

WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 17 April 2023 AT 4.00pm

Present: Councillors M Lithgow (Chair)
M Barr, K Canham, A Govier, J Lloyd, J Thorne and M McGuffie
David Farrow – Town Clerk.

One member of the press was in attendance.

634 Apologies

Apologies were received and noted from Councillor K Wheatley.

635 Declarations of Interest

None were declared.

636 Minutes

RESOLVED to approve the minutes of the meetings held on 27 March 2023

637 Questions and Comments from Members of the Public

There were no questions.

638 Youth Provision in Wellington

Councillors A Govier and M Lithgow declared a personal interest as Directors of Wellington Community Support Services which receives funding from the Town Council for the provision of youth services in the town.

Peter Joint, Community One Team Coordinator, joined the meeting to discuss the work of the Community One Team's Children and Young Peoples Wellbeing Group specifically in relation to seeking the views of young people about future provision in the town. Councillors made some suggestions for provision which Peter Joint said he would take back to the group. It was agreed that the committee should revisit this work in at its August meeting.

4.30pm – at this juncture Councillor Thorne left the meeting.

639 To Review the Town Council Disciplinary Procedure

The Town Council Disciplinary Procedure was last updated in 2019 and requires reviewing as part of the Councils Policy Review timetable. It was **RESOLVED** to recommend to the Town Council that the revised Procedure is adopted.

640 To Review the Town Councils Absence Management Procedure

The Town Council Absence Management Procedure was adopted in 2019 and requires reviewing as part of the Council's Policy Review timetable. On review, the Town Clerk's opinion is that no changes are necessary. It was **RESOLVED** to recommend to Full Council that the procedure remain as is.

641 Request for Additional Street Lighting

The Committee authorised the Town Clerk to obtain quotes from Somerset Council Street Lighting for installing street lighting on the footpath between Eight Acre Lane and Wellesley Park and for additional lighting in White Hart Lane.

642 Health and Safety Policy

It was **RESOLVED** to recommend to Full Council that the Health and Safety Policy drafted by WT Consultancy (SW) Ltd the Council Health and Safety Consultants that had been circulated with the agenda be adopted.

643 Public Open Spaces

Following the decision at Full Council on 3 April 2023; the Committee nominated Councillors A Govier and M Lithgow to join officers in discussions with developers relating to the management of public open spaces on the Longforth Farm Development.

644 Community Warden Update

The Town Clerk reported that no applications had been received following the readvertisement for the post of Community Warden. Options were discussed for filling the role and the Town Clerk was asked to develop a proposal for increasing the hours for the post for consideration at a Town Council meeting.

645 To Exclude Members of the Press and Public

It was **RESOLVED** that the public and press be excluded from the meeting under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

646 Longforth Road Toilet Block

The Committee reviewed correspondence that had been received and authorised the Town Clerk to hold further discussions with the contact.

There being no further business the meeting closed at 5.30pm

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Councillor Mark Lithgow
Chairman



WELLINGTON TOWN COUNCIL

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Terms of Reference for the Wellington Town Council Policy and Resources Committee

Name of Committee: The Policy and Resources Committee

Purpose

To review, report on, and make recommendations to the Council on issues concerning overarching Council policies, procedures and processes (e.g., Standing Orders, schemes of delegation, any new policies and procedures that may be required not within the remit of another Council committee) as well as employment, staffing, training, communications, office facilities and other Council resources outside the remit of other Committees. The Committee will consider and make recommendations in relation to the role of the Council in the context of local government reorganisation in Somerset.

Summary of Responsibilities

The Policy and Resources Committee shall have delegated authority to: -

- Ensure that overarching Council strategy and policies and processes (e.g., Standing Orders, Scheme of Delegation, etc that are not covered by other Committees) are regularly reviewed to ensure they are fit for purpose and where necessary recommendations are made to full Council for changes to or adoption of new policies/processes.
- To make recommendations to Council on the future development and acquisition of services and assets.
- Review and make recommendations on the Council's staffing structure.
- Oversee all staffing issues, including terms of employment.
- Draw up and implement a Training and Development programme for Councillors and staff.
- Review and make recommendations concerning the Council's office premises and facilities.
- Review and make recommendations on the Council's IT provision and office equipment.
- Oversee and make recommendations concerning the Council's Public Relations and Communications.

