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- Brunston Castle GC, Ayrshire
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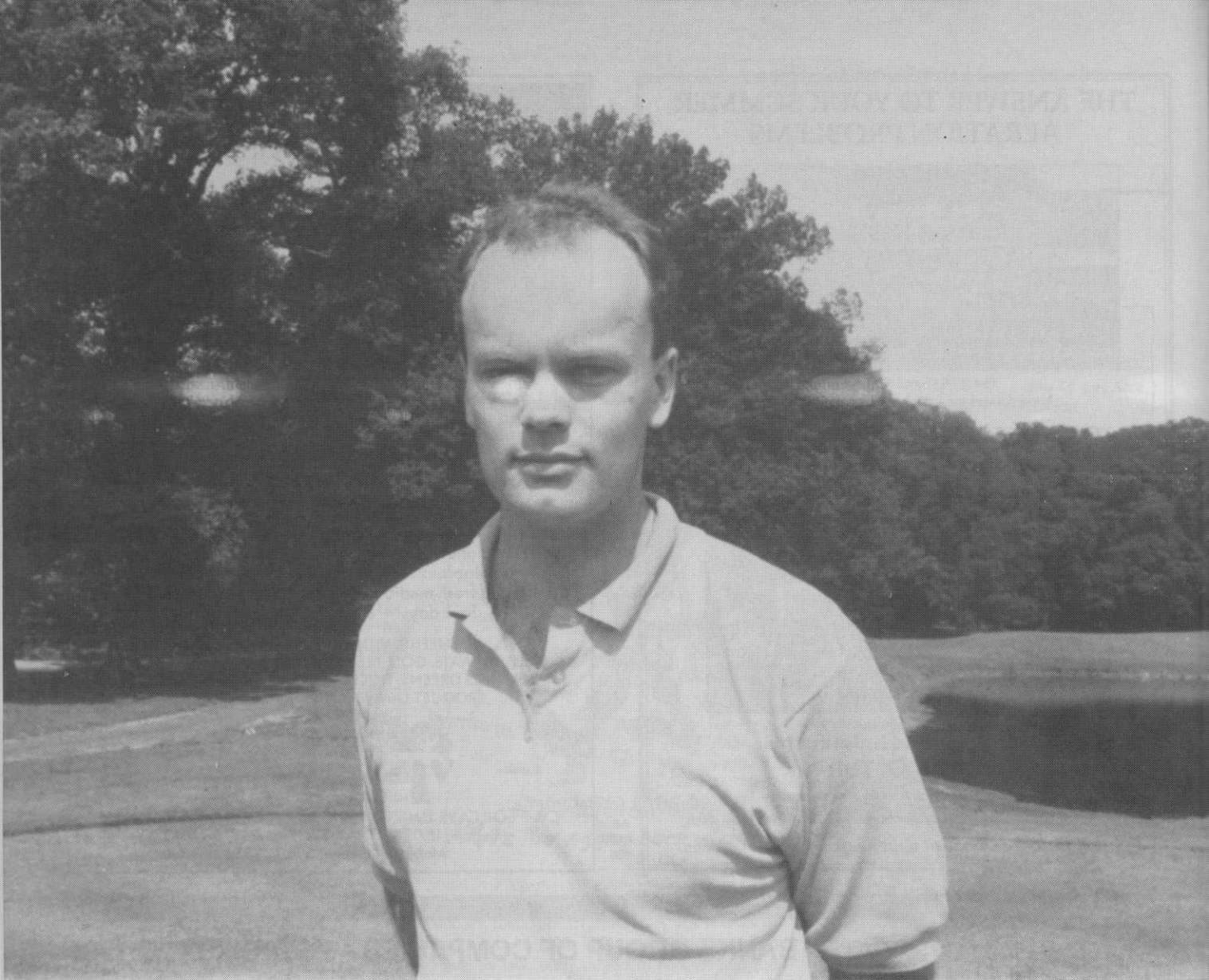


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Assistant Course Manager  
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# BACK to the

# DRAWING BOARD

**MICHAEL BIRD**  
investigates what's involved in the  
planning and building of a golf  
course workshop.  
Part 1

**T**here's considerably more to the planning, design and construction of a workshop than simply asking a local builder to put up a new shed on a bit of spare ground. Unlike similar buildings found on farms – which amazingly rarely require Building Regulations approval – a new golf course workshop, irrespective of its size and cost, must satisfy the full force of the building and planning regulations before, during and after its construction.

