



Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Neil Turvey, Assistant Director of Property and Development Projects	Councillor Lesley McKay, Resources Portfolio Holder	8 August 2024

UK Shared Prosperity Fund (UKSPF) – Cottam Hall Pavilion Refurbishment

Key decision: Yes

1. Purpose of report

- 1.1 To seek approval to carry out a major refurbishment of the Cottam Hall Pavilion, Poulton-le-Fylde, at a cost of £618,000 to be funded from the UK Shared Prosperity Fund (UKSPF).

2. Council priorities

- 2.1 Improve our leisure facilities ensuring they meet the needs of our residents and visitors
- 2.2 Provide opportunities for people to lead healthy and active lifestyles
- 2.3 Use our land and buildings wisely, managing them to appropriate standards, reducing their environmental impact and maximising income to reinvest in improving services.

3. Recommendations

- 3.1 That approval is given to allocate £618,000 for the capital works and associated professional fees to fully refurbish the Cottam Hall Pavilion building to provide modern facilities for its users.
- 3.2 The total estimated cost of £618,000 which includes a 5% contingency will be funded by an allocation from UKSPF and is to be reflected in the capital programme for 2024/25. The works are targeted to be completed by the end of March 2025 in order to comply with the current grant conditions.

- 3.3** That approval is given to proceed with the direct appointment of RPS Design Group (RPS) to continue to provide the lead consultancy services at a cost of £65,005 which is included within the overall project cost of £618,000.
- 3.4** That approval is given by the Resources Portfolio Holder, to procure RPS under the exemption to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules; on the grounds that exemptions may apply where “goods, works or services constitute an extension or variation of an existing contract, or are required urgently, or the goods/materials, works or services consist of repairs to, or the supply of parts for, existing proprietary plant or equipment”.

4. Background

- 4.1** The UKSPF provided £2.6 billion of new funding for local investment by March 2025. Wyre’s allocation being £3,949,132 (which includes £20,000 for preparing the Investment Plan).
- 4.2** The Investment Plan of projects for Wyre, was selected via a project selection group from a shortlist compiled from proposals returned via three routes, namely:
- Town Centre Partnership Boards (established as part of the council’s Town Centre Strategy Fund programme) nominating projects from priorities as set out in Town Centre Regeneration Frameworks.
 - A long-list of countywide business, people and skills support projects supplied via Lancashire County Council.
 - A long-list of borough-wide projects which picked up priorities that were outside the remit of the Regeneration Frameworks.
- 4.3** Projects were selected based on the strength of their strategic fit in addressing key local needs and providing outputs which will support the council’s Town Centre Recovery Projects’ objectives. The Cottam Hall (Pavilion and playing fields) Masterplan is one of these key projects.
- 4.4** Consultation on the Cottam Hall Masterplan was completed in the Autumn of 2023 seeking views on the current site, how people used the site and their overall aspirations of the site in the future. Improving the current poor state of the pavilion came out as the top priority in the consultation responses seeking significant improvements to be made to the pavilion.
- The Masterplan Design Brief originally proposed a demolition and new build approach but this is not affordable and the proposal now is to carry out a major refurbishment of the existing structure.
- 4.5**
- The current pavilion occupies a site approximately half a mile to the west of Poulton town centre and there are various sports clubs that use the facilities, including Poulton FC (seniors and youth), Wyre Cricket Club and Blackpool FC Girls and Ladies. See Appendix 1 for Location Plan.
- 4.6**

4.7 The single storey Pavilion building comprising of some 271 square metres (2,917 sq.ft), of accommodation has had little investment since it was constructed other than emergency repairs when required. The construction is of brick under concrete tiles with timber single glazed windows, a plywood perimeter walkway with supporting timber posts, solid internal walls and suspended timber floors.

The Pavilion is currently considered not fit for purpose and is an ongoing repair and maintenance liability for the council attracting regular anti-social behaviour.

4.8

5. Key issues and proposals

5.1 The council have worked with RPS Design Group as part of the development phase of the project and they have designed the scheme up to RIBA stage 2 (concept design). They have prepared a proposal with sub-consultants to take the project forward to completion. Table 1 provides an overview of the consultants and services that will be provided including the cost.

