



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

3rd April 2018

To Members of the Recreation, Parks & Property Committee

Cllrs Kelly (Chairman), Elphick (Deputy Chairman), Mrs Kerswell (Ex Officio), Allen, Arnold, Bray & Robillard.

Cc All other members of the Council for information.

Dear Councillor,

You are hereby summoned to attend a meeting of the Recreation, Parks & Property (RP&P) Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 9th April 2018 at 7pm for the purpose of transacting the business as set out below.

AGENDA

Interest to be declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

RP&P.18/17 Apologies for Absence:

**Public Participation:

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

RP&P.18/18 Minutes:

To agree as a correct record and approve the minutes of the meeting of 19th February 2018 (*copy enclosed).

RP&P.18/19 Devon Air Ambulance - Night Time Landing Site:

To receive and consider feedback from site surveys (*copy enclosed) as to the most appropriate site that will serve the community best.

RP&P.18/20 Covenanted Land South of Le Molay-Littry Way:

Item brought forward by Cllr Allen to update Members.

RP&P.18/21 Britain in Bloom - South West:

- i) To note that Mill Marsh Park received a five star award in the "Best Park" category for 2017.
- ii) To consider entering Mill Marsh Park in the 2018 awards.

RP&P.18/22 Cycle Crossing - Newton Road:

Item brought forward by Cllr Elphick.

RP&P.18/23 Community Centre Building:

To receive and note the previous minutes of the Community Centre Steering Group meeting on 28th February 2018 (*copy enclosed).

RP&P.18/24 Matters brought forward by the Town Clerk & Councillors: (for information)

RP&P.18/25 Exclusion of the Public, including the Press:

To give consideration to resolve:

That under Section 100(A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part II) for the following confidential/exempt item, which the Town Clerk recommends should be dealt with in this way:

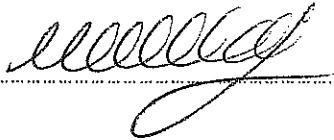
Item RP&P.18/26: Community Centre - Tenders for the Selection of the Main Building Contractor.

RP&P.18/26 Community Centre - Tenders for the Selection of the Main Building Contractor:

To receive a tender report (*copy enclosed) and consider the recommendations within the report.

**Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.*

SIGNED



DATE

03/04/2018

M WELLS
TOWN CLERK

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 19TH FEBRUARY 2018 AT 7PM

Present:

The Town Mayor, Cllr Mrs A J Kerswell*

Cllr A Allen	Cllr D K Elphick
Cllr U Arnold	Cllr E Kelly
Cllr R A Bray	Cllr C W Robillard

In attendance:

Cllr R J Ashby
Cllr G J Gribble**/*
Cllr S P Leigh
Mr M Wells - Town Clerk
One member of the press
Three members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Kelly.

RP&P.18/01 Apologies for Absence: None.

**Public Participation:

Mr D Abraham spoke in support of item RP&P.18/03 - Bovey Tracey Lawn Tennis Club (BTLTC) Sponsorships Boards. He explained that various options had been considered and he hoped the Town Council will be supportive of the proposal.

Mr P Beecher referred to item RP&P.18/12 - Brimley Field. He enquired why the agent can only speak to the Town Council as he feels the item should be openly discussed at a Full Council meeting. Cllr Kelly advised that no decision has been taken at present and all minutes are available. The Town Clerk advised that decisions relating to disposals or transfer of land will only be made by Full Council.

RP&P.18/02 Minutes:

Cllr Robillard referred to item RP&P.17/91 (Twinning Association) noting that Le Molay-Littry has now twinned with another town. Cllr Robillard requested that an item be placed on a future agenda to discuss this matter. The minutes of the meeting of 11th December 2017 (**copy previously circulated*) were confirmed as a correct record and were approved.

RP&P.18/03 Bovey Tracey Lawn Tennis Club (BTLTC) - Sponsorship Boards:

Consideration was given to a request from BTLTC to erect sponsorship boards. The Committee Chair provided further information following a site visit with representatives of BTLTC. Cllr Kelly explained that it is not practical for the boards to go on the fence.

Resolved:

To grant the request.

RP&P.18/04 Voluntary First Registration of Recreation Ground, Bovey Tracey:

Consideration was given to voluntarily registering the Recreation Ground title with Land Registry.

Resolved:

To progress the registering of the Recreation Ground title with Land Registry.

