

11th May 2020

AGENDA

Dear Councillor

You are summoned to the:

Annual Meeting of Warminster Town Council
on Monday 18th May 2020 at 7pm
to be held online

Membership:

Cllr Batchelor (Broadway)	Cllr Macfarlane (West)
Cllr Brett (East)	Cllr Nicklin (West)
Cllr Davis (East)	Cllr Pitcher (Broadway)
Cllr Doyle (East)	Cllr Ridout (West)
Cllr Fraser (West)	Cllr Robbins (East)
Cllr Fryer (Broadway)	Cllr Spender (Broadway)
Cllr Jeffries (Copheap)	

Normally, the Council would meet in person and provide an opportunity for members of the public to attend. However, during the current emergency, this is not possible, and the Government have put in place Regulations that allow 'Virtual' committees to be convened and held to conduct local authority business.

The Council has adopted appropriate procedures to ensure the smooth administration of such virtual meetings.

If you wish to attend the meeting and speak in public participation please contact admin@warminster-tc.gov.uk at least a day prior to the meeting to enable this to be facilitated and you will be sent a link. If you wish to view the meeting please see the link on the Warminster Town Council Website www.warminster-tc.gov.uk in the meetings diary.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer

-
- 1. Election of Chairman of the Council and Town Mayor for the Municipal Year 2020–21**

Members will propose that Cllr Chris Robbins be elected Chairman of the Council and Town Mayor for the ensuing year.

After formal election, the retiring Mayor, Cllr Paul Macfarlane, will make way for the newly elected Mayor who will then chair the meeting. The newly elected Mayor will read out the Declaration of Acceptance of Office, which he will sign at the next meeting.

The new Mayor will return thanks for his election and will at a future date be invested with the Chain of Office by the Clerk.

2. Election of Vice Chairman of the Council and Deputy Town Mayor for The Municipal Year 2020–21

Members will propose that Cllr Steve Jeffries be elected Vice Chairman of the Council and Deputy Town Mayor for the ensuing year.

The Clerk will present the Deputy Mayor's badge to the newly appointed Deputy Mayor at a future meeting.

3. Immediate Past Town Mayor – Vote of Thanks

The retiring Mayor, Cllr Paul Macfarlane, to pass on thanks for his year in office. Cllr Macfarlane will be presented with his past Mayors medal at a future date.

4. Apologies for Absence

To receive and accept apologies, including reason for absence, from those unable to attend.

5. Declarations of Interest

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

6. Minutes

6.1 To approve (and sign at a later date) as a correct record, the minutes of the Full Council meeting held on Monday 16th March 2020; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

6.2 To note any matters arising from the minutes of the Full Council meeting held on Monday 16th March 2020.

7. Chairman's Announcements

7.1 Announcements.

7.2 The final engagements for the retiring Mayor, Cllr Paul Macfarlane. **(See attached). Members to note.**

8. Correspondence Circulated

Members to note the list of all correspondence circulated since the last meeting. **(See attached).**

9. Questions

To receive questions from members of the council submitted in advance to the Clerk.

***Standing Orders will be suspended
to allow for public participation.***

10. Public Participation

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The Mayor will bring in public participants who have requested to speak at the virtual meeting.

***Standing Orders will be reinstated
following public participation.***

11. Reports from Unitary Authority Members

To note any written reports provided which are relevant to the Full Council.

12. Proceedings of Committee

To receive minutes with recommendations from Committees, already circulated, and to consider any questions arising from them.

12.1 Finance and Assets Committee meeting held on 2nd March 2020; questions to Cllr Robbins, Chairman of the committee.

12.2 Planning Advisory Committee meeting held on 10th February, 9th March and 20th April 2020; questions to Cllr Jeffries, Chairman of the committee.

13. Standing Orders and Financial Regulations

Warminster Town Council standing orders and financial regulations are in accordance on the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) model regulations. There have been no amendments to the model we have adopted. Only minor amendments are proposed to conform with local circumstances and proposed committee changes. Both documents were circulated for members perusal prior to the meeting. The documents will be taken as read.

Members to approve and adopt the new Standing Orders and Financial Regulations.

14. Terms of Reference and Delegation of Powers to Committees 2020–2021

Documents were circulated for members perusal prior to the meeting. The minor amendments are proposed to conform with local circumstances and proposed committee changes. The documents will be taken as read.

Members to approve and adopt the Terms of Reference and Delegation of Powers 2020–2021 (TOR).

