

18th July 2022

AGENDA

Dear Councillor

You are summoned to the:

Meeting of Warminster Town Council
on Monday 25th July 2022 at 7pm
to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West)	Cllr Keeble (West) Vice Chairman of the Council and Deputy Mayor
Cllr Brett (East)	Cllr Macdonald (East)
Cllr Cooper (Broadway)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Parks (North)
Cllr Fraser (West)	Cllr Robbins (East) Chairman of the Council and Mayor
Cllr Fryer (Broadway)	Cllr Syme (Broadway)
Cllr Jeffries (North)	

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

Yours sincerely



Tom Dommett CiLCA

Town Clerk and Responsible Financial Officer

1. **Apologies for Absence**

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

2. **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.

3. **Minutes**

3.1 To approve as a correct record, the minutes of the Full Council meeting held on Monday 13th June 2022 copies of these minutes have been circulated and standing order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the Full Council meeting held on Monday 13th June 2022

4. **Chairman's Announcements**

4.1 Announcements.

4.2 Mayor's engagements **(None)**

Members to note.

5. **Correspondence Circulated**

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

6. **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.

7. **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 may read out statements submitted in advance.

Standing Orders will be reinstated following public participation.

8. **Reports from Unitary Authority Members and the Police**

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

9. **Proceedings of Committee**

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

9.1 Finance and Audit Committee meeting held on 30th May 2022 questions to Cllr Cooper, chairman of the committee.

9.2 Parks and Estate Committee meeting held on 23rd May 2022 questions to Cllr Allensby, chairman of the committee

9.3 Planning Advisory Committee meeting held on 9th May and 20th June 2022 questions to Cllr Keeble, chairman of the committee.

9.4 Town Development Committee meeting held on 25th April 2022, questions to Cllr Fryer, chairman of the committee

9.5 HR Committee meeting held on 7th February 2022 and Extraordinary meeting held on 27th April, questions to Cllr Robbins, chairman of the committee.

10. To Authorise the sealing of Documents

S106 Side Agreement - Land West St Andrews Road

Wiltshire Council has secured a Section106 contribution for “off-site sporting and Leisure contribution” which means the sum of £50, 795.90 towards the provision of new sports pitches, floodlighting and/or clubhouse expansion at Warminster Rugby Club.

The parties seek to enter into this agreement to allow Warminster Town Council to complete the works.

11. CCTV Control Room Location

Members are requested to receive and consider and the report on the best location for a new CCTV Control Room. (attached)

Members are asked to reaffirm the Community Hub building as the preferred location of the new CCTV control room.

12. CCTV Upgrade

To receive and consider the report on the upgrade of the CCTV Control Room and Cameras. (attached). Members have also received confidential papers setting out the three quotes received and the consultant’s report.

Members are requested to:

12.1 Agree to proceed with the upgrade of the CCTV Control, Cameras and operating system.

12.2 Agree that a budget of £110,000 comprised of: £73,794 form CIL funds with the balance of £36,206 to come from Earmarked Reserves Capital Projects.

12.3 Agree to accept the tender from Company C subject to agreement from the other members of the CCTV Partnership i.e. Westbury Town Council and West Wilts Trading Estate.

13. Tennis Courts and MUGA Refurbishment

To receive and consider the report on the Refurbishment of the Tennis Courts and MUGA in the Lake Pleasure Grounds. (attached).

Members are requested to:

13.1 Agree a budget of £150,000 comprised of:

LTA Grant £93,000

Section 106 £31,997

Earmarked Reserves Tennis Courts £10,000

and the balance £15,003

to come from Earmarked Reserves Capital Projects.

13.2 Agree to the signing of the agreement in Principle with the LTA.

The final decision on whether to proceed will be made by Full Council in September 2022.

14. Athenaeum Request

The Chairman of the Trustees of the Athenaeum have written to the Council asking for the sum of £60,000 to help fund further phases of their restoration work. Full details are in the letter (attached).

There is no reason why the Dewey Trust money could not be used in this way. It aligns with a number of the Town Council's objectives for example, it supports town centre regeneration and the provision of positive activities for young people and support for voluntary groups.

The Athenaeum Trust has spent more than £700,000 on the Centre since 2000 on phases I-VI.

It is anticipated that the investment manager would prefer to spread realising assets over a period of time to secure the best return. This is no problem as the Town Council has ample reserves to cover the spending until it is reimbursed by the Dewey Trust.

Members are asked to resolve whether to support the request from the Athenaeum Trustees.

15. Communications

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.

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
06.06.22	Neighbourhood alert	Local Impactive Crimes 30th May To 5th June 2022 - Warminster 06/06/2022	Email
08.06.22	GWR	Rail Strikes	Email
14.06.22	Neighbourhood alert	Local Impactive Crimes 6th To 12th June 2022 - Warminster 14/06/2022	Email
14.06.22	Neighbourhood alert	Service Supporting National Home Fire Safety Week 14/06/2022	Email
14.06.22	Neighbourhood alert	Make Your Voice Heard on Policing Issues 14/06/2022	Email
17.06.22	Wiltshire Council	Wiltshire Council: Cabinet to consider new programme to invest in Wiltshire's high streets	Email
20.06.22	Neighbourhood alert	Do Not Be Caught Out By Burglars 20/06/2022 16:23:57 [425718]	Email
22.06.22	Neighbourhood alert	Dwfrs Launch Wildfire Prevention Campaign Bring a picnic not a bbq	Email
22.06.22	Neighbourhood alert	Residents Asked To Have Their Say on Making Public Spaces Safer At Night	Email
29.06.22	Neighbourhood alert	Local Impactive Crimes 20th To 26th June 2022 - Warminster	Email
30.06.22	Neighbourhood alert	Recruitment is open for Contact Centre Operators	Email
01.07.22	Neighbourhood alert	Keeping your home and possessions safe	Email
07.07.22	Neighbourhood alert	Wiltshire Police Response To Hmicfrs Peel Report	Email
08.07.22	Wiltshire Council	Latest news - Queen's Baton Relay visits Devizes, waste and recycling collection update, hot weather forecast this weekend and more	Email
11.07.22	Neighbourhood Watch	Community Safety Charter Launched To Tackle Crimes In Public Spaces 11/07/2022 12:49:37 [427121]	Email

CORRESPONDENCE LIST

14.07.22	Neighbourhood alert	Just Days Left For Residents To Have Their Say on What Would Make Them Feel Safer At Night In Wiltshire and Swindon	Email
14.07.22	Neighbourhood alert	Barbecue Safe This Summer	Email

Warminster CPT Town Council Update



March 2022

Your CPT – Warminster & Westbury

Inspector: Insp Al Lumley

Neighbourhood Sergeant: Sgt Louise Oakley

Neighbourhood Officers:

PC Mike Obern (Warminster)

PC Victoria Howick (Mere and Tisbury)

PC Daniel Chaventre (Westbury)

PC Jamie Darvill (Retired This month)

PCSOs:

Leigh Holcombe, Roland Revers, Stewart Hunt(Warminster)

