

Report by the Director of Resources

Relocation of Voluntary and Community Sector Organisations

1.0 Summary

- 1.1 Following abortive discussions with the VCS on the BurrsCrofte proposal to provide a 'community hub', and subsequent approval from the 5 Towns Network for the Council to transfer funding to an alternative project (which will realise the same Shoreham Renaissance objectives of releasing the Tarmount Lane site for redevelopment) extensive discussions have been taking place through the recently established Officer/ Member VCS Working Group over the last five weeks. Following deliberations a number of options have been considered and their viability tested.
- 1.2 At the Housing & Central Services Committee meeting on the 2nd October 2007 Members agreed that the matter be delegated to Policy & Strategy Committee for determination and that at its meeting on the 16th October 2007 that Policy and Strategy Committee receive a further report proposing a decision to formally commit to the relocation of the Voluntary and Community Sector (VCS) if a viable option is identified.
- 1.3 At the same meeting it was agreed that if suitable accommodation was identified for the VCS that the Council would refuse to renew the leases on the properties at 2-8 Tarmount Lane. For clarification, this would entail notices being served on the current occupiers of the properties to terminate their tenancies within a specified time period.
- 1.4 This report summarises the options considered to relocate the VCS in the Adur Civic Centre and other community buildings in Shoreham. The proposed viable option, including estimated costs for delivery, is explored in detail in this report.

2.0 Recommendation

- 2.1 Members are recommended to approve the following recommendations from the Officer/Member Working Group:
 - 2.1.1 To approve Option 3 as detailed in 3.7 for the offer of reasonable alternative accommodation for the VCS organisations currently based at 2-8 Tarmount Lane

Please note that Housing and Central Services Committee on 2nd October has already resolved that, subject to approval in 2.1.1, the leases of the properties at 2-8 Tarmount Lane will not be renewed and that the necessary steps will be taken to implement this.

3.0 Options Considered

- 3.1 On the 11th September 2007 an Officer/Member VCS Working Group was established and since its formation has met on three occasions. The purpose of this group was to identify alternative accommodation for the VCS organisations currently working out of buildings at 2-8 Tarmount Lane, Shoreham. The main focus of the group's discussions has been re-providing office accommodation to the VCS organisations at the Adur Civic Centre.
- 3.2 Discussions at these meetings had to take into account the needs of current Adur District Council service provision, the needs of the Elected Members and VCS organisations. It was agreed early on that the option which balanced all these needs would result in the most viable option.
- 3.3 **Option 1** - Initial discussions focussed on the Members area (including Members Room, Chairman's Office, and Committee room) and part of the Staff Social Club. Expanding into the Social Club was considered to be an expensive option due to an inefficient space layout by having to provide means of escape lobbies and internal corridors to access the Council plant room.
- 3.4 It was clear at this stage that the offer of space from the Members area could provide a number of rooms to accommodate the VCS. However the initial space planning exercise raised additional concerns about offices with no natural daylight and inadequate heating/ventilation within the deep inner part of the Committee Room. However this option did allow for the VCS to have a self contained suite of offices with their own entrance which was the VCS preference, especially as they require access during the evenings and weekends.
- 3.5 **Option 2** - Following concerns raised by Elected Members on the Working Group about the compromise on Members space in Option 1, a suggestion was proposed to investigate the viability of relocating the VCS organisations into the ground floor north wing. This area is currently occupied by some key frontline services primarily, housing need, homelessness and housing advice and a support team for Housing Management functions. This option was the preferred option by Members which would allow Members to retain nearly all of their facilities in the Members wing/Council Chamber. It also lent itself to a separate entrance and facilities for the VCS organisations.
- 3.6 However, it became immediately apparent that pursuing this option would impact very heavily on the current services delivered from this area of the Civic Centre. The logistics of this were further compounded by disturbance to a range of bespoke interview rooms and customer interface dynamics which have developed around these services and which run complimentary to the services delivered by the customer services help-point. Identifying satisfactory alternative accommodation for these services elsewhere in the building due to the very nature of the work being delivered was therefore not possible. Reluctantly this option was no longer pursued as the impact on a key Adur District Council service would be severely compromised.

