

## RECORD OF OFFICER DECISION

### APPROVAL FOR SIGN OFF OF RIBA STAGE 2 AND PROGRESSION TO RIBA 3

**Decision made:**

Confirm the scope of the Marlborough Leisure Centre Refurbishment Project. Approve the projects progression to RIBA Workplan Stage 3 (Spatial Co-ordination).

**Made by:** David Redfern, Director Leisure, Culture & Communities

### Background

1. Pursuant to a Scheme of Sub-Delegation dated March 2024, I am authorised under Wiltshire Council's Constitution to make the above decision on behalf of Parvis Khansari, Corporate Director, Place.
2. The council has ringfenced £10,627,399.60 of capital funds to increase physical activity participation levels and leisure memberships at the council's leisure facilities and therefore improve the health and wellbeing of the community. Marlborough Leisure Centre has been identified as one of the facilities to receive investment.
3. Marlborough Leisure Centre has outdated and limited fitness facilities, which is impacting on income generation and retention of fitness members. An outline business case was developed, that demonstrated opportunities for membership growth. In January 2023, the project group agreed to appoint a consultancy team to undertake a feasibility study to look at investment options.
4. The feasibility study concluded that a targeted investment into the fitness suite and wet-change area would provide the most cost-effective solution to increase use of the centre.
5. In September 2023 the decision was made to progress the recommendations made in the feasibility study. This decision was made in accordance with the project's governance structure.
6. The following project scope was agreed:
  - a. Fitness suite:
    - Extend the fitness into the adjoining squash court and soft play area.
    - Add a new consultation room.
    - New finishes throughout.
    - Upgrade the heating, ventilation, and air conditioning systems.
    - Install new fitness equipment.
    - Installation of new audio-visual equipment.

- b. Wet Change
    - Extend the wet-change facility into the health suite.
    - Reconfigure the space to adhere to the latest Sport England guidance, provide additional family cubicles and accessible change facilities.
    - Install a Changing Places facility.
    - Upgrade the heating, ventilation, and air conditioning.
    - New finishes and fittings throughout.
7. In February 2024 a specialist project team were appointed to progress the project. The project team have developed the options to RIBA Stage 2, Concept Design.
- a. The design has progressed to RIBA Stage 2.
  - b. The Stage 2 design has been costed by an independent cost manager. The anticipated cost remains within the budget agreed at feasibility stage.
  - c. Several surveys have been undertaken, and planned to be completed shortly, to feed into the Stage 3 design.
  - d. Procurement route, contractor selection and form of building contract has been agreed at strategy level. Several key actions have been identified to progress with during Stage 3, ready to launch tender later.
  - e. The project team's recommendation is to continue the design to RIBA 3 over the next 7-8 weeks.

### **Reason for decision**

- 8. An end stage project review was undertaken at the conclusion of RIBA 2. The review concluded that the design concept, developed at feasibility, aligns with the project brief and budget. This decision therefore determines that the project, with the agreed scope, should be progressed to RIBA 3 – Spatial Co-ordination.
- 9. In making this decision it is acknowledged that some facilities will be lost/changed. The reasons for making this decision are set out below:
  - a. Squash Court – This decision will remove all squash provision. Currently, only one squash court is being used (the second is being used for soft play). Usage of this court is low. Extending the gym facility into this area will more than double its capacity allowing for a significant increase in leisure memberships; latent demand data for Marlborough supports this.
  - b. Soft Play – The gym extension will displace the soft play from the second squash court. Soft play equipment will be reused to provide regular soft play sessions in the main hall. A timetable will be developed locally.
  - c. Health Suite – The health suite will be removed to make space for an extended wet-change offer. This extension will bring its capacity in line with

Sport England design guide for the pool. The extension will include new family changing cubicles, accessible change areas and Changing Places Facility. The actual current health suite area will be used for group changing facilities, in the main to accommodate primary school swimming. The health suite has not been in use since it was close during the COVID-19 pandemic. The health suite is currently in a poor condition and would need investment if it were to re-open. It has been determined that improving the wet-change facilities will provide the greatest benefit to the greatest number of users.

Key decision requirements	To have a full understanding of the impact on the facility due to removing the facilities stated above.
Views of relevant cabinet member(s), committee chairman, area board(s)	All changes have been agreed and shared with the Cabinet member for Leisure and local member
Consultation with cabinet member(s), the Leader and Scrutiny (for Executive decisions taken under Emergency Powers)	The allocation of capital was approved as part of budget setting in 2021/22
Consultation with the Chief Executive OR Corporate Director where appropriate	N/A
Consultation with local members (as appropriate)	Area Board members will be informed of progress.
Consideration of the area boards and delegated decision checklist for officers on the issue of when and how to involve local councillors and area boards in decisions about local services	As above
Implication of any council policy, initiative, strategy or procedure	n/a
Consultation in accordance with requirements and expectations of consultation with the public	n/a
Range of options available	Yes – Finances have been agreed and teams identified to deliver RIBA stage 3 of the project.
Staffing, financial and legal implications	An equalities assessment will be maintained throughout to ensure this duty is upheld.
Evidence of due regard having been	A risk register will be maintained for the

given to the Public Sector Equality Duty.	project.
Risk assessment	Procurement have been engaged.
Involvement of statutory officers and/or directors	David Redfern is the SRO on the project.
Regional or national guidance from other bodies	Appropriate scheme of delegation is being used.
The council's constitution	Yes
Contract is suitable for execution under the e-signature process	n/a

### Conflict of Interest

10. Not applicable.

### Other options considered.

11. A feasibility study was undertaken that looked at a range of options for investing in Marlborough Leisure Centre. This feasibility study determined that the proposed scheme was the most cost-effective way to deliver the intended outcomes (increasing participation, increasing leisure memberships, improving health and wellbeing of the community)



Made by:

David Redfern, Director Leisure, Culture and Communities

Date:

14/06/24