

BOROUGH OF TELFORD & WREKIN

CABINET - 14 SEPTEMBER 2010

TELFORD TOWN CENTRE – CIVIC OFFICES

REPORT OF THE HEAD OF PROPERTY & DESIGN

1.0 PURPOSE

- 1.1 To agree the design parameters, external configuration, size and appearance of the new Civic Offices prior to the submission of a reserved matters planning application.

2.0 RECOMMENDATIONS

- 2.1 That Cabinet endorse a series of decisions which have informed the current design for the new Civic Offices and are included at Appendix A.
- 2.2 That Cabinet approve the external configuration, size and appearance of Civic Offices, detailed at Appendix B, which will form the basis of a reserved matters planning application.
- 2.3 That Cabinet grant delegated authority to the Chief Executive in consultation with the Leader to approve the details of the reserved matters planning application.
- 2.4 That Cabinet grant delegated authority to the Chief Executive in consultation with the Leader to award all contracts necessary for the continued implementation of the scheme, in accordance with the Contract Procedure Rules.

3.0 SUMMARY

- 3.1 The Cabinet report of 12 January 2010 identified a need for a new Civic Offices following the disposal of the existing Civic Offices site to ASDA and granted approval to locate the new civic offices within Southwater. Approval was granted at Cabinet on 22 June 2010 to locate the new civic offices adjacent to the proposed new Southwater Lake, and to procure the contractor for the Civic Offices through a 'Design & Build' route.
- 3.2 This report provides detail of the key design decisions which have informed the size, configuration and appearance of the new Civic Offices and proposed new Southwater Lake, in readiness for a reserved matters application to be submitted.

4.0 PREVIOUS MINUTES

9 March 2009 - CB165
12 January 2010 - CB131
22 June 2010 - CB28

5.0 **UPDATE**

5.1 **Design Parameters - Key Decisions:** Over the past few months significant decisions have been made by the New Ways of Working Steering Group about the future of the Council's accommodation. These decisions have been informed by overarching principles which include; the amalgamation of all of the Council's office accommodation at three strategic locations; Wellington BTI, Darby House and new Civic Offices, the "One Council" vision and the Council's commitment to New Ways of Working. Details are included in Appendix A.

5.2 **Design** - These key decisions have been crucial in informing basic building parameters and the accommodation schedule for the new Civic Offices. In particular this has allowed the floor area of the building to be established and agreed at circa 8,000sqm of office accommodation with circa 500sqm of retail space on the ground floor. Concept proposals, including an executive summary of the concept design report, are contained in Appendix B. Throughout concept design, aspirations for high levels of quality, sustainability and civic presence have been achieved in accordance with the original brief.

6.0 **PROGRAMME**

6.1 The following table is extracted from the detailed programme for Civic Offices and identifies key dates.

Milestone	Date
Client Sign off for RIBA Stage C (concept design)	10 th August 2010
Publish OJEU Notice (commencement of procurement)	19 th August 2010
Cabinet Sign off of RIBA Stage D (detailed Design)	14 th September 2010
Submit Reserved Matters Planning Application	22 nd September 2010
Tender Return	24 February 2011
Cabinet Approval (to proceed with tender cost and preferred contractor)	8 th April 2011
Appoint Principal Contractor	6 th May 2011
Commencement of Construction	6 th July 2011
Completion of Construction	28 th September 2012
Commence ICT / FF&E Fit Out	28 th September 2012
Commencement of Migration	January 2013

7.0 **EQUAL OPPORTUNITIES**

7.1 The Council will strive to comply with the recommendations of the Commission for Racial Equality (CRE) national report on regeneration projects. The new Council offices will comply with the Disabled Discrimination Act (DDA) legislation. The relocation of Council offices will ensure that it is well placed to serve the Boroughs residents. All equalities impact assessments will be carried out and subsequent actions brought forward.

8.0 **ENVIRONMENTAL IMPACT**

8.1 Central Government policy promotes that sustainability is critical for all development activities. The new Civic Office has been designed to BREEAM

Excellent standards as well as to a minimum Energy Performance Rating of A making it an exemplar building in terms of sustainability. In addition an option appraisal is being undertaken into the use of combined heat and power from a district heating plant.

