

Delivering a brighter, greener future for all

14th April 2021

AGENDA

Dear Councillor

You are summoned to the:

Extraordinary Meeting of
Warminster Town Council
on Thursday 22nd April 2021 at 7.00pm
to be held online

Membership:

Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Nicklin (West)
Cllr Doyle (East)	Cllr Pitcher (Broadway)
Cllr Fraser (West)	Cllr Ridout (West)
Cllr Fryer (Broadway)	Cllr Robbins (East) Chairman of the Council and Mayor
Cllr Jeffries (Copheap) Vice Chairman of the Council and Deputy Mayor	Cllr Spender (Broadway)
Cllr Keeble (Broadway)	

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' council and committee meetings 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 address members in public participation via a written submission please contact admin@warminster-tc.gov.uk at least a day prior to the meeting to enable this to be facilitated. 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



Cllr Chris Robbins
Chairman of the Council and Mayor of Warminster

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. **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.***

4. **Public Participation**

To enable members of the public to address the Council with a written submission, an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The Mayor will read any statements submitted

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

5. **Athenaeum Centre for the Community**

The Finance and Audit Committee members resolved to support a request for a £10,000 payment to the Athenaeum to come from the Community Infrastructure Levy (CIL) funds, and commend this recommendation to Full Council. **Minute FA/20/078 refers.**

A letter and report from the Athenaeum which was consider by the Finance and Audit Committee is attached. To secure Lottery Funding requires the Athenaeum to buy in professional support. This includes quantity surveyor reports and architectural plans up to a detailed stage. The cost of professional reports totals £50,000, with the first stage costing £10,000. The application has already been scrutinised by WTC's CIL working group and, using the assessment criteria, had received a 5* allocation.

Members to resolve whether to support the request for a £10,000 payment to the Athenaeum to come from the Community Infrastructure Levy (CIL) funds.

6. **Central Warminster Regeneration**

Both the Town Development Committee and the Finance and Audit Committee have considered a report (**attached**) about how to progress regeneration of the central car park area. **Minutes TD/20/050 and FA/20/081 refers.**

Wiltshire Council has recognised that, following a year of unprecedented challenges, towns throughout the county will need support to help them recover. They have set up a £4m fund made up of £1m a year for the next four years, to support Market Towns to recover. The criteria for use of the money will be determined in 2021/22.

The Finance and Audit Committee resolved that the Clerk write to Wiltshire Council to lodge the town councils' interest in the new fund.

Members have taken the view that they will only progress the town councils' aspirations for the area in the vicinity of the Library and the Community Hub Building, if the council

has professional plans and illustrations setting out proposals which can be used to progress ideas and secure buy in from others.

The Finance and Audit Committee resolved to recommend the request for up to £10,000 to fund such professional plans and illustrations to Full Council but did not identify where this should be funded from.

Members to resolve whether to support the request for up to £10,000 for professional plans and illustrations setting out the town councils' aspirations for the area in the vicinity of the Library and the Community Hub Building, the funding to come from general reserves.

7. Communications

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

Next meeting: Monday 17th May 2021

Minutes from this extraordinary 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.

ATHENÆUM

CENTRE FOR THE
COMMUNITY

Registered Charity 1086353

PATRON – LADY SILVY McQUISTON

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Our Ref: ATH-02/918
Your Ref:
Date: 10 February 2021

Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB

Dear Town Clerk

Re: **FUTURE PLANS FOR THE ATHENAEUM CENTRE FOR THE COMMUNITY**

Further to Warminster Town Councils (WTC) support for the proposed extension to the Athenaeum, and approval of the use of CIL funds to support the Professional Fees, we are now ready to forward to the Lottery Commission (LC) (Arts Council) our Expression of Interest for their funding.

We have prepared the attached report on the current situation and identified the stages that we believe that we will have to follow and finance before the Lottery Commission will admit our application for funding. These stages are the financial cost stages: -

- Stage 1 £9,920 to present to the LC the information that we believe they will need
- Stage 2 We believe the negotiations will have no cost
- Stage 3 £19,986 takes us up to tender stage, and building regulations approval
- Stage 4 £29,287 delivers the awarded contract to completion

We are therefore requesting WTC support of £10,000 to cover stage 1. The report identifies the fees that are covered by this stage. There are VAT issues which are included but may be recoverable by WTC.

We look forward to your response and thank the Town Council for their continued support of the Athenaeum Trust and its expansion plans.

Yours faithfully



A J Nicklin
Chairman

THE ATHENAEUM CENTRE FOR THE COMMUNITY

PHASES VII AND VIII RESTORATION WORKS UPDATE 25th January 2021

This report has been prepared for the Trustees to evaluate the opportunities and costs associated with the construction of an extension to the Athenaeum Centre for the Community. The report is to be presented to Warminster Town Council for them to determine if the project fulfils their criteria for financial assistance. The first step is to determine the costs associated with preparing a full project Plan for submission to the Lottery Fund.

BACKGROUND

These two phases are the last of 8 phases planned in the year 2000 for the restoration and refurbishment of the Warminster Athenaeum. The forward plan was made following the formation of the new Trust in 2000 which amalgamated the original 1850's Athenaeum and Bleeck Memorial Hall Trusts. The six completed phases I to VI have so far raised and spent c£700k on the Centre. This report is a preliminary view of the next stages.

The Phase VII consists of the complete refurbishment of the theatre's technical facilities and the restoration of the Auditorium seating and décor.

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, and personal care facilities.

CURRENT STATUS

Planning permission (PP) and listed building consent (LBC) was granted on 27th May 2020 valid for 3 years.

