

19th September 2022

## AGENDA

Dear Councillor  
You are summoned to the:

**Meeting of Warminster Town Council**  
**on Monday 26<sup>th</sup> September 2022 at 7pm**  
**to be held at**

**Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

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

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**

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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 25<sup>th</sup> July 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 25<sup>th</sup> July 2022

4. **Chairman's Announcements**

**4.1** Announcements.

**4.2** Mayor's engagements (**see attached**)

**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 27<sup>th</sup> June 2022 questions to Cllr Cooper, chairman of the committee.

**9.2 Planning Advisory Committee** meeting held on 18<sup>th</sup> July 2022 questions to Cllr Keeble, chairman of the committee.

**10. Athenaeum Request**

The Chairman of the Trustees of the Athenaeum had written to the Council asking for the sum of £60,000 to help fund further phases of their restoration work to the Athenaeum. **(attached)**

This matter was considered by Full Council and Members resolved to refer the item to the Finance and Audit Committee with a request that it considered the matter in detail and made a recommendation to Full Council. Minute FC/22/054 refers.

The Finance and Audit Committee resolved to make a recommendation to Full Council to allocate a grant of £60,000 to come from the Dewey Trust Fund towards the continuation of the restoration of the Athenaeum.

The Trustees of the Dewey Trust have confirmed that enough money is held in the current accumulated income balance that a payment of £60,000 could be made without the need to sell any of the portfolio.

**Members are asked to resolve to allocate a grant of £60,000 to come from the Dewey Trust Fund towards the continuation of the restoration of the Athenaeum.**

**11. Neighbourhood Plan and Town Centre Plan**

The Town Council has been leading the review of the Neighbourhood Plan. The Neighbourhood Plan Steering Group met on 30<sup>th</sup> August 2022 and resolved to ask the that the town council in conjunction with the review of the Neighbourhood Plan also applies for Locality master planning technical support package to assist in the updating of the Town Plan

The Town Plan (aka the Town Centre Master Plan) is a complementary document to the Neighbourhood Plan. The main difference is that the Town Plan is focused on the Town Centre and can consider issues beyond the scope of planning policy.

**Members are asked resolved to adopt the recommendation from the steering group that the town council in conjunction with the review of the Neighbourhood Plan also applies for Locality master planning technical support package to assist in the updating of the Town Plan.** If the application is successful support would be given at no cost to the Council. The Town Council would make clear that the consultants AECOM have conflict of interest in Warminster and that the town council would prefer support to be provided by the consultants Urban Vision Enterprises UVE (UVE are a consultancy previously appointed by Locality to undertake an Evidence and Policy Review of the existing Warminster Neighbourhood Plan on behalf of Warminster Town Council)

The project planning and delivery process for the Town Plan (or Town Centre Master Plan) would be shaped and implemented by the consultants appointed by Locality. However, Place Studio could provide services to brief and coordinate this consultant's work with the Neighbourhood Plan review and to help link the two reviews together. Place Studio estimate this service can be provided for £3,300.

**Members are asked to approve the employment of Place Studios to work with any consultants appointed to work on the Town Plan (Town Centre Master Plan) to coordinate the review with the Neighbourhood Plan Review. A budget of up to £3,300 to be taken from the Community Infrastructure Levy (CIL) money already earmarked for the Neighbourhood Plan Review.**

**12. Council Bank Account**

Members had resolved that the Council's Bank Accounts should remain with HSBC for the time being and that officers would investigate other potential banks and report back to Finance and Audit Committee. Minute FC/21/136 Refers.

The Finance and Audit Committee considered the matter (**see attached**) and members resolved to recommend to Full Council to move the Council's Bank Accounts from HSBC to Lloyds Bank.

**Members are asked to consider the attached report and resolve to move the Council's Bank Accounts to Lloyds Bank.**

**13. Dark Skies**

In October 2019 Cranborne Chase AONB was awarded the status of International Dark Sky Reserve (IDSR), the only AONB to be granted this prestigious designation in its entirety. However, this designation is only provisional and, in order to maintain it, they need to show a progression in how we are addressing the issue of light pollution. They cannot do this alone, and need the support of local communities, especially those County, District, Town, and Parish Councils that pledged support for them in their bid to become an IDSR.

**Members are invited to pledge support for Cranborne Chase AONB retaining the status of International Dark Sky Reserve (IDSR), and invite a representative to address a committee as to what further action the Town Council can take to support the designation.**

**14. 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](http://www.warminster.uk.com) or by contacting us at Warminster Civic Centre.

