



Notice of the next Council Meeting

Members of the Public and the Press are invited to attend all Council Meetings
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of... Amenities Committee

Place... Arts Centre Theatre; BAC Theatre TA6 3DD

Date... Thursday, April 16, 2026

Time... 10:00 AM

Councillors will be discussing all the items listed overleaf on the Agenda.

Yours faithfully

Sally Jones

Sally Jones

Interim Town Clerk and RFO

9 April 2026

(Prior to the start of the meeting)

Questions and comments from members of the public

To ask a question or speak at a meeting, you will need to submit your request to a member of the Democratic Services Team in advance of the meeting. You can request to speak at a council meeting by emailing your full name, the agenda item and your question to the Democratic Services Team emailing enquiries@bridgwater-tc.gov.uk Any requests need to be received by 5pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Thursday, requests need to be received by 5pm on the Monday prior to the meeting. The Chair will invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to 3 minutes. You can only speak to the Council or Committee once. If there are a group of people attending to speak about a particular item, then a representative should be chosen to speak on behalf of the group.

1N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the Public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting

A G E N D A

AMC2026/11 - To receive apologies for absence

AMC2026/12 - Declarations of interests

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s31(2) subject to s32(3) (NB this does not preclude any later declarations).

AMC2026/13 - To sign and approve as a correct record the minutes of the Amenities Committee held on Thursday 12 February 2026

AMC2026/14 - To note the operations report

AMC2026/15 - To note the facilities and projects report

AMC2026/16 - To note the procurement sign off form relating to the Bristol Road Depot

End of Agenda

CIRCULATION

Councillors, Mander (Chair), Edmunds, Lilley, Loveridge, Pearce, Redman, Slocombe, and Solomon



Minutes of the Amenities Committee held in the W001 Charter Hall on Thursday 12 February 2026 at 10:00

Present:

Councillors, Mander (Chair), Edmunds, Loveridge, Pearce, Redman, and Solomon

David Mears, CEO and Town Clerk (Virtually), Scott Mason, Director of Amenities, Jaycee Ellis, Projects Manager (left at 10:20), Lorna Williams, Facilities Manager, Melissa Webb, Communications and Marketing Officer, Amy Storey, Democratic Services Officer, Jo Donn, Cemeteries Administrator (left at 10:38), and Helen Barden, Facilities and Projects Coordinator

Councillor Smedley and Lerry (Virtually) were in attendance. There were no members of the press or public present.

AMC2026/1 To receive apologies for absence

Apologies for absence were received from Councillor Lilley.

AMC2026/2 Declarations of interests

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s31(2) subject to s32(3) (NB this does not preclude any later declarations).

No declarations of interests were declared

AMC2026/3 To sign and approve as a correct record the minutes of the Amenities Committee held on Thursday 11 December 2025

RESOLVED: That the minutes of the Amenities Committee held on Thursday 11 December 2025 be signed as a correct record.

AMC2026/4 To receive an oral update from the Projects Manager

The Projects Manager gave an update on ReCreation, The Arts Centre, Bristol Road Depot, and The Town Hall:

ReCreation: The Projects Manager and the YMCA Landlord are in conversation in regard to the Heads of Terms.



The Solar Panels are still ongoing; the Projects Manager is working closely with the Grants Officer to ensure it is completed before the Grants deadline.

The Arts Centre: Works have now been completed, and there is a snagging list to go through. The glass screen door will be fitted on 16 February and will take around 4-6 weeks to complete. The Projects Manager and the Town Hall and Arts Centre Manager showed two Officers from Somerset Council around The Arts Centre; they were impressed with the works that had been completed. Flashings to the front of the building will be replaced to avoid any further leaks.

Bristol Road Depot: The design team is currently working on the depot's layout and design. Once this is complete, the Projects Manager can proceed with the necessary works.

The Town Hall: Asbestos removal is currently in progress; the contractor and Projects Manager are looking at mobilisation at the beginning of March. The Fire Alarm works have now been completed and are now owned by Bridgwater Town Council and not ADT.

The Tender went live on 11 February 2026 for the works on the Theatre, Office, Atrium, Foyer, and Charter Hall.

RESOLVED: To note the oral update from the Projects Manager.

