

# Report

**Subject** : Bourne Hill Office Project – Design re-brief

**Report to** : The Cabinet

**Date** : Wednesday 05 September 2007

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**Cabinet Member for Finance** : Councillor A Roberts

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## 1. Purpose of report:

- 1.1 Council at its meeting on the 7<sup>th</sup> August 2007 noted the progress made on negotiating the retention of the existing contract and the process for proceeding with a modified design.
- 1.2 As a result of the decision to truncate the extension to avoid the building encroaching into the walled garden it will be necessary to revise the design brief in order that the Design Team can be instructed to proceed to make appropriate design changes within the new programme and timescales agreed with the contractor.
- 1.3 The proposed revisions to the design brief have been mindful of the constraints of the Contract, the Planning and Listed Building consents, the overall cost implications, the programme, timescales and the aspiration to commence the works in the summer of 2008.
- 1.4 The planning for the new Unitary Authority has, so far as practical, been taken into account in the revised Brief. At both Member and Officer meetings with the County Council it has been confirmed that the new authority will require offices in the City centre and it is being strongly promoted that the extended Bourne Hill will be the 'front' office where all the customer facing staff will be based.
- 1.5 Members will be aware that the revised Brief will not meet, fully or in part, the aspirations that informed the preparation of the original Brief and that the overall design will represent a compromise which will not necessarily produce the most efficient building.

## 2. Proposed revisions to the Design Brief:

- 2.1 The re-briefing exercise will in part take the project back, in Architectural work stages, to Stage C Outline Proposals, in order to keep the proposed revisions to a minimum the intention of this report is to highlight where changes are considered necessary. In all other cases the original design philosophy, intent and approach will remain as the approved scheme.



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- 2.2 Attached at Appendix 1 is a copy of the original Outline Client Development Brief and at Appendix 2 is a copy of relevant extracts from the agreed Design Statement that supported the Planning and Listed Building applications submitted in 2006. Together these two documents form the approved Design Brief. The Design Statement has evolved from the Development Brief through an iterative design development process lead by the Design Team to meet the client's emerging requirements.
- 2.3 The following sections have been divided into the broad headings – The House – The Extension - External Works – Sustainability issues, so that any revisions can be clearly identified and, where appropriate, a comment is included relating to proposed uses.
- 2.3.1 **The House** – no significant changes to the approved scheme for repair and refurbishment other than more extensive structural repairs to stabilise the west wing. Due to the length of time that the House has remained vacant the Conservation Architect will undertake a review of the condition survey to highlight areas of deterioration and recommend appropriate remedial action. Committee Rooms 1 & 2 will remain as meeting rooms, all other office/meeting rooms will be designed and serviced to ensure maximum flexibility for the end user. The County Council has, in principle, confirmed that the Registrars service will occupy space in the House. The Server room will continue in its existing location until a County wide IT Strategy has identified the requirements for Salisbury, to ensure optimum flexibility space for a new Server room will continue to be provided in the basement of the extension. Applying current best practice space standards and depending upon the ultimate configuration the House can provide accommodation for in the region of 50 workstations, excluding the Registrars.
- 2.3.2 **The Extension** – In order to avoid the building encroaching into the area defined as the walled garden the extension will be truncated just beyond gridline no. 7 with the external envelope being constructed approximately 1.50m north of the gridline to coordinate with the northern elevation of the approved scheme. This new elevation will be approximately 2.50m south of the boundary of the garden. A diagram is attached at Appendix 3 explaining the proposal. Crucial to the overall environmental performance of the extension is the design of the building envelope. The combination of fixed glazing and opening ventilation panels will provide natural daylight and ventilation to the extension. Beyond the new northern elevation a covered colonnade is formed with solar shading fins, these are key to the overall environmental strategy and minimise solar gain. Internally, the vertical circulation core will remain in its proposed location with minor alterations to ensure compliance with Building Regulations. In general, the extension will be completed to a Category A level of fit-out, this will ensure that the building achieves maximum flexibility for the end users, an explanation of the different levels of fit-out is included at Appendix 4. The basement will extend from the lower ground floor level of the House and is designed to accommodate a combination of uses including offices, the new plant room and have sufficient space for a new server room if required. The whole of the ground floor is identified as the Reception Area and One Stop Shop and the first floor as open plan offices. The second floor provides options for consideration, due the truncation of the building the office space on this floor is relatively inefficient when compared to the first floor, in recognition of this the accommodation at this level could be removed, alternatively the proposed space could be enlarged by extending eastwards without any detrimental effect on the appearance of the building or the approved scheme could be built. The Design Team is examining the feasibility of the removal of this floor or its enlargement. A meeting with English Heritage is being arranged to seek their views on the overall changes to the scheme and it is hoped that their position can be reported to the meeting. The truncation of the overall scheme will remove 160 workstations, 6 meeting rooms and the secondary core from the extension and reduce the area of the newbuild by approximately 1600m<sup>2</sup>. The new extension will be able to accommodate, depending upon the ultimate configuration, between 130 to 150 workstations together with two sizable areas which, if not used for meeting rooms, could be dedicated for 'hot desking'. In total the House and Extension will provide offices for between 180 to 200 workstations, some 150 less than the original scheme.

- 2.3.3 **The External Works** – includes the Walled Garden, landscaping opportunities, access to the car park and the treatment of the eastern end of College Street car park. Walled Garden – General construction activities will inevitably continue to disturb the garden area outside the tree protection zones, the opportunity therefore exists to create a space that remains sympathetic to its setting and surroundings and compliments Bourne Hill and the new extension. There is the potential for the Design Team to work with Members and the community to gain an understanding of their aspirations for the area and to design a contemporary landscaped space that reflects the spirit of the old garden by retention of the walls and other structures, re-introduces a water feature and incorporates access from the car park to the linear garden and extension. Due to the truncation of the extension there may be the opportunity to reconsider the need for the access to the car park from College Street, the options will be for this route to remain open or be severed as shown in the approved scheme. The Design Team in consultation with Members and the local community will investigate the options. Depending upon that decision it may be necessary to revise the proposed treatment and layout at the eastern end of the College Street car park.
- 2.3.4 **Sustainability issues** – Section 4.1 of the Design Statement deals with Environmental Sustainability issues and includes a list of features that will be incorporated in the extension and help to minimise the CO2 emissions associated with the operation of the building. As the scheme design has evolved the proposals have been tested against BREEAM for Offices 2005 version 4 with a view to achieving a BREEAM Excellent rating.

The Design Team has advised on the technologies that have become available since the original Brief was prepared that could be integrated within the design to reduce carbon emissions and generate renewable energy. The Table below summarises the pros, cons and estimated costs of renewable energy technology currently available.

Options 1 and 2 in the Table examine the use of Solar Panels, however it should be noted that the truncated extension will provide approximately 750m<sup>2</sup> of usable roof space. This would result in the loss of the green and brown roofs, which were proposed for the roof areas. The loss of these environments may have a negative affect on the BREEAM Assessment and the overall ecology of the proposed project. The solar panels and loss of the green and brown roofs would also dramatically increase the speed of rainwater run off. The drainage scheme does not take into consideration the filtering effect of the green and brown roofs, but it would have a positive affect if the planted roofs were retained.

