

## DECISION ITEM

| REPORT OF                        | MEETING | DATE         | ITEM NO |
|----------------------------------|---------|--------------|---------|
| DEVELOPMENT SERVICES DIRECTORATE | COUNCIL | 17 JULY 2017 | 14      |

### ACCOMMODATION PROJECT - PHASE 6 COUNCIL CHAMBER FIT OUT

#### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

#### SUMMARY

The report presents information on the outcome of considerations by the Accommodation Working Group on the fit out of the Council Chamber. The report seeks the approval of Members to deliver phase 6 works (Council Chamber fit out) to be met from the Councils approved capital programme for 2017/18 and requests approval to the letting of contracts to undertake the works.

#### RECOMMENDATIONS

The Council is requested to:

1. Authorise the letting of the contract for the manufacture and fitting of fixed top table/desks and loose lectern for the Council Chamber to M&B Woodcraft in the sum of £51,530.
2. Note the continued work of the Accommodation Working Group in the selection of suitable audio visual facilities and the selection of seating designs and other decorative finishes in the chamber.
3. Authorise the procurement and purchase of seating in the sum of £20,000 subject to the recommendations of the Accommodation Working Group.

#### SUMMARY OF PREVIOUS DECISIONS

*The most recent decision only below. For details of earlier decisions relating to the project please see the hyperlink and list of dates at the end of the report.*

Finance and Democracy Committee on 19<sup>th</sup> June 2017 resolved to:

1. Approve a fully-funded budget increase to the Capital Programme for the Accommodation Project Phases 6 and 7 of the scheme in the sum of £135,000 to be met in full from the additional transfer to the Accommodation Project Reserve as proposed as part of the 2016/17 MTFS Financial Outturn report presented earlier on the agenda for this committee;
2. Authorise the commencement of the proposed works in relation to the Accommodation Project in the sum of £136,000 for Phase 7(c), including design and supervision fees; and
3. Authorise the letting of the contract for the proposed works in phase 7(c) to CMB Fylde Ltd in the sum of £115,965.

## CORPORATE PRIORITIES

|  |   |
|--|---|
| Spending your money in the most efficient way to achieve excellent services ( <b>Value for Money</b> )       | √ |
| Delivering the services that customers expect of an excellent council ( <b>Clean and Green</b> )             |   |
| Working with all partners ( <b>Vibrant Economy</b> )   |   |
| To make sure Fylde continues to be one of the most desirable places to live ( <b>A Great Place to Live</b> ) |   |
| Promoting Fylde as a great destination to visit ( <b>A Great Place to Visit</b> )                            |   |

### REPORT

- The Council has previously agreed the refurbishment of office/civic accommodation on the Town Hall/Chaseley site consisting of 8 phases of work. Progress with each of the phases is shown in table 1.

**Table 1 – Town Hall accommodation project phases**

| Phase | Elements of work   | Comments  |
|-------|--|---|
| 1     | Roof replacement   | Completed March 2014  |
| 2     | Window replacement and structural repairs  | Completed July 2014   |
| 3     | East Wing including lift, new protected stairway and office extension  | Completed March 2016  |
| 4     | Chaseley link bridge and protected stairway  | Completed October 2016  |
| 5     | One Stop Shop & tourist information centre   | Completed November 2016   |
| 6     | Council chamber, lobby and basement  | Underway and the subject of this report.  |
| 7(a)  | 1 <sup>st</sup> floor of the Town Hall - internal refurbishment/redecoration/services upgrade including heating and lighting | Completed late March 2017   |
| 7(b)  | 2 <sup>nd</sup> floor of the Town Hall - internal refurbishment/redecoration/services upgrade including heating and lighting | Started 10 <sup>th</sup> April 2017 and due to be completed by 14 <sup>th</sup> July 2017 |
| 7(c)  | Replacement of boilers   | Contract awarded – work taking place August/September 2017                                |
| 8     | Car park, external works and landscaping   | To be undertaken 2017/18 using existing capital/ revenue resources                        |

- The contract for Phase 6 and 7(a) started on 12<sup>th</sup> December 2016. Whilst phase 7 (a) was completed by late March 2017, The Council Chamber aspects of phase 6 has been delayed whilst the details of the furniture type and layout are agreed as this will impact on the IT and electrical configurations. There is an allowance within the contract for furniture in the chamber of £38k.
- The last report to Finance and Democracy Committee on 19<sup>th</sup> June agreed to increase the budget for phases 6 and 7 in the sum of £135,000 to be met in full from the additional transfer to the Accommodation Project Reserve. Of this increase £47,000 relates to costs in phase 6 (Council Chamber) for the additional estimated cost of a scheme of furniture provision now under consideration. The remaining £88k was in relation to phase 7 (boilers/heating system/additional general building costs).
- Officers originally sought quotations to commission and install furniture for the council chamber. The design parameters were set widely to encourage innovation. However, only two companies provided quotations. In the opinion of the officers and the Accommodation Working Group (AWG), neither of the two returns as they

stood produced an outcome which would have wholly satisfied member expectations. Flexiform submitted two schemes: (1) individual chairs with a small flip up writing tablet, and (2) fixed desks; both of which were felt to be too utilitarian and the second fixed desk scheme did not cater for all 51 members. Meanwhile the initial scheme from M&B Woodcraft was considered to be potentially too costly.

