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**TOWN COUNCIL MEETING**

**DATE: 14 JANUARY 2015**

**SUBJECT: GROUND MAINTENANCE DEPOT**

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**Purpose of Report**

To update Members on the current situation with regards the proposed Ground Maintenance Depot development at Hill Rise Allotment site.

**Background**

In December 2012 the Amenities Cttee appointed a firm of Architects to design and project manage the building of a new Ground Maintenance Depot at the Hill Rise allotment site. This building was designed to include a meeting room and other facilities for the Hill Rise Allotment Association's (HRAA) use.

A preliminary planning application was submitted in Jan 2013 with no major issues noted. In March 2013 the HRAA confirmed it would use its allocated space as a club room and seed store. A full application was submitted in December 2013, acknowledged as complete by HDC in March 2014, with approval finally granted in October 2014.

In April 2013 pre-tender quotations were sought from 2 local building companies with the resultant project cost being estimated to be approximately £75,000. This is the figure that has been used in all assumptions and budgets since.

During the 3<sup>rd</sup> quarter of 2013 discussion took place with HDC regarding the feasibility of using the Octagon as a GM Depot. It was decided that this location and facility was not suitable for what the Town Council required in terms of a depot.

In November 2014 having received planning permission 5 companies were approached to provide full tender costs for the building of the depot. 4 companies responded with the lowest cost being circa £140,000 – nearly double the pre-tender quotation.

**Way Forward**

Based on the cost of project now being significantly higher than the figure anticipated Members are asked to agree to the formation of a working party to reconsider the design, scope and cost of the GM Depot.

It is proposed that the Working Party consists of Cllr Dibben and Cllr Mrs Townsend (both have relevant experience of building project) along with the Town Clerk and GM Supervisor. The terms of reference for the working party are attached and are based on those adopted by Council in April 2014

**Recommendation**

- The report is received and content noted
- A working party consisting of Cllr Dibben, Cllr Mrs Townsend, Town Clerk and GM Supervisor be formed.

**Alison Melnyczuk**  
**Town Clerk**

## GM Depot Working Parties Terms of Reference

1. The Working Party will consist of Cllr Dibben and Cllr Mrs Townsend, Town Clerk and GM Supervisor. The working party may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
2. At its first meeting the working party members shall:
  - a. Review these terms of reference / complete the skeleton Terms of Reference for approval as appropriate.
  - b. Appoint an elected member as Lead Member who should ensure all the working group's members are kept informed and involved with progress and act as the primary reporting channel back to the establishing body.
3. In line with the task set by the Council / committee, the purpose and remit of the working party is to :
  - a. Review the current plans for the new GM Depot
  - b. Consider if the current plans are fit for purpose
  - c. Establish what cost savings can be made
  - d. Investigate other options to bring the project to fruition at a realistic cost
  - e. Provide an interim report to Council in April 2015
4. The group does **not** have delegated powers to make decisions on behalf of the Town Council nor should exceed its purpose and remit (above) without the establishing body's sanction to a change to this Terms of Reference
5. The group reports to the Council
  - a. The group shall provide timely reports to the establishing body in the following manner:
    - i. The Lead Members will ensure the Town Clerk is kept informed of each meeting and will provide notes of all meetings within 2 weeks of the meeting taking place.
    - ii. Recommendations will be provided in writing including detailed reasons at least 10 days in advance of the establishing body's next scheduled meeting to ensure they are listed appropriately and timely on the relevant meeting agenda.
6. Meetings of the working group are not usually but may be public meetings.