Daniel Gill, Neil Turnbull (Mere, Tisbury)

Christopher Doyle, Alice Moore (Westbury)

Local Priorities & Updates - Warminster

Priority	Update
Shoplifting	<p>The start of 2022, has seen an increase in theft offences within Warminster Town Centre, as a result of this and working in conjunction with Warminster CCTV and Warminster Shop Watch, increase in foot patrols has taken place by the Neighbourhood Team and our response colleagues. A number of shop searches have taken place of individuals, and we have seen a decrease in reports, however we are still actively patrolling. .</p> <p>Between the months of MAY and JUNE there was a significant Decrease, however there has been an increase in JULY- PCSO REVERS is working closely with shops again, conducting patrols and to make sure we can decrease our thefts and secure positive outcomes on suspects for these crimes .</p>
Community Speed Watch	<p>Police would like to encourage members of the public who feel that they are being effected by speeding within the Warminster Town area to consider setting up a Community Speed Watch scheme. Wiltshire Police have a number of schemes running in the Rural area and would like to see them set up within our towns, these schemes are working well . For more information please visit Wiltshire website.</p>
Burglaries/ Vehicle crime	<p>Over the last 8 weeks there has been a significant increase in Burglaries in the South of the county including Warminster , this also involves car crime- vehicles being broken into –</p> <p>Two people were arrested on 13th July 2022 for burglaries in the South of the County , but also for Burglaries in Hampshire and Dorset – they have been charged with multiple offences and remanded in custody , the crimes they have not been charged with, they are still being investigated for . We have a proactive unit in Wiltshire Police, Op Fortitude, who have been working closely with the neighbourhood policing teams and the other counties to tackle these crimes</p> <p>Warminster NPT will be running a small Operation at the end of July where the whole team will come together and be out and about in the community proactively policing ASB and tackling the burglaries and thefts .</p>
Warminster Pub Watch	<p>Pub Watch for Warminster has been running monthly meetings for the last few months, to ensure there is no continued disorder from individuals within the town. A number of people have been banned over recent months, ranging from life ban, to two years to six months. Licences' from within the town have been attending the meetings along with reps from RDG, Waterloo Lines and Military Provost and we have had a decrease in disorders within the town and opened up excellent lines of communications.</p>

WILTSHIRE POLICE

Proud to serve and **protect** our communities



@wiltshirepolice

Local Priorities & Updates - Warminster

Priority	Update
Westleigh Warrants	Simultaneous drugs warrants were executed in the Westleigh area recently that saw drugs, money and counterfeit goods seized. A further address in the Warminster area was searched and further items seized as well as multiple lawfully held shotguns and cartridges that have been revoked from the holder. Multiple individuals were arrested and are currently under investigation. This was a significant operation that will have had a substantial disruption on this groups ability to harm our community.
HMICFRS report findings	The findings of the report have now been published and have highlighted a number of areas where Wiltshire Police need to improve their service. This is a large piece of work that will take significant resource but is crucial that we get right. Those that work for the police are saddened by the report but are energised to do something about the findings. We encourage people to read the report on the HMICFRS website for full details.
Operation Scorpion	<p>This ran from 4th July to 10th July- This is a regional agreement/operation between the five PCC's and five Chief Constables in the South West region to make the South West a hostile environment for drug supply.</p> <p>As part of this, all five forces have committed to regular operational activity (weeks of action), in order to:</p> <ul style="list-style-type: none">use the collective strength of South West policing to better coordinate activity to disrupt drugs supplyimprove community confidence by demonstrating to you, the public, our commitment to working together, to tackle the impact of drugs in the South Westencourage community intelligence reportingimprove trust and confidence in reporting drug related issues within communities through greater use of the confidential reporting line Crime stoppers <p>Warminster Policing team were involved in this and there was great success from preventing – community engagement, to pursuing- warrants, arrests made , cash and drugs seized .</p>

OP SIEGE

Op Siege is a property-marking project run in conjunction with SelectaDNA to deter offending and build community confidence through engagement. The focus is to reduce the likelihood of repeat and near repeat victimisation relating to residential burglary.

Who are SelectaDNA?

SelectaDNA is a property marking company who provide a home kit sufficient to mark at least 50 items with an invisible DNA liquid which is visible under UV (similar to SmartWater) SelectaDNA has the additional benefit of containing tiny data-tags which can be read under a microscope as well as Secure Asset Registration database, which Police have access to, which allows us to identify the owner of the property.

Who can receive a free Home Kit?

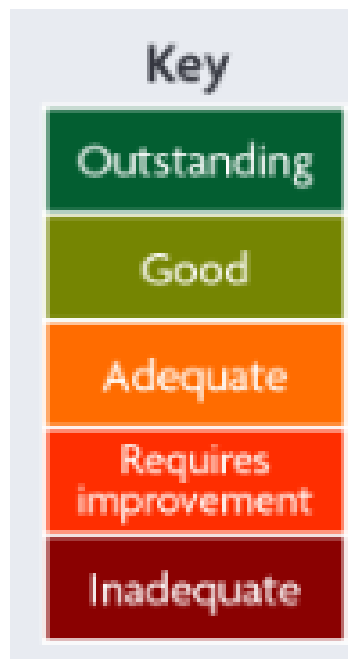
Victims of Residential Burglary

- Includes Outbuildings
- Verified Offence by OIC
- Deployed via NPT (ideally within 7 days of offence)

PCSOS from the Warminster NPT have been Identifying all victims of burglaries and offering the SelectaDNA and assisting with a demonstration on how to use the kit. This has been really successful.

HMICFRS and PEEL

Inspector Lumley attended the Area board on 14th July and has given a report about HMICFRS and PEEL: The findings of the report have now been published and have highlighted a number of areas where Wiltshire Police need to improve their service. This is a large piece of work that will take significant resource but is crucial that we get right. Those that work for the police are saddened by the report but are energised to do something about the findings. We encourage people to read the report on the HMICFRS website for full details.



HMICFRS is Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services. They inspect police forces across England, Wales and Northern Ireland as well as fire and rescue services in England.

Their principal aim is to promote improvements in policing and fire and rescue services to make everyone safer.

Within policing they do this via a rolling programme of inspections related to specific themes such as domestic abuse or terrorism to at a more holistic level through their PEEL (Police Efficiency, Effectiveness and Legitimacy) inspection process.

If serious concerns are identified as part of the PEEL inspection, HMICFRS can move forces into a process called Engage (similar to OFSTED's special measures) where additional scrutiny and support is put in place to facilitate rapid improvements in areas of concern.

