

APPENDIX A

WAVERLEY BOROUGH COUNCIL

SPECIAL EXECUTIVE - 15 DECEMBER 2008

COUNCIL - 16 DECEMBER 2008

Title:

**CAPITAL REFURBISHMENT PROGRAMME FOR LEISURE CENTRES AT
GODALMING, FARNHAM AND CRANLEIGH**

**[Portfolio Holders: Cllrs Roger Steel and Mike Band]
[Wards Affected: All]**

Note pursuant to Section 100B(5) of the Local Government Act 1972

Annexes to this report refer to exempt information by virtue of which the public may be excluded during the item to which the report relates, as specified in Paragraph 3 of part I of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Summary and purpose:

The purpose of this report is to identify which options to pursue for the capital schemes following the outcome of the intrusive structural and other surveys and to recommend to Council the headline Employer's Requirements for the refurbishment and improvement works for Cranleigh, and Farnham leisure centres. As a result of these surveys, it recommends that the proposed refurbishment to Godalming Leisure Centre does not represent good value for money and instead proposes starting a process leading to building a new leisure centre for Godalming. The report also seeks endorsement to invite the four companies selected to tender for the capital contract.

How this report relates to the Council's Corporate Priorities:

Leisure is one of the Council's key priorities and this capital investment supports the achievement of improved leisure centres in the long-term.

Refurbished leisure centres which are fully functional, appropriately equipped, attractive and inviting are significantly beneficial to the community in providing a high quality venue for fitness, recreational and sporting activities, thereby increasing public participation and improving general health.

Equality and Diversity Implications:

There are particular equality and diversity issues associated with the capital refurbishment and enhancement of the leisure centres such as improvements to access, the reliability and the quality of the leisure experience.

Resource/Value for Money implications:

The capital costs of the range of options are set out in this report, together with the estimated revenue consequences. Risk is evaluated in relation to the capital procurement. In February, the Council approved outline capital costs and considered the estimated revenue impact of the capital investment. Following the outcome of the recent building surveys, the proposals for Godalming and Farnham have been adapted to take into account the findings of the survey work with resulting changes to the capital and revenue position. These are presented later in the report. Members also considered the estimated 15-year repair and replacement programme for all five centres in February. This has now been revised following the surveys and is also detailed in the report.

The Council is still in the process of negotiating contract terms for the contract. Therefore, whilst the details of what is included in the improvement options can be shown and are detailed in an open annexe, the financial proposals both revenue and capital are included in an exempt Annexe.

In February, Members agreed to the capital spending and acknowledged that the net additional annual revenue cost would place extra pressure in the Financial Strategy. In taking this decision, Members accepted that savings would need to be identified in the budget to offset this additional cost and that prudential borrowing of up to £5million was necessary.

Legal Implications:

The legal requirements will be dealt with through the proposed contract between Waverley and the successful tenderer for the design and build contract. This contract will be a standard JCT form.

Background

1. In February 2008, the Council approved proposed capital works for the leisure centres in Godalming, Farnham and Cranleigh with an estimated expenditure of £9.1 million. Those refurbishment and improvement works are set out at Annexe 1 to this report.
2. Since that time, officers have contracted with a project management team, headed by DC Leisure, to commence the process for tendering the capital refurbishment. DC Leisure's design team has included the Quantity Surveyors, Press and Starkey, and the Architects, Widdup Amer, as well as consultants necessary for a project of this scale.
3. Waverley has also appointed Capita Symonds as its project monitor, to ensure that Waverley is independently advised at every step of the process.

4. When developing capital schemes for buildings of the age (Godalming 36 yrs; Farnham 27 yrs; Cranleigh 38 yrs (1970)) and complexity of Waverley's leisure centres it is essential to undertake a range of surveys and investigations to establish the true condition of the land and buildings. This important stage identifies potential issues that could impact on capital plans and estimated costs. The following surveys were undertaken during August and September.
 - Topographical and level survey for each site
 - Detailed measured building survey for each site
 - Type 3 asbestos surveys for each site
 - Structural condition survey for each site
 - M&E services condition survey for each site
 - Ground investigation (geo-technical) survey for Godalming and Farnham
5. Following the outcome of these surveys the outline capital proposals considered by Members in February have had to be reworked for Farnham and Godalming. This report sets out the details of the new options.

