

Report to Executive

Agenda
Item:

A.4

Meeting Date: 30th September 2013
Portfolio: Economy and Enterprise
Key Decision: Yes: Recorded in the Notice Ref:KD022/13
Within Policy and Budget Framework YES
Public / Private YES

Title: OLD TOWN HALL
Report of: Jane Meek
Report Number: ED 27 13

Purpose / Summary:

To update Members on the Old Town Hall following completion of the Phase 1 Repair Project, to set out the strategy for Phase II and seek approval for the City Council capital funding to facilitate development , management and delivery of a second phase of improvements. The work includes modernisation of services offered through the Tourist Information Centre with improved access from street level to the first floor and increased use of the Assembly Room.

Recommendations:

The Executive is asked to:

1. Note progress on the preparatory work for Phase 2 Improvements to the Old Town Hall and support recommended ongoing actions to deliver the project.
2. Approve for recommendation to Council, the re-profiling and release of funding of £797,000, profiled £62,000 in 2013/14, £698,000 in 2014/15 and £38,000 in 2015/16 to commence work on the Phase 2 in line with the programme outlined in this Report.

Tracking

Executive:	
------------	--

Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1** The Old Town Hall is an iconic building situated in the centre of Carlisle. The building has a variety of uses over the years including most notably the Courts of Assize in 1861, the City's Magistrate Court until 1941 and Council Chamber and Offices of the City of Carlisle Corporation until 1964.

The building currently has two public spaces, one of which is used as a Tourist Information Centre and the other known as the Assembly Room which is currently used for meetings and functions. A number of retail and food and drink outlets are located on the ground floor. Over the years the fabric of the Old Town Hall has deteriorated and a Conservation Management Plan, Options Appraisal document and Business Plan were prepared in 2009/10. Following the demise of the Regional Development Agencies and the withdrawal of funding a revised scheme was produced.

The 'Repair and Restoration' project was drawn up and agreed by the City Council's Full Council in November 2012. This work is now complete at a cost of circa £500,000 of which English Heritage is contributing circa £56,000 through their PSICA scheme for Carlisle.

As part of this project the Tourist Information Centre temporarily relocated to the nearby Cathedral Lodge. They re-opened at the Old Town Hall on 1st July 2013 following completion of the Phase 1 repairs.

1.2 Project Scope

The following areas have been selected by the Steering Group for further review from the original Feasibility Study and Business Plan Report which recommended retention of the Tourist Information Centre in its current location, creating a new public entrance area on the ground floor and securing improvements to the Assembly Room to support its use as a City Centre venue for exhibition and meeting space.

Restoration and upgrade of the building;

- Reworking the ground floor of the building, to accommodate a DDA and Fire Escape route compliant access from street level to the first floor including upgraded lobby, lift, staircase and disabled toilet facilities;
- Alterations to first floor circulation and service areas to access the Tourist Information Centre and Assembly Room

- Progression of works identified as 'priority' repairs in the Conservation Management Plan which were not progressed as part of the Phase 1 contract. Further intrusive survey work will be required, to allow a greater understanding of evident defects which will need to be addressed as part of the Phase 2 project

Retention and upgrading of the Tourist Information Centre in its current location

- Enhanced Tourist Information facilities providing an 'information hub' on the 'Carlisle Story', local history, attractions, festivals, events and accommodation in Carlisle and the surrounding area;
- Restoration and improvement of the Assembly Room
- Improvements to the Assembly Room to support its use as a City Centre venue for exhibition and meeting space, to compliment the Tourist Information Centre and support the viability of the Old Town Hall;

External upgrades

- Improved exterior signage and feature flood lighting to the building;
- External public realm improvements to the area in front of the building with enhanced links to the Historic Quarter and wider tourism offer

Whilst a previous design team was appointed for the 2009/10 review, due to the time gap, a further procurement exercise will be required to appoint a specialist design team to help develop and deliver the Phase 2 works. This will be done through open competition using the Council's CHEST System.

There are advantages and disadvantages with each option, in particular the effect on the programme. In addition there may be an opportunity to combine the options. It is therefore proposed that the Council enter into negotiations in order to establish the best team to develop and deliver Phase 2 of the project.

As part of the development of the project it is proposed that options will be drawn up which will form the basis for discussion at a Member/Officer Workshop. Items for discussion include access, IT, signage and use of the Assembly Room.

