

Ref: Q000997B/CGR

Date: 18th September 2020

Farnsfield Parish Council - Provision of Project Management Services

Dear Sir

We refer to and thank you for the email dated 04/09/2020 (Clarke/Riley), regarding the provision of professional services with respect to redevelopment of the village east side recreational area.

Inspire Design & Development Ltd. will be pleased to provide professional planning and project management services with respect to creating a concept design as prescribed in section 2.2 of the client's brief. Our offer is based on the Farnsfield Parish Council's development brief attached to the aforementioned email.

Inspire Design and Development Ltd. is a forward thinking and innovative built environment consultancy. We have vast experience in providing engineering and planning services to a wide range of developers. We have delivered successful planning and project management services for local developers, national house builders, and commercial and leisure developers; including the £400m development at the Peak Resort. We have developed a respectable reputation with local planning authorities to deliver high quality, sustainable developments for both the client and the local community.

This letter and the attachments constitute our offer.

Project Overview

Concept Design of Improved Recreation Facilities

The area of land owned by the Parish Council is split into four separate sections; Hadleigh Park, Reynolds Field, The Acre and Millennium Wood. Each parcel of land serves a different purpose to the community. The long term goal of Farnsfield Parish Council is to upgrade the facilities of Hadleigh Park to provide a high quality recreational area for all age groups and members of the local community. Upgrades to the play areas, installation of a wheeled sports

facility and additional facilities which can be enjoyed by older members of the community will be considered by the design team and discussed with the Parish Council throughout the concept design phase.

The refurbishment of the football pitches on The Acre parcel, along with the a new or refurbished football pavilion so that the pitches can be enjoyed by all age groups, as well as by the owners of the allotments located in Reynolds Field.

A site visit to inspect the current facilities at the park would be recommended in order to understand the state of the existing pavilion, as well as the state of the existing play equipment in Hadleigh Park. Our consultants can engage with Council members on the site and discuss options for the design concept which stay within the Council's preferred budget.

Scope of Services

Our services and fees are set out below and based on the deliverables defined within the email and attachments referred to above.

- Attendance of two consultants at a site walkover to identify and discuss design concepts.
- Attendance of two consultants at a meeting with the Parish Council to engage on the engineering and design aspects of the proposal..
- Inspire Design will provide overall project management services and provide specialist engineering design input to deliver the concept design to the Parish Council.
- Continuous Liason with the Parish Council and provide updates on the project as it progresses.

Fees

We will be pleased to provide the aforementioned services for the fees below:

- Project Management and liaison with architects – £1,250.00
- Attendance of two consultants at one design meeting with the Parish Council and site walkover – £280.00
- Planning advise on general design guidance and review of Local Authority Planning documents - £350.00

I have attached a project CVs to this fee proposal which outlines our involvement, and our architects' involvement, in similar projects.

Our offer is subject to the terms and conditions defined within this letter and our attached standard terms of business. All fees are exclusive of VAT.

Programme

Inspire Design & Development Ltd will be pleased to provide you with a programme of works in the event that our offer is of interest. This fee proposal outlines the work to be carried out during the concept and design stage of the project. We look forward to delivering a successful concept design which we hope to be able to take forward to the planning and delivery stages at a later date.

Assumptions and Limitations

- Fees exclude additional site visits and attendance at meetings not mentioned as above, for which we would seek reimbursement on a time-charge basis at £70/hr.
- It is assumed that a copy of the S106 mentioned in the development brief document is provided to ensure adequate design of the play equipment;
- Fees exclude any services with respect to the diversion, or new supply, of public utilities;
- Our offer excludes any third party fees (e.g. Planning Application fees, Section 38 fees, Section 104 fees, legal fees);
- No allowance is made for the development of a construction cost estimate;