- 3.7 **Option 3** (see Appendix A) – Following rejection of the option of using the ground-floor offices in the north wing (housing need), Efforts were re-focussed on the Members wing of the Civic Centre. Alternative plans were drafted based on revising which organisations were to be based at the Civic Centre and which organisations could be provided with accommodation elsewhere. It was proposed that most of the VCS organisations could be accommodated in the Civic Centre with all offices having access to natural light and the VCS retaining independence by having their own entrance, toilets, meeting room, kitchen etc.
- 3.8 This option would provide the Adur Council for Voluntary Services (CVS) (including Homefront) and 4 Sight with accommodation which is currently the Members room, Chairman’s office and part of the committee room. Storage for the CVS’ Homefront equipment (lawnmowers/ petrol) would be provided off site and will be provided either by a container or a garage. Approximately, one half of the existing committee room, which would have no natural light would be retained and used as storage space and equipment for emergency planning/elections.
- 3.9 Adur Learning Exchange would be provided with a room on the first floor, adjacent to the lift and opposite an existing VCS group which currently operates within the Civic Centre (see Appendix D). This Office would be outside the security zone.
- 3.10 Adur Community Transport (ACT) would be provided with accommodation at the Shoreham Community Centre. This would also better meet their needs due to parking and storage provision which could be provided on site.
- 3.11 This option represents a comparable offer to the existing accommodation the VCS organisations currently enjoy. Leases will be offered to these organisations on a peppercorn arrangement (as currently), for a 10 year period and with service charges (including utility bills) payable based on the floor area occupied. Having looked in detail at the other options this was considered by the Working Group to be the only reasonable option that could be taken forward. Dialogue with the VCS representative who was co-opted on to the Working Group suggested that this option was not the VCS preference but acknowledged that it could work, providing the running costs were affordable.
- 3.12 We are currently finalising an analysis of running costs here at the Civic Centre including an estimate of the fixed and variable costs involved (the fixed costs being those which will not vary irrespective of additional users). At this stage it would appear that total unit costs are in the order of £7.00 - 7.50 per sq ft with fixed costs representing about 50% of the amount. The Council, therefore, has some discretion in setting the service charge level that should be paid by the VCS users, which will of course be made subject to annual adjustment in line with inflation. The significant point to make here is that the Civic Centre can provide the voluntary groups with more economical and affordable accommodation than any other alternative building could provide.

4.0 Other Tarmount Lane Tenants

- 4.1 Tarmount Studio Trust - The studio artists have agreed that they will move to the Old Customs House at Kingston Beach, and arrangements are being finalised for them to surrender their existing lease in exchange for the grant of a new lease.

4.2 The Halcyon Club - The Council is in the process of securing space at the Shoreham Community Centre for this organisation.

5.0 Conversion Summary

5.1 The following is a summary of the proposed works to accommodate the relocation of some of the VCS groups to the civic centre:

- Re-fit of Council Chamber to comprise multi-functional space including stripping out of fixed seating and tables (exc. podium) and replacement with new laminate flooring with underfloor heating mat and a modular arrangement of quality portable tables/chairs suitable for council, conference or executive meetings for 6-30 persons. Provision of wireless communication system.
- New fire exit to Council chamber to north or east wall
- New dedicated entry/exit for Members from Council Chamber into self service zone
- Self service zone to form an adjournment area, soundproofed and top-glazed
- Self service zone to be relocated in foyer against back wall to toilets.
- Committee Room (extended into rear corridor and exhibit area), Members Room and Chairman's Room to be converted into self-contained office/studio space for CVS (including Homefront) and 4 Sight. Large inner room retained with access from public gallery (perhaps for table/chair storage or as emergency control centre).
- Members Room to be relocated to Room 7 (ground floor north wing) and Chairman's Room to Interview Room 4 (rear of reception/foyer).

5.2 During the works to the Council Suite, there will be disruption to Members. It is hoped that these will be kept to a minimum however it is likely that for a short period there will be no formal Members Room.

5.3 Depending on the timescale and dates of the work to the Committee Room and Council Chamber there will have to be some re-location of meetings. It is possible that some of the Committee meetings can be managed by using Room 161 or the Training Room, both on the first floor. However there is a possibility that the Council meeting in February will have to be held at an alternative venue in the District. It is also likely that Planning and Regulatory Committee meetings might also have to be held away from the Civic Centre.

5.4 Members should note the implications for public attendance at meetings and the likely changes to meeting venues from December onwards.

6.0 Project Funding

6.1 Estimated budget costs have been obtained for works to the Civic Centre by our consultants, Monson Engineering. These are attached in Appendix B.

