

HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



Cambridgeshire
County Council

Date: Tuesday, 06 October 2015

Democratic and Members' Services

Quentin Baker

LGSS Director: Law, Property and Governance

10:00hr

Shire Hall

Castle Hill

Cambridge

CB3 0AP

Kreis Viersen Room

Shire Hall

Cambridge

CB3 0AP

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

Apologies and Declarations of Interest

oral

Guidance for Councillors on declaring interests is available at

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

Minutes (1st September 2015) and Action Log

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Petitions

oral

KEY DECISIONS

OTHER DECISIONS

Cambridgeshire Archives – new accommodation

13 - 52

Highways Maintenance Member Working Group

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The Highways and Community Infrastructure Committee comprises the following members:

Councillor Roger Hickford (Chairman) Councillor Peter Reeve (Vice-Chairman) Councillor Barbara Ashwood Councillor Ralph Butcher Councillor Barry Chapman Councillor David Connor Councillor Steve Criswell Councillor Gordon Gillick Councillor Bill Hunt Councillor Zoe Moghadas Councillor Michael Rouse Councillor Jocelynne Scutt and Councillor Amanda Taylor

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

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MEETING OF HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE: MINUTES

Date: Tuesday 1st September 2015

Time: 10:00am-12.15pm

Present: Councillors Ashwood, Butcher, Criswell, Frost (substituting for Cllr Connor), Gillick, Hickford (Chairman), Hunt, Moghadas, Palmer, Reeve (Vice-Chairman), Rouse (Items 128-135 only), Scutt and Taylor

In attendance: Councillor Tew

Apologies: Councillor Connor (Cllr Frost substituting)

128. DECLARATIONS OF INTEREST

There were no declarations of interest.

Councillor Hunt declared an interest as a Member of East Cambridgeshire District Council in relation to items 133 and 134.

129. MINUTES AND ACTION LOG

The minutes of the meetings held on 26th June and 7th July 2015 were confirmed as a correct record and signed by the Chairman.

The Action Log was noted.

130. PETITION

There were no petitions.

131. HIGHWAY SERVICES CONTRACT EXTENSION

The Committee considered a report on a proposal to extend the existing Highways Services Contract. The Contract had been awarded to Atkins in 2006 and later assigned by Atkins to Skanska in 2013. It covers the Council's routine and ongoing maintenance, together with capital maintenance and improvements, and provision of professional services, such as transport planning. The Contract was for a fixed period of ten years and due to expire on 3rd September 2016. However, in order to undertake a more comprehensive competitive dialogue process for the new strategic partner contract that will replace the current contract, officers were recommending that the current contract be extended for seven months, to enable them to find the

right partner, to meet the Council's intended outcomes and provide flexibility, especially with regard to ensuring continuity of the winter maintenance season.

Legal advice had been sought and Counsel had confirmed that extending the existing contract by up to 7 months was acceptable under the relevant legislation, the Public Contracts Regulations 2015. Both Atkins and Skanska had indicated that they were happy to extend the contract by seven months.

Individual Members raised the following points:

- given the length of the Contract, asked why had the Council not undertaken this work earlier? Officers advised that a commissioning cycle approach had been adopted, starting in October 2013. However since that time, the public sector environment and funding had changed considerably. A variety of options had been investigated, including a number of different partnering options. However, it had since transpired that some of these options were not legally feasible. As a result of the Options Analysis, the conclusion had been reached that a longer term partner was required, as previously approved by Committee, and, given the long term nature of the contract, it was important to get that right;
- asked why officers would work on something for six months only to find that it was not an option legally. Officers advised that this was new territory, and that these type of arrangements had not been tried before. Members were advised that this work had been undertaken with minimum external resource to keep costs within budget;
- Councillor Butcher commented that whilst he understood the rationale behind the extension, he was disappointed: he had been the Chairman of the Enterprise, Growth & Community Infrastructure Overview & Scrutiny Committee some years earlier, at a time with that Committee had reviewed the Highways Contract process in detail. Members of that Scrutiny Committee had been reassured that there was plenty of time to consider the retendering of the contract, and that Members would be kept involved in that process. Officers advised that although the political system had changed, the Highways Contract was a standing item on the Spokes agendas, and Spokes had been kept regularly updated on progress. In addition, as previously agreed by committee, the Committee or Vice-Chairman sits on the Project Board since April 2015;
- asked why the situation was “unprecedented” and what lessons had been learned. Officers explained that the main area that had been explored was whether an existing highways contract with another authority could be shared by another authority in a partnership arrangement. Members were reminded that they had previously agreed to take a more strategic approach to the Highways Contract, with the primary driver for that approach being savings – not just the cost of the Contract, but also the operation of the Contract. A judgement had to be made about getting the Contract absolutely right, versus meeting the existing timescales. Officers' recommendation was to extend the timescale, rather than putting pressure on the process and possibly having an unsatisfactory outcome;

- commented that better monitoring of the Contract needed to be done by Members, and greater Member involvement in the process was required more generally;
- suggested that the Council needed to get rid of massive contractors and multiple layers of sub-contracting, in favour of more control, and more direct communication. The Member also expressed concern for those people who actually do the work, and the potential for them to lose their jobs and livelihood. Officers commented that the intention of the contract extension was ultimately to benefit both the Council and communities;
- queried the risks to the authority of not extending the contract. Officers advised that whilst not essential, it was felt that the extension would have benefits for the Council and its communities. The greatest risk of not extending was that the Council could end up with the wrong partner as a result of not having sufficient time to evaluate different service providers, and identify different ways of delivering against the numerous challenges going forward. Whilst it was likely that less than seven months would be required, that period had been chosen so that there would not be a change in Contract in the difficult winter service period;
- stressed that it was important to keep Members involved in the process, and to provide Members with a firmer accountability on timescales. Officers indicated that they were happy to arrange Member briefings;
- observed that this issue had arisen ultimately because of Member involvement, noting that Spokes had regularly received reports and given officers a clear steer that they were looking for a more flexible arrangement with the Highways Contract, in addition to the opportunity for more savings and for breaks in contract, and to explore opportunities with other authorities. He felt it was testimony to officers' success that they had been able to negotiate an extension with current contractors.

A Member proposed an amendment to recommendation (ii) so that it read “...*in consultation with the Chairman or Vice Chairman*”. Members voted unanimously in favour of this amendment.

It was resolved to:

- (i) approve the extension of the existing Highway Services Contract with Atkins/Skanska until 31st March 2017 and commence the new Highway Service on 1st April 2017;
- (ii) authorise the Head of Assets and Commissioning, in consultation with the Director of Law, Property and Governance, and the Chairman and Vice-Chairman, to prepare, agree and complete all necessary documentation to implement the decision.

132. CAMBRIDGESHIRE HIGHWAYS ANNUAL REPORT

The Committee received a copy of the Cambridgeshire Highways Annual report for 2014/2015. It was noted that nearly £2 million of efficiency savings had been realised in a variety of ways, including new methods and processes, bringing more activities in-house, making better use of plant and reusing materials. Highlights including the Council's involvement in the Tour de France were noted.

A number of Members expressed surprise at the high degree of customer satisfaction recorded (97%), commenting that they had many dissatisfied residents, and they gave examples of the concerns from their local areas. It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.

ACTION: R Lumley.

Concern was also expressed regarding some sections of the Report, which Members felt were potentially misleading e.g. references to Ely Southern Bypass being "designed and delivered", when the reality was that the *design stage* of the project had been completed and delivered. Members asked officers to check the Report for any further such references. **ACTION: R Lumley.**

A Member expressed concerns on the delays to the Ely Southern Bypass project, which resulted from lack of progress on internal processes. He also challenged the lack of Member involvement and information provided to Members, both on this project and more generally.

A Member welcomed the new pothole patching vehicle which had been introduced, and asked for more information, commenting on the poor state of some pothole repairs she had witnessed. Officers advised that the pothole patching vehicle had been used in Sweden very successfully, and was being trialled across the county, with good feedback. The Member also asked for more information on highway fault reporting, as she had heard of problems with the existing system, although her own experience had been positive. Officers advised that a new system was being introduced, and an item would be presented to Spokes on 03/09/15. More broadly, since the start of April this year, the approach being taken is as per the County's new Asset Management Strategy and associated Highway Infrastructure and Asset Management Plan. This strategy seeks to implement a more comprehensive approach to improving road surfaces.

It was resolved to:

note the performance of the highways contract.

133. LIBRARY SERVICE TRANSFORMATION – INCOME GENERATION

The Committee considered a report on work undertaken to explore opportunities for income generation. There was a proposal to establish a Member Reference Group, to advise on income generation as part of the Library Service Transformation Programme.

Debating the proposed Terms of Reference, some Members commented that their understanding was that the Group would involve not only Members, but also service users (including Friends Groups from across the county) and staff. It was pointed out that the name of three community representatives had already been put forward at a recent Spokes' meeting. Other Members suggested that those individuals should be co-opted, and other individuals could be consulted as necessary, so that the Group was small and focused. Members debated the merits of these options at length. Individual Member also put forward the following points:

- commented that it was Local Members' role to gather the views of their local libraries and residents, Friends Groups, etc, and present these to the Reference Group;
- suggested that the Group could consider not just income generation but also cost savings, both in Cambridge Central Library and at libraries across the county;
- stressed that it was up to Members, not officers, to determine how the Reference Group was run;
- highlighted the urgency of this issue, and cautioned against having a large, unwieldy group, which could make meetings difficult to arrange and long, and stressed that the Group should have the capacity to co-opt and consult others as required;
- suggested that libraries should seek to diversify e.g. exhibit art works, possibly with the support of local businesses;
- noted that the Group did not have to reflect the Council's political proportionality.

Various nominations were put forward for membership. Officers agreed to check that Councillor Cearn was willing to sit on the Group. **ACTION: C May.**

It was resolved unanimously to:

1. agree the draft terms of reference, as amended;
2. nominate Councillors Ashwood, Cearn, Gillick, Harford, Moghadas, Reeve, Rouse, Scutt and Taylor to the Member Reference Group;
3. agree to be kept updated on this issue through a standing item at every Highways & Community Infrastructure Spokes meetings.

134. SERVICE COMMITTEE REVIEW OF THE DRAFT 2016-17 CAPITAL PROGRAMME

The Committee received a report on the draft Business Plan Capital Programme for Economy, Transport and Environment for 2016/17. It was noted that the capital and revenue elements would ultimately be presented as part of the Business Plan to full Council, which would be submitted for consideration early in 2016. It was stressed that the capital schemes presented were proposals.

Members noted with considerable concern the increase in the estimated costs of the Archives/Ely Hub project, from £4M to over £6M. They asked if this was because the original estimate was incorrect, or if it reflected the costs of additional services now being included in the Ely Hub. Officers advised that the reasons for the changes were not clearcut e.g. the proportions which related to additional costs from

Noble House staff transferring in, whether any savings would be realised from vacating Noble House, and what proportion reflected a change in estimated costs.

