

# ASSETS AND INVESTMENT COMMITTEE



**Date: Friday, 31 March 2017**

**Democratic and Members' Services**

Quentin Baker

LGSS Director: Law and Governance

**10:00hr**

Shire Hall

Castle Hill

Cambridge

CB3 0AP

**Room 128**

**Shire Hall, Castle Hill, Cambridge, CB3 0AP**

## AGENDA

Open to Public and Press

### CONSTITUTIONAL MATTERS

**1. Apologies for absence and declarations of interest**

*Guidance on declaring interests is available at*

<http://tinyurl.com/cccd-dec-of-interests>

**Minutes and Action Log of the Assets and Investment Committee 5 - 10**

**held 24th February 2017**

### OTHER DECISIONS

**Policy Review for Telecommunications Equipment Hosting on 11 - 38**  
**County Council Land and Buildings**

**Capital Project - Centre for Research and Engagement in Arts, 39 - 124**  
**Technology and Education (CREATE)**

**5. Finance and Performance Report**

*to follow*

**7. Exclusion of Press and Public**

*To resolve that the press and public be excluded from the meeting on the grounds that the agenda contains exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed information relating to the financial or business affairs of any particular person (including the authority holding that information)*

**Programme Highlight Report**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

The Assets and Investment Committee comprises the following members:

Councillor Roger Hickford (Chairman) Councillor Paul Bullen (Vice-Chairman)

Councillor Chris Boden Councillor Adrian Dent Councillor Lynda Harford Councillor David Jenkins and Councillor Paul Sales

*For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact*

Clerk Name: Dawn Cave

Clerk Telephone: 01223 699178

Clerk Email: dawn.cave@cambridgeshire.gov.uk

The County Council is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and
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encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol agreed by the Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request: <http://tinyurl.com/ccc-film-record>.

Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting the Democratic Services Officer no later than 12.00 noon three working days before the meeting. Full details of arrangements for public speaking are set out in Part 4, Part 4.4 of the Council's Constitution <http://tinyurl.com/cambs-constitution>.

The Council does not guarantee the provision of car parking on the Shire Hall site and you will need to use nearby public car parks <http://tinyurl.com/ccc-carpark> or public transport



**ASSETS AND INVESTMENT COMMITTEE: MINUTES**

Date: Friday 24<sup>th</sup> February 2017

Venue: Room 128, Shire Hall, Cambridge

Time: 10.05am – 11:00am

Present: Councillors Ashcroft (substituting for Cllr Dent), Boden, Bullen (Vice-Chairman), Harford, Hickford (Chairman), Jenkins and Sales

In attendance: Councillor Hoy

Apologies: Councillor Dent (Cllr Ashcroft substituting)

**74. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**75. MINUTES AND ACTION LOG OF THE ASSETS AND INVESTMENT COMMITTEE HELD 27<sup>TH</sup> JANUARY 2017**

A revised Action Log was tabled.

County Farms Estate Strategic Review Working Group – one meeting had taken place, another would be scheduled very shortly. **Action required.**

CHIC Managing Director – it was noted that David Gelling had verbally accepted the offer of employment, and would be starting in post in about a month's time.

The Committee resolved to approve the public and confidential minutes of the Committee meeting held on 27<sup>th</sup> January 2017, and note the Action Log.

**76. OPERATIONAL PROPERTY ACQUISITIONS**

Members considered a report on the findings of the Internal Audit Review of the Ely Archives project.

Members were reminded that a report had gone to the January Audit & Accounts Committee, attended by the Deputy Chief Executive and the Chairman. The Internal Audit Review included a number of

recommendations, and at their last meeting Assets & Investment Committee, Members had asked for a summary of lessons learned. The Deputy Chief Executive had met with the Internal Auditor and agreed a programme of actions. This had already commenced and would be fully implemented by the end of March.

It was unanimously resolved to:

1. note the management actions arising from the Ely Archives Lessons Learned Review.

## **77. COMMERCIAL PROPERTY ACQUISITIONS**

The Committee considered a report on governance surrounding the acquisition of properties for commercial investment purposes.

Members were reminded that the Committee had looked at two commercial acquisition opportunities over the last few months which had not come to fruition, but had been quite resource intensive in terms of officer and Member time. The Deputy Chief Executive observed that the Committee had not had a robust discussion to date on their risk appetite in terms of commercial property acquisitions, and no formal investment framework had been established. Until this framework was established, and bearing in mind the imminent arrival of David Gelling and the purdah/election period, it was recommended that no further opportunities be pursued for the rest of the municipal year.

It was clarified that the decision to pursue future opportunities would not just be based on the CHIC Managing Director's decision, as the Assets & Investment Committee would be making the decision whether or not to fund any potential acquisition, based on the MD's recommendation. It was therefore important that parameters were set so that the MD knows how to operate, and the type of investments the Committee was likely to consider, rather than reacting on an ad hoc basis: there needed to be a conscious commercial strategy.

The Chairman agreed with the Deputy Chief Executive's proposed approach, adding that whilst there had been consensus on what the outcome was, there had not been the discussion on how this would be achieved, and the Committee's risk appetite. He suggested that the report lacked mention of the potential cooperation with the Pension Fund, who were a good strategic partner, for whom some investments may be more appropriate.

A Member suggested that a workshop before the first meeting of the Committee following the Elections would be very helpful, not just to establish Members' risk appetite and preferred framework, but a much broader perspective on how the Committee's objectives would be achieved. He supported the Chairman's comments on the Pension Fund, but stressed that the governance issues in terms of separation between the County Council and the Pension Fund and CHIC need to be clearly established on a firm legal footing. Another Member commented that the differentiation between housing investments, where there was the potential to add a lot of value, and a commercial acquisition which would provide the Council with a revenue stream was also important.

It was unanimously resolved to:

- 1) agree that in light of the short period before the new Managing Director commences in post that no further acquisition opportunities are pursued at this point;
- 2) agree that the first meeting of the Assets & Investment Committee in the new municipal year include a workshop to confirm the Committee's risk appetite for commercial acquisitions, and to agree a clear process for considering such investment opportunities.

## **78. FINANCE AND PERFORMANCE REPORT**

The Committee considered a report on the financial and performance information relating to the areas within the Assets & Investment Committee's remit as at the end of January 2017.

The Deputy Chief Executive drew attention to positive moves on the revenue budget, and also some outstanding issues from the demerger of Property functions from LGSS, which would not be fully resolved until the end of the financial year.

It was resolved unanimously to:

1. review, note and comment upon the report.

**79. COMMITTEE AGENDA PLAN**

Members considered the forward agenda plan for Assets & Investment Committee. It was agreed that the first meeting of the elections needed to look at strategic issues.

An item on Sawtry Library was added to the agenda for the March meeting.

It was resolved unanimously to:

note the agenda plan.

**80. EXCLUSION OF PRESS AND PUBLIC**

It was resolved unanimously that the press and public be excluded from the meeting during the consideration of the following reports on the grounds that it is likely to involve the disclosure of exempt information under paragraph 3 of Schedule 12A of the Local Government Act 1972 as it refers to information relating to the financial or business affairs of any particular person (including the authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**81. PROGRAMME HIGHLIGHT REPORT**

Members considered a number of information/update papers.

It was resolved to:

note the report.

Chairman





# ASSETS & INVESTMENT COMMITTEE

## Minutes-Action Log

### Introduction:

This is the updated action log as at **21<sup>st</sup> March 2017** and captures the actions arising from the most recent Assets & Investment Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

### Minutes of 11<sup>th</sup> November 2016

Item No.	Item	Action to be taken by	Action	Comments	Completed
56.	Programme Highlight Report	John Macmillan	County Farms Estate Strategic Review Working Group	Dates to be agreed for December/January.  <i>Officers met with Chair and Vice-Chair and will verbally update Committee.</i>	Ongoing

### Minutes of 24<sup>th</sup> February 2017

81.	Programme Highlight Report	John Macmillan	Soham Gateway - Officers agreed to email Committee Members an update after their meeting with landowners on 01/03/17.		
81.	Programme Highlight Report	John Macmillan	Update on Over would be presented to the March meeting.		



**POLICY REVIEW FOR TELECOMMUNICATIONS EQUIPMENT HOSTING ON COUNTY COUNCIL LAND AND BUILDINGS**

**To:** Assets and Investment Committee

**Meeting Date:** 31<sup>st</sup> March 2017

**From:** Chris Malyon, Deputy Chief Executive

**Electoral division(s):** All

**Key Decision:** No

**Purpose:** To propose a revised policy for hosting mobile telecommunications equipment on Council owned land and buildings, excluding school properties.

**Recommendation:** The Assets and Investment Committee are recommended to:

- 1) Approve the revision of the Councils policy to allow mobile telecommunications equipment to be hosted on County Council owned land and buildings in order to facilitate improved mobile voice and data coverage across Cambridgeshire and to provide a rental income stream to the Council.
- 2) Delegate responsibility to the Chief Finance Officer in consultation with the Chair of Assets & Investment Committee for the wording of the revised telecommunications hosting equipment policy in a manner which balances the risks and opportunities in relation to increased mobile coverage and income generation for the Council.
- 3) Direct the Chief Finance Officer to undertake negotiations and enter into rental agreements for equipment hosting with mobile telecommunications operators or their representatives on behalf of the Council in line with Health and Safety Executive and the International Commission on Non-Ionizing Radiation Protection guidelines.

<b>Officer contact:</b>	
Name/Post:	Noelle Godfrey - Programme Director Connecting Cambridgeshire John Macmillan - Group Asset Manager
Email:	<a href="mailto:Noelle.godfrey@cambridgeshire.gov.uk">Noelle.godfrey@cambridgeshire.gov.uk</a> <a href="mailto:John.Macmillan@cambridgeshire.gov.uk">John.Macmillan@cambridgeshire.gov.uk</a>
Tel:	01223 699011/01223 699092

## 1. **BACKGROUND**

Over the last decade there has been an exponential growth of digital technology, which now underpins almost all aspects of modern living in every sphere across work, travel, leisure and health; and increasingly it impacts on the economic strength, sustainability and quality of life of all parts of the UK and beyond. As a consequence Internet access is now widely viewed as “the 4<sup>th</sup> utility” and mobile voice and data coverage is deemed essential.

Having a world class digital connectivity infrastructure is an essential component which supports and underpins key economic growth projects for the whole of Cambridgeshire, including the City Deal Programme and Wisbech 2020 amongst others. The “Digital Infrastructure Blueprint” (included at Appendix One) with associated coverage targets and plans to 2020, was approved by the Council’s Economy and Environment Committee in March 2017.

In contrast with the fixed broadband infrastructure rollout, over recent years mobile coverage has not significantly improved in Cambridgeshire and it currently lags behind surrounding counties. In surveys by the Chamber of Commerce and Cambridge Ahead mobile coverage has frequently been cited as a significant hindrance to businesses. Lack of reliable coverage also affects public service transformation programmes, including those supporting health and care integration.

Ofcom’s 2015 digital infrastructure report highlighted the fact that 2G mobile coverage in Cambridgeshire stood at 84% against the national average of 97%, and the situation regarding 4G coverage was even worse at less than 20% against the national average of 46%. Although inevitably more rural counties present greater challenges to providing mobile coverage, the fact that Cambridgeshire has noticeably poorer mobile coverage than many surrounding counties – including Hertfordshire, Essex and Northamptonshire, puts the county at a disadvantage.

Furthermore as the next generation of mobile services (known as “5G”) are developed and implementation is planned across the UK, it is important for the future prosperity of Cambridgeshire to be in the vanguard.

Although all of the mobile operators have stepped up their upgrade programmes in relation to new service commitments for 2017, this is not happening as far or fast enough to close the gap in Cambridgeshire. The government led national Mobile Infrastructure Project (MIP) that began in 2013 with the objective of delivering additional masts for mobile connectivity in “not spots” was wound up at the beginning of 2016, having failed to deliver all but a handful of additional masts across the country, with just a single new mast deployed in Cambridgeshire.

Mobile telecommunications operators have indicated that planning issues, difficulties in locating suitable land and buildings to locate masts, together with market challenges faced by mobile operators have all contributed to the current situation in Cambridgeshire.

## **2. MAIN ISSUES**

- 2.1 The current Telecommunications Masts Policy (included at Appendix 2) which prohibits the siting of equipment on Council property, including schools, dates back to around 2002. In keeping with the uncertainties of the time, it adopts a risk-averse position in order to minimise health and safety concerns amongst the general public. It also reflects estate management concerns that Mobile operators could effectively become “sitting tenants” on Council buildings, with a consequent impact on the value of the property portfolio and/or significant legal bills to remove them.
- 2.2 In the intervening period health and safety concerns have largely dissipated as take-up of mobile phones has become near universal. Meanwhile the Electronic Communications Code has recently been reviewed to strengthen the National policy in support of better mobile coverage, but also to attempt to minimise the incidence and impact of property disputes in relation to the hosting of telecommunications equipment.
- 2.3 Councils in other areas have taken a different view about hosting telecommunications equipment and the Council has recently commissioned a specialist report to review the current situation. The investigation was undertaken by property management specialists Lambert Smith Hampton (LSH), and the full report is included at Appendix 3.

### **2.4 Lambert Smith Hampton (LSH) Report Recommendations**

The main findings from main findings from the investigation undertaken by LSH were that:

- All four mobile operators are looking to expand their coverage nationally over the next 12-18 months and there is potential demand for access to Council sites if the council moves quickly to revise existing policy and negotiate terms.
- The provision of additional mast sites will help to support improved mobile coverage across the County.
- Having undertaken a “desktop” evaluation of the Councils land and property portfolio and conducted exploratory discussions with operators, LSH estimate that if the Council is able to attract greater use of assets to host telecommunications equipment it could generate an initial income of between £25-60k within the first year, rising to £130k-£321k per annum within five years.
- LSH conclude that the risks of impacting the property portfolio value by inadvertently granting “sitting tenants” rights to operators or their representatives can be mitigated by careful planning and by granting short term access where developments plans are known. This is outlined in further detail in Section 5 of the LSH report, at Appendix 3.

- LSH conclude that health and safety concerns can be minimised by ensuring that all sites are designed within the ICNIRP (International Commission on Non-Ionizing Radiation Protection) Guidelines and that the requisite certification is obtained on completion of any new mast deployments. This is outlined in Section 6 of the LSH report, Appendix 3.

- 2.5 Notwithstanding the guidelines it will still be challenging to site masts in the vicinity of schools and therefore this proposed policy amendment pertains only to non-school land and buildings.
- 2.6 The benefits of revising the policy for the Council would be improved mobile coverage across the County and a potential new source of revenue.
- 2.7 If Members approve the revision of the Council's policy the next steps would be to appoint an adviser using existing Framework arrangements to assist in identifying sites and negotiating terms with providers.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all:**

The report above sets out the implications for this priority in Section 1 above

#### **3.2 Helping people live healthy and independent lives:**

The implications of mobile coverage for this priority are outlined in the "Digital Infrastructure Blueprint" included at Appendix 1.

#### **3.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The financial implications have been outlined in Paragraph 2.4 above.

#### **4.2 Statutory, Risk and Legal Implications**

Risk mitigations have been outlined in Paragraph 2.4 above.

#### **4.3 Equality and Diversity Implications**

There are no significant implications within this category

#### **4.4 Engagement and Consultation Implications**

There are no significant implications within this category

#### 4.5 **Localism and Local Member Involvement**

Mobile coverage impacts across all areas of the County.

#### 4.6 **Public Health Implications**

Risk mitigation in relation to Health and Safety have been outlined in Paragraph 2.4 above.

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Chris Malyon
<b>Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?</b>	Yes Name of Legal Officer: Fiona McMillan
<b>Are there any Equality and Diversity implications?</b>	No Name of Officer: Tamar Oviatt-Ham
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Jane Sneesby
<b>Are there any Localism and Local Member involvement issues?</b>	No Name of Officer: Tamar Oviatt-Ham
<b>Have any Public Health implications been cleared by Public Health</b>	Yes or No Name of Officer: Tess Campbell needs to consult with Iain Green – on leave

<b>Source Documents</b>	<b>Location</b>
N/A	

# Cambridgeshire and Peterborough Digital Connectivity Blueprint for 21ST CENTURY INFRASTRUCTURE

An up-to-date and future-facing Digital Connectivity Infrastructure is essential for Cambridgeshire to maintain its position as a leading digital county



## Economy

- UK digital economy largest of the G-20, already more than 1% of GDP and growing 2.5 times faster than any other sector.
- Internet traffic set to double every two years
- Above average demand for digital connectivity in Cambridgeshire
- 30% growth in tech-based businesses - employing more than 60,000 staff with turnover greater than £1bn in the Greater Cambridge area alone.

## Education & Skills

- Being online at home has positive effect on children's attainment
- Next generation expected to be 'always on'
- Digital skills are vital for employers
- Job searches and training increasingly online

## Business

## Communities

## Public Sector + 3rd Sector

## Residents

## Academia

## Quality of life

- Rising numbers of internet devices per household
- 90% of adults use the internet, 65% use smartphones to go online
- Online shopping, banking and paying bills
- Frictionless working reduces travel time and congestion
- Digital access to public services
- Entertainment and shopping in touch

## Health & Wellbeing

- Using digital technology to modernise health - Cambridgeshire & Peterborough Sustainable Transformation Plan (STP)
- Local Digital Roadmap (LDR) improving connectivity, quality and effectiveness of health care by 2020.
- Health apps and online tools provide rapid, reliable information for patients
- Data and information sharing helps health and social care work together
- Telehealth and remote monitoring to help people live independently

## DIGITAL CONNECTIVITY TIMELINE





## **Appendix 2**

### **POLICY ON THE INSTALLATION OF TELECOMMUNICATION MASTS AT COUNTY COUNCIL EDUCATIONAL PREMISES- adopted for all CCC buildings in 2002**

Some schools and colleges in the County have been approached by companies offering financial inducements to permit cellphone companies to install telecommunication masts on their premises.

#### County Council Policy

The County Council policy on installing telecommunication masts (whether freestanding or attached to a structure) is as follows:-

- **Permission will not be given by the Property and Procurement Division (PPD) for the installation of any new or additional masts on school premises.** The existing arrangements and agreements with the telecommunications company regarding maintenance and access will have to be reviewed by PPD.
- The Head of Property and Procurement may permit the installation of small microwave receivers for local County Council communications (eg microwave IT link to schools). Such proposals will be fully evaluated by PPD officers, and any work will be carried out by vetted contractors and with full agreement of establishment managers. Any such work will be subject to a full risk assessment for each site.

#### Health Hazards

The media have reported that the microwave radiation transmitted by telecommunication masts may create a health hazard, especially to young children. The appropriate body for the provision of advice on non-ionising radiation is the National Radiological Protection Board (NRPB), a statutory body created by the Radiological Protection Act 1970.

The current advice from the NRPB is that there is no firm evidence for the existence of a cancer hazard from exposure to electromagnetic fields in the electrical, electronic and telecommunications industries. Nor are they aware of any scientific data which establishes a link between microwave exposure and childhood leukaemia. Future research may clarify this issue further.

It is also important to consider that, although the NRPB provides advice on limiting exposure to electromagnetic radiation, it is the operating company's responsibility to ensure that their radiated signals are controlled and limited in compliance with NRPB guidelines. Only the operator of the base station has the technical data to establish the exact microwave levels produced by their station. **The County Council cannot be certain that these guidelines are being adhered to and consider it necessary to err on the side of caution**

## Other Potential Health and Safety Hazards

Apart from the risks associated with microwave transmissions there are a number of other health and safety issues to be considered when installing telecommunication masts. These are as follows:-

- The County Council will not be selecting nor setting standards for the contractors that install the masts, and will be unable to determine their quality of work or their level of health and safety competence in advance.
- There is a risk of falling objects during the installation work. This could have a significant impact on the day-to-day use of the school.
- The physical installation may affect the fabric of the structure on which it is fixed, and may lead to structural or other problems (such as roof leaks). The operating company may dispute its liability to repair any such damage.
- The part of the structure best suited for microwave reception, and therefore installing the mast, may not be able to withstand the additional weight of the mast assembly.
- The County Council has a statutory duty to provide a safe place of work and healthy working environment for all of its employees. In addition, similar duties are extended to visitors; to those persons for whom the Council and its employees provide services; and to persons who hire or otherwise make authorised use of Council facilities, (Statement of health, safety and welfare policy Section I 1.1). The County Council is responsible for ensuring that its buildings do not create risks to anyone. If regular access is required to a part of a roof (or other high structure) which is not normally used by the County Council, the installation of a mast will require that protection be put in place (eg a guard rail). Alternatively, the Council must ensure that the operating company assesses the risk of falls in the same way as Council contractors, and provide scaffolding or other means of access to reach the mast safely. Monitoring this requirement would create unacceptable additional expense and work for County Council employees.
- Additional cabling associated with the mast may have to be routed through the playground and other areas on the premises. The location of the cable will not only require trenches, but may require the trenches to be re-opened later if there is a failure in the system.
- To maintain the masts whenever they fail, the operating company will need 24 hour access to the County Council building and premises. It will be difficult to control this access, and the company employees or contractors may compromise the site security during and out-of-work hours. Maintenance of the masts may also require a call-out arrangement with a member of the school staff (caretaker/ site officer/Head Teacher).

## Insurance Liability

The Insurance and Risk Control Section is concerned that schools may be signing agreements with operating companies, without their legal responsibilities or those of the County Council being clearly defined. For example, if there is an accident at the school as a result of the installation, maintenance and use of a mast, it could be unclear where liability would rest. Although the County council is not the owner of the mast, it still has duties under the relevant Occupiers Liability legislation. It is also a requirement of the Insurance and Risk Control Section that schools seek advice from the Legal Division before entering into any form of agreement of this nature. **Agreements with telecom companies can only be legally signed by the Head of legal Services or Head Of Estates (PPD) and not by the establishment manager.**

The Insurance Section have also experienced several incidents during the summer where telecommunication masts were affected by electrical storms. Where lightning conductors are inadequate, some masts could attract lightning and as a result the electrical systems within schools and the fabric of the building could be severely affected.

The County Council feel that the above hazards far outweigh the financial benefits received by schools and colleges.





**Lambert  
Smith  
Hampton**

**[www.lsh.co.uk](http://www.lsh.co.uk)**

## **Mobile Infrastructure Policy Review**

On behalf of Cambridgeshire County Council

Prepared by

Lambert Smith Hampton

Tower Wharf

Cheese Lane

Bristol

BS2 OJJ

## **SECTION CONTENTS**

<b>1</b>	<b>EXECUTIVE SUMMARY</b>
<b>2</b>	<b>INTRODUCTION</b>
<b>3</b>	<b>MARKET COMMENTARY</b>
<b>4</b>	<b>ELECTRONIC COMMUNICATIONS CODE</b>
<b>5</b>	<b>RISK MITIGATION</b>
<b>6</b>	<b>HEALTH AND SAFETY</b>
<b>7</b>	<b>OPPORTUNITY AND BENEFITS</b>
<b>8</b>	<b>PLANNING PERMISSION FOR TELECOMMUNICATIONS DEVELOPMENTS</b>
<b>9</b>	<b>WORKING WITH NETWORK OPERATORS</b>
<b>10</b>	<b>NEW SITE DEMAND</b>
<b>11</b>	<b>INCOME PROJECTION</b>

## **1 EXECUTIVE SUMMARY**

LSH believe that there is a small but sustained level of interest in your land and building assets for new telecoms developments over the next 5 years and we would advise that the Council implement a new Policy that IS proactively open to developing network coverage across the County to support the businesses and residents.

It is important to stress that the opportunity to secure the additional revenue generated from new telecoms development is finite and if the Council are unable to act quickly the operators will seek alternative solutions to develop their network in the County.

## **2 INTRODUCTION**

Cambridgeshire County Council have instructed LSH to carry out a review of the Council's property and land assets and advise on the expected level of interest in acquiring new telecommunications sites from the mobile network operators (MNO's).

The report will also provide a market commentary of the sector, advise on the associated risks of a new telecoms development in relation to the Council's overarching estate management and provide a summary on the Electronic Communications Code.

The final sections of the report will outline the expected revenue that could be generated from potential telecoms site acquisitions that takes into account both current and speculative demand to increase network capacity through new site acquisitions. We will also advise on our recommended approach to working with the operators in order to maximise both the network coverage in the County and revenue for Cambridgeshire County Council.

## **3 MARKET COMMENTARY**

Consumers today expect ubiquitous, fast, reliable and high quality availability of technology and this is true perhaps none much more so than in the mobile telecommunications sector. As a result of increasing demand and high volume traffic significant pressure has been placed on operators to rapidly adapt and upgrade their telecommunication networks.

Subsequently, the UK has seen all four of its major operators launch 4G Services over the past 4 years starting with EE in 2012. Furthermore, recent estimates by Cisco reveal that mobile data traffic is expected to see an 11-fold rise between 2013 and 2018 with 70% of that being accounted for by video.

New site acquisition has virtually ground to a halt across the UK with all operators focussing on network consolidation and their strategic approach to 4G and the development of 5G that is expected to be broadcast within the next 5 years. These changes mean that there are now effectively two, rather than four, organisations planning and building the mobile networks in the UK. This has resulted in a far greater amount of sharing, and an increase in the types of sharing, that occur across the mobile phone networks. These sharing agreements mean that there will ultimately be fewer base station sites across the UK.

There are 4 main categories of Telecoms Operators in the UK:-

1. Mobile network operator such as CTIL or MBNL,
2. The emergency service network that is currently operated by Airwave
3. Wireless broadband operators such as UK Broadband or Optimity.
4. An infrastructure provider such as Arqiva or Wireless Infrastructure Group, who will then sublet space on their towers to the above 1-3.

The types of installation then fall into 3 separate categories:-

1. A Rooftop development
2. A standalone mast known as a Greenfield site
3. A Microcell or picocell that is typically installed on the side of a building and is designed to provide coverage to a small area, such as a high street or shopping centre.

Mast and aerial sites are either developed by an operator or broadcaster primarily for their own use. Site sharing facilities are sometimes offered as a secondary function or, they are developed by a 3rd party or infrastructure provider such as Arqiva who is primarily interested in attracting site sharers as their main business and in turn the income from this creates an investment which clearly has a market value.

The mobile network market is dominated by the 4 main high street operators – Vodafone, EE, Hutchison 3G and O2, who together with a few third party infrastructure providers are able to dictate the market to some degree and occupy a unique position within the UK property market, sharing many characteristics both with traditional utility networks as well as commercial property.

The level of telecoms rents has matured in recent years with operators seeking to strictly control the levels of rent paid within a geographic region as the number of sites increase to cope with the growing demand for coverage and capacity.

In Cambridgeshire, the tone of rents for Greenfield installations ranges between £4,000 to £6,000 p.a. depending on the exact location, equipment rights and lease terms. In contrast, rooftop rents range from between £7,500 p.a. to £13,000 p.a. although dependent on the same variables. Landlords that house a Microcell or Picocell can expect to receive a rent in the region of £2,500 pa.



## **Network Consolidation and Infrastructure Sharing**

In their quest to cut costs and reduce network interference operators have embarked on ambitious infrastructure sharing arrangements that will lead to a substantial reduction in the 52,500 telecoms base stations across the UK.

Such integration has not been without its difficulties with increased potential management complications for multiple Code systems operators on a single site as well as increased compulsory powers under the Electronic Communications Code. However, there is some market evidence of premiums and favourable adjustments to lease terms being agreed with landlords to facilitate consolidation.

### **EE, Hutchison 3G & MBNL**

Everything Everywhere (EE) is a 50-50 joint venture between T-Mobile (UK) and Orange U.K., set up in 2010. H3G and T-Mobile previously merged networks to form a new company known as MBNL in 2007.

EE announced in June 2012 long anticipated plans for extensive network consolidation – a number of existing Orange sites have been decommissioned and the remainder assigned into the name of Everything Everywhere and Hutchison 3G. Orange has merged with T-Mobile to create EE which has partnered with H3G to create Mobile Broadband Networks Limited (MBNL).

The impact of this consolidation cannot be underestimated – by completion, the MBNL network will consist of approximately 12,500 sites consolidating the former T-Mobile UK and Three networks, which previously numbered more than 18,000 2G and 3G sites in total. 30% fewer sites delivers 25% savings in the average site rental annually which equates to £1 billion in savings for each MBNL partner over 10 years.

### **Vodafone, Telefónica & CTIL**

In October 2012 OFCOM approved plans for Vodafone and Telefónica to extend their existing Cornerstone partnership in a similar way to EE. The operators created a new 50/50 joint venture company called Cornerstone Telecommunications Infrastructure Limited (CTIL) that will consolidate their existing network infrastructure, and lay the foundation for further sharing on LTE.

By opting to proceed down the full consolidation route, Vodafone and Telefónica have recognised that they were competitively disadvantaged in the marketplace compared to their rivals. As three of those rivals shared the cost of running a UK-wide network, Vodafone and Telefónica were each running a

UK-wide network nearly independently. Over time, this extra cost burden would have hit their operating margins and prevented them from effectively competing with their rivals.

In the Vodafone/O2 Cornerstone Project, ground rents of combined sites are being split 50-50 and these companies are offering a percentage payaway to the landlord based on this arrangement rather than true site share values. Leases that have expired are no longer renewed but instead the operators seek to put new leases in place in the name of CTIL, with free sharing granted within the agreements to both Vodafone and Telefónica.

### **Emergency Services - Airwave & EE**

Airwave is a mobile communications network used by Great Britain's emergency services. They are due to lose their £1.2Bn contract to provide services to Police, Fire and Ambulance from 2017. A new 4G enabled mobile network will replace the Tetra communications services currently provided by Airwave, whose services will be gradually phased out by 2020. This will result in the potential loss of up to 5,000 sites nationwide, but replaced by services and new site requirements from other operators. It is unclear how the award of this contract to the service provider (EE) will impact sites within Cambridgeshire.

### **Wireless Broadband – UK Broadband, Optimity, Metronet & 6G**

It was announced in February 2017 that UK Broadband, the operator behind the Relish wireless broadband service in London is to be sold to Hutchison 3G for £250m. This acquisition will allow Hutchison 3G to expand their services into wireless broadband across the country.

The wireless broadband sector has grown in recent years with the emergence of organisations such as Optimity, Metronet and 6G and this is expected to grow significantly in the next 3-5 years where network expansions into the regions is now anticipated.

### **Future Developments**

#### **4G**

The term 4G is generally used to refer to mobile broadband services delivered using the next generation of mobile broadband technologies, including Long Term Evolution (LTE) and WiMAX.

OFCOM authorised EE to start rollout of 4G in 2013. Other operators have been slower to catch up. The introduction of 4G has been forecast to require an additional 40,000 sites nationwide, split between upgrades and new sites. This started in 2015 and is expected to last up until 2018.

## **5G**

5G is currently under development and is expected to be rollout from 2020 onwards. EE due to their ownership of BT and collaboration with Nokia, or possibly Vodafone, are likely to be the first operator to have a live 5G network.

The rollout of the 4G network has not been handled well and given that the UK was rated 54<sup>th</sup> in world for its 4G network the government are keen that this is not repeated when the new 5G network comes into existence.

### **Summary**

The market for telecommunications sites has neared saturation and there is extensive rationalisation taking place as operators seek to share sites in order to reduce operational costs. As a result there has been limited rental growth in recent years. This pressure on rents is tending to become more regularly supported by third party decisions which indicate that regional variations in rent are starting to appear. Generally, rents in the south east of England and the Home Counties are higher than that elsewhere in the country, although below those in London.

## **4 ELECTRONIC COMMUNICATIONS CODE**

OFCOM are responsible for granting code powers to network providers and it maintains a register of those to whom the code has been applied.

The code covers all “electronic communications equipment”, defined as: ‘Apparatus which consists of or includes the sending or receiving of communications or other signals transmitted by means of an electronic communications network’.

The code enables telecoms licence operators (both mobile phone operators and fixed line operators) to provide electronic communications networks by installing and maintaining telecoms apparatus in, over and under land. Not only does it grant rights for them to do so on public land but also to do so on private land. Paragraph 2 of the code provides that a freeholder or a tenant (under a lease for a term of a year or more) may voluntarily agree in writing the right for the telecoms operator or execute any works on its land. In the absence of being able to reach an agreement with the landowner, the telecoms operator can rely on its power under the code under paragraph 5 and seek a court order granting its rights.

In practice operators will negotiate an agreement, normally by way of a lease or licence, and are reluctant to go to court to force landowners to grant them rights under the code. If the court does

make an order it set out the terms and conditions on which basis the rights are granted and, critically, the level of compensation and consideration payable to the owner under paragraph 7. Once the agreement has been entered into, there are only two ways in which an owner can seek the removal of an operator's apparatus under the code. These are set out in paragraphs 20 (alteration of equipment) and 21 (removal of equipment) of the code.

Code powers do not exist to benefit a particular operator but to protect public access to electronic communications networks and associated services. The increase in network coverage means that it is increasingly difficult for network operators to prove that the loss of a particular site will produce a gap in coverage. In this context, counter notices are only served in the hope that it will be a deterrent, either forcing the landlord to drop their demands or at least increase time for negotiation.

Network operators do not welcome the costs and risk of going to court. In fact, I am not aware of any case actually brought by mobile phone network operators since the Act's inception. In my experience, telecommunications operators tend not to stand in the way of a redevelopment, not least because of the compensation they might have to pay (as a result of their successful paragraph 5 application) if the redevelopment is prevented as a result of their enforced occupation.

Operators do not generally like to engage the Code as it affords them significant protection which may make it unattractive for landlords to engage with them regarding the placement of their equipment in the first place. The terms make it clear that the tenant cannot rely upon its rights under the Code.

### **The New Electronic Communications Code**

This Code is in the process of being replaced over the next year or two as part of the Digital Economy Bill and is designed to benefit the Operators by granting them increased rights for less rent, although crucially it will not be retrospective.

The table below provides a comparison of how we expect the new Electronic Communications Code to impact on the telecoms sector.

CURRENT CODE	NEW CODE
Valuation of land based on the value to the operator	"no scheme" valuation system
Right to share and upgrade Code rights determined by contract	Automatic right to share and upgrade Code rights
In addition to the current Code, the Landlord and Tenant Act 1954 may apply to provide security of tenure unless excluded	Landlord and Tenant Act 1954 will not apply to telecommunications leases
Code may be contracted out from pursuant to contract, however not tested	Cannot contract out of the new Code
Dispute to the County Court	Disputes to the Lands Chamber of the Upper Tribunal

## 5 RISK MITIGATION

With the protection provided to the operators through the Electronic Communications Code landlords are advised to take necessary precautions before agreeing to host a new development on their buildings or land assets.

We strongly advise that the Council establish what holdings are due for redevelopment over the short, medium and long term before considering hosting any new telecommunications development. With that in mind all new leases should contain a 'lift and shift' provision to allow the Council to carry out any planned or emergency maintenance works. We can advise further on how best to mitigate these risks should negotiations develop for any new sites.

Where the Council have forecast the major redevelopment of a building or land asset the operators will agree to a short term lease or flexible break clause. Once a telecoms development is in situ it is essential that the Council anticipate any redevelopment at least 18 months in advance in order to secure the removal or relocation of the operators prior to the commencement of any works.

