

[REDACTED]

From: [REDACTED]
Sent: 02 September 2010 09:38
To: [REDACTED]
Cc: [REDACTED]
Subject: DS staff budgets/consultants - St Albans City District Secondary Expansions / New Site search NEW COMMISSION [REDACTED]
Attachments: Workplan and Fee Proposal St Albans secondary school Aug 2010 for module 3 onward.pdf

[REDACTED] - thank you for this.

[REDACTED] ([REDACTED] for information)

please can you accept this e-mail as commissioning module 4 of the attached work plan.

(I will commission other modules depending on the outcome of preceding work either confirming the need for those further modules or requiring amendment to scope etc as discussed today).

[REDACTED] - this work plan supersedes the previous one dated March 2010 and in respect of which invoicing is complete on modules 1 and 2.

[REDACTED]

As discussed, I still think that we should meet to discuss where we are on the secondary work tomorrow afternoon.

thank you,

[REDACTED]
Senior Planning Officer
Hertfordshire Property

Telephone Number [REDACTED]

[REDACTED]
31/08/2010 15:27

To [REDACTED]
cc [REDACTED]
Subject Re: Fw: DS staff budgets and consultants [Link](#)

[REDACTED]

Our Feasibility budgets are handled by [REDACTED] not [REDACTED]. [REDACTED] would need to be aware of the source if part of this transfer is to be used for that purpose, so [REDACTED] can add it to our overall budget allocation.

Codes will just be set up as normal - a feasibility code will use funds from the Feasibility & Rationalisation pot.

Regards

[REDACTED]
Estates Technician
Hertfordshire Property - CHO315
Direct Line: [REDACTED]
Fax: [REDACTED]

[REDACTED]
31/08/2010 14:11

To: [REDACTED]
cc: [REDACTED]
Subject Fw: DS staff budgets and consultants

[REDACTED]
I have spoken with [REDACTED]..please authorise [REDACTED] to continue with the commissioned work. We will pay for this from the DS fund which came over from CSF for expansions work part of which will sit within the DS staff budget .

[REDACTED] you are copied in for info.I guess this will be an unusual situation and we will need to find the right code for this.

[REDACTED]
Principal Planning Officer,
Hertfordshire Property
Tel: [REDACTED]
Mob: [REDACTED]

----- on 31/08/2010 13:59 -----

[REDACTED]
20/08/2010 14:29

To: [REDACTED]
cc: [REDACTED]
Subject Fw: DS staff budgets and consultants

[REDACTED]
see below.... [REDACTED] called me re St Albans work...chase [REDACTED] for approval to this

[REDACTED]
Principal Planning Officer,
Hertfordshire Property
Tel: [REDACTED]
Mob: [REDACTED]

----- Forwarded by [REDACTED] on 20/08/2010 14:27 -----

[REDACTED]
20/08/2010 14:27

To: [REDACTED]
cc: [REDACTED]
Subject DS staff budgets and consultants

[REDACTED]

We spoke this week about the assertion which CSF make that all LDF type work must be funded from the CE budget, given that monies have been transferred to our accounts to deal with this resource issue. Now I know that I am a budget holder I have spoken with [REDACTED] in Finance and have gleaned the following.

£250,000 was transferred to Property on 17 June for the year 2010/11. I have assumed that I will receive [REDACTED] of this for my new recruits ie [REDACTED]

Allowing £[REDACTED] for my recruits from when they arrive (assuming they cost £[REDACTED] each pa, but accounting only for the period Oct - March) and £[REDACTED] for expenditure to date on temps, leaves a sum of £[REDACTED]

There is an outstanding urgent piece of work which needs to be commissioned with V&G consultants for the St Albans secondary school search [REDACTED]. I propose that this work is funded from my budget. Can you confirm that this should proceed please (to [REDACTED]).

