SPECIAL DELEGATION FORM

SALISBURY
CITY COUNCIL

Standing Orders Para 26

Subject:	*Request to transfer additional Funding from General Reserve to enable completion of the Tollgate Depot De-Watering Bay and Waste Facility Works*
Date:	*01st July 2026*
Committee:	*Full Council*
Author:	*Sean Saunders, Health & Safety Manager*
Report status:	*Special Delegation*
Councilors to authorise	*Cllr S Charleston, Leader of the Council* *Cllr J Bowell, Chair of the Council* *Cllr V Charleston, Vice Chair of the Council*

1. Report Summary

1.1. In April 2026, approval was granted to transfer £200,000 from Section 106 Receipts to General Reserve to facilitate the construction of a de-watering bay and associated waste handling infrastructure at Tollgate Depot following a Special Delegation Procedure presented to Cllr S Charleston and Cllr J Wells. £140,000 was immediately authorised for use on the project, leaving £60,000 as a possible contingency.

1.2. This approach was consistent with the recommendation previously approved by the Environment Committee at its meeting on 29th September 2025.

1.3. Construction works are currently underway. During excavation works, a significant quantity of previously unidentified asbestos-containing materials was discovered.

1.4. The discovery required specialist assessment, removal and disposal by licensed contractors in accordance with statutory requirements, resulting in additional costs not anticipated within the revised project budget.

1.5. Additional unforeseen works have also been required to ensure that the project could be completed and to ensure the long-term functionality and resilience of the facility, including;

- Installation of a pumping system to transfer water up a slope into the existing drainage network.

- Jetwash facility required but omitted from the original design.
- Additional drainage infrastructure to prevent flooding of operational areas.
- Design alterations to the pipework arrangement to improve durability and reduce future maintenance liabilities.

1.6. A further £60,000 is therefore required to enable completion of the project, with Section 106 funding being identified.

2. Policy Considerations

2.1. This project supports the Council's commitment to maintaining safe and efficient operational facilities.

2.2. The de-watering project assist the Council in managing waste in an environmentally responsible and self-sufficient way, bringing this 'in house' with our deadline to vacate using Wiltshire Council's depot in Churchfields industrial estate (30th September 2026).

2.3. Completion of the project will ensure the Council maintains infrastructure capable of supporting Streetscene operational delivery for many years. Without this facility, the Streetscene team would have to cease some operations post our vacation of the Wiltshire Council site.

3. Justification for Special Delegation

3.1. Due to the timing of the additional costs and the need to maintain construction progress to meet deadlines, it is not practical to delay the decision until the next scheduled council meeting.

3.2. Should the funding approval be delayed, the contractor may be unable to complete the remaining works within the current programme, potentially resulting in additional costs, contractual implications (such as being charged for days where work is not taking place) and project delays.

3.3. The primary reasons for the additional expenditure arises from unavoidable asbestos removal works only discovered after excavation commenced. The asbestos removal could not reasonably have been identified prior to construction and required immediate specialist removal to ensure compliance with health and safety legislation.

3.4. Another reason was due to the cost of the pressure washer required for the project not being included in the initial budget and therefore using a large amount of the contingency. The reason for this was the project being expedited and started without this cost due to the deadline being imposed on us to vacate from the Wiltshire Council facility in Churchfields. Failure to start the project would have meant that the deadline would have been past our vacation date in Churchfields, and would have prevented the Streetscene team from being operational for a period of time.

3.5. Further project modifications have been necessary following site investigations and installation works. Concerns were identified regarding the original pipework arrangement linking the slab area to the drainage system. As the pipe would have been projected only by tarmac, there was a risk of future movement, failure and ongoing maintenance issues. Two solutions to this were considered:

3.5.1. Concrete casing of the pipework for

3.5.2. Installation of two separate pipe runs, one from the skip storage slabs to the collection tank and one from the de-watering bay to the collection tank.

3.6. Acting under Financial Regulation 4.12, the Deputy Chief Executive Officer authorised the second option as the most cost-effective and operationally appropriate solution, at a cost of approximately £2,500. This expenditure forms part of the £60,000 additional funding request.

4. Maintenance Considerations

4.1. Once it was identified that the budget allocated would not be sufficient, the Responsible Finance Officer (RFO) was consulted and formally supports the proposal.

4.2. Some of the additional costs arising are due to rushing the project and might have been avoidable. A post-project review will be conducted to learn lessons from this and strengthen future project management.