Those who build without the necessary permissions and approvals are leaving themselves defenceless in the event of a problem, such as water pollution caused by inadequate drainage, or an accident resulting from poor workmanship, design or materials used in the building's construction. "Any short term financial gain can be quickly erased by the cost of correcting a fault or paying out compensation," comments Nigel Belton, leader of one of ADAS's Building Design teams. "At the end of the day, it has to make sense to do the job 'by the book' rather than to risk a life or to be told to pull down the building."

Formerly funded from the public purse for the benefit of agriculture and horticulture in England and Wales, ADAS now charges commercial rates for its range of services. To support the changes, the organisation has a new structure, new headquarters and a new logo, underpinned by the clear message that it now

serves the food, farming, land and leisure industries.

Drawing on the expertise and experience built up over the 40-plus years' existence of ADAS, The 70-strong Building Design team includes surveyors, architects, civil and structural engineers and a full technical support staff, working from seven locations in England and Wales. The leisure and amenity sectors are two areas in which Mr Belton is seeking to increase activities and although he would like to see all prospective clients beating a path to his door, he does not expect to have it all his own way: "It's certainly not unusual to have to tender for building consultancy work," he comments. "In fact, I would always recommend golf clubs to speak to more than one consultancy before making their final choice."

Ideally, the tender figure submitted should, he says, cover the cost of the essential first stage of any building project, namely, carrying out a feasibility study. Encompassing examination of the chosen site and determination of the requirements of the client, the feasibility study will establish, first, whether the project is practicable and, second, what it is likely to cost. According to Mr Belton, the biggest problem encountered is under-budgeting by the client. "In addition to producing a basic scheme design which meets the needs of the greenkeeper and his staff, the feasibility study

should detail budget capital costs for the job," he says. "At that point, a decision can be taken on whether to go ahead, or to revise the plans, or to start again."

Apart from site suitability, details determined during the feasibility stage will be the major decisions concerning the main purpose and functions of the building. These could include whether it is to serve both as a machinery store and a workshop; whether it needs spare parts storage; whether it should include an office, mess-room and toilet facilities; and the size and type of equipment which may need to be accommodated. In addition, external details such as the position of any wash-down area and the need for covered storage for soil mixes, composts and fertilisers or lockable compounds for gas, fuel and chemicals should be covered. "We find that our clients usually know most of the answers," he comments. "It's basically down to us to ask the right questions. We can then produce a design which satisfies most, if not all of their requirements."

Having agreed the basic design and budget costings, the client and designer can then proceed to stage two of the building project – the production of the outline proposals and the final scheme design. At this point, the designer will make contact with the planning officer of the local authority to assess whether the ➤ 15

