

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 Wednesday, 25 July 2018 at 2.00 pm.

PRESENT

M G Chandler (Chairman)

G J Taylor

C N Worth (Vice-Chairman)

In Attendance: Executive Manager Property and Development, Programme Delivery Manager Breckland and South Holland, Technical Project Manager – Breckland, Facilities Management Officer and Democratic Services Officer.

**7**     **MINUTES**

Councillors enquired as to the status of the discussion with the project consultants over a small amount of additional work undertaken relating to the DWP fit out. Officers responded that this was still being discussed but was likely to be a reasonable additional fee claim (in the order of £3k). Councillors asked officers to update the Executive Director - Commercialisation on the progress of this and brief the Sub-Committee on progress at the next meeting, but were supportive of Officers settling this additional invoice.

Councillors requested an update on the access control security system project and how the security system (paggers) worked. The Technical Project Manager stated that there was a linked alarm system but options to extend this were being considered. Proposals for and upgrade of this to be reported back to the next Sub Committee including an extension to cover more meeting rooms where appropriate.

Members requested an update on additional works to the air conditioning fan unit outside the building (within the timber enclosure). Officers advised that they had identified a simple solution for reducing the fan noise within office areas adjacent and works would be undertaken in advance of the next Sub-Committee meeting.

**AGREED:**

The minutes of the meeting of the Priory Road Community Hub Project Sub-Committee held on 29 May 2018 were agreed as a correct record.

**Action By**

Richard  
Hodgson,  
Jenny  
Stephens

Richard  
Hodgson

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**8 DECLARATIONS OF INTEREST**

There were none.

**9 CABINET 10 JULY 2018**

It was noted that the report recommending an upgrade to the existing door access system and ground floor atrium heating was welcomed and was approved by Cabinet. It would now pass for a decision to allocate the necessary funding at the meeting of full council in September 2018.

**AGREED:**

- a) That the information presented in the update be noted.

**10 UPDATE ON DESIGN PROPOSALS, PROPOSED  
PROCUREMENT ROUTE AND PROGRAMME OPTIONS:**

Officers advised that following agreement at Cabinet on the proposed ground floor atrium heating and door access solutions further and more detailed design work had been carried out. Three quotes had been obtained, so officers were developing a procurement strategy in the knowledge of these quotations and would update the Sub- Committee at its next meeting on progress. The Sub Committee confirmed that they were content that the door access system and staircase control could be dealt with utilising urgency powers to bring forward the install date and hence the date for these to be in and operating.

It was stated that the replacement of existing door curtains which were now at the end of their life cycle, would be more efficient as existing installations and therefore presented an opportunity for reduced operating cost in the longer term. The new positioning and flexibility of the new door curtains and wall mounted heaters in the atrium/ reception areas would also provide a better environment for customers and staff in these areas and therefore helping maximise the use and utilisation of these open areas. These works would be procured in the usual way of tender and not adopting urgency notwithstanding officers had undertaken some soft market testing.

**Door Access Control:**

Officers stated that areas of the building would be zoned and doors restricted by card access. The proposals included Members areas and Committee suites including the Chamber as well as office areas.

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Members enquired whether there would be a mixture of access solutions/systems. Officers stated that there would be one access control system, with either a card reader or a simple push button mechanism to enable movement around the building depending on whether you were moving from a public space into a secure area ( card reader) or secure area out into a more public/circulation area (predominantly push button)

The new system was going to be a 'PAXTON II' System which had a standard allowance for up to 1,000 users. SHDC would manage the database of users, with CPBS being responsible for the software. In addition SHDC would be responsible for printing of the cards which would allow access.

It was noted that the system would also be used to control the access barrier to main car park, main vestibule doors, the lift and printers/photocopiers.

Members stated that they felt that those responsible for security should have the main input in determining what security systems were introduced. Officers confirmed that a small including Assets and Facilities Management colleagues were working closely on this project.

Members mentioned that at the time of the meeting there was a range of different types of ID cards issued and asked how this would work with the new system. Officers responded that it was planned that all Members and staff would be issued with new cards to replace existing cards so that everyone (Members, partners in occupation and Officers) are issued with a card. This would cover all staff working at Priory Road, including for CPBS, DWP and CAB as well as those other SHDC staff who require access to Priory Road. It was noted the system was capable of being expanded to cover other buildings than just Priory Road if this were needed.

Members asked how visitor cards would work. It was stated that there was no need for visitors cards as all visitors would be required to be escorted by officers who had invited them starting by meeting and greeting visitors at reception. The operating arrangements for contractor's working at Priory Road, such as was under review including the need for a limited number of contractor access cards.

Members asked how 'tailgating' through doors would be prevented. Officers responded that there was an expectation that staff would challenge all in the building who were not wearing an

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ID badge and this would be reinforced by frequent communications as necessary.

Sub Committee agreed that the two side access doors to the Council would also become staff entrances solely, with public access now being directed to solely the main entrance to the building, allowing a more controlled approach to how public entered into the building. Officers would work with the Sub Committee members to ensure the timing for this being implemented and communications are fully understood and agreed. Officers asked Members on the Sub-Committee for their support in encouraging all Members to wear their ID cards and also to be expected to be challenged if they didn't. This was agreed.

It was noted that for public meetings, the public would have to be let in and out via the front door and escorted to the chamber as required. This was similarly agreed by the Sub Committee as a good workable solution.

Officers restated that there would not be card readers on the inside of all doors as this would add unnecessary additional cost to the project and the push button release mechanism was typical and sufficient.