RP&P.18/05 St John's Lane Car Park - Bovey Tracey Activities Trust (BTAT):

Consideration was given to a request from Bovey Tracey Activities Trust members to have use of up to 14 parking spaces at St John's Lane Car Park on Wednesday mornings up to 31st March 2019, on the understanding that certain dates may not allow this.

Resolved:

To grant the request as set out above.

RP&P.18/06 Bovey Tracey Carnival Activities - Mill Marsh Park:

Consideration was given to a request from the Carnival Committee secretary to use Mill Marsh Park on 28th July (Picnic in the Park) and 5th August (Sunday Funday).

Resolved:

To grant the request.

RP&P.18/07 Historic Vehicle Rally, Mill Marsh Park:

Consideration was given to a request from the Historic Transport Club to hold the 40th Historic Rally in Mill Marsh Park on the weekend of 14th and 15th July 2018.

Resolved:

To grant the request providing there are no adverse weather conditions.

RP&P.18/08 Funlands Funfair - Mill Marsh Park:

Consideration was given to a request from Funlands Funfair to bring their fair to Mill Marsh Park to coincide with Bovey Tracey Carnival from 22nd July to 5th August 2018 (operating on 28th and 29th July and 2nd, 3rd, 4th & 5th August). Funlands Funfair wish to stay on the park for a further one week (non-operational) following Carnival Week for a suggested fee of £100.00.

Resolved:

To grant the request as set out above.

Cllr Ashby left the meeting at 7.20pm.

RP&P.18/09 Asset Register - Annual Review:

Members reviewed the inventory of land and assets including buildings and office equipment (**copy previously circulated*). It was noted that the ownership of the GWR brake van should be clarified. The cross opposite Furzeleigh Lane should be included and the locations of the phone boxes were confirmed as Town Hall Place, Heathfield (opposite the Old School) and Hawkmoor.

Resolved:

To approve the asset register subject to the inclusion of the amendments.

RP&P.18/10 Lease - Swimming Pool - Recreation Ground:

i) Consideration was given to a draft lease (**copy previously circulated*) which, if approved, will formalise the arrangement which was intended to be put in place in 2003.

RP&P.18/14 South West in Bloom Competition 2018:

Consideration was given to entering Bovey Tracey town into the Pennant Category of the South West in Bloom 2018 Competition.

Resolved:

To enter the competition as set out above.

RP&P.18/15 Tree Works - Mill Marsh Park:

Consideration was given to the removal of two trees in Mill Marsh Park. The Town Clerk provided an update and noted that the trees concerned are a sycamore and a poplar. Cllr Allen suggested that the trees should be taken down before the end of February.

Resolved:

To proceed with the removal of the trees.

RP&P.18/16 Matters brought forward by the Town Clerk & Councillors: *(for information)*

Cllr Elphick referred to a recent accident at the pinch point on Newton Road. He requested that an item be placed on a future agenda to discuss highway safety at this location. Cllr Kelly requested DCC Cllr Gribble to progress this issue in the interim.

Cllr Robillard advised that Fairtrade Fortnight takes place from 28th February to 11th March. He noted that an event will take place at the Methodist Hall on 3rd March. He requested that an item be placed on a future agenda to consider signs for Fairtrade events.

Cllr Arnold referred to the issue of rubbish at the Skate Park. Cllr Kelly suggested that funnel adaptations to the bin lids may act as an incentive to encourage Skate Park users to dispose of their rubbish in the bins.

Cllr Allen referred to the Newton Road accident and noted that the Devon Air Ambulance had attended. He enquired if the Devon Air Ambulance Trust had progressed the identification of suitable night landing sites. The Town Clerk agreed to make further enquiries.

The meeting closed at 7.45pm.

Bovey Tracey Town Council

From: Toby Russell <t.russell@daat.org>
Sent: 22 February 2018 13:43
To: info@boveytracey.gov.uk
Subject: Night landing site review - Bovey Tracey & Heathfield

Dear Mark,

I am most sorry, I have looked back through my emails and cannot find my email to you which sets out the summary of my findings. I could have sworn I sent it. Many apologies.

However, following a number of visits to potential sites, I can report back. Bovey presents an interesting challenge in terms of looking at sites – it's dominated by two residential areas – the northern part and southern part. Plus, as I understand it, there will be a large housing development in the central/western area? It's important to note that outside of the key aviation/safety requirements we need accessible sites – so our medical teams can easily leave a site on foot to go to a patient (if they arrive before a land ambulance crew), and to receive a patient by land ambulance.