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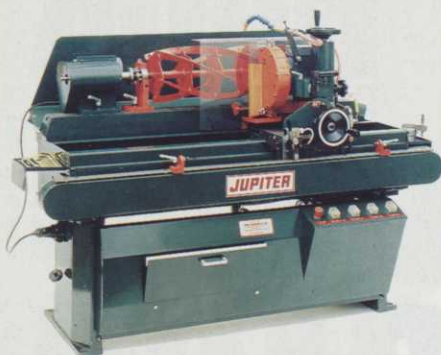
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- Cawdor Golf Club
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- Chirk Castle Golf Course
- Collingtree Leisure
- Crompton & Royton Golf club
- Delapre Golf Complex
- Ely City Golf Club
- Gleneagles Hotel
- Goring and Streetley
- Hags Castle Club
- Harpenden Golf Club
- Kinross (Green Hotel)
- Leek Golf Club
- Lingfield Park
- Massereene Golf Club
- Mere Golf & Country Club
- Milltown Golf Club (Dublin)
- Muirfield (Gullane) Golf Club
- Newbury & Crookham Golf Club
- Omonde Fields Golf Club
- Pittdown Golf Club
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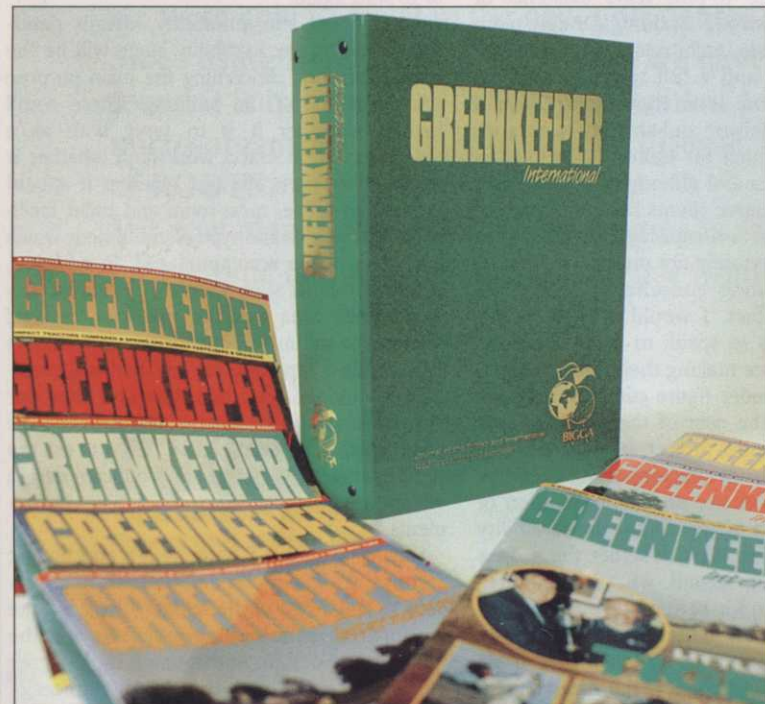
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# BACK to the DRAWING BOARD

13 → proposed building and its location is likely to receive planning approval. Giving agreement in principal that the project may proceed to the next stage, outline planning approval is gained by submitting a site location, a description of the proposed building and a fee.

With outline consent granted, the project can then move towards the gaining of full planning approval. Considered to be the most time-consuming part of any scheme, this involves working up the sketches produced for the feasibility study into drawings detailing the technical aspects of the scheme. These will take into consideration, among other items, the movement of people and machines within and around the building, site access, the floor plan, loadings on floors and walls, drainage for contaminated and foul water, mains services, heating and ventilation, all health and safety aspects and the need to satisfy building regulations. "Costings can run away at this stage," he points out. "It is vital therefore that any changes to the agreed basic design brief are noted, costed and reported to the client."

The plans and elevations produced will serve two main purposes. Detailing both the overall layout and an artist's impression of the finished building, they can be used to show club members the proposed development. Accompanied by the appropriate forms and fee, they will be submitted to the local planning authority to seek full planning approval for the project.

However, it is important that all details of the design and use of the building must have been agreed between the designer and the client prior to the application. "This stage of the project should involve close liaison between the two parties," he observes. "It is vital that the designer interprets correctly the client's needs and that the latter understands exactly what is proposed, because any subsequent changes are likely to incur additional and unnecessary costs."

In addition to the planning committee of the local authority, other bodies which may become involved at this stage include the local Parish Council, the National Parks, the Council for the Preservation of Rural England and the National Rivers Authority. The NRA must always give approval to any planning application involving waste disposal. Certain developments in sensitive areas will also entail site visits by interested parties as part of the application process.

With full planning consent under one's belt, the project can move forward to the detailed design stage. This is where all the technical aspects of the building's design and construction are finalised and a full set of detailed drawings are produced in order to gain Building Regulations approval. Administered by the building control department of the local authority, the regulations cover all technical and structural aspects including foundations, walls, roofing, lighting, heating, ventilation



Nigel Belton, leader of one of ADAS's Building Design teams, with some of the rules, regulations and guidelines pertaining to new building projects

**'Tender analysis is not straightforward and it is not uncommon to find that the cheapest has omitted part of the specifications'**

and drainage, these to ensure that the proposed building is fit for its purpose and suitable for human occupation. "This area can be a minefield, but it is an essential part of any building project if the job is going to be right," comments Nigel Belton. "The production of scale drawings will also go a long way to obtaining consistent tenders."