Lambert Smith Hampton's experience of securing the removal or relocation of an operator from a building or plot of land confirms that the early engagement with the operators, alongside the service of the relevant legal notices under the Landlord and Tenant Act 1954 and Electronic Communications Code, is the most effective way of securing vacant possession.

The time in which it can take to obtain vacant possession can often be shortened if a landlord is able to offer up an alternative site close to the existing site location, whether that be on a permanent basis or even a temporary mast whilst a permanent site was secured nearby. Given Cambridgeshire

County Council's extensive estate the Council are well placed to assist the operators maintain coverage, whilst ensuring the timely removal of the equipment from the asset due for development.

## 6 HEALTH & SAFETY

There is a public misconception that telecoms developments produce high levels of radiation that can cause long term health problems.

Mobile phone base stations are radio transmitters with antennas mounted on either freestanding masts or on buildings. Radio signals are fed through cables to the antennas and then launched as radio waves into the area, or cell, around the base station.

Mobile phones and devices are new but the technology is not and research has been going on in this area for almost 75 years. Radio base stations are designed to comply with stringent, precautionary public exposure guidelines set out by ICNIRP (International Commission on Non-Ionizing Radiation Protection).

These guidelines have been developed following a thorough review of the science surrounding radio waves.

After a thorough review of the available scientific findings, the World Health Organisation reported:

*"To date, the only health effect from RF fields identified in scientific reviews has been related to an increase in body temperature ( $> 1^{\circ}\text{C}$ ) from exposure at very high field intensity found only in certain industrial facilities, such as RF heaters. The levels of RF exposure from base stations and wireless networks are so low that the temperature increases are insignificant and do not affect human health".*

### **Control of Electromagnetic Fields at Work Regulations 2016**

In the UK, new legislation will shortly be coming into effect, namely the Control of Electromagnetic Fields at Work Regulations 2016.

The document states that: "Some work activities will involve exposure to levels of EMFs which may exceed the ELVs and so potentially pose a risk to workers;" and goes on to list "Broadcast & telecoms base stations inside the operator's designated exclusion zone" as presenting a risk. The underlined passage is relevant here.

## **Exclusion zones**

Close to some telecoms base station antennas, the power density can exceed Guideline Levels (see below). Operators calculate compliance distances in various directions from their antennas in order to define a boundary outside which the guidelines can never be exceeded.

Preventative measures such as administrative procedures or physical barriers are implemented to ensure that people do not accidentally enter regions defined as exclusion zones. The design of sites would normally be such that the general public would not be able to stray into regions designed as exclusion zones.

For large macrocellular base stations radiating around 100 W or more, exclusion zones in the range 10 to 15 m may be required in front of the antennas to ensure exposures remain within the ICNIRP guidelines for public exposure. In other directions such as below and behind the antennas, the exclusion zones would extend for lesser distances. The operators will produce detailed drawings for all new installations detailing the exclusion zones of the antennas, therefore employees and contractors will never normally enter the operator's designated exclusion zone.

## **Guideline Levels**

All telecoms base stations installed on Cambridgeshire Council property will be designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection. These guidelines are designed so that no member of the public is expected to be exposed to electromagnetic fields in excess of these guidelines.

The International Commission on Non-Ionizing Radiation Protection public exposure guidelines have been taken as the numerical basis for the EU Council recommendation of 12 July 1999 (Reference 1999/519/EC) "on the limitation of exposure of the general public to electromagnetic fields (0 Hz to 300 GHz)".

In summary, if a base station is ICNIRP compliant then no further action is required. A certificate or statement of compliance will be provided by all Telecoms network providers for each site where there is equipment to be installed.

## **Measuring Exposure Levels**

Public Health England Centre for Radiation, Chemical and Environmental Hazards (CRCE) carries out surveys of exposure levels in the environment around base stations using spectral monitoring equipment that can measure all of the radio signals present at a location separately. The equipment

consists of a set of measuring antennas mounted on tripods that are connected in turn to a spectrum analyser which measures the signal strengths and passes the data to a computer for subsequent analysis.

The total exposure due to all of the radio signals acting together is calculated from the data acquired with the spectral monitoring equipment and presented as an exposure quotient. The exposure quotient describes the exposure in relation to the ICNIRP guidelines; for example, the exposure at a typical location might be 1/5,500 of these guidelines.

The CRCE has made many measurements of exposure levels at publicly-accessible locations around macrocell base stations and in June 2000 the NRPB Report was published, which contains measurements taken at 118 locations from 17 different base station sites.

Average exposures were found to be 0.002% of the ICNIRP public exposure guidelines and at no location was exposure found to exceed 0.2% of the guidelines.

## **7 OPPORTUNITY AND BENEFITS**

### **Income**

There is a time limited opportunity for Cambridgeshire County Council to let their property assets to generate income from the telecoms market. If the Council cannot offer these assets to the market quickly, then the network operators will look for alternative private sites to locate their equipment.

Market research and soft market testing, undertaken on behalf of Cambridgeshire County Council, indicates that there is an appetite to utilise building assets to provide better coverage in both the mobile network and wireless broadband services in a fast paced and rapidly growing market:

- For the mobile network operators this will be to enhance their coverage of 2G (phone and text) and 3G (mobile broadband) services and, primarily, adding new 4G and 4G L TE (fast mobile broadband) services;
- For the wireless broadband operators this will be to break into new markets and compete with the fixed line broadband suppliers.

### **Digital Connectivity**

The Council acknowledges that there is a need to speed up broadband and mobile coverage in the County, by supporting network operators to upgrade and expand the telecommunications infrastructure that exists today.



The aim of the process will be to find the optimum balance of benefits and income levels; where sites have been identified you should seek to lease these on a site-by-site basis so as not to lose the interest of the network operators, who will seek alternative sites if you do not move quickly enough.

In order to maximise the opportunity for improved network coverage in the region it is essential that you obtain the buy in from the 5 local authorities within Cambridgeshire County Council – Cambridge City Council, East Cambridgeshire District Council, South Cambridgeshire District Council, Huntingdonshire District Council and Fenland District Council.

By offering up their estates to the network operators we are far more likely to achieve the Council's primary objective of achieving the residents and small medium enterprises request for improved telecoms coverage in the region.

## **8 PLANNING PERMISSION FOR TELECOMMUNICATIONS DEVELOPMENTS**

Telecommunications Operators benefit from certain permitted development rights with regard to the installation, alteration or replacement of telecommunications apparatus. This means that development is either 'permitted development' under Part 16 of the Town and Country (General Permitted Development) (England) Order 2015 (the GPDO), or it requires 'planning permission' for which an application must be made to the local planning authority.

Permitted development rights are restricted in certain designated areas, such as the South Downs National Park, Conservation Areas or Sites of Special Scientific Interest (SSSI). Nor do they apply on listed buildings or scheduled monuments.

While most other categories within the GPDO, such as householders, can carry out permitted development without involving the local planning authority, mobile operators are subject to restrictions on these rights.

### **1. Permitted Development**

Minor forms of development that meet the criteria defined within the General Permitted Development Order, are classed as permitted development. This includes development such as; the installation of additional antennas on existing masts and equipment cabinets with a volume of less than 2.5 cubic metres.

The developer is obliged under Regulation 5 of the Electronic Communications Code (Conditions and Restrictions) Regulations 2003 to notify the Local Planning Authority in writing of the intention to

install telecommunications apparatus. The development however, is permitted by law and does not require an application to, consultation with or determination by the Council.

## **2. Full Planning Permission**

Development that does not comply with the GPDO requires planning permission. This includes development such as;

- Masts over 15 metres in height,
- Dish antennas that exceed 1.3m separately or 3.5m in any dimension when measured collectively.

An application for full planning permission must be submitted to the Council who have 56 days in which to carry out the determination process. By the end of the 56 days a decision is made to either Refuse or Approve the proposal. If the proposal is Refused, the applicant can submit an appeal to the Planning Inspectorate who would make a final decision on the application. Conditions requiring additional details, such as screening, can be attached to the grant of consent.

## **3. Permitted Development that requires Prior Approval**

Development that complies with the requirements of the GPDO, is permitted development. However if the development falls within one of the following categories an application for prior approval is required from the Local Planning Authority:

The prior approval procedure applies to, the construction, installation, alteration or replacement of:

- A ground based mast of up to and including 15 metres in height
- A mast of up to and including 15 metres in height installed on a building or structure
- An antenna (including any supporting structure) which exceeds the height of the building or structure (other than a mast) by 4 metres or more at the point where it is installed or to be installed
- Radio equipment housing with a volume of 2.5 cubic metres
- Development ancillary to radio equipment housing (for example, fences or access roads)

Furthermore any development on Article 2(3) land (e.g. National Park, Conservation Area) or Sites of Special Scientific Interest (SSSI) also require an application for prior approval, unless the development is in relation to fixed line broadband equipment where Prior Approval is not required.

Development within the above category must follow the prior approval procedure, under which the Council is given the opportunity to say whether it wishes to approve details of the siting and appearance of the installation. The developer is obliged as part of this process to give notice of the proposed development to any owner or tenant of the land in question prior to the submission of an application.

The only factors that can be considered under an application for prior approval are those concerning the 'siting' and 'appearance' of the proposed development. Factors concerning siting may involve, height of the site in relation to surrounding land, topography of the site and vegetation, openness and visibility of the site, designated areas, the site in relation to existing masts, structures or buildings or proximity to residential property. With regard to appearance this can include details such as; materials, colour, design, dimensions, overall shape, solid or open framework. No other factors can be considered by the Council for this type of application.

Applications for masts that require planning permission are dealt with under the normal planning procedures and will be assessed against a range of planning criteria as well as policies set out in the adopted development plan, such as a Local Plan and Neighbourhood Plan.

The planning authority will need to balance the social and economic benefits of any particular telecoms development against its potential environmental impact.

In addition the Local plan states that whilst the Council are aware of the public concerns regarding the Health and Safety implication of telecommunications however if the National Government guidance states that if a proposed mobile base station meets the International Commission on Non-Ionizing Radiation Protection (ICNIRP) guidelines for public exposure then it should not be necessary for a local planning authority to further consider concerns about its effect on Health and Safety.

## **9 WORKING WITH NETWORK OPERATORS**

The Council recognises the importance of its position, as a major landowner in the County in facilitating the provision of a modern telecommunications infrastructure. However, the Council has to balance this role with its duty, as a public body, to consider the interests and concerns of the people who live and work in Cambridgeshire.

Therefore, while the Council may be prepared to allow its land and buildings to be used for the siting of telecommunications equipment this should be subject to the equipment/development meeting a number of conditions.

The recommended approach is to work with the network operators to see if their requirements can be accommodated on Cambridgeshire County Council's buildings or Land Assets and agree the grant of leases at open market rents. A wider marketing exercise to offer all Cambridgeshire County Council's building and land assets has been carried out with network operators who are looking to lease building assets quickly to enhance their network rollouts.

As well as the revenue potential the project will benefit businesses, residents and visitors by enhancing coverage of the 4G network (i.e. fast mobile internet access) and introducing access to wireless broadband technologies, we are also hopeful that it will stimulate the telecoms market and encourage other network operators to enhance their connectivity in Cambridgeshire, bringing better coverage and competition.

## **10 NEW SITE DEMAND**

We understand there to be a moderate demand for new sites across the County and having undertaking a thorough review of Cambridgeshire County Council and the District Councils' planning portals we have established that there have been over 20 planning applications for new telecoms developments and existing site upgrades over the past 18-24 months

This provides us with a strong indication for the new site demand over the next 12-24 months and through soft market testing we understand that CTIL have an active demand for new sites across the County, and this is supported by the majority of the planning applications within the County over the last 2 years made by O2 and Vodafone.

Optimity and UK Broadband are two well funded businesses that are new to the sector and have rolled out a wireless broadband network in London over the past 12 months, with this set to continue over the next 2 years. Their focus will then switch to the regional towns and cities in the following 3 years with Cambridge and Peterborough very much in their focus.

Network planning is a complex and commercially sensitive area. Each operator will initially conduct their own survey of the sites in a particular area, guided by the level of demand and their own internal governance procedures, and submit a proposal to lease a particular site if it is deemed suitable for their purposes.

Site demand is driven by multiple factors including customer and network demand for coverage, capacity & quality; existing network topology; terrain; population density; traffic flows; self-imposed service criteria and competitor analysis. Rural areas are far less likely to see inward investment unless the operators are incentivised. One solution would be to offer up the 5 District Council's portfolios thus allowing for the operators to plan a network over a far greater area.

A potential site is then assessed to determine how well it will meet this demand. Criteria include: building height & location; space available; position of antennas; adjacent installations; potential for signal interference; lease costs; build costs and the data link to the main network (backhaul).

Given the inherent complexity of this process it is impossible for a landowner to accurately determine the potential value of a specific site to a network operator. What may be a valuable site to one operator may have only negligible value to another.

That said the operators are likely to target the more populated areas such as tourist attractions and the city centre locations of Cambridge and Peterborough. Other areas of significant interest are likely to be the main trunk roads through the County along with the A1 and M11 and the land adjacent to the railway lines.

By offering up the entire land and property portfolio, including the schools which are likely to prove of significant interest, the operators are far more likely to plan an entire network based on your assets, as opposed to approaching other landlords for individual site acquisitions.

Working with Housing Authorities, landlords, with large property holdings and the Police will also increase the chances of improving network coverage in the County.

## **11 INCOME PROJECTION**

We have undertaken a high level review of the potential income achievable across the estate and we have based new site demand on the information provided and have extrapolated this based on our experience of other Council's portfolios. We have also modelled the impact of any premiums we are confident we would be able to negotiate alongside changing equipment rights and associated lease terms.

If the Council implement a policy that proactively supports the development of telecoms installation then we forecast the following income over the next 5 years.

	Operator(s)	No of Sites	Minimum Rent **	Maximum Rent ***	One Off Premiums	Portfolio Rental Income
Phase 1 – 2017	CTIL	5	£25,000	£60,000	£10,000 - £20,000	£25,000 - £60,000
Phase 2 – 2018	CTIL	5	£25,000	£60,000	£10,000 - £20,000	£50,000 - £120,000
Phase 3 – 2019	CTIL, EE&3, UKB & Optimity (speculative)	6	£30,000	£72,000	£12,000 - £25,000	£80,000 - £192,000
Phase 4 – 2020	EE&3, UKB & Optimity (speculative)	5	£25,000	£60,000	£10,000 - £20,000	£105,000 - £252,000
Phase 5 – 2021	EE&3, UKB & Optimity (speculative)	5	£25,000	£60,000	£10,000 - £20,000	£130,000 - £312,000
	<b>TOTAL</b>	<b>26</b>	<b>£130,000</b>	<b>£312,000</b>	<b>£52,000 - £105,000</b>	<b>£130,000 - £312,000</b>

\*\* On the assumption that all new sites are Greenfield installations with rents of c.£5,000 pa

\*\*\* On the assumption that all new sites are Rooftop installations with rents of c.£12,000 pa

CTIL have indicated that subject to planning they would like to acquire up to 10 new sites on Cambridgeshire County Council's holdings over the next 24 months, phases 1 & 2. At this stage CTIL have not confirmed which buildings or land holdings they would like to utilise so we have had to caveat the revenue model based on the two different types of telecommunication installation – a Rooftop and a Greenfield mast.

The operators new site rollout is forecast up to 24 months in advance and therefore for phases 3 – 5 we have speculated the level of interest based on the size of your portfolio, planning applications within the County over the last 12-24 months, the emergence of wireless broadband services in the regions and the expected developments in technology, such as 5G and the likely network demand that will result from it.

**CAPITAL PROJECT – CENTRE FOR RESEARCH AND ENGAGEMENT IN ARTS, TECHNOLOGY AND EDUCATION (CREATE)**

**To: Assets and Investments Committee**

**Meeting Date: 31<sup>st</sup> March 2017**

**From: Wendi Ogle-Welbourn, Executive Director – Children Families and Adults**

**Electoral division(s): All (and specific to Arbury Ward)**

**Forward Plan ref: N/a Key decision: No**

**Purpose:** To advise Assets and Investment committee on work to date and obtain views and the confirmation of the release of the site to support the General Purposes Committee decisions for a project to convert a Council-owned community arts building in North Cambridge into a state-of-the-art National Centre for Research and Engagement in Arts, Technology and Education (CREATE) facility from which to develop and promote innovation in arts education, arts therapy, talent development, research and community participation.

**Recommendation:**

- a) Agree the use of the site and building known as St Luke's Barn, within the site of St Luke's Primary School, French's Road, Arbury for the development of the project under the provisions and approvals given by General Purposes Committee on 21<sup>st</sup> March 2016
- b) Confirm the continuation of the cultural centres approach developed by Cambridgeshire Music following options appraisal for provision of its services and other cultural education across the three target locations in North Huntingdon, North Cambridge and Wisbech.

<b><i>Officer contact:</i></b>	
Name:	Matthew Gunn
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## **1.0 BACKGROUND**

- 1.1 On 21<sup>st</sup> March 2017 the attached paper and appendices were considered by General Purposes Committee.
- 1.2 General Purposes Committee resolved the following:
- 1.3 Support a non-repayable commitment of capital investment of between £250,000 and £500,000, to support and unlock other application processes to trusts and national funding, subject to ongoing scrutiny on business case and the securing of the external funding.
- 1.4 Support a request for an additional 10 year repayable Council loan of £500,000 as part of the £3.6 million fundraising from multiple streams. This might not be required if external sources of funding were able to support the development to the level expected.
- 1.5 Agree the use of a traded reserves by Cambridgeshire Music towards the project at £80K per year for up to 5 years.
- 1.6 Agree no draw down unless full funding identified from external sources.
- 1.7 Agree finances as a), b) and c) (1.3, 1.4, 1.5) above which reflected the maximum commitment from the County Council.
- 1.8 Report back progress to General Purposes Committee in September.
- 1.9 Agree to establish a Member Working Group to oversee progress and act as a steering group driving outcomes.
- 1.10 Agree subject to approval of release of site by Assets and Investments Committee.

## **2.0 MAIN ISSUES**

### **2.1 Site release for potential conversion (ref: 1.10)**

- 2.1.1 In 2014 Cambridgeshire Music was asked if it could make use of the recently acquired building towards the storage and operational space for its work. This had been identified as needed as part of non-financial options appraisals undertaken from 2010 onwards and the service was trying to identify an appropriate site in Cambridge as this is a principle market place for trading and therefore creating financial resilience.
- 2.1.2 On viewing the building it was suggested that although spaces could be used in the current state, clearly in the long-term a greater opportunity to provide better financial security, partnership working and new opportunities to share cultural education could be made through developing the site. A feasibility study was requested to consider how necessary spaces could be developed.
- 2.1.3 Following feasibility processes and to enable the service to build funding investment towards the potential project, Cambridgeshire Music was assigned management of the site by property board in 2016 and it is not considered “surplus” to requirements. The service intends to provide



activities and traded services on site from April 2017 as part of development work in the area.

- 2.1.4 Ongoing discussion with the school and current users, local councillors, city council cultural team and internal estates colleagues indicates that the location of the site does not lend itself to a more commercial development such as residential or commercial units. The building is not surplus to requirements so estates team have not carried out formal evaluation. It has been indicated that the following will be constraints on releasing any “market” value of land in Cambridge:
- 2.1.5 The Barn is situated in the middle of an operational school site. This is not a usual situation and requires additional consideration of access controls and safeguarding.
- 2.1.6 Due to its location, St Luke’s Barn is currently only accessible through St Luke’s C of E Primary School Site. The main area of the school site is owned, freehold, by the Trustees of the Old Schools of Cambridge. CCC has no formal documented rights of access over the land held by Trustees of the Old Schools of Cambridge to our retained land. The County Council’s access rights therefore are more limited and scope for redevelopment would rely on negotiation with the Old Schools Trust. The Trust, School and Diocese are supportive of the current proposal.
- 2.1.7 Alternative access might be created over a private road which abuts the school site and St Luke’s Barn. Again, however, CCC has no formal rights of access over this private road. If CCC did wish to access St Luke’s Barn via the private road, a formal right of way would need to be negotiated and the freeholder may wish to charge for this right, particularly if CCC was to try to develop St Luke’s Barn commercially i.e. a ransom situation. Additionally any erosion of the green field land used by the school for sports activities would potentially require approval under the Sports Fields legislation protection.
- 2.1.8 Cambridge City Council Planning Policy opposes the loss of community assets. Any development for alternative use would be subject to planning and the potential risk would be factored into the valuation process.
- 2.1.9 The cost of works and timeframe would be dependent on the nature and type of development proposed.

## **2.2 Site Condition**

- 2.2.1 The existing building will require financial investment to improve, sustain or demolish and restore the original site, probably within 5 years. Cambridge City Council carried out an appraisal of the roof condition which indicated major repair was required. Further surveys of the site have been carried out by the school including the Barn.

## **2.3 Proposal Build Options**

- 2.3.1 The conversion costs of the building are £3.6m, a demolish and rebuild option would be £4.5m.

- 2.3.2 The benefits of new build in terms of energy efficiency, sustainability and maintenance are a consideration. Equally any design will require planning approval and it might be necessary to keep aspects of the look and feel of the current building e.g. arch shape. This would need to be discussed further with planning officers.

## **2.4 Risk management for Capital Project and Programme**

- 2.4.1 Existing standards for management of capital project risk will be applied through the design and build process. Programme risk has been assessed as part of the ACE application and mitigation measures identified.

## **3.0 ALIGNMENT WITH CORPORATE PRIORITIES**

- 3.1 Please see the attached GPC paper

## **4.0 SIGNIFICANT IMPLICATIONS**

- 4.1 Please see the attached GPC paper

<b>Source Documents</b>	<b>Location</b>
<b><i>GPC Appendices</i></b>	Attached

**CAPITAL PROJECT – CREATE**

**To:** General Purposes Committee

**Meeting Date:** 21st March 2017

**From:** Wendi Ogle-Welbourn,  
Executive Director – Children Families and Adults

**Electoral division(s):** All (and specific to Arbury Ward)

**Forward Plan ref:** 2017/018 **Key decision:** Yes

**Purpose:** To advise General Purposes committee on work to date and obtain views and support for a project to convert a Council-owned community arts building in North Cambridge into a state-of-the-art National Centre for Research and Engagement in Arts, Technology and Education (CREATE) facility from which to develop and promote innovation in arts education, arts therapy, talent development, research and community participation.

- Recommendation:**
- a) Support a non-repayable commitment of capital investment of between £250,000 and £500,000, to support and unlock other application processes to trusts and national funding, subject to ongoing scrutiny on business case and the securing of the external funding.
  - b) Support a request for an additional 10 year repayable Council loan of £500,000 as part of the £3.6 million fundraising from multiple streams. This may not be required if external sources of funding are able to support the development to the level expected.
  - c) Agree the use of a traded reserves by Cambridgeshire Music towards the project at £80K per year for up to 5 years.

<b><i>Officer contact:</i></b>	
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## **1.0 BACKGROUND**

- 1.1 This project will convert the St Luke's Barn, a Cambridgeshire County Council (CCC) owned (formerly Cambridge City Council managed) community centre on the site of St Luke's Primary School, French's Road, Cambridge, into a National Centre for Research and Engagement in Arts, Technology and Education.
- 1.2 This is part of a long-term facilities development project by Cambridgeshire Music to establish bases in areas of disadvantage: Oxmoor (Huntingdon), Wisbech and Arbury (North Cambridge).
- 1.3 The improved building will support cultural arts using digital technology and distributed blended learning programmes enabling children and young people and their extended families across the whole county to benefit. It will provide a refreshed and resilient community hub in the Arbury ward that can attract local people and connect them not only culturally but with other services and self-supporting opportunities. It increases the available locations for intervention work to support vulnerable young people and the health and well-being of the population.
- 1.4 Drivers behind this project include:
- Entry for GCSE arts subjects are almost 20% lower than in recent years. There are now 15% less arts teachers and hours of provision in schools than in previous years. This programme will provide alternative models for engagement by young people alongside the creative curriculum in schools.
  - Creative industries are one of the largest, fastest growing and major export sectors in our national economy and are important to local business in Cambridgeshire. Digital creativity development is the priority in this sector and this is recognised by our cultural partners in the county as a need locally.
  - Transport barriers affect socially excluded those in rural areas and young people reliant on adults for mobility in being able to access cultural engagement. Population growth in the county will impact this further.
  - Lower levels of attainment need targeted support to improve the chances for vulnerable children; cultural education provides an engagement mechanism that benefits attendance at school and learning outcomes for less academic students.
  - Active ageing is an important part of ensuring older people are connected and able to engage with their communities, both locally and linked to their areas of interest.
  - A third of boys only access arts activities in school, yet those engaged in cultural activity are 3 times more likely to obtain a degree, stay in jobs for longer and have higher job satisfaction. Disadvantaged children are more likely to vote and have better health if engaged in the arts.

- 1.5 The lead organisation for the project will be Cambridgeshire Music, the local authority's music service providing traded music and music therapy services to schools, settings and families, bands and orchestras, events and projects and increasingly dance and drama. It is also the Lead Partner for the Music Education Hub, established to lead the implementation of the National Plan for Music Education in the county. Delivery of this includes activities, commissioning and bursaries, supported by annual funding from the Department for Education (DfE) via the Arts Council of England (ACE), which it was confirmed in the Autumn of 2017 will be sustained over the next four years. Much of the organisation's work operates on a full cost recovery basis already and securing new income streams will increase productivity service resilience and reduce risk to Council.
- 1.6 In determining locations for the service, assessments from 2010 onwards concluded that a small number of high quality locations would provide a best solution for cultural services outside of schools to meet community need. Sites close to known areas of disadvantage maximise benefit from such facilities to those communities and the potential for securing funding investment. Ideally these need to be in larger population areas in order to attract market share.
- 1.7 The Music Service relocated from Papworth to Huntingdon (Oxmoor) in 2016 as the first stage of the three centre project. The other identified locations are in North Cambridge (Arbury) and Fenland (Wisbech). The site proposed in North Cambridge is the St Luke's Barn, behind St Luke's Primary School.
- 1.8 A feasibility study (Appendix 3) identified an option to remodel the building at a cost of £3.6m. Management of design and build process will be via the appropriate internal team.
- 1.9 Considerable work has already been undertaken to consider the options for developing the cultural facilities required, the choice of available sites and associated market places, feasibility, business planning and modelling and programming. These are provided as Appendices 1-6:
- Appendix 1 - Options Appraisal – background document
  - Appendix 2 - Draft Travel Plan
  - Appendix 3 - Feasibility Study
  - Appendix 4 - Summary of financial plan
  - Appendix 5 - Business development strategy
  - Appendix 6 - Fundraising plan

## **2.0 MAIN ISSUES**

### **2.1 The purpose of the centre**

- 2.1.1 In addition to the existing work of the Music Hub and service, the business model includes programmes that increase economic, environmental, capital, social and human resilience.
- 2.1.2 The programme of activity made possible by the development of such a facility adds to existing work by enabling:
- Local North Cambridge communities to access a high quality cultural education infrastructure.

- Arts organisations, artists and venues to use a creative space with high quality acoustics, recording and streaming capability that supports interaction/collaboration between young people and artists across the county using cutting edge digital technology.
  - Young people in Cambridgeshire to access specialist expertise, engage with professional, high quality arts, use space to practice and connect artistically, access digital skills development for career development, music therapy, cultural resources beyond traditional venues, and leadership opportunities.
  - Cambridgeshire school staff and arts educationalists to gain confidence and skills to deliver cultural engagement within the modern education system.
  - An addition to the County profile of a national centre of excellence driving forward technology in arts education supporting Cambridgeshire business, economy and research.
  - An improved community resilience not only in the local ward but also across the community of interest in cultural education.
- 2.1.3 The programme builds upon the digital sector expertise and “brand” of the county, and expects that at the heart of all the programmes will be the use of technology to export opportunities to engage, discover, learn and interact using streaming and broadcast/recording mechanisms. Whilst some of this can be delivered using individual technology and situations, safeguarding requirements will need to be modelled and led through piloted and monitored mechanisms prior to rolling out delivery individually. Dance, drama and larger music ensemble cultural activities need outreach spaces designed and set up for this process and these cannot be delivered by a single webcam process.
- 2.1.4 Many people are unable to physically access city based cultural education resources available from visiting and resident individuals or organisations. The use of digital access will increase nationally over the next generation to address this (it is already happening) and the authority needs to plan for an infrastructure that can support it for communities in Cambridgeshire.
- 2.1.5 Locally the space will provide high quality affordable access to rehearsal and production facilities for local venues. It will complement and support outreach work by enabling them to access currently unavailable resources.
- 2.1.6 Cultural talent is drawn away from the county to London, reducing the potential for communities to benefit from a pool of local expertise. Resources for young artists to support continued connection to their communities increases the quality of culture available across the county.
- 2.1.7 Arts therapies such as Music and Drama therapy, are clinical interventions which are rated highly by users and schools for the benefit to people in communication and social development, health & well-being and behaviour. There is unfulfilled demand for these opportunities.
- 2.1.8 We have strong and respected research hubs in our Universities. There is a need to disseminate results of studies and link this to activity that can benefits delivery and maximises the knowledge gained from such research locally. It provides an action research base for further education research and practice in ‘creativities’.

- 2.1.9 As modelled in the business plan – these types of programmes will increase investment and generate engagement and some surplus which will improve the financial position of the Council overall and lower the risk of a trading unit operating in a not-for-profit marketplace.

## **2.2 Site Condition**

- 2.2.1 The existing building will require financial investment to improve, sustain or demolish and restore the original site, probably within 5 years. Due to position and access, there are limitations on the types of activity for which the site could be used: change of use, planning and transportation will all be factors in any non-community education usage which is why it is ideal for a digital distribution based centre for arts education.

## **2.3 Investment and Fundraising**

- 2.3.1 The conversion costs of the building are £3.6m, 93% of which is being sought outside the County Council.
- 2.3.2 A non-repayable investment of between £250,000-£500,000 is requested from CCC towards the costs of the project.
- 2.3.3 In relation to the other funding streams being pursued, by July 2017, if the maximum investment from County Council was possible, this would secure £2.24million (62%) of investment including:
- An application to the Arts Council of England (ACE) for £1m of public funding has been made and is pending decision in July. Our conversations with officers there are indicative of the strength of our bid and it is national and regional context that will determine the outcome. We know that they value significantly any investment from local government and that a local commitment will send a strong message. As part of the bid, some of the funds released will enable the design and planning phase to be completed.
  - Loan finance options have been explored with advice from Creative United with a potential low 3.5% loan rate for a 10 year repayment of £500K.
  - It is proposed to use £240K of Cambridgeshire Music trading reserves accumulated towards the project.
- 2.3.4 We are pitching for investment from multiple business investors through meetings with group forums such as Cambridge Ahead and through individual contacts. Being able to indicate potential funding in place of 62% again will support these conversations as we know they wish to invest locally in appropriate projects – particularly those that support skills, cultural and educational needs. We are asking for an investment level of £1million towards the project, which may be across multiple companies. Together with the above funding this is 90% of the investment required.
- 2.3.5 Applications are to be made to 40 + trusts and charities that support these kinds of activity and small scale crowd funding for the remaining investment. It is intended that 100% of fundraising will be completed by

April 2018 but there is provision in the risk management for some slippage in timescale.

## **2.4 Risk management for Capital Project and Programme**

- 2.4.1 Existing standards for management of capital project risk will be applied through the design and build process. Programme risk has been assessed as part of the ACE application and mitigation measures identified.

## **3.0 ALIGNMENT WITH CORPORATE PRIORITIES**

### **3.1 Developing the local economy for the benefit of all**

- 3.1.1 1 in 11 jobs in the UK are within the creative industries. Arts and creative thinking skills are vital for our economy and schools need support to embed this in all curriculum areas. Young people need places to access opportunities beyond school to advance skills and connect with creative industries. The centre will provide a focus for this and connectivity with other centres, schools and settings to ensure this is available beyond the major population areas, via a blended learning programme. It will increase the knowledge and skills-base of teachers and leaders in creative education to maximise use of quality digital-based pedagogy to engage people.
- 3.1.2 The programme and building will increase investment into and economic output in the local area of Arbury Ward. New digital service development will impact economies in communities across the county and beyond. The identity and “brand” of Cambridgeshire digital, learning and research practice will promote high quality provision widely. Links with library, education, health and business sectors will enhance the reach of the digital provision and economic benefit.
- 3.1.3 An operating surplus will be generated and reinvested or held to support financial resilience. This will improve the security of the economy of the existing arts education infrastructure, associated jobs and related industries as well as a potential return to Council.
- 3.1.4 The building will provide spaces that were identified as needed by the City Council in Audit & Needs Analysis of the Arts Infrastructure in the City of Cambridge (2013) to meet the impact of population growth and corresponding cultural infrastructure. Added activity space will generate new income. Service turnover increases from £1.98m (16/17) to £2.97m in Year 6 of programme operation (2025/26) as a result of economic change.
- 3.1.5 Learning programmes will enable people to develop and apply digital and media skills within the cultural industries, providing new routes into employment and workforce for the technology and cultural sectors.
- 3.1.6 By Year 5 we will engage annually 52,000 young people and 5100 adults. This will include 17,000 people in rurally isolated areas and 11,000 that are economically disadvantaged. 12,000 of these contacts will come from the North Cambridge and Fenland areas.
- 3.1.7 We will be working with 240 education institutions and providing through them access to cultural resources for their pupils and families. The



potential reach therefore for this project is across the whole school population and extended community once embedded within the education and health structures, increasing the return value of the original investment.

### **3.2 Helping people live healthy and independent lives**

- 3.2.1 Strong cultural communities support a range of benefits to people, in their work and leisure, their health & relationships, their self-confidence and resilience and their personal and local economy. Cultural activity happens as part of most people's leisure time and often surrounds us informally in and around work as well. It provides a connection with place and people, society and community. It is about quality of living in our County.
- 3.2.2 In the Council strategy for building resilient communities as well as recognising geographical requirements, it is also noted that: "Communities include families and wider networks and 'communities of interest'". This community hub is built upon a wide community of interest in cultural engagement and education through digital connectivity. If peoples' lives are enriched, they can influence the available opportunities for themselves.
- 3.2.3 The building will provide spaces so people to come together to create and explore culture both in the building and remotely with digital connectivity. This will provide a greater access to a wider cultural experience, linking diverse communities.
- 3.2.4 As people learn and improve skills, with access to support and guidance, they can make choices about their leisure activities and/or opportunities for developing careers in cultural or other industries.
- 3.2.5 The design and operation of the building will be steered by members of our community of interest (both local and virtual) and the programmes of activity similarly. We will encourage volunteering, co-curation of projects and engagement in the design of major events.
- 3.2.6 By Year 5 we expect our work each year to engage with 47,000 school pupils, over 6000 amateur artists developing their skills, 500 older people and 700 professional artists.

### **3.3 Supporting and protecting vulnerable people**

- 3.3.1 Situating this development in a location with identified need will enable us to reach and support a community, including vulnerable people. A community hub, focused on creativity and arts, can encourage different connections with people through culture but signpost to additional support. Such engagement will lead to other needs being identified, local support and where provided, County expertise.

