

Full Council

Report Title:	Demolition of Changing Rooms at Southern Road Recreation Ground (SRRG) as part of Project Link.
Meeting Date:	21 April 2026
Contact Officer:	Mandy Sturdy – Town Clerk

Purpose of the Report

1. To advise the council of the results of the tender exercise for the demolition of the changing room block and to provide information about how the project will progress in line with the planning approval [P23/S0644/FUL](#).

Action Required

2. To consider the recommendation to award the contract to demolish the changing rooms at Southern Road Recreation Ground.

Background

3. At the Full Council meeting in March, the council resolved to progress with the tender process for the demolition of the changing rooms, ahead of the main building contract which is to be tendered separately.
4. This is a significant next step for the project and for the residents of Thame.
5. Once the demolition contract is awarded and prior to any works starting there are outstanding planning conditions to be discharged by SODC. These need to be submitted to SODC as soon as possible to allow SODC planning department 8 weeks to consider them for approval before the end of June.
6. We are working with an Independent Planning Consultant for this project.
7. Contacting utility companies to arrange disconnection is underway.
8. An s73 approval issued last year (P25/S2891/73) is the relevant approval, and effectively it supersedes the 2023 [P23/S0644/FUL](#) permission; this too will be varied shortly (in effect, a variation to the variation)

Relevant Planning Conditions

Condition 3 – to be varied so that it refers to approved tree protection / method statement
 Condition 4 – discharged 24/7/25

Condition 5 – once varied this will split the development into two phases (demolition / site clearance and construction). The CTMP for this will follow shortly after awarding the demolition contract.

The conditions on the original 2023 permission relating to access have been deferred (prior to first use of development not prior to commencement) by the 2025 s.73 planning permission.

9. A Demolition Notice (Section 80) is also required by SODC and will be submitted with the relevant Method Statement for the demolition to allow up to 6 weeks for SODC to process the Notice.
10. A Demolition and Refurbishment assessment (asbestos survey) was carried out by an independent specialist and confirmed there was no asbestos in the building.
11. Removal of any ancillary equipment and rubbish will be carried out by the maintenance team before works commence.

Procurement Process

12. Based on the Cost Plan Budget and informal industry conversations it was established that the cost of demolition should be below £30K including VAT; this is well below the threshold for public works (PCR2015); as such the Council must follow its Financial Regulations. 5.8 states that *'For contracts greater than £3,000 excluding VAT the Town Clerk or appointed manager shall seek at least 3 fixed-price quotes'*;
13. Five companies were approached for a quotation, three responded with the same additional clarification questions asked to all of them.
14. Key considerations for awarding the contract include:
 - providing a Pre-Demolition Audit to comply with our BREEAM accreditation – (Template available)
 - providing a Construction Traffic Management Plan (CTMP) as soon as possible from award of tender. (note the need to allow 8 weeks for the Planning Department to process)
 - all energy and water usage will be recorded and submitted as per the BREEAM specification
 - a full record of waste arising and what has happened to it as per the BREEAM specification
 - Confirmation that the site will be left as per specification (free from hazardous material, levelled with topsoil, car park repaired where required to continue functionality)
 - Public Liability Insurance of at least £10m

Resource Appraisal

15. The Project Cost Plan shows a budget of £29,738 (including 8.14% inflation) for the demolition of the changing rooms

16. The following table gives high level results from the 3 quotations received.

Contractor	CTMP Production from award	Section-80 Demolition Notice	Net Total	Services Provisional Sum	Visited site before quotation
A	3 Days	£250	£25,250	£8,000	No
B		TTC to do	£12,850	N/A	No
C	1 Week	Included	£17,950	N/A	Yes

17. Note: Financial regulations 5.14 *The council shall not be obliged to accept the lowest or any tender, quote or estimate.*

18. Each company was given detailed specifications and drawings prepared by the Clews Architect. Each returned quotations and information of varying quality.

19. All three companies confirmed they could complete the work before July, subject to the relevant permissions and disconnection of utilities.

20. Company B&C did not offer a service to disconnect utility services. This was not requested it is a service that could be procured in addition.

21. Company A can return the CTMP within 3 days, reducing the risk in time to seek discharging planning conditions.

22. All three companies have experience in demolition work of this kind (and larger).

Risk Assessment

- The cost could increase if previously undetected hazardous materials are found during demolition
- Any delay in submission of CTMP or Section 80 could delay work starting ahead of the planning cut off day and put the project at risk of incurring significant costs to the point of the project no longer being viable.
- As this is the launch of Project Link work the council's reputation could be at risk if the work is not completed in line with the scope.

Legal Powers:

Localism Act 2011, ss1-8 (GPC)
Local Government Act 1972 x133

Recommendation

To consider awarding the contract for the demolition of the Changing Rooms to one of the 3 companies.