information on how you intend to manage the complexities of this project and delivery the buildings by the timeframe set out in specification?**

To be completed

Thank you for your interest and time in completing this submission.

Appendix A – SITE PLANS



Existing Site Plan
scale 1:500

NOTE

1. Do not scale from this drawing (for planning purposes only).
2. All dimensions to be checked on site by the contractor and such dimensions to be his responsibility (work to figured dimensions only).
3. Report all drawing errors, omissions and discrepancies to the architect.
4. This document may be issued in an uncontrolled CAD format to enable others to use it as background information to make alterations and/or additions. In that instance the file will be accompanied by a PDF version.
5. Heights of adjacent buildings established through survey, heights of distant buildings based on Zmap survey to an accuracy of +/- 500mm.
6. This drawing is copyright of Joseph Hardy Ltd and should only be reproduced with permission.

-

21.04.17

Planning Issue

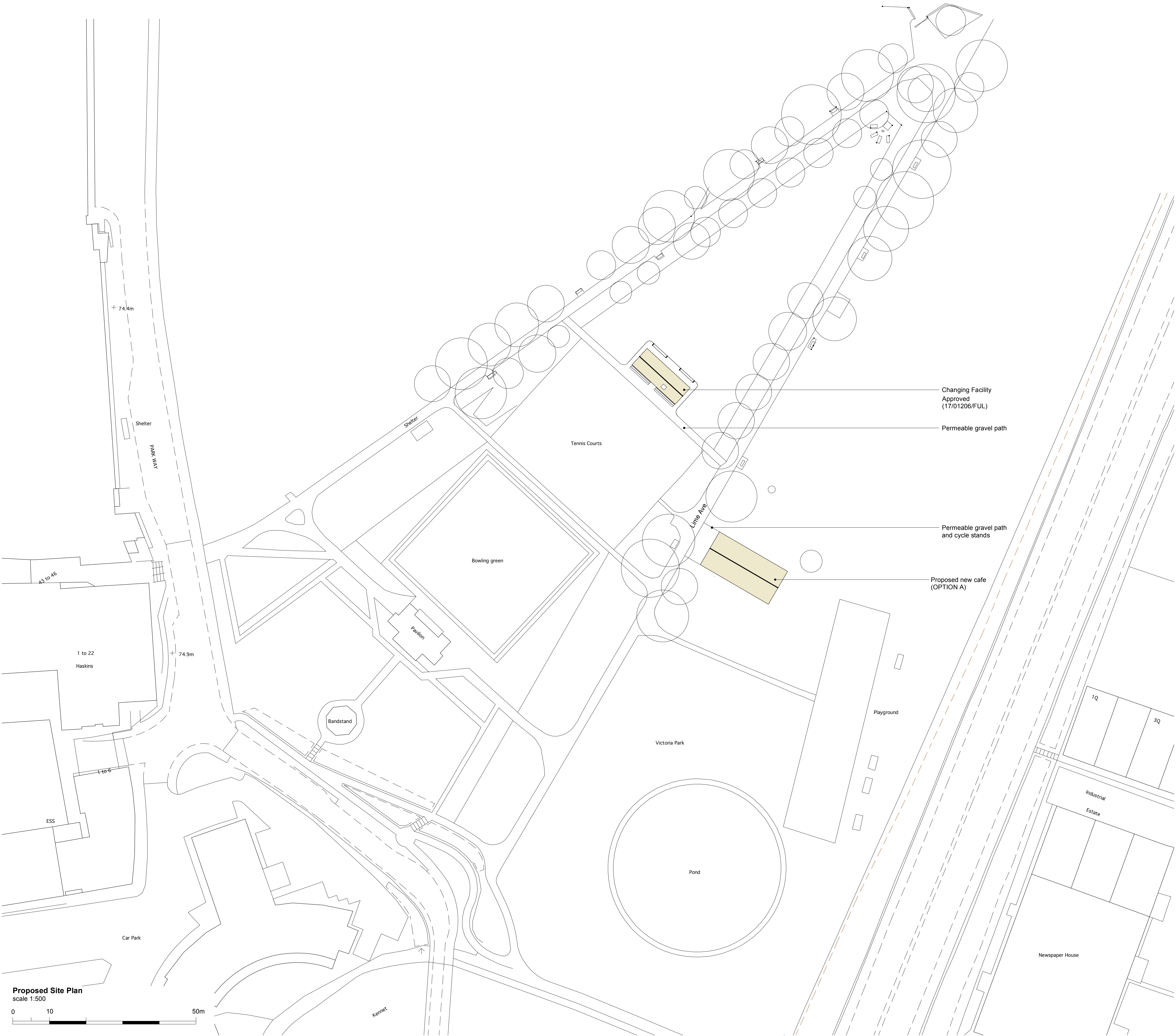
rev

date

description

location

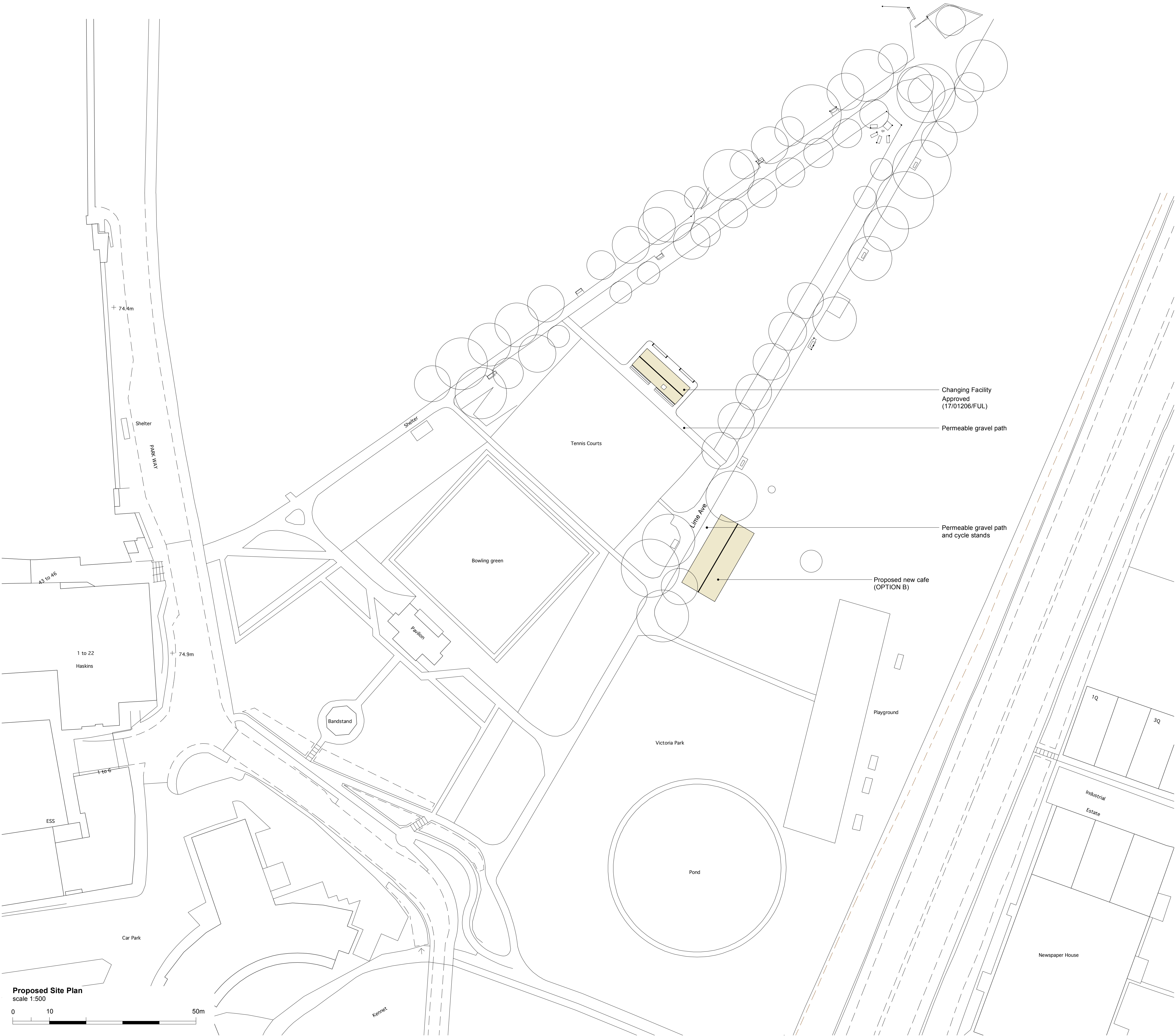
client



NOTE

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2. All dimensions to be checked on site by the contractor and such dimensions to be his responsibility (work to figured dimensions only).
3. Report all drawing errors, omissions and discrepancies to the architect.
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5. Heights of adjacent buildings established through survey, heights of distant buildings based on Zmap survey to an accuracy of +/- 500mm.
6. This drawing is copyright of Joseph Hardy Ltd and should only be reproduced with permission.

rev	date	description
location		
client		
NEWBURY Town Council		
The Town Hall, Market Place, Newbury, West Berks RG14 5AA		
project		
Victoria Park Works		
drawing title		
Proposed Site Plan A		
Joseph Hardy design & heritage		
31 Dakyn Drive, Stock, Ingatstone, Essex CM4 9TA t: 01277 840981 e: info@josephhardy.co.uk		
status	Planning	
drawn KN	checked PM	date 24.03.17
project 046VPN	building element	scale 1:500 @ A1:
	drawing no P001 (A)	revision -



NOTE

1. Do not scale from this drawing (for planning purposes only).

2. All dimensions to be checked on site by the contractor and such dimensions to be his responsibility (work to figured dimensions only).

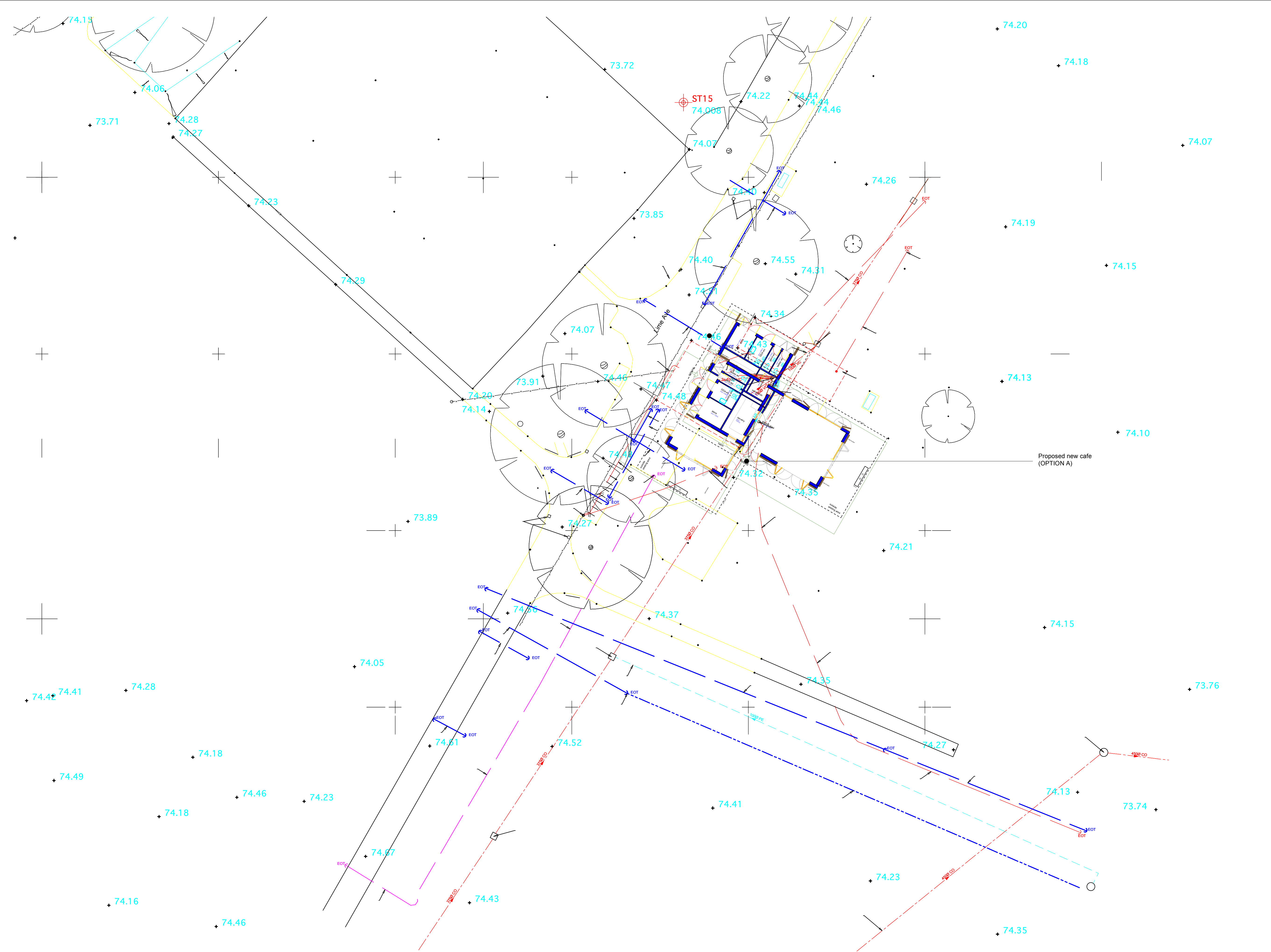
3. Report all drawing errors, omissions and discrepancies to the architect.

4. This document may be issued in an uncontrolled CAD format to enable others to use it as background information to make alterations and/or additions. In that instance the file will be accompanied by a PDF version.

5. Heights of adjacent buildings established through survey, heights of distant buildings based on Zmap survey to an accuracy of +/- 500mm.

6. This drawing is copyright of Joseph Hardy Ltd and should only be reproduced with permission.

rev	date	description
location		
client		
NEWBURY Town Council		
The Town Hall, Market Place, Newbury, West Berks RG14 5AA		
project		
Victoria Park Works		
drawing title		
Proposed Site Plan B		
Joseph Hardy design & heritage		
31 Dakyn Drive, Stock, Ingatstone, Essex CM4 9TA t: 01277 840981 e: info@josephhardy.co.uk		
status	Planning	
drawn KN	checked PM	date 24.03.17
project 046VPN	building element	scale 1:500 @ A1:
	drawing no P001 (B)	revision -



Proposed Cafe Plan & Survey Overlay
scale 1:200

NOTE
1. Do not scale from this drawing (for planning purposes only).
2. All dimensions to be checked on site by the contractor and such dimensions to be his responsibility (work to figured dimensions only).
3. Report all drawing errors, omissions and discrepancies to the architect.
4. This document may be issued in an uncontrolled CAD format to enable others to use it as background information to make alterations and/or additions. In that instance the file will be accompanied by a PDF version.
5. Heights of adjacent buildings established through survey, heights of distant buildings based on Zmap survey to an accuracy of +/- 500mm.
6. This drawing is copyright of Joseph Hardy Ltd and should only be reproduced with permission.

rev	date	description
location		
client		
NEWBURY Town Council		
The Town Hall, Market Place, Newbury, West Berks RG14 5AA		
project		
Victoria Park Works		
drawing title		
Proposed Site Plan A & Survey Overlay		
Joseph Hardy design & heritage		
31 Dakyn Drive, Stock, Ingatstone, Essex CM14 9TA t: 01277 840981 e: info@josephhardy.co.uk		
status	Planning	
drawn	checked	date
KN	PM	24.03.17
project	building element	scale
046VPN	ASK 001 (A)	1:200 @ A1:
	drawing no	revision
		-

Appendix B – SURVEY & UTILITIES

RESULTS OF SUBSOIL INVESTIGATION

ADDRESS:

Victoria Park
Newbury
Berkshire
RG14 1EL

CLIENT:

Dayle Bayliss Associates LLP
The Cottage
Grove Road
Bentley
Ipswich
Suffolk
IP9 2DD

OUR REF: A.3360**YOUR REF:****DATE:** 31st July 2014

MERIDIAN SOILS LIMITED

Electron House
Office & Technology Centre
West Hanningfield Road
Great Baddow
Chelmsford
Essex
CM2 8JT

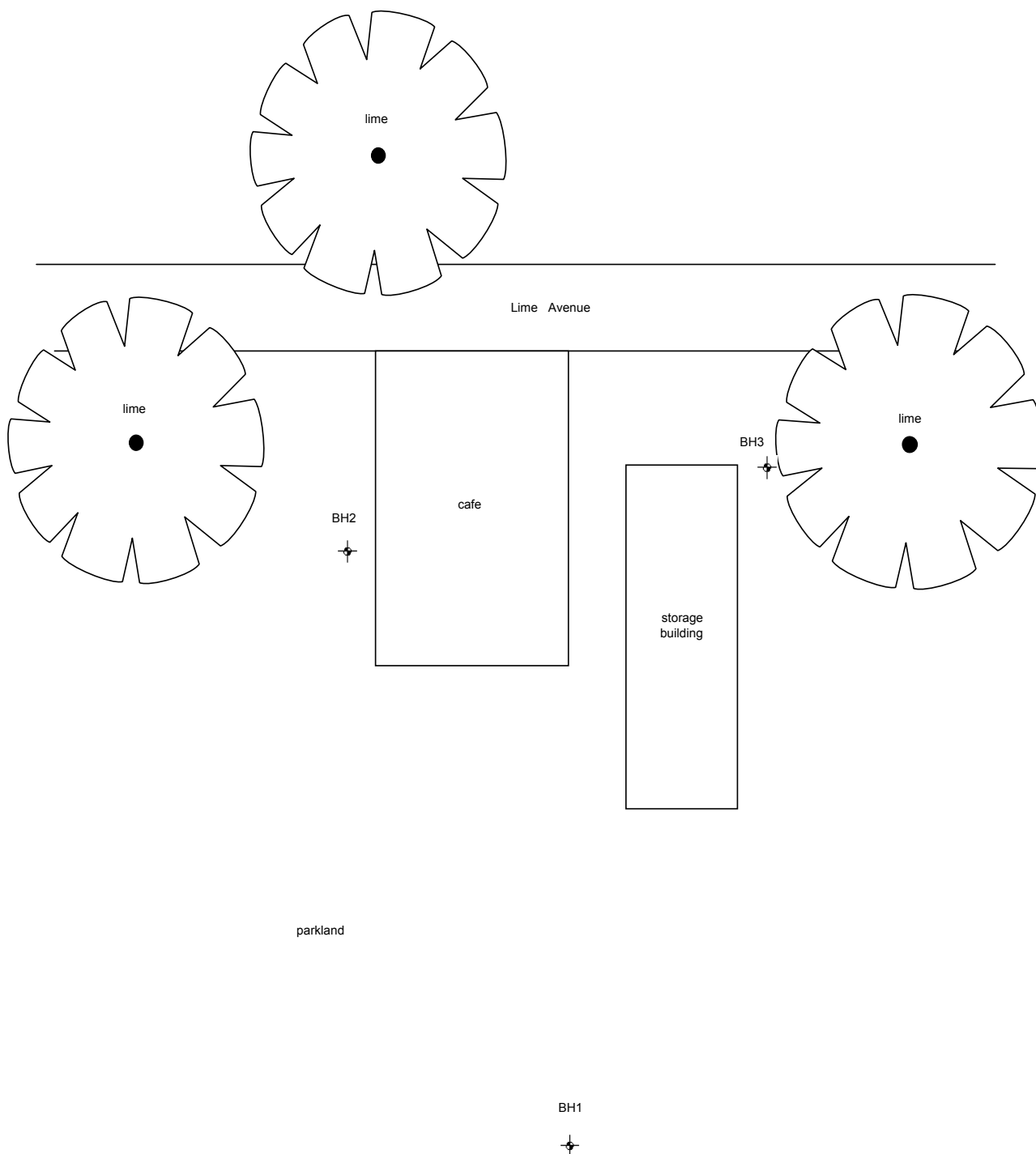
Tel: 01245 473113 Fax: 01245 243829

Email: meridiansoils@supanet.com Web: www.meridiansoils.co.uk

Meridian Soils Limited

Office & Technology Centre, West Hanningfield Road, Great Baddow, Essex. CM2 8JT
Telephone: 01245 473113 Fax: 01245 243829 e-mail: meridiansoils@supanet.com