- Propose new ways of working to enhance outcomes for town residents.
- Act as nominal line-manager of the Clerk and/or Proper Officer, including completing an Annual appraisal.
- Oversee day-to-day management of Council resources and make recommendations thereon.
- Agree expenditure to a specified limit on staffing or resourcing items (see below)
- Regularly and strategically review all of the above to ensure Council practices reflect the changing external environment, and the Council's needs.

Staffing Structure

The current structure of the Council's staff is set out at Appendix 1.

Status

The Policy and Resources Committee is a fully constituted Committee. It has elected membership however all Councillors are able to attend any meetings of the Committee.

Reporting

After each meeting of the Committee, a summary of matters considered will be tabled for discussion and consideration at the subsequent Council meeting.

Membership

The Committee will comprise 7 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise. Membership shall always include the Mayor, who will act as the nominal line-manager for the Clerk and/or Proper Officer, unless other arrangements are agreed by full Council. Notwithstanding the delegated arrangement for line-management, the Council collectively remain the line-manager of the Clerk and/or Proper Officer, and the Employer for all staff.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Operation of the Committee

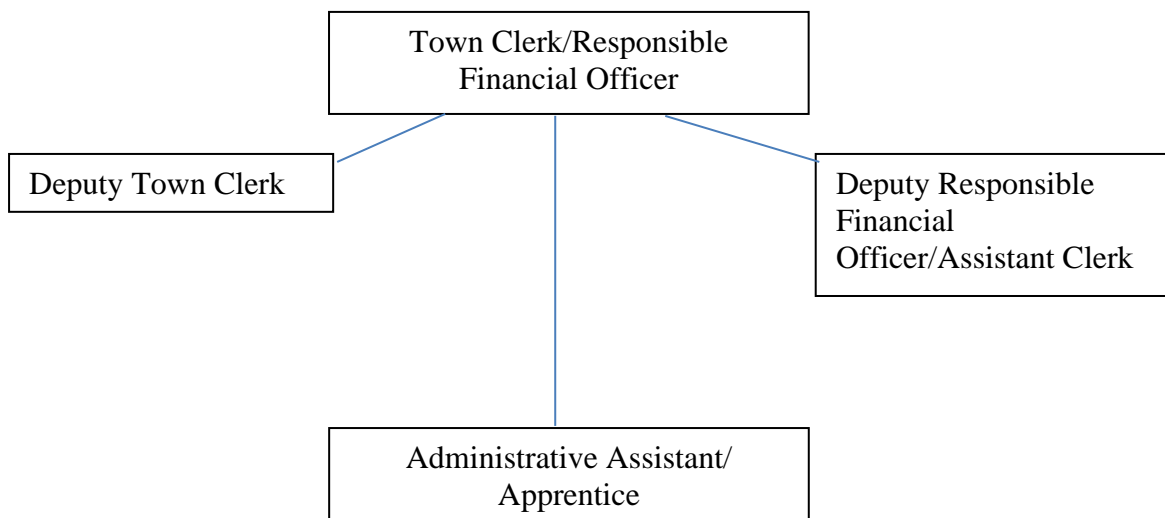
- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman, and subject to availability.
- For the meeting to be quorate no fewer than 3 councillors need to be in attendance.
- Unless a motion is passed to the contrary, the Mayor will be appointed Chairman of the Committee at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member shall be elected to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.

- In the case of a tied vote the Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email or paper if requested for each meeting, at least three working days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £3,000 (per item) to be taken from the relevant budget (IT, training etc). **No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.**
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

Appendix 1



A Vision for Wellington Town Council

Wellington Town Council is an aspirational Council that will engage with the people it represents to reflect their views and enable a vibrant and thriving community.

The Council will work with and offer support to all members of the community as needed with the aim that Wellington is:

- **An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community**

We will do this by:

- Making grants available to community groups that offer support to members of our community.
- Working with statutory bodies, local agencies and voluntary groups to ensure that more vulnerable members of the community get the support they need.
- Making effective use of data to enable early identification of need and target support where it is needed.
- Working with schools to encourage children and young people to have pride in their town and engage in making it a better place.

- **A town with a diverse, thriving, and resilient local economy**

We will do this by:

- Promoting the town as a place for businesses to base themselves.
- Supporting developments that provide employment opportunities for the residents of the town whilst recognising the need for developments to be appropriate and meet planning requirements.
- Supporting the building of the train station both in principle and through the provision of funding to deliver it and the surrounding developments.

