



Brixham Town Council

First Floor, Brixham Town Hall,
New Road, Brixham, TQ5 8TA

01803 859678 info@brixhamtowncouncil.gov.uk

Town Clerk: Mrs Tracy Hallett

Report Number	07-2021	Date	29.01.21
Report Type	Public	Meeting	Town Hall Committee
Contact Officer	Tracy Hallett	Job Title	Town Clerk
Report Title	Town Hall Regeneration		

Purpose of Report

- a) To discuss and decide the Council's expectations from the regeneration project
- b) To note the income and expenditure spent on the regeneration project
- c) To discuss and consider the terms of reference and membership for the newly formed working group in the following order:

Council's Expectations from the Regeneration Project

Background History

The Town Hall Regeneration working group was set up in 2016 and encouraged by Councillor Carr. Apart from instigating the redecoration of the Scala Hall, it also set about obtaining quotes for a feasibility study, which was approved and carried out by Kay Elliot Chartered Architects.

The feasibility study has not been finalised following advice from Katharine West resulting in the complex negotiations with one of the tenants of the Town Hall. However, a Statement of Significance was completed in October 2016.

The membership of the group has increased since its inception to meet the Heritage Lottery criteria.

The name of the group has changed since its inception, originally known as the Town Hall Innovation Working Group.

The Town Council's Evaluation Committee agreed the Terms of Reference for the working group in August 2018, which set out the Council's aims and objectives for the working group and project.

Town Councillors

The Council's Members have changed since the inception of the working group and it seems from recent discussions, the aims and objections may now not meet the current Members intentions.

Income and Expenditure

Below is a summary of the total expenditure and income spent on the project to date. This does not include staff time and given that this has been going on for a few years, it would be difficult to estimate the time.

Expenditure		Income	
Feasibility Study	£ 3,400.00		
Katharine West Consultant	£ 6,772.50		
Affordable Homes	£34,32.33	Homes England Grant	£33,200.00
Town Hall Business Plan	£26,985.00		
Total	£71,482.83		£33,200.00

Cost to Council	£38,282.83
------------------------	-------------------

The breakdown is as follows:

Katharine West Consultant	
Approved budget	£15,000.00
Expenditure to date	£ 6,772.50
Remaining Budget	£ 8,227.50

Affordable Homes	
Devon Communities Together	£ 5,000.00
Le Page Architects (including planning fee)	£28,180.33
Ambiental Environment Assessment	£ 1,145.00
Total expenditure	£34,325.33
Homes England Grant	£33,200.00
Total Cost to Council	£ 1,125.33

Business Plan	
Devon Communities Together	£26,985.00
Cost to Council	£26,985.00

Feasibility Study	
Kay Elliott Chartered Architects	£3,400.00
Cost to Council	£3,400.00

EXISTING Terms of Reference

General Terms of Reference for All Working Groups:

General

- In addition to the formal Committees, the Town Council has the option to form **working groups**. Each Working Group has its own Terms of Reference.
- Working Groups have **no power** to make decisions but will consider the relevant matters in detail and update / make recommendations to the Town Council where appropriate.
- Working Groups are more informal than Committees and have the opportunity of co-opting people from outside the Town Council who have the relevant skills for the task set by the Committee.
- Once the evidence has been gathered, the Working Groups will produce a report to be submitted to the relevant Committee outlining details of the review process, evidence gathered, conclusions and subsequent recommendations.

- The Committee can then refer the report to Full Council asking them to consider the recommendations arising from the review.

The Working Group can gather evidence through a variety of ways, such as:

- written evidence
- oral evidence and interviews with external and internal witnesses
- site visits
- visiting other organisations - partners, user groups, other councils
- research
- holding public meetings to seek views on an issue
- talking to people who are affected by the issue

Budget

- A Working Group does not have delegated powers to spend money or apply for funding from external sources
- Each Working Group can submit a budget request to the Finance and General Purposes Committee in October each year for consideration

Specific Terms of Reference for the Town Hall Regeneration Working Group:

Membership

The working group will be made up of key stakeholders of the community, including Town Councillors and Town Hall tenants