The tendering action is the fourth stage in

the project and marks the point at which the laws of contract 'enters the ring'. Explaining further, he says that you are now asking someone to make you an offer to construct a building. "We recommend inviting at least five companies to tender, determined beforehand that they are willing to do so," he suggests. "Those firms selected must all receive the same drawings and explicit building specifications. They should also receive a formal contract document which forms part of the tender package and sets out all the conditions that must be met in undertaking the project."

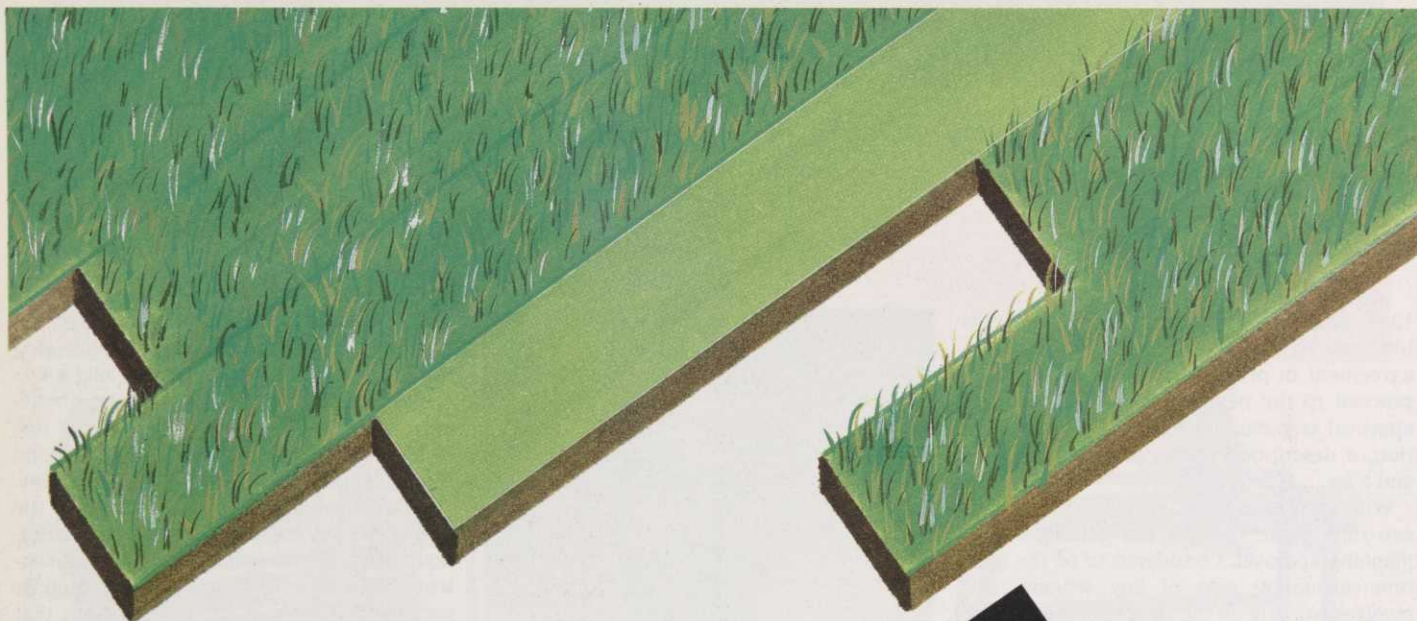
These include required start and finish dates, site access and security, water availability, payment details, wash facilities, dispute procedures and the need for suitable insurance while the site is in the builder's hands. This contract, drawn up by the designer in full consultation with the client, gives legal protection to all parties. "Any reputable design consultancy will produce a detailed specification and a contract document for its client," he says, "and most good building contractors will expect to receive them."