Location:	Victoria Park, Newbury, Berkshire.	Date:	July 2014
Title:	Site Location Plan	Ref:	A.3360



Scale: NTS

Meridian Soils Limited				BH Ref No.:-		1		Sheet 1 of :-		1	
				FOUNDATION DETAILS:-				Note:-			
JOB REF:-				A.3360				<div>Borehole only.</div> <div>Borehole collapsed to ground level on completion.</div>			
LOCATION:-											
Victoria Park, Newbury, Berkshire.											
METHOD OF EXCAVATION:-											
Continuous Flight Auger											
SITE WORK:-											
.7.14											
Description	Legend	Depth	Root observations	Samples		Tests		Field observations			
				Type	Depth	Type	Depth				
Turf over Topsoil:		0.10	0.50	D.1	0.50			Occasional fine and fibrous roots observed.			
MADE GROUND: Firm mottled dark brown-black silty sandy CLAY intermixed with topsoil, fine to coarse gravel, fine brick, coal and clinker fragments.		0.30									
MADE GROUND: Loose mottled dark brown-black silty sandy GRAVEL intermixed with topsoil, fine to coarse sand, fine to coarse gravel and occasional flint cobbles.		0.80									
MADE GROUND: Loose mottled black silty sandy, clayey fine to medium GRAVEL, fine to coarse sand and clayey topsoil mixing.		1.20	1.00	D.2	1.00		1.00	Slight fibrous root traces.			
Loose mottled brown silty sandy GRAVEL, with fine to coarse sand and fine to medium gravel.		2.80	2.00	D.3	1.50	P. 12, 8,11, 7.	1.50	Slight fine and fibrous root traces.			
				D.4	2.00	P. 10, 9,14,11.	2.00				
				D.5	2.50						
Loose mottled brown silty fine to coarse SAND & GRAVEL.		3.30		D.6	3.00	P. 14,15,13,11.	3.00	Unable to carry out in-situ test due to borehole collapsing from upper levels. Borehole wet and collapsing on completion.			
Loose mottled brown silty sandy GRAVEL, with fine to coarse sand and fine to medium gravel.		3.70		D.7	3.50						
Loose mottled brown silty SAND & GRAVEL with fine to coarse sand and fine to medium gravel.				D.8	4.00	P. 12,14, 9,16.	4.00				
				D.9	5.00						
END OF BOREHOLE.		5.00									
Key to sample testing/collection.											
U. Undisturbed sample		D. Disturbed bag sample		R. Root sample							
B. Bulk disturbed sample		W. Water sample		V. Shear Vane test							
				P. Mackintosh Probe/ blows per 75mm.							

Meridian Soils Limited				BH Ref No.:-		2		Sheet 1 of :-		1					
				FOUNDATION DETAILS:-				Note:-							
				Borehole only.						Borehole collapsed to ground level on completion.					
JOB REF:-		A.3360													
LOCATION:-															
Victoria Park, Newbury, Berkshire.															
METHOD OF EXCAVATION:-															
Continuous Flight Auger															
SITE WORK:-															
2.7.14															
Description			Legend	Depth	Root observations	Samples		Tests		Field observations					
						Type	Depth	Type	Depth						
Turf over Topsoil:				0.10	0.50					Slight fine roots observed. Borehole beginning to collapse during drilling. Groundwater observed, borehole collapsing during drilling.					
MADE GROUND: Compact crushed limestone/Roadstone intermixed with clayey fine to coarse sand, fine to medium gravel, topsoil and occasional sandy clay pockets.						D.1	0.50								
MADE GROUND: Loose/medium dense mottled dark brown-black silty SAND & GRAVEL, fine to coarse sand, fine to medium gravel, topsoil and occasional sandy clay pockets.				0.70		D.2	1.00	P. 21,50,50, 50=60mm	1.00						
Loose mottled brown silty sandy GRAVEL, with fine to coarse sand and fine to medium gravel.				1.30		D.3	1.50								
						D.4	2.00	P. 14,19,42,17.	2.00						
						D.5	2.50								
Loose mottled brown silty fine to coarse SAND & GRAVEL.				2.80		D.6	3.00	P. 19,21,21,17.	3.00						
Loose mottled brown silty sandy GRAVEL, with fine to coarse sand and fine to medium gravel.				3.30		D.7	3.50								
Loose mottled brown silty SAND & GRAVEL with fine to coarse sand and fine to medium gravel.				3.80		D.8	4.00	P. 12,29,16,11.	4.00						
					D.9	5.00									
END OF BOREHOLE.				5.00					Unable to carry out in-situ test due to borehole collapsing from upper levels. Borehole wet and collapsing on completion.						
Key to sample testing/collection.															
U. Undisturbed sample			D. Disturbed bag sample			R. Root sample									
B. Bulk disturbed sample			W. Water sample			V. Shear Vane test									
						P. Mackintosh Probe/ blows per 75mm.									

Meridian Soils Limited				BH Ref No.:-		3		Sheet 1 of :-		1			
				FOUNDATION DETAILS:-				Note:-					
JOB REF:-		A.3360				Borehole only.				Borehole collapsed to ground level on completion.			
LOCATION:-													
Victoria Park, Newbury, Berkshire.													
METHOD OF EXCAVATION:-													
Continuous Flight Auger													
SITE WORK:-													
		2.7.14											
Description			Legend	Depth	Root observations	Samples		Tests		Field observations			
						Type	Depth	Type	Depth				
Turf over Topsoil:				0.30	0.50	D.1	0.50				Slight fibrous root traces.		
MADE GROUND: Loose mottled dark brown-black silty sandy fine to coarse GRAVEL intermixed with topsoil and fine to coarse sand.				0.70									
Loose mottled brown silty fine to coarse SAND & GRAVEL.				1.30	2.00	D.2	1.00	P. 14,16,17,15.	1.00		Groundwater observed, borehole collapsing during drilling.		
				1.50								D.3	1.50
				2.00									
Loose mottled brown silty sandy GRAVEL, with fine to coarse sand and fine to medium gravel.				2.30	2.00	D.4	2.00	P. 50=50mm 21,24,19.	2.00		Slight fibrous root traces.		
				2.80									
Loose mottled brown silty fine to coarse SAND & GRAVEL.				3.80		D.6	3.00	P. 19,24,16,21.	3.00				
												D.7	3.50
Loose mottled brown silty SAND & GRAVEL with fine to medium sand and fine to coarse gravel.						D.8	4.00	P. 26,17,11,13.	4.00				
												D.9	5.00
END OF BOREHOLE.				5.00					Unable to carry out in-situ test due to borehole collapsing from upper levels. Borehole wet and collapsing on completion.				
Key to sample testing/collection.													
U. Undisturbed sample			D. Disturbed bag sample			R. Root sample							
B. Bulk disturbed sample			W. Water sample			V. Shear Vane test							
						P. Mackintosh Probe/ blows per 75mm.							

Meridian Soils Limited

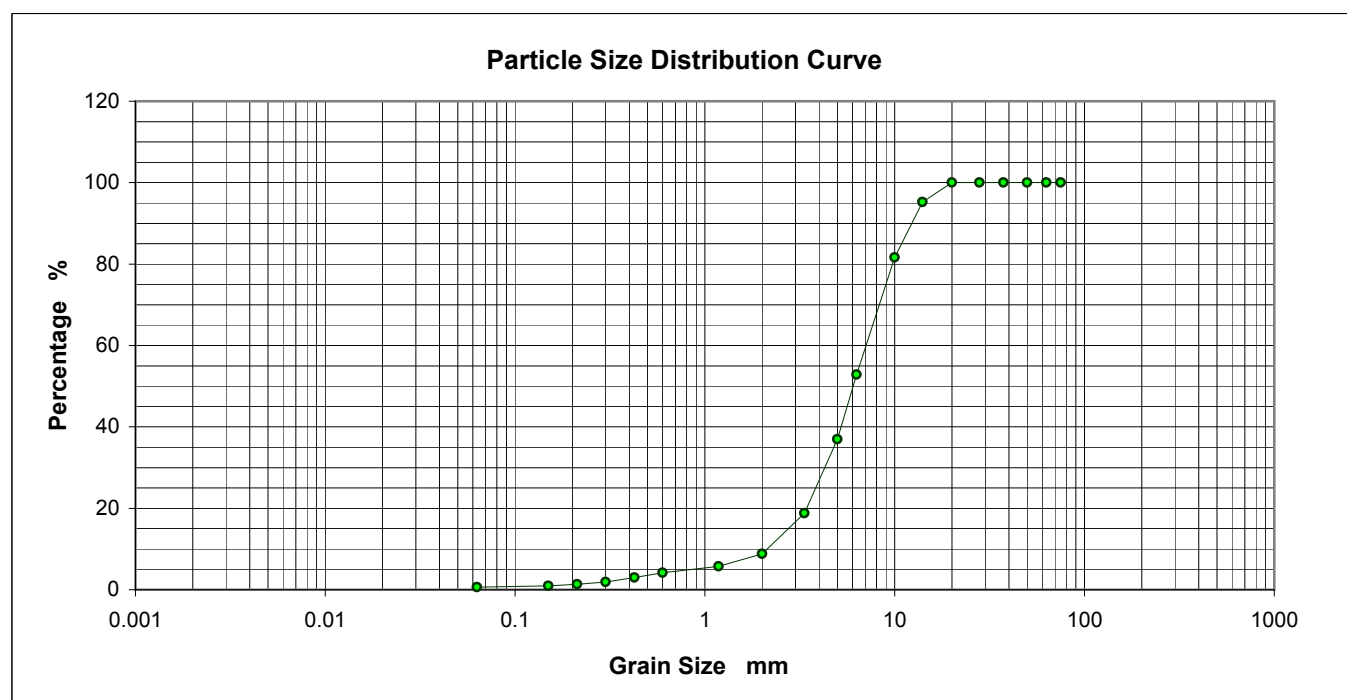
Electron House, West Hanningfield Road, Great Baddow, Chelmsford, Essex, CM2 8JT

Telephone: 01245 473113

Fax: 01245 243829

Location:	Victoria Park, Newbury, West Berkshire.	Our Ref :	A.3360
		Client Ref:	
Sample description:	Mottled brown silty sandy GRAVEL, with fine to coarse sand and fine to medium rounded to angular gravel.	TP/BH No.:	1
		Depth:	1.50-2.00

Initial Dry Mass (g)	412.91
Test Sieve (mm)	Percentage Passing (%)
75	100.00
63	100.00
50	100.00
37.5	100.00
28	100.00
20	100.00
14	95.21
10	81.60
6.3	52.83
5	36.94
3.35	18.78
2	8.77
1.18	5.73
0.6	4.16
0.425	3.02
0.3	1.90
0.212	1.31
0.15	0.94
0.063	0.60



Meridian Soils Limited

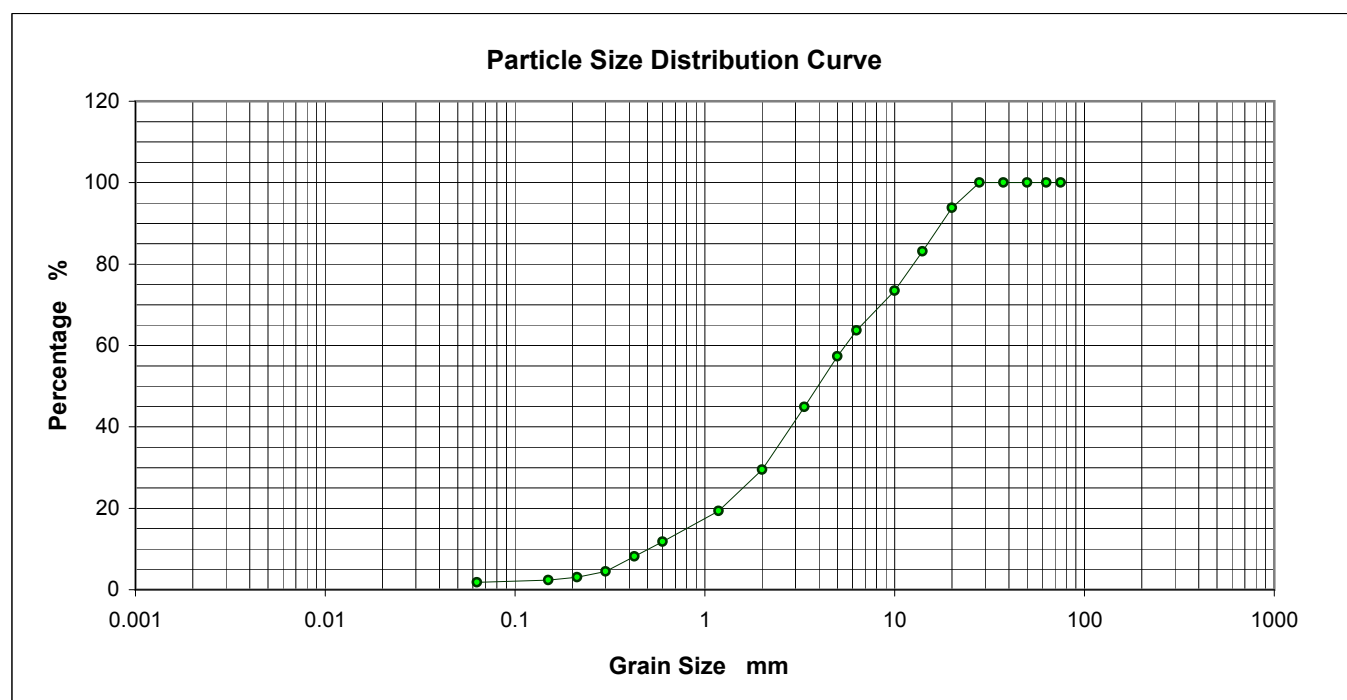
Electron House, West Hanningfield Road, Great Baddow, Chelmsford, Essex, CM2 8JT

Telephone: 01245 473113

Fax: 01245 243829

Location:	Victoria Park, Newbury, West Berkshire.	Our Ref :	A.3360
		Client Ref:	
Sample description:	Mottled brown silty SAND & GRAVEL, with fine to coarse sand and fine to coarse rounded to angular gravel.	TP/BH No.:	1
		Depth:	3.00

Initial Dry Mass (g)	738.92
Test Sieve (mm)	Percentage Passing (%)
75	100.00
63	100.00
50	100.00
37.5	100.00
28	100.00
20	93.83
14	83.11
10	73.47
6.3	63.68
5	57.33
3.35	44.89
2	29.51
1.18	19.34
0.6	11.81
0.425	8.15
0.3	4.46
0.212	3.03
0.15	2.39
0.063	1.82



Meridian Soils Limited

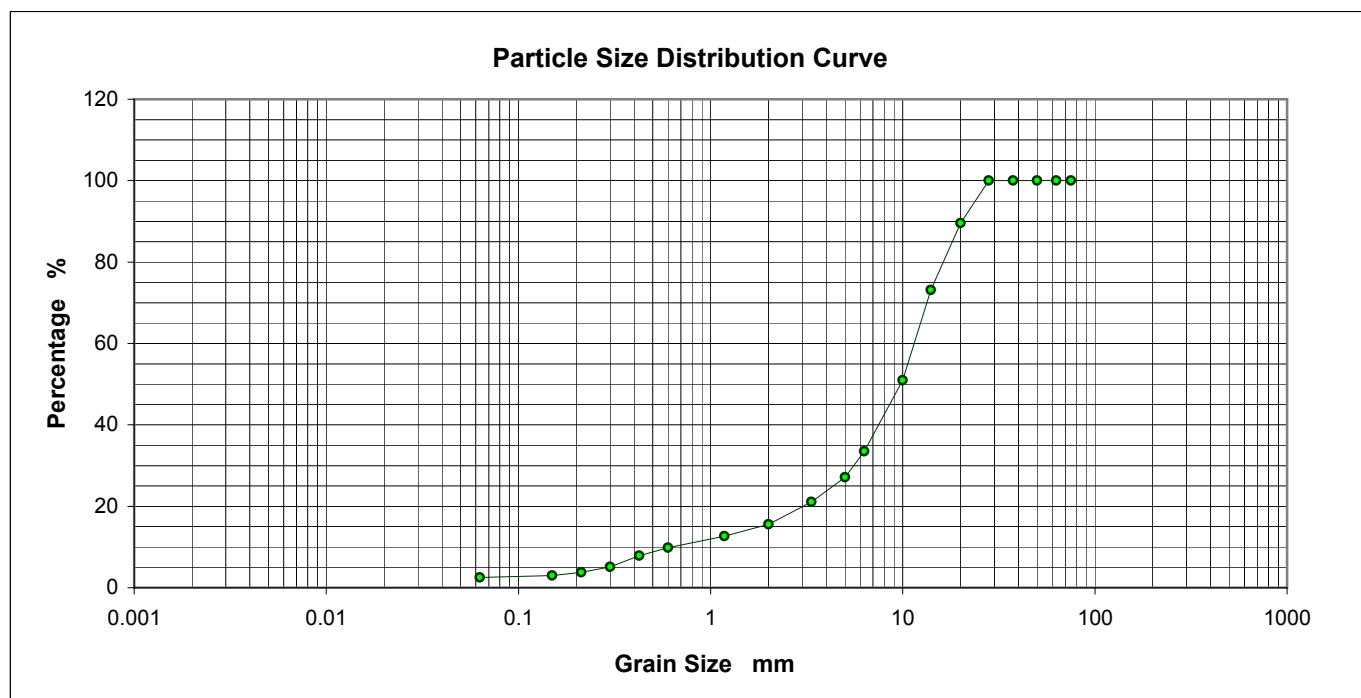
Electron House, West Hanningfield Road, Great Baddow, Chelmsford, Essex, CM2 8JT