Option 1 - the area of 3900m<sup>2</sup> relates to over 5 times the roof area of the truncated scheme.  
Option 2 - the area of 6700m<sup>2</sup> relates to approx 9 times the roof area of the truncated scheme.

BREEAM excellent is still a very respectable rating and should not be considered outdated, the current BREEAM assessment has been undertaken against a version that has now been superceded, it is proposed that the truncated extension is re-assess under the new version.

It is unlikely, from a practical and affordability perspective, that any of the measures included in the Table below can be incorporated into the re-brief without having a severe impact on the capital budget as evidenced by the estimated cost in the Table.

### **3 Purpose of the revised Brief and summary of proposed revisions**

- 3.1 In RIBA work stages the project is at Stage C - Outline Proposals, from this revised strategic Brief the Design Team will develop a detailed Stage D - Project Brief that will enable estimated costs to be prepared. It is intended to bring a further costed report to Cabinet later in the year.
- 3.2 Prior to the decision being made to halt the existing scheme the Design Team had reached Stage J - Mobilisation and was about to embark on Stage K – Construction. To give Members some idea of timescale the original Stage C – Outline Proposals was signed-off by Cabinet on the 29<sup>th</sup> June 2005 and Stage D two months later.

3.3 The proposed changes can be summarised as follows:-

External

The extension will be truncated to the south of the walled garden in the region of gridline 7.

A design will be developed for the new northern elevation of the extension.

Options will be developed for the second floor.

The landscape treatment of the walled garden will be developed in conjunction with Members and the local community.

Options will be developed for the access road to and eastern end of the College Street car park in conjunction with Members and the local community.

Internal

The offices will be open plan completed to a Category A level of fit-out.

Options for using building integrated renewable energy to generate energy to reduce net carbon emissions to zero.					
	Technology	Description	Cost	Pros	Cons
Option 1	Solar PV Panels Monocrystalline	3900m <sup>2</sup> solar panels connected to the grid. Feed back to the grid in summer, buy electricity from the grid in winter. Use gas boilers for heating and hot water.	£2.7million	Uses less area than other PV option (thin film PV's)	Site is unsuitable for Solar Panels due to extensive overshadowing from nearby trees, making cost high and output low. Not enough roof area to generate required energy. Most expensive renewable technology being proposed Long or Infinite Payback
Option 2	Solar PV Panels Amorphous Thin Film	6700m <sup>2</sup> solar panels connected to the grid. Feed back to the grid in summer, buy electricity from the grid in winter. Use gas boilers for heating and hot water.	£2.4million	Slightly cheaper than other solar PV option (monocrystalline PV's)	As above. Takes up even more roof area than monocrystalline PV proposal.
Option 3	Small Scale Wind Turbines	18no. 9m diameter 15kw wind turbines mounted 10-20m above roof, on building or on poles.	£0.7million	Considerably cheaper than solar PV options	To get reasonable output from turbines, they need to be mounted high above the building and above tree line. Turbulent air flow in urban areas means output is reduced. Unlikely to be acceptable to planners and local residents. Potential acoustic issues. Long payback.
Option 4	Large Scale Wind Turbine	1no. 25m diameter, mounted 50m above ground level.	£0.45million	Cheapest option being put forward.	As for small turbines, but single turbine much larger and much higher.

Option 5	Biomass to do hot water and heating, thin film PV's to cover electrical load	4no. wood pellet boilers with 50m <sup>3</sup> storage for wood pellets. 4900m <sup>2</sup> thin film PV array	£1.7million	Cheaper than using PV's alone.	As for PV's above. Extensive maintenance required for biomass plant. Significant extra area for plant and storage of fuel. Reliant on delivery of fuel to heat building. Expensive.
Option 6	Ground Source Heat Pumps (GSHP) with Solar Thin Film PV's to provide electricity supply.	350kW GSHP system using shallow ground loops 5800m <sup>2</sup> array of thin film PV's	£2.3million	Slightly cheaper than PV's alone	Extensive excavation required. More expensive than biomass option. Extra plant space for GSHP equipment.
Option 7 (50% carbon output – not carbon neutral)	Biomass boilers covering large portion of heating and hot water load, gas boilers to cover remainder. Solar thin film PV's to make up to 50% reduction.	2no. biomass boilers and 40m <sup>3</sup> store. 1700m <sup>2</sup> array of thin film PV's	£0.8million	Cheaper than carbon neutral options other than wind.	As for biomass and PV above. Doesn't provide carbon neutral building.

To achieve a 50% carbon reduction for options 1 – 4 assume approximately half the initial cost.

Values are based on estimated energy use from Part L2 of the building regulation calculations for the original scheme of 4000m<sup>2</sup>, reduced pro-rata for the truncated scheme.

Size of 'renewables' proposals and the estimated costs are preliminary calculations only, final scheme design may change.

SDC.

#### 4 Consultation Undertaken:

“Prescribed” internal consultees and Wiltshire County Council

#### 5 Recommendations:

Cabinet is recommended to approve the proposed changes to the Design Brief and authorise Officers to instruct the Design Team to develop the scheme to Stage D in readiness for a further report to Cabinet.

#### 6 Background Papers:

None – all in the public domain

#### 7 Implications:

- **Key decision** : No
- **Financial** : The cost of any additional environmental sustainability issues would be on top of the additional commitments agreed at Council on 7<sup>th</sup> August. The report to Cabinet in December will incorporate the revised cost plan.
- **Legal** : Any additional capital commitment over £1m is subject to a direction being issued by the Secretary of State under the Local Government and Public Involvement in Health Bill, if and when enacted, needs to be approved by the transition authority.
- **Human Rights** : None
- **Personnel** : Staff time
- **Community Safety** : None
- **Environmental** : None
- **Council's Core Values** :
- **Wards affected** : Salisbury City Wards

## OUTLINE CLIENT DEVELOPMENT BRIEF

### 1. Introduction

This document outlines Salisbury District Council's requirements for the development of their Bourne Hill site to obtain new office accommodation. It sets the scale and scope of the project, along with the Council's aspirations and expectations to guide the selected professional team in their design activities. Prospective architects and their associates will respond to this brief during the final stages of selection.

### 2. The Project

Presently the Council occupies a range of buildings in and around the City for office purposes. The buildings vary in size and suitability, but overall provide a costly and unacceptable level of provision for modern local authority purposes.

The Council has therefore agreed to bring together under one roof, all its office based activities, on the site of its present main offices at Bourne Hill and the adjoining College Street Car Park and former Swimming Pool.

The site lies within the historic quarter of the City, in a sensitive and attractive location surrounded by mature trees. The Council is a forward looking Authority with proposals to develop a One Stop Shop approach to service delivery within the new scheme.

The design work being sought by the Council is the next phase in the process to procure a modern, functional, efficient and sustainable building that is fit for purpose, adaptable to meet future requirements and to examine the potential of the site for additional uses.

The older original front part of the Grade II\* listed building must be retained and refurbished, however the later extensions, outbuildings and temporary buildings can probably be demolished to make way for the proposed extension. The refurbishment must function as an integral part of the new offices.

Studies have indicated that the Council's requirement for floorspace amounts to approximately 5,250m. sq. gross internal area. The retained part of the original building after refurbishment will have a usable area in the region of 850m. sq. and the remaining 4,400m. sq. will be provided in the new extension.