- 3.3.2 As this hub is also a virtual resource with connectivity beyond a physical location, it connects people across the county with resources for help and support, in their own area, through other community hubs or via targeted support where required. The information transfer potential is high if the structures are created with teams across the Council in a way that provides a “soft” mechanism for an individual to choose to access them. The extension of the access to schools to all their pupils and pupil families increases the reach further. These benefits have a financial value to Council by increasing community resilience and information.
- 3.3.3 Arts therapy spaces provide opportunities to support mental health and wellbeing – participation for disabled and non-disabled people in integrated activities and adaptations using technology to enable all people to contribute and create – modelling best practice to institutions and a base for research into new ideas and developments.
- 3.3.4 Skills development will be targeted through projects and activities towards those at risk of unemployment or disengagement using integrated mechanisms to support aspiration, again across the county using the digital mechanisms.
- 3.3.5 Cultural centres can reach across diverse communities and enable dialogue and respect to be developed through understanding and creative endeavour.
- 3.3.6 Our partnership working with Cultural Education Partnerships, the County Virtual School and Intervention teams and our Health sector projects mean that by year 5, of the total people we will be engaging with annually, 2,700 will be experiencing mental ill-health, 1,700 will have special education needs and 11,000 will be identified as disadvantaged.

## **4.0 SIGNIFICANT IMPLICATIONS**

### **4.1 Resource Implications**

- 4.1.1 The following bullet points set out details of significant implications identified by officers:
- 4.1.2 The capital costs of the project are £3.6 million of which up to £500K is requested as a non-returnable investment from the County Council; the remainder is to be raised externally from a range of sources.
- 4.1.3 The fundraising strategy (Appendix 6) spreads the financial risk across:
- Public Income (CCC) £250k-£500k
  - Public Income (ACE) £1 million
  - Public Income (Cambridge City Council) £100k
  - Public Income: £1.35m
  - Corporate Sponsorship: £700k
  - Grants and Donations: £656k
  - Loan Finance: £500k
  - Founder Partners’ Investment (from arts organisation stakeholders): £350k
  - Contributions from Cambridgeshire Music Trading Reserves during the build period. £240K

- 4.1.4 By Year 5 of operation the combined capital and revenue expenditure will be over £13.6million, achieving a 27:1 value from a single £500K investment made by CCC. We have modelled by this stage to be returning an annual £80k surplus for return to CCC or reinvestment which cumulatively would exceed the original investment within 7 years and over a 20 year period provide a potential cash return of £1.6million.
- 4.1.5 Ongoing revenue costs form part of the music service budget and will be covered by earned income and external grants as per the business model. This includes national funding from the Department for Education which has been sustained for a further four years. The programme is annually reviewed to take account of available grant income and scaled accordingly in order to manage financial risk.
- 4.1.6 Cambridgeshire Music currently operates on a zero budget basis and has for the last two years provided a small return from trading to the Council. It is considered nationally to be a strong music education hub providing a broad range of high quality provision and commissions. There are no other countywide cultural providers of this type, nature, scale and structure. It is requested that reserves to be developed by the service are used towards the programme to reduce other fundraising targets and increase the impact of the revenue work. This capital project will be the first that a music education hub, if successful, will have undertaken with Arts Council investment.
- 4.1.7 The property involved will require investment within the medium term, to ensure safe continued usage; or removal of the facility, with associated adverse consequences for local community and environment. The costs of this are not quantified by Council currently but will be significant.
- 4.1.8 The development will improve the digital cultural provision across the county and is expected to be built within public sector IT structures. Data management for sensitive information will not be affected.
- 4.1.9 There will be some additional human resources required for building operation, which is modelled in the business planning. However the technology design is planned to provide for remote opening and closing of the building to limit out of hours costs.
- 4.1.10 The current building is in a poor state and the improvements proposed will significantly improve the environmental impact of the facility. The design stage will consider all options for further enhancing the environmental effects of the building operation.
- 4.1.11 The proposal has been recognised within the cultural education sector as innovative and developing new models of work in this field, both for current and future needs.

## **4.2 Statutory, Legal and Risk**

- 4.2.1 The following bullet points set out details of significant implications identified by officers:

- 4.2.2 There is no statutory driver behind this project.
- 4.2.3 A Legal agreement will be needed to manage the asset, in order to secure some external funding, to protect the access rights to the facility and maintenance of access, to change land usage if required and ensure the project is not affected adversely by any future change in school status.
- 4.2.4 There is a need to ensure that consideration is given to existing community access and alternatives supported should this not be possible as a result of the upgrade of the building.
- 4.2.5 Risks to the project are:
- a) Capital build risks – mitigated by design and build process in line with Milestone schemes and
  - b) Programme funding and grants – mitigated by cautious business modelling spread across different activity areas and a scalable programme according to available funding.
- 4.2.6 Community safety implications rest with the need to ensure no adverse impact on residential surrounding areas with regard to people and vehicle movements. Improvements to the grounds, access, lighting and visibility and security mechanisms will result in a net improvement in safety overall. Proximity of the school site will require safeguarding review.
- 4.2.7 Health and Safety risks are higher with the building in its current state of repair. The project will provide a safer and more appropriate building suitable for all people including those who are disabled. The improvements to the school site that are being discussed as part of the development will increase pedestrian safety and provide more controlled access to the site.
- 4.2.8 The project supports the rights of the child to cultural engagement and education.

### **4.3 Equality and Diversity**

- 4.3.1 The following bullet points set out details of significant implications identified by officers:
- 4.3.2 The project will improve access to the services and cultural resources in the County by developing the digital infrastructure to connect people beyond the City. It has been designed taking into account the Council's responsibilities under the Equality Act 2010.
- 4.3.3 Programmes created in the new facility are provided by a service that operates the same provision for all users and staff, under the equality guidance for the Council. Support is provided to enable access for those who are unable to afford or engage for some reason. It is expected that the development will increase diversity of the workforce and participants in the activities provided above current levels due to the nature of the programmes.

#### **4.4 Engagement and Communications**

- 4.4.1 The following bullet points set out details of significant implications identified by officers:
- 4.4.2 A public consultation was carried out in Autumn 2015 with arts and education stakeholders. The potential of the centre to provide for access, infrastructure and opportunity was recognised and supported by the consultation.
- 4.4.3 The Community Impact Assessment will be prepared for the General Purposes Committee paper as part of the next stage of planning.
- 4.4.4 A further local community consultation is planned as part of the design stage after July 2017.
- 4.4.5 Discussion has taken place with the City Council cultural team as part of the process, the Music Education Hub Board, the Arts Council of England and with Senior Management Team in the Council.
- 4.4.6 There is an increased opportunity for volunteering locally and community engagement as a result of this project. We expect to use models created in other places to fully involve our geographical community and our community of interest virtually to both design the space and the programme provided in it as well as provide opportunities for volunteers. The project will extend the emerging links between the arts, cultural, education, local authority and private sectors in Cambridgeshire, sharing the resource of the redeveloped building and working together to drive quality and engagement in cultural education.
- 4.4.7 Employees are already mobile workers and are not affected. The local Members have been consulted and their advice followed.
- 4.4.8 Partnerships are already in place to develop the programme and profile of the building with BBC Cambridgeshire (who wish to support the digital skills agenda) both universities in relation to research and education teams, cultural leaders in the city and other arts venues and the local school.

#### **4.5 Localism and Local Member Involvement**

- 4.5.1 The following bullet points set out details of significant implications identified by officers:
- 4.5.2 The project will create a facility that connects local people in Arbury ward, through a space to meet and exchange ideas, and interests and through this encourage support for each other.
- 4.5.3 The community of interest digitally connected across the County will support cultural development in local areas by linking them with schemes and projects that target such work as well as each other.

- 4.5.4 The development of the programme will be embedded in the population interest both from the local ward and online. Local people will identify their interests and demands for support and will help with the design and use of available funding to target this. This will particularly benefit the local ward, and the member for Arbury has been consulted about the project.
- 4.5.5 As part of the project, improvements to manage the traffic and access issues that exist locally near the venue, school site security and improvements to the school environment have all been discussed. As well as direct access to six schools within walking distance, the design of a digital centre is focused on broadcast outwards rather than physical attendance, deliberately to minimise pressures on transportation.

#### **4.6 Public Health**

- 4.6.1 The following bullet points set out details of significant implications identified by officers:
- 4.6.2 Quality of life benefits individual health directly and cultural engagement therefore plays an important part in supporting social, physical and mental activity.
- 4.6.3 By connecting people who cannot travel to locations digitally we can bring them together with positive experiences and connect them with others, reducing isolation. This can enable better access for older people and those in residential settings and improve the engagement for people with long term activity limiting illness.
- 4.6.4 By providing blended learning programmes people can develop themselves and be empowered to make positive choices for their work as well as leisure, benefiting their economic situation and health.
- 4.6.5 Our programmes in arts therapy provide evidenced opportunities to support improvements in mental health (higher prevalence in Cambridge City and Fenland), autism, emotional and behavioural conditions, alongside social development as part of participatory activities generally.
- 4.6.6 The provision of a community based cultural hub will attract a range of local visitors that can be connected to support mechanisms within the community and targeted where necessary supporting the resilience strategy.
- 4.6.7 Targeted projects using cultural engagement as a medium for work with specific groups of people (e.g. young carers, adults with long-term conditions) will help us to provide positive experiences for their wellbeing and ensure connection with relevant support benefiting individuals and their families.
- 4.6.8 Reducing the reliance on transportation to access cultural education will contribute positively to air quality.

- 4.6.9 Improvements in attainment and social development for children and young people through cross-county engagement will benefit their long-term health.
- 4.6.10 Opportunities to encourage physical activity and nutrition through digitally communicated dance, health and well-being programmes will support the agenda for improving healthy behaviours.

Implications	Officer Clearance
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: M Wade (CYP)
<b>Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?</b>	No response
<b>Are there any Equality and Diversity implications?</b>	Yes Name of Officer: Keith Grimwade CFA Service Director
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Simon Cobby
<b>Are there any Localism and Local Member involvement issues?</b>	Yes Name of Officer: Keith Grimwade CFA Service Director
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Tess Campbell

Source Documents	Location
<i>Supporting New Communities Strategy- CCC</i>	<a href="http://www.cambridgeshire.gov.uk/download/downloads/id/4543/ccs_supporting_new_communities_strategy_final.pdf">http://www.cambridgeshire.gov.uk/download/downloads/id/4543/ccs_supporting_new_communities_strategy_final.pdf</a>
<i>Community resilience strategy</i>	<a href="http://www.cambridgeshire.gov.uk/download/s/file/4176/community_resilience_strategy">http://www.cambridgeshire.gov.uk/download/s/file/4176/community_resilience_strategy</a>
<i>Taking Part 15-16 Child Report</i>	<a href="https://www.gov.uk/government/collections/sat--2">https://www.gov.uk/government/collections/sat--2</a>
<i>Taking Part 15-16 Quarter 4 report</i>	<a href="https://www.gov.uk/government/collections/sat--2">https://www.gov.uk/government/collections/sat--2</a>
<i>Cambridge Joint Needs Assessment</i>	<a href="http://cambridgeshireinsight.org.uk/jsnasummaryreport">http://cambridgeshireinsight.org.uk/jsnasummaryreport</a>
<i>Milestone 1 feasibility report</i>	Cambridgeshire Music 36, Mayfield Rd, Huntingdon PE29 1NL

<i>CREATE Consultation report with Stakeholders</i>	Cambridgeshire Music 36, Mayfield Rd, Huntingdon PE29 1NL
<i>Music Education Audit – Schools Headlines 2015-16</i>	Cambridgeshire Music 36, Mayfield Rd, Huntingdon PE29 1NL
<i>Audit &amp; Needs Analysis of the Arts Infrastructure in the City of Cambridge (2013)</i>	<a href="http://www.cambridge.gov.uk">www.cambridge.gov.uk</a>
<i>ACE Cultural Education Data Portal</i>	<a href="http://www.artscouncil.org.uk/research-and-data/children-and-young-people">http://www.artscouncil.org.uk/research-and-data/children-and-young-people</a>
<i>2015 Exec summary Primary Research (into school perceptions of the benefit of music)</i>	Cambridgeshire Music 36, Mayfield Rd, Huntingdon PE29 1NL
<i>ImagineNation: The Case for Cultural Learning</i>	<a href="http://www.culturallearningalliance.org.uk/about-us/imagine-nation-the-case-for-cultural-learning/">http://www.culturallearningalliance.org.uk/about-us/imagine-nation-the-case-for-cultural-learning/</a>
<i>Social Mobility and the Skills Gap, Creative Agenda October 2016</i>	<a href="http://www.creativeindustriesfederation.com/supporters/">http://www.creativeindustriesfederation.com/supporters/</a>
<i>Health &amp; Wellbeing benefits research</i>	<a href="http://www.artshealthandwellbeing.org.uk/resources/research">http://www.artshealthandwellbeing.org.uk/resources/research</a>
<i>A Level candidate numbers 2002 onwards</i>	Cambridgeshire Music 36, Mayfield Rd, Huntingdon PE29 1NL
<i>Accelerating the Achievement of Vulnerable Groups ELG 260916</i>	<a href="http://www.cambridgeshire.gov.uk/downloads/file/3322/accelerating_achievement_strategy">http://www.cambridgeshire.gov.uk/downloads/file/3322/accelerating_achievement_strategy</a>
<i>Children and Young People Mental Health Slides</i>	Cambridgeshire Music 36, Mayfield Rd, Huntingdon PE29 1NL
<i>Cross sector participation</i>	As above
<i>Dance Research Report Sept 2015</i>	As above
<i>How do young people engage with music</i>	As above
<i>Social Media</i>	As above
<i>Vision for Dance</i>	As above
<i>Taking Part Year 10 longitudinal report</i>	As above
<i>150413 School Improvement Strategy</i>	As above
<i>Confidential Appendix 1 - Options</i>	Attached



Appraisal – background document	
Confidential Appendix 2 - Draft Travel Plan	Attached
Appendix 3 - Feasibility Study	Attached
Confidential Appendix 4 - Summary of financial plan	Attached
Appendix 5 - Business development strategy	Attached
Confidential Appendix 6 - Fundraising plan	Attached



**Business Development Strategy 2017-18****Evidence or Supposition of Need**

- Customers need primarily web-based, interactive information, resources and points of sale.
  - The internet was used daily or almost daily by 82% of adults (41.8 million) in Great Britain in 2016, compared with 78% (39.3 million) in 2015 and 35% (16.2 million) in 2006. In 2016, 70% of adults accessed the internet 'on the go' using a mobile phone or smartphone, up from 66% in 2015 and nearly double the 2011 estimate of 36%. 21% of adults used smart TVs to connect to the internet in 2016. In 2016, 77% of adults bought goods or services online, up from 53% in 2008, but only up 1 percentage point from 2015. (source: ONS 08/16)
- Cambridgeshire Music needs to increase its financial resilience by diversifying its business model and spreading its financial risk across new value propositions and sectors. Potential individual donors seek opportunities to financially support the arts, wellbeing and social justice in their communities. Potential corporate sponsors seek opportunities to support and develop quality of life for their employees and customers.
  - Charitable giving to DCMS-funded directly and indirectly organisations is holding steady at £444m 2014/15 compared to £455m in 2013/14 and after a significant rise from £292m in 2012/13
  - Over four years (2010/11-2014/15) the turnover of Cambridge companies has grown by 31%, employment by 26% and the number of companies by 24%. To put this into an international context, over the same four years' total employment grew in China by 1.5%, in the USA by 7.4%, and in the UK as a whole by 6.4%. (Source Cambridge Ahead Feb16)
- Cambridgeshire Music needs high quality, consistent evidence of its reach, quality, engagement, impact and resilience to inform performance management, strategy development and business development
  - Quantifying the benefits [of arts and culture] and expressing them in terms of facts and figures that can evidence the contribution made to our collective and individual lives has always presented a problem, but it is something that arts and culture organisations will always have to do in order to secure funding from both public and private sources. (Arts Council England 03/14)
- Cambridgeshire Music needs to mobilise its staff to advocate and promote its activities
  - 60% of CM staff lack confidence in engaging with business development (primary research 01/17)

**Core Services/Activities to be provided 2016/17**

- Financial management
  - Budget planning, forecasting and monitoring
  - Risk analysis & cost control
  - Hub support for learning
- Business model diversification
  - Sponsorship development
  - Room hire
  - Trust/grant funding development
  - Loan finance
- Public engagement
  - Evidence gathering and analysis
  - Web development and analytics
  - Direct marketing inc. e-newsletter
  - PR
  - Social media

**Success Criteria by end March 2018**

- 20 funding partners (15/16 actual – 4; 16/17 target – 6)
- 3500 active direct customers (15/16 actual 3000)
- 200 active school customers (15/16 actual 200)
- 2000 social media followers (15/16 actual 600; 16/17 target 1200)
- Baseline web analytics established
- 12 new value propositions launched
- Evidence bank grown to include 30 images, 6 videos, 30 endorsements, 30 case studies and 12 KPIs.
- 50% of staff confident about and engaging effectively in business development

- 8 hub partners working collaboratively with CM on business development

### **Inclusion, Projects and Events**

- Public engagement (Lead Manager JI)
- Business model diversification (Lead Manager JI)
- Young Promoters (Lead Manager LH)
- Cambridge Live Outreach (Lead Manager LH)
- Support for learning through Hub bursary scheme (programme H) (Lead Manager LH)

### **Partnerships and Collaborations**

- Academy of Ancient Music
- Aldeburgh Music
- Anglia Ruskin University
- Arts Council England
- Britten Sinfonia
- Cambridge City Council
- Cambridge University
- CCC Transformation
- Greater Cambridge Greater Peterborough Enterprise Partnership (LEP)
- NNF Bridge

### **Resources, Support, Links relating to the strategy**

- Cultural shift
  - Deliver training and mentoring to project managers
  - Involve staff and hub partners in business development research, planning, review, advocacy through Business Development Group (BDG)
- People
  - Head of Business Development
  - Heads of Service/Departments and Project Managers
  - Business Development Officer
  - Business Support Officer
  - Business Support Administrators
  - Web Developer
  - Business Development Group (staff and hub board representation)
  - All staff
- Key suppliers
  - Cream Ink – design and print
  - Creative United - loan finance brokerage
  - Creative Warehouse – PR, audiovisual media, web graphic/interface design & content development
  - Local World (Cambridge News) - media coverage
  - Mailchimp – software subscription
  - Netbanx – finance platform
  - Realnet – web development
  - TBC - CREATE fundraising
  - TBC – third party web analytics
  - TBC – customer data analysis

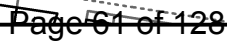
### **Training**

- Videography and photography (all staff)
- Fundraising (BDG)
- Social media (all staff)
- Developing young tutors and project managers 'on the job'
- Placement opportunities for university students and/or interns

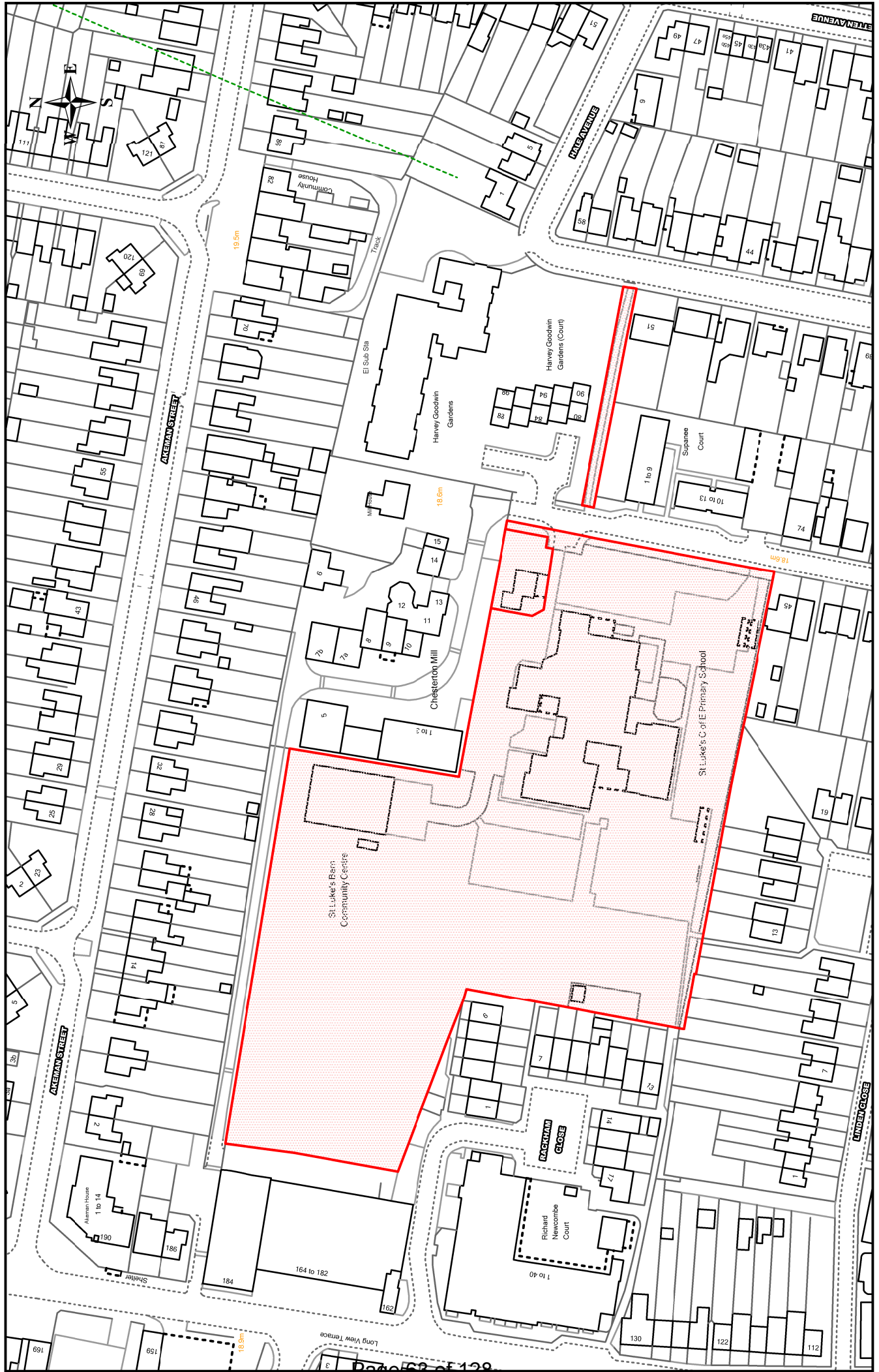
Owner: Julia lent

Budget Proposed: tbc

Date of next review: November 2018











The Centre for Research and Engagement  
for Arts & Technology in Education (CREATE)  
**Milestone One Report**

Document Ref:5139049  
Rev D

October 2016

# Centre for Research and Engagement for Arts & Technology in Education

Cambridgeshire County Council  
Milestone One Report

Notice

This report was produced by Atkins Limited for the Client (Cambridgeshire County Council) for the specific purpose of the remodelling/refurbishment or New Build of St Luke’s Barn to create a new Centre for Research and Engagement for Arts & Technology in Education. This report may not be used by any person other than the Client without the Client’s express permission. In any event, Atkins accepts no liability for any costs, liabilities or loses arising as a result of the use or reliance upon the contents of this report by any person other than the Client.

JOB NUMBER: 5139049			DOCUMENT REF: Milestone One Report			
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REV C	Updated MS1 Final Issue	ML	AL	RC	RC	16.10.16
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REV A	MS1 Final Draft	ML	AL	RC	RC	29.04.15
REV O	MS1 Issue	ML	AL	RC	RC	30.03.15
Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date

# Content

01. Introduction	
02. Executive Summary	
03. Background to the Project	
04. The Existing Site	
05. Options - Remodelled & New Build	
06. Landscape	
07. Acoustic Design	
08. Mechanical, Electrical & Public Health	
09. Sustainable Design	
10. Construction Issues	
11. Cost Summary	

# 1.0 Introduction

01

## Site Details : St Luke’s Barn

Site Location:	St Luke’s Barn, St Luke’s CofE Primary School
Address:	French’s Road Cambridge CB4 3JZ
Tel:	01223 566879 (St Luke’s CofE Primary School)
Site Email:	office@stlukes.cambs.sch.uk
Client Contact:	Mr. Matthew Gunn
Client Email:	matthew.gunn@cambridgeshire.gov.uk

### Rationale for Project

#### Changes in Arts Education

Over the last decade the formal education system has been changing rapidly. The creation of academies, chains of schools collaborating, teaching alliances and adjustments to National Curriculum has led to changes in arts education practice and levels of support and as a result, new opportunities.

Institutions are considering how curriculum art and cultural education is accommodated in innovative ways. Community needs are for participatory activities in groups and individual skill development outside of formal education.

Changes in demand, need and available funding mean that provision needs to accommodate informal and formal learning mechanisms achieving the same level of quality of delivery and experience.

Partnership working is vital to developing long-term sustainable arts education practice and engaging busy organisations and schools to ensure this is not marginalised by other priorities.

Support for arts education in the traditional “heritage” infrastructure can be eroded by economic pressures and fragmented education systems. Creating a facility with a specific focus will stabilise the access to creative learning that may be affected.

It is anticipated that other opportunities will present themselves during the course of development as more supporters engage with the development.

## Feasibility Study for Cambridgeshire Music, Cambridgeshire County Council

This Milestone One Report has been undertaken in relation to the site and surroundings of the St Luke’s Community Barn adjacent to St Luke’s Primary School, French’s Road, Cambridge.

The study aims determine and provide estimated costs for creation of the facility, either:

- By renovating and converting the existing property
- By demolishing and new build.

In particular the study will investigate the difference in the two approaches and the potential benefits of new build in meeting the specification for the new facility.

### Building Scope

The centre would need to include a degree of the following facilities:

- Office facilities, reception and waiting areas including network access, wireless provision, internet streaming, alarm and camera systems, reprographics and storage.
- Resource Storage facilities e.g. for instrument stock, workshop area for repairs and management.
- Arts/Music Sets collection storage
- Multi-use and sized spaces with appropriate acoustic treatments for tuition, meetings, recording from small group tuition size to full symphony orchestra size, including dedicated spaces appropriate for percussion, music therapy, music technology and recording and dance/drama, with streaming and recording network connections and audio-visual equipment.
- Ancillary facilities potentially including toilets, cleaning storage, staff area, café or shop or vending machine area, parking and access sufficient for vans up to Luton size, nearby drop off and pick up points, pedestrian access, security and disabled access requirements including if required lifts and audio loops.

These elements have all been identified as needs for arts development, county and community arts organisation and structures for supporting the technology integration into the arts education work.

## Future Requirements

Further information will be required in respect of the following items, prior to commencement of an outline design proposal to Milestone Two.

- Consultation with the relevant Planning Authority
- Consultation with the relevant Highways Authority.
- Site and soil investigation
- Detailed structural survey of the existing building
- Alignment with CCC Sustainability Agenda
- Community Consultation

### Design Team

The following team members have been appointed to carry out the Feasibility Study:

**Faithful + Gould**  
Project Management  
Cost Management

**Atkins**  
Architecture  
Landscape Architecture  
MEPH  
Acoustician

# 2.0 Executive Summary

## Purpose of Report

This report has been prepared for Cambridgeshire County Council to test the feasibility of St Luke's Barn accommodating the Centre for Research and Engagement for Arts & Technology in Education (CREATE). The report will investigate remodelled/refurbished and a new build option of the site of the existing Barn.

## Scope of Report

The scope of the Milestone One report is simply to confirm if the site and existing building is able to physically accommodate the accommodation required for the Centre for Research and Engagement for Arts & Technology in Education. As such, it stops short of a concept design study and should the project progress, then further study and consultation would be required. This would develop the plan of the building and adjacencies of spaces and assess how to resolve some of the more complex issues to do with expanding the existing accommodation.

The report looks at two building options:

1. Remodelled/refurbished development of the existing Barn
2. Demolition of the existing Barn and a new build Centre

The report looks at three landscaping options:

1. Improvements to existing school access from French's Drive
2. New access from Chesterton Mill (Private Road)
3. New access from Rackham Close

## Brief

Following consultation with the Stakeholders the model net area required for the building totals 1,063m<sup>2</sup>. The total GIA of the existing building is 650m<sup>2</sup> over two floors. A summary of the brief and external area requirements is included within Section 5.1. Acoustic requirements are summarised in Appendix A.

## Option 1 (Preferred Option)

### Remodelled/refurbished development of the existing Barn.

Option 1 accommodates the required area over three floors. The total GIA of the proposed option equals 1,239m<sup>2</sup>. This comprises 883m<sup>2</sup> of remodelled area (existing Barn) and 356m<sup>2</sup> of new build area. To accommodate the area the existing barn has been lengthen by 5.2m to the rear and 6m to the front elevations.

## Option 2

### New Build development of the existing Barn site.

Option 2 accommodates the required area over three floors. The total GIA of the proposed option equals 1,169m<sup>2</sup>.

Both options differ slightly from the model brief depending on layout and configuration of the spaces provided. Layouts are provided in Section 5.2 and 5.3.

## Option 1 Landscaping

### Retain and widen existing access off French's Road.

(Widening has been suggested for all options).

This option retains and widens the existing school access road and is detailed in section 6.4.

## Option 2 Landscaping

### Provide new access off Chesterton Mill (private road).

This option provides a new access road off Chesterton Mill, a private road to the rear of the Barn and is detailed in section 6.5.

## Option 3 Landscaping

### Provide new access off Rackham Close.

This option provides a new access road off Rackham Close and is detailed in section 6.6.

Options two and three explore alternative routes into the site. Both options require the loss of existing playing field which does not comply with the latest Sport England guidance and will likely face objection. Further guidance with CCC Highways Department, input from a highways engineer and transport consultant will be required at the next stage should the site be deemed appropriate.

On all options additional car parking is proposed increasing capacity beyond 40no.. spaces including Blue Badge parking. Additional cycle parking is also provided increasing numbers by minimum 50no. spaces.

## Risks

All known risks have been identified as far as possible within the Risk Register in Section 10.0. Prior to any further design it is recommended that a risk workshop be carried out with all relevant parties to identify any further risks that may impact on the development proposals.

## Programme

A programme for each option is indicated in Section 10.0.

## Planning

At present no consultations have been carried out with Cambridgeshire County Council Planning Department. It is recommended that consultation with the local planning authority and Highways Department be undertaken prior to the next milestone of the project.

## Archaeological

No Archaeological surveys were carried out for this Milestone Report.

## Conservation Area

Investigations by the team suggest that the St Luke's Barn site is

not within a Conservation Area. There are no listed buildings whose curtilage borders the site (see Section 3.2).

## Highways

Cambridgeshire County Council Highways Department have not been consulted in the development of this Milestone One study. Consultation should occur before any further design work is undertaken.

## Acoustic Design

An Acoustic assessment was made of the requirements for the new/refurbished building and this is illustrated in section 7.0.

## MEP Assessment

An MEP assessment was made of the existing building and this is illustrated in section 8.0.

## Sustainable Design

A Technical Note covering the Sustainability requirements for the refurbished building (Option 1) has been carried out and this is illustrated in section 9.0.

## Cost

Cost reports have been prepared for each Option. As with all costings prepared at this stage of a project, they are based on limited available information and will be subject to refinement as the project progresses through the subsequent stages.

The total anticipated project costs for each option are as follows:

Remodelled Option 1 £3,541,000.00 (preferred option)

New Build Option 2 £4,556,000.00

The additional cost to the overall project value to utilise Landscape Option 2 instead (new access road from Rackham Close) is £ 80,000.00

The additional cost to the overall project value to utilise Landscape Option 3 instead (new access road from Chesterton Mill) is £ 20,000.00

## Summary

In summary, it has been concluded that the site can accommodate the accommodation required by the Centre for Research and Engagement for Arts & Technology in Education (CREATE) in either a remodelled or new build option. Due to constraints it is recommended that the access options indicated in Section 6.0 be developed further during Milestone two, in conjunction with Cambridgeshire County Council Highways department before a preferred option is chosen.



# Background to the Project

St Luke's Barn

The Centre for Research and Engagement for Arts & Technology in Education

Milestone One Report





# 3.1 Site Overview

03

## Cambridgeshire

Cambridgeshire County is located in the South East of England bordering Lincolnshire to the North, Norfolk to the Northeast, Suffolk to the East, Essex and Hertfordshire to the South, and Bedfordshire and Northamptonshire to the west. Formed from the historic counties of Cambridgeshire, Huntingdonshire and Fenland. It is the 28th largest authority in England by population. Cambridgeshire has 201 primary schools, 30 secondary schools and 8 SEN schools. Maple Grove Infants School is located in the town of March.

## The site

St Luke's C of E Primary School is located to the north of the city centre of Cambridge. The main pedestrian and vehicular access is from French's Road which is accessed from Victoria Road. The School shares this access arrangement with the adjacent residential area.

## Conservation area

The Castle and Victoria Road Conservation Area includes the area bounded by Northampton Street, Chesterton Lane and Chesterton Road in the south and Madingley Road, Mount Pleasant and Huntingdon Road to the west. The northern edge is Oxford Road and the streets off the north side of Victoria Road, including the southern section of Histon Road.

The area is bounded by the Historic Core Conservation Area to the south, Storey's Way Conservation Area to the northwest, and the West Cambridge Conservation Area to the west.

The Conservation Area comprises the Roman settlement and Norman Castle with a huddle of small streets off Castle Street. It also includes the 19th century residential terraced streets south of Victoria Road to Chesterton Road, Victoria Park estate to the north, Histon Road cemetery and the streets around it, and the Edwardian development north-east of Huntingdon Road. There is an area of modern office development at the top of Castle Street to the rear of Shire Hall.

