

**MILESTONE 4 & 5 REPORT FOR THE ALCONBURY WEALD CIVIC HUB: CAMBS  
2020 PROGRAMME**

*To:* **Commercial and Investments Committee**

*Meeting Date:* **16 December 2019**

*From:* **Chris Malyon (Deputy Chief Executive)**

*Electoral division(s):* **All**

*Forward Plan ref:* **N/a**

*Key decision:* **No**

*Purpose:* **To outline the design development of the Council's proposed Civic Hub at Alconbury Weald, since the last report in March 2019 and provide an update on the latest estimated programme for completion of the building.**

*Recommendation:* **It is recommended that the Committee:**

- a) Note the detailed design development and latest cost estimate that remains within budget;**
- b) Approve the revised estimated programme for completion of the building in Spring 2021;**
- c) Approve the additional internal finishes outlined in Appendix C from the change contingency budget.**

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## **1.0 BACKGROUND**

- 1.1 In May 2018 Full Council agreed to support the Hub and Spokes model and sale of the Shire Hall site, choosing the new Civic Hub to be built in Alconbury Weald.
- 1.2 In November 2018 the milestone two update was presented to Commercial and Investments Committee, which outlined how the scheme had developed since the procurement of the design team and extensive stakeholder engagement. Subsequent approval was given for the project to progress into the developed design milestone three phase, alongside a revised budget of £18.3M.
- 1.3 In March 2019 the milestone three update was presented to Commercial and Investments Committee, which sought to obtain agreement to proceed with the design development and submit an application for planning permission, alongside delegated authority for ongoing decision making to be provided to the Deputy Chief Executive for the approval to progress between future milestone stages (MS).

## **2.0 MAIN ISSUES**

### **2.1 Design Development Update**

- 2.1.1 During MS4 stage there have been minimal changes to the design. The building footprint remains within the 3600sqm maximum area and will accommodate 350 desks along with flexible breakout areas, formal meeting rooms and ancillary spaces (toilets, tea points etc) a public reception, a multi-purpose function room and Party-Political rooms.
- 2.1.2 Car parking provision totals 230 spaces. These include 10 accessible spaces, 10 visitors spaces and 20 spaces that include electric charging points. The below ground infrastructure will also be provided for all spaces to be updated to electric charging points in future.
- 2.1.3 The key amendments from MS3 to MS4 are outlined below:
  - The cores which serve the office space have been pushed towards the North on the Ground Floor to provide more flexible office space to the south
  - A small tea point has been added to the first floor to support the Multi-Function Room
  - There are two fewer shower cubicles due to size requirements of the accessible shower changing cubicle.
  - An Emergency Room facility has been incorporated into the ground floor plan.
  - The footprint of the photo voltaic (PV) panels on the roof has been increased, improving the energy efficiency of the building.
  - The ancillary building on the west side of the car park has grown bigger to accommodate an additional plant room and a skip store.
  - Whilst not currently included within the MS4 design the option of incorporating a Changing Places facility has been reviewed and confirmed as feasible and will be incorporated into the design.

- 2.1.4 Changing places toilets are designed for over one quarter of a million people who cannot use standard accessible toilets. This includes people with profound and multiple learning disabilities, motor neurone disease, multiple sclerosis, cerebral palsy, as well as older people.
- 2.1.5 To use the toilet in safety and comfort, many people need to be able to access a Changing Places toilet, which have more space and the right equipment, including a height adjustable changing bench and a hoist. Further information is available on the changing places website <http://www.changing-places.org/>
- 2.1.6 There is currently one toilet in nearby Huntingdon and only two others within a twenty mile radius of Alconbury Weald. Provision of this facility will support vulnerable people in local communities and those travelling within Cambridgeshire, a key priority for the council.
- 2.1.5 During MS4 the design team has continued to consult with staff and Members through design workshops and focus groups to provide an integrated solution together with meeting the specific brief requirements for the Civic Hub. This has included reference and incorporation of the wider site masterplan and design code parameters and neighbouring buildings.
- 2.1.6 Planning approval was granted on 12<sup>th</sup> September 2019 with no statutory objections received.
- 2.1.7 Appendix A of this report includes floor plans and elevations of the building following the completion of the detailed design phase.
- 2.1.8 Construction site enabling works commenced on site on Monday 18<sup>th</sup> November 2019, with the main building works due to start on Monday 16<sup>th</sup> December 2019.