AMC2026/5 **To receive and note the report from the Director of Amenities and to approve the following recommendation** For the committee to approve the draft Licence Agreement between Bridgwater Town Council and Bridgwater Petanque Club. This is for the non-exclusive use of a defined area within Victoria Park for the construction and operation of a pétanque piste, for a term of ten years commencing on 1st April 2026, subject to the terms and conditions set out in the agreement.

RESOLVED: To note the report from the Director of Amenities and that the draft Licence Agreement between Bridgwater Town Council and Bridgwater Pétanque Club is agreed with the amendment to include that the Pétanque Club must abide by our Pesticide Free Policy.

AMC2026/6 **To receive and note the report from the Environmental and Operations Manager and to approve the following recommendation**
To agree on the new cemetery scale of charges with a five percent increase.

RESOLVED: To note the Environmental and Operations Manager's report and that the new Cemetery scale of charges with a five percent increase is approved.

AMC2026/7 **To receive and note the report from the Facilities Manager**



To agree that rent reviews for Bridgwater Town Council residential properties will take place annually in line with Social Housing rents.

RESOLVED: To note the Facilities Manager's report and that Bridgwater Town Council residential properties will conduct rent reviews annually in line with Social Housing rents.

AMC2026/8 To receive an update on the Docks

RESOLVED: No further updates on the Docks.

AMC2026/9 To receive an update on Bridgwater and Taunton Canal

RESOLVED: To note the update on Bridgwater and Taunton Canal, and to delegate the Director of Amenities, in conjunction with the Chair and Vice Chair of the Amenities Committee, to create a mission statement for the Canal.

AMC2026/10 To note the year to date Amenities Finance Budget

RESOLVED: To note.

The Chairman closed the meeting at **11:07**

End of document

Signed.....

Dated.....



Bridgwater Town Council

| | |
|-----------------------------|---------------------|
| Report to: | Amenities committee |
| Agenda Item: | |
| Date of Meeting: | 16/04/2026 |
| Date of this Report: | 01/04/2026 |
| Author: | Matt Mills |
| Lead Officer: | |

Operations Report

Recommendations

To note the operations report.

1. Introduction

This report provides an update on staffing levels, seasonal works and recent activity across cemeteries, parks, open spaces and related services. It highlights current operational pressures, recent improvements and community initiatives, alongside planned actions to maintain service standards and improve local facilities.

2. Background

Bridgwater Town Council delivers a range of frontline services including cemeteries, parks, open spaces, allotments, grounds maintenance and cleansing. These services contribute directly to the town's environmental quality, public health and community wellbeing. This report provides a regular update on operational activity, staffing, seasonal works and community-led initiatives, supporting informed oversight and effective planning.

3. Headings that are relevant to the report

3.1 Staffing

The cemetery is currently operating slightly below full capacity. One team member is recovering from a broken arm. Once they return, the team will be fully staffed again. In the meantime, the grounds team are ensuring cemetery operations continue as normal, with no impact on service levels or presentation standards.

Within Parks and Open Spaces, recent staffing changes have followed the transfer of an operative to the cemeteries. This has created two vacancies in the Open Spaces team, both of which are currently being covered by agency staff while the recruitment process is underway.

The cleansing team also has two vacancies: one part-time weekend role and one fulltime

weekday position. Despite these gaps, the team continues to work hard to manage day-to-day demand and maintain service delivery.

For the seasonal watering of hanging baskets and planters, the plan is to utilise the agency budget. This will help ensure the work is carried out effectively without disrupting the day-to-day duties of the permanent team.

3.2 Planting and Bulbs

The bulbs that were mechanically planted by Lubbe and Sons along Rope Walk and Broadway are now in full bloom and look fantastic. They have brought a real splash of colour to these routes and are already attracting pollinators, which is great to see. Planters are also now in place and looking bright and healthy. They are located around the town centre, with two in King Square, six on Cornhill, two outside the Town Hall, and three on the Penel Orliou roundabout.

These displays are expected to remain in bloom until around July, giving residents and visitors plenty of time to enjoy them. Signage will be added to the planters to direct people to the Town Council if they are interested in sponsoring or advertising. This should help raise awareness of the scheme and encourage more local businesses to get involved.