5. The procurement exercise was therefore abandoned, and officers have taken forward discussions separately with the two companies. These discussions have resulted in the recommendations in this report that the furnishing of the main part of the council chamber be commissioned from M&B Woodcraft and the supply of loose chairs be commissioned/procured separately.
6. The contract with M&B Woodcraft will be an exempt contract as contemplated by the councils' contract procedure rules, in that the goods, materials or works desired are of a proprietary or special character and that there would therefore be no genuine competition (as demonstrated by the abandoned procurement exercise).
7. A shortlist of options prepared by M&B Woodcraft for configuration of the Council Chamber has been considered by the AWG. The parameters were that all 51 members could be accommodated with spaces for officers and the public. The chamber should also be fully accessible and permit the incorporation of appropriate audio visual technology.
8. The scheme preferred by members of the AWG is attached at appendix 1. It consists of the top table on a raised dais with five rows of councillor desks seats split into two sections.
9. It is considered that the layout as proposed at appendix 1 makes the best use of the available space. It provides seating/desks for all 51 members, and includes for up to 4 presenting officers/committee clerks in addition to seats on the top table for the CEO and Monitoring Officer alongside Mayor, Deputy Mayor, at council meetings. The design includes space for up to 36 loose chairs for members of the public in a public gallery part of the enlarged room.
10. The specification proposed by M&B Woodcraft includes:

**Table 2 – Council Chamber furniture fit out specification/cost breakdown**

| Element/Specification   | Cost<br>£(000) |
|---|----------------|
| Fixed Top Table- on a raised deck, custom made from a combination of solid oak, natural oak veneers, MR-MDF plywood, all custom stained and polished with AC lacquer, hand painted Fylde Borough Council crest, and a removable ramp for a disabled access to the dais. | £48,530        |
| Loose lectern- Custom made from a combination of solid oak, natural oak veneers, MR-MDF, all custom stained and polished with AC lacquer.   |                |
| Fixed desks - 53no custom made from solid oak, natural oak veneers, MR-MDF, plywood, laminated plywood and oak veneer panels, all custom stained and polished with AC lacquer   |                |

11. The supplier has also proposed 53 matching custom made chairs for councillors/officers. Members of the AWG have considered this and would recommend the above specification/costings for the fixed top table, loose lectern and 53 fixed desks to Council but feel that the chairs were not required to be custom made and could be chosen and sourced more cost effectively.
12. Agreement on the type of fixed top table/desks is critical to the timeline to complete and commission the Council Chamber. The manufacture and fitting of these elements is expected at the end of 2017 if Council approve the scheme as recommended.
13. It is proposed that during this time officers are asked to source potentially suitable options for councillor/officer/public seating for the agreement of the AWG.
14. The cost breakdown of the scheme is set out in table 3 below:

**Table 3 – Council Chamber furniture cost breakdown**

| <b>Elements of work</b>  | <b>Cost<br/>£000</b> |
|--|----------------------|
| Custom made fixed top table with crest, ramp, loose lectern, 53no. fixed desks | £48,530              |
| Contingency  | 3,000                |
| Seating (councillor/officer/public)  | 20,000               |
| <b>TOTAL</b>   | <b>£71,530</b>       |

15. A scheme to provide improved audio/visual facilities is under consideration by the AWG. The scheme will have an induction loop system along with amplified sound. Issues that remain to be addressed by the AWG include whether to incorporate video recording facilities with pan/tilt/zoom capability to enable webcasting.
16. The objectives, outputs and outcomes of the project are to provide a modern fit for purpose chamber to meet the council's public meeting requirements, a fully accessible building and provide fire safety measures to comply with legislation and address aging mechanical and electrical issues. The new chamber will accommodate all full council meetings (except for the AGM which will remain at Lowther) and cater for meetings of all programme and regulatory committees.
17. The Town Hall is an asset currently managed and maintained by the Council and so there would not be any additional ongoing revenue costs involved.
18. Relevant drawings and documents will be supplied to the contractor which forms part of the contract to be awarded.

| <b>IMPLICATIONS</b>                     |   |
|---|---|
| Finance                                 | The report presents the outcome of consideration by the Accommodation Working Group on the fit-out of the Council Chamber. The report seeks the approval of Members to deliver phase 6 works (Council Chamber fit out) to be met from the Councils approved capital programme for 2017/18 and requests approval to the letting of contracts to undertake the works. |
| Legal                                   | None arising from this report   |
| Community Safety                        | None arising from this report   |
| Human Rights and Equalities             | None arising from this report   |
| Sustainability and Environmental Impact | None arising from this report   |
| Health & Safety and Risk Management     | The outcomes of the project are intended to deal with previously identified health and safety risks   |

| <b>LEAD AUTHOR</b> | <b>CONTACT DETAILS</b> | <b>DATE</b>               |
|--------------------|------------------------|---------------------------|
| Paul Walker        | 01253 658431           | 4 <sup>th</sup> July 2017 |