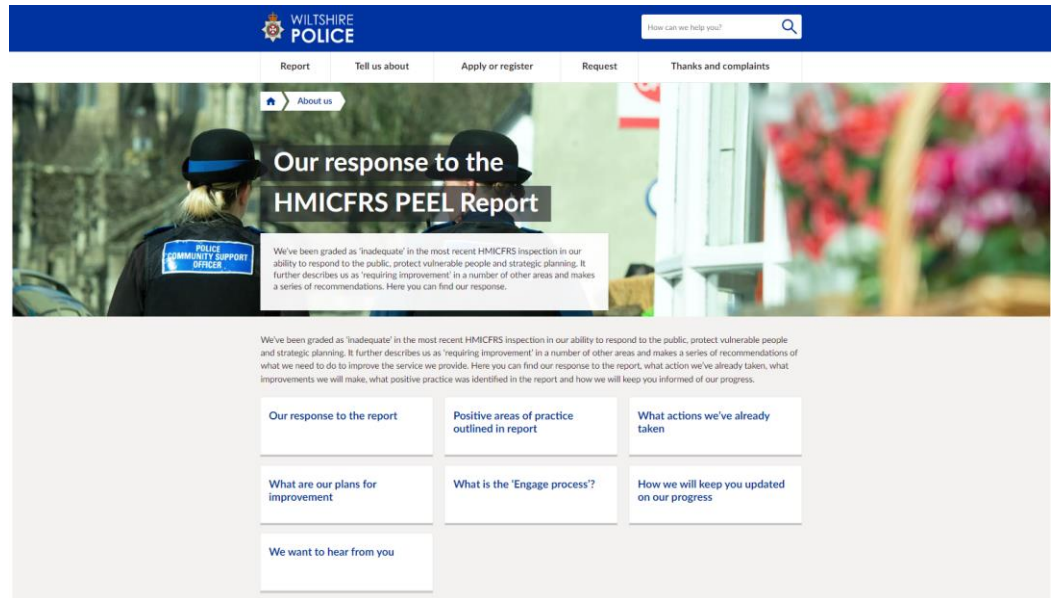
Transparency

We are committed to demonstrating to the public that we are making progress against the HMICFRS PEEL recommendations

A dedicated page on our website has been built to house all information and updates on our response.

This includes a link to the full report, our response to the report and detail on how we plan to make progress

The page is accessible via the homepage of www.Wiltshire.police.uk



Summaries of the Chief Constable's quarterly updates to the Police Performance Oversight Group will be published on our site

Useful links

For more information on Wiltshire Police's performance please visit:

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- Police.uk - <https://www.police.uk/pu/your-area/wiltshire-police/>
- For information on what crimes and incidents have been reported in the Warminster Community Policing Team area, visit <https://www.wiltshire.police.uk/police-forces/wiltshire-police/areas/about-us/about-us/cpts/warminster-cpt/> to view a crime and incident map and find links to more detailed data

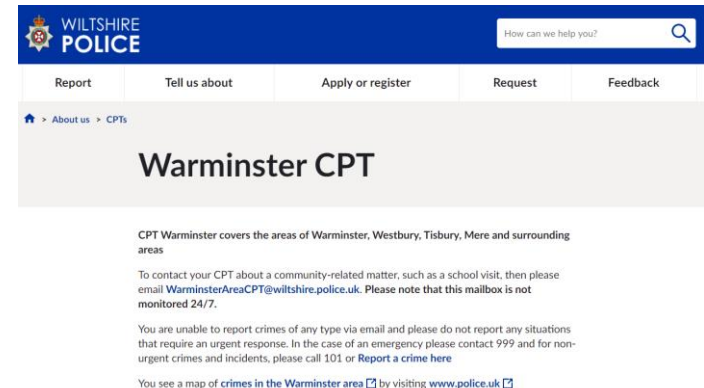
Get Involved

Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** – www.wiltsmessaging.co.uk

Follow your CPT on social media

- [Warminster Police Facebook](#)
- [Warminster Police Twitter](#)
- [Westbury Police Facebook](#)
- [Mere Police Facebook](#)

Find out more information on your CPT area at: www.wiltshire.police.uk and here www.wiltshire-pcc.gov.uk



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Report CCTV – Choice of location

Full Council 25th July 2022

There are three main locations considered for the siting of the CCTV control room. The Community Hub Building, Dewey House and the Civic Centre.

Community Hub

Advantages of the Community Hub Building include:

- It's central location
- Plentiful parking
- Potential free parking for staff
- As a location, it would be safer and easier to access for staff and police
- Dewey House could be leased out or potentially sold
- The rest of the building could over time be utilised by the Town Council

The top floor of the community Hub Building is already laid out to include:

- Staff room
- Control room
- Server room
- Security Doors
- Stair lift for disabled access
- A shared kitchen and toilet

Other implications

Rear exit door would have to be adapted to be a two way door.

Air conditioning would have to be installed – hopefully moving the system from Dewey

Options for the Community Hub

The Community Development Trust currently hold the lease on the building. It has approximately 12 years to run. The Community Development Trust has indicated its willingness to allow the Town Council a License to use services/facilities.

The license would have a three months notice period but that would only be used in the event of Wiltshire Council withdrawing from their agreement with the Community Development Trust.

Under the terms of the lease, if Wiltshire Council ask the Community Development Trust to vacate the building before the end of the lease, Wiltshire Council would have to provide alternative accommodation suitable for the use of and of the same standard of the existing facility. This would have to be a town centre location. Plus, Wiltshire Council would have to pay for removal costs. Realistically, there is no chance of them being able to do this or have any motivation to do so.

Under a License, no rates would be payable by the Town Council.

In return for the Licence, the Community Hub would ask that the Town Council pays a peppercorn rent and the electricity bill and water rates for the part of the building they use.

The alarm system would have to be adapted (this is included in the CCTV control room tender) Including fire alarm.

A License can be drawn up and agreed in days.

Transfer of lease

The Town Council could ask for a Transfer of the existing lease from the Community Development Trust to the Town Council.

Agreement to this should be a formality, however, it would involve legal costs. The Town Council would become responsible for a full repairing lease on the building. The Town Council would also have to pay business rates.

What's the point?

Transfer of asset

This would involve Wiltshire Council transferring the ownership of the Community Hub Building. The whole building could be transferred into the ownership of Warminster Town Council. The Town Council has already asked for this to happen but is still awaiting a decision by Wiltshire Council.

Warminster Town Council would take on Community Development Trust, Cornerstone and the information hub as "tenants".

Warminster Town Council would be responsible for business rates – although Cornerstone a registered charity so may have exemption.

While there would be legal costs it would give the Town Council Ultimate control going forward.

Dewey House

Dewey House is the existing location of the CCTV Control Room. Its main advantage is that it is owned by the town council so therefore the council has control over the site. Currently the ground floor of Dewey House is used by the Warminster Food Bank.

Disadvantages of Dewey House include:

- It is usually accessed via fire escape
- No running water upstairs
- No toilet upstairs
- Wiring is old and would need replacing
- Poor wi-fi reception
- The building is old and in need of lot of repairs – these will expensive as the building is listed.
- It is not an insulated building – heated via air conditioning
- The new system can't be installed with the existing system in place so there would be some disruption to the existing CCTV while the new system is installed.

Warminster Civic Centre

The Cley Room could be converted to a CCTV control room. Space not used could be turned into a small meeting room.

