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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To:

Councillor S Crundell (Town Mayor)
Councillor T Price (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Goodhind
Councillor J Hubbard
Councillor S Mortimer
Councillor J Oatley
Councillor S Rabey
Councillor J Westbrook

10 August 2023

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Thursday 17th August 2023** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Full Council
Thursday 17 August 2023
At 7.00 pm at the Town Hall**

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktgajFzOHhtdz09>

Meeting ID: 836 6987 6198

Passcode: 481965

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room

AGENDA

1. Apologises

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already

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declared on the Register, as well as any other registrable or other interests.

3. Cricketers Cafe - Pavilion KGV (Pages 1 - 6)

Members are requested to approve the investment of £25,000 for refurbishment costs to the pavilion and agree whether the funding is to come from the Major Projects Reserve or the General Reserve.

4. Assembly Hall Roof (Pages 7 - 8)

To receive the report of the consultant and consider next steps. If members are in agreement that the works are to go ahead to also agree to waive Standing Orders and Financial Regulations in light of the fact that only one contractor has submitted a quote. The report demonstrates what lengths have been taken in trying to obtain three quotations. (Report to follow)

Members to note: In view of the potential opportunity to acquire the Blue Pool; which could involve some restructure to the Assembly Hall; that an options appraisal is drawn up by a quantity surveyor which sets out how the town council can achieve best value for money before investing in patching and repairs but at the same time preserves the building for continued safe use.

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KGV Café Refurbishment Budget

Summary

1. This report clarifies and confirms the joint budget between Melksham Town Council and Craig Guthrie of Jack's Kitchen Ltd for the refurbishment of the Pavilion Café in KGV. The report recognises that there are some works required on the building which are essential and must be carried out by the landlord before the building can be fully occupied by the tenant. In this report these items are identified in the column labelled 'Required Works'. The remaining works to be undertaken are all for the benefit of the tenant and the development of their business and are labelled as 'Business Related Costs'.
2. The total cost of the remedial works required by the council that fall into landlord responsibility totals £29,500 and the remaining £55,000 sits with the tenant.
3. At the meeting of Full Council on 17th July 2023 the council considered a proposal to enter a 10-year lease with the tenant based on a delayed rent start and the council contributing £25,000 towards the tenant's refurbishment costs, to be repaid with interest during the tenancy period. This proposal was approved, and a letter of intent was sent on to the tenant accordingly.
4. This document provides some additional information as to how the costs are made up and proposes that the council allows the tenant to project manage the implementation of all stages of the refurbishment to allow them to meet the deadlines for completion.
5. It is important to note that the tenant has been clear that it is essential that these timelines are met as otherwise there will be no opportunity to them to be able to trade as required to sustain operation from the premises through traditional quieter periods.

Introduction

6. The council has long wanted to see a viable long-term solution to the café in KGV. To date, despite several attempts, this has not been achieved. In 2022 the council formed a working group to explore options and investigate the best way forward.
7. Following the investigative work by the working group a recommendation was made to council and in early 2023 the council resolved that the most viable way forward would be to appoint a commercial operator to run the café on the council's behalf.
8. A tendering process was undertaken, and several expressions of interest were received. These were considered by the council's working group and a number were invited into interview. Following this process, a preferred supplier was chosen but unfortunately the supplier decided, after further consideration, not to proceed with the arrangement.

9. The council then invited Craig Guthrie to present his proposal for the café and decided to negotiate with him for creating a long-term partnership. Mr Guthrie also agreed that he would run a pop-up café from the Pavilion starting in May 2023 until the end of the summer holidays.
10. The pop-up café has run during the summer holidays and has been successful on days when the park facilities are all open and the sun is shining. There has been very little trade on days when the park facilities have been closed, or quiet as a result of the weather/schools being open.
11. The tenant is now in a position where it is essential that the remedial work to the building is completed in order that they can utilise the building to its full extent to create a viable source of business during the winter months.

Proposal

12. In many ways the separate elements of this proposal have all already been agreed in some way by the council, but it was felt helpful to bring them all together to allow for a simple single motion of council to be passed that allowed the works to be completed in a timely manner.