## BACKGROUND PAPERS

| Name of document   | Date   | Where available for inspection                                |
|--|--|---|
| Council, Cabinet, Portfolio Holder and Programme Committee reports and minutes | 31 <sup>st</sup> August 2010 (Cabinet)<br>15 <sup>th</sup> December 2010 (Cabinet)<br>16 <sup>th</sup> November 2011 (Cabinet)<br>15 <sup>th</sup> February 2012 (Cabinet)<br>26 <sup>th</sup> March 2012 (Council)<br>19 <sup>th</sup> June 2012 (PH Decision)<br>24 <sup>th</sup> September 2012 (Council)<br>3 <sup>rd</sup> December 2012 (Council)<br>16 <sup>th</sup> January 2013 (Cabinet)<br>10 <sup>th</sup> April 2013 (Cabinet)<br>2 <sup>nd</sup> July 2013 (Cabinet)<br>5 <sup>th</sup> March 2014 (Cabinet)<br>25 <sup>th</sup> June 2014 (Cabinet)<br>3 <sup>rd</sup> August 2015 (Finance & Democracy Committee)<br>30 <sup>th</sup> November 2015 (Finance & Democracy Committee)<br>14 <sup>th</sup> December 2015 (Council)<br>22 <sup>nd</sup> February 2016 (Finance & Democracy Committee)<br>26 <sup>th</sup> September 2017 (Finance & Democracy Committee)<br>17 <sup>th</sup> October 2017 (Council)<br>23 <sup>rd</sup> January 2017 (Finance and Democracy Committee)<br>19 <sup>th</sup> June 2017 (Finance and Democracy Committee) | <a href="http://www.fylde.gov.uk">http://www.fylde.gov.uk</a> |

Attached documents:

1. Council Chamber layout (option 1a)

# Lytham St Annes, COUNCIL CHAMBER PROJECT

## Desks and Seating Layouts and Furniture Designs

Project

The Town Hall, Lytham St Annes FY8 1LW Layouts  
and Furniture Designs for The Council Chamber



MB Woodcraft Limited  
The Homestead Workshop  
Skitham Lane  
Out Rawcliffe  
Preston, PR3 6BE