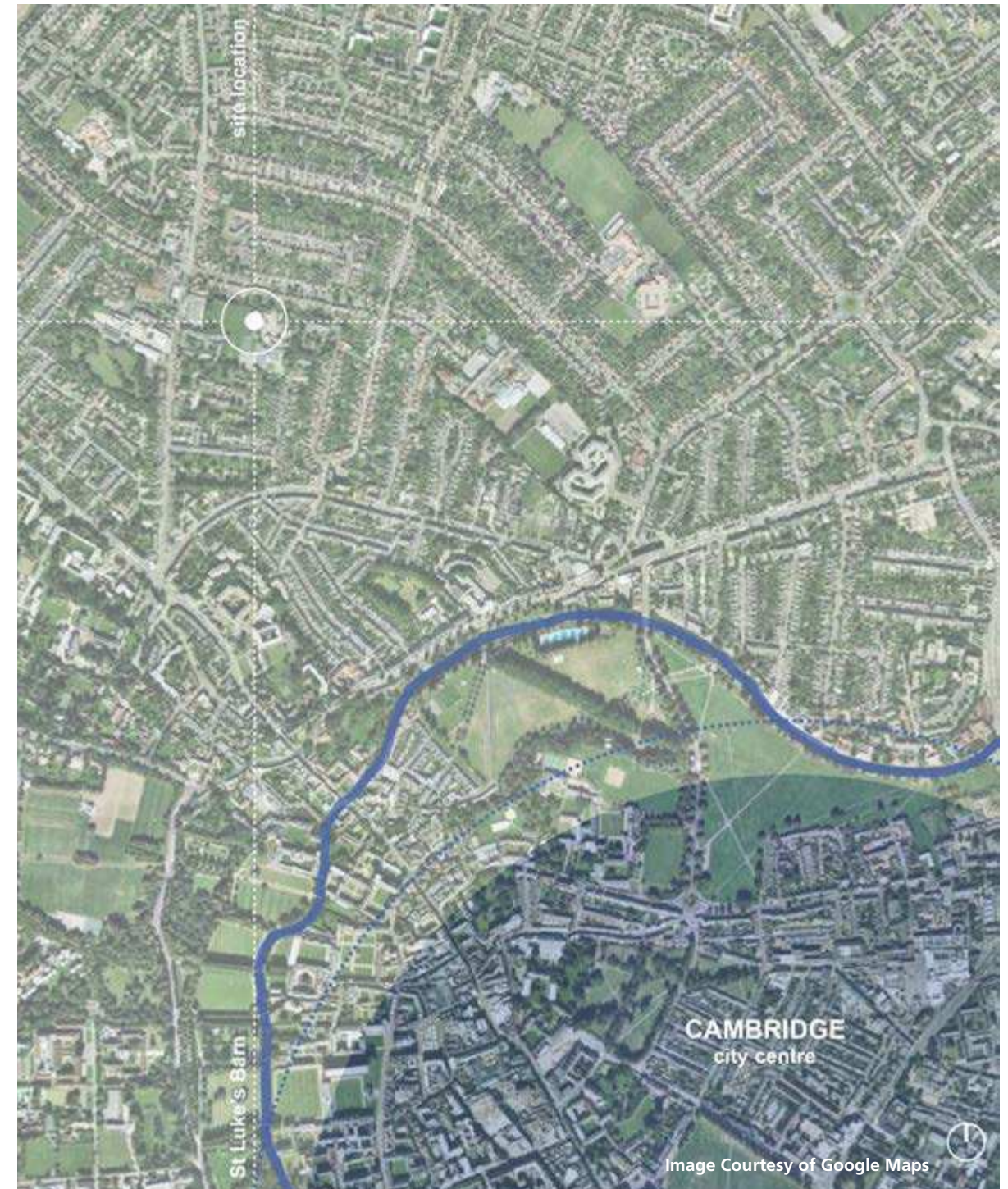
The Conservation Area is an intensely urban area, heavily built-up with housing and offices, with good provision of pubs and churches but an unfortunate lack of shops and cafes. For historic reasons, it has small open green spaces of great character and historic interest (e.g. Castle Mound, churchyards of St Peter's, St Giles' and St Luke's, Histon Road Cemetery), but Alexandra Gardens, Histon Road Recreation Ground and Shelly Gardens are the only parks maintained for recreation (although proximity to Jesus Green and Midsummer Common make this less significant than it otherwise might be). Practically the whole area was either farmland in the Middle Ages or, being royal land, was deliberately kept clear of settlement to protect the defensive value of the castle. This pattern continued well after the Enclosure of the parish of Chesterton in 1840.



01. Map of the British Isles



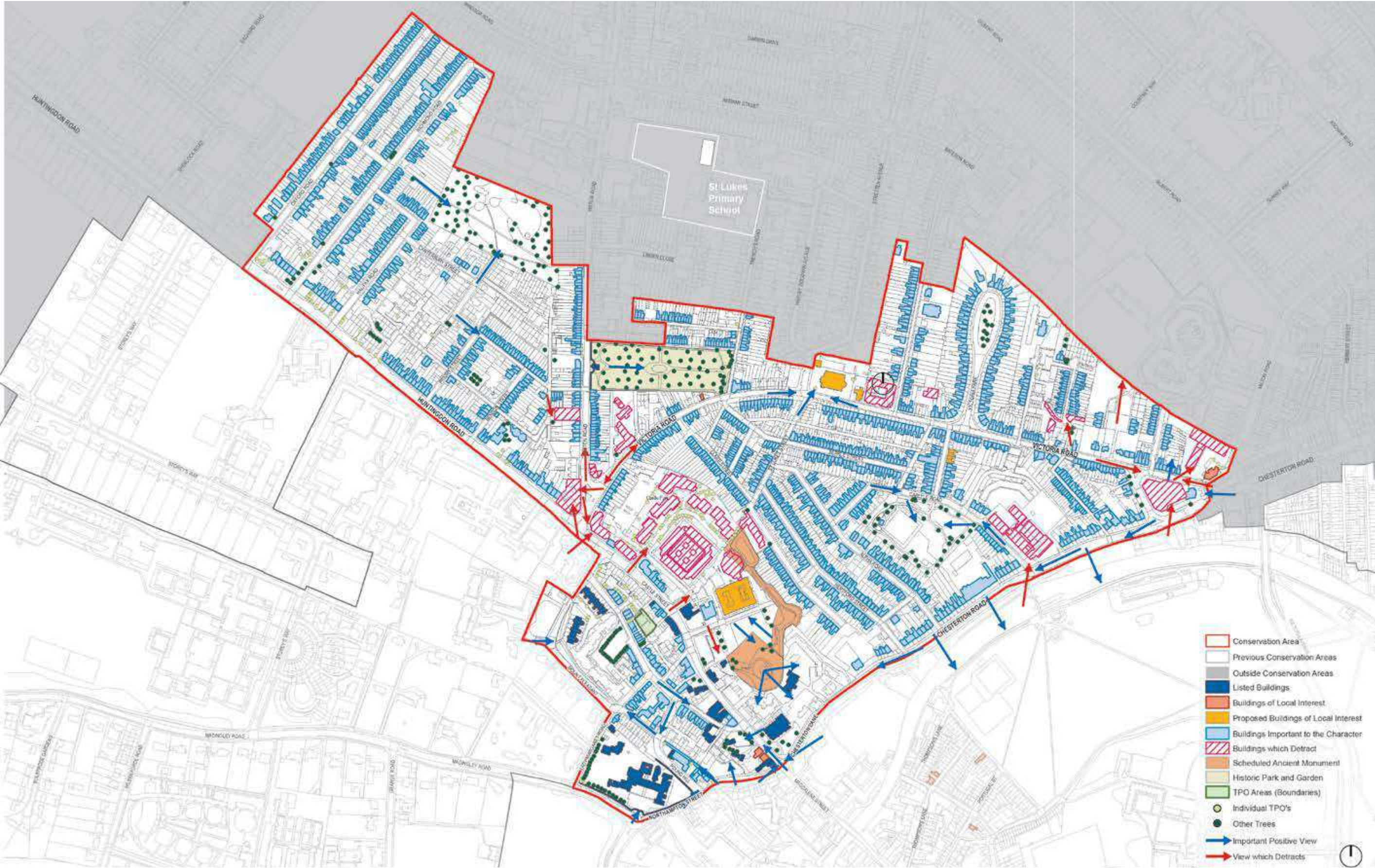
02. Map of Cambridgeshire County



03. Site aerial view



3.2 Conservation Areas

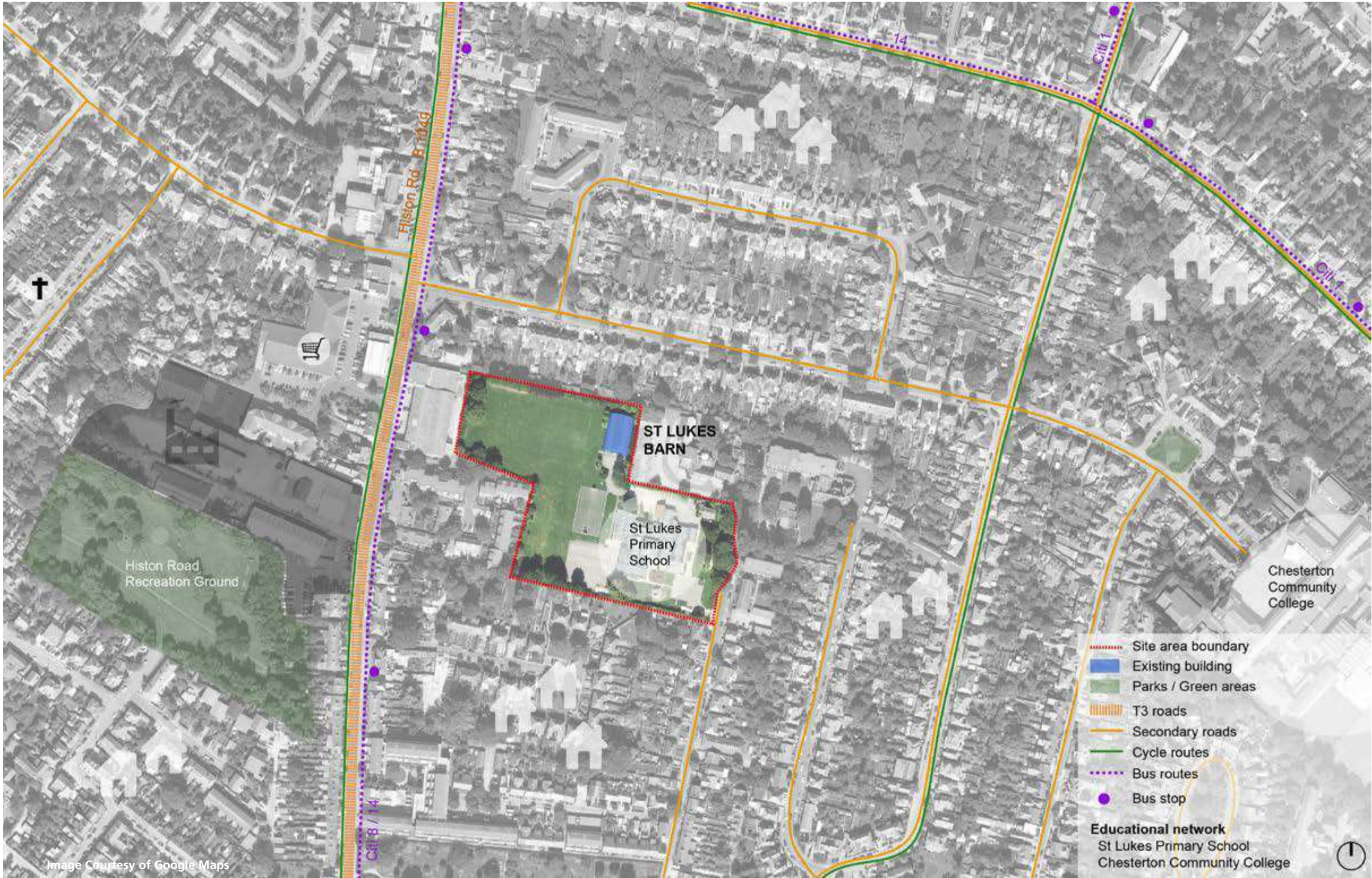


Castle and Victoria Rd Conservation Area



# 3.3 Site Connectivity & Flood Risk

03



## Site Connectivity

St Luke's C of E Primary School is located within a residential district of Cambridge, approximately 0.5 miles north of Cambridge city centre. Surrounding dwellings are a mixture two storey detached houses and two storey semi-detached houses. Most of dwellings include a drive and front and back gardens. Facing materials are generally either brick or render to external walls and either clay, slate or concrete tiles to roofs.

The school shares its only access driveway from French's Road with this adjacent residential area. Being surrounded only by secondary roads, an additional pedestrian and vehicular access is proposed in order to connect the site with Histon Road (B1049) which leads to the city centre. In addition, this main road comprises the nearest bus stops and considers a cycle route. A lack of bus routes in the proximity of the site has been identified, apart from the ones located in Histon Rd (Citi 8 and 14)

## Flood Risk

Based on information from Environment Agency Flood Map, the site is outside the flood plain. However, since the maps only cover flooding from rivers and the sea, it should be considered that flooding can occur at any time and in any place from sources such as rising ground water levels, burst water mains, road drains.



# 3.4 Site Analysis



## Site Environmental Analysis

Due to its central location within a residential area, the site is surrounded by existing buildings and trees, thus it is protected from prevailing winds throughout the year.

Additionally, the absence of any massive built form and open nature of the south-western site area provide good solar access during the day. With daylight being one of the main factors to consider when designing educational buildings, further solar studies could be considered.

The adjacent open field will allow the building to benefit from good levels of natural ventilation and daylight, while the existing houses located on the east boundary will act as winter winds barrier.

As it can be seen from the location map and site views, adjacent to the west boundary of the site there is an existing green barrier, made of leafy trees, which acts as a buffer space, mitigating the traffic noise effect coming from Histon Road.





# The Existing Site

St Luke's Barn

The Centre for Research and Engagement for Arts & Technology in Education

Milestone One Report





# 4.1 The Existing Site - Aerial View

04

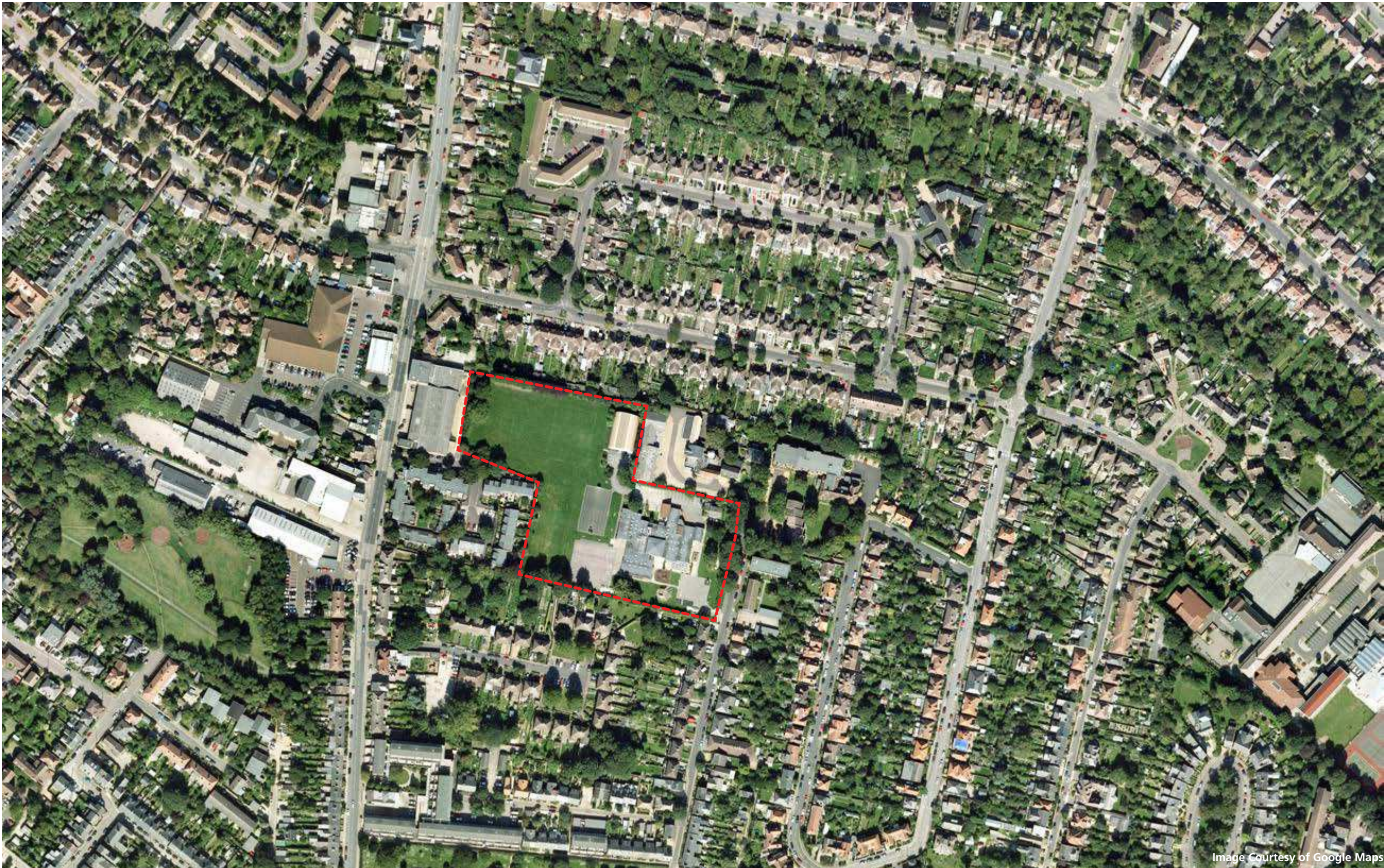


Image Courtesy of Google Maps

04. Site aerial view

----- St Luke's CofE Primary School Site



## 4.2 The Existing Site - Current Building & Site

### Current Use

St Luke's Barn is currently used as a community sports facility with a first floor community room. The building sits on land within St Luke's Primary School site on land owned by the County Council. It is accessed over land owned by the Trustees of the Church Schools of Cambridge. The building is currently being operated by the Governing Body of St Luke's C of E Primary School under a tenancy at will whilst long-term options for the building are being investigated. Current client groups using St Luke's Barn include:

- University Badminton Club
- Bottisham Badminton Club
- Community arts events
- Cambridge Islamic Youth Project - Asian Boys Groups
- St Luke's School children

There are a number of sports and community facilities within close proximity to the barn. There is a hall within St Luke's School that the community can use in the evenings and during school holidays. St Luke's Church Centre has a range of halls and rooms for hire and Chesterton Sports Centre off of Gilbert Road has a swimming pool, tennis courts and a hall used for activities such as badminton, basket ball and football. The University will soon be opening new sports facilities in West Cambridge.

### Land and Building Ownership and Position

The building and land including adjacent green recreation areas for the primary school are owned by Cambridgeshire County Council, the building having reverted to their management at the end of City Council operation. Current access routes to the Barn via the main school site gates. Additional parking and access improvement to the site would be required to meet the needs of the new building and indirectly would benefit the residents of French's Road by reducing the on-street parking issues that can occur currently. Agreement will be required to improve and develop the access and parking on a shared basis.

There is interest in continued local community group and primary school usage of spaces in the Barn as it currently operates going forward. Use of the building by third party groups will need to be

documented in the appropriate manner. Similarly there would be a benefit to the centre in having access to the green spaces on occasion and the school indicates that this would be feasible.

Although near to residential areas there do not appear to be major light, air or sound considerations that would change as a result of the process although consideration of traffic levels and access should be made, particularly during any period of construction work should the project proceed.

### Building condition

Visual inspection of the building does not appear to indicate major structural issues, however clearance of some of the overgrown areas around the building would be needed prior to a fuller inspection.

A previous survey by the City Council to bring the building maintenance up to standard indicated that significant repair would be required to elements of the roof.

It is recommended that a further condition survey be carried prior to milestone two to fully assess the repair and replacement requirements of the existing roof, structure and fabric and to inform the milestone two design moving forward.

### Stakeholders and Partnership Development

The following are existing or potential partners in the development and others are expected to be identified in the course of the development:

- Cambridgeshire Music (County Music Service with developing Performing Arts remit)
- Cambridgeshire Music Education Hub (Music Education Hub reaching over 400 music partners including schools, national portfolio arts organisations)
- Cambridgeshire County Council (County LA)
- Cambridge City Council (City LA)
- St Luke's Primary School (adjacent to site)
- Spinney Primary School (Teaching Alliance)

- Church Schools trust (County church school support)
- Diocese of Ely (Supporting organisation for Primary school)
- Cambridge Live (Entertainment Venue Partner with outreach activity)
- Cambridge Junction (Entertainment Venue Partner with outreach activity)
- Education ICT Service (County Education Service for Information Technology)
- University of Cambridge (Computer Lab, Outreach and Education Departments)
- Anglia Ruskin University (Electro-acoustic music department and Music Therapy partner)
- Dance East (Regional Dance Network)
- Arts Council of England (National Arts Council)
- Norfolk & Norwich Bridge Organisation (Bridge)
- Business Investment partners (redacted until confirmed)
- Kettle's Yard Gallery



# 4.3 The Existing Site - Site Access & Features

04



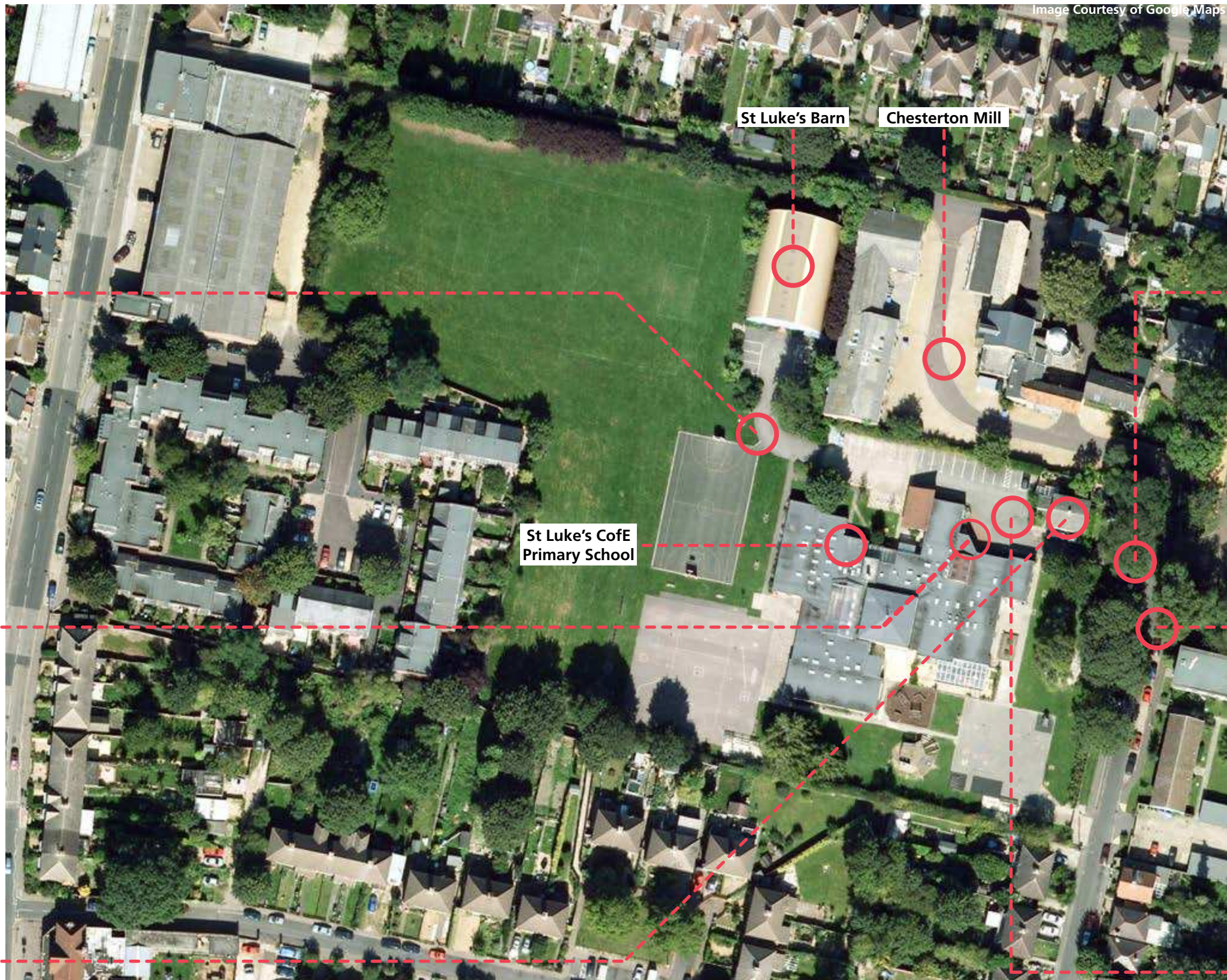
A - Fencing into St Luke's Barn Entrance



B - School Main Entrance



C - Caretakers House



05. Site aerial view



# 4.4 The Existing Site - Site Access & Features



D - Entrance to St Luke's CofE Primary School



E - French's Road



F - School Carpark

## Existing Site Plan & Buildings

### St Luke's CofE Primary School and St Luke's Barn Site

Vehicular access into the site is provided by a single entrance from French's Road. A separate staff and visitor access is located to the left hand side of the vehicular entrance. Vehicle access to the school car park is currently restricted to staff, official visitors and deliveries. Currently the parking provides approximately 23 spaces and the St Luke's Barn site provides a further 6 spaces.

An additional access point to the field is located off Rackham Close.

### St Luke's Barn Site

There is a field to the west of St Luke's Barn which is part of the School grounds. To the East is Chesterton Mill and The Little Gym facility. To the North is Chesterton Mill (private road) and to the South is St Luke's Barn car park.

Access is significant constraint that will affect any major development of the St Luke's Barn site. Options have been developed within Section 6.0 to mitigate this constraint.



G - Entrance to St Luke's CofE Primary School from St Luke's Barn



H - School Car Park



# 4.5 The Existing Site - Current Building & Site

04



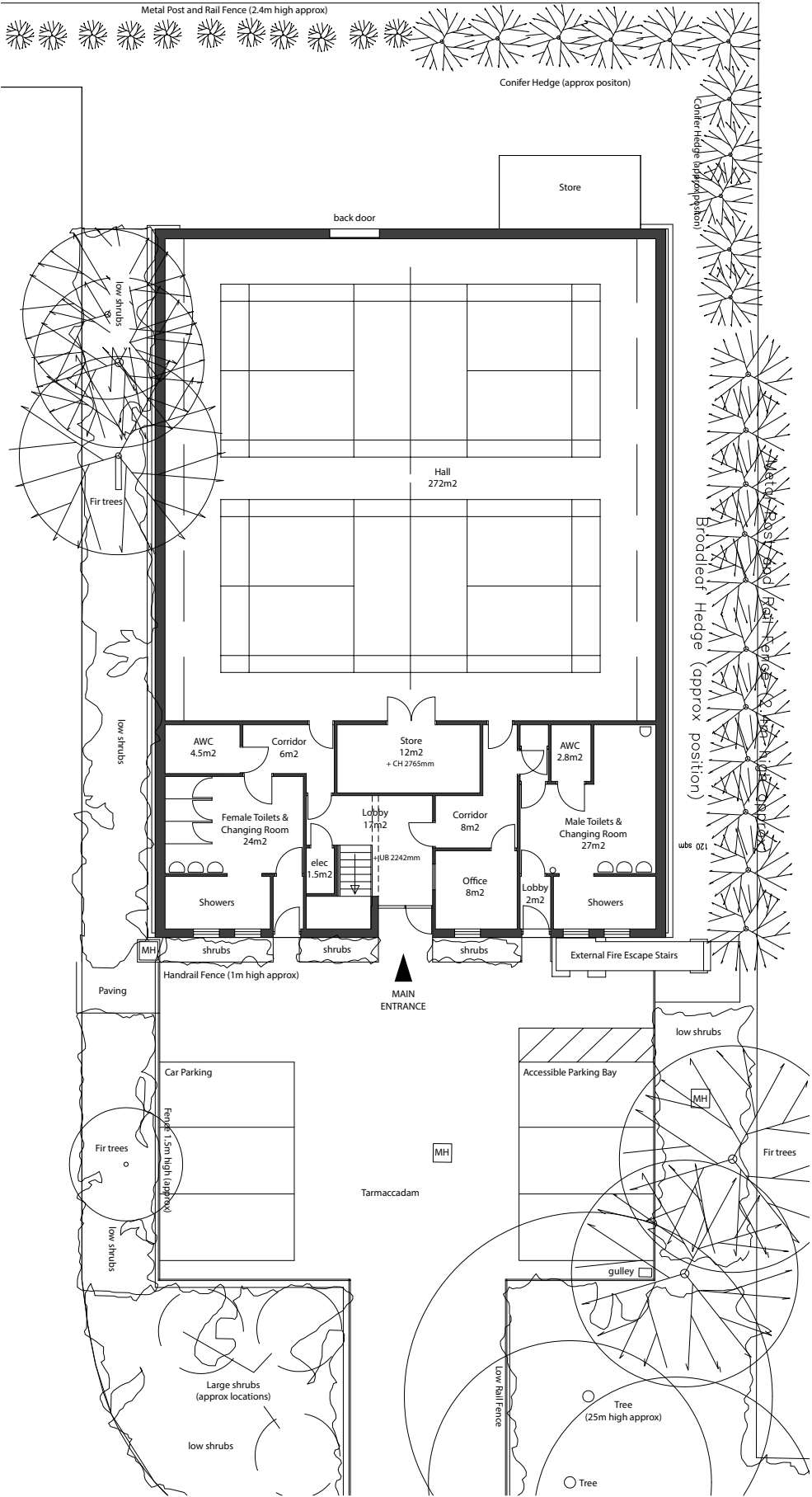
J - Entrance hall / stair



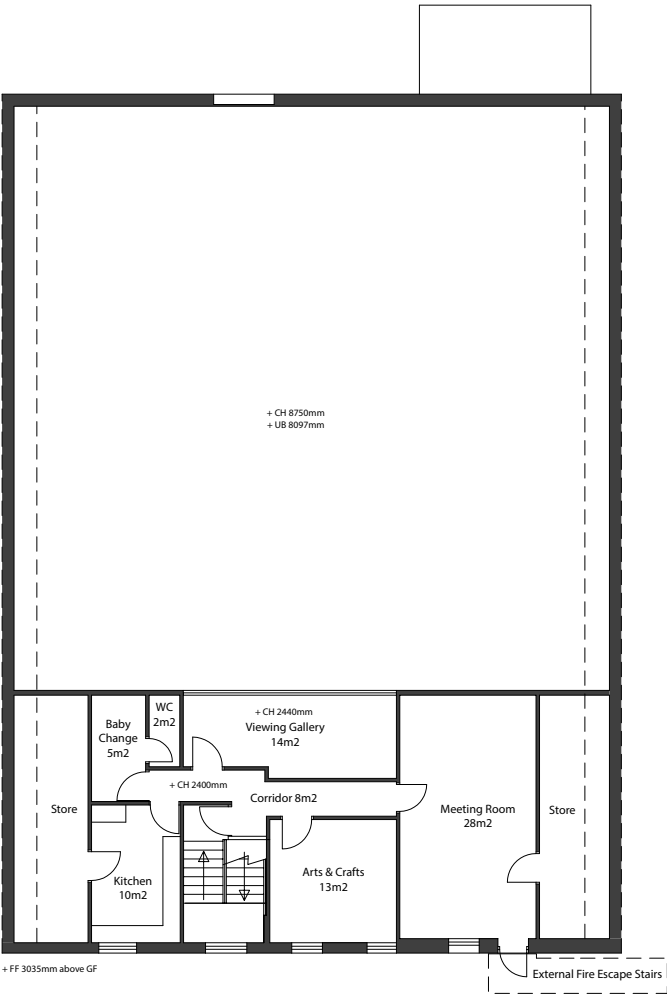
K - First Floor Meeting Room



L - Main Hall

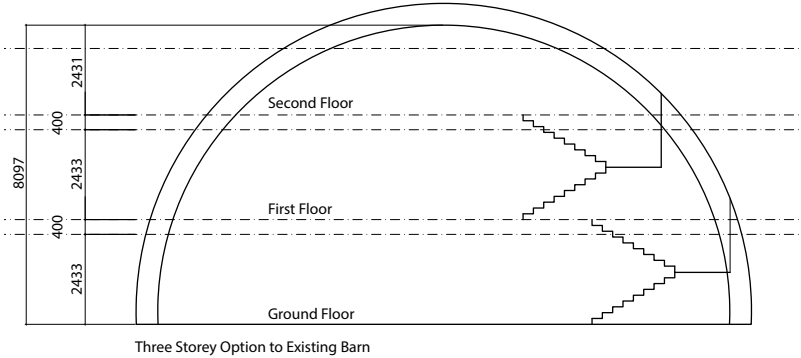


Existing Ground Floor Plan  
Page 82 of 128



Existing First Floor Plan

Existing building footprint 400m²  
Existing building GIA 650m²



Existing Section (indicating potential 3 storeys)



# 4.6 The Existing Site - Current Building & Site



M - Front Entrance to St Luke's Barn



N - Side Elevation to St Luke's Barn



P - Rear Elevation to St Luke's Barn



# 4.6 The Existing Site - Current Building & Site

04



Q - Fire Escape from first floor



R - Cladding types - Brick and corrugate Metal



S - St Luke's Barn Car Parking

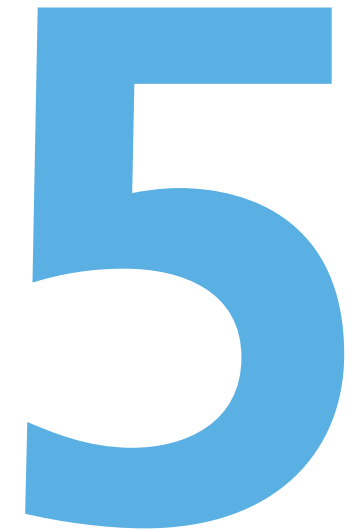


# Options - Remodelled & New Build

St Luke's Barn

The Centre for Research and Engagement for Arts & Technology in Education

Milestone One Report



# 5.1 The Brief

05

## Cambridgeshire Music

Cambridgeshire Music are a County music service and Lead Partner for the Music Education Hub. There are a whole range of opportunities available through Cambridgeshire Music or their partner organisations in which people can take part.

Cambridgeshire Music has formed many partnerships with parent groups, schools, performing ensembles, venues and organisations. They work closely with the new music education hub in Cambridgeshire to ensure more opportunities can be made available to children and young people.



## Feasibility Study for Cambridgeshire Music, Cambridgeshire County Council

This Milestone One Report has been undertaken in relation to the site and surroundings of the St Luke's Community Barn adjacent to St Luke's Primary School, French's Road, Cambridge.

The study aims determine and provide estimated costs for creation of the facility, either:

- By renovating and converting the existing property
- By demolishing and new build.

In particular the study will investigate the difference in the two approaches and the potential benefits of new build in meeting the specification for the new facility.

The facility will need to include for:

- Creation of additional car parking on the site (including options on the school part of the site).
- Consideration of highways agency issues in terms of access and congestion and alternative access options.
- Ground clearance around the existing site
- State of repair of existing building and renovation of exterior under the conversion option (further information will need to be provided in a condition survey prior to detailed design).
- Ground work and structure for internal frame and floor under conversion option
- Demolishing costs
- New build costs
- Internal layout, utilities, improvements to heating and lighting (including natural light), gas boiler installation and acoustic treatments
- Security and boundaries
- Permissions and authorities required

A discussion with the client was undertaken with the Client prior to the feasibility study to explore the above and documentation that was issues including:

- Outline purpose for the facility to date
- Specifications affecting internal layout and acoustic treatments

- Access and site parking options
- Available plans

An estimated cost is was also requested for this study.

Suggested specifications for internal spaces:

### Usage parameters:

The facility will have multiple attendees at any one time, with a normal usage expected of 100 and a possible maximum of 200. Facilities should be sufficient to cater for this in terms of toilets, corridors and access.

Parking will be limited due to location and available spaces but it is expected that up to 40 spaces might be possible on site, more if feasible. Cycle racks will be used and pedestrian and cycling access encouraged. Disability access will need to meet national standards.

