

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Minutes of the meeting of the Changing Places Working Group held at the Hub, Myrtle Place, Bingley, on Monday 20th September 2021 at 6.30pm

Councillors present:	Abdul Malik, Steve Williams
Non Councillors present:	Fiona Dunne, Lewis Kirdale, Darryl Smith
Non member Councillors in attendance:	None
Members of the public:	Two
Town Clerk:	Eve Haskins

2122/21 Apologies for absence

Apologies received and the reasons for absence approved from Councillors Owen and Truelove.

2122/22 Disclosures of interest

None received.

No written requests for dispensation received.

2122/23 Minutes of previous meeting

Resolved to approve the minutes of the meeting held on 23rd August 2021, subject to the following amendment:

- Agenda item 2122/15d: it should be a 'automatic' hand dryer rather than 'push button operated' in the Customer Requirements document: Town Clerk amended the minutes accordingly.

2122/24 Public Participation

The member of the public present was invited by the Chair to take part in discussions throughout the meeting.

2122/25 Updates since last meeting

a) Updates on tenders

The Chair reported that tenders are out, with an end date of 1st October 2021, when they will be opened.

b) Update on Customer Requirement document

The Chair reported that this has been moved into formal building specifications.

c) Energy efficiency recommendations

To be deferred to next meeting.

2122/26 Funding

a) To receive an update on the Government funding pot, and consider the next steps

The Chair reported that there is an Extraordinary Full Council meeting being held tomorrow evening, to discuss a motion to halt progress with the Changing Places toilet facility in Bingley until a decision

is known regarding potential government funding. Members suggested that it would have been useful to view the accompanying Risk and Resource assessment form for this motion. The Chair reported that he has queried the motion, as it will have ramifications for the actions to be taken, including for building tenders, and also expressed concern over the procurement implications if Bradford Council become involved. Members expressed concern over the potential delay to this building work, due to many unknowns, including the timings for any successful funding bids which will impact on the Project Plan, and the implications for this Working Group and its Business Case for the Changing Places toilet. Comments were also made regarding the need to adhere to the Equality Act, and the length of time residents have already had to wait for this facility.

b) To receive an update on, and consider the next steps, regarding the proposed letters to national companies

The Chair reported that a letter had been received from Wetherspoons, which stated that the request would be passed onto the relevant department.

2122/27 Business Case

The Chair reported that the Business Case, with an amended risk profile, has been sent out with the accompanying documents for tomorrow night's Extraordinary Full Council meeting. Members of the Working Group agreed the following additional amendments, including some wording changes, to the Business Case:

- Cost: To be changed from 'Circa £100k' to 'Range £40k - £100K +/- 100%'.
- Risk and Issue Analysis:
 - To add 'A2 Unknown process: Likelihood 5, Impact 2, Risk score 10.'
 - To add 'B2 Not receiving central Government funding: Issue score High, Mitigation: i. Vire discretionary budgets; ii. Continue requesting financial help from local and national organisations; iii. Use General Reserves and/or discretionary budgets to fund the project and replace them on 1/4/22 from the precept (£20k is £2.32 per Band D house in Bingley)'.
 - To add 'B3 Time sensitivity of builders' quotes: Issue score High'.
 - To add 'B4 Uncertainty of BTC involvement', Issue score High, Mitigation: Clarity on funding timescales required from BTC'.
 - Too add 'C6 Not providing a temporary solution: Risk score 15, Mitigation: BTC to provide a temporary solution whilst awaiting funding release'.
 - To add 'C7 BTC Subject to a referendum: Risk score 15, Mitigation: BTC deliver a CP toilet'.
 - To add 'C8 Wealth generation: Risk score 6'.
 - Change risk score of 'D1 No guarantee of receiving funding' from 10 to 15.
 - Add 'D3 Unknown process: Risk score 10'.
 - Add 'D5 Cause friction with the local community: Reputational, re consultations, raise Risk score from 4 to 6'.

The Chair to amend the Business Case accordingly and circulate to all Town Councillors prior to the Extraordinary Full Council meeting tomorrow.

2122/28 Date of next meetings

Date of the next meeting noted as being Monday 18th October 2021 at 6.30pm in the Hub, Myrtle Place, Bingley, BD16 2LF. It was noted that an emergency meeting of Changing Places Working Group may take place prior to this date to discuss the tenders.

Meeting closed at 8.25pm.