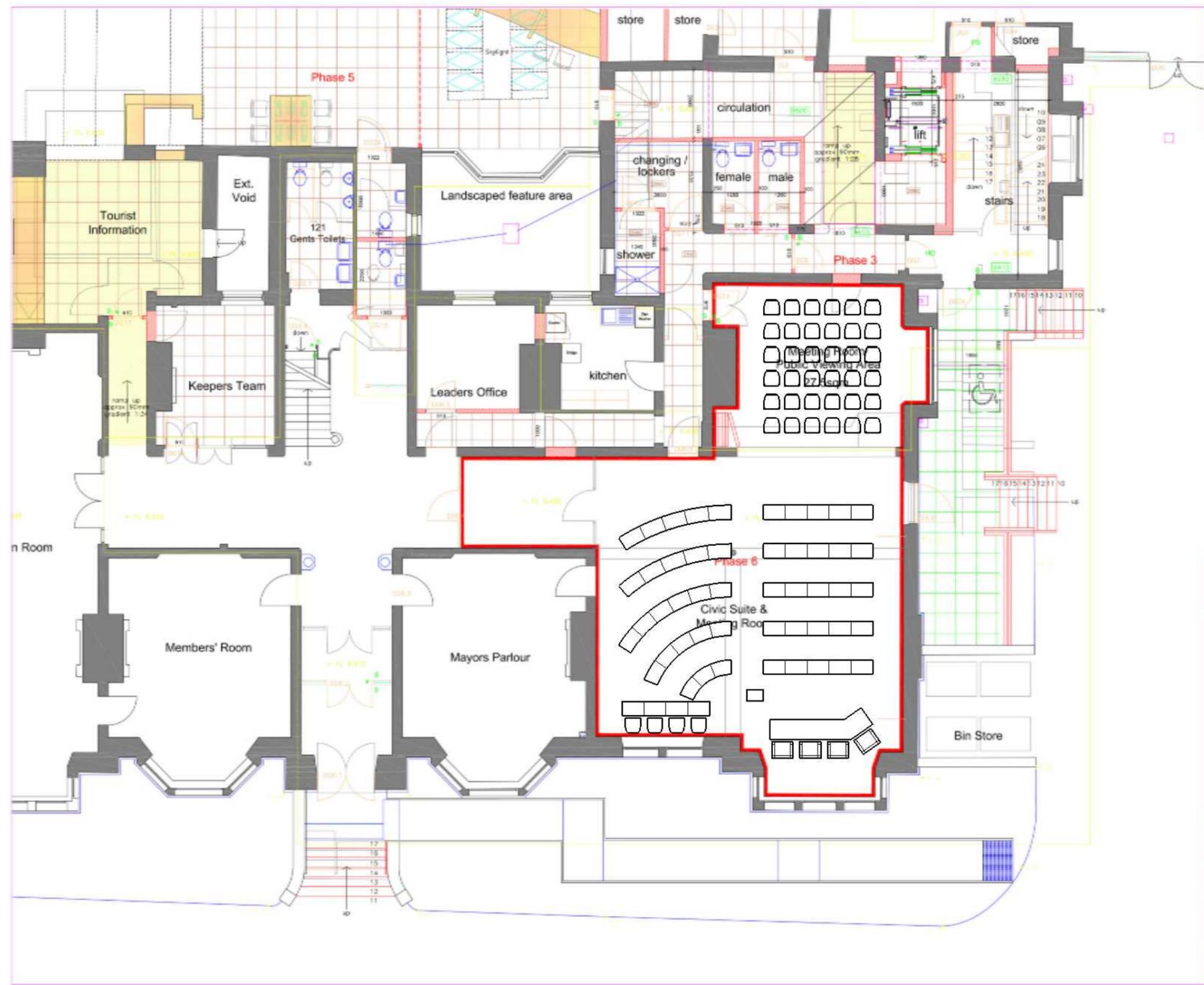
Designs and Drawings by

M.Balcer

July 10th 2017

Tel. 0800 644 42 24  
Mob. 07999969110

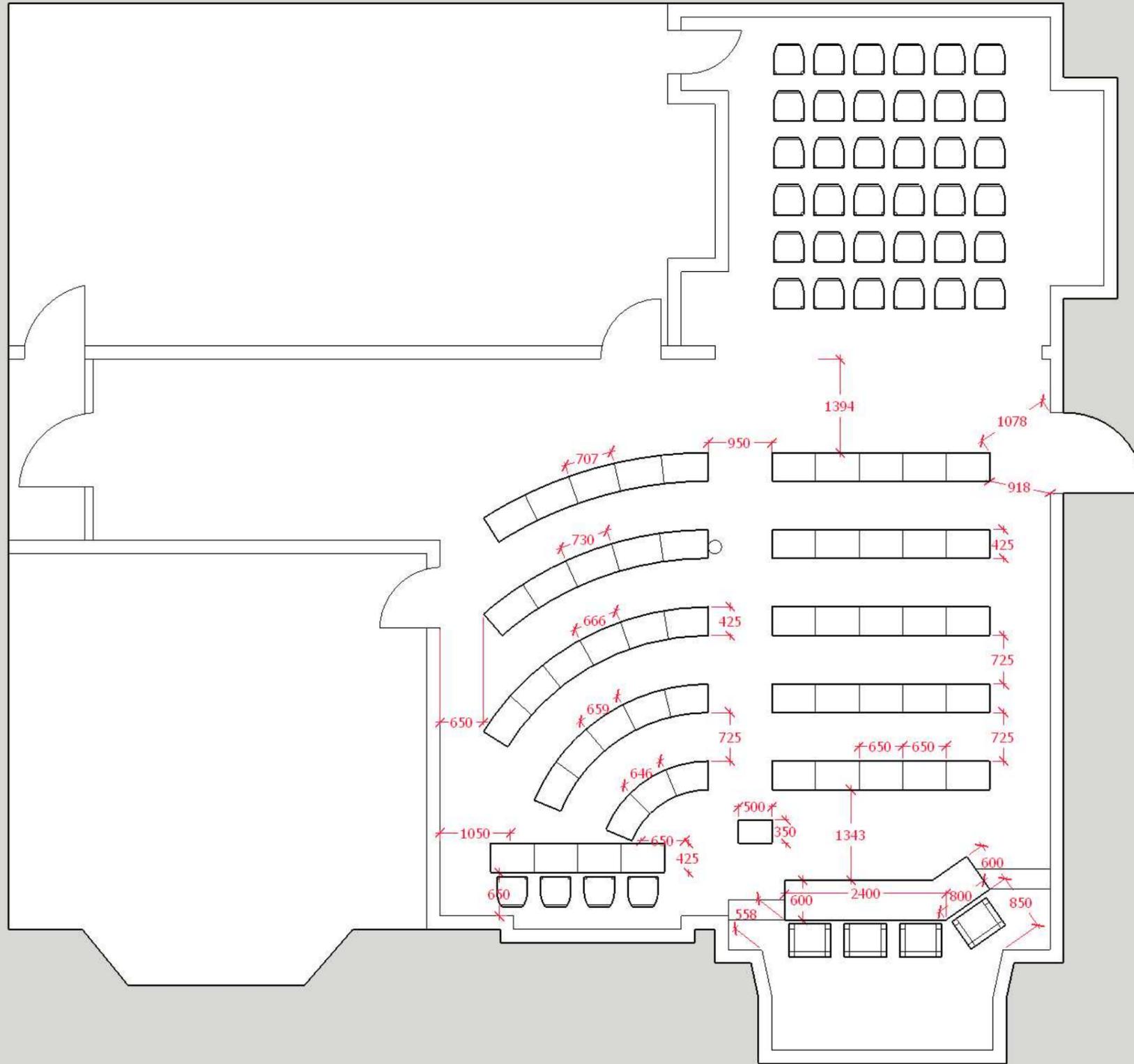




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|   |          |
| Technical Services<br>Development Services<br>The Town Hall<br>Lytham St Annes<br>Lancashire<br>FY8 1LW<br>Tel: 01253 69650 E-mail: webmaster@fylde.gov.uk |          |
| PCNixon  | Sep 2016 |
| **   | 1:50@A1  |
| Town Hall Redevelopment<br>Phase 6<br>Alternative Proposed Scheme<br>Option 2B   |          |
| TS10009-153  |          |

