

Minutes of a meeting of the **PRIORY ROAD COMMUNITY HUB PROJECT SUB-COMMITTEE** held in the Meeting Room 2, Council Offices, Priory Road, Spalding, on Monday, 19 March 2018 at 3.00 pm.

PRESENT

M G Chandler (Chairman)

C N Johnson

G J Taylor

A Casson

Apologies for absence were received from or on behalf of Councillors C N Worth, together with Shared Executive Director Commercialisation (S151)

In Attendance: Executive Manager Project Delivery Growth and Commercialisation, Technical Project Manager Breckland, Programme Delivery Manager Breckland and South Holland and Democratic Services Officer

10 MINUTES

Consideration was given to the minutes of the meeting of the Priory Road Community Hub Sub-Committee held on 25 January 2018.

DECISION:

The minutes were agreed as a correct record.

11 DECLARATION OF INTERESTS

There were no declarations of interest.

12 UPDATE REPORT ON COLLOCATION AND INVESTMENT INTO COUNCIL OFFICES AT PRIORY ROAD, SPALDING

Councillors asked if the authority had completed the Lease yet of the new DWP areas. Officers responded that this would occur on the Wednesday following the meeting.

All attendees left the room at 15:02

Councillors were taken on a brief tour of the new DWP facilities.

All attendees returned to the room at 15:24

The Shared Programme Delivery Manager left the room at 15:25

Councillors said they were happy with both the co-location project as well as with the quality of the contractor.

The Shared Programme Delivery Manager and Councillor

Action By

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Johnson entered the room at 15:27

DWP Co-Location

- It was stated that the DWP were about to be contracted on a 10 year lease. The Agreement for Lease provided that DWP had 5 working days to accept the space after completion of the construction work (completed on 16th March 2018)
- Market rent – 5 year payback
- Capital contribution.
- The authority was now the landlord. It was noted that the DWP would pay a service charge, based on a percentage, related to the square footage of the space they occupy/have use of.
- The co-location was delivered to budget and to programme.
- It was noted that the use of local contractors had been highly successful.

Councillors requested to see the financial details of the co-location at the next meeting.

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DWP Co-location - Positive impacts:

- Joint security
- Digitisation initiatives
- CCTV Upgrades
- Phase 1 door access
- Toilet upgrade
- Planned maintenance linked to service charge recovery
- Strengthened hub credentials
- The hub as a visual marketing tool

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Councillors mentioned that they had received some comments that the rest of the hub looked inconsistent when compared to the newly refurbished areas. Officers agreed to look at the reception area in particular to see what additional works may be required.

Project learning

Officers discussed what the authority had learned from the successful DWP co-location. Officers cited the following as the key lessons the Authority had learned and areas upon which the authority had gained knowledge and experience;

- Managing expectations
- Civil service and DWP operations
- Managing stakeholders
- Effective communications – Councillors mentioned how useful and effective the weekly updates were.
- Procurement and “the market”. Councillors wanted to know if the new contracts team had been of use. Officers responded that they had been.
- Increased Knowledge of Priory Road.
- Furniture re-use.
- Co-location and operational learning.
- Clarity on roles. Officers mentioned that they were looking at creating a new Assets Board with representation from a number of disciplines including estates, facilities management and projects.
- The period of “bedding in”.

Members mentioned that they liked the ‘open plan, yet separate’ nature of the design of the new DWP offices.

Delivering Co-Locations:

It was noted that there were a range of additional benefits of delivering the DWP project including;

- A review of “core data” around operation of the building

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- Baseline for the cost for further investment
- Standard documentation had been developed and updated i.e. Operation Manual
- Service charge – ethos, language and application
- Demonstration of delivery and “House style”

Councillors wanted to know when the Contractors would be leaving the site. Officers answered that the day of the meeting would be the final day that the contractors were present full time, only returning thereafter to deal with any residual snagging items.

Officers presented their solution for the environment in the atrium and restricting access to key doors and the main staircase in the atrium.

Councillors wanted to know the height of the current railing around the water feature, as they felt this was sufficient to block off the area.

It was also felt by members that a lower barrier was sufficient due to a barrier being effective enough to deter all but those absolutely determined to gain access. It was mentioned that the barriers would be designed and installed to be able to be used with any planned door access system

It was noted that the amount of chairs in the waiting areas might be reduced in the atrium if it was shown, due to the new appointments system the use had fallen. Alternatively chairs could be moved so that they faced more towards the reception desk, therefore creating more circulation space for any staircase barrier solution.

Officers mentioned that they were considering putting a staff-only card system on the Citizens Advice Bureau (CAB) offices past 3pm due to the fact that the CAB closed to the public at that time. Additionally, officers mentioned a proposed plan to install a card control access system on all main doors in the atrium as opposed to the existing digi-lock system. This would be subject to further review and a business case, as appropriate..

It was noted that the card system could limit which officers could go to certain areas and at certain times. Councillors mentioned that they would prefer if all accesses (including to the car park) could be consolidated into one single card.

Councillors wanted to know , if a barrier was being placed on the stairs, there would still need to be a substantial door access

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system on upper floors. Officers responded that this was required in the case of public meetings in the Council Chamber. Councillors said they did not want to restrict access to the Council Chamber toilets, and that how this area worked would have to be carefully considered in plans coming forward for consideration by the Sub Committee.

Members also wanted a solution to be made to limit access to the lift, because they felt that if the stairs were restricted, the lift should be also.

Officers agreed that they would review and present a range of options to the councillors' issues when they reported back.

Officers presented their proposed solutions for the barrier on the atrium stairs

Officers asked for permission to progress towards more detailed design and market testing to determine an order of cost and this was given.

Door/Heat curtains

New heat curtains for the doors were considered, and compared to a maintenance/ repair of the existing system which were likely reaching the end of their economic life.

It was noted that the cost of the newer units was c £3200 per unit, excluding installation. Officers advised that modern equipment would have a longer lifespan and be more efficient than the existing installation.

Access Control – Staff only entrance

A discussion took place regarding options to make the entrance closest to the public car park, staff only so the main entrance to the front of the building would be the primary access point in this area. Control would be by way of an on-demand opening (this would require investment). It was noted there would need to be external signage notifying of any changes and directing visitors to the main entrance. It was noted that this proposal would not impact upon the Vine Street entrance

Members stated that all of the committee agreed with the principle of making this a staff only entrance provided the position was clear on matters such as less able bodied person access and drop curbs, they would provide guidance to officers once

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discussed wider within the Conservative group

Further Parking facilities

Officers noted that, due to limited spaces, if a co-location partner were to want substantial car parking, the best option would probably to look at Vine Street parking. Officers mentioned that a small number of spaces may be able to be created on site through a reconfiguration of the layout

Proposed Next Steps

Access control

DECISION:

That officers be given the authority to progress design and secure prices for the door access options and heat curtains. In addition review further options for the staircase access control

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13 AGREED ACTIONS

The following were agreed as actions from the sub-committee:

- That a summary of the budget vs spend is provided for the DWP co-location project be brought to the next meeting, to be discussed as an exempt item.

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14 ANY OTHER BUSINESS

It was stated that there was an Asset Challenge workshop with a range of public sector partners, arranged and coordinated by Lincolnshire County Council on 3 April 2018. Collocation would be one of the items for further discussion.

15 DATE AND TIME OF NEXT MEETINGS

The next meeting was due to take place on 29 May 2018.

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(The meeting ended at 4.40 pm)

(End of minutes)