

**HAMPSHIRE COUNTY COUNCIL**

<b>Decision Maker:</b>	Buildings, Land and Procurement Panel
<b>Date:</b>	23 March 2010
<b>Title:</b>	Basingstoke Discovery Centre
<b>Reference:</b>	1383
<b>Report From:</b>	Director of Property, Business and Regulatory Services

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**1. Executive Summary**

- 1.1. A report was previously presented to the Buildings, Land and Procurement Panel on 13 January 2009 setting out the project proposals and funding for the refurbishment of the Basingstoke Library: this was approved.
- 1.2. A further report was presented to the Building Lands and Procurement Panel on 30 June 2009 seeking approval to procure the refurbishment works at Basingstoke Library through the IESE Tier 2 Framework: this was approved.
- 1.3. On 23 July 2009, the Executive Member for Policy and Resources approved the proposal to rebrand the Basingstoke Library as a Discovery Centre and use the premises as a service delivery point for a wide range of County Council and partner services. The proposal included a number of enhancements to the original refurbishment project and additional funding: this was approved
- 1.4. This report sets out and seeks approval of the design proposals for the improvement and refurbishment works at Basingstoke Library to create a Discovery Centre, at a total estimated cost of £1,128,000 (including fees) to achieve these aims.
- 1.5. This report identifies an additional funding of £130,000 which has been added to the previously approved funding for this project. The additional funding is a combination of £100,000 for landlord capital repairs and £30,000 of Culture, Communities and Rural Affairs (CCRA) funding, approved respectively by the Directors of Property, Business and Regulatory Services (PBRs) and CCRA.

**2. Background and Context**

- 2.1. Basingstoke is Hampshire's second busiest library (after Winchester Discovery Centre) and is visited by over 360,000 people a year. It is set on the first floor of Festival Place shopping centre (which attracts over

18m visitors each year), with a small entrance from the shopping mall, at ground floor level. The adjoining Information Centre has a separate entrance next to the library entrance and operates independently.

- 2.2. The County Council's developing 'Customer Services Strategy' proposes the concept of 'HantsDirect Local' for integrated face-to-face contact, which will lead to the delivery of a range of services within Basingstoke Discovery Centre. The aim is to improve the availability of information and advice in communities and provide an opportunity for users to benefit from the wide range of services provided within a Discovery Centre.

### **3. Scheme Proposals**

- 3.1. The scheme generally comprises:

- Improvements to the ground floor entrance area to improve public awareness and access.
- Refurbishment and improvements to the first floor main library area
- Provision of a new community space (funded by Basingstoke and Deane Borough Council) to support a range of community and learning activities in the town centre.
- Creation of a Business Zone to support local businesses and provide flexible IT learning space (separately funded by Messrs Eli Lilley)
- Installation of a new electronic self issue system for library users, including fixed FFE to house the specialist equipment
- Transfer of the sensory clinics, currently run by Adult Services and situated on the ground floor to first floor level
- Provision of a personal changing suite, designed to meet the needs of profoundly disabled people (adults and children) and their carers, enabling them to leave their homes for a longer period
- A new accessible toilet and nappy change facility adjacent
- Integration of public art to enhance the approach and entrance to the Discovery Centre
- A new fire evacuation lift that will also comply with Disability Discrimination Act requirements, plus other fire safety improvements.
- The existing Citizen's Advice Bureau will also be refurbished and altered to complement the ranges of services to be offered (funded by Basingstoke and Deane Borough Council)

## Finance

- 3.2. Capital Expenditure: Although funding for the project has already been approved, this report outlines the available funding within which the project is to be designed and delivered. The following tables show the breakdown of its distribution across the project:

<b>Capital Expenditure</b>	<b>Current Estimate</b>	<b>Capital Programme</b>
	<b>£'000</b>	<b>£'000</b>
Construction	896	424
Furniture and Equipment - - see 4.2(b)	181	-
Fees	105	51
Land to be purchased	-	-
	<b>*1,182</b>	<b>*475</b>

**NB** \*The current estimate exceeds the available funding by £54,000. However, this will be reduced through value-engineering and by reducing the scope of the works should this be necessary.

