



Todmorden Town Council Centre Vale Park End of Project Report



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1. Purpose of Report

- 1.1. To provide an overall project update for the Town Council and its key partners following completion and handover of the Bandstand and Pavilion to the Town Council, completion of Fielden Hall works, Upgrade of the Peace Garden area and completion of final accounts.
- 1.2. To remind partners that the two remaining elements of the overall project to be completed. Floodlighting of the Tennis Courts and a new Playzone area, including floodlighting, are being delivered by Calderdale MBC (CMBC), with contributions towards matched funding committed from the funds allocated to Todmorden Town Council (TTC) as “Sponsor” for the Centre Vale Park Projects.
- 1.3. To confirm that TTC, having delivered/overseen the four completed projects to date, will have no further involvement in terms of the remaining two projects- Tennis Courts Floodlighting and Playzone- with the project management and delivery or call for any additional funding the responsibility of CMBC to finalise delivery.

2. Executive Summary

- 2.1. The urgency to produce a Business Case for non “shovel ready” projects led to assumptions being made that in practice were not deliverable, resulting in delays and abortive costs.
- 2.2. The involvement of TTC as “Sponsor” working with Fielden Hall and CMBC have levered in an additional c£1,045,000 of non-town deal funding resulting in overall project costs, including the initial business case, of £2,313,000 investment into Centre Vale Park.
- 2.3. However the challenge for five out of the six projects to require additional funding totalling c£1,045,000 to be secured, added at least twelve months to the delivery process.
- 2.4. The challenge for CMBC to fully resource their legal requirements undoubtedly led to considerable delays across all of the projects, with some agreements taking as long as a year to put in place – at times reflecting a risk adverse approach. Bearing in mind CMBC required TTC to be party to the agreements and leases, was not helpful.
- 2.5. Communicating a changing land priority use and planning definition for flood zone areas by CMBC at the time of Business Case preparation, would have been helpful, and would have enabled the end projects to be better specified much earlier in the process.
- 2.6. Establishing a “Project Board”, involving key TTC/CMBC representatives at the outset, enabled relatively quick decision making to agree priorities, allocate funds and agree to project changes.
- 2.7. Releasing funds up front by CMBC to TTC as Sponsor, was critical in enabling TTC to make commitments - albeit some at risk.
- 2.8. The appointment by CMBC of a Programme Manager, was important as an interface between CMBC and TTC to obtain support internally within CMBC, unlock barriers and support additional funding requests.

- 2.9. The basis of the initial overall Town Deal project required the active involvement of several community/use groups of a voluntary nature. Whilst TTC lead on this, the challenge of engaging such groups in a constructive and forward-thinking manner, often requiring change, should not be underestimated in both terms of time and complexity.
- 2.10. Whilst the intention was initially for end user group direct project management, this was both simplistic and unrealistic to expect voluntary groups to:-
- first of all, have the skill sets, experience and capacity to do so.
 - secondly the financial wherewithal to manage all of the complexities of additional grant fund raising, procurement and subsequent financial commitments necessary.
 - third to provide ongoing maintenance to not only ensure the buildings are maintained well but also to reduce the risk of grant clawback.
- 2.11. Whilst the Bandstand and Pavilion projects were overall delivered within revised budgets and the construction itself within the tendered price, unsatisfactory performance by the contractors in not delivering either projects in time (and ensuring quality and correct material specifications were delivered) lead to circa £36,000 of additional costs :-
- Increased costs of professional services for prolongation of time
 - Additional project manager costs,
 - Town Clerk overtime
 - Direct costs associated with bowlers extended mobile welfare unit hire.
 - Additional site temporary energy supply costs for construction.
- 2.12. In view of the above additional costs, liquidated damages clauses for both the Bandstand and Pavilion projects were exercised, resulting damages of £21,500 being applied towards these costs and deducted from final valuation.

3. Project Overview

- 3.1. Description: As part of an overall ambition to improve Todmorden's through an ambitious programme of regeneration including refurbishing much-loved assets in Centre Vale Park, introduce new facilities and convert and update our built heritage by investment in Fielden Hall.
- 3.2. Business need:- To deliver long-term economic and productivity growth and specifically to improve facilities within Centre Vale Park to encourage more visitor numbers and generate additional ancillary spend into the park/town.
- 3.3. Centre Vale Park :-Although a Green Flag recipient, certain facilities within the park detracted from the overall appearance and quality of Centre Vale Park. Finance (capital and revenue) were significant major barriers for CMBC. The opportunity to attract external investment together with some transfer of assets provided a means by which to put into place much needed improvements.

3.4. Outcomes - Whilst there have been changing projects, the outcomes have broadly remained as initially intended (some still in course)and are summarised below:-

Project	Required Outcomes	Progress to date
Physical Facility Outcomes		
Bandstand	Renovated Bandstand	Renovation completed
Pavilion	Extended Pavilion	Old Pavilion demolished and replaced with modern same-sized footprint facility.
Conservatory	Renovated conservatory	Conservatory demolished and Peace Garden works upgrade implemented.
Fielden Hall	Basic Energy efficiency improvement	Enhanced scheme delivered
Tennis Courts	Three renovated floodlit courts and fourth additional court	Three courts renovated- Floodlighting - cost financially provided for
MUGA (now Playzone)	Free to use floodlit multi use games area	Pay per play Floodlit Playzone proposed – football focus – matched contribution provided.
Non-Physical – “Softer” Facility Outcomes/Outputs		
Bandstand	Economic Benefit to Centre Vale Park of increased visitor numbers	Opening event attracted c2000 visitors, benefit to near to park located businesses.
		Future bookings interest is now being generated -
Pavilion	Use by Todmorden in Bloom	Original polytunnel proposal unable to gain planning permission- alternative scheme provided by TTC in conjunction with Tod High School
	Use by Veterans	In course of progression.
	Use by Tennis Club	Club retained existing facilities so use is likely to be sporadic but may develop now that pavilion is now in use.
	Use by Todmorden Bowls Club	Bowls Club principal user and in occupation under memorandum of understanding and agreement to maintain bowling greens
	Use by Friends of Centre Vale Park	Yet to be determined how on a no fee paying basis The Friends group can use the facility- may be as an information point at weekends if not in use by Bowls Club.
	Use by other community groups	Room retained for specific hire. Calendar of bookings in place for Bowls Club to free up other use.
Conservatory	restore and bring back into use the Conservatory in the Garden of Remembrance	Continuing cost of vandalism determined need to demolish and enhance garden appearance as replacement.

Fielden Hall	retrofit a listed building to achieve greater efficiency and reduce carbon emissions.	Enhanced scheme delivered. Original budget £150,000 – expended c£400,000
Tennis Courts	Attract interest of younger players through a coaching and development scheme involving Todmorden Tennis Club	Club not yet approached – feedback is courts are of good quality and being actively used by Tennis Club and will be used more once floodlighting in place. Free to play for youth under consideration.
Playzone	To provide a new Multi use all weather area with free access to use.	Outline drawings produced to progress for planning. Part of Football Foundation funding condition to charge for use to ensure maintenance.
Town Deal Objectives		
Improve perceptions of place by residents, businesses & visitors	By investing in physical facilities within CV Park	Bandstand, Pavilion, Peace Garden Fielden Hall – all completed. Impact of Tennis Courts /Playzone to complete perception.
Increase in visitors to arts, cultural & heritage events / venues	For CV Park visits to Bandstand and Pavilion	Footfall count has been taken over 8 weekends in 2025 to be repeated 2026 , as comparison measure .
Support 200 veterans,	Use by veteran of Pavilion and Peace Garden	Difficult to engage until Pavilion built- potential discussions to involve Bowling Club in Veteran recruitment, discussion to relocate cadet operation to Pavilion, use of pavilion for Veteran specific use under discussion.
Increase in participation in physical activity	Use of Tennis Courts increased Crown Green Bowling activity, Playzone use	Todmorden Tennis Club using courts. Floodlighting will increase use. Bowlers have now started winter league. Playzone when built, expected to increase youth participation but also available for elder use.
Reducing CO2 emissions,	Fielden Hall target- 12% reduce emissions	Enhanced scheme estimated to reduce emissions by 79% once batteries installed.

4. Strategic Partnership

4.1. The Todmorden Town Investment Plan sets out a locally owned vision for the town. It provides both investment priorities and project proposals. These aim to drive long-term growth through:

- Investment in connectivity.
- Land use.
- Economic assets (includes cultural assets).

- Skills.
- The visitor economy.
- Enterprise infrastructure.

4.2. Implementation of this plan was based on participation of community partners with a mix of direct delivery responsibility between CMBC (principally public realm), and partners.

4.3. For the Centre Vale Park element this strategic partnership consisted of Town Deal Board (oversight and funding approval) CMBC as Accountable Body (legal framework, release of funds) and TTC as Sponsor (User group, liaison, direct delivery, recipient and disbursement of funds).

4.4. Whilst specific Business Case objectives for Town Deal investment of funds were formulated the key deliverers, CMBC and TTC, also had broad objectives of:-

TTC

- Supporting the Community
- Delivery of Projects.

CMBC

- Economic regeneration
- Improvement in buildings and reduction in their maintenance costs

5. Timeline

5.1. The timeline for delivery is project specific but in broad terms was/is:-

- September 2021 Revised Town Investment Plan submitted to Government.
 - January 2022 £17.5m for eight projects, delivered by six Project Partners, confirmed by Government- initial £1.138m allocated for Centre Vale Park
 - Mid-Sept 2022 Full Business Cases submitted for final approval for investment.
 - February 2023 Final Approval for Todmorden including Centre Vale Park Projects
 - May 2023 CMBC Legal Agreement between CMBC and TTC
 - June 23 to 2026 Projects Delivery.
-

Part 1- Pre Business Case Approval

6. Stakeholders – split between pre-Business Case and post Business Case approval.

6.1. To benefit the local community, the range and variety of Centre Vale Projects - six in one, needed to reflect local need and to involve specific community groups in arriving at solutions that would not only result in improved physical facilities, but also a platform by which to deliver a range of activities.

6.2. Delivering these projects, (especially the construction elements) would require a range of skills, experience, governance and risk that not every intended “user group” would have the resource or capacity to deliver.

6.3. Whilst initially it was proposed that some user groups would deliver their own elements, in practice a formal recognised and accountable body needed to be appointed to take forward the role of project delivery, without which funding would be lost.

6.4. The Town Deal Board approached TTC to be “Sponsor” whether by direct delivery and oversight, and where required, to take on ownership of assets.

6.5. The following stakeholder/partner arrangements evolved over time with user groups initially working with the Town Council to develop the scope for the Business Case submission.

Pre - Business Case Approval		
Name	Purpose	Responsibilities
Todmorden Town Deal Board	General oversight and approvals	Strategic decision making and approval for project variances.
CMBC	Accountable Body	Financial Delivery of all Town Deal Funded projects/Legal accountability under Framework agreement. Overall Programme Management Liability under Framework HLF agreement for Bandstand. Provider for insurance cover for Bandstand and Pavilion. Grant raisers for Tennis Courts and Playzone
Todmorden Town Council	Sponsor	Specific delivery of 6 CV Park projects. Receipt of TD Funds and disbursements- for direct delivery projects and third-party delivery. Grant raising for financial shortfalls. Legal ownership of Bandstand/Pavilion and ongoing maintenance and operations. Direct working with user groups to establish user needs, influence design stage, and determine operational needs and processes for future building use.
Name	Purpose	Responsibilities
TTC Project Manager	Lead officer for Project Management Part time - initially office based but then remote working with monthly office attendance/user group meetings/ construction site meetings.	Business Case for overall project in consultation with consultants, CMBC and establishing user groups to help inform need and design. Reporting to Town Council Interface with CMBC Programme Manager Applying for Grants – NHLF and COF Legal agreements – leases, funding, grants, insurance. Bandstand and Pavilion Tenders- Architects /Contractors Delivery of Construction Projects Financial Management- disbursement of TD and Grant funds. Claims for Grant funds.

		Delivery of TD outcomes and specific grant related outputs and outcomes Liaison with user groups for future sustainability of operational delivery. End of Project Reports
TTC Support	Initial support to Project Manager/ongoing operational delivery.	Town Clerk – oversight, site meetings, regular inspection, urgent visits in absence of Project Manager
Centre Vale Park Project Group –	Joint decision-making group CMBC/TTC	Agreement for projects to proceed, allocation of funds for each project, initial frequent monitoring for project progress, general oversight of CV Park projects.
CMBC Programme Manager	Specific oversight and liaison	Relationship Management with Sponsor and specifically TTC Project manager. Monitoring- progress and financial and audit. Troubleshooter to unblock delays at CMBC and support operational need requests
Centre Vale Park Users Group	Information sharing about progress on all CV park projects	Consisting of Friends of CV Park, Todmorden in Bloom, Veterans, Bandstand Group, Todmorden Bowls Club Group, Tennis Club - keeping groups informed of progress – initial frequent meetings, then telephone/ email updates as project delivered on the ground.
Todmorden Bowls Club	Direct User Group Partner	Main Pavilion user and responsible for Bowling Green maintenance.
Todmorden Bandstand Group	Direct User Group Partner	Main Bandstand user – performer bookings and user and event delivery and management
Todmorden in Bloom	Partner- ancillary user	Potential user of Pavilion
Todmorden Tennis Club	Partner- ancillary user	Potential user of Pavilion
Friends of Centre Vale Park	Partner- ancillary user	Potential user of Pavilion
Action Planning	Grant identifying	Provide grant funder potential opportunities and support re Bandstand application for funds to NHLF.

Post Business Case Approval

Name	Purpose	Responsibilities
The National Heritage Lottery Fund	Main Grant Funder Partner alongside Town Deal for Bandstand	Funding, Retaining /Heritage focus, tying in renovation with delivery of related outputs governed by legal agreements including claw back provisions
Community Ownership Fund	Main Grant Funder Partner alongside Town Deal for Pavilion	Funding, tying in renovation with delivery of related outputs governed by legal agreements including claw back provisions
Buttress Architects	Professional advisor	Design, technical drawings, all technical aspects of construction programme, certifying payments,

		appointing third party advisory services - Quantity Surveyor, Flood Risk, Structural Engineers, Ground Assessment, Mechanical and Electrical, liaison with statutory - Planning, Env Agency, Building control.
Rosslee Construction	Contractors for building works	Delivery of construction programme for Bandstand and Pavilion
CMBC Parks	Partner- park use	Liaison to ensure practical use of park to minimise disruption to users.
CMBC Health and Safety	Partner- park use	Liaison to ensure safe use of park during construction.
CMBC Planning	Statutory Body	Local planning authority – planning permission, conditions, discharge
Environment Agency	Statutory Body	Issuing of Flood Risk Activity Permits – liaison to ensure project meeting EA requirements.

7. Scope

7.1. Arising out of user group and community consultation emerged a comprehensive project to restore and extend the use of Centre Vale Park being informed by the following considerations :-



leading to a focus on improving physical facilities :-

- ❖ Upgraded and energy-efficiency improvements in Fielden Hall led by Calder Valley Community Land Trust
- ❖ Restoration of Grade II listed bandstand for performance and arts
- ❖ Refurbishment of existing three tennis courts with addition of floodlights
- ❖ New play zone area for a variety of sports and leisure pursuits
- ❖ New purpose-built Pavilion as a home for our hardworking community groups, including potentially.
 - Todmorden Bowls Association – principal user
 - Todmorden Tennis Club
 - Todmorden Military Veterans
 - Todmorden Bandstand Group
 - Todmorden in Bloom

- Friends of Centre Vale Park

8. Business Case Objectives

8.1. Emerging from the scoping exercise and the overall strategic objects of the Town Deal Investment Plan Specific Business Case objectives were determined as follows:

8.2. Town Deal objectives

- The first objective is to improve perceptions of place by residents, businesses & visitors. This can be achieved by the investment into restoring and intensifying the use of Centre Vale Park, strengthening its role as a social and community hub,
- The second objective is to increase in visitors to arts, cultural & heritage events / venues. This can be achieved by the investment into restoring the bandstand, tennis courts and bowling pavilion,
- The third objective is to support 200 veterans, which can be measured through ongoing engagement with Todmorden Military Veterans Group and will be achieved by improving the facilities available for mixed use meeting and workshop space for volunteers.
- The fourth objective is to increase in participation in physical activity, which can be measured by extra visitors to sports areas. This can be achieved by the development of a multi-use games area, tennis courts and a new pavilion.
- The fifth objective is reducing CO2 emissions, which can be measured by the energy usage from the assets. This can be achieved via the work to improve the environmental performance of Fielden Hall.

8.3. Bandstand – Variations in Italics

- To restore the bandstand to its former glory
- To enable this to be the principle outdoor venue in Todmorden for delivery of a range of performances covering a wide spectrum of art and culture.
- Provide the community with performance space to enable local art/cultural groups to have a low-cost entry opportunity to develop and deliver their own events/shows.

Initial proposals were based on the Bandstand Group taking on ownership and legal liability for the Bandstand – subsequently replaced by TTC in order to secure lease and grant funding.

8.4. Tennis Courts - Variations in Italics

- To restore and expand existing Tennis Courts provision within Centre Vale Park.

It was not possible to expand into the original area proposed to allow a fourth court to be built along with a proposed funding contribution towards such cost unachievable by the Tennis Club following being unable to take forward the sale of their existing land for development purposes.

- To deliver develop a future for Tennis provision within Todmorden through a combination of club tennis, development of youth involvement and general play to play all.

- The project now involves restoring/regenerating the 3 existing tennis courts (originally an extra 4th court) to LTA competition standard.