Current situation

Selecting contractors

6. In response to an advertisement placed in the Official Journal of the European Union (OJEU), twenty-five expressions of interest were received from companies regarding this design and build contract. Of these, fifteen completed and returned the preliminary qualifying questionnaire. This PQQ was then scored by a team composed of Waverley officers, our managing agents, Press and Starkey and our advisors, Capita Symonds. The scoring was undertaken against a pre-agreed set of parameters using a weighted matrix, prepared in accordance with Waverley's Contract Procedure Rules. The assessment was supplemented by a financial evaluation of the companies. Three of the fifteen companies were discounted as their annual turnover was too low. The OJEU notice had required companies with an annual turnover of at least three times the proposed capital expenditure. Another company was discounted because of concerns about low pre-tax profit margin, net current liabilities and low net worth. The pre-agreed scoring framework was weighted to advantage companies with a background and experience in bringing contracts in on time and within budget, in working with leisure management companies, and in working on leisure centre construction or refurbishment.
7. Consistent advice from Press and Starkey and from Capita Symonds was to invite four companies to tender. The OJEU Notice had indicated that Waverley would be selecting between three and five companies to tender. The four companies scoring the highest number of points in the weighted matrix evaluation are set out in (Exempt) Annexe 3 to this report.
8. Officers propose that these four companies be invited to tender for the capital refurbishment design and build contract.

Capital Options

9. This report sets out the refurbishment and the enhancement scheme for the three leisure centres as originally approved by the Council (Annexe 1 to this report), together with range of options that have emerged as a consequence of the surveys which have been conducted at each of the leisure centres. The survey results, an outline of which is contained at (Exempt) Annexe 6 to this report, have been studied by the design team, which has drawn up the tables of options together with their associated capital costs. The design team's work has been fully considered by officers at weekly project management meetings.

Capital Costs

10. The figures in this report should be regarded as the best estimate at this time of the refurbishment and enhancement costs for each of the options. They are based on design information and preliminary advice from the consultant structural and services engineers. The actual detailed design proposals will be developed by the contractors during the design and build tender process and the final cost for each of the proposals will not be known until tenders are returned. The Council will then be presented with a range of costed design options to consider.

Cranleigh Leisure Centre

11. Nothing untoward in terms of the building structure was discovered in the surveys conducted at Cranleigh Leisure Centre. The services condition survey did identify plant maintenance and replacement requirements that will need to be addressed as part of an ongoing lifecycle maintenance programme. The Council's advisors recommend that the existing health and fitness suite is turned into a functions room, that the health and fitness area be located in the area currently occupied by the sauna and jacuzzi and that the sauna be located in the area currently used for schools changing, with all changing in future occurring in the changing village which is equipped with lockers and cubicles.
12. The revised proposals for Cranleigh can be accommodated within the original capital estimates, and have no impact on the estimated revenue position for Cranleigh presented to Members in February.

Farnham Sports Centre

13. The surveys at Farnham Sports Centre show a problem with the ground around the sports centre, previously the site of Farnham's Town Gas Works. The soil has been made-up and vibro-compacted, making the proposed front of house extension considerably more expensive than the original estimates of costs, and therefore not financially viable (options 1, 2 and 3 in Table 1 below). A number of other options have been developed in the light of the survey results which are detailed as follows.

14. Options 4, 5, 6 and 7 rework the proposals for enhanced provision of health and fitness using under-utilised existing internal space. In the case of options 4 and 5 it is proposed that the health and fitness suite be located in the existing squash court area. In relation to options 6 and 7 it is proposed that the health and fitness suite be located in part of the existing sports hall.
15. Some options feature a complete reconfiguration of the wet changing rooms (new proposal) as opposed to minimal works to the changing rooms (as originally proposed). The reason for considering a complete reconfiguration is because, without the front of house extension, the visual impact of a renewed and refurbished centre would then be created by upgrading the foyer (first point of impact) and the changing facilities (second point of impact).
16. In determining whether the health and fitness suite is best located within the sports hall or the squash courts, officers have looked at the number of users of these facilities and the revenue impact of both options. Options 8 and 9 locate the new fitness area into the dance studio (with and without the enhanced changing facilities) and options 6, 7, 10 and 11 locate the new fitness area in three of the six courts in the sports hall (again with and without the enhanced changing facilities). Whilst this would significantly reduce the usable area of the sports hall for any other one-off events, such as election counting etc it is likely to have limited impact on the overall leisure provision in the centre. However, there will be impact on the flexibility of league registered activities.
17. Having committed to the Government's free swimming for the over 60s and under 16s initiatives, Waverley is, as a result, able to bid for capital grant for development and enhancement of swimming. A bid has already been submitted for 50% of the costs of upgrading the wet-side changing village according to the scheme approved in February 2008. If this is successful, this grant, along with any S106 funds available, would present the Council with some flexibility in how it finances the 'un-funded' proportion of the capital expenditure (as set out in (Exempt) Annexe 5). This may also present Members with an opportunity to enhance the capital proposals at Farnham and if agreed, officers would seek to work up proposals with the preferred contractor.
18. (Exempt) Annexe 5 sets out the total capital costs of each of the Farnham options. These figures include contingencies, equipment fees and capitalised one-off closure costs. Some of these options were eliminated on financial, operational or leisure grounds. The reasons for this are explained below. For the options that were considered in more detail, officers worked with DC Leisure and Capita to calculate the estimated revenue implications. This is also shown in (Exempt) Annexe 5.