Individual Members made the following points:

- expressed strong concern that this significant increase had almost been hidden in a routine report, and had not been shared with Spokes or at least the Committee Chairman prior to the report being published. It appeared to have been presented as a fait accompli, not a proposal. The Committee would need to see much more detail before it could endorse the Ely Hub proposal with such an increase in costs;
- pointed out that Members had supported the proposal for Archives to move to the Ely site, and not for a 'Ely Hub' to include other services. It was vital that the detail and a proper business case was presented so that Members have all the information available to make a decision on this proposal;
- commented that this was symptomatic of a culture where information was not being shared with Members, as had been the case with the Cambridge Library Enterprise Centre. The Member suggested that officers must have been aware at some point before the report was published that the original estimates were incorrect, but this had not been shared with the Committee or Spokes. It was unrealistic and unacceptable to expect Members to agree to a 50% increase in budget without further information or explanation;
- whilst sharing the strong concerns of other Members on the lateness of this information, and the lack of justification or clarity regarding the changes, observed that the project was still considerably cheaper than the original proposal for a new build Archives facility;
- commented that it was regrettable that there was apparent friction between Members and officers, but ultimately Members made the decisions, and they should have the full and clear information on which to make those decisions. Lessons should be learned from this breakdown in the process.

The Chairman instructed officers to draft a report addressing the Committee's concerns, specifically on the costings and justification for increase, and the related issues on timescales and planning. It was agreed that an additional Highways & Community Infrastructure Committee meeting would take place at 10am on Tuesday 6th October, to consider this report, with a view to making a recommendation to the General Purposes Committee on 20th October. It was confirmed that the planning application would not be going to the County Council's September Planning Committee. In relation to the view of the National Archives, it was noted that the original deadline had expired in December 2014, but that TNA were content whilst the Ely project remained on the table as a proposed solution.

On a separate issue, Members noted that it would be necessary to re-tender the self service system in libraries that would no longer be supported by 2018. Members

noted that there had been reductions in library staff previously on the basis of this self service system. A retender for a new system across the county would need to take place.

It was resolved to:

1. Note the overview and context provided for the 2016-17 Capital Programme for Economy, Transport and Environment;
2. Endorse the development of the draft proposals for Economy, Transport and Environment's 2016-17 Capital Programme, with the exception of the Archives/Ely Hub item;
3. Receive a report on the Archives/Ely Hub item at an additional meeting of the Highways & Community Infrastructure Committee to be held on 6th October.

135. FINANCE AND PERFORMANCE REPORT – JULY 2015

The Committee received a report setting out financial and performance information for Economy, Transport and Environment as at the end of July 2015. Members noted that the areas under the stewardship of the Highways & Community Infrastructure Committee were showing a forecast revenue overspend of £220,000. The main overspends were in relation to streetlighting (delay in dimming), libraries (deferral of the Enterprise Centre reducing projected income) and an increase in waste being landfilled.

A review of the more flexible budgets would be taking place, to consider delaying expenditure in certain cases to ensure that the Service is able to break even by year-end.

Five performance indicators were currently 'red', but it was anticipated that none of those would still be red by year end. The reasons for the variances in "Current Budget for 2015-16" were explained. Members reiterated their concerns in relation to the Archives Centre/Ely Hub item under the Capital Expenditure and Funding section of the report.

It was resolved to review and note the report.

136. COMMITTEE TRAINING PLAN

Members noted the Committee Training Plan.

137. AGENDA PLAN AND APPOINTMENTS TO OUTSIDE BODIES

Members noted the Agenda Plan with the following changes:

- Annual Parking Review to go to December Committee meeting;
- Reserve date of 22nd September cancelled and additional date of 6th October agreed, for Ely Hub – capital costs item, and any other items that could be brought forward from the November agenda;

Members agreed the schedule of appointments to outside bodies, as per the report, with the following change: Councillor Topping to replace Councillor Peter Brown on the County Advisory Group on Archives and Local Studies.

Minutes-Action Log

Introduction:

This log captures the actions arising from the General Purposes Committee on 12 March 2015 and updates members on the progress on compliance in delivering the necessary actions.

This is the updated action log as at 6th August 2015.

Minutes of 1st September 2015

Item No.	Item	Action to be taken by	Action	Comments	Completed
132.	Cambridgeshire Highways Annual Report	R Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	To be scheduled for a Spokes meeting in the near future.	
132.	Cambridgeshire Highways Annual Report	R Lumley	Misleading references e.g. Ely Southern Bypass being “designed and delivered”: officers to check the Annual Report for any further such references.	Report reviewed and changes made.	02/09/15
133.	Library Service Transformation – Income Generation	C May	Check if Cllr Cearns willing to sit on Member Reference Group.	Cllr Cearns emailed to confirm he would be willing to sit on Member Reference Group.	01/09/15

CAMBRIDGESHIRE ARCHIVES – NEW ACCOMMODATION

To: Highways and Community Infrastructure Committee

Meeting Date: 6th October 2015

From: Executive Director, Economy, Transport and Environment,
Chief Financial Officer - LGSS

Electoral division(s): All

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

Purpose: To inform Committee members of the options and updated costs to convert a property to accommodate historical records and associated public access and to seek views from Members on the most appropriate option.

Recommendation: The Committee is ask to agree which option should be progressed and be recommended to General Purpose Committee.

<i>Officer contact:</i>	
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1. BACKGROUND

- 1.1 The National Archives (TNA) is appointed by the Lord Chancellor to inspect local archive services responsible for public records, and all public archive services are expected to apply to meet a new UK Accreditation standard by 2017. At the last inspection of the County Council in 2012, TNA ruled that the Shire Hall basement accommodation currently occupied by Cambridgeshire Archives is wholly unsuitable, and set a deadline for the authority to identify new accommodation by 2015.
- 1.2 Given the nature of the current accommodation, successive attempts have been made over the past 25 years to find a solution to these issues, and a comprehensive range of internal and external options have been considered and costed. All these projects foundered either because the proposed building was not suitable, because partners or developers pulled out, or because the project was not financially viable.
- 1.3 In March 2014 the Council undertook an option appraisal to identify potentially suitable accommodation for the Council's Archives Service. The study identified a preferred property, Strikes Bowling Alley, located in Ely that was at the time on the market. A Member Working Group, chaired by Councillor Whitehead, approved the recommendation of this option to Committee.
- 1.4 The potential of the building to accommodate other services was recognised from the outset. A study was undertaken by external cost consultants in August 2014 who were briefed to assess the feasibility of converting the existing bowling alley in Ely to an Archive Facility and offices for up to 108 staff, most probably from Children, Family and Adults (CFA) and to provide outline plans and costs. This was to align with the end of the lease for Noble House in 2018, where current service teams are located, and which also serves as an office base for mobile staff.
- 1.5 The feasibility report (attached at **Appendix 1**) confirms that a detailed brief was supplied for both the Archive requirements and that of the staff accommodation and that a mezzanine floor would be required. It concluded that "The building can be converted to the proposed new use and can achieve the requirements of the initial brief and gave a project cost for the Archive and the office accommodation of £2.5m. Further detailed consultation with the user groups/stakeholders may result in costs increasing subject to the results of the further investigations".
- 1.6 Based on the feasibility assessment, a report was taken to Highways and Community Infrastructure Committee on 23rd September 2014. The report highlighted the potential rationalisation of County Council office accommodation in Ely and noted that up to 108 full-time staff could be relocated to the new Centre. The report recommended that should the proposal go ahead, the total project cost of £12M in the current County Council Business Plan would be revised down to a maximum of £4M. This was based on the £2.5m cost assessed by the consultant and an additional contingency of £1.5m that was added by officers to cover the exclusions noted in the original's cost estimate. The H&CI Committee unanimously approved a recommendation to relocate the Archives Service together with the county's Registration records to the preferred property and to consider the option for additional staff relocation as initially proposed.

- 1.7 At General Purposes Committee on 7th October 2014 it was resolved to authorise the Director of Finance to acquire the Strikes Bowling Alley.

2. DEVELOPMENT OF THE SCHEME

- 2.1 Following negotiations, contracts were exchanged to acquire the Strikes building at the end of February 2015. The acquisition was subject to obtaining Change of Use planning. Change of Use planning is still to be determined, with a report suspended until the 10th November Planning Committee. A deposit of £110,000 becomes payable once CCC has planning for the change of use. Thereafter either party can demand completion of the contract on 28 days' notice (i.e. once the planning is granted). The Council would forfeit the deposit if planning was obtained and the Council were then not to proceed and should the Council withdraw from the planning process, there are possible financial repercussions from the current owner of the building.
- 2.2 In April 2015, a Construction Project Manager was appointed to manage the design and build and further planning consent as required. A full project team was then established to develop design and articulate service requirements.
- 2.3 As noted above, within the committee reports, reference is made to the opportunities for rationalising Council assets and consolidating some existing staff at the property alongside the Archive. As planning for the project progressed, it became clear that further financial savings could be secured by bringing the Ely Registration office into the scope of the project, the lease for which expires in December 2016, as well as other staff based in Ely, and the project team has progressed it on that basis.

3.0 FINANCIAL ASSESSMENT

- 3.1 As part of the project delivery, the Milestone One Report (MS1) was produced in August 2015 by consultants Faithful and Gould/Atkins. This noted that the capital investment required to accommodate all the services as initially proposed could be in the region of £6.2M. This incorporates the additional requirement for the Registration office (the only element which was not included in the original feasibility study), provides a more thorough analysis of building costs, and highlights that design and construction costs have increased as more detailed design development has progressed.
- 3.2 Following a review of capital requirements as part of business planning, the potential increased cost of this scheme was picked up and highlighted in the Capital report to Committee on 1st September. Officers acknowledge that the presentation of this information without opportunity to brief members beforehand should have been better handled.
- 3.3 The areas of cost difference between the original feasibility report and the latest MS1 Feasibility Report are defined by two components. Firstly, the original report did not have the benefit of an appointed design team, detailed surveys for the building structure and utilities, a detailed design brief, engagement of stakeholders from Archive, CFA or Registry, design team meetings or cost meetings; it was merely a high level report to confirm that Strikes could be converted. Secondly, the original report did not include the Council's fixed framework costs for contractors preliminary, overhead and

profits, consultant fees or fixed risk allowances. To better understand the cost increase we have highlighted the areas where the costs have increased most.

- 3.4 The Construction budget has increased significantly from £1,545,738 to £3,124,000 with a risk allowance of £177,433 which gives a total construction cost of £3,301,433. The majority of these costs relate to the mechanical and electrical equipment required to serve the archive facility at a constant temperature and humidity and the construction of the mezzanine floor as items including the foundations were not included as it did not have any input from a design team to engage in the technical aspects. Also, no inflation had been considered in the original budget as the program to deliver the project had not been agreed.
- 3.5 The original report did not include our framework fixed costs for Contractors Preliminaries, Overhead & Profit which were originally reported at £284,480, however, the framework allowance for the Contractor is now £414,125. This is similar for the Pre-construction and Design Fees which were indicated in the original report as being £123,519, the current framework cost being £531,209 and finally, the Professional Fees including Architect, Structural and Building Services Engineers originally budgeted at £13,000 are now at the framework rate of £213,725.

4.0 OPTIONS TO MANAGE COSTS

- 4.1 The specific request from the H&CI Committee was to manage the cost of the Archive within a budget of £4m. Given what is now known from the MS1 report, below are three different options available to Members for taking the project forward.
- 4.2 However, given the specific concerns about the cost of this project and the agreement at the original H&CI Committee to contain costs within £4m, alternative options have been considered as follows:

Option A: Continue scheme but for Archives only

- 4.3 An Archives only conversion would bring costs back broadly in line with the original forecast, at £4.2 m. This option would provide for a conversion of the ground floor only, without a mezzanine, and could be completed in 7-8 months. Shelving height would be increased to provide storage capacity given the lack of the mezzanine.
- 4.4 Although this would bring the project back broadly in line with the original cost estimate, this is not recommended as there is a risk that the archive service could soon outgrow the space. The building was selected as appropriate due to the height of the bowling alley which would allow for the creation of a mezzanine floor.
- 4.5 In addition to Archives held at Cottenham Outstore and Registration's records in Cambridge and Huntingdon there may still be scope if appropriate, following consultation, to bring the Cambridgeshire Collection to Ely. This would enable staff savings already outlined in the business plan to be more easily delivered but this may not in the long term be possible with this option.