Disadvantages of the Civic Centre include

- The Cley Room is the most profitable of the rooms hired out at the Civic Centre, often bringing in over £1000 in a week.
- The Cley Room gives priority Council and Committee meetings – these would have to be moved to the Arn or Copheap room – displacing other hirers and further reducing income.
- A separate entrance/exit would have to be created.
- Staff would have to access the rest of the civic centre for other staff facilities
- The control room would have to have improved sound proofing

Financial Implications

Community Hub – Revenue costs much the same as at present, some refit costs.

Longer term the potential sale of Dewey House will result in a substantial capital receipt.

Dewey House – Revenue costs same as current, potential repair costs going forward.

Civic Centre – CCTV revenue costs same as present but loss of £20k revenue from Cley Room hire.

Conclusions

The Community Hub is the location recommended by officers as most suitable for CCTV particularly from an operational and cost point of view.

The council should continue to push for the asset transfer of the whole Community Hub Building from Wiltshire Council while as an interim measure draw up a license with the Community Development Trust.

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REPORT FOR DECISION CCTV Upgrade

Stuart Legg, Parks and Estate Manager

Full Council meeting 25th July 2022

CCTV upgrade

Recommendation

Members appoint company C to carry out the upgrade of Warminster's CCTV subject to agreement from our partners Westbury Town Council and West Wilts Trading Estate.

Purpose of the Report

To inform members of the tenders received for the upgrade of Warminster CCTV and help members to make an informed decision.

Background

Warminster CCTV was set up in 1999 with a mandate to prevent, detect and solve crime in Warminster, Westbury and West Wilts Trading Estate. The cameras were last upgraded in 2013 and the original operating system is still in use.

Recently, it became apparent that the existing system was outdated, difficult to repair and the footage frequently had low evidential value.

At a meeting of the Full Council in July 2021 members resolved to appoint Instrom Security Consultants to undertake a review of existing CCTV provision and provide a detailed report with recommendations. (FC/21/071). This has now been received by the CCTV sub-committee. A copy of the report is available to member on request.

At a meeting of the Full Council in January 2022 (FC/22/114) Members agreed that the Community Hub building was the preferred location for the CCTV control room and agreed to instruct Instrom Security Consultants to work with officers to draw up a tender document to proceed to tender.

Findings

Three tender responses have been received. Members have received these as well as the consultant's report and scoring matrix.

After speaking with our consultant officers estimated a budget of between £110,000 - £130,000. Two of the tender responses are below the estimated budget with one towards the top end.

A technical assessment has been carried out by our consultant. He has completed his technical report and scoring matrix.

In his report the consultant recommends company C as their proposal fulfils all the requirements set out in the tender document and they score highest on the scoring matrix.

The report also highlights the use of Hikvision cameras. These cameras are not used in the USA however they are used in many local government installations. Wiltshire Council have installed them in Salisbury, Wilton and Amesbury and they are used in Calne and Chippenham. Officers can see no reason not to install Hikvision.

Costs

	Contractor		
Warminster	A	B	C
Control room	£48,271.80	£43,706.27	£57,398.40
Cameras	£82,772.00	£58,262.51	£47,086.00
Total capital	£131,043.80	£101,968.78	£104,484.4
4 years Annual maintenance	£28,824.86	£7,224.86	£7,200.00

The above table shows a summary of the costs for Warminster Town Council.

It is clear that contractors B and C are the closely matched in terms of cost. However, our consultant has concerns about the recommended operating system from contractor B. He is happy that contractor C's proposal will meet our requirements.

The consultant recommends acceptance of the tender from contractor C if they can provide with a schematic drawing of their radio transmission plan and a programme of works. Officers will confirm whether they have received these at the meeting.

Contractor C installed the systems at Calne and Chippenham. Officers have spoken to them both and have had glowing reviews of contractor C.

Financial and Resource Implications

The capital cost for the project will be £101,496.40 + VAT. This money can be funded from the Earmarked Reserves for CIL £73,794. (As recommended by the CIL Working Group) with the balance of to come from Earmarked Reserves Capital Projects.

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence.

Environmental Implications

Officers are not aware of any issues the council should consider.

Risk Assessment

Any required risk assessments will be carried out prior to any work being undertaken,

Crime and Disorder

The instillation of a new CCTV system will help to reduce Crime and Disorder within the towns covered.

REPORT FOR DECISION – Tennis Courts 25.07.2022

Recommendation

Members agree in principle to refurbish the tennis courts with the LTA.

Purpose of the Report.

To assist members in reaching decisions set out in the recommendations.

Background



The tennis courts are centrally located in the park and in their current condition have a detrimental effect on the park.

In 2015/16 the town council were talking with the LTA (Lawn Tennis Association) about refurbishing the tennis courts in the Lake Pleasure Grounds. This stopped in early 2018 when the LTA changed their funding criteria and rather than offering a match funding grant offered a loan. This happened to coincide with the town council being approached to take on the skate park project and so the town councils' attention was focused towards the skate park.

The tennis courts are estimated to be around 25 years old.

At a meeting of the Parks and Estate Committee on 14th March 2022 members instructed officers to continue to liaise with the LTA to try to secure funding for the refurbishment. (PE/21/068)

Recently the LTA have received a large amount of money from central government specifically for 'Park Tennis'. Officers have been working with the LTA to secure some of this funding. The LTA have hired a consultant to carry out a survey on the courts.

Findings

The LTA have informed officers that after reading the report, the LTA have agreed to fund £93,000 of work to the tennis courts. This will include:

Resurfacing the existing porous macadam courts with a 25mm single layer of porous macadam (i.e. power wash, pierced to form drainage holes at regular centres, compact the existing surface, application of bitumen emulsion, install new surface of porous macadam 25mm, application of colour coating and line markings, kneed court fixings and forming a chase to perimeter edgings).

This will increase the general height of the court surface in the order of 25mm above the existing court level.

This does not include:

- Any work in the MUGA (Multi use Games Area) – Estimated cost £15,000
 - The online booking system and gate -Estimated cost £6,000
 - Replacing the chain link fence for green mesh security fencing - £30,000
- Total £51,000

Next steps

Once the town council agree in principle (Not legally binding but indicates intent to proceed) The LTA will instruct their contractor for the area (this contractor has been awarded work in this region after winning through the LTAs procurement tender process) to provide a detailed quotation for all the works required including work to be paid for by the town council. The town council can then instruct the contractor to carry out the work. The town council will be the client. The LTA will then give the town council the agreed money as a grant.

Financial and Resource Implications

The total costs are estimated at £144,000, with a contingency for the Town Council funded work of £6,000 Making a total of £150,000 in total.

The LTA will fund £93,000 and the town council fund the remaining £51,000 plus a £6,000 contingency.

Currently;

£10,000 is in earmarked reserves for Tennis courts

£15,297 from 106 monies is also earmarked from W/12/00687

£16,700 from 106 monies is also available to be spent in the park W/14/05980

This gives a total of £41,997 which could be available. The additional money, £15,000 can come from the Earmarked Reserves Capital Projects.

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence

Environmental Implications

Officers cannot for see any adverse environmental implications.

Risk Assessment

Risk assessments will need to be carried out by any contractor carrying out the work.

Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.

ATHENÆUM

CENTRE FOR THE
COMMUNITY

Registered Charity 1086353

PATRON – LADY SILVY McQUISTON

All correspondence to: Mrs K M Nicklin, Secretary, c/o Chedlanger House, 147 Bath Road, Warminster, Wilts, BA12 7RZ
Telephone 01985 847293 - Facsimile 01985 847487 - E-mail kimm.nicklin@btconnect.com

Our Ref: ATH-06-934
Your Ref:
Date: 15/06/2022

Warminster Town Council
Sambourne Rd
Warminster
BA12 8LB

Dear Town Clerk

I am writing to ask if the Town Council, as Trustees of the Harold Dewey Will Trust, will consider part funding the restoration and redevelopment of the Wiltshire Council (WC) building in the Close, known as the Old Youth Centre.

The Trust have agreed a CAT transfer of this building, which was redundant to WC needs in July 2019 with a 3-year contract exchange period. The transfer documents are all signed, and it has been agreed that the building will be handed over to us on 22nd July 2022.

This is a momentous occasion for us and the Town. When we first approached the Charities Commission in 1998 to convert the old 1850's Athenaeum and Bleeck Memorial Hall Trusts into a modern trust suitable for a combined Arts and Community Centre, we could not have imagined what the next 25 years would bring.

One of the most significant issues we had to deal with was the history of four separate buildings and how the Athenaeum thus evolved. We have raised and spent more than £750,000 to date in restoring the dilapidated premises, and we still have lots to do to complete our ambitions of 20 years ago. Our restoration plans have all progressed slowly and carefully managed within our financial means. We now have a major challenge ahead with the re-amalgamation of the Close building with the main Athenaeum building.

In 1895 the Town Council predecessors, The Warminster Urban District Council (WUDC), became the Trustees of the two Athenaeum Trusts. Their plans were as ambitious then, as ours are now, and we hope that WTC in 2022 will rise again to this occasion with us. In 1899 WUDC decided to build a new school based upon the Trust's main objectives. This school was completed in 1901 and a 121-year history has thus evolved. One of the most significant parts of this schools' history was to appoint a Mr Harold Dewey as the Headmaster in 1914 until a new school was built in 1931 at the Avenue when he transferred.

The Close building was taken over by the Wiltshire County Council under the 1945 Education Act, transferring all schools to a single educational system, WCC and WC have been in possession of the premises ever since that acquisition. Harold Dewey's headmasters room is now the bar in our main function rooms, which was next to the main link at first floor level to his school rooms.

We believe that it is a most fitting and suitable purpose for funding from his Will to be made available for the amalgamation of these premises, and be suitably named in his memory, especially as all of the premises are 'owned' by the people of Warminster, irrespective of age or membership etc., and held in Trust for perpetuity.

Continued.....

We have attached a copy of our current Restoration and Redevelopment proposals for the entire Athenaeum premises which explains the details of our proposals and welcome any comments or queries that you may have. The total cost of this final phase X of our plans is estimated at £120,000, and in Annex 2 there are details of what we have to do to complete this work, and how we will fund it. Our request is for a 50% cost of the works with the remaining sums being acquired by an Area Board grant application, our own funds and a new building loan.

In 2016 WTC made their Neighbourhood Plan and Policy E4 states that '*the creation of an enlarged amenity for arts and cultural activities suitable for all ages will be supported*'. The trust is well ahead in that creation and suitable funding from CIL and specific Section 106 agreements would also help us to achieve those ambitions for the community of Warminster.

As Chairman of the Trustees for the past 25 years, I would be very keen to be invited to address the Finance Committee in June, and full council in July to personally explain our ambitions for Warminster and the Athenaeum Centre for the Community.

Yours faithfully

A J Nicklin
Chairman of the Trustees

THE WARMINSTER ATHENÆUM CENTRE FOR THE COMMUNITY

PHASES VII to X RESTORATION WORKS – JUNE 2022

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Appendix 2 Staged Amalgamation of the Athenaeum Centre with the Close Centre

1. RESTORATION SYNOPSIS

We want to make a difference, and after 172 years the Warminster Athenaeum Trust continues to do just that for the people of Warminster. However, we are always facing challenges regarding the upkeep of the Grade II listed building, and all of its unique characteristics, and always keen to provide the best and most up-to-date facilities where we can. We are currently facing two big challenges with our building and its outdated facilities: -

- Shortage of private and secure Dressing Rooms
- The Community Asset Transfer (CAT) of the next-door Close Centre building.

This report has been prepared for the Trustees to evaluate the opportunities and costs associated with the construction of 2 extensions to the Athenaeum Centre for the Community. The report is to be presented to Warminster Town Council (WTC) and Wiltshire Council (WC) for them to determine if the project fulfils their criteria for further financial assistance.

i. DRESSING ROOMS

We currently have three small dressing rooms: -

- The group room 3m x 8m, which accommodates 6 mirror make-up places, from 1969
- The 'Star' Dressing Room of only 2m x 3m, which accommodates 2 make-up places, from 1879
- The 'Kitchen' which serves a dual purpose by providing another two make-up places, from 1879

In total we can accommodate 10 artists comfortably but regrettably does not take into account any privacy for different sexes, or more importantly, any privacy and security for young performers, especially for the changing of costumes etc. We are therefore in desperate need of proper child safe and secure dressing rooms in these challenging times.

Our current facilities are no longer appropriate or safe for children of all ages to come together with adults at the same time for changing into and out of their costumes. Young performers (ages 3 – 16) must be segregated into 3 age groups for each gender (currently 2) and be chaperoned in order to be allowed to take part in shows on stage. The current facilities fail to provide this comfort or security. We are therefore always having to allocate other rooms in the building, not always near the stage, in order to ensure that all performers can be catered for with some security and privacy.

Our solution to this problem is to build the additional facilities. The current back-stage facilities are located in a single story part lean-to building, built in 1879 as meeting rooms. We have planning approval to extend upwards with a new extension built as a first floor on top of the same footprint as the ground floor. This is the simplest and most economic construction works that will satisfy our needs.

Refer to Appendix 1 for details of these proposals.

WTC have paid £10,000 to the Trust from Community Infrastructure Levy (CIL) to cover costs for works which has started on the application supporting information.

ii. THE CLOSE CENTRE

The second challenge is to reinstate the Close Centre building originally built by the Athenaeum Trust in 1901 as part of the Athenaeum Centre and use the facilities to extend the current purpose of the Trust. By doing so we anticipate that the central Auditorium and Theatre facilities will be improved significantly by having these extra rooms and facilities. They will provide more flexible use of the rooms both at the first-floor level, currently rehearsal and training rooms, and at ground floor, where we can provide pre-show lounge and bar comforts in addition to a varied day time use.

Refer to Appendix 2 for details of the proposals, and history of the 2 buildings

2. THE RESTORATION BACKGROUND

The Restoration of the Athenaeum building commenced in 2000 with a plan to separate the works into eight Phases. Phase I to VI were completed by 2015, leaving the most challenging VII and VIII until further financial support could be achieved, together with the necessary planning approvals.