- **A town with vibrant cultural, sporting, and social communities**

We will do this by:

- Supporting organisations delivering cultural, sporting and social events through the provision of grant funding.
- Supporting the development of sports facilities through Community Infrastructure Levy funding and other grants.
- Taking on the delivery and management of significant events in the town such as street fairs.
- Working in partnership with voluntary groups and other organisations to support them in delivering facilities, activities and events that will benefit the town and its residents.

- **Proud and protective of our heritage, green spaces, and biodiversity**

We will do this by:

- Working in partnership with local organisations and councils to ensure our heritage sites and green spaces are secured and used for the benefit of the community.
- Celebrating the history of the town through the provision of information and trails.
- Using our green spaces to promote biodiversity.
- Making sure our green spaces are accessible to all.

- **Committed to becoming a net carbon neutral town**

We will do this by

- Developing and delivering a strategy that will help the town work towards being carbon neutral by 2030.
- Making grants available to support projects/work that will reduce carbon emissions and where outcomes can be shared with others.
- Support the development of a Community Farm and deliver additional allotments to enable the town to become more self-sufficient.
- Develop an improved walking and cycling infrastructure over the next 10 years through the development of a Cycling and Walking Infrastructure Plan.

- **A destination of choice for people to live and work and for businesses to be located.**

We will do this by:

- Promoting Wellington both locally and nationally as a place to come and live and work.
- Working with developers to encourage businesses to base themselves in and around Wellington.
- Delivering this vision so that Wellington is seen as a destination of choice.

- **Connected with the Blackdown Hills AONB and surrounding communities**

We will do this by:

- Working with surrounding Parish Councils to develop links and work collaboratively for the benefit of all our communities.
- Working in partnership with the Blackdown Hills Area of Outstanding Natural Beauty (AONB) and the National Trust to promote the area.

With local government reorganisation occurring in 2023 the council recognises the opportunities that may arise for Wellington to be a more self-determining community.

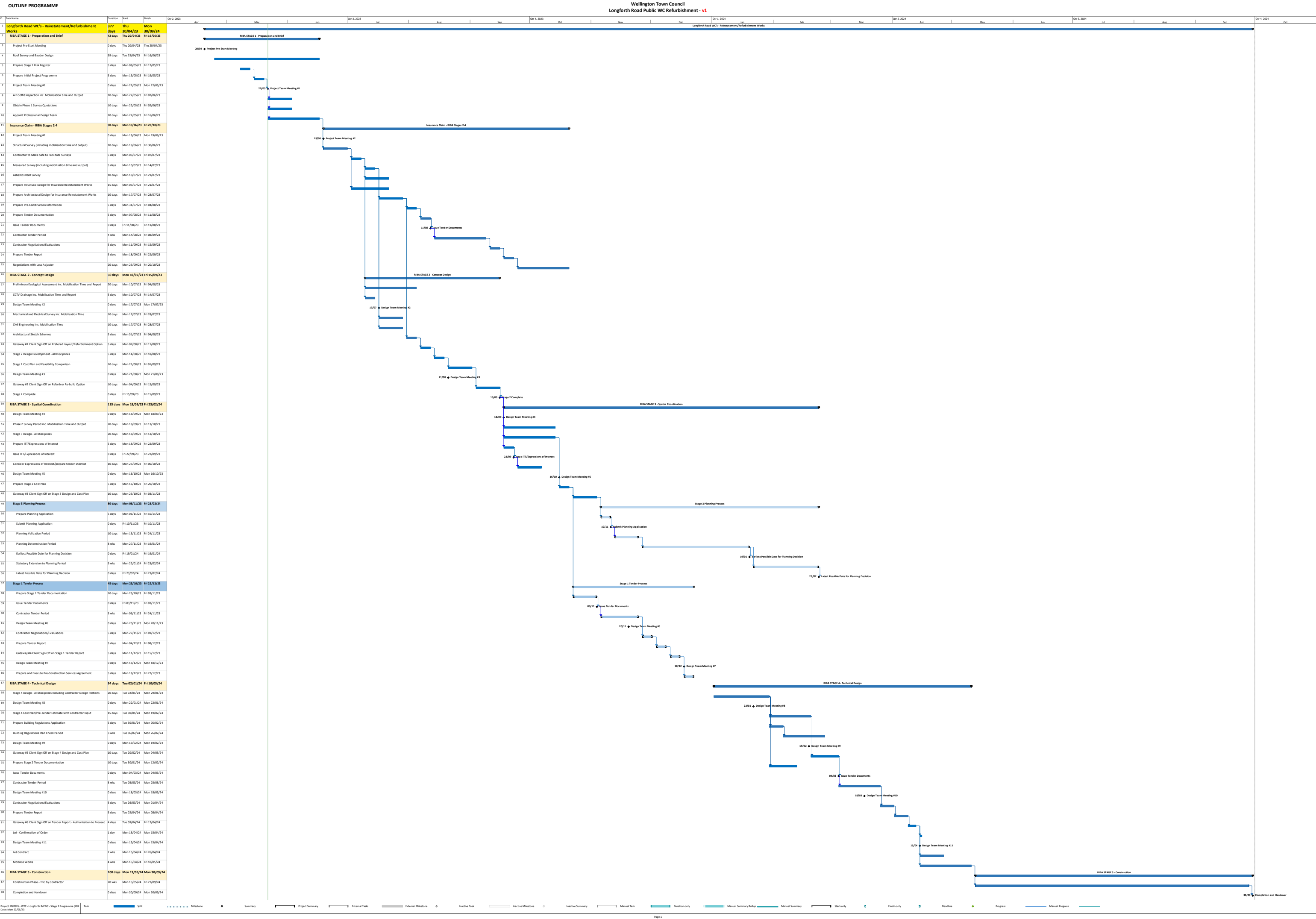
The Council will look at potential asset and service delegations from the new Somerset Council and in each instance will consider if doing so will:

