



**OPCC**

Office of the Police &  
Crime Commissioner  
for Gloucestershire

**AUTHOR:**

**Vicki Heselton, Head of Estates and Support Services,**

**Ruth Frett , Business Operations and Development Manager (Sabrina Centre)**

**SPONSOR: Richard Bradley, Chief Executive OPCC**

**DECISION NUMBER: 01/2021**

*(to be completed on approval)*

**SUBMITTED TO: Martin Surl, Police & Crime Commissioner for Gloucestershire**

**SUBJECT: Building B22 Berkeley Science and Technology Park and Building C11 Ground Floor Feasibility**

**EXECUTIVE SUMMARY:**

The Police and Crime Commissioners Office tasked the Head of Estates to undertake a high level assessment of Building B22 in its entirety and C11 Ground floor. The purpose of the review was to assess the feasibility of acquiring the space available in C11 on the ground floor for Constabulary use. In addition to explore the option of using B22 for training overnight accommodation, together with any additional uses proposed by the Business and Operations Manager, based at the Sabrina Centre.

Building C11 Ground floor is available and adjacent to the current blood hound charity. The space is open plan and upon first inspection would require a limited amount of work- subject to the proposed use, to bring it into operation.

Building B22, currently unoccupied, set across 2 floors, with a small basement, appears to require more extensive work to be occupied. Notwithstanding this, it appears to provide ample space to deliver the overnight accommodation required, with scope to add other uses if required.

**Business opportunities and benefits for C11 and B22**

The Sabrina Centre is Gloucestershire Constabulary's state-of-the-art training centre and Leadership Academy. It delivers first class, professional training and development for the constabulary workforce. It reflects the constabulary's aspirational vision which is to become an Employer of Choice which cares for and supports all recruits, officers, staff and volunteers to help unleash their potential.

One of its many attractive qualities is the location. It is set by the River Severn, a serene and reflective setting, where you can disconnect from everyday distractions and focus on personal, team or business growth and development.

In addition the Sabrina Centre offers an exceptional yet affordable modern meeting and conference venue for local, regional and national partner agencies, public sector organisations, voluntary and charity groups, and commercial enterprises.

Since it's opening in June 2020, the Sabrina Centre has played host to cohorts of DHEP and PCDA police training officers who have continued to receive face to face training whilst maintaining socially distanced Covid regulations. The Sabrina Centre has successfully run SLW courses and upskilling programmes for police officers. We have hosted commercial and third sector team building days and conferences that promote the Constabulary's core values as set out in the base camps and the OPCC's priorities. This has been achieved to a large extent against the backdrop of Covid, which has made a considerable impact on the number of visitors and stakeholders we have been able to host. However, the key issue is one of demand and capacity. Even with the restrictions of Covid, there has been a lack of space due to the demands of the Leadership Academy and L&D, so that the ability to rent out spaces at Sabrina commercially has been limited to evening events and weekends.

The additional concern is that if we are intending to attract commercial and national constabulary stakeholder interest further afield, we will currently not be able to do so because of the conflict with demand & capacity.

We need to invest in an accommodation block which will house 20 + ensuite bedrooms plus 5 VIP rooms with a lounge/kitchen/dining area and so that we can host visitors and potentially students who would see Gloucestershire Constabulary as an Employer of Choice but live outside the county which otherwise would make the commute a challenge.

With more space- we could advertise our Leadership Academy to external stakeholders and provide accommodation if there were more than one-day conferences on offer.

We also need to consider having a space for a gym where further OST training could occur as we currently have one space which means we are not able to accommodate other constabularies who would like to use the facilities.

Having a second space for smaller conferences would mean the lecture theatre could be freed up for more commercial opportunities.

**RECOMMENDATION:**

- The Board note the recommendations made in this report
- The Board are requested to approve, if they agree, a feasibility budget, to be confirmed, to commission and progress a costed analysis of infrastructure works required to bring the buildings up to habitable standards
- It is proposed that a small working group be established, comprising of L and D, Estates and representation from the PCCs office to establish a more detailed user brief to inform the potential refurbishment costs

- It is proposed that Andrew Greed from BNP Paribas, be approached in due course should lease or purchase negotiations be needed, for which a budget will be required
- It is proposed that this work is progressed through a feasibility study once the user requirement is more clearly defined, followed by an Outline and then Full Business Case if necessary.

**OUTCOME/APPROVAL BY:**

Signature:

A handwritten signature in black ink, appearing to read 'MASI', with a horizontal line underneath.

