



**Somerset
Council**

Internal Capital Delivery Commissioning Pro-forma

Developed Brief

*(To be completed by the Lead Officer from the Infrastructure
Programme Group)*

To be viewed in conjunction with supporting flow diagram to aid understanding of the process.

****Add Link****

Further support available from the PMO Team
HISPMO@somerset.gov.uk

Version 2025 Rev1

PREPARED BY:

Name: Joanna Zalewska

Signed: 

APPROVED BY:

Name: Kerry Jones

Signed: 

Service: Project and Programmes Service Manager

Date: 29/10/2025

Circulation

Once completed please send this form to the following:

Client Contact clerk@bishopslydeardparishcouncil.gov.uk

PMO Team Administration HISPMO@somerset.co.uk

Period of Validity

Written acceptance required from the Client by 28th November 2025.

PROJECT TITLE						
Bishops Lydeard Phase 2 – Sites 3, 4 and 9						
IPG Reference Number	Design Team Reference Number	Client Reference Number (If applicable)	Budget Code (if Applicable)	HSPR Number (if known)		
MN004280	MN004280-13	TBC	TBC	MN004280		
Background Information						
Type of scheme:		Pedestrians Safety Improvements				
Project stage		Initial Concept	<input checked="" type="checkbox"/>			
		Concept Development	<input type="checkbox"/>			
		Detailed Design	<input type="checkbox"/>			
		Basic	<input type="checkbox"/>			
		If Initial Concept, please choose a feasibility study option:		Intermediate	<input checked="" type="checkbox"/>	
				Enhanced	<input type="checkbox"/>	
Key Contact Details						
Client Lead		IPG Project Manager				
Bishops Lydeard Parish Council		Joanna Zalewska				
TSC Accountable Officer		IPG Accountable Officer				
Bishops Lydeard Parish Council		Kerry Jones				
Further Stakeholder details (if applicable)						
Bishops Lydeard Parish Council Clerk Cllr Mike Rigby Cllr Joanna Lewin-Harris Cllr M Orr		clerk@bishopslydeardparishcouncil.gov.uk mike.rigby@somerset.gov.uk cllrjlewinharris@bishopslydeardparishcouncil.gov.uk cllrmorr@bishopslydeardparishcouncil.gov.uk				

Cllr J Bletcher	cllrjbletcher@bishopslydeardparishcouncil.gov.uk
Terms of reference (if applicable)	
n/a	
Strategic decisions (if applicable)	
n/a	

SCOPE
<p>Following the local community consultation and a subsequent meeting held on 5th September 2025 with the Bishops Lydeard and Cothelstone Parish Council members, we have been requested to undertake the intermediate feasibility study on the following sites:</p> <ul style="list-style-type: none"> - Site 3 (Mount Street - Village Hall to Hither Mead). The proposal is to provide a crossing point between the Village Hall and Hither Mead to the pharmacy, surgery and public conveniences. - Site 4 (Hither Mead Bridge). The proposal is to provide a crossing point between Hither Mead and the Village Hall green. - Site 9 (Cothelstone Road - Delta Rise to Glanfield Close). The proposal is to provide a virtual footpath along the High Street leading to Delta Rise. This also include wayfinding signs to direct pedestrians off the main road in the northerly direction, from High Street via path on Pound Street leading to Darby Way, leading onto Cothelstone Road.
Overall programme ambitions?
Once commissioned the project timescales will be closely watched by the community.
Overall programme aims
Improved safety for pedestrians.
Scheme specific objectives
<p>The aim of this study is to review the TPA design for these sites, and to provide any adjustments to simplify the designs and reduce the costs where possible.</p> <p>Please provide feasibility study and include high level outline designs and cost estimates for sites 3, 4 and 9.</p>

SCOPE

Previous work

In 2017 Bishops Lydeard and Cothlestone Parish Council commissioned an external consultant, TPA, to advise on street design aspects in the village, the output of which was then discussed and consulted on (information related to that are available on Somerset Council's SharePoint) for the reference.