- 4.6 Alternative accommodation would need to be sought for Ely Registration Office and for Noble House as the leases approach their end date. For Ely Registration Office there would be the further complication that one year's notice is required for the venue for ceremonies. Without a confirmed alternative very soon, there could be legal, financial and reputational risks for the Council.
- 4.7 The Council's approach to leased property is to review suitable alternatives ahead of lease breaks and rationalise where possible. Noble House is a protected lease and as such we are entitled to renew on the same terms as the existing lease i.e. ten years with a five year break. Depending on negotiations, the lease costs could increase.

Option B: Continue scheme and include Ely Registration Office

- 4.8 For a cost of c £5.5m the conversion could also accommodate a partial mezzanine floor for the archives, freeing up ground floor space to accommodate Ely Registration Office. This option would provide additional accrual space for Archives, thus extending the useful life of the building. Conversion would take approximately 8-9 months, and would comfortably take the Cambridgeshire Collection if, following consultation, this is decided.
- 4.9 The lease for the current Ely Registration Office building has been extended to December 2016. The new Archive building would provide alternative accommodation for the service which for customers, would be more easily accessible and provide longer opening hours than the current register office in Ely, whilst also saving on running costs. It will also provide some parking for customers which is not available in the current location.
- 4.10 Revenue savings would be released on the Ely Registration Office of £22k per annum; it would be assumed that the first year's rent would be used for dilapidations costs (£11k).
- 4.11 There would also be opportunity for Registration to generate additional income, as well as ensuring the building is used to full capacity.

Option C: Continue scheme and include both Ely Registration Office and CFA staff office

- 4.12 At a cost of £6.9m a full mezzanine floor can be included in the conversion, the building could then accommodate Ely Registration Service and CFA Staff at Noble House. The lease for Noble House expires in March 2018. Conversion would take approximately 11-12 months. This figure of £6.9m is higher than Faithful and Gould/Atkins assessment of £6.2m as the earlier figure did not include contingency costs. There is scope to reduce this to £6.2m through value engineering and reduction of risk costs.
- 4.13 In addition to revenue savings for Ely Registration Office (see 4.10), longer term we could release savings on the lease costs for Noble House and consolidate running costs totalling in the region of £160k (£182k for both buildings). There will be dilapidation costs expected for both buildings and it's unlikely Noble House will be released sooner than March 2018. There is a risk that lease extensions cannot be negotiated or rates increase. There would also be additional Legal costs incurred.

Abandoning the scheme

- 4.14 In addition to these options, Members could decide to abandon the scheme on the basis of the cost. This would potentially have financial implications on the Council as noted above and could trigger action by the National Archives (TNA). TNA has confirmed that the Strikes building is entirely suitable for conversion to an archives centre and there are many examples around the country of similar structures. A TNA representative visited the Strikes building in May and was satisfied.
- 4.15 TNA are aware of the purchase subject to planning and were therefore content that we had met their deadline, thereby removing the threat of withdrawing 'place of deposit status', and of removing records from the county. TNA are being consulted with throughout the design process and to abandon now would jeopardise this arrangement.
- 4.16 It is extremely unlikely, in any case, that a suitable or better alternative could be found at less cost; options were considered extensively prior to the current recommendation, and starting a new scheme elsewhere would result in even higher costs. As examples, Gwent County Council's part new build, part conversion spent £4m just to build the store and Cumbria's part conversion for an archive cost £8.5m. Significant expenditure has also already been incurred on this scheme to get it to this stage. In addition to the financial risks outlined, to date the Council has invested £63,275 (for planning, surveys and design fees) and there is a further £146,000 committed as well as significant officer time.
- 4.17 The current forecast costs are based on the project maintaining programme i.e. we would have commenced the next phase (MS3) end of August 2015. Further delays will attract additional inflation currently running at 5% nationally and locally 6-7%.
- 4.18 The Registration Service keeps registration records in stores at its Cambridge and Huntingdon offices. These stores will be completely full by the end of 2016 and already under pressure due to the delayed timetable. The proposed Ely building will be able to accommodate these records in suitable environmental conditions for preservation. Any interim or alternative options would need to meet Registration General's requirements. Given these points, it is not recommended that Members consider abandoning the project, particularly in the light of the previous decision on the need to relocate the Archive and the current capital allocation that the Coouncil has made.
- 4.19 The financial details of the three proposals are set out in **Appendix 2**. It should be noted that all three options have been calculated using a current cost basis. Given the profile of expenditure a net present value could be calculated for each option but the outcome is unlikely to be materially different from that set out.
- 4.20 It should be further noted that the Council do not own the current Registrars Office in Ely or Noble House. It is not known whether the current lease could be extended, and if this was possible at what cost. It is possible that the re-negotiation could lead to a reduction as well as an increase in the financial terms of the lease. In addition the financial model includes a cost associated

with dilapidation costs that will be due from the Council as lessee on termination of the current lease arrangements. It should be noted that these will become due at the point at which point the Council surrenders the lease. The timing of this cost will however be dependent upon the point at which the lease is terminated.

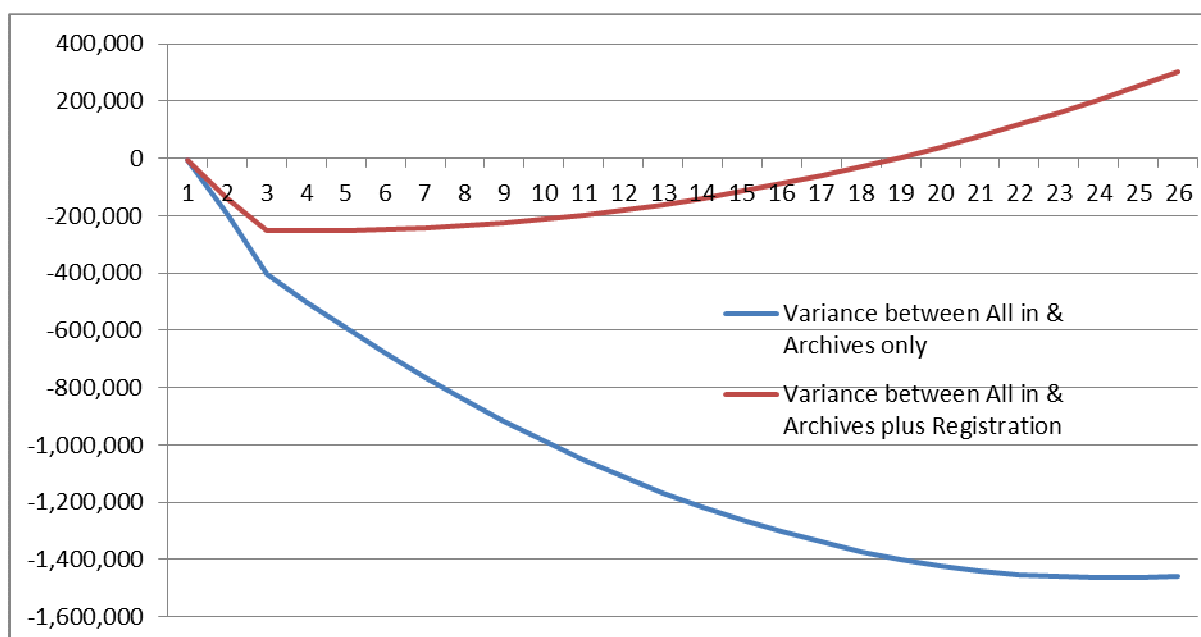
Summary of options

- 4.21 The following table sets out a summary of the financial projections that are contained within Appendix 2. Costs have been projected over 25 years on a current cost basis to provide a comparison of the lifetime costs of each option. They have not been undertaken on a net present value at this point. As mentioned above a number of assumptions have been made on costs that would not be known at this point ie potential costs of lease re-negotiation.

Option	Capital Costs	Total Financing Costs (over 25 years) £000	Total Running Costs (over 25 years) £000	One Off Costs £000
Archives Only	£4m	6,057	7,680	96.4
Archives Plus Registration	£5.5m	8,146	7,110	100.5
Archives, registration & CFA	£6.9m	10,276	3,267	215.7

- 4.22 The graph below compares the cost profiles of the “all-in” scheme compared to the two alternatives over the next 25 years. The X axis of the graph is the Option including Archives, Registration and CFA. The other options are therefore shown as the variation to this cost line.
- 4.23 The graph clearly demonstrates that if considered as a purely property related matter an Archives only option is the only proposal that makes economic sense.
- 4.24 The only issue would therefore be assessing the potential risk that when the current lease arrangements expire on Noble House the revised lease is significantly increased from the current levels or if the lessor does not wish to engage the Council in a re-negotiation of the lease. In such circumstances the Council would have to seek alternative arrangements that could lead to additional costs.
- 4.25 However the inclusion of the Registration Service is less straight forward. As can be seen from the graph, the option of including the Registration Service requires some upfront investment in costs such as dilapidation and moving costs and an increase in the capital investment of approximately £15m.
- 4.26 As previously mentioned in this report, dilapidation costs will be incurred at the point of lease termination and could therefore be argued should be excluded for comparison purposes. With these one off costs included the inclusion of the Registration Service does not break even until year 18 but

never reaches the overall property related costs of an Archives only facility. However, included within the Business Plan was a savings proposal that was predicated on delivering staff savings by bringing the functions together in the sum of £183k in a full year. If this saving was included the financial case would clearly be made.



5.0 ALIGNMENT WITH CORPORATE PRIORITIES

5.1 Developing the local economy for the benefit of all

Archive and local studies services draw visitors from a wide distance; around 50% of visitors come from beyond the county and some from overseas, so convenient access by public transport and to a range of other services is important. Studies have shown that archive users make an important contribution to the economy of the local area (using restaurants and local accommodation) and this is even more likely in an area that is attractive to tourists. Use at Huntingdonshire Archives and Local Studies has increased significantly since the services were combined in fit for purpose new accommodation in 2009; the same can be expected in Ely.

5.2 Helping people live healthy and independent lives

Archives play a major contribution in achieving sustainable local communities. Archives help people to develop their personal identities and collective memories; they are used as tools to develop community identity, engagement and cohesion through a wider understanding of the history and values of others; they offer a way for citizens to "give back" to the wider community and to future generations of their own community, through the deposit of their own records and photographs, or through the cataloguing and indexing of other historical documents; and they act as a source of inspiration for new ideas

and activities. Nationally some 99% of visitors agree that archives contribute to society by preserving written heritage and culture, and the same proportion strongly agree that archives strengthen family and community identity. [Source: National Council on Archives survey of visitors to British Archives 2006]

5.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

6.0 SIGNIFICANT IMPLICATIONS

6.1 Resource Implications

- 6.1.1 The project offers scope to accommodate the Cambridgeshire Local Studies Collection. This will facilitate the delivery of the staff savings that have been included within the Business Plan in the sum of £183k in a full year. The potential impact on the staffing budget on not integrating the Archives and Registration service in the centre have not been articulated in this report.
- 6.1.2 Bringing Registration's records together with Cambridgeshire Archives means they will benefit from conservation and digitisation facilities, and enable staff efficiencies. There will also be opportunities for income generation in Cambridge and Huntingdon.
- 6.1.3 The Option of an Archives only facility does offer the Council the opportunity to provide a new home for the Cambridgeshire Archives and keep within the budget that has been approved within the Business Plan. The Committee will however wish to consider the option that will facilitate the Registration Service being included which although has some up-front additional costs over a 25 year period proves to be more cost effective. As stated above this ignores the staffing reductions that will be delivered and that have been included within the Business Plan. If these are included the pay back period becomes far more attractive.

