

Minutes of a meeting of the **PRIORY ROAD COMMUNITY HUB PROJECT SUB-COMMITTEE** held in the Council Offices, Priory Road, Spalding, on Thursday, 28 February 2019 at 2.30 pm.

PRESENT

M G Chandler (Chairman)

C N Worth (Vice-Chairman)

A Casson

Apologies for absence were received from or on behalf of Councillors C N Johnson and G J Taylor

In Attendance: Executive Manager Property and Development, Programme Delivery Manager Breckland and South Holland, Technical Project Co-Ordinator, Delivery Unit Project Manager and Technical Officer (CSU) and Democratic Services Officer

31 DECLARATIONS OF INTEREST

There were none.

32 MINUTES

Consideration was given to the minutes of the Priory Road Community Hub Project Sub Committee meeting held on 23 November 2018

AGREED:

That the minutes be considered a correct record.

33 UPDATE FOR SUB-COMMITTEE PRIORY ROAD PROJECTS, CURRENT AND FUTURE WORK-STREAMS

The Executive Manager – Delivery provided a presentation which delivered an overarching view of currently active and future projects for the improvement of the Priory Road Offices.

PRIORY ROAD PROJECT

What had been done?

- Reviewed Capacity of SHDC Offices
- Identified underutilised space

Action By

PRIORY ROAD COMMUNITY HUB
PROJECT SUB-COMMITTEE - 28 February
2019

- New layout plans
- Opportunities for further space release for possible letting/ colocation.

Material Considerations:

- Health & Safety / Building Capacity
- Creating flexibility where possible for modern ways of working

The Delivery Unit Project Manager stated that there was a plan to free up the customer contact centre and a potential tenant had been sourced for this space. Consequential moves planned as follows;

Delivery unit to be relocated to the 2nd floor of the Councils Priory Road offices → Revenues and Benefits, as well as fraud into F51 → Customer Contact would then move into the old building → Customer Contact Centre area would then be empty and vacant possession given to incoming tenant

Alongside these physical moves, a budget was in place and a programme agreed for a new women's toilet to be installed in the old building and the existing men's toilets to be upgraded. Whilst the fit out/conversion plans for the incoming tenant for the current contact centre had yet to be finalised, the Sub-Committee noted that a key element of these works would be to provide independent access and egress through the creation of a new external door in close proximity to the existing Vine Street entrance. It was also noted that up to 2 car parking spaces would be made available to the incoming tenant.

Members asked officers to consider optimum parking solutions, however, their strong preference was non-allocated spaces, therefore a first-come-first-served system as officers and members were currently utilising the car park was the preferred option..

Programme:

It was anticipated that the moves to facilitate the contact centre being vacated would take place over the summer and the new tenant would be in occupation by the end of

PRIORY ROAD COMMUNITY HUB
PROJECT SUB-COMMITTEE - 28 February
2019

September 2019.

Further work was planned under phases 2 and 3 of space rationalisation which would principally involve the 2nd floor of Priory Road to deliver additional lettable space. It was anticipated that providing smaller cable-managed desks should deliver a better layout and overall better utilisation of space.

The Chairman wanted to know how much money was secured for these proposals. The Delivery unit Project Manager responded that no figures were concrete at that point because they were waiting on the result of studies into proposals before costs could be calculated.

The Chairman wanted to know how much money was secured for these proposals. The Delivery unit Project Manager responded that work was still underway to establish the necessary budget required for the 2nd floor adaptations but had fixed a sum of up to £10k to facilitate the moves of principally CPBS staff from the contact centre and into the offices referred to above in the older part of the building. The priority project at the time of the meeting was accommodating the new tenant in the current contact centre.

