

CABINET

22 March 2006

RENOVATION AND PROTECTION WORKS TO ABBEY HOUSE, THE BROADWAY,
WINCHESTER

REPORT OF CITY SECRETARY AND SOLICITOR

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RECENT REFERENCES:

CAB 1182 – Capital Programme and Budget 2005/06 to 20010/11 – 18 January 2006

EXECUTIVE SUMMARY:

Major repair and refurbishment work to Abbey House was last carried out in the early 1980s. A structural survey of the property has been recently undertaken and a number of essential repair works identified. These include the following, which it is considered should be carried out as soon as possible:-

- (i) Structural repairs to brickwork on North (front), South and West elevations.
- (ii) Structural repairs and re-roofing to north facing roof slopes, including repairs to castellated brickwork and replacement of lead parapet and associated details.
- (iii) Overhaul/repair of all timber sash windows and external joinery items and redecoration on completion.
- (iv) Repair the felt flat roof to the main building (to extend its life by three years).
- (v) Install wireless type fire alarm system.

The purpose of this report is to seek Members approval to those works.

RECOMMENDATIONS:

1. That the works to Abbey House as set out in para 1.3 of the report be undertaken as soon as possible
2. That the Capital Programme for works to Abbey House (£50,000 in 2005/06, £50,000 in 2006/07 and £50,000 in 2007/08) be revised to £150,000 in 2006/07, to enable the works to be undertaken at the same time.

3. That the Project Initiation Document and Capital Appraisal, attached as Appendices 1 and 2 to the report, be approved.
4. That a direction be made under Contract Procedure Rule 3.3(a), to enable Radley House Partnership (Conservation Architects) to be appointed as Lead Consultant for the purposes of design, specification and contract administration of works as defined in section 1.3 of this report.

CABINET22 March 2006RENOVATION AND PROTECTION WORKS TO ABBEY HOUSE, THE BROADWAY, WINCHESTERREPORT OF CITY SECRETARY AND SOLICITORDETAIL:

- 1.1 Abbey House is a Grade II* Listed Building and the official residence of the Mayor of Winchester. It is used as a venue for civic functions, as well as providing office accommodation for the Mayor's Secretary. Its rooms are also hired for internal meetings which, in accordance with the recommendations of a past Best Value Review, is a use which has been increased during the past three years.
- 1.2. Major refurbishment works to Abbey House were carried out at the beginning of the 1980s and this included internal redecoration appropriate to the period of the property. Whilst localised upgrading (including central heating replacement, electrical rewiring and routine maintenance) has been carried out since, a recent structural survey concerned with the roof and external envelope of the building has been undertaken.
- 1.3. The survey was carried out by a local architectural practice with particular expertise in historic properties, in conjunction with structural engineers, and their report identified a number of areas where work is required to return the structure to an economic state of repair. It is also considered that fire protection should be afforded to the building and contents. A team of officers has since examined that report and produced a draft programme of works to be undertaken as soon as possible, having regard to the varying degrees of urgency and the available budget.

An initial list of works necessary to restore and protect the building is as follows: -

- (i) Structural repairs to brickwork on North (front), South and West elevations.
 - (ii) Structural repairs and re-roofing to north facing roof slopes, including repairs to castellated brickwork and replacement of lead parapet details.
 - (iii) Overhaul/repair of all timber sash windows and external joinery items and redecoration on completion.
 - (iv) Repair the felt flat roof to the main building (to extend its life by three years).
 - (v) Install wireless type fire alarm system.
- 1.4. The first four items are considered necessary to maintain the structural integrity of the building. The fire alarm system will provide a greater degree of protection to the building, its users and its historic contents.
 - 1.5. Estimates indicate that the cost of these works should be contained within the £150,000 budget allocation for Abbey House restoration work set in the Capital Programme over the next three years (i.e £50,000 per year for 2005/06, 2006/07 and 2007/08). To enable all the works to be undertaken together, Members would need to agree to revise the Capital Programme for 2006/07 to £150,000, but this is considered essential in view of the need to complete these works as soon as possible.