6.2 Statutory, Risk and Legal Implications

- 6.2.1 If the Council fails in its statutory duty, TNA can remove public records from the County Council's custody. 'Public records' in this context include records relating to hospitals, courts etc. TNA would charge the Council for the costs of removal, conservation and storage of these records, because the County Council would remain the body statutorily responsible for their preservation. The Council will still have a duty to provide appropriate accommodation for the rest of the records in its care.
- 6.2.2 The removal by TNA of public records from Cambridgeshire Archives' custody would be a public declaration that the County Council is unfit to preserve archives. This removal would likely be followed by other major depositors withdrawing their collections as well, leading to the potential break-up of the archives service to the detriment of generations of researchers to come. Cambridgeshire would be the first UK public archive to break down in this way.

6.3 Equality and Diversity Implications

There are no significant implications. The building will be fully DDA compliant.

6.4 Engagement and Consultation Implications

Consultations will be planned for proposals to relocate Cambridgeshire Collection and Ely Registration Office

6.5 Localism and Local Member Involvement

There are no significant implications.

The planning application for Change of Use has been considered and endorsed by East Cambridgeshire Planning Committee Members.

6.6 Public Health Implications

The relocation of Registration's Records will release valuable space in Cambridge and Huntingdon. In addition to the potential to generate income, there will be opportunities for Registration to work with Public Health colleagues and support health protection programmes.

Source Documents	Location
<i>'Cambridgeshire Archives - new accommodation', Highways and Community Infrastructure Committee - 23 September 2014, item 8.</i>	http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/AgendaItem.aspx?agendaItemID=10336



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AUGUST 2014

**PROPOSED ARCHIVE
FACILITY AND OFFICES FOR
THE CHA**

FEASIBILITY STUDY

FOR

**CAMBRIDGESHIRE COUNTY
COUNCIL**

ELY ARCHIVE STORE AND CHA OFFICES FEASIBILITY REPORT

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ELY ARCHIVE STORE AND CHA OFFICES FEASIBILITY REPORT

1.0 INTRODUCTION AND BACKGROUND

Arcus have been commissioned by Cambridgeshire County Council on the 13th May 2014 to assess the feasibility of converting the existing bowling alley in Ely to an Archive Facility and Offices for the CHA.

The commission to be treated as confidential and commercially sensitive.

- 1.2 A detailed brief was supplied for both the Archive requirements and that of the CFA. The brief intimated that a mezzanine floor would need to be provided and if necessary an extension. (Appendix A)

- 1.3 Arcus were instructed not to make contact with the Planners at this stage.

A joint meeting was held with the representatives of the council to review the exiting accommodation in Huntingdon.

2.0 AIMS AND OBJECTIVES

- 2.1 Arcus were asked to review the information provided and prepare outline proposals for the conversion. This would include outline plans and costs. Separate costs were to be provided for the strip out element of the conversion.
- 2.3 Based on the brief this report outlines the proposed conversion highlighting any issues that may require clarification or further investigation.

ELY ARCHIVE STORE AND CHA OFFICES FEASIBILITY REPORT

3.0 THE EXISTING BUILDING

- 3.1 The existing building was originally constructed as a warehouse / depot in an 'L' shaped configuration. The main structure comprises a steel portal frame clad with composite metal sheeting. The floor is a solid concrete slab. The building sits within a site bounded by other commercial properties and has its own carparking and pedestrian access. There is pedestrian walkway to the rear of the building that links to an adjacent development, it is not clear if this constitutes a formal 'Right of Way'. The site sits in a 'Medium' flood risk area but close to an area with no flood risk as does the adjacent Tesco Superstore.
- 3.2 It would appear the building was converted to its exiting use as a bowling alley in 2004. The conversion involved the raising of the floor throughout the building to accommodate the bowling alley lanes, a raised viewing gallery and drainage.
- 3.3 In addition to the bowling alley the accommodation included a bar, restaurant, reception, catering and food preparation areas and general seating for the public.
- 3.4 As the building was originally constructed as a warehouse / depot, the conversion incorporates suspended ceilings, internal wall linings and raised floors. The building was heated and vented using ducted air handling system that provided heating and comfort cooling, the main plant and ductwork being located at high level and externally.
- 3.5 The building was generally felt to be in good condition with only superficial damage being noted to the external cladding as a result of impact damage.
- 3.6 The exiting drainage is locate to the side of the building and appears to be limited to two outlets into the below ground drainage system. This leads to a 'Bio-Plus' chamber located to the rear of the site. At this stage the planners have not been consulted with respect to the drainage provision, it is recommended that further investigation is undertaken to assess the capacity of the existing drainage systems.
- 3.8 As the conversion will necessitate the complete removal of the internal fixtures, fittings and structure no detailed assessment has been made of the condition of those elements. Nor has an assessment been made of the condition of the M&E installations as they also would be removed if the conversion was to take place.

4.0 OUTLINE PROPOSALS AND DESIGN CONSIDERATION

4.1 Strip Out

As previously outlined the existing internal finishes, fixtures, fittings and M&E installations would be removed entirely to facilitate the conversion to an Archive Store and Offices for the CFA. Separate costs are identified in the cost report as requested in the brief.

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4.2 Internal Linings and Finishes.

An allowance has been made for increasing the thermal performance of the walls and roof to meet current building regulations and to provide an environment that meets the design brief. Within the archive storage areas this would comprise concrete blocks and cavity wall insulation to maximise the thermal mass. The provision of a solid internal wall around the perimeter of Zone 1 can additionally be used to mitigate any flood risk. Elsewhere the insulation could be provided using a light weight insulation system.

An allowance has been made for a robust fully clipped suspended ceilings 2.500m above the floor of the upper level of the archive areas due to the height to the underside of the roof (7.500m to ridge) This would reduce the volume of the first floor, reducing the load on both the air handling plant and the fire suppression systems. The incorporation of a suspended ceiling will allow the thermal insulation of the roof to be enhanced. An allowance has been made also for the ceiling voids to be vented to reduce the risk of condensation.

Floor coverings to the office area would be carpeted, to specialist area slip resistant sheet flooring. To the floors in Zone the flooring would be raised to ensure the mobile shelving rails do not present a trip hazard. This would help to mitigate the risk associated with flooding due to the building being located in a Medium Risk flood area.

4.3 Archive Storage.

To accommodate the volume of storage outlined in the brief of 1500m³ we have allowed for the installation of manually operated mobile racking. To achieve the level of storage required 166no back to back bays 9.000m long and 2.000m high will be required. If these were located on the ground floor only this would equate to an area of approx 1400m², more than 75% of the ground floor. As the building has an eaves height of 7.5m an additional floor can easily be accommodated. The proposal therefore allows for the storage to be located on two floors. The additional cost of creating a mezzanine floor in this area has been costed separately. An allowance has been made floor to be constructed over a steel frame based on a 10.000m grid with steel columns extending down to the ground floor slab, all fire protected.

Walkways between the mobile shelving have been allowed for along with fixed units to restrict the number of units that can be moved in any one bay. Increased space has also been allowed for to allow trolleys to move safely between the rows of racking. To the sides of the facility fixed wall storage has been allowed for the storage of maps etc.

As no structural information is available describing the structure of the ground floor slab we have assumed at this stage that it would be adequate to support the imposed loads as the building was originally constructed as a warehouse / depot. It is recommended further investigation be carried out on site to determine the actual construction, this is likely to involve intrusive opening up which was not possible as part of this assessment.

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4.4 Drainage Considerations.

As the existing drainage is located to the side of the building only, the provision for toilets, catering facilities and general staff facilities has been located adjacent to this existing provision with an allowance for forming new connections as appropriate. Reference has previously been made to the 'Bio-Plus' chamber to the rear of the site. This infers the drainage discharges into a dedicated water treatment plant which may have limited capacity; further investigation with the Planners / local authority is recommended.

An allowance has been included for enhancing the perimeter surface water drainage to mitigate the risk of flooding.

4.5 Internal Access

Separation and linking of Zones 1 to 4 have been allowed for in accordance with the brief.

Zone 1	Access is predominantly via the staff accommodation in Zone 2. Access to the upper level of Zone 1 can be either via the passenger / goods lift or via the dedicated staircase. Air locks are provided at both levels to maintain the environmental conditions that need to be maintained in Zone 1.
Zone 2	Can be accessed from the main entrance lobby or via the secure area in Zone 3
Zone 3	Access to the Zone 3 by the public is via a secure entrance. Staff can access the archive store directly or from the Zone 2 offices. The layout of the offices and corridors ensures the environmental conditions required in Zone 3 can be maintained through to the main archive store (Zone 1)
Zone 4	General public access to the seating and reception areas would be from the main entrance.
CHA Offices	Access to the CHA offices would be predominantly via the main entrance, Access to the upper floor would be via the lift or the staircase. The lift would be configured to facilitate disabled access and movement of the documents etc. to the archive store. The lift doors would open both sides to allow both access to the upper floor offices and the archive store. Access to the archive store could be restricted to only those staff authorised to access the archive store. (by electronic key fob)

4.6 Main Entrance / External Access

Although the main entrance to the building would be in the same location the removal of the existing suspended floors within the building will result in the floor levels being reduced

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throughout. This will result in the main entrance being redesigned allowing level access to the interior.

4.7 Environmental Considerations.

It is assumed that the environment within the entire building would be maintained to the levels outlined in the brief using ducted air handling plant with the external chillers etc. being located on the rear elevation. Sufficient space exists within the ceiling voids to locate both plant and ductwork. No wet services are to be located in Zone 1 to reduce the risk of water/liquid damage. A large plant room is located to the rear / side elevation to accommodate the meters, central plant and controls.

An alternative form of heating could be provided to the CHA accommodation based on a wet system. At this stage the cost of heating to the whole building will be provided by ducted system.

4.8 Natural Light & Means of Escape.

Additional windows and doors have been allowed to improve the natural lighting of the offices and public areas and provide adequate means of escape in case of fire. No windows have been provided in Zone 1 both to maintain security and help maintain a constant environmental state.

All external means of escape will be protected with alarms and the doors will be to an improved security specification and steel faced.

Flood barriers have been included in the proposal for all external and internal doors to Zone 1.

4.9 Alarm Systems.

Internally the building will be covered by an automatic fire detection system with smoke and heat detection as appropriate. The alarm system to Zone 1 will include a VESDA type early warning detection system in addition to a fire Suppression system, the storage of gas bottles and the control equipment will be conveniently located adjacent to the archive store on the ground floor with direct access to the exterior.

Intruder alarms to be provided internally and zoned to reflect the different uses and occupants of the building.

CCTV would be provided internally to all areas accessed by the public and externally around the perimeter.

Flood Warning systems have been incorporated in the costs to provide an early warning of increases in the water table.