It is equally important to provide for the City and the District, an open and accessible public building where citizens can resolve their issues quickly and easily.

It is anticipated that construction costs will be in the order of £6 – £8 million, however the procurement route for the building has yet to be decided by the Council.



The resulting scheme design is intended to be submitted for planning consent by the end of 2004.

### **3. Role of Architects and Design Team**

The appointed architects will work in partnership with the Council, Planners, English Heritage and local community groups to draw up plans for the development of their Bourne Hill site. The development is primarily aimed at providing new office space for the Council workforce as well as potentially other uses if conditions allow. The new offices are expected to realise the Council's ambitions of improved customer service and more cost effective office accommodation.

The Council is especially interested in the design team's role in resolving stakeholders' interests.

The design team will be expected to:

1. Resolve stakeholders' interests – discuss and balance the conflicting notions of value held by various stakeholders, both financial and intangible.
2. Respond to the brief – address specific issues as identified in the brief, including planning constraints and the recommendations of English Heritage.
3. Produce detailed proposals – draw up plans to the level of at least RIBA stage C, and hopefully D, of a scheme that will deliver the Council's objectives.
4. Analyse costs – fully cost the scheme to enable the Council to identify and develop its funding for the project.

When this stage of the project is completed the Council should have:

1. Value statement – a development outline which expresses optimum value across the various stakeholders' interests, which can be presented and agreed by the Council.
2. A scheme design – detailed plans that meet the Council's needs and have the support of key agencies and community groups for a successful Planning Permission.
3. Cost plan with the following components:
  - reliable capital costs based on analysis by a quantity surveyor;
  - overheads and other running costs for the new centre;
  - whole-life cost implications.

#### **4. Aims and Objectives for the Development Project**

##### Improving Customer Services

Currently citizens use separate locations for face to face customer services. Inevitably there are variations in approaches and confusion for the public often being passed from one venue to another, leading to dissatisfaction. Furthermore each service unit provides separate telephone access to services, which replicates an inconsistent and dissatisfied approach.

##### Meeting the Financial Challenge

By occupying several buildings within Salisbury, the Council is not making best use of its assets. Some of the existing buildings have a higher alternative use value than their current uses. Furthermore the current costs of occupying buildings that are not suited to modern day office environments is costing over £80/square metre compared with a modern building costs of less than £10/square meter. In the report of the District Auditor last year it was identified that between 7-9% savings in office space could be achieved in office utilisation. Providing cheaper more efficient buildings, which are fit for their purpose will have a significant impact upon long-term costs. Furthermore, as set out elsewhere on the agenda the development of revised customer services arrangements will lead to significant annual savings in the costs of dealing with customers.

##### Improving the Capacity of the Council

It is considered that appropriate and well-maintained office accommodation is a significant factor in maintaining staff well being and morale. It is further considered that the co-location of staff from different services and agencies will improve the notion of “one organisation” and lead to better integration of services.

#### **5. Space Requirements**

The new accommodation should house the business operations of the Council which are described below. The business, which is predominantly administrative and office based, requires a large number of individual workstations along with ancillary space for meetings, storage, refreshment and so on. The current estimate of the space required in new accommodation (excluding that provided in the existing listed building) is about 4,400 m<sup>2</sup> of gross internal area.

##### Staff numbers

Space requirements should be estimated on the staff headcount planned for the next year, with proposals for accommodating a range of growth and shrinkage scenarios. The planned headcount consists of seventeen service units, the notional groupings indicate their different customer constituencies. Front line services deal directly with individual customers, business support normally

address internal users, and 2<sup>nd</sup> line services deal with groups, associations and stakeholder bodies rather than individual members of the public. These figures are set out in the table below, which also assumes a modest amount of desk pooling among staff whose job requires them to be out of the office for a large amount of time.

	Units	FTEs	desks
Business Support	Best Value	4	4
	Financial Services	22	22
	IT Services	26	26
	Legal & Property Services	17	17
	Management Team	10	10
	Personnel & Training	11	11
Front Line Services	Housing Management	58	38
	Forward Planning	50	46
	Revenues & Benefits	49	43
	Environmental Services	46	35
	Development Services	45	41
	Democratic Services	24	19
2nd Line Services	Strategic Housing Services	17	17
	Marketing, Economic Development & Tourism	14	14
	Community Initiatives	17	17
	Partnerships	3	3
	Customer Care	0	28
	413	391	

### Space allocation

The Council has estimated an overall space budget during the feasibility stages of the project and the figures are given below to provide a list of functions and the space allowed for each.

<b>Space Budget Summary</b>		<b>TOTALS</b>
	desk space required	2637 m <sup>2</sup>
	owned ancillary space required	176 m <sup>2</sup>
	shared ancillary space required	1062 m <sup>2</sup>
	sub-total (Net Usable Area)	3,875 m <sup>2</sup>
	NUA available in the existing Bourne Hill House (assuming 10% fit-factor)	845 m <sup>2</sup>
	Total NUA required to be supplied	<u>3,030 m<sup>2</sup></u>
	primary circulation @ 15%	455 m <sup>2</sup>
	sub-total	<u>3,485 m<sup>2</sup></u>
	fit-factor @ 5% of above)	174 m <sup>2</sup>
	total new supply required (Net Internal Area)	<u>3,659 m<sup>2</sup></u>
	Additional Gross Internal Area required (assuming a net/gross ratio of 82.5%)	<b>4,435 m<sup>2</sup></b>

## Ancillary space requirements (included in the main space calculation above)

Owned Ancillary Space		TOTALS	
<b>Members</b>	cabinet meeting room	40 m <sup>2</sup>	for 4 members
	reading lounge	20 m <sup>2</sup>	
	telephone facilities	12 m <sup>2</sup>	
<b>Environmental Services</b>	laboratory and sample storage	8 m <sup>2</sup>	
<b>IT Services</b>	server room	40 m <sup>2</sup>	
	secure equipment storage	15 m <sup>2</sup>	
	reception/dispensary	6 m <sup>2</sup>	
<b>Community Initiatives</b>	equipment and directory storage	10 m <sup>2</sup>	
<b>Personnel and Training</b>	learning centre	25 m <sup>2</sup>	
<b>Total owned ancillary space</b>		<b>176 m<sup>2</sup></b>	
<b>Shared Ancillary Space</b>			Number required
	information centre (25 m <sup>2</sup> )	25 m <sup>2</sup>	1
	secure interview rooms (6 m <sup>2</sup> )	18 m <sup>2</sup>	3
	reception desks (10 m <sup>2</sup> )	20 m <sup>2</sup>	2
	staff common rooms (0.2 m <sup>2</sup> )	78 m <sup>2</sup>	391 staff
	foyer space (50 m <sup>2</sup> )	50 m <sup>2</sup>	1
	tea point and vending (10 m <sup>2</sup> )	60 m <sup>2</sup>	6
	copying and printing facilities (10 m <sup>2</sup> )	12 m <sup>2</sup>	12
	unit filing and storage cupboards (1 m <sup>2</sup> )	400 m <sup>2</sup>	400
	recovery room (15 m <sup>2</sup> )	15 m <sup>2</sup>	1
	casual meetings (9 m <sup>2</sup> )	54 m <sup>2</sup>	6
	small meeting room for up to 4 people (9 m <sup>2</sup> )	54 m <sup>2</sup>	6
	medium meeting room for up to 6/8 people (12 m <sup>2</sup> )	96 m <sup>2</sup>	8
	large meeting room for up to 10/12 people (30 m <sup>2</sup> )	120 m <sup>2</sup>	4
	committee room for up to 25 people (60 m <sup>2</sup> )	60 m <sup>2</sup>	1
<b>total shared ancillary space</b>		<b>1062 m<sup>2</sup></b>	

## 6. Planning Constraints

Redevelopment of the Bourne Hill Campus will have a substantial effect on the character and quality of Salisbury City Centre. New buildings may be used to define public spaces, streets and vistas. Good design and planning can also help to promote sustainable development, improve the quality of the existing environment and reinforce a sense of place and community. Therefore the following planning criteria or 'development principles' produce a framework which will give prospective architects clear guidance as to the qualities that should be incorporated in their scheme in order to capitalise on the opportunities this project presents.