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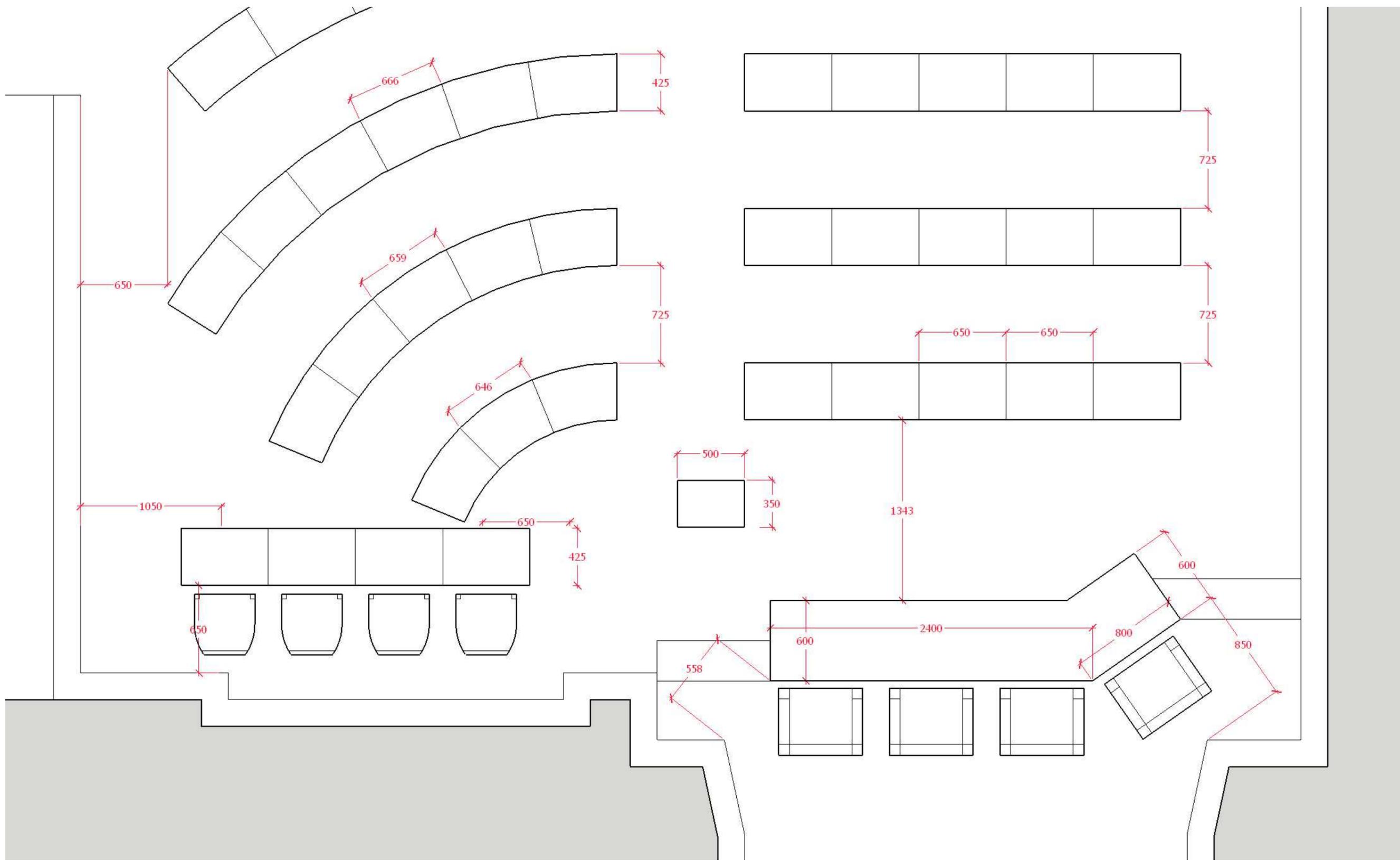
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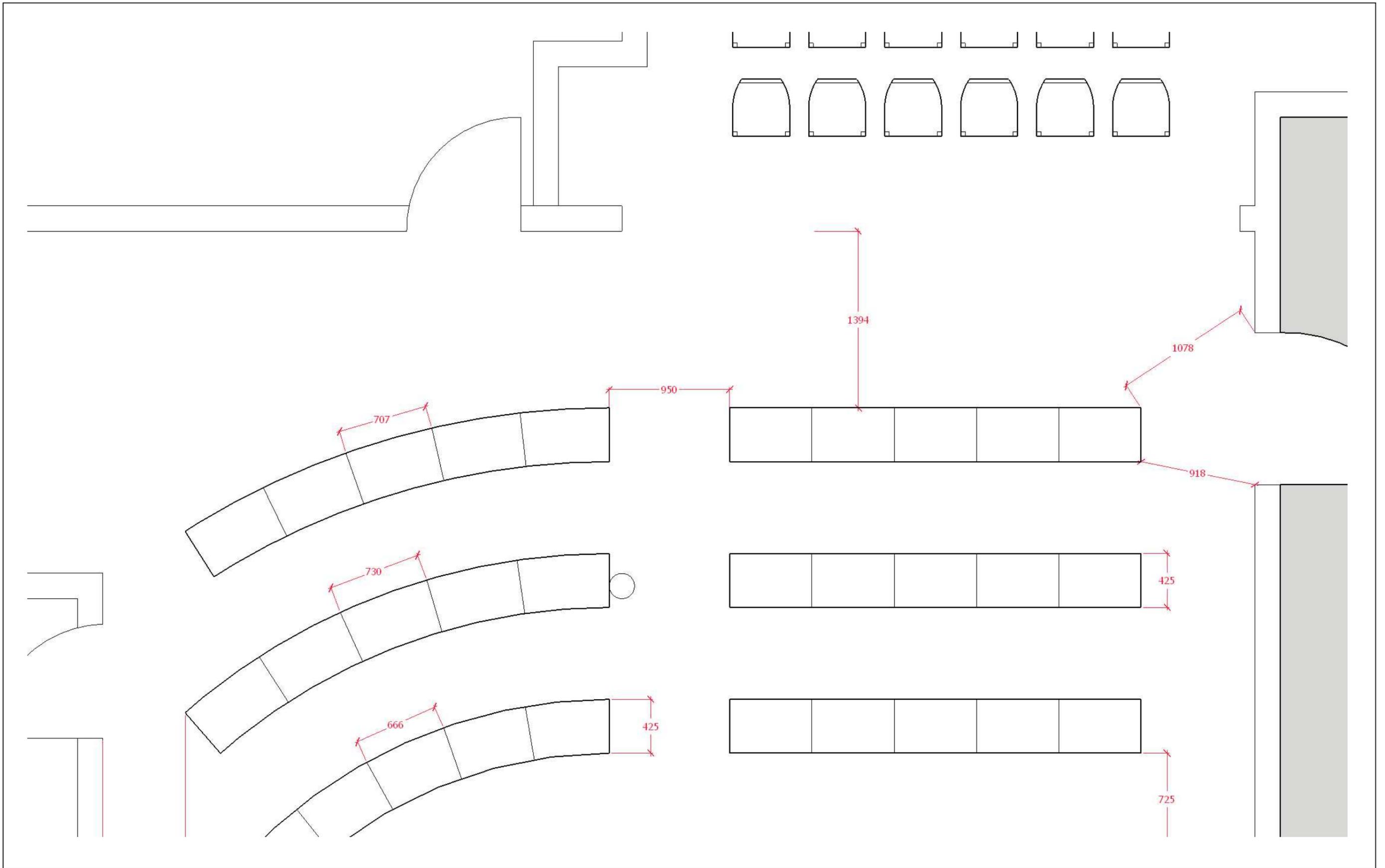