Telephone: 01245 473113

Fax: 01245 243829

Location:	Victoria Park, Newbury, West Berkshire.	Our Ref :	A.3360
		Client Ref:	
Sample description:	Mottled orange-brown silty sandy GRAVEL, with fine to coarse sand and fine to coarse rounded to angular gravel.	TP/BH No.:	2
		Depth:	1.50-2.00

Initial Dry Mass (g)	781.81
Test Sieve (mm)	Percentage Passing (%)
75	100.00
63	100.00
50	100.00
37.5	100.00
28	100.00
20	89.59
14	73.12
10	50.98
6.3	33.47
5	27.10
3.35	21.11
2	15.58
1.18	12.67
0.6	9.82
0.425	7.83
0.3	5.13
0.212	3.76
0.15	3.00
0.063	2.49



Meridian Soils Limited

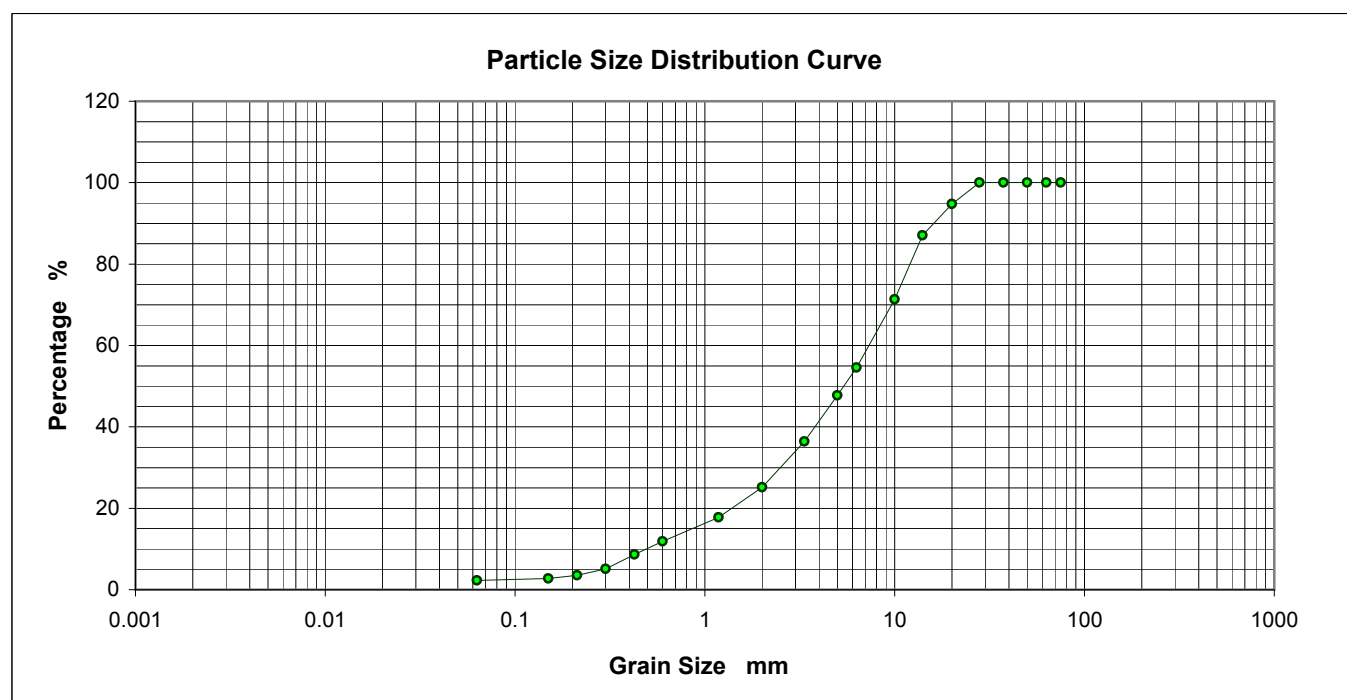
Electron House, West Hanningfield Road, Great Baddow, Chelmsford, Essex, CM2 8JT

Telephone: 01245 473113

Fax: 01245 243829

Location:	Victoria Park, Newbury, West Berkshire.	Our Ref :	A.3360
		Client Ref:	
Sample description:	Mottled brown silty SAND & GRAVEL, with fine to coarse sand and fine to coarse rounded to angular gravel.	TP/BH No.:	2
		Depth:	3.00

Initial Dry Mass (g)	450.09
Test Sieve (mm)	Percentage Passing (%)
75	100.00
63	100.00
50	100.00
37.5	100.00
28	100.00
20	94.76
14	87.05
10	71.30
6.3	54.56
5	47.70
3.35	36.41
2	25.18
1.18	17.77
0.6	11.91
0.425	8.64
0.3	5.11
0.212	3.55
0.15	2.78
0.063	2.26



Meridian Soils Limited

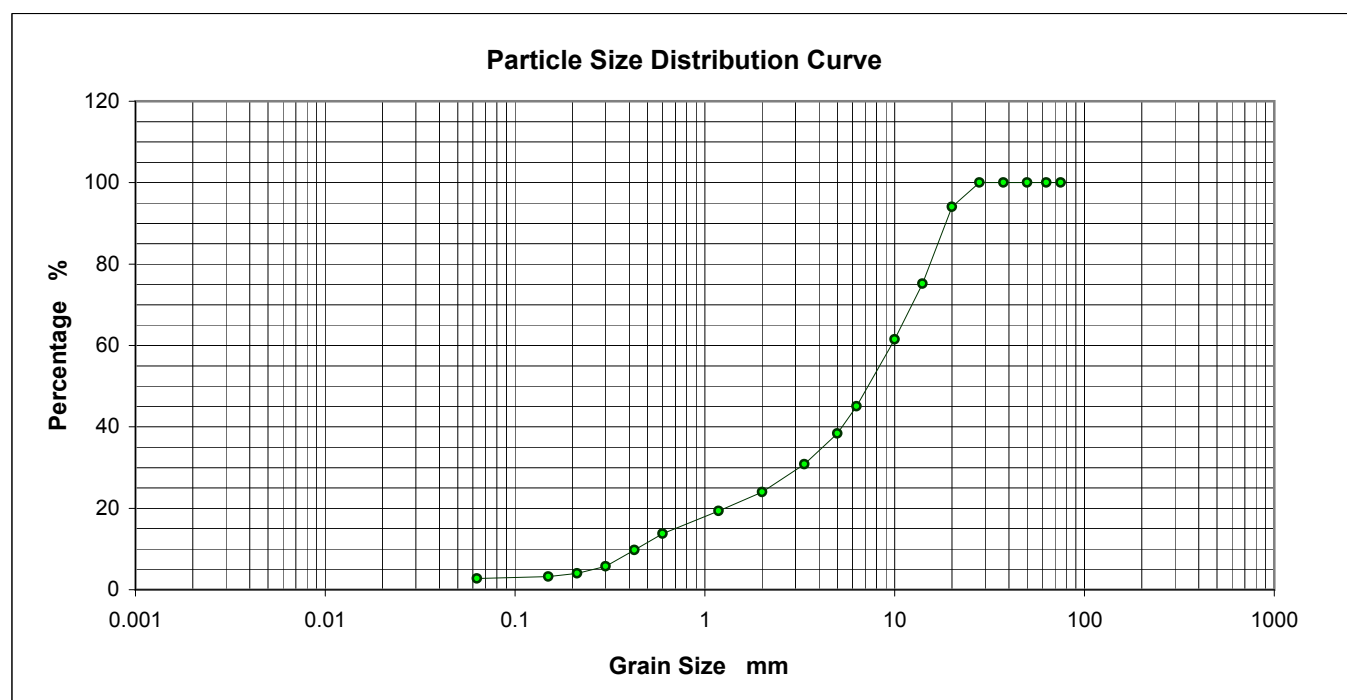
Electron House, West Hanningfield Road, Great Baddow, Chelmsford, Essex, CM2 8JT

Telephone: 01245 473113

Fax: 01245 243829

Location:	Victoria Park, Newbury, West Berkshire.	Our Ref :	A.3360
		Client Ref:	
Sample description:	Mottled brown silty SAND & GRAVEL, with fine to coarse sand and fine to coarse rounded to angular gravel.	TP/BH No.:	3
		Depth:	1.00

Initial Dry Mass (g)	786.45
Test Sieve (mm)	Percentage Passing (%)
75	100.00
63	100.00
50	100.00
37.5	100.00
28	100.00
20	94.09
14	75.17
10	61.52
6.3	45.10
5	38.37
3.35	30.80
2	24.01
1.18	19.32
0.6	13.73
0.425	9.76
0.3	5.71
0.212	4.05
0.15	3.19
0.063	2.75



Meridian Soils Limited

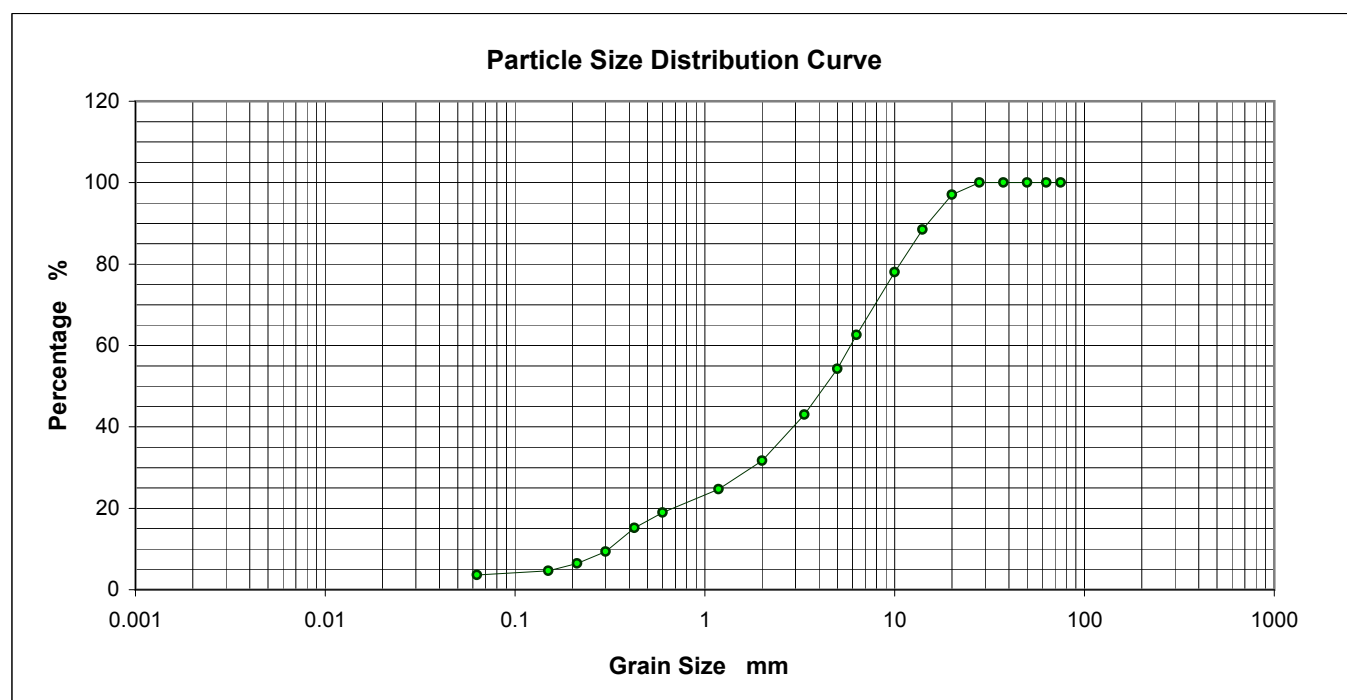
Electron House, West Hanningfield Road, Great Baddow, Chelmsford, Essex, CM2 8JT

Telephone: 01245 473113

Fax: 01245 243829

Location:	Victoria Park, Newbury, West Berkshire.	Our Ref :	A.3360
		Client Ref:	
Sample description:	Mottled brown silty SAND & GRAVEL, with fine to coarse sand and fine to coarse rounded to angular gravel.	TP/BH No.:	3
		Depth:	3.00-3.50

Initial Dry Mass (g)	372.27
Test Sieve (mm)	Percentage Passing (%)
75	100.00
63	100.00
50	100.00
37.5	100.00
28	100.00
20	97.07
14	88.48
10	77.99
6.3	62.62
5	54.28
3.35	43.04
2	31.67
1.18	24.72
0.6	18.96
0.425	15.15
0.3	9.38
0.212	6.43
0.15	4.68
0.063	3.64










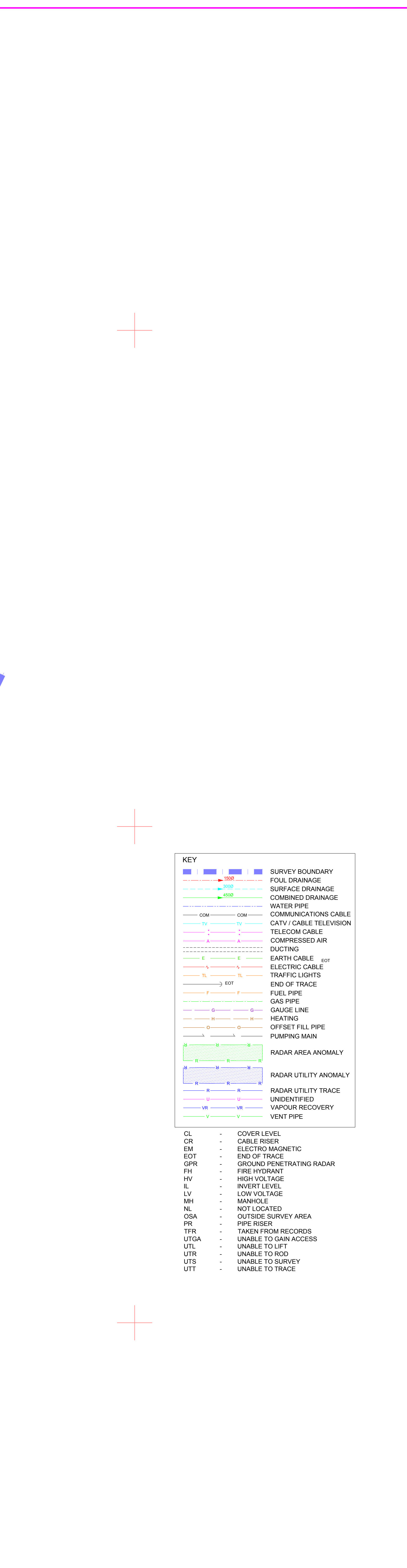




Rev	Description	Date	Chkd
 <div style="margin-left: 20px;"> <h1 style="margin: 0;">Glanville</h1> <p>Cornerstone House 62 Foxhall Road, Didcot Oxon, OX11 7AD</p> <p>Tel: (01235) 515555 Fax: (01235) 817769 sales@glanvillegroup.com www.glanvillegroup.com</p> </div>			
Client : _____			
DAVINUS CONSTRUCTION LTD			
Project : _____			
COMMUNITY CAFE VICTORIA PARK NEUBURY			
Title : _____			
SITE SURVEY			
Project Engineer : JP Scale : 1:200 @ A0			
Project Director : CE		Date : OCT 2014	
Status : _____			
Drawing No. GS8140756/100			Rev



No.	Description	Date	Chkd
 <div> <h1>Glanville</h1> <p> Cornerstone House 62 Foxhall Road, Diddot Oxon, OX11 7AD Tel: (01235) 515555 Fax: (01235) 817799 sales@glanville.co.uk www.glanville.co.uk </p> </div>			
Client :			
DAWNUS CONSTRUCTION LTD			
Project :			
VICTORIA PARK NEWBURY			
Title :			
LEVEL SURVEY			
Project Engineer :		JP	Scale : 1:500 @ A0
Project Director :		CE	Date : OCT 2014
Status :			
Drawing No. GS8140756/101			Rev



Appendix C – CHANGING ROOM FACILITY

Heritage, Design & Access Statement

April 2017

Property Address

Victoria Park
Newbury



Joseph Hardy | design & heritage

RIBA 
Chartered Practice

Contents

1. Introduction
 - 1.1. The client brief: Changing Facilities, Victoria Park, Newbury.
2. Historical Context
 - 2.1 Contribution to the Newbury Town Centre Conservation Area
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 - 3.1 Siting
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 - 3.3 Materiality
4. Archeology
5. Landscape
6. Sustainability
 - 6.1 Amenity & Aspect
7. Access

1.0 Introduction:

This statement is prepared to support the planning application for a proposed Changing Facility within Victoria Park, Newbury. Victoria Park is of strategic importance within Newbury, providing a well-used and valuable green space within easy reach of the Town Centre. It provides a variety of park facilities for both the local community and visitors alike and is of high significance to Newbury.

As an important community asset, Victoria Park is of cultural and historical significance, the historical context of the site has been researched and considered prior to the development of these proposals (see section 2) this has been assisted by Newbury Town Council.