Whilst not able to deliver a fourth court the Project Board agreed to fund the provision of floodlighting which will help deliver the opportunity subject to weather for year-round use.

Whilst the club is using the refurbished courts, it has retained its existing clubhouse and courts.

8.5. Bowling Pavilion- Variations in Italics

- To restore and expand the Bowling Pavilion whilst retaining both its historical frontage look with a sympathetic extension, to include additional space to enable a mix of ancillary income generating facilities and increased storage capacity.

The Local Plan, adopted after this projects initial Design Stage, imposed restrictions on being able to expand any building footprint within higher risk flood zone areas. Having established that the existing pavilion was in poor condition, back broken and foundations sinking, this required a fundamental redesign to develop a better user-friendly facility whilst staying within footprint requirements.

- Alongside this, the aim is to develop the Todmorden Bowl Association to become a Centre of Excellence, using their unique position as the only club with 4 crown greens to attract regional and national competitions.
- The Bowling Pavilion will also provide the Tennis Club also with a base from which to carry out their club business as part of their desire to operate using 4 tennis courts near to the bowling Pavilion.

See notes above re change to Tennis Clubs use.

8.6. Conservatory Refurbishment - Variations in Italics

- To restore and bring back into use the Conservatory in the Garden of Remembrance in Centre Vale Park, and in doing so also providing a base for all three groups to use – both as individual groups and collective use.
- The public asset will be renovated, refurbished, and improved to provide a mixed-use meeting and workshop space for the volunteer groups identified and the wider public. The result will see:
 - A space for meeting and holding exhibitions, activity days, workshops and educational visits.
 - a purpose-built space for Veterans to develop skills and social interaction.
 - a greenhouse to help self-sufficiency.
 - home grown plants which would be used to improve neglected areas of the town. Thus, supporting the planting throughout the town.
 - additional usage for further groups outside of the initial three focussing on those linked to Horticulture, Heritage and Education and creating a multipurpose community space.

The continuing impact of vandalism and likely cost of such a renovation were key factors in the project group deciding to reduce the scope of this project to a removal of the conservatory and a revamp of the area to enhance the appearance of the War Memorial Graden it was situated in.

In respect of anticipated use TTC facilitated and funded an agreement with the High School and Todmorden in Bloom to use an abandoned polytunnel within the school grounds.

Other intended uses will form part of future discussion as to how the new pavilion is fully utilised going forward.

8.7. MUGA (Multi Use Games Area) – now Playzone- Variations in Italics

- To provide a new Multi use all weather area with free access to use.

Post Business Case approval the proposed area of land was allocated to house the temporary modular school . An alternative area , the current outdoor gym location, was identified and a “Playzone” project developed by CMBC in conjunction with The Football Foundation.

A matched contribution has been agreed from Centre Vale Town Deal funds to enable this to be built including floodlighting provision.

A condition of funding is that there is “fee to play” in order to provide a revenue stream for future maintenance. At the time of submission of this report the mechanics of “pay to play” are not available but reference has been made to the initial objective of free access to use.

The Outdoor Gym is to be relocated within Centre Vale Park at the expense of CMBC.

8.8. 8h.Fielden Hall - Variations in Italics –

- The overall scope of this element of the project is to retrofit a listed building to achieve greater efficiency and reduce carbon emissions.
- Fielden Hall, given its age and construction method, is not energy efficient and provides an opportunity to retrofit environmental improvements and reduce co2 emissions but also assist with future financial viability by reducing energy usage and thereby costs.
- All options will deliver reduction in co2 emissions as required, but it is the balance between cost and impact that determines which cost will be selected to include on the Business Case submission.

Post Business Case Fielden Hall secured an additional £250,000 of Community Ownership Funding enabling an enhanced delivery of energy savings initiatives over and above the initial limited funding intention. See Appendix 11 for Fielden Hall Compliance and update.

Part 2 - Framework for projects and procurement

9. Framework and Legal Agreements

- 9.1. Each funding source required their own separate legally binding framework agreement.
- 9.2. The Town Deal Agreement provided by CMBC represented a mirror of the overarching agreement between CMBC and Department of Levelling Up and Housing and Communities (DLUCH)- tailored to refer to:-
- All projects for which TTC was asked to be sponsor for.
 - The Business Case
 - Specific Outputs
- 9.3. The Community Ownership Fund Agreement provided by DLUCH was similar in nature to the Town/Deal funding agreement tailored to refer to:-
- The Business Case
 - Specific Outputs
- 9.4. The National Heritage Lottery Agreement was based on acceptance of the initial grant application and delivery of specific outcomes but also required CMBC to enter into a letter of joint liability with TTC.
- 9.5. A specific agreement was required between TTC and Calder Valley Community Trust Ltd (Fielden Hall) for the “pass through” of funds to them from TTC.

10. Procurement

- 10.1. During the process of Business Case preparation in order to expedite matters and meet external deadline a process of single quotation was applied within the approved TTC Scheme of Delegation.
- Local architects were invited to prepare initial proposals – only one submitted a tender.
 - Other feasibility studies etc were commissioned on single quotation specialist providers.
- 10.2. Following Town Deal funding approval and having secured external grant funding, two open tender exercises for the Bandstand and Pavilion projects were undertaken as evidenced in Appendix 1
- Architects
 - TTC web site
 - Contract Finders
 - Direct letter invites.
 - Opportunity for CMBC to advertise Tender opportunity on their web site on behalf of TTC.
 - Two tender submissions received.
 - Construction Contractors
 - TTC web site
 - Contract Finders
 - Architects known contacts with

- Opportunity for CMBC to advertise Tender opportunity on their web site on behalf of TTC.
 - Five tender submissions received.
 - 10.3. All tenders were evaluated by a panel consisting of TTC Members and Officers and in the case of Contractors also by TTC appointed Buttress Architects and appointments made confirmed by way of Council Resolutions - see Appendix 2
 - 10.4. CMBC were responsible for procurement for the demolition of the Conservatory and subsequent remedial works.
 - 10.5. Calder Valley Community Trust Ltd were responsible for procurement of Architects and Contractors in respect of their energy retrofit programme.
 - 10.6. CMBC will be responsible for procurement of Tennis Floodlighting and the Playzone/Floodlighting.
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Part 3 - Delivery of projects

11. Governance Structure:

- 11.1. General governance structures exist as part of the day-to-day activities of Calderdale MBC and TTC including periodic reporting of project progress and financial exposure.
- 11.2. For actual delivery of projects a Project Management Group was established consisting of TTC as Sponsor and CMBC as Accountable Body.
- 11.3. Once the Business Case was approved a formal decision-making group was established to:-
 - Agree Terms of Reference
 - Agree membership
 - Town Council as Sponsor with two Town Councillor representation , Project Manager and Town Clerk
 - CMBC Senior Officers
 - CMBC Programme Manager
 - Determine for each project
 - Scope
 - Priority
 - Responsibility for delivery
 - TTC– Bandstand and Pavilion (TTC legal ownership)
 - CMBC – remaining four projects as directly linking to retaining ownership and CMBC wider funding opportunity from Lawn Tennis Association and Football Foundation.
 - Initial budget allocation

- Initial broad allocation pending project costs firming up.
- Key CMBC Officers to unlock issues.
- Agree changes where necessary subject to
 - Final approval from CMBC as Accountable Body
 - Additional funding request approval

11.4. Alongside the development of the overall Project Management Group specific Project Groups were established for.

- Centre Vale Park Projects
 - Business Case preparation, communications re initial design consultation overall progress and platform for individual user groups to express concerns.
- Bandstand
 - Business Case preparation, end user group – initial design consultation and development of policies and processes for future use.
- Pavilion
 - Business Case preparation, end user group – initial design consultation, practical operational concerns, and processes for future use.

12. Additional funding needs.

- 12.1. Whilst several Town Deal projects were fully funded from the outset, the original Centre Vale Park proposals indicated a funding shortfall of c£500,000 to achieve all of its proposed facilities spend. As projects changed and with some enhanced, these needs changed with overall external funding of £1,000,000 achieved.
- 12.2. The majority of external grant funds awarded require that a range of specific outputs and outcomes are achieved, which are to be delivered alongside the capital building related element. Very often this requires the grant applicants revenue financial commitment to deliver the proposals.
- 12.3. As the projects progressed with changes to specification, cost inflation reflected in construction tender costs, additional time delays (partly offset by a liquidated damages claim of £21,500) and an addition to renovate the Bandstand audience area, it was necessary to call on the Town Deal Board to allocate an additional £122,000 of funding to that originally granted, plus £5,000 from the Active Todmorden projects for an external water bottle dispenser located at the Pavilion.

13. Additional Capital requirements required

- 13.1. Community Ownership Fund
- Fielden Hall secured an additional £250,000 toward energy efficiency improvements.
 - TTC secured £250,000 towards the new Pavilion build.
- 13.2. National Heritage Lottery Fund

- TTC secured £210,000 towards the Bandstand and £37,810 for delivery of revenue outputs based on a 59% award and 41% contribution from TTC- funded from Town Deal Funds.

13.3. Lawn Tennis Association

- CMBC secured £50,000 towards tennis court refurbishment.
- TTC as sponsor have allocated £60,000 for CMBC to finish off this project.

13.4. Footfall Foundation

- CMBC secured £210,000 towards a new Playzone.
- TTC as sponsor have allocated £90,000 for CMBC to finish off this project.

14. Revenue Requirements

14.1. Community Ownership Fund

- TTC secured initially £47,000 – drawing down £41,000 before an unexpected end of project deadline was imposed, with £6,000 of unclaimed funds the subject of further dialogue.
- Of the £41,000 used £26,690 related to professional fees reclaimed and £13,000 operational support - both part of capital project related spend.

14.2. National Heritage Lottery Fund

- TTC secured £37,810 towards the revenue element of delivering a range of outcomes and outputs – with a revenue contribution of £15,502 expected by HLF from Todmorden Town Council. In practice within the revenue element were also agreed claim for an element of prof fees with circa £11,000 for revenue contribution required for non-capital related outcomes
- This revenue contribution initially to be provided by TTC was critical in securing the capital funding element evidencing further TTC commitment to these projects. Subject to overall delivery within funds available, it has been agreed to be met from interest received from investing Town Deal related funds received in advance to finance construction etc requiring no net cost to Todmorden Town Council.

14.3. Excluding the NHLF contribution, out of its revenue budget it has provided £14,000 support for the Bowls Club in respect of greens maintenance pending transition to the Bowls Club assuming responsibility .

14.4. Owing to damage during construction end of season treatments have been applied for all four greens out of Town Deal funds have been carried out at a cost of circa £12,000.

15. Financial Summary

15.1. Overall Summary *including preconstruction Business Case* expenditure and expected expenditure for Tennis/Playzone

Cost by project including allocation of Business Case							
	TTC	CMBC bus case	TTC Bus case	Comms	Proj Mgt	Other grants spend / proposed spend	Total
Bandstand	£459,932	£3,967.00	£2,266	£334	£31,916		£498,415
Pavilion	£839,368	£3,967.00	£10,144	£401	£38,299		£892,179
Tennis	£91,057	£3,967.00	£3,966	£25	£2,394	£50,000	£151,409
Conservatory	£53,780	£3,967.00	£466	£25	£2,394		£60,632
Playzone	£90,000	£3,967.00	£2,220	£25	£2,394	£210,000	£308,606
Fielden Hall	£137,439	£3,966.00	£7,541	£25	£2,394	£250,000	£401,365
Total	£1,671,575	£23,801	£26,603	£836	£79,791	£510,000	£2,312,606

15.2. Funding Summary of funding received from Calderdale MBC and other grant providers

TTC use of funds		
Original Award from Town Deal		£1,138,000
Additional funds received		£127,000
Total award from TD/CMBC		£1,265,000
Disbursed		
Spent by CMBC direct		£98,288
Allocated for Tennis /Playzone		£160,000
Available for TTC spend		£1,006,712
Direct spend by TTC to date		£1,544,318
Shortfall		£537,606
Funded by other grant income		
Lottery capital rec'd	£194,169	
Lottery retention to claim by Sept 2026	£10,305	
Lottery rev contribution for capital costs claim 1	£12,555	
Lottery rev contribution for capital costs claim 2-4	£12,742	
Community Ownership Fund Capital	£250,000	
COF rev use for capital costs	£41,000	
Int received on funds invested	£14,416	
Total other receipts		£535,187
Surplus		£2,419
Subject to final accounts possible recharge		
To recharge TC costs		£3,895
Deficit		£1,476

15.3. Figures as at 28th June 2026 are based on Valuation 10 for the Bandstand and Pavilion, with final accounts still being agreed upon, which may result in a lower final valuation. If so the possibility of further savings to enable the recharge for TC Clerk costs to be met.

15.4. Figures above also assume the following costs still to be incurred

Rosslee BS ret	£9,325.57
Rosslee pav 2.5% ret	£14,789.15
Rosslee retention	£14,789.15
Buttress	£2,921.00
Buttress	£1,372.00
Rosslee	£20,306.00
contractor?	£4,323.00
Buttress	£862.00
Clair fencing	£2,000.00
Mower recharge	£5,057.83
Compost bin recycling	£719.23
C Baker	£285.00
Total	£76,749.93

15.5. As at 26th June 2026 Funds currently held by TTC are as follows

TD Cash Mgt Account	£75,362
Less COF potential clawback	£6,500
Less Footfall count fund	£500
Cash Bal available	£68,862
Plus NHLF lottery final claim	£10,306
Funding available to meet costs	£79,168

15.6. Todmorden Town Council spend by sector breakdown.

Todmorden Town Council Spend by Sector			
Town Deal Expenditure by TTC		% to const cost only for TD funding	% to Overall cost
Bandstand 3rd Pty Fees	£23,406.29	5.94%	1.80%
Bandstand Architect fees	£42,337.33	10.74%	3.26%
Bandstand Construction	£377,115.03		29.02%
Bandstand pre Construction costs	£17,072.95		1.31%
Bandstand total Construction project costs	£459,931.60		35.40%
Pavilion 3rd Pty Fees	£53,576.26	7.62%	4.12%
Pavilion Arch fees	£82,777.17	11.77%	6.37%
Pavilion Construction	£629,784.87		48.47%
Pavilion pre Construction costs	£73,229.26		5.64%

Pavilion total Construction project costs	£839,367.56		64.60%
Total professional fees inc third party to construction cost only	18%		16%
Business Case	£26,602.69		
Conservatory	£350.00		
Fielden Hall disbursement	£137,439.00		
Project Management	£79,791.23	6.14%	6.14%
Comms	£836.05		
Total non construction costs	£245,018.97		
Total	£1,544,318.13		

15.7. Detail of all spend direct by Todmorden Town Council

- Appendix 10 details all expenditure made to date by Todmorden Town Council including proposed payment of retentions in twelve months for Architects and Contractors, and further anticipate costs – totalling £1,544,318

16. Management of risk.

16.1. Delivery

- Overview of all Centre Vale park projects delivery have been monitored as part of a risk register using a traffic lights system with quarterly monitoring programme with CMBC. For example, see Appendix 3
- In addition, the National Heritage Lottery Fund required an initial risk register to be prepared and updated if appropriate. For example, see Appendix 4
 - Both the Community Ownership Fund and National Heritage Lottery Fund required regular updates included within Appendix 4

16.2. Clawback

- All funding streams have clawback clauses within their agreements/
 - Town Deal
 - Use of funds by 31st March 2026 – extended to 31st March 2027
 - Obligations for use of facilities -maintained in good state of repair.
 - Community Ownership Fund
 - 7 years
 - Obligations for use of facilities
 - Obligations for maintenance – in good state of repair

- National Heritage Lottery Fund

- Required CMBC to be party to agreement.
- 20 years
- Obligations for use of facilities
- Obligations for maintenance – in good state of repair

16.3. Maintenance

- To ensure state of good repair obligations are met TTC have committed to a core revenue budget support of £40,000 to provide for both operational and maintenance requirements.

16.4. Management of financial exposure for Todmorden Town Council

- Leases for both the Bandstand and the Pavilion have “hand back” clauses should there be major capital/revenue cost incurred following damage/vandalism that TTC could not meet within revenue reserves.

16.5. Management of Buildings Insurance – Fire Cover

- CMBC have agreed to provide cover for the Bandstand and Pavilion subject to premiums based on a reduced excess (£10,000) .The cost of such premium will be split equally between CMBC and TTC.
- Both the Bandstand and Pavilion are now placed on cover with (50/50 cost arrangement with CMBC) resulting in 2026/27 premiums for TTC of £2,240 and £420 respectively met from TTC revenue budgets.

16.6. Financial Management by TTC

- A range of revenue budgets established to clearly identify income and expenditure relating to each project.
- A separate interest-bearing Town Deal Cash Management (TDCM) account established to receive all project related funds and to pay funds from.
- A range of Earmarked Reserves established to identify specific funding pots where required by grant funders, anticipated retentions (Construction/Architects and an overall TD Capital Restricted EMR.
- A monthly reconciliation of income and expenditure to ensure that Earmarked Reserves are balanced by funds held in the TDCM account.
- All payments to contractors for work carried out to date be authorised by Architects Certificates following agreed valuations by Quantity Surveyors.
- Given higher than normal routine expenditure would be required, a specific Scheme of Delegation was approved by TTC to enable practical delivery with higher expenditure and

single quotation limits introduced to enable speedier decision making The Scheme of Delegation requires all payments in excess of £25,000 to be approved by the Chair of Resources Committee – see Appendix 5

16.7. Audit requirements - vary between funding sources.

- CMBC - interim monitoring and final audit completed.
- TTC Annual Audit process
 - Internal
 - twice yearly
 - External
 - Reviews internal audit report
 - Seeks clarification of substantive movements where required.
- National Heritage Lottery Fund
 - Grant paid retrospectively on submission of project updates and submission of paid invoices.
 - 10% retention held until completion of all revenue related outputs- end of September 2026 deadline.
- Community Ownership Fund
 - Fund paid up front in one tranche
 - External Accountant Certificate required for expenditure.
 - End of project return
 - Copy of all invoices paid provided.