At this point in time I've tried to look at available areas with a view to which one site will serve the community best. In time, if we have evidence to indicate an additional site will help, then I suggest we revisit this. I hope that seems a sensible way forward. Opportunities though local housing development might also present a case / funding to develop a further site.

Bovey Tracey - in no particular order:

- Football Club
Access is not great, by foot or vehicle. Some distance on foot to reach residents in northern part (i.e. run down St Johns Lane, then up main street) meaning it would take greater time to access the site or local people. Gates etc. can be worked around but will slow up the process. Current floodlighting potentially offers cheapest means to develop lighting solution at a site.
- Mill Marsh park
Better access than football Club, still requires a run down the lane or pathway. Vehicle access a bit closer than Football Club. Unsure of possible power source for lighting at site.
- Field by Parklands
Better access than both above to northern part of town, but field used by livestock which presents different challenges and costs (livestock cannot be present in the landing area, so requires fencing and/or different grazing regime). Unsure of possible power source for lighting at site.
- Field by B3344 (community land?)
Good access to northern part of town. I understand that some development might be happening at the site so power source might be happening in future.
- Cricket Club (outfield)
Site straddles both major parts of Town (and reasonably close to new development?). Easy pedestrian access and vehicle access close by. Looks like the best potential site to look at further with a view to developing and has the potential to progress straight away.

Conclusion:

I recommend we look to get a site progressed at the Cricket Club. It presents a good central location, lots of space, good access. To start that conversation please can you forward details for the site manager / main contact with a view to getting a meeting in place. Would you like to be involved in that meeting?

Heathfield:

- School – too small (we need sites that are 50m x 50m)
- Field opposite Moorview Primary Sch – quite overgrown so hard to see exact size. Looking at Google it appears it may just be large enough, but if so, would require some work. But, it's a distance of c800m to Battle Rd. so, even if it could work, could we realistically expect the guys to get there on foot quicker than arriving in Bovey and getting a left to Heathfield? I doubt it and therefore the site may not deliver best results.

Conclusion:

At this point in time I find it hard to see an 'easy' option in Heathfield, so suggest we press ahead with option in Bovey.

I look forward to hearing more about a contact at Bovey Cricket Club and again my sincere apologies for not getting you this info earlier.

Kind regards,
Toby

Toby Russell
Community Landing Sites Development Officer
01392 466666
07943 207673



Devon Air Ambulance Trust



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Devon Air Ambulance Trust, Unit 5 Sandpiper Court, Harrington Lane, Exeter, EX4 8NS

Tel: 01392 466666 • e-mail: info@daat.org • website: www.daat.org • Registered Charity No 1077998 • Company No. 3855746

Vision	Our vision for Devon is an outstanding, independent and efficient Air Ambulance service, available to all, 24 hours a day.
Mission	Our mission is to relieve sickness and injury in and around the county of Devon through provision of an Air Ambulance service.
Values	All our activities are informed by our values, which include community, voluntary service, professionalism, integrity and excellence.

Please consider the environment - do you really need to print this email?





BOVEY TRACEY COMMUNITY CENTRE STEERING GROUP MEETING
HELD IN THE COUNCIL CHAMBER ON WEDNESDAY 28TH FEBRUARY 2018 AT 3.00PM

Present:

Cllr Tony Allen (TA)
Cllr Rob Bray (RB)
Mr Peter Hall (PH)
Miss Erica Steer – Bovey Tracey Information Centre Trust (ES)
Mr Mark Wells – Town Clerk (MW)

In the absence of Cllr Kelly, Mark Wells chaired the meeting.

1. Apologies for absence:

Cllr Mrs Kerswell (Town Mayor)
Cllr Robert Ashby
Cllr Eoghan Kelly
Mrs Jackie Paxman – Bovey Tracey Library
Mr Paul Cooper – Peregrine Mears Architects
Mr Scott Fry – Libraries Unlimited
Mr Matt Stone - DCC

2. Minutes of Previous Meeting

Mark circulated copies of the meeting minutes of 26th October 2017. The group agreed they were an accurate record of discussion.

3. Actions from Previous Meeting

Application for GDLeaf Funding

MW explained that a formal application for £100,000 has now been submitted and will be determined following the granting of Planning Permission. The intervention rate is 80%, so if successful the project will receive approximately £80,000 towards the costs of the incubation offices.