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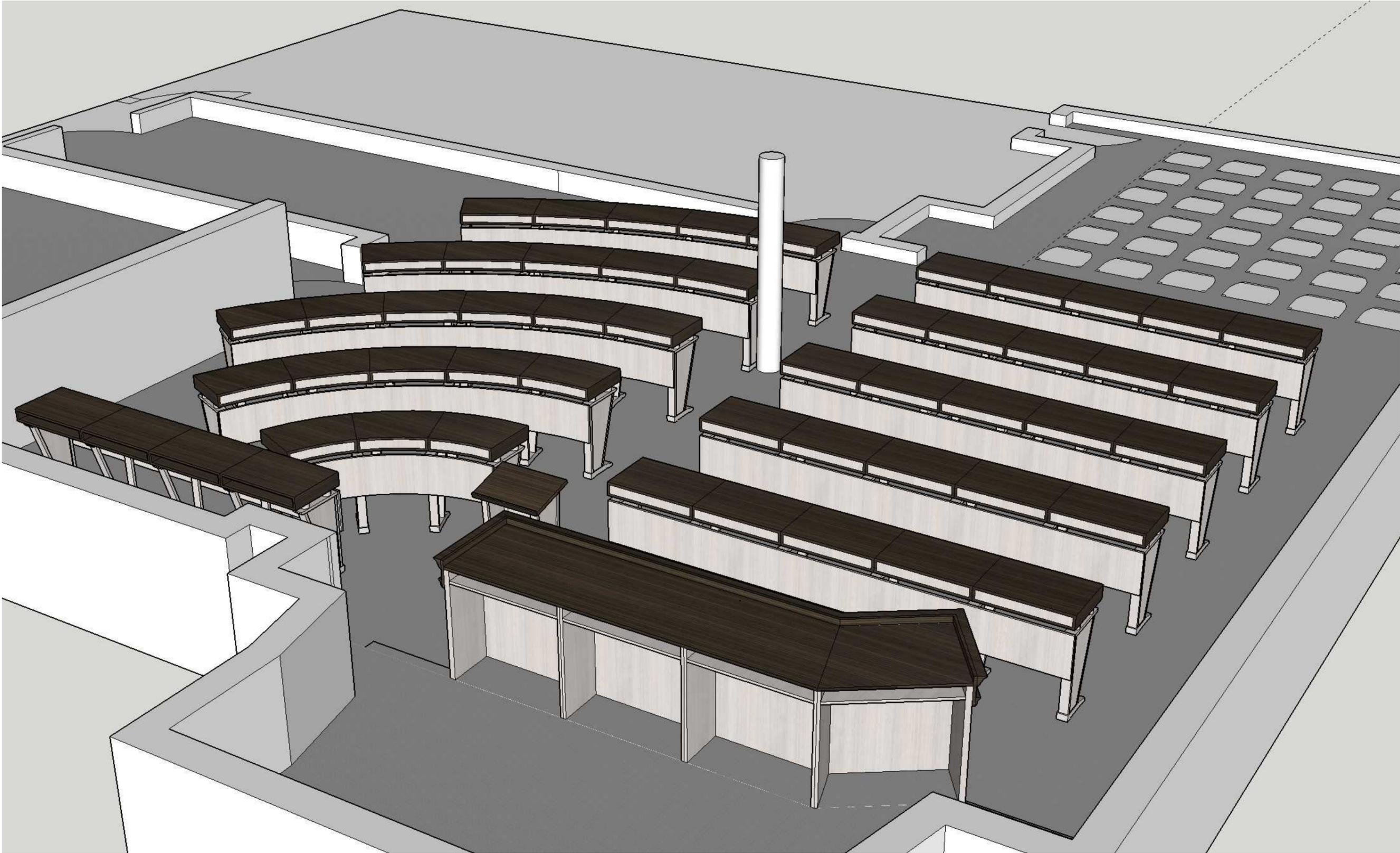
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