

SKEGNESS TOWN COUNCIL

REPORT TO: COUNCIL 26TH SEPTEMBER 2018
BY: TOWN CLERK
SUBJECT: Community Building Plans

PURPOSE: To approve the submission of a Planning Application and to agree the technical design process.

1 INTRODUCTION AND BACKGROUND

- 1.1. On 4th April 2018, Council authorised proceeding with the full technical design of a Community Hub to RIBA stage 4 and this was confirmed on 10th July 2018 when assurances about the site and various asset transfers were received from East Lindsey District Council.
- 1.2. A contract has been signed with the principal contractor for a design and build project (Design Stage). They in turn have appointed architects, quantity surveyors and various mechanical and engineering surveyors.
- 1.3. The Council has set a budget for the project of £1.5m and this has been passed to the contractors as the primary consideration.
- 1.4. The architects undertook a site visit and received information about the site from the Town Clerk. They had details available from the previous planning application and site surveys undertaken by specialist surveyors. The architects produced four options which were considered by the Council's Property Working Group comprising 7 Councillors as appointed by Council.
- 1.5. Within the Property Working Group, there were distinct differences in views about the appearance. The group agreed that it is very difficult to design a property by committee. Eventually it was agreed that elements from two preferred designs should be merged. The architects produced a revised design keeping the design as technically simple as possible to merge the two distinctive parts of the building. The Property Working Group agreed by majority that the design was suitable to be taken forward and the architects were instructed so that further work in developing the plans could be undertaken and internal schematics developed.
- 1.6. A revised set of drawings and images has been produced and sufficient work, surveys and design has been undertaken to take this forward to

obtain full planning permission. Before this occurs, the developer will be asked to recalculate the build costs to ensure that we are still within the Council's budget. This piece of work will entail technical input from engineers etc and so Council is being asked to approve the final design at Planning Consent level. At this stage the design will just say that the external finish will be in brick and wood effect cladding without going into too much detail as this is usually a reserved matter for planning.

- 1.7. All Councillors were given an opportunity to view the plans on the evening of 18th September and again in the morning of 19th September. Plans and illustrations will also be available at the meeting.

2. CONSTRAINTS

- 2.1 As with any building design there are constraints. The Council's agreed budget is the main constraint in determining:-

- The amount of floor space available – 401 m² is the maximum area that can be afforded
- The complexity of the design
- The features and fixtures included
- The quality of materials used

3.0 WHAT THE PROPOSAL DELIVERS:-

- A hall of 156 m² which can be divided into two spaces of 104 m² and 52 m²
- A café seating area
- A kitchen and servery
- A “changing places” hygiene suite
- Office accommodation, reception desk and small meeting room totalling 62 m² which is about 15.5% of the building footprint
- An outside café area that open to the gardens
- A secure outside event space linked to the hall
- A small carpark

4.0 NEXT STEPS

- 4.1 Once the Planning Application design is agreed, the next stage is the full Technical Design. This looks at the engineering level of how the building will be constructed, plus other elements such as heating, lighting, fixtures and fittings, standards and designs of finish. During this stage the costing

is re-evaluated to a more accurate level and it is very likely that some value engineering will be needed to keep within the budget.

- 4.2 The final cost which will become the fixed cost, will only be known once the contractor has priced all the detailed elements. Part of this will be undertaking mini competitive tenders with the objective of involving local trades people if possible. This final costing stage will only happen once we have confirmed site transfer dates. Currently there is some slippage due to ELDC resource levels.
- 4.4 It is important that during the technical design stage Council can respond quickly. There are likely to be lots of decisions and to avoid delays, it is recommended that Council determine a framework of those responses that must be reserved for Council, those that can be made by the Property Working Group and those that can be made by the Town Clerk. For those matters that rest with the Property Working Group, it will be necessary to have assurance that there is enough availability from members to convene these within a couple of days if required.
- 4.3 Once the fixed cost is known then Council will be asked to make the final decisions which will include the commitment to seek funding through borrowing and to proceed to contract for the construction.

5.0 OTHER ISSUES

- 5.1 LCC have indicated a desire to explore the potential to co-locate their Registrar Service. Because of the complexity and risks of involving a potential partner with unknown funding and complex decision making within this stage of the project would introduce significant extra project risks which would be difficult to mitigate. It is therefore recommended that this could be explored as part of the future Heritage addition as a potential funding partner. This would also help provide evidence of partnership working which external grant funders (e.g. Heritage Lottery) like to see.

6.0 RISKS ASSOCIATED WITH DESIGN STAGE

- 6.1 The risks below are in addition to those previously reported and are specific to the design stage.

RISK	RISK IMPACT	MITIGATION
Lack of agreement on design	<ul style="list-style-type: none"> • Project Stops • Investment in the Design Stage is wasted 	Acceptance that compromise throughout the project will be required

	<ul style="list-style-type: none"> • Costs rise above budget • Poor design decisions 	
Delayed decision making	<ul style="list-style-type: none"> • Project delays • Compaction of tasks requiring staff input leading to overload • Costs rise • Loss of momentum • Reputational Damage 	<p>Clear framework for decision making</p> <p>Focus on main objectives and outcomes</p>
Unclear or changing decisions	<ul style="list-style-type: none"> • Mistakes with the instructions • Costs rise • Project delays • Loss of momentum • Unable to determine build cost and associated revenue costs in time for budget • Reputational Damage 	<p>Not reopening decisions/instructions made</p> <p>Focus on main objectives and outcomes</p>

7.0 RECOMMENDATION

8.1 It is recommended that Council.

- Approve the designs for Planning Consent submission
- Determine a framework for decision making in respect of the detailed technical design.
- Agree in principle to involve LCC Registrars service in a future building phase that includes the Heritage Centre.
- Note the additional risks identified.

FOR DECISION

For information relating to
this report please contact
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