Capital contribution request from TDC

MW explained that the Business Manager for Economy and Assets has responded to a request for a capital contribution explaining that no financial contribution will be made. It has been suggested that a lease of the area of car park required would be given in favour of a financial contribution. PH reported that this was very disappointing as assurances had been given previously that TDC would contribute to the inclusion of public toilets and should honor this offer from previous discussions. It was suggested that District Councillors progress this.

Potential income figures from office rentals

At a previous meeting, RA requested information on potential income levels. MW explained that a draft Cashflow Forecast has been submitted to GDLeaf to accompany our application

for funding which states that the Incubation Offices could achieve £40.00 per week, per office (e.g. £1,920 per quarter for all 4 x offices).

Funding Update

MW explained that further investigations into other external funding avenues towards the centre include: S106, Almshouse Grant and Reaching Communities (Big Lottery) funds. An initial enquiry has been sent to the S106 Officer at TDC to ascertain potential funding available. An outline letter summarizing the project has been sent to Big Lottery to ascertain whether or not the project is eligible. The group also agreed that an approach should be made to the secretary of the Almshouse. **MW to action.**

Temporary relocation of the Information Centre

ES reported that the trustees considered relocating to a shop located along Station Road, however the Trustees felt that a continued presence in the car park would be preferred. Therefore, a meeting was held with Teignbridge who have agreed for a cabin to be sited near to the public toilets, taking up to 4 parking spaces. Dates for relocating remain unknown, but would be confirmed when Planning permission is granted. Bovey Town Council has secured an Elector Grant of £2,000 towards the hire costs.

4. Planning permission Update

See attached report.

5. Design Team Appointments/Update

See attached report. The SG considered the quotes for the Site Investigations work/Contamination Report as per the report and resolved to approve the appointment of Integrale at a cost of £2,925 plus vat.

The SG discussed the CCTV Drainage Survey quotation. PH asked if this was entirely necessary? MW highlighted that recent works in the Station Road area commissioned by DCC may already hold this information. MW to approach DCC to see if information is already available. If not, it was agreed that the quote provided should be held whilst at least 1 further comparable quote is obtained.

6. Tender Process for Main Contractor

See attached report. Following discussions, it was agreed that PH, RB and RA would represent the SG at the selection/shortlisting interviews (RA nominated in his absence. MW to contact RA to see if RA would be willing to take part and also available on the dates proposed).

PH requested a list of preferred contractors approached by PMA. MW to request from PC.

7. Room Data Sheets

See attached report. It was agreed to arrange a separate discussion with PC/ES/JP/MW to consider these. MS has also offered assistance. PH highlighted that although there are boxes for completion, don't make a guess. Some of these areas will be competed by the M&E consultants etc. PH suggested that only focus should be on fixtures and fittings.

8. Agenda Items for next meeting

None raised.

9. AOB

TA raised the issue of parking for workman on site. PH suggested that normally the builder will negotiate parking directly. MW to request an 'in principle' decision from TDC for parking at Station Road and for details to be confirmed nearer the time by the appointed contractor.

TA suggested a public competition for the naming of the centre. PH suggested the school might liked to be invited to design a logo. It was agreed to discuss this further at a future meeting.

10. Date of next meeting

TBC

DRAFT



**Project Update
for the Bovey Tracey
Community Centre
Steering Group**

28th February 2018



4. Planning Permission Update

Progress

The planning application is progressing and has the support of the Local Authority. The Case Officer, Helen Murdoch, has requested further information following comments from statutory consultees as follows:

- full Flood Risk Assessment and Drainage Strategy
- Lighting Assessment with regard to the nearby bat flyway

Flood Risk Assessment and Drainage Strategy

The Environment Agency (EA) have requested further information to that provided as part of the original planning application.

JRC Consulting have been appointed to prepare this report. Information requested from the EA which is required to carry out the additional assessment has been received by JRC Consulting. They are now negotiating with South West Water (SWW) and the EA to establish a strategy which is acceptable to both parties.

The final report is expected by Friday 9th March, subject to cooperation by SWW and EA. This report will be forwarded on to Helen Murdoch for comment/approval.

Lighting Assessment

Following comments received from the Biodiversity Officer, further information was required to illustrate their will be no negative impact on nearby bat flyway.

Smith Consult, the Mechanical and Electrical Engineers appointed for the project, have prepared a Lighting Assessment in accordance with the Habitat Regulations. This report has been submitted Helen Murdoch, who has acknowledged receipt and issued for consultation.