## Mayor's engagements

[illegible]

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
15.07.22	GWR	Extreme heat to affect train services and new strike dates announced	Email
18.07.22	Wiltshire Council	Minutes for Western Area Planning Committee, Wednesday 6 July 2022, 3.00 pm	Email
19.07.22	Neighbourhood Alert	Local Impactive Crimes 13th To 17th July 2022 - Warminster 19/07/2022 10:44:48 [427674]	Email
21.07.22	Mr K J McCall, Member of the West Wilts Group of the Campaign to Protect Rural England.	P/A 20/06775/WCM Proposed Incinerator at Northacre, Westbury.	Email
21.07.22	Development Services	Planning Appeal Notification Letter - 20/06775/WCM - Northacre Renewable Energy, Westbury - APP/Y3940/W/22/3302008	Email
22.07.22	GWR	Update ahead of RMT & ASLEF rail strikes next week	Email
25.07.22	Neighbourhood Alert	Local Impactive Crimes 18th To 24th July - Warminster	Email
28.07.22	Neighbourhood Alert	Burglars Beware - Op Siege Has Been Launched	Email
01.08.2022	Lianne Bartle Senior Traffic Order Technician Highways & Transport	Sealed Traffic Regulation Order	Email
04.08.22	Wiltshire Council	Road Closure Tascroft Rise Development	Email
05.08.22	Wiltshire Council	Road Closure A350 Upton Scudamore	Email
08.08.22	Neighbourhood Alert	A reminder about Op Siege - Beat The Burglar at a reduced cost.	Email
09.08.22	Wiltshire Council	Council confirms changes to parking charges from 1 September	Email
11.08.22	Wiltshire Council	Area Board meeting 31 <sup>st</sup> August cancelled	Email

### CORRESPONDENCE LIST

15.08.22	Wiltshire Council	Briefing Note 22-19 - Community Governance Review Consultation	Email
15.08.22	Wiltshire Council	Briefing Note 22-18 - Community Governance Review 2022-23	Email
19.08.22	Wiltshire Council	Sealed Traffic Regulation Order – Off Street Parking Order 2022	Email
22.08.22	Neighbourhood Alert	Dog Watch Newsletter	Email
25.08.22	Wiltshire Council	urgent closure notice for Lower Marsh Road (Part), Warminster commencing 26th August 2022	Email
30.08.22	Wiltshire Council	Road Carriageway Works - Woodcock Road, Warminster	Email
30.08.22	Wiltshire Council	Road Carriageway Works - Beacon View, Warminster	Email
01.09.22	Wiltshire Police	Warminster Neighbourhood Policing Team	Email
02.09.22	Community Alert	Wiltshire PCC statement after IOPC concludes inquiry into a complaint regarding Becky Godden-Edwards' murder investigation.	Email
05.09.22	GWR	Rail strikes announced for 15th and 17th September	Email
08.09.22	Neighbourhood Alert	ALERT: Energy rebate scam emails	Email
08.09.22	Wiltshire and Swindon Community Messaging	Wiltshire NHW Association AGM - Sat 8 Oct 2022 (10am)	Email
09.09.22	Wiltshire Council	Share your thoughts and memories of Her Majesty The Queen	Email
09.09.22	SW Rail	SWR announces September strike service levels	Email

# 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](mailto: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 22<sup>nd</sup> 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**

**CONTENTS**

1. Restoration Synopsis
  - i. Phases VII and VIII Dressing Room Extensions
  - ii. Phases IX and X The Close Centre
2. Restoration Background
3. Theatres Trust and Lottery Funding
4. Current Status
5. Phases VII and VIII Way Forward
6. Phase X Way Forward
7. Timescale
8. The H.N Dewey Will Trust
9. Borrowing
10. Draft Timetable

Appendix 1 Professional Works required for Phases VII and VIII

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 1<sup>st</sup> 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 15<sup>th</sup> 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 27<sup>th</sup> 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 31<sup>st</sup> 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
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- 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

<b>COST CENTRE</b>	<b>STAGE 1</b>	<b>STAGE 3</b>	<b>STAGE 4</b>
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
<b>TOTAL</b>	<b>10,950</b>	<b>19,986</b>	<b>29,287</b>

\* 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 31<sup>st</sup> 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**

		<b>PHASE IX</b>	<b>PHASE X</b>
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**

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

**Questions and answers regarding the Athenaeum request.**

1. Could we ask Tony to provide a simple brief describing exactly what he would like to do with the funding, I think it was confusing to have all of the stages with this project and all of the other stages mentioned in the brief, a simplistic paragraph outlining exactly what works will be delivered with which funding lines would be really useful.

