



**Devizes**  
**Town Council**

[www.devizes-tc.gov.uk](http://www.devizes-tc.gov.uk)

# **DEVIZES TOWN COUNCIL**

## **Special Meeting**

You are summonsed to attend a special meeting of the Devizes Town Council at the following, place and date.

Date: Tuesday, 12<sup>th</sup> September 2023

Time: 7.00 pm

Venue: Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 723333

Councillors:	Bridewell	Britten	Brown
	Corbett	East	Gay
	Geddes	Giraud-Saunders	Greenwood
	Hopkins	Hoult	Hunter
	Nash	Oliver	Ormerod
	Pennington	Rose	Stevens
	Tanner	Wallis	Wooldridge

# **AGENDA**

## **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the Meeting of the Council held on the 15<sup>th</sup> June 2023.

## **2. APOLOGIES FOR ABSENCE**

## **3. DISCLOSURE(S) OF INTEREST**

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. **TO RECEIVE ANNOUNCEMENTS AND COMMUNICATIONS.**
5. **TO ANSWER QUESTIONS (IF ANY) UNDER STANDING ORDER NO. 15.**

**NOTE:** Before dealing with the next item (No 7) the Council will wish to consider whether or not to suspend Standing Order No 5 (members to stand when speaking). If the Standing Order is to be suspended, it must be done by way of a proposition, duly seconded and carried.

## 6. **REPORT FOR DECISION – ARCHITECTURAL SUPPORT FOR THE SHAMBLES PROJECT**

### **Recommendation**

That the Committee accepts the recommendation that PLA (Peter Kent Architect) be appointed as the Council's architectural consultant for the Shambles Project.

### **Purpose of the Report**

To agree the Council's architectural consultant for the Shambles Project.

### **Background**

The Shambles working party have met with architects who could support the refurbishment of the Shambles, based on the attached design brief.

After meeting with architects, the recommendation is as follows;

- Devizes Town Council appoints Peter Kent Architects (PKA) as the project architect;
- That the Council draws up an agreement that PKA takes the Shambles project to planning stage;
- That supported by PKA, Devizes Town Council develops a complete plan for the refurbishment of the Shambles;
- That within that plan there are options that can be left in or taken out depending on finance;
- That the scheme produced can be phased if necessary to support the Council's funding ability.

In making the recommendation it was agreed that PKA led by the principal architect provided the only fee budget based on how long they expect the project to take, rather than a percentage of the build cost.

The fee budget to stage 0-3 inception to submission of planning application budget fee £9,500.00 with an additional £1,425.00 for 3D

model and photo-realistic imaging (internal only). All fees subject to the addition of expenses and VAT.

Their experience has been that on the majority of projects their fee budget is not exceeded, and should this happen, it will be because the Council will request numerous repeat designs and more meetings, or the planning authority is particularly awkward. Should they find that we are approaching the limit of the fee budget for whatever reason, they will discuss this with the Council before appreciably exceeding the agreed budget.

Other fee budgets were based on a percentage of the potential build cost, so could easily double the PKA proposal.

It was also recognised PKA were a local practice with a strong local knowledge of both the community and the building, and this would support a close working collaboration between the Council and the architects.

Should the committee agree the appointment, then a formal appointment letter will be sent to PKA.

### **Options Considered**

Set out a range of options that members can consider in addition to the recommendation

### **Implications and Risks**

#### **Financial and Resource Implications**

The report sets out anticipated financial implications for the Council associated with this decision.

#### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence

#### **Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

#### **Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

#### **Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder Act 1998.

**7. TO PASS THE FOLLOWING SEALING RESOLUTION**

THAT the Common Seal of the Council be affixed to or the Town Clerk do sign on behalf of the Council where appropriate any Orders, Deeds or Documents necessary to give effect to any of the matters and recommendations contained in the reports received and adopted at this meeting or other decisions of the Council thereat.

**8. QUESTION TIME**

A short time is allowed at the discretion of the Town Mayor for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

**9. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions addressed to the Chairman concerning the administration, function or responsibilities of the Council or upon a matter, which was the subject of debate at the meeting. A person may also be permitted to make a statement or address the Council upon a matter of concern to that person which is relevant to local government, or to the Council's administration or upon a subject, which may be of general interest to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business.

  
TOWN MAYOR