- 6.2 Additional costs are required for some fitting out and redecoration at the Shoreham Centre for ACT and the Halcyon Club and some essential maintenance work to the Old Custom House prior to the Studio Artists moving in. For an overall project cost summary please refer to Appendix C.
- 6.3 The 5 Town Network has agreed that a final decision – based on reasonable alternative accommodation being identified, will be made by them on the 22nd October 2007. This funding is on a 70% SEEDA:30% ADC ratio. Thus, 30% of all costs related to this project will be payable by Adur District Council, of which up to £75,000 has previously been allocated. The funding for the work must be expended by 31st March 2008 which is the deadline date set by SEEDA via the 5 Town Network. On the basis of the proposed funding the Housing and Central Services Committee agreed a cash limited budget of £250,000 for the project.

Appendices

- A.** Space Plan Layout for VCS users
- B.** Budget costings (Monson) for conversion of Members wing/Council Chamber
- C.** Overall Project Budget for relocation
- D.** First floor plan showing proposed room for relocation of Adur Learning Exchange
- E.** Ground floor plan showing general arrangement as existing

Local Government Act 1972

Background Papers:

Report to and Minutes of the Housing and Central Services Committee – 12 June 2007
Report to Housing & Central Services Committee 11th September 2007
Report to Housing & Central Services Committee 2nd October 2007

Contact Officers:

Stephen Jacques
Major Projects Officer
01273 263333
stephen.jacques@adur.gov.uk

Natalie Brahma-Pearl
Community Wellbeing Manager
01273 263347
natalie.brahma-pearl@adur.gov.uk

Appendix

1.0 Council Priority

1.1 The project protects and enhances core services to the community

2.0 Specific Targets

2.1 The project helps to regenerate Shoreham town centre as a sustainable community and promotes the social, economic and environmental wellbeing of the area. It also meets Shoreham Renaissance objectives in helping to regenerate an essential part of the town centre

3.0 Sustainability Issues

3.1 The Civic Centre proposal centralises many of the VCS groups in a single location that is more accessible to serve community needs

4.0 Equality Issues

4.1 In comparison to existing premises, the Civic Centre is a fit-for-purpose facility that is fully DDA compliant

5.0 Community Safety issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 Matter considered and no issues identified

7.0 Financial Implications

7.1 Matter considered. Proposal is to seek 70% grant funding from 5 Town Network. Action recommended to protect against possible clawback

8.0 Legal Implications

8.1 Proposals for securing possession of the Tarmount Lane properties and the grant of new leases at the Civic Centre have been discussed with the Head of Corporate and Legal Services and external solicitors, DMH Stallard and their advice taken. They will continue to be consulted

9.0 Consultations

9.1 This Council has held consultation meetings with its VCS groups over the past year.

10.0 Risk assessment

10.1 The foreseeable risks have been highlighted in this report

11.0 Health & Safety Issues

11.1 Matter considered and no issues identified

12.0 Procurement Strategy

12.1 The report complies with the Procurement Strategy. Best Value principles have been addressed in reporting on the proposed options set out in the report

13.0 Partnership working

13.1 The proposal to relocate the relevant voluntary organisations has the potential to create a ground-breaking partnership with the Third Sector in an eponymous Civic Centre. It will also enhance service delivery between several Council departments and the VCS and provide future opportunities to work closer together for the benefit of Adur's communities

CURE CENTRE CONVERSION

CVS:
12 - 14
PERSONS

CVS.
2
PERSONS

CVS
2 or 3
PERSONS

CVS
2 or 3
PERSONS

1/2 GLAZED WALL
1/2 HEIGHT

PERSONS

6
PERSONS

CVS
Reception

VISION
A SOUND

Meeting
Room

SIGHT.

Kitchen

Scamion 2nd

Council chamber

reception

STORE

STORE

88

89

98

99

93

dg 25

dg 23

dg 27

dg 22

dg 21

dg 24

UM

MAP

Budget Cost Projection for Conversion of Part of Ground Floor Civic Centre to Offices for Local Charities

Basic conversion consists of:

Providing a new office arrangement as shown on the marked up sketch faxed to us by Natalie Brahma-Pearl on 5th October 2007.

Provisional charities and space allocation:
(All to nearest 5 sq m)

CVS: 70 sq m / 700 sq feet.
Meeting Room: 25 sq m / 230 sq feet.
4 Sight: 55 sq m / 550 sq feet.