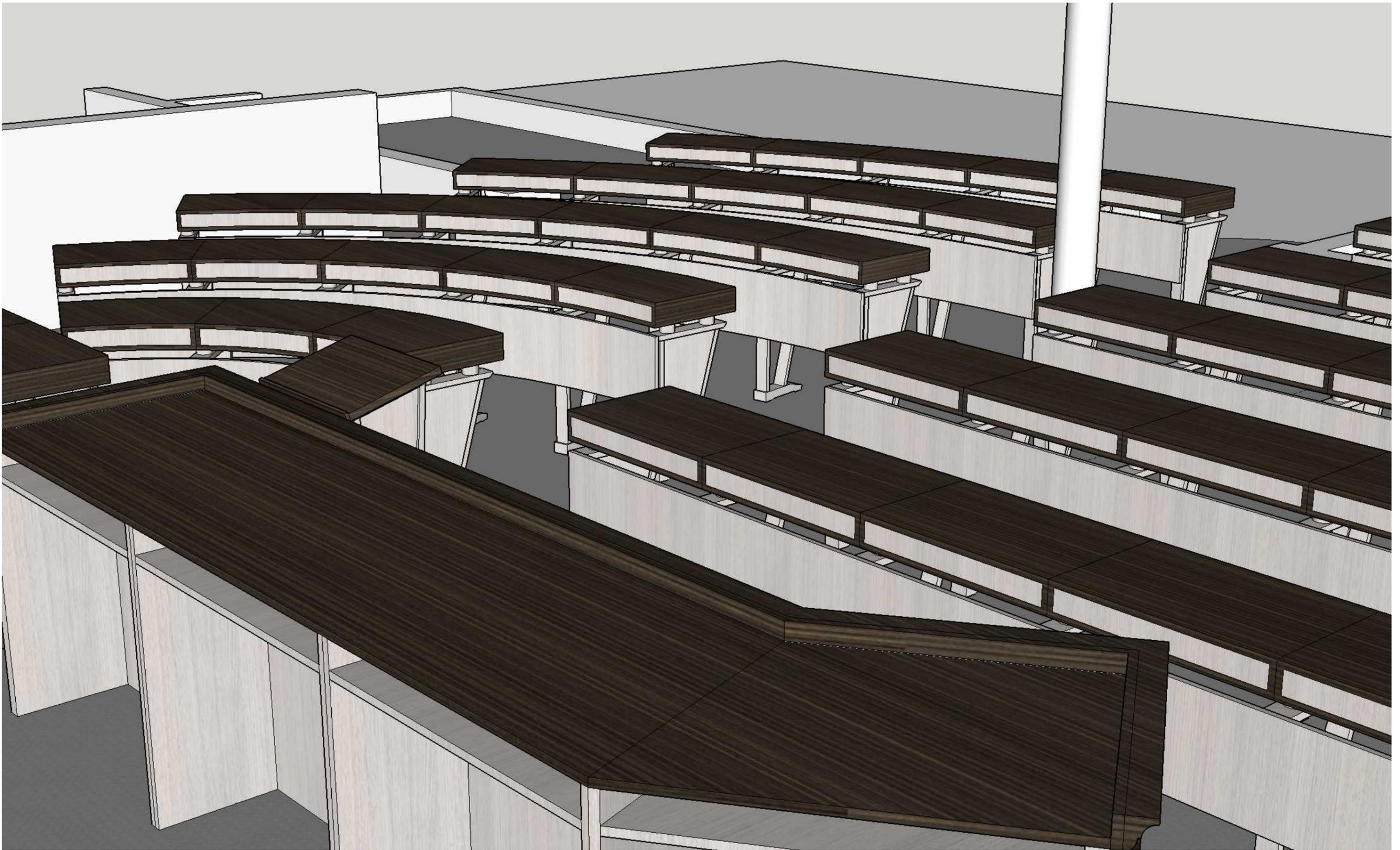
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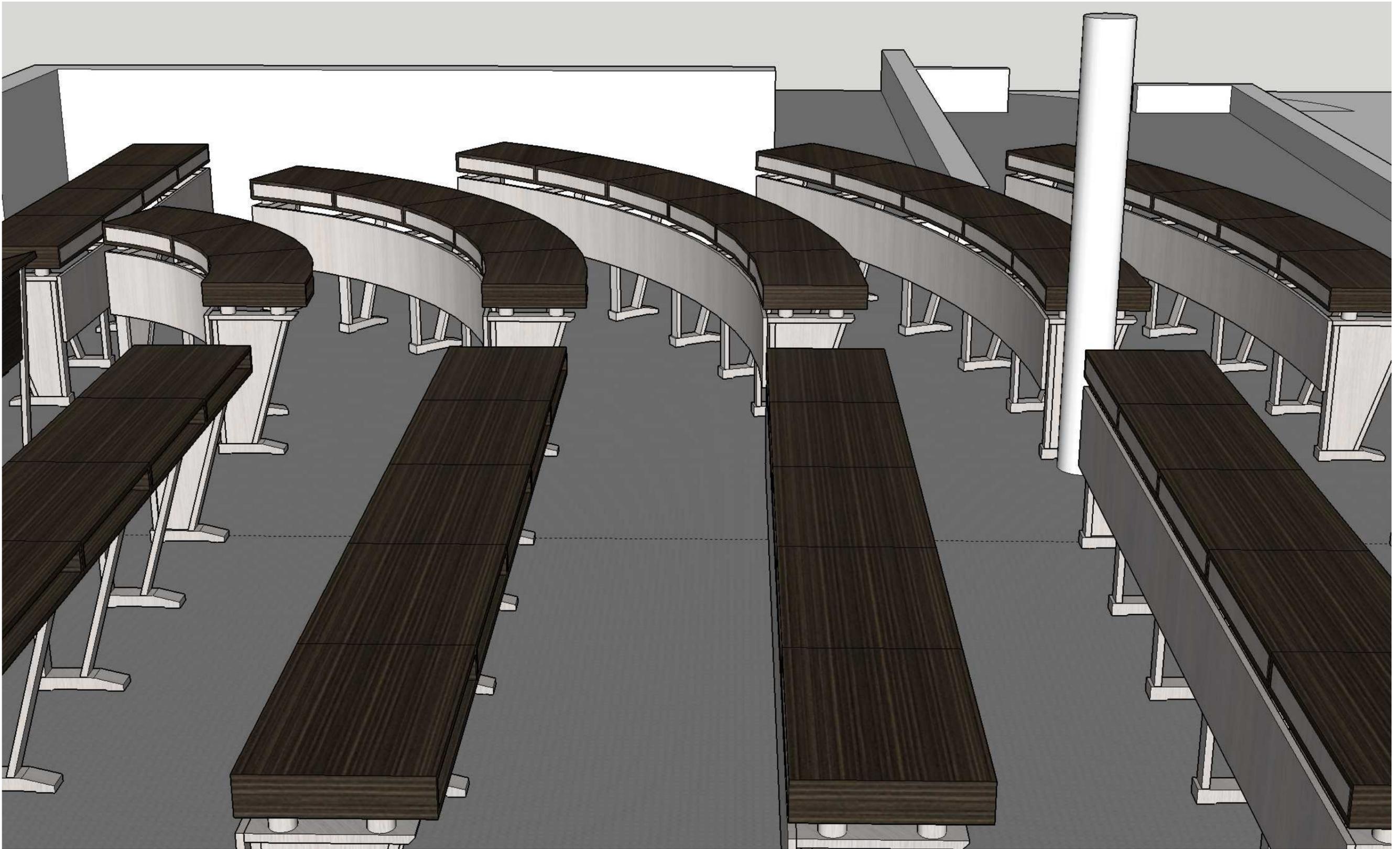