The starting point for planning consideration is that there are no fundamental policy objections to this site in principle. In accordance with Government advice in Planning Policy Guidance (PPG) 1, applicants for planning permission must be able to demonstrate how they have taken account of the need for good design in their development proposals and how their designs are both appropriate to their context and compatible with their surroundings.

The site raises a wide range of planning issues. However it is considered fundamental to the success of any scheme that it is a design-led process which capitalises on the opportunities presented by the site to produce a high quality and sustainable solution. The opportunity to both conserve and enhance an

important listed building and its historic setting is also a key driver for this project.

Bearing in mind the above context, Salisbury District Council considers that any redevelopment schemes brought forward should demonstrate how they can satisfy the following objectives and requirements:-

- Provide a high quality environment, which enhances the City Centre, welcomes visitors and defines a clear and distinct sense of place.
- A development that protects cultural heritage resources, secures their long-term, viable future and enhances the wider historic setting.
- The design and creation of a flexible, durable building, which respects and enhances the location, the environment and the community.
- All aspects of the development to be underpinned by principles of sustainability.
- A form of development that achieves good integration with the surrounding City Centre and provides attractive linkages to important adjacent shopping and commercial streets.
- Retains and extends important employment use, which enhances the vitality and viability of the City Centre and reinforces Salisbury's function as an important sub-regional centre.
- Facilitates easy movement through the development particularly for pedestrians, cyclists and mobility-impaired through good design, creating a legible development with clearly defined routes and linkages to the rest of the City Centre.
- Provide very high quality landscape yielding a high quality public domain, which protects and enhances important natural resources and habitats.
- The provision of appropriate and accessible open space including an upgrading of existing areas.
- A development that reinforces the Councils Transportation Strategy by providing a choice of transport and promoting public transport, walking and cycling, as well as providing adequate standards of car parking.
- A safe environment, which feels safe during the night as well as the day.
- As little disruption as possible to the surrounding residents and general public during the construction process.

A pre-requisite to developing this site is to engage in the earliest possible discussions with the Planners (Dave Milton on 01722 434354 [dmilton@salisbury.gov.uk](mailto:dmilton@salisbury.gov.uk)). There is a separate document prepared by the Planners that sets out in more detail the policy constraints and aspirations for this site, which is available on request and should form the basis of subsequent discussions.

## 7. Heritage and Archaeological

The Council has discussed the prospects for development with English Heritage, their views can be summarised by the following comments:-

“English Heritage can fully understand the Council’s pride in its ownership of this important historic site [Bourne Hill] in the centre of Salisbury and we regard the building as being currently in secure and generally beneficial long-term ownership. We recognise the operational difficulties that the Council faces in operating from dispersed sites around the City and understand the desire to centralise its offices. Whilst not ruling out Bourne Hill for this function we believe that it is subject to a number of constraints which would limit the form and extent of any possible development if the heritage interest of the site were not to be seriously compromised. If, however, the Council were prepared to regard the centralisation of its offices more flexibly, and fundamental concerns such as archaeology could be addressed, then a skilled and sensitive designer might be able to meet the challenges posed by its ongoing civic use.”

Partly in response to these concerns the Council commissioned Wessex Archaeology, to undertake an Archaeological Desk-Based Assessment of land immediately adjacent to the existing Council Offices. This exercise was undertaken in order to assess the archaeological potential of the area surrounding this building in advance of proposed development and extension of the building. The Site covers an area of c. 1.5 hectares.

The site of the Council Offices was originally the site of St Edmund's College. The church and college of St Edmunds was located in the north-east corner of the medieval city of Salisbury, adjacent to the city's ramparts. The current Council Offices were established on the Site in 1928.

The building, was originally the College House on Bourne Hill. This was constructed by the Wyndham family in 1670 with subsequent modifications and extensions in the later 17<sup>th</sup> and 18<sup>th</sup> centuries, finally culminating in the current Georgian façade. This structure is a Grade II\* Listed building, and two adjacent walls demarcating the College grounds are Grade II Listed. It was the largest private house in the city and a very desirable residence with its extensive grounds. The house was built on the Site of St Edmunds College, which was built in the late 13<sup>th</sup> century at the same time as St Edmunds church was constructed. Thus the potential for encountering Medieval remains of 13<sup>th</sup> century date and later is high, if future extension to this building goes ahead. Archaeological interventions undertaken prior to recent developments in the vicinity of the Site have demonstrated that the preservation of Medieval building remains is good, with more recent constructions often re-using earlier building foundations.

Much of the Site may be subject to redevelopment has not been considerably truncated or extensively built upon in recent years. This undoubtedly enhances the possibility that any surviving archaeological remains will be relatively undisturbed.

The date range for the archaeological potential of the Site may possibly span from the Palaeolithic to the present day, though there is much greater potential for remains which post date the end of fifth century AD. Known archaeology within the Site includes an early Saxon inhumation cemetery that was discovered and partially excavated in the late 18<sup>th</sup> Century. Furthermore this cemetery has been classified as a Scheduled Monument. The sole surviving section of the Medieval city ramparts also lie immediately adjacent to the Site. The proximity of the ramparts will need to be taken into consideration along with the Scheduled Monument and the Grade II\* Listed building during the design stage of any development proposal for the Site.

## **8. Environmental Sustainability**

The Council is committed to reducing its impact on the environment and is keen to demonstrate this in the design and operation of its prestigious new office accommodation. The Council requires these new offices to meet the BREEAM rating of "excellence". In addition, the CO<sub>2</sub> emissions for the new building should be below 38 kilogrammes/year whilst water consumption should be below 3m<sup>3</sup>/per person/per year. Also, the new building must be able to supply some of its own energy needs (by incorporating renewable energy technology) and water needs (including Summer horticultural demand) through "rain harvesting" and "greywater" systems. The design also needs to conform to all current /relevant best practice and design codes i.e. CIBSE Energy efficiency in buildings and should also facilitate the recycling of various waste streams.

The next fifty years are expected to see a dramatic change in climate with higher winter rainfall, summer droughts and increased incidents of storm damage. The building will therefore need to be future proofed against Climate Change. In other words, the design needs to guarantee that the building will be able to perform in the future against known or estimated weather/climatic conditions. This includes designed in "resilience" to these more extreme weather conditions along with designed in "mitigation" measures to reduce rapid runoff such as sustainable urban drainage systems/sedum roofs.