3.3 Cemeteries

Despite the temporary reduction in staffing, the cemeteries continue to look well cared for, thanks to a combined effort from the cemetery and grounds teams. The sites were particularly well presented for Mother's Day. The chapel was open as usual, offering visitors the chance to write in the memory book and place tags on the Tree of Life. Feedback on social media and from visitors has been positive, with people praising the thoughtful presentation of the grounds.

3.4 Grounds and Cleansing

All planned winter grounds work has concluded for the season. Any outstanding tasks will be carried forward and prioritised by the grounds team next year. The team are now focused on managing grass cutting across sites, with any further hedge work only being undertaken where there is a health and safety requirement.

The cleansing team continues to perform their regular duties and are dealing with a rising number of fly-tipping incidents, as well as an increase in domestic waste being left along roadsides.

3.5 Allotments

Allotment waiting lists have now reopened for contacting future tenants, aiming to reduce vacant plot figures and get plots filled in preparation for the spring season. Green waste collections have been organised from each site WC 20th April 2026. Site

inspections will follow in May. The AGM format has been amended to annual allotment drop-in sessions. Dates and notices are pending to all allotment tenants.

3.6 Parks

Blake Gardens

As part of Keep Britain Tidy's national *Great British Spring Clean* campaign, members of the Blake Gardens Community Group, in collaboration with Blossom in Somerset, collected two bags of litter from Blake Gardens and Little Blake. This initiative demonstrates how small, collective actions can make a meaningful difference to the local environment.

The group has now launched a dedicated Facebook page to keep members informed of activities and developments. Their next meeting is scheduled for 27th April.

Looking ahead, the group has an ambitious programme of improvements planned for the gardens. This includes the introduction of outdoor yoga sessions, due to commence in May, as part of preparations for a submission to the *Green Flag Award* in 2027. It is also anticipated that Somerset Council's closed-circuit television (CCTV) system will be restored to full operation in the near future.

Mansfield Park

The official opening of the newly improved Mansfield Park took place on 7th April, following significant investment in the site over the past year.

The enhancements include the installation of a new Multi-Use Games Area (MUGA), designed to accommodate football and basketball, alongside a range of modern play equipment suitable for children of all ages. Additional improvements comprise a new tarmac link path around the play area and at one of the park's entrances, as well as upgraded park furniture to enhance comfort and accessibility for visitors.

Further developments to the football facilities are planned in the near future, which will continue to expand opportunities for sport and recreation within the park.

Eastover Park

Following a recent inspection of the play area, it was identified that the skate ramp surfacing had detached from the edges on both sides. This presented a significant risk of injury due to exposure to sharp metal edges.

The issue was addressed as a matter of priority and the necessary welding repairs have now been completed in advance of the Eastover holiday period.

Victoria Park

The park has recently encountered issues involving adults bringing dogs into the toddler play area, this incident was recorded on CCTV. The footage shows the dogs using the enclosed area and play equipment as agility apparatus, and multiple instances of dog fouling was captured.

Following the release of a news statement and the installation of additional signage at the entrance gates, there has been a noticeable reduction in dogs being brought into the area. It is also possible that the lighter evenings have contributed to this improvement.

3.7 Bridgwater Parkrun

The St Matthew's Field Parkrun in Bridgwater continues to go from strength to strength, demonstrating significant community engagement and growth. Following a dedicated seven-year effort to move the event from initial concept to its first official run, the event has now established itself as a vital local fixture.

Recent data highlights the successful reach of the event:

Total Finishes: The event has seen a total of 3,166 finishes recorded through the finish funnel.

New Participants: A total of 302 individuals have chosen St Matthew's Field as the location to start their parkrun journey, marking it as their first-ever event.

Volunteer Engagement: The event is supported by a robust network of 150 volunteers to date.

In terms of ongoing Council support; Bridgwater Town Council remains a key partner in the event's sustainability. Beyond its role in the establishment of the parkrun, the Council maintains regular communication with organisers to facilitate continuous improvement. Most recently, these discussions have focused on infrastructure enhancements, such as drainage works along the route. These improvements are designed to ensure the course remains safe and usable for the community year-round, regardless of weather conditions.

4. Legal Considerations

There are no legal considerations.

5. Financial and Risk Considerations

There are no financial or risk considerations.