- (a) Support the Council in achieving the aims and aspirations set out above.
- (b) Add value to or improve the quality of provision of those assets and services locally.
- (c) Save costs or improve value for money for the town.
- (d) Provide facilities which were not previously available to or in the community.

PROJECT RISK REGISTER - RIBA STAGE 1					Project:	RS2076 - Longforth Road Public WC's	Register No:		V.01	Total	Open	Closed
					Client:	Wellington Town Council	Current Date:		22/05/2023	32	32	0
ID	Risk "There is a risk that..."	Cause "This is because..."	Consequences "If the event occurs, there will be the following consequence(s)..."	Risk Owner	RIBA Stage	Mitigation Actions	Action Status	Likelihood (%)	Cost Impact	Schedule Impact	Reputational Impact	Score
1	Inflation/cost increases	Outside the control of WTC	Increase in project costs beyond the contingency and risk allowances	WTC	5	Regular cost updates and reporting throughout project to take account of changing market conditions and inflation. Inflation estimates/allowances based on the latest BCIS forecast Tender Price Indices to be included in cost plans.	Open	5. Almost Certain	5. Severe	3. Moderate	3. Moderate	25
2	Global economies/legislation	Outside the control of WTC	World events have an impact on the project	WTC	1-6	Monitor and take mitigation action when events occur.	Open	5. Almost Certain	4. High	4. High	1. Negligible	20
3	Design and construction programme exceeds clients initial expectations	There are currently no programme dates nor fixed design brief set, client and public expectations may not reflect realistic timescale required to design, procure and deliver works.	Risk of detrimental public relations and unexpected costs associated with a longer construction period than originally anticipated.	WTC	1-6	Ravenslade to prepare initial outline programme to cover insurance claim, initial design development, feasibility, detailed design, procurement and construction.	Open	4. Likely	4. High	4. High	5. Severe	20
4	Works to make safe AIB soffits safe ahead of main contract works	The soffits to the building have been identified as asbestos insulation board. There is a possibility this friable material may have been damaged by the accident and could be 'releasing' fibres.	Risk to health of contractors and public working in/close to or passing by building. Increased costs and delays to pre-construction programme whilst encapsulation/removals are carried out.	WTC	1	Quote obtained for inspection of soffits and provided to WTC for consideration. Instruction to proceed to be issued asap to better understand risk. Encapsulation/removals as necessary to be undertaken as instructed by asbestos surveyor.	Open	4. Likely	3. Moderate	3. Moderate	5. Severe	20
5	Building underinsured	The insurance does not cover the value of the building and settlement figure may be insufficient to re-build/bring the building back into repair.	WTC may have to self fund structural remedial works which could detrimentally effect the remaining project budget for refurbishment/reconfiguration works.	WTC	2	Scheme of works to bring building back into repair on a like for like/no betterment basis to be tendered at earliest opportunity allowing insurance settlement figure to be negotiated with loss adjuster.	Open	4. Likely	5. Severe	3. Moderate	5. Severe	20
6	Continuing construction industry problems with materials procurement will impact project	Following the Pandemic/Brexit, the construction industry has experienced unprecedented issues with materials availability and lengthy procurement times which has directly impacted build contracts.	Significant delays with getting essential materials on site in time to meet programme. Escalating and fluctuating materials costs as a result of demand outstripping supply.	WTC	5	Early engagement with contractor and supply chain to identify issues. Early orders placed to secure programme and cost certainty.	Open	5. Almost Certain	4. High	4. High	1. Negligible	20