[REDACTED]

Can you discuss this issue with [REDACTED] please.

regards

[REDACTED]

Principal Planning Officer,
Hertfordshire Property
Tel [REDACTED]
Mob [REDACTED]

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WORKPLAN AND FEE PROPOSAL

Project	ST ALBANS SECONDARY SCHOOL	
Project No.	4812	Date 5 August 2010

Completion Date	Task Description	Proposed Fee
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Complete and invoiced	MODULE 1: PHASE 1 PRELIMINARY APPRAISALS - BASELINE ANALYSIS <ol style="list-style-type: none"> 1. Assemble base plans for St Albans City and District and map existing secondary schools. 2. Define main study area and agree with client. 3. Establish site requirements with client. 4. Undertake planning and environmental constraints analysis of study area. 	£
Complete and invoiced	MODULE 2: EXISTING SECONDARY SCHOOLS – 12 SITES <ol style="list-style-type: none"> 5. Assemble base plans (site identification and aerial photograph). 6. Receive and understand capacity analysis from client in respect of existing schools. 7. Undertake site visits. 8. Complete preliminary appraisal. 9. Complete proforma. 	£
	MODULE 3: MEETINGS FOR MODULES 1 AND 2 <ol style="list-style-type: none"> 10. Preparation and attend client meeting to discuss project brief and agree study area parameters (26 April 2010). 11. Preparation and attend client meeting to discuss outputs from mapping and long list of sites (27 May 2010). 12. Client meeting to present Module 2 work (potential for school expansions) (28 June 2010). 13. Preparation and Client and District Council to present Module 2 work (29 June 2010). 14. Preparation and Client meeting to discuss progress and agree actions (30 July 2010). 	£

STERLING COURT NORTON ROAD STEVENAGE HERTS SG1 2JY

T: [REDACTED] F: [REDACTED] E-mail: [REDACTED]

WORKPLAN AND FEE PROPOSAL

Project	ST ALBANS SECONDARY SCHOOL	
Project No.	4812	Date 5 August 2010

Completion Date	Task Description	Proposed Fee
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	<p>MODULE 4: POTENTIAL SCHOOL SITES – PRELIMINARY ANALYSIS</p> <p>For St Albans (13 sites) Harpenden (11 sites) and London Colney (4 sites):</p> <ol style="list-style-type: none"> 15. Assemble base plans (site identification plans) 16. Prepare draft proformas. 17. Undertake site visits. 18. Complete preliminary appraisals. 19. Prepare summary analysis (traffic light plan) of potential school sites. 	£
	<p>MODULE 5: FEASIBILITY</p> <ol style="list-style-type: none"> 20. Prepare shortlist of existing school sites and potential school sites for highways appraisals and agree with client. 21. Agree requirements for any other technical studies (e.g. noise); obtain fee quotations and instruct as necessary. 22. Obtain fee quotations for highways appraisals and advise client 23. Instruct highways consultants. 24. Receive and consider highways appraisal report, review all site proformas and amend accordingly. 25. Prepare development principles plans for existing schools that can be expanded. 26. Prepare development principles plans for suitable potential school sites. 27. Prepare aerial photographs for shortlisted sites 	£
	<p>MODULE 6: REPORT PREPARATION (REPRESENTATIONS TO SADC)</p> <ol style="list-style-type: none"> 28. Prepare draft final report to cover: <ul style="list-style-type: none"> • Introduction • Future demand for secondary education 	

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T: [REDACTED] F: [REDACTED] E-mail: [REDACTED]

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	<ul style="list-style-type: none"> Study area 1: St Albans Study area 2: Harpenden Study area 3: London Colney Summary and Recommendations <p>29. Prepare 3 appendices containing site proformas and plans. 30. Submit report to client (3 hard copies) and District Council (1 hard copy) and 2 CD's to be supplied to client and District Council (mid November).</p>	£
	<p>MODULE 7: MEETINGS FOR MODULES 3-7</p> <p>31. Preparation and client meeting to present Module 4 output and to agree requirements for Module 5 (TBA – end September). 32. Preparation and meeting with client and District Council to present Module 4 output (TBA – beginning October). 33. Preparation and meeting with client to discuss outputs from Module 5, site selections and final report to SADC (TBA –end October). 34. Preparation and meeting with client and District Council to present outputs from Module 5 and Final report (TBA – end October).</p>	£

Manpower fee budget	(ex VAT)
Module 1	£*
Module 2	£*
Module 3	£
Module 4	£
Module 5	£
Module 6	£
Module 7	£
*complete and invoiced	
TOTAL FEE BUDGET	£
Travel costs / Lithography	At cost

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T: [REDACTED] F: [REDACTED] E-mail: [REDACTED]