With tenders returned, each needs to be carefully analysed as some may include exclusions or qualifications. Tender analysis is not straightforward and it is not uncommon to find that the cheapest has amended certain details or omitted part of the specifications. "We will present a complete analysis and tender breakdown to the client and make recommendations as to the appointment of a contractor," explains Mr Belton. "Providing the tenderer has followed the brief, there should be no ambiguities and no reason why the least expensive should not get the job."

At this stage, 75% of the building project has been completed. However, there are still pitfalls in the final stage - operations on site. Although it is the designer's responsibility to ensure that the project is completed to specification, additional work involving extra costs will often arise. Minor changes, such as different door handles or paint, should not incur additional cost, although they must be documented. Unexpected problems such as old buried water pipes or localised subsidence may add both time and money to the project and these will have to be agreed and costed before proceeding. It is important that the client gives no direct instructions to the contractor at this stage, nor becomes physically involved with the project due to the cost and insurance implications.

The payment details should all have been agreed in advance in the contract particulars, and Nigel Belton recommends that all stage payments should include a retention figure of 3%. When the building is completed and released by the contractor to the client, half of the retained money is paid, leaving 1.5% to cover the cost of correcting small defects or problems arising during the subsequent six months.

● Part 2 next month



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For a demonstration and further details contact:— Linda Adams

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YOUR OFFICIAL GUIDE TO 1993'S PREMIER EVENT



# BTME

BIGGA Turf Management  
Exhibition and Seminar  
Programme 1993



BIGGA TURF MANAGEMENT EXHIBITION

# CATALOGUE

# Practice makes Perfect!

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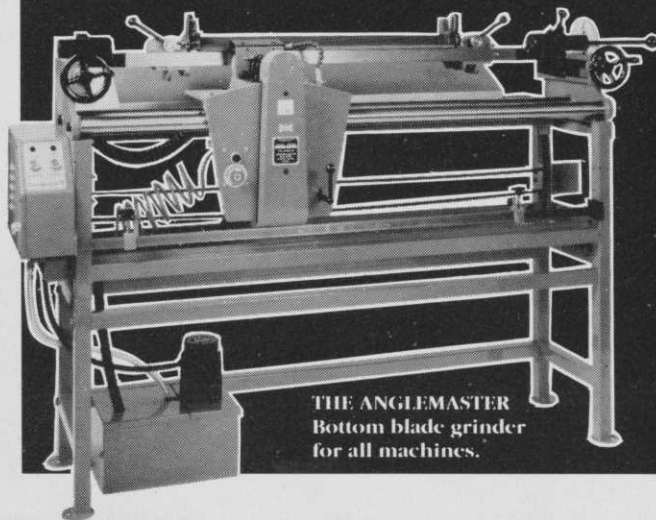
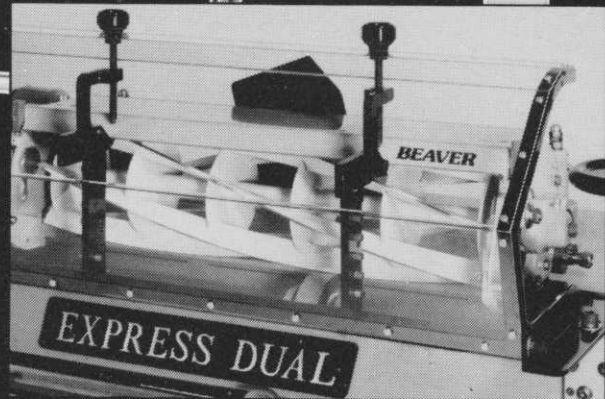
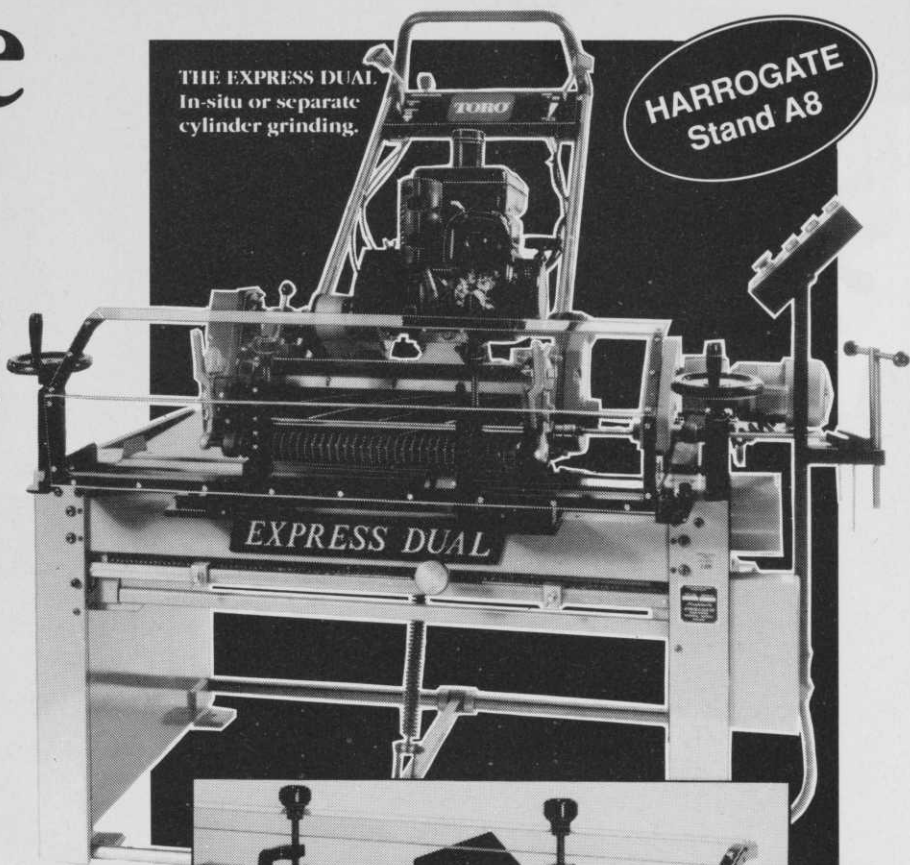
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**January 20-22, 1993**