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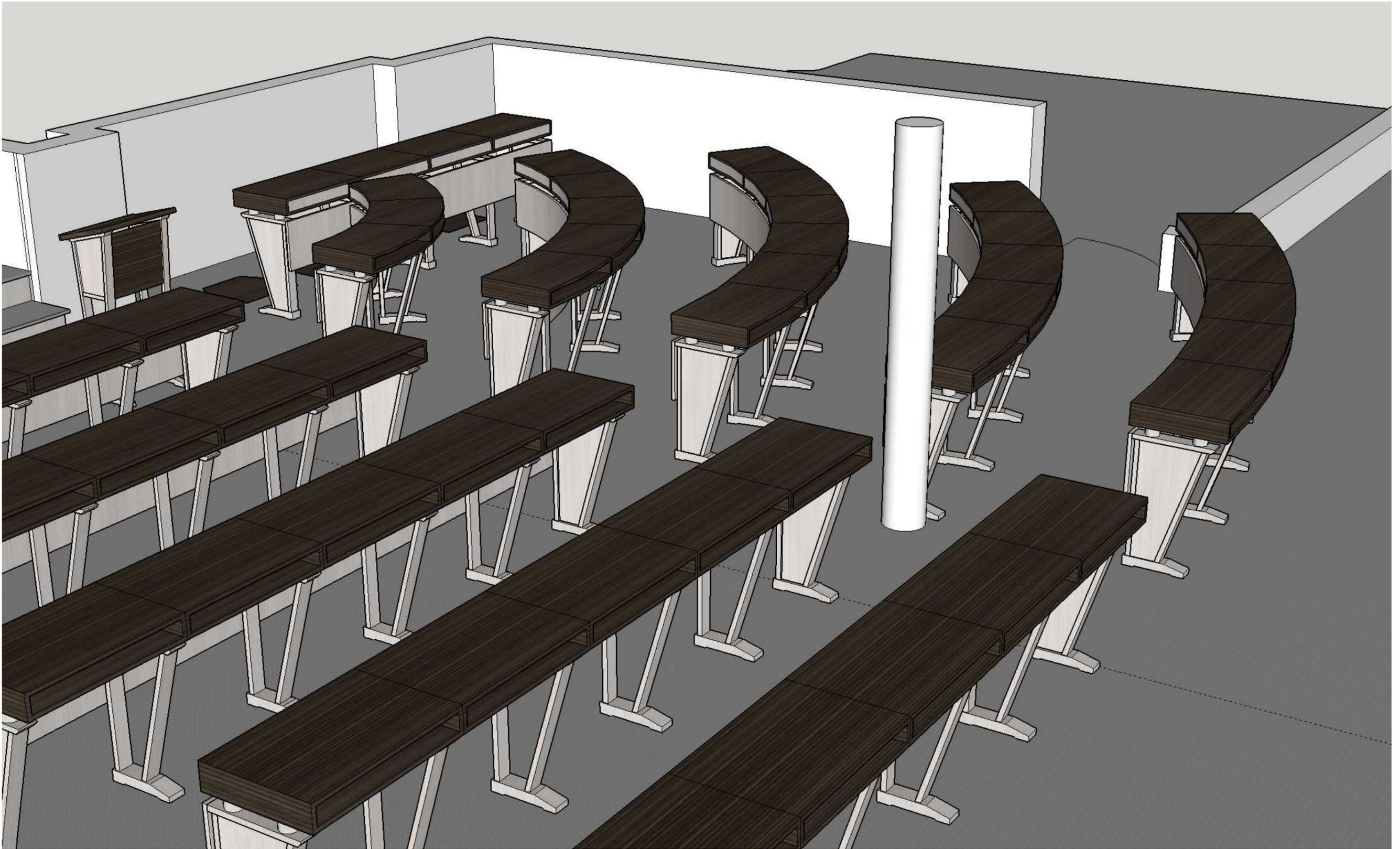


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