- Roles – the working group will elect a Chairperson and Vice Chairperson and together they will help facilitate discussion at Working Group meetings and ensure that the process is inclusive, fair and non-confrontational
- The Chairperson or Vice Chairperson will report progress / make recommendations to the relevant Committee meeting
- The administrator for the group will issue agendas and notes of the meetings for circulation to all group members
- All members are expected to take an active role in the process
- Any dispute within the Working Group will be referred to the Town Council for arbitration
- The Working Group may establish smaller Working Groups to undertake work if required
- Each small Working Group will have a lead person who will liaise closely with the Chairperson

Aims

To consider the regeneration of the Town Hall complex to provide a sustainable building for future community use

Objectives

The working group shall work to:

- Deliver the objects of the Town Hall Sub Committee insofar as it addresses bringing about improvements to the Town Hall and seeking to secure a sustainable future
- To engage with the needs and identify and reflect the views of the key stakeholders interests by engaging with them and keeping them informed of developments
- Be realistic in what can be achieved

- Keep the Town Hall Sub Committee informed of developments through regular reports to the Committee

Meetings

The Clerk will call the meetings as and when necessary in conjunction with the Chairperson. All meetings to be held in the Town Council offices.

Documentation

Notes of all meetings will be recorded by the Clerk and circulated to the group. Reports of recommendations and general information will also be issued to the Town Hall Sub Committee which will be recorded in the minutes of the meeting.

Accountability

The Working Group is accountable to the Town Hall Sub Committee.

Scope

- Assist in the development and delivery of the regeneration project
- Develop effective strategies and a forward plan for delivering the regeneration project to support external funding applications
- Carry out community consultations as / if required to progress the project and to gain views and opinions on individual elements of the project
- Consult with architects and consultants who have carried forward similar projects so that best practice and successful strategies can be identified and adopted
- Consult with the local authority and other organisations to ensure that the Action Plan is as effective as possible
- Advise the Town Council on budgetary and funding opportunities recognising that it is the Town Council that has sole responsibility for setting budgets, to enter into contracts and apply for funding opportunities
- To consult with professionals to ensure the Town Council is compliant with any VAT elements of the project
- The Town Clerk to have delegated powers to liaise with Chair of the Town Hall Sub Committee or any other Councillor that is part of the committee for quick decision making to ensure that opportunities relating to funding and the development of the plans are not unnecessarily delayed. The results of which will be reported to the next available Town Hall Sub Committee meeting.

Dissolution

The Working Group will be dissolved once its objectives have been attained and/or when at least (two thirds) of its members and the Town Council consider its services are no longer required.

PROPOSED New Terms of Reference

General Terms of Reference for All Task and Finish Groups:

General

- In addition to the formal Committees, the Town Council has the option to form **Task and Finish groups (T&F)**. Each T&F Group has its own Terms of Reference.

- T&F Groups have **no power** to make decisions but will consider the relevant matters in detail and update / make recommendations to the Town Council where appropriate.
- T&F Groups are more informal than Committees and have the opportunity of co-opting people from outside the Town Council who have the relevant skills for the task set by the Committee.
- Once the evidence has been gathered, the T&F Groups will produce a report to be submitted to the relevant Committee outlining details of the review process, evidence gathered, conclusions and subsequent recommendations. The report must be in the format within the Councils adopted Project Assessment and Progression Policy.
- The Committee can then refer the report to Full Council asking them to consider the recommendations arising from the review.

The T&F Group can gather evidence through a variety of ways, such as:

- written evidence
- oral evidence and interviews with external and internal witnesses
- site visits
- visiting other organisations - partners, user groups, other councils
- research
- holding public meetings to seek views on an issue
- talking to people who are affected by the issue

Budget

- A T&F Group does not have delegated powers to spend money or apply for funding from external sources
- Each T&F Group can submit a budget request to the Finance and General Purposes Committee in October each year for consideration.

Climate and the Environment

In June 2019, Brixham Town Council declared a Climate Emergency. All T&F Groups therefore must consider the climate and environment impact on any recommendation to the Council. Details of which must be evidenced in reports issued to the Council.

Specific Terms of Reference for the Town Hall Regeneration Working Group:

Aims

To consider the regeneration of the Town Hall complex to provide a sustainable building for future community use.

Objectives

The T&F Group shall work to:

- Deliver the objects of the Town Hall Committee insofar as it addresses bringing about improvements to the Town Hall and seeking to secure a sustainable future
- To engage with the needs and identify and reflect the views of the key stakeholders interests by engaging with them and keeping them informed of developments
- Be realistic in what can be achieved
- Keep the Town Hall Committee informed of developments through regular reports to the Committee (see the Town Council's adopted Project Assessment and Progression Policy for report requirements).

