

5TH DECEMBER 2023

COOKSON ROOM

Present

Martin Andrew (MA), Scott Gardner, Liam Lewis, Sue Totty, Terry Hurst, Chris Hornsby, Paul Jamieson, Hywel Jones, Jo Lloyd, Lee Knight - Irrigation Control (LK)

Apologies

Dave Stonley

Remit of Meeting

To liaise with Irrigation Control (IC) following the update provided by MA to Lee Knight of the EGM result, ie. that the Club are now intend proceeding with the replacement of our system in Autumn 2024. Mr Knight had therefore asked for the Club to provide a Letter of Intent prior to completion of contracts being signed, advising that Adrian Mortram would have templates of appropriate Letter of Intent documents.

Following receipt of these templates from Adrian Mortram, this meeting is to raise any questions around the Letter of Intent content, considerations around drilling of a new borehole and application to vary our existing abstraction licence, timescale for installation of water tank and base and any other issues or questions we wished to raise with Lee at this time.

Letter of Intent (LOI)

AM had previously confirmed that a number of elements contained within the template provided may not be applicable or appropriate for inclusion within a LOI the Club may wish to generate. Specifically, the sum of £350,000 inc within the template provided is unlikely to be appropriate.

As it was stated that the need for inclusion of an amount to facilitate purchase of materials or products by the Contractor in advance of installation may be appropriate where it would avoid significant impending price increases for materials or avoid significant lead times on delivery which in turn may significantly affect the project. LK was asked for the specific requirements of IC in respect of the content of the LOI and whether advanced ordering of products is necessary at this time.

LK advised that material prices are likely to increase in the New Year, but are not expected to be at the same level as rises in 2022 and 2023. The normal increase over a 12 month period is in the region of 8%, however it is difficult to be precise with increases due to continuing market uncertainty. For example, pumps are estimated to rise by approx. 4% in January, pipe costs tend to rise quarterly so we are expecting a rise early in the New Year but there is no clear figure yet, Toro prices are due to rise in January, no indication from Rainbird yet. However, one of the main issues with advance purchasing is that items need to be stored on site largely, although Irrigation Control can store certain items. As the warranty starts from date of delivery, the club could run into issues in this area if purchasing months before the products are required. Product warranties vary – pipes are 2 years for example and need to be stored in a secure area (can be outside). Rainbird products warranty can be up to 5 years.

As soon as IC have any firm notification of price increases, these will be advised as soon as received.

Labour costs are fixed through to September 2024 and are based on the current form of specification – should we wish to include this within the letter of intent the current figure is in region of £236K dependent on product chosen. This element is subject to review of the original design. LK queried whether the club has decided on Rainbird or Toro. MA confirmed we had not yet made the final decision, but asked whether LK had any points for consideration. He advises that both companies product efficacy is very similar, as is the service support after the warranty period expires. Both companies control systems are also very similar, and this aspect may be the biggest factor in the end decision. Therefore, LK notes that, largely, it comes down to personal preference from the club. In terms of the current specification, the Toro is based on the 5400, also there is an option to increase to the Infinity model for an additional cost. IC can approach both manufacturers on the Club's behalf for their best and final quotation, however to do this he would need a firm order date before the approach is made. LK also notes that Rainbird provided a good level of discount in their initial quotation, as shown in the tender documents.

For both options, we would require a minimum 5mg upload capacity for the compound internet provision – JL will check on this point with our provider.

SG and MA have already reviewed the original design and resubmitted to Adrian Mortram for amendment. When he submits this to IC, they will then provide a revised bill of quantities with updated figures.

Paragraph 8 and 9 of the LOI can be removed, and paragraph 11 to review and amend as required.

MA confirms that, as IC had been given a tentative start of Autumn 24, we now confirm that the club diary would facilitate a site start date of 17th September onwards.

Dave Stonley had also sent over several queries to discuss at the meeting in his absence. LK agrees that the proposed form of contract, namely JCT Minor Works Building Contractors with Contractors Design 2016, is the appropriate form of contract. He notes that Adrian Mortram prefers this type of contract also as it sets out clear responsibilities, dates and specifications. Adrian would assume majority of design liability. IC have some level of minor design responsibility, as they are supplying the constructed station. Information on liability should be covered in the specification, and if not already detailed within, can be requested for inclusion. For any required redesign, Adrian Mortram would resubmit a design variation for HGC to approve – this should also be covered in the tender documents.

Installation warranty information will also be detailed in the specification. IC warranty is currently 2 years, plus any service contract provision. A warranty form will be provided at the end of the project as part of the practical completion handover, which will list the current specification along with any products that exceed the standard warranty provision. LK confirms that the warranty period is negotiable – eg if the club were to commit to the IC service plan for 3 years, this would increase the pipe warranty period to 5 years in total.

For any faults after installation, Adrian Motram would act as the club intermediary to identify the fault and who is responsible to correct.

LK asks that the LOI is sent as soon as possible to ensure that we secure the timeslot for works to commence in 2024.

With regards to an expenditure figure, LK notes that this does not need to be included in the initial LOI, this figure can be reviewed as the contract progresses. The total value of the project will be negotiated in advance of the contract commencement.

The LOI should, however, include the Club's commitment to going ahead with Irrigation Control as the main contractor, planned start and completion dates, proposed contract particulars, and if possible the preferred supplier between Rainbird and Toro.

Borehole and Environment Agency (EA) Extraction Licence requirements

As previously stated in the IIT meeting, it is our intention to drill a new borehole within the Compound and near to the water storage tank and pump house due to failings within our existing borehole which is located near to the ball dispenser by the driving range.