The six Phases I to VI completed so far have raised and spent more than £700k on the Centre.

The Phases VII and VIII were the last of the original 8 Phases planned in 2000 for the restoration and refurbishment of the Warminster Athenaeum, following the formation of the new Trust in 2000, which amalgamated the original 1850 Athenaeum Trust and the 1879 Bleeck Memorial Hall Trust.

The Phase VII consists of the complete refurbishment of the theatre's technical facilities and the restoration of the Auditorium seating and décor. The technical facilities require new infrastructure and reduced energy usage. It is planned to recreate the Victorian style décor and sympathetically enhance some of the features of this Victorian Hall.

Phase VIII is the construction of an extension at the rear of the stage and auditorium, providing new gender segregated dressing rooms facilities on the first floor, with improved and accessible facilities on the ground floor. These will provide full wheelchair and ramp access, together with an internal link between the two buildings at the rear.

Refer to Appendix I for quotations received for the professional work on Phases VII and VIII.

Further to the original planned eight Phases, the Close Centre next door has now been transferred to the Athenaeum Trust under a Community Asset Transfer (CAT), and hence have created two further Phases of the redevelopment programme. These are referred to as Phase IX - "Amalgamation of the 1st Floor", and Phase X, "Amalgamation of the Ground Floor and external curtilages".

Phase IX was completed at a cost of £105,000 in 2020/21 during the Covid lockdown. Phase X has been costed at £120,000.

Refer to Appendix 2 for the costs and amalgamation proposals of the two original Athenaeum Buildings.

3. THEATRES TRUST / LOTTERY FUNDING

Tony Nicklin (**TN**) and Tony Jackson (**TJ**) met with the Theatres Trust on site on 15th November 2020 and reviewed the plans. Guidance was sought as to the suitability of our project for Lottery Funding. Advice was to continue to develop the project details in order to satisfy the correct and timely Lottery Procedures. **TJ** will continue with the contact and obtain the detail requirements of the next stage of an application. **TN** will continue to develop the planning and construction details with budget costings.

We have not progressed on the new phased development VII and VIII since the last report of 25.01.2021 due to Covid lockdown. We have however been supported with Covid-19 funding under the Culture Recovery Fund and the Theatre Re-opening Fund both of which are Lottery funds managed by the Theatres Trust. They have also funded 50% of a new Covid-19 ventilation scheme throughout the building completed May 2022.

4. CURRENT STATUS

Phase VIII Planning permission (PP) and listed building consent (LBC) was granted on 27th May 2020 valid for 3 years. The costs so far to achieve the PP and LBC, were £5,291 with a grant from Warminster Town Council of £2,000.

Phase VII, IX, and X do not need planning permission except for the need to keep all works within the regulations applicable to our Grade II Listing.

5. PHASES VII and VIII WAY FORWARD

The Appendix 1 shows the details and costs of the professional works needed to take these Phases forward.

There are four stages planned for the way forward for the Phases VII and VIII: -

Stage 1: to prepare the details needed to supplement the PP & LBC already granted. This requires: -

- The appointment of a Structural Engineer to examine the details of the Structure for budget costings
- The appointment of a Quantity Surveyor to prepare an initial budget and costs prior to contract works
- The appointment of the Architect to coordinate the works up to and including Stage 3

Stage 2: is to prepare a detailed project application to the Lottery Commission in order to help raise the estimated costs of £400,000. It is assumed that no specific costs will be incurred for this stage.

Stage 3: will depend on the details needed for stage 2, but the professional team will need to have extended appointments when the funding has been realised, and budget approved.

- The Structural Engineer to complete the details for the building construction approval
- The Quantity Surveyor will be required to prepare the bills of quantities and the contract documentation, ready for issuing the tender enquiry documents

Stage 4: following the receipt of the tenders and the intention to appoint a builder to carry out the works: -

- The Architect will be required to prepare any other details for the execution and management of the works in accordance with RICS procedures and prepare the submission for Building Regulations Approval.
- The Quantity Surveyor will confirm the receipt of tenders, agree any discrepancies and recommend a nomination. The QS will then prepare the interim valuation requirements, payment recommendations and administer the contract through to final account agreement.

6. PHASE X WAY FORWARD

The Appendix 2 identifies all of the requirements for the completion of Phase X. There are no real stages. Each of the required upgrading, or restoration and refurbishment needs, are listed in 15 work schedules. Not all of the 15 stages need to be completed at the same time. Part funding would allow certain urgent works to be completed in a priority order, which has been listed in the appendix if appropriate funding can be raised.

The Phase X is not currently linked with the Phases VII and VIII, however opportunities here have been identified for an alteration to the approved Phase VII extensions with a new access link, at the rear of the two properties, to simplify the access and fire escape facilities between the newly amalgamated building.

The total estimated cost of the reinstatement, restoration and refurbishment is in the order of £120,000

7. TIMESCALE AND FUNDING OPPORTUNITIES

The timescale for the Phases VII, VIII and X have not been fully determined due to the cost of the projected works. We have however provisionally ringfenced the following sums from our reserve funds for these future works.

Phase VII	£20,000 (not active)
Phase VIII	£12,299 (active works)
Phase X	£10,000 (not active)

There are also minor general restoration works being undertaken currently e.g. updated ladies and gents toilets and Covid room ventilation schemes, and these will continue as part of our regular upgrading plans.

Phase VII is part of the larger combined works with Phase VIII costing an estimated £400,000. The £20,000 in hand would be well spent on urgently needed redecoration works in the Auditorium, particularly to the ornate wall plasters, however this may prejudice future funding applications if the works had already started. These are normal conditions for lottery funding projects.

Phase VIII works currently being undertaken are the necessary works for the Architect and Surveyors to expand the planning application details in order to secure a firm budget of costs. Due to the scale of the works required this reserve sum will be fully expended during the remainder of this year 2022.

Phase X works are sufficiently independent of other Phases such that they could start immediately the CAT contract has been completed on 31st July 2022. However the £120,000 cost of the proposed works needed to amalgamate the two buildings will require a major investment, which the Trust is not currently able to identify and will require considerable support from outside sources. An application to the Warminster Town Council (WTC) and Wiltshire Council (WC) is the current plan to secure these funds.

This Phase as well as Phases VII and VIII fit perfectly into the Warminster Neighbourhood Plan Policy E4 which says that *"the creation of an enlarged amenity for the arts and cultural activities suitable for all age groups will be supported"*

8. THE H.N DEWEY WILL TRUST

The Harold Dewey Trust was set up in 1971 with funds left in Harold Dewey's will to the Warminster Urban District Council (WUDC) for the benefit of the people of Warminster. The very same council that were the Trustees of the Athenaeum Trust in 1896, and builders of the Close School opening in 1902 once it had been completed as an extension of the Ath. The Warminster Secondary School, as it was formally called, was built onto and linked to the Athenaeum Trust's building on both levels. Harold Dewey was a teacher and became Headmaster of the school in 1914, before it moved to the Avenue in 1931. The headmasters' room is now the Athenaeum Function room bar. Harold Dewey was also a WUDC Councillor for 49 years, and upon his death in 1971 he requested the funds be used for the benefit of the Warminster Community. These funds are now managed by the current WTC.