16.8. Health and Safety is managed through a process of

- Initial Construction Health and Safety Plan
- Monthly site meetings
- Independent in project assessment – contractors commissioned.
- On site incidents – all resolved.
 - Three requiring interventions of CMBC Health and Safety- all vehicle movement related – insufficient number of banksmen.
 - Vehicle collision – tree
 - Vehicle collision – lamppost
 - Access gate left unlocked.

Part 4 - Challenges faced during project

17. Business case proposals , projected costs, legal agreements, Planning, Environment Agency impact, Ground investigations Power Supply, Resourcing, Town Council Project Management, User Group Relationships, Management of construction projects, Contractor Performance, Costs/Valuations, Delays and causes,

- The inclusion of six projects each with differing proposals for management had to assume without formal agreements in place how each project would be taken forward and managed.
- Inevitably the scope of each project would change when it came down to practical delivery.
- Whilst external consultants were used to provide the “statutory compliance areas and economic and value indicators” to satisfy funders requirements, the majority of the business case was as prepared by the Project Manager (in consultation with user groups) and therefore disappointing that in Calderdale MBC apportioning overall consultant costs, the CV Park project was charged c£26k for such work.
- What is clear post Business Case approval is that the financial costs provided by external consultants (especially professional fees) in the initial Business case were understated.

17.1. Legal Agreements

- The initial Town Deal framework agreement for approval of Business Case Dec 2022, to execution took five months to issue.
- Lease Agreements for the Bandstand and Pavilion took over twelve months to finalise.
- The Grant agreement entered into by CMBC and TTC with National Heritage Lottery Fund took over 6 months to finalise.
- The Community Ownership Fund Agreement was agreed by TTC within one month of receipt.
- Before any Architects could be tendered for and appointed to take forward the detail of the Bandstand and Pavilion projects, these agreements needed to be in place before funders would agree release of additional funds.
 - The overall impact on project progress was to delay by approximately twelve months.

17.2. Planning

- Whilst changes from the adoption of the Local Plan in March 2023, regarding a refusal of Planning Permission for extensions to property footprints are supported by TTC, its direct impact on the Pavilion project was fundamental in that a completely new design had to be considered requiring no overall increase in footprint size.
 - Requiring demolition of the existing pavilion
 - Requiring extensive ground condition survey to arrive at a structural framework solution
- It was not possible to engage with CMBC planners for pre app discussions by architects which would have bought to the fore planner’s views that a proposed polytunnel would be regarded as a permanent structure, and therefore not allowed as viewed as an extension of footprint size.

17.3. Environment Agency impact

- Both the Bandstand and Pavilion fell within EA distance requirement of EA infrastructure and therefore necessary to submit applications for Flood Risk Activity Permits to be issued.

- This was further compounded by the need to request a late amendment to the permits issued to enable to enable cable trenching works across an area of land within CV Park designated as an EA asset.

17.4. Ground investigations

- At the time of preparing the Business Case and likely cost of construction, ground conditions were unknown.
- Subsequent information indicated that the Sports Centre construction had revealed poor ground conditions for that area and it would have been helpful to be aware of this.
 - Ground survey works c£15k of additional cost and c£30k on steel frame structural considerations.

17.5. Power Supply

- The Pavilion had two meters being paid for by CMBC prior to transfer to TTC. One had been for a previous building but not decommissioned.
- On investigation neither supply was sufficient in relating to provide what was needed for both the Pavilion, requiring 3 phases, or the Bandstand which had its own power supply terminated some time ago.
- Securing a new supply meant connection to the sub-station near the Sports Centre, running cables down to the greens into the pavilion and then then trenching along to the Bandstand.
- At risk TTC contracted for the new power supply –(c£20k) before this option was taken by the temporary school building- otherwise costs would have increased to c£80k to bring in from another area.
 - Trenching cost additional £25k plus power supply £20k – total £45k unknown cost at start of project.

17.6. Resourcing

17.6.1.Town Council staff impact

- High impact on Town Clerk overall incurring 110 hours of overtime on projects since November 2025.
- Particular focus of time resource as building approached handover – snagging, site visits, false alarm issues, Health and Safety, internal documentation and handover use to user groups.
- Over 250 payments made with monthly reconciliations
- Admin support for all reporting, paperwork, building manual copying.
- Community Support Officer for liaison meeting with user groups, management of welfare unit supplies, Bandstand delivery of outputs as per NHLF agreement-,heavy involvement.

17.6.2.Town Council Project Management

- Initially meant to be to Business Case approval pending voluntary group delivery.

- Voluntary group delivery not feasible – proposed by CMBC requiring TTC involvement to take forward otherwise CV projects likely pulled from funding deal.
- Subsequent responsible for delivery of all aspects of project with oversight by the Town Clerk – salary cost based on hours required.
- The Project Manager moved out of area in Oct 24 -working remotely since then with periodic visits to site re construction progress, user group and internal meetings
- In the physical absence of the Project Manager the impact has been heavy on the Town Clerk to be “eyes and ears” on the ground and resolving daily issues.

17.6.3. User Group Relationships

- At the outset three groups were set up to take forward all projects
 - Centre Vale Park User Group
 - Membership- representatives from Friends of Centre Vale Park, Todmorden in Bloom, Veterans, Bandstand, Bowling Club, Fielden Hall, Tennis Club.
 - Collaborative approach to liaison and delivery
- Todmorden Bandstand Group
 - To take on management of events using Bandstand
- Todmorden Bowling Club
 - Main user of Pavilion
- Each group has differing objectives and for some there is a resistance to change and take forward new opportunities presented, whilst also failing to recognise also the constraints that TTC have to work within in terms of practical operation of facilities and compliance with Health and Safety requirements and licencing conditions.
 - As user groups use the facilities it is hoped that these issues will lessen.

17.6.4. Management of construction projects.

- Managed through a process of site meetings followed by valuations supported by Architects Interim Certificates.
- Variations to projects agreed by request for information and issue of variation to works orders- see Appendix 6 for examples .
- Contract with Contractors by execution of JCT Intermediate Contract including clause for Liquidated Damages -Bandstand £500 per week delay and Pavilion £1000 per week delay.

17.6.5. Contractor Performance

- Has not been good with
 - Delays in completion
 - Bandstand – 21 weeks
 - 4 weeks agreed as extension of time following additional works identified on opening up of roof.
- Pavilion 11 weeks as per JCT contract but initially end of November completion.
 - In view of these delays technically we could have terminated the contract but that would have involved appointment of new contractors with expected increase in pricing and delays to start once tendered.

- Decision taken to stay with the existing contractors, bring project to a close and then consider costs and liquidate damages.
- Shortcuts in Quality – requiring remedial actions to replace alternative products with original specified and or work to be redone.
- Snagging lists on both buildings to be completed within 12 months defect period for which a retention of 2.5% has been held back.
 - Snagging agreed by Architects as acceptable for defects period.

17.6.6.Costs/Valuations

- Tender price included contingencies – all used.
- Construction Cost variations have been closely monitored with overall project cost at c£24k below tender price.
- Impact of delays in finishing projects on time has been reflected in increased cost for Architects, third party costs, Welfare unit hire for bowlers, Town Clerk overtime, Project Manager extended time costs -, overall c£36k and therefore liquidate damages clause totalling £22,500 has been exercised.

17.6.7.Delays and causes:

- Commencement of project to get to tender stage for Architects relating to completion of legal agreements and obtaining of permission from Fields in Trust.
- Changes in Design following Local Plan Flood Area restrictions -no extending existing of footprints .
- Planning deciding that Polytunnel would be a permanent fixture and not allowed as regarded as extension to footprint.
- Whilst bad weather was experienced from November had contractors kept to timetable adverse weather would not have impacted delivery and therefore extension of time request refused.
- Need for new power supply, Flood Risk Activity Permit for Trenching in area previously thought under CMBC control, delayed approval for new meter.
 - All part of construction programming and the responsibility of contractors to manage delivery of.

Part 5 -what has been delivered

18. Final deliverables:-Appendix 9 for photographs

- Renovation of Bandstand
- Demolition of old Pavilion and build of new replacement Pavilion.
- Fielden Hall – Retrofit energy efficiency improvement.
- Peace Garden – demolition of conservatory and replacement ground area scheme.
- Three Tennis courts refurbished (From LTA grant £50,000)– drainage and power infrastructure and floodlighting pads funded by allocation from Town Deal funds.

Allocation of funds from TTC allocation of Town Deal funds for future deliverables

- £60,000 reserved for floodlighting of Tennis Courts
- £90,000 reserved for Playzone contribution to be located in outdoor gym area. Gym to be relocated within the park at CMBC cost.

19. Compliance of delivered projects

- Building control was required for the Pavilion – see Appendix 7 for certificate of compliance – demolition of old Pavilion approval issued by CMBC.
- Building control was not required for the Bandstand renovation planning conditions.
- Fielden Hall – see Appendix 8 for certificate of compliance.
- Peace gardens- demolition approval issued by CMBC.

20. Quality Assurance: Bandstand and Pavilion

- Inspections were held at each monthly site meetings and subsequent visits where incorrect materials were used required remedial and where works were not carried out to specification.
- During the Pavilion steel frame process amendments were made on site to enable certifications to be issued .
- On issue of practical completion certificates, Building Manuals including testing, certifications, have been issued to and retained by TTC.

21. Defects management:

- On issue of practical completion certificates there were a number of snagging issues identified all of which Architects felt were reasonable to complete within the defect periods of twelve months.
- A retention of 2.5% of each of the Bandstand and Pavilion final cost has been retained by TTC which could be used to resolve snagging issues should contractors fail to do so.

22. Technical performance:

- The state of ground for the Pavilion required extensive investigation and specific footings to be designed to accommodate the proposed steel frame.
- Existing Bandstand columns were opened and investigated for structural safety with all the framework removed of any rust and a protective coating applied.
- Rotten Bandstand wood areas were replaced with modern Accoya wood used as replacement to provide an anticipated 25-year cover lifetime use.

23. Health and Safety

- No building construction site safety incidents reported.
- Three within park safety incidents were recorded.
 - Collision with a tree when lorry accessing park route to Pavilion which resulted in it having to be removed.
 - Collision with lamppost when scaffolding lorry accessing park route to Bandstand.
 - Gate left open to park after lorry delivery allowing car into restricted.

Each of these incidents resulted in a full health and safety investigation and a report submitted.

- The route to deliver materials was impacted by CMBC introducing a weight limit on the small bridge over the water course at the lodge entrance requiring access for all deliveries to be made from the lower park gate entrance, with two man banksmen required.
 - It should be noted that during the construction period there were several instances of non-compliance of these requirements by other park users/contractors that were not related to TTC projects .

24. Environmental Performance

- The Pavilion project required a net biodiversity gain which was satisfied by the purchase of a BNG credit through the provider Environment Bank and confirmed by Natural England reference BNGREG-28P1G-ATI98.
- On completion of the Pavilion all earth removed was returned to site and expected that over time it will naturally vegetate itself again. Where further planting or seeding is required, this will be completed by TTC in consultation with CMBC.

Appendices

Appendix 1 - Evidence of procurement

Appendix 2 – Todmorden Town Council Resolutions – appointment of Architects and Contractors for Bandstand and Pavilion works.

Appendix 3 – Calderdale MBC overall monitoring of risk of delivery and overall financial projections.

Appendix 4 – National Heritage Lottery Fund Risk Matrix and Community Ownership Fund/NHLF updates – examples.

Appendix 5 – Todmorden Town Council- Town Deal Projects Scheme of Delegation.

Appendix 6 – Examples of variations to contract.

Appendix 7 – Pavilion Building Control Compliance.

Appendix 8 - BC Fielden Hall compliance.

Appendix 9 – CV Park before and after photographs

Appendix 10 - Detail of Todmorden Town Council spend.

Further Information, Please Contact: Naomi Crewe

Appendix 1

Appendix 1 Evidence of procurement

Contract Finders

 **GOV.UK** Contracts Finder

Your notice has been published on Contracts Finder.

[Todmorden Town Council Centre Vale Park Bandstand and Bowling Pavilion](#)

TODMORDEN TOWN COUNCIL

Renovation of Grade 2 listed Edwardian Bandstand and Demolition of existing Bowling Pavilion and replacement New Build Bowling Pavilion. Tender document available from Todmorden Town Council Web site <https://todmorden-tc.gov.uk/tenders/>

Procurement reference Todcvparkbsbp

Procurement stage Awarded contract

Closing 2 January 2025, 4pm

Award information

Awarded date

11 March 2025

Contract start date

14 April 2025

Contract end date

16 January 2026

Total value of contract

£988,764

This contract was awarded to **1** supplier.

Rosslee Construction



Your notice has been published on Contracts Finder.

[Todmorden Town Council Centre Vale Park Bowling Pavilion](#)

TODMORDEN TOWN COUNCIL

Tender for Full Service provision of Architectural Services for extension of bowling pavilion including construction procurement

Procurement reference TTCBP1

Procurement stage Awarded contract

Closing 20 November 2023, 5pm

Award information

Awarded date

14 December 2023

Contract start date

5 January 2024

Contract end date

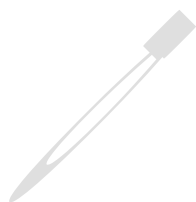
16 February 2024

Total value of contract

£83,854

This contract was awarded to **1** supplier.

Buttress Architects



Todmorden Town Hall,
Bridge Street, Todmorden,
OL14 5AQ
projectmanager@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk



Invitation to Tender (Open) – Instructions and important information

Contract for the Appointment to provide Architectural Services to Todmorden Town Council for the Rebuild/ Refurbishment of the Bandstand situated in Centre Vale Park, Todmorden

Issued

17th July 2023

Centre Vale Park Bandstand Tender for Architectural Services

Notice of Invitation to Tender

Tender Pack

TODMORDEN TOWN COUNCIL

Todmorden Town Council
Todmorden Town Hall,
Bridge Street, Todmorden,
OL14 5AQ
projectmanager@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk

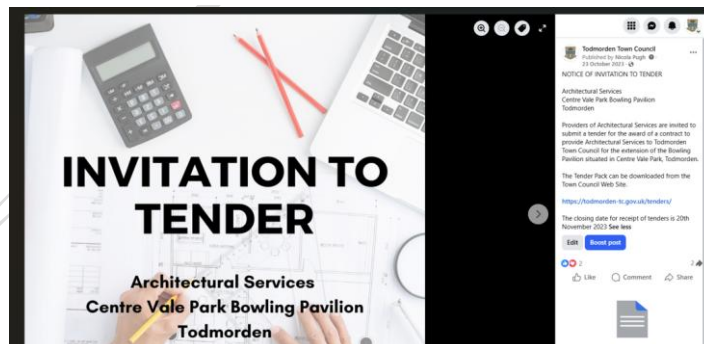


Invitation to Tender (Open) – Instructions and important information

Contract for the Appointment to provide Construction Services for the Renovation and Refurbishment of Todmorden Bandstand and Demolition and Newbuild for Todmorden Bowling Pavilion

Issued **21st November 2024**
Tender response by **2nd January 2025**

TENDER RESPONSES SHOULD BE RETURNED BY ELECTRONIC COPY TO
tenders@todmorden-tc.gov.uk
AND TWO PAPER COPIES TO THE ADDRESS ABOVE
BY 4PM 2nd January 2025



Appendix 2

Appendix 2 – Todmorden Town Council Resolutions – appointment of Architects and Contractors for Bandstand and Pavilion works.

2023(FC)130	13. Town Deal Centre Vale Park Projects – Bowling Pavilion Appointment of Architect – For Decision To receive a report advising of the outcome of the recent tender exercise and to appoint an Architect to take forward the Bowling Pavilion Project. Proposed by Cllr S Martin Seconded by Cllr S Cheraghi – Sohi Unanimously Approved RESOLVED: That Tenderer 2 be appointed in an amount of £83,854 plus vat. That in the event Tenderer 2 <u>is not able to be progressed</u> we revert to Tenderer 1. That delegated powers <u>be</u> given to the Chair of Resources with the Town Clerk to authorise payments as required from this Earmarked Reserve.
	3
	Members also thanked the Project Manager for his ongoing hard work on the Centre Vale Park projects.
2024(FC)159	18. Bandstand and Bowling Pavilion Works – Approval to Contract for Works – Decision required To consider the final budget provision and agree to move to contract stage for delivery of the Bandstand and Pavilion proposed works. <i>Members wanted to remember the save the bandstand group for their initial work.</i> Proposed by Cllr D Skelton Seconded by Cllr S Press Unanimously Approved
	Resolved: That Members authorise the Town Clerk to <u>enter into</u> a contract with Rosslee Construction Ltd <u>in</u> an amount of £988,764 in respect of proposed works to the Bandstand and Bowling Pavilion. <i>That delegated powers are given to the Chair of Resources Committee and Town Clerk to <u>enter into</u> a License for Works for the Bandstand and Bowling Pavilion in the forms attached as per Appendices A and B</i> <i>That delegated powers are given to the Chair of Resources Committee and Town Clerk to enter into Wayleaves agreements in respect of power supply and data communications for the Bandstand and Bowling Pavilion in the forms attached as per Appendices C and D.</i> <i>That £10,000 is moved from the Community Development EMR to EMR TD Solar Panel.</i>

Appendix 3 – Calderdale MBC overall monitoring of risk of delivery and overall financial projections

Example for July 2025

Bandstand	
How is delivery of the project progressing?	
Works under way - HLF funding deadline extended to March 2026	
Spend RAG Rating	Why have you given this rating?
Green	Up and running. Some slight budget variation to trigger some contingency use - state of repairs following exposing of wet areas in structure.
Delivery RAG Rating	Why have you given this rating?
Amber/Green	No major obstacles raised and progress on plan.
Are there any issues affecting delivery of the project?	