- 3.3. Sources of Funding:

<b>Financial Provision for Total Scheme</b>	<b>Buildings</b>	<b>Fees</b>	<b>Total Cost</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
1. From Own Resources			
a) Capital Programme	424	51	475
2. From Other Resources			
a) Policy & Resources Capital Repairs	200	0	200
b) CCRA funding	122	3	125
c) Adult Services	112	13	125
d) B&D BC – Citizen’s Advice Bureau	111	14	125
d) B&D BC – Community Room	46	6	52
f) Eli Lilley – Business Suite	23	3	26
<b>Total</b>	<b>1038</b>	<b>90</b>	<b>1128</b>

a) *Building Cost:*

It is not appropriate to quote net/gross buildings costs for this internal refurbishment scheme

b) *Furniture and Equipment and other works:*

An separate allocation of £56,000 has been made for furniture and equipment.

3.4. Revenue Issues:

a) Overview of Revenue Implications:

	<b>(a) Employees £'000</b>	<b>(b) Other £'000</b>	<b>(a+b) *Net Current Expenditure £'000</b>	<b>(c) Capital Charges £'000</b>	<b>(a + b + c) Total Net Expenditure £'000</b>
Revenue Implications Additional + / Reductions	-	30	30	-	30
Unit cost (£) (e.g. per place)	-	-	-	-	-
% variation to Committee's budget	-	-	-	-	-
Number of additional Staff (fte)	0	-	-	-	-

b) *Energy Costs:*

The estimated annual energy consumption for the new accommodation will meet that required by current Building Regulations.

4.4 The works will be procured through the Tier 2 framework arrangements. It is anticipated that site operations will commence during late May 2010 and be completed late October 2010.

#### **4. Risk & Impact Issues**

- 4.1. Any significant issues from either the Risk or Combined Impact Assessment will need to have specific attention in the design and implementation of this project.

Please see Appendix B for a summary of the risk and impact issues considered in relation to the design of this project.

#### **5. Details of site and existing Infrastructure**

- 5.1. The Central Library building is leased by Hampshire County Council from Grosvenor Estates. All alterations are subject to Landlord's approval, currently being applied for. Festival Place is ultimately owned by Basingstoke and Deane Borough Council. The shopping centre also has a dedicated FM Team who manage the daily running of Festival Place.
- 5.2. The library is situated in the south west of Festival Place, a large shopping mall in the town centre. Most of the library accommodation is located at first floor level. Festival Place can be accessed from the town bus station, railway station and various multi-storey car parks and the general street network.
- 5.3. Entrances into Festival Place are in general level, some with ramped approaches and lifts to other levels are provided. The library also has an existing lift serving all levels and an accommodation stair providing access to the first floor only. A fire escape stair links the basement, ground and first floor levels.
- 5.4. Vehicular access is gained solely via the basement service area which comprises the service road, service yard and service corridor over which there is free access in common with others, but no right to park.

#### **6. Scope of Work**

- 6.1. In general the existing library will be refurbished and altered to incorporate new services and facilities. The variety of services to be delivered from the site fits well with the Discovery Centre concept which aims to increase access, inclusion and participation for all sections of the community. This has been successful at both Gosport and Winchester. The new Discovery Centre will offer a joined-up service provision under one roof, including improved access and better facilities for existing and new users. A wider range of activities will also be planned to utilise a new community room and flexible meeting spaces that are being created as part of the project.
- 6.2. An electronic self-issue system will also be installed, also referred to as 'RFID' or 'Self Service'. This will enable the public to withdraw and return stock unaided by staff who in turn will be able to engage more particularly with library users about the facilities and learning material on offer at the Discovery Centre.
- 6.3. The existing Citizen's Advice Bureau will be refurbished, the works comprising some local re-modelling of the rooms and facilities, increasing its size slightly, with redecoration and new floor coverings etc.