BTME is open from 9am on all three days. It closes at 5.30pm on Wednesday and Thursday and at 1.30pm on Friday.

**Entry to the Exhibition is free but unless you have pre-registered, you will need to complete a registration card. Visitors who have pre-registered will be handed their identification badge at the door.**

**Please note that registration will be suspended for ten minutes from 10.10am on Wednesday January 20, to allow for the arrival of The Duke of York. You are strongly advised to arrive early to avoid any inconvenience.**

**Organisers' office is on the left hand side of the entrance hall.**

#### **Press/Product Launches**

These will take place throughout the Exhibition at the end of Hall B. Information sheets will be available on the appropriate days. The Press office is also situated at the end of Hall B.

#### **Photography**

Nicholas Fisher, of Expo Photo (0629 825804), will be on hand to provide photographic coverage throughout the Exhibition.

#### **Safety**

Fire exits are marked and shown on the Exhibition Plan, Pages 30-31.

#### **Educational Seminar Programme**

Workshop sessions will be held in the Old Swan Hotel whilst the general Seminar Programme running concurrently with the Exhibition, will be held in the Royal Hall - entrance from Hall C.

#### **The Old Swan Hotel**

Venue for pre-Exhibition workshops and designated as Exhibition and Conference hotel. BIGGA hospitality room will be open in the evenings for exhibitors and delegates.

#### **Dates for your diary**

March 26-28: BIGGA National Education Conference, University of Keele, Staffordshire

April 28: Westurf Trade Exhibition, Long Ashton, Bristol

July 15-18: The 122nd Open Championship, Royal St Georges, Kent

August 2-4: BIGGA National Golf Tournament, Dunbar Golf Club, Scotland



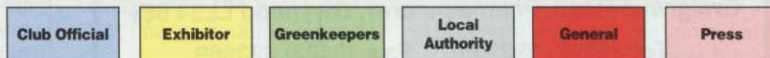
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#### **Identification badges**

These are colour coded to differentiate visitor classification and are as follows:



## Your at a glance guide to all that's going on

#### **Two-Day Educational Workshops**

10.00 hrs - 12.30 hrs : 14.00 hrs - 16.30 hrs

#### **THE OLD SWAN HOTEL, HARROGATE**

Monday and Tuesday, 18th and 19th January 1993

#### **Workshop 1**

#### **THATCH AND COMPACTION**

Course Tutor: Professor R N Carrow, University of Georgia

This workshop will cover the topic of soil compaction and thatch. Sections will include effects on soils, plants, management programmes and alleviation by traffic control, cultivation and chemical/physical soil modification.

