

'A' item

	REPORT TO CABINET TO BE HELD ON 17 OCTOBER 2017
	Key Decision NO Forward Plan Ref No
Corporate Priority Place - to protect and improve our environment, now and for the future. Prosperity – to develop a prosperous and innovative borough, with a highly skilled and aspirational workforce. Council – to be an efficient and effective council which is financially sustainable for the future.	Cabinet Portfolio Holder Cllr Mike Cockerill

REPORT OF: DIRECTOR (NE) – 17/231

WARDS AFFECTED: CASTLE

SUBJECT: VINCENT PIER TOILETS & HARBOUR USER FACILITIES, SCARBOROUGH HARBOUR

RECOMMENDATION (S):

The Council is recommended to :

1. Approve the allocation of £180,000 from Harbour Reserves for the construction of new harbour user facilities and public toilets at Vincent Pier Scarborough Harbour.
2. Enter into a Design and Build NEC3 Short Contract with Hughie Construction Limited to undertake works to construct new harbour user facilities and public toilets at Vincent Pier Scarborough Harbour.

REASON FOR RECOMMENDATION (S):

To facilitate the construction of new harbour user facilities and public toilets at Vincent Pier, Scarborough Harbour.

HIGHLIGHTED RISKS:

The key risks are included in the Risk Register as set out in Appendix A.

1. INTRODUCTION

- 1.1 Following a review of public toilet and harbour user facilities in Scarborough Harbour it was determined that new facilities were required at Vincent Pier Scarborough.
- 1.2 Officers have since undertaken a process of investigation, design, planning and tendering for the construction of new facilities and are now seeking the authority of Cabinet to establish the necessary budget and to enter into construction contracts to undertake the works.

2. CORPORATE AIMS/PRIORITIES AND THE COMMUNITY PLAN

- 2.1 The recommendations support the following key aims in the Corporate Plan:
 - **Place** - to protect and improve our environment, now and for the future.
 - **Prosperity** – to develop a prosperous and innovative borough, with a highly skilled and aspirational workforce.
 - **Council** – to be an efficient and effective council which is financially sustainable for the future.

3. BACKGROUND AND ISSUES

- 3.1 In July 2016 the Plan for the Provision of Public Conveniences was adopted by Scarborough Borough Council. The plan identified that a review of all Borough Council operated public toilets be undertaken and where necessary any over provision be rationalised and any structurally poor provision be improved or closed.
- 3.2 Such a review was undertaken at Scarborough Harbour in 2016 and it was determined that:
 - I. There is currently an over provision of public toilets at Vincent Pier given the levels of usage and the amount of alternative provision within the area.

- II. The existing facilities and building were reaching the end of their serviceable life and replacement facilities would be necessary.
- III. Through a rationalisation and reorganisation of exiting provision it would be possible and feasible to maintain the required level of public toilet provision by incorporating dedicated harbour user facilities at the site.

3.3 There has been a long standing undertaking by the Harbour Authority to provide improved harbour user facilities in order to maintain Scarborough's position as a leading visitor destination and mixed use port operation within the region. As such officers subsequently undertook investigative works into the existing building fabric and engaged architects to develop outline designs for a mixed use toilet and harbour user facility.

3.4 Utilising these outline designs planning consent for the partial demolition, rebuild and refurbishment of the existing Vincent Pier toilet block were submitted and subsequently approved in the summer of 2017. A copy of the planning drawings can be seen at Appendix B.

3.5 A specification for the design and build of new public toilet facilities and dedicated harbour user facilities incorporating shower and laundry facilities was drafted and tenders for undertaking the works were subsequently sought utilising the Yortender Framework. The outline specification is as follows:

The provision of 4 x unisex, pay on entry, public toilet cubicles and 4 x unisex, pass key entry, toilet and shower cubicles, laundry washing and drying facilities.

Works consist of the partial demolition of the existing public toilet block including the removal of the entire roof structure and the two external entrance lobbies/ extensions; complete removal of all internal walls, partitions, ceilings and fittings and partial strip out of existing services.

The building is then to be extended using timber frame construction tied into the existing building. The roof replaced and the exterior clad in thermawood type cladding. New internal finishes are to be installed to walls and ceilings, partitions and internal doors etc. All required electrical, plumbing, drainage works are to be undertaken by the contractor. Work to install all necessary sanitary wear, water heating and building plant and equipment are also required.

Externally a DDA compliant access ramps with hand rail are to be provided to the entrances of the building. A facing brick is to be applied to the external face of the existing foundation located within the outer harbour.

3.6 Three tenders were received, two of which were compliant. Officers from Regeneration Services and Harbour Services undertook an evaluation of the compliant tender submissions and Hughie Construction Limited were subsequently identified as the preferred contractor subject to approvals and contract.