Date: 26.01.2021

**Police and Crime Commissioner for Gloucestershire**

**Public Access to Information**

*Information in this form and associated reports is subject to the Freedom of Information Act 2000 and the Elected Local Policing Bodies (Specified Information) Order 2011. Where it has been indicated that this is a decision of significant public interest, all of this form except Part Two will be made available on the website of the OPCC.*

*Any information that should not be automatically available on request should not be included in Part One but instead on a separate Part Two form.*

**Is this a decision of significant public interest?**

*This includes a decision with any impact on the community, expenditure in excess of £50,000, or any decision that would be of obvious interest to the media or the general public*

**Yes****Is there a Part Two form?**

*This section should only include information that, if published:*

- a) would, in the view of the chief officer of the police, be against the interests of national security;*
- b) might, in the view of the chief officer of police, jeopardise the safety of any person;*
- c) might, in the view of the chief officer of police, prejudice the prevention or detection of crime, the apprehension or prosecution of offenders, or the administration of justice; or*
- d) is prohibited by any enactment.*
- e) breaches commercial sensitivity*

**Yes**

<b>ORIGINATOR CHECKLIST (MUST BE COMPLETED)</b>	<b>Comments including who has approved the report if applicable</b>
Has legal advice been sought on this submission if required?	No- not at this stage but will be required in due course
Has the Chief Finance Officer been consulted, if required?	No- not at this stage but will be required in due course
Have equality, diversity and human rights implications been considered, as appropriate?	Yes- no adverse implications known at this time
How is the recommendation consistent with the objectives of the Police and Crime Plan?	Yes- Every Crime Matters, Every contact Counts, Safer days and Nights
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	Not at this stage but proposed as appropriate
Has communications advice been sought on areas of likely media, community, staff or partner interest and how they might be managed?	Not at this stage but will be required in due course
Have all relevant implications and risks been considered?	Yes- financial and operational

## **PART ONE – For publication**

### **1. Purpose of the report**

The purpose of this report is to outline the findings of the high level assessment of buildings B22 in its entirety, and building C11 (ground floor). The Business and Operations Manager, based at the Sabrina Centre has also commented on potential uses for both spaces.

### **2. Background**

The Police and Crime Commissioners Office tasked the Head of Estates with undertaking a high level assessment of Building B22 in its entirety and C11 Ground floor. The purpose of the review was to assess the feasibility and opportunities which might arise as a result of acquiring the space available, for Constabulary use. Input was also requested from the Business and Operations Manager, based at the Sabrina Centre on potential business opportunities for future use.

