



17 December 2012

Agenda Item: 9(c)

**REPORT OF THE SERVICE DIRECTOR, TRANSPORT, PROPERTY AND
ENVIRONMENT**

LATEST ESTIMATED COST: ARCHIVE BUILDING

Purpose of the Report

1. The purpose of this report is to seek approval for the latest estimated cost for the above project including a variation to the Capital Programme.

Information and Advice

Project details

2. Nottinghamshire Archives is situated at Castle Meadow Road, Nottingham, is of CLASP Mark 6 construction and was completed and opened to the public in 1992. From this building the Archives team provide a service to the public of the County and City, granting controlled and supervised access to the archive stock for individual and group research and investigation. The storage of the historical archives is contained within the building, within a temperature and humidity controlled area. The service employs 19.1 FTE staff. The Archives holds some 5 miles of historic archives. The average usage of the building by the public is 50 users per day.
3. It is estimated that Nottinghamshire Archives will reach the physical limit of its capacity for storage within the next year. In addition the requirements of the storage facility are changing with a move away from the more traditional paper storage (though this requirement still remains), towards modern multi-media storage requirements which require even more specialist temperature and humidity control systems. The equipment used for the control of the archive storage environment has now reached the end of its designed working life and over the past few years the number and frequency of break-downs and therefore out-of-control parameter instances on temperature and humidity has increased to the current unsatisfactory level. The current layout of the public access areas reflects the requirements of the 1990s and not the modern expectations of a public used to access within a suitably comfortable and secure environment.
4. This project was therefore commissioned to fully investigate the viability of upgrading the Archive building to comply with the increased storage requirement (20 years) alongside the public access offering. During the feasibility phase of the project a new British Standard (PD5454:2012) came into force and to ensure that Nottinghamshire retains its accredited status as an Archive Centre the requirements of this standard have been taken into account. This has decreased the breadth of tolerance of the control

parameters for the humidity and temperature controlled environment as well as increasing the requirements for the overall building security.

5. Options were considered to relocate the Archive into other buildings owned by the County Council; however these options were rejected based on the national importance of the Archive and therefore its required central City position close to the public transport hubs i.e. tram, train and bus and prohibitive conversion costs to provide the required security, environmental control and floor loading.
6. The building works include the provision of an extension to the Archive storage room across two floors, the extension of the public access area on a single floor to include a public meeting area, also available for out of hours use, the upgrading of the layout of the public access areas, the addition of a first storey plant room extension to facilitate the required new temperature and humidity control equipment, the internal reordering of the room layout to generate controlled storage rooms for photographic and computer media data storage along with enhanced fire detection, fire suppression and security systems.
7. The project will be managed using best practice project management methodology (Prince 2) with project reviews and sign-off at key milestones with all key stakeholders which meet the Gateway Review standards.
8. The works element of the proposed scheme will be built using the EMPA (East Midlands Property Alliance) framework. Under this framework Environment & Resources Property technical staff will undertake the detail design work and the construction will be carried out by the successful contractor on a target cost basis, for which the Quantity Surveyor will control costs by arriving at a target cost.
9. It is anticipated that the building works will start on site in March 2013 and be completed in March 2014.
10. The latest estimated cost of the building works is set out below and the fees shown are for all professions involved in the project.
11. The professions involved in this project are:-
 - Architect
 - Mechanical Engineer
 - Electrical Engineer
 - Quantity Surveyor
 - Structural Engineer
 - CDM Co-ordinator
 - Project Manager

Capital budget implications

12. This project is being funded as follows: £
- | | |
|---|-----------|
| Capital Allocation | 2,100,000 |
| Maintenance allocation for Humidity equipment | 100,000 |
| Capital Allocation (variation) | 368,600 |
| | <hr/> |
| Total | 2,568,600 |
| | <hr/> |
13. The business case has been submitted to the Corporate Asset Management Group and has been approved for submission, subject to a Committee decision being required on the variation to the Capital Programme.
14. The latest estimated costs are as follows:

| | <u>Latest Estimated Cost</u> <u>(Outturn Prices)</u> £ |
|-------------------------|--|
| Building Works | 2,223,324 |
| Professional fees | 214,200 |
| Furniture and Equipment | 131,076 |
| | <hr/> |
| Total | 2,568,600 |
| | <hr/> |

Anticipated cash flow

| Capital Payments | 2012/13 £ | 2013/14 £ | 2014/15 £ | Total £ |
|-----------------------|--------------|--------------|--------------|------------|
| Building Works | 0 | 1,973,324 | 250,000 | 2,223,324 |
| Professional Fees | 20,000 | 180,000 | 14,200 | 214,200 |
| Furniture & Equipment | 0 | 131,076 | 0 | 131,076 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Totals | 20,000 | 2,284,400 | 264,200 | 2,568,600 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

Revenue budget implications

15. Any additional premises cost arising from these proposals will be met from the Archive Revenue budget.

Other Options Considered

16. Other options were considered as follows:

To move to another existing County Council building: as previously noted, this option was rejected as the Archive building needs to be centrally located with good transport links for users' ease of access and any conversion costs would be prohibitive.

To close the facility: the Archive provides a nationally recognised repository for the Nottinghamshire and City archive stock. It is a requirement of the County Council to retain this facility.

Reason/s for Recommendation/s

17. The existing Archive Building will be future proofed for a further 20 years, meet the new British Standard for Archives, allow the County Council to meet its Archive responsibilities, improve the user's experience and allow the service to offer a wider availability of access to new types of media and provide an out-of-office hours meeting facility available for hire.

Statutory and Policy Implications

18. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

19. The upgraded building will provide purpose built storage and access facilities to benefit all users of the service across the whole of the County and City.

Financial Implications

20. These are set out in the report.

Equalities Implications

21. In accordance with the County Council policy, the design of this building incorporates access and facilities for people with disabilities.

Crime and Disorder Implications

22. The proposed site is relatively straightforward to secure by the addition of exterior security fencing. As a result, risk of crime from theft or vandalism will be minimised. Additional measures which will be considered to further minimise risk of crime will include the provision of overnight security systems during the construction period.
23. Consultation with local residents and other interested parties will be undertaken as part of the planning process and this should effectively negate risk of disruption through protest or the like.

RECOMMENDATION/S

That:

- 1) the latest estimated cost report for the building works as set out in the report be approved, including the variation to the Capital Programme.

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Constitutional Comments (SSR 12/11/12)

24. This decision may be approved by the Finance and Property Committee.

Financial Comments (NDR 23/10/12)

25. The capital and revenue budget implications are set out in paragraphs 12 to 15 of the report.

Background Papers

Development Plan: Nottinghamshire Archives and Records Management Service for the 21st Century. Nottinghamshire County Council, October 2012.

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.
C0111