Bowling Pavilion	
How is delivery of the project progressing?	
Works under way. Power supply confirmed.	
Spend RAG Rating	Why have you given this rating?
Green	Up and running- no major budget variances.
Delivery RAG Rating	Why have you given this rating?
Amber/Green	No major obstacles raised and progress on plan.
Are there any issues affecting delivery of the project?	

All challenges overcome - down now to budget management of build works
Are there any significant milestones coming up?
Estimated handover early October 2025.

All challenges overcome - down now to budget management of build works
Are there any significant milestones coming up?
Estimated handover end of Dec 2025

Tennis	
How is delivery of the project progressing?	
Courts in use - Project group commitment made for floodlighting - progress for floodlighting CMBC	
Spend RAG Rating	Why have you given this rating?
Amber	Floodlighting and planning awaited - no indication of delivery - CMBC - but may be waiting on playzone timing.
Delivery RAG Rating	Why have you given this rating?

MUGA -NOW PLAYZONE	
How is delivery of the project progressing?	
With CMBC re Football Foundation process. Site location (outdoor gym area) confirmed as sufficient by Football Foundation. Increased TD contribution to £90k agreed to meet FF match requirement.	
Spend RAG Rating	Why have you given this rating?
Amber/Red	Football Foundation funding not yet secured .
Delivery RAG Rating	Why have you given this rating?

Amber	subject to planning permission.
Are there any issues affecting delivery of the project?	
Being delivered directly by CMBC	
Are there any significant milestones coming up?	
Planning submission by July 2025 - not achieved -	

Red	Red until funding in place.
Are there any issues affecting delivery of the project?	
With CMBC to secure this funding and deliver programme. Expected end of May decision- no further advice as at July 25.	
Are there any significant milestones coming up?	
Securing funding approval and then scheme worked up for planning permission. Delivery likely in autumn/winter but should be delivered by Mar 26- CMBC responsible.	

Conservatory	
How is delivery of the project progressing?	
Demolition completed - phase 2 remedial works to be scheduled.CMBC	
Spend RAG Rating	Why have you given this rating?

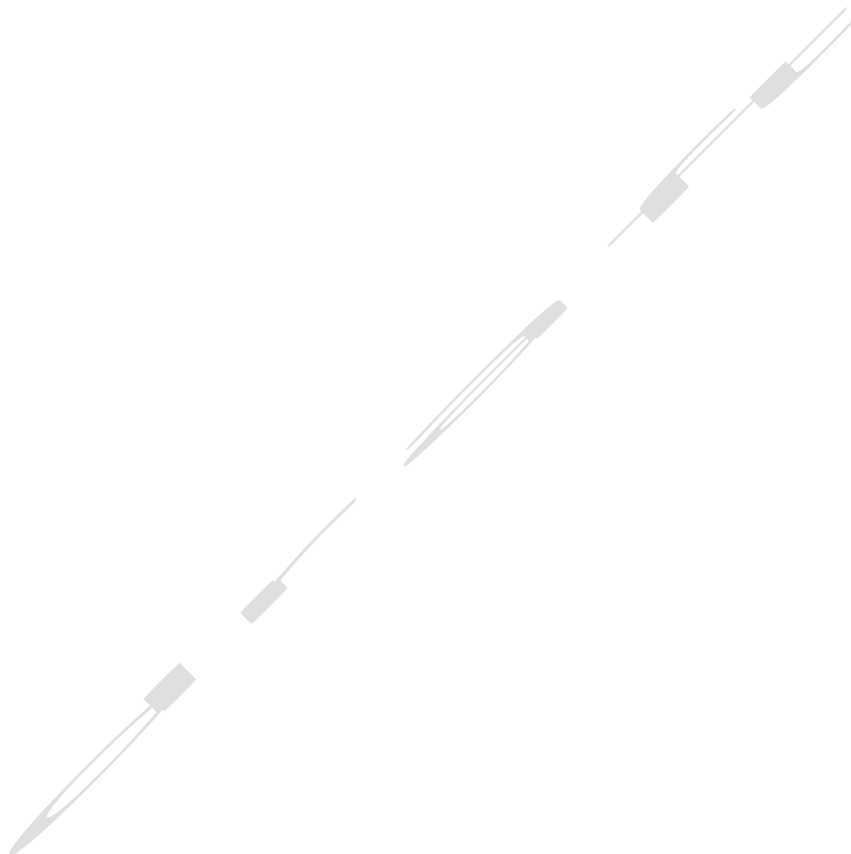
Fielden Hall	
How is delivery of the project progressing?	
Project completed	
	Why have you given this rating?

Green	Agreed contribution of £50k to cover all costs
Delivery RAG Rating	Why have you given this rating?
Green	Scheme worked up and agreed - now down to delivery by CMBC
Are there any issues affecting delivery of the project?	
None	
Are there any significant milestones coming up?	
Demolition by July 2025- achived - remedial by Oct 2025 in timefor Remembrance Day?	

Green	Completed
Delivery RAG Rating	Why have you given this rating?
Green	Completed
Are there any issues affecting delivery of the project?	
Completed	
Are there any significant milestones coming up?	
Completed	

Overall												
Spend	Investment Plan Target	Total Forecast	Pre 23/24	2023/24 Actual	2024/25				2025/6			
					Q1 (Apr-Jun)	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Q1 (Apr-Jun)	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)
How much of your forecast is contractually committed?		£1,208,000	£56,215	£79,827	£128,219	£17,856	£90,654	£53,393	£125,366	£187,112	£238,107	£224,820
How much of your forecast is not contractually committed?			£0	£0	£0	£0	£0	£0	£0	£20,741	£20,741	£20,471

Total DLUHC spend	£1,271,569	£1,263,522	£56,215	£79,827	£128,219	£17,856	£90,654	£53,393	£125,366	£207,853	£258,848	£245,291
Secured match funding spend	£708,891	£708,891	£0	£0	£0	£0	£61,155	£75,000	£196,891	£252,845	£113,000	£10,000
Unsecured match funding spend	£210,000	£210,000	£0	£0	£0	£0	£0	£0	£0	£70,000	£70,000	£70,000
Total match	£918,891	£687,891	£0	£0	£0	£0	£50,000	£75,000	£125,000	£70,000	£70,000	£70,000
Total project cost / spend	£2,190,460	£1,757,593	£56,215	£79,827	£128,219	£17,856	£151,809	£128,393	£297,257	£435,698	£371,848	£90,471



Appendix 4 – National Heritage Lottery Fund Risk Matrix and Community Ownership Fund/NHLF updates - examples

TODMORDEN BANDSTAND- revised Nov 2023

Risk	Reducing Risk – original	Position as at Nov 2023
Grant funding schemes may not be available for Bandstand	Grant funding consultant appointed to initially determine availability of funding. This application is one that has resulted from the funding search exercise. There is an element of matched funding available from the Town Deals fund which will need to be reviewed against all other project needs	HKLF award gained
Increase in construction cost of schemes post Covid/World events	Early intervention to seek updated cost where feasible and elements of discretionary spend that can be removed from project to tailor construction costs to meet budget requirements.	Architects asked to consider bronze, silver and gold options
Planning Permission/Listed Building Consent not given	Rebuild of existing scheme may not require Planning Permission but LBC will still be required in order to ensure replacement materials etc meet requirements. We need to clarify the planning position regarding additional developments (lift and lighting). Initial discussion does not indicate that this will be an issue. There is desire to improve the situation from the current.	Architects appointed Sept 23 – measured survey in progress

Environment Agency Work Permit	There is no proposed increase in mass/volume of construction and is on edge of perimeter of Flood Alleviation Area. Once outline scheme details available can be approached for EA view as to whether permission is required ahead of commissioning further project costs post business case approval.	Architects appointed Sept 23 – measured survey in progress
Fields in Trust Permission	The park is vested with Fields in Trust – a process undertaken some years ago as a means of ensuring continuance of open space in Todmorden. As part of overall land ownership Fields in Trust will need to provide permission for development in Centre Vale Park. Given recent precedent with the Wheelspark, it is not anticipated that there will be any objection	Once draft lease terms resolved then seek FIT permission via CM<BC.
Transfer of land from Calderdale MBC	“In principle” agreement given to Community Asset transfer to Todmorden Town Council but details of lease and terms to be agreed but agreement to work along lines of recent Wheelspark lease agreement. The precedent, for the skatepark, provides a process that has been approved by all parties. This process will be used again and delays will be minimised.	Draft lease with CMBC
Todmorden Town Council not agreeing to assume Land Ownership or applying for grant funds	Resolution passed at Full Council on 15 th June 2022 to assume land ownership responsibility through formal lease terms and to act as principal grant applicant if required.	Lease terms in progress to transfer as soon as CMBC in position to do so.
Building price inflation	This has been running at 6.9% for many years. An inflation rate of 8.31% (compounded half yearly) has been assumed in the calculations. A project start delay (initial costings to work commencing) of 18 months has been assumed.	Architects appointed Sept 23

Contingency	A 15% contingency, over and above the inflation allowance of 8.31% , has been built into the costs programme.	Architects appointed Sept 23
Difficulties in obtaining tenders	We will approach a minimum of five contractors and hope for responses from at least three. We acknowledge that there is a labour shortage in the construction sector.	Architects appointed Sept 23
Contractor failure	A full financial appraisal will be undertaken as part of the tender assessment process. Tender award will be weighted to reflect financial status. Payments will only be released on architects certificate. There will be a 5% snagging retention, which will accrue during the project and be paid six months after practical completion.	
Project supervision	We have an experienced project manager on board. The works will be overseen by a professionally qualified architect with experience in conservation work.	
Post capital works usage	We have a target of 26 events per year – basically, one event per week for each of the spring/summer/early Autumn period. These will be developed by Music for the Many, in consultation with the wider Todmorden Community. We see this as a modest target and we have not assumed that the existing, well established, folk festival will participate. This is not because they are not supportive but because they use more intimate venues.	Switch in focus of delivery to Bandstand group and architects under their CSR commitment to deliver 4 objectives of HLF
Vandalism and other incidents	The petition of almost 3,000 people indicates an affection for the structure. The greater involvement in performance will develop a	Insurance excess reduced £300k to £10k

	sense of stake holding. However, we recognise that it only takes a very small number of people to cause an issue. The structure will be included in the park and town CCTV systems.	
Reduction in Group Volunteer Activity	The Town Council through its land ownership responsibility will wish to keep the community group actively involved in operational delivery and assist where possible with administrative support to enable ongoing recruitment of volunteers.	New group has been formed as of Oct 23- inception meeting held and focus on task and finish
Partner to promote use/ take forward development fails	Whilst “Music for Many” and Sophie Cooper selected and preferred partner, if necessary alternative provided can be sourced from within local cultural/ music relationships	New group has been formed as of Oct 23- inception meeting held and focus on task and finish
Ongoing finances	A full cost recovery system will be used to recover, as far as possible, the costs of running the bandstand. It has to be affordable both for the council and for the users/performers/audience. Costs will be published in a transparent manner and we are informed that the “Save the Bandstand Group” will take on some ongoing fund raising to ensure that minor repairs are undertaken before they become a major issue. The council will budget for a sinking fund to ensure that regular refurbishment can take place.	Draft management agreement in course of preparation New structure being considered – likely foundation CIO

From : Colin Hill – Project Manager

To : Jerry Firth Grant Manager

Date: 20th March 2025

Community Ownership Fund

Project Reference

COF24010

Update Paper

Project Status

- Full Council signed off 19th March 2025 to appoint contractors.
- Contract to execute week beginning 24th March 2025
- Anticipated start date mid-April 2025
- Build programme c 40 weeks
- COF capital grant plus TTC capital contribution to be spent by end of September 2025
- Realignment of purpose of revenue request as per this paper
- Total project cost estimated at £860k inclusive of professional fees and third-party costs of which build Cost c £700k – COF £250k- Town Deal/TTC £610k capital contribution

Recent challenges

- Tender response to tender document delayed by one week to allow for Xmas break and bad weather
- Quality reviews to arrive at 3 for shortlisting
- Tender prices at least £130k over budget
- Value Engineering exercise to reduce spec without compromising integrity
- Savings identified c£60k
- Shortfall £70k additional funding secured.

- Power additional costs – covered off **including additional £10k commitment from Town Council** if contingencies used.
- Env Agency Flood Risk Activity permits delayed by 6 weeks – now issued

Impact on Bowling Group viability and project costs

- Initial intention to have commenced project in close season – when they do not regularly bowl or hold competitions.
- Delay has meant will be demolished pavilion at start of their season depriving them of pavilion use to generate usual revenue
 - Cannot hold larger competitions
 - Lose ancillary income generating activities – food and drink
- To minimise and keep bowls club intact for future use
 - Mobile welfare unit to hire c£14k including toilet provision.
 - Temporary storage containers c £6k – day to day use
- Greens maintenance- unable to take on intended maintenance themselves as intended -need to settle into new pavilion understand operations and raise grant funds for equipment purchase c £15k.

Variation for use of Revenue

Current approved use is detailed below

DLUHC COF Funding and Match Funding of 20%.			
Capital	Revenue (match funding not required)	Purpose (e.g purchase of asset/what aspect of renovation)	Month / Year of spend
£27,331		Substructure	Nov 2024
£191,318		Superstructure	Dec 2024
£17,685		Internal finishes	Jan 2025
£35,828		Fittings furnishings and Equipment	Jan 2025
£22,653		Services	Feb 2025
£17,685		External Works	Mar 2025
	£19,690	Architects prof fees RIBA stages 5,6,7	Nov 24 to March 25
	£4,000	Web site, training, marketing	Aug 24 to March 25
	£1,310	Proj mgt fees contribution	Sept 24 to Mar 25
	£6,000	Annual Insurance Premium	Sept 2024
	£3,000	Annual Alarms, Extinguishers, legionella testing	March 25
	£13,000	Staffing	Nov 24- Mar 25
Total: £312,500 (inc MF	Total: £47,000		

Revised use of revenue

Rationale

The need to support the bowls club through this transition from no pavilion to a new one yet also maintain the greens to keep them bowling is a critical business issue.

The willingness of the bowls club to take on maintaining the greens themselves is a key commitment going forward reinforcing their intention to take on the mantle of day-to-day management. It is anticipated that this will require the Town Council to consider some further grant support to them for greens maintenance equipment.

The new phasing of building in their season has added additional costs to the programme which have also are being met by the Town Council.

Request

Amend the purpose of staffing £13k to operational support cost £13k

The Town Council is still supporting the bowling club throughout this and has appointed a Community Support Officer with responsibility to support the group, in addition to Project manager costs

Whilst The Town Council would have recharged these costs to this element the Town Council is prepared to meet these costs to release this sum towards operational cost of keeping the club alive during the transition period where they have minimal income earning opportunity.

There are very real costs of this support

£20k for temporary accommodation and storage (40 weeks)

£15k Greens maintenance.

To offset c £35k of additional revenue type a request to switch £13k .

Reduce other costs £7k and increase professional fees £7k

The need to undertake a Value Engineering exercise has led to the drawings related to the removal of items to be redrawn and issued and revised Bills of Materials to be issued.

The build cost itself is higher than that originally forecast two years ago and their fee structure is linked to tender price and then build cost so an uplift necessary

Overall fee increases of c £20k

To offset £9k this the following of this is requested

- Reduce Annual Insurance premium to £3k– reduction £3k
- Reduce Web Site /training, marketing to £3k – reduction £1k
- Reduce alarm etc to nil -reduction £3k (TTC will provision in next years accounts for this)

- Increase professional fees by £ 7k

Revised profile to approve

Revenue	Purpose
£26,690	Architects fees
£3,000	Web site/training /marketing
£1,310	Proj Mgt contribution
£3,000	Annual Insce contribution
£13,000	Operational support
£47,000	

National Lottery Heritage Fund - Todmorden Town Council- Award ref NM-22-00385

Project Update and Change Request – July 1st 2025

1. Introduction

- 1.1 The deconstruction and reconstruction work is on site, under way with an anticipated completion date of mid-September 2025 - see Appendix 1a/1b for onsite progress.
- 1.2 Now that there is a fixed price contract in place part of this reprofiling request is to amalgamate contingency and inflation elements originally part of our grant award into the main capital works budget heading.
- 1.3 The original application outlined a scheme for the revenue elements to deliver the required outputs that would see the key outcomes of
 - Engaging with local performing organisations to re-establish the bandstand as a performance space.
 - Develop a series of performance activities to take place during the lifetime of the project.
 - Work with local schools to encourage interest in heritage construction.
 - Create a Todmorden timeline displaying the history of the town.

1.4 This was amended following a change request that involved working alongside Buttress Architects to :-

- Delivering talk to the high school about the project and the role of being an architect.