We await comments/approval.

5. Design Team Appointments/ Update

Appointed Design Team

Following the competitive quotes received earlier this year, the design team has been appointed as follows:

Structural and Civil Engineering

KB2 Consulting Civil and Structural Engineers

Mechanical and Electrical Engineering

Smith Consult

Landscape Architecture

Rathbone Partnership

This compliments the appointment of Peregrine Mears Architects and Randall Simmonds (Quantity Surveyors) last year.

Other Consultants

In addition to the design team, other consultants appointed on the project are:

Flood Risk Consultants

JRC Consulting

For preparation of the Flood Risk Assessment and Drainage Strategy, as noted in item 4.

Party Wall Surveyors

Robinson White Partnership

To issue Party Wall Notices to neighbours and carry out surveys to Party Walls.

Investigations Required

In order for KB2 to carry out the full structural and below ground drainage design, there are investigations and surveys which need to be carried out, as follows:

- Site Investigations, to determine ground conditions for the foundation design and identify any contamination in ground.
- CCTV survey of existing below ground drainage runs to confirm routes and identify any existing issues.

KB2 have obtained quotations for the above surveys which are included on the next two pages.

Please could the steering group confirm their preferred option for each and approve their appointment?

5. Design Team Appointments/ Update

Site Investigation (inc. contamination)

Below are the quotes received by KB2 for the Site Investigations, including contamination report. The quotes are all based on a brief prepared by KB2 so are for comparable services.

Integrale have returned the lowest quote, however Ian Farmer Associates can have the report ready 1 to 2 weeks sooner.

Company	Cost	Borehole Comments	Trial Pitting	Desktop Study	Estimated Lead In Time	Estimated Report Time	Comments
Ian Farmer Associates	£3,135 + VAT	1 day of window sampling	4No. hand dug trial pits.	Desk study included.	1 week	c.3 weeks	Allowance made for 1 no. standpipes and revisit to monitor water
Red Rock Geo	£4,682 + VAT	1 day of window sampling	4No. hand dug trial pits.	Phase 1 report included with walkover survey	2 - 3 weeks	4 - 5 weeks	Allowance made for 3 no. standpipes and revisit to monitor water. The contamination testing offered seems more extensive.
Integrale	£2,925 + VAT	1 day of window sampling	4No. hand dug pits. No allowance for breaking existing concrete slabs.	Phase 1 report included with walkover survey to be done during site works.	1 - 2 weeks	3 - 4 weeks	Allowance made for 1 no. standpipes and revisit to monitor water

5. Design Team Appointments/ Update

CCTV Drainage Survey

As with the Site Investigations, KB2 approached 3 companies for quotes for a CCTV Drainage Surveys. One company has not responded, another has said the site is too far for them, so only one quote has been received.

Are you able to progress with this quote or will you require further quotes for comparison?

	Quote	Notes
South West Drains Ltd	N/A	Responded saying that Bovey Tracey is too far for them to travel although they have an office in Plymouth.
Clear Flow Ltd	N/A	No quotation received.
Solum Surveying	£850.00 + VAT	Are able to attend site with around 1 week notice.

