

23rd September 2024



To Members of Council

You are hereby summoned to a MEETING OF THE COUNCIL to be held on **Monday, 30th September 2024 at 7.30pm** at Congregational Church Hall, Bedford Street, Stroud, GL5 1AY to conduct the following business.

Helen Bojaniwska
Chief Executive Officer (Town Clerk)

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest or requests for dispensations
3. To approve the minutes of the meetings of 15th July 2024 previously circulated
4. To receive the Mayor's remarks
5. To receive questions from members of the public
6. To receive reports from County and District Councillors (for information only)
7. To receive the CEO's Report (for information only)
8. To receive a presentation on design work for Locking Hill
9. To receive a progress report on relocation and approve budget virements for the refurbishment of Locking Hill
10. To receive an update on refurbishment projects at Lansdown Hall
11. To consider a report on councillor allowances
12. To receive an update on staff recruitment
13. To receive Committee and Working Group reports, previously circulated, as follows:

Environment Committee	9 th July and 17 th September 2024
Regeneration Working Group	18 th July 2024
Consultations & Highways Committee	22 nd July, 19 th August and 16 th September 2024
Community Committee	2 nd September 2024
14. To resolve in view of the confidential business to be discussed to exclude the press and public from the remainder of the meeting
15. To receive an update on a legal matter

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.

Clerk's report for Council 30/9/2024

Funding applications

Four applications have been submitted to Stroud District Council's Vitality Fund for projects of benefit to Stroud, as discussed by the Regeneration Working Group. Two from the town council and 2 from the Chamber. No decision yet received.

A further application to Stroud District Council's Walking and Cycling Fund for a revamp of the district-wide cycling map was successful. Work on updates will commence soon.

Partnership meeting

The Mayor and I attended a further partnership meeting on 4th September organised by Stroud District Council to bring together all relevant partners to discuss issues relating to Town Centre Cleanliness and Vitality. A clean up event in August was well received. More work to be done on noticeboards, flyposting and litter.

Park Gardens play area

Work has begun on a project to refurbish the play area, starting with an adjustment to the line of the fence to allow for succession planting of trees. The Environment Committee approved a tender for new equipment and surfacing at their September meeting, which has now been published. A contract for the play area should be awarded at the next meeting on 6 November 2024

Merrywalks Transport Hub

The public consultation that was delayed by the election has been [completed](#). We are due to contribute CIL funding for the RTP element. GCC will report at the Regeneration WG meeting on 3rd October.

Helen Bojaniwska FSLCC, Town Clerk
23rd September 2024

RELOCATION UPDATE 24/9/2024

RECOMMENDATIONS

Note update.

Approve budget virements as recommended by the Finance and Policy Committee.

Authorise the CEO to give notice on the Libbys Drive lease as recommended by the Finance and Policy Committee.

Authorise the CEO negotiate on repairs to retaining wall as recommended by the Finance and Policy Committee.

Budgets

See attached presentation from the architect: 1127-STC-Scope meeting_210824_

The latest cost plan is attached, this relates to the attached plans (SK240726_01 & 02 Rev C) + sustainability elements (external wall insulation, roof insulation) + external tap and power.

The full project cost is estimated to be £615,000, which is clearly well over budget.

The areas of potential savings are highlighted in attached presentation. At their meeting on 23rd September 2024 the Finance and Policy Committee reviewed a report on the potential to vire (transfer) budgets from other areas to support the relocation budget. The items listed below are recommended. There may be other areas that could be considered should there be underspends before the year end.

Code	Centre	Description	Budget	Virement	Conditional on	Contribution to
4029	101	Office equipment (not computer)	5,000	4,000	Limit purchase of new equipment	Furniture
4033	101	Computer/phone hardware	6,500	5,000	Limit purchase of new laptops	Smart screen
4064	104	Carbon reduction (Thanet House)	80,960	46,451	Nothing - use of EMR and precept	Works/Insulation?
4216	108	Match funding for new projects	30,000	10,000	Not needed for anything else	Works
4037	316	Site materials	4,000	2,000	Not needed for anything else	Vehicle store
4069	316	Grass cutting	8,000	4,000	Assumes contractors continue to underperform	Groundworks
4071	316	Contracted infrastructure repairs	15,000	10,000	Not needed for anything else	Works
4078	316	Environment projects - walls	30,000	30,000	No repairs needed this year	Works
4085	316	Large tools and equipment	3,000	3,000	Not needed for anything else	New vehicle charger
	316	Tenants improvements	-	4,000	Negotiation	
4013	316	Rent	11,500	2,875	Out by the end of December	Works
		TOTAL	193,960	121,326		

The cost consultant hasn't done an updated cost plan on the current layouts (also attached, drawings P10 & P11 Rev B). It may be worth commissioning another cost plan, but it would be best to wait until there are more detailed structural, mechanical and electrical designs to accompany it, to try and reduce the provisional sums.

A planning pre-application has been submitted to Stroud District Council. We are hopeful that a full application will not be required, but it is sensible to check.

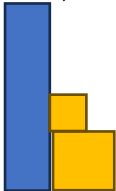
Boundary Wall

OpenHouse have been advised that they are responsible for the retaining wall on the boundary between the sites, but they have challenged this. Our solicitor is investigating. A contractor has suggested monitoring the wall to see if it is moving, but we have been advised that the wall needs to be sorted out before we start construction in the neighbouring yard.

The GS team cut back the foliage along the wall so it could be more closely inspected and our structural engineer revisited on 12/9/2024. He requested that we dig a trial pit to check out the foundations and this has now been done. It revealed an unexpected layer of concrete 300mm down from surface level, suggesting previous underpinning? Photos have been sent to the engineer for further comment.



The likely solution will be two tiered layers of gabion baskets – rough diagram below (wall blue, baskets yellow).



Locking Hill - Grounds

GS team have tidied up the outside areas and contractors have removed most of the graffiti.

Barriers have been erected to prevent vehicles from parking on land adjacent to the lane between the building and the Centre for Science and the Arts. Planters will be installed in due course. We believe we may have someone sleeping rough in the lobby area. Welfare checks and referrals will be made.

GSM identified a hole in the ground connecting to the void behind the building. The hole has been temporarily blocked up with earth to make sure that there are no animals living in the space. (No obvious signs seen). The hole may prove a useful conduit for pumping concrete into the void to protect the exposed pile cap. Advice from the structural engineer is awaited on this.

There is also some damage to the bottom of the brickwork on the wall at the main entrance which the GS team plan to repair.

Health, safety, security and interim works

Fire

- Existing alarms system adopted and due to be connected to monitoring service. Some false alarms from a faulty sensors on 30th and 31st August. Sensors have been disabled and a replacements ordered.
- Extinguishers have been replaced where needed.
- Emergency lights checked.

Security

New system installed and operational. Connected to monitoring and keyholding service.

CCTV

New GDPR CCTV system to be installed.

Electrical installation

All remedial works identified in installation inspection completed.

Culvert inspection

Met with Environment Agency. No apparent concerns. Contractors recommend 2 inspections a year, which may not be necessary as EA regularly check.

Water

Legionella testing completed and results clear. General test of water showed high levels of bacteria, expected for a system that has been out of use for many months. The system will be thoroughly cleaned. A legionella risk assessment has been completed – this lets us know what routine checks will be required to keep the system safe. It will also inform the refurbishment plan, which already includes removal of the existing water tanks. Our water demand will be far lower than the GP surgery would have needed so that tanks will be surplus to requirements. A direct supply is safer too.

Maintenance contracts

Fire and intruder alarms, emergency lights, extinguishers, disabled toilet security system - contracts in place with Stroud Alarms.

Out of hours monitoring in place with regular call centre and keyholding set up with local security company.

Interim works

The GS team have demolished a partition wall (not load bearing) to form their new workspace and started work on created an opening between their two workspaces. Structural engineer confirmed that this was OK. The GS team plan to move in before the end of the year, so notice can be given on Libbys Drive.

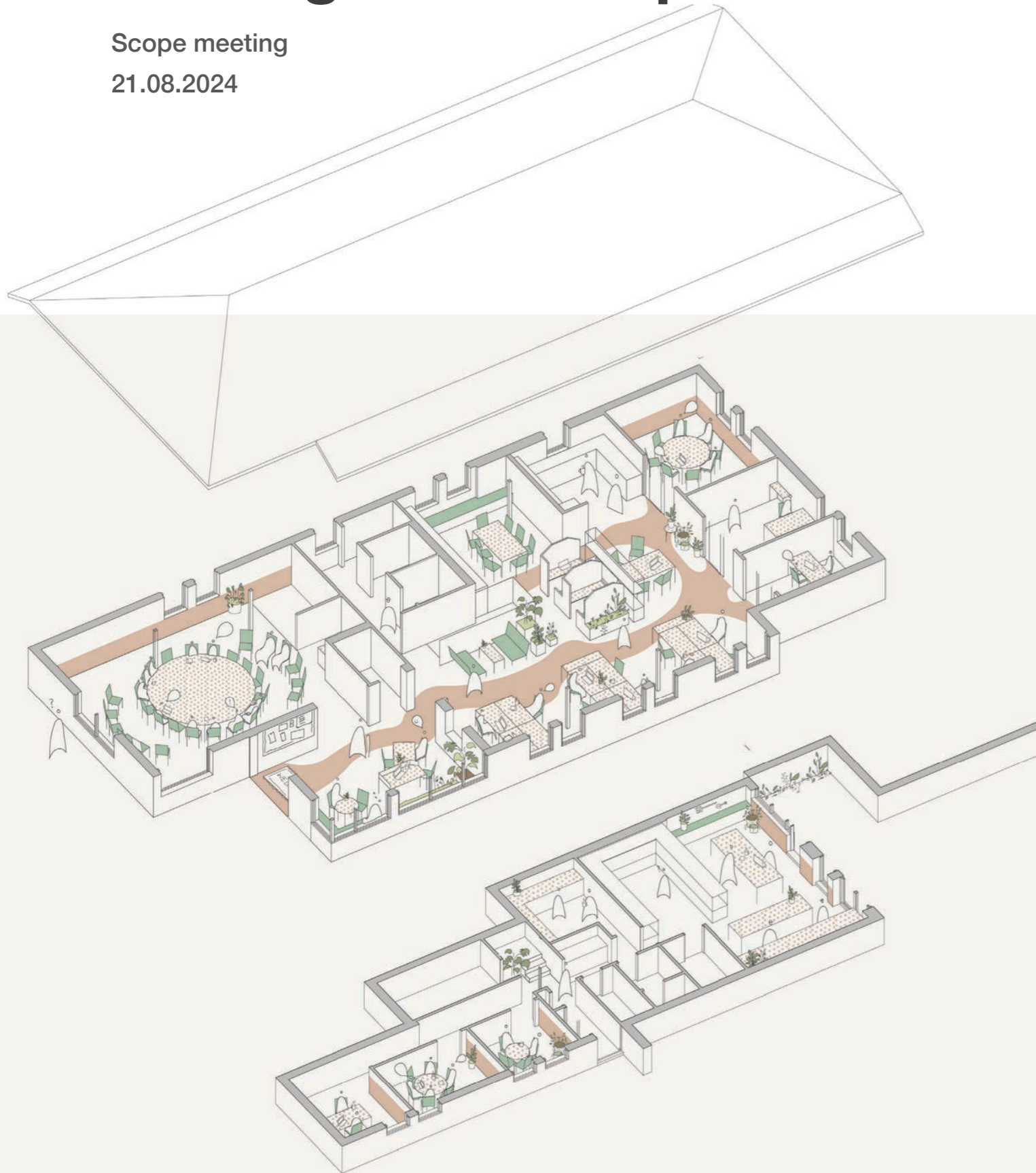
Community engagement

Regular updates are being shared. Next steps include:

- Further tours for councillors and strategic partners to explain the proposals
- Discussion with community hubs to explore community use of the lower ground floor spaces
- Naming competition
- Share designs when further advanced.

Locking Hill Revamp

Scope meeting
21.08.2024



21st August 2024

Reference number:1127 - 240821_Scope meeting

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Yard layout development

Yard requirements

9 standard parking spaces of which:

- 1 accessible parking space
- 2 spaces to have electric charging facilities
- 2 spaces dedicated to the green spaces team

Bin storage for:

- 3no 1100l metal wheel bins with lockable lids
- 2no 260l recycling bins

Space for a 13.5ft container unit

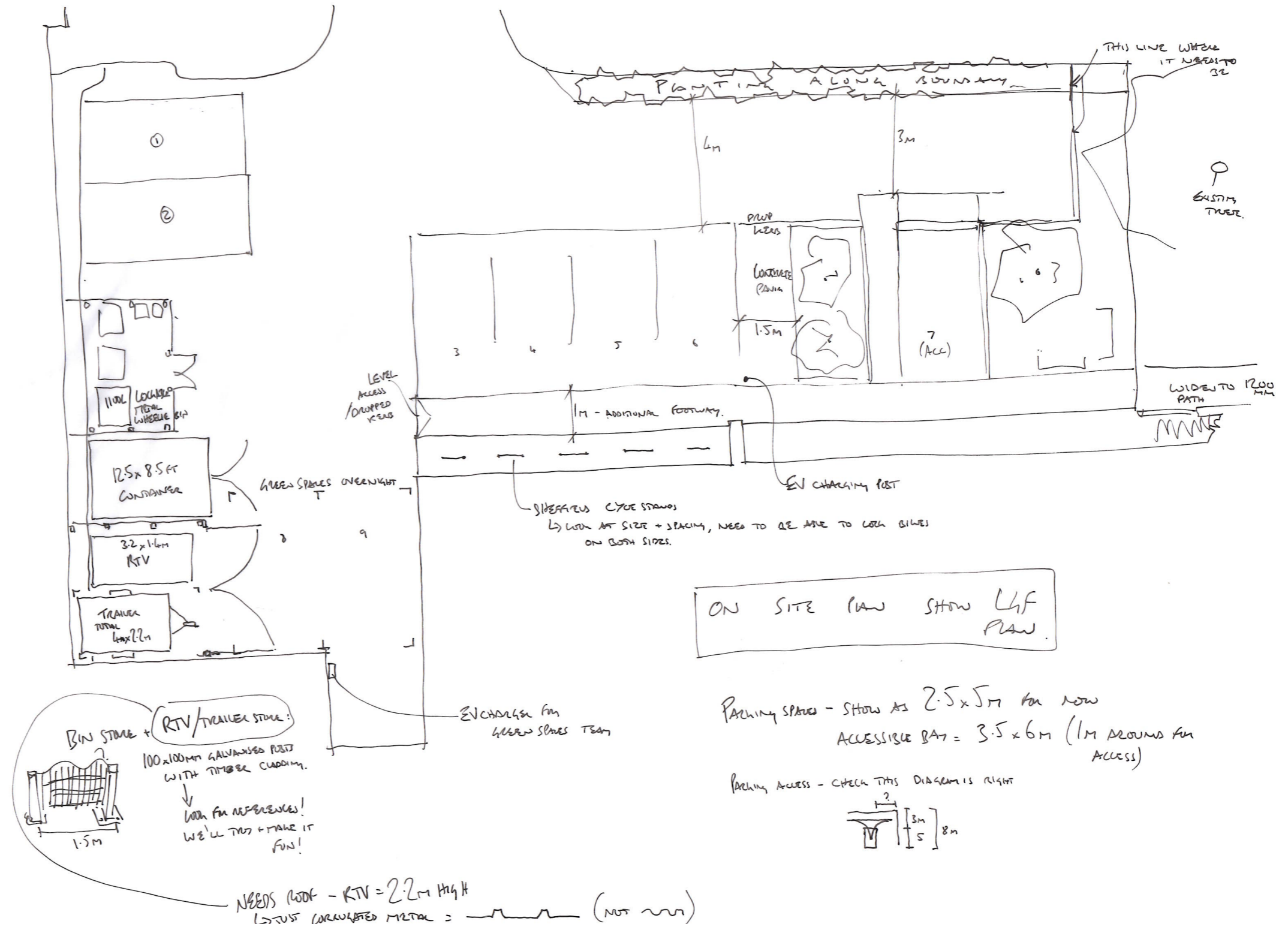
Secure storage for the greenspaces RTV and trailer (exact vehicles may change, but this represents maximum size), to have a solid roof and lockable double doors

Cycle parking (c.10 spaces)

Additional planting and greening wherever possible

Level access into north entrance

Level and accessible paths and paving around building.



Yard structure references



Container unit and EV charging

Simple 'off the shelf' structures for the required storage container and EV charging bollard that can be inserted simply next to the parking bays without taking too much space.

Metal storage structures

Louvred metal panels or solid panels for the bin and vehicle store. These would likely be high cost items.

Timber storage structures

Alternative structures for the bin and vehicle store, may be a cheaper alternative, more in keeping with sustainability strategy. Could these be constructed by the greenspaces team?

Alternative timber thoughts

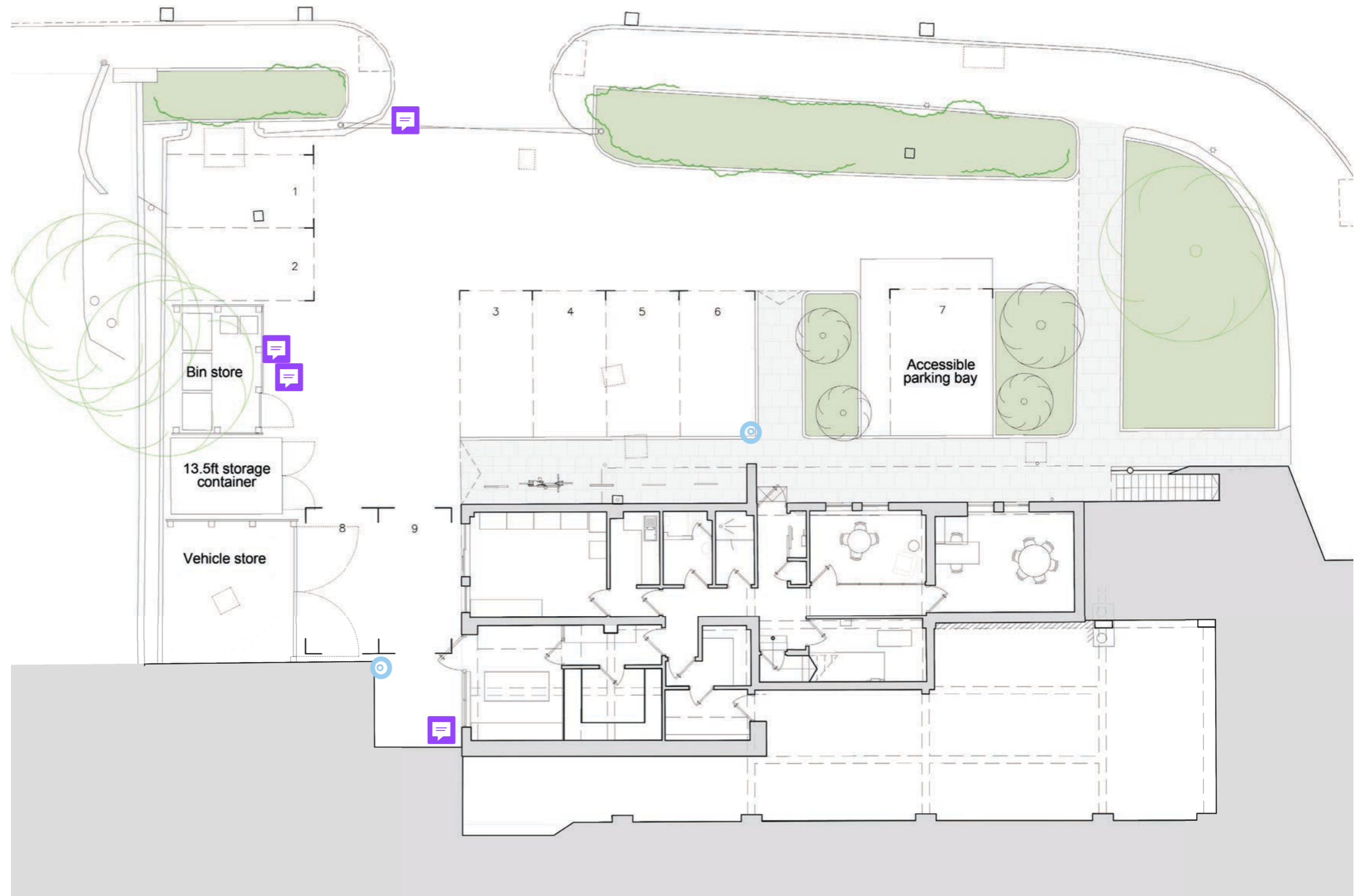
The timber for the structures could be more playful or natural - using uncut edged boards (waney edged boards) or painting and shaping the structures, whilst still keeping the same construction approach.