Meetings, Frequency and Quorum

- The Group administrator will call the meetings as and when necessary in conjunction with the Chairperson or Vice Chairperson of the Group.
- All meetings to be held in the Town Council offices.
- Meetings will be held as soon as a quorum is confirmed and cancelled or postponed if it is apparent in advance that the meeting will not be quorate.
- The T&F Group shall be quorate with no less than five members present. Town Councillors should not be considered as part of the quorum.

Documentation

Notes of all meetings will be recorded by the Group Administrator and circulated to the group and the Town Clerk. Reports of recommendations and general information will also be issued to the Town Hall Committee which will be recorded in the minutes of the meeting.

Accountability

The T&F Group is accountable to the Town Hall Committee (from May 2021, this will change to the Finance and General Purposes Committee).

Scope

- Assist in the development and delivery of the regeneration project
- Develop effective strategies and a forward plan for delivering the regeneration project to support external funding applications including, but not limited to, the Heritage Lottery Fund
- Carry out community consultations as / if required to progress the project and to gain views and opinions on individual elements of the project
- Consult with architects and consultants who have carried forward similar projects so that best practice and successful strategies can be identified and adopted
- Consult with the local authority and other organisations to ensure that the Action Plan is as effective as possible
- Advise the Town Council on budgetary and funding opportunities recognising that it is the Town Council that has sole responsibility for setting budgets, to enter into contracts and apply for funding opportunities
- To consult with professionals to ensure the Town Council is compliant with any VAT elements of the project
- The Town Clerk to have delegated powers to liaise with the Chairperson of the Town Hall Committee or any other Councillor that is part of the committee for quick decision making to ensure that opportunities relating to funding and the development of the plans are not unnecessarily delayed. The results of which will be reported to the next available Town Hall Committee meeting.

Dissolution

The T&F Group will be dissolved once its objectives have been attained and/or when the Town Council consider its services are no longer required.

Existing Membership

The working group will be made up of key stakeholders of the community, including Town Councillors and Town Hall tenants

- Roles – the working group will elect a Chairperson and Vice Chairperson and together they will help facilitate discussion at Working Group meetings and ensure that the process is inclusive, fair and non-confrontational

- The Chairperson or Vice Chairperson will report progress / make recommendations to the relevant Committee meeting
- The administrator for the group will issue agendas and notes of the meetings for circulation to all group members
- All members are expected to take an active role in the process
- Any dispute within the Working Group will be referred to the Town Council for arbitration
- The Working Group may establish smaller Working Groups to undertake work if required
- Each small Working Group will have a lead person who will liaise closely with the Chairperson

Proposed Membership

The T&F Group will be made up of key stakeholders of the community, including Town Councillors and Town Hall tenants

- Roles – the T&F Group will elect a Chairperson, Vice Chairperson and Administrator and together they will help facilitate discussion at T&F Group meetings and ensure that the process is inclusive, fair and non-confrontational
- The Chairperson or Vice Chairperson will report progress / make recommendations to the relevant Committee meeting, following the requirements as set out in the Council's adopted Project Assessment and Progression Policy
- The Chairperson and Vice Chairperson shall not be a Town Councillor who is a member of the Town Hall Committee (or Finance and General Purposes from May 2021)
- All members are expected to take an active role in the process
- Meetings shall not be held that only involve Town Councillors
- Any dispute within the T&F Group will be referred to the Town Council for arbitration
- The T&F Group may establish smaller Working Groups to undertake work if required
- Each small Working Group will have a lead person who will report to the T&F Group

Update on Old Police House Planning Application

The Architect has continued to chase the Planning Officer for a decision. Unfortunately, the Planning Officer has not responded to any correspondence from the Architect.

The Architect has been instructed by the Town Clerk to issue a strongly worded letter advising that the Town Council is considering an appeal for non-determination of application.

Recommendation

1. Taking into consideration the recently adopted Project Assessment and Progression Policy, the following must be completed prior to further work being undertaken on the project:
 - Project Initiation Document
 - Project Plan
2. That the above proposed Terms of Reference and Membership is recommended to Full Council for adoption.