

[REDACTED]

---

**From:** [REDACTED]@hertscc.gov.uk>  
**Sent:** 02 September 2010 09:38  
**To:** Ruth Gray; [REDACTED]  
**Cc:** Dick Bowler; [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]/Dick - thank you for this.

Ruth, [REDACTED]

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.

Ruth,

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

thank you,

[REDACTED]  
[REDACTED]  
Senior Planning Officer  
Hertfordshire Property

Telephone Number 01992 [REDACTED]

[REDACTED] CSERV/HertsCC  
31/08/2010 15:27

To: [REDACTED]@HertsCC@HertsCC  
cc: Dick Bowler/CSERV/HertsCC@HertsCC, [REDACTED]  
[REDACTED]@HertsCC@HertsCC  
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 she 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: 01992 [REDACTED]  
Fax: 01992 556206

[REDACTED]/HertsCC

31/08/2010 14:11

To [REDACTED]/HertsCC@HERTSCC  
cc [REDACTED]/HertsCC@HertsCC, Dick  
Bowler/CSERV/HertsCC@HertsCC  
Subject Fw: DS staff budgets and consultants

[REDACTED]  
I have spoken with Dick...please authorise Ruth 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 01992 [REDACTED]  
Mob [REDACTED]

----- Forwarded by [REDACTED] CSERV/HertsCC on 31/08/2010 13:59 -----

[REDACTED] CSERV/HertsCC

20/08/2010 14:29

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

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

[REDACTED]  
Principal Planning Officer,  
Hertfordshire Property  
Tel 01992 [REDACTED]  
Mob [REDACTED]

----- Forwarded by Jacqueline Nixon/CSERV/HertsCC on 20/08/2010 14:27 -----

[REDACTED]/HertsCC

20/08/2010 14:27

To dick Bowler/CSERV/HertsCC  
cc [REDACTED]/HertsCC@HertsCC  
Subject DS staff budgets and consultants

Dick

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 half of this for my new recruits ie £125k.

Allowing £50k for my recruits from when they arrive (assuming they cost £50 k each pa, but accounting only for the period Oct - March) and £12,300 for expenditure to date on temps, leaves a sum of £63k.

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]).

I should also point out that the other urgent piece of work is the Broxbourne primary schools capacity work [REDACTED] was going to do this but is now leaving in two weeks, so I may need other consultants to do this. We have also commissioned consultants to do work in Stevenage recently, it is therefore quite possible that this budget will be whittled away very quickly. In view of the looming LDF timescales across the county (and we don't know them all) we may not be able to cope with this in-house and/or may need other specialist advice which will cost as we know..

Can you discuss this issue with Mike/Pauline please.

regards

[REDACTED]  
Principal Planning Officer,  
Hertfordshire Property  
Tel 01992 [REDACTED]  
Mob [REDACTED]

\*\*\*\*Disclaimer\*\*\*\*

The information in this message should be regarded as confidential and is intended for the addressee only unless explicitly stated. If you have received this message in error it must be deleted and the sender notified. The views expressed in this message are personal and not necessarily those of Hertfordshire County Council unless explicitly stated. Please be aware that emails sent to or received from Hertfordshire County Council may be intercepted and read by the council. Interception will only occur to ensure compliance with council policies or procedures or regulatory obligations, to prevent or deter crime, or for the purposes of essential maintenance or support of the email system.

## WORKPLAN AND FEE PROPOSAL

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

Completion Date	Task Description	Proposed Fee
-----------------	------------------	--------------

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

STERLING COURT NORTON ROAD STEVENAGE HERTS SG1 2JY  
T: 01438 316331 F: 01438 722035 E-mail: planners@vincent-gorbing.co.uk

## WORKPLAN AND FEE PROPOSAL

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

Completion Date	Task Description	Proposed Fee
-----------------	------------------	--------------

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

## WORKPLAN AND FEE PROPOSAL

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

Completion Date	Task Description	Proposed Fee
-----------------	------------------	--------------

	<ul style="list-style-type: none"> <li>Study area 1: St Albans</li> <li>Study area 2: Harpenden</li> <li>Study area 3: London Colney</li> <li>Summary and Recommendations</li> </ul> <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><b>MODULE 7: MEETINGS FOR MODULES 3-7</b></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	
<b>TOTAL FEE BUDGET</b>	£
Travel costs / Lithography	At cost

STERLING COURT NORTON ROAD STEVENAGE HERTS SG1 2JY  
T: 01438 316331 F: 01438 722035 E-mail: planners@vincent-gorbing.co.uk