

Report Title:	York House Update
Contains Confidential or Exempt Information?	No
Member reporting:	Councillor Jack Rankin Cabinet Member for Economic Development and Property
Meeting and Date:	Corporate Overview and Scrutiny Committee – 23 January 2018
Responsible Officer(s):	Russell O’Keefe – Executive Director
Wards affected:	All



REPORT SUMMARY

1. The original York House building comprised approximately 19,000 square foot of office accommodation for staff combined with customer access and has been the Council’s main office base in Windsor.
2. The Council carried out feasibility and appraisal work to assess the options for the future of York House.
3. The work demonstrated the best option would be to refurbish and add a further storey to the existing two storey building.
4. The redeveloped York House will provide a modern, accessible, multifunctional customer service hub for Windsor resident that provides the full range of face to face customer services and 28,000 square foot of improved office accommodation.
5. The report provides a progress update on the redevelopment of York House.

1. RECOMMENDATION: That Corporate Overview and Scrutiny Committee notes and comments on the report.

2. BACKGROUND INFORMATION, REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Background

- 2.1 The original York House building comprised approximately 19,000 square foot of office accommodation for staff combined with customer access and has been the Council’s main office base in Windsor.
- 2.2 The Council carried out feasibility and appraisal work to assess the options for the future of York House. The work looked at a range of options including redevelopment and refurbishment. The work demonstrated the best option would be to refurbish and add a further storey to the existing two storey building.

- 2.3 The Council’s new refurbished office will have a capital value of circa £17,500,000 and a rental value of circa £1,000,000 per annum if let on the market.
- 2.4 The project to refurbish York House allows the Council to:
 - Create a modern, accessible, multifunctional customer service hub for Windsor resident that provides the full range of face to face customer services in line with the Council’s agreed model for resident services.
 - Continue to have a significant customer facing office base in Windsor.
 - Ensure the site can continue to provide public parking to support the town centre outside of office hours.
 - Provide 28,000 square foot of improved office accommodation for Windsor based council staff and partners.
 - Significantly improve the visual appearance of the building in this important area of the town.
- 2.5 In April 2017 a planning application was approved for the refurbishment.
- 2.6 Alongside work on the Council’s building, discussions and work was carried out with TVP over the potential to include a Police Station at the side/rear of the existing office. While developing initial concept designs, the Council confirmed that TVP’s indicative building would be likely to cause significant concerns for councillors, council officers and local residents due to the heritage environment and the 24/7 nature of police operations. It was therefore considered unlikely that TVP’s planning application would be supported. On this basis TVP and the Council jointly agreed that TVP should not progress with the submission of a formal planning application for the York House site.

Progress update

- 2.7 The contractor Wilmot Dixon commenced enabling works for the redevelopment of York House during July 2017. The following has since been completed:
 - Demolition of the extension w/c 21/08/17
 - Scaffold above the removed extension w/c 29/08/17
 - Removed roof and walls to 1st floor w/c 07/09/17
 - Removal of the ground & 1st floor w/c 21/09/17
 - Steel procured as of November 2017
 - Demolition of existing building completed prior to the Christmas break.
 - Steel delivered to site w/c 8th January 2018.
- 2.8 The table below summarises the key next steps in the redevelopment programme.

Work programme	Timescales
Steel frame – 26 wks	16/10/17 – 27/04/18
Building envelope – 44 wks	08/01/18 – 12/11/18
Roofing – 15 wks	26/02/18 – 08/06/18
Fit Out Grd Floor – 17.5 wks	18/05/18 – 19/09/18

Fit Out 1 st Floor – 18 wks	05/06/18 – 08/10/18
Fit Out 2 nd Floor – 19 wks	18/06/18 – 26/10/18
Stairs - 11wks	05/06/18 - 20/08/18
Lift Works – 21 wks	18/05/18 – 11/10/18
External Works – 26.8 wks	31/5/18 – 04/12/18
Handover and snagging	5/12/18- 21/12/18

Option	Comments
1. To note and comment on the report. Recommended	This allows Corporate Overview and Scrutiny Committee to consider the report.
2. To not note and comment on report. Not recommended	This would not allow Corporate Overview and Scrutiny Committee to consider the report.

3. KEY IMPLICATIONS

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
York House redevelopment completed	Not completed	December 2018	November 2018	N/A	December 2018

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 No additional budget is required for the project.

CAPITAL	2018/19	2019/20	2020/21
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

5. LEGAL IMPLICATIONS

5.1 The Council has a duty to efficiently manage its assets.

6. RISK MANAGEMENT

Risks	Uncontrolled Risk	Controls	Controlled Risk
Project is not completed successfully	Medium	Effective project and contract management	Low

7. POTENTIAL IMPACTS

7.1 None.

8. CONSULTATION

8.1 Consultation was carried out as part of the planning process.

9. TIMETABLE FOR IMPLEMENTATION

9.1 The timescale for final handover has been slightly adjusted from end of November to December 2018.

Date	Details
December 2018	Contractor hands over completed office building

10. APPENDICES

10.1 None.

11. BACKGROUND DOCUMENTS

11.1 N/A

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Jack Rankin	Lead Member for Economic Development and Property	12/1/18	
Alison Alexander	Managing Director	12/1/18	12/1/18
Russell O'Keefe	Executive Director	12/1/18	
Andy Jeffs	Executive Director	12/1/18	
Rob Stubbs	Section 151 Officer	12/1/18	
Terry Baldwin	Head of HR	12/1/18	
Mary Kilner	Head of Law and Governance	12/1/18	
Louisa Dean	Communications and Marketing Manager	12/1/18	