2. PROPOSALS

2.1 Programme - The Project Steering Group will work to the initial programme set out below. This will be further refined as the project develops.

Activity	Date by
Steering Group Inception Meeting.	11 th July 2013
Report to Executive	30 th Sept 2013

Design Team. Appointment	Sept to Nov 2013
Full design of access, public realm and fit out proposals for the TIC and Assembly Room.	March 2014
Tender for capital works and fit out	April – May 2014
Listed Building + Building Regulation Approval(s)	June 2014
Appoint Main Contractor + mobilisation period.	July – Aug 2014
Capital works commence.	Sept 2014
Capital works completed.	February 2015
Defects period completed (12 months).	March 2016
Final Claim certified.	June 2016

The Capital works are programmed to be undertaken between September 2014 and February 2015 and are timed (in the event that it is required), to allow for temporary alternative accommodation arrangements for the Tourist Information Centre during the quieter winter period.

2.2 Budget - A capital budget was allocated as part of the 2013/14 budget process for works to the Old Town Hall and the surrounding areas of the Greenmarket of £1,500,000 in 2014/15.

It is estimated that costs could be reduced in line with the following breakdown when the works completed as part of Phase 1 are factored in:

£000's	Year 1 2013/14	Year 2 2014/15	Year 3 2015/16	Total
Capital				
Building works		635	33	668
Fees: Professional - external	50	45	5	100
Professional - internal	12	13		25
LA fees: Planning & Bldg		5		5
Sub total: Capital	62	698	38	798
Revenue				
Temporary relocation costs TIC		10		10
Loose furniture and fittings		10		10
Tenant – relocation / compensation costs		15		15
Sub total: Revenue		35		35
Total				833

The budget will be reviewed and adjusted as project content and costs are developed / confirmed.

To enable the forecast main capital expenditure to be fully expended during 2014/15, a budget of £125,000 will need to be approved to cover project management fees and appointment of a project team from October 2013.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- I. The Executive note progress on the preparatory work for Phase 2 Improvements to the Old Town Hall and support ongoing actions to deliver the project.
- II. The Executive approve, for recommendation to Council, the re-profiling and release of dunging of £797,000, profiled £62,000 in 2013/14, £698,000 in 2014/15 and £38,000 in 2015/16 to commence work on the Phase 2 in line with the programme outlined in this report.

3.1 Reasons For Recommendations

- I. To ensure that the City Council maximises the use and commercialism of the Old Town Hall following completion of the Phase 1 Repair and Restoration works including developing its role as an information hub for Carlisle's historic, cultural and visitor assets.

Contact Officer: Jane Meek

Ext: 7190

**Appendices
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

Community Engagement –

Economic Development –

Governance –

- Legal – As the property owner the Council is entitled to carry out repairs and/or alterations to the fabric of its building providing it complies with the requirements of any leases granted to tenants.
- All contractual relationships with providers must be entered into in accordance with the Council's Contract Procedure Rules.

Local Environment –

Resources –

- Staffing/Resources - There are sufficient in house resources to manage the project through to completion.
- Financial – Funding of £1.5 million in the 2014/15 capital budget was approved as part of the 2013/14 budget process for the Old Town Hall and Greenmarket public realm works, to improve facilities, appearance and services to the buildings in this small part of the city. The estimated cost of the Phase 2 works to the Old Town Hall as outlined in this report has reduced to £733,000 split £797,000 capital and £35,000 revenue when the works completed as part of Phase 1 are factored in.

This report requests that the Executive approve, for recommendation to Council, the release and re-profiling of the capital funding of £798,000 from the allocated £1.5 million based upon the estimated budget breakdown provided in Section 2.2. The budget will be reviewed and adjusted as project content and costs are confirmed.

The revenue costs of £35,000 outlined in 2.2 will need to be met from existing revenue budgets as these items do not meet the definition of capital expenditure and therefore cannot be funded from the capital funding.

The forecast reduction in rental income of £6,500 per annum from the required vacation of the unit currently occupied by Peter Fletcher Jewellers will need to be accommodated within existing budgets.

The Procurement route to be used to appoint contractors will need to be determined as part of the project, either utilising an existing framework agreement or undertaking the full tender exercises internally and using the CHEST e-tendering system.