Yard layout proposal

Key

- 2no EV charging points
- Numbers 1 - 6 standard parking bays
- Number 7 accessible parking bay
- Numbers 8-9 standard parking bays reserved for green spaces team
- Lockable store for RTV and trailer with roof and large gates to east side
- Bin store for 3no 1100L metal wheelie bins and 2no 260L bins

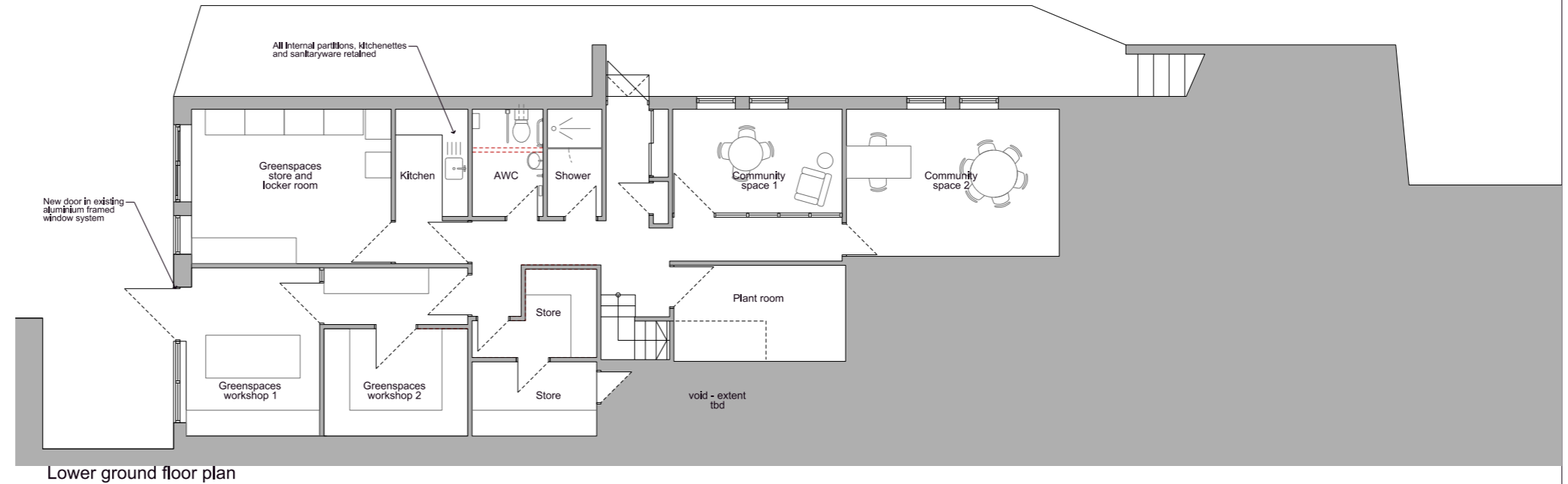
- Existing defensive ground treatment removed, replaced with concrete paving and 5no sheffield cycle stands
- New level route from street to building
- Existing defensive boundary treatment removed, replaced with new, low level planting
- New planting areas throughout
- New ramp at entrance to Lower Ground Floor to give level access
- Existing footway widened



Previous sketch option overview

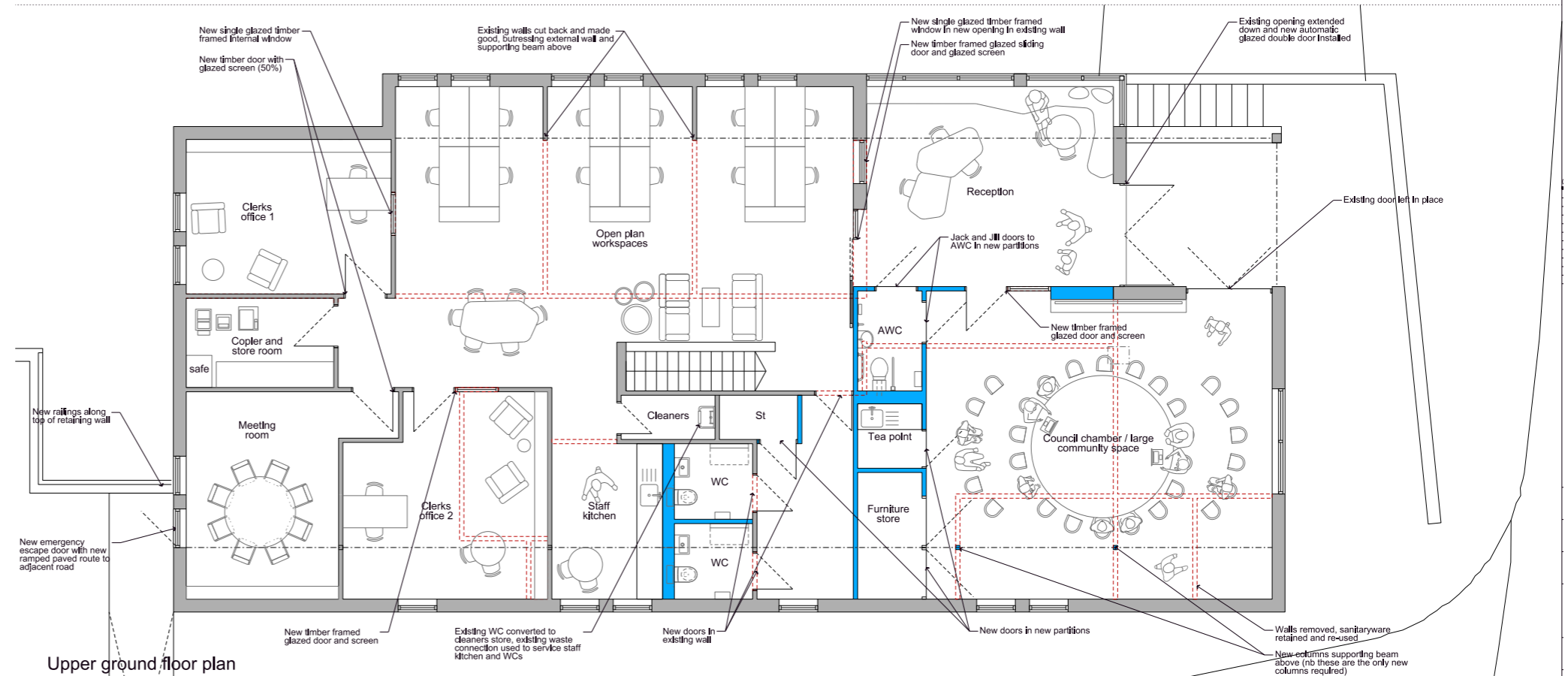
Plan priorities

- Provide the key spaces required for the council to operate in the new building, including:
- Open plan workspace for majority of council staff that is light, friendly and visually connected to the front of house
- Council chamber that can be used as a community space, with its own facilities
- Reception space that gives access to the rest of the building and is a welcoming new face for the council
- Is the first step to achieving the full proposals for the building (i.e. not requiring spaces to be 're-done' at a later date)



Changes made to reduce scope

- Lower ground floor remains almost identical, with only a new door for the green spaces team and a shower in place of one of the WCs
- Upper ground floor reduced demolition scope and fewer new partitions
- As a consequence, the staff kitchen is reduced in size and the clerks offices increase in size



Cost plan summary

0. Executive Summary		Cost £	Cost per m² of GFA	£ per Functional Unit
0	Facilitating Works	£ 44,314	£113	£44,314
1	Substructure	£ -	£0	£0
2	Superstructures	£ 101,213	£259	£101,213
3	Internal Finishes	£ 72,745	£186	£72,745
4	Fittings, Furnishings and Equipment	£ 17,750	£45	£17,750
5	Services	£ 115,978	£297	£115,978
6	Prefabricated Units	£ -	£0	£0
7	Works to Existing Buildings	£ -	£0	£0
8	External Works	£ 15,500	£40	£15,500
	SUB-TOTAL	£ 367,500	£940	£367,500
	EXCL. VAT			
9	Main Contractor's Preliminaries	£ 66,150	£169	£66,150
10	Main Contractor's Overheads and Profit	£ 44,449	£114	£44,449
11	Project / Design Team Fees	£ 38,248	£98	£38,248
12	Other Costs	£ 3,500	£9	£3,500
13	Contingency	£ 62,382	£160	£62,382
14	Inflation	£ 32,771	£84	£32,771
	SUB-TOTAL	£ 247,500	£633	£247,500
	EXCL. VAT			
	TOTAL	£ 615,000	£1,573	£615,000

Previous cost plan (based on proposed layout 05.07.2024, drawings P10 & P11 Rev A)

Construction cost of £367,500

Project cost of £615,000

Latest cost plan (based on sketch option 02.08.24, drawings SK240726_01 & 02 Rev C)

Construction cost of £285,000

Project cost of £448,000

[verbally confirmed by Jonny House, 20.08.24,
cost plan was due to be issued 19.08.24)

There are possible extra savings in here,
including re-using sanitaryware and moving
some works to other budgets (if possible). This
will be confirmed once Baileys issue the Cost
Plan.

Reading the cost plan

Construction cost

This is the cost for all of the actual works, it includes materials and labour, and is set out as rates for individual tasks, for example, the cost for supply and installation of new partitions is £xx / linear metre of new walls. There are several assumptions contained within each in terms of material choices and finish.

Main contractor costs

This includes their preliminaries (site set up, management costs, on site facilities, security, insurance for the works etc), and their overheads and profit.

These are calculated as a percentage of the Construction cost as follows:

Prelims	18%
Overheads	5%
Profit	5%

Project / design team fees

Again, shown as a percentage, though these can be more accurately known. If possible these should be separated from the construction cost budgeting, as they do not affect the contingency and are not affected by inflation.

Other costs

Includes surveys, planning fees, building control. This is shown as a series of provisional sums.

Contingency

Shown as a percentage of the sum of the above costs - 12% - this is relatively high at this stage as there are many unknowns around the design and the condition of the existing building. It would be sensible to maintain this percentage, and hope that it does not all need to be spent.

Inflation

Calculated as a percentage of the sum of all of the above - about 5.6% - this is the final element to add on, though the final impact of inflation is unknown.

What this means

The project budget is £300,000. This needs to cover:

- construction cost
- main contractor costs
- other costs
- contingency
- inflation

The table to the right shows the impact of this.

construction cost		£200,000		£250,000
prelims	18.0%	£36,000	18%	£45,000
overheads	5.0%	£10,000	5%	£12,500
profit	5.0%	£10,000	5%	£12,500
Project costs				
other costs	PS	£5,000	PS	£5,000
cont (inc above)	12.0%	£30,720	12%	£38,400
inf (inc above)	5.6%	£16,336	5.6%	£20,350
sub total		£108,056	total	£133,750
Total		£308,056		£383,750

construction cost		£300,000		£367,500
prelims	18.0%	£54,000	18%	£66,150
overheads	5.0%	£15,000	5%	£18,375
profit	5.0%	£15,000	5%	£18,375
Project costs				
other costs	PS	£5,000	PS	£5,000
cont (inc above)	12.0%	£46,080	12%	£56,448
inf (inc above)	5.6%	£24,364	5.6%	£29,783
sub total		£159,444	total	£194,131
Total		£459,444		£561,631

Scope definition options

Option 1

**Proceed with the current plans
+
Find an extra c. £170k**

Provides the current requirements for the council on the upper ground floor.

A further phase of work will still be required to upgrade the lower ground floor.

Additional works may be required to the upper ground floor in the future to meet the ambitions of the Stage 2 designs.

Option 2

**Trim the current plans
+
Find an extra c. £60-80k**

Gives the overall layout, but at a lower specification.

The cost reductions come from making savings wherever possible (re-using sanitaryware, not replacing carpets and ceilings in some spaces) and putting some works in other budgets (green-spaces budget for yard).

Further phases will be required for both the upper and lower ground floor.

[see trimmed cost plan below]

Option 3

**Reduce the scope further
+
Stay within the current budget**

Provides the council chamber, new entrance and some ancillary spaces, but does not create open plan office at this stage.

Would not interfere with future development of the building, but would require later stages to be more significant.

[see reduced scope plans below]

Option 2 - trim the current plans

NRM1 Ref	Description - Locking Hill	Quantity	Unit	Rate £/m²	Cost £	Cost per m² of GFA	% of Value (excl VAT)	£ per Functional Unit
0	Facilitating Works							
0.01	Isolate services and any minor strip out required - Provisional	1	PS	£ 1,500	£ 1,500	£ 4	0%	£ 1,500
0.02	Allowance to remove FFE not shown on drawings to date	1	PS	£ 2,000	£ 2,000	£ 5	0%	£ 2,000
0.03	Removal of internal single doors; incl disposal	30	nr	£ 50	£ 1,500	£ 4	0%	£ 1,500
0.04	Removal of internal double doors; incl disposal	1	nr	£ 80	£ 80	£ 0	0%	£ 80
0.05	Demolition & removal of all internal partitions	304	m²	£ 45	£ 13,700	£ 35	2%	£ 13,700
0.06	New opening to reception space in existing wall - internal screen	1	nr	£ 500	£ 500	£ 1	0%	£ 500
0.07	New opening to reception space in existing wall - opening	1	nr	£ 750	£ 750	£ 2	0%	£ 750
0.08	Adapt existing opening for new automatic double glazed door	1	nr	£ 1,000	£ 1,000	£ 3	0%	£ 1,000
0.09	Adapt existing opening for new window to council chamber - infilling	1	nr	£ 650	£ 650	£ 2	0%	£ 650
0.10	Remove existing window and adapt to form opening for emergency escape door from staff kitchen	1	nr	£ 750	£ 750	£ 2	0%	£ 750
0.11	Adapt existing walls around stair to be lowered & m/g	1	item	£ 2,000	£ 2,000	£ 5	0%	£ 2,000
0.12	Remove and disposal of existing ceiling finishes	391	m²	£ 15	£ 5,865	£ 15	1%	£ 5,865
0.13	Remove and disposal of existing floor finishes	391	m²	£ 9	£ 3,519	£ 9	1%	£ 3,519
0.14	Allowance for removal of existing water tank in roof space	1	item	£ 500	£ 500	£ 1	0%	£ 500
0.15	Provisional sum for asbestos survey and removal of any asbestos found.	1	PS	£ 10,000	£ 10,000	£ 26	2%	£ 10,000
					£ 44,314	£ 113	7%	£ 44,314
1	Substructure							
1.01	<i>Excluded</i>				£ -	£ -	0%	£ -
2	Superstructures							
2.01	Columns supporting overhead beam, including boxing	5	nr	£ 1,500	£ 7,500	£ 19	1%	£ 7,500
2.02	Handrail to existing stair	8	m	£ 150	£ 1,125	£ 3	0%	£ 1,125
2.03	Window to existing opening (council chamber)	1	nr	£ 2,448	£ 2,448	£ 6	0%	£ 2,448
2.04	Automatic glazed double door	1	nr	£ 5,000	£ 5,000	£ 13	1%	£ 5,000
2.05	Emergency escape door from staff kitchen area	1	nr	£ 1,500	£ 1,500	£ 4	0%	£ 1,500
2.06	New internal partitions	255	m²	£ 165	£ 42,075	£ 108	7%	£ 42,075
2.07	IPS incl framing	1	item	£ 4,125	£ 4,125	£ 11	1%	£ 4,125
2.08	Form openings in new partitions	12	nr	£ 200	£ 2,400	£ 6	0%	£ 2,400
2.09	Extra over glazed screen to clerks offices 1, 2, meeting room & reception	22	m²	£ 600	£ 13,440	£ 34	2%	£ 13,440
2.10	Internal screen reception	1	nr	£ 1,500	£ 1,500	£ 4	0%	£ 1,500
2.11	Internal single doors; including frame and ironmongery	16	nr	£ 950	£ 15,200	£ 39	2%	£ 15,200
2.12	Internal double doors; including frame and ironmongery council chamber & store	2	nr	£ 1,450	£ 2,900	£ 7	0%	£ 2,900
2.13	Extra over sliding doors to clerks offices 1, 2, meeting room & reception	4	nr	£ 500	£ 2,000	£ 5	0%	£ 2,000
					£ 101,213	£ 259	16%	£ 101,213
3	Internal Finishes							
3.01	Make good to existing walls following demolition of internal partitions	1	PS	£ 3,000	£ 3,000	£ 8	0%	£ 3,000
3.02	Allowance for decoration of new and existing walls	1067	m²	£ 16	£ 16,651	£ 43	3%	£ 16,651
3.03	Allowance for splashback tiling to WC's & Tea Point	2	m²	£ 120	£ 240	£ 1	0%	£ 240
3.04	Supply and Install new floor finish - vinyl, incl coved skirting	32	m²	£ 80	£ 2,560	£ 7	0%	£ 2,560
3.05	Supply and Install new floor finish - carpet	361	m²	£ 70	£ 25,270	£ 65	4%	£ 25,270
3.06	New timber skirting including decoration	340	m	£ 20	£ 6,800	£ 17	1%	£ 6,800
3.07	Decoration to existing timber skirting	193	m	£ 8	£ 1,544	£ 4	0%	£ 1,544
3.08	Decoration to door frame, architraves	20	nr	£ 30	£ 600	£ 2	0%	£ 600
3.09	Allowance for entrance barrier matting	2	m²	£ 180	£ 360	£ 1	0%	£ 360
3.10	New ceiling finishes - sand back and re-paint the existing timber ceiling	393	m²	£ 40	£ 15,720	£ 40	3%	£ 15,720
					£ 72,745	£ 186	12%	£ 72,745
4	Fittings, Furnishings and Equipment							
4.01	Blinds	1	PS	£ 3,000	£ 3,000	£ 8	0%	£ 3,000
4.02	Tea Point (zip boiler)	1	item	£ 2,500	£ 2,500	£ 6	0%	£ 2,500
4.03	Allowance for all WC accessories - mirrors, toilet roll holders, coat hooks etc plus installation	1	PS	£ 1,250	£ 1,250	£ 3	0%	£ 1,250
4.04	Allowance for plywood kitchen carcassing and stainless steel worktops to LGF and GF kitchen and tea point	3	nr	£ 3,500	£ 10,500	£ 27	2%	£ 10,500
4.05	Allowance for adjustment to wayfinder and statutory signage.	1	item	£ 500	£ 500	£ 1	0%	£ 500
					£ 17,750	£ 45	3%	£ 17,750

NRM1 Ref	Description - Locking Hill	Quantity	Unit	Rate £/m²	Cost £	Cost per m² of GFA	% of Value (excl VAT)	£ per Functional Unit
5	Services							
5.01	Allowance for new sanitaryware; WCs plus installation	3	nr	£ 750	£ 2,250	£ 6	0%	£ 2,250
5.02	Allowance for new sanitaryware; wash hand basin & taps plus installation	4	nr	£ 450	£ 1,800	£ 5	0%	£ 1,800
5.03	Allowance for new sanitaryware; vanity units	1	PS	£ 2,000	£ 2,000	£ 5	0%	£ 2,000
5.04	Allowance for new sanitaryware; single shower cubicle facility	1	nr	£ 1,000	£ 1,000	£ 3	0%	£ 1,000
5.05	Cleaners sink and taps	1	nr	£ 700	£ 700	£ 2	0%	£ 700
5.06	Doc M pack (AWC)	2	nr	£ 2,400	£ 4,800	£ 12	1%	£ 4,800
5.07	Allowance for hand dryers plus installation	5	nr	£ 900	£ 4,500	£ 12	1%	£ 4,500
5.08	New WC Extract	5	nr	£ 550	£ 2,750	£ 7	0%	£ 2,750
5.09	Hot & cold water distribution	16	nr	£ 450	£ 7,200	£ 18	1%	£ 7,200
5.10	Allowance for above ground drainage to WC's, cleaners store, tea point ETC	1	item	£ 5,000	£ 5,000	£ 13	1%	£ 5,000
5.11	Adjustments to existing radiator systems and existing ventilation systems to accommodate layout changes - Provisional	1	PS	£ 15,000	£ 15,000	£ 38	2%	£ 15,000
5.12	Allowance for improvements/ alterations to heating controls - Provisional	1	PS	£ 10,000	£ 10,000	£ 26	2%	£ 10,000
5.13	Adjustments to existing small power installations to accommodate layout changes - Provisional	1	PS	£ 10,000	£ 10,000	£ 26	2%	£ 10,000
5.14	Adjustments to existing general lighting and emergency lighting installations - Provisional	1	PS	£ 15,000	£ 15,000	£ 38	2%	£ 15,000
5.15	Adjustments to existing fire alarm and smoke detection systems - Provisional	1	PS	£ 4,500	£ 4,500	£ 12	1%	£ 4,500
5.16	Access control, intruder alarm and CCTV to new external door excluded - Provisional	1	PS	£ 7,500	£ 7,500	£ 19	1%	£ 7,500
5.17	Allowance for refuge alarm to AWC	1	item	£ 1,000	£ 1,000	£ 3	0%	£ 1,000
5.18	Allowance for induction loop to reception	1	item	£ 850	£ 850	£ 2	0%	£ 850
5.19	Allowance for data connection to new office area	1	item	£ 5,000	£ 5,000	£ 13	1%	£ 5,000
5.20	Testing, servicing & commissioning @ 7.5%	1	item	£ 7,564	£ 7,564	£ 19	1%	£ 7,564
5.21	Builder's work in connection with services @ 7.5%	1	item	£ 7,564	£ 7,564	£ 19	1%	£ 7,564
					£ 115,978	£ 297	19%	£ 115,978
6	Prefabricated Units							
6.1	<i>Not used</i>				£ -	£ -	0%	£ -
7	Works to Existing Buildings							
6.1	<i>Not used</i>				£ -	£ -	0%	£ -
8	External Works							
8.01	Supply and install a covered and lockable hardstanding for the Green spaces vehicles	1	item	£ 10,000	£ 10,000	£ 26	2%	£ 10,000
8.02	Supply and install 1nr bin store	1	item	£ 2,500	£ 2,500	£ 6	0%	£ 2,500
8.03	Supply and install 1nr bicycle store - suitable for 12nr spaces	1	item	£ 3,000	£ 3,000	£ 8	0%	£ 3,000
					£ 15,500	£ 40	3%	£ 15,500
9	Main Contractor's Preliminaries							
9.01	Main contractors cost items	18%	@	£367,500	£ 66,150	£ 169	11%	£ 66,150
					£ 66,150	£ 169	11%	£ 66,150

Key

- Items that could be re-used, though there would still be installation costs (total £6k, possible £3k saving)
- Items that are Provisional Sums that could be reduced with careful design work (total £75k, possible 1/3 saving - £25k)
- Items that could be reduced if scope changes from 'new' to 'patch repair' (total £16k, possible 50% saving - £8k)
- Items that could come from a separate budget (query) (total £33k, possible full saving)

Summary

Total maximum savings of around £69k, which would affect project costs as follows:

Construction cost £216,000

Estimated project cost £332,000

This option would involve finding an additional £30-50k for the project, and using some other council budgets.