Existing Male toilets, Kitchen and Corridor to remain as existing. Fire exits, signage and equipment to be upgraded as necessary.	£8k
Existing female toilets to be converted to single disabled and single female	£5k
New Entrance door to be upgraded but to still remain as emergency fire exits.	£4k
1. Offices are formed using 100mm thick timber stud partitioning, plaster board on both sides and skim coated with finish plaster and painted skirting both sides, walls finished with a plain colour emulsion. (30m length)	£6k
2. Where indicated on plan walls to have half height glazing, this to be formed in double glazed panels above waist height. (15m length)	£6k
3. Existing floor covering to remain.	
4. Existing false ceiling to remain, adjusted/replace where necessary.	£7k
5. Existing disused doors to be locked and covered with plasterboard and finished as 1.	£2.5k
6. Existing cupboard doors along corridor to be removed and areas made good with 7 below.	£1k
7. Openings to be formed in walls where indicated new timber door, frame and painted architrave with all ironmongery and basic locks fitted. (14)	£5.5k
8. Lighting and power points to each area to be upgraded as necessary.	£20k
9. Sound Studio rooms to have acoustic insulation within wall construction, walls thickened to 150mm. (15m length)	£3k

- | | |
|---|------|
| 10. Existing radiators to be serviced and upgraded as necessary. | £10k |
| 11. New fresh air ventilation. Heating units to be provided to inside offices and Meeting Room. | £10k |
| 12. Make good existing wall and decorate to match proposed new walls. | £10k |
| 13. Phone system incorporating broadband and new incoming line. | £10k |
| 14. Modify/provide alarm system to accommodate change of use. | £10k |
| 15. Special storage facilities required for CVS/Homefront. | £6k |

Approximate total cost £124k

To allow the above conversion the existing Council Chamber is to be recognized to accommodate a multi function/usage. ie. Committee Room facilities to be provided.

Budget set as follows:

Remove existing furniture	£1.0k
Remove existing floor finish	£0.5k
Existing fixed desk/seating to be replaced with movable desk/seating	£30k
New set of wireless microphone communication system.	£3k
New floor covering, laminate flooring to be provided with under floor heating mat. (135 sq m / 1350 sq feet)	£6.5k
New fire escape doors to be provided on rear wall.	£1.5k
New door/entrance to be provided to the existing public reception area, which is now redundant, this to be converted into an adjournment room with access and entrance via the civic centre public foyer/reception area. (Now sound proof walls)	£7.5k

Approximate total cost £50k

This cost will include for removal of some members accommodation to existing offices in the Civic Centre based on only redecoration required to those offices

ALL ABOVE EXCLUDES PROFESSIONAL, LEGAL AND OTHER FEES.

ESTIMATED PROJECT COSTS FOR RELOCATION OF VCS**Civic Centre** (CVS, 4Sight, ALE)

Council Chamber	50000	
Members Wing	118000	
External storage	6000	
New Members Room/Chairmans Room/ALE redecoration	1500	
Emergency control centre equipment move	500	
Self service zone transfer	500	176500
	<u>500</u>	

Shoreham Community Centre (ALE, Halcyon Club)

Re-fit/carpets/cupboards/redecoration	3500	
Purchase of furniture	2500	
External storage	3000	9000
	<u>3000</u>	

Old Custom House, Kingston Beach (Tarmount Studio Trust)