7	Restricted access for residents, visitors and customers to neighbouring sites during construction works.	The contractor will require exclusive possession of footpath to building frontage (east elevation). Scaffolding may be required to driveway to North to facilitate roofing works.	Vehicles and pedestrians may be diverted away from the site causing congestion and potential delay.	Contractor	5	Contractor to prepare site and traffic plan for inclusion in CPP. Contractor to allow for traffic management and segregated pedestrian routes.	Open	4. Likely	2. Low	1. Negligible	5. Severe	20
8	Partial road closure of Longforth Road	A scaffold will be required to the east elevation to facilitate roofing works and reconstruction of building frontage.	Traffic management (traffic lights) likely required to close 1no. vehicle lane to enable scaffold to be erected on highway and provide sufficient working area. Permission/licence required from LA Highways department. Likely to cause congestion and delay and affect access/egress from garage site opposite.	Contractor	5	Contractor to negotiate with Highways department and local businesses at earliest opportunity. Contractor to prepare site and traffic plan for inclusion in CPP. Contractor to allow for traffic management and segregated pedestrian routes.	Open	4. Likely	2. Low	1. Negligible	5. Severe	20
9	Insufficient area to create contractors compound	Client has duty to ensure contractor has arrangements for providing welfare facilities in accordance with schedule 2 of the Construction (Design and Management) Regulations 2015. Space also required for contractors compound and parking.	Welfare is a fundamental and basic necessity for workers. It is also required by law. Providing the right welfare sets the tone for a project and demonstrates a commitment to meeting workers' needs. Inability to provide a compound/parking in the vicinity of the construction area may have financial and programme impacts.	WTC	5	It may be possible to use the existing building as welfare for a period of time but at some stage self-contained facilities will be required. WTC to consider options/locations for contractors compound including adjacent car sales site.	Open	4. Likely	2. Low	2. Low	5. Severe	20
10	Ecology impacts are found	The disturbance/displacement caused to the building as a result of the accident damage offers a potential route for protected wildlife to enter the internal accommodation.	Delays to the programme for ecology surveys and agreement on mitigation works	WTC	2-4	Quotations for a Preliminary Ecological Assessment are to be requested and the survey is to be instructed at the earliest opportunity. This approach will allow any further ecology surveys required (e.g. bat emergence surveys) to be undertaken in current seasonal survey window and mitigation works (if necessary) to be incorporated in detailed design.	Open	3. Possibly	3. Moderate	5. Severe	2. Low	15
11	Planning will be declined	The outcome of the Planning application is outside the control of WTC and Ravenslade and depending upon public/statutory consultations, permission may be declined.	Risk that the project becomes obsolete if Planning Permission is declined. WTC may incur abortive costs if detailed design/procurement needs to progress alongside planning determination to achieve programme dates.	WTC	3	Submit Planning application at earliest opportunity and continue open dialogue with Planning Authority throughout process.	Open	3. Possibly	4. High	5. Severe	4. High	15
12	Party Wall Etc Act 1996	Unclear whether WC block and structure to west are independent or share a Party Wall. Regardless, statutory permissions may be required to insert flashing, and potentially excavate for new foundations if WC block re-built.	Delay to the programme and additional costs if the Adjoining Owner(s) dissent to Party Wall Notices requiring surveyors to be appointed and a Party Wall Award to be published.	WTC	3	Establish whether structures are independent and serve notices at earliest opportunity.	Open	5. Almost Certain	3. Moderate	3. Moderate	2. Low	15