Option 3 - further reduced scope

Changes made to reduce scope

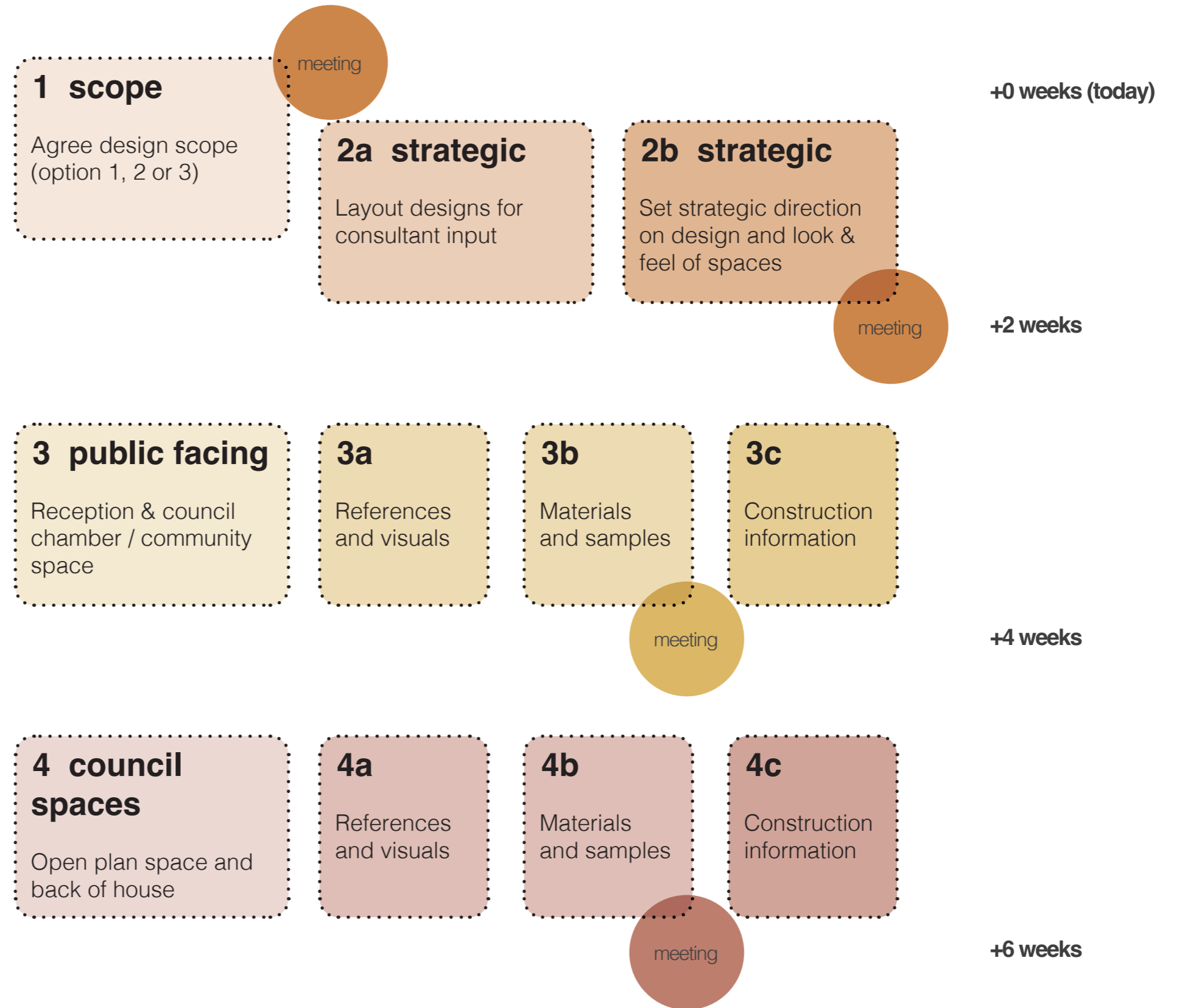
- Lower ground floor remains almost identical, with only a new door for the green spaces team
- Upper ground floor reduced demolition scope, working predominantly in the east side of the building to prioritise the 'front door' of the council (reception, council chamber and utilities). The western side of the building retains its existing compartments.
- The staff kitchen is moved to the entrance of the building, acting as a buffer between the buildings public and private spaces - and informal meeting space
- The workspaces and meeting rooms sit within the existing walls to reduce demolition costs
- The clerks offices are moved to the south side of the building and reduce in size.



Procurement approach & possible contractors

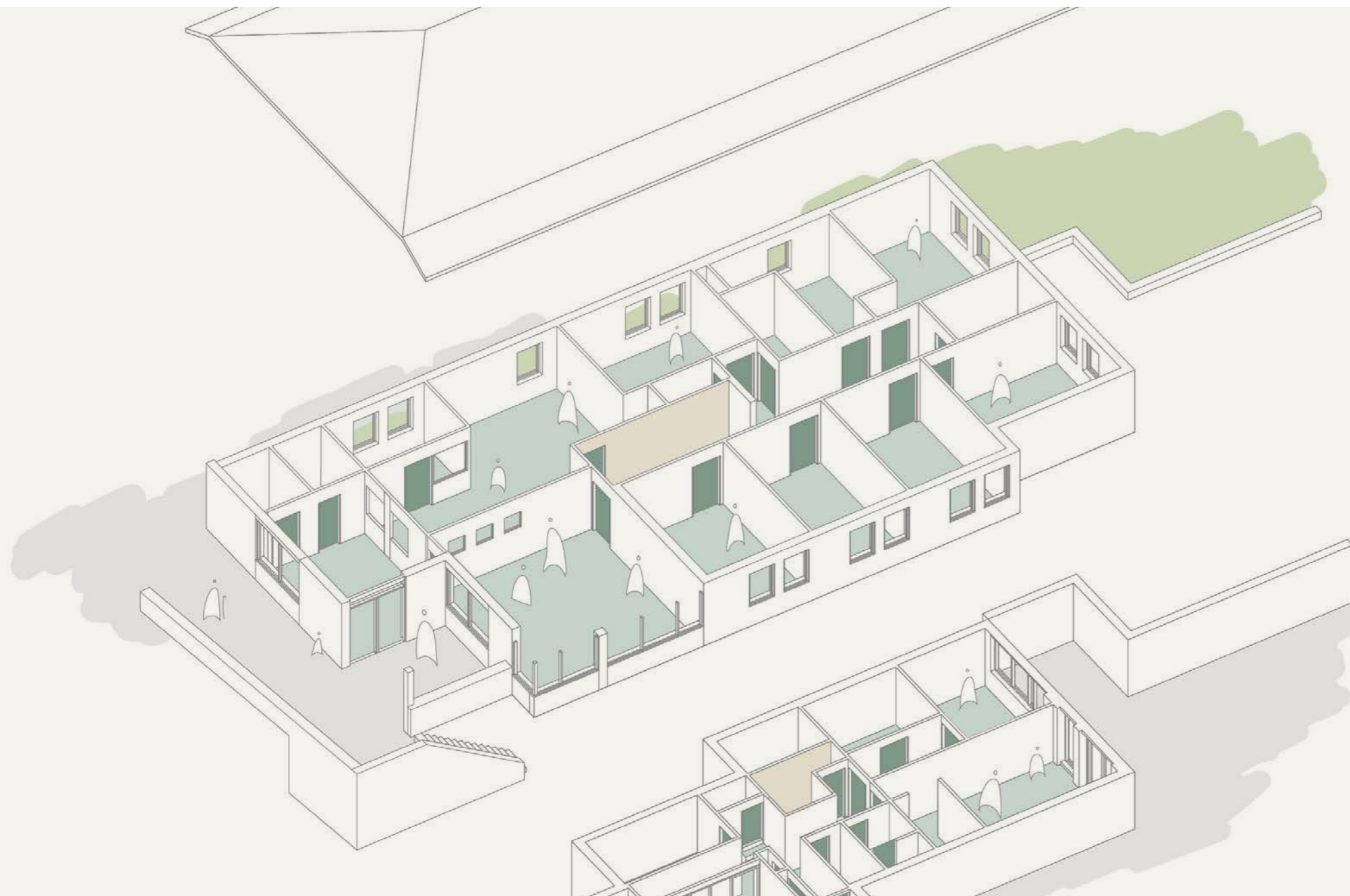


Design stages and meetings



Locking Hill Revamp

Stage 2 Report
August 2024



August 2024

Reference number:1127 - Stage 2 Report

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This report is framed around **three key questions**:

1. **Can the Locking Hill building be adapted** to give the town council the working arrangement it wants and needs?
2. **Can the council move in soon**, with work to the building phased?
3. As an opportunity to 'reset' the town council, **can design make it a place that invites in local communities**, and breaks down the barriers between the public and the council?

These should be kept in mind as you work through the report.

Part 1 - Defining the brief

- 1.1 Team workshops summary
- 1.2 Council vision and ambitions diagrams
- 1.3 Design principles for a new home
- 1.4 Team structure and spatial relationships

1.1 Team workshops summary

01 - Office space working group

David Drew
Adrian Oldman
(apols Shyama Ananthan)

Dee Nolson
Helen Bojaniwska

- *As a council we are close to our communities, we've got to build on that and invite them in.*
- *Make it a place people come to - choose the activities based on how much they will activate the building.*
- *Flexibility over time is important, so it can grow with need and imagination*
- *Respond to a sense of place, of Stroud*

02 - Reception team

Shelley Dyte
Liz Dowie

Sheral Gardner
Gosia

- *The team acts as reception, admin and finance, and needs quiet working time & space.*
- *The Thanet House entrance layout is confusing for visitors.*
- *Making spaces for staff to spend time together would help build the culture of the council - keep it flexible.*
- *Bring in the light at Locking Hill, its a bit gloomy!*

03 - Leadership & Mayoral team

Helen Bojaniwska
Tony Davey

Kate Montgomery
Sue Fenton

- *The council can be more outward facing - break down the barriers that people experience.*
- *Space to experiment to make the council really accessible - from the layout of the chamber to the services available*
- *Make sure the council team has the spaces they need to excel at their work*



04 - Community development team

Laura Beattie
Hugh O'Boyle

- *Make the building comfortable for people to visit, a softness that makes people feel welcome and puts them at ease*
- *Office spaces that are personal and build people up, with space to share our passions (mini-library)*
- *Don't make a 'sown up' plan, leave space for the building to be finished by the council team and communities.*
- *We want a building that gives permission.*

05 - Communications officer

Kate Buckingham

- *The language we use about this project has to be respectful and inclusive - what we offer here has to complement and support all that is already happening.*
- *It should be a little unexpected and rebellious - a little 'Stroud'*
- *The process should be transparent and get people excited about this move, it should build bridges.*

06 - Green Spaces Team

Pete Bradshaw

- *Want to share the canteen / kitchen space with the rest of the team.*
- *Open plan space is preferable, lots of power sockets (supply requirements tbc), dust extract for occasional use.*
- *Access to a WC and shower preferable.*
- *Need to consider waste storage.*

1.2 Your vision for the town council

- build on the closeness to local communities that already exists
- provide a civic and social heart for the town
- a place that feels like Stroud - a bit unusual, not a stuffy bureaucracy
- keep things flexible so it can change over time
- make this a place where people can just be, that really invites people in



Key

- the work of the council
- spaces for the community
- the character of the spaces
- the feeling of visiting

1.2 Transforming Locking Hill and the council's offices

- its a bit gloomy and depressing at the moment, make it cheerful and exciting
- remove the barriers between the public and our work - make us accessible
- make space for the community to be visible too
- a sustainable building that can be a showcase to be proud of
- filled with activities that bring people in



1.3 Design principles for a new home

01

a collaborative, creative and inspiring place to work

bright, filled with greenery and energy
spaces that build a positive working culture

02

founded on the close relationship to Stroud's communities

makes it even easier to access the Council, breaking down the barriers between the public and the team

03

a building that feels like it belongs in Stroud

a bit unexpected, a bit rebellious, a bit quirky
sustainable and green, aware of its position in a climate emergency

04

makes space for the town

provides spaces, indoor and out, for people in the town to use - from meeting spaces to services, from incidental spots for a chat to formal gatherings

05

working alongside Stroud's community hubs

complimenting the work of the hubs around Stroud, providing the infrastructure and backup these places need in order to thrive

06

open, accessible and engaged

truly accessible to all, from getting the tech right to making warm, safe and welcoming spaces, developed in a transparent and engaging way

1.4 Team organisation chart

Adapted organisational chart

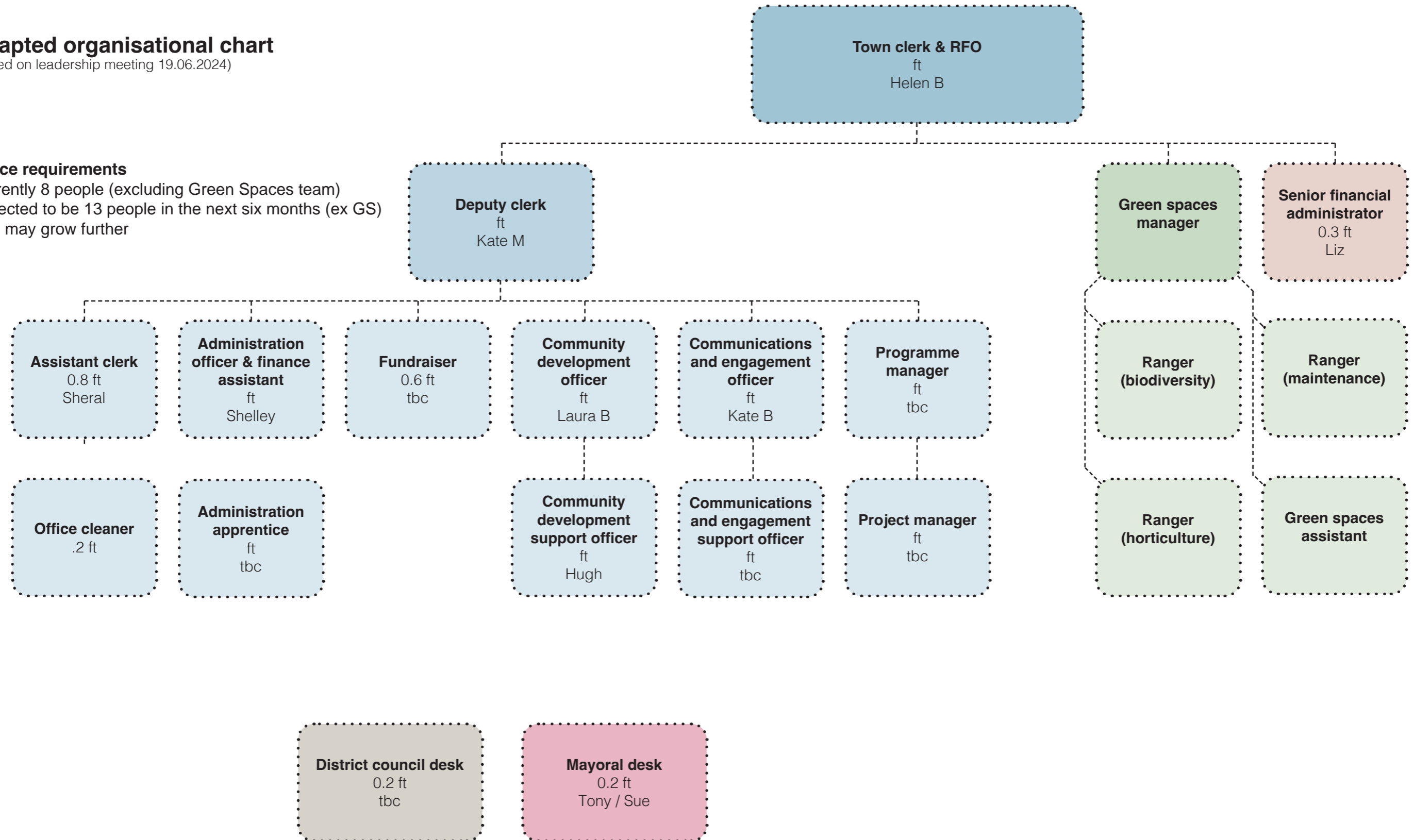
(based on leadership meeting 19.06.2024)

