

# **FAVERSHAM GUILDHALL**

## **EXTERNAL REPAIRS PROJECT 2026**

### **PROGRESS REPORT NO 5**



13 July 2026

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## **ACTIONS ACHIEVED**

A further cherry picker survey was undertaken on 4 June with rendering, joinery and roofing contractors in attendance.

The purpose of the survey was to:

1. Reduce the amount of time needed to inspect the building once scaffolding is erected.
2. Provide greater cost certainty at an earlier date.
3. Assess the health and safety risk caused by a delayed start.

The contractors cost reports and revised programme following the cherry picker survey were received on 7 July. They should have been received within a week of the inspection.

A communications meeting was held with contractor on 25 June where it was requested that Ashley Brooks (Managing Director) take a more active role in the project. Both Sarah and Adrienne attended this meeting.

Contracts have now been issued and signed by both parties.

The revised start and completion dates remain 7 September and 27 November respectively although a request for an extension of the contract period by four weeks was received from the contractor on 7 July as a result of the findings of the cherry picker survey. This claim is contested.

A fresh application for a road closure has been submitted by the contractor to KCC in adequate time to allow works to start on 7 September.

A meeting has taken place with the chair of the Christmas lights committee to clarify their requirements. A further meeting will take place once scaffolding has been erected to clarify any outstanding issues.

The first certificate of payment in the sum of £6,932.00 plus VAT for costs incurred to date by the contractor has been raised and is appended. It should be paid within 14 days of the date of issue.

The first contract instruction has been raised and is appended. It confirms the revised start and completion dates and the amended contract sum. It also confirms to requirement for a road closure.

## **ACTIONS FOR NEXT THREE MONTH PERIOD**

Conclude discussions with the contractor on programme and price variations resulting from cherry picker survey. Issuing a further contract instruction to confirm the variations agreed.

Scaffold to be erected and works to commence on 7 September.

Prestart meeting to be held during the week commencing 31 August.

## **INVOICING AND FINANCE**

The total value of fees paid to date is £24,840.00. Within that sum £5,340.00 is for the appointment of sub consultants.

An additional fee claim in the sum of £3,750.00 was submitted on 10 June. It remains outstanding.

As a result of various changes to the brief and clarification of provisional costs the total anticipated fees on the project are currently £34,340.00.

Invoices in the sum of £1,750.00 plus VAT will be raised in September, October and November with the final invoice in the sum of £500.00 plus VAT submitted in December.

A 1.8% uplift has been applied to the previously agreed contract sum in line with BCIS indices for the period April to September 2026.

The first project cost statement has been raised and is appended. It allows for the findings of the cherry picker survey and an extension of the contract by 4 weeks but is regrettably based on the limited information currently provided by the contractor. It predicts an increase in the cost of the construction work of about £25,000 although it should be noted that many of the prices and assessments supplied by the contractor are contested.

The contractor submitted a claim of £6,932.00 plus VAT for expenses incurred to date on 23 May 2026. This has been assessed and approved following the receipt of additional clarification/information. A certificate of payment for this sum accompanies this report.