5. Recommendation

The Leader of the Council, the Chair and Vice Chair of the Council are recommended to:

5.1. Approve the £60,000 transfer of General Reserve funds to enable completion ofthe de-watering bay and waste facility project.

5.2. Note that the additional expenditure has arisen from unforeseen asbestos remediation requirements and necessary modifications to the initial design.

5.3. Authorise officers to complete the project using the additional funding allocation.

6. Background Papers

6.1. Special Delegation – Construction of Tollgate De-Watering Bay – April 2026.

6.2. Acting Chief Executive Officer approval under Financial Regulation 4.12

Implications:

Implication Area	Impact	Comments / Mitigation

Financial	Medium	Additional £60,000 required from General revised funds will used.
Legal	Medium	The project supports compliance with environmental legislation, waste management requirements and health and safety obligations.
Risk	High	If the Depot de-watering bay/waste facility is not constructed, SCC will be unable to provide some Streetscene services.
Personnel	High	Streetscene staff being unable to carry out their role without the de-watering bay/waste facility.
Environmental Impact	High	Without the de-watering bay, the roads and pavements won't be mechanically swept by the Streetscene team.
Equalities Impact Statement	N/A	N/A
Community / Public Impact	High	If the streets and pavements are not mechanically swept.
Procurement / Contractual	N/A	N/A
Property / Asset	High	Having a de-watering bay facility improves the functionality of the depot, benefiting the Grounds team and allowing the Streetscene team to continue with all operations.
Data Protection	N/A	N/A

Having considered the Special Delegation request above, and the reasoning behind it, I confirm that I APPROVE the request.

Councillor/s: Chair of the Council. Leader

Date: 2.7.2026

Please return the signed form to the Chief Executive Officer, The Guildhall, Market Place, SP1 1JH - Thank you.

SALISBURY CITY COUNCIL

SPECIAL DELEGATION PROCEDURE

SALISBURY CITY COUNCIL

SCC Standing Orders Para 26

COMMITTEE CONCERNED: **Full Council**

OFFICER INITIATING: **Mostyn Coombes, Interim Head of Environment**

DATE: **16/04/26**

To:

Cllr S Charleston, Leader of Salisbury City Council
Cllr J Wells, Chair of Salisbury City Council

Item: Request to transfer Section 106 funding to General Reserve

SALISBURY CITY COUNCIL

Report

Subject: Construction of the Tollgate Depot De-watering bay and waste facility works
Committee: Full Council
Date: 16 April 2026
Author: Mostyn Coombes, Interim Head of Environment
Owner: Cllr John Wells, Chair of Full Council

---

1. Report Summary

1.1 The purpose of this report is to ask Full Council the matter set out below.

1.2 This report provides background, financial implications, legal and governance considerations, risks, and recommended courses of action to support informed decision-making.

1.3 This report relates to Section 106 River Park money, and the Tollgate Depot de-watering bay and waste facility works.

1.4 Members are requested to consider the transfer of £200,000 of Section 106 funding into the General Reserve to meet additional costs associated with the construction of the Tollgate Depot de-watering bay and waste facility.

1.5 This report is being presented at this time due to the time-sensitive nature and significant financial implications associated with the construction of the Depot de-watering bay and waste facility. The report is also prompted by the termination of the agreement between Wiltshire Council and Salisbury City Council for the use of Wiltshire Council's de-watering bay facility at Churchfields.

2. Recommendations

It is recommended that the Council:

2.1 Approves the transfer of £200,000 River Park Section 106 funds into general reserves.

2.2 Approves the use of £140,000 general reserve to increase the budget of the De-Watering Bay project.

2.3 ~~Approves the use of £75,000 River Park Section 106 funds to create a new budget for the purchase of a tractor.~~ S.C

2.4 Approves that the remaining River Park Section 106 funds are to be apportioned evenly over a 15-year period to cover the Council's maintenance obligations at the Park, by which time the Council will absorb these annual costs in its annual base budgets.

This approach is consistent with the recommendation previously approved by the Environment Committee at its meeting on 29 September 2025.

3. Background

3.1 As part of the Section 106 agreement relating to the River Park, a sum of funding was transferred to Salisbury City Council. It was agreed by the Environment Committee on 29 September 2025 that the funding could be utilised over a 15-year period. As the land was already in Council ownership or management, most ongoing operational costs, such as staffing, were expected to be absorbed within existing budgets.