15. Standing Committees and Working Groups

To appoint members to Standing Committees. Standing Committees have the delegated authority to form their own sub-committees and working groups and to agree their Terms of Reference. To agree enbloc membership and the chairman and vice-chairmen as per the report **(See attached)**.

1. Finance and Audit Committee – seven elected members.
2. Planning Advisory Committee – seven elected members.
3. Town Development Committee – seven elected members, three advisers.
4. Parks and Recreation Committee – seven elected members, up to three advisers
5. Environmental Services Committee - seven elected members, co-opted as appropriate
6. HR Committee – Mayor and Deputy Mayor, Chairmen of Finance and Audit, Planning Advisory, Parks and Recreation, Environmental Services and Town Development committees.
7. Working Groups – to confirm working groups that report to Full Council: Climate Change and Paddling Pool, CIL and Service Devolution. (Other working groups included for information only, to be appointed by relevant committees.)

16. Appointments to Outside Bodies

Members to resolve on appointments to outside bodies (attached) and to agree on report back to council by,

- a) a brief written report to be submitted to the clerk for inclusion with the agenda,
- or b) to confirm that apologies were sent to the respective meeting.

17. Appointment of Internal and External Auditors

The Members to approve that the Internal Auditor Stuart Pollard of Auditing Solutions, Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire will continue to carry out the Council's internal audit.

The Members to approve that the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. Members to note that PKF Littlejohn LLP have been allocated as external auditors to all Wiltshire local councils under the new audit regulations.

18. Insurance and Assets

Members to note The Council is insured with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE.

Members to Note an inventory of the council's land and other assets including buildings and office equipment will be presented to a future meeting.

19. Council's Annual Subscriptions

For Members to approve. Rates quoted are for 2019 – 2020, unless stated otherwise.

Subscription	Amount per annum
Visit Wiltshire	760.00
Society of Local Council Clerks 20/21 Fellow	368.00
Society of Local Council Clerks 20/21 Full	254.00
West Wiltshire Elblag Twinning Association	10.00
Wiltshire Association of Local Councils	721.00
National Association of Local Councils	909.42
Warminster Fleurs Association	40.00

20. Council Policies

All Council policies remain the same as last year, other than those referred to elsewhere in this agenda. Should legal advice or best practice change during the year, members will be presented with any proposed amendments at the appropriate time.

Members to Note

21. Paddling Pool

Members are asked to Note the report (attached) and AGREE the recommendations contained therein.

1. That the council continues to seek an interview stage for both tenderers.
2. That the decision on how and when to conduct the interviews is delegated to the Clerk in consultation with the Paddling Pool Working Group.
3. The interview panel will then discuss with officers and the project manager the results of the interview, the results of the tender assessments and bring a recommendation to a future meeting of Full Council.
4. That council approves the late tender and that additional budget requirements can be assessed and considered as part of the discussions with the two tenderers.

22. Depot

Members are recommended to approve: Report (Attached)

1. Members to ratify the decision not to proceed with Unit 3, Woodcock Road Industrial Estate.

2. Members approve the use of Gibbs wash down area and storage of a skip.

Members further approve the acquisition of a smaller depot such as that being built on Furnax Road Industrial Estate.

3. Members delegate authority to the Clerk to approve the details of any agreement with Gibbs and any agreement regarding a new depot in consultation with Cllrs Nicklin, Jeffries and Macfarlane.

23. Armed Forces Community Covenant

Members to note that an Armed Forces Community Covenant was signed by Warminster Town Council on 20th February 2012. It continues to be referenced with our community work such as the new skatepark.

24. Time Capsule

Members to note that a time capsule is buried at Sambourne School to be recovered in the year 2085.

25. Communications

The members to decide on items requiring a press release and **to nominate** a speaker for any item on the agenda if required.

Minutes from this meeting will be available to all members of the public either from our website www.warminster.uk.com or by contacting us at Warminster Civic Centre.

