



NEW PARISH HALL PROJECT – NEWSLETTER NO. 5

July 2025

This month's Newsletter echoes the last Newsletter in that key milestones are being delayed for various reasons beyond the Parish Council Control. Even with these delays the total estimated project cost remains at £976,460. Construction work on site is planned to start mid-September and will be completed within 36 weeks. This means completion has slipped from April to June 2026.

June / July Progress

1. S J Roberts has been appointed the contractor for the design and build at a cost of £746,425. A letter of intent, with an associated cost of £30,000 has been signed in order to allow specific work to commence while a detailed contract is developed. The three areas of specific work are as follows:
 - Developing the design
 - Commencing negotiations and design for the steel frame and cladding
 - Initial scope for the mechanical and engineering installations
2. Citizen Housing's solicitor has further delayed the Land Transfer and Licence documents. Our Architect and Solicitor have made great efforts to move this work forward without much success to date.
3. The Public Works loan submission of £500k has been approved by DLUHC. This must be used within 12 months.
4. Development of a detailed cash flow forecast for the duration of the project has been completed based on projections supplied by the contractor.
5. Temporary site access approvals are on track, and the Biodiversity Net Gain assessment has been commissioned in order to support the planning application. Approval is anticipated in August.

Next Steps

1. It is anticipated that the JCT contract will be issued to S J Roberts in the near future for signature. Finalise once the land transfer has been completed.
2. Completion of items 1 above will allow the Marden Village Trust to hand back the current Community Centre Leases and start the "clawback" process.
3. The Parish Council is seeking materials for the Parish Hall car park from Tarmac which, if successful, will reduce the build cost.



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4. The Parish Council will pursue additional funding for the remaining nice to have items not in the contract.
5. Submit the site construction plan for temporary access approval in July/Aug, prepared by S J Roberts and therefore timing dependant on signing the letter of intent.
6. Finalise the operating lease for the new hall with the Marden Village Trust / Marden Parish Trust and their solicitors.
7. Meetings have begun with Marden Parish Trust to develop a plan that will ensure a seamless transition and opening of the new facility.

Summary of costs to date. (net of VAT)

The cost budget has not changed following the engagement of a contractor as we wish to hold a healthy contingency at the stage.

	2025/26 Budget	Revised Budget	Actual Cost to date
Spent to date (Stage 1 to 4)	116914	116914	116914
Land survey fees	4870	5270	5270
Solicitors fees	2000	2435	
Architect – fees negotiation with Citizen	3130	3130	2950
Architect – retender fees		8900	8900
Additional entrance & dropped Kerb / planning application		12231	12231
Design & Build contract	750000	746425	
Architect fees (Stage 5 to 7)	35906	35950	
Contingency	63640	51135	
Citizen Housing one off payment towards the cost of added temporary entrance		-5930	
Total	976460	976460	146265

Additional notes

1. Committed costs not included in actual costs to date, £30,000 to S J Roberts and £11,983 to W Architecture Ltd as 1st payment towards fees for RIBA stages 5- 7.
2. The above excludes solicitor costs associated with the development of the operational (management) lease with the Marden Parish Trust.