Essential maintenance	7500	7500
	<u>7500</u>	

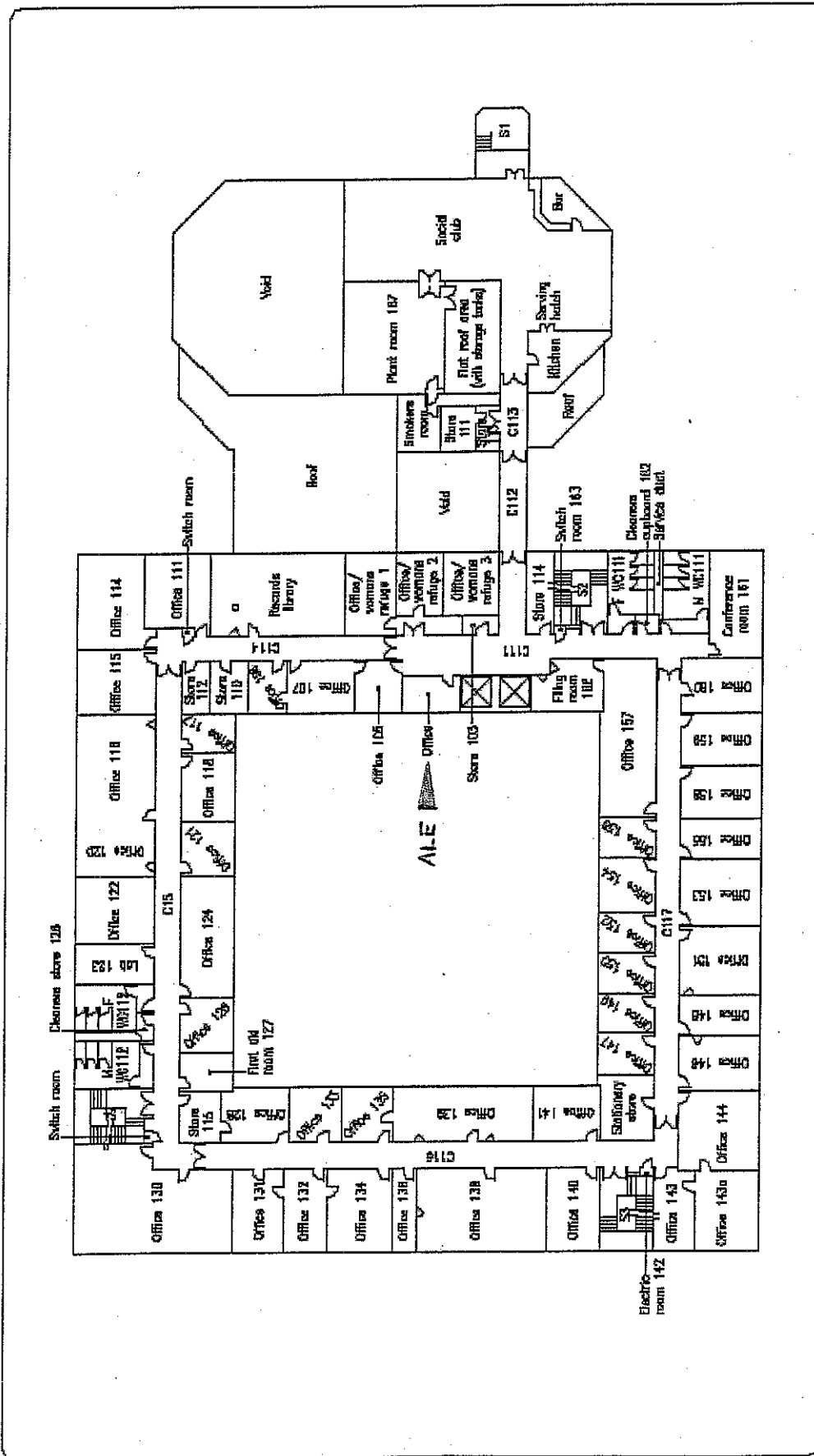
Budget Subtotal	193000
-----------------	--------

Removal/transfer costs, say	2000
-----------------------------	------

Professional Fees

Monson Engineering	20000	
DMH Stallard	10000	30000
	<u>10000</u>	

Budget Total	£ 225,000
	<u>225,000</u>



<p>Project: SHORHAM CIVIC CENTRE</p>	<p>Description: LINE LAYOUT OF FIRST FLOOR PLAN</p>
	<p>Scale: 1:200</p> <p>Drawn by: J.S.79SA/CIV/DZ</p> <p>Issue: A</p>