TABLE 1 – FARNHAM OPTIONS

Option 1: New first floor front extension and minimal works at Ground Floor to accommodate new steel frame
Option 2: New first floor extension and complete reconfiguration of Ground Floor Changing and Office spaces
Option 3: Demolition of existing ground floor front section of the building and construction of new two storey extension
Option 4: No front extension and conversion of existing squash courts to Fitness suite with part mezzanine floor, new rear extension for dry change and complete reconfiguration of wet change
Option 5: As option 4 but minimal works to wet change (as original proposal)
Option 6: No front extension and conversion of part existing sports hall to Fitness suite with part mezzanine floor, new rear extension for dry change and complete reconfiguration of wet change
Option 7: As option 6 but minimal works to wet change (as original proposal)
Option 8: Fitness Suite Expanded into Dance Studio, new rear extension for Dry Change and complete reconfiguration of wet change
Option 9: As Option 8 but minimal works to wet change (as original proposal)
Option 10: No front extension and conversion of part existing sports hall to Fitness suite with part mezzanine floor, new rear extension for dry change and complete reconfiguration of wet change but with 3 Courts of Sports Hall utilised and smaller mezzanine
Option 11: No front extension and conversion of part existing sports hall to Fitness suite with part mezzanine floor, new rear extension for dry change and minimal works to wet change (as original proposal) but with 3 Courts of Sports Hall utilised and smaller mezzanine – Option Recommended

19. From a leisure provision perspective (in the knowledge that options 1, 2 and 3 fail the affordability test) options 4 and 5 are less desirable as they would take out the whole of an activity i.e. squash. Options 6 and 7 (using 2 courts of the sports hall) are rejected on operational grounds as they leave an awkward remnant in the sports hall, they cost no less than the 3 court conversion and they will generate less revenue.
20. Turning to options 8 and 9, these would also prove difficult from a leisure provision prospective because the relocated dance studio would need to be downstairs in what is currently the crèche, a room too low in height to accommodate the full range of popular dance and aerobic activities.
21. Options 10 and 11 are the clear front runners from a leisure provision perspective.

Conclusions

22. Officers therefore conclude that the best advantage to Waverley is to proceed with option 11, i.e. to use 3 of the existing 6 courts of the sports hall for an enhanced health and fitness suite. This option includes the originally proposed upgrading to the wetside changing village and a number of refurbishment and enhancement features which will include

- Improved and extended entrance foyer;
- Provision of enlarged fitness suite by conversion of 3 of the existing badminton courts;
- Provision of new dance studio/spinning studio in position of old fitness suite;
- New male and female fitness changing rooms; and
- Refurbishments as listed in Annexe 2.