As a popular destination for families within the locality, Newbury Town Council recognises the opportunity to enhance both the park and the facilities experienced by the community and visitors.

1.1 The client brief: Changing Facilities at Victoria Park, Newbury:

The design brief from the Town Council had a clear remit, to provide an inclusive community changing facility within Victoria Park with showers and WCs. The Park is heavily used and with further investments planned and underway, activity is set to increase.

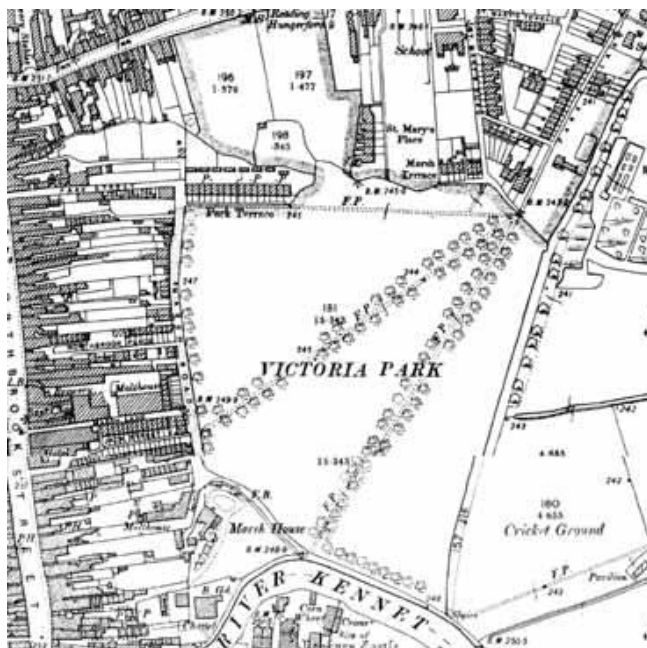
2. Historical Context

Newbury developed due to its ideal location as both a river crossing point on the River Kennet and a cross roads of north-south and east-west routes. As the town grew to the southwest, the park area was left as undeveloped common land, used for drying cloths, peat extraction and grazing. By the 15th century Newbury had become the centre for wool weaving and cloth manufacture. The legendary John Smallwood or Winchcombe, known as 'Jack of Newbury', lived and developed his famous weaving workshop adjacent to the park, using the area for laying out and drying of cloths, resulting in it becoming locally known as Rack Marsh. During the English Civil War, Newbury was a key strategic location and both the Royalists and Parliamentary forces occupied the

town. Defensive earthworks were constructed on the park and it was used for drilling troops.

With the decline of the wool/cloth industry in the 18th century, Newbury was revitalised as an important transport junction. The Kennet and Avon Canal that runs along the southern boundary of the park was opened in the early 18th century, with associated wharf facilities provided south of the park. The first planned intervention in the Marsh appears to have taken place in 1838 when a row of poplar trees was planted to commemorate the coronation of Queen Victoria. No map evidence survives showing their location and no poplar trees are on the site today. Further improvements to the park were carried out in the 1880s, with the construction of two main north-south footpaths and the planting of adjacent lime trees and installation of seats along the paths soon afterwards.

The footpath running east-west adjacent to the houses on Park Terrace was also built and trees planted along the River Kennet and the boundary with Marsh Road to the west. Remnants of all these features except the trees along Marsh Road are still evident in today's park. On the death of Queen Victoria in 1901, the park was formally named Victoria Park.



OS Map 1899

Though Victoria Park was popular in the early 20th century, it was not until the 1930s that many of the facilities seen today were installed into the park. Work was carried out as part of the Newbury Workscheme, a national effort to find work for the unemployed, especially soldiers returning from World War I. Facilities included a full-sized six rink bowling green, a pavilion, two hard tennis courts, an 18-hole putting green, a football pitch, cricket pitches, boating lake, sand pit and a children's playground. The park was officially opened on the Silver Jubilee of King George V in 1935.



Lime Avenue 1950s

Over the next ten years, the park continued to evolve. Park Way was constructed in 1936 along the western boundary resulting in the loss of the trees along Marsh Road and a strip of the park. A wall and railings were installed along the boundary. A nursery school was built in the park to provide childcare facilities for women assisting the war effort in World War II. The building was demolished in the 1990s and relocated to the edge of the park. A second river crossing was also built adjacent to the park and 'dragon's teeth' (large concrete blocks used as anti-tank defences) and a pill box installed along the North Brook that marked the approach road to the new bridge.

Today, this road, the A339, has become the major route through Newbury and provides views across the park towards Newbury town centre.

Since the war years there have been few changes to the park apart from the relocation of the statue of Queen Victoria and two lions into the park in 1996. The statue had originally been sited in the market place in 1903 on a large plinth but was moved to the

gardens of Greenham House in 1933. The statue and all four lions are now located in the park with other elements at Greenham House and various locations around the town.

The siting of the proposed building has sought to reinforce the axial line of this significant element.

2.1 Contribution to character within the Newbury Town Centre Conservation Area

The application site lies within the Newbury Town Centre Conservation Area, immediately to the North of the Bowls Pavilion and the west of Lime Avenue. Victoria Park is considered an important green open space which contributes to character and appearance of the Conservation Area. Whilst the form itself will reduce the openness, the form is modest in profile, subordinate in material to respect the hierarchy of the established architecture; punctuation in the centre creating a 'tunnel' facilitates a view to the Statue and is not therefore considered inappropriate to context.

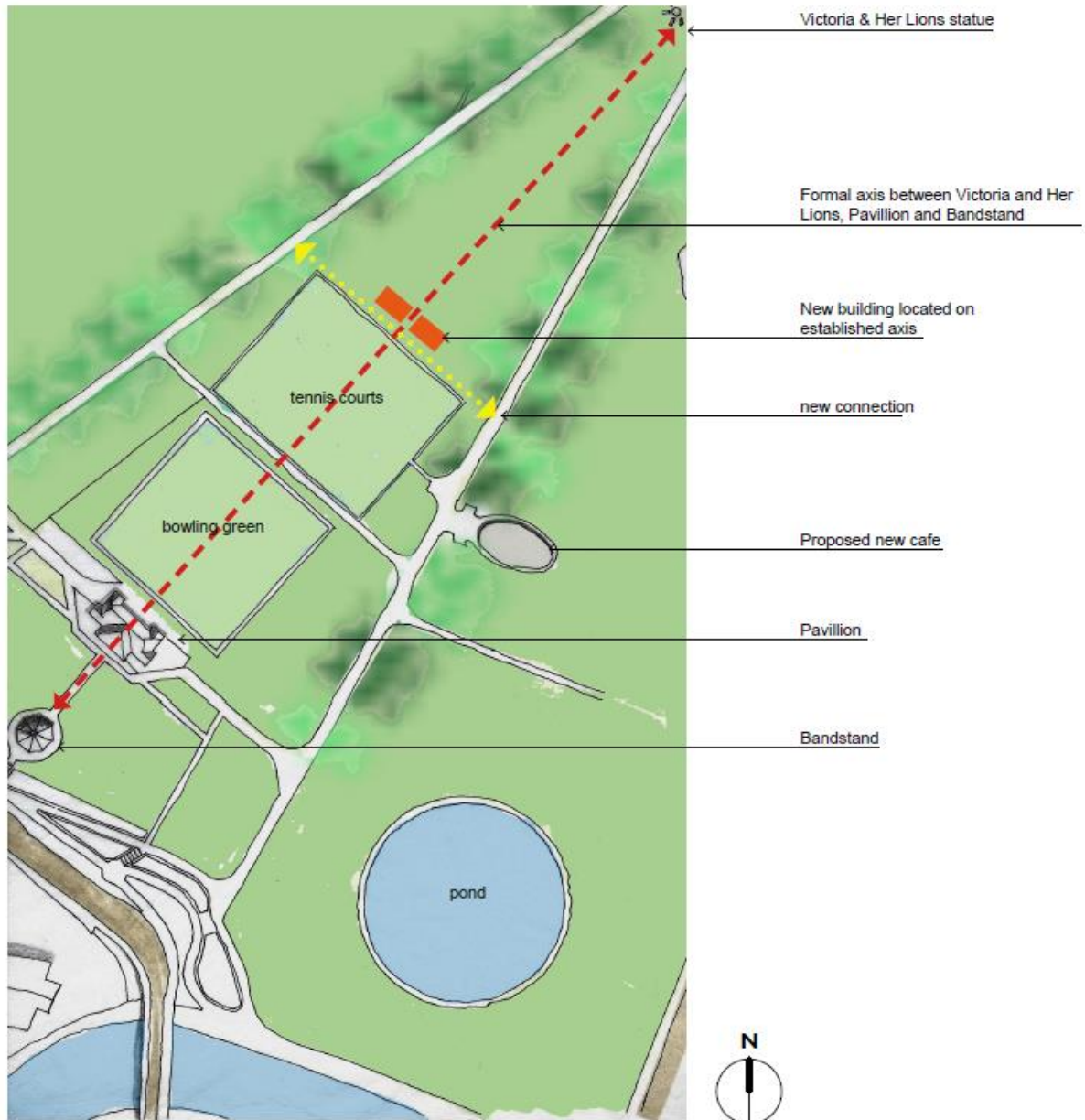
The scale for the proposed Changing Facility is subordinate to the more significant architecture within the Parks setting, including that of the recently approved *Kiosk* which is of a contemporary language. However the materiality of *The Kiosk* has informed the outer skin of the Changing Facilities by way of a rainscreen timber cladding proposed to envelop the walls and roof covering.

3.0 Design

3.1 Siting:

Following historical research and an assessment of the significance of the site, as one within the Conservation Area, the first consideration was in respect of siting; it was concluded that a strengthening of the axial relationship from the Bowls Pavilion to the Statue of Victoria & Her Lions would enhance the setting of the statue and remain true to the layout and design of Victorian Parks.

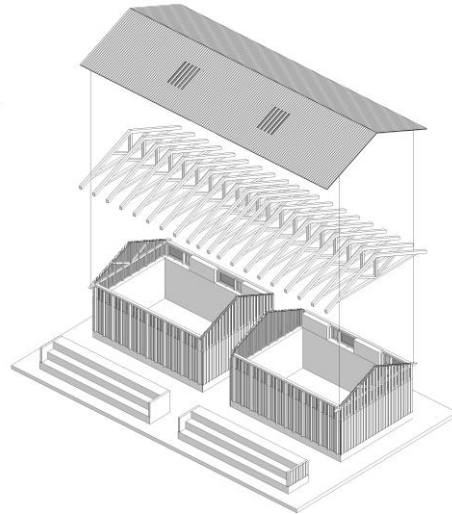
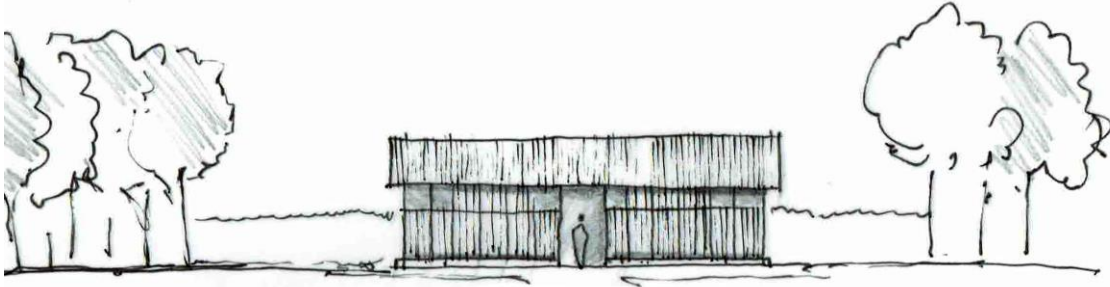
Site Plan - Concept



3.2 Plan Form:

The proposed design language is derived from an appreciation for the quality of openness and long views evident throughout Victoria Park. Connectivity, both visual and physical was considered important in developing the design.

The form itself is broken into two components, albeit under one roof covering. This deliberate break retains the long view through the form towards the statue whilst also segregating the functions within the form itself e.g. the separation of the home teams from the away teams.



Imagery extracted from Feasibility/Concept Study

The client brief required space for a Part M compliant Changing facility (W.C and Shower) as well as the ability to accommodate football teams in line with Sport England Guidance, the spatial standards of these items has strongly dictated the footprint and internal configuration. However The Changing Facility is a much needed resource for the Park users and will encourage inclusive access to sport.

3.3 Materiality:

In terms of materials, the form is intended to be clad in slender vertical timber elements to harmonise with the setting and visually lighten the weight of form, this also reflects the material treatment of the recently permitted Kiosk.

View through 'tunnel'



There is limited fenestration proposed to reinforce the ancillary nature of the building. Clerestory openings will provide ventilation and natural light at high level; this also considers the safeguarding of children.

4.0 Archeology

Victoria Park is the site of nationally important Mesolithic remains. Associated fieldwork and investigation is tabled on the West Berkshire HER as; EWB870 Newbury Historic Character Study (NHCS) (Ref: NEWHESCO)

'The archaeological potential of the park is high, particularly for the Mesolithic period as it is situated on extensive peat deposits. The lack of development should ensure a good level of survival of below-ground archaeology'.

Sourced at <http://info.westberks.gov.uk>: Newbury Historic Character Study Appendix 6: Archaeological Potential of HUCAs. (PMcA 2017).

5.0 Landscape

It is recognised that the proposed building is sited within proximity to important trees which positively contribute to the character and appearance of the Conservation Area. No works are proposed to the Trees and protection methods during construction can be agreed in conjunction with the Arboricultural Officer by way of Conditions of Planning.



In terms of the pedestrian access to the changing facility, a pathway using a permeable surface is proposed to link from the main thoroughfare of Lime Avenue to the building, this will to assist Disabled access and demarcate the pedestrian route.

6.0 Sustainability

The project team and Newbury Town Council has high aspirations for sustainability and will be working towards utilising materials with longevity.

6.1 Amenity and Aspect

The scheme aims to provide an outdoor seating area space for spectators looking towards the Tennis Courts. Seating is proposed to be timber in material to complement the materiality of the building itself. Other accommodation includes secure storage for goal posts/Sports equipment and bandstand seating, this will reduce trips to satellite storage facilities.

7.0 Access

The existing footpath is being retained as the principal thoroughfare to the Changing Facility. Access is possible from Park Way in the west and St Mary's Road and Charlton Place in the north. Cycle parking and pram parking has been incorporated within the design of the recently approved Kiosk. The Changing Room is designed to be fully accessible, this includes the changing rooms where Sport England Design Guidance has been utilised.



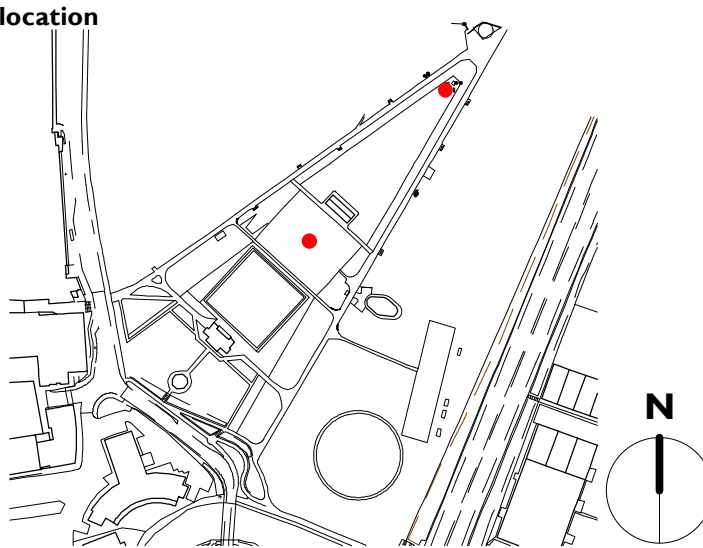

Sketch View looking North - East



Sketch View looking South - West

NOTE

1. Do not scale from this drawing (for planning purposes only).
2. All dimensions to be checked on site by the contractor and such dimensions to be his responsibility (work to figured dimensions only).
3. Report all drawing errors, omissions and discrepancies to the architect.
4. This document may be issued in an uncontrolled CAD format to enable others to use it as background information to make alterations and/or additions. In that instance the file will be accompanied by a PDF version.
5. Heights of adjacent buildings established through survey, heights of distant buildings based on Zmap survey to an accuracy of +/- 500mm.
6. This drawing is copyright of Joseph Hardy Ltd and should only be reproduced with permission.

-	19.04.17	Planning Issue	
rev	date	description	
location 			
client  NEWBURY Town Council The Town Hall, Market Place, Newbury, West Berks RG14 5AA			
project Victoria Park Changing Facility			
drawing title Proposed Views			
Joseph Hardy design & heritage 31 Dakyn Drive, Stock, Ingatestone, Essex CM4 9TA t: 01277 840981 e: info@josephhardy.co.uk			
status Planning			
drawn KN	checked PM	date 24.03.17	scale NTS
project 046VPN	building element	drawing no PV01	revision -

TOWN AND COUNTRY PLANNING ACT 1990

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31 Dakyn Drive
Stock
Ingatestone
CM4 9TA

Applicant:
Newbury Town Council

PART I - DETAILS OF APPLICATION

Date of Application

27th April 2017

Application No.

17/01206/FUL

THE PROPOSAL AND LOCATION OF THE DEVELOPMENT:

Proposed changing facility.

Victoria Park, Park Way, Newbury, Berkshire

PART II - DECISION

In pursuance of its powers under the Town and Country Planning Act 1990, West Berkshire District Council **GRANTS** planning permission for the development referred to in Part I in accordance with the submitted application form and plans, subject to the following condition(s):-

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

2. The development hereby permitted shall be carried out in accordance with drawing titles: Proposed Site Plan; Proposed Plans; Proposed Elevations; Proposed Elevations O received 22nd May 2017.

Reason: For the avoidance of doubt and in the interest of proper planning.

3. No development shall take place until a schedule of the materials to be used in the construction of the external surfaces of the building and hard surfaced areas hereby permitted has been submitted to and approved in writing by the Local Planning Authority. This condition shall apply irrespective of any indications as to these matters which have been detailed in the current application. Samples of the materials shall be made available for inspection on

request. Thereafter the development shall be carried out in accordance with the approved materials.