Space requirements

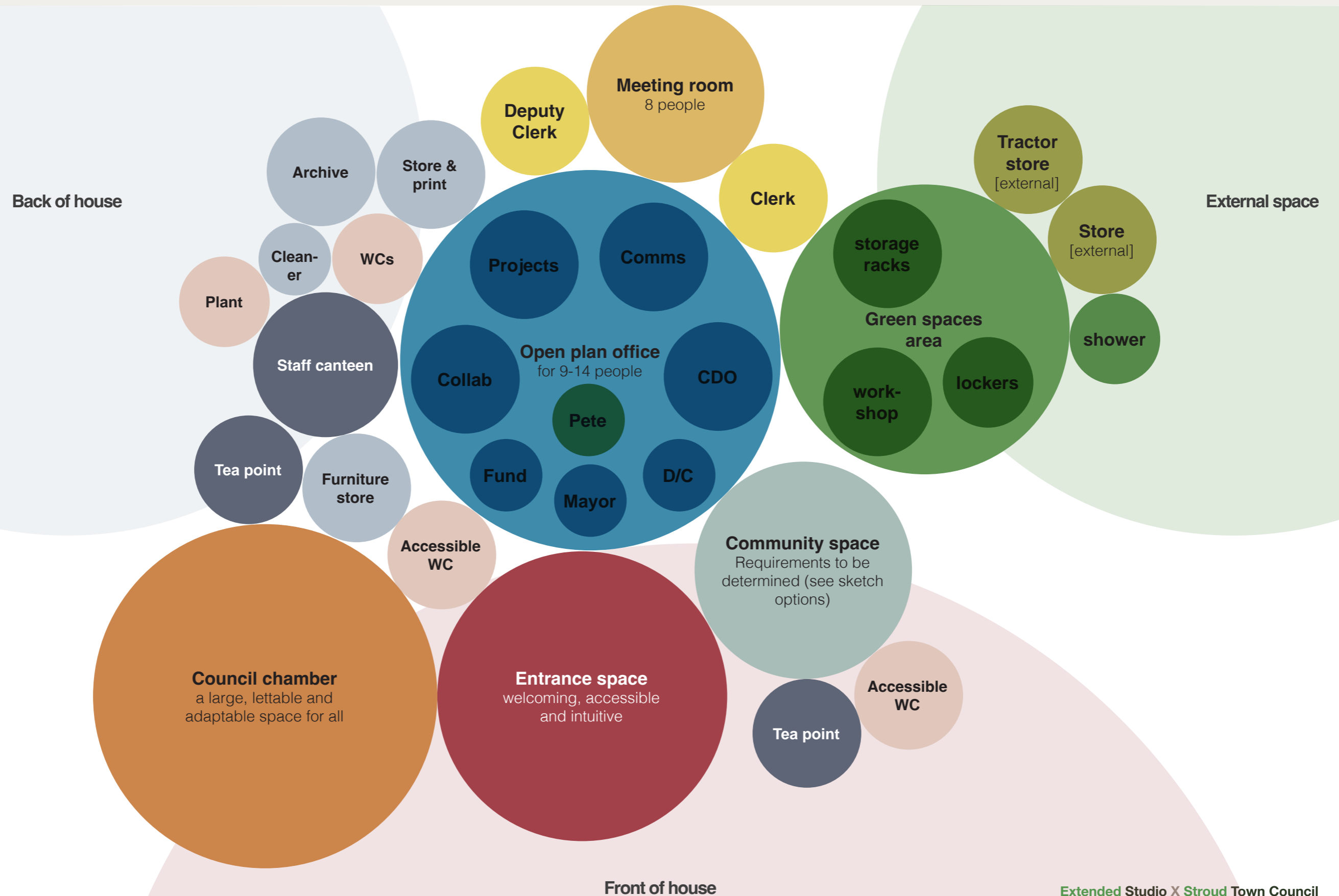
Currently 8 people (excluding Green Spaces team)

Expected to be 13 people in the next six months (ex GS)

This may grow further



1.4 Team spatial relationships



Part 2 - The existing building

- 2.1 History of the site
- 2.2 Locking Hill's relationship to town
- 2.3 From the outside
- 2.4 On the inside

2.1 History of the site

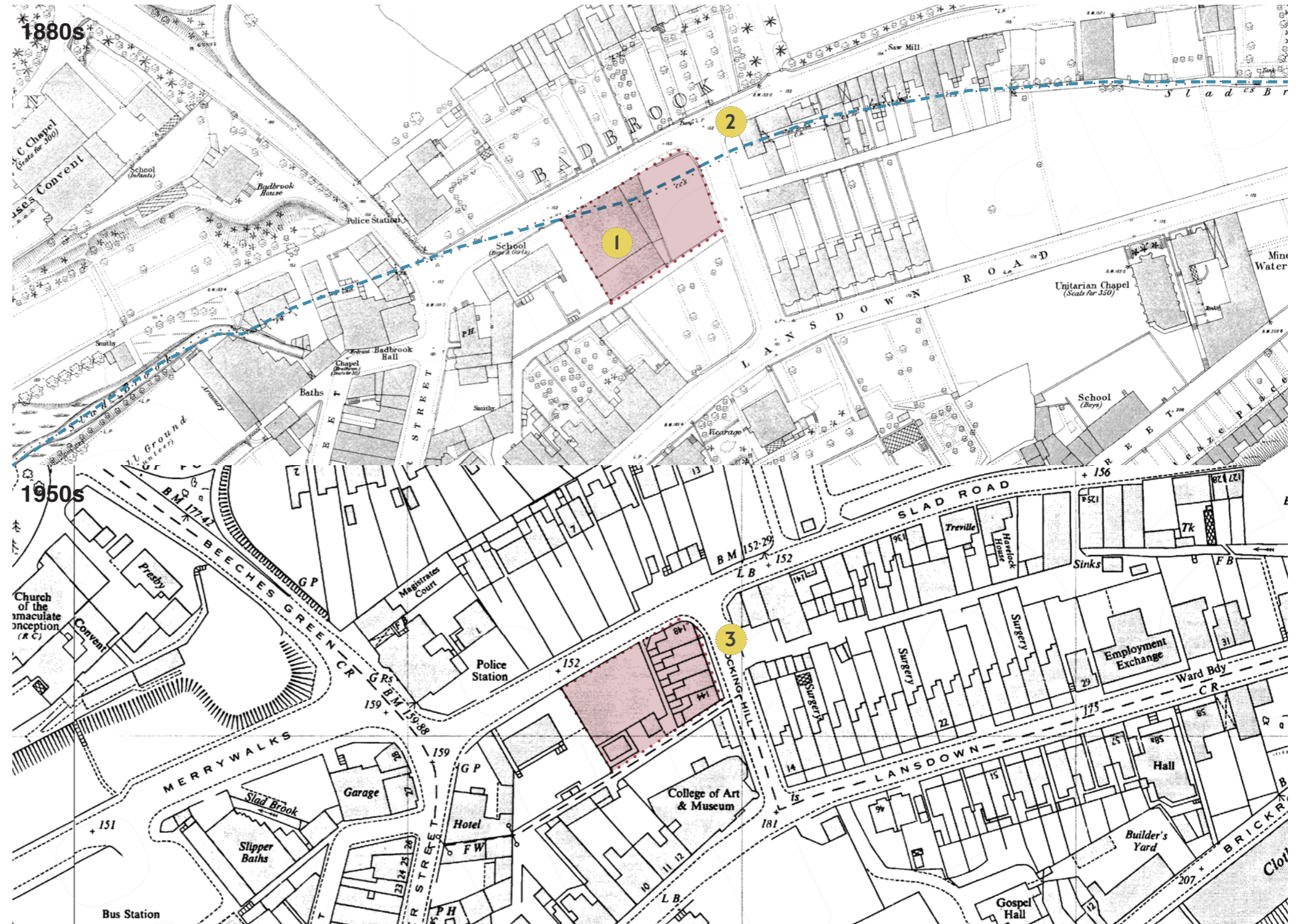
1 The 1880s map of the site shows a large warehouse building occupying the western half of the land. This development of this eastern part of town is also incomplete at this stage - no sign of the College of Art or the complete set of homes on Lansdown Road.

2 This record also shows the **line of Slad Brook**, which runs under the northern part of the site.

3 By the 1900s a terrace of houses sites on the eastern boundary of the site, stepping down the hill.

Both the warehouse and the terraces were demolished in the 1970s to make way for the (later cancelled) ring road.

The doctors bought the site and developed it with Peter Falconers. The arrangement of the **reception and record storage** was used as a 'best practice' template for future health centres.



2.2 Locking Hill's relationship to the town

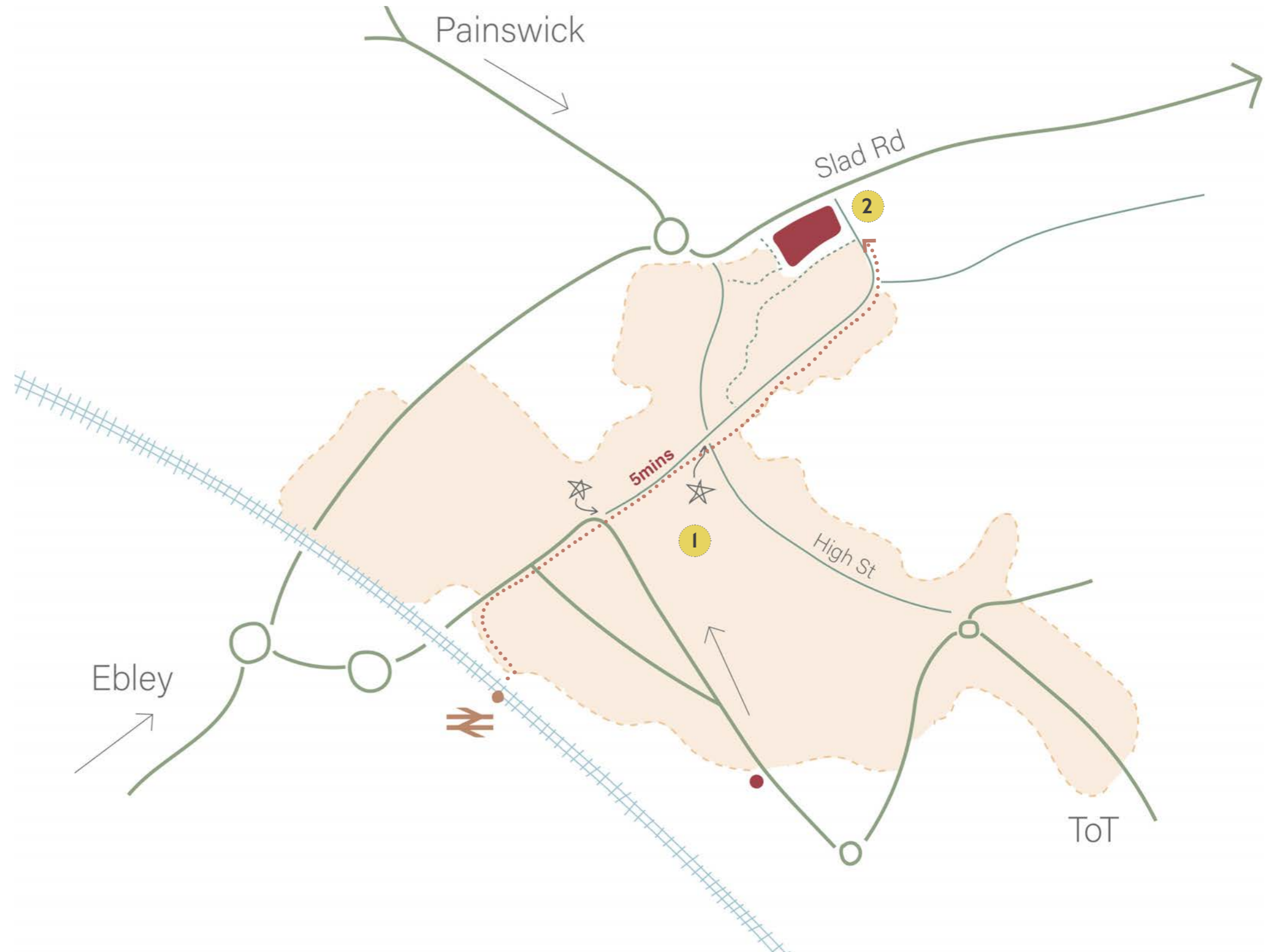
1 Not in the very heart of Stroud, but close by - only **2 mins walk from the bottom of the High Street**.

2 The **building will need to signpost itself**, and create reasons for people to visit, as it is not part of a commercial frontage.

There is a gentle-ness to being on the edge and looking back in - 'both being apart from and a part of the town'.

On the map it looks like the building sits 'above' the town, but on the street it feels like it sits below many other features, towards the bottom of the hill.

Whilst a similar distance from the centre of town as the current council office, this is a different relationship.



2.3 From the outside

- 1 A low form, making it almost invisible.
- 2 An overshadowed and dark entrance
- 3 A very different character to its neighbour, a building that speaks quietly
- 4 Designed from one aspect
- 5 Lots of left over space

A little change could go a long way



Looking down Locking Hill



From Slat Road looking uphill



From the bottom corner of Park Gardens and Birches Drive



From the top of Park Gardens

2.4 On the inside

- 1 Upper ground floor divided into consulting rooms, all a similar size. The municipal / clinical feel is created by dark timber finishes and ceiling tiles, which give a sense of reduced space.
- 2 Lots of thresholds, long dark corridors and a lack of visibility into the building due to the confidential nature of the previous use.
- 3 Partition walls on upper ground floor are not load bearing and can be removed.
- 4 Timber roof structure spans across the plan and does not require intermediate support.
- 5 Concrete column, slab and soffit at lower ground floor must be retained and will drive layout in next stages.
- 6 An exposed pile cap in the void behind the plant room requires further investigation and remedial work.

(based on original survey information, building survey and structural survey - measured building survey due 16.07.24)



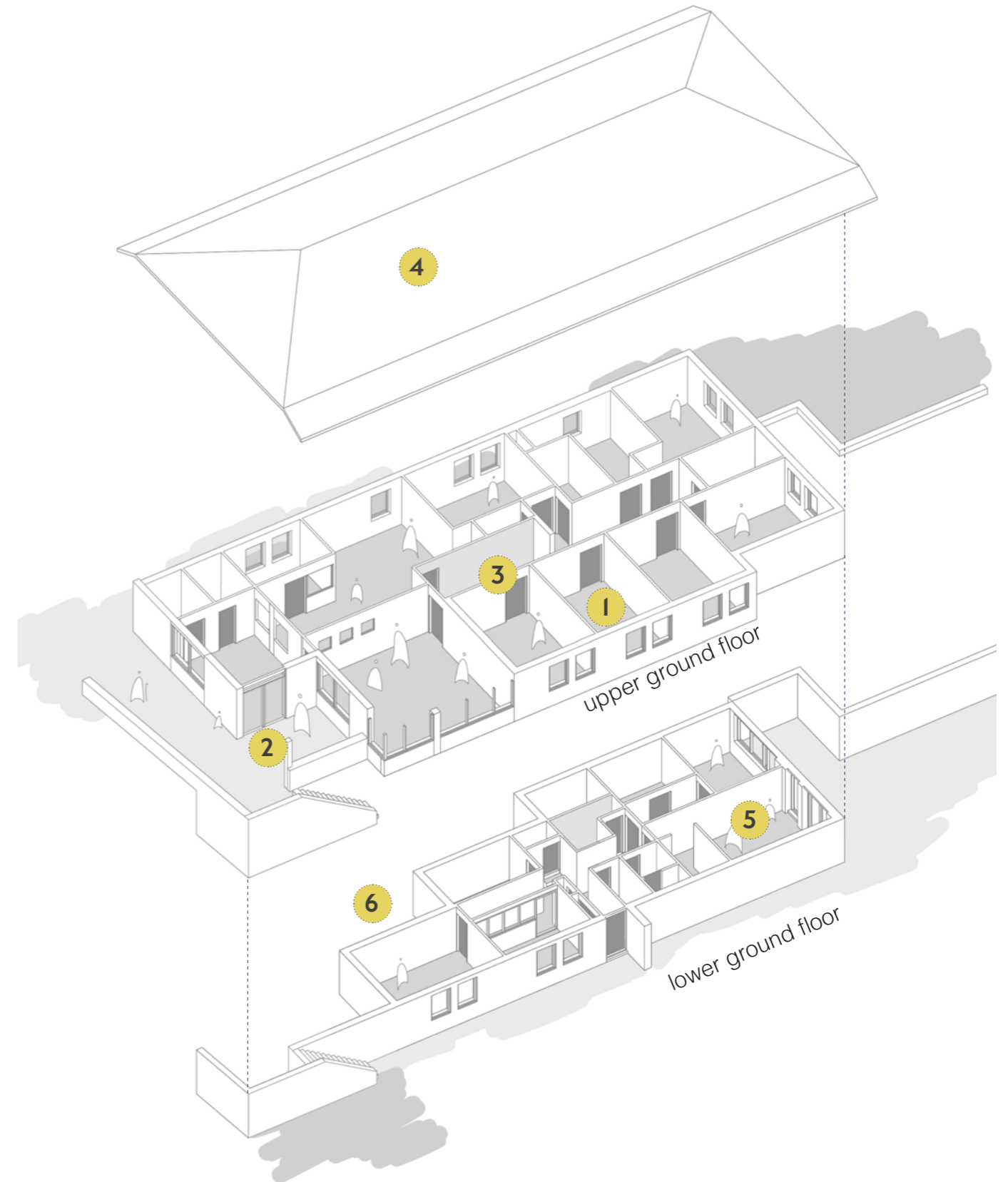
Current waiting room



Corridor at upper ground floor to consulting rooms



A consulting room



Part 3 - Exploring options and initial proposals

- 3.1 Options summary
- 3.2 Preferred approach overview
- 3.3 Yard arrangement
- 3.4 Cost plan summary
- 3.5 Sustainability strategy

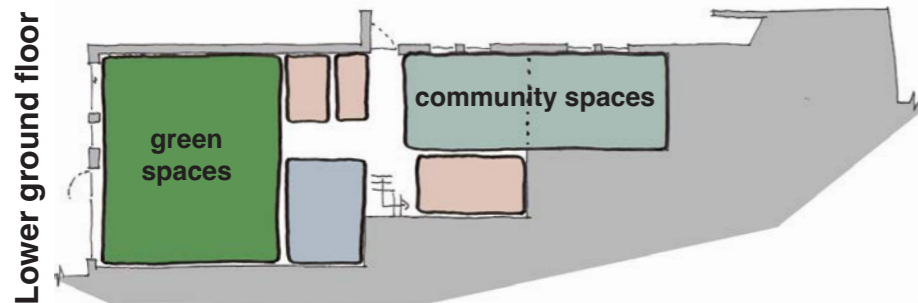
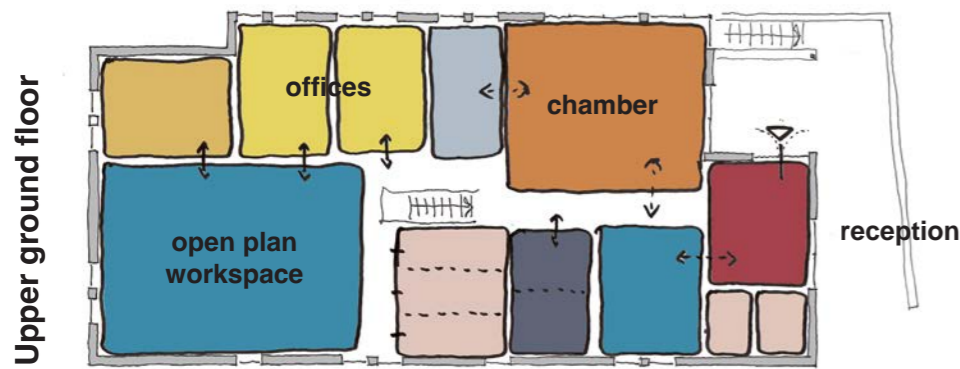
3.1 Options summary

Key:

- Reception / entrance
- Council chamber / large meeting space
- Community spaces
- Open plan workspace
- Clerks' office / private office
- Meeting room (8 people)
- Staff canteen / kitchen
- Green spaces team
- Storage
- WCs / showers / plant

Option 1 - light touch re-arranging:

- Reception remains as it is;
- Council chamber in key corner;
- Compartmentalised spaces beyond.



