



**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](mailto:HISPMO@somerset.gov.uk)

Version 2023 Draft v1

**PREPARED BY:**

**Name:** Joanna Zalewska

**Signed:** 

**APPROVED BY:**

**Name:** Kerry Jones

**Signed:** 

**Service:** Projects and Programmes (Minors)

**Date:** 27/01/26

**Circulation**

Once completed please send this form to the following:

**Client Contact** [joanna.zalewska@somerset.gov.uk](mailto:joanna.zalewska@somerset.gov.uk)

[kerry.jones@somerset.gov.uk](mailto:kerry.jones@somerset.gov.uk)

**PMO Team Administration** [HISPMO@somerset.co.uk](mailto:HISPMO@somerset.co.uk)

**Period of Validity**

Written acceptance required from the Client within 10 days of date of issue

<b>PROJECT TITLE</b>				
Bishops Lydeard Traffic Calming – Site 14				
<b>IPG Reference Number</b>	<b>Design Team Reference Number</b>	<b>Client Reference Number</b> (If applicable)	<b>Budget Code</b> (if Applicable)	<b>HSPR Number</b> (if known)
MN004280	MN004280-017	n/a	tbc	MN004280
<b>Background Information</b>				
<b>Type of scheme:</b>		Pedestrian improvements		
<b>Project stage</b>		Initial Concept	<input type="checkbox"/>	
		Concept Development	<input type="checkbox"/>	
		Detailed Design	<input checked="" type="checkbox"/>	
<b>Key Contact Details</b>				
<b>Client Lead</b>		<b>IPG Project Manager</b>		
Bishops Lydeard Parish Council		Joanna Zalewska		
<b>TSC Accountable Officer</b>		<b>IPG Accountable Officer</b>		
Bishops Lydeard Parish Council		Kerry Jones		
<b>Further Stakeholder details (if applicable)</b>				
Bishops Lydeard and Cothelstone Parish Council Clerk Cllr Mike Rigby Cllr Joanna Lewin-Harris Cllr M Orr Cllr J Bletcher		<a href="mailto:clerk@bishopslydeardparishcouncil.gov.uk">clerk@bishopslydeardparishcouncil.gov.uk</a> <a href="mailto:mike.rigby@somerset.gov.uk">mike.rigby@somerset.gov.uk</a> <a href="mailto:cllrjlewinharris@bishopslydeardparishcouncil.gov.uk">cllrjlewinharris@bishopslydeardparishcouncil.gov.uk</a> <a href="mailto:cllrmorr@bishopslydeardparishcouncil.gov.uk">cllrmorr@bishopslydeardparishcouncil.gov.uk</a> <a href="mailto:cllrjbletcher@bishopslydeardparishcouncil.gov.uk">cllrjbletcher@bishopslydeardparishcouncil.gov.uk</a>		
<b>Terms of reference (if applicable)</b>				
n/a				

**Strategic decisions (if applicable)**

n/a

**SCOPE**

In 2017 Bishops Lydeard and Cothelstone 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. Since then, a review of the concept design for the Site 14 – Cothelstone Road has been undertaken by Somerset Council and following the local community consultation, the outcome approved by the Parish Council.

The Parish Council now wishes to progress with the detail design and construction package of the Site 14 element as per outline design provided by Somerset Council.

TPA topographical information is available, but an additional survey will be required to provide 3D information to complete the detail design. Also, Early Contractor Involvement is included to allow the production of a robust cost estimate of the completed detailed design, including the cost of any temporary traffic management measures needed during the construction works themselves. Please note that Site 14 Technical Note document references cost estimates for those two elements, but Project Management costs were not included initially and are added onto the Developed Brief cost estimate.

The fees include all the design works up to, but not including, mobilisation, to minimise any abortive costs. The final package provided to the Parish Council will include the full design package together with full costs for delivery (including an estimate of mobilisation, site supervision and post construction fees) to allow the Parish Council to make an informed decision on whether to proceed with the construction of this scheme. The estimates for these additional costs set out in the Technical Note previously provided remain valid, although £3,000 of the previously estimated mobilisation costs have been included at this stage to allow the Contractor to develop final and robust construction cost estimates (including any temporary traffic management measures needed to ensure safe construction).

The detailed design work will proceed on the basis that the privately owned land will be acquired/ dedicated as public highway. Please note that this developed brief does not include any fees or activities related to that dedication, save the provision of plans and schedules to assist in the land acquisition/ dedication process.

**Overall programme ambitions**

The delivery of Site 14 – Cothelstone Road pedestrian crossing element in a time effective and value for money manner.

**Overall programme aims**

## SCOPE

Once detailed design/ construction commissioned the project timescales will be closely watched by the community.

### Scheme specific objectives

Delivery of traffic calming features at Cothelstone Road to promote courteous driving behaviours and increase safety for the non-motorised users (NMUs)

### Previous work

Somerset Councils outline design, including Technical Note and drawings.

### Risks

- Potential for opportunity for co-ordination of Phase 1 – Site 14 and Phase 2 – Site 3, 4 and 9 work packages - to be reviewed at ECI meeting and fed back to PC
- Potential for overspend / programme extension if unforeseen issues encountered during detailed design or construction stage
- Time/cost for any 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.