Finally, the design team will have to demonstrate how their designs will assist the Council's implementation of its responsibilities under the following: Environment Policy, Energy Policy, Energy Design Standards, Environmental Sustainability Action Plan, Sustainable Timber Purchasing Policy, Motorvate Scheme, and Wiltshire Biodiversity Action Plan.

## **9. Consultation**

The appointed architects will be expected to work closely with all stakeholders to determine whether their views can be taken on board within the brief as set out by the Council. This scheme will inevitable require compromise and agreement from individuals and groups sometimes representing quite diverse views.

The following groups, in addition to the usual client representatives, have expressed an interest in the project and have highlighted their main areas of concern.

**Staff Focus Group** – The Council has established a staff focus group to ensure that the views of staff are taken account of as the scheme develops. The group has largely provided useful feedback on the general requirements of the accommodation as set out in Section 6.

**St Edmunds Community Association** – A local group which represents the views of local residents. The group will be particularly concerned on how the development and future use of the building will impact upon people who live or work close to the site. The group have already raised issues relating to car parking, traffic movements, the impact of the construction phase and the visual impact of the building within the context of the local buildings.

**Salisbury Arts Centre** – A charitable arts organisation which occupy the adjacent building to the existing Council Offices. The Arts Centre have recently gained approval for a significant lottery grant to improve the facilities and activities. Their own improvement works are due to be undertaken in advance of the Council scheme but they are keen to consider any proposals that complement both projects. They are also keen to ensure that the design is complimentary.

**Association of Council Tax Payers** – A local campaigning organisation who wish to ensure that the Council operates in an efficient and effective way both today and in the future. They wish to make sure that the buildings created are cost efficient and fit the purpose they are designed for.

**Salisbury Civic Society** – A local organisation which takes an interest in local civic matters. The society will be keen to see that the new building meets its intended objectives and is a building that the whole community can be proud of.

**Architects Panel** – A local panel of Architects who, on a voluntary basis, advise the Planning Committees on schemes of potential high architectural value. The panel is keen to ensure that the quality of the designs are fitting for the building.

Local stakeholders have agreed to meet at key points within the process to express their formal views to the Architects. The appointed architects will be expected to consult all of the groups and facilitate joint discussions.

## **10. Competition Arrangements**

Prospective teams will be invited to attend a Site Visit on the 22<sup>nd</sup> January.

## **11. Annexures**

1. Site Plan.
2. Aerial photograph of the development site.
3. Floor plans of the existing buildings.



### DESIGN STATEMENT

#### 1.0 Introduction

#### 1.1 Project Summary

This Design Statement outlines the proposals to centralise Salisbury District Councils current satellite offices, together with Wiltshire County Councils Registrars Department, onto the Bourne Hill site. The proposals include works to the existing Council House, a new building to the north of the house providing approx. 4000 sqm of efficient office space and works to the landscape in the form of a new garden court and rationalised circulation and parking provision.

By providing the site with facilities fit to meet the needs of the 21st century, the proposals will ensure the long term viability of the Grade II \* Council House as a building in use. The Councils accommodation brief, vision and objectives, and proposed works can be summarized as follows:

The site has been viewed not as an island but as the epicentre of a collection of open spaces of historic and amenity significance. The proposed centralisation and consolidation of council offices offers the opportunity to view these spaces together, and to re-establish a relationship between building and landscape.

Located within its parkland setting, the scheme aims to re-instate the Council House to its original pre 1875 proportions through the removal of the Victorian Extension and ancillary structures to the North and West. This will, for the first time in 130 years, allow the house to be viewed as an architectural piece, when viewed from the surrounding landscape.

The proposed works to the exterior of the Council House will include remedial works to the roof, repairs to all high level parapet stonework and brickwork including re-rendering and re-pointing and isolated stonework and brickwork repairs to all elevations.

Within the Council House, many of the rooms are considered historically significant, but have been subsequently divided by modern partitions. It is proposed to restore these spaces to their former proportions and gives them a use appropriate to their scale, location and aspect.

The proposals seek to resolve the numerous existing level changes currently found within the Council House, to improve the buildings general accessibility and to meet the client's aspirations of DDA compliance for both staff and customers. It is proposed to resolve these level difficulties within a new vertical core as part of the new build to negate any unnecessary interference internally to the House itself.

The existing front door of the Council House is considered to still be an important public entrance point to the proposed scheme due to its orientation towards Bourne Hill and the City beyond. In order to access this new core from the existing front door of the House, a new level public circulation route will be required. It is proposed that this route would be through the existing external courtyard space. Inserted between the North and South wings of the house and enclosed by a new glazed structure. This new route will provide views out onto a new landscaped courtyard and linear garden, as well as providing views to the West façade of St Edmunds, which are currently limited and obscured.

As part of the proposals, the North wing, with its half levels, would be hollowed out to create the linkage to the house at ground and first floor. New floors unifying the new build office floors with the house level would be inserted. The facade would be retained but new openings within the North and South elevations would be required. These would be aligned with the existing fenestration where possible.

It is proposed that as part of the works to the Council House, the strategy for building services will be readdressed and implemented with greater sensitivity to the historic fabric. The Council House proposals are described at length in Section 4.1 of this Design Statement. The footprint of the proposed new building to the north of the House is designed to retain as many of the existing trees as possible and its form is influenced by the required root protection areas around the adjacent significant trees together with the existing site topology.

Reflecting the Council's requirement for an efficient 'green' building, the new building is designed as a series of naturally ventilated floor plates. By exposing the concrete frame internally, the structure will add to the thermal cooling capacity of the building. The environmental sustainability of the proposals are described at length in Section 4.3 of this Design Statement.

The new building consists of a two and three storey element. Adjacent to the North elevation of the House, the massing reduces, echoing a similar scale to that of the removed Victorian Extension. In the proposal, the new building would be set away approximately 3m from the North Elevation of the Council House. The connections between the old and the new would be achieved via a delicate glazed structure allowing the previously hidden historic North Elevation of the Council House to be revealed in its entirety.

Clad in a flush glazed curtain walling system with minimal framing, the new building is designed to be as transparent as possible to allow views through to the landscape beyond. The elevational treatment and proposed materials palette of the new building is designed as a response to the varying levels of natural enclosure surrounding it. The close proximity of the trees and the heavily planted Historic Monument to the East elevation, together with the inherent reflective nature of the glass is intended to initiate a dialogue between the building and its context that will help to reduce its scale. A covered public colonnade to the west elevation, together with a series of vertical fin elements will act as a weathersheild, reduce the environmental effects of heat gain and glare on the buildings facade and help to break down the scale of the building when viewed from College Street Car park. It is proposed to clad the solar shading fins in Portland Roach stone to create a visual link between the new building, the church and historic city beyond. The New Building proposals and their development are described at length in Section 4.3 of this Design Statement.

As part of the proposed works to the landscape, a new linear public garden will run the length of the West facade, creating a publicly accessible and lit route from College Street car park through to St Edmunds Art Centre and Bourne Hill beyond. Physical connections to St Edmunds will be reformed through the removal of an infill door on the boundary wall. The landscape proposals also include works to College Street Car park, the forecourt of the House and the planting of up to 50 no. semi mature trees to the surrounding site to help address the age balance of the existing trees and secure the longevity of the tree cover. The Landscape proposals are described at length in Section 4.10 of this Design Statement.