Pros

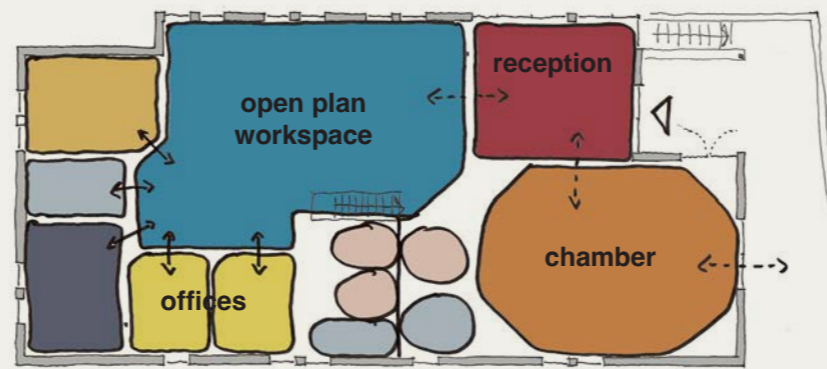
- Minimum opening up works (and could be further reduced)

Cons

- Unclear public / private threshold
- Separation between admin team and rest of council team
- Chamber on most prominent corner
- Large amount of circulation
- No clear view into the council (still lots of barriers)

Option 2 - using the building's flexibility:

- Reception on the main corner;
- Council chamber and office space flow from reception, service spaces along perimeter



Pros

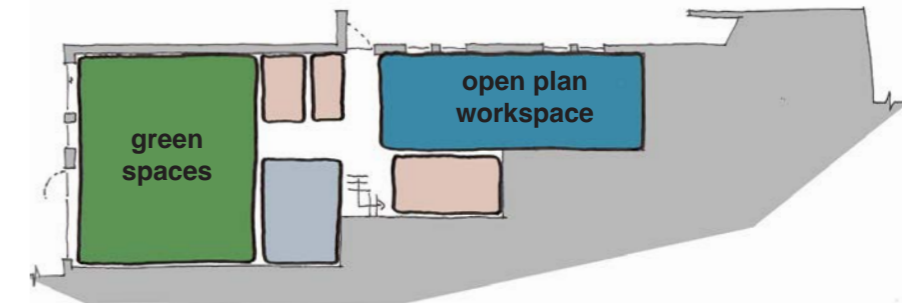
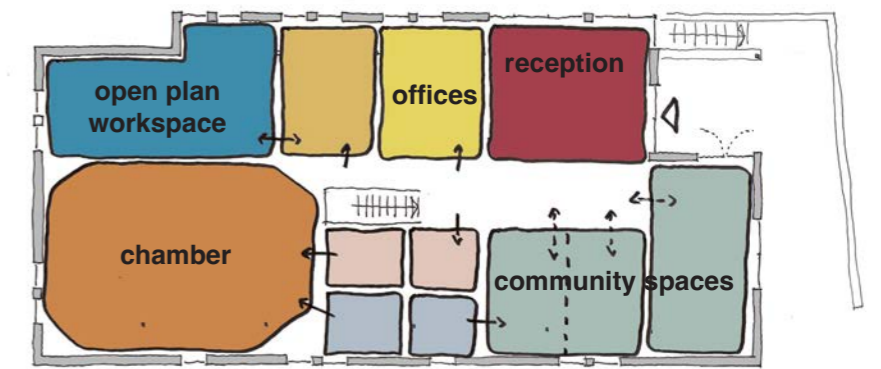
- Closest to spatial organisation diagram
- Council chamber and entrance both prominent
- Services all gathered together
- Larger open-plan workspace brings team together in one place with better daylighting

Cons

- Public / private threshold needs to be carefully developed to ensure clarity
- Space testing of large open plan space is needed to ensure it works well

Option 3 - public spaces on one level:

- All publicly accessible spaces at upper ground floor
- Council chamber in rear corner, community spaces at front end



Pros

- Changes dynamic of council building into a community provision
- Large variety of potentially lettable spaces on one level

Cons

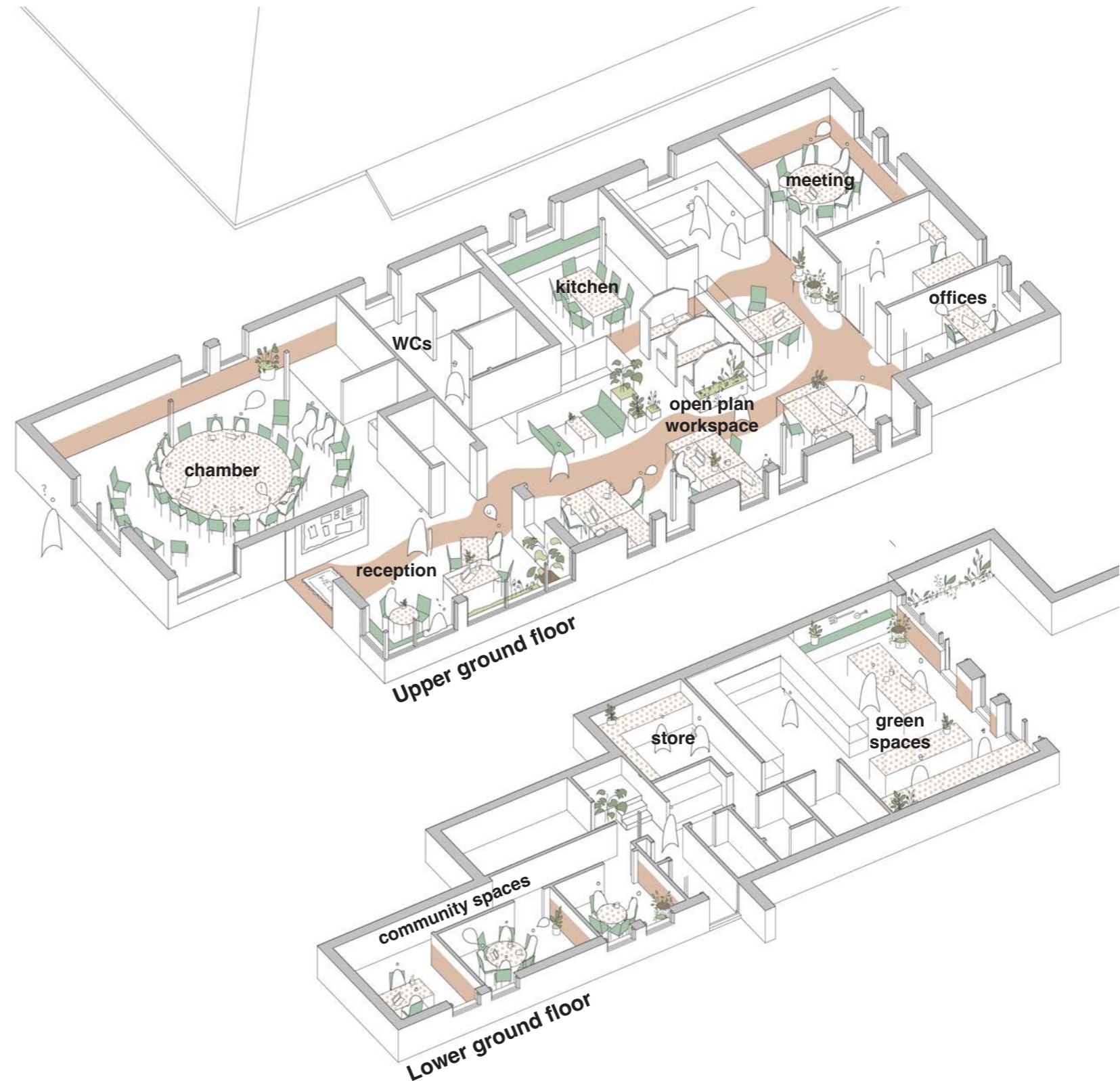
- Council staff split over two floors, with less space available if the council grows
- Community space shown quite large, and take up most of plan, no small community spaces
- Public / private threshold is complicated by position of council chamber

3.2 Preferred approach overview

The developed plan takes the principle of Option 2, refining it around the design principles and the organisational diagram of the council.

The following pages walk through the plan, starting on the upper ground floor and the reception. The key qualities of each space are related back to the design principles.

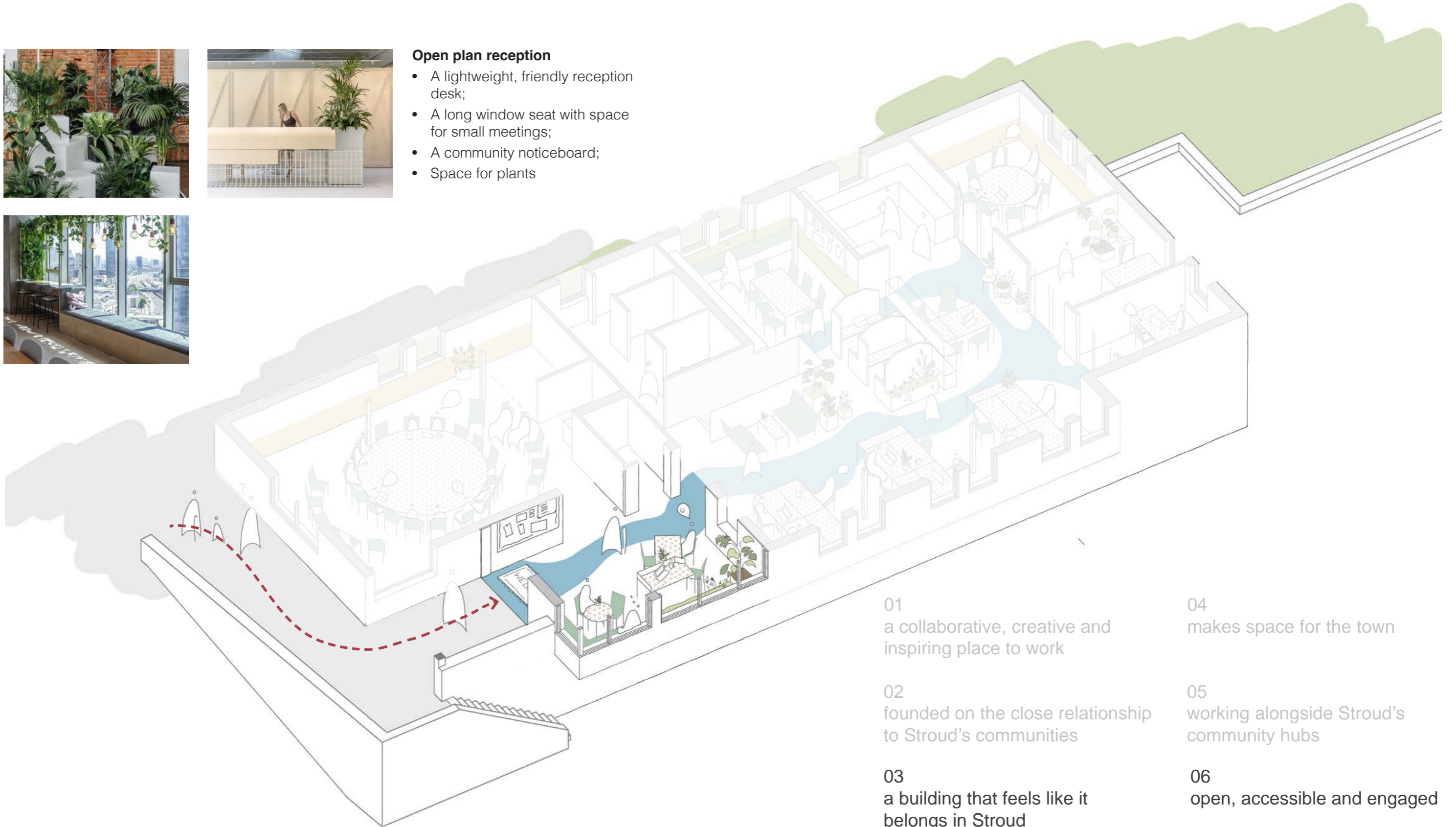
Please refer to drawings 1127_P10 & P11, Revision A for detailed arrangements. These drawings were shared with Baileys Projects for a detailed cost plan (see 3.4 for summary).



3.2 Welcome to reception



- Open plan reception**
- A lightweight, friendly reception desk;
 - A long window seat with space for small meetings;
 - A community noticeboard;
 - Space for plants



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a collaborative, creative and
inspiring place to work

02
founded on the close relationship
to Stroud's communities

03
a building that feels like it
belongs in Stroud

04
makes space for the town

05
working alongside Stroud's
community hubs

06
open, accessible and engaged

3.2 The current view towards the entrance



3.2 A new view into the building

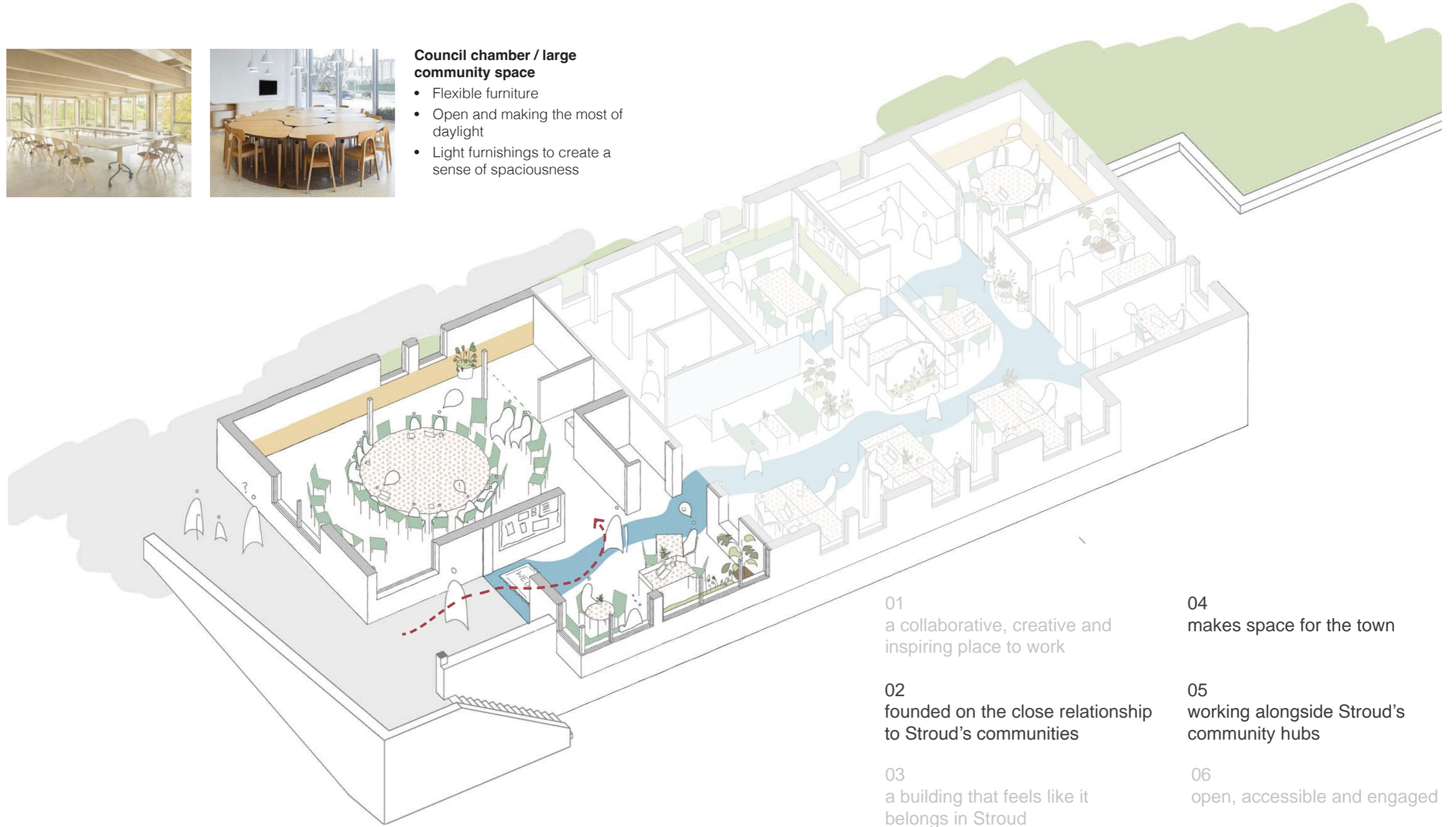


3.2 A community space right by the entrance



Council chamber / large community space

- Flexible furniture
- Open and making the most of daylight
- Light furnishings to create a sense of spaciousness



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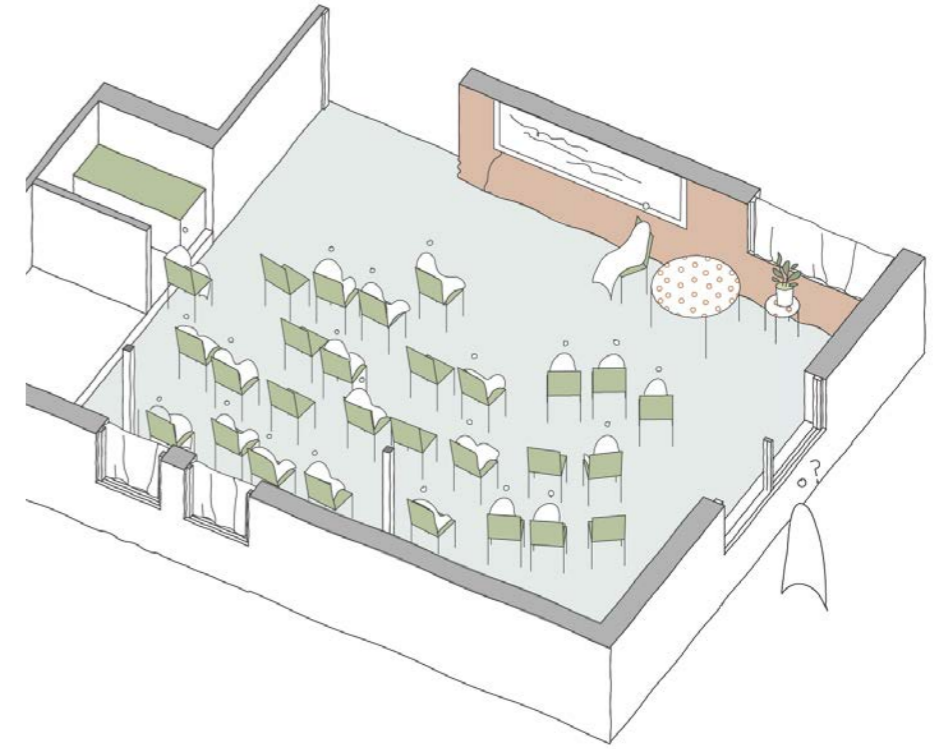
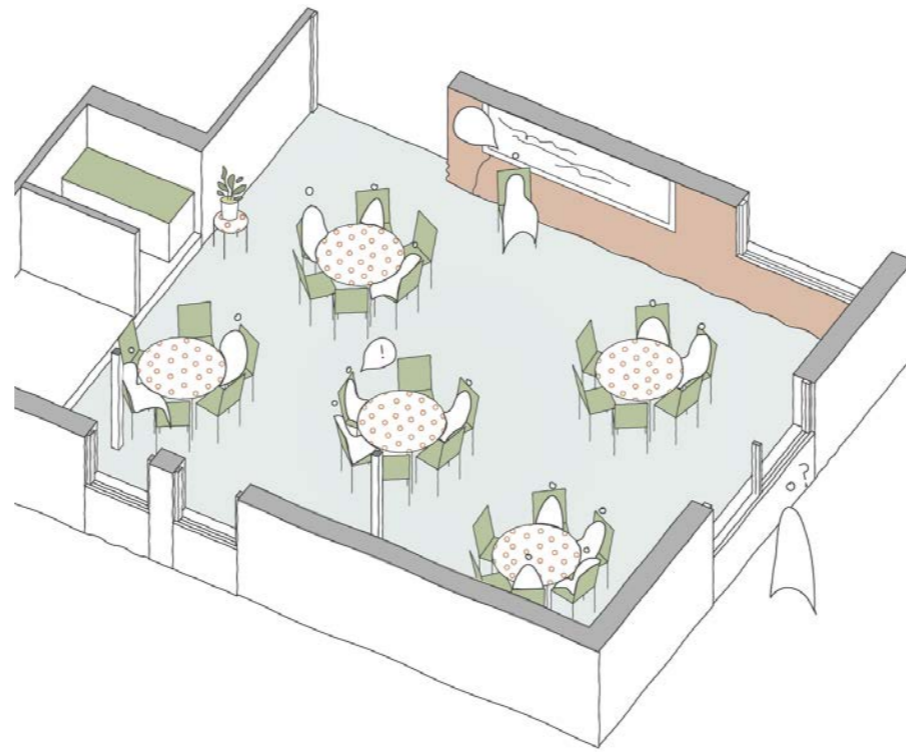
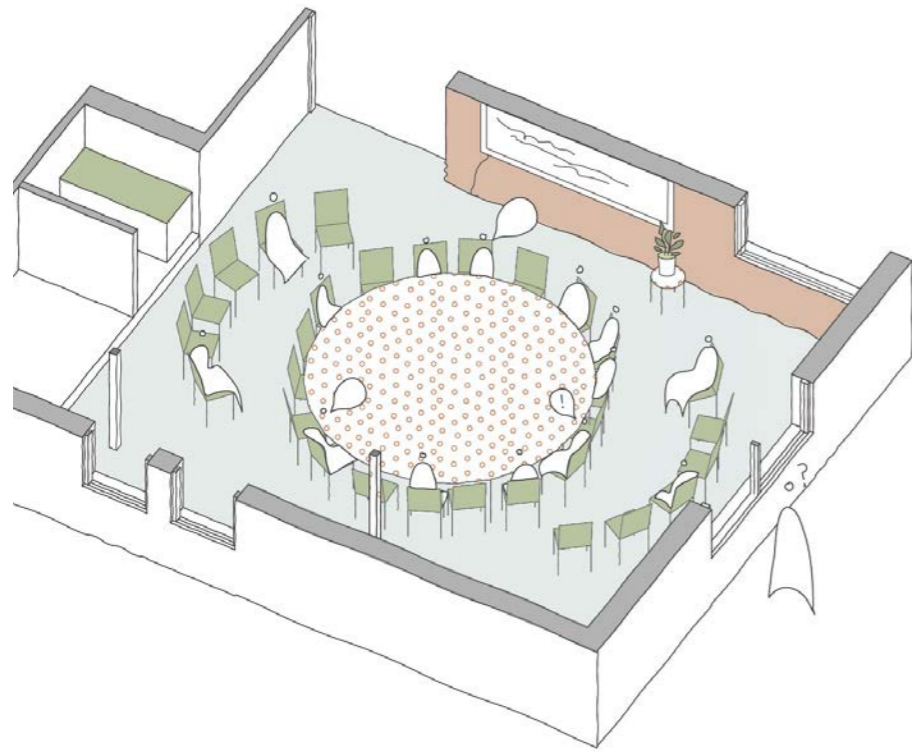
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3.2 More than just a council chamber



Focussed, in the round chamber meeting (or large group meeting)

- an equal shape - no hierarchy
- could be made of individual pieces that come together



'Cabaret' council, mixing up the seating (or a community cafe)

- smaller tables spread across the space
- could be of a shape that comes together to make the whole large table



Talk / film / standard seating event

- clear out the tables and put the chairs out in rows
- colourful chairs / wooden chairs - or could they be recycled and reclaimed?