Financial Implications

13. The council has already agreed the various works to the pavilion previously although the table in Appendix 1 is probably the first time the whole works have been shown in one table.
14. Whilst the council is lending the tenant £25,000 for the refurbishment works this sum will be repaid during the lease period together with £7,000 in interest.
15. The risk of loss to the council is low as should the tenant break the lease and leave early; the council would retain possession of the items purchased and the improvements made to the building for any future use. For instance, £10,000 will be spent on tables and chairs for the café area inside – these will still have a significant value.

Environmental Implications

16. The proposed improvements for the Pavilion, particularly in terms of the entrance and replacement climate control system should increase the 'environmentally friendly' status of the building.

Risk

17. Should the council decide not to proceed with the works, and to fund their implementation in a timely manner, there is a risk that the tenant will decide that it is not financially viable for them to continue to invest in the project.

Motion to Council

18. That Melksham Town Council authorises the spend of £29,500 to undertake the essential remedial works at the Pavilion. The council, recognising the importance of completing the works within a tight time period and that considerable savings are being achieved by combining the essential repairs with the building improvements for its use as a café, authorises the tenant, Mr Craig Guthrie, to project manage the completion of these works in partnership with the Head of Operations who will manage the financial arrangements.
19. Council further authorises the Head of Operations to work with the tenant to implement the other internal improvements to the building that are required for the new café to open where the council's contribution of £25,000 is to be used. It is noted that these works will be under the direction and control of the tenant but payment for such works is at the discretion of the Head of Operations providing he is satisfied the said works are part of the agreed plan.
20. The total funding of £54,500 to be taken from the Major Projects fund.

Report Authors: Cllr Jon Hubbard
 Cllr Colin Goodhind

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KGV Café Refurbishment Budget

APPENDIX 1

Phase 1

Required Completion - 30 September 2023

Item	Required Works	Business related costs	Total
Kitchen			£ -
Replacement floor and wall fittings to required spec	£ 3,000.00	£ 1,000.00	£ 4,000.00
Replacement kitchen to commercial spec		£ 18,000.00	£ 18,000.00
Canopy (massive cooker hood)		£ 2,000.00	£ 2,000.00
Essential works to electrics to bring to spec	£ 1,500.00		£ 1,500.00
Additional works to electrics to support kitchen		£ 3,500.00	£ 3,500.00
Misc Refurbishment work/decorating	£ 2,000.00	£ 1,000.00	£ 3,000.00
Essential security additions and Fire Alarm	£ 3,000.00	£ 1,000.00	£ 4,000.00
	£ 9,500.00	£ 26,500.00	£ 36,000.00

Phase 2

Required Completion - 31 October 2023

Item	Required Works	Business related costs	Total
Front Entrance / Windows			£ -
Install new steel girder to support UPVC	£ 3,000.00		£ 3,000.00
Replacement 5m Windows and Doors	£ 5,000.00		£ 5,000.00
	£ 8,000.00	£ -	£ 8,000.00

Phase 3

Required Completion - 15 November 2023

Item	Required Works	Business related costs	Total
Main Building			£ -
Flooring		£ 3,000.00	£ 3,000.00
New Bar		£ 5,000.00	£ 5,000.00
Repairs/decorating ceiling & walls	£ 5,000.00		£ 5,000.00
Remedial works on toilets	£ 3,000.00		£ 3,000.00
Heating/Climate Control System	£ 4,000.00		£ 4,000.00
Tables and Chairs		£ 10,000.00	£ 10,000.00
Coffee Machine		£ 3,000.00	£ 3,000.00
Lighting		£ 1,000.00	£ 1,000.00
Electrics		£ 2,000.00	£ 2,000.00
Signwriting		£ 3,000.00	£ 3,000.00
Fitting Out		£ 2,000.00	£ 2,000.00
	£ 12,000.00	£ 29,000.00	£ 41,000.00

Summary

	Councils Landlord responsibility	Council to contribute total of £25,000	Total Investment
Phase 1 - Kitchen	£ 9,500.00	£ 26,500.00	£ 36,000.00
Phase 2 - Entrance	£ 8,000.00	£ -	£ 8,000.00
Phase 3 - Fitout and Decoration	£ 12,000.00	£ 29,000.00	£ 41,000.00
	£ 29,500.00	£ 55,500.00	£ 85,000.00

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MELKSHAM TC UPDATE REPORT

Repair & Refurbishment Projects – August 2023

Report By: Reg Williams, LCC Associate

1. Introduction:

1.1. I was instructed by MTC in April 2023 to undertake the oversight of a number of building repair and maintenance projects on behalf of the Council.

