

Report Title:	Maidenhead Town Hall
Contains Confidential or Exempt Information	Cabinet report is Part I, all appendices are Part II Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Lead Member:	Councillor Johnson, Lead Member for Business, Economic Development & Property.
Meeting and Date:	Cabinet – 29 th April 2021
Responsible Officer(s):	Duncan Sharkey- Managing Director
Wards affected:	St Mary's

REPORT SUMMARY

Maidenhead Town Hall was built in 1962 and provides outmoded and inefficient office and civic accommodation for the Council. The building is becoming more costly to maintain with significant expenditure required to maintain its required health & safety obligations, along with ongoing responsive repairs, and the need to put in place some medium to long term planned & cyclical maintenance requirements. The energy performance of the building is only just in the acceptable level for a public building.

The Council has adopted its Environment and Climate Strategy which sets out the Council's visions and actions to achieve the Borough's net-zero carbon emissions target by 2050 which will drive the decisions, resources and actions it makes across all its activities.

The Town Hall is the Council's largest corporate asset and will require substantial investment to improve its operational and environmental performance in the short to medium term. The Asset Management Review & Action Plan approved by Cabinet in June 2020 identified the need to consider the future of the Town Hall.

This paper sets out the rationale to fully consider the future of the Town Hall.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Cabinet recognises that the Town Hall cannot meet the Council's Climate Strategy**
- ii) Cabinet recognises that the Town Hall is not economically viable to adapt to meet future operational requirements.**
- iii) Cabinet recommend option appraisals to consider the location of a new civic building in the borough.**
- iv) Delegates authority to the Chief Executive in consultation with the Lead Member for Business, Economic Development & Property to undertake a detailed review and business plan.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Options

Table 1: Options arising from this report

Option	Comments
Undertake a detailed business plan for creation of a new corporate building within the borough. This is the recommended option	This will provide options for a new corporate building that is fit for purpose for the next 80+ years and meets the council’s climate change aspirations across its existing assets.
Do nothing This is not the recommended option	The Council will continue to the occupy the existing Town Hall and incur increasing maintenance costs without reviewing its operational efficiency and how it functions to support the Council’s delivery of services.

2.1 Maidenhead Town Hall provides the Council accommodation for a range of its core functions including

- Office accommodation for Council officers and service providers such as Optalis, AFC and RBWM Property Co.
- Residents contact centre
- Registrars’ Office
- IT and Technology Centre
- Council Chamber and Mayor’s parlour
- Meeting room facility
- In addition, the job centre is also located within the building envelope

2.2 The Town Hall was built in 1962 and whilst there have been a series of modernisation projects the building design is outdated, its layout is inefficient it does not enable collaborative working practices given the relatively small floorplates and wings and does not meet the needs of a modern organisation.

2.3 The building requires increasing expenditure on maintenance to both the building structure and fabric and the mechanical and electrical systems to ensure we maintain our health & safety responsibilities and to keep the building operating effectively. Kempton Carr Croft Surveyor recently undertook a stock condition survey as part of the Asset Management Review & Action Plan approved at Cabinet in June 2020. The report identified £370,150 of essential maintenance works over the next 5 years to the building fabric. In addition, works to the building’s mechanical & electrical (M&E) infrastructure is currently costing on average £70,000 per annum. The Desborough Theatre space is

excluded from this report in terms of ongoing maintenance and would itself require considerable investment going forward. A copy of the Stock Condition Report is contained in Appendix A.

- 2.4 The Council declared an environmental and climate emergency in June 2019 and Cabinet approved its Environment and Climate Strategy at Cabinet on 17th December 2020. This sets out the Council's visions and actions to achieve the Borough's net-zero carbon emissions target by 2050 and will drive the decisions, resources, and actions it makes across all its activities.
- 2.5 Whilst the building benefits from a large PV array on its roof its design and age prevent any real improvement in energy consumption or water usage without a comprehensive refurbishment.

The building has an Energy Performance Certificate (EPC) with a rating of D/82 which is comparable with similar buildings but is considerably worse than new build options that would typically be B/27.

EPCs are a theoretical rating whilst all public buildings are required to have a Display Energy Certificate (DEC) which is produced annually and reflects actual building performance. The Town Hall's latest certificate is a D/99 and is in line with public buildings of E/100.

- 2.6 The building has an inefficient layout that is not conducive to modern workplace activity and collaborative working practices.