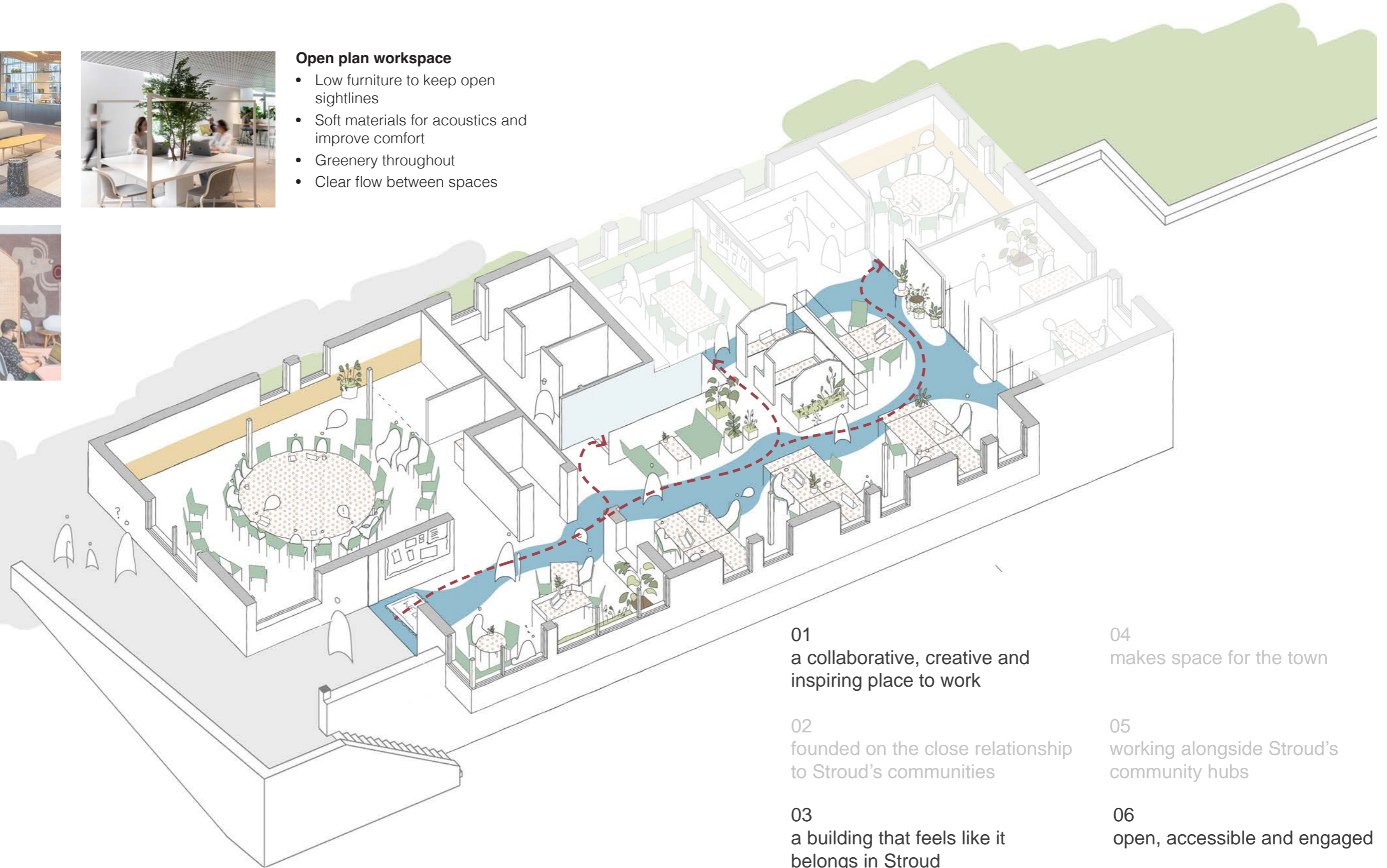
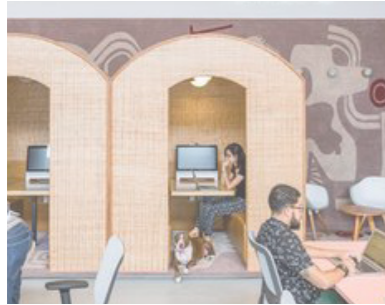


3.2 From reception into a large open workplace



Open plan workspace

- Low furniture to keep open sightlines
- Soft materials for acoustics and improve comfort
- Greenery throughout
- Clear flow between spaces



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3.2 Bright, light and connected...

...with light from above

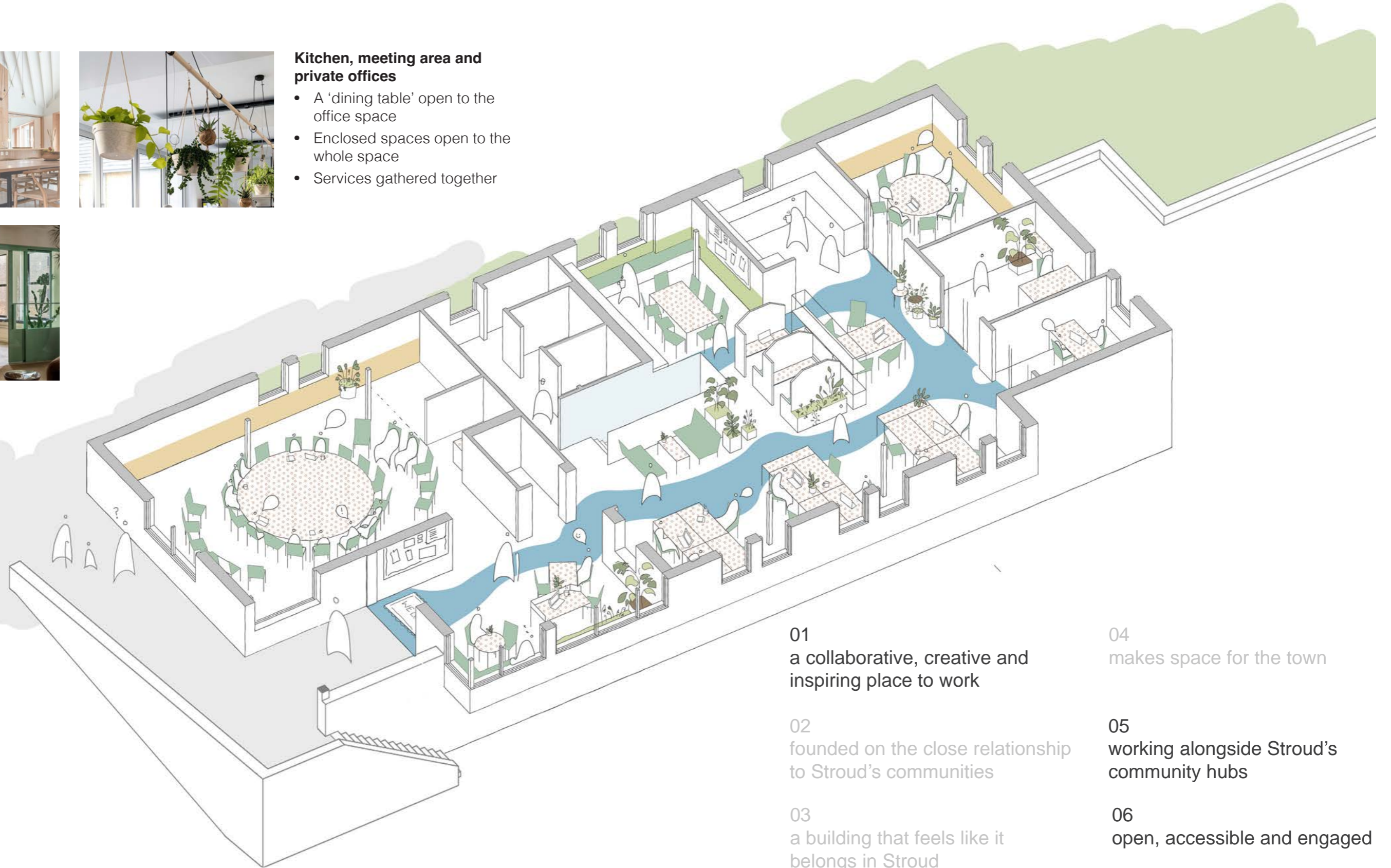


3.2 A space for the whole council team



Kitchen, meeting area and private offices

- A 'dining table' open to the office space
- Enclosed spaces open to the whole space
- Services gathered together



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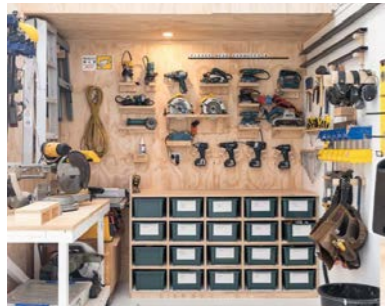
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3.2 A new home for the green spaces team



Greenspaces team

- Open plan storage and workshop
- Re-using existing equipment and racks
- Includes a shower space for the team



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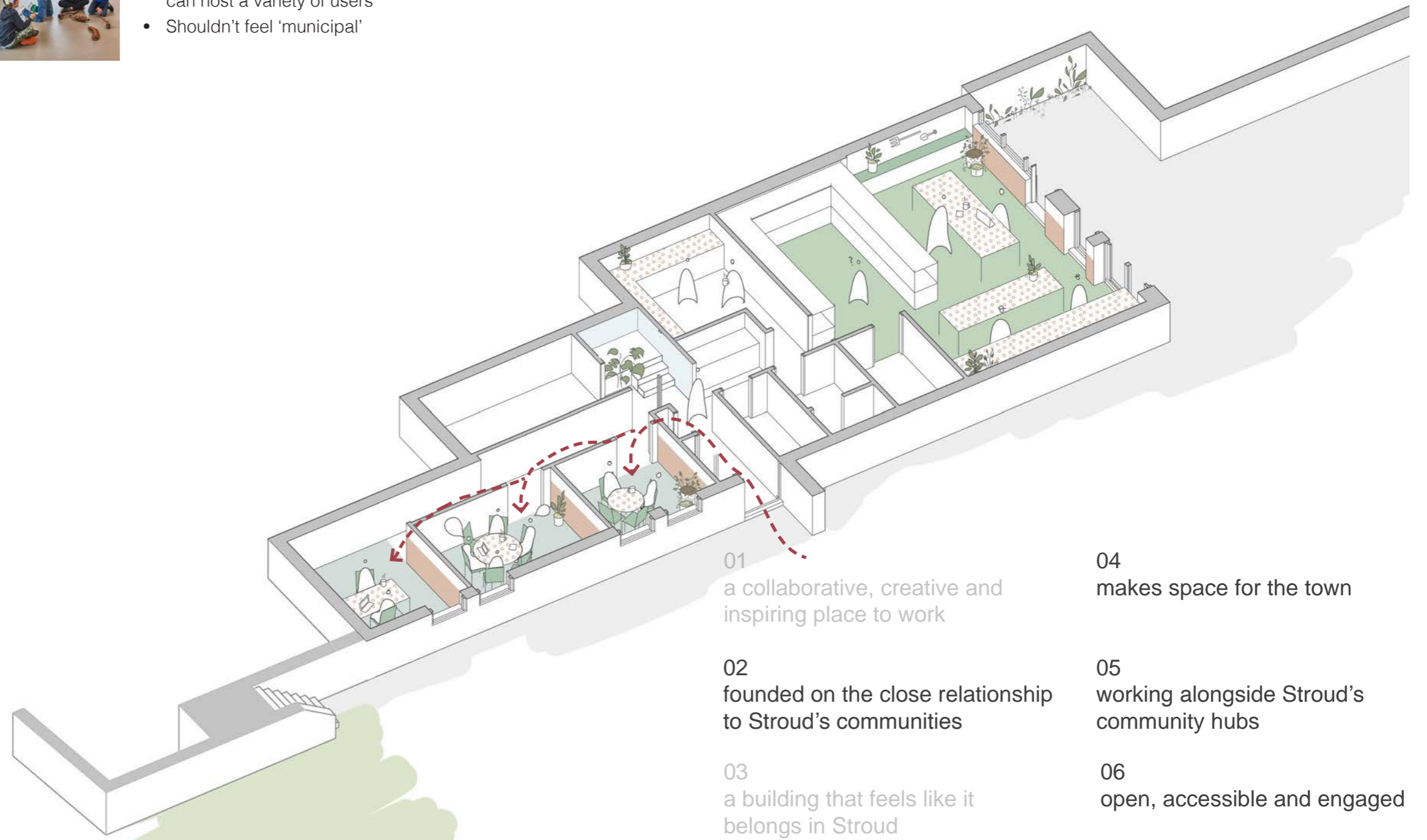
06
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3.2 An accessible series of community spaces



Multi-purpose community spaces

- From small meetings to 1:1 spaces with flexible layouts
- Hard wearing materials that can host a variety of users
- Shouldn't feel 'municipal'



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3.3 Yard layout development

Yard requirements

9 standard parking spaces of which:

- 1 accessible parking space
- 2 spaces to have electric charging facilities
- 2 spaces dedicated to the green spaces team

Bin storage for:

- 3no 1100l metal wheel bins with lockable lids
- 2no 260l recycling bins

Space for a 13.5ft container unit

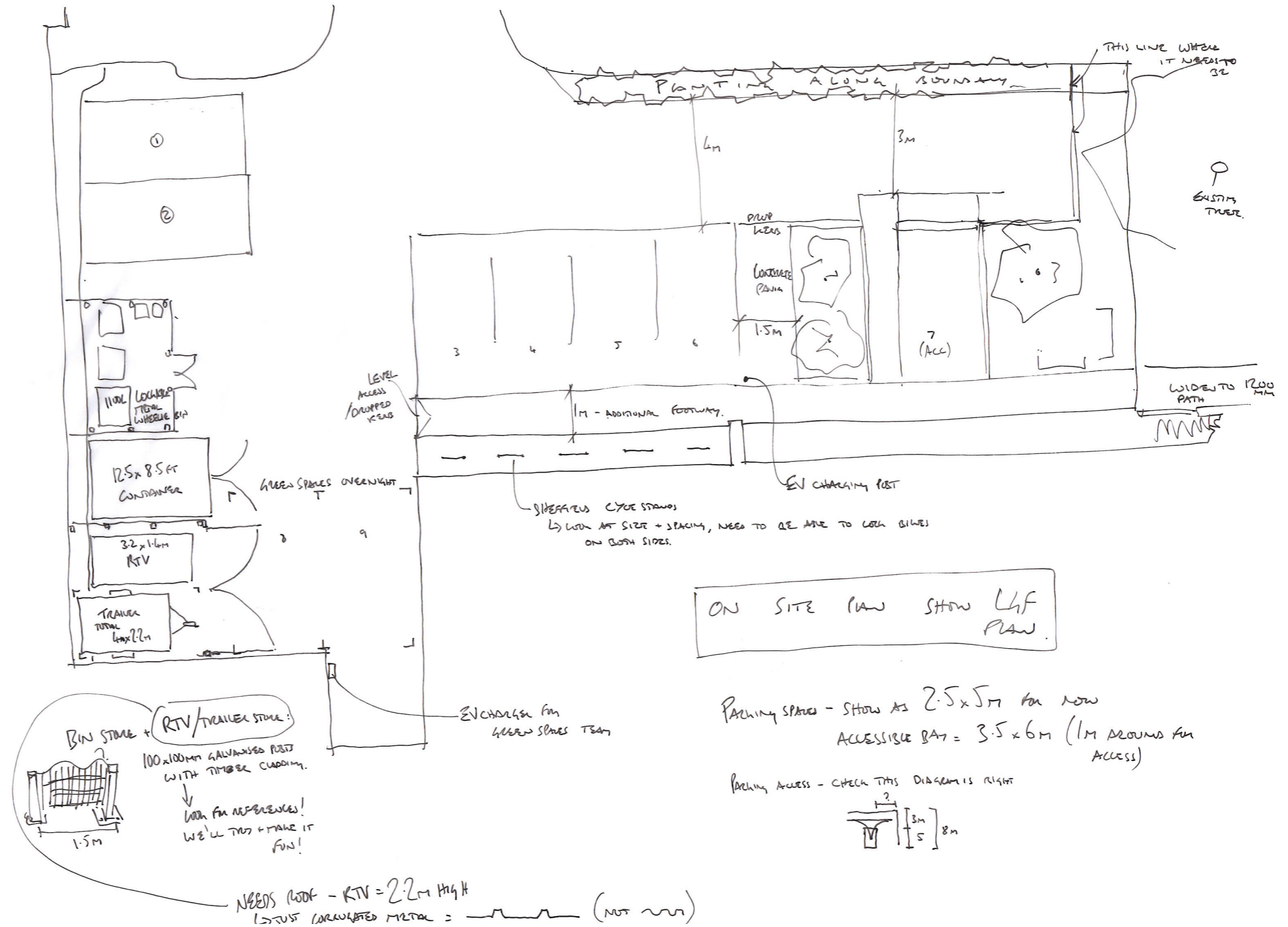
Secure storage for the greenspaces RTV and trailer (exact vehicles may change, but this represents maximum size), to have a solid roof and lockable double doors

Cycle parking (c.10 spaces)

Additional planting and greening wherever possible

Level access into north entrance

Level and accessible paths and paving around building.



