

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	24 SEPTEMBER 2018	8
ACCOMMODATION PROJECT – PHASE 8 – TOWN HALL CAR PARK & EXTERNAL WORKS			

PUBLIC ITEM

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

SUMMARY

Phases 1 to 7 of the Town Hall Accommodation Project have now been completed. These addressed the Town Hall structure and internal renovations. The final element of the project (phase 8) is to improve the external environment of the Town Hall, including the car park, requiring the reconfiguration and relaying of the car park surface. This report presents the details of phase 8 of the project following a consideration of the remaining elements of the scheme by the Accommodation Working Group.

The Operational Management Committee has recommended that the Finance & Democracy Committee approve the virement of £60,000 from the Car Park Improvements capital as a contribution to the Accommodation Project - Phase 8 - Car Park & External Works, both schemes being within the approved Capital Programme. This reports requests that approval.

Additionally, this report requests approval to a funded budget increase to the Accommodation Project scheme within the Capital Programme in the sum of £178,000, to be met from the Capital Investment Reserve, to provide the necessary funding for the completion of the Accommodation Project scheme in the total sum of £238,000.

The report also seeks approval to deliver phase 8 works and requests approval to the procurement and letting of a contract to undertake the works.

RECOMMENDATIONS

The Committee is requested to:

1. Approve the virement of £60,000 from the Car Park Improvement capital scheme (which is included within the approved Capital Programme in 2018/19) to the Accommodation Project Scheme (Phase 8: Car Park & External Works);
2. Approve a fully-funded increase to the Capital Programme scheme for the Accommodation Project (Phase 8) in the sum of £178,000 for 2018/19 to be met from the Capital Investment Reserve; and
3. Approve the Accommodation Project (Phase 8) scheme as detailed within this report and authorise the procurement and letting of the works in the sum of £238,000, including design and supervision fees.

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.

Operational Management Committee on 11th September 2018:

It was RESOLVED to recommend to the Finance & Democracy Committee approval to the virement of £60,000 from the Car Park Improvement capital scheme to the Accommodation Project - Phase 8: Car Park & External Works – scheme (which falls within the remit of the Finance and Democracy Committee) as a contribution to the total cost of Phase 8 of the Accommodation Project which would include re-configuring the car park layout and resurfacing.

CORPORATE PRIORITIES

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

REPORT

Background

1. 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	Completed March 2018.
7(a)	1 st floor of the Town Hall - internal refurbishment/redecoration/services upgrade including heating and lighting	Completed March 2017
7(b)	2 nd floor of the Town Hall - internal refurbishment/redecoration/services upgrade including heating and lighting	Completed July 2017
7(c)	Replacement of boilers	Completed September 2017
8	Car park, external works and landscaping	The subject of this report

2. Phases 1 to 7 of the Town Hall accommodation project have now been completed. These addressed the Town Hall structure and internal renovations. Phase 8 is the final element of the project to be delivered which is the Car Park & External Works.
3. When Members originally agreed the overall phasing and cost plan for delivery of the Accommodation Project in 2014 the estimated cost of the car park & external works was £186,000. At the Finance and

Democracy Committee of 3rd August 2015 it was agreed that the £186,000 would be used to provide further funding for internal works for the Accommodation Project which were considered to be of a higher priority.

Current Condition of Town Hall Car Park

4. Generally the surface of the Town Hall Car Park is in a poor condition. The Westerly section, facing South Promenade, is considerably worn such that in places the sub-surface layer is visible. A recent borehole survey found that parts of this section has inadequate sub-base which will need reconstruction if any resurfacing work is to prove effective. A patch repair was made to the entrance about 4 years ago to treat pot holes, although other areas have since deteriorated. This section now requires resurfacing including the reconstruction of the sub-base. The Northerly section, facing St Annes Road East, although cracking in places, retains its integrity at present. If the car park was to remain untreated it is likely to require resurfacing within the next 3-5 years. It is estimated that a basic resurfacing of the car park, without any improvements to the sub base, would cost in the region of £66,000.

Car Park Capital Budget

5. A sum of £30,000 is included within the approved Capital Programme in each year for the improvement of car parks. In recent years this budget has been utilised to resurface a number of car parks and replace most pay and display machines. As it had been envisaged that this budget would be required to contribute towards the total cost of phase 8 of the Town Hall Accommodation Project, in 2017/18 this budget was unspent and re-phased to 2018/19. The current capital programme therefore includes a sum of £60,000 in respect of car park improvements for 2018/19.

Proposal for Phase 8 of the Town Hall Accommodation Project

6. The Accommodation Working Group which has overseen the project from the start has expressed a wish to complete the last phase and recently met and considered four options for improving the external environment of the Town Hall, including the car park, landscaping and entrances. These options ranged from a basic re-surfacing of the existing layout (which could be funded using existing capital/ revenue resources) to a reconfiguration with twin colour surfacing and incorporating a new civic garden.
7. The Working Group discussed the merits of each option and recommended the option of a reconfiguration with twin colour surfacing and the creation of a new civic garden. This option involves the excavation/reconstruction of sub-base the car park on the front elevation.
8. The recommended design is attached at appendix 1. This scheme relocates the vehicle exit to the front of Chaseley and creates a dedicated pedestrian entrance in front of the main visitor reception steps, with enhanced pedestrian paving to mark both this and the civic entrances. There is also the provision of additional parking to the front of the civic entrance, the reconstruction of the steps in front of the Chaseley building to comply with building regulations, reforming and improving the appearance of the access ramp at the front of the Town Hall, new and replacement planting, the creation of a civic garden area below the terrace outside the council chamber, hard standing/landscaping around the flagpole and the provision of cycle parking along with lighting to the building and grounds.