### Assumptions and Constraints

- Risks and constraints relative to detailed design and construction - significant issues highlighted in Technical Note produced as part of previous feasibility study

### Other relevant factors

n/a

## DELIVERABLES

### Design Team outputs

- Road Safety Audit Stage 2 report
- Road Safety Audit Stage 2 Designer Response
- Task Order Package including relevant documents and drawings

### Design Team constraints

## DELIVERABLES

### Design Team outputs

- Delay to project start resulting in need to re-programme
- Programme slippage from external stakeholders (Client, RSA team, Survey team etc) not achieving key dates for their activities as identified within the programme - clear milestones set within programme and regular progress reviews undertaken with Client, and programme amended to account for unavoidable impacts as agreed with Client through Early Warning / Change Control process.
- Time constraints - programme to be developed to minimise design and construction time. Prompt approvals etc from BLPC to help avoid unnecessary delays.
- Potential for conflict with other planned works (or opportunity for co-ordination) - review iShare at early stage to identify any potential issues.
- Changes to staff fee rates during project, which cannot be quantified at this time - actual fee costs to be charged (which may include time previously expended, where staff pay increases are backdated in accordance with national agreements).
- Potential increases in construction rates, if timescales for agreement to any Task Order Proposal are not met -PM to discuss timescales with Client, when known, and prompt approvals sought from BLPC.
- Potential for overspend / programme extension if unforeseen issues encountered during detailed design (including any significant issues raised through Road Safety Audit or through the ECI/ StreetWorks process) - 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.
- Unforeseen works required on private land or delay in securing land required for delivery of project - early discussion with Client regarding land acquisition and Client engagement with affected landowners. Time and cost impacts to be agreed with Client.
- Ecological issues affecting timing of construction works - construction works to be programmed to minimise any environmental impacts where possible, and/or suitable mitigation measures provided on site.
- Restrictions on construction works programming - Early Contractor Involvement and engagement with StreetWorks by project manager to confirm any restrictions needed to maintain site safety and minimise adverse impacts on the travelling public, where possible.
- The design work will progress on the assumption that the required private land, stated by BLPC as available for this scheme, will be dedicated as public highway in time for the construction works to be undertaken on site. However, any delay in dedication of this land as public highway will delay the ability to undertake any construction works on site (the scheme will not be able to be constructed unless and until the acquisition / dedication of any required land is achieved).
- The fees included in this developed brief are only to the point of mobilisation, to enable the Parish Council to determine whether they wish to proceed with the construction works. The estimated fee costs for mobilisation, site supervision and post construction

## DELIVERABLES

### Design Team outputs

activities will be provided alongside the finalised construction cost estimate to enable the Parish Council to make an informed decision on whether to proceed to construction.

- It is noted that the arrangements / agreements for managing responsibilities, risks etc post construction remains outstanding, and this developed brief assumes that these will be in place in time to allow construction to proceed.

## 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
Scheme Programme Rev1	MN004280-018	1

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

Stage 1 Safety Audit Report and Designer Response available/ on file

### Documents to be issued at a later date

Document Title	Document Reference	Rev
n/a		

## Project Tasks

Who?	What?	When?
BLPC	Agreed Brief Approved by Client	06/02/2026
Design Team	Design Start	16/02/2026
Design Team/PM	RSA2 Request	27/04/2026

Audit Team/PM	RSA2 Report Delivery	22/05/2026
Design Team	Design Package to Service Manager for Enquiry Issue	15/06/2026
Design Team/PM	Task Order Enquiry issue to Contractor	22/06/2026
Design Team	Receipt of Task Order Proposal from Contractor (subject to external party delivery)	06/07/2026
Design Team/PM	Issue of final implementation estimate and proposed construction programme to PM for Client approval – hold point for Client’s approval to proceed	16/07/2026

Project Timescales		
Start Date	Completion Date	Number of working days
16/02/2026	16/07/2026	106

Estimated Project Costs	
Role	Sub totals
Project Management	£2,359.00
Design	£8,605.00
Technical Support	£368.00
Road Safety Audit	£464.00
Other Expenses, inc traffic surveys, consultation with Highways Lighting Team and Early Contractor Involvement	£5,200.00
<b>Total</b>	<b>£16,996.00</b>

Performance Management		
Project Measurables		
Start Date	Completion Date	Number of Working Days
16/02/2026	16/07/2026	106
Cost		
£16,996.00		
Carbon Modelling (if applicable)		
**Approach TBC**		

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

<b>Name:</b>	
<b>Position:</b>	
<b>Signed:</b>	
<b>Department:</b>	Bishops Lydeard Parish Council
<b>Date:</b>	

### Circulation

Once completed please send this instruction to the following:

**IPG Team Contact**

[joanna.zalewska@somerset.gov.uk](mailto:joanna.zalewska@somerset.gov.uk)

[kerry.jones@somerset.gov.uk](mailto:kerry.jones@somerset.gov.uk)

**PMO Team  
Administration**

HISPMO@somerset.co.uk



**Climate and Place - Infrastructure and Transport**  
Infrastructure Programmes Group –  
Major Highway Schemes Delivery Team