3.2 Since acquiring the Depot, Members have discussed the installation of a de-watering bay to support operational requirements. In January 2025, Full Council approved an indicative capital budget of £150,000 for this purpose. At that time, the estimate was not informed by a detailed design, site investigations, or a full technical specification. Since that approval, a number of factors have emerged which have impacted the anticipated overall cost of the project. These factors are:

- Officers have now developed a detailed plan and technical specification for the works.
- The cost of construction materials and labour has increased.
- A retaining wall running the length of the depot yard has been identified as requiring replacement as part of the project.
- As a result of these factors the £150,000 existing capital budget is insufficient as the revised project costs total £290,000, requiring additional funding of £140,000. Further contingency funds may be required if construction works reveal problems.

3.3 Salisbury City Council currently has an agreement with Wiltshire Council for the use of their de-watering bay facility. Wiltshire Council has confirmed that this agreement will be terminated on 30 September 2026, due to building works being undertaken at their facility. As a result, Salisbury City Council will have no alternative provision for the disposal of road sweeper waste. This would significantly impact operational service delivery and would result in roads and footpaths no longer being mechanically swept across the parish.

3.4 Officers have made enquiries with other organisations to determine whether an alternative de-watering facility is available within the city. These enquiries have confirmed that there are currently no suitable alternative facilities available.

3.5 Construction of the de-watering bay and waste facility at the Tollgate Depot is scheduled to commence on 27 April 2026 and is anticipated to take approximately 16 weeks to complete. Subject to the works progressing in accordance with the agreed programme, the facility is expected to be operational before 30 September 2026.

3.6 This timescale is tight with the risk that any project delays may result in the Council being without a de-watering bay facility for a period of time, resulting in the Streetscene team being unable to mechanically sweep the city. Officers are acutely aware of this risk and will use all efforts to ensure the Depot de-watering facility is fully operational before the Wiltshire Council facility is closed.

4. Proposal

4.1 The proposal is for the City Council to transfer £200,000 River Park S106 money into general reserves to help finance the construction of the Tollgate Depot de-watering bay and waste facility.

4.2 ~~It is proposed that a portion of the remaining Section 106 funding allocated to the River Park be used to purchase a tractor, with the remaining balance apportioned evenly over a 15-year period to support ongoing maintenance. This approach is consistent with the recommendation previously approved by the Environment Committee at its meeting on 29 September 2025.~~ S.C

5. Financial Position

5.1 Salisbury City Council has Section 106 funding available in relation to the River Park, which has been approved for use within a 15-year period. As the land is already in Council ownership or management, most ongoing operational costs, including staffing, were anticipated to be absorbed within existing revenue budgets.

5.2 The £150,000 originally allocated for the Depot de-watering bay is insufficient to deliver the project. Officers therefore propose that £200,000 from the River Park Section 106 funding be transferred into General Reserves to enable the delivery of the de-watering bay and waste facility project.

5.3 The Responsible Finance Officer (RFO) has been consulted in relation to this proposal and supports the above recommendations.

6. Legal and Governance Considerations

6.1 The Section 106 Agreement states that the transfer of funding from the Environment Agency to Salisbury City Council is to support the maintenance of the River Park. Salisbury City Council has received the funding and accepted the associated terms, thereby committing to the maintenance of the River Park for a period of 50 years. The park will be predominantly maintained using existing Council resources, as set out in Report for Finance Committee 1 September 2025 and the Environment Committee 29 September 2025. Provided that the Council fully discharges its obligations throughout the 50 year period of the agreement, the Council can utilise the Section 106 sum however it chooses.

7. Consultation and Engagement

7.1 Internal officers engaged:

- Interim Head of Environment
- Chief Executive Officer
- Responsible Finance Officer
- Head of Corporate

8. Strategic and Policy Alignment

8.1 Constructing the de-watering bay supports the clean street strategy by enabling the team to deliver these objectives:

- Defra grade A standard within the Ring Road
- Defra grade B standard outside of the Ring Road

9. Next Steps

9.1 Subject to approval, officers will: Instruct the contractor to commence work on 27 April 2026.

10. Implications

Implication Area	Impact	Comments / Mitigation
Financial	Medium	A proportion of the River Park S106 funds will be used.
Legal	Medium	Providing the Council continues to maintain the River Park for 50 years.
Risk	High	If the Depot de-watering bay/waste facility is not constructed SCC cannot provide a service.
Personnel	High	If staff cannot do their job.
Environmental Impact	High	The roads and pavements won't be mechanically swept.
Equalities Impact Statement	N/A	N/A
Community / Public Impact	High	If the streets and pavements are not mechanically swept.
Procurement / Contractual	N/A	N/A
Property / Asset	High	Having a de-watering bay facility improves the functionality of the Depot.
Data Protection	N/A	N/A

11. Appendices / Background Papers

11.1 Background papers:

- Finance Committee 1 September 2025
- The Environment Committee 29 September 2025

Having considered the Special Delegation request above, and the reasoning behind it, I confirm that I APPROVE // ~~DO NOT APPROVE~~ (please delete as required) the request.