- 1.6. It is proposed that specialist conservation architects, Radley House Partnership, be appointed as lead architects in view of their expertise and knowledge of the building. In view of the scale of the works, the fee costs are likely to be close to the level at which Contract Procedure Rules would have allowed negotiation with one firm, in any event.
- 1.7. If agreed, all the works would be carried out as one contract during July, August and September 2006, which would be more economical and minimise any impact on the Mayoral calendar and the staff concerned (who may have to relocate within the building for a period, but could still remain 'on site'). The Guildhall may be required as a venue to accommodate a few Mayoral functions, but the late summer is traditionally a quieter time for such activities.
- 1.8. In the longer term, the Council will need to consider undertaking further structural repairs, such as major renovations to the remainder of the roof, fire separation works and a phased programme for internal redecoration. Indicative estimates of the structural works to the roof and fire separation works (excluding internal redecoration) are in the region of £300,000 including fees. However, discussion of such issues is for a later time, because Members have previously agreed that Abbey House should form part of the current wider review exercise about the future of the Guildhall and Council accommodation generally, on which work is proceeding.
- 1.9. In conclusion, Abbey House is a fine, historic property in need of some structural repair and refurbishment to return the building to an economic state of repair. Current policy and budget issues mean that it is not appropriate, at this stage, to consider the whole programme of renovation. However, independent architectural and structural advice has indicated that certain works must be carried out in the very near future, to protect the fabric of the building. Therefore, the works set out in para. 1.3 above are recommended for approval.
- 1.10. Finally, it should be noted that carrying out an appropriate structural survey of this property has enabled the necessary works to be identified as part of a phased programme. The Director of Development is currently preparing that programme to review the maintenance requirements for other corporate buildings, in order that a further programme can be considered in the Council's budget processes.

OTHER CONSIDERATIONS:

2. CORPORATE STRATEGY (RELEVANCE TO):

Safeguarding our environment and protecting our heritage

3. RESOURCE IMPLICATIONS:

As set out in the report

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 – Project Initiation Document

Appendix 2 – Capital Project Bid Appraisal

Project Initiation Document (PID)			
Project Title:	Maintenance Works to Abbey House	Sponsor:	Stephen Whetnall
State below the link with the corporate plan			
Safeguarding our environment and protecting our heritage			
Project Background:	Abbey House is a fine, historic property in need of structural repairs to return the building to an economic state of repair. Current policy and budget issues mean that it is not appropriate, at this stage, to consider the whole programme of renovation. However, independent architectural and structural advice has indicated that certain works must be carried out in the very near future, to protect the fabric of the building.		
Project Benefits:	Protecting the structural integrity of a Grade II* Listed Building. Protecting the building, users and artefacts through the installation of a fire alarm.		
Project Objectives:	To prevent further decline in the condition of the property and secure it in reasonable condition until further decisions are made about its future.		
Project Deliverables:	Building returned to an immediate structurally sound condition Safer working environment. Managing risk of fire.		
This project will include:		This project will not include:	
(i) Structural repairs to brickwork on North (front), South and West elevations. (ii) Structural repairs and re-roofing to north facing roof slopes, including repairs to castellated brickwork and replacement of lead parapet details. (iii) Overhaul/repair of all timber sash windows and external joinery items and redecoration on completion. (iv) Repair the felt flat roof to the main building (to extend its life by three years). (v) Install wireless type fire alarm system.		Complete the remainder of the re-roofing of the property (estimated for 2008/09). Any further fire separation works. Any improvements to internal decorations Changes in the level of access arrangements	
Success Criteria:	Serious deterioration of the property prevented Works completed satisfactorily and on time, with minimal disruption to Mayoral calendar and users.		
Constraints:	Listed Building in Conservation Area Mayoral Engagements Calendar Maintaining safe staff working conditions		
Key Assumptions:	Essential to maintain fabric of building Does not prejudice later decisions about Council accommodation needs.		
Project Manager:	Clive Broomfield Chris Ashcroft		
Project Sponsor:	Stephen Whetnall		
Project Board/Steering Group Members:	Clive Broomfield Stephen Whetnall Chris Ashcroft Kelsie Learney	Project Team Members:	Clive Broomfield Kevin Blake Chris Ashcroft Carol Bailey