## **2.0 Project Vision and Objectives**

### **2.1 Project Vision**

The Council has developed the following vision and objectives for office centralisation. These are being used to guide and shape the project.

**“A building that expresses our ambition and values - in doing that it will be a building our customers are proud of, will want to visit and will meet their personal business needs.**

**It will show good guardianship of our heritage. The house and grounds will be enhanced and preserved and the extension will convey optimism for the future through new technologies and materials”.**

## 2.2 Objectives

- Improving Customer Service
  - To create a Customer Contact Centre within Bourne Hill that will provide a single point of contact for handling a minimum of 80% of all enquiries, with a choice of access – in person, by phone, by letter or e-mail.
  - To supplement the City Customer Contact Centre with mini centres in rural areas.
  - To offer a range of public services through working in partnership with others.
  - To provide a fully accessible building that meets the requirements of the Disability Discrimination Act.
  - To improve customer satisfaction through an integrated approach to delivering services.
  - To provide for community use public rooms and exhibition space.
- Building Organisational Capacity
  - To increase staff productivity through removing unproductive time and inefficiencies inherent in housing employees in the seven buildings within the City.
  - To improve communication and team working by all staff working on a single site at the redeveloped Council House.
  - To improve motivation and morale of staff through the provision of fit-for-purpose accommodation.
  - To focus staff on either front or back office activity.
  - To reduce the space required and improve work life balance of employees through innovative approaches such as hot-desking.
  - To provide a building that is able to respond positively to changes in activities, services etc.
- Meeting the Financial Challenge
  - To reduce the costs of:
    - running inefficient buildings
    - duplicating reception/postal, telephone and ancillary services
  - To provide an affordable, deliverable, flexible and value-for-money solution to the council's customer contact and accommodation requirements.
  - To maximise the council's assets to support centralisation.
  - To enhance the efficiency of the Council House and to provide an efficient extension and accrue long term savings.
- Sustainability / Green Issues
  - To enhance energy efficiency and recycling.
  - To reduce car usage in the City through an updated Travel Plan.
  - To conserve and enhance the house and gardens for public use.
- Economic Vitality
  - To continue to support the vitality of local businesses through maintaining a centralized presence in the City Centre.
  - To enable the utilisation of surplus assets in the City for alternative employment and residential uses.

The text for Development Objectives has been extracted from SDC's document justifying the centralisation onto a single site, dated May 2005.

### **3.0 The Clients Brief**

#### **3.1 The briefing exercise:**

From April to December 2004, Stanton Williams and representatives from the client body undertook an exercise of extensive consultation related to the project.

In December 2004 the client collated the findings from this consultation to derive their overall briefing requirements. These were issued to the design team as a tabulated document, which is shown overleaf.

The briefing paper's requirements were for a new building of 4050 sq m (GIA) which provided accommodation for a customer services facility, provision for the County Registrars, space for the District Council members and a total of 369 working places in both the existing house and the new building.

An allowance of 5% for future growth with 75% total work space occupancy has been made by the client.

Described opposite is a detailed analysis of how the client derived their brief.

#### **3.2 Deriving the client's brief:**

The clients requirements for the Office Centralisation scheme is for the following accommodation:

- a.) The full usage and occupation of the existing house - this equates to a GIA of 845m<sup>2</sup> and for
- b.) A new building to the north of the existing house of GIA area of 4050m<sup>2</sup>.

Below is a guide to how the client derived their brief:

The clients brief was based upon the following guidelines:

The staff occupancy was calculated for both the new build and the existing house:

This number was 420 staff with 19 managers - a total of 439 workspaces.

5% growth was added to this figure to account for future S.D.C expansion.

439 at 105% = 461 workspaces in total.

The management team from detailed discussions derived an occupancy figure of 80% at any one time. This equated to an overall workspace figure of 80% of 461 = 369 workspaces for the new build and house.

The number of workspaces available within the house was approximated as being 45 leaving a new build workspace number of 324 required if all S.D.C staff were to be centralised at Bourne Hill.

This number of workspaces was multiplied by a minimum 2004 B.C.O occupancy standard of 10m<sup>2</sup> per person. \*

This equalled an overall NIA \*\* (Net internal area) of 3240m<sup>2</sup>.

Assuming an NIA / GIA\*\*\* ration of 80% the total new build area of approximately **4000m** was derived.

*\* The British Council of Offices publish a best practice guidelines for specification in offices. Until 2004 the minimum occupancy standard was 10m<sup>2</sup> per person. In 2005 this figure was revised to be 12 -17m<sup>2</sup> per person as the previous minimum figure was found from research findings to be too tight for current best practice.*

*\*\* The definition of NIA (Net internal area) is the lettable area within the building measured to the internal face of the perimeter walls. It includes kitchens and cupboards but excludes the w/c's / staircases / lifts / plant rooms / fire corridors and internal structural elements - (definition - 5.1.2 - B.C.O guidelines 2005).*

*\*\*\* The ratio of NIA to GIA represents 'floor plate efficiency.' Good practice describes that for efficiency and cost effective office planning this ratio should be between 80 - 85 % - this figure is dependent on the site characteristics / the office functions / the ratio of public to private occupancy/ the building height etc. - (definition - 5.1.2 - B.C.O guidelines 2005).*

### **3.3 Reduction in Occupancy**

The current occupancy figures and clients brief require that the new build office building is approximately 4000m<sup>2</sup>. The proposed plan has been developed from extensive analysis of the constraints and characteristics of the existing site to ensure that the impact of the building is minimised. This plan is shown in diagram A.

In the event that there is a reduction in occupancy levels due to the transfer of the housing stock to a Registered Social Landlord, the Council will consider whether to implement the full phasing of the building. If this occurs the building could reduce in area as shown on diagram B.

### 3.4 The Client's Brief\*

UNIT	MANAGER [10 sq.m.]	STAFF [6.5 sq.m.]	AREA [sq.m.]
Community Initiatives	1	18	127
Customer Services	1	29	199
Democratic Services	1	23	160
Development Services	1	49	329
Environmental Services	1	41	277
Financial Services	1	22	153
Forward Planning & Transportation	1	48	322
Housing Management	1	52	348
IT Services	1	24	166
Legal & Property	1	18	127
Management Team	4	4	66
MED & T	1	14	101
Personnel & Training	1	11	82
Revenues & Benefits	1	44	296
Strategic Housing	1	23	160
Unison	1		20
<b>TOTAL</b>	<b>19</b>	<b>420</b>	<b>2933</b>

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**TOTAL SPACE REQUIRED** **3700 SQ.M.**

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Less existing Bourne Hill Office	845
	2855
 Add primary circulation space @15%	430
	3285
Add fit factor@ 5%	165
	3450
 Net internal area	3450
 Gross internal area @ 117.5%	604
 TOTAL	4054
	 SAY 4050 Sq.M.