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13	Building regulations	Outside the control of WTC	Increase in statutory compliance bring changes to legislation that will impact on the project	WTC	4	Monitor and take mitigation action reviews when changes occur that are likely to impact project. Early appointment of approved building control body and early consultation ahead of plans approval submission.	Open	5. Almost Certain	3. Moderate	3. Moderate	1. Negligible	15		
14	Contractor financial stability during project will affect delivery	Current economic climate is directly affecting construction companies financial standing and stability. Fluctuating costs of materials and lengthy lead in times.	Contractors or their major sub contractors and suppliers in their supply chain could go insolvent during the course of the project	WTC	5	Reputable contractors known to Ravenslade/WTC to be invited to tender as part of a selective exercise. Quality assessment to be incorporated in tender submission. WTC to undertake a due diligence exercise on the preferred contractors financial standing and ability to resource and deliver the project.	Open	3. Possibly	5. Severe	5. Severe	4. High	15		
15	Disruption of services to neighbouring residential and commercial properties.	The works will require a number of services to be traced and locally isolated.	Disruption to services may affect the day to day operation of neighbouring sites and depending on duration of disconnections may require temporary services/facilities to be installed.	Contractor	5	MEP Consultant to survey the existing service installations and equipment and specify the decommissioning and disconnection works. Contractor to provide method statement to satisfy the specification ensuring all services are traced and safely isolated. Contractor to programme works to cause minimal disruption and in all eventualities maintain existing supplies to neighbouring sites.	Open	3. Possibly	2. Low	3. Moderate	5. Severe	15		
16	Late appointment of the design and management teams	A full design and management team need to be in place as soon as possible and appointed as part of the initial activities to develop the strategic brief, facilitate the insurance claim, commence RIBA stage 2 design and assist with feasibility studies.	Consequential delay to the whole project delivery including securing a planning consent in line with programme	WTC	1	Appoint consultant design and management team early in programme to produce design information for RIBA Stage 1 and advanced activities.	Open	3. Possibly	3. Moderate	4. High	2. Low	12		
17	Risk of anti-social behaviour prior to contractor taking possession	The site is currently derelict and may give rise to anti-social behaviour	Potential cost and programme implications to rectify any damage caused. Potential liability issues if harm caused whilst building still under control of WTC. Potential biological health hazards to contractors and consultants accessing site.	WTC	1-4	Secure fencing to be erected around WC Block at earliest opportunity. WTC to monitor and inspect on a regular basis. If necessary, environmental clean and needle sweep to be completed prior to contractor taking possession.	Open	3. Possibly	3. Moderate	2. Low	4. High	12		
18	Insufficient budget allowance for project	No project budget set. The project requirements may change as design develops through RIBA stages a result of changes to the brief or third parties i.e. planning process.	Increased costs with programme delays whilst costs and project viability are being reviewed.	WTC	1-6	WTC to set a project budget prior to development of sketch scheme options. An Order of Cost Estimate is to be prepared to accompany the RIBA Stage 2 design. The project brief and budget are to be aligned at RIBA Stage 3 and a cost plan prepared and regularly reviewed on a 'gateway' basis during the detailed design stages. Design to be amended as required to meet clients available budget.	Open	3. Possibly	4. High	3. Moderate	4. High	12		
19	Extent of structural damage exceeds engineers report(s) and tendered reinstatement works.	The initial engineers report was undertaken on a visual, non-intrusive basis. The scope of works to bring back into repair will be as robust as possible but further works may become apparent when the building is 'opened-up' by the contractor.	Insurance payout insufficient to cover the reinstatement works. WTC have to divert funds from reinstatement/refurbishment budget. Programme delays whilst variations priced, WTC may not receive best value as works priced outside of competition.	WTC	2	Risk to be assessed and reflected in scope of work. Sufficient contingencies and provisional sums to be included in tender.	Open	3. Possibly	4. High	4. High	3. Moderate	12		
20	Unknown ground conditions could include presence of environmental or buried features i.e. UXO, archaeology	Risks are unknown until intrusive or further surveys undertaken.	Delay to the programme and additional costs if Phase 1 site investigations required.	WTC	2-3	Excavation is largely dependant upon the final scope of drainage works (refurb option) and is almost certain if WC block is re-built. If required, Phase 1 Site Investigation (Desk Study and Walkover Study) to be undertaken at the earliest opportunity to evaluate risks and understand consequences. Undertake any consequential evaluation or intrusive investigation works recommended in the report during Stage 4.	Open	3. Possibly	4. High	3. Moderate	3. Moderate	12		
21	Contaminants and abnormal ground conditions discovered.	Geotechnical site investigations not carried out or completed	Delay to the programme and additional costs to deal with ground conditions.	WTC	2-3	Excavation is largely dependant upon the final scope of drainage works (refurb option) and is almost certain if WC block is re-built. If required, Phase 1 Site Investigation (Desk Study and Walkover Study) to be undertaken at the earliest opportunity to evaluate risks and understand consequences. Undertake any consequential evaluation or intrusive investigation works recommended in the report during Stage 4.	Open	3. Possibly	4. High	3. Moderate	3. Moderate	12		