Table 1 – Consultant fee proposal

Consultant	Services	Cost
44 Consult	Contract Administration, PM & QS	£27,715
RPS Design Group Ltd	Architecture	£25,000
Hermolle Associates Ltd	Structural & Drainage Design	£3,990
Mulholland Building Services	Mechanical & Electrical	£4,800
SKW Construction Consultancy	Principal Designer & CDM Advisor	£3,500
Total		£65,005

5.2 The UKSPF funding must be spent by 31 March 2025 and therefore consultants must be appointed as a matter of urgency. RPS Design Group and 44 Consult have been involved in the project since the start and have built strong working relationship with key stakeholders and will be able to start technical design process immediately. Their proposal is in line with what we would expect to pay for these consultancy services and is included in the overall £618,000 estimated project cost.

5.3 The proposed refurbishment provides for some new additions as can be seen on the plan at Appendix 2 which shows the current and proposed layouts. In particular, a new ramp is to be provided to the south side of the building to provide access for all and for the same reasons the building will be extended to the south side to provide sufficient width for wheelchair access to all areas. This is the green area on the proposed plan layout at Appendix 1.

5.4 Terms have recently been agreed with Wyre Cricket Club (WCC) to take an over-riding full repairing lease of the premises subject to the refurbishment works being completed. WCC would manage the use of the facility by other clubs and benefit from any income that they can secure.

5.5 The proposed plan layout and rooms sizes are consistent with the English Cricket Board (ECB) required standards and provides for an improved club room and kitchen with new bi-fold doors from the club room to the extended terrace. A complete internal re-fit and provision of multiple toilets and changing rooms.

In summary the capital to be utilised will cover the items listed below;

- Internal demolitions and alterations
- Substructure and building frame improvements
- New roof
- New Stairs and ramps
- New external wall to south side
- New windows and external doors and security shutters
- Internal walls and partitions
- Ceilings
- Internal doors
- Wall and floor finishes
- All fixtures and fittings
- Sanitary installations
- External work and drainage and all external services.
- Professional project team fees.

5.6 Once approved and when the technical scope of works is completed by our professional team, the construction procurement process can commence. We are anticipating a closed procurement process whereby a limited number of suitable local contractors will be approached to bid for the work.

5.7 The timetable for completing the works by the end of March 2025 at the latest is very tight and we would hope to be on site by the early Autumn of 2024 in order to meet this deadline. The scheme must be considered deliverable within these timescales in order for the funding to be released.

5.8 Our planning colleagues have confirmed that the proposed building works can be dealt with as permitted development, under Part 12 of the General Permitted Development Order, which will greatly assist in the delivery programme timetable.

6. Alternative options considered and rejected

- 6.1 Do nothing – the Pavilion would continue to deteriorate and would continue to be the target of local anti-social behaviour and become a critical burden on the council’s repair and maintenance liability.
- 6.2 Demolish and rebuild the Pavilion – this option was considered and rebuild costs were estimated at £1,661,000. This approach was rejected as being unaffordable.

7. Delegated functions

- 7.1 The matters referred to in this report are considered under the following executive functions delegated to the Resources Portfolio Holder (as set out in Part 3.03 of the council’s constitution): “To consider the management, repair, maintenance and use of Council’s land and buildings” and “To consider arrangements for a strategic approach for the council’s procurement of goods and services”.

Financial, Legal/Monitoring Officer and Climate Change implications	
Finance	The Council’s Capital Programme will be updated to reflect that the UKSPF capital spend of £681,000 on this project will be within 2024/25. The current UKSPF grant conditions require that we spend our allocation by 31 March 2025 and the scheme must be considered deliverable by the S.151 Officer and Director of Communities.
Legal/MO	The council will in due course award a construction contract for the works and also instruct legal to provide a new lease to Wyre Cricket Club.
Climate Change	The project will seek to deliver positive impact through the procurement of building works that include consideration of the local supply chain and use of low carbon materials and on-site rainwater retention. Consideration has been given to the provision of solar PV to enhance the sustainability of the energy supply but this is deemed to be unaffordable given the budget constraints. It is something that will be re-visited at a later date through a separate funding proposal.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	✓
equality and diversity	x
health and safety	x

risks/implications	✓ / x
asset management	✓
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 – Location Plan

Appendix 2 – Current and Proposed Layout Plans