Mayor's Engagements for Full Council

Councillor Paul Macfarlane 10th March 2020 till 17th May 2020

March onwards

Events cancelled due to coronavirus

Saturday 4th April

Mayors Parlour (broadcast from home)

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
04.03.20	Carla Adkins Public Protection Officer (Licensing)	Application for a new premises licence - Longleat Live	Email
04.03.20	Wiltshire Police	Uninsured Drivers Targeted Across the County 04/03/2020	Email
06.03.20	Wiltshire Police	Neighbourhood Watch Encourages Protecting the Isolated and Vulnerable During the Covid 19 Outbreak 05/03/2020	Email
06.03.20	Wiltshire Police	Witness Appeal Following Storage Units Break-In 05/03/2020	Email
06.03.20	Wiltshire Police	Update on Operation Samphire Week of Action Targeting County Lines Drugs Gangs 06/03/2020	Email
09.03.20	Wiltshire Council	TTRN Masefield Road, Warminster	Email
09.03.20	Wiltshire Council	Planning applications determined from February 2020	Email
09.03.20	Wiltshire Council	Wiltshire Housing Site Allocations Plan – Notification of Adoption	Email
09.03.20	Wiltshire Police	A Policing Model Fit For the Future 09/03/2020	Email
09.03.20	Wiltshire Council	TTRN The Avenue, Warminster	Email
10.03.20	Wiltshire Council	Coronavirus update	Email
11.03.20	Wiltshire Council	Application to vary a premises licence Tesco, Thornhill Road, Warminster	Email
16.03.20	Wiltshire Police	Public Drop-In Session With Your Neighbourhood Officer 16/03/2020	Email
16.03.20	Wiltshire Police	Crimes In Our Area Warminster and Westbury 16/03/2020	Email
18.03.20	Wiltshire Council	Meeting cancelled - 18/03/2020, 15:00, Western Area Planning Committee	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
18.03.20	Wiltshire Council	Briefing Note Number 20-12 - COVID-19 Website Page Briefing	Email
18.03.20	Wiltshire Police	Child Exploitation Awareness Day 18/03/2020 13:16:34 [315085]	Email
19.03.20	Wiltshire Council	New Application - The Cookery School, Unit 6 To 8 First Floor, The Old Silkworks, Beech Avenue, Warminster, Wiltshire, BA12 8LX.	Email
20.03.20	Wiltshire Council	COVID19 Town and parish council update 20 March 2020 on behalf of Philip Whitehead	Email
20.03.20	Warminster Churches Together	Warminster Churches Together Covid Response Team	Email
20.03.20	The Very Revd Nicholas Papadopoulos Dean of Salisbury	Service of thanksgiving 30 April 2020	Email
20.03.20	Wiltshire Council	Notification of Planning Appeal - 19/06023/OUT - Paddock Wood, Bradley Road, Warminster - APP/Y3940/W/20/32454 00	Email
20.03.20	Wiltshire Police	Neighbourhood Watch Response To Covid-19 20/03/2020	Email
20.03.20	Wiltshire Police	Protect Your Online Security Throughout the Coronavirus Pandemic 20/03/2020	Email
23.03.20	Wiltshire Council	Spotting the Scammers 20/03/2020	Email
23.03.20	Wiltshire Council	CANCELLED - Strategic Planning Committee - 25th March 2020 - 19/11524/DP3 - Wiltshire Council Depot, Warminster	Email
23.03.20	Wiltshire Council	Message from Terence Herbert, Returning Officer and Counting Officer	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
24.03.20	Wiltshire Council – Simon Hendey Director of Housing and Commercial Development	Town/City Council Community Update	Email
24.03.20	Wiltshire Council	Briefing Note 20-13 - COVID-19 Council decision making	Email
24.03.20	Wiltshire Council	Temporary Closure of: Deverill Road (Part), Warminster (11/05/20 - 05/06/20)	Email
25.03.20	Wiltshire Council	UPDATED Briefing Note 20-13 - COVID-19 Council decision making	Email
25.03.20	Wiltshire Council	COVID-19 Update for Town and Parish Councils, on behalf of Cllr Whitehead - 25 March 2020	Email
26.03.20	Wiltshire Police	All Wiltshire Police Enquiry Offices Have Temporarily Closed Following New Social Distancing Advice 26/03/2020	Email
26.03.20	Wiltshire Council	High Sheriff of Wiltshire Appointment 25/03/2020	Email
26.03.20	Wiltshire Police	Open Letter from Chief Constable and Police and Crime Commissioner 26/03/2020	Email
27.03.20	Wiltshire Council	COVID-19 UPDATE – Thursday 26 March 2020 - on behalf of Cllr Philip Whitehead	Email
27.03.20	Wiltshire Police	Get Safe Online Advice Re Coronavirus 27/03/2020	Email
28.03.20	Wiltshire Police	Update from Chief Constable Kier Pritchard on Policing Response To Coronavirus 27/03/2020	Email
30.03.20	Wiltshire Police	Action Fraud Have Received Reports of Covid19 Related Scams 28/03/2020	Email
30.03.20	Mark Hopwood – GWR	GWR to continue for three years	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
30.03.20	Scott McPherson Head of Media Services Corporate Communications and Engagement Department	Open letter from Wiltshire Police Chief Constable Kier Pritchard and the Police and Crime Commissioner for Wiltshire and Swindon Angus Macpherson.	Email
30.03.20	Wiltshire Council	Wiltshire Council eases parking restrictions	Email
30.03.20	Wiltshire Council	Council tax and business rates payments deferred until June for those who need it	Email
30.03.20	Wiltshire Council	Council creates information pack to support volunteer groups	Email
30.03.20	Dorset Fire and Rescue	Coronavirus: Update from the Chief Fire Officer	Email
01.04.20	Wiltshire Council	COVID -19 Update– Tuesday 31 March 2020 - on behalf of Cllr Whitehead	Email
