



**Leeds**  
CITY COUNCIL

Agenda Item:

Originator: Brian Lawless

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**Report of Director of City Development (Asset Management Service) to Executive Board**

**Date: November 2008**

**Subject: Design & Cost Report**

**Scheme Title: Former Horsforth Library – Refurbishment for Youth Centre and Area Management Team Accommodation**

**Capital Scheme Number:13221**

**Electoral Wards Affected:**  
Horsforth

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

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**Executive Summary**

Youth Services presently provides its services in the Horsforth area from the Stanhope Drive Community Centre, which is a building that is at the end of its useful life and is no longer fit for purpose. This proposal to refurbish the ground floor of the former Horsforth library will allow the replacement of that out-dated facility and provide a youth centre that is available to all of the young people of Horsforth rather than the very restricted locality service that is currently the case. There are some other community-based organisations that use the Stanhope Drive building as well and their needs will also be addressed by this particular proposal.

North West and West Area Management is presently operating from two buildings, one of which is entirely unsuitable in locational terms being in the heart of the city centre and which was only ever intended as a temporary solution and the other being at Pudsey Town Hall. The two halves of the team do need to be physically integrated, following the recent reorganisation of the Area Management structure.

The former Horsforth library, shown on the attached plan, provides an ideal solution to these two accommodation requirements. It was originally intended that this property should be sold and the capital receipt used to support the cost of the provision of the very successful new Horsforth Library. However, its immediate proximity to the new library, the Horsforth Mechanics Institute and a local health centre does mean that a real community focus can be created on Horsforth Town Street.

The disposal of the site of the Stanhope Drive Centre will replace the previously planned disposal of the former library in the Capital Receipts programme.

## **1.0 PURPOSE OF THIS REPORT**

**1.1** The purpose of this report is to request an injection of £895,000 into the 2008/09 Capital Programme and the authority to spend. This is made up of:

- £575,000 from the Town & District Centre Regeneration Budget
- £250,000 from the Area Management Accommodation Budget (Scheme 1387)
- £40,000 Priority Major Maintenance (Scheme 13221 Horsforth Library Stanhope Youth Club)
- £30,000 Area Committee Wellbeing Fund

## **2.0 BACKGROUND**

**2.1** Leeds Library & Information Service identified the former Horsforth Library as being no longer fit for purpose and it was replaced with the new library which opened almost 3 years ago. The capital receipt from the disposal of the former library was originally intended to support the cost of the new library but the property has not been sold because of the very strong wish of Ward Members to see it used as part of a strong community focus made up of the new library, the adjacent Mechanics Institute (which now houses the Town Council and provides a wide range of community spaces) and the local Health Centre.

**2.2** The Stanhope Drive Community Centre, also in Horsforth, is the base for the Youth Services operation and also a number of community organisations. It is a pre-fabricated concrete structure built some 60 years ago and, despite some repairs, is now at the end of its useful life.

**2.3** The West and North West Area Management team has recently been formed as part of a restructure of the Area Management service.

## **3.0 MAIN ISSUES**

### **3.1 Design Proposals / Scheme Description**

**3.1.1** The refurbishment will provide space on the ground floor of the former library for use by the young people of Horsforth as a youth centre. The detailed fit-out will be designed in consultation with the Youth Service and with those young people. It will be fully accessible.

**3.1.2** The refurbishment will provide space on the first floor for the Area Management team and for use by the Area Committee. The service will incorporate a new approach to the way that staff will occupy the office space with an emphasis on new ways of working and desk-sharing. It is important to say that the Area Team will maintain facilities at Pudsey Town hall to ensure that an appropriate level of service is provided across the whole area.

**3.1.3** The building will be more accessible, featuring a lift and toilets on both floors.

- 3.1.4 The building refurbishment will, so far as is feasible within the constraints of the existing structure, comply with the Council's developing policy on sustainability. The floor-space within the building will be maximised through the infill of a void to the first floor.
- 3.1.5 Refurbishing the building will allow for the youth centre and Area Management to be housed in the same building. When linked with the other facilities and services available in the new library and the Mechanics Institute, this will provide a more convenient service for the public, especially for the young people of the town. It will create a coherent and more focussed centre for the town and add to the vitality and economic life of this important street bringing back into use a building which has been a feature of local life since 1974.
- 3.1.6 The provision of the new office accommodation will provide an opportunity for co-location with the Environmental Action Team if needed and there would still be co-location at Pudsey with the EAT and those Area Management staff remaining there.