Risks

Scheme is subject to third party funding availability and community feedback.
Feasibility study programme may depend on the external consultant availability to advice on the virtual footway element.
Engineering Project & Programmes Team to verify SC position on Virtual Footways with Leadership/ Policy Teams.

Assumptions and Constraints

n/a

Other relevant factors

n/a

DELIVERABLES

Design Team outputs

The aims of the measures at each site are:

- Site 3 (Mount Street - Village Hall to Hither Mead). provide a crossing point between the Village Hall and Hither Mead to the pharmacy, surgery and public conveniences. For the avoidance of doubt, only a single crossing of Mount Street will be investigated and the provision of a continuous footway across Hither Mead and the Village Hall access will not be considered within this design.
- Site 4 (Hither Mead Bridge). provide a crossing point between Hither Mead and the Village Hall green.
- Site 9 (Cothelstone Road - Delta Rise to Glanfield Close). provide a virtual footpath along the High Street leading to Delta Rise, and wayfinding signs to direct pedestrians off the main road in the northerly direction, from High Street via path on Pound Street leading to Darby Way, leading onto Cothelstone Road. For the avoidance of doubt, a raised table road narrowing, as included in the original TPA proposals, will not be considered within this design.

DELIVERABLES

The proposed Virtual Footway at site 9 will be progressed as a potential pilot, bearing in mind the concerns of the Highway Authority regarding such measures. An initial appraisal/ assessment will be undertaken prior to any design work at that site to confirm suitability, with agreement to a 'Departure from Standard' sought, if appropriate, to avoid any abortive work. Confirmation of agreement to proceed will then also be sought from the Parish Council prior to proceeding with further work at this site to confirm the scope of any subsequent design work.

Deliverables for this stage of the project will include:

- Initial appraisal/ assessment of a proposed Virtual Footway at site 9 (with a departure from standard request, if appropriate) to confirm whether suitable for further design work
- The outline design in CAD of a suitable measure at each site (checked and approved for issue)
- An RSA1 audit report for the revised design at each site, together with the associated Designer Response
- PDF drawing(s) for issue to the Client, suitable for their local consultation
- An estimate of the construction costs for the proposed measure at each site
- An estimate for the detailed design costs for the proposed measures
- Indicative site supervision and post construction costs
- A combined explanatory Technical Note detailing the proposals/ issues at all three sites with an estimate of the design and construction costs for the proposed measures (including indicative post-construction costs).

Design Team constraints

- Delay in provision of Agreed Brief - programme to be reviewed if Agreed Brief is not available by expected date (1/12/2025)
- Delay in agreement to any Departure from Standard – programme revision to be undertaken and PM to liaise with Parish Council to give early warning.
- Delay in completion of tasks by any external party (including Project Management, traffic surveys, audit team etc) – programme revision to be undertaken and PM to liaise with Parish Council to give early warning.
- Delay in Parish Council confirmation of scheme scope at Site 9 following completion of appraisal/ assessment (and Departure from Standard application, if appropriate) – programme revision to be undertaken and PM to liaise with Parish Council to give early warning.
- Potential for conflict (or opportunity for co-ordination) - review iShare at early stage to identify any potential issues.
- Although not currently anticipated as required at this review stage, there is a risk that data requiring further work (such as additional traffic speed and/ or volume surveys, topographical information, land ownership details etc) may be required to clarify details at specific

DELIVERABLES

location(s) - discuss at fortnightly Design Team meetings and PM to liaise with Parish Council to give early warning.