9.0 LEGAL COMMENT

9.1 There are no direct legal implications arising from this report and ongoing legal advice will be provided as necessary.

10.0 FINANCIAL COMMENT

10.0 The proposed design remains deliverable within the budget approved at Cabinet on 12 January 2010. This report also included details of the broader benefits to the regeneration of the Southwater area through the re-provision of the Civic Offices, together with the financial benefits identified at that time. Specifically,

- On going revenue savings in energy costs of around £105,000 pa.
- Savings on repairs and maintenance costs of £3.1m over the next 10 years
- Estimated expenditure of £3.25m no longer required on the internal refurbishment of the existing Civic offices.

Although additional NNDR estimated to be between £100k and £150k pa would need to be offset against these savings.

10.1 Since this original report, further work has been undertaken on the design parameters of the building, and the use of environmental technology. The financial benefits of this work will be realised over a long period of time and will facilitate a building that is more cost efficient to run, in particular when compared to increased energy prices, and reduced maintenance costs.

11.0 LINKS WITH CORPORATE PRIORITIES

11.1 This initiative supports the following priorities:

- Housing, Regeneration and Prosperity.
- Community protection and cohesion.
- Supporting people.
- An Efficient, Community focussed Council.

12.0 WARD IMPLICATIONS

12.1 Borough Wide

Report prepared by Matthew Taylor, Civic Offices Project Manager, Tel: 01952 384305

Appendix A – Design Parameters

Parameter	Decision																												
'First Point'	"First Point" will be located on the ground floor of the new Civic Offices.																												
Council Chamber	The Council Chamber will not form part of the new Civic Offices. The location of the new Council Chamber will form part of the Property Rationalisation exercise currently being undertaken.																												
Meeting Rooms	<table border="1"> <thead> <tr> <th>Room</th> <th>Size</th> <th>Number</th> <th>Proposed Location</th> </tr> </thead> <tbody> <tr> <td>Conference Room</td> <td>50m²</td> <td>1 No.</td> <td>2nd floor overlooking Civic square</td> </tr> <tr> <td>Large Meeting Rooms</td> <td>25m²</td> <td>4 No.</td> <td>1 per floor</td> </tr> <tr> <td>Small Meeting Rooms</td> <td>12m²</td> <td>4 No.</td> <td>1 per floor</td> </tr> <tr> <td>Touch Down Area</td> <td>24m²</td> <td>1 No.</td> <td>for short stay workers</td> </tr> <tr> <td>Interview Rooms</td> <td>10m²</td> <td>4 No.</td> <td>Ground floor as part of First Point</td> </tr> <tr> <td>Works Rooms</td> <td>15 m²</td> <td>12 No.</td> <td>3 per floor</td> </tr> </tbody> </table>	Room	Size	Number	Proposed Location	Conference Room	50m ²	1 No.	2 nd floor overlooking Civic square	Large Meeting Rooms	25m ²	4 No.	1 per floor	Small Meeting Rooms	12m ²	4 No.	1 per floor	Touch Down Area	24m ²	1 No.	for short stay workers	Interview Rooms	10m ²	4 No.	Ground floor as part of First Point	Works Rooms	15 m ²	12 No.	3 per floor
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Training Facilities	Training facilities will not be located within the new Civic Offices.																												
Reprographics/Post Room	Reprographics and post room will be located in Darby House.																												
Data Centre	Data centre will not form part of the new Civic Offices																												
Senior Management Accommodation	Senior management accommodation will be located in the new civic offices and will take the form of that in the existing civic offices building.																												
General Office Accommodation	<p>An average, people to desk ratio, of 4:3 has been adopted across all office accommodation.</p> <p>Officers from the following buildings; existing Civic, Darby House, The Mount, Highfield House, 62 Wrekin Road, Ringway House, Station House, Strickland House, Tan Bank, 4 Landau Court, Wrekin Farmers and Court Street will be relocated to three principal civic buildings comprising of Civic Offices, Darby House or new Wellington BTI Offices:</p>																												