01.04.20	Wiltshire Police	Emergency Police Calls Free from Today 01/04/2020	Email
02.04.20	Wiltshire Council	Meeting cancelled - 15/04/2020, 15:00, Western Area Planning Committee	Email
02.04.20	Wiltshire Police	We Must Be Patient and Allow the Police To Navigate the New Legislation	Email
02.04.20	Wiltshire Police	Online Scammers Capitalise on Coronavirus Pandemic 02/04/2020	Email
03.04.20	Wiltshire Police	Arrests Made Following Car Thefts 02/04/2020	Email
06.04.20	Wiltshire Police	First Penalty Notices Under New Coronavirus Rules Issued 05/04/2020	Email
06.04.20	Wiltshire Police	First Penalty Notices Under New Coronavirus Rules Issued 05/04/2020	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
06.04.20	St Giles, Imber	St Giles Church, Imber - Newsletter No 132 - Imberbus Car Free Day Cancelled	Email
06.04.20	Wiltshire Council	COVID-19 UPDATE – Saturday 4 April 2020 - on behalf of Cllr Whitehead	Email
06.04.20	Wiltshire Police	Man Jailed For Assault on Detention Officer In Melksham Custody 06/04/2020	Email
07.04.20	Wiltshire Council	Applications determined for Warminster in March	Email
08.04.20	Wiltshire Council	COVID-19 UPDATE – Tuesday 7 April 2020 - on behalf of Cllr Whitehead	Email
09.04.20	Network Rail	Network Rail confirms works between Bristol Parkway and Newport next weekend	Email
09.04.20	Wiltshire Council	Wiltshire Council: Management of child employment arrangements during COVID-19	Email
09.04.20	Wiltshire Council	COVID-19 UPDATE – Wednesday 8th April 2020 - on behalf of Cllr Whitehead	Email
09.04.20	Wiltshire Police	People Urged To Stay At Home and Avoid Unnecessary Travel Over Easter 09/04/2020	Email
09.04.20	Wiltshire Council	Briefing Note no. 20-14: Coronavirus Act 2020 and Council decision making	Email
10.04.20	Wiltshire Council	COVID-19 UPDATE – Friday 10 April 2020 - on behalf of Cllr Whitehead	Email
13.04.20	Wiltshire Council	COVID-19 UPDATE – Sunday 12 April 2020 - on behalf of Cllr Whitehead	Email
13.04.20	Neighbourhood Alert	Bank Holiday Message from Central Support Team NWN 09/04/2020	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
13.04.20	Neighbourhood Alert	Please Help Us Again 12/04/2020	Email
14.04.20	Wiltshire Police	Witness Appeal - Van Stolen and Damaged 14/04/2020	Email
14.04.20	Wiltshire Police	Residents Urged To Be Vigilant Following Burglary Reports 14/04/2020	Email
14.04.20	Bobby Van Trust	The Wiltshire Bobby Van Trust	Email
14.04.20	Wiltshire Police	Tips To Staying Safe While Staying At Home 14/04/2020 15:03:26	Email
15.04.20	Wiltshire Council	COVID-19 UPDATE – Tuesday 14 April 2020 on behalf of Cllr Whitehead	Email
16.04.20	Wiltshire Treehouse	Press release - Wiltshire charity is helping bereaved children deal with the coronavirus crisis	Email
17.04.20	Wiltshire Council	COVID-19 UPDATE – Thursday 16 th April 2020 on behalf of Cllr Whitehead	Email
20.04.20	Wiltshire Council	Latest news and events from Warminster Our Community Matters for 04/17/2020	Email
20.04.20	Wiltshire Police	Give A Heart To Domestic Abuse Victims 17/04/2020	Email
20.04.20	Wiltshire Council	Wiltshire Council: Range of Active Communities activity packs to support people	Email
21.04.20	Wiltshire Council	Briefing Note Number 20- 15 Changes to Chargeable Garden Waste Collection Service Renewal Process	Email
22.04.20	Wiltshire Council	COVID-19 UPDATE – Tuesday 21st April 2020 on behalf of Cllr Whitehead	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
22.04.20	Wiltshire Council	Temporary Closure of: Lower Marsh Road (Part) Warminster (22/06/20 - 10/07/20)	Email
22.04.20	Wiltshire Police	Six Crimes Linked To Coronavirus Pandemic Recorded In Wiltshire Last Week	Email
23.04.20	Wiltshire Council	Statutory notice - Princecroft Primary School	Email
23.04.20	Environment Agency	Protecting our Flood Warning Service offering during the Coronavirus pandemic	Email
23.04.20	Wiltshire Council	COVID-19 UPDATE – Thursday 23 rd April 2020 on behalf of Cllr Whitehead	Email
23.04.20	Wiltshire Police	Be Cautious of Cold Callers 23/04/2020	Email
27.04.20	Wiltshire Council	COVID-19 UPDATE – Saturday 25 th April 2020 on behalf of Cllr Whitehead	Email
27.04.20	Wiltshire Council	COVID-19 UPDATE – Sunday 26 th April 2020 on behalf of Cllr Whitehead	Email
28.04.20	Wiltshire Council	TRRN Westbury Road, Warminster	Email
28.04.20	Neighbourhood watch	Neighbourhood Watch Our News May 2020 Enewsletter	email
29.04.20	Wiltshire Council	COVID-19 UPDATE – Tuesday 28th April 2020 on behalf of Cllr Whitehead	Email
30.04.20	Wiltshire Council	Sealed Traffic Regulation Order	Email
01.05.20	Wiltshire Council	Parish Community Update 28 April 1300	Email
01.05.20	Wiltshire Council	COVID-19 UPDATE – Thursday 30 April 2020 on behalf of Cllr Whitehead	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
03.05.20	Wiltshire Council	Latest news and events from Warminster Our Community Matters	Email
03.05.20	Wiltshire Council	COVID-19 UPDATE – Sunday 3 rd May 2020 on behalf of Cllr Whitehead	Email
03.05.20	Wiltshire Council	Sealed Traffic Regulation Order	Email
06.05.20	Wiltshire Council	COVID-19 UPDATE – Tuesday 5 th May 2020 on behalf of Cllr Whitehead	Email