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5.0 PROPOSAL & SCOPE OF WORKS

- 5.1 The proposal outlined allows for a comprehensive remodelling of the building and its conversion to an archive store and offices. The cost of conversion is contained within Appendix B which is summarised as follows:

Strip out Costs	£48,825.00
Works Cost	£1,848,286.25
Preliminaries, Contractors Overheads and Profit	£393,531.27
Risk Contingency	£168,951.05
Fees	£123,518.92
Total (Excluding Vat)	£ 2,582,537.49

Proposed layouts outlining the subdivision of the building and use of individual spaces is attached in Appendix D.

The accommodation provided is in accordance with the brief except for the CHA Offices. The brief indicated that an area of 450m² should be allowed for the office space, reception room and meeting rooms, there is also reference to occupancy of upto 70 staff. It is our view this could not all be accommodated within the 450m² we have the fore utilised more of the first floor space to maximise the accommodation available to the CFA.

The areas where further investigation is required which will enable the scheme to be developed further are as follows:

- Consultation with the user groups regarding the proposals.
- Approval of the Planners to the proposed change of use.
- Assessment of the load bearing capacity of the ground floor slab.
- Investigate the below ground drainage systems.
- Ensuring the incoming services can accommodate the additional load.
- Further clarification from the Environment Agency regarding the specific flood risk of the site.

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6.0 CONCLUSION

- 6.1 The building can be converted to the proposed new use and can achieve the requirements of the brief. Further consultation with the user groups may result in cost reductions subject to the results of the further investigations.

APPENDIX A

Client Brief & Space Requirements

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Specification of the Archives requirements for a new archives building

Prepared by: Alan Akeroyd, Archives and Local Studies Manager
Date: May-14

Note 1: **The new archives repository must meet the requirements laid out in PD5454:2012 *Guide for the storage and exhibition of archival materials*. Users of this specification are expected to be familiar with PD5454's contents.**

Note 2: "Staff" below are defined as Archives staff. CCC staff who are not Archives staff are defined as "the public."

Note 3: The racking arrangements will be worked out by a racking company.

Note 4: Details in this specification may change.

Ref	Desirability	Specification	Justification
1.0		<u>General building arrangement</u>	-
		-	-
		The archives building should contain four zones:	
1.1	Essential	Zone 1: secure archives storage	Standard for Record Repositories 2004
1.2	Essential	Zone 2: staff accommodation, accessible only by identified staff	Standard for Record Repositories 2004
1.3	Essential	Zone 3: secure public areas, where public are admitted on production of ID and are supervised	Standard for Record Repositories 2004
1.4	Essential	Zone 4: fully open public areas	Standard for Record Repositories 2004
1.5	Essential	Zone 1 should only open into Zone 2. There should be no access directly between Zone 1 and Zone 3, nor between Zone 1 and Zone 4.	Good working practice
1.6	Desirable	The routes between Zone 1 and Zone 3 should nevertheless be as short as possible, with a minimum of corners, as trolleys and documents will need to be transported through those areas	Good working practice
2.0		<u>Zone 1: secure archives storage</u>	
		-	

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2.1	Essential	The archive storage areas should have enough capacity for a minimum of 1,500 cubic meters of archives (650 m3 currently held at Shire Hall, plus 350 m3 at Cottenham, plus 500 m3 for 20 years' accrual). Assuming a rack height of 2 metres, and assuming that mobile racking will take up 75% of the room, this results in a total storage area of 1,000 m2 minimum.	TNA self-assessment Q105; PD5454:2012 Section 5.3
2.2	Essential	Temperature and relative humidity in archive storage areas, search room and staff work areas to be continuously monitored	TNA self-assessment Q98
2.3	Essential	All archive storage areas to be held inside the range 13-20 degrees Centigrade; fluctuations within this range are acceptable as long as they are gradual	TNA self-assessment Q100, 101; PD5454:2012 Sections 4.2.2, 4.2.4
2.4	Essential	All archive storage areas to be held inside the range 35-60% relative humidity; fluctuations within this range are acceptable as long as they are gradual	TNA self-assessment Q102, 103; PD5454:2012 Sections 4.2.2, 4.2.4
2.5	Desirable	The preference is that these environmental conditions should be achieved through high thermal inertia, low air infiltration rates and hygroscopic buffering, thereby keeping active air conditioning to a minimum; we would rather have as simple an aircon system as possible	PD5454:2012: Section 4.6.1, 6.3
2.6	Essential	The air infiltration rate should not exceed two air changes per day	PD5454:2012 Section 6.3.2
2.7	Desirable	An enclosed space, with a door at either end, between areas within the building which have different environments (e.g. to staff and public areas)	PD5454:2012 Section 6.3.4
2.8	Essential	The structural elements of the repository, including the doors, should be designed to provide four hours of fire resistance against a fire occurring either inside the repository, in any adjacent compartment of the building or from sources outside the building	PD5454:2012 Section 6.4.2
2.9	Desirable	The store may be divided into compartments, in such a way that fire, water and smoke are prevented from spreading into a neighbouring compartment	PD5454:2012 Section 6.4.3
2.10	Essential	Air-conditioning plant (if needed), heating, electricity, water supplies and drainage should be situated outside the archive storage areas and not in a position that is accessible only through it.	PD5454:2012 Section 4.7.1 and elsewhere
2.11	Essential	Either no windows (ideal) or small, unopenable, strengthened, double-glazed and barred windows (acceptable)	PD5454:2012 Section 5.2.6
2.12	Essential	No roof lights	PD5454:2012 Section 5.2.6
2.13	Essential	Strongly constructed lockable doors, the lock to be easily reachable without stretching or stooping	PD5454:2012 Section 5.2.7; lessons from other repositories
2.14	Essential	Floors and doorways should be level and uninterrupted by steps, sills, grilles etc in order to allow the easy passage of trolleys	PD5454:2012 Section 6.7
2.15	Desirable	False ceilings to be avoided	PD5454:2012 Section 6.9
2.16	Essential	The air in the storage areas should be kept free of pollution, dust etc and must have sufficient movement to avoid stagnation	PD5454:2012 Section 4.7

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2.17	Desirable	General illuminance in the archives storage areas should be between 100 and 300 lux. High frequency dimmable tubular fluorescent lamps are recommended. Lighting should not emit UV radiation	PD5454:2012 Section 6.13
2.18	Essential	All archive storage areas to be equipped with automatic fire extinguishing systems (eg gas suppressant)	TNA self-assessment Q94; PD5454:2012 Section 7.5.5
2.19	Essential	Circuits: switches should be placed outside the repository to isolate the electrical circuitry that serve the repository. Electrical circuits should not pass through the repository unless they serve it	TNA self-assessment Q94; PD5454:2012 Section 6.13.5, 7.3.1
2.20	Essential	None of the archive storage areas should have water or other liquid-bearing pipes passing through or immediately above them	TNA self-assessment Q95
2.21	Desirable	Archive storage areas are equipped with water sensors or alarms (or these are unnecessary because of other measures)	TNA self-assessment Q95
2.22	Desirable	Archive storage areas are equipped with emergency drainage to cope with water arising from flooding or fire extinguishing	TNA self-assessment Q95; PD5454:2012 Section 6.5
2.23	Desirable	Electricity power points to be evenly distributed around the storage space to maximise flexibility of use	Lessons from other repositories
2.24	Essential	The store can be on more than one floor. The floors of upper storeys must be constructed solidly enough so that they take the full loading of heavy mobile racking.	
2.25	Essential	If the building is located in a flood plain, the building must be designed in a way which minimises the risk to the storage from flooding	
<u>Specialist areas within Zone 1</u>			
2.26	Essential	Specialist room for photographic, audio visual and electronic media, with cool storage (between 5-18 C, 30-50% relative humidity), area 25 m2	PD5454:2012 Section 4.3
2.27	Essential	Separate sorting/reception area for new accessions of documents, within the environmental conditions laid out in 2.3 and 2.4 above, area 15 m2	Good working practice
2.28	Essential	Physically separate room/building for storage of nitrate photographs. These photographs are highly flammable. Space 10 m2. Cool storage (between 5-18 C, 30-50% rH). Power sockets to run freezers and PCs. Fire suppression must be able to activate independently of fire suppression in rest of the building.	
2.29	Essential	Separate secure area for Registration records, 20 m2. (It may be possible to achieve this through having a caged area in the racking rather than a permanent building fixture.)	Registration service requirements
3.0	<u>Zone 2: staff facilities</u>		
3.1	Essential	Cataloguing and project room: 100 square metres minimum	CALS current working team
3.2	Essential	Conservation unit: 50 square metres minimum	CALS current

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3.3	Essential	Conservation unit to have plumbed water supply	working team CALS current working team
3.4	Essential	Digitisation studio: 50 square metres. If there are windows they must be able to be entirely blacked-out when necessary. The studio to have as stable a floor as possible in the building (eg concrete)	CALS current working team
3.6	Essential	Room for the secure copying of register entries by Registration staff, big enough for 2 desks, adjacent to a small room where the public can visit (4.6 below)	Registration service requirements
3.7	Essential	Staff meeting room(s)	CALS current working team
3.8	Essential	Staff toilets	CALS current working team
3.9	Essential	Staff common room or area	CALS current working team
4.0		<u>Zone 3: secure public facilities</u>	
4.1	Essential	- Space for consulting documents ("searchroom") with constant staff supervision, good staff sightlines across the room, reception facilities: 100 square metres minimum	TNA self-assessment Q106
	Essential	This space to be within the range 40-65% relative humidity, and a temperature not exceeding 25 degrees C	PD5454:2012: Section 4.10.2
4.2	Essential	Dedicated space for consulting maps/outsize documents within or adjacent to searchroom: 40 square metres minimum	TNA self-assessment Q106
4.3	Essential	Microfilm and microfiche consulting area within or adjacent to searchroom: 10 square metres minimum	TNA self-assessment Q106
4.4	Essential	Space for public access PCs (for Internet and other digital resources) within or adjacent to searchroom: 10 square metres minimum	TNA self-assessment Q106
4.5	Essential	Equipment designed or adapted for users with disabilities within searchroom	TNA self-assessment Q106
4.6	Essential	A small room adjacent to the registration room in 3.6	Registration service requirements
5.0		<u>Zone 4: fully open public facilities</u>	
5.1	Desirable	- Exhibition space	TNA self-assessment Q107
5.2	Desirable	This space to be within the range 13-22 C and 35-60% relative humidity	PD5454:2012 Section 4.10.3
5.3	Desirable	Meeting room	TNA self-assessment Q107
5.4	Essential	Common room for public use	TNA self-assessment Q107
5.5	Desirable	Restaurant or coffee bar facility (an ideal, but a major request of our users)	TNA self-assessment Q107; PSQG user survey 2011
5.6	Essential	Toilets for use by public visitors	TNA self-assessment Q107
5.7	Essential	Physical access to all public areas to meet DDA requirements	Disability

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Discrimination Act/s

Entire building (not zone-specific):

6.0 Fire prevention and detection

6.1	Essential	- All parts of the building to be fitted with fire and smoke detectors and alarms	TNA self-assessment Q94; PD5454:2012 Section 7.5.2
6.2	Essential	Detectors linked to a 24 hour monitoring service or direct to the fire service	TNA self-assessment Q94; PD5454:2012 Section 7.5.3
6.3	Essential	Smoke alarms of the VESDA type	TNA self-assessment Q94
6.4	Essential	All wiring in building is flame retardant	TNA self-assessment Q94; PD5454:2012 Section 7.3.4
6.5	Essential	Doors should be self-closing in the event of a fire	PD5454:2012 Section 6.4.4
6.6	Essential	Stairways, lift shafts and other vertical openings should be enclosed by walls, doors, dampers etc of material with an appropriate fire resistance	PD5454:2012 Section 6.4.5