- Potential for overspend / programme extension if unforeseen issues encountered during feasibility study - discuss progress and spend at fortnightly Design Team meetings and PM to liaise with Parish Council to give early warning, if issues encountered.
- Issues with staff availability impacting programme - Resourcing to be considered by Team Management and PM to liaise with Parish Council to give early warning, if issues encountered. This scheme sits within a holistic master programme, so the progress of this scheme has the potential to impact upon other linked scheme programmes (and vice versa), where there is a shared resource. Therefore, should any of the listed risks materialise on this or other projects, this is likely to impact upon multiple scheme programmes.
- No time has been allowed for responding to any Stakeholder queries or requests for clarification following submission of the final Technical Note (including RSA and response). Time for any such work will be additional to the fee estimate included within this Developed Brief – PM to manage Stakeholder queries and advise the Parish if responses will require time/ further fee for response.
- Risks and constraints relative to detailed design and construction NOT considered at this stage - any significant issues to be highlighted in Technical Note produced as part of this feasibility study
- Whilst the key date of April 2026 is mentioned in the Initial Brief, the programme for this commissioned feasibility stage will not support this delivery timeline. It has been agreed previously that this 'key date' can now flex significantly but, should this not be the case, this will present a fundamental risk to the options' deliverability.

Design Team Additional Comments

Design work is to be informed by the following:

- TPA handover report, February 2024
- Village Street Design Bishop's Lydeard, February 2024
- RSA1 Audit Report (on the TPA design), 8 August 2024
- Design review Technical Note, 4 November 2024
- Topographical survey details from TPA, provided by BLPC
- Statutory Undertaker responses
- Initial consultation with the Highways Lighting Team
- Initial consultation with heritage/ecology teams
- Stage 1 Road Safety Audits (to be undertaken on the Somerset Council outline design)

List of included documents and drawings

Drawings (add extra rows as necessary)

Drawing Title	Drawing Number	Rev
Hyperlink to Drawing PDF Folder	n/a	

Documents (add extra rows as necessary)

Document Title	Document Reference	Rev
n/a	n/a	

Previous road safety audit stage reports, road safety audit response reports and evidence of agreed actions (if applicable)

n/a

Documents to be issued at a later date

Document Title	Document Reference	Rev
n/a	n/a	

Project Tasks

Who?	What?	When?
BLPC	Agreed Brief Approved by Client	01/12/2025
Design Team	Receipt of Traffic Survey data	23/01/2026
All Stakeholders	Initial Design Review Meeting (all sites)	28/01/2026
Design Team	Completion of Virtual Footway Appraisal and Assessment for site 9	11/02/2026
SC Senior Leadership Team	Agreement to Departure from Standard (if required)	25/02/2026
BLPC	Confirmation of scope for site 9 from Parish Council	18/03/2026
Design Team	Issue of Stakeholder consultations (all sites)	06/04/2026
Design Team	Issue of Road Safety Audit Request	06/04/2026
RSA Team	Receipt of RSA1 Audit Report	06/05/2026

Project Tasks		
Design Team	Submission of Outline Design package to Project Manager	03/06/2026
Project Manager	Submission of Outline Design package to BLPC	08/06/2026

Project Timescales		
Start Date	Completion Date	Number of working days
01/12/2025	08/06/2026	129

Estimated Project Costs	
Role	Sub totals
Project Management	3,237.00
Design	18,225.00
Technical Support	1,130.00
Road Safety Audit	1,392.00
Other Expenses, inc traffic surveys, consultation with Highways Lighting Team and Early Contractor Involvement	1,750.00
Total	25,734.00

Performance Management		
Project Measurables		
Start Date	Completion Date	Number of Working Days
01/12/2025	08/06/2026	129
Cost		
25,734.00		
Carbon Modelling (if applicable)		
Approach TBC		

AS THE CLIENT I APPROVE THE DESIGN BRIEF RESPONSE AND INSTRUCT THE DELIVERY TEAM TO PROCEED:

Name:	
Position:	
Signed:	
Department:	
Date:	
Circulation	
Once completed please send this instruction to the following:	
IPG Team Contacts	Joanna Zalewska joanna.zalewska@somerset.gov.uk Kerry Jones kerry.jones@somerset.gov.uk
PMO Team Administration	HISPMO@somerset.co.uk