Reason: To ensure that the external materials are visually attractive and respond to local character. This condition is imposed in accordance with the National Planning Policy Framework 2012 and Policies CS13 and CS19 of the West Berkshire Core Strategy 2006-2026.

4. No development shall take place within the application area until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted to and approved in writing by the Local Planning Authority. Thereafter the development shall incorporate and be undertaken in accordance with the approved statement.

Reason: To ensure that any significant archaeological remains that are found are adequately recorded. In accordance with the guidance set out within the National Planning Policy Framework 2012 and Policy CS19 of the West Berkshire Core Strategy 2006-2026.

5. No development (including site clearance and any other preparatory works) shall commence on site until a scheme for the protection of trees to be retained is submitted to and approved in writing by the Local Planning Authority. Such a scheme shall include a plan showing the location of the protective fencing, and shall specify the type of protective fencing. All such fencing shall be erected prior to any development works taking place and at least 2 working days notice shall be given to the Local Planning Authority that it has been erected. It shall be maintained and retained for the full duration of works or until such time as agreed in writing with the Local Planning Authority. No activities or storage of materials whatsoever shall take place within the protected areas without the prior written agreement of the Local Planning Authority.

Note: The protective fencing should be as specified at Chapter 6 and detailed in figure 2 of B.S.5837:2012.

Reason: To ensure the enhancement of the development by the retention of existing trees and natural features during the construction phase in accordance with the objectives of the National Planning Policy Framework and Policies CS14, CS18 and CS19 of West Berkshire Core Strategy 2006-2026.

6. The development shall not be brought into use until details of external lighting have been supplied to the Local Planning Authority for written approval. Such details should minimise obtrusive lighting that could affect the bat species using Victoria Park.

Reason: To ensure the protection of species protected by law and in accordance with the aims of the National Planning Policy Framework 2012 and Policy CS17 of the West Berkshire Local Plan 2006-2026.

The decision to grant This decision has been taken having regard to the policies and proposals in the National Planning Policy Framework, South East Plan Regional Spatial Strategy for the south east of England 2009 West Berkshire District Local Plan 1991-2006 (WBDLP) Saved Policies 2007, the Waste Local Plan for Berkshire, adopted 1998, the Replacement Minerals Local Plan for Berkshire 1991 -2006 (incorporating the

alterations adopted in December 1997 and May 2001) and to all other relevant material considerations, including Government guidance, supplementary planning guidance notes; and in particular guidance notes and policies:

The reasoning above is only intended as a summary. If you require further information on this decision please contact the Council via the Customer Call Centre on 01635 519111.

INFORMATIVE:

1. The applicant's attention is drawn to the fact that above conditions must be complied with in full before any work commences on site, failure to do so may result in enforcement action being instigated.
2. The above Permission may contain pre-conditions, which require specific matters to be approved by the Local Planning Authority before a specified stage in the development occurs. For example, "*Prior to commencement of development written details of the means of enclosure will be submitted to and approved in writing by the Local Planning Authority*". This means that a lawful commencement of the approved development cannot be made until the particular requirements of the pre-condition(s) have been met. A fee is required for an application to discharge conditions.
- 3 This decision has been made in a positive way to foster the delivery of sustainable development having regard to Development Plan policies and available guidance to secure high quality appropriate development which improves the economic, social and environmental conditions of the area.
- 4 The attention of the applicant is drawn to the Berkshire Act, 1986, Part II, Clause 9, which enables the Highway Authority to recover the costs of repairing damage to the footway, cycleway or grass verge, arising during building operations.
- 5 The attention of the applicant is drawn to the Highways Act 1980, which enables the Highway Authority to recover expenses due to extraordinary traffic.

Decision Date :- 17th July 2017



Gary Lugg

Head of Development and Planning

TOWN AND COUNTRY PLANNING ACT 1990

Notification to be sent to an applicant when a local planning authority refuse planning permission or grant it subject to conditions

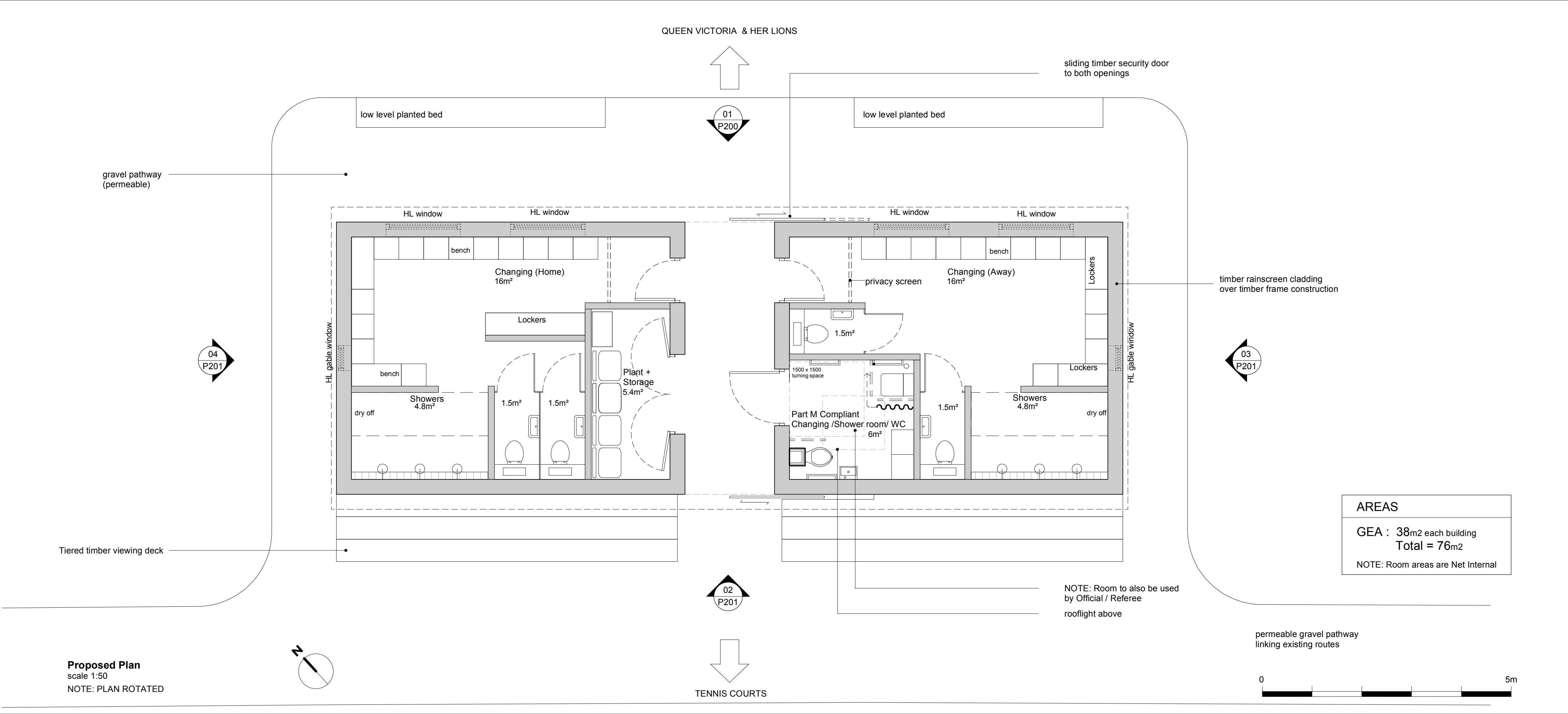
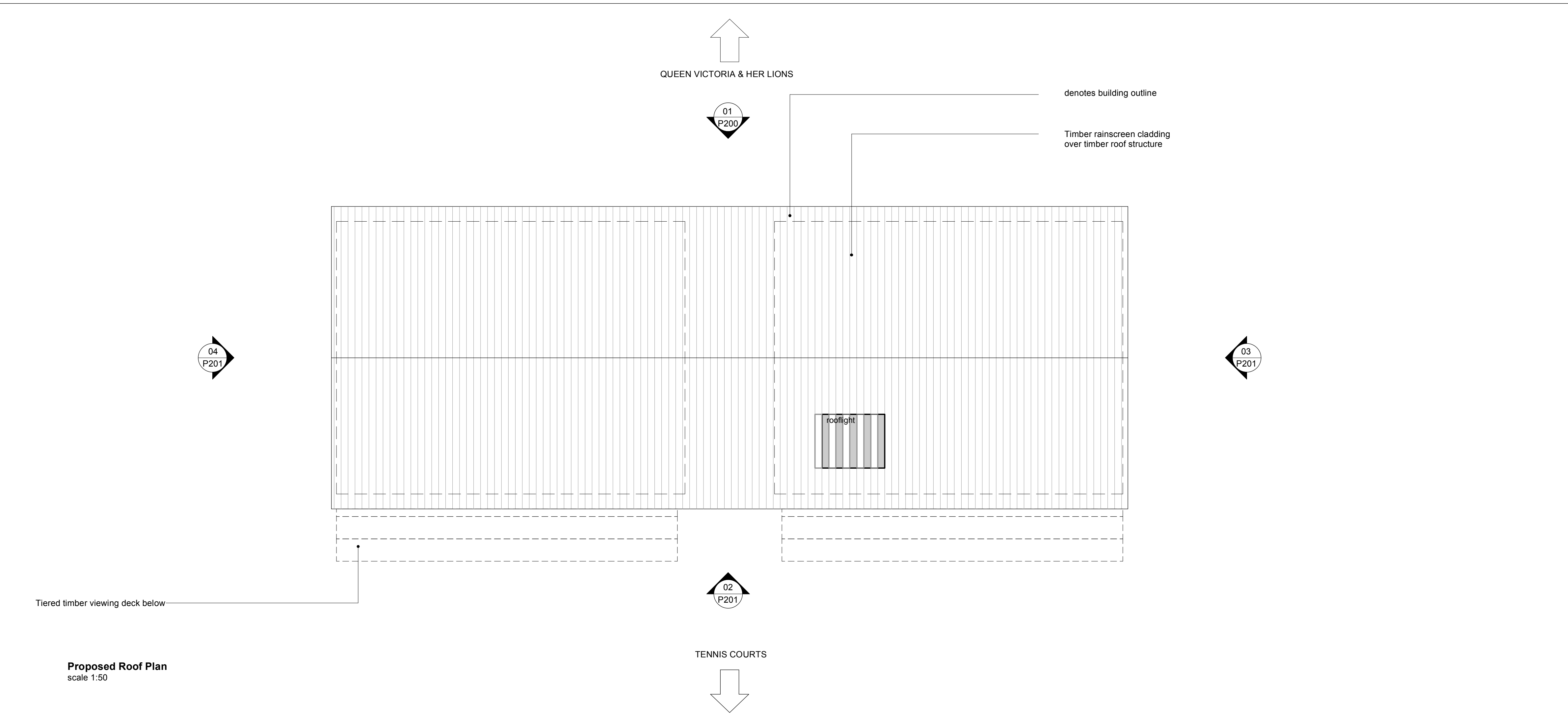
Appeals to the Secretary of State

- If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.
- If you want to appeal against the local planning authority's decision then you must do so within 6 months of the date of this notice.
- Appeals must be made using a form which you can get from the Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN or online at www.planningportal.gov.uk/pcs.
- The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.
- The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

Purchase Notices

- If either the local planning authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

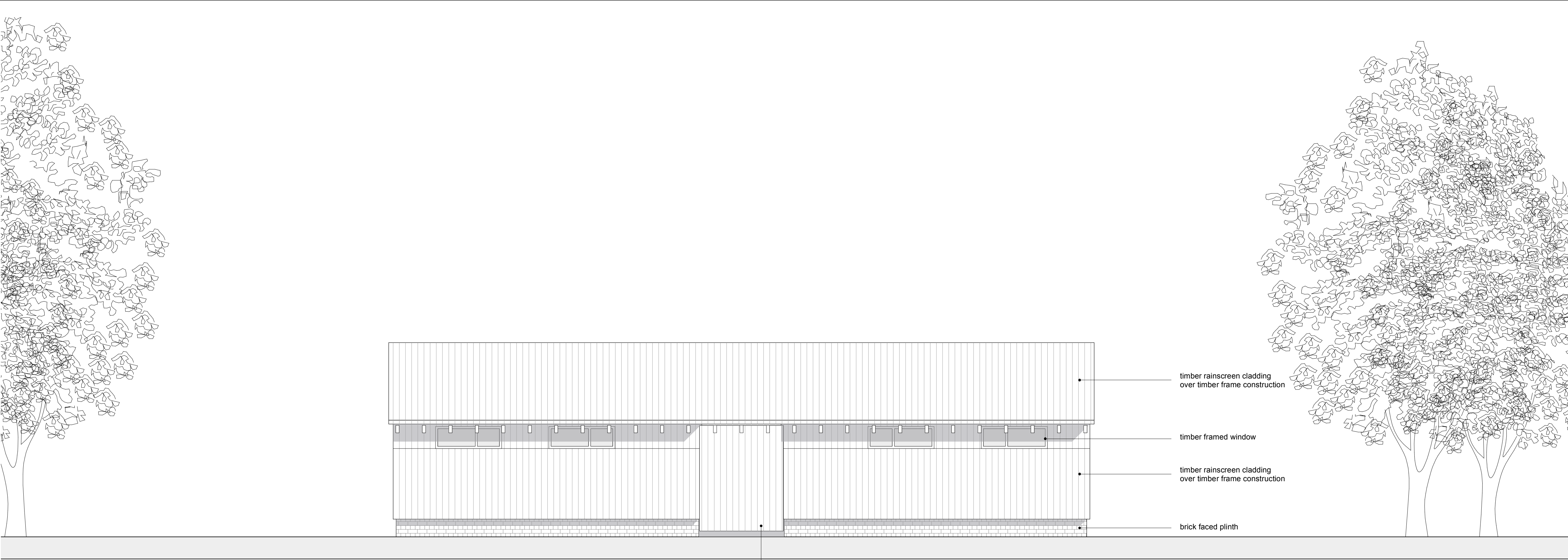
In these circumstances, the owner may serve a purchase notice on the Council in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.



NOTE

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2. All dimensions to be checked on site by the contractor and such dimensions to be his responsibility (work to figured dimensions only).
3. Report all drawing errors, omissions and discrepancies to the architect.
4. This document may be issued in an uncontrolled CAD format to enable others to use it as background information to make alterations and/or additions. In that instance the file will be accompanied by a PDF version.
5. Heights of adjacent buildings established through survey, heights of distant buildings based on Zmap survey to an accuracy of +/- 500mm.
6. This drawing is copyright of Joseph Hardy Ltd and should only be reproduced with permission.

-	19.04.17	Planning Issue
rev	date	description
location		
client		
 The Town Hall, Market Place, Newbury, West Berks RG14 5AA		
project		
Victoria Park Changing Facility		
drawing title		
Proposed Plans		
Joseph Hardy design & heritage		
31 Dakyn Drive, Stock, Ingatestone, Essex CM4 9TA t: 01277 840981 e: info@josephhardy.co.uk		
status	Planning	
drawn KN	checked PM	date 24.03.17
project 046VPN	building element	scale 1:50 @ A1:
	drawing no P100	revision -



01. Proposed North - East Elevation
scale 1:50
CLOSED

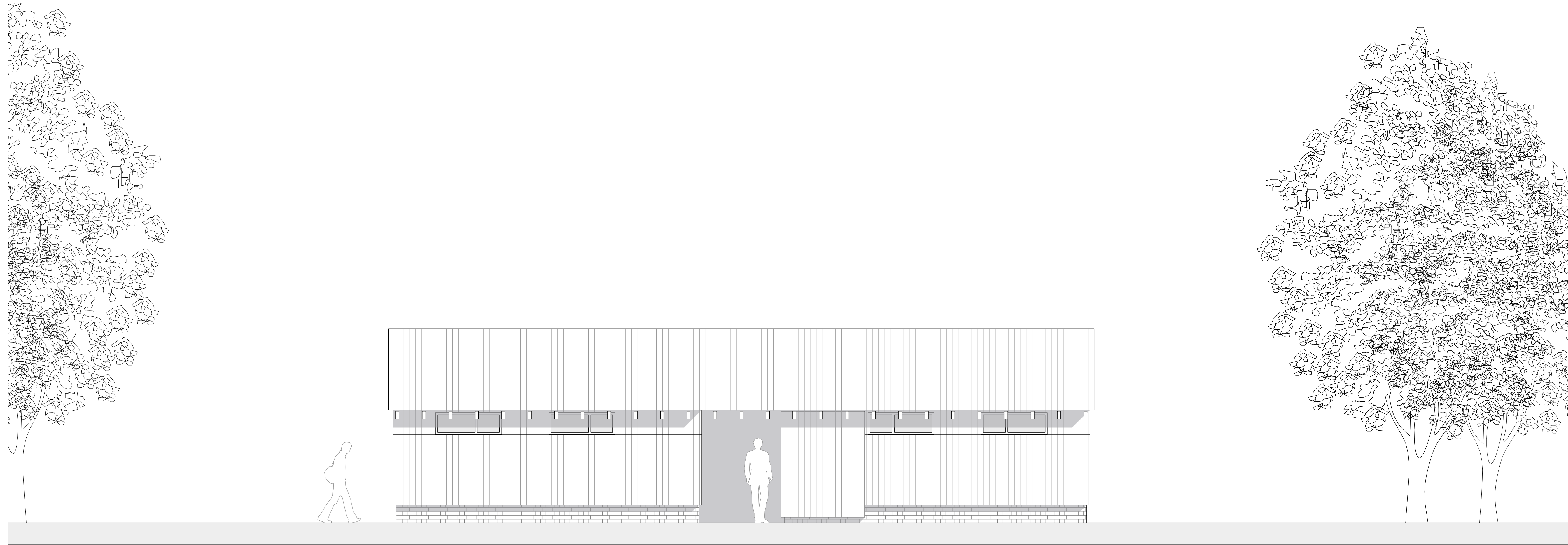
sliding timber security door
to both openings

