

Waverley Borough Council

Report to: Executive Committee

Date: 04/07/23

Ward affected: Godalming Farncombe & Catteshall

Report of Director: Community Wellbeing

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Report Status: Part Confidential

Broadwater Park Changing Rooms Refurbishment Works

1. Executive Summary

The purpose of this report is to seek approval to enter into a contract for works to refurbish and reconfigure the changing rooms at Broadwater Park, Godalming. The facilities are used throughout the year by local community football and cricket teams. The facility is in a poor condition, no longer fit for purpose and has been closed to all users since the winter following the collapse of the ceilings due to a water leak.

2. Recommendation to Executive

That the Executive Committee approves:

- 2.1. The authority to enter into a contract with Abacus Property Solutions for the changing rooms refurbishment works in line with the capital budget programme.

3. Reason(s) for Recommendation:

- 3.1. The council currently has responsibility for major works on its pavilions. The asset management plan for Parks & Countryside buildings and facilities identifies that Broadwater Park changing rooms require refurbishment.
- 3.2. The changing rooms are currently unusable due to a major water leak and are causing a significant inconvenience to the local sports clubs.

4. Exemption from publication

- 4.1. Yes, part of the report.
- 4.2. The content is to be treated as exempt from the Access to Information publication rules because of commercial sensitivity and is therefore exempt by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:

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

5. Purpose of Report

- 5.1. To seek Executive authority and approval to enter into a contract to refurbish the changing rooms at Broadwater Park Pavilion, Godalming.

6. Strategic Priorities

- 6.1. Corporate Priorities: High quality public services accessible for all and the health and wellbeing of our communities.
- 6.2. Service Plan; Outcome 6. The quality and provision of outdoor sports facilities is improved. SP23/26 ES6.1 Delivery of councils playing pitch strategy. Outcome 9. Delivery of the capital programme. SP23/26 ES9.1 Delivery of capital projects as agreed within the budget framework.

7. Background

- 7.1. The council currently has responsibility for major works on its pavilions. As identified through the recent asset management plan produced, many pavilions require ongoing maintenance works to ensure they remain compliant with current legislation, are safe to use and are fit for purpose.
- 7.2. Broadwater Park changing rooms have been in a deteriorating condition due to limited investment from a lack of funds, whilst they have remained safe until recently, they are very tired, old and not fit for modern purposes. Due to changes in sports teams use and needs, the current configuration of the changing rooms and toilets are outdated and require alteration.
- 7.3. In 2021 Godalming Town Council worked with the council to re-purpose the changing room; creating a community store within part of the building, in addition to this a plan was worked on to completely reconfigure and refurbish the changing rooms due to the poor condition they were in and meet full Football Association requirements. A strategic CIL application was made to the council to fund these improvements, however it was not successful.
- 7.4. Godalming Town Council have under a licence with council created the community store room they required to serve the local community.

- 7.5. During the last winter Broadwater Park changing rooms suffered a water leak above the ceilings which led to significant damage to ceilings and walls, resulting in the ceilings having to be removed to make the area safe. This has resulted in the changing room condition deteriorating further and rendering it unusable.
- 7.6. Working with the council Engineers section, the Parks & Countryside team worked up a more modest specification required for the refurbishment works to fully repair, reconfigure and re-decorate the changing rooms to make them fit for purpose and serve local sports clubs and teams adequately.
- 7.7. The specification for the works were openly tendered in February 2023 in accordance with the councils Corporate Procurement Rules (CPRs) through the In-tend procurement system, following evaluation in March, a successful tender was selected.
- 7.8. Due to the value of the works and in accordance with the councils CPRs, executive authority is required to enter into a contract for the works to be delivered.

8. Consultations

- 8.1. Both Farncombe Cricket Club and Milford Pumas FC are aware of the intention to refurbish the changing rooms and designs for the reconfigured interior have been shared with them.
- 8.2. The report has been shared with Ward Members.

9. Key Risks

- 9.1. Not entering into a contract to refurbish the changing rooms at Broadwater Park, will leave an unsafe and unusable sports facility.
- 9.2. Additional budget could be required if extra unaccounted for works become a requirement. The tendered sum does however include a contingency.

10. Financial Implications

- 10.1. There is an approved capital pavilion budget carry forward from 2022/23 of £103,663 and then the approved capital pavilion budget for 2023/24 to fund the required works identified in the tender.
- 10.2. The value of the proposed contract is set out in Exempt Appendix 1.

11. Legal Implications

- 11.1. The report is seeking authority to award a contract for works to Abacus Property Solutions. The value of the proposed contract places it out of scope of Part 2 Public Contracts Regulations 2015 (PCR 2015). There is, however, a requirement to comply with Chapter 8 PCR 2015 (below threshold procurements). Chapter 8 requirements can be complied with by following the procedure set out in the Council's Contract Procedure Rules, namely, seeking and obtaining quotes. Paragraph 7 of the report sets out the procedure that was adopted in procuring, thereby, ensuring, compliance with Chapter 8 PCR 2015. There is a further requirement to publish certain information about the contract on Contracts Finder.
- 11.2. The value of the proposed contract places it in scope of key decision, thereby, requiring executive approval.
- 11.3. In order to fully protect the Council's position and on the basis of value and scope of works, the proposed contract should be in the form of JCT Minor Works 2016 Edition with amendments. This form of contract will ensure full compliance with paragraph 24 of the Council's Contract Procurement Rule.
- 11.4. There are no social value or data protection implications associated with the contract to be signed with Abacus Property Solutions.
- 11.5. Finally, the proposed contract must be completed as a deed. Legal must therefore, be consulted for the purposes of engrossment and sealing.

12. Human Resource Implications

12.1. No HR implications apply.

13. Equality and Diversity Implications

13.1. An equality impact assessment has been undertaken for this project. There are positive direct equality, diversity or inclusion implications in this report positive impacts for access for disability through a revised DDA toilet area and widening of the entrance area to the facility. There are further positive impacts on protected characteristic groups and age through the general improved facilities that will be provided.

14. Climate Change/Sustainability Implications

14.1. The refurbishment works to pavilions will seek improvements to reduce carbon emissions through more efficient energy systems wherever possible. Options appraisals from the sustainability reports undertaken on pavilions and other buildings will provide guidance in this regard.

14.2. The lighting scheme within the changing rooms will be changed to a LED type

14.3. In this particular scheme due to budget limitations and urgency of refurbishment works we are not proposing to change the water heating system at the present time, but this will be looked at in the future as part of an energy improvement scheme for all pavilions.

15. Summary of Options

15.1 Do nothing – This not an option as the facility is required for use by local sports clubs and the council must provide safe and fit for purpose facilities to use.

15.2 Demolish and rebuild – Significant costs to re-develop site.

15.3 Refurbish existing to a high specification – Costly to achieve, previous CIL bid was £564,556.

15.4 Refurbish to basic standard and make repairs.

16. Conclusion

16.1 The changing rooms require urgent refurbishment and reconfiguration to ensure they remain safe and fit for purpose and can be used.

16.2 The changing rooms are required to provide the necessary changing, showering and toilet facility for local sports clubs to use. The planned refurbishment works will also provide improved accessibility to any disabled users wishing to use the facilities.

17. Background Papers

17.2 There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

18. Appendices

Exempt Appendix 1 - Details of successful tender

Appendix 2 – Photos of current condition.

Appendix 3 - Existing and proposed layout of changing rooms.