3.7 Hughie Construction Ltd propose a contract period of approximately 22 weeks including design and demolitions, strip out and construction works. The contract sum for undertaking these works is £133,341.

3.8 However there is no allowance within the proposal for the relocation of any statutory services. In this instance electricity supply and possibly data

connections may have to be moved in order to accommodate an increased building footprint.

- 3.9 Officers are currently consulting with service providers as to the necessity of any relocations and the potential financial impact. It is therefore proposed that in order to act prudently an allowance of £30,000 be made within the project budget for these works should they be required.
- 3.10 Project Management and Professional fees are budgeted at £8,000 together with an allocated contingency of £9,000, bringing the total project budget to £180,341.

4. CONSULTATION

- 4.1 There has been extensive consultation associated with the development of this project and the resulting proposals. The Public Toilet review first commenced in 2013 and was extensively consulted upon throughout the borough. Further consultation was then undertaken in 2016 during the drafting and publication of the Borough Council's Plan for the Provision of Public Conveniences.
- 4.2 With respect to the requirement for improved harbour user facilities, proposals were first considered and consulted upon in 2007/8 when new pontoon facilities were installed as part of the Scarborough renaissance programme and have remained an aspiration of the stakeholders and harbour users ever since.
- 4.3 The provision for improved public toilets and harbour user facilities were further consulted upon during the planning and listed building consent process undertaken during the summer of 2017.
- 4.4 Most recently the proposal for Harbour User Facilities were included in the Strategic Business Plan for Scarborough Harbour 2017-2030 which was adopted in September 2017. Over 400 consultees were directly approached during the drafting of the document and the proposals for harbour user facilities and toilets were unanimously supported.

5. ASSESSMENT

- 5.1 There has been a longstanding ambition of the harbour authority and stakeholders to provide improved user facilities at Scarborough Harbour. Such facilities are considered necessary to maintain the harbour's position as one of the leading visitor destinations and mixed use port undertakings in the region. To date however the opportunity to deliver such facilities has not arisen due to the financial feasibility of such an undertaking.
- 5.2 The need for replacement modern public toilet facilities on a rationalised scale at the Vincent Pier has also been considered necessary for some time as the existing facilities are approaching the end of their serviceable life. By

combining the two requirements and utilising harbour reserves to undertake the works it is now considered possible to deliver a scheme which is affordable and sustainable and achieves both objectives.

- 5.4 Financially the scheme is viable through current Harbour Reserves. Tender prices have been received and there is a prudent contingency allowance within the scheme to suggest that the allocation of £180,000 would be sufficient to cover the entire cost of the works including any requirement to alter statutory services to the site.
- 5.5 Cabinet are therefore asked to approve the recommendations of the report and facilitate what are considered to be highly desirable improvements to Scarborough's port facilities and the overall public infrastructure of the town.

6. IMPLICATIONS

(a) Policy

- 6.1 There are no policy implications as a result of this report.

(b) Financial

- 6.2 It is proposed that the full cost of these works be funded from the Scarborough Harbour Reserve. Due to the nature of the infrastructure within the harbour when works are required they are often significant in nature and cost.
- 6.3 The reserve is held in order to provide a prudent mechanism for funding such works as annual revenue budgets are not sufficient. Each year a budgeted contribution is made from Scarborough Harbour undertakings to the reserve.
- 6.4 The current balance of the reserve stands at £688k. Budgeted movements within the year are anticipated to result in a year end balance of £702k. Should approval for these works be granted and the full budget allocation be required this would result in a projected reserve balance of £522k.
- 6.5 Any underspends which may occur throughout the implementation of the works, such as if service providers state relocations are not required, will be retained within the reserve for future investments.
- 6.6 While the levels held within the Scarborough Harbour Reserve appear substantial further significant works will be required within the foreseeable future. The Strategic Business Plan for Scarborough Harbour 2017-2030 adopted in September 2017 identifies numerous proposals in order to maintain Scarborough position as a leading visitor destination and mixed use port operation within the region.

(c) Legal

6.7 The form of contract proposed for the project is the Design and Build NEC Short Contract. This form of contract is suited to smaller contracts of the type and quantum proposed for this project and has been utilised on a number of occasions by the Council. In particular the NEC Short Contract has been successfully in the undertaking of works in and around the borough's Harbours.

6.8 Subject to approval, construction contracts will be drafted and entered into with preferred contractor Hughie Construction Limited.

(d) Risk

6.9 The risks are set out in Appendix A.

(e) Environmental and Sustainable Development

6.10 The specification of the project includes a requirement for dust and noise mitigation and a requirement to prevent contamination of the harbour during the works.

6.11 The proposed facility includes the provision of a chemical waste disposal point for utilisation by craft within the harbour. Such provision is currently not available within the port and this facility will help mitigate the risk of vessels disposing of chemical toilet waste by other / unapproved means in the future.