DOOR ACCESS PROJECT

- The system had gone live on 7 February 2019 with all doors, stair gate and car park barrier working as planned
- It has been noted that staff and members were now accustomed to carrying access cards. Officers thanked members for their support with this project and its implementation.
- A process had been put in place for new starters, lost or replacement cards and the system was now ready to be handed over to the Facilities department.
- Panic alarm system
 - Pagers were in place and operational
 - Officers were awaiting new devices (2 handheld and 2 wall mounted) which would interface with the panic alarm system.
- Maintenance process and supporting notes were being drafted for Facilities Management to be included in the overall building Operation Manual

PRIORY ROAD COMMUNITY HUB
PROJECT SUB-COMMITTEE - 28 February
2019

The Chairman stated that more needed to be done to ensure that people were putting their parking permit stickers in their car windows. He also asked that the road markings make it clearer that the car park was a one-way system. The Delivery Project Manager noted and confirmed they would look into options and measures needed to address these two matters.

The Chairman also asked that a sign be installed to mark clearly that the exit barrier was the exit point.

An update was provided by the Delivery Project Manager on proposals to close the Vine Street entrance to the public. It was noted this wasn't possible whilst scaffolding was in place but would be actioned once that had been taken down. Officers confirmed that final checks were being done with the Councils Health and Safety and Building Control teams about suitability of the proposed access routes around the building leading to the main entrance particularly for disabled persons.

It was noted that the entrance door closest to the reception area was being utilised again as a public as well as staff entrance. This was due to scaffolding and works to the front of the building but these works were now completed so that door needed to be taken back to staff /members and deliveries only

ATRIUM HEATING

Works to the atrium to improve heating had been put back given the summer was fast approaching and the key was to complete the door access project first. Now that the door access works had been completed these would be commissioned.

It was noted that 5 suppliers had visited Priory Road to provide quotations. Of those 5, only 2 had returned quotations. Subject to clarifying a number of points and the provision of a work programme these works would progress with the frontrunner contractor.

PROJECTS:

- Access control including staircase – Completed
- Heat curtains – to be commissioned but managed by Assets/Facilities
- Closure of car park entrance & on demand opening (Vine Street) was in hand

**PRIORY ROAD COMMUNITY HUB
PROJECT SUB-COMMITTEE - 28 February
2019**

- Further space planning for colocation – Ongoing
- Collaborative working between current and future tenants – ongoing and would be expanded when the new tenant arrives later in 2019.

PRIORY ROAD MAINTENANCE:

- Stock Condition Survey highlighted further maintenance that was required.
- There was a 5 year programme of works being created
- There was a system of priorities for maintenance across the site
- Approved budget for Planned and Responsive maintenance
 - *Planned 63%of overall budget*
 - *Responsive 26%*

34 ANY OTHER BUSINESS

The Chairman asked about what the plans for the Council Chamber were. The Shared Executive Manager - Delivery stated that review of options had stalled given the anticipated cost of the works to provide maximum flexibility of use by installing dividing walls. It had been found that the original proposals were going to be too prohibitively expensive. The Chairman stated that he was happy to put the current plans to rest, but that he would still like to see exploration of further ideas for improved utilisation of the space.

35 DATES AND TIMES OF FUTURE MEETINGS

The Executive Manager - Delivery and The Chairman agreed that full consideration had been given between members and officers about whether to continue with this sub-committee of cabinet and if not how accommodation topics such as have been discussed since this sub-committee has sat would be picked up. This decision would be a matter for Cabinet to decide but there was consensus in this meeting that it may not continue in its existing

PRIORY ROAD COMMUNITY HUB
PROJECT SUB-COMMITTEE - 28 February
2019

form.

It was agreed there was no need for a further meeting before the May election but officers should keep all members briefed via all member briefings as and when necessary in particular relating to the proposed new tenant to take the space where the contact centre is currently located. This was particularly relevant given the recommendation to delegate responsibility to officers to negotiate and conclude terms would be in front of Cabinet shortly and then on to Council towards the end of March 2019 for the funding to be set aside required as the Councils capital contribution towards tenants fit out works.

(The meeting ended at 4.00 pm)

(End of minutes)