

Committees:	Dates:
Projects Sub-Committee Corporate Asset Sub-Committee	25 March 2015 31 March 2015
Subject: Issues Report – Gateway 2: Guildhall West Wing - Provision of toilets and cloakroom facilities for visitors	Public
Report of: City Surveyor	For Decision

Summary

In 2008, a project to provide additional function/event guest cloakrooms facilities was considered. An evaluation and feasibility report set out a scheme that provided adequate facilities for guests whilst the scope of works would have also provided new male and female cloakroom facilities for Members and new toilet facilities for visitors to the Guildhall Library.

For a number of reasons, the project was not progressed past feasibility report stage. Whilst Members had acknowledged that the project would not be progressed, they had agreed that there was a need to improve the provision of personal lockers for Members in the existing facilities.

Currently, there is no funding in place for either the initial project or the provision of new improved lockers. Having established how the Members locker rooms are currently utilised, officers have considered options for the provision of new lockers and essential building fabric works to improve Members facilities. In total, such a project is currently estimated at £90,000 – 100,000.

To progress, this Issues Report seeks approval to reduce the scope of the original project, which in 2008 was estimated at £1,660,000, and seek funding via the Gateway process (Light Route).

Recommendations

1. Reduce the original scheme for the West Wing development in favour of only improving the provision of lockers and essential decoration works in both current male and female Member locker rooms, not including toilet and showering facilities.
2. Approve the progression via the Gateway 'Light' route seeking the approval of Resources Allocation Sub-Committee for funding from the City's Cash provision for new schemes.
3. Procure works via the City's Minor Frameworks with the aim to complete all works during the 2015 summer recess.

Main Report

1. Issue description	<p>The Guildhall Improvement Project (GIP) completed in 2008, provided some additional cloakroom and toilet facilities adjacent and near to the entrance from Basinghall Street. New links at lower ground level to the existing cloakroom and toilets within the Guildhall Art Gallery were also provided. However, the Remembrancer had expressed a desire for the GIP to consider the provision of additional cloakroom facilities for guests at lower ground level within the West Wing enabling further flexibility in accommodating guests. This was not progressed as it was considered outside the scope of the GIP.</p> <p>It had been thought that an increased cloakroom and toilet provision for guests may lead to an increase in private bookings generating further income. The validity of this argument was not tested, neither was a business case put forward to support the increased provision.</p> <p>However, during September 2008, committees approved a Capital Bid Report that sought approval for an Evaluation Report to be developed considering the options and costs for improving the provision of toilets and cloakroom facilities for guests to events. In January 2010, a Feasibility Report was received from the City's appointed consultants Bisset Adams at a cost of £28,220.</p> <p>The Feasibility Report set out a scheme developing part of the lower ground floor. To accommodate the requirement for the visitor cloakrooms, the project would have:</p> <ul style="list-style-type: none">• Provided Members with new locker rooms including toilets and showering facilities• New Robe Room• New visitor toilet facilities for the Guildhall Library in anticipation of an increased foot fall following the transfer of the Business Library to Guildhall. <p>The report estimated the proposed project at £1,166,000.</p> <p>Despite a comprehensive report having been received and stakeholders consulted regarding the details of proposed plans, the project was not progressed beyond this point due to a number of reasons. The two main reasons being the overall cost which was anticipated to increase once detailed structural, mechanical and electrical surveys had been undertaken, and the uncertainty of the City's requirement for accommodation.</p> <p>However, Members had agreed that there is a need to improve the provision of individual lockers and the decoration of the Members male and female locker room facilities. Therefore, more recently Members were consulted regarding their personal use of lockers, from which the proposals for the provision of</p>
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	improved lockers has been discussed with the Chairman of Policy and the Chief Commoner.
2. Last approved limit	During September 2008, committees approved a Capital Bid Report seeking Member approval to prepare an Evaluation Report, at an estimated cost of £30,000, for the major project.
3. Options	<p>1. Continue with the development of the Guildhall West Wing lower ground floor.</p> <p>2. Cancel indefinitely the complete project.</p> <p>3. Reduce the scope of the original project to only include the replacement of the current lockers with new fit for purpose lockers and carry out essential building fabric works.</p>
4. Recommendation	<p>To reduce the original scheme for the West Wing development in favour of only improving the provision of lockers and essential decoration works in both current male and female Member locker rooms, but not including toilet and showering facilities.</p> <p>The funding to undertake these improvements will be sought via the Gateway Process whereby the provision of lockers and improvements to the building fabric is estimated at £90,000 – 100,000.</p> <p>Due to the total estimated cost being below the £250,000 threshold for Capital Projects, the Gateway ‘Light’ route will be followed, seeking approval of Resources Allocation Sub-Committee for funding from the City’s Cash provision for new schemes.</p> <p>The replacement lockers and fabric improvement works will be procured via the National Schedule of Rates – Minor Frameworks with the intention to complete all works during the 2015 summer recess.</p>

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