7.0 Water supply

7.1	Desirable	- Risk of damage to documents whether in the archives storage areas or in any other parts of the building is minimised	PD5454:2012 Section 6.5
-----	-----------	---	----------------------------

8.0 Security

8.1	Essential	- Entire building protected by intruder alarms	TNA self-assessment Q96; PD5454:2012 section 5.2
8.3	Desirable	Building has recorded external and internal CCTV coverage	TNA self-assessment Q96; PD5454:2012 Section 5.2

9.0 Materials and construction

9.1	Desirable	- Walls, floors and ceilings should be made of a material with high thermal and hygroscopic capacity	PD5454:2012 Section 6.3.3
9.2	Essential	Floors and floor coverings should be hard-wearing, easy to clean, not prone to creating dust, non-slippery, light coloured and sound-deadening	PD5454:2012 Section 6.3.3

ELY ARCHIVE STORE AND CHA OFFICES FEASIBILITY REPORT

9.3	Essential	Materials, paints and coatings should be of a sort that minimises the emission of harmful substances in the event of fire and avoid acidic gases and volatile organic compounds arising through gradual deterioration	PD5454:2012 Section 6.3.3
9.4	Essential	Possible entry points for vermin, insects, birds etc should be sealed with appropriate screens, blockings or filters	PD5454:2012 Section 6.6
10		<u>Upper storeys access</u>	
10.1	Essential	- If the building is to use lifts, the lifts must be large enough to take trolleys	
10.2	Essential	At least one lift and at least one set of stairs must be within Zone 2, so that staff can move documents in a non-public area.	

CFA Office Requirement

Approx 450 sq.m Net Internal Area office accommodation to include a public reception area, conference room and 3 secure interview rooms.

The FM guidance for office accommodation is listed as follows:

Basic IT info is included. More detailed info i.e. Network connection, comms rooms etc - contact IT.

We use a very rough 'rule of thumb' of c£3k to set up one workstation, (furniture, IT, move staff in etc) and c£3k p.a. to run it IT costs (hardware, software, licences etc) and Property costs (lease, maintenance, utilities, cleaning etc).

Approximately 5.0 to 6.0sqm per workstation. (This area includes walkways and storage etc.)

Walkways to comply with fire regulations and accessibility regs. Min 1800mm between work-faces of workstations.

Workstations are all standard configuration to allow flexible working/hot-desking.

Target occupancy is 10 people to 5 workstations.

Mainly open plan space where possible, no cellular offices.

Aim for banks of workstations out from walls, dado trunking for power and data. Maintain access to windows.

One data socket per workstation plus 10%.

Workstations hard-wired with rcd protection. 3 accessible power sockets on the work-surface of each desk.

'Cleaners' sockets on separate circuits.

1600mm rectangular desk. (No pedestals)

One 'Cambridge' operators chair per workstation.

One CCC std build pc, lcd monitor and one voip phone per workstation.

One metre of filing shelving per person.

Filing in cupboards 2m (max) high. (No 4 drwr filing cabinets). Located against walls or back-to-back.

One locker per person. (Probe lockers - in blocks of 4 or 8) located near each bank of desks.

Target meeting room space, c0.8 sqm per person.

Meeting rooms to be a mixture of sizes from (min) 4 people to 12.

ELY ARCHIVE STORE AND CHA OFFICES FEASIBILITY REPORT

Small meeting rooms to have one voip phone and one data point and white board.

Large meeting rooms (over 12 people) as small meeting rooms plus ceiling projector, screen and power/data for video conference.

MFD ratio of one to approximately 50 people. One power and one data socket per mfd. One cupboard for storage of stationery and paper per mfd.

Kitchen to have one hydro-boil, two fridges and three power points for c70 people.

APPENDIX B

Cost Plan

ORDER OF COST ESTIMATEfor
CAMBRIDGESHIRE COUNTY COUNCIL

for

Project Title: Ely Archive Facility**Date: August 2014****ACCOMODATION MIX**

Description	Number in Type		G.I.F.A. per Dwelling (m2)	G.I.F.A. (m2)
Archive area - 2 levels	2	Nr	690.00	1380.00
Ground Floor Office area	1	Nr	1,063.00	1063.00
First Floor Office area	1	Nr	948.00	948.00
TOTAL				3,391.00

GROUP	CONSTITUENT	QUANTITY	UNIT	£/UNIT	ELEMENTAL COST
0	FACILITATING WORKS				£ -
	BUILDING WORKS				£ 1,896,536.25
1	Substructure				£ -
1.1	Strip foundations; PCC ground floor slab	0	m2	75.00	£ -
2	Superstructure				£ 1,821,111.25
2.1.1	RC Floors and steel frame structure - Mezzanine to office	1063	m2	94.25	£ 100,187.75
2.1.2	Mezzanine floor to archive area	1	item	65,000.00	£ 65,000.00
2.1.3	Assume load bearing capacity sufficient for mezzanine	1	Prov	5,000.00	£ 5,000.00
2.1.4	Roof	0	m2	170.00	£ -
2.1.5	RC Stairs to rchive area	1	nr	6,250.00	£ 6,250.00
2.1.6	Timber stairs - offices area	3	nr	2,125.00	£ 6,375.00
2.1.7	External walls - general repairs to cladding	1	item	10,000.00	£ 10,000.00
2.1.8	External doors - double	6	nr	1,650.00	£ 9,900.00
2.1.9	External windows - renew existing	9	nr	300.00	£ 2,700.00
2.1.10	External windows - form new openenings	32	nr	875.00	£ 28,000.00
2.1.11	External walls - redecoration	1615	m2	5.10	£ 8,236.50
2.1.12	Internal walls - new brick/block solid wall construction	3391	m2	37.50	£ 127,162.50
2.1.13	Extra Over - cavity insulation to external walls	1615	m2	10.00	£ 16,150.00
2.1.14	Internal doors - fire rated single leaf	19	no.	1,200.00	£ 22,800.00
2.1.15	Internal doors - double leaf	13	no.	1,500.00	£ 19,500.00
2.1.16	Internal Wall finishes - decoration	4270	m2	5.10	£ 21,777.00
2.1.17	Extra Over Fire proofing - archive area	690	m2	25.00	£ 17,250.00
2.1.18	Ceilings - medium quality concealed grid excl. archive area	2011	m2	40.00	£ 80,440.00
2.1.19	Ceilings - decoration	780	m2	6.00	£ 4,680.00
2.1.20	Ceilings - Extra over for insulation to archive ceiling at roof level	690	m2	17.50	£ 12,075.00
2.1.21	Flooring - carpert to zones 2, 3, 4	2011	m2	12.50	£ 25,137.50
2.1.22	Flooring archive area - specialist non slip	1380	m2	25.00	£ 34,500.00
2.1.23	Plumbing and Sanitary fittings & RWG	1	Prov	20,000.00	£ 20,000.00
2.1.24	Mechanical Installations	1	item	150,000.00	£ 150,000.00
2.1.25	Gas suppression system	2	item	275,000.00	£ 550,000.00
2.1.26	Kitchen & WC ventilation	7	nr	815.00	£ 5,705.00
2.1.27	Electrical Installations and lighting	3391	m2	25.00	£ 84,775.00
2.1.28	Fire and intruder alarm installations	3391	m2	10.00	£ 33,910.00
	Internal fittings				
2.1.29	Manually operated mobile racking system	1494	units	200.00	£ 298,800.00
2.1.30	Floor mounted 600mm deep shelving	160	m	155.00	£ 24,800.00
2.1.31	Provide workstations - allowed for no. no. workstations	10	no.	3,000.00	£ 30,000.00

3	Services				£	-
	Included in 2.1					
4	Prefabricated buildings and building units				£	-
	n/a					
5	Work to existing buildings				£	43,825.00
5.1	Strip out existing structure and dispose of rubble	1,753.00	m2	25.00	£	43,825.00
6	External Works				£	31,600.00
6.1	Site Preparation				£	-
6.2	Landscaping				£	12,500.00
6.2.1	Improvements to Car Parking	1	PS	12,500.00	£	12,500.00
6.5	External Lighting				£	2,000.00
6.5.1	Allowance for external lighting	1	PS	2,000.00	£	2,000.00
6.6	Drainage				£	7,500.00
6.6.1	Site Drainage	1	PS	7,500.00	£	7,500.00
6.7	Statutory Services				£	9,600.00
6.7.1	Aletrations to Existing Connections					
6.7.1.1	Electricity	1	Nr	3,200.00	£	3,200.00
6.7.1.2	Gas	1	Nr	5,000.00	£	5,000.00
6.7.1.3	Water	1	Nr	1,100.00	£	1,100.00
6.7.1.4	BT	1	Nr	300.00	£	300.00
6.7	Diversions				£	-
	-					
0 - 6	SUB TOTAL FACILITATING WORKS & BUILDING WORKS				£	1,896,536.25
7	Main contractor's preliminaries	15%			£	284,480.44
0 - 7	SUB TOTAL FACILITATING WORKS & BUILDING WORKS (Including Preliminaries)				£	2,181,016.69
8	Main contractor's overheads and profit	5%			£	109,050.83
0 - 8	TOTAL BUILDING WORKS ESTIMATE				£	2,290,067.52
9	Project or design team fees				£	123,518.92
9.1	Design fees					
	Planning Fees	1	nr	385.00	£	385.00
	Planning discharge fees	1	Item	750.00	£	750.00
	Building Regulations	1	Item	1,778.00	£	1,778.00
	Architect 3.6%	1	Item	78,516.60	£	78,516.60
	Structural Engineer 1.9%	1	Item	41,439.32	£	41,439.32
	Energy performance certificates and SAP calculations	1	nr	100.00	£	100.00
	Air testing;	1	nr	200.00	£	200.00
	Sound testing;	1	nr	350.00	£	350.00
10	Other development or project costs				£	-
	n/a					
9 - 10	TOTAL PROJECT OR DESIGN TEAM FEES AND OTHER DEVELOPMENT OR PROJECT COSTS				£	123,518.92

0 -10	BASE COST ESTIMATE				£	2,413,586.44
11	Risk					
11.1	Design development risk	3.5%		84,475.53	£	84,475.53
11.2	Employer changes risk	3.5%		84,475.53	£	84,475.53
11	TOTAL RISK ALLOWANCE				£	168,951.05
0 - 11	COST LIMIT (excluding inflation)				£	2,582,537.49
12	Inflation				£	-
	n/a					
12	TOTAL INFLATION ALLOWANCE				£	-
0 - 12	ROUNDED COST LIMIT (excluding V.A.T. assessment)				£	2,582,537.49
13	VAT ASSESSMENT (if applicable)				£	-

Exclusions

1. Professional and design fees incurred prior to the appointment of the Main Contractor
2. Any applicable VAT and other taxation elements and/or levy amounts.
3. Any property and land acquisition costs that may be applicable.
4. All financing and acquisition charges payable.
5. Costs arising out of site specific restrictions such as archaeological investigation costs, the presence of contamination, abnormal ground conditions, deleterious materials, access and egress problems, working hours restrictions, asbestos and the like etc.
6. Costs associated with over sailing rights and licenses.
7. Costs relating to works outside of the site boundary.
8. Costs associated with the specific requirements of any Section Agreements such as for example s106, s278 etc.
9. Costs associated with loose furniture, fittings and works of art.
10. Costs arising out of any matters in connection with the discovery of contaminated materials such as asbestos.
11. Marketing, sales and legal fees.
12. Costs associated with road closure fees and the like.
13. Costs associated with decanting.
14. Commuted sums and contribution amounts requested by the Local Planning Authority (LPA).
15. Costs arising out of any matters in connection with potential party wall issues.