## **3.2 Consultations**

- 3.2.1 There has been extensive consultation with Ward Members and they are fully supportive of the proposal.
- 3.2.2 The Area Committee is showing its support for the proposal through the commitment of £30,000 from the Wellbeing Fund.
- 3.2.3 The young people of Horsforth have been consulted regarding the preferred location of a youth centre in the town. Although there was an understandable preference for the retention of the existing facility from those young people from the immediate neighbourhood, the overwhelming preference was for a new facility in the heart of the town.
- 3.2.4 Some other users of the Stanhope Drive Centre also expressed a preference for the retention of the existing centre but, again, these were very specific local residents. It is felt that, through a better planned use of the facilities within the new library, the Mechanics Institute and the new youth centre that all of the user groups can be catered for without any real detriment and, in most cases, to a higher standard.
- 3.2.5 It should be noted that concerns have been expressed about the future use of the site of the Stanhope Drive Centre. These concerns related to the protection of the war memorial, the trees on the site and the perceived overdevelopment of the site. Although these concerns are not specifically related to the subject of this report, it can be noted that any subsequent development of the site, following disposal, will be subject to a full planning brief and the normal planning process.

## **3.3 Implications for Council Policy and Governance**

- 3.3.1 The Youth Centre and Area Management team accommodation will support the delivery of the strategic outcomes and improvement priorities in The Vision for Leeds 2004 to 2020, the city's community strategy:
- 3.3.2 Cultural Life: the new youth centre improved services will attract new users who previously felt the Stanhope Drive Centre was not for them
- 3.3.3 Learning: The improved youth facilities will be used to encourage young people to learn in the adjacent new library
- 3.3.4 Enterprise and the Economy: The refurbishment of the former library will bring back into use this important feature on Town Street encouraging additional visitors to help support the local economy.
- 3.3.5 Harmonious Communities: the combined facilities of the youth centre, the new library and the Mechanics Institute will encourage all Horsforth communities to be more involved in the social and cultural life of the town

### **3.4 Health & Safety**

3.4.1 In accordance with the Council's corporate Health and Safety Policy, the Youth Service and the Area Management team will take all reasonable steps to provide safe and healthy conditions for employees, service users and other visitors to the premises and deliver safe services in a safe manner.

### **3.5 Transport**

3.5.1 This project supports the Council's Local Transport Plan. A Travel Plan will be written for users of the new building. The plan's aim is to encourage users of the building to travel there by more sustainable means:

- Staff will be encouraged to share cars when they travel to work.
- No dedicated parking is to be provided.
- Travel plan champions will raise awareness of green travel issues to both staff and service users.

### **3.6 Equal Opportunities**

3.6.1 The Youth Service and the partners involved in this project are fully committed to supporting the Council's Equality and Diversity Policy. The Library & Information Service has an Access strategy supporting the Council's Equality and Diversity Policy.

3.6.2 Monitoring of new youth centre users will be undertaken at events and learning sessions give clear data on who is using the centre. This year new categories of sexuality and religion will be added to the current equality monitoring in support of level 4 of the Equality Standard.

3.6.3 The building will allow access to and use by people with disabilities in accordance with Building Regulations, DDA and BS 8300. It will feature:

- Ramped access.
- A lift.
- Induction loops.
- Disabled toilets on the ground and first floors.
- Door openings to all public spaces throughout the building wide enough to accommodate wheelchair users.
- The planned consultations with the young people who will use the centre will be used to inform the design of the ground floor.

### **3.7 Customer Care**

3.7.1 In accordance with Leeds City Council's Corporate Plan users of the youth centre will receive excellent services which are efficient and effective and meet their needs.

3.7.2 The creation of a single site in Horsforth for a variety of users, albeit with more than one building, will provide an easier route to a range of Council services.

### **3.8 Council Constitution**

3.8.1 This report is subject to Call-In.

### **3.9 Community Safety**

- 3.9.1 That the proposals contained in the report do have implications under Section 17 of the Crime and Disorder Act 1998 and these are as follows:-
- 3.9.2 Anti-social behaviour is often committed by bored young people. The Youth Service, sometimes in partnership with the Library Service, can offer young people an opportunity to take part in positive activities. The improved youth facilities and the proximity to the Horsforth Library will encourage more young people to use the library for IT access, learning, activities and events. This will hopefully reduce the likelihood of their involvement in anti-social behaviour.