Godalming Leisure Centre

23. Whilst the building is currently in a safe condition, the surveys at Godalming Leisure Centre have indicated that the fabric of the building is in a considerably worse state than envisaged and that the mechanical and electrical equipment is at risk of failure on a greater scale than predicted. There are also some major concerns about the pool tank and the mechanical and electrical equipment. The surveys have indicated that construction works at Godalming could cause the pool tank to fail which would cost an estimated additional £750,000 to repair, not including the costs of prolonged closure.
24. As a result of the outcome of the surveys, both the design team and Waverley's project monitor have looked at a range of options as set out in Table 2 below. These range from retaining the existing facilities for the moment and considering how to provide Godalming with new build facilities, through to carrying out some major works in line with the approved capital cost.
25. The issues which need to be borne in mind in concluding how to determine the extent of any future major capital expenditure at Godalming are:
 - (a) the Council has had a long-term desire to do something to upgrade Godalming's Leisure facilities
 - (b) there is a significant management fee currently and Waverley will be wanting to reduce its exposure on this by negotiation
 - (c) the pressures on Waverley's overall revenue and capital budget
 - (d) the risk/return equation in respect of capital investment in the current building.
26. (Exempt) Annexe 5 sets out the total capital costs of each of the Godalming options. These figures include contingencies, equipment fees and capitalised one-off closure costs. Some of these options were eliminated on financial, operational or leisure grounds. The reasons for this are explained below. For the options that were considered in more detail, officers worked with DC Leisure and Capita to calculate the estimated revenue implications and these are also shown in (Exempt) Annexe 5.

TABLE 2 – GODALMING OPTIONS

Option 1 – Retain existing facilities and react to issues if emergencies. Invite tenderers to make indicative proposals for new leisure build and indicative costs
Option 2 – Do essential structural repairs to building to prolong life by say 5 years and take risk on M&E failures
Option 3 – Essential refurbishment works and new outside extension of gym and retain squash Plan SKG002
Option 4 – Essential refurbishment works and extend ground floor gym, lose squash facility and extend dance studio to twice current size Plan SKG 003
Option 5 – Essential refurbishment works and extend ground floor gym, lose squash facility and relocate dance studio current squash Plan SKG 004

27. It is concluded from a leisure provision perspective that:
- 1) in pursuing any of these 3 options (i.e. 3, 4 or 5) there is considerable risk from un-refurbished portions of the building, including the pool tank and the plant, of a failure.
 - 2) that in pursuing one of the capital options and expending a considerable sum of money the centre will still be in a poor condition and offer a relatively low quality of leisure provision to Waverley's residents.
28. The survey information has revealed that the original refurbishment and enhancement proposals at an estimated capital cost of £2.6 million can no longer be funded at this price and would represent significant areas of considerable risk. Members are reminded that in pursuing Option 1, this creates the ability to retain £2.6 million in the indicative future capital programme as a contribution to any new leisure development in Godalming which emerges from the project group.
29. Whilst options 3, 4 and 5 do contain the proposed indicative cost for the works to within the original approval, the risks involved with these options are still significant. Options 3, 4 and 5 include only essential maintenance works identified by the Structural and Services Engineers in the surveys. The condition of the building is such that potentially there is a further £2 million of lifecycle/maintenance works that may be required over the next 15 years to keep the centre operational. This is highlighted in (Exempt) Annexe 4. This includes an estimated £750,000 for the replacement pool tank. If Option 1 is agreed, an additional £0.8 million of basic refurbishment works would also be necessary in the 15 year period.

30. The further lifecycle works that sit outside the scope covered by options 3, 4 and 5 include replacement of services and plant, the life expectancy of which cannot be accurately predicted, and the replacement of the pool tank which the appointed Consultant Structural Engineer advises is at risk of failure should it be emptied or should excavation alongside it be required.
31. Carrying out alteration or enhancement works to an existing building which is in poor repair is inherently risky from a construction point of view and as the building is 'opened up' during the works the likelihood of encountering unforeseen problems is always there. This advice has been corroborated by our independent retained specialist consultants Press and Starkey and Capita Symonds. Capita Symonds' appraisal is set out at (Exempt) Annexe 8 and a synopsis of the survey results is included at Annexe 6. The Council must recognise that this building is some 36 years old.
32. Under these circumstances officers recommend option 1 i.e. no immediate expenditure except on matters relating to public safety, rather than embarking on a course of action which could potentially be of little or no value for considerable expenditure. This is the prudent option which offers the best value for money in the long term.
33. However, there remains a significant public desire to see the quality of leisure facilities available to people in Godalming substantially enhanced. Members are therefore recommended to establish a project group to seek to develop proposals for a new Godalming Leisure Partnership to investigate the feasibility of establishing and financing, through a public-private partnership or otherwise, new community leisure facilities ultimately to replace Godalming Leisure Centre. However there are no current concerns about the structural safety of the building which will be kept under regular inspection. Tenderers will be asked to submit indicative design sketches and indicative cost ranges for a new leisure centre for Godalming, on the existing site based on the current Centre, but with improved facilities and the addition of a learner pool which is the facility most frequently asked for by users. It is proposed that these indicative designs and costs are not evaluated as part of the contract award for Farnham and Cranleigh. It is proposed that the project group considers these proposals for Godalming including a full analysis of the financial viability and the potential need to identify further additional funding for a replacement facility.