- 6.4. An existing meeting room will be refurbished and re-fitted as a Business Room to support small and new businesses, offering a meeting venue and learning sessions etc, with book and on-line resources, wi-fi facilities and provision for IT learning.
- 6.5. Existing sensory clinics, currently run by Adult Services and situated on the ground floor, will be relocated to new facilities at first floor level within an existing space.
- 6.6. The glazed screens separating the ground floor space from the shopping mall will be removed and the principal accommodation staircase will be refurbished. .
- 6.7. The main library area will be redecorated, receive new carpets and new and refurbished furniture. The main ceiling will be refurbished and light fittings cleaned and re-lamped. Significant elements of the existing library equipment, including library shelving will be refurbished. Wayfinding and signage will be replaced. Updating of public IT facilities into the design will complement the Discovery Centre refurbishment, including Wifi facility.
- 6.8. The help desk will be refurbished to assist the provision of 'Hantsdirect Local'.
- 6.9. A personal changing suite will be provided, designed to meet the needs of disabled people (adults and children) and their carers. A new accessible toilet and nappy change facility is also included in the design.
- 6.10. A refreshment/vending facility and associated seating will be provided.
- 6.11. A fire evacuation lift is to be provided to replace the existing outdated facility. This work will include associated lobbies and improvements to means of escape necessary to deal with the expected increase in disabled and other users following the work. The proposed lift will also be fully compliant with the current Disability Discrimination Act.
- 6.12. Similarly, additional ramped fire exits will be provided to the external glazed doors to the west terrace
- 6.13. The existing polycarbonate roof lights in the main library area will be replaced with new double glazed aluminium units and automatically controlled opening vents to improve ventilation in the principal space.
- 6.14. Limited works are proposed to the staff workroom and other staff facilities on the first floor.

## **7. External Works**

No external works are proposed. The project is an internal refurbishment scheme. However, an enclosure to house a stair-climber unit will be installed on the west terrace. The paving here will also be widened to improve egress for disabled users.

## **8. Planning**

This scheme does not require planning permission being an internal refurbishment.

**9. Building Management**

It is not anticipated that there will be any changes to the existing building management arrangements.

**10. Professional Resources**

Mechanical and Electrical)  
Structural Engineering )  
Architectural ) Property, Business & Regulatory Services  
Quantity Surveying )  
CDM-Coordinator )

**11. Consultations**

11.1. The following have been consulted during the development of this project and any relevant feedback can be seen in overview in Appendix C:

Local County Councillor  
Basingstoke Discovery Centre Project Board  
CCRA  
Fire Officer  
Access Officer  
Basingstoke and Deane Borough Council

**12. Recommendations**

**That the Panel advises the Executive Member for Policy and Resources** that the design proposals for Basingstoke Discovery Centre, at a total estimated cost of £1,128,000 (including fees) be approved.

**CORPORATE OR LEGAL INFORMATION:**

**Links to the Corporate Strategy**

<b>Hampshire safer and more secure for all:</b>	No
Corporate Improvement plan link number (if appropriate):	
<b>Maximising well-being:</b>	Yes
Corporate Improvement plan link number (if appropriate):	
<b>Enhancing our quality of place:</b>	Yes
Corporate Improvement plan link number (if appropriate):	

**Other Significant Links**

<b>Links to previous Member decisions:</b>		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Refurbishment of Basingstoke Library	485	29 January 2009
Basingstoke Library – Creating a Discovery Centre	829	23 July 2009
<b>Direct links to specific legislation or Government Directives</b>		
<u>Title</u>	<u>Date</u>	
None		

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

## **RISK & COMBINED IMPACT ASSESSMENT:**

### **Race and Equality Impact Assessment**

Race and equality impact assessment has been considered in the development of this report and no adverse impact has been identified.

### **Crime Prevention Issues**

The County Council has a legal obligation under Section 17 of the Crime and Disorder Act 1998 to consider the impact of all the decisions it makes on the prevention of crime. The proposals in this report have no impact on the prevention of crime.