6. Equalities Considerations

None

7. Climate Change and Sustainability Considerations

None

8. Conclusion

Despite some ongoing staffing challenges, services across cemeteries, parks, open spaces, allotments, grounds, and cleansing are being maintained well. Teams have shown real commitment and flexibility, with cross-team support and agency cover helping to ensure standards remain high while staffing issues are resolved.

Seasonal work is progressing positively, with planting schemes enhancing the look and feel of the town and strong community involvement continuing across several sites. Projects such as park improvements, volunteer-led activities and events like Parkrun highlight the value of partnership working and community pride.

Looking ahead, the focus will be on building on this momentum, supporting teams through the busier months and continuing to improve the town's public spaces so they remain safe, welcoming and enjoyable for residents and visitors alike.

9. Recommendations

To note the operations report.

Report Sign-off.

| Title | Name | Date |
|---|--------------------|----------|
| CEO/Town Clerk & Director of Finance and Corporate Services | Sally Jones | 08.04.26 |
| Director of Amenities | Scott Mason | 01.04.26 |
| Director of Community Services | Rob Semple | |
| Leader of Council | Cllr Brian Smedley | |
| Leader of the Opposition | Cllr Gill Slocombe | |
| Committee Chair/Lead Councillor | | |

End of report.



Bridgwater Town Council

REPORT

| | |
|-----------------------------|---|
| Report to: | Amenities Committee |
| Agenda Item: | AMC2026/7 |
| Date of Meeting: | 16 th April |
| Date of this Report: | 26 th March |
| Author: | Lorna Williams, Facilities Manager Jaycee Ellis, Project Manager |
| Lead Officer: | Scott Mason Director of Amenities |

Facilities and Projects Report

Recommendations

To note the facilities and projects report.

1. Background / Introduction

The purpose of this report is to give a general maintenance update on all properties in the ownership of the Town Council.

2. Property

- 2.1 BOS Café – 34 High St.** No new updates to report currently
- 2.2 Victoria Hair - 48 High St.** The previous rainwater leak in the back room has been fixed along with drain gully's on the roof above.
- 2.3 Boom Tingz – 46 High St.** No new updates to report currently
- 2.4 Trinity Hall –** No new updates to report currently
- 2.5 The Unit, Friarn Avenue -** No new updates to report currently
- 2.6 Units 4 and 5, Axe Road –** A fire risk assessment has been completed and the recommendations are being implemented.

New Depot Feasibility:

Stantec are currently making headway with the feasibility masterplan of the Bristol Road site. Check ins with the design team and discussed developments have been undertaken, linking back into the Operations team to ensure what is being designed and put forward is fit for purpose.

Design / Masterplan is due back at the beginning of April which will support the Council in understanding what the Council's next steps are for this project.

2.7 Blake Museum – General maintenance items have been completed, this included fixing of guttering at the rear of the museum, placing further flagstones to an unsurfaced area, replacing putty and painting windows. A fire risk assessment has been completed and the recommendations have been implemented.

2.8 Quantock Lodge – A new heater has been provided in the Kitchen

2.9 The Mess Room and Chapel – An interconnecting smoke alarm has been installed to the office and mess room, this was as a recommendation from the recent fire risk assessment.

2.10 Clare St. Flats

Flat 51A – A new tenant has moved into this flat

Flat 51B – Currently occupied; no new updates to report at this time.

Flat 51C – Currently occupied; no new updates to report at this time.

2.11 34A High St. – Currently occupied; no new updates to report at this time.

2.12 ReCreation – Waiting for hear back from High Spec Roofing on a quote which should sufficiently repair all current known leaks in the roof. This is essential to be undertaken prior to the installation of the solar panels to ensure longevity.

Further ongoing conversations with YMCA as the Council's landlords regarding permissions to install the solar panels on the building. They have continued to be supportive of the proposal overall but seeking the Council's further detail regarding electrical specification and design portions of the proposal.

Contact has been made with the funders regarding these delays and awaiting further correspondence on next steps.

2.13 Arts Centre – The front guttering / roof works have been completed and the scaffolding removed. The same contractor has repaired

a leak at the rear of the building. All accessible guttering has been cleaned.

A damp survey is being arranged for internal walls next to the stairwell in No.13 building

The Kelting Room – Somerset Council’s Conservation Officer was taken on a site visit on the 18th February to visit the building. They are keen to investigate the issue with the room and its history. Awaiting further correspondence regarding next steps.