The building has a relatively poor gross to net ratio which is the amount of circulation and ancillary space as befits a building of its design and age. The Gross External Area of the building is c46,700 sq. ft and a Net Internal Area of c36,000 sq. ft giving a gross to net of 77% against modern buildings at c85% i.e. there is more building to enhance for the amount of usable space provided.

Any such refurbishment would require the building's closure for the period during the construction project requiring the Council to lease an office building as it has no other available buildings in its portfolio.

The total costs of undertaking such a project is estimated at £13,875,000 at today's prices. A summary budget is contained in Appendix B for the refurbishment and temporary relocation costs. However, despite this level of investment the Town Hall would still provide compromised office accommodation and would still fall below the best in class examples of sustainable office buildings.

3. KEY IMPLICATIONS

- 3.1 A full review of what the Council requires from its main civic building will be required to ensure the correct project specification is developed. This will require engagement across the Council and its key stakeholders.

3.2 Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Initial Consultation with stakeholders	Not completed	31 st May 2021	2 weeks before	N/A	31 st May 2021
Development of Operational Requirements of Town Hall building	Not completed	30 th June 2021	2 weeks before	N/A	30 th June 2021

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications for the recommendations in this report as the recommendation is to undertake a comprehensive review of the Council's requirements for its Town Hall.

Consideration also needs to be given to the costs of running and maintaining future office space as well as the capital requirements to ensure that the total cost of any scheme is fully understood and the impact on the overall council budget.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications

6. RISK MANAGEMENT

- 6.1 The Council carries the ongoing risk of unforeseen repairs and maintenance expenditure on the current building.
- 6.2 A risk register for any future project will be drawn up if capital budgets are approved.

7. POTENTIAL IMPACTS

- 7.1 Equalities. A newly refurbished Town Hall or new Town Hall will provide access for anyone with mobility or disability requirements and will be providing a vital service to vulnerable residents who will be able to access a new modern building that will be fit for purpose for both staff, and customers. An Equality Impact Assessments screening form has been completed and is available on the [council's website](#).
- 7.2 Climate change/sustainability. A refurbished Town Hall would reduce the Council's energy use and reduce its environmental impact. A new Town Hall building would be designed and built using the latest energy saving technology

and materials to meet the Council's commitment to minimising its impact on the environment and to reduce energy usage and would meet forthcoming changes to building regulations. A review would enable the Council to quantify these reductions.

7.3 Data Protection/GDPR. No personal information has been used or stored.

7.4 A new Town Hall would help enable the transformation of the Council's service delivery to residents and improve collaborative working and efficiencies.

8. CONSULTATION

8.1 Internal consultation with CLT and Lead Members

9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediate. The full implementation stages are set out in table 3

Table 3: Implementation timetable

Date	Details
12 th May 2021	Commence Stakeholder consultation
1 st July 2021	Define Operational Requirements
1 st July 2021	Develop Project Specification

10. APPENDICES

10.1 This report is supported by 2 appendices – all Part II - **Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972:**

- Appendix A – Kempton Carr Croft Stock Condition Report
- Appendix B – Refurbishment Cost - Town Hall Refurbishment Budget

11. BACKGROUND DOCUMENTS

11.1 This report is supported by 1 background document:

- Equality Impact Assessment Screening Form

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned

Cllr Johnson	Lead Member for Business, Economic Development & Property.	17/03/21	08/4/21
Duncan Sharkey	Managing Director	17/03/21	08/4/21
Adele Taylor	Director of Resources/S151 Officer	17/03/21	24/3/21
Andrew Durrant	Director of Place	17/03/21	
Kevin McDaniel	Director of Children's Services	17/03/21	
Hilary Hall	Director of Adults, Health and Commissioning	17/03/21	23/3/21
Andrew Vallance	Head of Finance	17/03/21	
Elaine Browne	Head of Law	17/03/21	31/3/21
Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer	17/03/21	
Nikki Craig	Head of HR Corporate Projects and IT	17/03/21	25/3/21
Louisa Dean	Communications	17/03/21	
Karen Shepherd	Head of Governance	17/03/21	22/3/21

REPORT HISTORY

Decision type:	Urgency item?	To follow item?
First entered the Cabinet Forward Plan: 17 th February 2021	No	No

Report Author: Chris Pearse, Head of Capital Projects, and Asset Management, RBWM Property Company Ltd Tel 07825 430969