3.3 Yard layout proposal

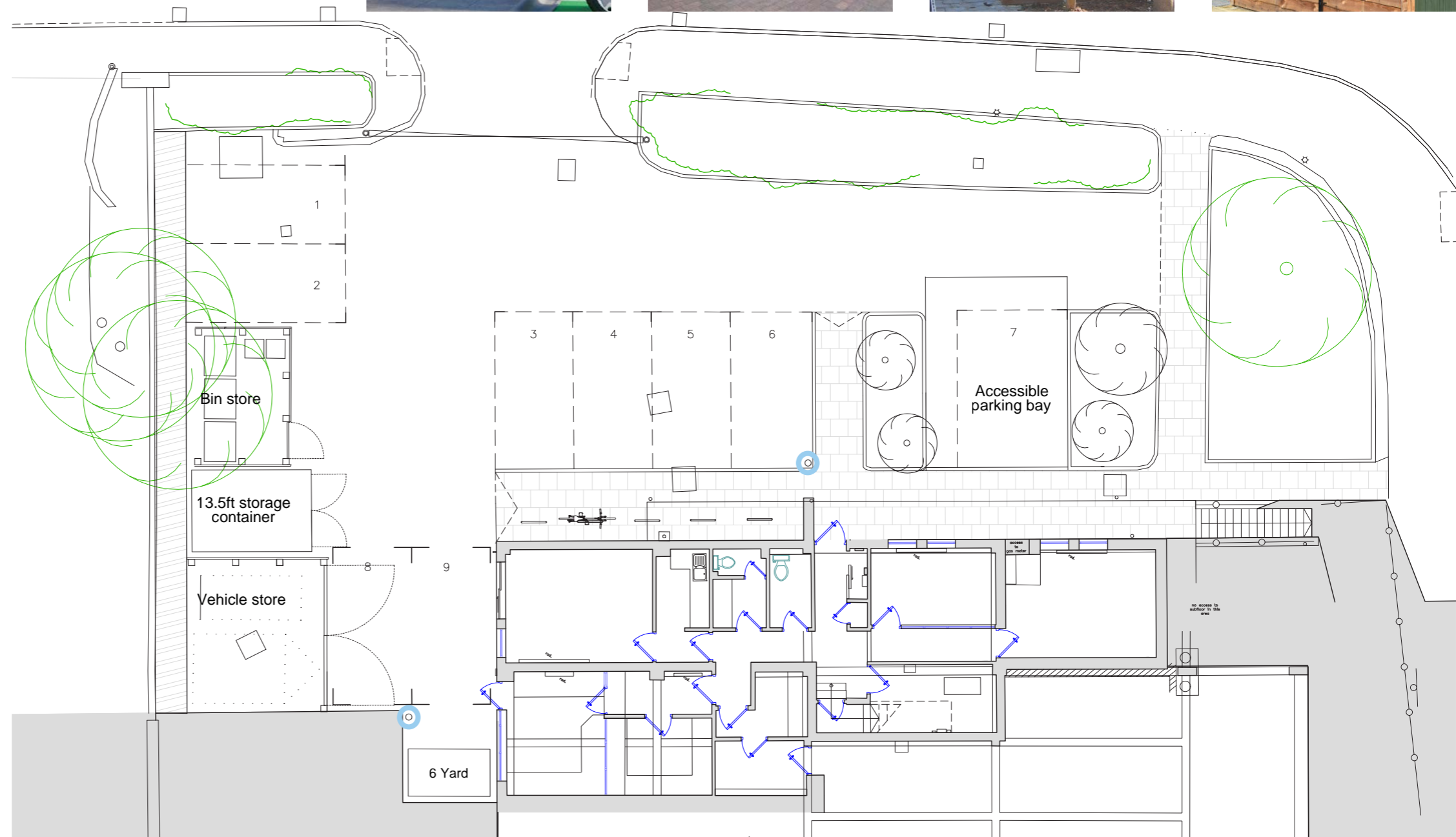
Key

- 2no EV charging points
 - Numbers 1 - 6 standard parking bays
 - Number 7 accessible parking bay
 - Numbers 8-9 standard parking bays reserved for green spaces team
- Lockable store for RTV and trailer with roof and large gates to east side
- Bin store for 3no 1100L metal wheelie bins and 2no 260L bins

- EV charging posts or wall boxes
- Small container unit for greenspaces storage
- Timber framed and clad bin and vehicle stores



- Existing defensive ground treatment removed, replaced with concrete paving and 5no sheffield cycle stands
- New level route from street to building
- Existing defensive boundary treatment removed, replaced with new, low level planting
- New planting areas throughout
- New ramp at entrance to Lower Ground Floor to give level access
- Existing footway widened



For yard arrangement drawing refer to 1127_P05_Revision A

3.4 Cost plan summary

Cost plan (based on proposed layout 05.07.2024, drawings P10 & P11 Rev A)

Baileys were instructed by STC to update the original cost plan to reflect the preferred design approach.

The headlines are as follows:

Construction cost	£367,500	(£940/sqm)
Total project cost	£615,000	(£1,573/sqm)

For reference, the **BCIS median price for an office refurbishment in this area is £1,650/sqm, or £645,150.** This shows that designs and specification match the standard prices for this kind and scale of project.

STC have confirmed that their **total budget is £300,000.** For reference the excerpt below shows the relationship between the construction cost and project costs, demonstrating that the **construction cost needs to be c. £190,000** in order to meet the £300,000 budget.

construction cost		£200,000	£367,500
prelims	18.0%	£36,000	£66,150
overheads	5.0%	£10,000	£18,375
profit	5.0%	£10,000	£18,375
Project costs			
other costs	PS	£5,000	£5,000
cont (inc above)	12.0%	£30,720	£56,448
inf (inc above)	5.6%	£16,336	£29,783
sub total		£108,056	£194,131
Total		£308,056	£561,631

0. Executive Summary		Cost £	Cost per m ² of GFA	£ per Functional Unit
0	Facilitating Works	£ 44,314	£113	£44,314
1	Substructure	£ -	£0	£0
2	Superstructures	£ 101,213	£259	£101,213
3	Internal Finishes	£ 72,745	£186	£72,745
4	Fittings, Furnishings and Equipment	£ 17,750	£45	£17,750
5	Services	£ 115,978	£297	£115,978
6	Prefabricated Units	£ -	£0	£0
7	Works to Existing Buildings	£ -	£0	£0
8	External Works	£ 15,500	£40	£15,500
	SUB-TOTAL	£ 367,500	£940	£367,500
	EXCL. VAT			
9	Main Contractor's Preliminaries	£ 66,150	£169	£66,150
10	Main Contractor's Overheads and Profit	£ 44,449	£114	£44,449
11	Project / Design Team Fees	£ 38,248	£98	£38,248
12	Other Costs	£ 3,500	£9	£3,500
13	Contingency	£ 62,382	£160	£62,382
14	Inflation	£ 32,771	£84	£32,771
	SUB-TOTAL	£ 247,500	£633	£247,500
	EXCL. VAT			
	TOTAL	£ 615,000	£1,573	£615,000

Post-stage 2 summary - next steps already taken

A reduced scope option was drawn up following a client meeting on the 2nd August (see drawings 1127_SK240726_01 & 02, Rev C, issued 02.08.24).

The reduced scope focussed construction works on the upper ground floor, providing the main spaces needed by the council in the short term - council chamber, reception, open plan office.

The headlines from this cost plan were:

Construction cost of £285,000

Project cost of £448,000

Possible savings, including layout adjustments, re-using sanitaryware and moving some works to other budgets could bring this cost closer to £400,000.

The most recent cost plan update includes sums for additional roof insulation and external wall insulation, these sums are captured in the sustainability summary below.

3.5 Sustainability strategy

Introduction

The council's **target of net zero by 2030**, as well as the acknowledgement of the climate emergency, make improving the sustainability of this building a core priority.

This strategy approaches sustainability under six different areas, with short summaries and recommendations for further studies and implementation.

The elements on this page cover the main ways of reducing the carbon cost of operating a building, with the next page looking at wider sustainability approaches.

Summary

Priority 1: **improve the thermal performance of the building** with roof insulation and external wall insulation (see 3.5.1)

Priority 2: **refurb works futureproof** the heating and cooling strategy (see 3.5.2)

Priority 3: **sustainable material and equipment choices** in fit out (see 3.5.4)

Future priorities:

Further changes will require additional funding, and should be focussed on a **sustainable heat generation system** such as Air or Ground Source Heat Pump (see 3.5.3)

3.5.1 Building fabric

Improving the building's thermal performance - the amount it loses or gains heat - is the simplest way of reducing its energy consumption.

Better performance means less energy is needed to heat or cool the building. Because of this, any strategy should start with the fabric - get this right and the pressure on everything else is reduced.

Thermal performance is measured in terms of insulation, the amount of heat that can transfer through the building, and is described in W/m²K.

The table below shows the estimated current thermal performance and that required by current building regulations.

Improvement hierarchy

The hierarchy for improvement is a combination of complexity, cost and energy use reduction. For traditionally constructed buildings it is as follows:

Roof, then walls, then floors, then windows and doors.

The other aspect to this is 'air permeability' - the leak-y-ness of a building.

Improvement strategy

Roof - adding 200mm of insulation on top of existing insulation would be an easy installation and cost effective walls. This would bring the U-value to c. 0.15 W/m²K and would cost c. **£3,740**.

Walls - the simplest way to add insulation would be externally, then cover this insulation with a rainscreen (e.g. render, timber, metal). By **adding 50-100mm of insulation** boards externally

U-values of 0.24 to 0.18 W/m²K could be achieved. Insulation + render including scaffolding and new window sills would cost c. **£60-64,000**.

Replacing windows with triple glazed composite or aluminium frames would improve their performance (at a high cost), but would have limited effect on the overall building as they are a small overall area.

Reducing the permeability of the building is hard to estimate, but pressure test that identified local air leaks and sealed them would reduce energy use.

Challenges for this building

There is no room in the eaves for insulation at roof level (the sloping bits along the north and south walls). The floor would be almost impossible to insulate. There are exposed soffits at upper ground floor that would be challenging to insulate.

Element	Description	Estimated current U-value (W/m ² K)	Threshold and (Improved) existing elements in existing buildings (W/m ² K)	New or replacement elements in existing buildings (W/m ² K)
Roof	'Cold' pitched roof, with insulation at ceiling level	0.38	0.35 (0.16)	0.16
Walls	Masonry cavity wall, assumed to not have any insulation in the cavity	1.35	0.70 (0.30)	0.26
Floor	Concrete ground bearing slab, assumed to not have any insulation below the slab	1.2	0.70 (0.25)	0.18
Windows	Double glazed aluminium framed windows	2.4	n/a	1.6
Doors	Double glazed aluminium framed doors	2.4	n/a	1.6
Rooflights	Velux style double glazed rooflights	?	n/a	2.2

3.5 Sustainability strategy

3.5.2 Heating and cooling the spaces




Once the energy demand of the building is reduced, the next improvement comes from **the system that heats or cools the building.**

There are three main ways of heating and cooling a space:

- electric heaters and coolers (e.g. oil radiators plugged into a socket, or fans)
- central water systems (e.g. central heating radiators)
- ventilation based systems (e.g. air conditioning units that push out hot and/or cold air)

There is a critical **overlap between these systems and where the energy comes from.**

For example a central water system that uses a gas boiler can efficiently heat water in the system to high temperatures, meaning radiators in spaces can be smaller. Central water systems that heat water through heat exchangers (ground / water / air source heat pumps) cannot get the water in the system as hot, and so rely on larger radiators.

Scope 1 Direct emissions	Scope 2 Indirect emissions	Scope 3 Indirect emissions
<p>Direct emissions that are owned or controlled by a company.</p> <p>Emissions from sources that an organisation owns or controls directly.</p> <p>Example From burning fuel in the company's fleet of vehicles (if they're not electrically powered).</p> 	<p>Indirect emissions that are a consequence of a company's activities but occur from sources not owned or controlled by it.</p> <p>Emissions a company causes indirectly that come from where the energy it purchases and uses is produced.</p> <p>Example The emissions caused by the generation of electricity that's used in the company's buildings.</p> 	<p>All emissions not covered in scope 1 or 2, created by a company's value chain.</p> <p>Example When the company buys, uses and disposes of products from suppliers.</p> 



Electric heating & cooling systems

Benefits:

- Low cost installation - no water pipes
- Low maintenance costs - no moving parts
- Electricity supply can be from renewables

Drawbacks:

- Inefficient system requires a lot of energy input to warm/cool spaces
- Expensive to run as it requires more units of electricity to heat spaces than other systems

Compatibility with other systems:

Compatible with on site energy generation such as solar PVs, but not compatible with systems like air source heat pumps.

Suitability for Locking Hill:

Not suitable - too costly to run, and not future proofed in terms of working with other sustainable systems



Central water systems

Benefits:

- System is already in place in Locking Hill, it would simply need adapting to new layout
- Relatively low maintenance - radiators may require bleeding, and pipes may get damaged
- Energy source can be from renewables

Drawbacks:

- Does not provide cooling
- Choice of radiators must reflect the system that is heating the water - radiators linked to low temperature heat pumps need to be larger than those linked to boilers

Compatibility with other systems:

System is in principle compatible with most other heat supply systems, though the radiators may need to be changed if a low temperature system is used.

Suitability for Locking Hill:

Highly suitable - a good adaptation of the existing arrangement, closest to meeting current budgets, and adaptable in the future



Ventilation based systems

Benefits:

- Very energy efficient
- Also deals with air quality
- Can provide heating and cooling
- Energy source can be from renewables

Drawbacks:

- Efficiency depends heavily on thermal performance of building
- Most expensive system to install requiring a substantial new installation of ductwork, vents and fan units throughout the building

Compatibility with other systems:

Highly compatible, it can be linked easily to heat pumps as well as heat recovery systems, which further improves the efficiency of the system

Suitability for Locking Hill:

Locally suitable - high cost of shifting the whole building is not be viable, however providing small ventilation to the council chamber & meeting room with a heat recovery unit would be a good way of ventilating these spaces whilst retaining heat.

3.5 Sustainability strategy

3.5.3 The heating and cooling system

Here we look at what provides the heat to the above system - **how is the water heated, or the air cooled?**

The current system is a large gas boiler in the basement. This will need an engineer to review its condition, efficiency and life span.

The alternatives for heat or cooling are as follows:

- air source heat pump
- ground source heat pump
- biomass boiler
- solar hot water panels *
- new high efficiency gas boiler **
- district heating network ***

* As a study has already been completed showing that solar photovoltaics would not be suitable on this site it can be assumed that solar hot water panels will also not be appropriate.

** Whilst this would be an improvement on the current gas boiler it would prevent the council meeting their net zero carbon goals (scope 2 emissions), and so is not covered here.

*** There are no known district heating plans in this area, so this is not covered here.

Cotswold Energy provided high level guidance on sizing and pricing of Air source heat pumps. Their initial suggestion was that the building would need a 26kW system, and this figure has been used to gauge the price of ground source and biomass boilers, though a more detailed study would need to be done to confirm suitability and costs.



Air source heat pump

Benefits:

- Should be compatible with current hot water system
- Limited requirement for plant room space
- Low maintenance costs
- Electricity supply can be from renewables

Drawbacks:

- Large ASHP units can be noisy, and location needs to be carefully chosen
- System is slow to respond to sudden changes in temperature
- Works best for well insulated buildings with good levels of sunlight and low temperature heating systems like underfloor heating

Cost and payback guide:

£40-65,000 - payback period TBC

Suitability for Locking Hill:

Suitable - whilst not a perfect solution, this is the lowest intervention option, and would be the easiest way to shift to using renewable energy.



Ground source heat pump

Benefits:

- Should be compatible with current hot water system
- Quiet system with low maintenance and low space requirements
- Electricity supply can be from renewables

Drawbacks:

- Intensive and costly installation, requires laying cables beneath car park or in boreholes
- As ASHPs, the system is slow to respond to sudden changes in temperature and works best in well insulated buildings

Cost and payback guide:

£80-110,000 - payback period TBC

Suitability for Locking Hill:

Suitable - potentially preferable to an ASHP, the drawback is the additional cost.



Biomass boiler

Benefits:

- Very energy efficient
- Supplies hot water for heating and general use
- Woodchips can be carbon-neutral through careful sourcing

Drawbacks:

- Bespoke system, less well tested for commercial properties
- Requires more maintenance and management
- Requires more space for plant equipment and storage of fuel

Cost and payback guide:

£to be determined - payback period TBC

Suitability for Locking Hill:

Not suitable - the large storage space needs, ongoing maintenance and management make this a less suitable option (unless it could be linked with some woodland owned by the council that could be sustainably farmed for fuel)..

3.5 Sustainability strategy

3.5.4 Other sustainability considerations

Sustainability goes well beyond reducing carbon consumption, and as a Town Council your home can be the **opportunity to share the ways you embody sustainable practices**.

The Items on this page are ways of being sustainable in small and big ways.

Accreditation schemes

Another route for demonstrating sustainability would be to follow a programme for measuring the performance of the building. Unfortunately **gaining accreditation is often costly**, and the processes are designed for larger projects, often requiring detailed tests and reports that go beyond day to day requirements.

For completeness, options for this include:

- BREEAM Refurbishment and Fit Out - managed by the Building Research Establishment, this is probably the best known certification of sustainability
- WELL Building Standard - this certification focusses on enhancing health and wellbeing in office environments
- SKA - developed by the Royal Institute of Charter Surveyors this system is focussed on fit out and refurb projects, only assessing areas that are part of the project scope

On-site energy generation

As previously discussed, **Solar PVs have been discounted** for this site due to its aspect and overshadowing by trees and neighbouring buildings.

Using the culvert for **water-powered generation is not suitable** due to the small scale of the stream and the current onerous requirements of the Environment Agency for small scale hydro units, especially in urban areas.

Wind may be suitable, and would require additional testing by a specialist to select the right system and understand its capacity.

Water use

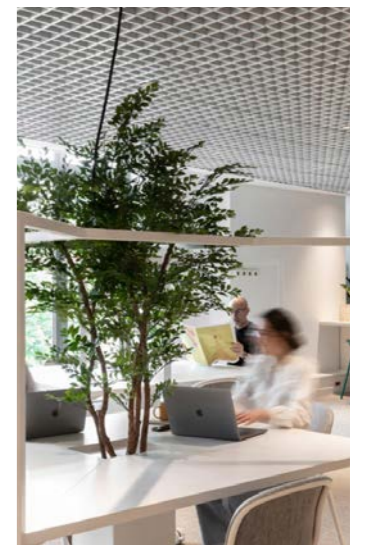
Limiting water use is fairly easy, and any **new fittings should be appropriately specified**, from dual-flush cisterns for loos to flow restrictors for taps and showers.

Lighting

Low energy light fittings on intelligent switching circuits will help keep energy consumption low, and options should be considered during the detailed design of electrical arrangements.

Recycling

Quite straightforward, but re-using or sourcing **used furniture and fittings** can be part of telling a great story about sustainability and your attitude. These elements can even be **re-used / refurbished creatively** to make them feel fresh.



Sustainable material choices

Natural Insulation products - wood-fibre or sheep's wool - can make good alternatives. They tend to require greater quantities and cost more than 'traditional' insulation, but are worth investigating.

Using sustainably sourced timber for wall construction, and even linings, is a simple and cost effective way of using natural materials over manufactured ones.

More bespoke options, such as lime or clay plasters as finishes, or natural paints, have a strong impact on the feeling of a space.

Biophilic design

Bringing in planting, water, greenery and views all increase the quality of internal environments, both in terms of air quality and the experience of wellbeing.

Selecting indoor plants that are happy in shady spaces, to having small scale irrigation systems for internal planting, all improve the wellbeing potential of a space.

Even visuals of natural scenes in posters or covering walls add to the feeling of spaciousness and natural connection and should be considered.

3.6 Wider opportunities

The current building, from the outside, looks dated and plain, sitting low against its neighbours. The **change in ownership, of direction, can be signalled by the building itself.**

Importantly its entrance is not obvious, and the connection between the building and the street (and by extension, the town) is weak.