Awaiting Building Control sign off for the building. The building did have to undergo some additional fireproofing works to ensure full compliance. This had changed the original approach advised from Building Control due to the changeover in Officer on the Arts Centre case. This has been completed and currently awaiting confirmation on sign off.

Snagging list is progressing and issues arising in the building are being addressed. 1st Floor glass screen has been installed and is currently awaiting the final oak trim to finalise the installation.

2.14 Flat 1 and 2, 49 Clare Street, TA6 3EN –

Flat 2 a new water sub meter has been installed.

Flat 1 is expected to be ready for advertising during April. A new boiler is to be installed before the end of April as the old boiler during its annual service was condemned.

Investigative work is still underway to enable the installation of water sub-meters for flat 1. Currently, the water supply is metered only for the business located below.

Quotes are being sought for bird netting as the steps to flat 2 become very dirty and slippery.

2.15 Town Hall Offices and Theatre – The two fire alarm systems are only partially integrated. Interim processes have been implemented to ensure they continue to operate effectively during this period. Full integration is expected to be completed later this year.

A fire drill has been conducted, involving 13 members of staff, including the Council’s tenants at Sedgemoor FM.

The redecoration of the Finance offices on the first floor will be completed by 20th April when the Finance team will move back in.

THRE2026 Tender has been extended to the 8th April to ensure accuracy in pricing of a very complex programme. Extension of time was factored into the contingency planning of this procurement exercise prior to it going live. Current arrangements are being made to evaluate the bids. Anticipating a Full Council report to appoint a contractor in May 2026.

Asbestos works are ongoing and currently going well. Whilst facing a few challenges with the scaffold methodology, this was overcome with a different approach. This has not delayed the anticipated completion date of removal works. Current completion date is scheduled in for the 24th April.

Continuing to make contact with the supplier who originally fitted the glass roof panels back in 2009. Feels critical due to them possibly obtaining the detailed specification of this from back in 2009. The Council does not hold any records of this specification to date. Contact so far has been challenging. Should no further success be made to obtain correspondence with this supplier, the Council will look to make contact with local suppliers to hopefully fulfil this need.

2.16 Rollercoaster – The Rollercoaster has changed its name to Parkway Hub.

New and refreshed road markings have been laid at the front of the building designating parking spaces for hall users.

Quotes are being obtained for CCTV and a second boiler.

2.17 General Update for all buildings –

A First Aid Needs Assessment has been completed. Following this assessment, further First Aid training requirements will be identified. Updated first aid kits will be ordered and a review of the existing kits in all vehicles will be carried out. The purchase of trauma kits for all vehicles will also be considered.

Quotes are currently being obtained for a new defibrillator to replace the expired unit located at the front of the Town Hall. Funding for this purchase will be from Communities budget.

3 Legal Considerations

All regulations regarding the Council's properties will be adhered to.

4 Financial and Risk Considerations

Medium-term budget planning is to be considered for all Town Council-owned properties.

5 Equalities Considerations

There are no equality considerations

6 Climate Change and Sustainability Considerations

There are no climate change and sustainability considerations

7 Conclusion and Recommendations

To note the facilities and projects report.

Report Sign-off

| Title | Name | Date |
|---|-------------|------------|
| CEO/Town Clerk & Director of Finance and Corporate Services | Sally Jones | 08/04/2026 |
| Director of Amenities | Scott Mason | 01.04.26 |
| Director of Community Services | Rob Semple | |
| Leader of the Council | | |
| Leader of the Opposition | | |
| Committee Chair/Lead Councillor | | |
| Lead Manager | | |

End of report.



Procurement Sign-Off Form

This form is to be completed for contracts falling within Section c) and where a specialist service waiver is required for Section d) of Bridgwater Town Council's procurement thresholds. It ensures due diligence is conducted prior to procurement and will be noted at the next relevant committee meeting.

