

Minutes of a meeting of the **PRIORY ROAD COMMUNITY HUB PROJECT SUB-COMMITTEE** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 23 January 2018 at 3.00 pm.

PRESENT

M G Chandler (Chairman)

A Casson

G J Taylor

Strategic Business Partner, Executive Manager Project Delivery Growth and Commercialisation, Shared Executive Director Commercialisation and Interim Strategic Property Manager

Apologies for absence were received from or on behalf of Councillors C N Johnson and C N Worth, together with Programme Delivery Manager Breckland and South Holland

In Attendance: Democratic Services Manager , Democratic Services Officer

**6** **MEMBERSHIP OF THE COMMITTEE**

Councillor Casson substituted Councillor Johnson for this meeting.

**7** **MINUTES**

The minutes of the previous meeting (held on 20 July 2017) were considered and agreed as a correct record.

**8** **DECLARATION OF INTERESTS**

There were no declarations of interest.

**9** **PROGRESS REPORT ON OFFICE CO-LOCATION AT PRIORY ROAD AND ASSOCIATED WORKS**

The sub-committee began the meeting by addressing that it was pleased to see work had commenced at the Priory Road site for the accommodation of the Department of Work and Pensions (DWP).

It was noted that the work was a 9 week contract / process, carried out by Lindum, that had begun in the week previous to the meeting. Practical completion was hoped to be achieved by the 9th March 2018.

The cost of the contract was noted. It was stated that it was

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desirable to see use of local businesses for the construction process. Furnishing and IT installation was included in the costs.

It was stated that the process would take place over 3 pre-determined phases.

Officers asked if the Communication team could generate some content to communicate the progress of the project. Furthermore, a post-project appraisal was proposed, to be put out after completion by the Communication team.

Contractually, it was noted, that DWP were obliged to take residence in the new areas after construction was completed. It was clarified that there would be no provision for staff parking for DWP staff. Councillors stated that there was a potential for encouraging people to park on Vine Street rather than Priory Road. Councillors mentioned that customers already had to pay for parking at the current DWP site, so there was no change for customers. It was mentioned that there was the potential for eventually reviewing the signage outside Priory Road, so as to improve parking issues.

Councillors questioned if there had been any negatives witnessed during the construction process so far. Officers answered that the drilling had caused some mild inconvenience and had had to be stopped temporarily on a few occasions. It was stated that this was the only perceived negative and that there was no complaints from either public or press.

Councillors mentioned that a new coded door could be bypassed through an override feature on the control panel. It was noted that this must be remedied. It was further noted that a properly functioning and secure lock was becoming more and more crucial with the forthcoming DWP service which would mean large amounts of members of the public would be coming into the building.

Councillors asked about security on the stairs. Officers answered that this was something that would be looked at soon. Councillors should be addressed soon. Councillors wished to express their displeasure at the lag in approaching this security aspect. Councillor Chandler stated that he had delegated authority from the committee so that progress could begin. Councillors also wished to express the importance of securing the stairwell in the atrium, mentioning that it could put off further potential partners for the building.

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Officers asked for details of DWP rent. It was noted that the service charge would be reviewed every year, meaning that they would pay a proper percentage of the running costs per square foot of the building, it was stated that there was an estimated figure of costs p/square foot, but that an *actual* cost would be evaluated and the DWP would be responsible for paying the actual amount.

It was stated that committee members hoped for the meeting to take place every 2 months and that the next meeting would take place some time around the end of March 2018.

Future of partnerships:

It was noted that discussions with other potential partners were taking place.

Officers stated that from meetings with one partner that they claimed that they would be interested in a temporary, part-time arrangement.

Councillors asked if an organisation were to take a part-time arrangement, whether the office space was rentable to another organisation on the days of non-usage.

A meeting had been scheduled with a potential partner on the Friday previous to this meeting, which was cancelled due to absences.

It was stated that a further meeting had been scheduled in February 2018.

It was mentioned that to accommodate some partners there would need to be an examination of parking and lavatory facilities, as well as improving the environmental issues with the building such as warmth in summer and cold in winter.

Councillors asked if there had been any examination or interest in partnerships with private sector clients. Officers answered that public sector services were being prioritised at that point, but that Private Sector partnerships were perfectly acceptable.

Universal credit was now pushed to July 2018.

It was agreed that the next meeting would take place in March 2018.

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(The meeting ended at 4.19 pm)

(End of minutes)