Members stated that all staff access and egress at Priory Road should be through the three main entrances off the atrium. This was agreed and would be reinforced through communications with staff and Priory Road tenants except of course in the event of evacuation.

*The Facilities Management Officer left the room at 15:05*

Members also asked that in communications with staff around the introduction of the updated access system, the opportunity to reinforce the benefits of promoting a clear desk policy be taken.

Atrium Stair barriers:

The Technical Project Manager - Breckland stated that the same contractor fitting the new door systems is likely to fit the atrium stair barriers too although this had yet to be determined.

The Technical Project Manager - Breckland provided examples of glass gate solutions and glazed/steel handrails around. Whilst powder coated solutions would provide similar functionality Members stated that they felt it would be worth the small additional cost to get the stainless steel model to match the

Richard  
Hodgson,  
Jenny  
Stephens

Jenny  
Stephens

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existing staircase handrails, as per the Officers recommendation. This was agreed.

Timings:

The Sub Committee noted the programme outlined to them by Officers and based on a waiver of Contract Standing Orders the programme for works to be undertaken and completed including contractor lead in times for equipment.

Members stated that they wanted the staircase works done where possible first. Officers noted and would liaise with the appointed contractor pre and post contract award on programme and sequencing.

**AGREED:**

- a) That the current proposals for door control systems be agreed as satisfactory
- b) That the Technical Project Manager - Breckland be given authority to find and cost a barrier for the Atrium staircase.

Richard  
Hodgson,  
Jenny  
Stephens

**11 SUMMARY OF CURRENT PLANNED MAINTENANCE AND CAPITAL WORKS AT PRIORY ROAD**

The Executive Manager – Property and Development provided an update.

The key activities on maintenance/upgrades were boiler maintenance, toilet replacement and refurbishment (including in CPBS area), kitchen areas, drainage, removal of pond and thermal modelling.

Members asked if a system could be added into the atrium glass roof which would stop it from creating high levels of heat. Officers stated that they had been investigating this, and that they are looking into an improved venting solution and/or an alternative solar film coating.

Members stated that they felt a good outcome of this committee would be a 5 year programme of planned maintenance. Officers confirmed they had recently met as a group in advance of setting up a new Asset Management Board and this was one of the agreed outcomes from the work programme for Priory Road and that the Board would have oversight of going forward.

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Sub Committee noted that there had been issues previously with securing parts for the boilers when they required replacement and that investment in a new boiler might be needed and would present an opportunity to obtain a more efficient system. Officers confirmed they would update Sub Committee on any boiler issues at the next meeting.

Katie  
Potter,  
Richard  
Hodgson

*The Facilities Management Officer re-entered the room at 15:33*

**AGREED:**

- a) That the information presented in the update be noted; and
- b) That officers be tasked with finding a potential solution to levels of heat generated by the glass roof of the atrium.

Richard  
Hodgson,  
Jenny  
Stephens

**12 COLLOCATION UPDATE**

A discussion took place regarding potential other public and voluntary sector partners who might have an interest in collocating at Priory Road. Members asked to be kept updated via the Sub Committee meetings or outside as appropriate.

Officers reconfirmed that quoting rents were consistent with guidance previously given to Officers by Sub Committee but each possible collocation would need to be assessed based on a range of factors to ensure that any interest is fully considered.

Members stated that they felt that the meeting rooms on the ground floor as well as the Members Area shouldn't be ruled out as sites for temporary collocation offices if suitable alternative locations were available for these. Officers confirmed that a number of studies have and will continue to be undertaken in order to maximise the utilisation of Priory Road. Nothing should be ruled in or out to ensure the building is as flexible as possible and opportunities for appropriate collocations, where appropriate are captured.

Councillor Taylor left the room at 15:54

**AGREED:**

- a) That the information presented in the update be noted; and
- b) That officers continue to actively chase collocation opportunities presented by the Probation Service and report back to the next meeting.

Jenny  
Stephens

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**13 AGENDA PLANNING FOR FUTURE ITEMS FOR THE SUB-COMMITTEE**

In response to a request to start agenda planning forthcoming meetings, the Executive Manager – Property and Development stated he felt the committee would benefit from having access to core data such as building plans, running cost data, maintenance programmes and an understanding of budgets such as those available for planned maintenance in order to make reasoned and informed decisions. This would be added to the agenda planner, as appropriate for future discussion/awareness;

Members wanted Officers to draw up an action plan and provide relevant dates for topics to be discussed. Officers confirmed that this would be one of the work-streams of the Assets Board, generating items for discussion and approval by Sub- Committee.

**AGREED:**

- a) That the update given regarding planning for future agendas be noted; and
- b) That officers were to draw up an action plan with relevant dates for the sub-committee

Richard  
Hodgson

**14 DATE OF NEXT MEETING**

The Facilities Management Officer, Technical Project Manager - Breckland, and the Communications Team to be invited to the next meeting.

Gregory  
Watkinson,  
Democratic  
Services

The next meeting was due to take place on 20 September 2018

**15 EXCLUSION OF THE PRESS AND PUBLIC**

There was no need to exclude the press and public as the exempt item due to be discussed was settled under agenda item 2 without the need to exclude the press and public.

**16 EXEMPT MINUTE OF THE MEETING OF THE PRIORY ROAD COMMUNITY HUB PROJECT SUB-COMMITTEE HELD ON 20 MAY 2018**

There was no need to enter closed session as the exempt minutes of the previous meeting of the Priory Road Community

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Hub Project Sub-Committee were discussed under Agenda Item 2  
without the need to exclude the press and public.

(The meeting ended at 4.07 pm)

(End of minutes)