1.2. The projects were, in order of urgency:

1.2.1. KGV's Field Cricket Pavilion

1.2.2. Assembly Hall

1.2.3. Arts Café

1.2.4. Melksham News Office

1.2.5. Rear Office & Garage

1.2.6. Town Hall

1.3. Background info came by way of copies of the surveys of these properties in very early 2020 by Robson Building Surveying Ltd, based in Bristol. They undertook a comprehensive survey of each of the assets listed above and came up with a thorough set of recommendations to bring those assets up to standard, along with provisional costs.

1.4. These costs were based upon their in-house estimates at that time and not market tested quotations.

1.5. The work I have been tasked with overseeing was based upon elements of the more urgent works at each property, and not the whole set of recommendations.

1.6. All these properties are old, tired, and quite rundown, with the exception, in some ways, of the cricket pavilion at the KGV playing fields.

1.7. For the purposes of this short update report, I shall only be referring to the Assembly Hall project.

2. Process to Date – Assembly Hall

2.1. A quote has been obtained from a local general contractor in the sum of £115,789.00.

2.2. This figure includes £18,379.00 of vat which MTC can reclaim, and £5,514.00 of contingency.

2.3. The nett cost is therefore £91,896.00. It is likely that with some discussion and re-profiling that this cost could be brought down to around £85,000 in my view.

2.4. Whatever the figure, this is considerably higher than the original costings suggested by the surveyor back in early 2020. There are, in my view, a number of reasons for this:

2.4.1. The original costings were not market tested at that time and were for guidance only and of course are now over three years out of date. It is common knowledge that costs in all areas of life have risen very considerable since that time and in the building industry in particular.

2.4.2. Whilst an allowance was suggested for scaffolding to the property, the extent of work required is such that this was far too low.

2.4.3. The property has deteriorated quite a bit since that time and as such the costs for remedial works have risen.

- 2.5. It should be noted that the surveyors stated that the immediate works required do little more than offer up an opportunity to hold back the deterioration, they do not transform the building into one that is not going to require regular and constant remedial work of one form or another every year, with considerable costs entailed simply to maintain a status quo position.
- 2.6. They suggested that the Council needs to take a strategic view of this property for the long term, possibly considering it more cost effective to demolish and re-build with a purpose made, and designed facility.
- 2.7. Having been on the roof externally and seen the condition first hand, as well as seen many of the deficiencies inside as well, especially within the areas not seen by the public, there is a real danger here that MTC will end up spending very considerable sums each year simply to patch up these deficiencies and issues and never actually end up with a high quality, modern and fit for purpose asset.
- 2.8. In my view, MTC must give very serious, urgent consideration to engaging a suitable architect and other relevant professionals to offer up a comprehensive options appraisal in relation to moving forwards.

3. Other Considerations

- 3.1. In getting quotes for the Assembly Hall project, I have had considerable problems in obtaining quotations.
- 3.2. For the Assembly Hall, which is almost entirely a roofing project, I made contact with the three roofing contractors who registered an interest in doing this project when it was first mooted in mid 2022. Each were sent the specifications as to what was wanted and offers to set up site visits and so on. Despite three follow up calls to each, and a number of reminder emails, none submitted a quote. One did at least make contact to say that they were too busy on other projects but the other two have not responded at all, despite the reminders. As such the one quotation received has come from a local general contractor who retains access to roofing staff who could do the work.
- 3.3. It is far from ideal as this does not conform to MTC's Standing Orders but it seems that not only are costs escalating, that there are less contractors available, and those that are available are either extremely busy or not interested in these quite "bitty" projects. If MTC wishes to undertake these remedial works then unfortunately it may need to set aside its Standing Orders in order to get the work done in a timely manner.

Reg Williams – LCC Associate.