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22	Emerging legislation and Local Government policies	As the project develops there may be a change in national and/or local client priorities.	Change of brief at late stage in detailed design development.	WTC	2-5	Evaluate emerging policies at early stage to incorporate into the brief	Open	3. Possibly	4. High	4. High	3. Moderate	12		
23	Pre commencement planning conditions not complied with or approved in time to commence construction	Contractor does not respond or resource the actions to discharge the conditions in time. Planning authority delay the approval process.	Delays with obtaining approvals for pre commencement planning conditions will delay start of construction	Contractor	4-5	Draft list of conditions to be agreed with the planning authority at earliest stage to enable forward planning for earliest discharge. Early engagement with contractor to discharge conditions.	Open	3. Possibly	3. Moderate	3. Moderate	4. High	12		
24	Current industry problems with labour availability due to covid precaution measures [i.e. periods of self-isolation imposed by the Client Organisation/individual company policies] being implemented.	Labour cannot attend site during isolation periods.	Delay to programme, increased costs.	WTC	5	Largely outside of the control of the principal contractor. Increased site based safety and prevention measures to be put in place.	Open	3. Possibly	3. Moderate	4. High	1. Negligible	12		
25	Planning will be delayed and/or further requirements imposed.	Validation takes longer than expected, LPA requests further information and at a late stage to warrant an extension to the determination period. LPA inadequate resourcing of the application process. Emerging or recent planning policies are imposed.	Delays with obtaining a Planning consent will delay the project in general, procurement of the contractor and at worst start of construction on site. Imposition of further policy requirements may have an effect on the project cost.	WTC	3	Early and continuing engagement during the application period to determine consultation responses and likely pre-commencement conditions.	Open	3. Possibly	3. Moderate	3. Moderate	2. Low	9		
26	Drainage	The existing above and below ground drainage provisions are unknown - new manholes and connections may be required if public WC's are to move to south of building.	Delay to the pre-construction programme and additional costs to design a suitable solution.	WTC	3-4	Quotes for CCTV surveys to be obtained to understand extent, size and location of below ground drainage. Once appointed, Mechanical and Civils engineers to review situation and prioritise solution as early as possible in design stage ensuring cost/programme/legal implications are know prior to preparing Stage 4 design.	Open	3. Possibly	3. Moderate	2. Low	2. Low	9		
27	Asbestos Removals	The WC's are pre-2000 construction so should be assumed to contain asbestos until proved otherwise.	Increased costs to remove and dispose of asbestos containing materials.	WTC	5	Asbestos management plan for WC Block has been obtained which demonstrates ACM's present. Quotes to be obtained for HSG 264 Demolition survey which is to be instructed asap to better understand risk.	Open	3. Possibly	3. Moderate	3. Moderate	3. Moderate	9		
28	Diversion or alteration of existing utility services required	Potential conflicts between development proposals and existing services infrastructure.	Diversion or alteration works will prevent the start of construction works and add to the project cost	WTC	2	Existing records to be obtained and exploratory surveys completed at Stage 2. If excavation found to be required as design is developed, buried services survey and desk study of utilities records to be undertaken to assess risks.	Open	2. Unlikely	4. High	4. High	3. Moderate	8		
29	Late appointment of the Principal Contractor	Not being able to agree satisfactory contract terms and conditions.	Late appointment of a Principal Contractor will directly delay the project programme.	WTC	4	A negotiated two stage tender process is recommended with a proven contractor known to Ravenslade. Early engagement with the appointed contractor and the wider supply chain in RIBA Stages 4 will help to determine costs, programme and risks for the basis of a build contract.	Open	2. Unlikely	2. Low	3. Moderate	4. High	8		
30	Build contract conditions and any bespoke clauses are not agreed.	Contract Data required for the Build Contract terms and conditions have not been prepared early enough in the process and agreed with the preferred contractor.	Inability to agree fundamental contract conditions or bespoke requirements, delays to appointment of contractor with formal contract.	WTC	4	These should be assembled, with support from an external legal and Technical Advisory team if required, and issued to potential suppliers as part of the tender issue. Facilitating a fully transparent tender query/RFI process ensures suppliers understand the proposed contract conditions at the point of tender submission and that agreement and engagement can be obtained upon appointment of the preferred contractor.	Open	2. Unlikely	2. Low	3. Moderate	4. High	8		
31	Climate emergency policies	Outside the control of WTC	Increase in standards have an impact on the project	WTC	1-6	Monitor and take mitigation action reviews when changes occur that are likely to impact project.	Open	2. Unlikely	3. Moderate	3. Moderate	1. Negligible	6		
32	Construction delays due to abnormal weather conditions	Weather susceptible construction operations are carried out over the winter months	Consequential delays to the critical path programme activities, potentially affecting the completion date	Contractor	5	Build in programme risk during winter months. Project is likely to be partially carried out in sub-optimal conditions but majority of works are internal - external works to be programmed in traditionally more favourable seasons.	Open	3. Possibly	2. Low	2. Low	2. Low	6		