6.12 The new building fabric will utilise materials from sustainable sources and the design of the facility makes use of passive ventilation therefore reducing the need for electro-mechanical air handling plant.

(f) Planning

6.13 The proposed facility building was subject to a full planning application. Planning consent was granted in July 2017 **Decision No 17/00857/RG3**.

6.14 The current / proposed toilet facility is located on the Vincent Pier which is a listed structure. Though there is a minimal amount of intrusive works to the structure, listed building consent was still considered necessary. Approval of listed building consent is anticipated on 10 October 2017 .

(g) Others

6.11 I have considered whether the following implications arise from this report and am satisfied there are no identified adverse implications that will arise from this decision.

Staffing, Equalities and Diversity, Crime and Disorder, Health and Safety

7. ACTION PLAN

7.1 The action plan is as follows:

	Timetable
Cabinet	17 October 2017
Council	6 November 2017
Draft contract documentation	17 October – 6 November 2017
Commence Design phase	November 2017
Mobilisation of works	January 2018
Demolition start	January 2018
Commence rebuild and refurb	February 2018
Works completed	On or before June 2018

Nicholas Edwards

Nick Edwards
Director

Author: Alex Richards, Economic Development Project Manager
Telephone No: 01723 384317
E-mail address: alex.richards@scarborough.gov.uk

Background Papers:

Please give details of all publicly accessible (non private) background papers applicable to the report.

IF YOU HAVE ANY QUERIES ABOUT THIS REPORT OR WISH TO INSPECT ANY OF THE BACKGROUND PAPERS, PLEASE CONTACT Alex Richards ON 01723 384317 e-mail alex.richards@scarborough.gov.uk

Risk Matrix

Risk Ref	Date	Risk	Consequences	Mitigation	Current Risk Score	Target Score	Service Unit Manager/ Responsible Officer	Action Plan
1	03/10/17	Cabinet do not approve the recommendation of the report	<p>The works to rationalise and improve public toilet provision and provide harbour user facilities are not delivered.</p> <p>Public Toilet building continues to decline and facility is closed entirely.</p> <p>Harbour users continue to have limited access to shore side facilities.</p> <p>Scarborough harbour fails to maintain its position as a desirable visitor destination and mixed use port facility</p>	Fully consulted upon, tendered scheme with planning consent has been prepared. Harbour reserve available for implementation.	C3	B1	Alex Richards	This report
2	03/10/17	Potential overspend on construction works.	<p>Requirement to find additional financial resources from Council reserves to complete the scheme.</p> <p>Or</p> <p>Delivery of a reduced scheme.</p> <p>Or</p> <p>Aborting of the scheme entirely.</p>	<p>A budget contingency of £17k circa 10% of the project cost has been made.</p> <p>Furthermore an allowance of £30k for statutory services has also been made. It is not envisaged that this sum will be required however it has been included as a provisional risk sum.</p> <p>In total therefore there is up to circa £47,000 available design changes and additional works to be accommodated if necessary.</p>	C3	B1	Project Board	<p>Strict control at detailed design stage.</p> <p>Strict contract cost management at construction stage</p>
3	03/10/17	Potential delays to commencement and or completion of works	Works impact on main tourism season and cause conflict with other stakeholders, traders and users of the area.	Contract period of 22 weeks. 16 weeks of which is construction. Proposed works are scheduled to run from February 2018 and	C3	B1	Project Board	Strict programme management protocols.

Risk Ref	Date	Risk	Consequences	Mitigation	Current Risk Score	Target Score	Service Unit Manager/ Responsible Officer	Action Plan
				completed in late May 2018. This gives approximately 6- 8 weeks of slack within the project prior to the commencement of the full summer season.				

Glossary of Terms

Risk
 Consequences
 Mitigation
 Current Risk Score
 Corporate Objectives
 Target Risk Score
 Service Unit Manager
 Action Plan

An event which may prevent the Council achieving its objectives
 The outcome if the risk materialised
 The processes and procedures that are in place to reduce the risk
 The likelihood and impact score with the current mitigation measures in place
 An assessment of the Corporate Objectives that are affected by the risk identified.
 The likelihood and impact score that the Council is aiming to achieve
 The Service Unit or Officer responsible for managing the risk
 The proposed actions to be implemented in order to reduce the risk to the target score

Risk Scoring

Impact	5					
	4					
	3					
	2					
	1					
		A	B	C	D	E
	Likelihood					

Likelihood:
 A = Very Low
 B = Not Likely
 C = Likely
 D = Very Likely
 E = Almost Certain

Impact
 1 = Low
 2 = Minor
 3 = Medium
 4 = Major
 5 = Disaster