### **Fire Risk Assessment**

In consultation with the Hampshire Fire and Rescue Service, a fire risk assessment has identified a number of structural fire precaution improvements, including an evacuation lift and an alternative means of escape from the north end of the main library area, which have been incorporated within the scheme. A sprinkler system was installed in the library in 2007

### **Health and Safety**

A designer's risk assessment and a design health and safety plan, in accordance with the Construction Design and Management Regulations 2007, have been undertaken for the proposed scheme.

### **Climate Change**

Hampshire County Council wishes to incorporate the following sustainable features within the scheme:

- replacement of existing polycarbonate roof lights in the main library area with new double glazed, aluminium framed, thermally broken units with automatically controlled opening vents
- re-lamping of existing light fittings to improve efficiency and output.
- new energy efficient fittings where replacement lighting is proposed as part of the works.

**FEEDBACK FROM CONSULTEES:**

**OTHER EXECUTIVE MEMBERS:**

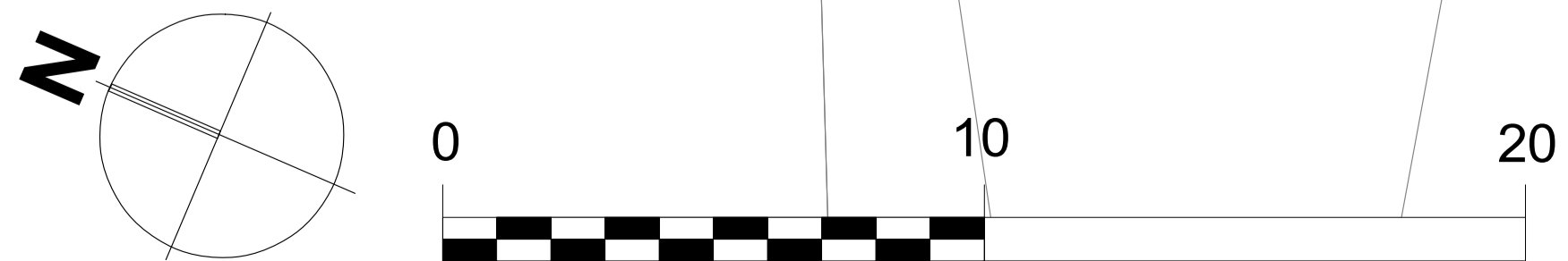
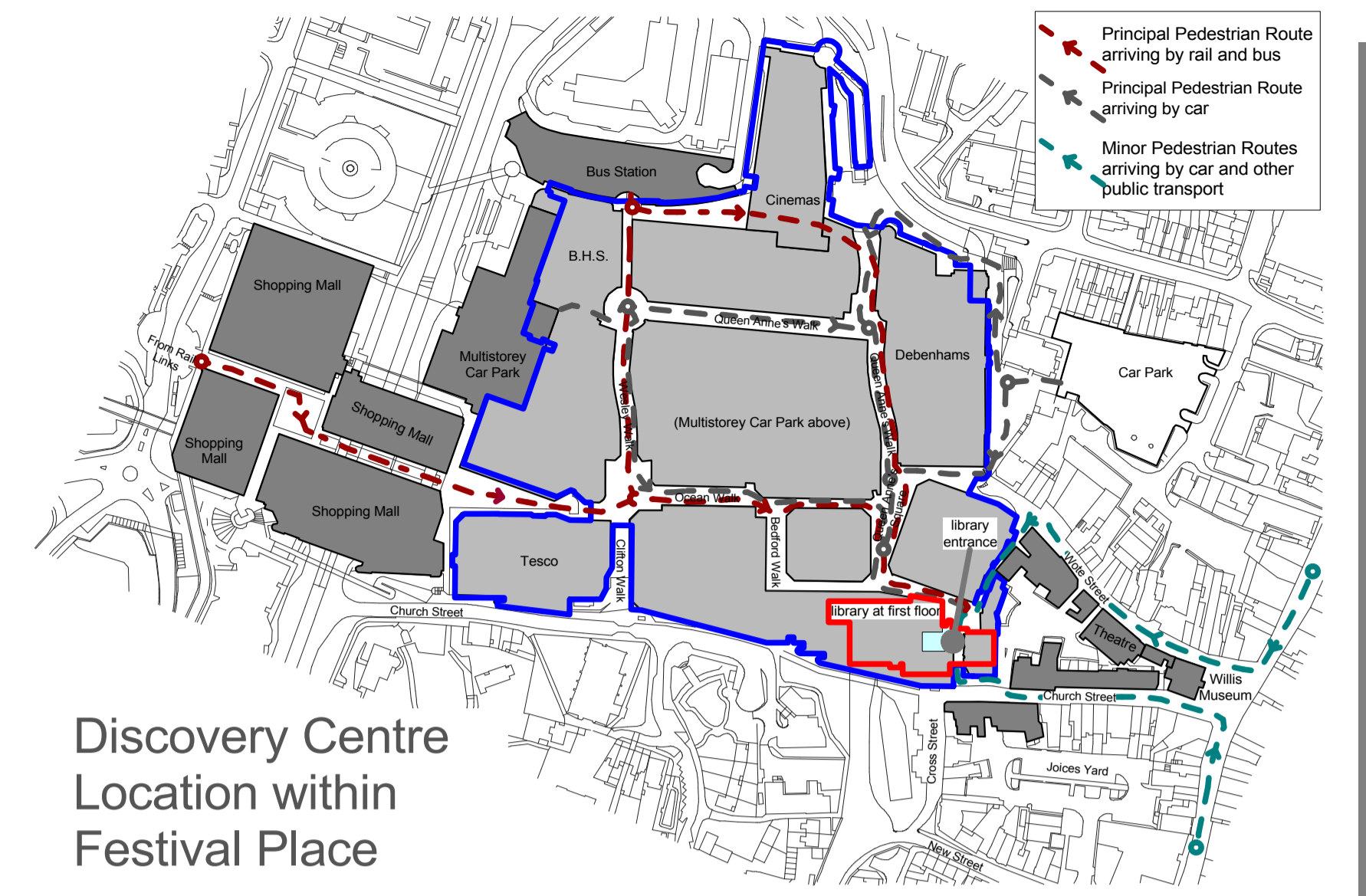
<b>Executive Member &amp; Portfolio</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Cllr Snaith-Tempia	Portfolio holder CCRA	25.02.10	