5. Design Team Appointments/ Update

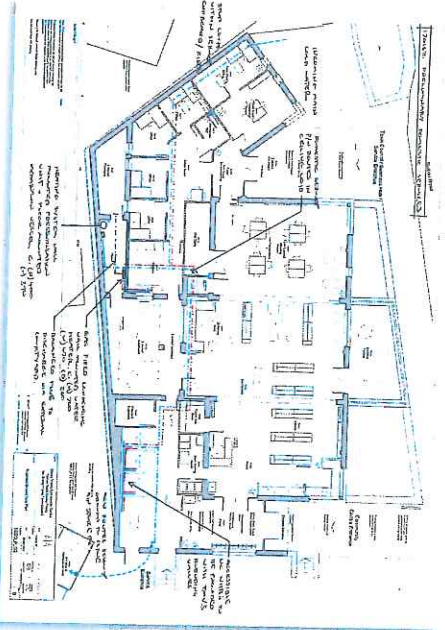
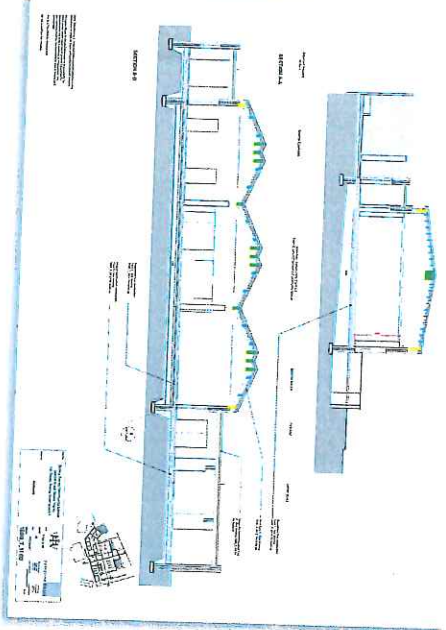
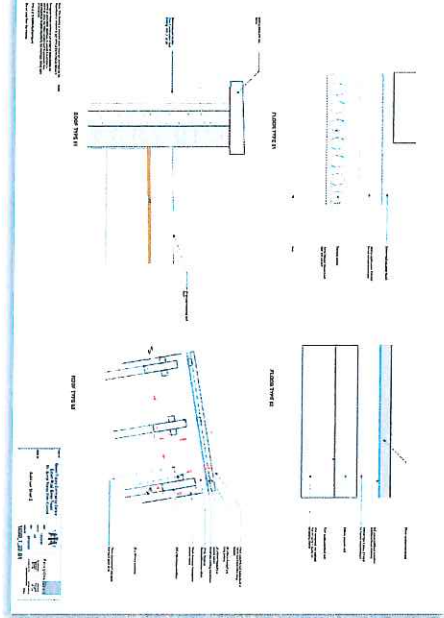
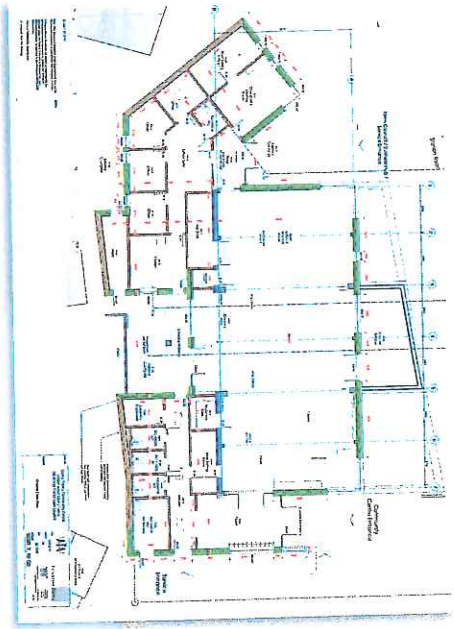
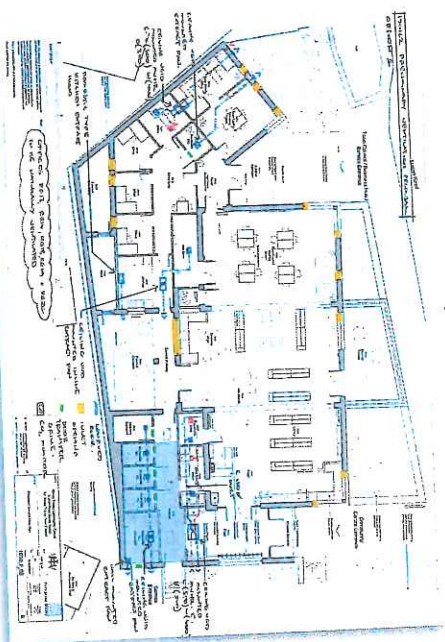
Detailed Design Update

Peregrine Mears Architects (PMA) have been preparing the technical 3D building model and from that have prepared the initial General Arrangement plans, sections and elevations. PMA will continue to work up the detailed design, co-ordinating the input from the other consultants.

KB2 have prepared initial structural strategies, but are now awaiting further information before they can progress with the detailed design of the structure and drainage. The information they require is the CCTV drainage surveys and Drainage strategy (being prepared with the Flood Risk Assessment) for the drainage design, and the Site Investigations for the sub-structure design.

Smith Consult have been developing strategies for heating, ventilating, lighting etc, which PMA have been feeding into.

Following postponement of the Design Team Meeting today, we will be looking to reschedule within the next two weeks (preferably next week).