timber rainscreen cladding
over timber frame construction

timber framed window

timber rainscreen cladding
over timber frame construction

brick faced plinth



01. Proposed North - East Elevation
scale 1:50
IN USE

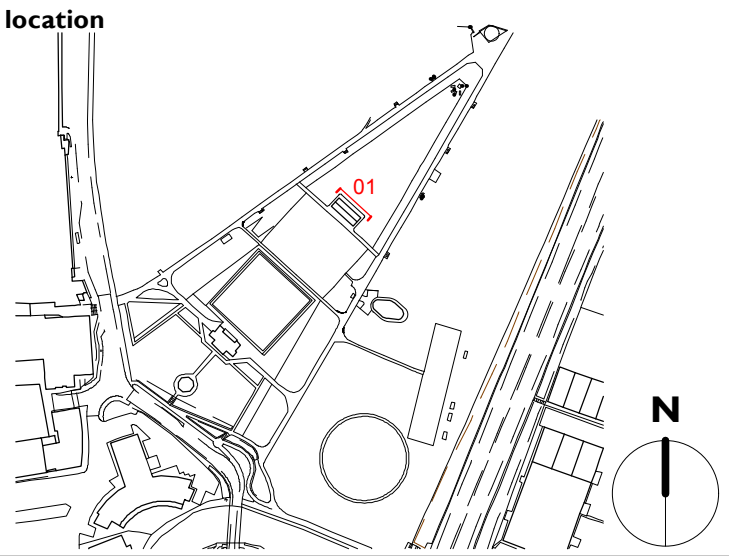
0 5m

NOTE

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19.04.17 Planning Issue

rev date description



client

 **NEWBURY**
Town Council

The Town Hall, Market Place, Newbury, West Berks RG14 5AA

project

Victoria Park Changing Facility

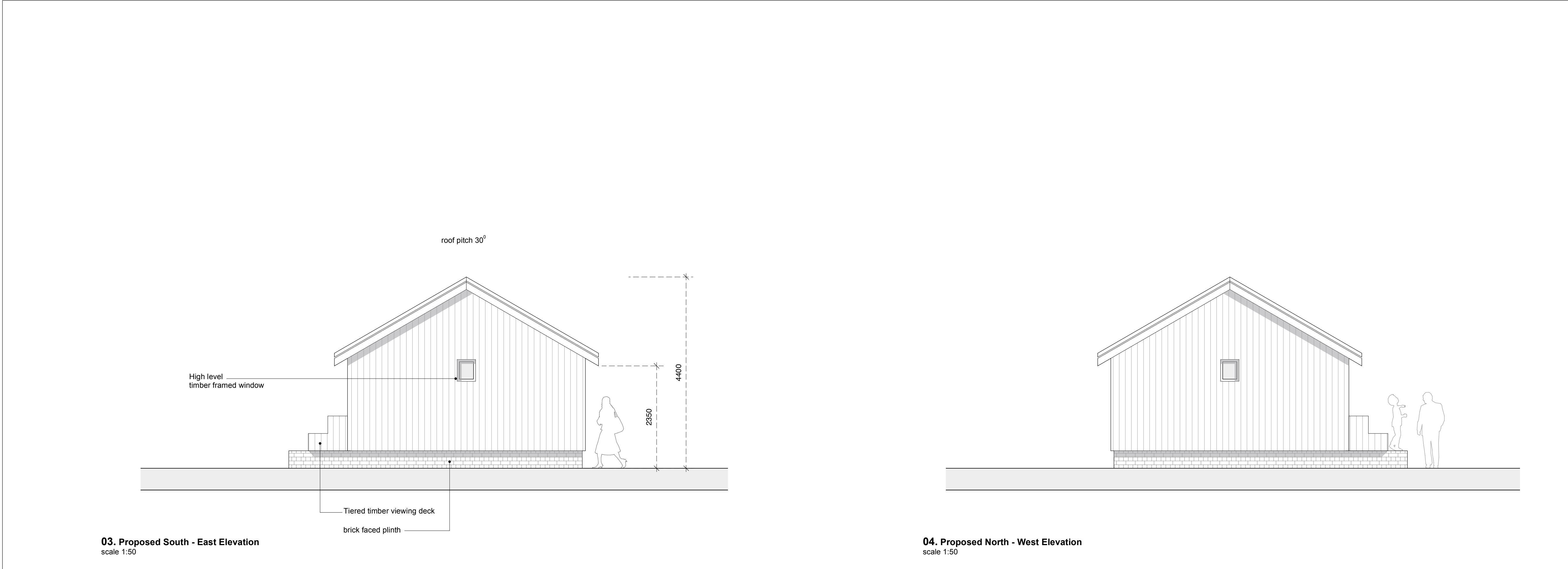
drawing title

Proposed Elevations

Joseph Hardy | design & heritage

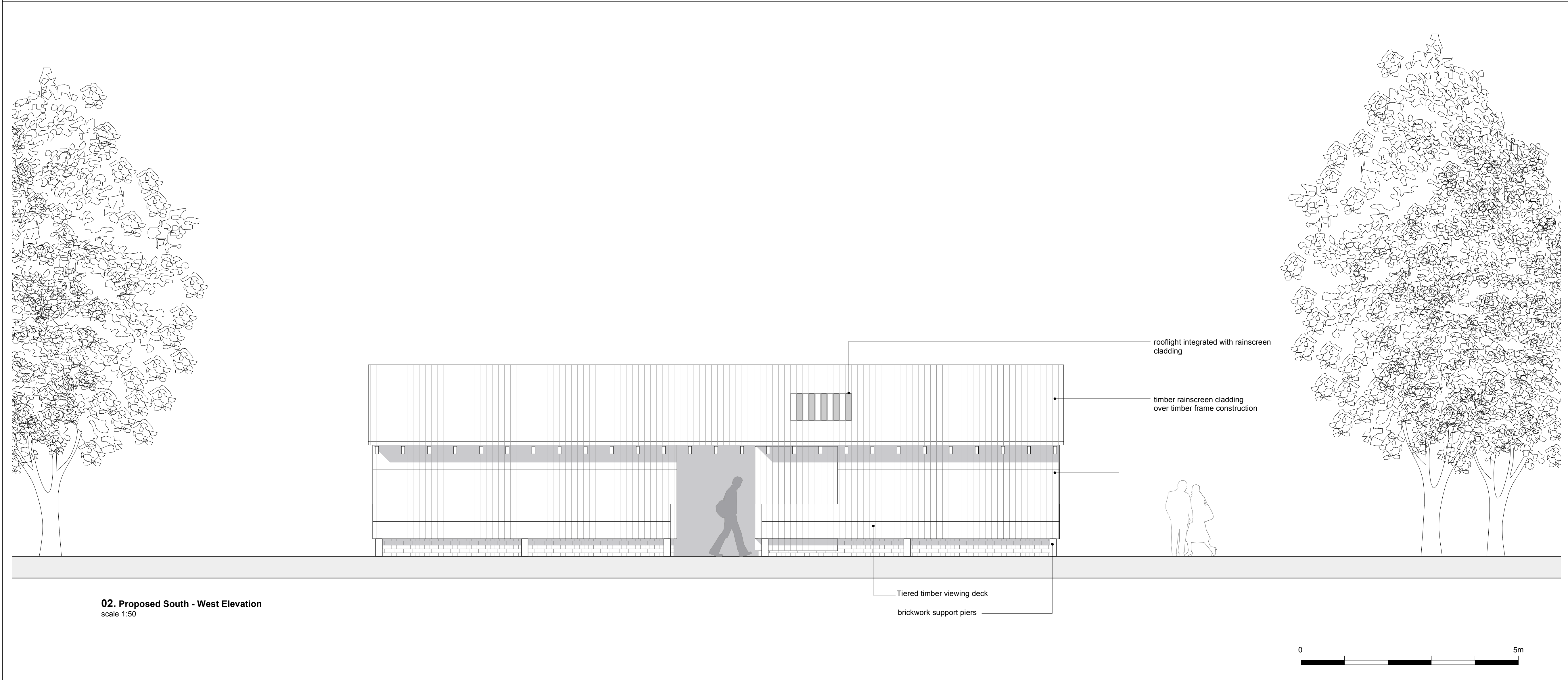
31 Dakyn Drive, Stock, Ingatestone, Essex CM4 9TA
t: 01277 840981
e: info@josephhardy.co.uk

status	Planning			
drawn KN	checked PM	date 24.03.17	scale 1:50 @ A1:	
project 046VPN	building element		drawing no P200	revision -



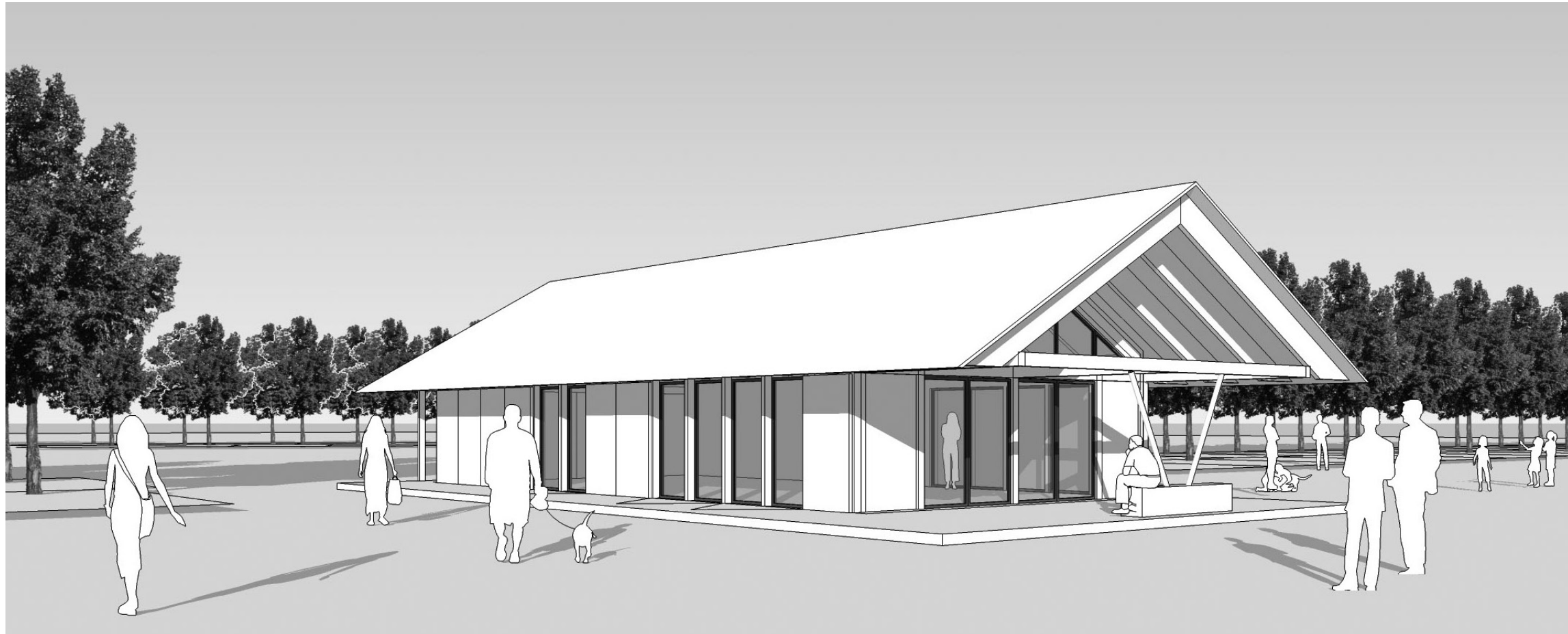
NOTE

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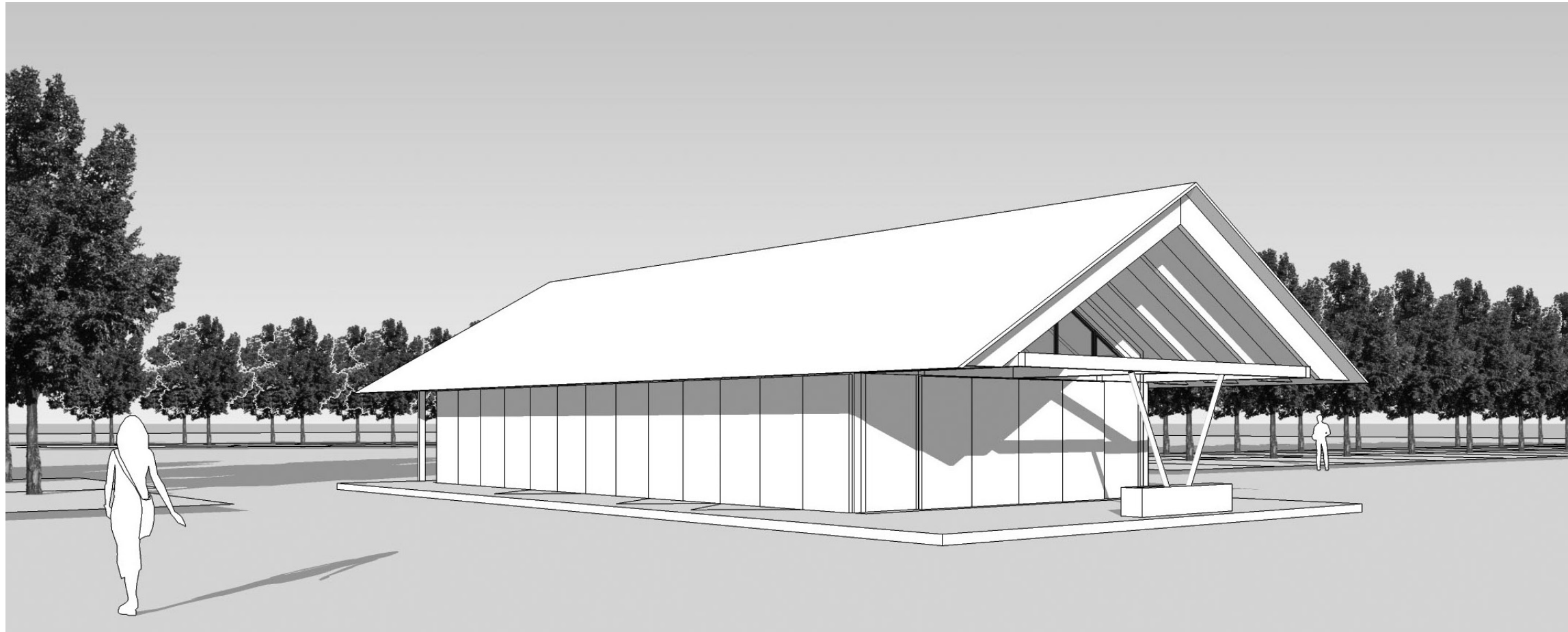


-	19.04.17	Planning Issue
rev	date	description
client The Town Hall, Market Place, Newbury, West Berks RG14 5AA		
project Victoria Park Changing Facility		
drawing title Proposed Elevations 01		
Joseph Hardy design & heritage 31 Dakyn Drive, Stock, Ingatestone, Essex CM4 9TA t: 01277 840981 e: info@josephhardy.co.uk		
status Planning		
drawn KN	checked PM	date 24.03.17
project 046VPN	building element	scale 1:50 @ A1:
	drawing no P201	revision -

Appendix D – CAFÉ



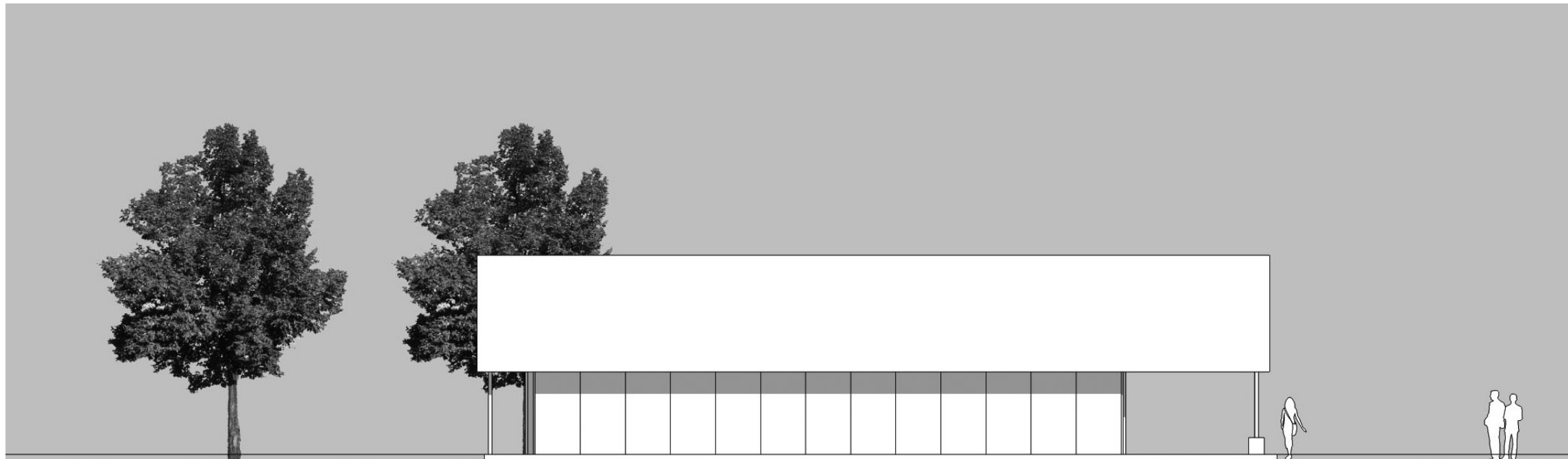
V.01: View approaching from the boating lake : Open