TOTAL	2933 SQ.M.		
Management Team Decision	147	+5%	
	3080		
Management Team Decision	3080	X 80%	2464
Members Rooms	110		
Ambassadors Area	20		
Information Centre	25		
Secure Interview Rooms	18		
Registrars	235		
Staff Common Rooms	44		
Foyer/Reception/Customer Services	70		
Kitchens	60		
Copying/Printing	30		
Filing & Storage	200		
Recovery Room	15		
Casual Meetings	54		
Meeting Rooms (4)	54		
Meeting Rooms (6/8)	96		
Meeting Rooms (10/12)	120		
Committee Room (25)	60		
Server Room	30		
TOTAL	1241		1241
		TOTAL SPACE REQUIRED	3705
			SAY 3700

#### 4.0 The New Building - Current Scheme

#### 4.1 Environmental Sustainability

As the scheme has evolved, the proposals have been developed in parallel with the Building Research Establishment Environmental Assessment Method – Design and Procurement, BREEAM for Offices 2005 version 4. Salisbury District Council has the aspiration that the development achieves a BREEAM rating of excellent. The Pre-certification Guidance provided by the assessors Max Fordham LLP suggests that this aspiration is achievable within the current proposals. BREEAM seeks to minimise the adverse effects of new buildings on the environment

at global and local scales, while promoting healthy indoor conditions for the occupants. The environmental implications of a new building are assessed at the design stage, and compared with good practice by independent assessors.

The key headings for this assessment method are:

- **Management:** *overall management policy, commissioning site management and procedural issues.*

The design is being developed to facilitate straightforward building services commissioning. A specialist commissioning agent or manager will be appointed to ensure that seasonal commissioning is carried out in a co-ordinated and comprehensive manner, under CIBSE/BSRIA guidance, seasonally, for a period of a year after completion. Building Users Guide will be created to enable the building users to understand and operate the building safely and efficiently, in the manner envisaged by designers. The construction process for the redevelopment will be managed in an environmentally sound manner in terms of resource use, storage, waste management, pollution and good neighbourliness.

- **Health and well-being:** *indoor and external issues affecting health and well-being.*

With an exposed concrete structure, the new building utilises its exposed thermal mass and uses night-time cooling to improve thermal comfort conditions in the summer months. The design has been developed to ensure adequate cross flow of air for natural ventilation. The risk of Legionella infection will be eliminated by not specifying humidification equipment, cooling towers or evaporative chillers, and by designing the hot and cold water system in accordance with CIBSE TM13. The design has been developed to ensure that the occupants are provided with good levels of daylight and views of the sky and surrounding landscape.

- **Energy use:** *operational energy and carbon dioxide (CO<sub>2</sub>) issues.*

The development includes energy sub-metering to facilitate energy monitoring of building services and energy used by the end user. The development contains many features that help minimise the CO<sub>2</sub> emissions associated with its operational energy consumption. These include:

- PIR Lighting Controls (occupancy switching)
- Daylight dimming in open plan work areas
- Reduced general light level in open plan work areas and local task lighting.
- Thermostatically controlled heating
- High Efficiency Condensing Boilers
- Heat Reclaim ventilation to Service Cores and Toilets
- High Performance Glazing with low U-Values
- Air-tight construction techniques
- Exposed thermal mass with Night-time ventilation in lieu of artificial cooling.
- A Building Energy Management System.

The centralisation of the Salisbury District Council staff from a number of sites around Salisbury to the Bourne Hill House site will also lead to an overall net saving of Carbon from the Applicant's current activities.

- **Transport:** *transport-related CO<sub>2</sub> and location related factors.*

The development aims to reduce the production of CO<sub>2</sub> emissions resulting from travel to and from the workplace by the building occupants. The development is within local proximity and has access to good public transport networks operating a frequent service. Coupled with the development of a green travel plan, this encourages occupants and visitors not to drive to work.

- **Water:** *consumption and water efficiency.*



The development aims to minimise potable water consumption for sanitary use in the building through the specification of water-efficient fittings and implementation of various water conservation measures, including rainwater recycling and major leak detection.

- **Materials:** *environmental implication of building materials, including life-cycle impacts.*

The development aims to specify local, responsibly sourced materials wherever possible and to re-use materials produced as a by product of the demolition process else where on site wherever possible. For example, a brown roof system is proposed for both roof levels that utilises recycled brick rubble.

- **Ecology, land use and minimizing pollution:** *ecological value conservation and the enhancement of the site.*

The new development is largely situated on a previously developed site. The development aims to minimise the ecological impact of a building development project and maximise the enhancement of a site for both new and existing buildings, thus raising its ecological value. The development aims to minimise the long term impacts on biodiversity, and implements the SDC's Biodiversity Action Plan.

The design will ensure that less than 5 kg of refrigerants with Global Warming Potential of 3 are used for cooling the computer server room. It is proposed that the new development will use Low Nox emissions gas boilers for the heating installation. Insulating materials will be specified that reduce the potential for long term damage to the earth's stratospheric ozone layer and the potential for increased global warming. Water run-off from the site will be limited using attenuation devices and sustainable urban drainage techniques. Run-off from buildings and hard surfaces will not be allowed to pollute the water course. Light pollution will also be minimized as part of the lighting strategy for the development.

## 4.2 Landscaping Proposals

As previously described, The Council House, formally known as Wyndham House, and its Victorian extension is well seated in the landscape due to the natural lie of the land, and the historic landscape features, particularly the adjacent hillock with mature tree planting. It sits closely related and in between the medieval city boundary and the Grade II listed St Edmund's Church as part of an important collection of historic open spaces and buildings on the edge of the city.

The proposed centralisation and consolidation of council offices offers the opportunity to view these spaces together, and to establish a relationship between building and landscape, that the Victorian Extension and the plethora of minor and temporary structures to the North of the listed building do not accomplish.

The proposal also seeks to address the existing poor quality car parking and to rationalise circulation, using the development to link levels and open space while establishing an architectural language that acknowledges the importance of several key mature trees. The development offers the opportunity to re-plan and enhance the car park and its relationship to the courtyard, creating a new garden court linking open spaces and parking facilities.

The proposals have emerged from a rigorous arboricultural assessment and impact analysis, an ecological survey and a historic appraisal. Together with the client brief and critical consultations during a process of assessment of significance, mutual benefit is not just to the application site but also the relationship of city fabric in its built and natural form.

The site is not viewed as an island but as the epicentre of a collection of open spaces of historic and amenity significance. The plan illustrates a connected vision of architecture and landscape. This is realised by the approach to replenishing the existing parkland trees resource by planting up to 50no. semi mature parkland trees surrounding the site to help address the age balance of the trees and secure longevity in the tree cover.

Additional parkland trees will enhance the aesthetic and ecological qualities of the parkland system surrounding the site and will allow key arboricultural work to be undertaken as part of the development process to enhance the vigour of those key trees that create the character of the place.

This approach has been given strong support by the tree officer within the council during consultations.