How fitting that the Close School should now be re-united in 2022 with the Athenaeum to form the enlarged Athenaeum Centre for the Community, and that the WTC are still Trustees of the Athenaeum, but this time in partnership with the inhabitants of Warminster. It is therefore appropriate that the Trust should make a formal approach to the WTC for funds towards the re-amalgamation of the two buildings.

9. BORROWING

The Appendix 1 identifies the costings of the combined Phase VII and VIII, and Appendix 2 identifies the costs for Phase X. Both show the need for substantial new funds to be raised by the Trust, as there is a clear indication that there will be a considerable shortfall of our reserves. The trust has previously extended into a secured loan from ACRE for £20,000 in 2012 which was necessary to complete the Phase VI Toilet Block. These works were completed on budget, on time and repayment in accordance with the loan agreement. The Trust has therefore been confident in obtaining a loan and previously a repayment rate of £4000 p.a. for 5 years was achievable.

Phases VII and VIII will have to proceed further with its discussions with the Lottery Fund. A shortfall of funds would probably exceed £100,000 and the Trustees would not be able to repay this order of loan over a short period of say 5 years again, but a mortgage period of say 20 - 25 years for these combined Phases, which would transform the Athenaeum Centre, could be the best solution. This approach needs further consideration and research.

The Phase X costs of £120,000 could be achieved by the application to WTC for a grant of £60,000 from the HN Dewey Will Trust, which together with our reserves and a short period loan would achieve our ambitions as soon as this year 2022.

This could be achieved by: -

Dewey Trust Grant	£60,000
Current Reserves (June 2022)	£10,000
Area Board Support	£5,000
Further Support Others	£20,000
Balance to be Achieved by loan	£25,000
	£120,000

Justification of a loan would be confirmed by the availability of a substantial additional area of the centre being available to hire and recover the outgoing loan repayment costs.

Further work is ongoing to consider how the ground floor of the old Close Centre building can now be let to outside groups with its formidable facilities. The area would be very suitable for a full-time day nursery or professional drama or arts school. There are many opportunities to consider all of which would fall within the remit and purpose of the Athenaeum Trust.

10. DRAFT TIMETABLE

	Description	2022	2023	2024	2025
1	Identify current available funding (See section 7)	Done	-	-	-
2	Identify project Costs - Phase VII £80,000 - Phase VIII £320,000 - Phase X £120,000	Done Done Issue Tenders	Issue Tenders Issue Tenders -	-	-
3	Complete planning details	Phase X	Phases VII & VIII	-	-
4	Apply to WTC and WC	Phase X	-	-	-
5	Apply to Lottery Fund	-	Phases VII & VIII	-	-
6	Secure Funding	Phase X	Phase VII	Phase VIII	-
7	Project Spend - Phase VII £80,000 - Phase VIII £320,000 - Phase X £120,000	- - 60,000	25% 25% 60,000	75% 75% -	- - -

APPENDIX 1

PROFESSIONAL WORK REQUIRED for PHASES VII and VIII AND QUOTATIONS RECEIVED

1. Architect: Alan Moon and Associates (AMA)

- a) AMA prepared the original planning permission application and have now prepared their proposals to take this project further to agreement with WC of the reserved planning matters (REM's).

AMA will prepare a full set of construction drawings and submit for Building Regulations approval, supported by the Structural Engineers design scheme with calculations, and any other Consultants appointed e.g., QS, M&E Party Wall Surveyor.

The fee for this work	£5,250
Postage Printing & Travelling Costs	£500 est.

- b) In conjunction with the Building Regulations approval, AMA will work with other consultants for the preparation of schedules and detail drawings as required for the execution of the work.

The fee for Construction Detailing	£3,000
Further works to examine other reports	
Hourly rate £85/hr x 40 hrs	£3,400
Postage Printing & Travelling Costs	£300

- c) Following appointment of Contractor, to monitor and inspect construction works in conjunction with the Q.S.

Hourly rate £85/hr x 48 hrs	£4,080
Postage Printing & Travelling Costs	£1,200

2. Wiltshire Council:

Building regulations fee to include a Fire Officer Consultation Structural Engineers appraisal, as well as plan checking and site inspection.

Fee Proposed	£2,200 plus VAT
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3. Structural Engineer:

Clegg Associates have acted on behalf of the Trust on the previous phases V and VI including other pro bono consultations. They have prepared their fee proposal for Design Advice, with 2 site visits, for the proposed works.

Fee Proposed	£1,880 plus VAT
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4. Quantity Surveyor:

Nixey Powell Partnership have acted on behalf of the Trust on the previous phases V & VI. They have started their works with a full appraisal and recording of the condition of both buildings, together with a full property valuation for Insurance purposes. Their fee proposal is as follows:-

- a) To work with the Architect and Structural Engineer to prepare a budget cost estimate in accordance with RICS rules, to assist in securing funding at

£75/hour x 40 hours.	£3,000 plus VAT
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- b) Preparation of Bills of Quantities and forms of contract , Contractor selection and evaluations of tenders. Preparation of Contract documents and reports to Trustees.

£7,500 plus VAT

- c) Post Contract preparation of Interim valuation and issue of payment recommendations up to final account

£6,000 plus VAT

- d) Contract Administration

£750/month x 6 months

£4,500 plus VAT

Postage Printing and Travelling

£1,500 plus VAT

- e) Reinstatement Cost Assessment for project insurance purposes of the Athenaeum Centre

£3,250 plus VAT

- f) Reinstatement Cost Assessment for project insurance purposes of the Close Centre

£1,950 plus VAT

Note: Items e) and f) have done and awaiting full report.

5. Mechanical and Electrical Consultants (M&E):

Building regulations approval will need to be satisfied by preparation of M&E specification and drawings based upon the approved building works as well as the Energy Performance calculations

M&E £85/hour x 50 hours

£4,250 plus VAT

Energy Consultant quote

£806 plus VAT

6. Contingency Sum:

This is an allowance to include for Extra information that may need to be sought, including advice regarding the Party Wall

£3,500

FINANCIAL PLAN & STAGES

With the Professional fees known, we now need to proceed with the further preparations. We must firstly confirm our Expression of Interest with the Lottery Commission, and then reach a clearer understanding of the costs of this project. We should now move to complete Stage 1 preparations, particularly where the costs are so dependent on the outcome of the engineering matters, and appoint the Architect and others accordingly.