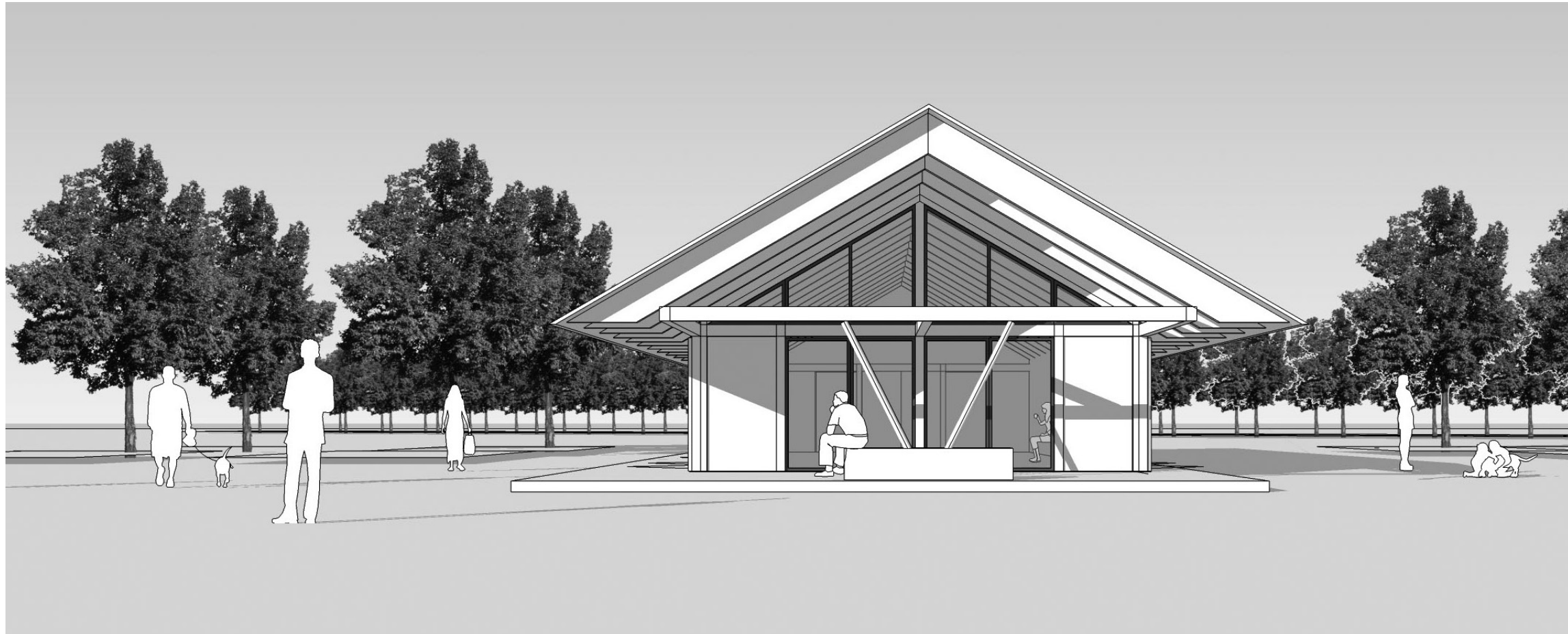
V.01: View approaching from the boating lake : Closed



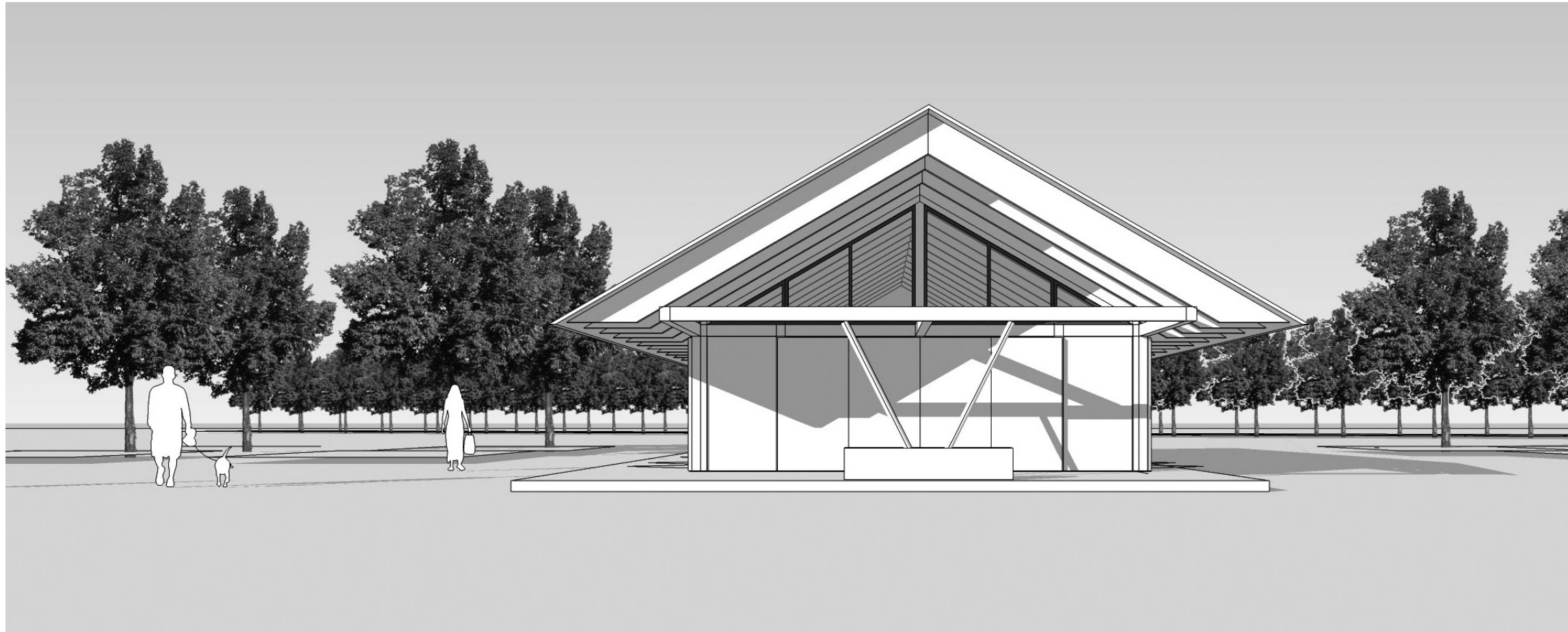
V.02: Elevational view from the South -West: Open



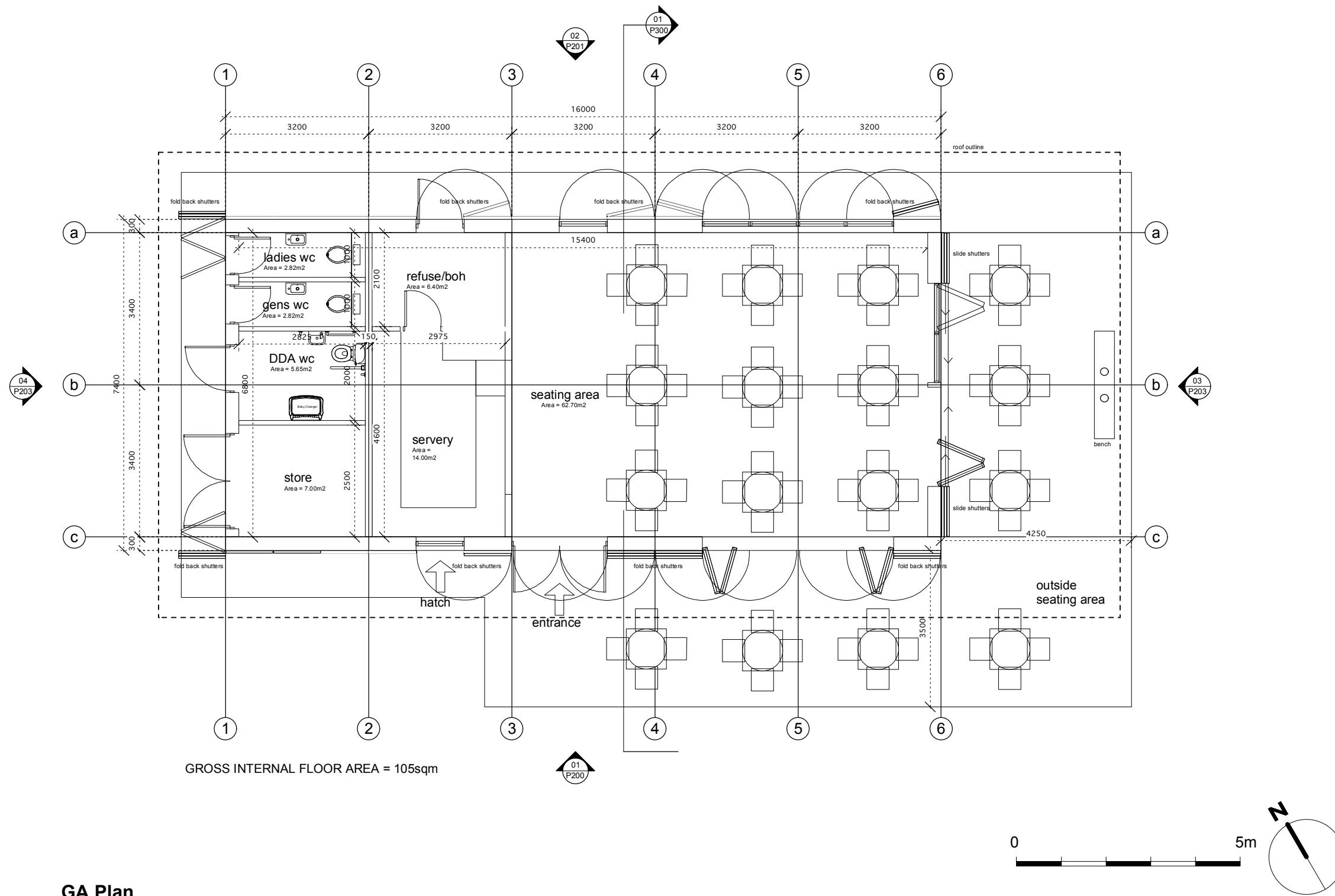
V.02: Elevational view from the South -West - Closed



V.03: View approaching from the playground : Open



V.03: View approaching from the playground : Closed



NOTE


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NOTES

rev	date	description
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location

client



NEWBURY
Town Council

The Town Hall, Market Place, Newbury,
West Berks RG14 5AA

project

Victoria Park Cafe

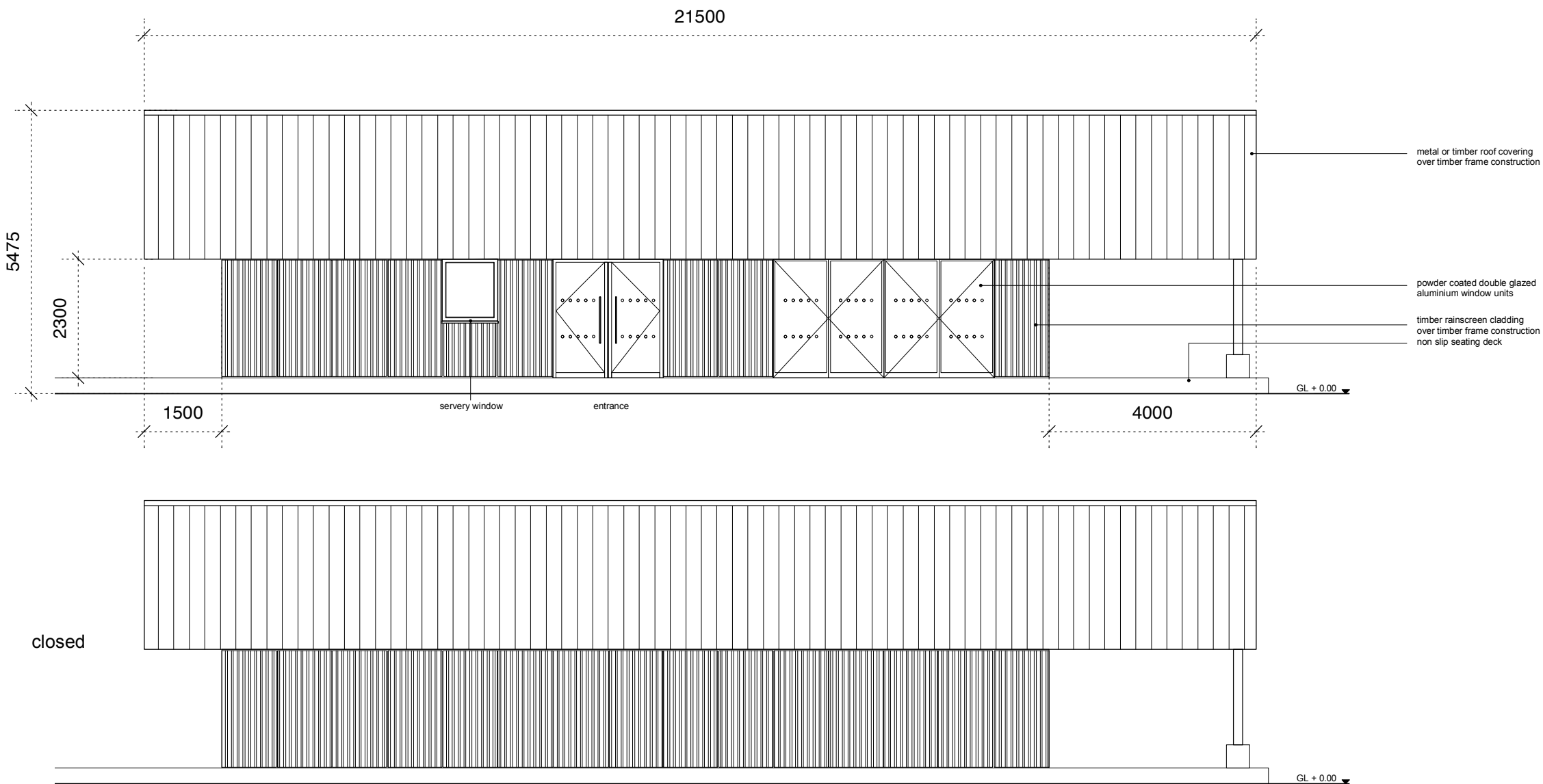
drawing title

General Arrangement Plan

Joseph Hardy | design & heritage

The Tythe Barn, Stock Road, Stock,
Ingatestone, Essex CM4 9BU
t: 01277 840981
e: info@josephhardy.co.uk

status	checked	date	scale
drawn	PM	Sept18	As marked
project	bldg element	dwg no.	revision
-	-	PI00	-



- NOTE
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NOTES

rev	date	description
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location

client



The Town Hall, Market Place, Newbury,
West Berks RG14 5AA

project

Victoria Park Cafe

drawing title

Elevations

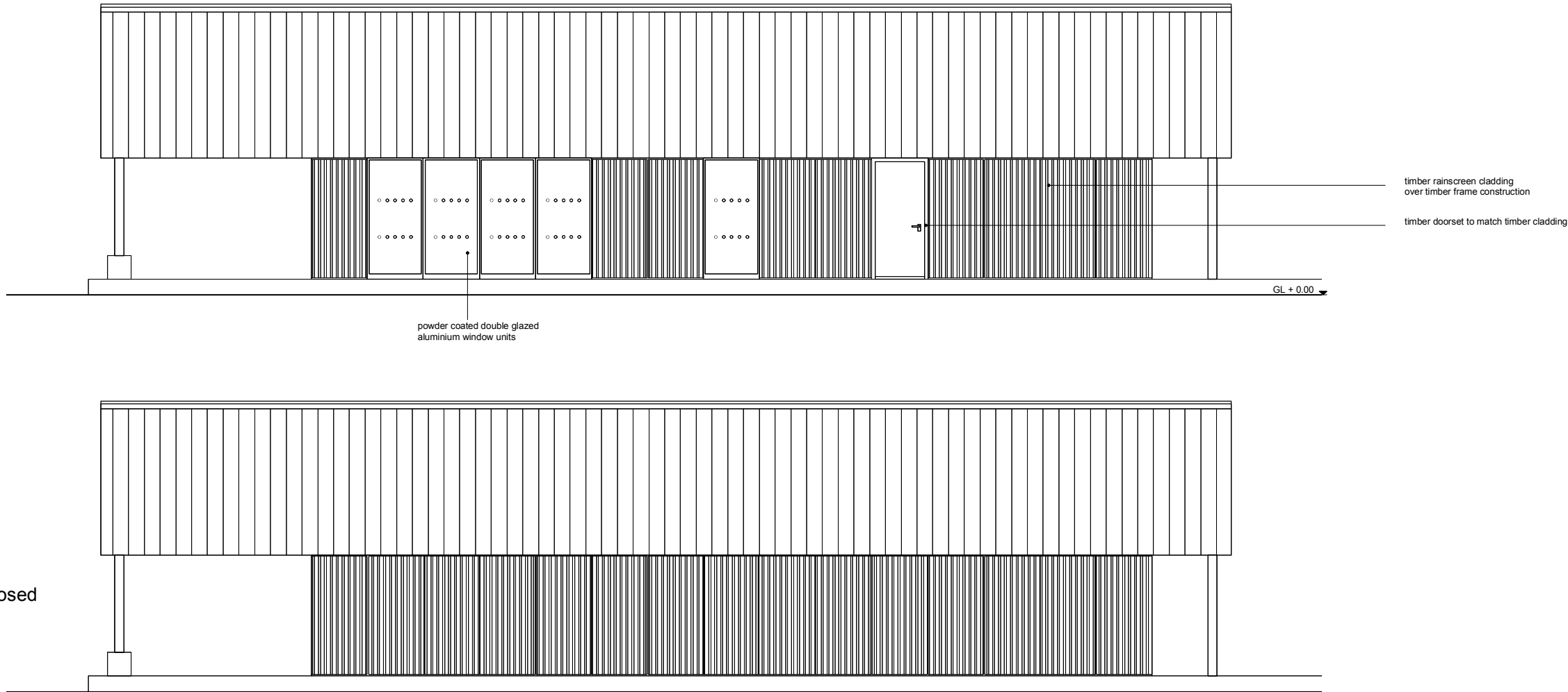
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t: 01277 840981
e: info@josephhardy.co.uk

status	Preliminary		
drawn	checked	date	scale
KN	PM	Sept18	As marked
project	bldg element	dwg no.	revision
-		P200	-

Concept Elevation 01
scale 1:100@A3

Design Considerations
Out of hours security - Intention for the building to be closed up
though bi-fold pivoting timber shutters