Delivered across four school assemblies

- Delivering a talk tailored to a local primary school about the project and history of a bandstand.

Still to be actioned

- Delivering a careers cafe lunchtime drop in at the local high school with Buttress & sub-consultants to discuss careers in heritage and construction.

Delivered at school careers open day

- Delivering a session with the high school exploring the history and notable people of Todmorden. Consider how the 'Todmorden Timeline' could be incorporated for enhancement of any hoarding design.

A to Z developed with school to help inform next stage of project – see variation involving audio trail

- Use this to further explore ways to bring to life and enhance the existing heritage trail within the park.

See proposed audio trail

- Facilitate a talk delivered to the local high school delivered by the appointed contractor, explaining the works and heritage repairs.

To be part of a site visit for up to 12 students

- Provide 4-6 students with an opportunity to follow the project in more detail with an opportunity to follow the project in more detail with a meeting at four key stages to develop an understanding of the project lifecycle. Timeline to be agreed with school.

See comment below re practical difficulties of accessing schooltime and work experience

- Promoting and facilitating a half-day traditional heritage skills workshop open to the community, with a local craftsman.

To be arranged

- Virtual heritage - look to further promote and utilize the flyover 3D inspection model commissioned.

Whilst able to use internally at Tod TC access to wider public is restricted – licence and size and complexity of model cannot be accessed externally.

- Promote and contribute to a half day litter pick and planting session with Friends of Centre Vale Park.

To be arranged

- Support promoting the Bandstand project at a future Heritage Open Day.

To be arranged

- Arrange for an exhibition in connection with the project which could be presented as an exhibition with a local photography club, with the best 12 images used to produce a calendar, or an art installation within the park.

To be arranged

2. Challenges with school priorities

- 2.1 The various hurdles to overcome in getting the physical construction elements of the Bandstand renovation to deliverable stage has meant that we have not been able to dovetail as originally anticipated with the school calendar, which itself is constantly under review focused on examination success.
- 2.2 Buttress Architects just at the point of delivering work experience had to be postponed following a major building issue making it unsafe to take in students, with now this element postponed until September 2025.
- 2.3 A change in Headteacher in April 2025 has meant that we have had to re-engage with the school to seek their continuation of this programme but with a change in methodology to still deliver.

- Work with local schools to encourage interest in heritage construction.

Still part of output

- Create a Todmorden timeline displaying the history of the town.

See below for variation

3 Variation in proposal

- 3.1 We propose to create an interactive oral history soundwalk in collaboration with students from Todmorden High School. This project will immerse students in their town's heritage while offering them an opportunity to develop important skills through the collection and presentation of oral histories – see Appendix 2 for detail and using the work already completed by the school re A to Z - Appendix 3

3.2 The proposed audio trail will first of all be centred around the Bandstand and Centre Vale Park where there is also non Bandstand related significant heritage elements to be followed.

3.3 To supplement the audio trail there will be a permanent display board providing detail of the Bandstand heritage.

4 Funding Variation

4.1 There are two elements of the variation request in funding terms

- Capital Construction elements
- Revenue – delivering softer outputs

4.2 Profile variation

Todmorden Town Council - Reprofile request

	Project costs	NHLF Award	Project costs	Revised award	NHLF Award movement	Notes
	Ex vat	Ex vat				
New staff	£9,000	£5,336	£4,000	£2,371	-£2,965	Decrease to fund pub/prom need.
Repair and conservation work	£272,901	£161,813	£346,211	£205,282	£43,469	Amalgamation into one restoration budget to ease claim process
Contingency	£50,632	£30,022	£0		-£30,022	Amalgamation into one restoration budget to ease claim process
Inflation	£22,678	£13,447	£0		-£13,447	Amalgamation into one restoration budget to ease claim process
Professional Fees	£42,220	£25,034	£42,220	£25,034	£0	
Publicity and Promotion	£12,195	£7,231	£21,195	£12,568	£5,337	Increase to fund audio trail cost plus display board
Evaluation	£8,000	£4,743	£4,000	£2,371	-£2,372	Decrease to fund pub/prom need. If evaluation cost exceeds gross £4k difference funded by TTC.
Vat adjustment	£600	£600	£600	£600	£0	
Net project cost	£418,226	£248,226	£418,226	£248,226	£0	

Less Town Deal Contribution	£170,000				
Net grant	£248,226				



Appendix 5 – Todmorden Town Council- Town Deal Projects Scheme of Delegation

Town Deal Funding Scheme of Delegation

Proposed	Comments	Delegations
Payments -Town Deal related Expenditure	To provide control over authorising payments of Grant Funded projects and defrayment of expenditure budget	Town Clerk/Responsible Financial Officer limit £20,000 Town Clerk/Responsible Financial Officer or with Chair of Resources £20,001 to £250,000
Purchase orders	Enables works to be ordered Improves budget control	Town Clerk/Responsible Financial Officer – up to £25,000. Above £25,000 to £250,000 with Chair of Resources
Purchase orders - Town Deal related Expenditure	To provide control over authorising payments of Grant Funded projects and defrayment of expenditure budget	Town Clerk/Responsible Financial Officer - limit £25000 Town Clerk/Responsible Financial Officer or with Chair of Resources £25,001 to £250,000
Transfer between bank accounts	Flexibility to move monies to maximise interest and manage cash flow	Town Clerk/Responsible Financial Officer Up to £25,000 per transaction. Above £25,001 with Chair of Resources
Quotation for works	Specialist providers of services – single quotation	Town Clerk/Responsible Financial Officer up to £25000, with Chair of Resources £25001 to £100,000. Tender Contract Full Council
	2 quotations £10001- £25000	Town Clerk/Responsible Financial Officer in consultation with Chair Resources £10001 to £25,000
	1 quotations up to £10000	Town Clerk/Responsible Financial Officer
Tendered works relating to Town Deal projects	Specialist providers of services – single quotation -under CMBC Framework Agreement	Town Clerk/Responsible Financial Officer in accordance with Calderdale MBC Procurement Regulations and approved as Accountable Body
Earmarked Restricted Reserve to General Reserve	To enable payments to be made from General Reserves from Restricted EMR to match payments	Town Clerk/Responsible Financial Officer up to £25000 With Chair of Resources to authorise from £25,001 to £250,000 be taken from Reserves with report to next Council Meeting

Appendix 6 – examples of variations to contract

Architect's / Contract Administrator's Instruction

Issued by: Buttress Architects

address: 41 Bengal Street
Manchester
M4 6AF

Job reference: 9691 / 9740

Instruction no: 8

Employer: Todmorden Town Council

Draft no: D8

address: Todmorden Town Hall,
Bridge Street, Todmorden,
OL14 5AQ.

Sheet: 1 of 1

Contractor: Rosslee Construction Ltd

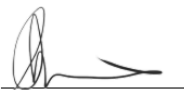
address: Black Abbey Street
Accrington, BB5 1HT

Works: Restoration of bandstand and construction of new
bowling pavilion.

situated at: Centre Vale Park
Burnley Road
Todmorden

Under the terms of the ICD Building Contract dated 09 April 2025

Under the terms of the ICD Building Contract dated 09 April 2025

		Office use: Approximate costs	
		£ omit	£ add
8.1	Fire treatment to Bowling Pavilion steel OMIT: Nullfire intumescent coating to steel frame. ADD: Brosteel Ultra 60 intumescent coating to achieve equivalent fire protection as specified by Booth King. Certification of fire protection required as agreed with Rosslee.	0.00	0.00
8.2	Bandstand ACO drain to level threshold ADD: ACO drainage channel, 3m x 150mm gulley and Accoya thresher strip.	0.00	0.00
8.3	Boxing out to plinth in Bandstand WC ADD: Existing stone plinth to be boxed out as drawing 9691-BUT-XX-XX-DR-A-05005-C03.	0.00	0.00
To be signed and dated by or for the issuer named above Signed  Dated <u>05 December 2025</u>		0.00	0.00

Amount of Contract Sum/Tender Price £ 988,764.38
±Approximate value of previous issued Instructions £ 0.00

 Ask AI Assistant



...

1.38

0.00

1.38

Architect's /
Contract
Administrator's
Instruction

Issued by: Buttress Architects

address: 41 Bengal Street
Manchester
M4 6AF

Employer: Todmorden Town Council
address: Todmorden Town Hall,
Bridge Street, Todmorden,
OL14 5AQ.

Contractor: Rosslee Construction Ltd
address: Black Abbey Street
Accrington, BB5 1HT

Works: Restoration of bandstand and construction of new
bowling pavilion.
situated at: Centre Vale Park
Burnley Road
Todmorden

Job reference: 9691 / 9740

Instruction no: 9

Draft no: D9

Sheet: 1 of 1

Under the terms of the ICD Building Contract dated 09 April 2025

		Office use: Approximate costs	
		£ omit	£ add
		Office use: Approximate costs	
		£ omit	£ add
9.1	Bowling Pavilion coffee machine OMIT: Coffee machine. ADD: Nisbets Essentials Water Boiler as drawing 9740-BUT-XX-00-DR-A-04026-C03.	0.00	0.00
9.2	Bandstand stage front works ADD: New timber studwork panels to the stage front in Accoya as agreed in email dated 14/11/25.	0.00	0.00
9.3	Bandstand WC grabrails. CONFIRM: WC grabrails are to have a grey finish.	0.00	0.00
9.4	Bowling pavilion servery hatch ADD: Installation of a black aluminium trim between the cill and lower ledge to form a drip behind charred timber cladding as discussed on site with John Gerrard.	0.00	0.00
To be signed and dated by or for the issuer		0.00	0.00
Dated 05 December 2025			
Ask AI Assistant		What important dates are mentioned?	1.38
			0.00

Appendix 7

Appendix 7 – Pavilion Building Control Compliance

The Building Act 1984 and The
Building Safety Act 2022
The Building Regulations 2010



www.calderdale.gov.uk/buildingcontrol/

FULL PLANS COMPLETION CERTIFICATE

Building Regulation No: 24/90866/FAOND6

Details of Work: Construction of a replacement Bowling Pavilion

Location of building to which work relates: Centre Vale Park
Burnley Road
Todmorden
Calderdale

Deposit of Particulars:

An application for building control approval with full plans was made under the Building Regulations 2010 14 on 21/11/24.

Completion Date: .

Compliance with the Building Regulations

It is hereby certified that the building work described above has been inspected and insofar as the authority has been able to ascertain, the requirements of the Building Regulations are satisfied. This certificate, given in accordance with Regulation 17, shall be evidence (but not conclusive evidence) that the requirements specified in this certificate have been complied with.



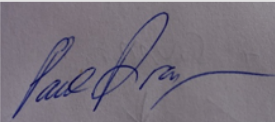
Appendix 8

Appendix 8 BC Fielden Hall compliance

Notice of completion

In accordance with Regulation 18 of the [Building](#) (Registered Building Control Approver etc.) (England) Regulations 2024, please complete the fields below and return to Delta Construction Consultants at admin@deltacc.co.uk a maximum of 5 days after the work is complete.

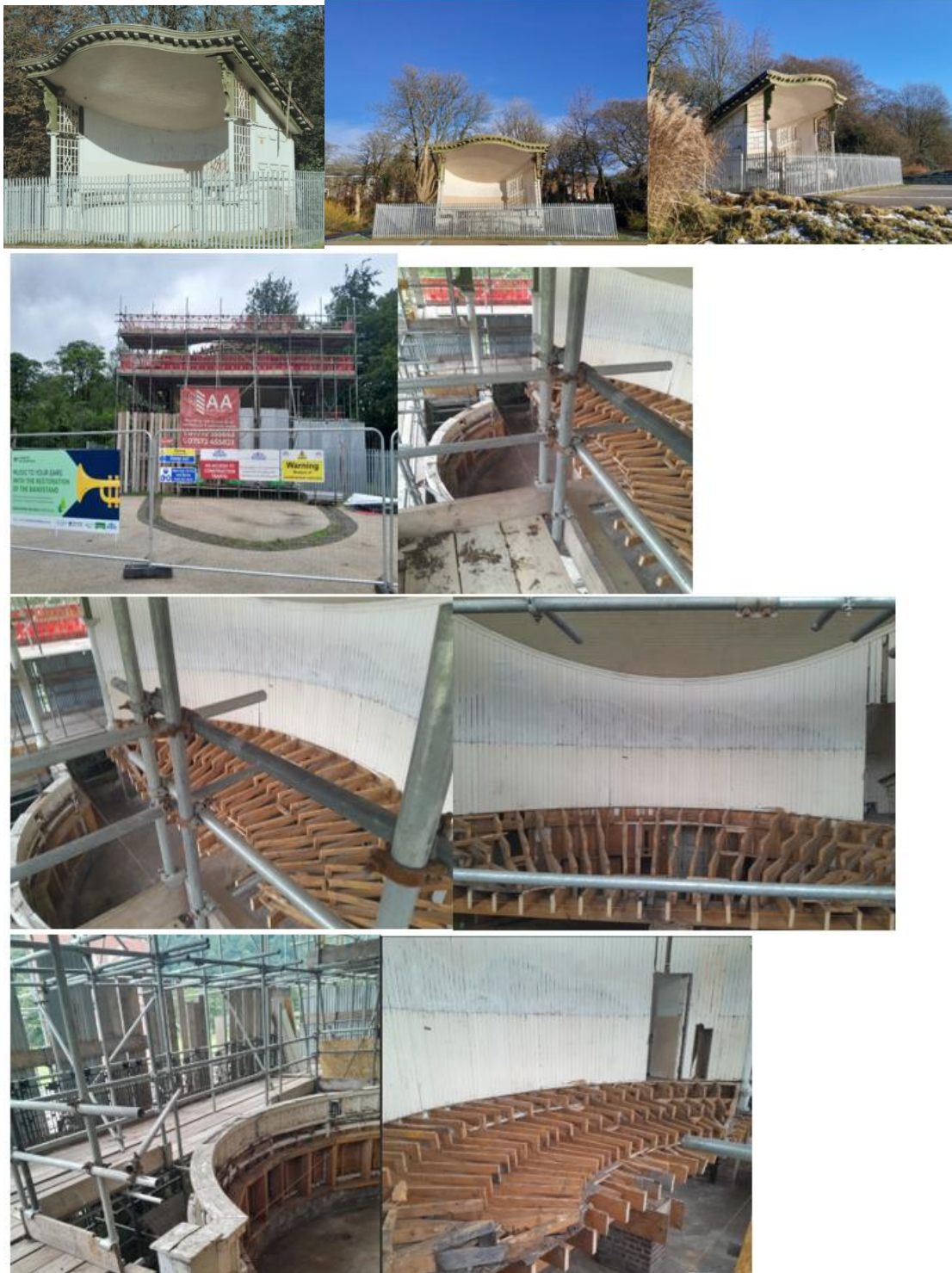
Project Details	
Project Reference	BC/2024/00076
Project Address	Fielden Hall, Ewood Lane, Todmorden, West Yorkshire, OL14 7DD
Description of work	Refurbishment work to include alterations to internal walls, renovation of thermal elements, new heating and ventilation systems to improve energy efficiency and comfort
Project Manager	Matthew Denby

Client	
Company Name	Calder Valley Community Land Trust
Address	Unit 25, The Town Hall, St George Street, Hebden Bridge, HX7 7BY
Telephone Number	07942361205
Email	info@caldervalleyclt.org.uk
I, the client, confirm that the following statements (a and b) are correct.	
a) The building work is complete,	
b) To the best of our knowledge the work complies with all applicable requirements of the building regulations.	
Persons Name	Paul Brannigan
Date	16/4/25
Signature	

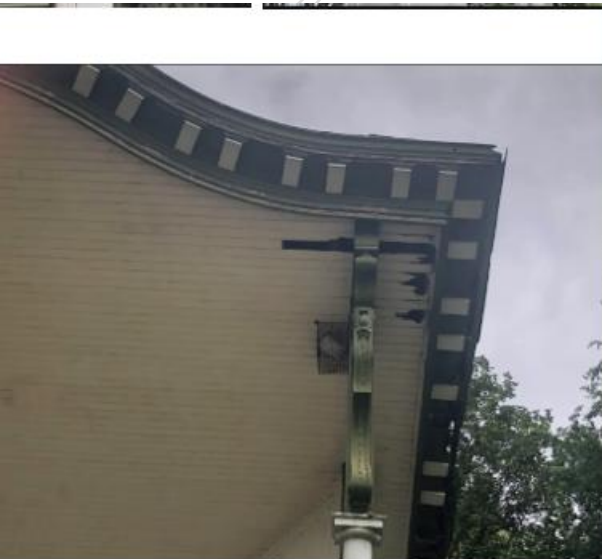
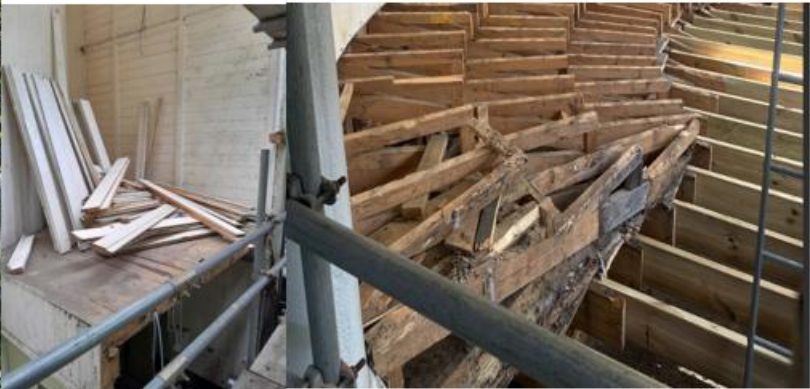
Principal Designer	
Company Name	GWP Architecture Ltd
Address	03.01 Tower Works, Globe Road, Leeds
Telephone Number	01132666044