Councillor/s:

SAMUEL CHARLESTON
17.4.26

JOHN WELLS
17.04.26

Date:

Please return the signed form to the Chief Executive Officer, The Guildhall, Market Place, SP1 1JH - Thank you.

SALISBURY CITY COUNCIL

SPECIAL DELEGATION PROCEDURE

SCC Standing Orders Para 26

COMMITTEE CONCERNED:	**Full Council**
OFFICER INITIATING:	**Louise Webber, Acting CEO**
DATE:	**18/02/20~~25~~ 26**

To:

Cllr S Charleston, Leader of Salisbury City Council
Cllr J Wells, Chair of Full Council
Cllr A Bayliss, Vice-Chair of Full Council

Item: Staffing establishment errors arising from budget process (including urgent need to rectify Pantry Manager establishment error)

SALISBURY CITY COUNCIL

Report

Subject:	Rectification of staffing establishment inconsistencies
Committee:	Urgent decision request to the Leader, Chair and Vice Chair of the Council
Date:	19/02/26
Author:	Louise Webber, Acting CEO & Head of Communities
Owners:	Asa Thorpe, CEO & Tracy Adams, Head or HR & Payroll

---

1. Report Summary

1.1. This report sets out the request for an urgent decision to address five current inconsistencies in the staffing establishment which arose accidentally in the 2026/27 budget-setting process.

1.2. These would have been brought to the next meeting of Full Council for resolution. However, this has become urgent due to the recent resignation of the Pantry Manager and the need to address that post's inconsistency before recruitment can be initiated.

1.3. Due to approximations used in the budget-setting process there is a shortfall of 0.02FTE (full-time equivalents) for the Salisbury Pantry manager role from April 1st 2026.

1.4. Resolution of this error will enable the recruitment to replace this post to be taken forward as a matter of urgency.

2. Background

2.1 At the Full Council meeting of January 12th 2026, there were five officer bids for increased staffing which were approved. However, for a variety of administrative reasons, whilst the bids were approved, the estimated budgets were incorrect.

2.2 The five shortfalls (and one surplus) are set out in the attached establishment schedule, to be considered by councillors. The total theoretical net impact for 2026/27 is £22,823 however this will not result in any change to the Council's approved payroll budgets. Instead, any resulting increase in actual payroll costs will be met from managed vacancy savings.

2.3 The purpose of this decision is to approve changes in the establishment which are consistent with the Council's budget decisions and allow recruitment to take place.

3. Justification for special decision

Figures incorporated within the bid were generated some months earlier than Full Council and recent HR calculations after Job Evaluation mean the approved budget lines associated with the bids produce shortfalls.

Approval as a matter of urgency will enable progression of recruitment as soon as possible, minimising disruption to service delivery and to knock on effects for staffing cover arrangements and, in the case of Salisbury Pantry, will provide immediate reassurance to volunteers.

5. Recommendation

The Leader of the Council, Chair and Vice Chair of the Council are recommended to authorise the approval of the attached establishment, which rectifies the various errors (highlighted pink). The cumulative effects of the recommended changes are set out on the right hand side of the schedule, totalling a maximum theoretical under-funding of £22,823 which will be met by the Senior Management Team through managed vacancy savings.

6. Background Papers

6.1. Full Council minutes –January 12th Item

Implications:

- **Financial:** Additional costs can be met from existing budgets.
- **Legal:** Nil
- **Personnel:** Amendments to establishment in accordance with Full Council budget bid resolutions
- **Environmental Impact:** Nil
- **Equalities Impact Statement:** Approval and associated pantry manager recruitment will enable continued delivery of an essential support service for the most vulnerable sectors of the community.

Having considered the Special Delegation request above, and the reasoning behind it, I confirm that I APPROVE the request.

Councillor/s:

SAM CHARLESTON

Alan Bayliss

ALAN BAYLISS.

Date: 19/02/2026

Please return the signed form to the Head of Community Services (Acting CEO), The Guildhall, Market Place, SP1 1JH - Thank you.