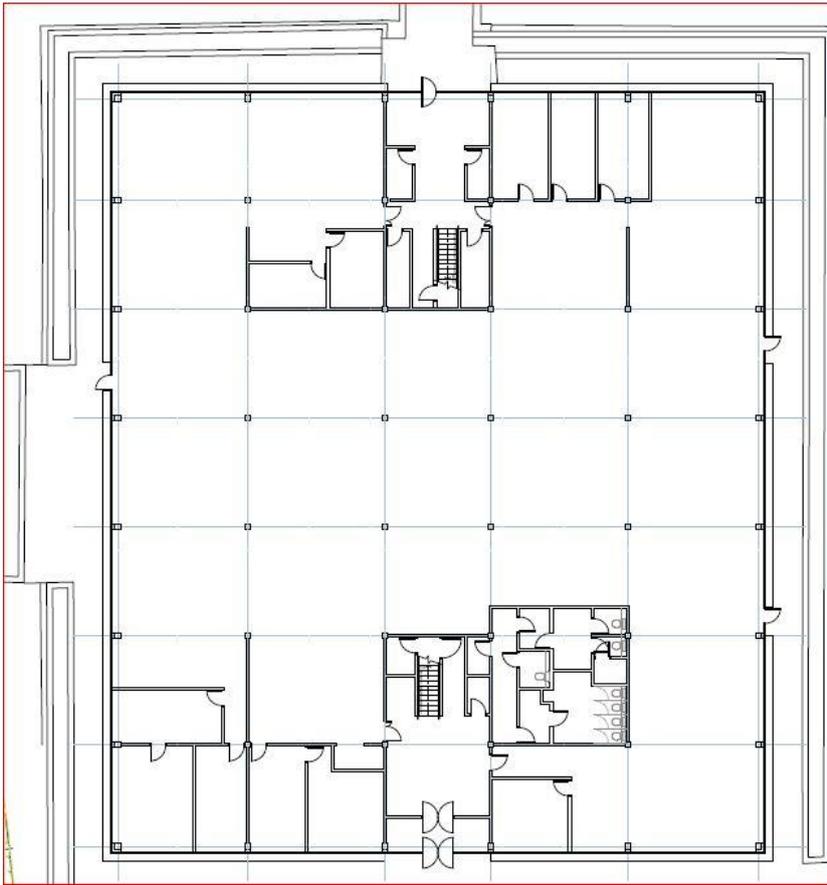
#### **Building C11**

C11 has space available on the ground floor, with the upper floor occupied by Stroud and Gloucestershire College. The ground floor space is 15,888 sq ft. The space is currently open plan. Upon initial inspection it appears to require superficial works of a minimal nature to ensure that it can become operational. There would be a requirement to assess the lighting to update to more energy efficient standards, stud partitioning to divide up the space- subject to use agreed, installation of Constabulary ICT hardware, carpeting, redecoration, installation of force security and Constabulary/OPCC branding. These recommendations are made, based on the assumption that the floor space would be used for office, training or meeting rooms. C11 is of a similar age to Building 12 (the Sabrina Centre) and it is expected that existing services are of a similar performance. This would result in minimal attention being needed to services, above and below ground. There appears to be no asbestos containing materials present.

The site manager has been approached to provide service information but has confirmed that they hold very little information. As a result a due diligence assessment is recommended to confirm the assumptions made. This would require some specialist input for which a budget would be required. If this was an option to move forward by long leasehold the services of a professional to negotiate lease terms would be required, again a budget would be required for these services.

The location of C11 is directly adjacent to the Sabrina Centre which is convenient for visitors and Constabulary/OPCC staff.

The current floor space layout for C11 is below



## **B22 Building**

Building B22 is a two storey property with a small basement. The property is located directly adjacent to the Sabrina Centre. It is 14,290 square feet –over 2 floors. The building has been unoccupied for a number of years and is in need of refurbishment.

The site owners have been approached for building information for above and below ground services. They hold very little information and as a result a due diligence exercise is recommended to establish above and below ground information to inform the refurbishment costs.

A superficial assessment indicated that the building is structurally sound. Given that the building has been unoccupied for a number of years there is evidence of damp. However this may be due to being unoccupied and the heating not being on. There will be a need to assess the heating and cooling systems for operability, assessment of the roof, tanking in the basement due to water ingress, work to address some signs of damp throughout the building and certainly replacement of the electrical circuit boards and wiring due to their age. There is asbestos in the floor tiles across the entire ground and first floor- which due to a refurbishment of this size, would, in legislation, require removal – for which there will be a cost. It is assumed that the asbestos register is accurate, however a more up to date assessment may be required in due course.

The current space is divided up into a multitude of cellular offices, by way of stud partition walls- which, apart from any walls identified as load bearing could be removed. The windows, upon first inspection, appear to require, at worst, replacement, or some significant attention to make them wind and water proof, at the same time preventing heat loss. The building would however, be an excellent opportunity to showcase what

environmental improvements could be made to meet our carbon neutral commitment. It would provide a convenient, accommodation block for students and visitors alike.

