

Vic Flynn
Stratford Town Council
Stratford-upon-Avon Town Hall
Sheep Street, Stratford-upon-Avon
Warwickshire CV37 6EF

BY EMAIL

9th September 2025

Dear Vic,

Stratford Town Hall : Quinquennial Repairs

I am sorry it has taken so long to write to you to confirm a fee proposal for our work arising from the Quinquennial Inspection.

Quinquennial Repairs:

The fabric repairs (roofing, masonry, joinery, etc.) would ideally be addressed in a single building contract, or a series of smaller contracts focussing on specific areas. To act as Architect, Contract Administrator and CDM Principal Designer, I suggest a fee of 13.5% of the contract value. This would be charged in monthly instalments, divided as the RIBA work stages as follows:

- | | | |
|--------------|------------------|--------------|
| • Stages 0-2 | Concept Design | 15% of 12.5% |
| • Stage 3 | Developed Design | 15% of 12.5% |
| • Stage 4 | Technical Design | 30% of 12.5% |
| • Stages 5-7 | Construction | 40% of 12.5% |

Oliver Architecture would be appointed on the basis of the RIBA Concise Professional Services Contract 2020: Conservation Architectural Services. We would liaise with Dawn Lodge Associates to act as quantity surveyor for this work.

Maintenance Plan:

You asked us to prepare a Management & Maintenance Plan. I suggest a lump sum fee of £750+VAT would be required to undertake this work, based on a standard template.

Other Items:

At our meeting, we also discussed a number of matters relating to the fabric of the building:

1. Asbestos – the survey from 2018 is now out of date and a new survey needs to be commissioned. We can obtain competitive quotations for a new survey.
2. Fire Strategy: I have been in discussion with Steve Emery of Heritage Fire Consultancy, who is an expert in dealing with historic structures, having been fire advisor to English Heritage and the National Trust. His fee proposal to undertake a visit and prepare a report is attached, which we can then review.

Oliver Architecture is the trading name of Oliver Architecture Ltd. Registered in England and Wales
Registered Office: 13-15 Fleet Street, Birmingham B3 1JP Company Registration No. 8792661

Directors: Stephen Oliver MA (Cantab) DipArch RIBA AABC Mary Worsfold BSc MSc MRICS IHBC
Associate: Matt Faber BA(Hons)Arch PgDip Cons MCIAT

OLIVER ARCHITECTURE

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3. Boiler – the overheating of the boiler room is a concern. We would seek quotations from suitably qualified mechanical engineers to review the boilers.

To assist on these other items, I suggest that a time charge rate would be appropriate. Our current time charge rates are as follows:

- Director/Principal: £125 per hour
- Associate: £100 per hour
- Architect: £85 per hour
- Assistant: £70 per hour

Oliver Architecture is registered for VAT and so all of the above figures are VAT exclusive. Our fees are inclusive of reasonable printing and travel expenses, assuming that the majority of documents are issued as PDFs. Purchase of contract documents, local authority fees and suchlike would be charged in addition.

I hope that this will be of interest, but please let me know if you have any queries.

Yours sincerely



Stephen Oliver
for Oliver Architecture Ltd.

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