Financial Appraisal

34. In February, Members were presented with estimated capital costs and financing proposals for the outline refurbishment/improvement schemes at Farnham, Cranleigh and Godalming. The revenue consequences of the financing decisions were also presented and Members accepted that a net additional annual cost was likely. Officers have worked with DC leisure to update the revenue projections for the revised capital schemes and Waverley's advisers, Capital Symonds have checked DC's estimates and have identified some areas where there is potential to gain further minor improvements. Officers will continue to negotiate with DC Leisure.

35. As detailed earlier in the report, officers are currently recommending that only Farnham (Option 11) and Cranleigh capital schemes should proceed at this time. Table 3 below shows how the current costs for these two schemes compare to the indicative figures agreed in February.

Table 3 – PROPOSED CAPITAL SCHEMES FOR CRANLEIGH AND FARNHAM

	Outline Capital Proposals approved Feb 2008 £000	Revised Capital Proposals Nov 2008 (Farnham 11) £000
Estimated total Capital spend	6,500	6,320
Maximum borrowing requirement	3,521	3,340
Annual Revenue Implications:		
-Estimated borrowing cost	352	334
-Estimated saving in Management fee	-265	-266
Additional General Fund revenue cost	87	68

36. The table shows the capital investment and the revenue impact in aggregate over the two centres. A detailed breakdown of costs for all of the options that were considered potentially financially viable is included at (Exempt) Annexe 5.
37. Table 3 shows the potential reduced impact on Waverley's general fund revenue budget of proceeding with the officers recommendation. The capital spend is lower and the consequent borrowing costs have reduced as a result of the officers' recommended changes to the proposals following the survey results.
38. To remind Members, the Council can meet the costs of the basic refurbishment from its own capital resources and the Council agreed to prudentially borrow up to approx. £5million to fund the further capital improvement works. The figures included in this report are calculated on the basis that any external borrowing is fully repaid, both interest and principal, over the period of the management contract – 15 years.

For comparison, the figures presented in (Exempt) Annexe 5 and in Table 3 above, assume the same level of Waverley's capital resources (£3 million) being used for the Farnham and Cranleigh schemes, as was reported to Members in February, with the balance being borrowed. This anticipates that the same level of Waverley's capital resource (£1 million) will be identified for any emerging Godalming scheme with the balance being borrowed. However, in accounting terms, officers will always use Waverley's resources to finance capital expenditure before resorting to external borrowing.

39. Officers would also aim to identify on an ongoing basis alternative sources of funding the capital costs of the improvement works including from the leisure element of the planning supplement and S106 agreements. This would reduce the level of borrowing required but would not avoid Waverley needing to raise significant debt to pay for the works.

Conclusion

40. Officers conclude that this is an extremely complex issue with a range of considerations which need to be brought together. On balance, it is considered that the best advantage to Waverley and for the Godalming Centre in terms of assuring the ongoing provision of leisure, of enhancing that provision, of containing expenditure within existing approvals, and of maximising the advantage from the current management fee is represented by Option 1. This option involves doing only absolutely essential works to the building to maintain it as a safe structure.
41. The reduced expenditure from pursuing option 1 would give Waverley more flexibility to take action under the circumstances of any potential failures. In dismissing options 3, 4 and 5 officers advise that expenditure on these options could result in refurbishment to a centre which could still suffer major failure and therefore these options represent huge risks and potentially poor value for money.

Future Repairs and Maintenance Requirements

42. In addition to the major capital works, the Council will need to continue to provide for a programme of repairs, maintenance and replacement at the five centres over the 15-year contract period. The report to Council in July 2007 alerted Members to the fact that the current annual capital budget of £105,000 is insufficient to meet Waverley's landlord obligations for the leisure centres in the medium to long term. In July, the Council agreed not to set up a specific fund to finance these works in favour of meeting each year's obligations as they arise. (Exempt) Annexe 4 shows the Council's estimated repairs, replacement and maintenance requirements over the 15-year contract period, as revised following the outcome of the building surveys. The Annexe also shows that the peaks of expenditure fall in the latter years of the contract. If the Council does not increase the annual provision for meeting these costs, the capital programme will need to bear the costs on a year-by-year basis. This schedule will be revised once the Council has agreed its employers requirements.