Qualifications and/or Assumptions

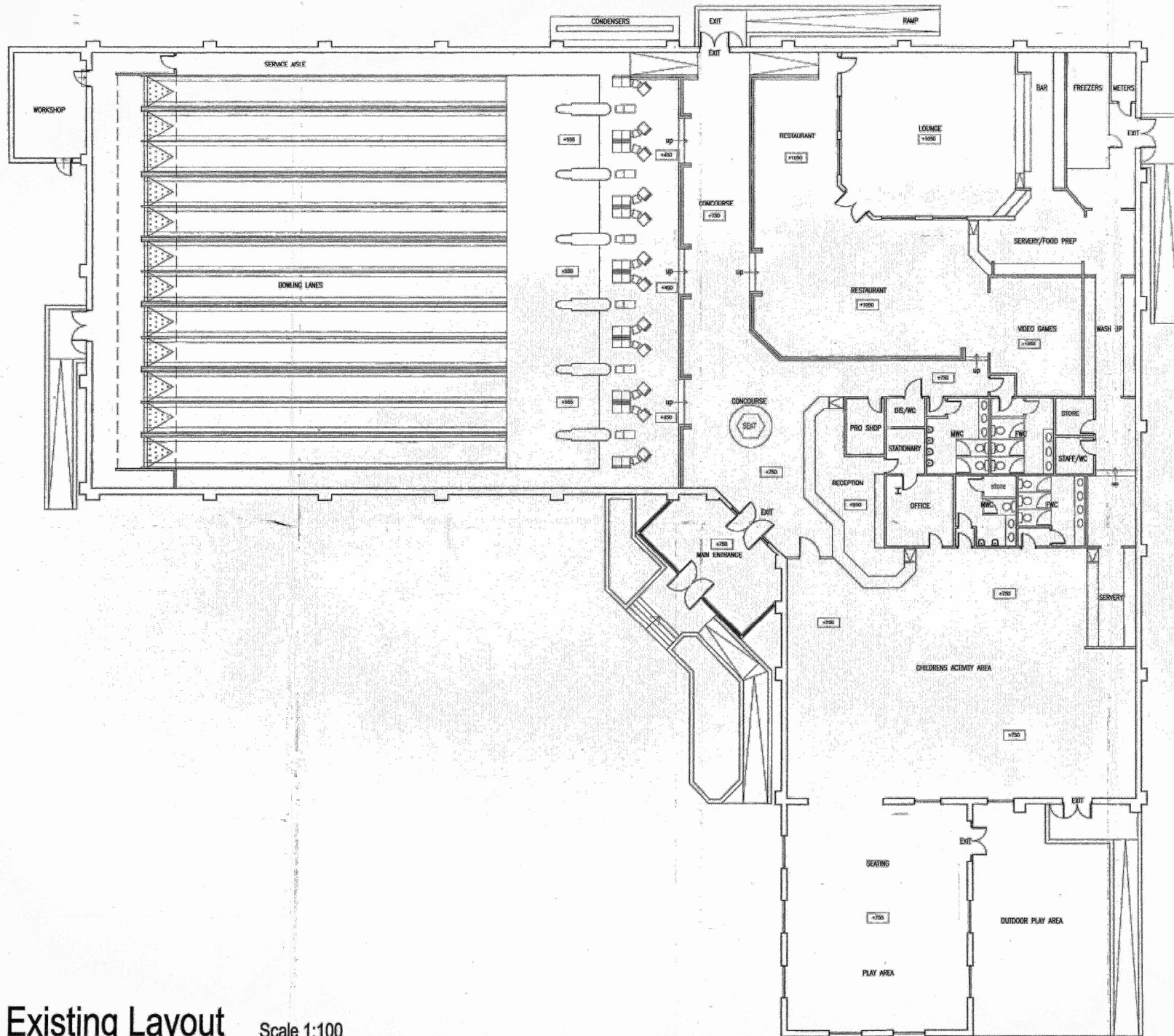
1. The rates assume that works will be carried out during normal working hours and as continuous operations on site.
2. We are not in receipt of a Structural Engineers design/report, thus a typical foundation solution has been allowed for.
3. It is assumed that the works are based on a design and build form of procurement, utilising a standard form of building contract.
4. A specification of works has not been provided
5. The costs included are reflective of competitive tenders being obtained during 1Q2014.
6. We are not in receipt of a drainage survey or a detailed drainage design and have therefore included a typical allowance for new foul and surface water drainage.
7. No allowance has been included for white goods.
8. No allowance has been included for the requirements of the revisions to Part L of the Approved Documents in relation to the Buildings Regulations.
9. No allowance has been included for the specific requirements of Secured by Design.
10. In the absence of detailed services information we have included for service connections only based on published cost data available to us. We would recommend that quotations are obtained at the appropriate juncture.
11. It has been assumed that new external lighting columns are required.
12. No allowance has been made for the specific requirements of the Local Planning Authority or Building Control at this stage

Information Used

1. Arcus Drawings

No. 01 - Proposed Site Plan
Ground floor plan
First floor plan

APPENDIX C
Existing Layout



NOTE
This drawing is to read in conjunction with all other
Architects drawings and all Structural Engineers drawings
detail and calculations.
It is the contractors responsibility to check all dimensions
prior to fabrication or construction, any discrepancies to
be reported to the Architect.

B (07.12.05) BUILDING REGULATION ISSUE.
A (15.08.05) ACCORDING TO SITE SURVEY, FLOOR LEVELS REVISED, SEAT
ADDED IN CONCOURSE AREA, SANITARY ADDED IN TOILETS, PARTITION
WALL AND DOORS ADDED BETWEEN WASH UP AND BAR AREA, BW.

KIRKMAN
ARCHITECTS

GREYSTONE HOUSE
MOSS LANE, ALTRINCHAM
CHESHIRE WA15 6BW
TEL: 0181 928 3838
FAX: 0181 928 7788

Project
**AMERICAN AMUSEMENTS,
STRIKES BOWLING CENTRE,
ELY**

Drawing
EXISTING LAYOUT

Date Jan 2004 Drawn By ar Scale 1:100

Drawing Status
BUILDING REGS. 117

Rev No.
Page 46 of 60

Existing Layout Scale 1:100

APPENDIX D
Proposed Layout



Rev	Date	Description
XX	XX:XX:XX	XXXX

ARCUS CONSULTING

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Liverpool 0151 708 1080 Newcastle 0191 272 5781 info@arcus.uk.com
www.arcus.uk.com

Client
CAMBRIDGESHIRE COUNTY COUNCIL

Project
ELY ARCHIVE CENTRE

Title
FEASIBILITY STUDY 1
GROUND FLOOR PLAN

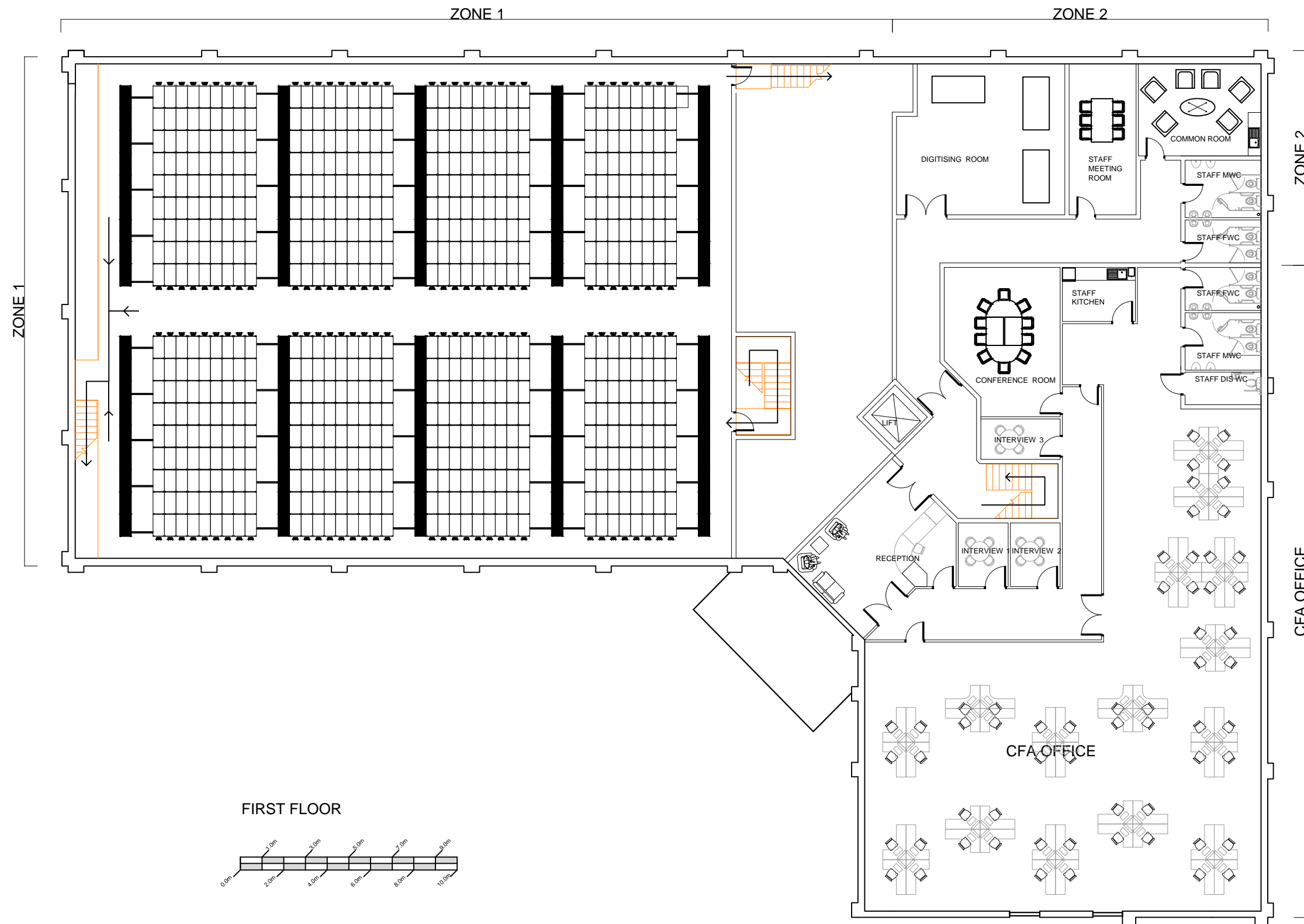
Scale	Date	Stage
1:200@A3	20.08.14	F

Job No	Drawing No	Rev
XXXX	F.101	XX

Drawn	Approved
RAC	AR

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1:200 @A3



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Client

CAMBRIDGESHIRE COUNTY COUNCIL

Project

ELY ARCHIVE CENTRE

Title

FEASIBILITY STUDY 1
 FIRST FLOOR PLAN

Scale 1:200@A3 Date 20.08.2014 Stage F

Job No Drawing No F.102 Rev

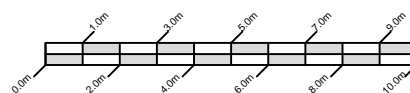
Drawn RAC Approved AR

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1:200 @A3



GROUND FLOOR



1:200 @A3

Rev	Date	Description
XX	XX:XX:XX	XXXX

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 Liverpool 0151 708 1080 Newcastle 0191 272 5781 info@arcus.uk.com
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Client
 CAMBRIDGESHIRE COUNTY COUNCIL