Budget £ - CAPITAL & REVENUE*				
Have the relevant Finance Procedures been complied with:				
• Section 6 on Budgets – in particular paragraph 6.4			Yes	
• Section 7 on Budgetary Control – in particular paragraphs 7.2 – 7.4			Yes	
• Section 8 on Contracts – in particular paragraph 8.3			Yes	
Have the relevant Contracts Procedure Rules been complied with:				
• Section 3 on Procedures for Tenders and Quotations			Yes	
<ul style="list-style-type: none"> What is the total CAPITAL* cost of the project and what is it made up of - £150,00 for works as specified above. When will costs be incurred – 2006/07 What funding sources are available for this project – Agreed Capital Programme Is there any partnership funding secured for the project and when will it be received? - No 				
<ul style="list-style-type: none"> Are there any REVENUE* costs associated with the project? - No, apart from any maintenance agreement in connection with the fire alarm system, which can be met from existing budgets If yes to the above question, when will these costs be incurred and are they recurring? Not applicable What is the cost of this post project in one full financial year? Not applicable 				
<ul style="list-style-type: none"> VAT*– Some projects may have important VAT issues. Have you spoken to accountancy to discuss these? – Not Applicable 				
* For all costs it is important to be clear about the assumptions made and to know whether budget provision has been made and if not when this might be required.				
Start Date:	April 2006		Completion Date:	September 2006
Signature of Project Manager:			Date:	
Approval from Sponsor:			Date:	

Capital Project Appraisal Bid

Project Title : Renovation & Protection Works to Abbey House	Project Code : TBC
Approval in Principal:	Priority Code TBC
File Re : Files held by Director of Communities and City Secretary and Solicitor	Date

<u>A</u>	General Information	
1.	Project Description	Renovation & Protection Works to Abbey House, The Broadway, Winchester.
2.	Link with Corporate Strategy	Safeguarding our high quality environment for the future – Protect our important heritage
3.	Link with Business/Service Plan	A key task in the Secretariat Division Business Plan for 2006/07
4.	Feasibility Study Ref.	Not applicable
5.	Design Completion Date	Not yet complete
6.	Works Commencement Date	Probably second quarter 2006
7.	Target Completion Date	Probably end of second quarter 2006
8.	Responsible officers	Stephen Whetnall – Project Sponsor Clive Broomfield – Project Manager
9.	Estimated Life of Asset	50 years structure 10 years equipment
10.	Other Agencies Involved	English Heritage
11.	Planning Permission	Not required

B	Financial Information			
12.	<u>CAPITAL COSTS</u>	Original Estimate	2006/07	Later years
	Works	£. 150,000	£. 150,000	£. 0
	Contingency			
	Other (give details)			
	Total Capital Cost £	150,000	150,000	
13.	<u>CAPITAL FUNDING</u>	Original Estimate	2006/07	Later years
	Grants	£.	£.	£.
	Capital Programme	150,000	150,000	0
	Other Sources			
	Total Capital Funding £	150,000	150,000	0

14.	<u>CASH FLOW PROFILE</u>	Q1	Q2	Q3	Q4
	2005/06	£	£	£	£
	2006/07	0	50,000	100,000	0
	2007/08				
15.	<u>REVENUE COSTS</u>	Current Year	2006/07	2007/08	2008/09
		£.	£	£.	£.
		0	0	0	0
	Total Revenue Costs £	0	0	0	0
16.	<u>PRUDENTIAL CODE</u>	Current Year	2006/07	2007/08	Full project cost
	Statement on Council Tax Effect	0	£0.08	£0.15	£0.15
	<u>LOSS OF INTEREST ON CAPITAL @4.5%</u>	0	3,500	6,500	6,500
	<u>REVENUE COST (AS ABOVE)</u>	0	0	0	0
	<u>TOTAL</u>	0	3,500	6,500	6,500