Risk Analysis

43. Any major procurement, particularly one which involves a large building project, has risks associated with it and officers need to present these to members when key decisions are being considered. Officers have identified and analysed these risks throughout the project and the key risks associated with the financial and contractual issues covered in this report are set out in (Exempt) Annexe 8.

44. The outcome of the building surveys has increased the building and lifecycle cost risk to the Council, particularly at Godalming.

Conclusions

45. The conclusion in relation to which four firms to invite to tender is relatively straightforward in that officers are proposing to invite the four firms with the highest score in relation to the returned and evaluated Preliminary Qualifying Questionnaires.
46. The proposals for Cranleigh Leisure Centre refurbishment present little difficulty in that the estimated costs of the proposals can be accommodated within the existing approval Employer's Requirement is similar to the Council's decision about capital expenditure made in February 2008.
47. In relation to Farnham Sports Centre, it is concluded that the additional proposed facilities be provided within the footprint of the Leisure Centre, taking up underused space within the sports hall. It is further concluded that the refurbishment of the wet side changing rooms should be undertaken as per the original proposal. Additional funding or reductions in the estimated costs of the capital expenditure as a consequence of tendering might enable the enhanced upgrade to be reconsidered.
48. For Godalming Leisure Centre, officers do not propose that the refurbishment scheme and the enhancement scheme are carried-out at this time. Members are alerted to the inherent risks of working with a dilapidated building, especially in relation to the pool, the plant and the fabric, and noting the lifecycle capital refurbishment costs this is not recommended as an option. It is concluded that the best solution for Godalming Leisure Centre, having regard to the risks and the outcome of the surveys, is to proceed with Option 1. This includes (a) seeking indicative proposals for a new leisure centre, (b) inviting tenderers to comment on working with Waverley to achieve this. and (c) establishing a broad based project group to look at the best advantage, including financial advantage, in the longer term for Godalming. This could include representatives of the Town and Parish Councils and sports groups in the area.
49. The Heads of Terms of the Employer's Requirement for the proposed Design and Build contract between Waverley and the preferred contractor are included at Annexe 2 to this report. The Employer's Requirements will be developed in full detail and will in effect be the specification for the refurbishment and improvement works for the Design and Build Contract between Waverley and the preferred constructor.

Recommendation

It is therefore recommended that the Executive:

1. endorse the proposed four companies to be invited to tender for the design and build capital contract, as listed in (Exempt) Annexe 3;

2. recommend to the Council that the Cranleigh Leisure Centre refurbishment and enhancement be tendered with Employer's Requirements, as set out in Annexe 2 of the report;
3. recommend to the Council that the Farnham Leisure Centre refurbishment and enhancement programme, referred to as Option 11 in this report, be tendered with Employer's Requirements, as set out in Annexe 2 to the report;
4. recommend to the Council to approve Option 1 for Godalming at this time, and:-
 - a. to establish a project group to develop proposals for new Godalming leisure facilities to include a learner pool;
 - b. to retain the £2.6 million currently identified in the capital programme for Godalming leisure and identify this towards any new proposals that emerge from the project group; and
 - c. to identify further capital provision to enable new proposals for new leisure facilities to be funded.
5. note the revised schedule of future repairs, replacement and maintenance (lifecycle costs) as set out in at (Exempt) Annexe 4; and
6. authorise the Strategic Director of Community Services, in consultation with the Deputy Chief Executive, to tender, evaluate and award the contract for the capital refurbishment of the leisure centres in conformity to the Council's Contract Procedure Rules and the European Procurement Regulations.

