

REPORT PC26.090 Approval of Appointment of Contractor for works at Hampton Park Pavilion

Author: Trudi Deane, Deputy Clerk

Date: 2nd July 2026

1. BACKGROUND

In mid 2024, the council resolved to appoint architects to draw up plans for works at Hampton Park Pavilion for Parish Council offices. The previous office accommodation at River Bourne Community Farm was an ageing and uninsulated portacabin that could no longer comfortably accommodate a growing staff team. As a temporary solution the team are currently using a small committee room at the pavilion, but only 4 desks can be fitted into that space. The current staff team is 6, and this is likely to expand. Future planning permissions will increase the numbers of residents, and the parish councils estate of public open space. The new Charity for Community Venues will require additional support.

2. SUMMARY

The initial plans from the architects presented to council in July 2024 set out 5 options for the Pavilion; a single storey side extension, two options of ground floor conversion of existing storage spaces, a roof space conversion with internal access from the existing foyer and a roof space conversion with separate external access. For reasons of space, protecting the security of the pavilion users and minimising visual impact, conversion of the roof space with a dedicated external access was chosen. The estimated cost was £168,000 at this point.

In September 2024 it was resolved to appoint Paul Stevens Architecture to produce the detailed plans for this option. Planning permission for the project was granted in March 2025 under [PL/2025/00854](#), and associated Building Regulations/Control in October 2025. The layout proposed is shown on the drawing attached Annex One. An invitation to tender ITT for the project was issued on the government '[Find a Tender](#)' service on 21st April 2026, with a closing date of 19th June 2026.

Three Tenders were received:-

Tender One - £227,975 plus VAT

Tender Two - £228,310.69¹ plus VAT

Tender Three - £175,000 plus VAT

The Deputy Clerk and a representative of the architects reviewed the tenders prior to evaluation. It was identified that Tender 3 failed to provide some of the obligatory information required, such company information and registration details, no

¹ The quote received totaled £239,587.24. The contractor subsequently confirmed two items totaling £11276.55 had been included in error

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references or examples of previous projects, no proof of insurances and limited evidence of Construction (Design and Management) Regulations CDM compliance.

The tenders were anonymously evaluated by a panel of 3 parish councillors and the Clerk on 26th June. The Deputy Clerk and Architects were in attendance to answer any questions or queries. In agreement with all present, Tender 3 was not progressed for evaluation.

Tenders were assessed on the criteria set out in the ITT:-

Value for money (X2)

Quality/Specification (X2)

Environmental Responsibility and Sustainable Construction Practices

Programme

Skills and Experience

The scoring resulted in a clear first choice of Tender One, which was unanimously supported by all present.

3. FUNDING

In October 2024 the Parish Council resolved to create an Earmarked Reserve of £82,000 towards this project, using funds from the General Reserve. At that point, there were also unspent Community Infrastructure Levy CIL funds available of £66,106. It was anticipated that remaining capital required could either be underwritten by remaining General Reserve pending future CIL receipts or a Public Works Loan Board loan. PWLB loans are available to any local authority. They can be for periods of up to 50 years at interest rate at, or slightly above, the current bank rate.

CIL funds must be used within specified timeframes, and to date some has since been spent to fund other items and meet these deadlines. Architect and Surveyors invoices have also been paid from the Earmarked Reserve.

There is currently £75,476.87 remaining in the Hampton Park Pavilion Reserve and CIL funds available of £57,252.33, totalling £132,729.20. It is unlikely any further CIL payments will be received before the end of this project.

In addition to a loan, other possible sources of funds are:-

- Our own Capital Asset Replacement currently £315,357.32.
- Our General Reserve currently estimated at £130,000.

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Both of these funds are under the total control of the Council and so the Council can resolve to use them as they wish. Councillors should consider if they wish to borrow now when there is so much in the Asset Replacement Reserve. If this Reserve is needed in the future, a PWLB loan could be sourced to meet the need.

Assuming the developments go ahead, additional CIL payments will be due from Church Road and the Airfield sites. Should applications currently outstanding on Land NE Old Sarum and Roger Way/Local Centre be approved, additional CIL payments would be due.

All tenders include a £15,000 contingency figure as specified in the ITT. There is a 2.5% retention for a period of 12 months following practical completion.

4. RECOMMENDATION

That the council resolves to appoint the contractor under TENDER ONE to carry out alterations at Hampton Park Pavilion for the sum of up to £227,975 plus VAT

That the council resolves to delegate authority to the Clerk to approve the use of the £15,000 contingency included within this sum

That the council resolves to move £100,000 from the Capital Asset Replacement reserve to the Hampton Park Pavilion Parish Office Reserve

That the council resolves to earmark current unspent CIL funds for the Hampton Park Pavilion Parish Office construction

ANNEX ONE



PSA
Professional Service Associates, Inc.
1400 S. Bascom Avenue, Suite 200
San Jose, CA 95128
Tel: 408.951.7125
Fax: 408.951.7126

Client: *Redwood*
Address: 1400 S. Bascom Avenue, Suite 200
 San Jose, CA 95128
Phone: 408.951.7125
Fax: 408.951.7126

Project:
Location: Hamilton Park Payroll
 Salsbury
 Escondido Farm
Project: Salsbury
SP#: SP136Y
Drawings: Proposed
 Plans & Elevations
 Option B

SCALE: 1/8"=1'-0"

North	South	East	West
☐	☐	☐	☐

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