



EVESHAM TOWN COUNCIL



TOWN COUNCIL meeting 12th SEPTEMBER 2022 at 6.30 p.m. in the Council Chamber at the Town Hall

Item 9 – Condition survey on the cemetery chapels

At the Town Council meeting on the 11th July, it was requested an inspection of the Cemetery Chapels be investigated, following a report from the Vale of Evesham Civic Society.

Two quotations have been received and are attached as follows:

Arnold Bartosch Ltd (“Company A”) has quoted £1,100 plus expenses to carry out the condition survey. The details of the expenses is attached.

Nick Joyce Architects Ltd (“Company B”) has quoted for various services which are detailed in the quotation and explained in the letter.

The Council is asked if it wishes to accept any of the submitted quotations.

Jo Adams
Town Clerk

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Evesham, WR11 4BY

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townclerk@eveshamtowncouncil.gov.uk

CLIENT COPY

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Jo Adams
Town Clerk
Evesham Town Council
Unit 6
Abbey Lane Court
Abbey Lane
Evesham
Worcestershire
WR11 4BY

APB/JP0109

1st September 2022

Dear Jo

Re: Chapels at Evesham Cemetery

Thank you for your invitation to look over your home and to prepare a condition survey of the two chapels at Evesham Cemetery.

Please find enclosed the following:

- 1) Fee proposal (FP0109)
- 2) Terms and Conditions

It was clear during our walk round on 24th September that the building is undergoing some structural movement and I would advise a separate structural condition report is prepared. I have asked Clive Haywood at F W Haywood to provide a quote for this work which is itemised in the fee proposal. I have also included a quote for a quantity surveyor's estimate for the works, also separately itemised.

I trust that I have interpreted your requirements correctly and that the enclosed proposal is clear and acceptable to you. Please do contact me if there are any points, which remain unclear, or if any matters have subsequently occurred to you.

Should you wish us to go ahead with the work, I would be grateful if you could sign the Agreement clause below, return this letter to me and retain the client copy letter, following receipt of which we will programme this work into our existing schedule. Can you please note that we are currently busy with existing commitments but should be able to commence work in about 6 weeks from an instruction.

DIRECTORS

Alan Simcox: Dip Arch (Leics), AABC
Andrea Burton: BA(Hons), PG Dip Arch

ASSOCIATE DIRECTOR

John Middleton: BA(Hons), Dip Arch, RIBA, AABC

PRACTICE CONSULTANT

Nick Joyce: BA, Dip Arch, AA Dip Cons, AABC

Company No 9524906
Registered in England and Wales

Cont'd/.....

nickjoycearchitectsltd
architects and historic building consultants

Please would you also fill out and return the client information form.

I look forward to hearing from you soon.

Yours sincerely



For Nick Joyce Architects Ltd

Enc: Fee Proposal (FP0109)
Terms and Conditions of Appointment April 2022
Client Information Form

.....
Agreement 01/09/2022 Chapels at Evesham Cemetery JP0109

Evesham Town Council wishes to appoint Nick Joyce Architects Ltd for the project referred to above and accepts the conditions of engagement and other terms of appointment as set out in the Terms and Conditions dated April 2022.

Signed..... (Client)..... (Date)

fee proposal chapels at evesham cemetery (fp0109)

client brief

Prepare a building condition survey, with costs.

architect's services

1. Survey

Survey of existing building and preparation of as-existing drawings

Make a measured survey of the Chapels and connecting timber structure and prepare to scale as existing drawings to show relevant plans and elevations to a scale not less than 1:100.

2. Building condition survey

Carry out a building condition survey and prepare a written report to describe fabric repairs and regular routine maintenance.

3. Structural Condition Survey

Carry out a full survey of both chapels, internally and externally and also the connecting timber structure and produce a report recording the structural condition and identifying any issues and provide recommendations for repairs and/or further investigations.

This will be provided out by F W Haywood.

4. Estimate of works

Provide costs for the works of repair identified in (2) and (3).

This will be prepared by Gwillam Darby Carr.

fees

The above services will be charged for the following fixed fees:

1. Survey	£1,395.00
2. Building condition survey	£1,700.00
3. Structural Condition Survey	£2,261.00
4. Estimate of works	£550.00
5. Meetings with client	architect's hourly rate

Charges, Expenses and VAT

Out of pocket expenses, any local authority charges and VAT will be chargeable in addition to the above.

Details of time charges, rates for expenses and other normal terms and conditions of our appointment are set out in the attached Terms and Conditions of Appointment (April 2022).

Accounts for our fees and expenses will be submitted monthly and should be paid within 21 days.

exclusions

No allowance is made for inspection of mechanical/electrical services or below ground drainage.

The condition reports will be made from a visual inspection from the ground level and will not include an assessment of inaccessible areas (eg roof structure).

PERIOD FOR ACCEPTANCE

Fee proposals are open for acceptance for a period of eight weeks from the date of the offer.

terms and conditions of appointment

STANDARD FEES

Hourly Rates

Historic Buildings Consultant	£125.00	Architect	£100.00
Principal Designer	£100.00	Architectural Technician	£75.00

Rates are subject to revision by prior notice.

Percentage Fees

Percentage fees quoted are based on the lowest acceptable tender price or the total net cost of the works executed by the contractor, as detailed in the fee proposal

EXPENSES AND DISBURSEMENTS

Printing charges (price per copy)

A4	Black and White	10p	Colour	25p	A3	Black and White	25p	Colour	75p
A2	Black and White	£1.00	Colour	£1.50	A1	Black and White	£2.00	Colour	£3.00
A0	Black and White	£3.00	Colour	£4.50					

Other charges

Mileage	55p per mile	Construction Contracts	cost+20%
Postage	charged at cost	Ordnance Survey Plans	cost+20%
Production of CD	£2.50 each	Report binding	£2.50 per A4 report
Subsistence expenses	charged at cost		

VAT

All fees, expenses and disbursements stated above are exclusive of Value Added Tax which will be charged for in addition, in accordance with the current rate.

INVOICING AND PAYMENT OF FEES

Accounts for fees will be invoiced monthly or on completion of work stages.

If for any reason the scope of work is reduced or architectural services are terminated the fee will be calculated at date of notice on work completed up to the appropriate work stage.

Payment shall become due to the Architect within 21 days of the submission of the Architect's account. To avoid late fees, please pay by due date. Any sums remaining unpaid at the expiry of **twenty one days** from the date of submission of an account may be liable to interest thereafter. Interest will accrue on the total net sum for each day from the due date, at a rate of 7½% per annum. An administration fee of £25.00 for chasing late payments may be charged in addition.

You should be aware that the granting of the planning permissions is entirely at the discretion of the planning authority and therefore beyond our control. Payment of our fees is not dependent on receiving approvals.

Also, please note that for grant aided works payment of our fees is not dependent on payment of grant monies by others.

In the event of the client's being in default of payment of any fees, expenses and/or disbursements, the Architect may suspend the performance of any or all of the services on giving notice in writing to the client.