Funding has been raised and spent on the costs so far to achieve the PP and LBC with a grant from Warminster Town Council Grant of £2,000 towards the following costs: -

Architects Fees	£3,250
Approved Architect extras	£1,092
Wiltshire Council Fees	£949
Total	£5,291

ARTS COUNCIL

Tony Nicklin (**TN**) and Tony Jackson (**TJ**) met with the Arts Council on site on 15th November 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 budgeting.

THE WAY FORWARD

There are four stages planned for the way forward: -

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.

QUOTATIONS RECEIVED FOR PROFESSIONAL WORK

1. **Architect:** Alan Moon and Associated (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 and 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

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

4. Quantity Surveyor:

Nixey Powell Partnership have acted on behalf of the Trust on the previous phases V & VI. They have prepared their fee proposal 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

- 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

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 sort, including advice regarding the Party Wall

£3,500

FINANCIAL PLAN

With the Professional fees known, we now have to decide on how we 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. For this we need to achieve Stage 1 preparations, particularly where the costs are so dependent on the outcome of the engineering matters, and appoint the Architect and others accordingly.

TIMETABLE

STAGE 1 is ready to commence upon approval of funding by WTC from the CIL money

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	* 7,500	
– B of Q's & Contract			* 6,000
– Post Contract Variations			* 4,500
– Contract Admin			* 1,500
– Costs			
5. M & E Consultants			
– Prepare Design	* 2,000	* 2,250	
– Installation Details			
– 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	1,120	2,206	3,001
TOTAL	9,920	19,986	29,287

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

Central Warminster Regeneration

Report for the Town Development Committee meeting 22nd February 2021

By Councillor Tony Nicklin

There are 3 items to identify for members to debate and decide if they wish to recommend further action to Council: -

1. Police Station

This building has been central to both our Town Plan (2012 Supplementary Planning Document in the Core Strategy for Wilts) and our Neighbourhood Plan (made in 2016). It is the largest redevelopment opportunity in the Town Centre, and was central to WC's Campus Scheme before they ran out of money. Regrettably events have overtaken us, and the property became part of the Police assets. It is now redundant and about to put up for sale on the open market.

The Town Council has been given notice by Wiltshire Police of their intentions, thereby giving us advance notice ready for us to determine if we are interested in acquiring the property. This can be done if we show our interest in the normal way, or by declaring the site an "asset of Community Value" and negotiate a favourable sale with them.

2. The Hub Building

The freehold to the Hub Building is owned by Wiltshire Council (WC), but a 25 year lease was granted by West Wiltshire District Council (WWDC) to the Warminster & Villages Development Trust (WVDT) some 12 years ago. I believe that the WVDT would be interested in a supporting the building freehold being transferred to the Town Council. The current directors of the WVDT are Tony Nicklin, Len Turner, Chris March, Fleur de Rhe Philipe, and the building is currently used as the Information Centre called The Hub. There is only 1 sub-tenant (Cornerstone) providing a much needed service for the Community. However, the building is in need of a considerable upgrade of its internal accessible areas, and its technical services, but would be a natural extension for a growing Town's asset register and Centre for Community Affairs. The Hub could be the location for a relocated CCTV control centre as well as an extended information, café and contact point. See also item 3.

3. Central Car Park

The Area Board set up a Regeneration Group in 2015 following the cessation of the WC Campus programmes. Warminster although having conducted a successful public consultation programme did not progress into the final stage. The main themes of the Campus findings had a number of options: -

- a. Demolition of the Police housing and building a new Campus and Health Centre. The police would have a contact point within the complex, but no provisions for a greater Police service or for the Ambulance depot.

- b. Demolition of the Library and building on extension to the Horseshoes Mall incorporating a new library. A variation of this included the Hub which would also be demolished.
- c. A new supermarket and housing would be built on the Iceland Car Park.

All of these options never progressed, even though there was considerable public support for the Campus concept.

The idea of the 2015 Area Board re-grouping was to follow up on what evidence we had and prepare a smaller scheme based on WC owned land only. Unfortunately, due to various WC changes of staff with the lead person, the ideas put forward have never proceeded to a definitive point. The members of the group include Len Turner, Tony Nicklin. Fleur de Rhe Philipe, Sue Fraser, Pip Ridout and Tony Jackson have also attended. New River Retail also participated in the earlier meetings.

The latest idea is to create a Piazza area between the Cornmarket and the Horseshoes Mall, taking over part of the car park to form a Market Square, and redeveloping the Hub building into the focal point. Various sketches evolved but again due to WC staffing there are no project proposals mapped out.

The latest meeting of the group was held in December 2019 together with the Leader of the Council Phillip Whitehead. He promised that he would provide some seed funding to convert the ideas into a scheme, by providing WC staff and draughting facilities with appropriate software to demonstrate the concepts. He appointed Sam Fox the Director of Economic Development and Planning to follow it through and re-energise. That was just prior to the Covid-19 situation and Sam Fox was assigned to other duties. Some 15 months later, we are still no further forward.

WC now have plans to offer £1m p.a. towards market towns regeneration schemes. More details will follow through the Area Board next month. We need to be ready.

4. Way Forward

There are 3 proposals before us: -

- 1) Do we entertain the concept of purchasing the Old Police Station? Do we commence enquiries, and enter discussions with the police estates department regarding value?
- 2) Do we believe that the Hub Building would add value to the Town Council as a centralised office for communications and information, or for inclusion in a bigger plan? If so, then do we register our interest with WC, together with WVDT's support, for a CAT transfer.
- 3) Do we forward an "Expression of Interest" with WC to accelerate our central car park regeneration proposals, and request that we be considered for the new Market Town's Recovery Scheme?