Finance

9. The Operational Management Committee met on 11th September 2018 and recommended to the Finance & Democracy Committee approval to the virement of the sum of £60,000 from the Car Park Improvement capital scheme (which is within approved Capital Programme for 2018/19) to the Accommodation Project - Phase 8: Car Park & External Works.
10. The scheme recommended by the Accommodation Working Group has a total estimated cost of £238,000. Therefore further funding in the sum of £178,000 is required to deliver the preferred scheme i.e. in addition to the £60,000 virement from the Car Park Improvement capital scheme as detailed above.
11. It is proposed that if the scheme is approved as presented within this report the additional funding is to be met from the Capital Investment Reserve.

12. The estimated cost breakdown of the scheme is shown below in table 2:

Table 2 – Scheme cost breakdown

Category of works	Cost estimate
Resurfacing	£127,059
Coloured Chipping	£6,789
Soft Landscape	£4,000
Civic Garden	£6,039
Access Ramp	£15,040
Public Entrance Windbreak Provisional Sum	£4,000
Street Furniture and Fencing	£5,489
Road Widening	£3,450
Chaseley Entrance Steps	£4,903
Lighting Provisional Sum	£10,000
Drainage and Services	£10,105
Sub-total of capital works	£196,874
Preliminaries at 15%	£29,531
Sub-total of capital works plus Preliminaries	£226,405
Contingencies @ 5% of above	£11,320
Total	£237,725

Project delivery

13. If the committee approves the scheme as recommended by the Accommodation Working Group, and as presented within this report, the design would be finalised and a procurement exercise undertaken to seek competitive tenders for the work. Providing those tenders were within the proposed scheme budget of £238,000 the work would then be commissioned. It is anticipated that the works would take place over the period of January to March 2019, which would ensure that they are completed by Easter 2019 such that the new parking facilities are available for public parking over the Easter weekend and also the Town Hall is available for wedding bookings over the summer.
14. The objectives, outputs and outcomes of the project are to provide a functioning, compliant and attractive car park and grounds to meet the council's requirements. The car park will provide visitor, staff and councillor parking for the Town Hall/Chaseley building serving as the Council's administrative, customer and civic centre. The car park would continue to be available as a 'pay and display' car park at weekends and on bank holidays. The Accommodation Working Group recommended the provision of a dedicated space for the parking of the mayoral car along with four dedicated councillor car parking spaces (one of which would be identified for the Council Leader).
15. The Town Hall/Chaseley car park and grounds is an asset currently managed and maintained by the Council and so there would not be any additional ongoing revenue costs involved.
16. Relevant drawings and documents will be supplied to the contractor which forms part of the contract to be awarded.

IMPLICATIONS	
Finance	The report requests approval to the virement of £60,000 from the Car Park Improvement capital scheme to the Accommodation Project - Phase 8: Car Park & External Works – scheme (both within the approved Capital Programme for 2018/19). The report also proposes a fully-funded increase in the costs of the scheme in the sum of £178,000 to be met from the Capital Investment Reserve, resulting in a total scheme budget of £238,000. The report further requests approval of the scheme as detailed and authorises the procurement and letting of the proposed works in the sum of £238,000, including design and supervision fees.
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 current Town Hall car park in places is in a poor condition and requires improvement to avoid trip hazards developing.

LEAD AUTHOR	CONTACT DETAILS	DATE
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BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council, Cabinet, Portfolio Holder and Programme Committee reports and minutes	31 st August 2010 (Cabinet) 15 th December 2010 (Cabinet) 16 th November 2011 (Cabinet) 15 th February 2012 (Cabinet) 26 th March 2012 (Council) 19 th June 2012 (PH Decision) 24 th September 2012 (Council) 3 rd December 2012 (Council) 16 th January 2013 (Cabinet) 10 th April 2013 (Cabinet) 2 nd July 2013 (Cabinet) 5 th March 2014 (Cabinet) 25 th June 2014 (Cabinet) 3 rd August 2015 (Finance & Democracy Committee) 30 th November 2015 (Finance & Democracy Committee) 14 th December 2015 (Council) 22 nd February 2016 (Finance & Democracy Committee) 26 th September 2017 (Finance & Democracy Committee) 17 th October 2017 (Council) 23 rd January 2017 (Finance and Democracy Committee) 19 th June 2017 (Finance and Democracy Committee) 17 th July 2017 (Council) 11 th September 2018 (Operational Management Committee)	http://www.fylde.gov.uk

Attached documents

1. Plan of Phase 8 - Car Park & External Works
2. Risk assessment