Appendix 9- Centre Vale Park Project Photographs Bandstand

Before







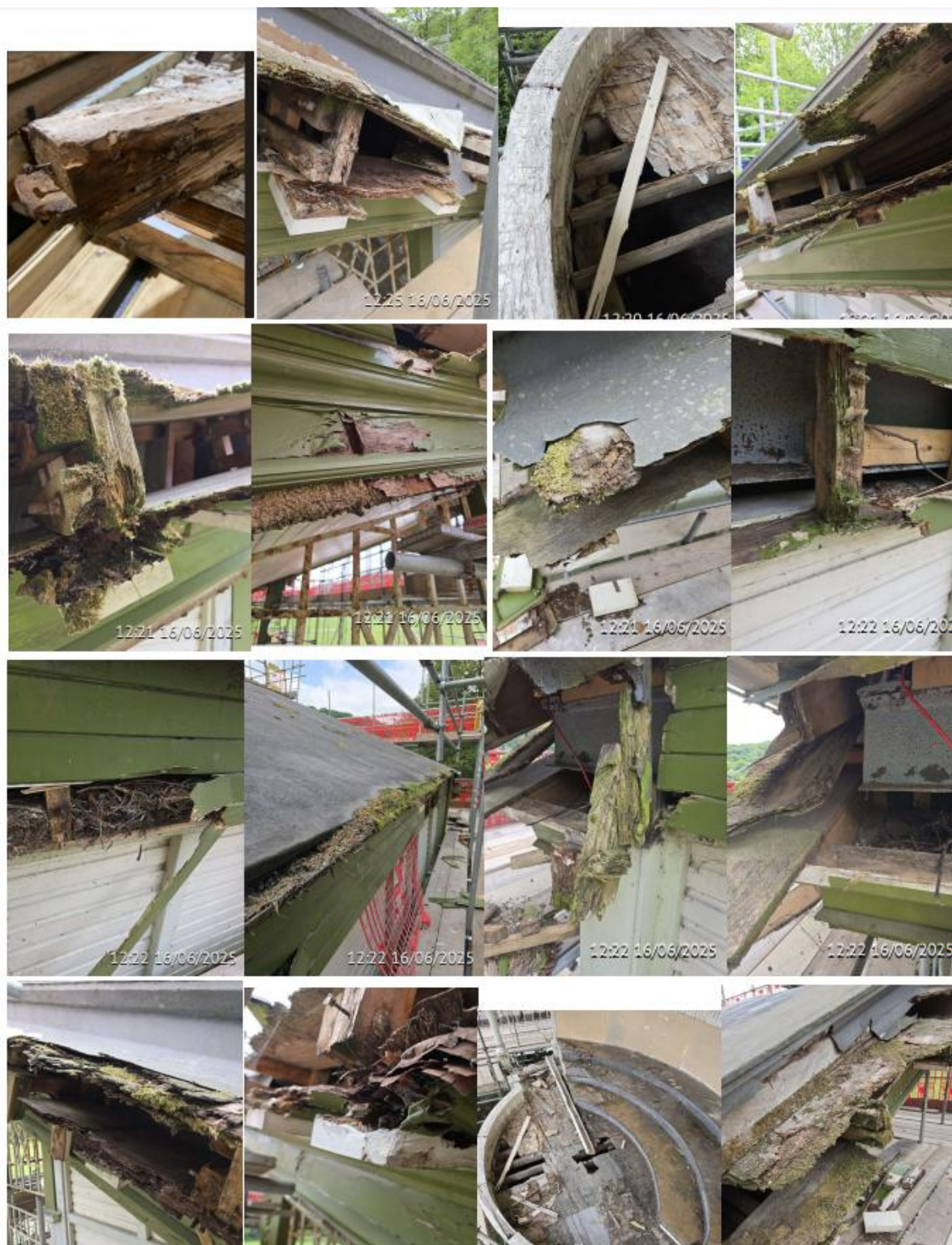


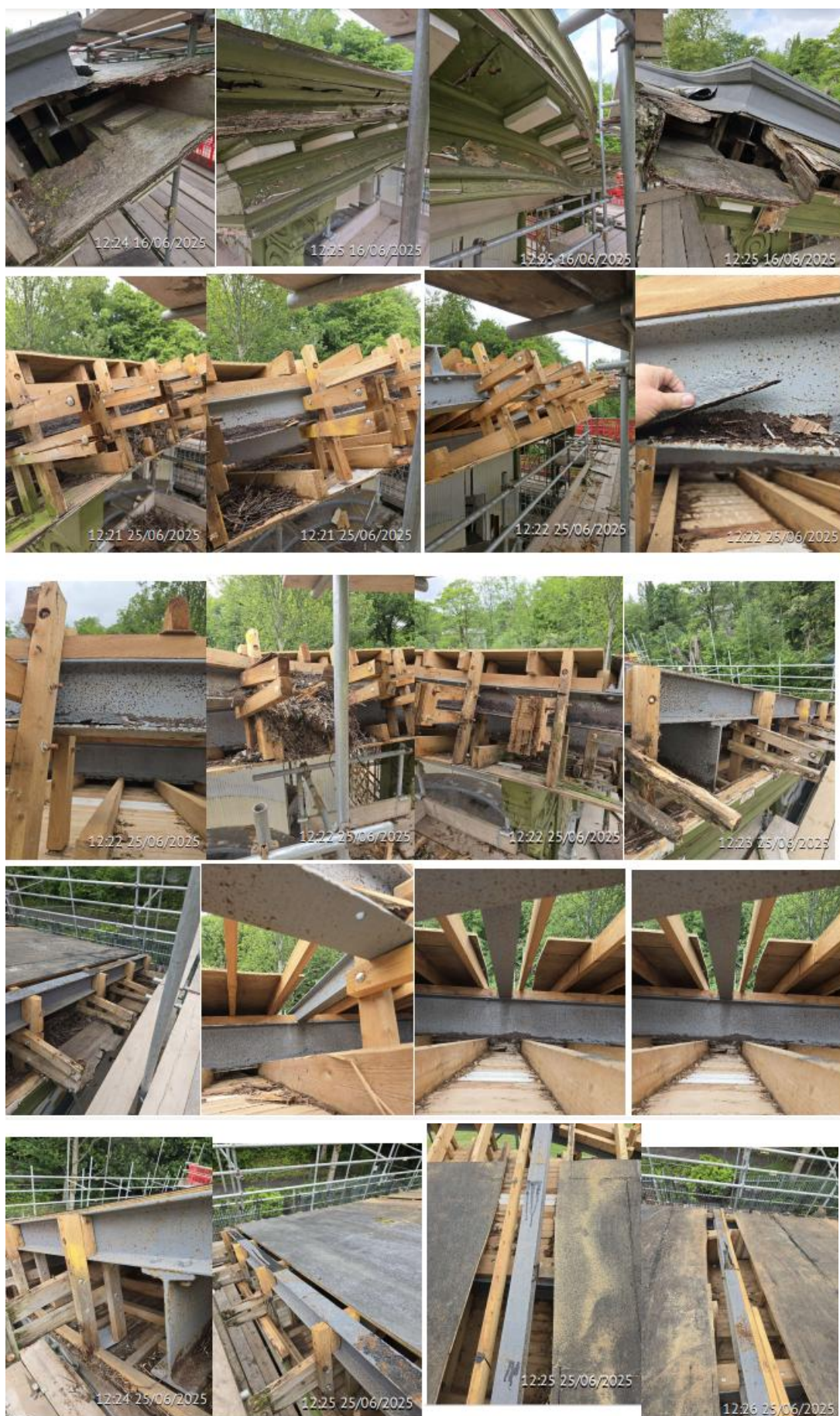
In course works



Opening up of roof- condition of timbers





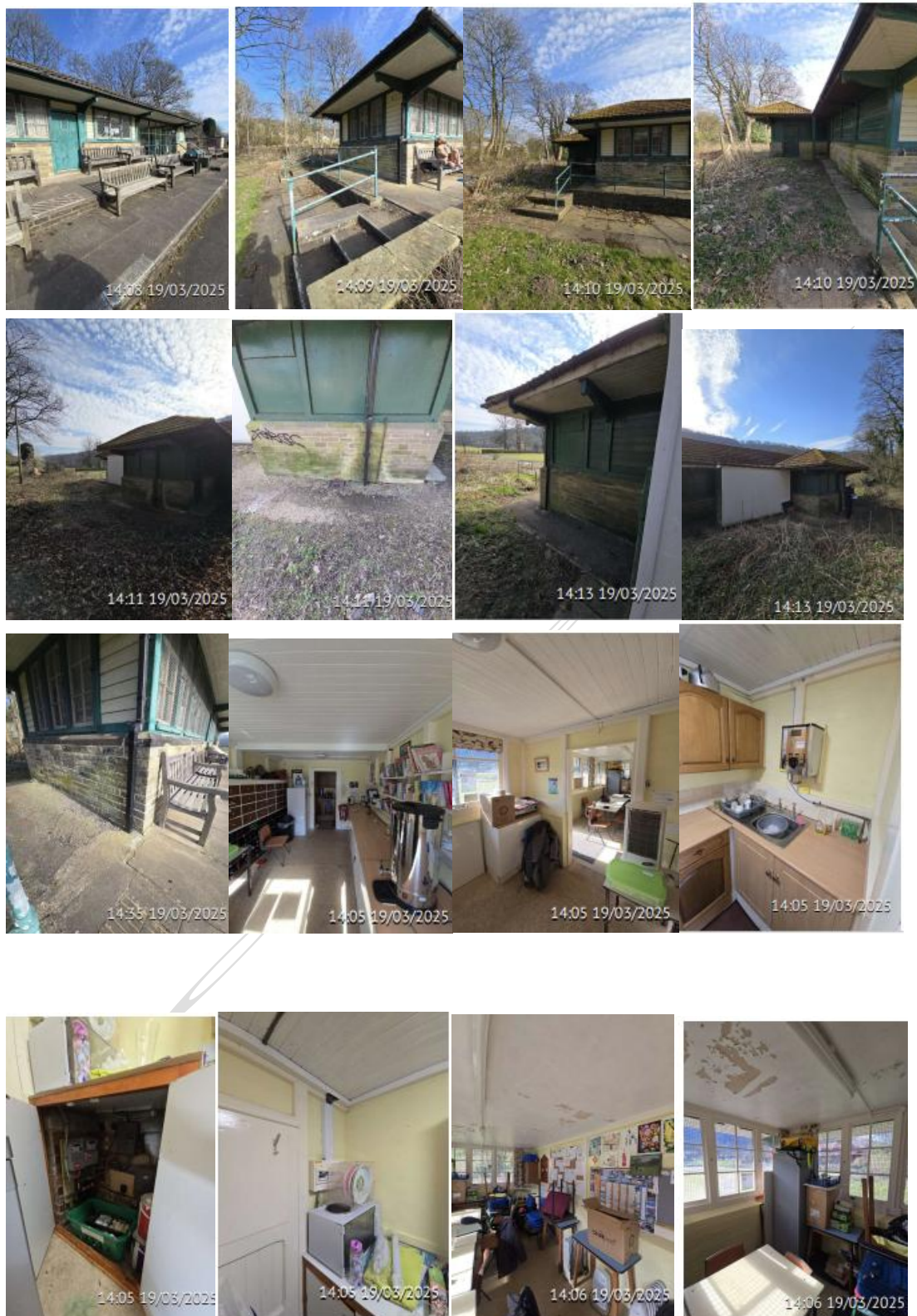


After



Pavilion

Before



After



Fielden Hall

Before



After





Conservatory

Before



After



Tennis Courts

Before

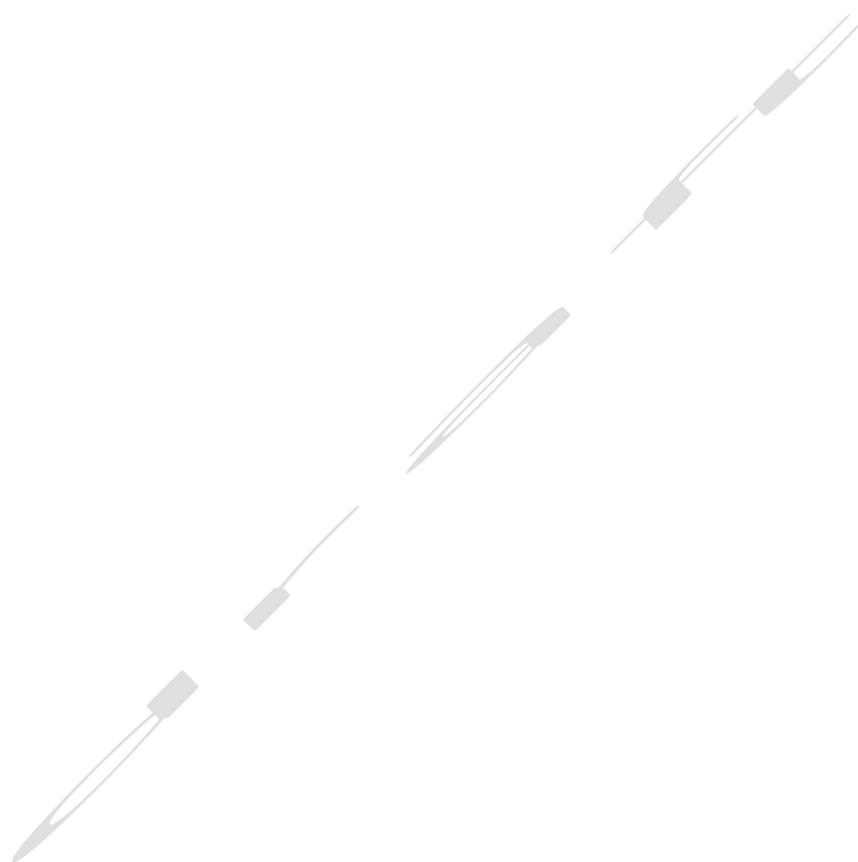


After



Playzone

Potential View



Appendix 10- Schedule of Spend

Ref	Payee	Amount	Vat	Gross	Date paid	Purpose	Project	Sector
TD001	Labosport	£250.00	£50.00	£300.00	05/05/2022	Update of 2015 report	Tennis	Business Case
TD002	Action Planning	£400.00	£80.00	£480.00	30/05/2022	Grant finders	All	Business Case
TD003	Action Planning	£1,600.00	£320.00	£1,920.00	28/06/2022	Grant finders	All	Business Case
TD00/part	Labosport	£1,750.00	£350.00	£2,100.00	06/07/2022	Feas study	MUGA	Business Case
TD004/part	Labosport	£3,250.00	£650.00	£3,900.00	06/07/2022	Feas study	Tennis	Business Case
TD005	Prewett bizley	£3,475.00	£695.00	£4,170.00	03/08/2022	Feas study	Fielden	Business Case
TD006	Storah Architecture	£9,167.19	£1,833.44	£11,000.63	03/08/2022	RIBA stage 2	Bowling Pavilion	Business Case
TD007	BIGIAM	£375.00	£0.00	£375.00	18/08/2022	Web Site	All	Business Case
TD008/part	Action Planning	£600.00	£120.00	£720.00	16/09/2022	Grant applications	Fielden	Business Case
TD008/part	Action Planning	£1,800.00	£360.00	£2,160.00	16/09/2022	Grant applications	Bandstand	Business Case
TD009	Action Planning	£1,200.00	£240.00	£1,440.00	03/11/2022	Grant applications	Fielden	Business Case
TD010	BIGIAM	£250.00	£0.00	£250.00	22/11/2022	Web Site	All	Business Case
TD011	Action Planning	£1,200.00	£240.00	£1,440.00	14/12/2022	Grant applications	Fielden	Business Case
TD012	BIGIAM	£175.00	£0.00	£175.00	27/02/2023	Web site	All	Business Case
TD018	PM cost 2022/23	£9,820.00	£0.00	£9,820.00	31/03/2023	PMB Salry re Bus case etc	PM Salary Costs	Proj Mgt
TD014	PM costs April	£1,290.95	£0.00	£1,290.95	15/04/2023	PMCosts	PM Salary Costs	Proj Mgt
TD017	A Rainsford	£110.50	£0.00	£110.50	25/04/2023	Grant cons travelling costs	Fielden	Business Case
TD013	Action Planning	£500.00	£100.00	£600.00	05/05/2023	Grant applications	Fielden	Business Case
TD015	PM costs May	£1,328.59	£0.00	£1,328.59	15/05/2023	PMCosts	PM Salary Costs	Proj Mgt
TD016	PMCost June	£850.57	£0.00	£850.57	15/06/2023	PMCosts	PM Salary Costs	Proj Mgt