Project
 ELY ARCHIVE CENTRE

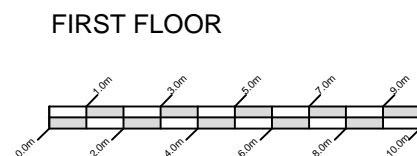
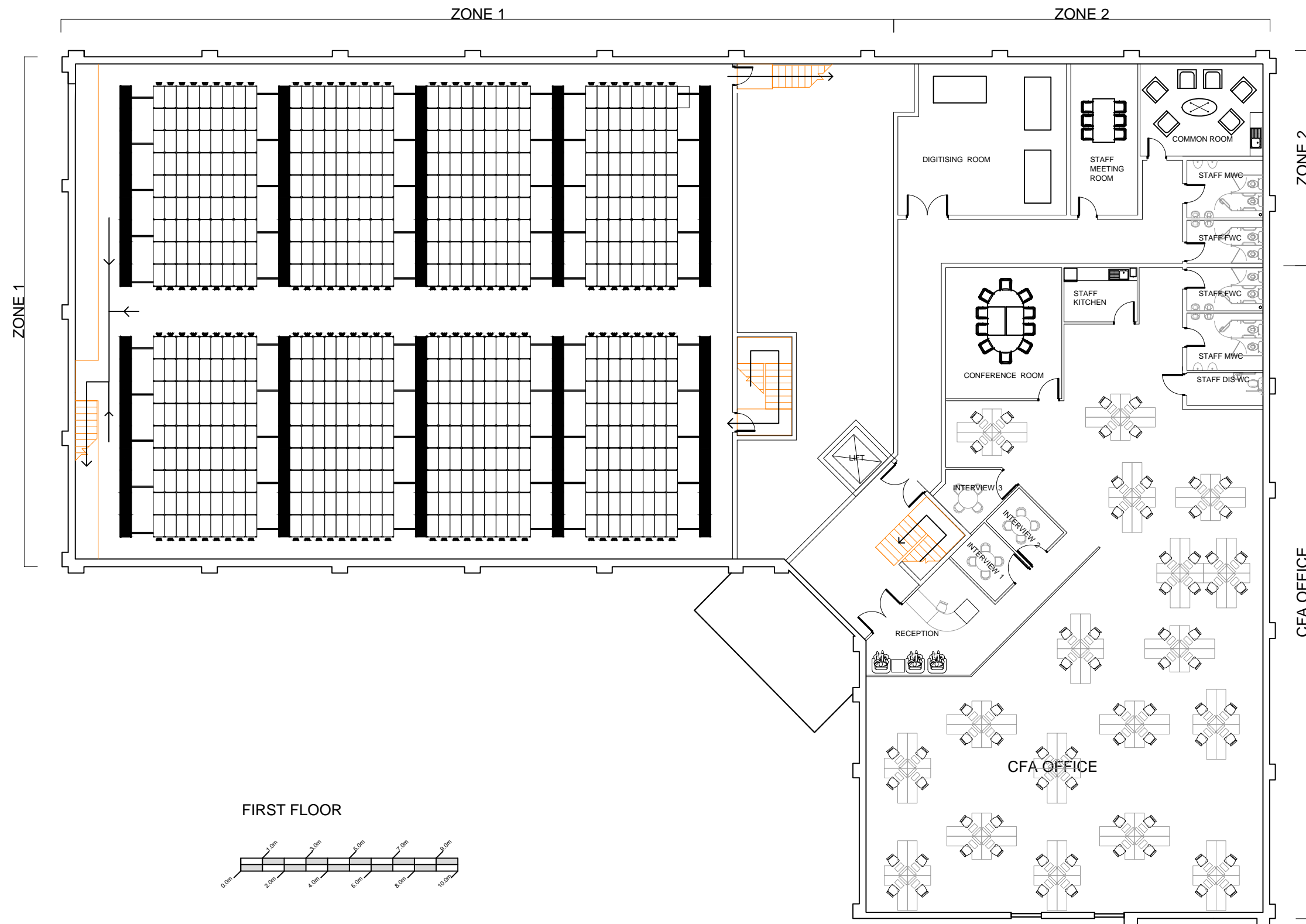
Title
 FEASIBILITY STUDY 2
 GROUND FLOOR PLAN

Scale	Date	Stage
1:200@A3	20.08.14	F

Job No	Drawing No	Rev
XXXX	F.201	XX

Drawn	Approved
RAC	AR

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1:200 @A3



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 Liverpool 0151 708 1080 Newcastle 0191 272 5781 info@arcus.uk.com
www.arcus.uk.com

Client

CAMBRIDGESHIRE COUNTY COUNCIL

Project

ELY ARCHIVE CENTRE

Title

FEASIBILITY STUDY 2
 FIRST FLOOR PLAN

Scale 1:200@A3 Date 20.08.2014 Stage F

Job No Drawing No F.202 Rev

Drawn RAC Approved AR

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HIGHWAY MAINTENANCE MEMBER WORKING GROUP

To: **Highways and Community Infrastructure**

Meeting Date: **6th October 2015**

From: **Executive Director Economy, Transport and Environment**

Electoral division(s): **All**

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

Purpose: **To consider establishing a working group to review the County Council's approach to highway maintenance.**

Recommendation: **The Committee is recommended to:**

- a) agree to establishing a working group with terms of reference as set out in Appendix 1**
- b) agree which members should be on the working group.**

<i>Officer contact:</i>	
Name:	Richard Lumley
Post:	Head of Local Infrastructure & Street Management
Email:	Richard.lumley@cambridgeshire.gov.uk
Tel:	01223 703839

1. BACKGROUND

- 1.1 Highway maintenance presently sits within the Local Infrastructure & Street Management Service (LISM) and is split across two teams; Highway Management (reactive maintenance) and Network Management (cyclic maintenance). The majority of the highway maintenance is currently carried out through our highway services contract with Atkins-Skanska, which is due to finish in April 2017.
- 1.2 Cambridgeshire County Council currently spends just under £7 million on maintaining the public highway, including public rights of way. Approximately 55% of this budget is spent on reactive maintenance (e.g. potholes, minor drainage works, small scale lining and signing etc.), with the remaining 45% spent on cyclic maintenance (e.g. grass cutting and surface treatment programmes and winter maintenance operations).
- 1.3 The County Council is under significant pressure to make substantial savings against its revenue spend over the next five year period to 2020-21. In order to achieve the scale of savings required, the council is moving towards a new operating model based on outcomes. As part of this shift the current business planning process is taking a detailed look at those business areas reliant on large elements of revenue funding, of which highway maintenance is one.

2. PROPOSAL

- 2.1 Following discussion at Spokes, it is proposed to set up a Member working group, with the support of relevant officers, to take a detailed look at the County's approach to highway maintenance and in particular community involvement in that, with the aim of driving down costs, identifying and building community resilience and increasing understanding of where the money is spent (e.g. pot holes, grass cutting, lining etc.) and on what (materials, traffic management, process etc.).
- 2.2 It is anticipated that the working group will operate within the context of both the Council's approved Asset Management approach and it's links to future funding from Central Government; as well as the Council's outcomes based operating model. The proposed terms of reference for the working group are set out in **Appendix 1**.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

A well maintained highway helps provide efficient infrastructure to enable the local economy to prosper, facilitating people to gain access to skills and jobs. This proposal will help develop proposals for protecting as much of the Council's highway maintenance work despite the budget cuts.

3.2 Helping people live healthy and independent lives

A well maintained highway enables people to go about their daily lives in a safe and efficient manner, making it easier for people to access services.

3.3 Supporting and protecting vulnerable people

A well maintained highway improves accessibility for carers and support services to attend vulnerable people as required.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

Significant budget cuts will inevitably mean less resource for highways maintenance. This proposal seeks to secure ways of delivering more with less to ensure highways are as well maintained as possible within resource constraints.

4.2 Statutory, Risk and Legal Implications

There are no significant implications for this category at this stage, but implications may arise subject to the outcome of the Member working group discussions.

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 for this category at this stage, but implications may arise subject to the outcome of the Member working group discussions.

4.5 Localism and Local Member Involvement

Highway maintenance plays a key role in the vitality of a local community and its links to other areas and services. Local Member and community input and support is essential to agreeing a sustainable approach. Specific implications for this category are dependent on the outcome of the review.

4.6 Public Health Implications

There are no significant implications within this category.

Source Documents	Location
Draft Terms of Reference	Appendix 1

HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 1st September 2015
Updated 25th September 2015



Cambridgeshire
County Council

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
06/10/15	Cambridgeshire Archives – new accommodation	John Macmillan/ Christine May	Not applicable	03/09/15	23/09/15	25/09/15
	Highways Maintenance Member Working Group	Richard Lumley	Not applicable			
03/11/15	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	12/10/15	21/10/15	23/10/15
	Business Planning: Review Revenue Budget - review budget tables, draft CIAs, and draft consultation report	Celia Melville	Not applicable			
	Streetlighting PFI Annual Contract Review 2014/15	Tom Blackburne-Maze	Not applicable			
	Library Service Strategy	Christine May	2015/012			
	Highway Asset Management Strategy – Annual Performance Report	Tom Blackburne-Maze	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
	Right to challenge parking policies – proposed additional petitions procedure	Rob Sanderson/ Dawn Cave	Not applicable			
	Finance and Performance Report	Chris Malyon	Not applicable			
	Committee Training Plan	John Onslow /Dawn Cave	Not applicable			
[01/12/15] Provisional Meeting	Business Planning	Celia Melville		05/11/15	18/11/15	20/11/15
	Annual Parking Review	Sonia Hansen /Phil Hammer	Not applicable			
	Risk Management Update	Graham Hughes	Not applicable			
	Food Service Plan 2015/16	Doug Barnes	Not applicable			
	Cycle Safety Member Led Steering Group	Amanda Mays	Not applicable			
12/01/16	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	14/12/15	29/12/15	31/12/15
	Finance and Performance Report	Chris Malyon	Not applicable			
	Eastern Highways Alliance Framework 2	Chris Poultney	2016/006			
	Committee Training Plan	John Onslow /Dawn Cave	Not applicable			
[02/02/16] Provisional Meeting				14/01/16	20/01/16	22/01/16
01/03/16	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	04/02/16	17/02/16	19/02/16
	Finance and Performance Report	Chris Malyon	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
	Committee Training Plan	John Onslow /Dawn Cave	Not applicable			
<i>[12/04/16] Provisional Meeting</i>				14/03/16	30/03/16	01/04/16
17/05/16	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	21/04/16	04/05/16	06/05/16
	Finance and Performance Report	Chris Malyon	Not applicable			
	Training Plan	John Onslow /Dawn Cave	Not applicable			

Library Services Strategy

H&CI Committee Training Plan (standing item)

Review Revenue Budget - review budget tables, draft CIAs, and draft consultation report

Notice made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in compliance with Regulation 5(7)**Decisions to be made in private as a matter of urgency in compliance with Regulation 5(6)**

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.
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.

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

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