Contract Details

| |
|---|
| Contract Title: Bristol Road Depot – Appointment of Design Team |
| Contract Value (including VAT): £17,994 (£14,995 Excl VAT) |
| Procurement Method Selected: |
| <input checked="" type="checkbox"/> Direct procurement with written quotes <input type="checkbox"/> Open tender process <input type="checkbox"/> Specialist service waiver |
| Justification for Procurement Method: |
| <p>Three design companies were approached for these works:</p> <ul style="list-style-type: none">• KTA – lead designers on the Somerset Health and Care Academy (former Bridgwater Hospital Site on Salmon Parade). Has knowledge of Bridgwater.• O2i – lead designers on the Engine Room, funded through the Town Deal. Will have knowledge of the local area.• Stantec – lead designers of the Carnival Redevelopment down at Bristol Road, funded by the Town Deal. Has access to technical information and local knowledge of the site due to the site proposal being just South of the Bridgwater Carnival Shed redevelopment. <p>All companies had the opportunity to meet online to discuss the proposal, the reason for the project feasibility and the requirements that we are looking for in order for us to look at the next steps for this project.</p> <p>All companies were given the following text to provide a quote for: <i>Based on this scheme, I'm currently looking for a RIBA Stage 0-1 review of this project concept. This would look to conclude a high-level appraisal of the project concept, confirmation that it's feasible at this stage with the information to hand, and creation of this plan to be to scale for BTC to be able to move forward into future RIBA Stages. Within this appraisal / feasibility, it would be good to get some clarity on a high-level appraisal on costs based on this scheme as it currently is.</i></p> <p>Based on this, the following response was received:</p> <ul style="list-style-type: none">• KTA – took the brief for what it is, would provide us with the above description and a high-cost plan for £3,750 (excl. VAT) |



- O2i – summarised from their quote, they would provide a RIBA Stages 0–1 to produce a Strategic Brief, define requirements, gather information, develop early cost plan, and undertake preliminary feasibility. This would cost £16,000 (excl. VAT)
- Stantec – summarised from their quote, they would provide a multi-disciplinary feasibility and constraints appraisal, reviewing BTC's draft layout and assessing architecture, civil engineering, transport, utilities, and ecology. This would cost £14,995 (excl. VAT)

This resulted in a non-comparable like-for-like quote exercise, as all design firms had a different approach to this appraisal.

Despite this, I am recommending that we appoint Stantec on the basis of their local knowledge of the site's area, and their approach to the appraisal also considers key items which will all be critical to informing this project (i.e. Drainage, Utilities, Ecology etc.).

In addition, Stantec provided the following rationale on their approach to this proposal:

It's worth noting, from a further review of the masterplan that you have developed to date, and after discussing this with the wider teams, we have identified some initial potential constraints and omissions from the layout that haven't been considered, and we would welcome the opportunity to provide our feedback to yourselves to develop the scheme further. We understand that you were initially seeking a quotation for initial input from architects and cost consultants, however, an architect is unable to develop a layout without engagement from wider disciplines. We also think that prior to engaging with a variety of disciplines beyond those contained in this proposal, we believe it would be beneficial for us to consider an initial review of the constraints to inform the viability of the development. Once this initial study has been undertaken, we then believe it to be beneficial to proceed with cost consultants and engaging a wider range of disciplines. I have provided further narrative of this thought process within the proposal letter and have provided a summary scope of services for what we believe BTC need to take this scheme further.

On this basis, based on the above provided by Stantec, in addition to their knowledge of the neighbouring site and access to local site considerations/data, a recommendation is being put forward to appoint statement to provide BTC with a technical appraisal at this stage, which would provide a cost effective approach to see if a project of this site is viable based on the existing site conditions that Stantec have knowledge on. This appointment has the possibility of saving BTC expenditure of design fees which may have become abortive if the projects viability was questioned later down the line.



Approvals

| | Name | Date |
|--|-------------------|------------|
| Service Director/Officer | Scott Mason | 04/02/2026 |
| CEO/Town Clerk | David Mears | 05/02/2026 |
| Director of Finance and Corporate Services | Sally Jones | 04/02/2026 |
| Committee Chair | Cllr Tim Mander | 06/02/2026 |
| Committee Vice Chair | Cllr Kathy Pearce | 09/02/2026 |

Opposition Notification

| |
|--|
| Leader of the Opposition Notified: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Date: 11/02/2026 |
| Deputy Leader of the Opposition Notified: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 11/02/2026 |
| Comments Received Within 5 working days: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Comments: N/A |