

## **Appendix C – Updated Draft Design of the Building**

### **Introduction**

This summary report outlines the current position in respect of the project to enable continued discussions and for the project to progress to the next stages.

### **Current Proposals**

Revised proposals to utilise the premises for RBC Departments and Commercial Users have been developed into initial layout plans as attached and with the following proposals. The layout plans for the West Wing are still being developed and are not yet included in the attached layout plans.

#### **Lower Ground Floor – Commercial End User with RBC Storage/Archive Areas**

- Strip out of existing layout back to shell
- Refurbishment of open plan space to A+ specification
- Creation of a new RBC Archive Area and new RBC Additional Storage Area
- Creation of a new WC Block, new Shower Room and new Cleaners' Room as a Common Area for shared use
- Creation of a new fire escape corridor from the Eastern Stair S1 to the new external exit door, as required to ensure safe escape from upper floors to the building
- Creation of new main entrance doors, new staff entrance doors and installation of new windows/glazing panels to create natural light into the area
- Future subdivision to suit commercial end user requirements (option to let all space or to subdivide for different commercial end users)

#### **Ground Floor – Reception, Council Chambers, Housing Team and Central Open Plan Space**

- Retention of existing Council Chamber, 2 no. Meeting Rooms, Kitchen and Labour Group Room and complete refurbishment of these retained rooms
- Creation of new Housing Team areas (Pod 1, Pod 2, Pod 3), new Meeting Room, new Members Room, new Caretakers Room and new WC Block
- Creation of new Reception Area and new two storey main entrance extension
- Creation of new open plan middle area – Use still to be determined (Options - Community Space, Business Lounge, Café Area or other multi-use areas, or subdivision to individual areas)
- Refurbishment of open plan space and rooms to A+ specification

First Floor East Wing – Council Teams

- Strip out of existing layout back to shell
- Refurbishment of open plan space to A+ specification
- Creation of new WC Block
- Future subdivision to suit end user requirements

Second Floor East and West Wing – Commercial End User

- Strip out of existing layout back to shell
- Refurbishment of open plan space to A+ specification
- Refurbishment of existing WC Block
- Creation of 2 no. new Meeting Rooms and new Kitchen
- Future subdivision to suit end user requirements

Third Floor East and West Wings – RBC Team

- Strip out of existing East Wing layout back to shell
- Adjustment to existing layout to West Wing to suit requirements
- Refurbishment of open plan space and offices to A+ specification
- Refurbishment of existing WC Blocks
- Subdivision to suit end user requirements

General Works

- Refurbishment to A+ specification to stairwells and lift core
- Replacement of Goods Lift with Passenger Lift
- Improvement to IT systems and Audio/Visual systems

It is proposed to undertake the project in two stages, with the first works stage being the Enabling Works (demolition and strip out works) and the second works stage being the creation of the areas identified on the layout plans and the undertaking of works to create A+ specification finishes to these areas.

Further discussions are required to establish the extent of works required to bring the premises up to an EPC (Energy Performance Certificate) rating of 'C' or above, as this will be required from 2025 unless a valid exemption can be established. It would appear sensible to incorporate improvements to the building into this project that would enable the required EPC Rating to be achieved.

**Summary Provisional Programme**

**Executive Committee**  
**2024**

**29<sup>th</sup> July**

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- Prepare demolition and enabling works contract documents and drawings – 4-6 weeks
  - Prepare M&E drawings for safe strip out of M&E related items - 2 weeks
  - Issue Enabling Works package to Main Contractor for pricing - 2 weeks
  - Phase 1 Enabling Works – Provisional commencement on site 9<sup>th</sup> September 2024 and provisional completion 10-12 weeks
  - Phase 2 works – Design commencement 16<sup>th</sup> September 2024
  - Completion – April/May 2025