NOTE

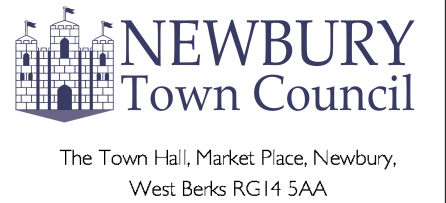
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NOTES

rev	date	description
-----	------	-------------

location

client



project

Victoria Park Cafe

drawing title

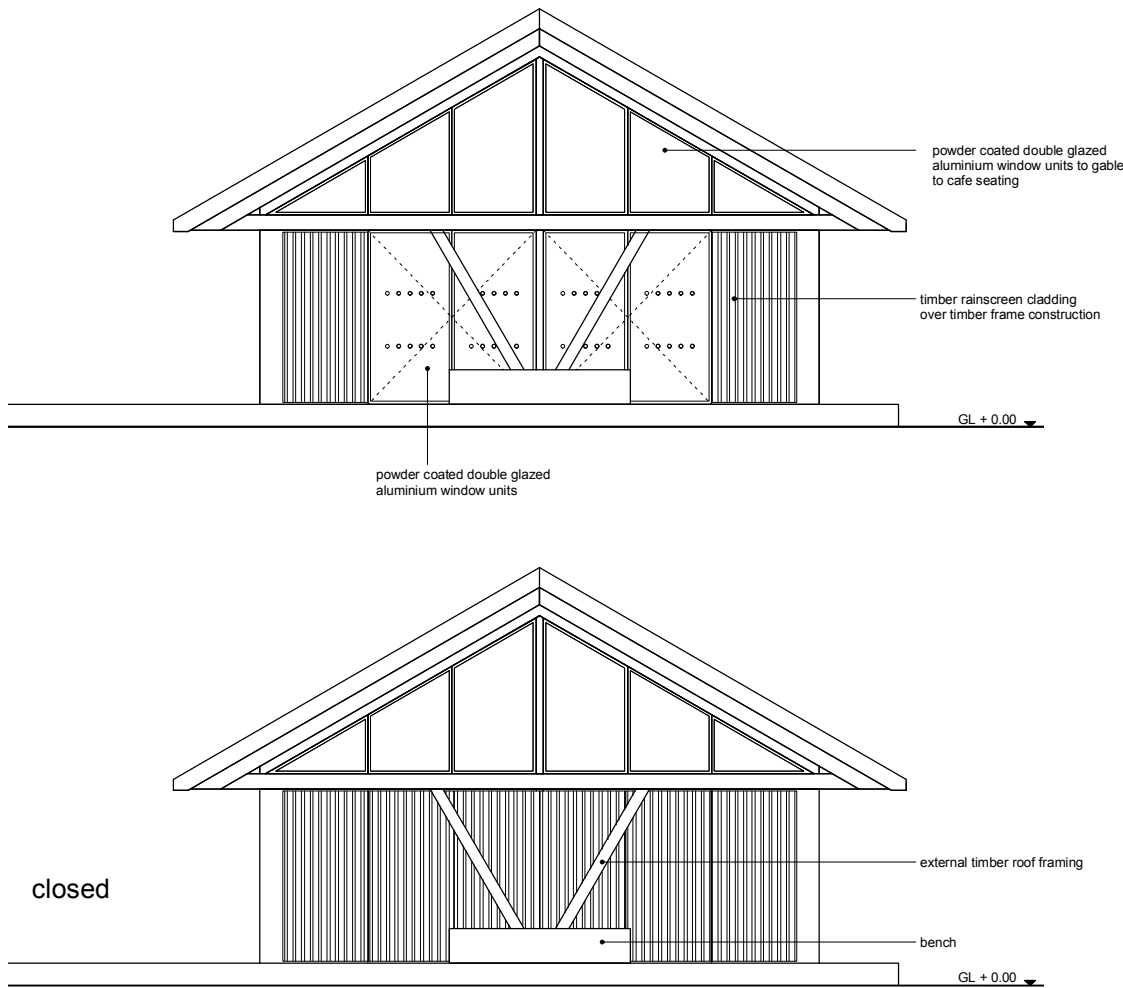
Elevations 01

Joseph Hardy | design & heritage

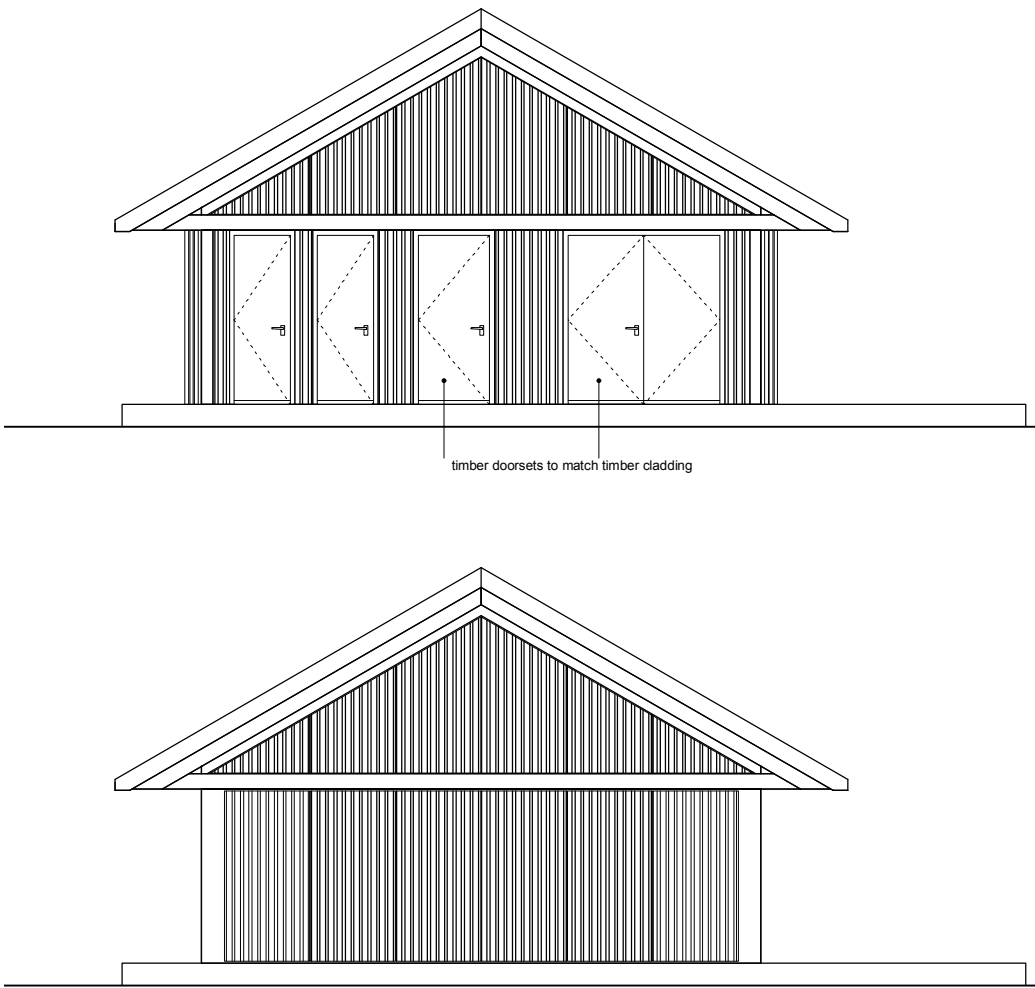
The Tythe Barn, Stock Road, Stock,
Ingatstone , Essex CM4 9BU
t: 01277 840981
e: info@josephhardy.co.uk

status	Preliminary		
drawn	checked	date	scale
KN	PM	Sept18	As marked
project	bldg element	dwg no.	revision
-	-	P201	-

Concept Elevation 02
scale 1:100@A3



Concept Elevation 03
scale 1:100@A3




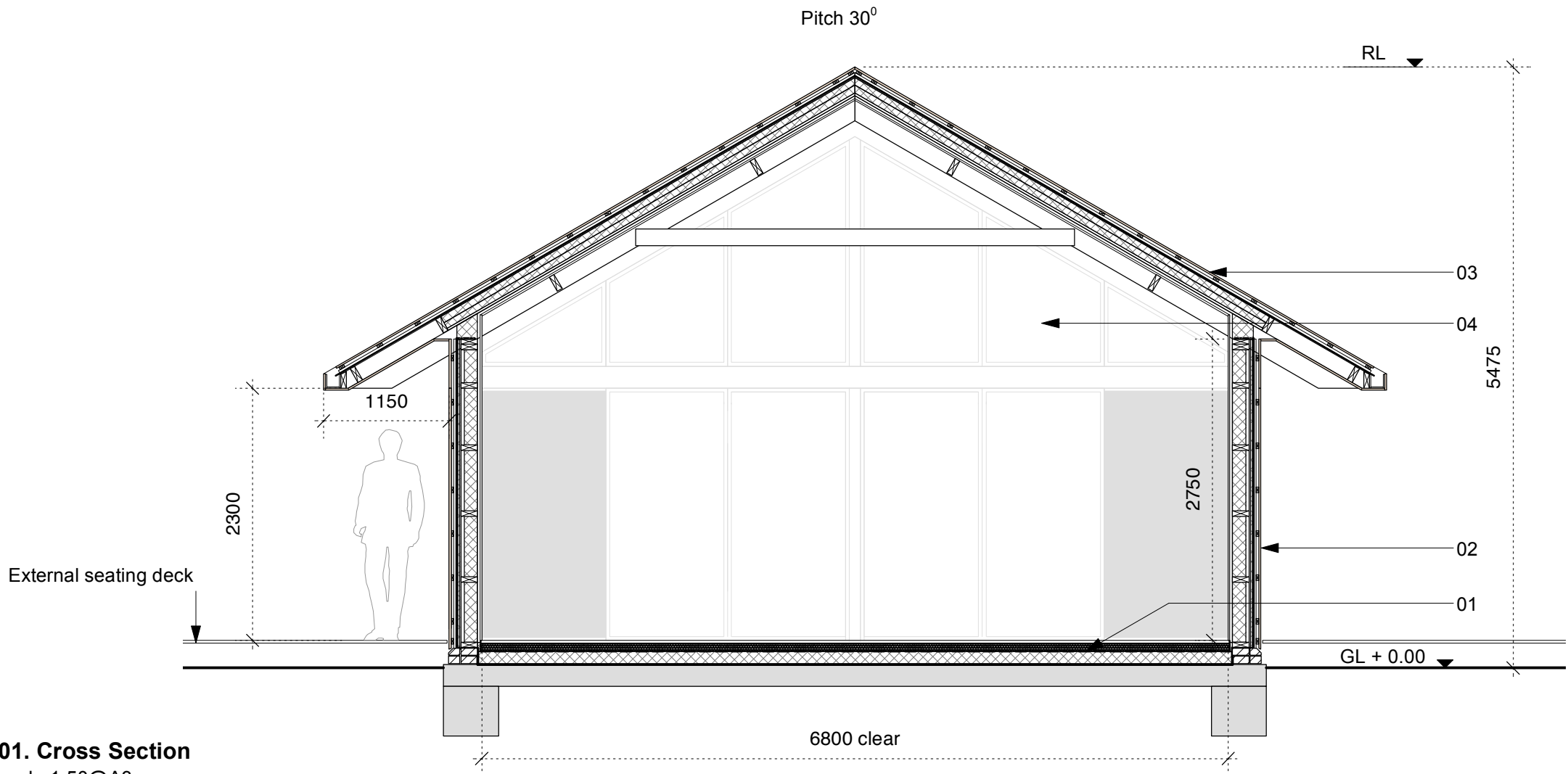
Concept Elevation 04
scale 1:100@A3

NOTE

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NOTES

rev	date	description	
location			
client			
<div> NEWBURY Town Council</div> <div>The Town Hall, Market Place, Newbury, West Berks RG14 5AA</div>			
project			
Victoria Park Cafe			
drawing title			
Elevations 02			
Joseph Hardy design & heritage			
The Tythe Barn, Stock Road, Stock, Ingatstone , Essex CM4 9BU t: 01277 840981 e: info@josephhardy.co.uk			
status	Preliminary		
drawn	checked	date	scale
KN	PM	Sept 18	As marked
project	bldg element	dwg no.	revision
	-	P203	-



01. Cross Section
scale 1:50@A3

NOTES:

01. FLOOR
Target U value - 0.13 W/m2K
Floor and foundations to be designed by Structural Engineer to suit ground conditions.
Build up indicated above slab,
- DPM.
- 120mm thk insulation.
- 75mm thk screed layer (with u/floor heating).
- Floor finishes: vinyl +/-or polished concrete.
02. WALLS
Target U value - 0.18 W/m2K
Timber frame over brick plinth indicated with timber rainscreen cladding
- Internal finishes tbc.

03. ROOF
Target U value - 0.18 W/m2K
Warm roof timber frame construction indicated with rafters at 400mm ctrs, purlins/ collars as required.
- Roof covering to be agreed. Timber or metal being considered.
- Roof structure to be exposed in cafe front of house area.
- Back of house areas: Allow for suspended ceilings.
04. GLAZED AREAS
Powder coated aluminium +/-or timber framed thermally broken double glazed units including glazing to 1no. gable.

NOTE

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NOTES

-	26.10.18	First Issue
rev	date	description

location

client



NEWBURY
Town Council

The Town Hall, Market Place, Newbury,
West Berks RG14 5AA

project

Victoria Park Cafe

drawing title

Cross- Section

Joseph Hardy | design & heritage

The Tythe Barn, Stock Road, Stock,
Ingatstone , Essex CM4 9BU
t: 01277 840981
e: info@josephhardy.co.uk

status	Preliminary		
drawn	checked	date	scale
KN	PM	Oct 18	As marked
project	bldg element	dwg no.	revision
-		P300	-

Mr Craig Bobbett

Developer Services

Andrew Waring Associates,
The Old Brewery House,
Porters Bridge Street,
Romsey, Hampshire
SO51 8DJ

Your ref
Our ref DS4046191
Name Darnell Francis
Phone 0800 009 3921
Email developer.services@thameswater.co.uk

27 February 2018

Dear Mr Bobbett,

**Agreement to build within 3 metres of the public sewer
Site Address: New Cafe, Victoria Park, Newbury, Berkshire,**

We're pleased to let you know that a pre-construction CCTV survey has been completed at the above address. The results show that the sewer is in good condition, so we have no objections to the proposed works getting underway as per the submitted drawing plans: 8865/D1/P1 & 8865/D2/P1. This is as long as your works comply with the enclosed appendix.

When your works are finished, please return the enclosed form to the following address so that we can arrange a second CCTV survey:

Thames Water Utilities Ltd
Developer Services
3rd Floor West
Clearwater Court
Vastern Road
Reading
RG1 8DB

If you have any questions please give the helpdesk a call on 0800 009 3921. We're open 8am-5pm, Monday to Friday, or you can email us at developer.services@thameswater.co.uk

Yours Sincerely

Darnell Francis - Technical Coordinator
Developer Services – Wastewater

Thames Water
Developer Services
3rd Floor West
Clearwater Court
Vastern Road
Reading
RG1 8DB

T 0800 009 3921
I www.thameswater.co.uk

Thames Water Utilities Ltd
Registered in England and Wales
No. 2366661, Registered office

Request for second CCTV survey

Site Address: New Cafe, Victoria Park, Newbury, Berks,

Building over or close to a public sewer reference number: DS4046191

I confirm that the building works at the property above were completed on

Please contacton telephone number.....

to arrange a second CCTV survey.

Signed.....

Date.....

Thames Water
Developer Services
3rd Floor West
Clearwater Court
Vastern Road
Reading
RG1 8DB

T 0800 009 3921
I www.thameswater.co.uk

Thames Water Utilities Ltd
Registered in England and Wales
No. 2366661, Registered office

APPENDIX

THAMES WATER UTILITIES SPECIFICATIONS FOR BUILDING RESIDENTIAL EXTENSIONS OVER PUBLIC SEWERS 160MM UP TO BUT NOT INCLUDING 375MM DIAMETER

The following specification items must be fully complied with:

1. All works shall comply with the requirements of 'Sewers for Adoption', 6th edition in conjunction with 'Protocol on Design and Construction of Adoption of Sewers in England and Wales'.
2. No additional loads are to be transmitted to the sewer by the proposed works.
3. This consent is subject to any conditions that may be imposed through the Planning or Building Regulation/Control process
4. It is your responsibility to check and verify the position and the invert levels of the public sewer prior to works on site.
5. Where the sewer is shown on the sewer records and the invert of the sewer is less than or equal to 1.5 metres below finished ground level, proposed foundations are to be a minimum of 0.6 metres from the public sewer.

5.1 Where the invert of the sewer is greater than 1.5 metres below finished ground level, proposed foundations are to be a minimum of 1.0 metres from the public sewer.

5.2 When using piled foundations, the proposed foundations are to be a minimum of 1.5 metres from the public sewer. Only continuous flight augured piles are acceptable. The use of driven piles will not be permitted within 15 metres.

5.3 Where the sewer is not shown on the sewer records and the invert is less than or equal to 1.5 metres below finished ground level, proposed foundations can be permitted within of 600mm of the public sewer

6. Manholes on the public sewer can't be built over or located inside proposed structures even with new double sealed bolt down covers.
7. Where the public sewer is less than or equal to 1.5 metres deep, no structure shall be built in contact with, or over any part of adjacent public manholes.

7.1 Where the depth to the public sewer is greater than 1.5 metres, no structure shall be built within 1.0 metres of the public manhole structure.

8. All connections to the public sewer should be at a manhole or via a pre-formed junction. Saddle connections are not permitted on to sewers less than 375mm diameter.

Thames Water
Developer Services
3rd Floor West
Clearwater Court
Vastern Road
Reading
RG1 8DB

T 0800 009 3921
I www.thameswater.co.uk

Thames Water Utilities Ltd
Registered in England and Wales
No. 2366661, Registered office

8.1 Connections into manholes must be made with soffits level and must enter 'with the flow'.

9. More than four build over agreements in a row will not be permitted on a length of public sewer without an external manhole being available for suitable access.
10. New manholes to be in accordance with 'Sewers for Adoption' 6th Edition.
11. If the householder or Building Control requests that a survey be carried out, Thames Water wouldn't object. However, such surveys are carried out at the house holder's expense.
12. Pipes seen as being in a serviceable condition include those with minor defects, such as misaligned joints (often since new) or hairline cracking
13. Plastic pipes and fittings are not accepted on the public sewers that are shown on the sewer records. We may permit the use of plastic pipes where the existing public sewer is already constructed from plastic, however the pipe must have a jetting resistance of 2600psi
14. Proposed foundations to be constructed within 1.5 metres of the public sewer shall be taken to a depth equal to or greater than the sewer invert.

Thames Water
Developer Services
3rd Floor West
Clearwater Court
Vastern Road
Reading
RG1 8DB

T 0800 009 3921
I www.thameswater.co.uk

Thames Water Utilities Ltd
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