The Phases VIII to X Restoration Works proposal appendix 2 paragraph 'Budget & Expenditure Schedule' describes 14 activities that all need funding. Each of which would be spread over 4 stages of works during a period of 12 months. Each stage arranges for common works, or areas of works, to be carried out during the same period. There is no detail programme yet. The visit tomorrow will show the difference between what we have done on the first floor and how the vacated ground floor now looks

2. Does the work need to be done now? What would be the impact if the work was deferred by 12 - 24 months?

If the work was deferred, we would need to draw down on our reserves in order to maintain the premises. It would also prevent opportunities to let the ground floor and secure new income for the upkeep and running costs.

3. What happens if the match funding / other grant applications fail?

If we fail to raise £20k by other grant aiding bodies, we would have to cut back the content of the scheme. Activity number 11 is for a replacement boiler at £35,000 which could be delayed for 12 months. We would still need to carry out the pipework modifications and instal a better control system for an approximate cost of £15,000, thereby reducing this cost area by up to £20,000. The current 10 year old boiler is fully operational but inefficient, a replacement unit would improve our gas usage efficiency by at least 5% and give us a 10 year extended life on the existing gas supply. We may also be able to reduce on the estimated cost of the old window refurbishment, as well as saving on the stone-work cleaning, thereby reducing the total amount of scaffolding needed. This work could be delayed for later consideration.

4. Where would additional funding come from if the cost of the works increases (Hyper inflation currently experienced within the construction sector)

There are no additional funding paths. The budget is current but reluctantly we would have to reallocate funds reserved for upgrading the auditorium or cut back on the extent of the works to cover increased costs.

5. What other funding has been secured by Ath Trust in the last 5 years and which projects did it fund

Most recently in 2020/1 we raised £105,000 through DEFRA and Landfill funds for the amalgamation of the first-floor premises and services, together with a new boiler and control system in the Athenaeum. This work has reduced our gas expenditure by 25 – 33% already over the last 12 months.

6. Could we see a copy of their latest audited accounts and their Financial Plan

Latest accounts 30.07.21 have already been lodged with the Town Council last year, as is our normal practice. Please see attached. Year 2021/22 will still show a similar healthy position.

7. How is the figure £60k arrived at when the Total is £120K, Have other funding sources been fully explored and which ones?

Refer to paragraph number 9 of the Restoration report. The loan would be from the Rural Community Buildings Loan Fund. We have already approached them and received the application forms for us to complete. We have received verbal confirmation that our use of the funds is for a compliant purpose. We raised a £20,000 loan in 2012 from the same fund and repaid it in 2017 for the new toilet block in the Athenaeum.

8. Area Board grant £5K – area board grants are now reduced to a max of £2.5K. How is this shortfall being approached?

We will make up this £2,500 from our own funds

9. Phase 10 spend is over 2yrs broken into Stage 1-4 (representing packages of work common to sub-contract technologies for 1yr project period) – How is this work being commissioned and can it be managed in the phases identified? (e.g. scaffolding for replacement of windows/scaffolding for roof repairs)

The work will be carried out by using the same local contractors that helped us carry out the Phase IX work in 20/21. We will utilise scaffolding for all services needing it, and programme the works for the common need.

10. Phase 9, £105K completed 2021 on first floor. What lessons were learnt and were there any unexpected cost affecting the budget outturn and how might this impact on Phase 10?

Phase 9 did not incur any surprises because the works needed were fully surveyed and documented before orders were placed. There were no surprises or over-budget issues. Refer to the appendix 2 schedule of drawings which have already been fully recorded and 'As-fitted' ready for the Phase X work.

11. Contingency cost £15K - covering insurance, inspections, planning permission licences and records. Contract inflationary costs are rising at 12% has this been sufficiently budgeted?



The contingency included for an approximate 10% increase in costs with £5,000 reserved for insurance and inspection costs. As-fitted records would be approximately £2,000 within this reserve.

12. Building is Grade 2 listed requiring listed building consent. Have sufficient conversation been held with conservations officers and are their requirements fully accounted.

We held a site visit with the Conservation Officer in 2019 and discussed the works involved for the first floor. We were assured that we did not require to submit a Planning Application and that we were compliant with that point because we were not physically changing any of the grade II status. Most of the works are internal concerning decorations and services which are not covered on the listing. We understand that a new planning officer may have been appointed for Warminster Town Centre area and our Architects have emailed the WC Development Manager for confirmation and a meeting. We have had regular meetings with the C.O over the years in the Athenaeum and kept in close contact about our ongoing restoration works.

13. How sure are you about other costs - materials/inflation/unknowns? How might impact on scheme delivery?

Inflation of costs is an area of concern and we have allowed only a nominal 10% to cover. We are however able to reduce our expectations and hence costs in each of the 15 areas in order to balance to our projected budget total of £120,000. We would be able to delay part of the works e.g. decoration, or carry them out by direct labour works.

14. Phase 10 requires a short-term loan £25k (Phase 6 £20k for 5yrs). Phases 7 and 8 indicate a loan of £400K – Is this financially achievable and viable in the long term?