Using the relevant design principles, and the councils aspirations the following three design moves could redefine the building:

1. A new skin - **insulating and rendering the facade** will transform the external appearance of the building
2. Marking the entrance - by **lifting the canopy above the entrance**, and signposting it properly, more light can be brought into the spaces, and the building will step up towards the corner.
3. Connecting to the street - by **removing the tall brick wall and stepping down** the landscape a public terraces can make the entrance visible, and create a meeting place that faces towards Park Gardens

01 - a collaborative, creative and inspiring place to work

02 - founded on the close relationship to Stroud's communities

03 - a building that feels like it belongs in Stroud

04 - makes space for the town

05 - working alongside Stroud's community hubs

06 - open, accessible and engaged



3.6 Wider opportunities



01 - a collaborative, creative and inspiring place to work

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Part 4 - Post-Stage 2 updates and next steps

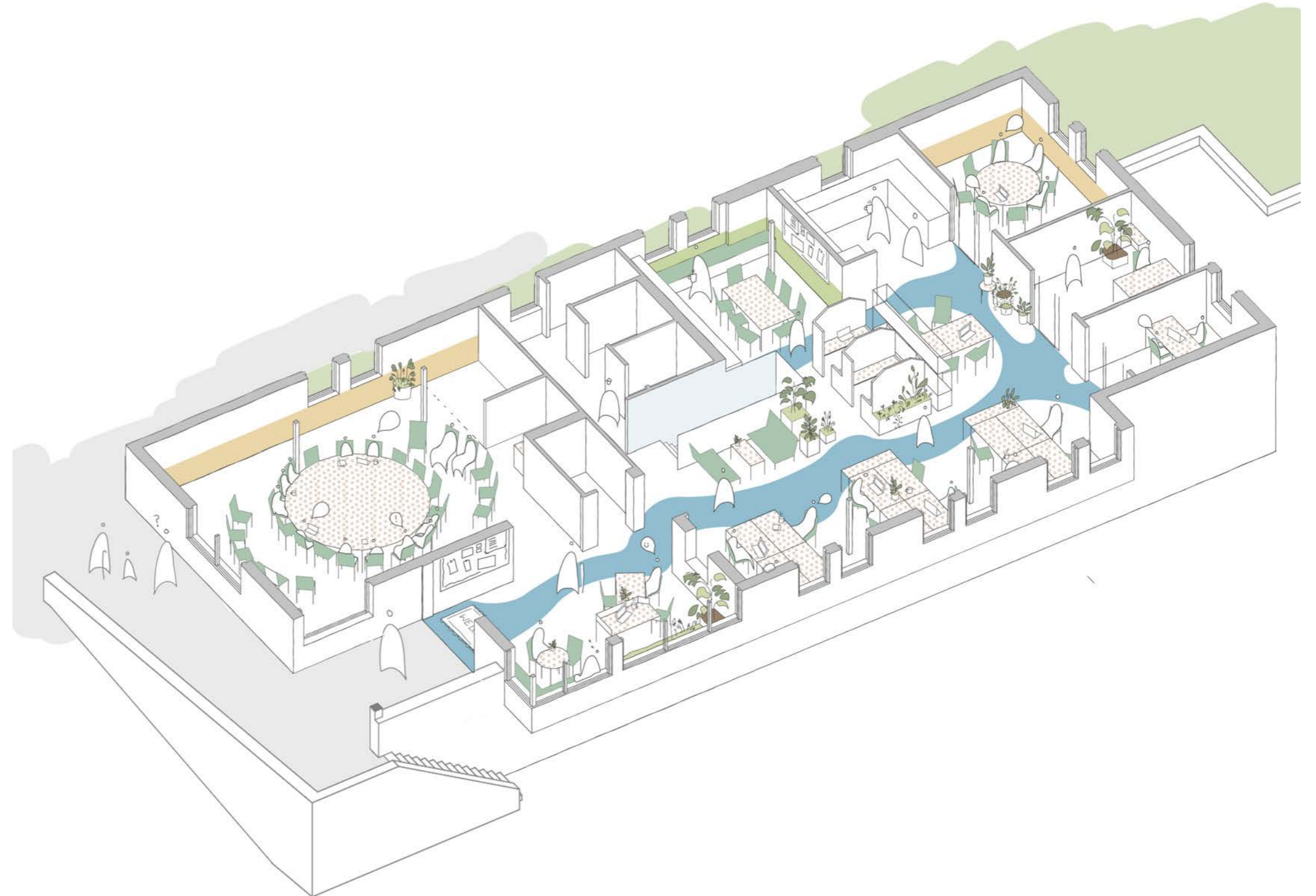
4.1 Post-stage 2 updates

Actions completed:

- Measured building survey has been completed and incorporated into existing drawings;
- Cost plan review has been completed and two options for revised (reduced) scope have been prepared. It has been agreed to proceed with a focus on the Upper Ground Floor, providing the Council Chamber, reception and open plan workspace;
- Meetings with Structural Engineer and contractor set up to develop designs and conduct asbestos survey;
- Contractor procurement approach developed;
- Pre-application advice has been sought from the planners.

Next steps:

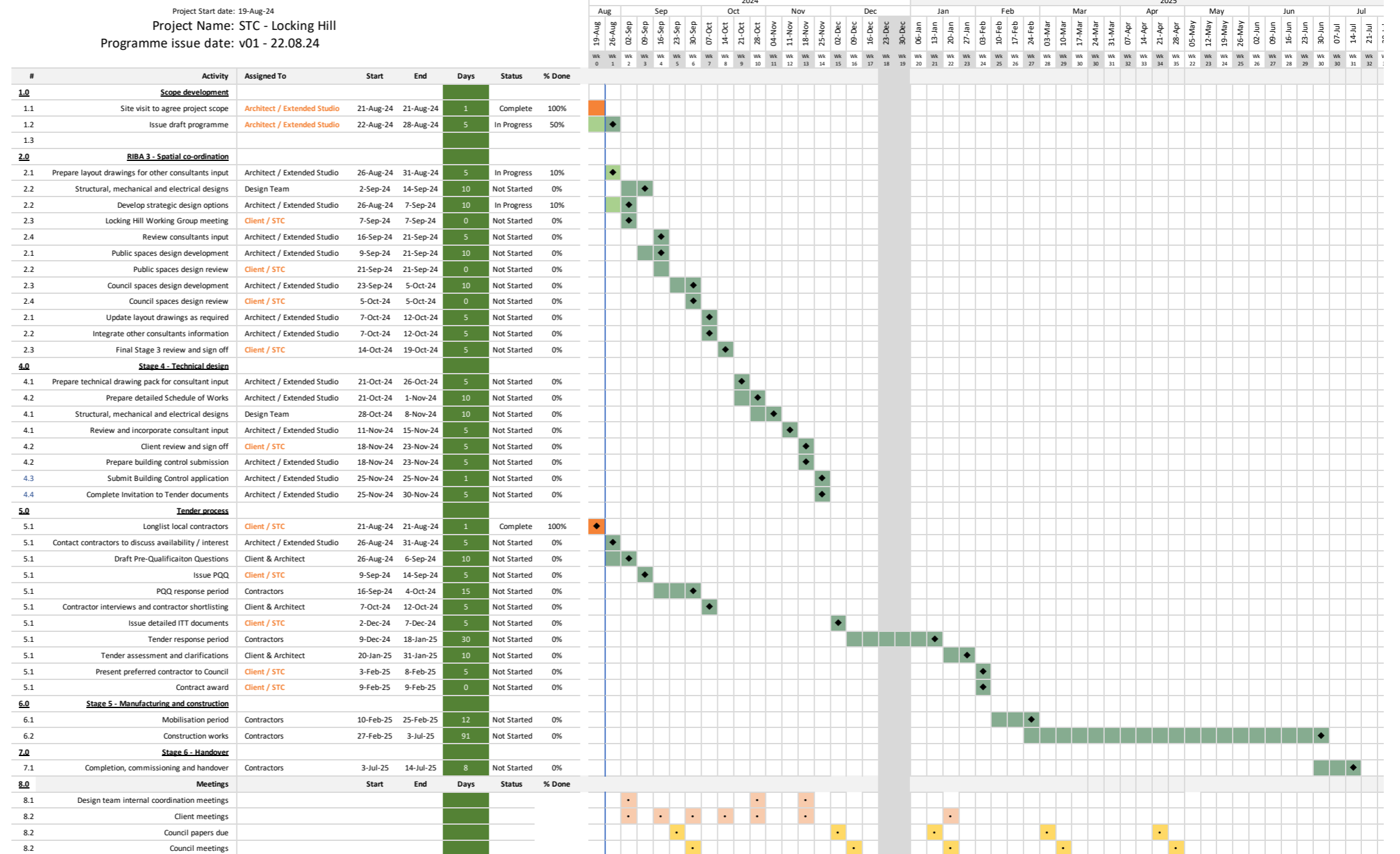
- Develop co-ordinated designs with consultants.
- Develop technical designs ready for tender to contractors
- Start Pre-Qualification process with contractors.



4.2 Indicative design programme

Key dates:

- Aim to complete RIBA Stage 3 by 11th October (dependent on input from structural, mechanical and electrical engineers);
- Aim to complete RIBA Stage 4 by 15th November;
- Shortlisting of contractors by mid October;
- Tenders out to contractors by beginning of December;
- Tender responses early in 2025.



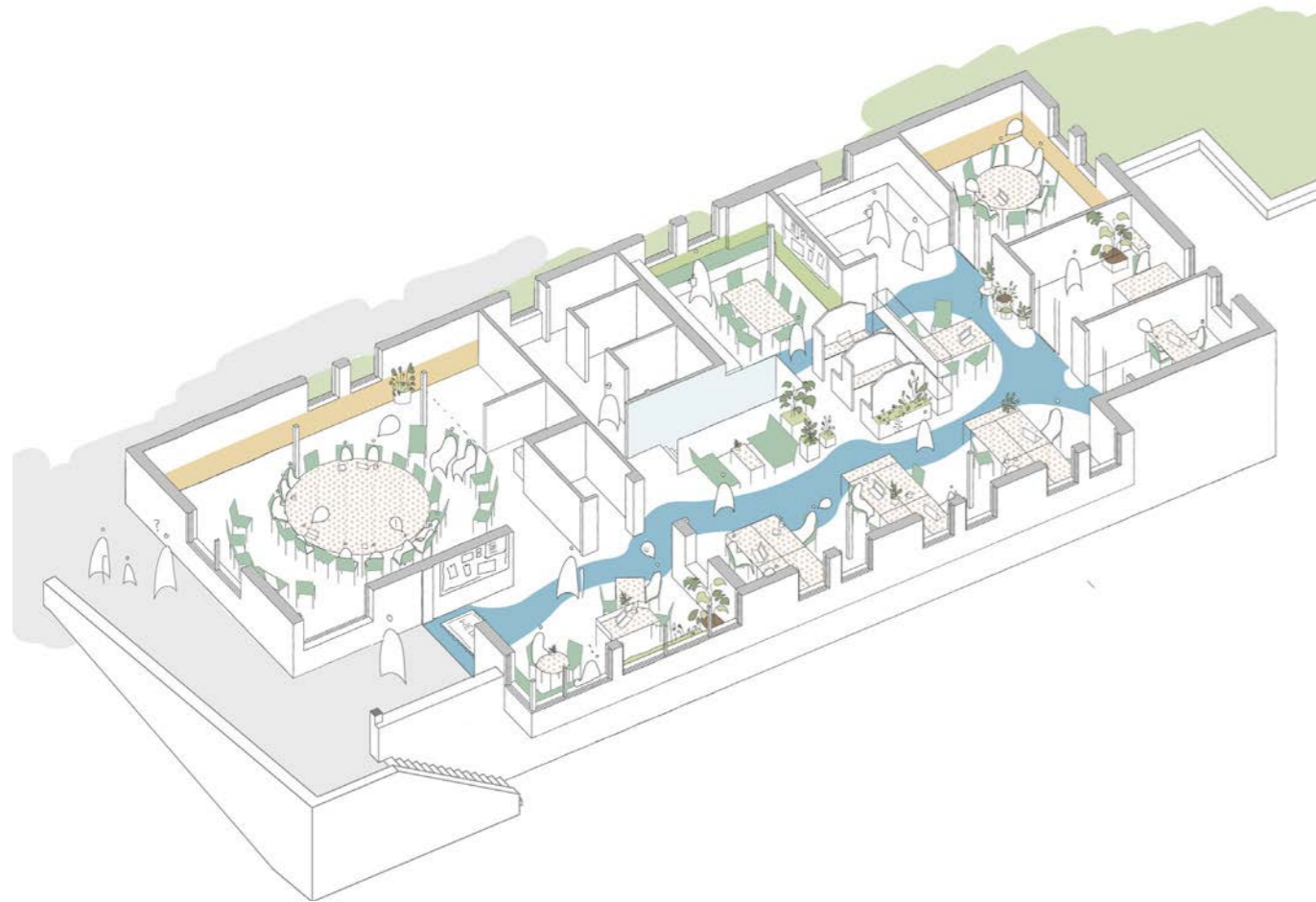
Summary and key question response

1. Can the Locking Hill building be adapted to give the town council the working arrangement it wants and needs?
2. Can the council move in soon, with work to the building phased?
3. As an opportunity to 'reset' the town council, can design make it a place that invites in local communities, and breaks down the barriers between the public and the council?

Yes! The **large floor plates are really beneficial** to this type of transformation, allowing you all the space you need to **work differently and better**

Yes! From **a small move** into the lower ground **to phased works** making use of the floors

Yes! By working hard with the building this can be **fresh, inviting and open**. The more the building is adapted, the greater the impact - we need to **find the right level**



Locking Hill Revamp

Stage 2 Report

August 2024

August 2024

Reference number:1127 - Stage 2 Report

Update on Lansdown Hall

FOR MEETING

Council

DATE

30th September 2024

RECOMMENDATION

Note progress

REPORT

LANSDOWN HALL

Internal works to install cladding in the chair store area have largely been completed, but the contractor discovered that one of the lintels is rotten and needs to be replaced, for which the Conservation Officer requires a listed building application.

One of the new window units was damaged during delivery, so has been returned to the manufacturer to be remade, resulting in an 8-week delay on the installation works.

Following completion of these projects an estimated £17,102 will remain in the Lansdown Hall earmarked reserve, which it was previously agreed would be used for works to improve the sustainability of the building, largely informed by a SWEA report. The following projects are now under consideration for funding:

- Lansdown Hall managed to secure a grant for a new sound desk, but had also applied for LED stage lighting. Estimate £4-5,000.
- A quote will be sought for replacement of all other lighting with LEDs
- A structural engineer has inspected the area by the steps up from Lansdown to see whether removing the redundant top step would help prevent movement in the adjacent wall and improve damp in the basement. His report is awaited.
- Installation of chimney sheep
- Installation of destratification fans in the hall est. £4,167. Further research work required to check the load bearing capacity of the existing lighting gantry and the impact on acoustics.
- Underfloor heating in conjunction with reconfiguration of existing air source heat pump – to be researched – potentially £20-30,000.

If all of these projects were progressed additional grant funding could potentially be sought to make up the difference.

LEGAL IMPLICATIONS

The Council has the General Power of Competence which is “the power to do anything that individuals generally may do” as long as they do not break other laws. This power allows the Council to own and manage property and provide financial support for the arts.

EQUALITY AND HUMAN RIGHTS IMPLICATIONS

The Council has a legal public sector equality duty to prevent and eliminate discrimination, establish and promote equality and equal opportunities, and foster good relations between people with different protected characteristics.

There are no human rights issues.

CRIME AND DISORDER

The Council has a duty to consider the impact of all its functions and decisions on crime and disorder in the local area, under Section 17 of the Crime and Disorder Act 1998. The improvements to the lighting in Bank Gardens have helped to improve visibility for users of both the Hall and the park.

CO2 AND BIODIVERSITY IMPLICATIONS

Installation of the new double-glazed units will reduce energy costs by reducing heat loss.

Further potential energy reduction measures were identified in the Severn Wye Energy Agency (SWEA) report. The Working Group are exploring additional options.

FINANCIAL AND STAFFING IMPLICATIONS

See report above.

Minimal staff time to manage contracts and payments.

Councillor Allowances

AUTHORS

Town Clerk

CONSULTEES

Councillors

FOR MEETING

Council 30th September 2024

RECOMMENDATION

Ask Stroud District Council's Independent Remuneration panel to consider allowances for parish and town councils, with a view to introducing them in 2026.

REPORT

At the Council meeting on 4th March 2024 a motion was proposed by Cllr Stella Parkes that: Stroud Town Council should introduce a basic allowance to be paid to each of its elected members.

The original report is copied further down this page.

The minutes of the meeting are shown in **Appendix 1**.

More recently Stroud District Council have advised that,

“we are currently in the process of recruiting the panel members to the Independent Remuneration Panel as we must go through a recruitment process every 3 years. We are working towards the formal appointment of the Panel at our December Council meeting so they could initiate a review of Parish Councillor allowances in early 2025.”

Further enquiries were made to see whether the Panel could report in time for setting the 2025-26 budget in January 2025. We are told that once convened the IRP can be asked if they are willing to undertake a review of councillors' allowances for one council, but

“this is not common practice and it is unlikely that they would wish to undertake this review without considering all town and parish councils within the district so they can make recommendations for all councils to adopt if they choose. A wholesale review will take at least 6 months and a review for one council would take at least 2 months. So, I'm afraid that working to have research and interviews complete and the panel's recommendations prepared for the 20 January is not going to be achievable.”

It is therefore recommended that the panel is asked to look at allowances for all parish and town councils, with a view to introducing them in Stroud in 2026.

The original report follows:

Local councils may decide to pay a basic allowance to the chair only, or to each of its members. If an allowance is paid to members, it will be available only to elected (not

co-opted) members. (Separate arrangements are already in place for paying for travel and subsistence costs.)

The amount payable to the Chair may differ (i.e. a higher sum may be awarded because of the extra duties that may be involved (Reg. 25). Part-years are payable pro rata.

In order to determine the level of allowance to be paid, the Council should request the views of Stroud District Council's Independent Remuneration Panel (Reg. 27). Whilst the Council should have regard to the recommendations of Panel, it does not have to follow their recommendation. It may be necessary to pay for the expenses of the Panel.

Stroud District Council have advised as follows:

“To review councillor allowances we need to convene an Independent Remuneration Panel (IRP), the Council has one established for the review of District Councillor allowances so we could reconvene this Panel to undertake a review of Parish Councillor allowances.

When the IRP reviewed District Councillor allowances in 2022, the Chair of the Panel did enquire as to whether a review of parish council allowances had ever been requested so I am confident that they would be happy to look at this. The review of allowances is unlikely to take place for one Parish however, and the IRP will want to include all Parish and Town Councils in the consultation and make recommendations for all Parishes in the district (each Parish can decide whether to adopt the recommendations or not). The process does take a couple of months and given the proximity of the elections I would not recommend starting this piece of work until the late summer/autumn to allow new parish councillors to settle in and fully understand their role.

There would be little to no cost to the Parish Council as IRP members are currently appointed on a voluntary basis but expenses are paid.”

The Regulations also make provision in respect of the publicity that must be given to such recommendations and to the local council's decision on setting the basic allowance, and public rights to inspect the information given.

The Regulations also make provision in respect of the records that must be kept of payments made, and in respect of the publicity that must be given to such payments at the end of a financial year.

A member may, by notice in writing to the local council's proper officer, elect to forego their entitlement (or part of it) to allowances. When making payments to councillors under the allowance scheme, where appropriate, income tax should be deducted under PAYE.

LEGAL IMPLICATIONS

Part 5 (regs 24 to 32) of the Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 2003 No 1021) allows local councils to pay a basic allowance to the Chair and/or elected members.

FINANCIAL AND STAFFING IMPLICATIONS

The budget for 2024-25 has already been approved, and given that the Independent Remuneration Panel would not meet until later in 2024, it would be sensible for the allowance to start from 1/4/2025.

There would be some additional administration work for staff in processing and reporting on payments.

EQUALITY IMPLICATIONS

The Council is legally bound by the public sector equality duty to prevent and eliminate discrimination, establish and promote equality and equal opportunities, and foster good relations between people with different protected characteristics.

There is potential for the introduction of an allowance to enable people to stand for election, who might otherwise not be able to afford to give their time.

CO2 IMPLICATIONS

None

HB

9/9/2024

Appendix 1

Motion from Cllr Parkes concerning members' allowances

Cllr Parkes introduced a motion that: the Council should introduce a basic allowance to be paid to each of its elected members. The motion was seconded by Cllr Oldman. The CEO explained that this would be separate to existing payments for travel and other expenses.

There was a wide ranging discussion on the potential benefits of introducing an allowance, including supporting a broader spectrum of people to be able to afford to give up their time to be a councillor, and recognising the time commitment required to engage with important work for example internal control checks, consultation events and payment approvals. There was some doubt that the allowance would be large enough to really attract people and concern was raised that employers do not allow councillors any or enough time off work for council duties.

It was suggested that exit interviews should be conducted with councillors who have resigned in recent years to establish whether payment of an allowance would have enabled them to continue. It was also felt that more diverse views should be sought to better understand whether an allowance could act as an incentive to attract new councillors and improve attendance. It was noted that allowances are only paid to elected councillors and not those who have been co-opted. The CEO confirmed that the size of allowance would be recommended by a panel established by Stroud District Council, but could be overridden by the Council if it so decided.

An amendment to the motion was proposed by Cllr Schoemaker and accepted by the proposer and seconder. It was then resolved to investigate whether the Council should introduce a basic allowance to be paid to each of its elected members.

Update on staff recruitment

Vacancies in the Community Development Support post, the new Programme Manager post and the new Business Administration Apprenticeship have all been filled and new staff have joined the Council during September.

The Fundraiser post is proving difficult to fill – the Personnel Committee will be asked to review the hours and salary.

We now also have a vacancy for our Communications and Engagement post. The job specification is being reviewed and the job will be advertised very soon.

Following on from the Staff Review two new posts, Communications Officer and Project Manager, are due to be created from April 2025. These will be advertised in the new year. Costs will be included in the 2025-26 budget.