**OTHER FORMAL CONSULTEES:**

<b>Organisation</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Cllr R Hussey	Local Member – Basingstoke Central	9.3.10	
Cllr J Frankum	Local Member – Basingstoke North	9.3.10	
Cllr S Reid	Local Member – Basingstoke Northwest	9.3.10	Cllr Reid has confirmed his support for this scheme
Cllr B Gurden	Local Member – Basingstoke Southeast	9.3.10	
Cllr R Burgess	Local Member – Basingstoke Southwest	9.3.10	
Cllr K Chapman	Local Member – Calleva & Kingsclere	9.3.10	Cllr Chapman has confirmed that “he is very happy with the scheme”.
Cllr A McNair Scott	Local Member – Candovers	9.3.10	
Cllr E Still	Local Member – Loddon	9.3.10	
Cllr M Tucker	Local Member – Tadley & Baughurst	9.3.10	
Cllr T Thacker	Local Member – Whitchurch & Clere	9.3.10	

Principal Discovery Centre Facilities and Project Stakeholders

- Main Discovery Centre (CCRA)
- RFID/Fast Track & Help Desk (CCRA & HantsDirect)
- Support Areas (CCRA & HantsDirect)
- Business Suite (Eli Lilley)
- Community Room (B&DBC)
- Adult Services (ASD)
- Citizens Advice (B&DBC)



CROSS STREET



**Basingstoke Discovery Centre**  
Proposed Layout at First Floor