Phases 7 & 8 would not be carried out with a £400,000 loan. Our current repayment capability would be for a loan of £25,000 maximum. If we cannot balance our budget with a £25,000 loan then we would again have to trim our expectations.

15. Building is Grade 2 listed requiring listed building consent 'time expired' May 2023 for Phase 8 - Phase 9, is this being addressed?

We have not addressed this delay yet. Community and Lottery funding has been affected during these two years of Covid and lockdowns etc. We will have to reapply next year for an extension to our current permissions and continue to work towards a full Lottery Grant. This applied only to Phase 8. Phase 9 has been completed and the new phase 10 amalgamation works does not require PP or LBC under our present plans. We will confirm this with the new CO as soon as we can.

16. If WTC were to award the grant, given that the Athenaeum is run for the benefit of the Town community, might the grant be conditioned on a meeting room being available for groups for a nominal token charge?

Can I just clarify this misunderstanding please. The Athenaeum is not run for the benefit of the Town Community. The property is owned by the people of Warminster in Trust and used as appropriate by them to offer services that satisfy the needs of the community as a whole. It is unique and we are proud of our inheritance. The entire Athenaeum facility including all of our meeting rooms and charges are tailored to affordable levels. Our operating costs are not really commercially based and we enjoy a lot of volunteer community support to run the Athenaeum building. We do not expect this to change and do not plan to offer concessions other than extra usage discounts, or special arrangements as and when they occur. A public AGM is held every year in October, and Trustees are elected to look after the Trust, its Objects and of course its Building. The WTC are called upon to provide two nominated Trustees, and then together with the elected 5 form a management team that operates 100% on a voluntary basis, for the benefit of others.

## REPORT FOR DECISION

### Switching Warminster Town Council's (WTC) bankers from HSBC to Lloyds

#### Recommendation

**That members to resolve whether the council switches from HSBC to Lloyds Bank plc.**

#### Purpose of the Report

The Town Council began the process to move their bank accounts from HSBC to Unity bank. The service that Unity Bank provided during the changeover was very unhelpful and they were unable to provide the services that they had promised. WTC remained with HSBC whilst ongoing investigations with other banks continued. This report is to provide members with information to make an informed decision.

#### Background

Members have suggested that WTC move their bank account to Lloyds. Lloyds still currently has a branch in Warminster Town Centre. This would enable all the council's banking to be completed directly in the town. It is hoped that the extra custom might help retain Lloyds in the town centre.

Contact with Lloyds branch in the town centre has established that when opening business accounts, there is no facility to meet in person and everything must be completed over the phone or online.

#### Investigations

An application over the phone can take up to an hour and the information needed would be about the members who wish to be included on the account, including their full names, date of birth, nationality, permission for a credit search and their address including the month and year that they moved in. Previous addresses will be needed if less than three years at their current address.

HSBC	Lloyds
Telephone Banking has been set up	Telephone banking is available
Members have been updating the mandate – this just needs to be completed	Council mandates are set up when completing the application.
Forms for services are not council friendly as we do not fit in the business model	Forms for services are not council friendly as we do not fit in the business model
Online bank statements available	Online bank statements available
Cheque book available	Cheque book available
Cash: deposits at the post office. This requires a traditional paying in book.	Cash: deposits at the local branch using a paying in book.
Petty cash – cash transferred via takings from Pavilion Café and a cheque	Petty cash - this can be obtained at the branch in town.
Once the mandate has been complete, debit cards can be applied for.	Payment debit, credit cards and card payment machines are available.

Changes to the management of the account can take many months	Do not currently have this information.
Bank charges are competitive and very similar to all the other mainstream banks.	Bank charges are competitive and very similar to all the other mainstream banks.
HSBC provides a sweep facility which ensures that the current account never becomes overdrawn. It is linked to their savings account	Lloyds do not appear to offer this service.

All business bank accounts are very similar, and councils do not fit the current banking models because they are neither business nor charity. Officers are aware that the Society of Local Council Clerks (SLCC) is working with the banking sector to improve this situation.

### **Conclusion**

HSBC and Lloyds are comparable in their banking services and pricing structure. However, Lloyds does offer card payment machines and is currently situated in the town centre they do not however offer the sweeper account facility.

### **Financial and Resource Implications**

There are no additional costs as charges are comparable with HSBC.

### **Legal Implications and Legislative Powers**

The council has the power action this under the General Power of Competence.

### **Environmental Implications**

Officers are not aware of any issues the council should consider but will consider the council's policies.

### **Risk Assessment**

Lloyds Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

### **Crime and Disorder**

The RFO is not aware of any issues the council should consider under the Crime and Disorder Act.