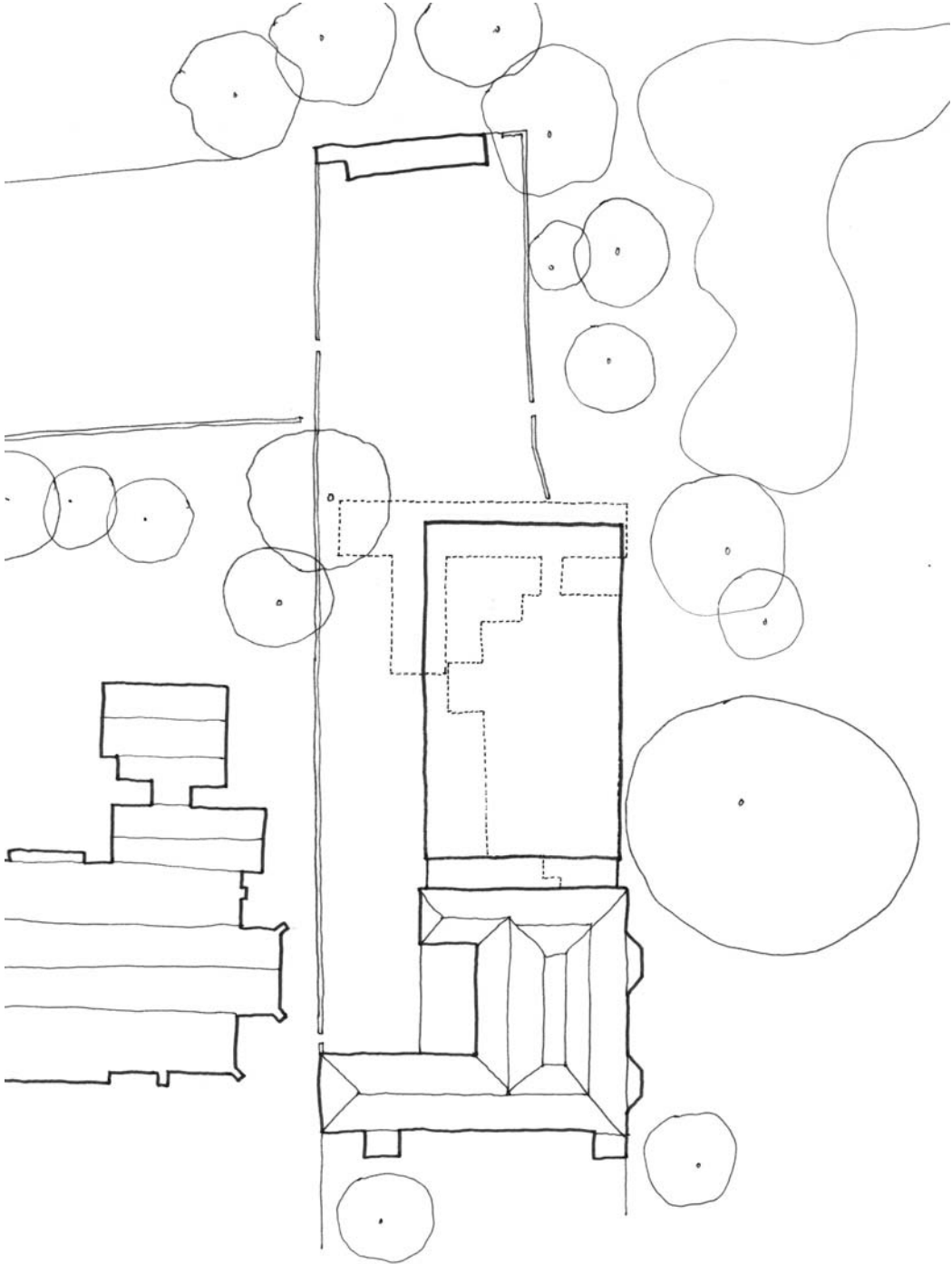
The loss of the small garden to the North of the Victorian Extension is compensated through the creation of a new linear garden. This proposed garden space extends from the rear of the house and runs northwards parallel with the existing Listed wall. The new garden retains the mature oak tree and creates the opportunity for new tree planting. The linear garden creates a calm, verdant, west facing and accessible enclave against the backdrop of the Listed wall. The garden will have both hard and soft landscaped surfaces. The garden descends to a smaller sunken courtyard at its southern most end, a linear rill of water runs parallel with the steps and ramp which helps to address the change of level. The linear garden will provide wonderful views to both the house and Western facade of St Edmund's.

The proposed site planning alters the pattern of vehicular circulations and creates car free linkages of all parkland spaces.

It is proposed that the minor road between College Street and Belle Vue Road through the car park is severed, and no through traffic is incorporated. Vehicular circulation off College Street to the Western service entrance will be restricted to servicing and emergency access only. There will be no parking under and around the Cedar of Lebanon on the east side of the council offices to ensure that the building and landscape are connected. A reduced number of spaces will be formalised and laid out among new hedge and tree planting to the eastern end of the existing car park as a transition landscape between the urban fabric of surrounding streets and the garden landscape surrounding the proposed offices.

Within the newly defined car park 91no. spaces will be created, including 6no.disabled spaces within the garden court adjacent to the proposed building. Here kerbs will be flush and planting beds will be incorporated to create space for groups of new tree planting to help to link north and south open spaces. Access to the car park will be via Belle Vue Road. Some limited short term parking for special events may be allowed in the entrance court off Bourne Hill.

Pedestrian circulation is enhanced between St Edmund's Church and the council offices with the idea that facilities may be shared, particularly the hall and café. The proposals illustrate a paved link between the church and the proposed offices to accommodate the pedestrian flow from the city centre through the churchyard to the council offices. It is also proposed to reinstate the historic opening within the southern end of the existing garden wall. This will link the intimate lower court at the southern end of the proposed linear garden, planted with a grove of flowering ornamental Magnolia trees, with the western entrance of the proposed building accessed via steps and a ramp. Similarly at the northern end of the building, both steps and ramps connect the linear garden with the upper level of the parkland beneath the Walnut trees and through to College Street to the east.



## **BRITISH COUNCIL FOR OFFICES**

Definitions: Shell and Core, Category A and Category B

### General

The following basic descriptions provide an understanding of what a client should expect to receive on completion of their new building.

After the basic structure, envelope and services of an office building (the 'Shell & Core') are provided as the base development, fitting out for occupation then takes place in two distinct stages.

The developer fit-out (Category A) achieves a level of readiness for operation which will support the generic requirements of a majority of office users, it seeks to avoid tailoring the building to meet specific needs which may be suitable for one type of organisation but unsuitable for another.

The user fit-out ('Category B') overlays this basic provision with bespoke elements particular to the requirements of the building user. As the occupier requirements change over time these elements will be moved or changed without affecting the Category A fit-out.

### Shell and Core

In a Shell and Core development the entrance hall, staircases, common areas, toilets, passenger & goods lifts and cores will be fully finished. Base services, plant and equipment will be terminated at breakout points to floors. Basic life safety infrastructure (e.g. fire alarm panel) will be installed.

### Category A

These works may comprise additional services, life safety elements and basic fittings and finishes for the operation of the building, including suspended ceilings, raised floors, cooling, ventilation & heating systems, small power & distributed power to each floor, lighting, finishes to cores and reception, fully fitted WC's, office carpet and fire alarms & basic safety signage.

### Category B

These works may comprise the bespoke fit-out and include internal partitioning, installation of below-floor power and data distribution, IT and telecommunication installations, decoration and branding, furniture, fixtures and office equipment will be provided. In addition some of the elements in the Category A fit-out may be upgraded by the occupier i.e. suspended ceilings, floor finishes, mechanical, electrical, lighting services, WC provision and core finishes.