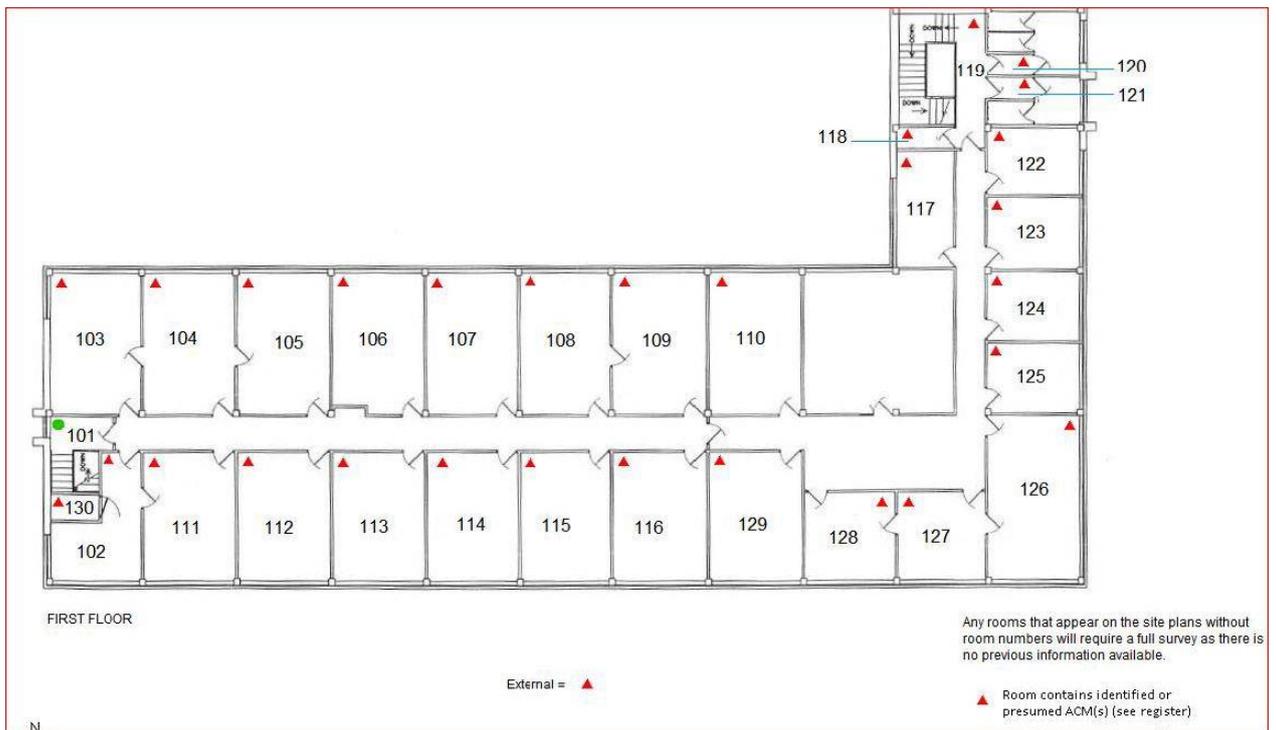
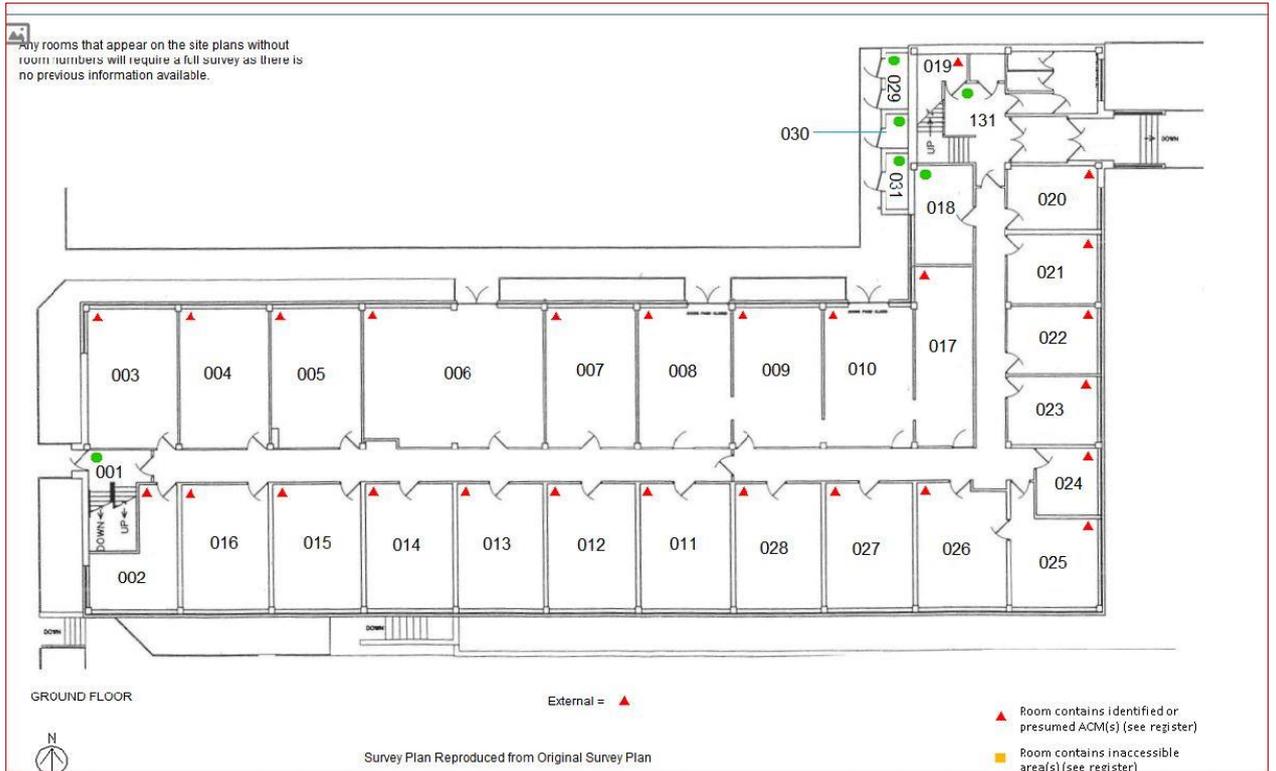
As a general comment the building, on first inspection, appears to offer an excellent opportunity to provide at least 20 rooms for overnight training accommodation for students or guest speakers, potential to provide a socialising space and quiet zones for personal study or relaxation. Again the small working group would need to determine, as a recommendation to Board, a more detailed user requirement.