Background Papers (SDCS)

Correspondence with DC Leisure, Press and Starkey and Capita Symonds

CONTACT OFFICER:

Name:	Kelvin Mills	Telephone:	01483 523432
		E-mail:	kelvin.mills@waverley.gov.uk
Name:	Graeme Clark	Telephone:	01483 523236
		E-mail:	graeme.clark@waverley.gov.uk
Name:	Malcolm Bookham	Telephone:	01483 523256
		E-mail:	malcolm.bookham@waverley.gov.uk
Name:	Peter Maudsley	Telephone:	01483 523398
		E-mail:	peter.maudsley@waverley.gov.uk

ANNEXE 1

REFURBISHMENT PROGRAMME AS AGREED BY THE COUNCIL AT ITS MEETING ON 19 FEBRUARY 2008

Godalming Leisure Centre

1. Refurbishment of all public areas (to include all reception areas, corridors, passageways, staircases, landings and other circulatory areas to which the public have access).
2. Formation/refurbishment of larger reception area (DDA compliant)
3. Main pool roof:
 - a. replace coverings with composite sheet standing seam roofing system
 - b. install insulated roof lights (10% of area)
 - c. renew gutters and down pipes
 - d. install fall arrest system
 - e. install lightning protection system
4. Portal frame base works:
Undertake corrosion protection works as recommended by Construction Evaluation Limited's Report dated June 2005.
5. Flat roof areas:
 - a. replace all felt roof areas to include the upgrading of thermal insulation and the renewal of all roof lights
 - b. replace gutters and fascias
6. External brickwork repairs:

Repointing of all wall areas generally and other external repairs (including localised rebuilding).
7. External works:
Repair/replacement of paving and the formation of access ramps to centre (DDA compliant)
8. External cladding:

Replacement of all external timber cladding (improve insulation)
9. M & E works:
 - a. renewal of pool hall lighting
 - b. replacement of lighting fittings generally around the centre (energy efficiency)
 - c. renewal of extractor fans
 - d. shower control improvements

- e. plant room pipe work insulation replacement
 - f. heating/ventilation controls – upgrading
 - g. upgrading to emergency lighting system
10. Main pool:
- Major replacement and repairs to tiles and grilles within the tank and surrounds
11. All circulatory areas (as 4 above):
- a. redecoration of wall and ceiling areas
 - b. floor covering replacements
 - c. lighting improvements

Farnham Sports Centre

1. Refurbishment of all public areas (to include all reception areas, corridors, passageways, staircases, landings and other circulatory areas to which the public have access).
2. Major refurbishment of pool areas:
 - a. pool hall ceiling redecoration
 - b. replacement of tiling to pool, surrounds and low level to walls
 - c. new poolside seating
 - d. new heating and ventilation system
 - e. lighting improvements
3. Sports hall:
 - a. glazing of viewing gallery for visibility/safety reasons
 - b. replacement of sports hall floor with Gransprung flooring
 - c. renewal of rebound bounds
 - d. renewal of curtains
 - e. ventilation and heating improvements
 - f. security of storage area
4. Foyer/entrance area:
 - a. low reception counter to meet DDA requirements
 - b. extension of entrance area with automatic doors
 - c. additional office space constructed in void
 - d. refurbishment of public toilets
5. Squash courts:
 - a. improvements to ventilation (incl. Gallery areas)
 - b. re-laying of floors and refurbishment of all walls
 - c. lighting improvements

6. Activity room:
 - a. improvements to ventilation and heating
 - b. redecoration and plastering to walls
 - c. refurbishment of floor
 - d. construction of storage cupboards

7. Dry changing facilities:

Refurbishment of shower and changing areas

8. First aid room:
 - a. rendering and tiling to walls
 - b. renewal of floor covering

9. Fitness suite:
 - a. improvements to ventilation
 - b. squash court void conversion to fitness facilities including services

10. Changing village:
 - a. redesign to pre cleanse/toilet/shower areas
 - b. upgrade to cubicle and lockers

11. Internal generally:
 - a. internal redecoration of brick walls
 - b. renewal of all internal doors and master lock system
 - c. renewal of internal/external signage including DDA needs
 - d. replacement of all louvered windows with sealed units

12. External works:
 - a. resurfacing and relining of staff car park including disabled parking bays
 - b. rebuilding and repairs to front entrance steps/retaining wall areas
 - c. widening of pathways leading to centre

13. Mechanical & electrical services:
 - a. main and pool equipment control panel replacement with BMS
 - b. installation of condensing boilers (energy efficient)
 - c. other energy management systems/controls within building
 - d. clocks and timers to provide synchronised clock system
 - e. lighting sensors for energy efficiency purposes
 - f. replacement of distribution boards (where obsolete)
 - g. new water tank and services

