

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>27<sup>th</sup> April 2011</b>
<b>3.</b>	<b>Title:</b>	<b>Town Centre Accommodation Strategy</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

**5. Summary**

The purpose of this report is to seek approval for the implementation of an Ancillary Services Building (ASB).

**6. Recommendations**

**That Cabinet agrees:-**

- 1) that Bailey House is retained as the Ancillary Services Building**
- 2) that funding for Bailey House is agreed - within the Town Centre Accommodation Strategy funding envelope.**

## **7. Proposals and Details**

### Introduction and Background

The purpose of this report is to seek approval for the implementation of an Ancillary Services Building (ASB).

#### **7.1 Ancillary Services Building**

In summary the objective of this building project is the creation of a facility to house departments and functions that will not be re-located to Riverside House (the New Civic Building) in early 2012.

This includes many elements of Cultural Service provision that were originally envisaged as being housed in a £30 million Cultural Quarter on Forge Island.

Departments and functions requiring accommodation are identified as follows:

- Elections service and storage
- Corporate Records storage
- Evidence stores
- Museums storage
- RBT Print Unit
- ICT back-up facility
- Corporate Post Room
- Bibliographic storage and support services
- Archives and Local Studies – Front facing services and storage
- CX Legal Library
- Deeds storage
- Yorks & Lancaster Regimental Museum
- GMB office
- Urban Traffic Management Control Room

### Progress to date

An outline Brief in the form of a Project Initiation document was prepared in August 2010 as the basis for identifying a suitable building for use as the ASB. Details of requirements were obtained from the relevant Managers/Teams either through meetings or via briefing information previously supplied.

The Land and Property Team identified two potential sites within the Authority's existing property portfolio: Eastwood Depot and Bailey House. Rawmarsh Library was also briefly considered but was not of an adequate size to house the required services.

Eastwood Depot was inspected in October/November 2010 by Asset Management staff. It was concluded that the site was unsuitable for use as the ASB for a variety of reasons including primarily:

- The layout of the existing buildings and spaces are not appropriate for the type of accommodation required.
- The condition of many of the existing buildings would necessitate extensive refurbishment to bring them up to an acceptable standard.
- The location of the site, including customer access, and the nature of the surrounding area giving rise to security concerns.

A review of existing plans by Asset Management staff suggested that Bailey House could be adapted to provide a suitable ASB facility, subject to the constraints imposed by the buildings' floor loading capacity.

In general the level of refurbishment is intended to be limited as far as possible, with the exception of the public-facing areas (Reception, archives and local studies and the Regimental Museum). Finishes in other areas are to be retained and existing furniture re-used. The racking currently installed at Cornerstones (Doncaster Gate) will be dismantled and re-installed in the Corporate Records Management area, thus reducing the extent of new racking required. However it is recognised that certain areas of the building will require the installation of additional mechanical services to meet the requirements of the project brief/ British Standards.

Asset Management staff have undertaken a consultation exercise with Managers of the relevant departments.

It is envisaged that, subject to negotiations with the building contractor, EDS will move into Riverside House in November/ December 2011, thereby allowing the works to Bailey House to progress.

## **7.2 ASB Bailey House**

Costing for the works to Bailey House to create an ASB has been estimated at £1.5 million.

## **7.3 Bailey Suite Closure**

In order to meet the timescales for the decant into Riverside House, works to the Bailey Suite, to accommodate the RBT Print Room, need to be carried out in advance, to enable this the Bailey Suite needs to be closed and stripped out starting in 27<sup>th</sup> June 2011.

This will have a financial implication on EDS revenue accounts which has a target of £16,000 pa income from bookings of the Bailey Suite.

## **7.4 Civic Theatre**

As £23 to £30 million of funding for the new Cultural Centre on Forge Island is not guaranteed, Cabinet has agreed to keep the existing Civic Theatre. To ensure best use is made of the existing theatre, in both the short and long term, EDS is working up costs and a business case to cover:-

- a) Essential maintenance / condition works.
- b) Improvements to Foyer, Balcony, Office and Toilets
- c) Improvements to Cafe Bar Area
- d) Improvements to auditorium seating
- e) Conversion of the annex to a Studio Theatre.

The business case is then scheduled for consideration by the Capital Strategy and Asset Review Team (CSART) for onward transmission to Cabinet.

## **8. Finance**

### **Bailey House / ASB**

The Riverside House / Town Centre Accommodation Strategy have been revisited by Asset Management and Financial Services.

On the basis of the current Town Centre Capital Strategy cost estimates the Bailey House/ ASB project expenditure can be accommodated within the overall funding envelope for the Town Centre Accommodation Strategy Project (New Civic Quarter).

It should also be noted that the following additional projects have also been accommodated within this budget envelope.

- a) addition of the library to Riverside House
- b) the use of Bailey House as an Ancillary Services Building
- c) refurbishment of the Eric Manns building.
- d) refurbishment of the Town Hall
- e) procurement and refurbishment of Doncaster Gate
- f) decant and closure of Crinoline House

## **9. Risks and Uncertainties**

Development Control Approval for a Change of Use at Bailey House is required.

A detailed Flood Risk Assessment for Bailey House has been carried out. The Risk Assessment suggests that the building is already adequately protected from flooding. Measures are in place to mitigate the risk of flooding, in the form of temporary bunding using the AQUASAC system which will be deployed in the event that flood water appears likely to reach the building. These measures are however subject to approval by the Planning Authority and the building/contents Insurers.

There is a known presence of Asbestos Containing Materials (ACMs) in Bailey House; an intrusive Asbestos Survey will therefore be required to identify all ACMs and develop proposals either for their removal or encapsulation, with associated costs.

The move of artefacts and records from the Library building are complicated due to the value, size, weight and delicate nature of the items stored there. This could adversely effect the time needed to decant from the Library.

Risks to service cultural delivery in terms of access/signage/location due to relocation or during the moves.

Risk to timescales –Member approval will be necessary for any potential withdrawal of services during the move.

## **10. Policy and Performance Agenda Implications**

All proposed moves must be carried out in accordance with the policy and procedures previously agreed by Corporate Management team.

## **11. Background Papers and Consultation**

### **Contact Names:**

Paul Smith: Estates Manager, Environment and Development Services,  
Tel 54061, email: [paul.smith@rotherham.gov.uk](mailto:paul.smith@rotherham.gov.uk)

Ian Smith: Director of Asset Management, Environment and Development Services,  
Tel 23850, email: [ian-eds.smith@rotherham.gov.uk](mailto:ian-eds.smith@rotherham.gov.uk)

Karl Battersby: Strategic Director, Environmental and Development Services,  
Tel 23801, email: [karl.battersby@rotherham.gov.uk](mailto:karl.battersby@rotherham.gov.uk)

Chris Smith, Project Officer, Environmental and Development Services  
Tel 54104, [chris.smith@rotherham.gov.uk](mailto:chris.smith@rotherham.gov.uk)