POLICY AND RESOURCES COMMITTEE
20 JUNE 2023

Update on the Kings Arms Project

1. Introduction

- 1.1 The purpose of this paper is to provide an update on progress n the Kings Arms Community Space Project and seek the committee's views on recommending to the Council that if needed it provides financial support to the centre initially for its first two years of operation whilst it becomes established.

2. Background

2.1 The background to the development of the Kings Arms Community Hub was set out in a report to the April 2023 meeting of the Town Council where it was agreed that the Town Council would take the lead in the project managing the development of the hub.

2.2 Since then work has been ongoing to develop outline plans for the layout of the ground floor to include private interview rooms and a kitchen area and to map the activities that could be delivered through the hub.

2.3 We have identified the work that will be undertaken and funded by Falcon Housing, either through their own funding or via grant applications, to make the space habitable and are beginning to draw together a specification setting out what needs to be done over and above that to create the hub e.g. the provision of a kitchen and how that could be delivered through sponsorship, donations of time, equipment and materials, grant applications etc.

2.4 To date Somerset Council has provided funding of £10,000 to contribute towards the cost of developing the hub with a further £15,000 due later this financial year.

2.5 As reported to the Town Council the intention is to establish a suitable organisation vehicle to deliver and run the hub and discussions will be taking place with SPARK Somerset about what the most appropriate arrangement would be. One option is to utilise the Wellington Community Support Services which managed the Youth Centre.

2.6 Once established the organisation will be able to apply for grants and other funding to deliver services and hopefully fund staffing. However it is likely that in many cases some match funding, or contribution in kind, will be required to demonstrate commitment .

2.7 On that basis the suggestion is that the Town Council consider underwriting the premises costs of the hub initially for the first two years of its operation, likely to start April 2024, whilst the organisation establishes itself and secures funding.

2.8 The annual rent that will be charged by Falcon Housing is £10,000 which covers its costs and the estimated utility costs are £8,000 per year.

3. Consideration

3.1 the Committee is asked to

(a) note the progress that is being made on the project

(b) consider recommending to the Town Council that the Council funds the premises costs of annual rent of £10,000 and utility costs of £8,000 initially for a two year period from April 2024.

Dave Farrow – Town Clerk
June 2023

POLICY AND RESOURCES COMMITTEE
20 JUNE 2023

Future Oversight of Allotments

1. Introduction

- 1.1 The purpose of this paper is to set out a proposal for future arrangements for the Council's oversight of The Basin's Allotments.

2. Background

- 2.1 Currently the Council has an Allotments Committee consisting of six councillors which under its terms of reference meets four times a year.
- 2.2 The last meeting was cancelled as it was not quorate and according to the Chair of the committee attendance is often low and not all members engage with the inspection process.
- 2.3 In other parishes allotments are managed and run to varying degrees by Tenant Associations made up of allotment holders.
- 2.4 Given the concerns regarding councillor engagement with the allotments it is suggested that in place of the Committee we form an Allotment Advisory Board of six members that will consist of two councillors and four allotment holders (numbers can be varied) supported by a Town Council Officer. The Advisory Board would report and make recommendations to the Environment and Heritage Committee.
- 2.5 Alternatively we could create an Allotments Sub Committee but that would have the same issues as the current committee in terms of attendance and commitment and a Working Group wouldn't be appropriate as those generally work on a task and finish basis.
- 2.6 Establishing an Advisory Board would also be a way of testing the water for the development of a Tenant Association which in time could take on more responsibility for the management and oversight of the allotments.

3. Consideration

- 3.1 The Committee is asked to consider whether it wishes to recommend to the Full Council that an Allotment Advisory Board is created, on the basis set out in this report, to replace the Allotments Committee and have oversight of the Basins Allotments reporting to the Environment and Heritage Committee.

Dave Farrow
Town Clerk
June 2023