TD019	PM Cost July	£765.73	£0.00	£765.73	15/07/2023	PMCosts	PM Salary Costs	Proj Mgt
TD020	PM Cost Aug	£1,355.20	£0.00	£1,355.20	21/09/2023	PMCosts	PM Salary Costs	Proj Mgt
TD021	PM Cost Sept	£750.23	£0.00	£750.23	21/09/2023	PMCosts	PM Salary Costs	Proj Mgt
TD022	James Lumb	£740.00	£148.00	£888.00	21/09/2023	Bandstand access clearance	Bandstand	Bandstand pre const costs
TD023	Ark ecology	£997.00	£0.00	£997.00	28/09/2023	Bandstand Bat Survey	Bandstand	Bandstand pre const costs
TD024	Action Planning	£500.00	£100.00	£600.00	10/10/2023	Structure advice	General	Business Case
TD025	PM Cost Oct	£901.29	£0.00	£901.29	23/10/2023	PMCosts	PM Salary Costs	Proj Mgt
TD027	Screwfix	£32.30	£1.67	£33.97	23/11/2023	Hard Hats	Bandstand	Bandstand pre const costs
TD026	PM Cost Nov	£1,212.84	£0.00	£1,212.84	04/12/2023	PMCosts	PM Salary Costs	Proj Mgt
TD028	PM Cost Dec	£786.62	£0.00	£786.62	03/01/2024	PMCosts	PM Salary Costs	Proj Mgt
TD029	PM Cost Jan	£2,568.75	£0.00	£2,568.75	31/01/2024	PMCosts	PM Salary Costs	Proj Mgt
no ref	Big iam	£90.00	£0.00	£90.00	01/02/2024	Web hosting	Comms	Comms
TD030	Buttress	£5,486.00	£1,097.20	£6,583.20	16/02/2024	RIBA Stage1/2	Bandstand	Band Arch
TD031a	Buttress	£1,560.00	£312.00	£1,872.00	16/02/2024	Qs Bandstand	Bandstand	Band 3rd pty
TD031b	Buttress	£1,075.00	£215.00	£1,290.00	16/02/2024	Meas survey Bandtand	Bandstand	Band 3rd pty
TD032	Buttress	£1,075.00	£215.00	£1,290.00	16/02/2024	Meas survey Bowl pav	Bowling pavilion	Pav 3rd pty
TD033	PM Cost Feb	£1,141.34	£0.00	£1,141.33	22/02/2024	PMCosts	PM Salary Costs	Proj Mgt
no ref	Big iam	£180.00	£0.00	£180.00	01/03/2024	Web mtce	Comms	Comms

TD034a	Buttress	£9,845.00	£1,969.00	£11,814.00	11/03/2024	RIBA Stage 1 B Pavilion	Bowling pavilion	Bowl Arch
TD034b	Buttress	£700.00	£140.00	£840.00	11/03/2024	RIBA Stage 1 B Pavilion Tree Survey	Bowling pavilion	Pav 3rd pty
TD035	PM Cost Mar	£1,609.41	£0.00	£1,609.41	19/03/2024	PMCosts	PM Salary Costs	Proj Mgt
no ref	print	£111.20	£22.24	£133.44	04/04/2024	pavilion printing	pavilion	Comms
TD042	Bigart	£111.20	£22.24	£133.44	08/04/2024	Pavilion Posters	Pavilion posters for info day	Comms
TD038	Tod Learning Centre	£202.50	£0.00	£202.50	10/04/2024	Bandstand planning conulsation	Bandstand	Bandstand pre const costs
TD039	Tod Learning Centre	£202.50	£0.00	£202.50	10/04/2024	BPAvilion planning consultation	Pavilion	Pavilion pre const costs
TD040	PM cost April	£2,744.00	£0.00	£2,744.00	24/04/2024	PMCosts	PM Salary Costs	Proj Mgt
TD041	Bigart	£44.68	£8.94	£53.62	26/04/2024	MUGA Banner	Banner for info day	Comms
TD043	Portalplan quest	£1,214.33	£11.67	£1,226.00	14/05/2024	Planning Fee Pavilion	Planning Fee toCMBC	Pavilion pre const costs
TD044	Portalplan quest	£636.33	£11.67	£648.00	14/05/2024	Planning Fee Bandstand	Planning Fee toCMBC	Bandstand pre const costs
TD045	Tod Learning Centre	£192.50	£0.00	£192.50	14/05/2024	Consultation day	MUGA consultation	Comms
TD046	Buttress	£6,857.50	£1,371.50	£8,229.00	14/05/2024	Bandstand stage 3	Architects fee stage 3	Band Arch
TD047	Buttress	£4,565.00	£913.00	£5,478.00	14/05/2024	Bandstand sub consultancy services	Architects sub con stage 0-2	Band 3rd pty
TD048	Buttress	£12,306.25	£2,461.25	£14,767.50	14/05/2024	Bowling Pavilion Stage 2	Architects stage 2	Pav Arch

TD049	Buttress	£6,365.00	£1,273.00	£7,638.00	14/05/2024	Bowling Pavilion sub cons feweas	Architecs sub con stage 3-4	Pav 3rd pty
TD050	Buttress	£2,295.00	£459.00	£2,754.00	14/05/2024	Heritage Impact cons services bandstand	Architects sub con	Pav 3rd pty
TD051	Buttress	£1,950.00	£390.00	£2,340.00	14/05/2024	Bowling Pavilion sub cns	Architects sub con M & E	Pav 3rd pty
TD052	Buttress	£1,250.00	£250.00	£1,500.00	21/05/2024	Bowling Pavilion sub cns	Architects sub con flood risk	Pav 3rd pty
TD053	Buttress	£7,383.75	£1,476.75	£8,860.50	05/06/2024	Bowl Pav Arch fees stage 3-4	Architects Stage 3/4 Fees Planning submitted	Pav Arch
TD054	Buttress	£4,114.50	£822.90	£4,937.40	05/06/2024	Bands Arch feestage 3-4	Architects Stage 3/4 Fees Planning submitted	Band Arch
TD055	GVA	£1,500.00	£300.00	£1,800.00	05/06/2024	Pav Tree Removal	Tree removal pavilion, pruning bandstand	Pavilion pre const costs
TD055	GVA	£1,500.00	£300.00	£1,800.00	05/06/2024	Pav/Bandstand Tree Removal	Tree removal pavilion, pruning bandstand	Bandstand pre const costs
TD056	Buttress	£975.00	£195.00	£1,170.00	12/06/2024	Bat survey	Bat Survey Bowling Pavilion	Pav 3rd pty
TD057	Buttress	£1,500.00	£300.00	£1,800.00	12/06/2024	ME Survey	M & E survey by Inglewood	Pav 3rd pty
TD058	Buttress	£350.00	£70.00	£420.00	12/06/2024	Tree survey update re Pavilion	Tree survey update	Pavilion pre const costs

TD059	PM Cost May	£1,391.73	£0.00	£1,391.73	19/06/2024	PMCosts	PM Salary Costs	Proj Mgt
TD060	Buttress	£1,000.00	£200.00	£1,200.00	25/06/2024	FRA Pavilion	Flood risk assesement final reprt	Pav 3rd pty
TD061	Buttress	£1,995.00	£399.00	£2,394.00	25/06/2024	Pavilion HA	Heritage assesment	Pav 3rd pty
TD063	Buttress	£2,995.00	£599.00	£3,594.00	03/07/2024	Bandstand	stagte 4 QS/Structure/services	Band 3rd pty
TD062	Buttress	£1,950.00	£290.00	£2,340.00	15/07/2024	Pavilion M & E	M & E Tender works	Pav 3rd pty
TD064	Buttress	£1,750.00	£350.00	£2,100.00	15/07/2024	Pavilion Structural	Structural works	Pav 3rd pty
TD065	CVCLT Ltd	£65,000.00	£0.00	£65,000.00	19/07/2024	First tranche advance payment	Fielden hall project frst tranche payment	FH
TD066	PM cost June 2024	£1,574.80	£0.00	£1,574.80	30/07/2024	PM Costs	PM Salary Costs	Proj Mgt
TD067	PM cost July 2024	£2,031.24	£0.00	£2,031.24	30/07/2024	PM Costs	PM Salary Costs	Proj Mgt
TD068	Buttress	£800.00	£160.00	£960.00	12/08/2024	M & E sub contract cost	M & E Tender works	Pav 3rd pty
TD069	Buttress	£400.00	£80.00	£480.00	12/08/2024	Flood RA balance payment	FRA	Pav 3rd pty
TD070	PM Cost Aug	£1,579.86	£0.00	£1,579.86	10/09/2024	PMCosts	PM Salary Costs	Proj Mgt
TD071	Buttress	£4,000.00	£800.00	£4,800.00	17/09/2024	Pavilion Structural	Pavilion Structura	Pav 3rd pty

TD072	Buttress	£2,950.00	£590.00	£3,540.00	17/09/2024	PAVILION M & eE RIBA stage 4	Pavilion M & E	Pav Arch
TD073	Buttress	£1,500.00	£300.00	£1,800.00	17/09/2024	Bandstand Structural	Bandstand structrual	Pav 3rd pty
	Buttress	£1,800.00	£360.00	£2,160.00	24/09/2024	Pavilion Structural	Pavilion Structural	Pav 3rd pty
TD077	CMBC	£500.00	£0.00	£500.00	02/10/2024	CMBC re Ground licence fee Pav	Pavilion	Pavilion pre const costs
TD078	PM cost Sept 2024	£2,168.68	£0.00	£1,579.41	09/10/2024	PM costs	PM Slary costs	Proj Mgt
TD074	Buttress	£6,456.40	£1,291.28	£7,747.68	14/10/2024	Pavilion EA permit CC AND QA ST4	Pavilion qs & ea CALC	Pav 3rd pty
Td079	Legal Fees EA	£200.00	£0.00	£200.00	01/11/2024	EA Deed of Grant Bandstand	Bandstand legals	Bandstand pre const costs
TD080	Legal Fees EA	£200.00	£0.00	£200.00	01/11/2024	EA Deed of Grant Pavilion	Pavilion legals	Pavilion pre const costs
Td088	PM Cost Nov 24	£2,197.21	£0.00	£2,197.21	16/11/2024	PM costs	PM Salary costs	Proj Mgt
Td081	TTT journal	£99.82	£0.00	£99.82	21/11/2024	Printing cost for tender documentation	Tender print cost	Bandstand pre const costs
Td083	PM cost Oct	£1,009.97	£0.00	£1,009.97	21/11/2024	PM costs	PM Slary costs	Proj Mgt
Td082	NX	£14,691.00	£2,938.20	£17,629.20	25/11/2024	Ground investigation works Pavilion	Pavilion construction	Pavilion pre const costs
Td085	CVCLT Ltd	£72,439.00	£0.00	£72,439.00	26/11/2024	Final tranche advance payment	Fielden Hall final pyt	FH
Td084	CMBC Build control	£780.00	£0.00	£780.00	27/11/2024	Building control plan fees	Pavilion construction	Pavilion pre const costs
Td086	Buttress	£1,745.00	£349.00	£2,094.00	09/12/2024	Qsrebandtand	Bandstand qs cost	Band 3rd pty
Td089	PM Cost Dec 24	£1,297.38	£0.00	£1,297.38	16/12/2024	PM costs	PM Salary costs	Proj Mgt

Td090	PM Cost Jan 25	£2,636.34	£0.00	£2,636.34	15/01/2025	PM costs	PM Salary costs	Proj Mgt
Td087	Env Agency	£332.62	£0.00	£332.62	06/02/2025	FRAP	FRAP application	Pav 3rd pty
Td091	Env Agency	£332.63	£0.00	£332.62	06/02/2025	FRAP	FRAP application	Band 3rd pty
Td094	Buttress	£7,671.62	£1,534.32	£9,205.94	07/03/2025	Uplift Arch fees as per contract const tender price	Architects fees	Pav Arch
Td095	Northern Powergrid	£21,392.36	£4,278.47	£25,670.83	11/03/2025	Power supply costs for pavilion	Pavilion construction	Pavilion pre const costs
Td097	Planning Portal	£203.33	£11.67	£215.00	18/03/2025	Planning conditions re drainage.	Planning condition fee	Pavilion pre const costs
Td101	Portable space	£6,248.00	£1,249.60	£7,497.60	19/03/2025	Storage units for Bowls - interim	Storage until purchase for future use	Pavilion pre const costs
Td102	Northern Powergrid	£840.00	£168.00	£1,008.00	19/03/2025	Conection officer expeenses re quotation	Pavilion power supply	Pavilion pre const costs
Td092	PM cost Feb 25	£844.09	£0.00	£574.77	20/03/2025	PM costs back pay award	PM Salary costs	Proj Mgt
Td093	PM cost Mar 25	£2,978.94	£0.00	£2,978.94	20/03/2025	PM costs	PM Salary costs	Proj Mgt
Td096	Jensten Insce	£574.00	£0.00	£574.00	20/03/2025	On hire cost insurance for welfare unit for Bowlers	Bowling paviion temporary provision	Pavilion pre const costs
Td098	Buttress	£8,358.30	£1,671.66	£10,029.96	20/03/2025	Bowling Pavilion VE	Architects fees	Pav Arch
Td099	Buttress	£2,997.83	£599.57	£3,597.40	20/03/2025	VE works revision to Bandstand	Architects drawings	Band Arch

Td100	Buttress	£1,776.60	£355.32	£2,131.92	20/03/2025	CDM PD fees pavilion	Architects fees	Pav Arch
Td103	Environment Bank	£2,665.00	£533.00	£3,198.00	26/03/2025	BNG Credits purchase	Pavilion	Pavilion pre const costs
Td105	Portal planning Quest	£368.83	£14.17	£383.00	02/04/2025	Planning condition discharge fee	Pavilion	Pavilion pre const costs
Td104	Welfare 4 hire	£320.00	£64.00	£384.00	07/04/2025	Welfare unit re bowlers-weekly	Pavilion	Pavilion pre const costs
Td106	Buttress	£2,606.30	£521.26	£3,127.56	14/04/2025	Ecological assessemnt stage 3-4	Pavilion	Pav 3rd pty
Td107	Buttress	£750.00	£150.00	£900.00	14/04/2025	M & E sub contract cost	Pavilion	Pav 3rd pty
Td108	PM Cost Apr 25	£3,684.03	£0.00	£3,684.03	23/04/2025	PM costs	PM Salary costs	Proj Mgt
Td110	Premier inn	£190.93	£38.17	£229.00	23/04/2025	Accommodation Proj Mgr Apr visit	PM Subsistence	Proj Mgt
Td111	Premier inn	£132.50	£26.50	£159.00	23/04/2025	Accommodation Proj Mgr Apr visit	PM Subsistence	Proj Mgt
Td109	Pavilion Storage	£1,050.00	£310.00	£1,260.00	28/04/2025	Pavilion storage container erection costs	Pavilion	Pavilion pre const costs
Td112	Northern Powergrid	£1,220.00	£244.00	£1,464.00	29/04/2025	Temporary supply - Pavilion	Pavilion Temp power supply.	Pavilion pre const costs
Td113	Welfare 4 Hire ltd	£1,188.00	£237.60	£1,425.60	12/05/2025	hire to 30/4/25	Pavilion	Pavilion pre const costs
Td114	Welfare 4 Hire ltd	£2,960.00	£592.00	£3,552.00	12/05/2025	Hire 30/4 to 9/7/25	Pavilion	Pavilion pre const costs
Td115	Buttress	£2,194.40	£438.88	£2,633.28	12/05/2025	Part Stage 5 BandSTAND	Bandstand	Band Arch
Td116	Buttress	£880.00	£176.00	£1,056.00	12/05/2025	Pavilion Part M & E	Pavilion	Pav 3rd pty
Td117	JCA	£780.00	£156.00	£936.00	12/05/2025	Pre start Bat/Bird survey	Bandtand	Band pre const costs

Td118	JCA	£950.00	£190.00	£1,140.00	12/05/2025	Pre start Bat/Bird survey	Pavilion	Pavilion pre const costs
Td119	Buttress	£1,162.50	£232.50	£1,395.00	12/05/2025	Build control prin des part fee	Pavilion	Pavilion pre const costs
Td125	Premier inn	£54.17	£10.83	£65.00	12/05/2025	Accommodation Proj Mgr may visit	PM Subsistence	Proj Mgt
Td120	Buttress	£3,938.00	£787.60	£4,725.60	20/05/2025	Part Stage 5 fee	Pavilion	Pav Arch
Td121	PM Cost May 25	£1,353.85	£0.00	£1,353.85	27/05/2025	PM Costs	PM Salary costs	Proj Mgt
Td126	Premier inn	£146.66	£29.34	£176.00	28/05/2025	Accommodation Proj Mgr June visit	PM Subsistence	Proj Mgt
Td122	Rosslee	£37,264.87	£7,452.97	£44,717.84	03/06/2025	Pavilion Valuation 1	Pavilion	Pav Construction
Td123	Rosslee	£12,050.08	£2,410.02	£14,460.10	03/06/2025	Bandstand Valuation 1	Bandstand	Band Construction
Td124	CMBC	£3,472.95	£694.59	£4,167.54	03/06/2025	Barrier replacement pavilion	Pavilion	Pav Construction
Td127	Buttress	£1,500.00	£300.00	£1,800.00	09/06/2025	Structural Services stage 5	Pavilion	Pav 3rd pty
TD128	Buttress	£880.00	£176.00	£1,056.00	09/06/2025	M & E services stage 5	Pavilion	Pav 3rd pty
Td129	MBC	£368.83	£14.17	£383.00	13/06/2025	Build regs fee Stone colouring	Pavilion	Pavilion pre const costs
Td134	PMCost June 2025	£2,487.06	£0.00	£2,487.06	15/06/2025	PM Salry cost jun	PM costs	Proj Mgt
Td130	Welfare 4 Hire ltd	£1,188.00	£237.60	£1,425.60	16/06/2025	Mobile unit hire for bowlers	Pavilion	Pavilion pre const costs
Td135	Welfare 4 Hire ltd	£1,134.00	£226.80	£1,260.80	16/06/2025	Mobile unit hire for bowlers	Pavilion	Pavilion pre const costs
Td131	Rosslee	£44,175.50	£8,835.10	£53,010.60	23/06/2025	Pavilion val 2	Pavilion	Pav Construction
Td132	Rosslee	£17,999.92	£3,599.98	£21,599.90	23/06/2025	Bandstand val 2	Bandstand	Band Construction