COMMITTEES 2020/21 – including chairs and vice-chairs

Chairman* - Star and bold Vice Chairman - bold

ENVIRONMENTAL SERVICES

Cllrs S Jeffries, **S Fraser***, **R Fryer**, P Macfarlane, T Nicklin P Ridout and C Spender
Co-opted advisors – to be appointed by the committee

FINANCE AND AUDIT COMMITTEE

Cllrs P Batchelor, A Davis, T Nicklin, N Pitcher, **P Ridout***, C Robbins* and **C Spender**

HR COMMITTEE

Cllrs D Brett, S Fraser, **S Jeffries**, P Macfarlane, T Nicklin, P Ridout and **C Robbins***

PARKS AND RECREATION

Cllrs **D Brett***, A Davis, R Doyle, R Fryer, N Pitcher, C Robbins and **C Spender**
Co-opted advisors – Peter Hewitt

PLANNING ADVISORY COMMITTEE

Cllrs D Brett, R Doyle, S Fraser, R Fryer, **S Jeffries**, **T Nicklin*** and C Spender

TOWN DEVELOPMENT COMMITTEE

Cllrs D Brett, A Davis, S Fraser, R Fryer, **P Macfarlane***, **N Pitcher** and P Ridout
Co-opted advisors – Bill Parks, Len Turner, Cllr Tony Nicklin

Working Groups

Community Infrastructure Levy (CIL)

Cllr Tony Nicklin, Cllr Denis Brett, Cllr Sue Fraser, Cllr Pip Ridout, Cllr Chris Robbins,

Paddling Pool

Stuart Legg, Steve Matthews, Cllr Brett, Cllr Macfarlane, Cllr Fraser, Cllr Nicklin
Peter Hewitt.