### **3.10 Legal and Resource Implications**

- 3.10.1 The Council owns the freehold of the former Horsforth Library and the site is shown on the attached plan
- 3.10.2 The Youth Service currently meets the cost of providing the service from the Stanhope Drive Centre and the budget will be transferred to the new location.
- 3.10.3 The West and North West Area Management teams currently occupy premises in both the city centre and Pudsey Town Hall. The budgets will be transferred to the refurbished former library with the exception of that amount required to maintain a presence at Pudsey. The lease of the city centre premises will be terminated as soon as possible through the exercise of a break clause. There is the opportunity to exercise this break clause in June 2009 with vacation to follow in December 2009. This fits well with the proposed programme. The lease saving would be £23,914 per annum and a saving on service charges would also accrue. If the break were not to be exercised at that time, the Council would be committed to meeting these cost for a further three years.
- 3.10.4 The Council will reduce the number of operational premises within its portfolio
- 3.10.5 A fully refurbished former library building will limit the call upon revenue spending on repairs for a period of years.

## **4.0 PROGRAMME**

4.1 The project strategic programme dates are:

- Tenders Out February 2009
- Tender return March 2009
- Tender Acceptance March 2009
- Start on site May 2009
- Practical completion December 2009

## **5.0 SCHEME DESIGN ESTIMATE**

- 5.1 The estimated cost of the refurbishment programme is based upon the results of a Feasibility Study undertaken by the Strategic Design Alliance in June 2006.
- 5.2 The estimated cost was £606,000 inclusive of the works to infill the first floor void and an eight passenger lift but exclusive of fees or the cost of a planning application.
- 5.3 The original SDA estimate has been updated to reflect the change in the proposed start on site date to the second quarter of the (calendar) year 2009 using BCIS rates for building industry inflation.

- 5.4 Fees have also been included at a rate of 16% to reflect the value of the work that was undertaken in the original Feasibility Study.
- 5.5 The incorporation of the decking over the central atrium, to maximise the space on the first floor, has imposed a need to introduce a more complex ventilation system to the ground floor than would otherwise have been the case but this passive system will lead to lower running costs when the building is in use.
- 5.6 At ground floor level, all of the required accommodation has been included in an economical, user-friendly configuration and a large flexible multi-use activity space has been achieved.
- 5.7 The current scheme estimate comprises

Item	Estimate (£)
Construction	722,000
Fees	123,000
Planning	1,000
Contingency	49,000
<b>TOTAL</b>	<b>895,000</b>

- 5.8 The effect is a call upon Capital Programme resources from Town & District Regeneration, Priority Major Maintenance, Unsupported Borrowing and the Area Committee Wellbeing fund

## 6.0 CAPITAL FUNDING AND CASHFLOW

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2008 £000's	FORECAST				
			2008/09 £000's	2009/10 £000's	£000's	£000's	£000's
LAND (1)							
CONSTRUCTION (3)							
FURN & EQPT (5)							
DESIGN FEES (6)							
OTHER COSTS (7)							
<b>TOTALS</b>							

Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2008 £000's	2008/09 £000's	2009/10 £000's
LAND (1)				
CONSTRUCTION (3)	722.0			722.0
FURN & EQPT (5)				
DESIGN FEES (6)	123.0		73.8	49.2
OTHER COSTS (7)	50.0		1.0	49.0
<b>TOTALS</b>	<b>895.0</b>		<b>74.8</b>	<b>820.2</b>

Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2008 £000's	2008/09 £000's	2009/10 £000's
Town & District Regeneration	575		74.8	500.2
Unsupported borrowing	250.0			250.0
Priority Major Maintenance	40.0			40.0
Area Committee Wellbeing Fund	30.0			30.0
<b>Total Funding</b>	<b>895.0</b>		<b>74.8</b>	<b>820.2</b>

Parent scheme number: 13221

title: Horsforth Youth Centre and Area Management Office

## 7.0 REVENUE EFFECTS

- 7.1 The revenue effects will be contained within existing budgets

## **8.0 RISK ASSESSMENTS**

- 8.1 Despite the initial design and estimating work that has been undertaken, there remains the risk that cost over-runs may arise as the scheme progresses. The scheme design is not completed and there will be the need to consult the young people who will be using the centre.
- 8.2 In order to mitigate the risks identified in 8.1, it is proposed that further design work should be commissioned from the SDA allow tenders to be sought. A contingency provision of £49,000 has been made in the scheme estimate.
- 8.3 Should the tenders received be higher than expected, the scope of the scheme proposed will be re-evaluated to accommodate the changes in circumstances.