#### **Workshop 2**

#### **Day 1: HEALTH AND SAFETY AT WORK 1993 - GETTING IT RIGHT**

#### **Day 2: THE ENVIRONMENT PROTECTION ACT**

Course Tutors: Jon Allbutt & Associates

Information of vital importance awaits the Course Manager and Secretary at this Workshop. The HSW Act is currently undergoing its most radical update since it was introduced in 1974. EC directives and other influences now place more responsibility on the employer to be more active in implementing policies and taking action over Health and Safety at work.

#### **Workshop 3**

#### **FROM GREENKEEPER TO COURSE MANAGER 'THE ESSENTIAL SKILLS'**

Course Tutors: Frank Newberry and Paul Whiteley

This two-day course is designed to help greenkeepers learn the management skills which will assist them in their everyday environment whether it be on the golf course or in the committee room. Two specific areas to be covered are written and verbal presentations to Committee.

#### **Workshop 4**

#### **THE PRINCIPLES AND METHODS REQUIRED TO ACHIEVE THE ULTIMATE GOAL OF ALL YEAR ROUND GOLF**

Course Tutors: Jim Arthur, Barry Cooper, Brian Pierson

This Workshop will cover in depth all aspects of course management and construction aimed at achieving all year round playability, of which the most important of a number of aspects which will be discussed is efficient drainage without loss of nutrient and moisture retention, to produce healthy hard-wearing turf.

Wednesday, 20th January 1993

#### **THE ROYAL HALL, HARROGATE**

10.30am

#### **OPENING CEREMONY AND PRESENTATION OF INDUSTRY AND EDUCATION AWARDS**

HRH The Duke of York and Viscount Whitelaw

#### **SEMINAR PROGRAMME SESSION A**

11.00 - 12noon

#### **KEYNOTE ADDRESS**

Colonel John Blashford-Snell, MBE

1.40 - 2.10pm

#### **THE LAYMAN'S VIEW ON BUILDING A USGA SPECIFICATION GREEN**

George Barr, Course Manager, Ham Manor Golf Club

2.10 - 2.40pm

#### **ROLE OF THE COURSE MANAGER WHEN A NEW IRRIGATION SYSTEM IS BEING INSTALLED**

Bill Montague, Superintendent, Oakwood Golf Club, Cleveland, Ohio - First Overseas Master Greenkeeper

3.20 - 3.50pm

#### **FINANCE - WHAT ARE THE OPTIONS?**

Keith Jaynes, NMB Farm Finance

3.50 - 4.20pm

#### **AERATION AND THE GOLF CLUB MEMBERS**

Bob Lupton, Course Manager, Cleckheaton Golf Club

#### **QUIZ NIGHT**

8.30pm at the Old Swan Hotel.

Thursday, 21st January 1993

#### **SEMINAR PROGRAMME SESSION B**

9.30 - 10.00am

#### **GOLF - 365 DAYS A YEAR!**

John Millen, Course Manager, Weald of Kent Golf Club

10.00 - 10.30am

#### **COMPUTERS IN GOLF COURSE MANAGEMENT**

Kerran Daly - Master Greenkeeper - Course Manager, Salisbury & South Wilts Golf Club

11.10 - 11.40pm

#### **STAYING ONE STEP AHEAD OF THE LAW: ACTION PLAN FOR A RISK ASSESSMENT**

Jon Allbutt, Health and Safety Consultant

11.40 - 12.10pm

#### **SETTING UP A NEW AMERICAN STYLE DEVELOPMENT IN BRITAIN**

Martin Jones, Course Manager, The Oxfordshire Golf Club

#### **EUROPEAN FORUM**

12-2pm at the Old Swan Hotel. The first ever European Forum aimed at ascertaining the needs of greenkeepers throughout Europe.