Service Devolution

Cllr Sue Fraser, Cllr Paul Macfarlane, Cllr Tony Nicklin, Cllr Chris Robbins, Cllr Denis Brett and Cllr Steve Jeffries

Climate Change

Cllr Denis Brett, Cllr Tony Nicklin, Cllr Steve Jeffries

Working Groups

COUNCILLOR	4 NPRWG	2 CCTV	2 Flood	CIL	Paddling Pool	Service Devolution
P Batchelor						
D Brett	x			x	x	x
A Davis		x				
R Doyle						
S Fraser	x	x	x	x	x	x
R Fryer						
S Jeffries						x
P Macfarlane					x	x
T Nicklin	x			x	x	x
N Pitcher						
P Ridout				x		
C Robbins				x		x
C. Spender						
CCTV Superv.		x				
Officers	1	2 TD MH	2 FF SL	2 FF TD	1 SL TD	
Outside Reps	Vron Mills Chris March Tracy Clifford Len Turner Colin French Harriet James		Paul Gerrard Len Turner		Peter Hewitt Steve Matthews	

Outside Body 2020-21	Representative(s)
Area Board	Sue Fraser
Athenaeum Trust	Denis Brett, Sue Fraser
Carnival	Sue Fraser, Pip Ridout
CATG	Andrew Davis, Sue Fraser
Dewey Trust	Finance and Assets Committee Chair, Town Clerk Fiona Fox
Elblag	Rob Fryer
Fairtrade Pres	Denis Brett, Rob Fryer
Festival	Chris Robbins
Flers Assoc	Sue Fraser, Steve Jeffries
Lyn	Denis Brett
Market Town Forum	Sue Fraser
NTG	Sue Fraser
Park Community Centre	Denis Brett, Andrew Davis
Pub Watch	Mike Herriott CCTV Supervisor
Relief in Need	Chris Spender, Chris Robbins
SWOFG	Sue Fraser
Trans Wilts P/ship	Steve Jeffries
Tynings Allot	Tony Nicklin
W&V Dev Trust	Nick Pitcher
W&VCP	Tony Nicklin, Pip Ridout
WALC	Steve Jeffries
WCR Crab	Nick Pitcher
Westbury CCTV	Andrew Davis, Mike Herriott CCTV Supervisor

Report on Paddling Pool Tenders - Full Council 18th May 2020

Background

The town's paddling pool is situated in the King George V playing field within the Lake Pleasure Grounds. It is the only paddling pool of its kind in Wiltshire, it is unique and used by thousands during the summer months. The importance and value of the paddling pool to the community was made clear during a community engagement exercise.

A budget of £150,000 has been agreed by members

A working group reporting to Full Council has been established comprising Councillors and officers.

Steve Matthews has been appointed Project Manager

Update

Five companies expressed an interest in tendering for the paddling pool project. They were all provided with a design and build brief. Only two tenders were received.

Both designs tend more towards a splash pad than paddling pool. Both as well as a basic bid included the possibility of extra options that would add extra costs.

The two tenders have undergone an initial tender assessment by the project manager. Covid19 restrictions delayed the receipt of the second tender which was submitted after the submission deadline. Officers were fully apprised of the delay and given the national emergency this tender has been included for assessment. **For members to ratify, see recommendations.**

The two tenders have undergone an initial tender assessment by the Steve Matthews, project manager.

He reports as follows:

The quality matrix used for the assessment of the tenders is weighted, 70% to the assessment of the written submission and 30% to the interview. The interviews were proposed to be undertaken by a panel of three on behalf of the Town Council. All contractors who submitted a tender would be invited to interview.

The interviews are currently on hold due to the current restrictions and advice surrounding the Corona virus outbreak.

Summary of the initial tender assessment.

Generally, it is felt that the tenders received are suitable for assessment, several of the tenders have areas that require clarification, once a preferred contractor is chosen further clarification will need to be obtained to ensure the project can be delivered on budget.

Approval that the late tender and the additional budget can be assessed and considered will need to be put formally recorded by the Town Council.

Several of the submissions have small areas of incomplete information, in one case the company are putting forward their own terms & conditions, any decision should be subject to obtaining firm details and agreement of a binding contract.