IC have provided costings in respect of drilling a new borehole and processing the variation to the extraction licence as required by the EA. We should be able to amend the current licence rather than apply for a new licence in its entirety which will hopefully make the process slightly quicker although LK advises that, the licensing through EA is in his opinion, the most crucial item to progress as soon as possible.

Citing the borehole within the compound will allow for centralisation of equipment within the one area, as well as providing cost reductions for the transfer cable required by moving from the current location.

LK notes that, due to licensing timeframes, it is critical to move on this aspect as soon as possible, as we cannot use the new borehole until the new licence is issued. The current licence allowance is not transferrable to the new borehole in the intervening period.

In terms of drilling, IC will send out the tender to several contractors, although they do have a preferred contractor. IC will act as main contractor. The indicative costs within the original bill of quantities have been provided by the preferred contractor and the licensing and testing costs element will be an accurate representation of the final figure. To progress this aspect, LK will visit site with their preferred contractor shortly to request firmer quotations, hopefully before the Christmas close down.

The Club currently has an extraction licence which allows for extraction of water via the current borehole at rates of:

6,000 m³ per year

100m³ per day

12.8m³ per hour

In an email from IC they have stated that as per calculations by AM the new/varied licence should seek extraction of:

11,940m³ per year

212m³ per day

20m³ per hour

LK was advised that AM had provided an estimate for abstraction of water of 8,000m³ to 10,000 m³ per year and disagrees with the recommendation from IC for 20,000m³, suggesting that it should be in the region of 10,000m³ per year. LK notes that, whatever the club requests, the EA will inevitably try to reduce the capacity request, therefore we should request higher than needed with this in mind. LK will discuss this point further with the drilling company for their advice and revert accordingly.

In terms of timeframes – LK estimates 2 months for the initial consent from EA to drill. This process takes approximately 1 week, then allow a further 4-5 weeks for test pumping, water analysis etc.

Once drilling is complete, if we are unable to locate a water source, we would need to identify a facility to transfer the existing water, however there are significant costs in doing so as well as a new variation on the licence which would require the licensing process to be started over. LK is confident that the new borehole site will locate a water source. Once located, the old borehole would be capped off.

Pumphouse

This is planned to be located in the newer of the compound buildings. It needs to be segregated with walls and roof installed, with electrics, heating and ventilation installed for a dust free, clean environment. Louvres and an extractor fan will be required for ventilation. A 1m clearance area around the entirety of the pumpset is required – LK notes for SG to assume a 4mx3m area size. HGC to provide housing and electricity. LK notes that we should also check building regulations to ensure we are abiding by any other requirements.

In terms of the electrical supply, it has been confirmed that we will require a 3 phase supply. Therefore, Jonathon Andrew has started to collate a plan which will shortly be forwarded to JL to apply to Scottish Power Energy Networks.

Water Tank

A revised tank specification than that provided in the initial tender documents has been agreed. The architect visited site on 30th November, and will progress planning applications to include any potential redesign of the greenkeeper compound buildings.

The water storage tank and pumping station have an approximate 12 week lead time. We should ensure that both are on site prior to the main commencement date. This work will not impact on the main project, and is not required to be completed in advance of the main start date, however it may be advantageous to have this carried out prior. This would take a maximum of 10 days to complete and IC would be responsible for its installation.

A 1m clearance is required around the base. SG will check dimensions with Adrian Mortram to identify whether the soil within the compound needs to be moved in advance.

Priorities Identified

Immediate progression to be carried out in the following areas by HGC:

- Planning application for water tank and compound buildings
- Application for 3 phase power
- Borehole extraction licence amendment application

Once the revised Bill of Quantities has been sent to IC, they will provide updated costings in due course.

Projected Program of Work

IC will provide a more detailed program of works approximately 3-4 weeks prior to contract commencement. Prior to this date, an outline program will be provided – however as always all timelines are weather dependent.

The main irrigation line will be installed first – approximately 8 weeks in duration, then fine turf on a hole by hole basis. The main line doesn't affect golf, play can continue around this with clear

instructions provided to golfers on any Health and Safety requirements such as routes for play, and avoidance of areas of heavy machinery. Greens will be closed when worked on, and tee positions can be managed accordingly. Greens will take approximately 1.5 days per green, with any temporary green not to be positioned too close to area of work.

The installation of the control system will be an ongoing process, either after the main line or as a 'wet day scenario'. IC do not charge for any delay due to inclement weather.

IC will provide a pre-construction H&S plan and will sit down with the club prior to starting the contract to create this plan. HGC will be required to provide service plans information to ensure utilities etc are provided within the plan. Greens staff will also be inducted by IC to provide them with on the job training. When the contract is underway, a whatsapp group will be set up by IC for the main personnel to communicate effectively on a daily basis. Insurance documents etc will also be forwarded in advance of work commencing.

JL/SG will liaise with Wirral Borough Council on any requirements regarding public footpath access during the project.

MA noted that IC may wish to use the September maintenance day for any advance work/delivery of materials.

Summary of Action Points

HGC to progress with immediate effect:

- Planning application for water tank and compound buildings
- Application for 3 phase power
- Borehole extraction licence amendment application
- Finalise LOI and send to IC

Other items:

- IC to arrange site visit for drilling contractor to site alongside IC – needs vols from Adrian Mortram prior
- Adrian Mortram to provide revised specification to IC, then LK will liaise with manufacturers on best price
- Member communications on proposed timelines for project – estimated first email January 2024, possibly create a project board within atrium area
- Hire purchase element to be reviewed further
- Toro presentation – provided dates of 4th or 16th January – checking diary and Dave Stonley availability before confirming
- JL/SG to meet Robin Tutchings of WBC Friday 8th December and will discuss project works with him regarding public footpath requirements and signage

Date of next meeting TBC.