Environmental considerations including alternative power/heat mechanisms would be expected.

### Main Hall:

One level of the building would need to be large enough to cope with a symphony orchestra rehearsal e.g. 80-100 people in orchestra format. Therefore the largest space will need to take account of that scale estimated as a minimum of 200m2.

This area would be subdivided into smaller halls, suitable for 25-35 players where possible.

The flooring for the hall areas would be a sprung floor.

The acoustics of the main hall would need to be sufficient for choirs and orchestras estimate 1.8 secs. Smaller halls might be less in natural reverberation due to the additional wall characteristics.

Small studios would be at least 16sqm in size with a square or rectangular shape to ensure some depth. There would not need to be specific flooring and acoustics would be relatively dry 1 sec or less.

# 5.1 The Brief

## Large studios:

It is anticipated that large studios would be the size of a medium classroom, effectively a mid-range between small hall and small studio with appropriate characteristics and no need for specific flooring.

The range of options would look to establish a mix of provision e.g:

- 1 hall – up to 3 spaces
- 8 or more small studios
- 3 or more large studios
- Workshop and instrument store – spec from existing max storage equivalent to 3 large studios
- Music Library increase on current store – similar to large studio
- Office space equivalent to 2 small studios
- Reception area and small shop/space for vending equivalent to 1 large studio
- Lift and stairwell
- Second stair exit for fire purposes.

However there are lots of variables and options which can be explored for final layout as long as the basic 3 floor space provides for the minimum above.

Typical areas are indicated below:

Space	No.	Area	Total area
Main Hall	1	200	200
Large Studio	2	60	120
Small Studio	8	16	128
Workshop / Instrument Store	1	120	120
Music Library	1	60	60
Office Space	3	16	48
Reception Area / small shop space	1	40	40
Lift & stairwell	1	120	120
Toilets	2	26	52
Circulation			100
Breakout Areas			45
Plant Room 3% Net			30
Total required area			1063

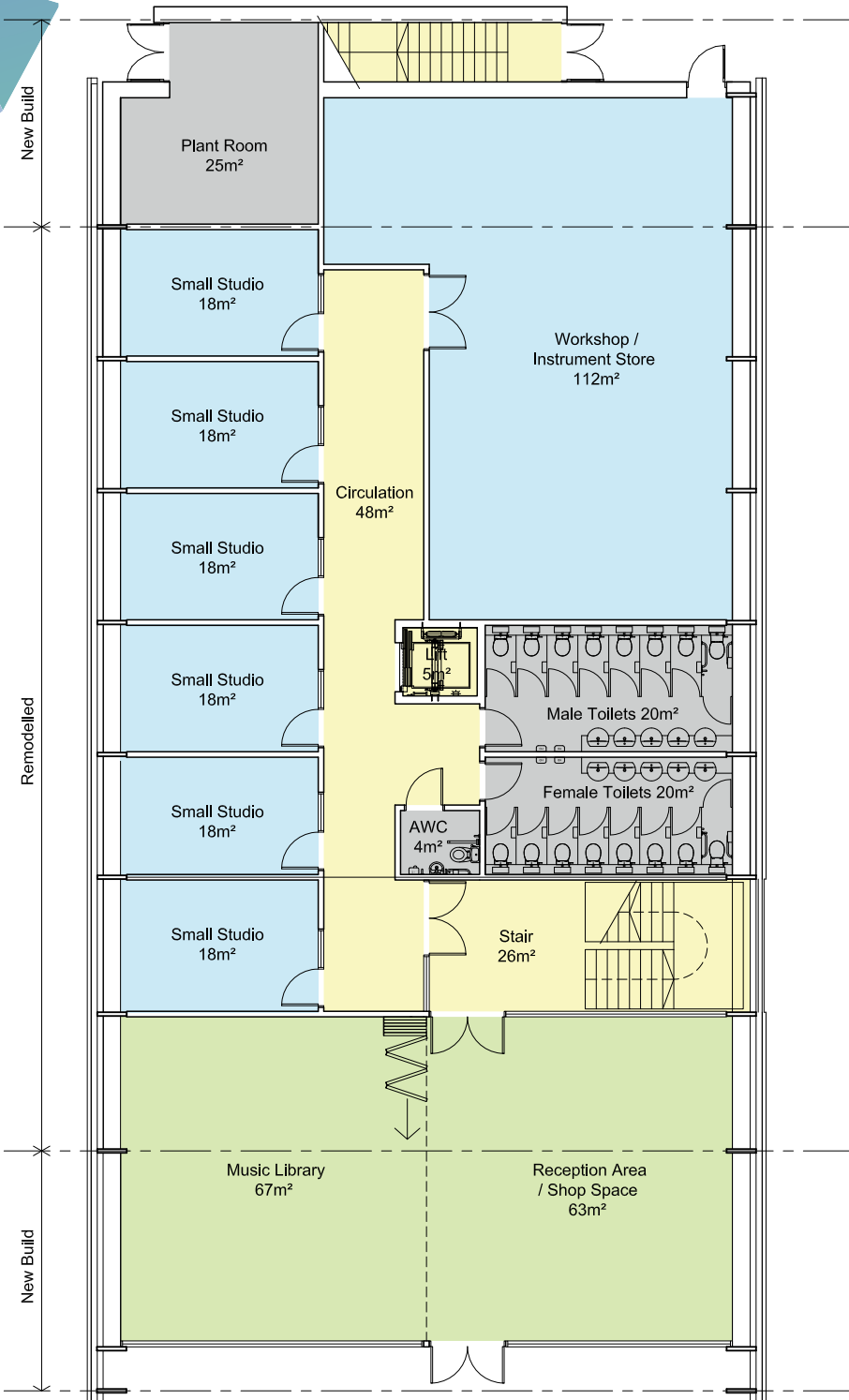
## Elements to consider in the centre:

- Library Area for e.g. Music Sets – general public browsing access
- Storage e.g. for instruments – general public “try out” opportunities and instrument exchange
- Repair and maintenance area for instruments – with option for running workshops and training and “shop front” if required.
- Arts IT studio – with provision for digital arts and music creation, editing and training
- Recording facilities, linked from all learning, studio and ensemble spaces to enable audio visual transmission and recording with 2-way live streaming to internet or storage.
- Secure staff wireless internet access throughout building with guest option for visitors, network access from office and IT spaces.
- Reception and office area space with waiting seating and Monitor feed of centre activities/welcome screen, and security monitoring
- Bookable office rooms with phone points, wireless IT. Duty managers office with same.
- Meeting spaces – for 1;1 groups, large groups, conference hall – bookable as required
- Live and internet based tuition spaces – for 1:1, groups, large groups, full hall size activities – bookable as required
- Toilets, changing and limited kitchen facilities – max centre numbers anticipated 500 at any time.
- Parking and cycle storage on site.
- Heating/ventilation system– potential change to gas ducted heating/air condition?
- Lighting requirements for main hall and smaller rooms including natural light control as required.

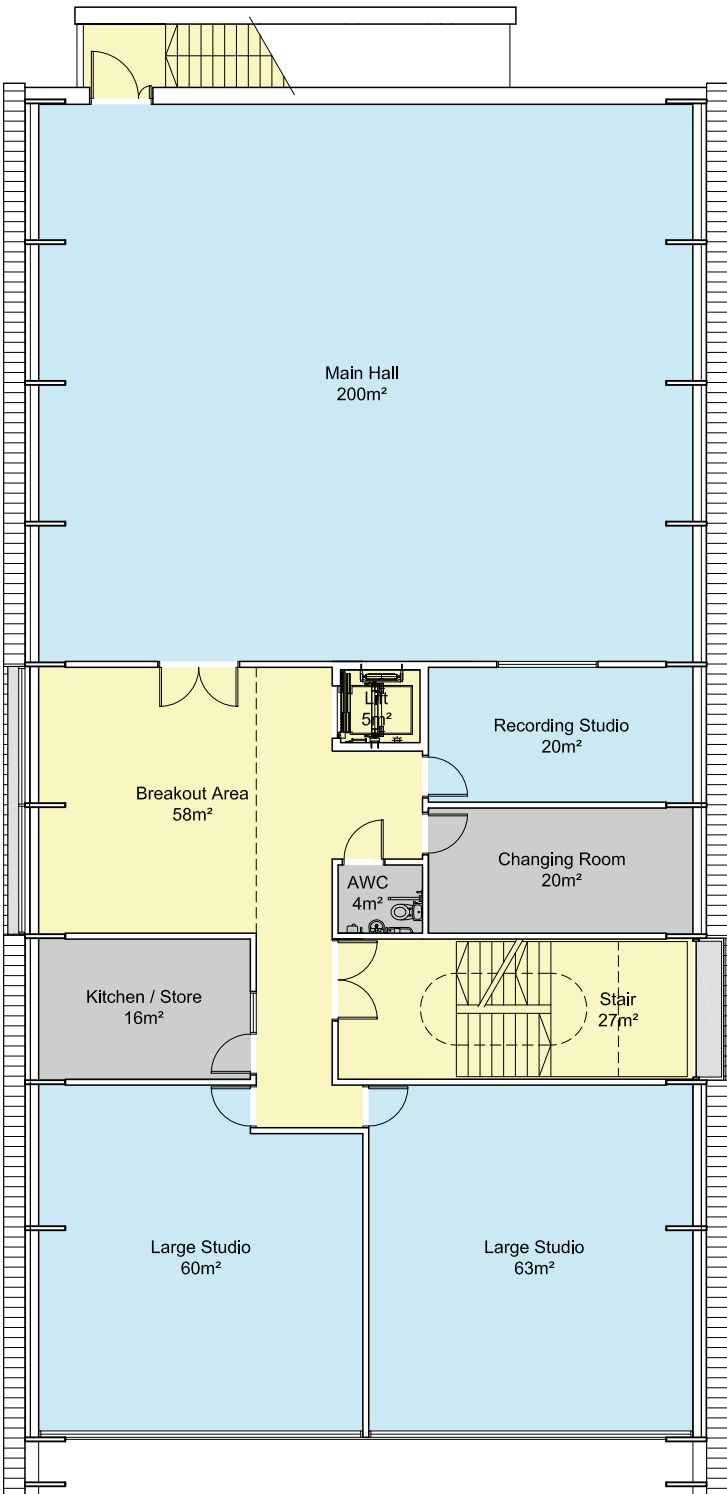


# 5.2 Option 1 - Remodelled Option

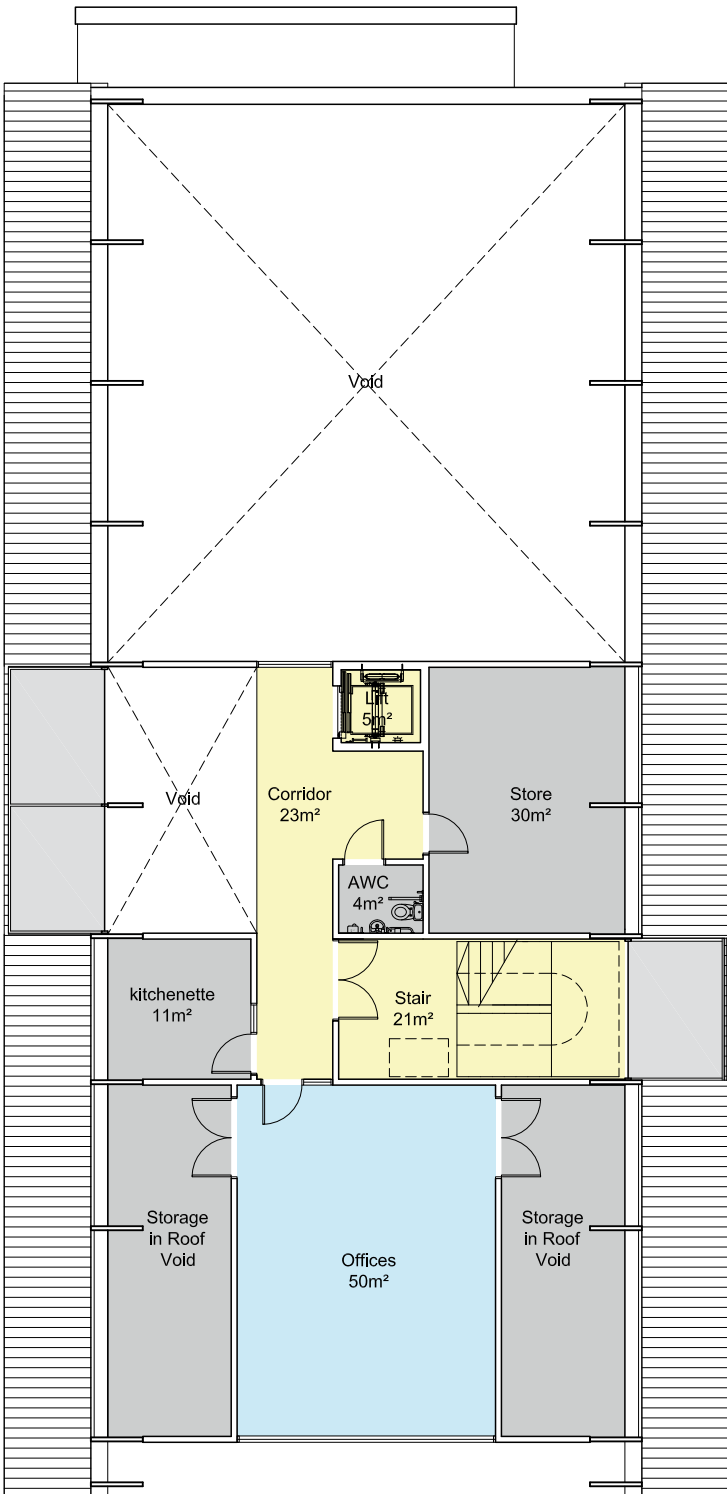
05



Ground Floor Plan  
New Build GIA 148m2  
Remodelled GIA 360m2



First Floor Plan  
New Build GIA 148m2  
Remodelled GIA 360m2

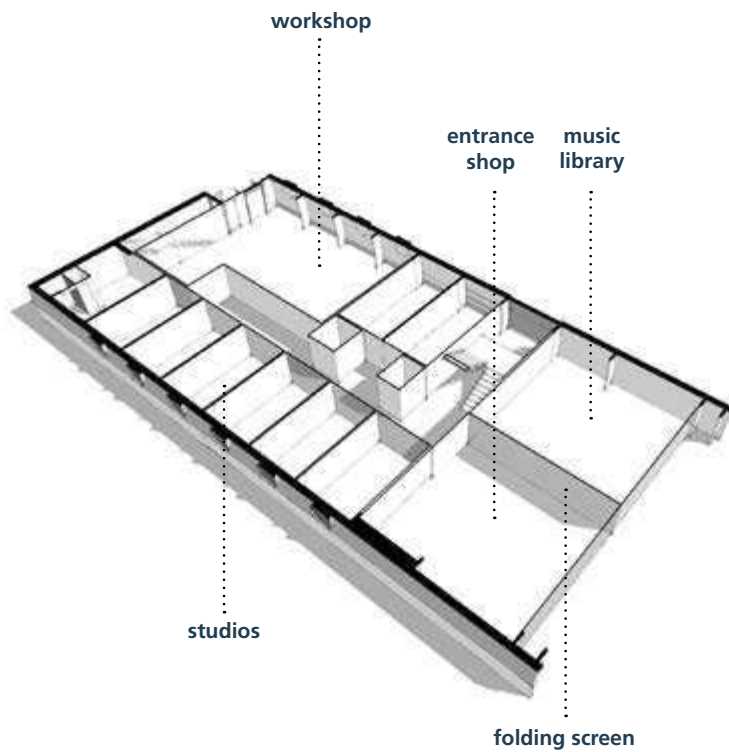


Second Floor Plan  
New Build GIA 60m2  
Remodelled GIA 163m2

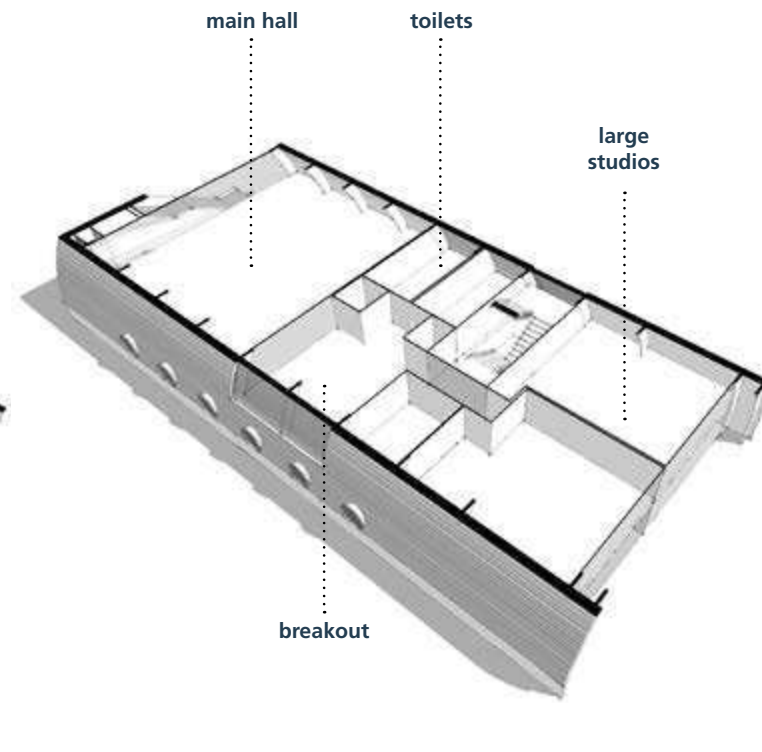




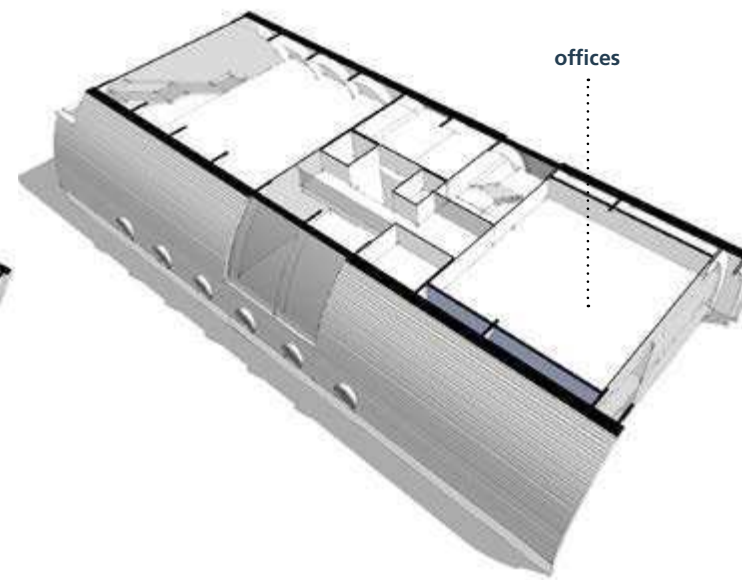
## 5.2 Option 1 - Remodelled Option



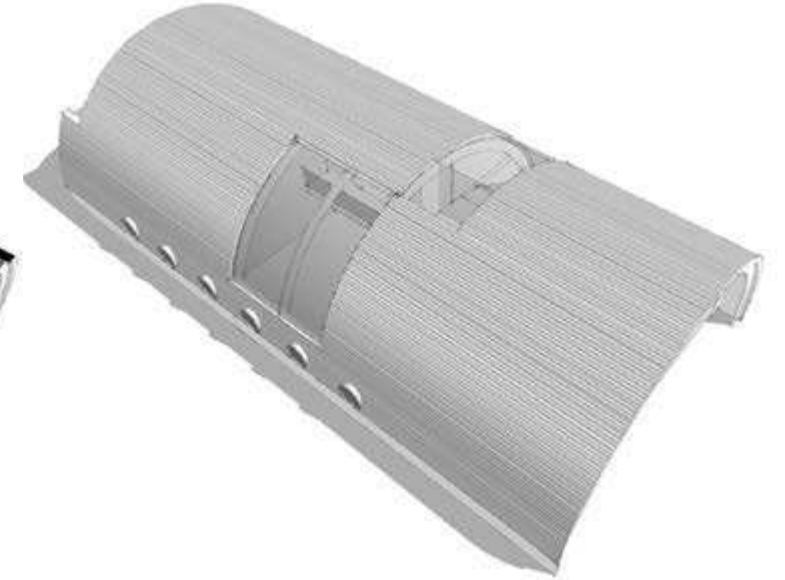
Option 1 - Ground Floor Arrangement



Option 1 - First Floor Arrangement



Option 1 - Second Floor Arrangement



Option 1 - Roof Arrangement

### Option 1

Option One utilises the existing building glulam structure to create the Music Centre. All existing internal and external walls will be removed including replacement of the existing external metal cladding.

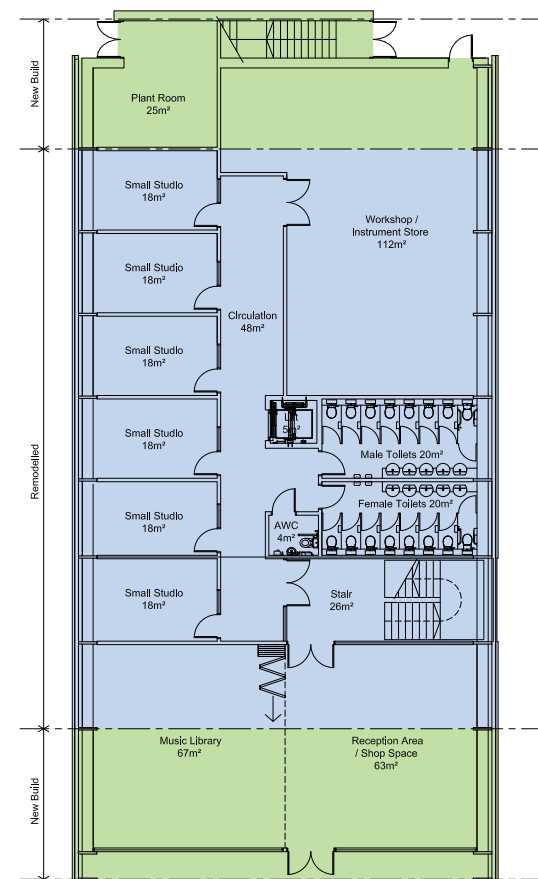
The existing two storey building is now split into three storeys giving a maximum ceiling height of 2400mm.

The ground floor accommodates the Entrance, shop, Library, Workshop and Studios together with ancillary Accommodation. The first floor accommodates the Main Hall (to benefit from additional ceiling height), the Large Studios and ancillary areas. The second floor accommodates Office Area and storage. This floor is restricted due to the curve of the roof structure.

Circulation is via one main stair and a lift. An additional escape stair is provided to the rear of the building accessed through the Main Hall.

Glazed areas are provided in the curve with 'punched' circular windows providing light and ventilation to individual rooms.

	New Build 356m2 GIA
	Remodelling 883m2 GIA

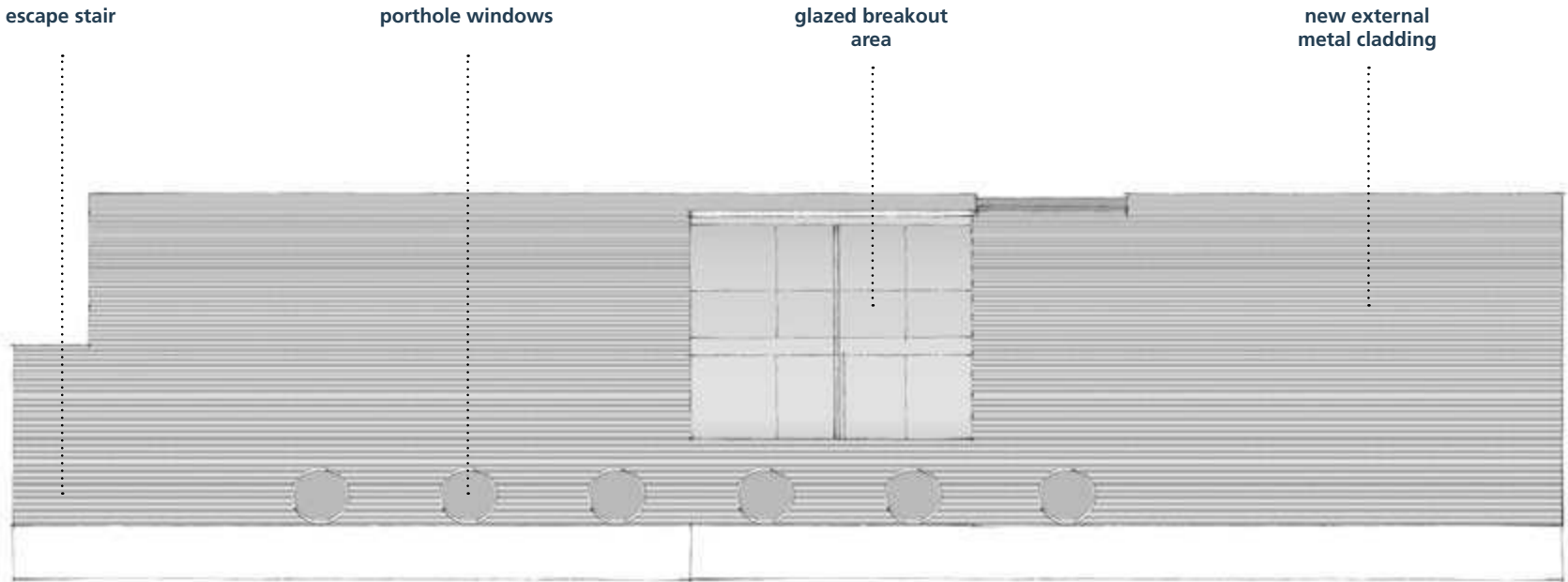


Extent of New Build & Remodelling

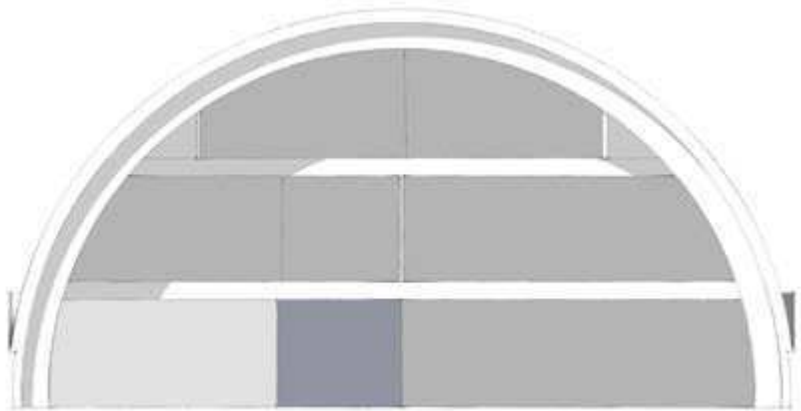


Option 1 - External View

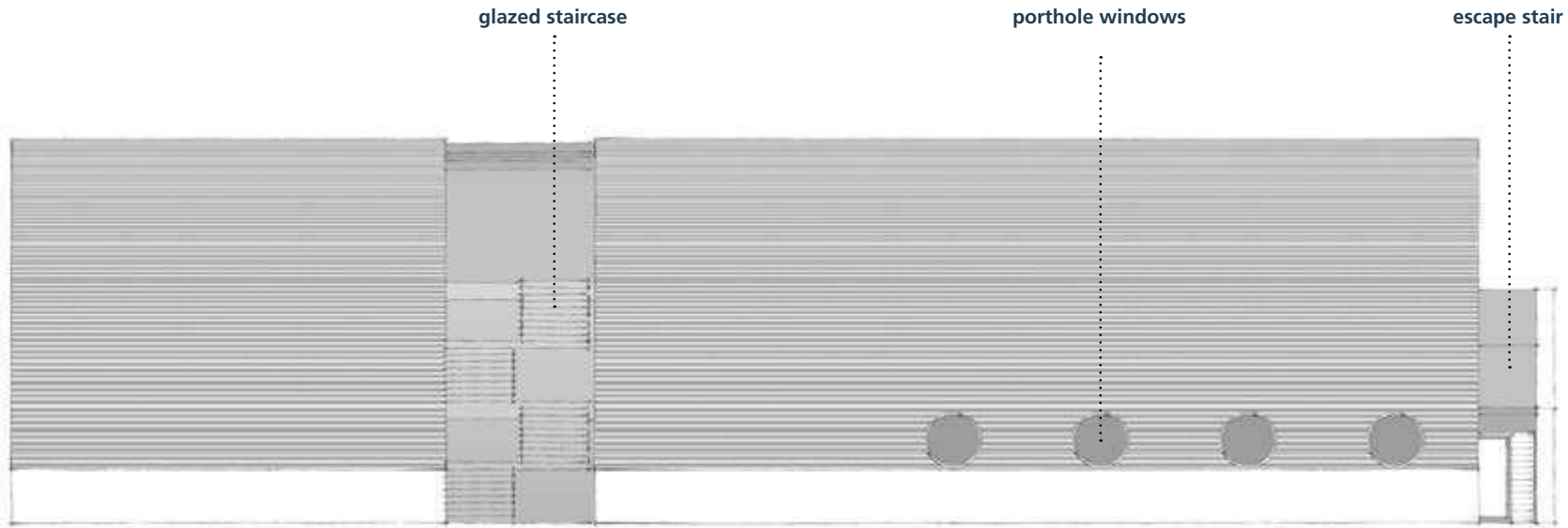
# 5.2 Option 1 - Elevations



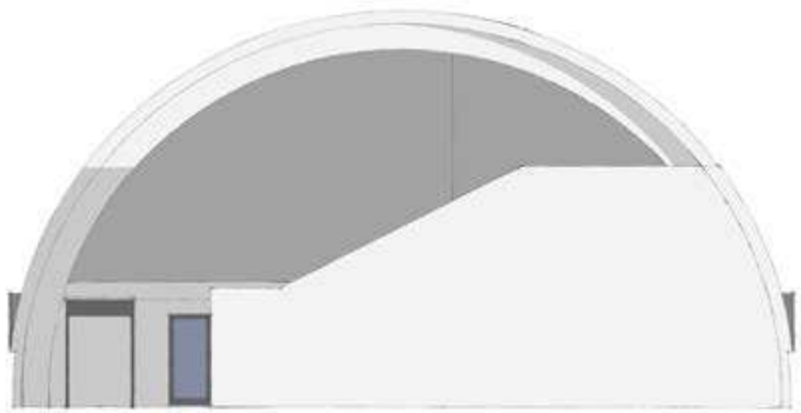
Option 1 - West Elevation



Option 1 - South Elevation



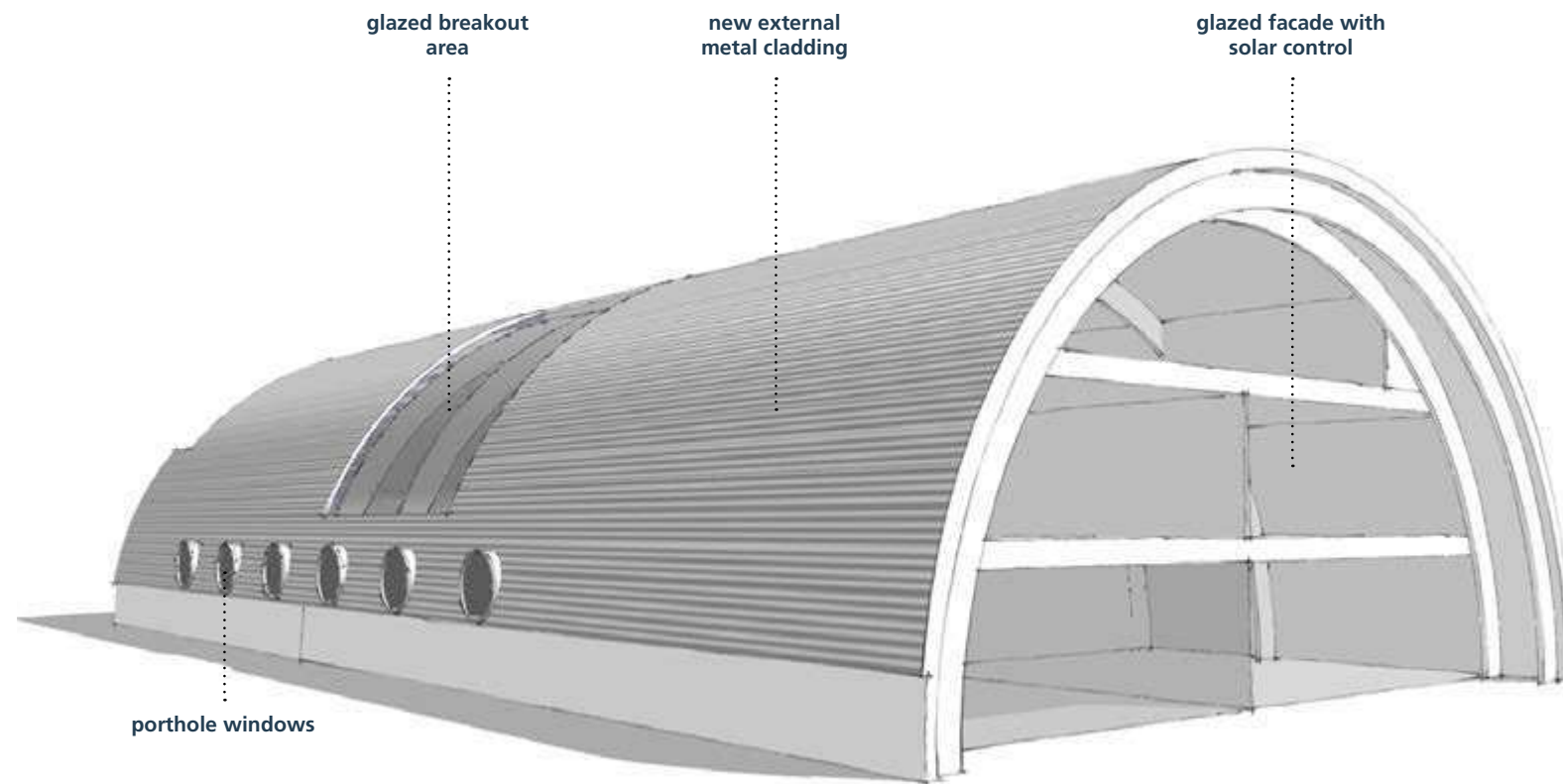
Option 1 - East Elevation



Option 1 - North Elevation



## 5.2 Option 1 - Section & Images



Option 1 - Eye View



Option 1 - Birds Eye View

## External cladding option



### SPECIFICATION

Euroclad Elite PLUS 53 – Wall Profile over sheeting rails.

