

FINANCE AND GENERAL PURPOSES COMMITTEE – 21 OCTOBER 2024

REPORT FOR DECISION

PENLEE HOUSE PLANT UPGRADE - EXPENDITURE AND PROJECT SUPPORT

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
✓	✓		✓		✓	

Recommendation to Penzance Council:

1. A virement of up to £27,000 be made from the Penlee House Buildings Fund earmarked reserve (4995/1/2) to the Capital Refurbishment budget line (4100/2/9) for the Penlee House plant upgrade project.
2. A virement of up to £200,001 be made from the Penlee House Plant Fund earmarked reserve (4995/1/7) to the budget line 4100/2/9 Capital Refurbishment for the Penlee House plant upgrade project.
3. GPJ Consulting Engineers be appointed to provide the services detailed in this report on the basis of the total project percentages provided.
4. The expenditure associated with (3.) above be approved.

Background:

At the Arts & Culture Committee meeting held on 18 March 2024 it was resolved that authority be delegated to the Town Clerk to refine the specification of the proposed plant upgrade, and to undertake a procurement exercise to find a suitable contractor to undertake the works.

The detailed specification has now been completed and this forms the basis of a tender which is currently open for applications, closing date 16 October 2024. This tender has a maximum value of £190,000.

Alongside this, it is necessary to appoint a consulting engineer to provide oversight and support to the project during the procurement and subsequent works. GPJ consulting engineers were appointed following a competitive process to provide the specification for the works. It presents best value to the Council to continue to work

with GPJ engineers during the next phase of works to ensure that the works are delivered to their specification and to protect the Council from any risks associated with changing contractors at this point. They will undertake the following duties:








- Professional fees: 5% of the project total to provide ongoing design progression throughout the installation, working with contractors to accommodate any required design alterations. 2% of the project total to undertake site inspections for the install and witness any commissioning and installation milestones required.
- Project management: 8% of the project total which includes direct interaction with the contractor, ensuring that works are completed on time, in budget and within the design criteria. This includes the contract administration of the JCT Intermediate Building Contract with Contractors Design. They will monitor any variations to contract and undertake 1-2 site visits per week (in person or virtually). Liaison with the Principal Contractor's onsite supervisor.
- CDM duties: 2% of the project total to cover the principal designer element required by the CDM regulations 2015. Communication of all risks associated with the design and any risks associated with the existing site, to all working parties. Submission of any required F10 documentation, review the principal contractors construction phase plan and RAMS and carry out weekly site safety visits, to ensure all works are being carried out as per the Health & Safety file. As principal designers, there would be collaboration with the client and contractor to produce the Health & Safety file, liaising with Council Officers to determine its structure and format and then coordinating information to the file, from the wider project team, reviewing and revising information to ensure the file was up to date at all stages of the project.

The estimated total cost to complete the project is £227,000, this includes both the installation costs and the support costs from the consulting engineer.

This report was considered by the Arts and Culture Committee at its meeting held on 30 September 2024 where it unanimously resolved to make the recommendations set out above.

Anna Renton
Penlee House Gallery & Museum Director

FINANCE AND GENERAL PURPOSES COMMITTEE – 21 OCTOBER 2024**REPORT FOR DECISION****PRINCESS MAY RECREATION GROUND – POST DEVOLUTION REPAIRS**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
	✓			✓	✓	✓

Recommendation to Penzance Council:

1. Upon its receipt, a virement of the £60,000 'devolution payment' from Cornwall Council be made from income line, 399 – Miscellaneous, to the Princess May Recreation Ground earmarked reserve.
2. Subject to (1.) above, the use of up to £60,000 from the Princess May Recreation Ground earmarked reserve be approved to address safety concerns on site.

Background:

The transfer of Princess May Recreation Ground from Cornwall Council to Penzance Council has now been completed. The site, its safety and the safety of its users is now the responsibility of Penzance Council.

A number of reports have been undertaken on the site including into the condition and safety of a number of site elements, namely, the skate park and play equipment / play area installations.

A number of known defects are still present after handover and as such it is recommended the Penzance Council engages with industry specialists to identify and implement a prioritised repair and replacement programme specifically to address "safety concerns" on the site and its current installations. The funds will not be used on "improvement" projects which will need to be informed as part of the upcoming consultation process.

This report was considered by the Leisure and Amenities Committee at its meeting held on 7 October 2024 where it unanimously resolved to make the recommendations set out above.

Ben Brosgall
Leisure and Amenities Manager