## **2.2 Land Acquisition**

- 2.2.1 The acquisition of the land has unfortunately proved more challenging than expected, specifically in relation to the remediation work that was to be completed to an agreed standard prior to acquisition.
- 2.2.2 The site is a brownfield site, but the level of contamination required to be remediated prior to the County Council taking ownership was far greater than expected, covering over 50% of the site and to depths in excess of 1.0m in places.
- 2.2.3 This work was carried out by consultants and contractors on behalf of Urban and Civic, the vendors of the site. However, it was established prior to the Council taking ownership of the site that the backfill material used to reinstate the remediated areas was not to the agreed specification.
- 2.2.4 Urban and Civic worked closely with the Council to mitigate the subsequent delay to acquiring the land, both from a cost and programme perspective.

- 2.2.5 The outcome was an amendment to the commercial agreement, with the Council agreeing to accept the site based on the completed remediation specification, in a bid to minimise further delays to the Council's construction programme. This however required an amendment to the original ground floor/foundation details to provide a suitable design solution (suspended ground floor slab rather than a ground bearing slab). The commercial agreement has also been amended to reconcile the associated difference in construction costs.

## **2.3 Programme**

- 2.3.1 Whilst the positive and collaborative approach shown by Urban and Civic has led to a speedy resolution of the issue and no additional costs to the Council, it has not been possible to avoid an impact on the construction programme. The delayed start and additional construction work has seen an extension to the overall programme. The building is now expected to be complete in spring 2021, but every opportunity will be taken to achieve early completion through efficiencies and opportunities that potential better than expected winter weather may provide.

## **2.4 Vacating Shire Hall**

- 2.4.1 The majority of the 1,314 staff currently based at Shire Hall in Cambridge are set to move to existing offices closer to the communities they serve in phases throughout next year and starting from spring 2020. Around 600 staff are due to move from Shire Hall to join others based at Alconbury Weald full or part-time.
- 2.4.2 The council is now working closely with Brookgate, who are to redevelop Shire Hall to consider how the new programme for Alconbury Weald can align with its plans to start work on a high quality apart-hotel.
- 2.4.3 More information about this will be available in Spring next year once there is a clearer understanding of the likely completion date for the council's new Alconbury Weald HQ following the unpredictable winter period.

## **2.5 Cost Update**

- 2.5.1 The overall required project budget of £18.337m remains unchanged. The project has concluded MS4 (Detailed Design) and MS5 (Agreement of Construction Contract Sum and Execution of Contract).

Actual expenditure to date currently totals £2.536 million.

An interim project budget update which reconciles back to the position at the end of MS3 is shown in table 1 below;

Item	Previous Forecast MS3 Stage	Current Forecast MS5 Stage
<b>Feasibility</b>	<b>0.137</b>	<b>0.137</b>
<b>Estimated Construction cost</b>	<b>12.95</b>	<b>13.282</b>
<b>Construction risk allowance</b>	<b>0.91</b>	<b>0.863</b>
<b>ICT &amp; FF&amp;E</b>	<b>1.6</b>	<b>1.6</b>
- ICT	0.8	0.8
- FF&E	0.8	0.8
<b>Land</b>	<b>1.6</b>	<b>1.474</b>
<b>Employers Change Contingency</b>	<b>0.33</b>	<b>0.202</b>
<b>Other</b>	<b>0.81</b>	<b>0.779</b>
- Legal fees	0.04	0.04
- Move management	0.08	0.08
- F&G	0.393	0.393
- Planning fees	0.06	0.06
- Internal fees	0.237	0.206
<b>Total</b>	<b>18.337</b>	<b>18.337</b>

Table 1; Budget Breakdown

## 2.5.2 Key Notes:

1. **Estimated Construction Cost.** The increased cost from MS3 (£0.332m) is predominantly associated with enhanced ground floor/foundation design change plus the client changes in the period.
2. **Construction Risk Allowance.** This has decreased to reflect part of the construction cost increase in the period, as noted above. This relates to the need for monitoring for unexploded devices during groundwork and additional soil investigations to reduce risk during the construction phase. The risk allowance at this stage of the scheme is 'healthy' and should be more than adequate to complete the project within budget.
3. **Client Change Contingency.** This has decreased in line with the amendments to the design and instructed changes, such as the work to achieve additional BREEAM Ene01 Credits and design fees.