#### Benefits:

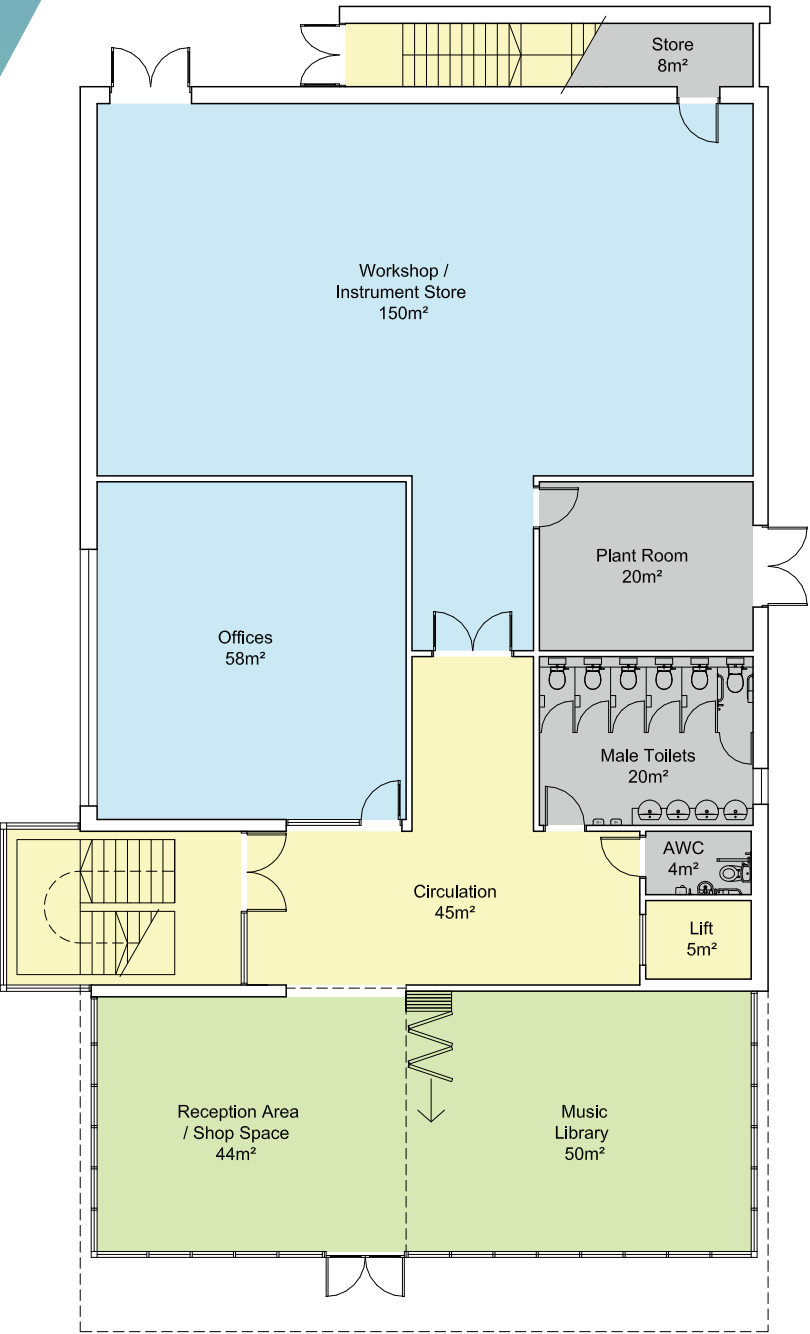
- Recyclable wall system
- Sound Reduction 40dB RW (min. for 0.31 U value, specific test data available on request)
- Suitable for all humidity class buildings
- Suitable for normal applications where acoustic absorption is not a requirement (acoustic absorption is to be provided by internal room lining).
- Economic wall solution
- Part B Firewall compliant 2 hours Integrity, 15 minutes insulation
- Available LPCB approved to LPS1181
- 25 year system guarantee
- BRE Green Guide rated A+ summary rating
- Non-Combustible insulation
- Best suited for industrial, commercial and warehousing applications

#### Features:

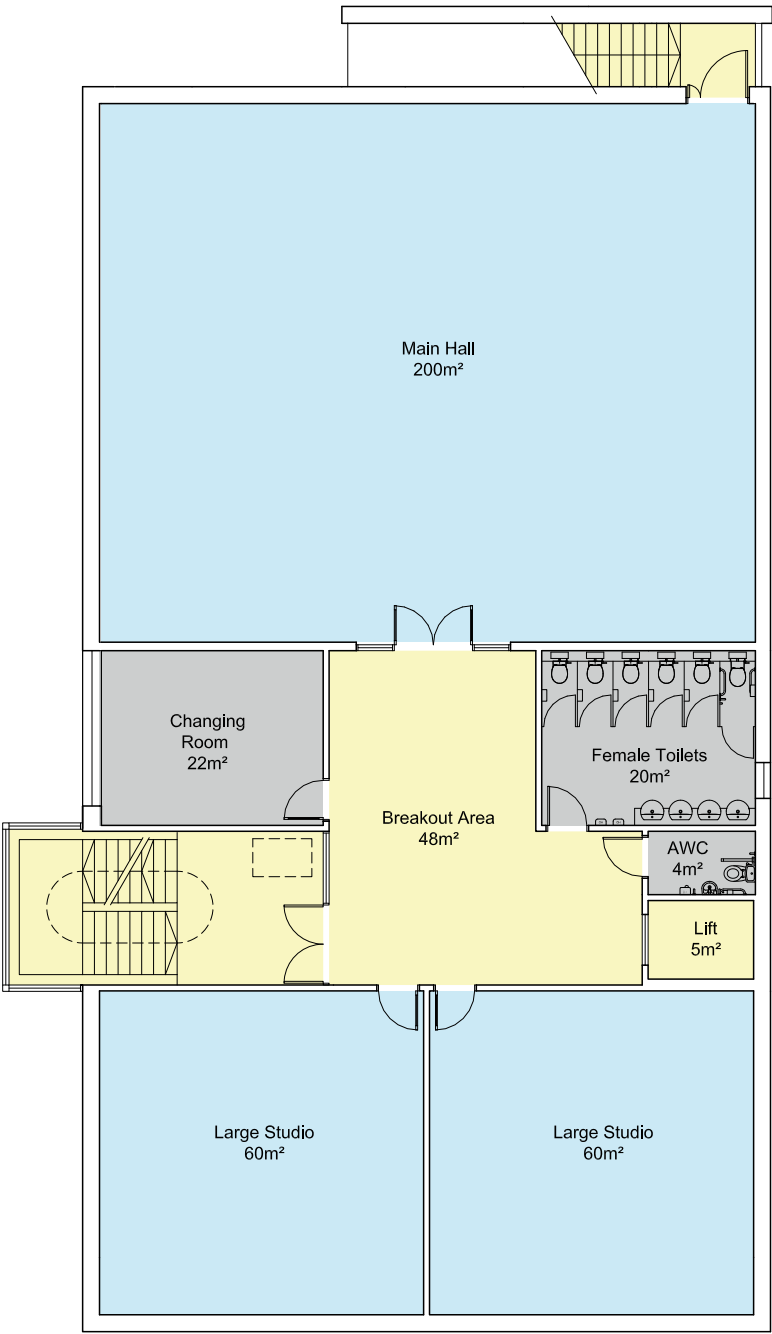
- 13.5\_3 Sinusoidal profile sheet
- Colorcoat® with Confidex® Guarantee
- Quattro spacer system
- Glass Fibre insulation to achieve required U value
- 19/1000 0.4mm steel liner sealed to form VCL
- Steel sheeting rails (by others) gauge 1.5mm to 3.0mm
- Overall system depth from sheeting rail to crest of outer profile - see System Drawing file

# 5.3 Option 2 - New Build Option

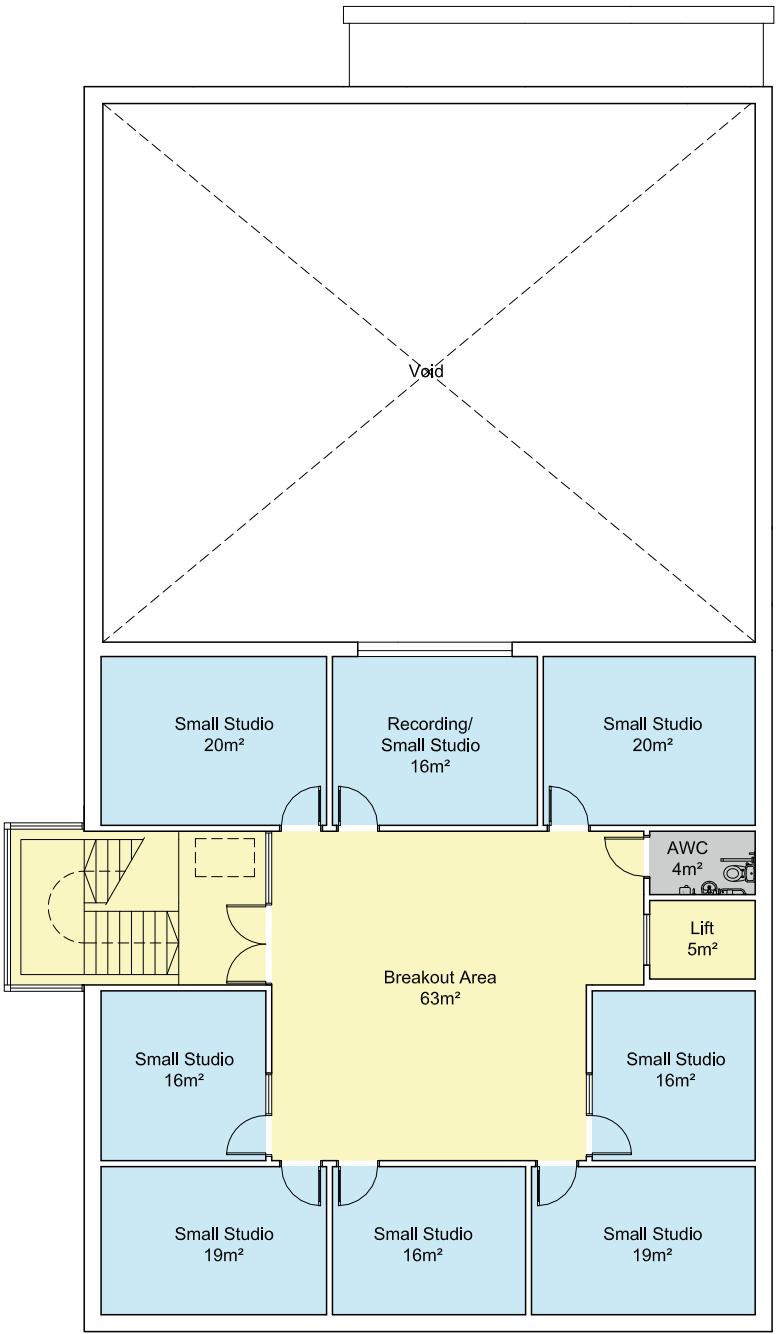
05



Ground Floor Plan  
GIA 448m2



First Floor Plan  
GIA 471m2

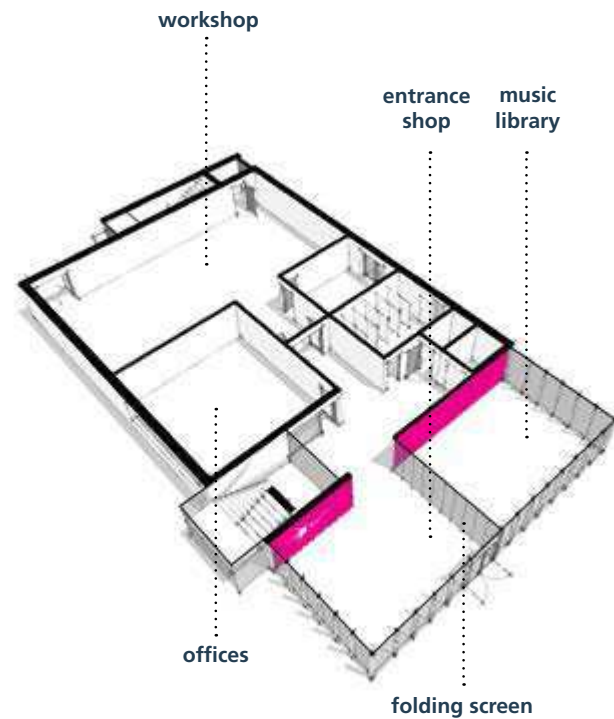


Second Floor Plan  
GIA 250m2

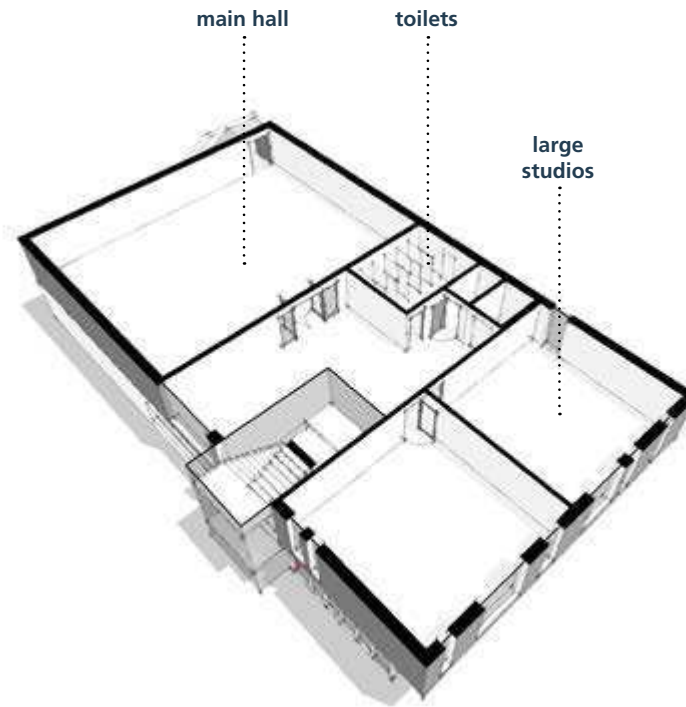




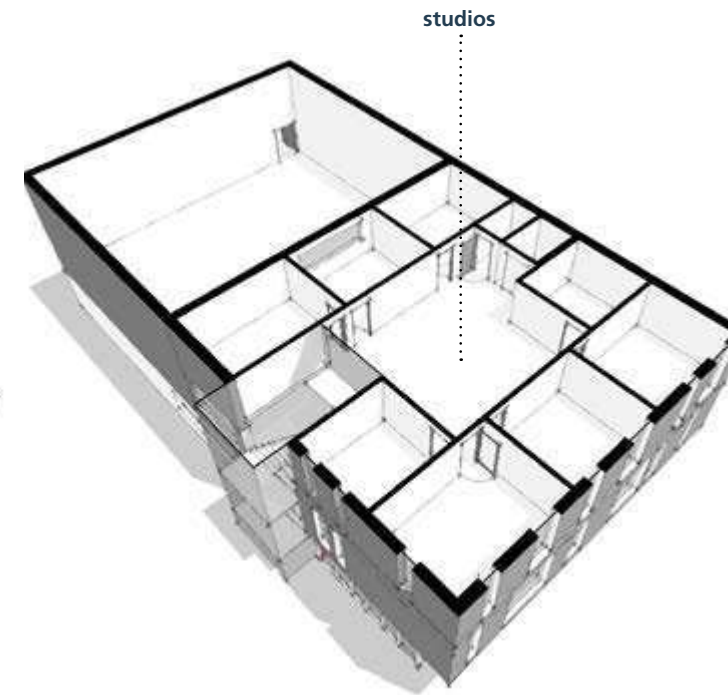
## 5.3 Option 2 - New Build Option



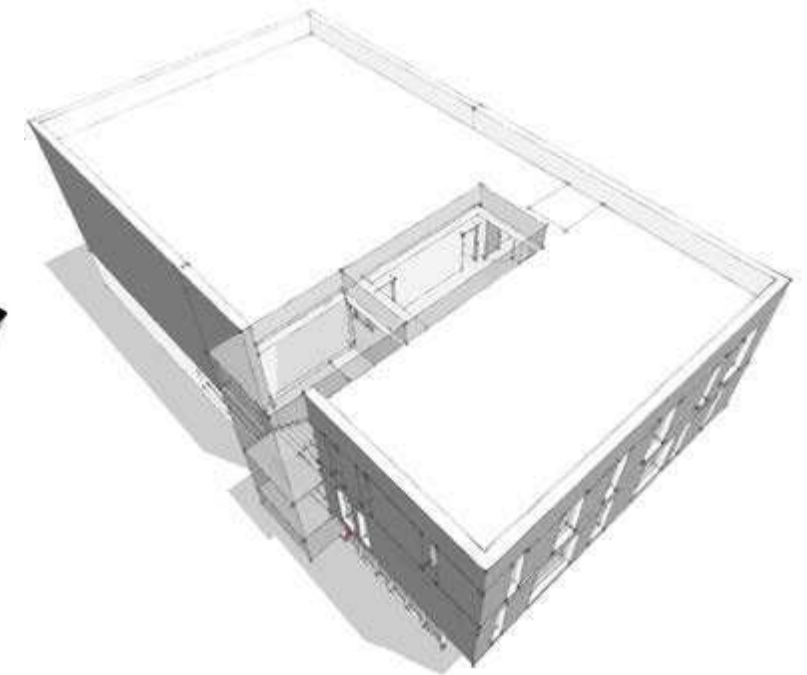
Option 2 - Ground Floor Arrangement



Option 2 - First Floor Arrangement



Option 2 - Second Floor Arrangement



Option 2 - Roof Arrangement

### Option 2

With Option Two the existing building will be demolished to make way for a new build solution. Where possible the footprint has been designed to match the existing, so reducing the impact on external parking.

The proposed building will consist of three floors with an internal floor to ceiling height of 2700mm.

The ground floor accommodates the Entrance, shop, Library, Workshop and Offices together with ancillary accommodation. The first floor accommodates the Main Hall (to benefit from additional ceiling height), the Large Studios and ancillary areas.

The location of the main hall on the first floor enables sufficient space to be provided on the ground floor without compromise and allows the hall to benefit from double height without the need to build over it. This will however mean that the Main Hall floor will require additional acoustic treatment.

The second floor accommodates a suite of studios with ample breakout space and ancillary areas.

Circulation is via one main stair and a lift. An additional escape stair is provided to the rear of the building accessed through the Main Hall.

Glazed areas are provided in the with 'punched' windows providing light and ventilation to individual rooms and larger amounts of curtain walling to bring light deep into the building. A large rooflight is also proposed across the second floor breakout area.

For the purpose of this Milestone One report no external materials have been specified for the facade. This can be developed during Milestone Two/Three.

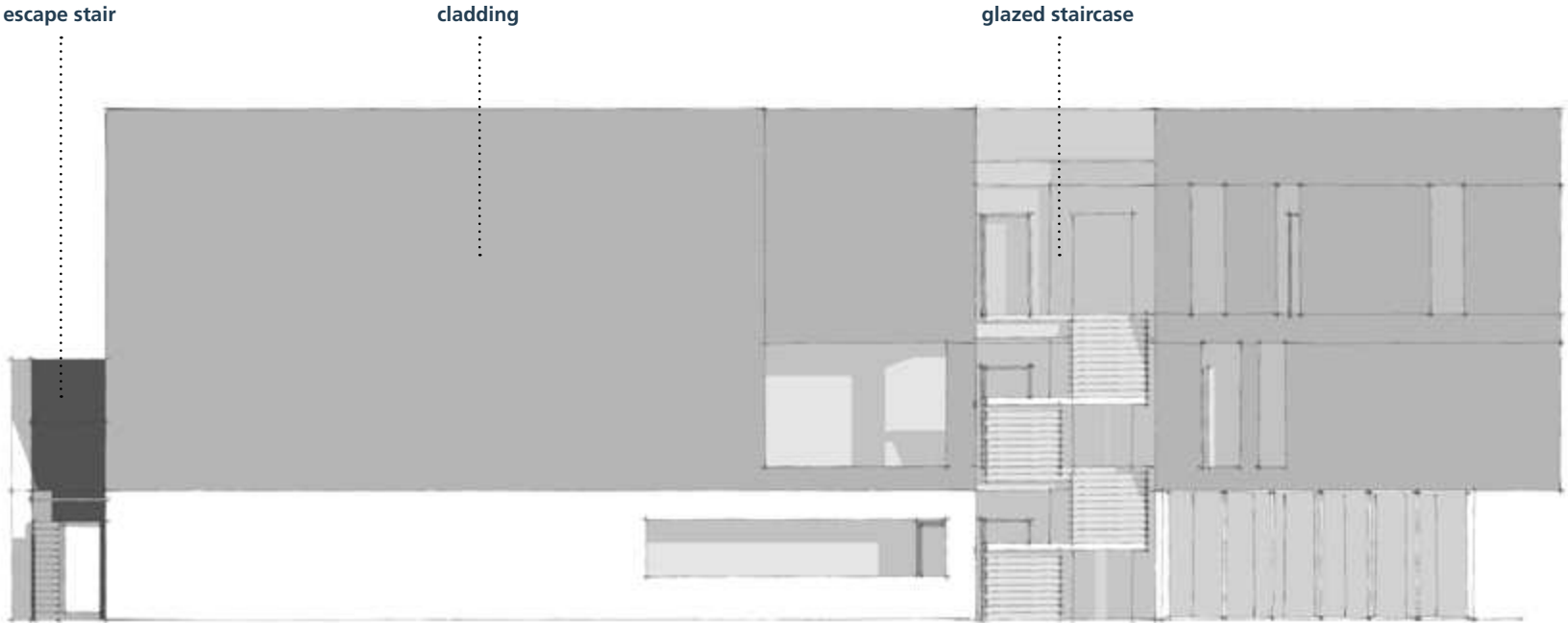
Images indicating possible concepts for the facade are shown in the following pages.

