

# HAMPSHIRE COUNTY COUNCIL

## Decision Report

<b>Decision Maker:</b>	Executive Member for Commercial Strategy, Estates and Property
<b>Date:</b>	20 July 2021
<b>Title:</b>	Project Appraisal: Refurbishment of Rookwood
<b>Report From:</b>	Director of Culture, Communities and Business Services

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### Purpose of the Report

1. The purpose of this report is to provide an overview of the refurbishment of Rookwood to enable occupation by Children's and Families Teams, to set out the proposed procurement and delivery of the scheme, to identify the funding arrangements, and to seek an approval in principle for contribution by the County Council.

### Recommendations

- That the Executive Member for Commercial Strategy, Estates and Property:
2. Approves the addition of the proposed capital scheme at Rookwood to the 2021/22 capital programme at a total capital value of £380,000.
  3. Approves the capital and revenue funding for the scheme as set out in this report.
  4. Approves the project appraisal for the refurbishment of Rookwood as set out in this report.
  5. Delegates authority to make the arrangements to implement the scheme, including minor variations to the design or contract, to the Director of Culture, Communities and Business Services.

### Executive Summary

6. Following the exit of Hampshire House at the end of the lease period, Children and Families area-based teams in Eastleigh will move into Rookwood, a building previously occupied by Hampshire Music Services.

7. A scheme to undertake refurbishment of the Rookwood building to make it fit for purpose for the new occupants and meet the requirements of new ways of working has been developed by Property Services in consultation with Children's Services.
8. Project proposals are now brought forward for approval by the Executive Member for Commercial Strategy, Estates and Property so that the project can be added to the 2021/22 capital programme to enable the scheme to be progressed.

## **Background**

9. In September 2020, CMT approved a recommendation to exit Hampshire House by the end of October 2020, at the end of the existing lease period, realising a significant annual saving within the corporate office accommodation budget as part of the T19 savings strategy.
10. Children's Services (CS) proposed that the Children and Families services previously located in Hampshire House, move into the Rookwood site as an opportunity to create a new hub for Children and Families teams that serve the Eastleigh area. It was agreed that the Hampshire Music Service (HMS) would move to Monarch Way in Winchester.
11. When the decision to relinquish the lease on Hampshire House was made it was agreed that there would be longer-term changes to ways of working to create capacity in the buildings that teams would be moving to. Future ways of working would be based around a hybrid model of home, office, and mobile working allowing an increased staff to desk ratio and a greater focus on meeting and collaboration space. Children's Services are keen that Rookwood will provide an exemplar of this new way of working.

## **Finance**

12. The project is a £380k capital scheme with an additional £50k of one-off revenue costs. This will be resourced by funding set aside to meet the one-off costs of vacating Hampshire House and from the capital receipt from the sale of 180 Culver Road. 180 Culver Road is a former children's home site that was subsequently used as an office base for the Youth Offending Team, who vacated the site in 2013. The site is surplus to the County Council's requirements and its sale was approved in 2020.

### Capital Expenditure

13. The capital cost of the scheme is estimated at £380k including professional fees.

<b>Capital Expenditure</b>	<b>Current estimate £'000</b>
Building works	337
Professional fees	43
<b>Total</b>	<b>380</b>

14. There is a further estimated revenue cost of £50k for the movement and relocation of furniture and equipment.
15. Funding sources for the scheme include a £200k capital receipt from the sale of land at 180 Culver Road, which was previously earmarked for reinvestment in office accommodation, together with allocation of revenue funding previously identified to cover dilapidations costs associated with the exit of Hampshire House.

<b>Funding source</b>	<b>Allocation £'000</b>
Capital receipt from sale of 180 Culver Road	200
Capital allocation from funding set aside to meet the one-off costs of vacating Hampshire House	180
<b>Total capital funding</b>	<b>380</b>
Revenue allocation from funding set aside to meet the one-off costs of vacating Hampshire House	50
<b>Total revenue funding</b>	<b>50</b>

#### Furniture & Equipment

16. Included in the capital costs is an allocation of £65,000 for the provision of all loose furniture, fittings, equipment and I.T. (inclusive of fees).
17. The majority of furniture for the project is being supplied from items stored as a result of vacating other properties. Additional items required relate to CSD new ways of working including creating additional collaboration space, customer facing spaces and addressing hybrid working models.

#### **Details of Site and Existing Infrastructure**

18. Rookwood is located on Penhurst Way, Eastleigh

19. Rookwood was originally constructed as an infant school. Rookwood Infants School closed in August 1997. For the past 15 years it has been the base for the Hampshire Music Service and prior to that it was used by IT support technicians and as a home for Eastleigh Youth services.
20. The building was erected in 1980 of steel-frame construction, together with an ancillary, detached, service building of load bearing masonry construction. The existing building is situated near the North-West corner of the site and is triangular in form.
21. All land and buildings are owned freehold by Hampshire County Council. The site itself is surrounded by mature trees and hedges, bounded to the west by Penshurst Way, to the north by Woodside Avenue, to the east by the A335, and to the south by a small number of more mature dwellings. There is parking marked out on the site, to the north and to the south of the building, and an open, grassed area to the east of the building. The site is not within a flood risk area. It is adjacent to the major Boyatt Wood residential area to the west, and Allbrook to the east, and is less than a mile from Junction 12 of the M3.
22. The existing gross site area is 0.93 hectares;
23. The existing services infrastructure to the site are sufficient to accommodate the project proposals.