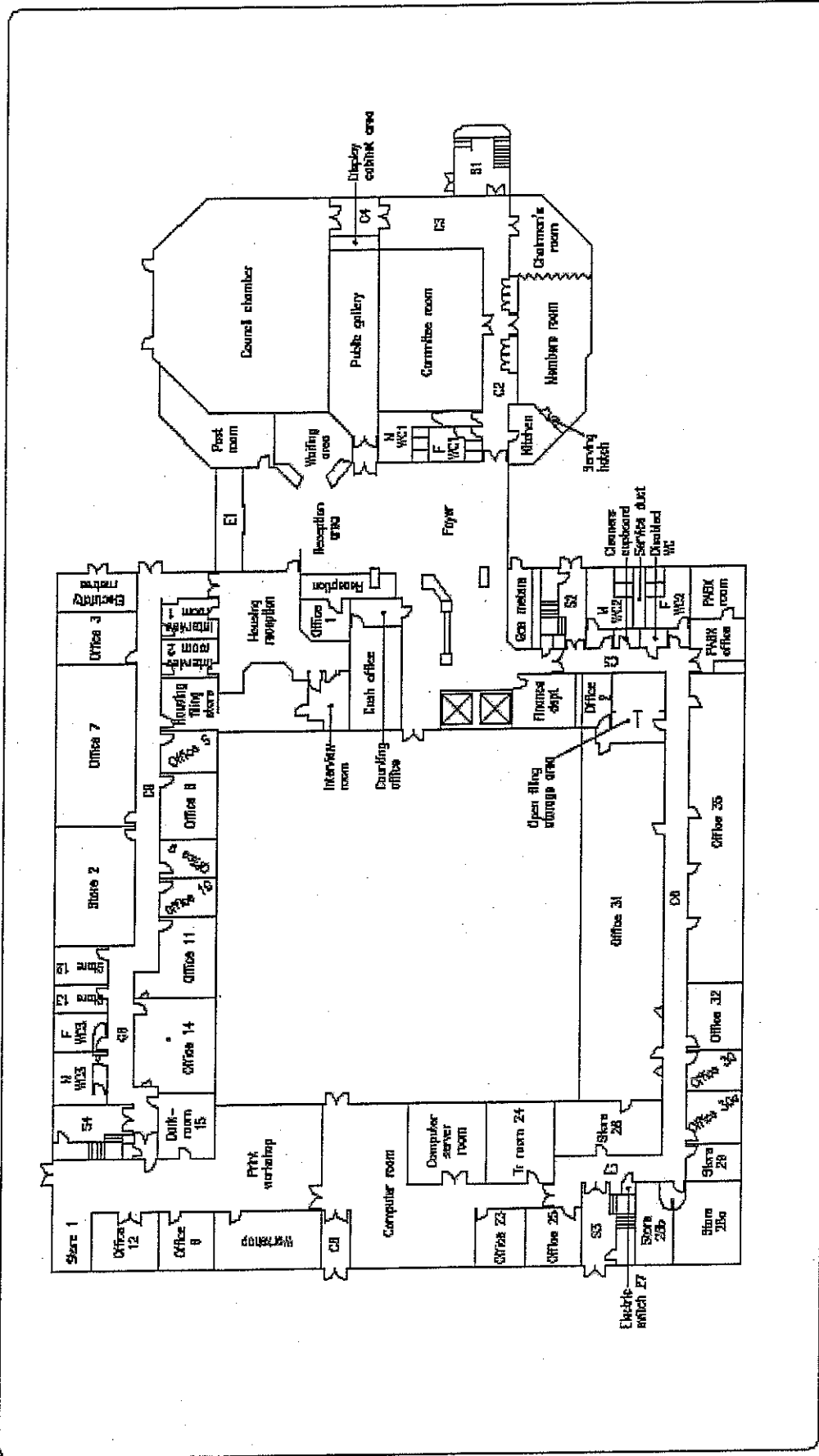
<p>Original Drawing By: W.G.H. Piddell/Wood</p> <p>Checked By: P.W. Wood</p> <p>Approved By: P.W. Wood</p> <p>Approved Date: 04/02/04</p> <p>Working Drawing</p>
--

MONSON

100, Victoria Road, Bournemouth, Dorset, BH1 1JN
 Tel: 01202 505000 Fax: 01202 505001
 E-mail: enquiries@monson.co.uk

Bournemouth, Dorset, BH1 1JN
 Tel: 01202 505000 Fax: 01202 505001
 E-mail: enquiries@monson.co.uk

<p>Notes:</p> <p>1. The architect is not responsible for any structural damage or other damage to the building or its contents.</p> <p>2. It is the responsibility of the client to ensure that the building is used in accordance with the approved plans.</p> <p>3. It is the responsibility of the client to ensure that the building is used in accordance with the approved plans.</p>	<p>Scale:</p> <p>1:200</p>
	<p>Drawn by:</p> <p>J.S.79SA/CIV/DZ</p>



Project: SHROTONHAM CIVIC CENTRE	
Description: LINE LAYOUT OF GROUND FLOOR PLAN	Date: 31/01/04
Drawn By: 3579A/DIV/01	Scale: A

Approved By: Approved On: Approved By: Approved On: Approved By: Approved On:	Approved By: Approved On: Approved By: Approved On: Approved By: Approved On:
--	--

MONSON

Registered Civil, Structural, Electrical, Mechanical, Fire, and
 Environmental Engineers
 100, 102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000.

Notes: 1. The layout is based on the site of the proposed building and is subject to the availability of services and utilities. 2. The layout is subject to the approval of the relevant authorities. 3. All dimensions are in millimetres unless otherwise stated. 4. All dimensions are to the centre of lines unless otherwise stated.	Date: 31/01/04
--	-------------------