**Total New Build 1,169m2 GIA**

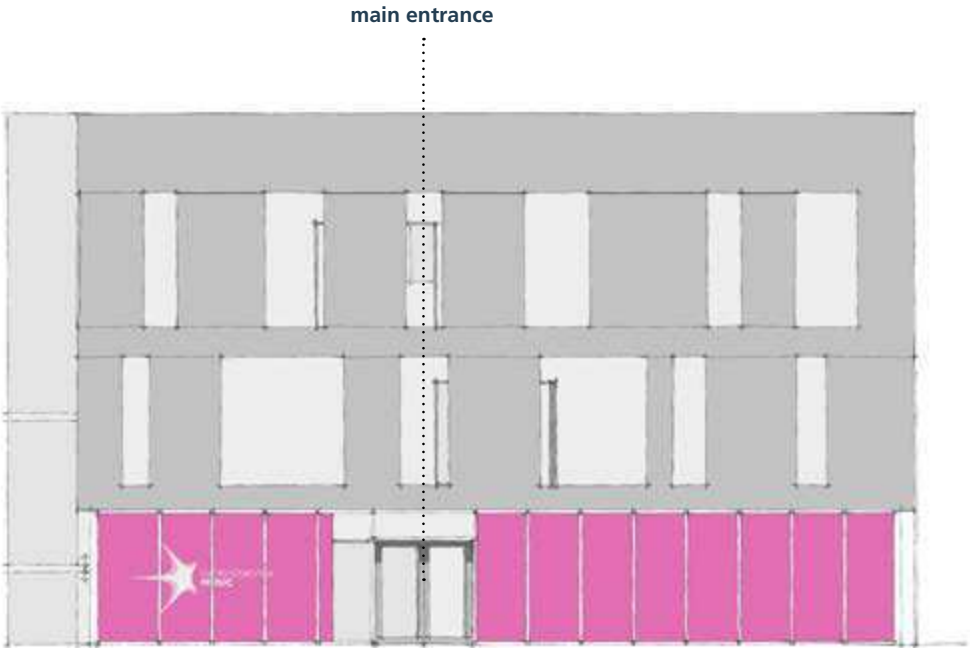


Option 1 - External View

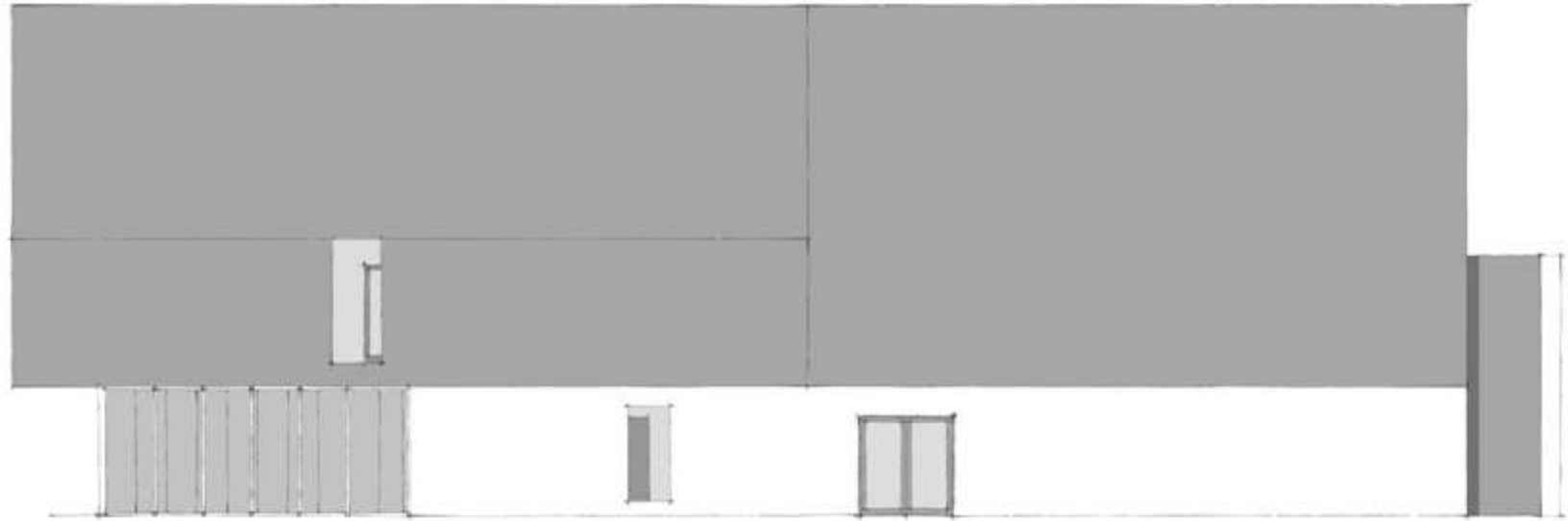
# 5.3 Option 2 - Elevations



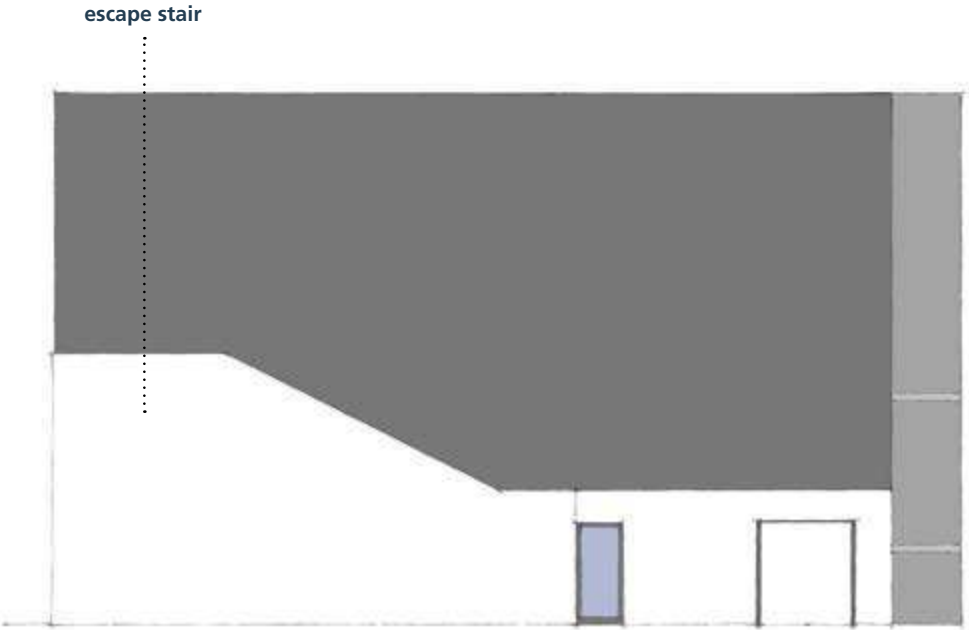
Option 2 - West Elevation



Option 2 - South Elevation



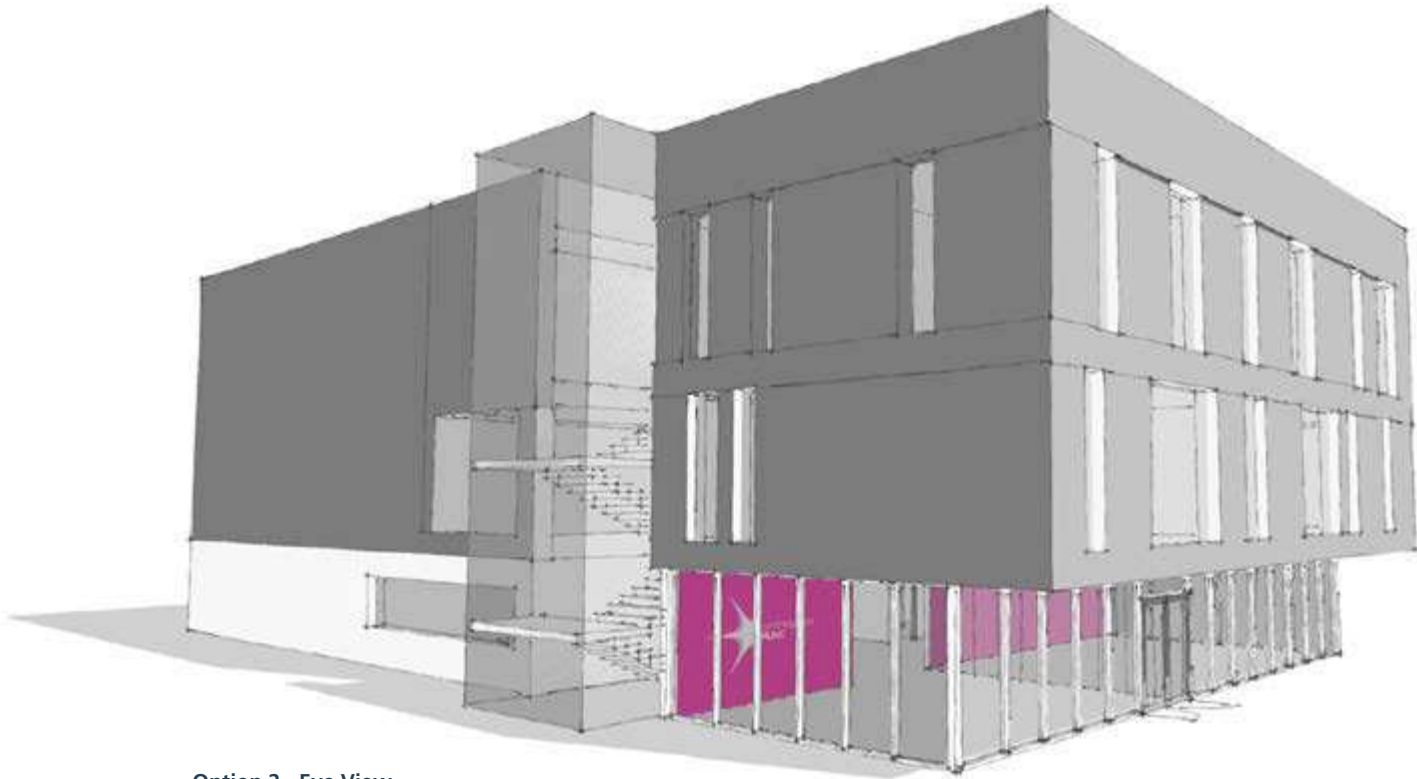
Option 2 - East Elevation



Option 2 - North Elevation



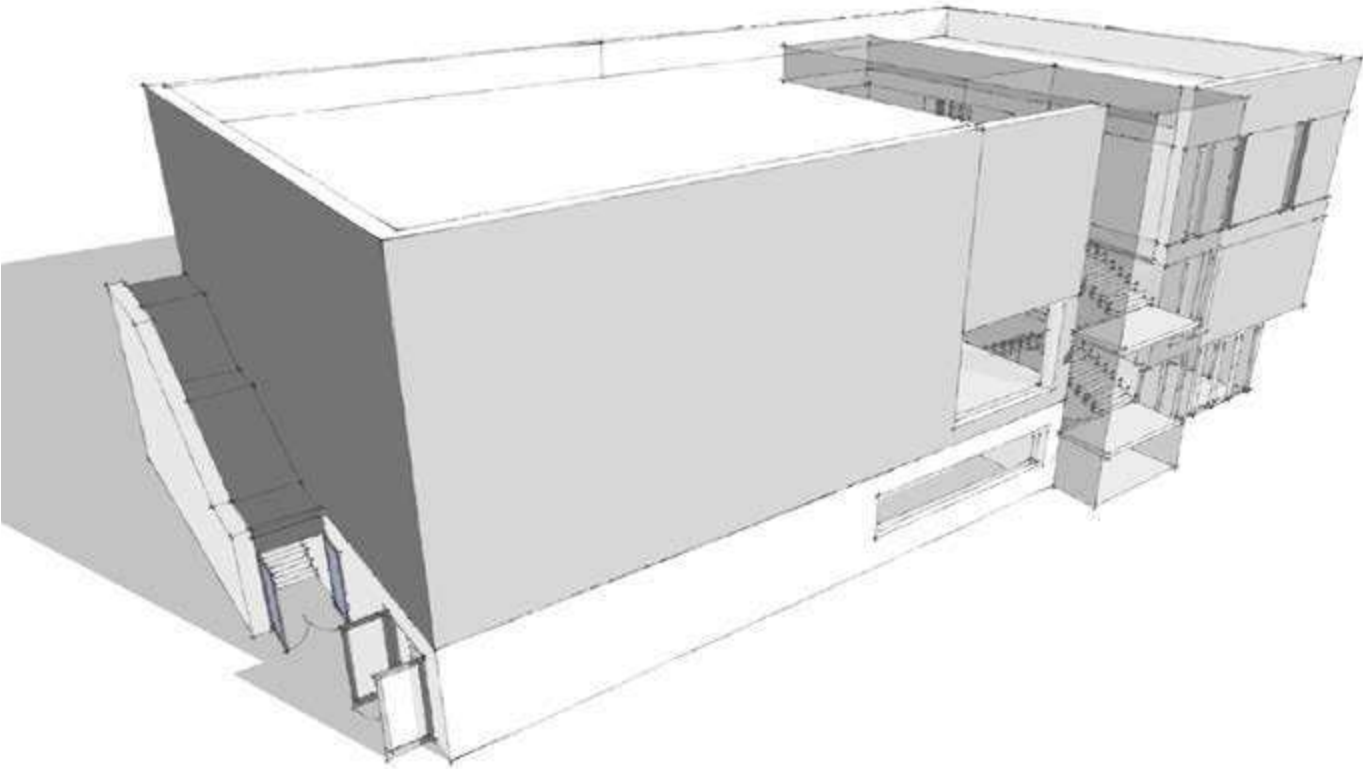
5.3 Option 2 - Section & Images



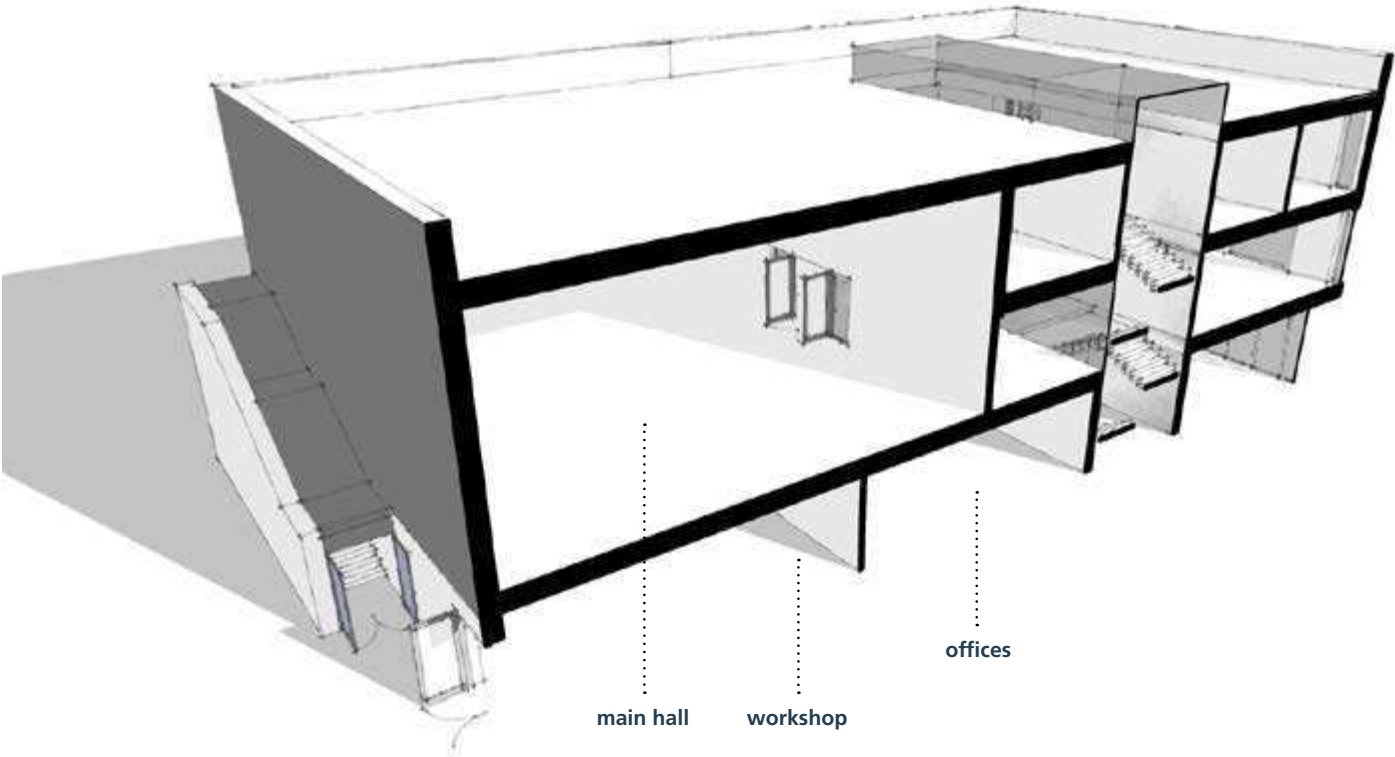
Option 2 - Eye View



Option 2 - Eye View Section



Option 2 - Birds Eye View



Option 2 - Birds Eye View Section



## 5.4 Option 2 - Facade Precedents

05



D - Helsinki Music Centre



D - Laban Centre



D - Modernist Cube



E - Performing Arts Centre Australia



E - Cut-Out Cube Architecture



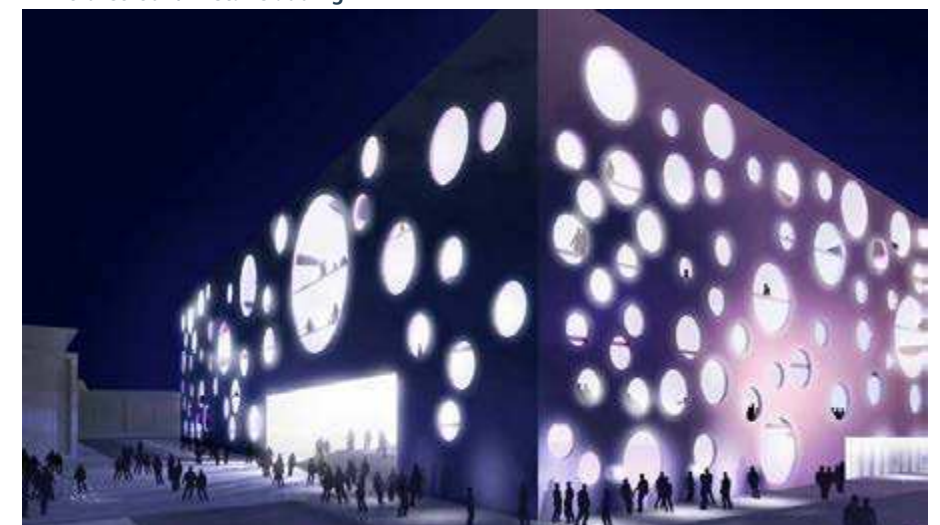
E - Bold Colour / Metal Cladding



E - Sheffield University Music Box



E - Coloured Glass Facade



E - Perforated Skin



# Landscape

St Luke's Barn

The Centre for Research and Engagement for Arts & Technology in Education

Milestone One Report



# 6.1 Landscape Intent

06

## Setting and Planning Considerations

The site is located in Chesterton, Cambridgeshire, and are bordered by predominantly residential properties to the north, east, and south, and by commercial properties to the west.

St Luke's Barn is located within the Site Boundary of St Luke's Church of England Primary School.

The main vehicular access to the school and St Luke's Barn is from the east, off French's Road which runs the length of the eastern boundary.

The existing St Luke's Primary School / St Luke's Barn site has one significant constraint that will affect any major development of the site. Access to St Luke's Barn is via the existing school vehicular entrance which is a narrow single track road passing the main school entrance and through the existing carpark. It is recommended that consultation should be had with the School Stakeholders, Cambridgeshire County Council Highways / Planning Department prior to any further design development.

## Vision

The overall vision for the landscaping design at St Luke's Barn is to provide a stimulating and vibrant entrance area with sufficient parking for the building use. Any future proposals should be low maintenance and provide access for all.

Considered and sensitive design techniques should be adopted throughout the design process, and the existing features of the site will be utilised to reduce the impact of development on the surrounding environment. Fundamental to this approach will be the retention of existing mature trees across the site wherever possible, and the provision of new planting to strengthen and augment the existing.

The ethos that architecture, landscape, and community are intrinsically linked will be promoted by providing efficient circulation routes throughout the site, linking the School to the Music Centre with suitable and robust hard landscaping.

One of the key principles of the design is "The shared and integrated environment" between the Centre and the School. Key design considerations should include separation of pedestrian and vehicular access, Cycle access and parking, accessible & general parking.

## Vehicular Access to the Site

As part of this feasibility three options have been explored for access to St Luke's Barn. These are:

### Option 1

Retain and widen existing access off French's Road. (Widening has been suggested for all options).

### Option 2

Provide new access off Chesterton Mill (private road).

### Option 3

Provide new access off Rackham Close.

The current access into the site is restricted to one vehicle entering the site with limited passing places. The existing school building and the caretakers property currently restrict access, this is further compounded by existing trees and pedestrian footway which all hinder access onto the site.

The proposed site options show the main entrance road widened until they reach the main school building. The widened road allows two vehicles to pass without causing restriction. The significant constraint comes at the pinch point between the existing school building and the caretakers property, which only allows space for one vehicle. Significant alterations would be required to either building to allow two vehicles to pass comfortably. The proposals show the existing pedestrian route realigned to improve access and reduce congestion, thus providing a safe and secure route for all pedestrians entering the site. An existing tree will likely be lost due to the impact on the root area, subject to further assessment from Arboriculturalist. However, if the loss of the tree is acceptable there is opportunity for tree mitigation planting.

On all options additional car parking is proposed increasing capacity beyond 40no. spaces including Blue Badge parking. Additional cycle parking is also provided increasing numbers by minimum 50no.spaces.

Options two and three explore alternative routes into the site. Both options require the loss of existing playing field which does not comply with the latest Sport England guidance and will likely face objection.

Further guidance with CCC Highways Department, input from a highways engineer and transport consultant will be required at the next stage should the site be deemed appropriate.



1 - View of field adjacent to the St Luke's Barn Site



## 6.2 Option 1, 2 & 3 - Proposed Access Options



OPTION 1 - Access via French's Road (existing access)



OPTION 2 - Access via Chesterton Mill (Private Road)



OPTION 3 - Access via Rackham Close



Current entrance to St Luke's Barn site from School grounds



# 6.3 Existing Site Plan

06

Caretakers building

Existing football pitch  
(Not to recognised Sport England size)

Existing car park

Existing refuse store

Existing playground





# 6.4 Option 1 - Current Access Option

- Outer building footprint represent renovation and extension of existing building. Inner building footprint represent to new building. Footpaths and plaza area to be extended as appropriate.
- Existing trees at the back of the building removed and replaced with dense hedge to provide new screening and allow improved, separate pedestrian access with double gates where appropriate
- Potential coach drop-off point
- Grasscrete for service access (subject to Sport England approval)
- Large entrance plaza highlights the main building entrance and provides high quality, impressive setting to the building. Area to include seating and planting.
- Additional gate onto field
- Minimal impact on the existing playing fields
- Refuse store relocated and increased in size to allow additional parking spaces to be proposed.
- New car parking spaces provided to increase the existing provision
- New cycle storage for minimum 50no. cycles
- New trees planted to mitigate the loss of existing trees felled for the implementation of additional parking / access facilities
- Entrance area improved to provide safe and secure access
- Entrance road widened to allow two cars to pass (with the exception of narrowing between School entrance area and the existing caretakers driveway)
- Main pedestrian footpath relocated to provide safe access route to the main school entrance





# 6.5 Option 2 - New Rackham Close Access

06

- Outer building footprint represent renovation and extension of existing building. Inner building footprint represent to new building. Footpaths and plaza area to be extended as appropriate.
- Additional access road follows playing field perimeter. The route is restricted by Tree root protection areas and playing field pitch markings.
- (Note: Access route does not comply with Sport England guidance on playing fields)
- Existing trees at the back of the building removed and replaced with dense hedge to provide new screening and allow improved, separate pedestrian access with double gates where appropriate.
- Potential coach drop-off point
- Large entrance plaza highlights the main building entrance and provides high quality impressive setting to the building. Area to include seating and planting.
- Access road leading direct from Rackham Close (max 4m road width)
- Minimal impact on the existing playing fields
- Additional access road joins existing car park. New route reduces the amount of space for additional parking
- Refuse store relocated and increased in size to allow additional parking spaces to be proposed.
- New car parking spaces provided to increase the existing provision
- New cycle storage for minimum 50no. cycles
- New trees planted to mitigate the loss of existing trees felled for the implementation of additional parking / access facilities
- Entrance area improved to provide safe and secure access
- Entrance road widened to allow two cars to pass (with the exception of narrowing between School entrance area and the existing caretakers driveway)
- Main pedestrian footpath relocated to provide safe access route to the main school entrance





## 6.6 Option 3 - New Chesterton Mill Access

Outer building footprint represent renovation and extension of existing building. Inner building footprint represent to new building. Footpaths and plaza area to be extended as appropriate.

Access off Chesterton Mill private access road (subject to agreement)

Potential coach drop-off point

Existing trees at the back of the building removed and replaced with dense hedge to provide new screening and allow improved, separate pedestrian access with double gates where appropriate.

Large entrance plaza highlights the main building entrance and provides high quality, impressive setting to the building. Area to include seating and planting.

Additional access road follows playing field perimeter. The route is restricted by Tree root protection areas and playing field pitch markings)

(Note: Access route does not comply with Sport England guidance on playing fields)

Additional access road joins existing car park. New route reduces the amount of space for additional parking

Refuse store relocated and increased in size to allow additional parking spaces to be proposed.

New car parking spaces provided to increase the existing provision

New cycle storage for minimum 50no. cycles

New trees planted to mitigate the loss of existing trees felled for the implementation of additional parking / access facilities

Entrance area improved to provide safe and secure access

Entrance road widened to allow two cars to pass (with the exception of narrowing between School entrance area and the existing caretakers driveway)

Main pedestrian footpath relocated to provide safe access route to the main school entrance





# 6.7 Parking Arrangements

06

## Cambridgeshire Local Plan (2006) parking standards

Public halls require 1 space per 100m2 floor area, plus a disabled car parking bay if the development is located within the ' Controlled Parking Zone'. (Note, due to the proximity of the school to the city centre, it is assumed the scheme is within ' Controlled Parking Zone' although this needs confirmation from transport specialist.)

Based on this calculation (assuming 3 floors, each floor 500m2) would require a total of 15no. standard spaces and 3no. Blue Badge. Alternatively if the building is outside the 'Controlled Parking Zone' at total of 75no. standard spaces plus Blue Badge parking would be required.

### Maximum Parking Provision (All Options)

#### Existing Parking on Site:

22no New spaces  
7no. Blue Badge

#### Proposed Parking on Site:

37no. standard spaces  
4no. Blue Badge

#### Plus: Overflow parking:

22no. standard spaces

#### Combined Proposed Total:

59no. standard spaces  
4no. Blue Badge

Although the proposed parking provision can not extend to 75no. spaces is is recommended that dialouge with Cambridgeshire County Council Highways Department is carried out and a full and conclusive travel plan is produced. This will highlight the exact requirement of the facility and provide recommendations for alternative parking and/or alternative travel options.

### Coach Drop-off

It is proposed that coach drop-off for parties of visitors to the centre would be on Histon Road or an alternative location used by St Lukes Primary School. No 'signed' coach drop-off locations were located during this study, therefore further discussion with Cambridgeshire County Council Highways will be required in Milestone 2 to agree a suitable location.

Table 4: Assembly, Culture, Leisure and Sports Uses.

Use	Inside CPZ	Outside CPZ
Museums, exhibition venues	Disabled only	On merit
Sports & recreational facilities, swimming baths	1 space for every 3 staff plus disabled car parking	2 spaces for every 3 staff, plus 1 space for every 4 seats, including disabled car parking
Cinema	Disabled and 1 space for every 2 staff	1 space for every 5 seats, including disabled car parking
Stadia	Disabled car parking only	1 space for every 15 seats, including disabled car parking
Places of assembly including, theatre, auditoria and concert hall	Disabled car parking and 1 space for every 2 staff	1 space for every 4 seats, including disabled and staff car parking
Place of worship	1 space per 100 m <sup>2</sup> floor area, plus disabled car parking	1 space for every 8 seats, including disabled car parking
Public halls/ community centres	1 space per 100 m <sup>2</sup> floor area, plus disabled car parking	1 space per 20 m <sup>2</sup> of public space, including disabled car parking

Cambridgeshire Local Plan (2006) parking standards



View of Histon Road



# Acoustic Design

St Luke's Barn

The Centre for Research and Engagement for Arts & Technology in Education

Milestone One Report



# 7.1 Acoustic Design - Technical Note on Acoustic requirements

07

It is understood that the design of St Luke's Barn Music Centre is to achieve a music centre of a professional standard.

Two options for the development are proposed:

- Option 1 - the refurbishment of an existing building, and
- Option 2 - a complete new build.

It is considered that Option 2 is likely to represent the most complete acoustic design as the constraints of the existing building, as in option 1, could cause difficulties in achieving the desired acoustic performance. In both options the centre is proposed to have a large hall for orchestral music, a number of small and large studios for recording music, workshop/instrument store, music library, break out spaces and an office.

So that the expected activities within the proposed rooms can be carried out as intended and enhanced by quality acoustic conditions, and also, so that activities are not disturbed by external or internal noise or interference, the following points should be carefully considered:

- Sound insulation from external noise sources – the building envelope, external walls and roof, should be carefully designed to insulate from external noise sources. The extent of the design will depend on the external noise climate, which should be extensively surveyed. Also, the location and orientation of the building should be considered if possible, i.e. away from roads, rail and any noisy sites etc. With external structures to protect the building from noise considered, such as noise barriers. Appropriate site selection and orientation with regards to acoustic considerations, could save the project considerable amounts of money on treatment to the external fabric of the building.
- Indoor Ambient Noise Levels (IANL) for each room and its expected use should be considered, taking into account the

ventilation strategy and building services noise. Building services levels may need to be as low as NR18, which requires a large element of coordination between building services engineers and the acoustic specialists.

- Sound insulation between rooms and spaces is highly critical in such a development and for simultaneous use of rooms, high performance walls and floors will be required with a performance in the order of 65 – 75dB Rw likely, with high performance at low frequencies.

The following examples are for typical wall and floor constructions likely to be required, these are not exhaustive more specialist constructions may be necessary:

1. Partition wall: 2 or 3 layers of soundblock either side of a metal stud with resilient bars, and high density insulation within the cavity; overall partition width ranging from 300-500mm. (Any glazing in studio walls should be heavy weight and will require detailed design).
2. Partition wall: high density full height blockwork with a dry lining each side consisting of at least 2 layers of plasterboard with high density insulation in each cavity.
3. Separating floor: high density structural slab of heavyweight concrete with an isolated floating floor finish above and acoustic mass suspended ceiling below of at least 2+layers of 15mm soundblock and high density insulation in the void.

The room arrangement/layout should be considered at an early stage to minimise where possible the need for high performance partitions and floors. Stores and lobbies can be used as a buffers to aid sound insulation between critical rooms. For example, it is noted from the option layouts provided that the main hall is located on the first floor, ideally the hall would be on the ground floor to avoid the need for a high performance floor.

- Reverberation Time design is also critical for music spaces, acoustic treatment to walls and ceilings is likely, including bass traps, panel absorbers and diffusers. All of these are likely to be required in the main hall.
- Room dimensions should also be considered to reduce the effect of flutter echoes and colouration to sound. Room dimensions that are multiples of each other are to be avoided at all costs. Non parallel walls, particularly in the studios can be utilised for this effect.
- Careful design of building services, including no service penetrations through critical partitions or floors.
- Careful design of the junction detailing between walls, floors, ceilings and the external façade is essential.
- All critical music spaces should be modelled using acoustic software, particularly the main hall and large studios to understand and optimise the design.

# Mechanical, Electrical & Public Health

St Luke's Barn

The Centre for Research and Engagement for Arts & Technology in Education

Milestone One Report





# 8.1 - MEP - Technical Note on MEP requirements

08

## MEP INCOMING SERVICES

### Incoming Gas

An incoming gas main enters the primary school site underground from Frenchs Road which feeds the school only.

There is currently no incoming gas supply to St Luke's barn.

The existing Barn is currently heated via electrical panel and convectors heaters. It is proposed that the existing system is removed and is replaced with a gas fired boiler heating system. This will remove a large electrical load from the building and will help in removing the risk of upgrading the electrical incoming service.

A new incoming mains gas supply will need to be applied for from the network utility provider for either of the proposed options for the redevelopment of the barn.

It is proposed that the new gas main runs underground from Frenchs Road and rises at the rear of the barns new main plant room.

It is considered that the existing incoming gas supply feeding the school is not adequately sized to suit the increased gas load.

The final capacity of the gas load is dependent on the final heating design.

New estimated gas supply £8,000 – £15,000; cost could be higher if the existing network is unable to take increased load.

### Incoming Water

The barns existing mains cold water service enters the site underground and rises internally within the male toilet area adjacent to the wash hand basins. The existing water supply then rises to the loft where it feeds two large water storage tanks one for the cold water down services and the other for electrically heated hot water service.

It is proposed that the existing electrically heated hot water service is replaced with a gas fired hot water generation. This will remove a further large electrical load from the building which will help

further in removing the risk of upgrading the electrical incoming service.

The existing mains water will need to be re-routed to the new plant room through an underground duct.

The new hot and cold water services distribution shall need to be designed in compliance with the local water board requirements.

It is considered that the existing incoming water supply feeding the barn is sized to suit both of the proposed options water load. However the final capacity of the water load is dependent on the final hot and cold water services distribution design.

Estimated upgrade of main water supply £5,000 – £8,000 cost could be higher if the existing network is unable to take increased load.

### Incoming Electrical Supply

The existing incoming supply to the barn is provided by UKPN and enters the site underground from Frenchs Road and terminates into a 100 Amp TP&N service head (72KVA) and meter located all located in an electrical service cupboard within the main office.

From a visual inspection of the incoming utility supply service indicates the supply is 100 Amps TP&N, should the supply require upgrading a new service will need to be provided from the main network within Frenchs Road and a new incoming location found due to the existing cupboard not being large enough to house the required CT chamber and meter for a 200amp (144KVA) service head.

A calculation has been carried out based on the overall existing area and the areas of the two proposals using BISRA Rules of Thumb - Guidelines for building services (5th Edition).

The results from the calculation shows the overall extra load required for both of the proposal is 35 amps per phase. This indicates that the existing supply should be suitable for either of the two proposals dependant on final equipment loads.

A load test on the existing incoming supply should been undertaken

over 7 continuous days during term time. This report will determine if the existing 100A services would need to be upgraded to 200A.

A review of the current 5 yearly Periodic Inspection Report shall also be required to ascertain the condition of the current electrical wiring installation should any be retained.

Estimated upgrade of the electrical supply £10,000 – £20,000 cost could be higher if the existing network is unable to take increased load.

### Risk Items

- Discovery of uncharted, buried services and obstructions requiring additional surveys and diversions
- Local Authority, Anglian Water, Environment Agency requirements
- Uncharted gas and water mains connections from adjacent sites
- Report findings based on visual, non-intrusive MEP condition site surveys.

### Renewable Energy Sources

It is an aim for the End User to have a cost effective and environmentally friendly way to generate energy within the new/ remodelled building. During the next Milestone renewable energy sources should be researched and proposed to meet the current Statutory & Planning requirements and also those that provide costs savings in the running/maintenance of the building.

Options for renewable energy could include but are not limited to:

- Solar - Photovoltaic
- Solar - Thermal heaters
- Ground Source Heat Pump (GSHP)

# Sustainable Design

St Luke's Barn

The Centre for Research and Engagement for Arts & Technology in Education

Milestone One Report



# 9.1 - Technical Note on Sustainability requirements

09

## EXISTING BUILDING

St.Lukes Barn is a community and sports facility. The Barn is situated within the grounds of St. Luke's School in Arbury. It was built by the Council in 1987 on land owned by Cambridgeshire County Council and we have correspondence indicating that following completion the building was handed over to the Trustees of the Church Schools of Cambridge (The Old Schools) who own the access road to the Barn.

The Barn has been managed by St.Luke's School since 2004 through annual Service Level Agreements with the Council. It is primarily used for badminton (by the University and Bottisham badminton clubs) and by the school for activities and meetings. There are a couple of first floor meeting rooms which can only be accessed via a narrow staircase.

The Barn is constructed with large curved timber beams (Glulam beams) which are covered with corrugated aluminium sheets. The sheets have 150mm thick internal 'rock wool quilt' insulation fixed to their underside. The Barn is very poorly insulated and inefficient to heat. A dehumidifier is used in the sports hall to try and minimise the effects of condensation. The building also present single glazing windows and no shading devices.

Therefore, the Barn now requires substantial modernisation, repair and decoration if it is to be retained for community use into the future.

## IMPROVED BUILDING - PROPOSED ENVIRONMENTAL STRATEGIES

### BUILDING SERVICES

The mechanical services will include the following elements:-

- Plant Areas
- Ventilation systems
- Domestic hot and cold water systems.
- Automatic controls
- Internal sanitary pipe work
- Natural gas
- Water pumps
- Underfloor Heating System
- Sub metering

All plant selection, installation, commissioning, controls and energy monitoring devices and procedures shall meet and exceed the current regulations.

### PLANT AREAS

A new plant room will be located on the south facing of the existing building. The plant room will accommodate new condensing heating boilers of approximately 130 kW of total capacity.

New gas fired heating boilers will help in reducing energy consumption and CO2 footprint.

### External Plant

The new incoming gas service pipe, new gas meter and the existing gas house will be provided within the site boundary at a location as agreed with the project architect.

### VENTILATION

The system will primarily be a mixed mode ventilation system. Ventilation system will employ mostly manual openable windows, thermally broken glazed louvres, automatic windows actuator and MVHR system.

The ground & first floor proposed studios will be equipped with MVHR fan system with a CO2 sensor.

The reception will be equipped with an air curtain.

All the doors and windows will be equipped with max in glazed type trickle ventilator (TITON) for background ventilation.

The corridor ventilation will be aided by extracting some air via undercutting toilet doors by 10mm and high level louvres.

All toilets and kitchenette shall have extract fans. The disable, Male and Female WC's will have a MVHR fan system. All extract fans will be coupled with smart sensor, it will trickle at set rate and will boost to maximum set speed by PIR sensor. All the toilet doors will be undercut by 10 mm. Kitchen door will be equipped with intumescent type air transfer grille.

The store doors will have a low and a high level air transfer door grilles.

All office and store will comply with AD Part F.

Air volumes will be established by consideration of heat gains and also the air change rate necessary for comfort and safety as appropriate for the activity carried out in each area.

### LPHW Heating Systems

New heating plant could consist of 2 No. 65 kW wall hung type cascaded condensing boilers.

All the areas will be divided in different zones and each zone will have a dedicated zone valve.

All areas shall be served by underfloor heating.

All motorised manifolds for underfloor heating shall be located in the store or as agreed by the architect.

Circulating pumps will be provided on duty and standby basis by a variable twin headed pumps.

### Reception Lobby

The reception will have an air curtain.



# 9.1 - Technical Note on Sustainability requirements

## Cold Water Service

Water is a scarce resource and costs are rising rapidly. A public place that is equipped with water conservation devices may use less than 50% amount of water used in other public places. Installations such as cistern dams, urinal controllers, flow restrictors and self-closing taps, PIR operated valves save water and money.

The Cold Water Mains Services shall be designed in compliance with the local water board requirements. Mains water will be provided from the existing local authority supply. Water consumption will be monitored and recorded using pulsed output water meter to the BMS system.

Following flow rate is recommended, which have been found to achieve a saving of at least 25% on top of consumption rate set by BS EN 806.

Component	Rate	Unit	Comments
WC	4.5	Effective Flush Volumes	Actual maximum
WHB Taps	5	litres/min	Flush Volumes flow rate of each tap at a dynamic pressure.
Kitchen Tap: kitchenette	5	Litres/min	Maximum flow rate
Domestic Washing Machines	40	Litres/use	For a Typical wash Cycle
Domestic Dishwashers	12	Litres/cycle	For a Typical wash Cycle

The existing incoming cold water mains for building shall be equipped with a sample point and with a Hydromag type physical water conditioner. This measure will increase the longevity and will help to maintain the efficiency of this appliances connected to it.

## Hot Water Service

Proposed new build hot water demand will be provided mainly by point of use water heaters. As point of use water heaters are more efficient for this intermittent type used building (as it does not have stored energy losses).

The pipework shall be disinfected in accordance with Health & Safety Procedure HSG 70. On completion, a Certificate of Disinfection must be issued, giving all relevant details and dates.

## Leak Detection System

Mains cold water and gas will be equipped with a leak detection system

## Automatic Controls

A fully integrated Building Management System would be incorporated to provide operation and control of all items of building services plant and equipment. The control shall comply with CCC's TAN, Building Bulletin and IGEM requirements.

The controls would ensure the required internal environmental conditions and time schedules are achieved for the external conditions encountered.

The following software features will be included as standard within the system to deliver an efficient heating system:

- First and second stage frost protection.
- External ECO high limit
- Occupation time ECO high limit room temperature
- Boost control to occupation time
- Optimiser control
- Time and Temperature control on heating zones.
- Boiler sequence control
- Boiler Direct Compensation Control
- Pump Duty Change-over
- Summer / winter control
- Plant Hours Run
- Plant alarms
- On site user screen

## ENVIRONMENT & SUSTAINABILITY

### Options for Environmental Measures in Design

Our aim is to design the most energy efficient building and services that meet the needs of the occupants, are responsive to the external climate, have minimal carbon footprint and are realistic in terms of buildability and cost constraints.

As part of the design it is the intention to target an EPC rating of B. It is therefore essential that the building incorporates measures to ensure energy efficiency and therefore in the development of the

services strategy, we consider the following criteria:

Be Lean

- Minimise consumption of energy and valuable natural resources.
- Minimise waste
- Reduce energy costs
- Keep it simple

Be Clean

- Use energy efficiently
- Recovery energy
- Minimise emissions
- Selection of fuel sources

Be Green

- Use renewable energy
- Local source
- Local generation
- Ethical/fair trade

Be Realistic

- Affordable
- Actually works
- Total satisfaction
- Provides long life durability

Key strengths of the proposal are the replacement of existing external fabric which are extremely energy inefficient with a new energy efficient envelope and with a new energy efficient services.

### Fabric of the building

The building fabric, structure and orientation has a significant effect on the environmental control of a building.

The choices in materials, configuration and arrangement influence the heating capacity, the quantity of solar gains admitted and therefore the type and sizes of mechanical equipment required. Designing the building fabric, structure and orientation to act as a filter and as a damper of outdoor extremes can greatly simplify the mechanical services solutions required.

# 9.1 - Technical Note on Sustainability requirements



CIBSE Guide AM13:2000 states that “Using the building fabric to harness alternative natural cooling methods can achieve major cost savings in terms of mechanical systems. Temperature reductions of 3-4°C below design outdoor peak conditions can be achieved for normal office use, with greater cooling effect during periods of exceptionally hot weather.”

It is recommended that the insulating U-values for major construction elements be of a high performance, in order to meet or better the requirements of Part L. The U-values provided within the table below have been found to offer a good level of performance and typically are able to achieve the requirements of Part L. The U-values are a significant factor in achieving a compliant CO2 emission figure in terms of Part L of the Building Regulations for the proposed design.

Building Element	Existing U-Value (W/m²K)	Proposed U-Value (W/m²K)
External Walls	0.7	0.18
Floor	0.35	0.15
Roof	0.35	0.15
Windows / Louvre	2.25	1.4
Personnel Doors	2.25	1.8

## Avoidance of Solar Overheating

The summertime temperature performance requirement shall be tested in accordance with the CIBSE TM52 criteria:

In order to achieve the above requirements and also to comply with the solar gain limits detailed within Part L of the Building Regulations, the avoidance of solar overheating will be a significant part of this project.

It is envisaged that the south elevation of the building is likely to receive high levels of solar gains in the middle part of the day. This will be overcome by incorporating overhangs, recessed windows and solar controlled glazing.

## Ventilation

The role of ventilation within the building will primarily be to satisfy the following functions:-

- To provide adequate fresh air for the occupants while removing/diluting pollutants
- To reduce summertime peak temperatures

It is the design intent to form the spaces where possible to maximise the use of natural ventilation during time of the season when temperatures and activity in the space allow.

## Air Tightness

The air tightness of the building impacts on its energy consumption and CO2 emission. The more airtight the building, the less energy is required to heat it during cold periods. Part L2 of the Building Regulations states that air permeability must be less than 10m3/h/m2 at 50Pa. As part of the project it is the intention to target an air permeability of 5m3/h/m2 at 50Pa in order to comply with Part L and achieve energy efficient operation.

## Daylighting

Glazing that will be provided throughout the building will offer a number of functions including good daylight penetration, natural ventilation, heat loss, heat gain and views out. Maximising the use of daylight also provides an opportunity to switch off artificial lighting manually or automatically, reducing energy and CO2 emissions.

Good daylight penetration contributes to a pleasant environment within the building. Good daylight levels are considered to provide a feeling of well-being and stimulate individual performance. It is the design intent to form the spaces where possible to maximise the use of natural daylight along with natural ventilation discussed earlier in this report.

Where natural daylighting is insufficient to balance ambient artificial lighting will be used to meet the requirements of the space.

It will be demonstrated through computer modelling that illuminance levels will be minimum 300 lux for 9 a.m. and 3 p.m., on a clear-sky day at the equinox, for the 75% of the regularly occupied floor area.

## Thermal Modelling

The building shall be thermally modelled to determine the internal temperature profile. The model will determine choice of construction materials and the solar control measures required.

## Low and Zero Carbon Technologies

There are a number of Low and Zero Carbon Technologies that will be considered as part of this development.

The final selection of LZC installations will be agreed in the next stage.

## Design Criteria

It is necessary to establish outdoor and indoor conditions at this stage in order to determine approximate plant size and costs. Outdoor design conditions are based on the reference data utilised by IES Virtual Environment thermal modelling software. The reference station selected is Norwich as this is the nearest data available.

## Summer Design Temperatures

The reference data indicates that the design temperature for summer conditions should be 28.7°C (db) 19.6°C (wb). This is based on Norwich reference data.

## Winter Design Temperatures

The reference data indicates that the design temperature for winter conditions should be -2.0 °C (db) 100% Sat. This is based on reference data for Norwich. However, we will be considering -5.0 °C (db) 100% Sat for this project.

## Heating and HWS Energy Consumption

New heating gas fired heating boilers will be used with underfloor heating system. The new heating boilers selection and new control system will be selected to ensure that the energy consumption and CO2 produced per annum is reduced.

The new gas fired condensing heating boilers with underfloor heating system will save energy consumption by eliminating the need the use of electric fan convectors. This will not only save the energy consumption per annum but also save CO2 produced per annum.

Based on benchmark data of existing building of this age, it can be observed that proposed work especially for option 1 will improve the energy consumption.

# 9.1 - Technical Note on Sustainability requirements

If lighting and its control is improved and after converting electrical heating system to gas heating system it will improve the energy consumption efficiency by at least 50% in total and hence the CO2 emission will come down by a minimum of 60%. The figures below are based on assumption that building envelope will be brought to current standard. This will include measures such as increasing the U-values, airtightness, thermal bridging etc.

For this calculation, we have taken a pessimistic view for the electrical consumption and we have considered only 40% improvement overall. These days 60 - 80% efficiency can be achieved in lighting load alone.

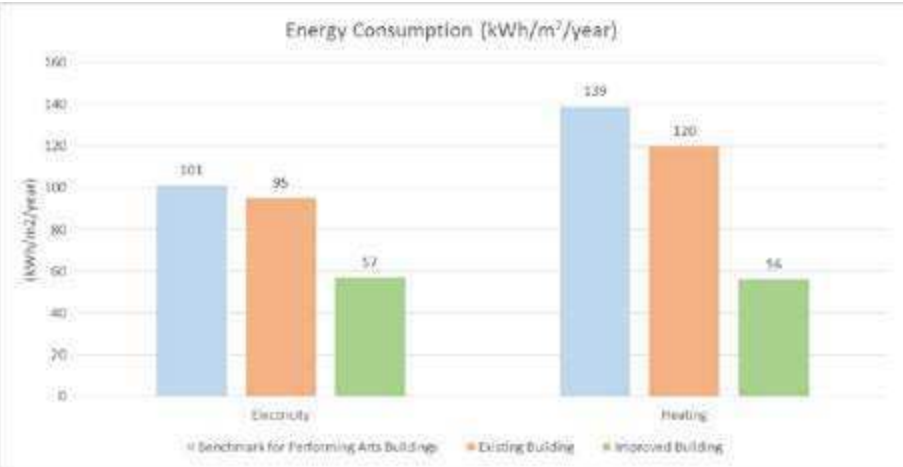
Heating with under floor heating which will be operated at low temperature combined with condensing boilers can bring substantial energy saving. For this calculation we have considered 195 heating days and 12 hrs opening hours per day.