Td133	Buttress	£1,000.00	£200.00	£1,200.00	23/06/2025	Pavilion M & E	Pavilion	Pav 3rd pty
Td136	Buttress	£1,379.33	£275.87	£1,655.20	30/06/2025	QS Riba stage 5	Pavilion	Band 3rd pty
Td137	Buttress	£761.40	£152.28	£913.68	30/06/2025	CDM Prin Des	Pavilion	Pav Arch
Td138	Premier Inn	£155.84	£31.16	£187.00	07/07/2025	Accommodation Proj Mgr July visit	PM Subsistence	Proj Mgt
Td140	Furniture work	£708.30	£141.66	£849.96	07/07/2025	Chairs pavilion	Pavilion	Pavilion pre const costs
Td139	PM Cost July 25	£1,479.75	£0.00	£1,479.75	14/07/2025	PM Cost Jul 25	PM Salary costs	Proj Mgt
Td141	Welfare 4 Hire Ltd	-£2,960.00	-£592.00	-£3,552.00	14/07/2025	Rev adv pyt -Hire 30/4 to 9/7/25	Pavilion	Pavilion pre const costs
Td142	Rosslee	£42,433.35	8486..67	£50,920.02	28/07/2025	Pavilion valuation 3	Pavilion	Pav Construction
Td143	Rosslee	£24,567.82	£4,913.56	£29,481.38	28/07/2025	Bandstand val 3	Bandstand	Band Construction
Td144	Env agency	£204.00	£0.00	£204.00	28/07/2025	Permit variation fee	Pavilion	Pavilion pre const costs
Td150	Premier Inn	£125.00	£25.00	£187.00	07/08/2025	Accommodation Proj Mgr aug visit	PM Subsistence	Proj Mgt
Td146	Buttress	£4,200.00	£0.20	£5,040.00	11/08/2025	Bandstand structural services stage 5	Bandstand	Band 3rd pty
Td147	Buttress	£1,350.00	£270.00	£1,620.00	11/08/2025	Pavilion structural stage 5	Pavilion	Pav 3rd pty
Td148	Welfare hire	£1,242.00	£248.40	£1,490.40	11/08/2025	Mobile unit hire for bowlers	Pavilion	Pavilion pre const costs
Td149	PM cost Aug 2025	£3,086.76	£0.00	£3,086.76	11/08/2025	PM Salary cost Aug	PM costs	Proj Mgt
TD162	Premier Inn	£85.00	£17.00	£102.00	15/08/2025	Accommodation Proj Mgr Sep	PM Subsistence	Proj Mgt
TD163	Premier Inn	£135.00	£27.00	£162.00	15/08/2025	Accommodation Proj Mgr Oct visit	PM Subsistence	Proj Mgt

TD153	Rosslee	£37,226.91	£7,445.38	£44,672.29	26/08/2025	Valuation 4 Pavilion	Pavilion	Pav Construction
TD154	Rosslee	£22,169.54	£4,433.91	£26,603.45	26/08/2025	Valuation 5 Bandstand	Bandstand	Band Construction
Td145	CMBC	£871.00	£174.20	£1,045.20	04/09/2025	Pav build control fee	Pavilion	Pavilion pre const costs
TD155	Buttress	£1,379.33	£275.87	£1,655.20	08/09/2025	QS Stage 5	Pavilion	Band 3rd pty
TD156	Buttress	£2,953.50	£590.70	£3,544.20	08/09/2025	Architect fees stage 5	Pavilion	Pav Arch
TD157	Buttress	£1,162.50	£232.50	£1,395.00	08/09/2025	Build cont Prin Des fees	Pavilion	Pav Arch
TD158	Buttress	£1,645.80	£329.16	£1,974.96	08/09/2025	RIBA stage 5	Bandstand	Band Arch
TD159	Buttress	£880.00	£176.00	£1,056.00	08/09/2025	ME serv Ing Wood	Pavilion	Pav 3rd pty
TD160	Welfare 4 Hire ltd	£1,134.00	£226.80	£1,360.80	08/09/2025	Welfare unti hire to end of aug	Pavilion	Pavilion pre const costs
TD161	Pm cost Sept 2025	£2,549.85	£0.00	£2,549.85	16/09/2025	PM salary cost Sept 25	PM costs	Proj Mgt
TD164	Rosslee	£109,268.92	£21,853.78	£131,122.70	29/09/2025	Valuation 5 Bandstand	Bandstand	Band Construction
TD165	Rosslee	£142,563.29	£28,512.66	£171,075.95	29/09/2025	Valuation 5 Pavilion	Pavilion	Pav Construction
TD166	Pemier inn	£29.17	£5.83	£35.00	29/09/2025	Accommodation PM oct	PM Subsistence	Proj Mgt
TD167	Welfare hire	£1,188.00	£237.60	£1,425.60	06/10/2025	Mobile unit hire for bowlers	Pavilion	Pavilion pre const costs
TD168	Buttress	£880	£176	£1,056.00	06/10/2025	ME serv Ing Wood	Pavilion	Pav 3rd pty
TD169	Pm cost Oct 2025	£3,169.96	£0.00	£3,169.96	13/10/2025	PM salary cost Oct 25	PM costs	Proj Mgt
TD172	Premier Inn	£140.00	£58.00	£168.00	15/10/2025	Accommodation PM Nov	PM Subsistence	Proj Mgt
no ref	lighting	£377.50	£75.50	£453.00	20/10/2025	Stage lighting	Bandstand	Bandstand Construction
TD175	Premier inn	£52.50	£10.50	£63.00	03/11/2025	Accommodation Proj Mgr add Nov visit	PM Subsistence	Proj Mgt

TD170	Rosslee	£30,541.65	£6,108.33	£36,649.08	04/11/2025	Bandstand Valuation 6	Bandstand	Band Construction
TD171	Rosslee	£27,478.72	£5,495.74	£32,974.74	04/11/2025	Pavilion Valuation 6	Pavilion	Pav Construction
TD173	Buttress	£1,645.80	£329.16	£1,974.96	04/11/2025	Stage 5 Arch fee	Bandstand	Band Arch
TD174	Buttress	£2,953.50	£590.70	£3,544.20	04/11/2025	Stage 5 Fee	Pavilion	Pav Arch
TD176	Buttress	£900.00	£180.00	£1,080.00	04/11/2025	Bandstand structural	Bandstand.	Band 3rd pty
TD179	PM cost Nov 25	£1,982.82	£0.00	£1,982.82	15/11/2025	PM salary cost Nov 25	PM costs	Proj Mgt
TD177	Buttress	£870.00	£1,741.00	£1,044.00	17/11/2025	Pavilion M & E stage 5	Pavilion	Pav 3rd pty
TD178	Welfare hire	£1,242.00	£248.40	£1,490.40	17/11/2025	Mobile unit hire for bowlers	Pavilion	Pavilion pre const costs
TD183	Welfare hire	£1,080.00	£216.00	£1,296.00	13/12/2025	Mobile unit hire for bowlers	Pavilion	Pavilion pre const costs
TD184	Michaels garden	£350.00	£0.00	£350.00	13/12/2025	Conservatory ormerod plaque	Conservatory	Conservatory
TD186	PM Cost Dec 25	£1,500.58	£0.00	£1,500.58	15/12/2025	PM salary cost Dec 25	PM costs	Proj Mgt
TD180	Rosslee	£43,072.12	£8,614.42	£51,686.54	16/12/2025	Bandstand Valuation 7	Bandstand	Band Construction
TD181	Rosslee	£111,673.07	£22,334.61	£134,007.68	16/12/2025	Pavilion Valuation 7	Pavilion	Pav Construction
TD182	Buttress	£4,862.00	£972.40	£5,834.40	16/12/2025	QS stage 5 - disputed	Pavilion	Pav 3rd pty
no ref	Premier inn	£55.00	£11.00	£66.00	17/12/2025	Accommodation Proj Mgr add Jan visit	PM Subsistence	Proj Mgt
TD185	Premier inn	£123.34	£24.66	£148.00	17/12/2025	Accommodation Proj Mgr add Jan visit	PM Subsistence	Proj Mgt
Td187	keeping green	£3,200.00	£0.00	£3,200.00	12/01/2026	green repairs	Pavilion	Pav Construction
Td188	Welfare hire	£1,242.00	£248.40	£1,490.40	19/01/2026	Mobile unit hire for bowlers	Pavilion	Pavilion pre const costs
Td190	Opus	£3,887.29	£777.46	£4,664.75	19/01/2026	Music system Bandstand	Bandstand	Band Construction

Td194	Bentley Fielden	£9,950.00	£1,990.00	£11,940.00	19/01/2026	Bandstand lift	Bandstand	Band Construction
Td210	Buttress	£2,500.00	£500.00	£3,000.00	23/01/2026	M & E RIBA stage 5	Bandstand	Band 3rd pty
TD192	Rosslee	£34,119.64	£6,823.93	£40,943.57	26/01/2026	Vauation 8	Bandstand	Band Construction
Td193	Rosslee	£66,754.63	£13,350.95	£80,105.58	26/01/2026	Valuation 8	Pavilion	Pav Construction
Td189	PM cost Jan	£2,198.99	£0.00	£2,198.99	28/01/2026	PM salary cost Jan 25	PM costs	Proj Mgt
TD191	Premier inn	£170.00	£34.00	£204.00	02/02/2026	Accommodation Proj Mgr add Jan visit	PM Subsistence	Proj Mgt
	Buttress	-£3,483.06	-£696.61	-£4,179.67	05/02/2026	Credit note	Pavilion	Pav 3rd pty
Td195	Buttress	£7,383.75	£1,476.75	£8,860.50	09/02/2026	Pavilion stage 6 fee	Pavilion	Pav Arch
Td196	Buttress	£870.00	£174.00	£1,044.00	09/02/2026	Pavilion M & E	Pavilion	Pav 3rd pty
TD197	Buttress	£8,509.00	£1,701.80	£10,210.80	11/02/2026	Bandstand Elongation Stage 5 fee	Bandstand	Band Arch
TD198	Wefare 4 hire	£1,188.00	£237.60	£1,425.60	11/02/2026	Mobile unit hire for bowlers	Pavilion	Pavilion pre const costs
TD199	Rosslee	£23,128.78	£4,625.76	£27,754.54	16/02/2026	Val 9 Pavilion	Pavilion	Pav Construction
Td200	Rosslee	£42,133.00	£8,426.60	£50,559.60	16/02/2026	Val9 Bandstand	Bandstand	Band Construction
TD201	Buttress	£4,114.50	£822.90	£4,937.40	20/02/2026	Bandstand stage 6 fee	Bandstand	Band Arch
TD202	PM Cost Feb	£1,733.40	£0.00	£1,733.40	20/02/2026	Proj Mgr Feb	PM Costs	Proj Mgt
Td209	Premier inn	£191.67	£38.33	£230.00	23/02/2026	Accommodation Proj Mgr Apr visit	PM Subsistence	Proj Mgt
Td204	Jensten	£551.28	£0.00	£551.28	09/03/2026	Mobile welfare unit insce	Pavilion	Pavilion pre const costs
TD205	Welfare 4 hire	£1,080.00	£216.00	£1,296.00	09/03/2026	Mobile unit hire for bowlers to 28th feb	Pavilion	Pavilion pre const costs
Td206	Buttress	£3,577.00	£715.40	£4,292.40	09/03/2026	Prolongation stage 5	Pavilion	Pav Arch

Td207	Buttress	£775.00	£155.00	£930.00	09/03/2026	FRA final	Pavilion	Pav 3rd pty
td208		£377.50			09/03/2026	stage lighting	Bandstand	Band Construction
no ref	Misc	£106.47	£0.00	£106.47	14/03/2026	Bs prints	Bandstand	Comms
Td211	Buttress	£775.00	£155.00	£930.00	16/03/2026	FRB Bandtand	Bandstand	Band 3rd pty
Td212	Phil Bastley	£3,200.00	£0.00	£3,200.00	25/03/2026	Bowls green repairs	Pavilion	Pav Construction
TD203	PM Cost March	£2,441.11	£0.00	£2,441.11	26/03/2026	Proj Mgr Mar	PM Costs	Proj Mgt
Td214	Elec recharge	£5,379.32	£0.00	£5,379.32	26/03/2026	Pavilion power supply temp for construction	Pavilion	Pav Construction
Td215	NHLF Rev cont agreed RS	£11,885.00	£0.00	£11,885.00	26/03/2026	Prof fees	Bandstand	Bandstand pre const costs
Td219	Rosslee	£17,274.48	£3,454.90	£20,729.38	20/04/2026	Val 10	Bandstand	Band Construction
Td220	Rosslee	£18,287.72	£3,657.54	£21,945.26	20/04/2026	Val 10	Pavilion	Pav Construction
Td217	PM April	£931.73	0	£931.73	29/04/2026	Proj Mgr Apr	pm costs	Proj Mgt
Td224	Welfare 4 hire	£1,276.40	£255.28	£1,531.68	11/05/2026	final hire cost	Pavilion	Pav Construction
Td216	Welfare 4 hire	£1,188	£237.60	£1,425.60	22/05/2026	Mobile unit hire for bowlers to 31st March	Pavilion	Pavilion pre const costs
Td218	PM cts may	£1,799.90	£0.00	£1,799.90	27/05/2026	Charge May for up to July finish	PM Costs	Proj Mgt
Td221	Buttress	£3,400.00	£680.00	£4,080.00	28/05/2026	Bs prlongation	Bandstand	Band Arch
Td222	Buttress	£6,835.00	£1,367.00	£8,202.00	28/05/2026	Pav prolongation	Pavilion	Pav Arch
Td223	PM cost June 2024	£768.90	£0.00	£768.90	26/06/2026	Additional June	PM Costs	Proj Mgt
Td225	Rosslee BS ret	£9,325.57	Estimated left to spend		28/06/2026	Retention final	Bandstand	Band Construction
Td226	Rosslee pav 2.5% ret	£14,789.15			28/06/2026	Retention release	Pavilion	Pav Construction

Td227	Rosslee retention	£14,789.15		28/06/2026	Retention final	Pavilion	Pav Construction
Td228	Buttress	£2,921.00		28/06/2026	Ret Stage 7	Pavilion	Pav Ach
Td229	Buttress	£1,372.00		28/06/2026	Ret Stage 7	Bandstand	Band Arch
Td230	Rosslee	£20,306.00		28/06/2026	Audience area	Pavilion	Pav Construction
Td231	Furness	£4,323.00		28/06/2026	Addition guard Railing	Pavilion	Pav Construction
Td232	Buttress	£862.00		28/06/2026	Addition M & E prolong	Pavilion	Pav 3rd pty
Td233	Clair fencing	£2,000.00		28/06/2026	Replace damaged fencing	Pavilion	Pav Construction
Td234	Mower recharge	£5,057.83		28/06/2026	Mowing equipment	Pavilion	Pav Construction
Td235	Compost bin recycling	£719.23		28/06/2026	Composting bins	Pavilion	Pav Construction
Td236	C Baker	£285.00		28/06/2026	Insurance cost for pet following fencing issue	Pavilion	Pav Construction
	TOTAL	£1,544,318.13					

Appendix 11- Fielden Hall – compliance and project update

Update as at 5th May 2026

Energy saving benefits won't be fully realised until batteries go in June 2026

Funded from contingency and additional grant funding - will then be fully spent .

There are still some defects being worked through on the original work that will impact energy efficiency.

Town Deal Funding and Spend

Total spend

Description	Amount
Prof Fees	£79,727.03
Construction	£286,869.29
Other	£545.00
Total projects spend to 5/6/26	£367,141.32

COF return

Name of Organisation	Calder Valley Community Land Trust
Name of approved project	FIELDEN HALL ENERGY USAGE REDUCTION PROGRAMME
MHCLG funded expenditure type	£
Invoice 537 energy efficiency works	35,468
Invoice 538 energy efficiency works	128,223
Invoice 539 energy efficiency works	83,655
Other Expenditure	£
Invoice 539 energy efficiency works	35,552
Invoice 540 energy efficiency works	30,662
TOTAL EXPENDITURE	£313,560
TOTAL COF AWARDED	£247,346

Funded by

Description	Amount
TTC remittance for Capital works as sponsor	£137,439
COF funding capital	£247,346
Total funding	£384,785

Surplus of funds to be used towards batteries -£17,644 plus additional grant funding secured.

Name of Organisation	Calder Valley Community Land Trust
Name of approved project	FIELDEN HALL ENERGY USAGE REDUCTION PROGRAMME
MHCLG funded expenditure type	£
Invoice 537 energy efficiency works	35,468
Invoice 538 energy efficiency works	128,223
Invoice 539 energy efficiency works	83,655
Other Expenditure	£
Invoice 539 energy efficiency works	35,552
Invoice 540 energy efficiency works	30,662
TOTAL EXPENDITURE	£313,560
TOTAL COF AWARDED	£247,346

Future use of hall

Direct responses from users of the Hall is very positive in relation to the changes.

There is an issue with temperature when very cold, which forms part of the defects list.

The FCA have a healthy order book going forward and all of the groups who used the Hall have returned.

Visits

10 visits from groups and groups of individuals interested in the works have been hosted

