

Uppingham Town Council

Report to: Full Council

Date: 6th March 2019

Subject: Disabled Access for the Town Hall

Agenda Item: 8b i&ii

Report Objective(s): To provide an update for members and to finalise the last two items of expenditure from EMR 316 in readiness for the tender process to begin and the grant application being finalised.

Background: Through F&GP Committee and Full Council this project has been reviewed and approved. Planning has been obtained for a new front elevation enabling disabled access through the front doors and an overhaul of the existing disabled access arrangements. Grant funding submission is ready to go in and the final preparatory works are needed to complete the tender documentation.

Risks & Issues:

- Failure to comply with planning permission, best value, building regulations and project delivery. [Mitigate this by using qualified project manager / surveyor to oversee key project deliverables including tender framework].
- Failure to deliver a usable access that doesn't improve on the current arrangements resulting in reputational damage to council and poor use of grants and public funds. [This can be mitigated by engaging with users, the community and neighbours to gather views and support and carrying out post implementation reviews. Additionally, project manager ensuring the items in the Access Audit are addressed in the final solution].

Consultation & Feedback: Consultation has taken place with hirers, users and neighbours on High Street East in recent weeks and during the planning submission stage. This has been supportive of the need to make improvements to access from the front elevation.

Options:

1. Do nothing and stop the project.
2. Approve the expenditure

Finance Required: Council already have in place the earmarked reserve to cover preparatory works, project management, contingency and the 10.75% contribution to the WREN grant. (see attached schedule)

Timeline:

- Early March – instruct final two exploratory pieces of work.
- 13th March 2019 – submit grant application to WREN
- Late March – analyse results from final exploratory work and issue tender document via Project Manager
- Late April – review tender submissions and recommend preferred contractor
- June – window for works to commence

Powers Required: General Power of Competence

Recommendation(s) / Resolution in draft: Officer recommendation for approval and instruction of the works with the amounts being released from EMR 316.

Next Steps and Actions for the Town Clerk: Clerk to instruct project manager with outcome of discussion and resolution.