2.5.3 Annual revenue operational costs for the new building have also been calculated, now that the detailed design and specification of the building has been finalised. This can be compared to the current 2019/20 budget for Shire Hall of £1.3 million.

2.5.4 The estimated annual cost of operating and maintaining the new building at Alconbury Weald is £525k, some 60% less than the current annual budget for the Shire Hall site.

## **2.6 Proposed additional internal finishes**

- 2.6.1 Appendix C of this report details a number of recommended additional internal finishes that fall outside of the original budget specification and provides a basis for their inclusion within the building.
- 2.6.2 The remaining client change contingency budget identified in table 1 above is proposed to provide the funding for these recommended changes that total £166k.

## **2.7 Environmental impact/sustainability considerations**

- 2.7.1 The current building design affords an estimated uplift over and above Building Regulations Approved Document Part L energy performance requirements of +30%, with approximately 24% of this being provided by Photovoltaic Panels on the roof (providing around 40,000 kWh per year to the building energy usage or in essence offsetting nearly 7% of the general building energy usage).
- 2.7.2 It has also been a target to obtain 8 credits in BREEAM Energy 01, which has been achieved, 4 of which are for energy performance (equivalent to an Excellent rating for Energy) and 4 additional credits for prediction of operational energy consumption.
- 2.7.3 The Buildings Emission rate is approximately 17.5kg CO<sub>2</sub> / m<sup>2</sup> per year (approximately 63 tonnes of CO<sub>2</sub> per year) which surpasses the required building target emission rate by +7.6kg CO<sub>2</sub> / m<sup>2</sup> per year (approximately 27.36 tonnes of CO<sub>2</sub> better than Building Regulation requirements).
- 2.7.4 The building will not be connected to mains gas and will therefore be able to maximise use of renewable energy generation.
- 2.7.5 A business case to install a solar array within the car park is currently being developed by the Council's Energy Investment Unit for consideration as part of a separate project and investment opportunity.

## **2.8 Travel and parking**

- 2.8.1 Travel planning work has now started in detail, following the confirmation of the teams that will be based from the new building.
- 2.8.2 This includes working with other local businesses at Alconbury Weald to establish opportunities to work in partnership to achieve sustainable travel planning for employees across the wider development.
- 2.8.3 This work also includes options for the management of the car park and car sharing, which data shows could provide a significant opportunity with the latest technology made available to promote and support it effectively.
- 2.8.4 Ongoing discussions with public transport providers are also continuing, to consider how this provision develops in line with the development, as well as the

investigation of options to provide more bespoke solutions for accessing the building by sustainable means.

- 2.8.5 An intense period of engagement with staff over the coming months will also inform this process and steer its development, to understand the specific needs of those travelling to the new building once it becomes operational.

## **2.9 Social value in construction**

### **2.9.1 Measuring Social Value**

The agreed KPI on local spend has identified the location of RG Carter's supply chain in relation to the construction site that fall within a radius of 50 miles. A target of over 70% of subcontractor orders has been set and the first £6.6 million of committed supply chain orders have achieved 95% within a 50 mile radius of the site.

### **2.9.2 Wellness**

The project team are applying the principles of the WELL Building requirements to the design of the building. Whilst the Council is currently not applying for formal accreditation (the brief is to comply with key principals only), the initial informal assessment is that the building would achieve 'Well Gold' standard with formal award ranging from 'Core' to 'Silver' to 'Gold' to 'Platinum'.

Some of these design aspects include;

- Access to and from the Glade park to be formed by U&C in the future with other external staff amenities such as the external balcony, central Courtyard & Glade terrace
- The building utilises mechanical ventilation, which exceeds the outdoor air supply rate by 60%, managing pollutants from WC's, server, printer copiers.
- 80% of the office floorspace has a view of the sky with the floorplate depth optimised to allow best natural daylight penetration
- Glare controlled by first floor shading from roof overhang and horizontal brise soleil shading at ground floor.
- Lighting control by proximity sensors and dimmable lighting zones designed into each floor.