STAGE 1 has commenced after approval of funding by WTC from the CIL money (May 2021)

STAGE 2 will await responses from Lottery Commission, with NO costs anticipated

STAGE 3 is subject to satisfactory conclusion to Stage 2 negotiations, awaiting Tenders

STAGE 4 is subject to tenders coming back within budget and prior to start

COST CENTRE	STAGE 1	STAGE 3	STAGE 4
1. Architect AMA			
– Building Regulations Approval		2,250	3,000
– Costs		500	
– Construction Drawings and detailing		2,000	1,000
– Other reports	1,400	1,000	1,000
– Costs	300		
– Construction Supervision			4,080
– Printing, & Travel Costs			1,200
2 Wilts Council			
– Regulations Fee			* 2,200
3. Structural Engineer			
– Design Advice	* 600	* 1,280	
4. Quantity Surveyor			
– Budget Cost	* 3,000		
– B of Q's & Contract		* 7,500	
– Post Contract Variations			* 6,000
– Contract Admin			* 4,500
– Costs			* 1,500
– Insurance Assessments	* 5,150		
5. M & E Consultants			
– Prepare Design	* 2,000		
– Installation Details		* 2,250	
– Energy Performance Calcs			806
6. Contingency Sum Including Party Wall Surveyor	1,500	1,000	1,000
SUM	8,800	17,780	26,286
VAT	2,150	2,206	3,001
TOTAL	10,950	19,986	29,287

* Plus VAT This sum for professional fees represents 15% of the estimated contract value

APPENDIX 2

STAGED AMALGAMATION OF THE ATHENAEUM CENTRE WITH THE CLOSE CENTRE

HISTORY AND BACKGROUND

The Athenaeum was built and opened in 1857, starting a 172 year history of Community Service. The Close Centre was built as an extension of the Athenaeum and opened as the Warminster County Secondary School in 1902 by The Warminster Urban District Council, who had been the Trustees of the Athenaeum Trust since it was reformed in 1896.

For many years the Close Centre operated as the towns Secondary School with a classroom and headmaster's office in the Athenaeum. In 1931 the school closed and was taken over by the Avenue School. From 1935 the Athenaeum, then housing the Palace Cinema, reclaimed its rooms. The two buildings remained separated until the current day. Following the Education Act of 1945 Wiltshire Council took control of the school until the early 1960's when it became the Youth Centre, and later home to the WAVE.

PURPOSE OF THE AMALGAMATION

In 2019, after 6 years of negotiations the Trust and Wiltshire Council agreed to a Community Asset Transfer (CAT) of the Close Centre, which would be merged with the Athenaeum Centre and continue to be run by the Trust as a Centre for the Community.

After exchange of contracts in July 2019 the Trust occupied the first floor of the Close Centre and reopened the connecting doors that used to link the old school rooms. Various works were done by the Trust to update the unused facilities with new LED energy saving lighting and heating changes, but only on the first floor. This project is known as Phase IX and after a £105,000 investment the works were completed in 2021.

The project known as phase X will carry out the same works on the ground floor, together with other important improvements, following the contract completion on 31st July 2022. Possession and occupation of both buildings will then be wholly within the Trust's freeholding, including the old school playground and curtilages. In order to complete the amalgamation, works are also urgently needed to the external fabric of the building, its utilities and an upgrading of all of the services. We will then be in a position to operate the Athenaeum Centre with a new low carbon footprint, efficient control of all energy consumption, and improved facilities for the community of all ages and abilities. This work for phase X will be carried out in four stages subject to availability of finances.

Unfortunately, the fabric at the Close Centre building has not been maintained over recent years, in particular the external structures, and will need much work to be done to make them safe and visually part of the Athenaeum Centre again.

DRAWING SCHEDULES FOR PHASES IX and X

		PHASE IX	PHASE X
ATH-CAT-001	New Zoning Heating System GF & FF 08-01.21	Sheet 2	Sheet 1
ATH-CAT-002	Electrical Distribution Network Schematic 29.01.22	Sheet 2	Sheet 2
ATH-CAT-003	Existing Lighting GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-CAT-004	Power Distribution Circuits GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-FP-005	Fire Alarm, Smoke Detectors & Call Points 29.01.22	Sheet 2, 4 & 5	Sheet 1, 4 & 5
ATH-FP-006	Fire Alarm Sounders & Decibel Levels 22.01.22	Sheet 2	Sheet 1
ATH-CAT-007	Emergency Lighting 25.01.22	Sheet 2 & 4	Sheet 1 & 4
ATH-CAT-008	Security Alarm GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-CAT-009	Layout of Existing Hot & Cold Water Services GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-CAT-010	Proposed Builders Works GF & FF Cellar 08.01.21	Sheet 2	Sheet 1
ATH-CAT-011	Heating Zones & Location of Control Thermostats 29.01.22	Sheet 1	Sheet 1

BUDGET AND EXPENDITURE SCHEDULE

The following proposals is for a 12 month fully funded project, or carried out in stages restricted by the availability of funding. Each stage represents a package of works common to the sub-contract technologies and is an initial proposal of priority of needs.

These works will therefore consist of: -

1. Scaffolding the external walls, in order to clean the stone face, and remove vegetation
2. Inspect the roof and fix loose slates and leaded valleys, secure the stone balustrades
3. Improve external access gates including refurbishment of the steel fire escape
4. Service all steel windows frames (which do not open), stone mullions and casements.
5. Create accessible routes through the playground especially wheelchair accesses.
6. Insulate the first-floor ceilings and attic, and apply secondary glazing where allowed
7. Open up original internal wall and door openings between the 2 buildings on both floors
8. Remove asbestos product wall coverings where exposed and/or not required
9. Allow for further improvements to access mobility and efficient usage around the building
10. Redecoration and replacement of floor coverings
11. Improve boiler and heating control and efficiency by replacement with new units
12. Upgrade electrical distribution and install heat recovery ventilation systems
13. Replace all ground floor lighting systems by changing to LED equipment
14. Modify room configurations and toilet facilities
15. Contingency costs for insurance, inspections, planning permission, licences and records.

BUDGET AND EXPENDITURE PROGRAMME FOR A 1 YEAR PROJECT PERIOD

	Refurbishment	Estimate £	Stage 1 £	Stage 2 £	Stage 3 £	Stage 4 £
1	Scaffolding	5,000	1,000	2,000	1,000	1,000
2	Roof Works	8,000	Nil	3,000	3,000	2,000
3	Fire Escape	3,000	2,000	1,000	Nil	Nil
4	Window Services	10,000	3,000	3,000	2,000	2,000
5	Access Routes	5,000	2,000	1,000	2,000	Nil
6	Insulate Ceilings	3,000	Nil	3,000	Nil	Nil
7	Door Opening	4,000	2,000	2,000	Nil	Nil
8	Asbestos Removal	8,000	4,000	2,000	2,000	Nil
9	Internal Access	3,000	3,000	Nil	Nil	Nil
10	Redecoration	10,000	4,000	3,000	2,000	1,000
11	Boiler Replacement	35,000	5,000	25,000	5,000	Nil
12	Electrical Upgrade	3,000	3,000	Nil	Nil	Nil
13	Lighting Replacement	2,000	2,000	Nil	Nil	Nil
14	Rooms and Toilets	6,000	2,000	2,000	2,000	Nil
15	Contingency Costs	15,000	5,000	5,000	3,000	2,000
	TOTALS	£120,000	£38,000	£52,000	£22,000	£8,000