The technical assessment has raised several small concerns with some of the submission around sub-contractors and post installation inspections, these will need to be addressed prior to entering into a contract for the works.

Realistically both of the submitting companies would offer a replacement for the paddling pool that represents the requirements of the consultation and Town Council. The difference between them is down to the comprehensiveness of the technical submissions and the information supplied.

We would recommend that one of the companies is chosen for this project and a revised design collaborated on that meets the Town Councils requirements fully.

Timescales

While it is not possible to predict with absolute confidence the situation in coming months, it seems very unlikely that work could commence on a paddling pool so that it could be open to the public during August or indeed that the public would wish to or be allowed to use it in August, even if it were built. The Council could therefore take this opportunity to consider the proposals in detail, work with either of the bidders and work toward a new pool opening in early 2021. This extra time can be profitably used to meet with contractors, discuss in detail the designs and possible modifications.

Options

The Council could:

- skip the interview process,
- wait until the lock down restrictions are relaxed enough to allow a face to face interview process to go ahead; or
- the interviews could be conducted online.

Given the importance of establishing a good working relationship with a contractor and the need to gather further information for a project of this magnitude and complexity, officers are strongly of the view that no decision should be made until tenderers can be interviewed either online or preferably in person.

Recommendations

1. That the council continues to seek an interview stage for both tenderers.
2. That the decision on how and when to conduct the interviews is delegated to the Clerk in consultation with the Paddling Pool Working Group.
3. The interview panel will then discuss with officers and the project manager the results of the interview, the results of the tender assessments and bring a recommendation to a future meeting of Full Council.
4. That council approves the late tender and that additional budget requirements can be assessed and considered as part of the discussions with the two tenderers.

Report on Paddling Pool Tenders - Full Council 18th May 2020

Members will be aware of the progress towards a replacement paddling pool.

Although five companies expressed an interest in tendering, only two tenders were received. The two tenders have undergone an initial tender assessment by the project manager. One of the tenders was, with the agreement of officers, submitted a week late due to the corona virus impacting on the firm involved.

The quality matrix used for the assessment of the tenders is weighted, 70% to the assessment of the written submission and 30% to the interview. The interviews were proposed to be undertaken by a panel of three on behalf of the Town Council. All contractors who submitted a tender would be invited to interview.

The interviews are currently on hold due to the current restrictions and advice surrounding the Corona virus outbreak.

Summary of the initial tender assessment.

Generally, it is felt that the tenders received are suitable for assessment, several of the tenders have areas that require clarification, once a preferred contractor is chosen further clarification will need to be obtained to ensure the project can be delivered on budget.

Approval that the late tender and the additional budget can be assessed and considered will need to be put formally recorded by the Town Council.

Several of the submissions have small areas of incomplete information, in one case the company are putting forward their own terms & conditions, any decision should be subject to obtaining firm details and agreement of a binding contract.

The technical assessment has raised several small concerns with some of the submission around sub-contractors and post installation inspections, these will need to be addressed prior to entering into a contract for the works.

Realistically both of the submitting companies would offer a replacement for the paddling pool that represents the requirements of the consultation and Town Council. The difference between them is down to the comprehensiveness of the technical submissions and the information supplied.

We would recommend that one of the companies is chosen for this project and a revised design collaborated on that meets the Town Councils requirements fully.

Timescales

While it is not possible to predict with absolute confidence the situation in coming months, it seems very unlikely that work could commence on a paddling pool so that it could be open to the public during August or indeed that the public would wish to or be allowed to use it in August, even if it were built. The Council could therefore take this opportunity to consider the proposals in detail, work with either of the bidders and work toward a new pool opening in early 2021.

Options

The Council could skip the interview process, or wait until the lock down restrictions are relaxed enough to allow a face to face interview process to go ahead. Alternatively, the interviews could be conducted online. Given the importance of establishing a good working relationship with a contractor and the need to gather further information for a project of this magnitude and

complexity, officers are strongly of the view that no decision should be made until tenderers can be interviewed either online or preferably in person.

Recommendation

It is recommended that the council continues to seek an interview stage for both tenderers.

1. That the decision on how and when to conduct the interviews is delegated to the Clerk in consultation with the Paddling Pool Working Group.
2. The interview panel will then discuss with officers and the project manager the results of the interview, the results of the tender assessments and bring a recommendation to a future meeting of Full Council.
3. That council approves the late tender and that additional budget requirements can be assessed and considered as part of the discussions with the two tenderers.