## **9.0 COMPLIANCE WITH COUNCIL POLICIES**

- 9.1 The contract for the works will comply with Council policies on health and safety, environmental matters, equal opportunities, customer care and the Considerate Contractor scheme.

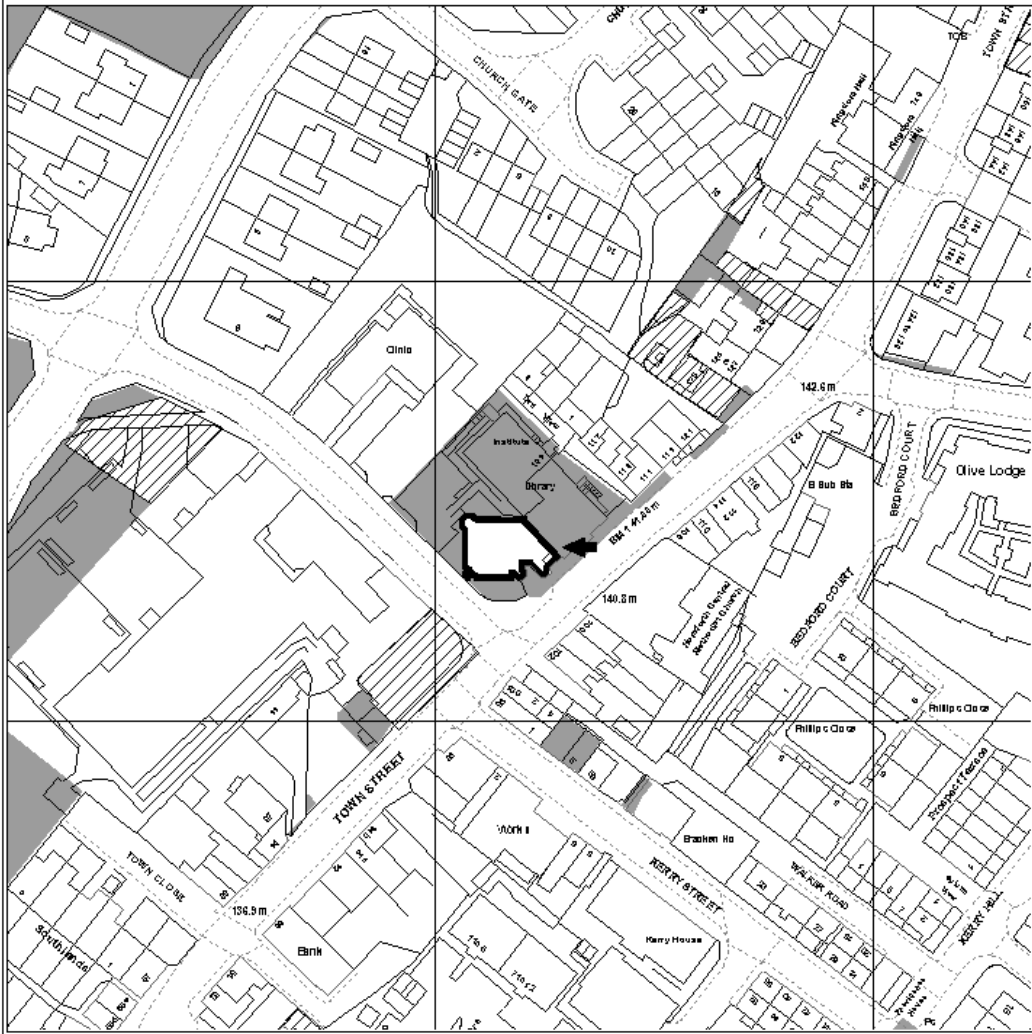
## **10.0 RECOMMENDATION**






- 10.1 Executive Board is requested to give authority to spend in the amount of £895,000.


## **Background Papers**

Asset Management files

**FORMER HORSFORTH LIBRARY  
TOWN STREET  
HORSFORTH  
LEEDS LS18**




	← SUBJECT SITE		LAND OWNED BY LEEDS CITY COUNCIL		LAND LEASED OUT BY LEEDS CITY COUNCIL
	LAND SOLD BY LEEDS CITY COUNCIL		LAND OWNED BY APPLICANT		



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PREP BY ANNA GINNAW  
DATE 02/10/08  
OS No SE2338SE  
Scale 1:1,250



PLAN No 11609

Map Document: (G:\LANDRECORDS\Land Records Plans\1600 - 11699\11609 Former Horsforth Library.mxd)  
02/10/2008 - 14:13:23

Note: plan not to scale