#### **SEMINAR PROGRAMME SESSION C**

1.40 - 2.10pm

#### **GREENS MANAGEMENT - BACK TO REALITY**

David MacIndoe, Course Manager, Killarney Golf and Fishing Club

2.10 - 2.40pm

#### **THE BENEFITS OF ENGAGING A GOLF COURSE ARCHITECT**

Simon Gidman, British Institute of Golf Course Architects

3.20 - 3.50pm

#### **GRASS CUTTING TO COST CUTTING**

Richard Barker, Course Manager, Kirby Muxloe Golf Club

3.50 - 4.20pm

#### **HOLD YOUR HEAD UP HIGH**

Jane Ryan, Assistant Greenkeeper, Abbeydale Golf Club

#### **EXHIBITION BANQUET**

and Wayne Dobson cabaret, Old Swan Hotel 7.30 for 8pm

Friday, 22nd January 1993

#### **SEMINAR PROGRAMME SESSION D**

10.00 - 10.45am

#### **GREEN CONSTRUCTION - THE EUROPEAN STANDARD**

Dr Steve Baker, Sports Turf Research Institute

10.45 - 11.15am

#### **THE REDEVELOPMENT OF A GOLF COURSE**

David Jones, Area Course Manager, Country Club Hotels

11.15 - 11.45am

#### **ANALYSIS A FALLACY?**

Jim Arthur, Consultant Agronomist

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## Speaker profiles

# Enjoy



Simon Gidman, one of the young tigers of golf course architecture, is well qualified to discuss **The**

**benefits of engaging a golf course architect**, having been involved in the business for some ten years and more recently gaining full membership of the British Institute of Golf Course Architects. Simon first entered golf as an assistant professional at Gerrards Cross GC, retaining his 'pro' status until 1979, when he attended Leeds Polytechnic until 1982 to study Landscape Architecture. From 1983 he worked as a self employed consultant at Hawtree & Co and during that time worked on many golf courses both private and public in Britain and abroad.

Courses for which he has had primary responsibility, both in terms of planning, design and contract supervision include the Seedy Mill GC, Sandford Springs GC, West Hove GC, Salisbury & S Wilts (extension), and the prestigious Puckrup Hall Hotel course at Tewkesbury.



Richard Barker is well known to readers of **Greenkeeper International**, playing a multi-faceted role in the develop-

ment of the Association through his chairmanship of the East Midland section, his just announced appointment to the committee of the Midland region and his launch into greenkeeping 'stardom' as an award winner in the 1991 ICI Premier Greenkeeper of the Year awards.

Apart from his 'serious' work,

Richard has achieved high honours in the game of golf and has on numerous occasions been seen taking the giant's share of silverware at BIGGA tournaments.

Since 1988 he has been head greenkeeper at Kirby Muxloe GC, near Leicester, and it is from his experiences at Kirby Muxloe that he presents his talk on **Grass cutting to cost cutting**, a paper that will outline several important aspects in the preparing and monitoring of a golf course budget and its subsequent presentation to the club treasurer – valuable ammunition.



David MacIndoe began his career under the expert guidance of Jack McMillan, cutting his metaphorical golfing teeth on

the fine turf of Cardross, Scotland. At the age of just 20 he won recognition by becoming the head greenkeeper at Kingshorpe GC, Northampton, following this with similar posts at Kingsdown GC and the West Herts GC. Throughout all this time David was the most active of committee men, serving on the executive committee of BGGGA, on the board of management of EIGGA and chairing the London branch for both BGGGA and EIGGA.

Ireland beckoned in 1984 and he became course manager at the exquisite 36 hole Killarney Golf and Fishing Club, a club that has played host to the Carrolls Irish Open in both 1991 and 1992. We know David as a man with essentially practical views and we are sure that seminar participants will enjoy listening to his discourse on **Greens management – back to reality**, a thoroughly intriguing title.

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