Description	Existing Consumption kWh/m <sup>2</sup> /yr	% Improvement	Proposed	Improved Consumption kWh/m <sup>2</sup> /yr	Existing CO <sub>2</sub> kg/m <sup>2</sup> /yr	Improved CO <sub>2</sub> kg/m <sup>2</sup> /yr
Electrical (Lighting & Small Power Load)	95	40	New LED, Compact Fluorescent Lighting etc.	57	39.14	23.48
Heating (Electrical)	120	N/A	Condensing Boiler & UFH	N/A	49.44	N/A
Heating (gas)		64		56		10.36
Total	215			110	86.52	33.74

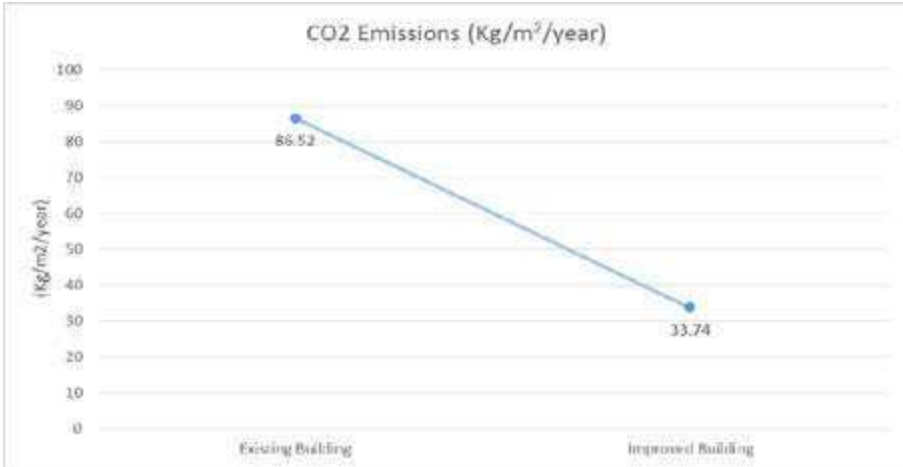
## Summary of Energy Efficiency Methods

The proposed development will be designed to incorporate the following energy efficiency measures:

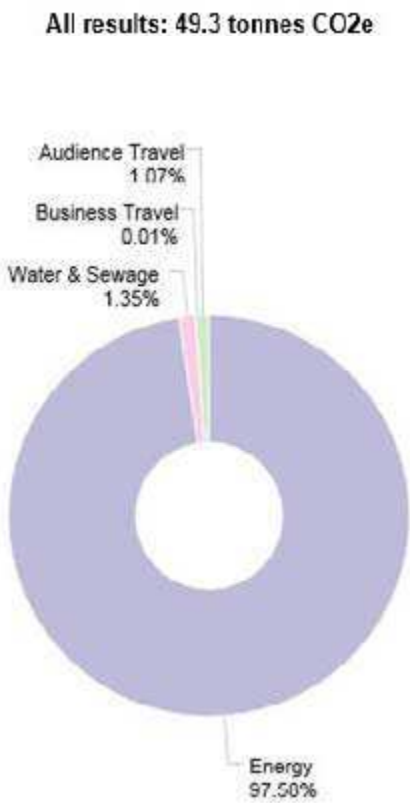
- Computer modelling techniques will be fully utilised to ensure internal environment and aid in the design of the mechanical and electrical services.
- The use of an efficient building envelope that utilises U-valves that offer reduced heat loss resulting in a reduction of CO2 gases.
- The incorporation of a predominantly natural ventilation system and use of mechanical heat recovery fans where it is necessary to maintain the use of space.



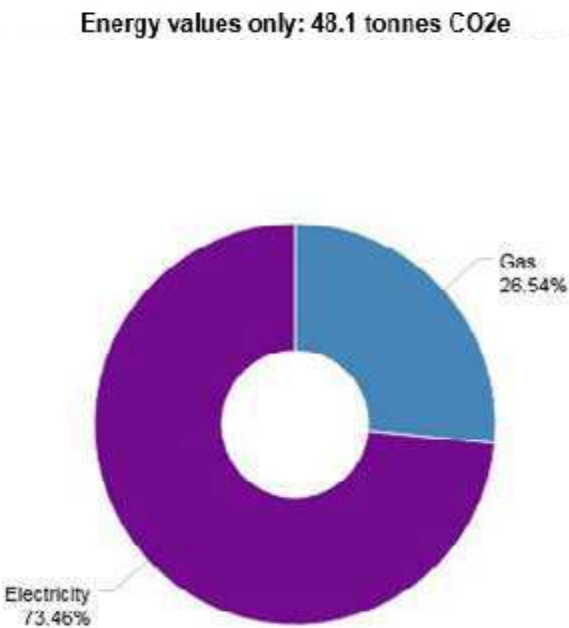
Energy consumption comparison chart



CO<sub>2</sub> emissions comparison chart



CO<sub>2</sub> emissions chart. Source: Julie's Bicycle



CO<sub>2</sub> emissions chart. Source: Julie's Bicycle

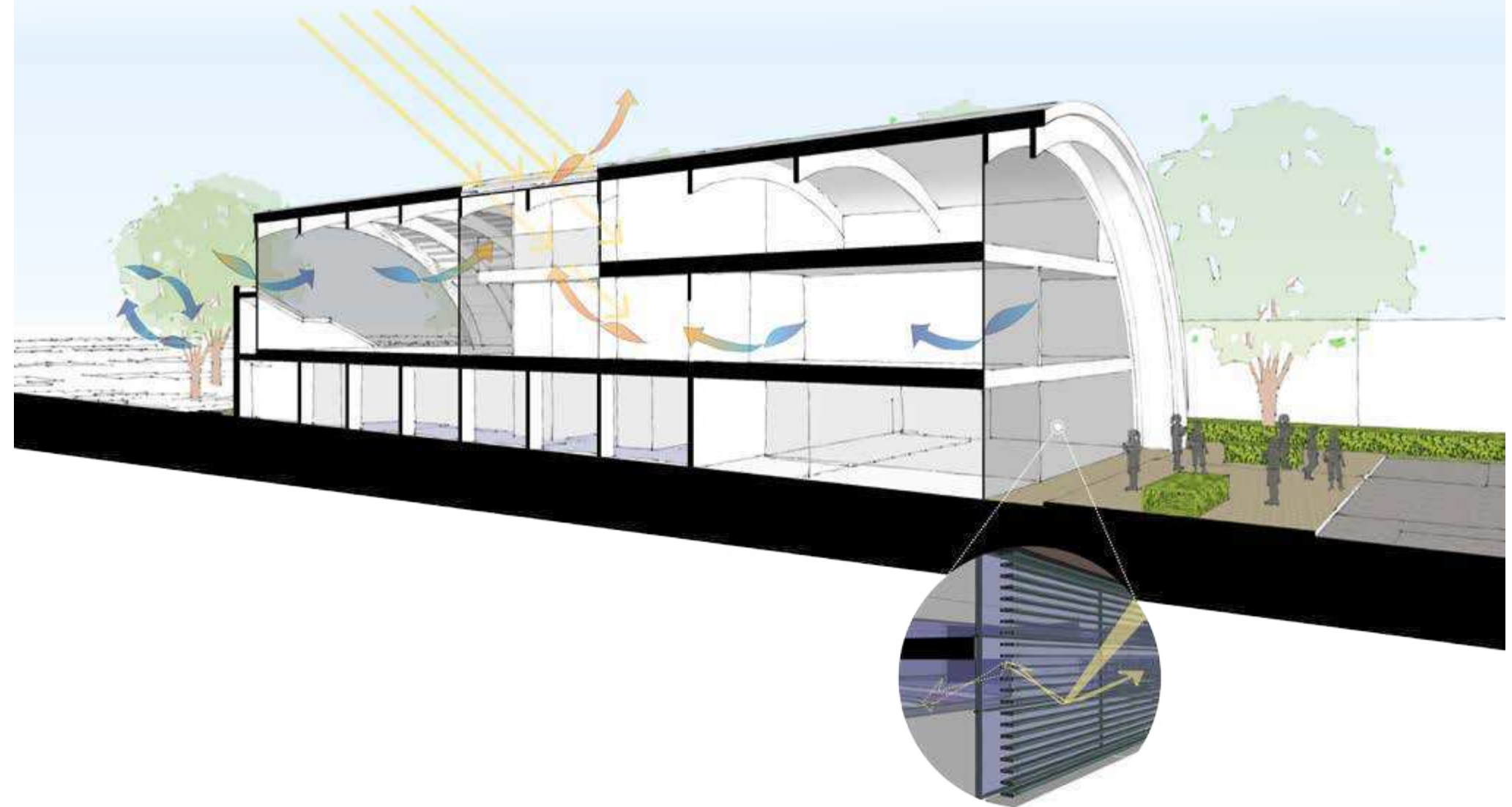


## 9.1 - Technical Note on Sustainability requirements

- Introducing a new heating condensing boilers to replace electric fan convectors etc. complete with new control system. This will save energy consumption and in turn this will reduce CO2 emission per annum.
- Zoning and introducing new heating controls can save energy from 5-10% of the heating bill. Operating the heating systems for an hour less each day will save a similar account.
- Using energy efficient lighting which will save energy consumption, lighting accounts for around half of the electricity used in a typical art and studio building.
- By using and selecting electrical efficient equipment and enabling power management features.
- Daylight and presence detection to automatically control the lighting systems in appropriate locations and consequently the energy used.
- All external lighting will be controlled by a suitable time clock and photocell to offer energy efficient operation.
- Regular maintenance will ensure that the proposed efficiencies are continued and where possible, by the introduction of appropriate new technology, enhanced during the lifetime of the building.
- Install smart metering.

### Improvements to the existing buildings

The energy performance of the existing building will be significantly improved with the renewal and upgrade of the existing services and heating system as well as improvement to certain parts of the internal and external fabric.



Environmental performance scheme of the proposed building (Option 01)



# Construction Issues

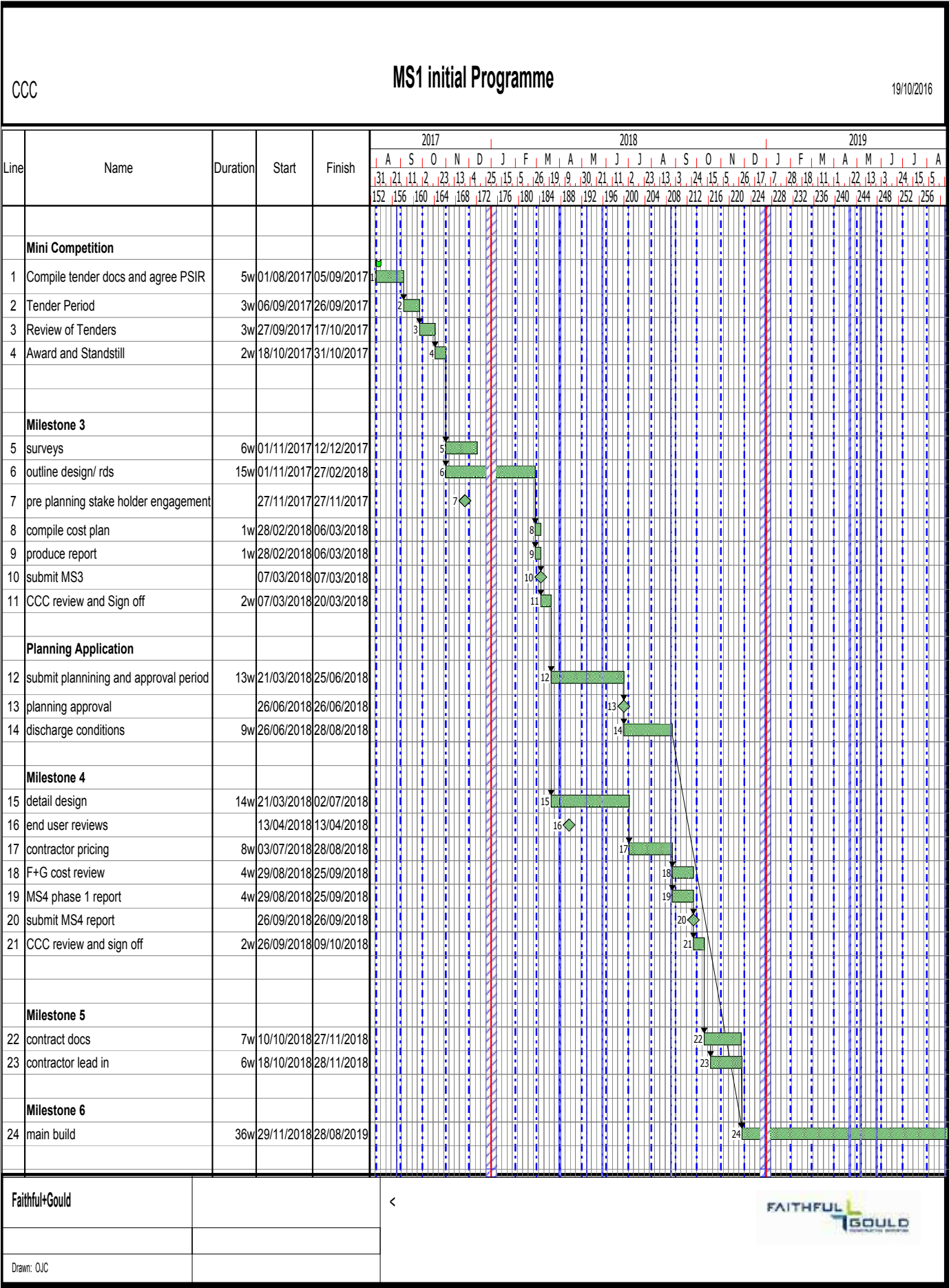
St Luke's Barn

The Centre for Research and Engagement for Arts & Technology in Education

Milestone One Report

10

10.1 Programme Option 1 (Preferred Option)



# 10.1 Programme

## Programme

An outline programme has been developed and included in this report which targets the following key dates:

### Milestone 2 (Mini-Tender)

01 August 2017 – 31 October 2017

### Milestone 3

1 November 2017 – 20 March 2018

### Milestone 4

21 March 2018 – 9 October 2018

### Milestone 5

10 October 2018 – 28 November 2018

### Milestone 6 to Handover

29 November 2018 – 28 August 2019

Please note the above is based on the following assumptions:

1. Approval to proceed is given by Cambridge County Council.
2. Programme is based on the new build development, if a different option is taken forward then the programme would need to be reviewed and updated to reflect this.
3. Site logistics (access etc) will need to be agreed with the school. It has been assumed that by utilising decant space and the necessary segregation the construction works can take place during the school term time, again to target the earliest completion date as is practical.



10.2 Risk Register



Where **IMPACT OF RISK x LIKELIHOOD OF RISK OCCURING = DEGREE OF RISK**

Impact			
Rating	Programme (P)	Budget (B)	Safety/Health/Environmental (SHE)
5	Client/Business stakeholder interests severely damaged	Budget overrun which impacts on client's programme of works	Multiple fatality Major environmental incident involving threat to public health or safety Criminal liability
4	Programme overrun resulting in penalties and additional audits	Significant and non-recoverable impacts in budget spend	Worker/Public fatality Environmental incident leading to breach Criminal liability and compensation costs
3	Minor and recoverable programme overrun that impacts critical path	Minor and recoverable budgetary fluctuations	Major injury to worker or third party Operation likely to cause damage, complaint or nuisance
2	Minor delays not impacting on critical path	Minor budgetary fluctuations within allowance given by client	Minor injury to worker or third party Environmental impact requiring management response to recover
1	Negligible impact	Negligible impact	Negligible impact

Project Number: **5139049**

Project Location: **St Lukes Barn, Cambridge, Cambridgeshire**

LIKELIHOOD	
5	Almost Certain (>91%)
4	Probable (51-90%)
3	Possible (31-51%)
2	Unlikely (11-30%)
1	Negligible (<10%)

=

DEGREE OF RISK					
5 - Catastrophic	5	10	15	20	25
4 - Critical	4	8	12	16	20
3 - Serious	3	6	9	12	15
2 - Marginal	2	4	6	8	10
1 - Insignificant	1	2	3	4	5
	1 - Improbable	2 - Could Happen	3 - As Likely As Not	4 - Very likely	5 - Highly Probable

Impact (max rating)

Likelihood (L/H)

**PROJECT RISKS**

Date Issued: **30/03/2015**

Current Milestone: **MS 1**

Issue Number: **1**

Design Team Partners Ref:

Contract Risk Assessment													
Item No.	Risk	Risk Owner (Named Person)	Consequence	Calculation of Risk					Risk Mitigation / Control Measure / Comments	Min. Cost £	Max Cost £	Weighted Cost £	Close-out Date
				Impact			x Likelihood	Degree of Risk (max)					
				P	B	SHE							
	SITE RISKS												
1	Hazardous materials discovered during site activities affecting critical path activities. Risk of exposure, poorly controlled removal.	Client / Design Team	Effect on programme and cost	2	4	4	2	8	Site Survey during design phase to be completed of all work areas and service routes. Monitor works on site establish any issues as early as possible. Early liaison with local authority regarding historical records of contamination in the local area.	TBC	TBC	TBC	MS 3
2	Potential for site flooding issues.	Design Team	Impact on design, and cost of design. Programme.	2	3	2	1	3	Complete FRA during concept phase during MS 3, undertake analysis of site, establish causes and propose new system.	TBC	TBC	TBC	MS 3
3	Unforeseen obstructions in ground.	Client /Structural Engineer	Prog and Cost	4	4	4	3	12	Undertake suitable ground investigations to establish general ground conditions	TBC	TBC	TBC	MS 3
4	Contaminated ground	Client	Prog and Cost	3	3	3	3	9	Undertake suitable ground investigations to establish risk, monitor soil contamination during progress on site.	TBC	TBC	TBC	MS 3
5	Delays due to issues relating to drainage scheme not suitable i.e. Flow rates, connections etc	Client	Prog and Cost	4	3	3	1	4	Establish dialogue with EA to confirm flow rates and design principles	TBC	TBC	TBC	MS 3
6	Substructure requirements unknown	Design Team	Cost	2	3	1	2	6	Investigate further during design phase.	TBC	TBC	TBC	MS 3
7	Capacity of UK Power Networks	Electrical Engineer	Prog and Cost	3	2	1	1	3	Assessment of Electrical load requirements to be issued to UKPN to review requirements and capacity of local distribution.	TBC	TBC	TBC	MS 3
8	MOLAS/Unexploded bombs assessments	Client / Design Team	Prod and Cost	3	3	3	1	3	Undertake suitable ground investigations.	TBC	TBC	TBC	MS 3
9	Site specific restrictions from ecological/archaeological findings etc	Client / Design Team	Prog and Cost	3	3	1	2	6	Further surveys required during design process to establish existing site conditions.	TBC	TBC	TBC	MS 3
	DESIGN/TEAM												
10	MS 1 & 2 Report not signed off by client	Client/Design Team	Prog and Cost	3	3	0	2	6	Project Manager to ensure design team provide all required information and client signs off all related reports	TBC	TBC	TBC	MS 1 & 2
11	Changing legislation	Design Team	Impact on design and cost.	3	2	2	3	9	Design Team to review any proposed changes in legislation before progressing with design.	TBC	TBC	TBC	MS 3
12	Planning process	Design Team	Programme and may impact design	4	2	0	4	16	Concern for receiving approval for alternations to principle entrance with the Highways Agency.. Submit request for Pre-Application Consultation. Timely submission of full planning application	TBC	TBC	TBC	MS 3
13	Planning objections	Design Team	Programme and may impact design	3	2	0	4	12	Early consultation with public (neighbouring landowners) and planning department	TBC	TBC	TBC	MS 3

10.2 Risk Register

Item No.	Risk	Risk Owner (Named Person)	Consequence	Calculation of Risk					Risk Mitigation / Control Measure / Comments	Min. Cost £	Max Cost £	Weighted Cost £	Close-out Date
				Impact			x Likelihood	Degree of Risk (max)					
				P	B	SHE							
14	Aspirations/expectations of client different from design team understanding	Client / Design Team	Programme and may impact design	2	3	1	2	6	Thorough interrogation of brief during MS 3 to be undertaken	TBC	TBC	TBC	MS 3
	FUNDING/CLIENT												
15	Project not given funding	Client	Programme and may impact design	2	2	0	2	4	Client to provide full details of available budget	TBC	TBC	TBC	MS 3
16	Insufficient funding to meet FF&E budget	Client	Cost	2	2	0	2	4	Client to provide full details of available budget	TBC	TBC	TBC	MS 3
17	Project Delays	Client / Design Team	Prog and Cost	4	3	0	3	12	Detailed programmes to be produced and regularly reviewed	TBC	TBC	TBC	MS 3
	CONSTRUCTION												
18	Contractor going into liquidation	Client	Prog and Cost	4	4	1	2	8	Client to carry-out regular financial check & include performance bond in tender	TBC	TBC	TBC	MS 3
19	Claims for delays caused by information feed not being met by design team	Design Team	Prog and Cost	2	2	1	2	4	Design Team to produce information required schedule with contractor to ensure all required information is made available	TBC	TBC	TBC	MS 3 - 6
20	Failure of contractor to meet established programme	Client	Prog and Cost	4	3	1	3	12	Works onsite to be closely monitored	TBC	TBC	TBC	MS 3 - 6
21	Construction Period Insufficient	Design Team / Contractor	Programme and may impact design	4	2	1	3	12	Detailed programmes to be produced	TBC	TBC	TBC	MS 5 - 6
22	Inadequacy of sub-contract labour	Contractor	Prog and Cost	3	1	1	2	6	Vet, review and regularly monitor sub-contractors	TBC	TBC	TBC	MS 5 - 6
23	Vandalism during construction process	Contractor	Programme	2	2	1	3	6	Contractor to ensure site security	TBC	TBC	TBC	MS 5 - 6
24	Location of extension disrupting school activities	Design Team / Contractor	Prog and Cost	4	3	3	3	12	Contractor to ensure site security	TBC	TBC	TBC	MS 5 - 6
25	Proposed works cannot be carried out in term time	Design Team / Contractor	Prog and Cost	4	4	2	3	12	Appropriate phasing and timing of works is agreed with the school. Additional temporary provision may be required for catering / kitchen facilities whilst hall area is remodelled	TBC	TBC	TBC	MS 5 - 6
26	Land Issues	Client	Programme / Cost / design	4	4	2	3	12	Client to confirm and resolve Land issues	TBC	TBC	TBC	MS3
Sum carried forward to project cost plan as Risk Provision										0	0	0	



# Cost Summary

St Luke's Barn

The Centre for Research and Engagement for Arts & Technology in Education

Milestone One Report





11.1 Cost Summary - Options 1 & 2

ST LUKE'S BARN MUSIC CENTRE

Milestone 1 Feasibility Budget - Options 1 & 2 v6  
16-Oct-16



Gross internal floor areas	
Studio new build areas	
Studio remodelled areas	
Total - All studios	
All other new build areas	
All other remodelled areas	
Total - All other areas	
Total new build areas	
Total remodelled areas	
Inflation after 1Q2019 is excluded.	

Ref	Element
1.00	NEW BUILD
1.01	Studios
1.02	Other new build areas
1.03	Enhanced acoustics to main hall
	Sub-total (£)
2.00	WORKS TO EXISTING BUILDINGS
2.01	Internal remodelling and refurbishment works to studios
2.02	Internal remodelling and refurbishment works to all other areas
2.03	New roof throughout
2.04	New windows and external doors
2.05	Demolition works
	Sub-total (£)
3.00	EXTERNAL WORKS
	Sub-total (£)
4.00	INFLATION & REGULATION CHANGES
4.01	Adjustment made to mid-point of construction (1Q2019)
4.02	Allowance for changes to Building Regulations
4.03	Allowance for the impact £/Euro exchange rate
	Sub-total (£)
5.00	PRELIMINARIES
5.01	Fixed preliminaries
5.02	Time related preliminaries
5.03	Site specific
6.00	PRE-CONSTRUCTION & DESIGN FEES
6.01	Main Contractor's pre-construction fee MS3-4
6.02	Consultants' design fees MS3 - 4
6.03	Surveys
6.04	Consultants' design fees MS5 - 8
	Sub-total (£)
7.00	CONTRACTOR'S RISK ALLOWANCE
7.01	Contractor's design risk
	Sub-total (£)
8.00	MAIN CONTRACTOR'S OVERHEADS & PROFIT
8.01	Main Contractor's overheads & profit
	TOTAL ANTICIPATED CONTRACT SUM (£)
9.00	PROFESSIONAL FEES
9.01	Professional fees MS1-2/mini tender
9.02	Project Manager, QS and NEC Supervisor (MS3-8)
9.03	Health & Safety Advisor (MS 3-7)
9.04	Legal fees and other direct fees
10.00	LOCAL AUTHORITY FEES
10.01	Planning fees
10.02	Building Control fees
11.00	EMPLOYER'S OTHER DIRECT COSTS
11.01	ICT installations
11.02	Loose furniture
12.00	OUTSTANDING RISK
	Sub-total (£)
13.00	INTERNAL FEES
13.01	Employer's internal costs / programme management fees
	Sub-total (£)
14.00	EMPLOYER'S RISK
14.01	Employer's change risk/contingency
	TOTAL ANTICIPATED PROJECT COST (£)
	TOTAL ANTICIPATED PROJECT COST ROUNDED (£)

OPTION 1		
Total		
m²		
74		
177		
251		
282		
706		
988		
356		
883		
1,239		
MS1 Cost Plan		
	£	£/m²
	192,400	2,600
	382,778	1,357
	150,000	750
	725,178	2,037
	312,405	1,765
	582,450	825
	256,354	220
	37,170	53
	-	-
	1,913,557	1,544
	220,000	178
	2,133,557	1,722
4.81%	102,624	83
3.00%	67,085	55
5.50%	126,680	103
	2,429,946	1,963
36 wks	32,848	27
	108,242	87
	29,473	24
	9,122	7
	112,370	91
	35,969	29
3.09%	75,085	61
	2,833,055	2,289
1.50%	42,496	34
	2,875,551	2,323
2.75%	79,078	64
	2,954,629	2,387
4.75%	19,861	16
0.233%	140,345	113
	6,884	6
	5,000	4
	15,000	12
	-	-
	20,000	16
	50,000	40
5.00%	147,731	119
	3,359,450	2,713
1.00%	33,595	27
	3,393,045	2,740
5.00%	147,731	119
	3,540,776	2,859
Option 1	3,541,000	2,858

OPTION 2		
Total		
m²		
262		
-		
262		
907		
-		
907		
1,169		
-		
1,169		
MS1 Cost Plan		
	£	£/m²
	681,200	2,600
	1,590,878	1,754
	150,000	750
	2,422,078	2,072
	65,000	n/a
	2,487,078	2,128
	280,000	240
	2,767,078	2,368
4.81%	133,096	114
3.00%	87,005	74
5.50%	164,295	141
	3,151,474	2,697
36 wks	28,475	24
	232,725	199
	49,492	42
	38,416	33
	172,386	147
	29,998	26
2.49%	78,472	67
	3,781,438	3,235
1.00%	37,814	32
	3,819,252	3,267
2.50%	95,481	82
	3,914,733	3,349
4.24%	19,861	17
0.199%	165,985	142
	7,790	7
	5,000	4
	15,000	13
	-	-
	20,000	17
	50,000	43
5.00%	195,737	167
	4,394,106	3,759
1.00%	43,941	38
	4,438,047	3,797
3.00%	117,442	100
	4,555,489	3,897
Option 2	4,556,000	3,897

F+G comments
Option 1: Remodelling works and new build extension to the existing building. Option 2: Demolition of existing building and construction of new build music centre.
Studio areas comprise large studios, small studios and recording studios.
All other areas include the main hall, music library, workshop, offices and ancillary areas.
Benchmark rate of £2,750/m² (inc. preliminaries) to new build studio areas. Allow £2,600/m² as net building rate (excluding preliminaries shown below). Benchmark rates applied to all other areas. Alconbury benchmark used for roof, external walls and windows/external doors for Option 2. Allow £150k. Total area of main hall is 200m².
Allow £1,765/m² to all remodelled studio areas (based on modular design £30K for 17m²). Allow £825/m² to all other remodelled areas. Based on Alconbury Weald benchmark, £300/m² to roof area (8m high and 34m long semi-cylinder). Based on Alconbury Weald benchmark, £30/m² applied to total GIFA. Based on £100/m². Total area to be demolished 650m² as per RC email 27.03.15.
Based on Landscape Option 1 (no allowance for a new access road). Allowance added for 350sqm of grasscrete, 2nr set of double gates and 1nr single gate.
Inflation to 1Q2019 construction mid-point. Allow 3% increase due to updated Building Regulations.
Option 1 contractor prelims based on average Lot 1 band 2 framework rates. Option 2 contractor prelims based on average Lot 2 band 1 framework rates.
Option 1 contractor surveys and fees based on average Lot 1 band 2 framework rates. Option 2 contractor surveys and fees based on average Lot 2 band 1 framework rates.
Option 1 contractor design risk and OH&P based on nearest-to-average Lot 1 band 2 framework rate. Option 2 contractor design risk and OH&P based on nearest-to-average Lot 2 band 1 framework rate.
Feasibility fees plus 1 mini tender fee As per fee call off schedule. As per fee call off schedule. Allow £5k.
Allow £15k. Included in contractor's design fees.
Allow £20k for computers and printers to offices only. As per FF+E calc. Furniture to kitchens and changing rooms and supply of musical instruments excluded.
Allow at 5% of anticipated contract sum.
Allow at 5% for Option 1 (remodelling) and 3% for Option 2 (new build).

# 11.2 Cost Summary - Assumptions & Exclusions

## ST LUKE'S BARN MUSIC CENTRE

### Assumptions and exclusions

- 1 VAT is excluded.
- 2 Option 1: Remodelling works and new build extension to the existing building.  
 Draft programme: *Inflation to 1Q2019 construction mid-point.*  

Start	24/09/2018	3Q 2018	Estimate period TPI:	261	2Q2015
Completion	31/05/2019	2Q 2019	Mid construction TPI:	270	1Q2019
	<b>36 weeks</b>			<b>3.45%</b>	
- 3 Option 2: Demolition of existing building and construction of new build music centre.  
 Draft programme: *Inflation to 1Q2019 construction mid-point.*  

Start	24/09/2018	3Q 2018	Estimate period TPI:	261	2Q15
Completion	31/05/2019	2Q 2019	Mid construction TPI:	270	1Q2019
	<b>36 weeks</b>			<b>3.45%</b>	
- 4 Inflation after 1Q2019 is excluded.
- 5 The additional cost to the overall project value to utilise Landscape Option 2 instead (new access road from Rackham Close, less grasscrete) i £ 80,000
- 6 The additional cost to the overall project value to utilise Landscape Option 3 instead (new access road from Chesterton Mill, less grasscrete) is £ 20,000
- 7 Option 1 contractor's preliminaries, mark-ups and fees based on the average of current lot 1 band 2 CCC framework rates. I should be noted, however, that a new contractor framework will be in place before this project is tendered so the rates should be treated with some caution.  
  
 Option 2 contractor's preliminaries, mark-ups and fees based on the average of current Lot 2 band 1 CCC framework rates. See comment above
- 8 regarding contrator framework.
- 9 No allowance for audio equipment, musical instruments and IT equipment outside of the offices has been included.
- 10 No allowance for loose FF&E to the changing rooms, kitchen/kitchenette and stores has been included.
- 11 No allowance for MS2 fees other than for the mini tender has been included.

12 Total area of studios for Option 1:

	New build	Refurb
Small studio	0	108
Large studio	74	49
Recording	0	20
<b>Total (m²)</b>	<b>74</b>	<b>177</b>

13 Total area of studios for Option 2:

	New build
Small studio	126
Large studio	120
Recording	16
<b>Total (m²)</b>	<b>262</b>



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# ASSETS AND INVESTMENT COMMITTEE AGENDA PLAN

Published on 1st March 2017  
Updated on 23<sup>rd</sup> March 2017



Cambridgeshire  
County Council

## Notes

Committee dates shown in bold are confirmed.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

\* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public. Additional information about confidential items is given at the foot of this document.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>31/03/17 10:00am</b>	+ Programme Status Report - St Neots - Soham Gateway - Sawtry Library	Chris Malyon/John Macmillan	Not applicable	21/03/17	23/03/17
	Finance and Performance Report	Chris Malyon	Not applicable		
	Policy Review for Telecommunications Equipment Hosting on County Council Land and Buildings	John Macmillan/Noelle Godfrey	Not applicable		
	CREATE Capital Project	Matthew Gunn	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		



Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>28/04/17</b> <b>10:00am</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable	18/04/17	20/04/17
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		
<b>26/05/17</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable	16/05/17	18/05/17
	Future options for Property and Estates Service	Chris Malyon	2016/028		
	Provision of Key Worker Housing	Chris Malyon	Not applicable		
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		
<b>30/06/17</b>	+ Programme Status Report - County Farm Income	Chris Malyon/John Macmillan	Not applicable	20/06/17	22/06/17
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		
<b>28/07/17</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable	18/07/17	20/07/17
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		
<b>18/08/17</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable	08/08/17	10/08/17
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>15/09/17</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable	05/09/17	07/09/17
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		
<b>20/10/17</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable		
	Finance and Performance Report	Chris Malyon	Not applicable		
	Future Options for Community Greenspaces	Elaine Matthews	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		

Future dates: 24/11/17, 15/12/17, 26/01/18, 23/02/18, 23/03/18, 27/04/18, 25/05/18

To be programmed: Lessons learned from Ely Archives Centre (following consideration by Audit & Accounts Committee), Acquisitions and Investment Policy Delegations, Green Spaces (Elaine Matthews), Oasis Centre, Wisbech (Hazel Belchamber)

**Notice made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in compliance with Regulation 5(7)**

1. At least 28 clear days before a private meeting of a decision-making body, public notice must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.

Forward plan reference	Intended date of decision	Matter in respect of which the decision is to be made	Decision maker	List of documents to be submitted to the decision maker	Reason for the meeting to be held in private

**Decisions to be made in private as a matter of urgency in compliance with Regulation 5(6)**

3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chairman of the Council.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.
5. The Chairman of the Council has agreed that the Committee may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

Date of Chairman's agreement	Matter in respect of which the decision is to be made	Reasons why meeting urgent and cannot reasonably be deferred

For further information, please contact Quentin Baker on 01223 727961 or [Quentin.Baker@cambridgeshire.gov.uk](mailto:Quentin.Baker@cambridgeshire.gov.uk)