ENHANCEMENT PROGRAMME AS AGREED BY THE COUNCIL AT ITS MEETING ON 19 FEBRUARY 2008

Godalming Leisure Centre

- Upgrading the reception area to make the entrance more visual and welcoming
- Extending the fitness area into the third squash court to accommodate a 60 station gym
- Develop an extended dance studio
- Create a wet-side changing village within the current changing rooms
- Creation of new male and female dry-side changing facilities

Note: A general refurbishment programme has been identified separately in the Capital Programme for Godalming Leisure Centre

Cranleigh Leisure Centre

- Modernisation and refurbishment work throughout the building
- Creation of new fitness suite location adjacent to foyer
- Major upgrading of the school changing rooms to a fitness changing area
- Create new health suite in existing fitness room
- Create new interactive zone in existing fitness room
- Smaller café servery facility to be provided in present location
- Alterations to reception counter to provide improved service for disabled people

Farnham Sports Centre

- Improved and extended entrance foyer
- New extension to the front of the building to accommodate enlarged first floor fitness suite extension
- Upgrade of existing fitness suite and new studio over crèche
- New spinning studio and male and female fitness changing rooms

Note: A general refurbishment programme has been identified separately in the Capital Programme for Farnham Sports Centre

ANNEXE 2

EMPLOYERS REQUIREMENTS – HEADS OF TERMS

Summary of Proposed Capital Improvement Schemes

Godalming Leisure Centre

- Nothing proposed at this time.

Cranleigh Leisure Centre

- Modernisation and refurbishment work to public circulation, corridor and entrance foyer areas
- Creation of new fitness suite location adjacent to foyer
- Major upgrading of the school changing rooms to a fitness changing area
- Create new function suite in existing fitness room
- Smaller café server facility to be provided in present location
- Alterations to reception counter to provide improved service for disabled people
- Provision of new First Aid Room in vacated locality office.

Farnham Sports Centre

- Improved and extended entrance foyer
- Provision of enlarged fitness suite by conversion of 3 of the existing badminton courts
- Provision of new dance studio/spinning studio in position of old fitness suite
- New male and female fitness changing rooms

EMPLOYERS REQUIREMENTS – HEADS OF TERMS

Summary of Proposed Capital Refurbishment Schemes

Godalming Leisure Centre

Nothing proposed at this time.

Farnham Sports Centre

1. Refurbishment of all public areas (to include all reception areas, corridors, passageways, staircases, landings and other circulatory areas to which the public have access).
2. Major Refurbishment of Pool Areas:
 - a. Pool hall ceiling redecoration
 - b. Replacement of tiling to pool, surrounds and low level to walls
 - c. New poolside seating
 - d. New heating and ventilation system
 - e. Lighting improvements
3. Sports Hall:
 - a. Replacement of sports hall floor with Gransprung flooring
 - b. Renewal of rebound boards
 - c. Renewal of curtains
 - d. Ventilation and heating improvements
 - e. Security of storage area
4. Foyer/Entrance Area:
 - a. Low reception counter to meet DDA requirements
 - b. Extension of entrance area with automatic doors
 - c. Additional office space constructed in void
 - d. Refurbishment of public toilets
5. Squash Courts:
 - a. Improvements to ventilation (including gallery areas)
6. Activity Room:
 - a. Improvements to ventilation and heating
 - b. Redecoration and plastering to walls
 - c. Refurbishment of floor
 - d. Construction of storage cupboards
7. First Aid Room:

- a. Rendering and tiling to walls
 - b. Renewal of floor covering
8. Fitness Suite:
- a. Improvements to ventilation
 - b. Squash court void conversion to fitness facilities including services
9. Changing Village:
- a. Redesign to pre-cleanse/toilet/shower areas
 - b. Upgrade to cubicle and lockers
10. Internal Generally:
- a. Internal redecoration of brick walls
 - b. Renewal of all internal doors and master lock system
 - c. Renewal of internal/external signage including DDA needs
 - d. Replacement of all louvered windows and sealed units
11. External Works:
- a. Resurfacing and relining of staff car park including disabled parking bays
 - b. Rebuilding and repairs to front entrance steps/retaining wall areas
12. Mechanical and Electrical Services
- a. Main and pool equipment control panel replacement with BMS
 - b. Installation of condensing boilers (energy efficient)
 - c. Other energy management systems/controls within the building
 - d. Clocks and timers to provide synchronised clock system
 - e. Lighting sensors for energy efficiency purposes
 - f. Replacement of distribution boards (where obsolete)
 - g. New water tank and services
 - h. Replace fire alarm system