6. Tender Process for Main Contractor

First Stage Tender Documents

Randall Simmonds (RS) and PMA prepared the first stage documents which included the following:

- Planning drawings
- Outline specification
- Design and Access Statement
- Pre-Construction Information Pack (including site surveys, archaeological report, existing services to and around the site, designers risk assessment)
- Tender Preliminaries and Contract Particulars (setting out the rules for the contract)
- Tender Return Forms

Progress

The tender documents were uploaded and published on Contracts Finder on Friday 9th February 2018.

The Contracts Finder website allows you to see how many people have viewed the Notice, but not how many people have downloaded the tender documents.

As of 13:00 today (Wednesday 28th February 2018), the Notice has had 208 views.

RS has contacted a shortlist of preferred contractors drawn up by PMA and RS and invited them to submit a tender. Queries have been received from other contractors and 3 have made requests to visit the site (visits are happening later this week and early next week).

Tender Returns

Tenders are to be returned for the attention of Mark Wells at the Town Council by noon on Monday 12th March 2018.

Keith Snelling (RS) and Paul Cooper (PMA) will be present for the opening of the tenders, after which RS will review the tenders and reduce to a shortlist of 3 contractors.

A tender report and shortlist will be available for the Town Council Meeting on Monday 19th March 2018.

Contractor interviews will take place on Tuesday 20th and/or Wednesday 21st March. Subject to the interviews and the approval given at the Town Council Meeting, the successful contractor will be appointed by Friday 23rd March 2018.

The initial contractor appointment will be to work with the design team to develop the design and prepare their Stage 2 tender for construction costs. The contractor will be appointed to carry out the build subject to approval of their Stage 2 tender.

It would be beneficial to have 1 or 2 representatives from the Steering group at the contractor interviews. Please let us know who you would like to join the panel?

7. Room Data Sheets

Peregrine Mears Architects (PMA) have been prepared Room Data Sheets for the new building. These sheets pull together information regarding various aspects of the spaces within the building, helping to define the brief in greater detail, ensuring the design team delivers a building that meets all expectations.

The information on the Room Data Sheets includes:

- wall, floor and ceiling finishes
- expected occupancy numbers
- ventilation requirements
- lighting requirements
- data, security and power requirements
- fixtures and fittings
- specialist equipment

This information will be described in more detail over the next pages and explain what information we expect to be completed.

Copies of these Room Data Sheets have been issued the Mark for distribution to all stakeholders and to Smith Consult to input services information.

ROOM DATA SHEET

Project Number: 1690

Project Name: Bovey Tracey Community Centre



Room Number:	C09	Room Name:	Book Signing Room Office
Area (m ²):	7	Use:	Office
Ceiling Height (m):	2.4	Expected occupancy:	1

FINISHES

Floor:	Carpet tile
Walls:	Painted plaster
Ceiling:	Suspended MF plasterboard with installed service access panels
Joinery:	
Doors and Windows:	

MECHANICAL AND ELECTRICAL

Heating and Temperature Requirements	
Ventilation Requirements	
Small Power	
Data	
Lighting	
Fire Detection	
Security	
Other	

FIXTURES, FITTINGS AND EQUIPMENT

Item	Size	Quant.	Supply	Fit	key/ supplier		Quant.
					Item	1 = Contractor, 2 = Client	
Seating	1.5 x 0.75	1			Desk		

7. Room Data Sheets

The top box includes room name and reference number which cross reference with the PMA drawings

Areas and ceiling heights are measured from the drawings

Occupancy numbers have been indicated, but please review these and amend as necessary. The occupancy numbers will affect ventilation rates, particularly in the larger spaces. While an office could accommodate 4 people on occasions, it is the normal occupancy rate that we require

ROOM DATA SHEET

Project Number: 1070 Project Name: BOVEY TRACEY COMMUNITY CENTRE

Room Number:	GO9	Room Name:	Book Sorting Room/Office
Area (sqm):	7	Floor:	Office
Ceiling Height (m):	2.4	Expected occupancy:	1

FINISHES

Floor	Carpet tiles
Walls	Painted plaster
Ceiling	Suspended PF plasterboard, with localised service access hatches
Joinery	
Doors and Windows	

MECHANICAL AND ELECTRICAL

Heating and Temperature	
Ventilation	
Regulation	
Small Power	
Data	
Lighting	
Fire Detection	
Security	
Other	

FIXTURES, FITTINGS AND EQUIPMENT

Key for supply and fit: 1 = Context, 2 = Client, 3 = Loop, Furniture by Client (to agree upon placement)

Item	Size	Quant	Supply	Fit	Item	Size	Quant
Seating	1500 x 750	1			Desk	1500 x 750	1

7. Room Data Sheets

Finishes covers materials to walls, floors and ceilings. It also includes joinery items like skirting boards, windows cills, architraves etc.