### **Scope of the Project**

24. The building will be reconfigured to accommodate Children and Families teams including the Family Contact Service. This requires fitting out the space with conventional desks, break out space, collaboration space, quiet areas, meeting rooms, family contact centre and spaces for case meetings and other public contact activity. Some additional condition and fabric works are required to address roof leaks and window repairs. The IT infrastructure will be updated.

### **Detail of Works**

25. The proposed capital works comprise:
  - internal builders work including new doors, partitions, cupboards, decoration;
  - conversion of the former assembly hall to meeting room / breakout space;
  - conversion of male toilets to female to ensure sufficient provision of both;
  - external works including external redecoration, roof and window repairs;
  - electrical works – upgrade of main switchgear and distribution boards, additional lighting installation, CCTV, telecom and upgrade of alarms;
  - mechanical works – modification of water supply, installation of additional heaters, additional ventilation;

- provisional allowance for asbestos removal, subject to survey;
- new furniture;
- upgrade of broadband installation;
- new signage.

26. Revenue works include moves of furniture, files and lockers.

### **Planning**

27. A planning application is not required for this project as it is a refurbishment and there is no change of use.

### **Construction Management**

28. The site will be vacated prior to the works period.

29. The works will be procured through the Hampshire Minor Works Construction Framework. It is anticipated that works will commence on site during the autumn 2021 and complete by February 2022.

### **Building Management**

30. Facilities Management will take over building management arrangements once the refurbishment is completed.

### **Professional Resources**

31. All professional services will be provided by HCC Property Services with additional resource from Property Services' private sector partner where required.

### **Consultation and Equalities**

32. The Corporate Management Team has discussed and approved the proposed changes. Children's Services have been involved throughout as the project affects various teams within the department. Hampshire Music Service staff are being formally consulted on the proposed move by HR. Teams that will move into Rookwood after the refurbishment have already been consulted as part of the vacation of Hampshire House.

33. Childrens Services have been fully involved in the redesign process and have carried out an Equalities Impact Assessment.

34. Rookwood provides greater equality of access for all users including members of the public than Hampshire House as the building is all at ground level. The refurbishment design is based on best practice and is accompanied by a Design Access Statement.

35. Childrens Services will be notifying nearby neighbours as a courtesy that the occupants of the building will be changing.

## **Risk & Impact Issues**

### Fire Risk Assessment

36. Detailed technical design has now been completed and the fire risk assessment will be completed by end June 2021.
37. Consideration of secure by design principles including specific site security, bin storage away from building, external lighting etc.
38. With respect to fire safety and property protection, the proposals will be risk assessed in line with the agreed Property Services procedures and the proposals will comply with relevant legislation.
39. The proposals will meet the requirements of the Building Regulations and be consistent with current fire safety legislation, the partnership arrangement with Hampshire Fire and Rescue Services, and in line with the County Council's policy to manage corporate risk.

### Health and Safety

40. Design risk assessments, pre-construction health and safety information and health and safety file will be produced and initiated for the proposed scheme in accordance with the Construction Design and Management Regulations.

## **Climate Change**

41. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.
42. The following climate variables pose a vulnerability to the project, as identified by the adaptation tool. The main vulnerabilities to this project are heat and extreme weather. The project is a refurbishment to an existing building so those risks were extant. Refurbishment includes repairs and maintenance to the roof to keep the building in good condition. It includes upgrading mechanical and electrical systems to make them more fit for

purpose. The building is not particularly vulnerable as the form is low rise and not in any flood zone. Artificial cooling may be required to address extreme heat. Improving the longevity of the building and increasing its capacity and useability makes best use of its embodied carbon.

43. Carbon mitigation. The project is a refurbishment of an existing building. Works include roof and window repairs, modification of water supply, installation of additional heaters and additional ventilation. These measures will reduce heat and energy loss. The outcome will be a building with increased capacity and therefore greater efficiency in terms of floor area and costs per member of staff.

## **Conclusion**

44. The proposals in this report represent a cost-effective solution to providing accommodation for the Childrens and Families team that replaces the former office base at Hampshire House and will provide a working environment that meets the requirements for future ways of working.
45. Locating these teams at the Rookwood site, ensures that the services remain embedded in the local community.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	Yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	Yes

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
Officer Decision Record on Culver Road <a href="https://democracy.hants.gov.uk/documents/s47668/Decision%20Record.pdf">https://democracy.hants.gov.uk/documents/s47668/Decision%20Record.pdf</a>	<u>Date</u> 30/04/2020
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u> N/A	<u>Date</u> N/A

**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	

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

- 2.1 The expenditure identified in this report will ensure that there continue to be suitable facilities to support the provision of Children's and Families services in the Eastleigh area of the County and that the County Council's built estate continues to provide a safe, compliant and suitable environment for the delivery of these services.

The proposed scheme will have a positive impact on the staff providing these services and the families and children accessing the services. CSD will have responsibility for carrying out in conjunction with HR assessment of the impact of service relocation to this building.