### **2.9.3 Social Enterprise Café**

A project is underway to introduce a social enterprise café within the main ground floor reception atrium area of the civic side of the new building.

Based on the ideas used at the Hot Pots Café in March and the Ely Community Centre, the café would be run by individuals with learning disabilities with the support of an employment skills worker. With the right support people with a learning disability can achieve long-term paid employment, become more independent and increase their levels of involvement in the community.

Referrals to the scheme are made by social care services. The project aims to work on a 6 month schedule and will provide placements for up to six learners, with 3 or 4 working at a time. During the project the learners will gain food hygiene qualifications and employment experience.

A café at the Civic Hub would link with our strategic priorities:

- A good quality of life for everyone; nurturing healthy communities that have access to resources that enable them to support themselves, connect with others and become sustainable
- Improving social and economic equality so that life expectancy, opportunity and social mobility are not determined by wealth and background
- Encouraging and supporting people to choose healthy lifestyles to prevent problems in later life – focusing our help on those communities most at risk of poor health outcomes
- Using our public assets widely and raising money in a fair and business like way to generate social return for all citizens of Cambridgeshire.

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

The Cambs 2020 Programme is an opportunity to change the ways and places we deliver services to support the Council in the delivery of its corporate objectives by providing fit for purpose infrastructure, technology and a workforce that is equipped to face the organisational challenges that lie ahead.

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

Through the distribution of services across the county, the Council will support economies in a more disbursed manner than at present.

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

Placing services in the heart of the communities they support will facilitate more citizens living independent lives by keeping them in their own homes with appropriate support networks wrapped around them. The provision of a changing places toilet will also make a positive contribution to the lives of local people.

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

As above.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The project management, design and construction of the Civic Hub has been contracted to Faithful and Gould Consultants and RG Carter. RG Carter has subsequently employed Allford Hall Monaghan Morris (AHMM) architects and others within their supply chain to design the building. The resources are therefore already engaged to ensure the building continues along its delivery programme through to completion and incorporated within the existing approved budget.



#### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

The consultants and contractor employed to deliver the new site have been procured through an existing council framework agreement.

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

The land is now owned by the County Council, with completion having taken place last week.

A number of risks remain for the building and a risk register can be found in appendix B, however the remaining key risks are;

- Obstructions in ground/poor ground conditions not reasonably established during design phase.
- Hazardous materials/contaminated material discovered during site activities which could impact cost/programme.
- Inclement weather over and above that already allowed for throughout the winter period could impact on construction progress and extend the build programme.

#### **4.4 Equality and Diversity Implications**

4.4.1 As part of the engagement process representatives from the Equality and Diversity network were invited to the design workshops to provide feedback. A separate session was also held with an established Equality and Diversity Action Group, which provided valuable feedback that has been incorporated into the design of the building.

4.4.2 Some of the design elements that have been included are;

- Multiple points of access and permeability (entrances and exits) have been provided to facilitate reduced travel distances for both disabled visitors and staff
- Frequent and equally dispersed accessible toilets throughout the building to ensure that people requiring accessible facilities do not need to travel further.
- Changing Places toilet provided in the main reception atrium area.
- Gender neutral WC's which are compact and functional and provide private washroom facilities within their own demise.
- Designated areas for office tea points including low level worktops and sinks or adjustable height worktops.
- Accessible parking located on central main boulevard axis, nearest to the building with dedicated route to the main entrance.
- Evacuation Passenger Lifts provided to both Civic and office sides for accessible use and emergency egress.

#### **4.5 Engagement and Communications Implications**

There are no significant implications arising directly from this report.

#### 4.6 Localism and Local Member Involvement

Local engagement activities have taken place with the local community and all Members as outlined in the March 2019 report.

#### 4.7 Public Health Implications

There are no significant implications arising directly from this report. Details of Social Value has been included in section 2 of the report.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	No Name of Financial Officer: Tom Kelly
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	No Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	No Name of Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Christine Birchall
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Andrew Preston
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Iain Green

Source Documents	Location
Milestone two report November 2018	Council Website - <a href="#">Link</a>
Milestone three report March 2019	Council Website - <a href="#">Link</a>