PMA has input finishes for Floor, Walls and Ceiling as a starter, please review and amend as required.

Doors and Windows will be specified, but if there are any particular requirements you have have, for example whether doors should have vision panels or not, or whether internal windows should be double glazed for acoustic privacy.

ROOM DATA SHEET

Project Number: 1690 Project Name: Bovey Tracey Community Centre



Room Number:	G09	Room Name:	Book Sorting Room Office
Area (m ²):	7	Use:	Office
Ceiling Height (m):	2.4	Special escape route:	1

FINISHES

Floor	Compact tile
Walls	Painted plaster
Ceiling	Suspended MF Plasterboard with facelaid surface based vesicles
Joinery	
Doors and Windows	

MECHANICAL AND ELECTRICAL

Hearing and Temperature	
Ventilation	
Refrigeration	
Small Power	
Data	
Lighting	
Fire Detection	
Security	
Other	

FIXTURES, FITTINGS AND EQUIPMENT

Fixed furniture and fittings. Key/fix supplied as follows: 1 - Contractor, 2 - Other. Items furnished by Client (to verify space planning)

Item	Size	Quant.	Supply	Fit	Item	Size	Quant.
Seating	lit				Desk	1.5 x 0.75	1

7. Room Data Sheets

ROOM DATA SHEET

Project Number: 1690 Project Name: Bovey Tracey Community Centre



Room Number:	G.09	Room Name:	Book-Reading Room/ Office
Area (sqm):	7	Use:	Office
Ceiling Height (m):	2.4	Expected occupancy:	1

FINISHES

Floor	Carpet tile
Walls	Painted plaster
Ceiling	Suspended MF plasterboard, with localized service access hatches
Joinery	
Doors and Windows	

MECHANICAL AND ELECTRICAL

Heating and Temperature	
Ventilation Requirements	
Small Power	
Data	
Lighting	
Fire Detection	
Security	
Other	

The mechanical and electrical sections are being filled in by Smith Consult in accordance with current Standards and Regulations. These will be circulated for comment when available.

If there are particular requirements you have, for example numbers of sockets (goes under Small Power) or data points (maybe for computer, printer, scanner, wifi etc.) or security requirements (maybe a condition of your premises insurance), please add them here.

FIXTURES, FITTINGS AND EQUIPMENT

Key for supply and fit: 1 = Contractor, 2 = Client
 Loose furniture by Client (to include price planning)

Item	Size	Quant.	Supply	Fit	Item	Size	Quant.
Seating	HC				Desk	1.5 x 0.75	1

7. Room Data Sheets

Possibly the most important section.

This is where you can list all the fixtures, fittings and equipment that you are expecting in the building, whether supplied and fixed by the contractor, or freestanding and provided by you.

Fixtures and fittings can include:

- tables and chairs
- desks and computer benches
- shelving
- blinds
- sanitaryware
- kitchen cupboards and appliances
- book shelves.

As with other sections, some information has already been included in this section. Please check and add items as required. In particular, any information on library systems, such as the automated check-out service machines and the security hoops. If in doubt, include it, we can also run through queries with you when the Room Data Sheets are returned.

And the more information, the better. Dimensions, numbers, heights for shelving etc.

ROOM DATA SHEET			
Project Number:	1890	Project Name:	Bovey Tracey Community Centre
Room Number:	G09	Room Name:	Book Sorting Room Office
Area (m ²):	7	Use:	Office
Ceiling Height (m):	2.4	Expected occupancy:	1
FINISHES			
Floor:	Carpet tiles		
Walls:	Painted plaster		
Ceiling:	Suspended hf plasterboard, with localized service access sections		
Joinery:			
Door and Windows:			

MECHANICAL AND ELECTRICAL			
Heating and Ventilation:			
Requirements:			
Small Power:			
Data:			
Lighting:			
Fire Detection:			
Security:			
Other:			

FIXTURES, FITTINGS AND EQUIPMENT				Key (or supply) and fit: 1 = Contractor, 2 = Client Leave blank if by Client (to assist space planning)			
Item	Size	Quant.	Supply	Fit	U	Size	Quant.
Shelving	1bc					1.5 x 0.75	1