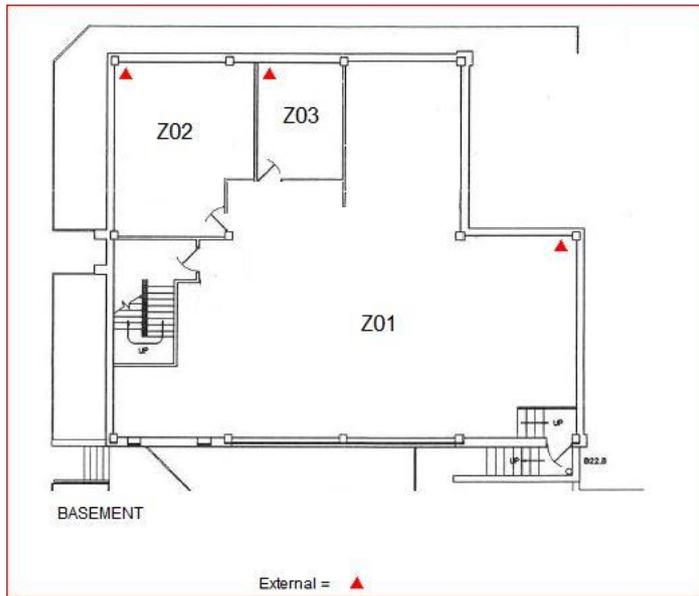
A due diligence exercise would be necessary to assess the structural and services work required to make the building fit to occupy. This would be in addition to the usual aesthetics of decoration, carpeting and furniture, fixtures and equipment and branding.

The feasibility assessments would require a budget to inform actual costs and in due course, the services of a professional to negotiate lease or freehold purchase will be required. A capital budget will be required, if approved through full business case.

The current floor layout for B22 GL13 9FB is below for information







### 3. Recommendation(s)

- The Board note the recommendations made in this report
- The Board are requested to approve, if they agree, a feasibility budget, to be confirmed, to commission and progress a costed analysis of infrastructure works required to bring the buildings up to habitable standards
- It is proposed that a small working group be established, comprising of L and D, Estates and representation from the PCCs office to establish a more detailed user brief to inform the potential refurbishment costs
- It is proposed that Andrew Greed from BNP Paribas, be approached in due course should lease or purchase negotiations be needed, for which a budget will be required
- It is proposed that this work is progressed through a feasibility study once the user requirement is more clearly defined, followed by an Outline and then Full Business Case

### 4. Financial and resource implications

There will be a capital requirement for any freehold purchase, and revenue payments for both lease and freehold service charges. A budget will need to be set aside to fund due diligence works to establish the extent of works required to refurbish or alter the building layout and costs for professional fees.

### 5. Risk assessment

There are financial implications to progress this work. A project risk register would be set up as appropriate. There are no risks associated with this feasibility assessment.

### 6. Equality & Diversity impact assessment

Any equality or diversity considerations would be incorporated into the design layout and through consultation

### 7. Environmental impact assessment

There are environmental considerations for the redesign of buildings, selection of material and on-going operating processes. This would be considered as part of the design and implementation plan.

**8. Consultation**

Consultation would form part of the feasibility and implementation plan in due course. Initial consultation has taken place with the Learning and Development Leadership team and the Police and Crime Commissioners office.

**9. Discussed with Communications & Engagement**

Communications and engagement will form part of the feasibility and implementation plan

**10. Conclusion**

Both C11 and B22 offer the opportunity to expand business opportunities, co- located alongside the Sabrina Centre. In order to confirm that the options are financially possible a feasibility assessment is required, against which the business benefits can be assessed.

**SPONSORING BOARD MEMBER APPROVAL**

**Name: Richard Bradley**

**Job title: Chief Executive**



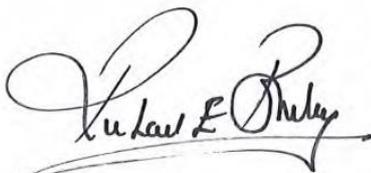
**Signature:**

**Date: 21/01/2021**

**CHIEF EXECUTIVE APPROVAL**

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

**Name: Richard Bradley**



**Signature:**

**Date: 21/01/2021**