

CABINET MEETING: 28 MAY 2015

ST MELLONS HUB PHASE 2 EXTENSION

**REPORT OF DIRECTOR OF COMMUNITIES, HOUSING &
CUSTOMER SERVICES**

AGENDA ITEM: 3

**PORTFOLIO: COMMUNITY DEVELOPMENT, CO-OPERATIVES & SOCIAL
ENTERPRISE (COUNCILLOR PETER BRADBURY)**

Reason for this Report

1. This report outlines proposals for extending the St Mellons Hub and seeks authority to undertake consultation on the proposals.

Background

2. Community Hubs are designed to bring together services, share resources, reduce costs and invest in better quality facilities, in a way which is responsive to the needs and priorities of individual neighbourhoods. The Corporate Plan 2015-17 sets out a commitment to progress the Community Hubs Strategy including bringing forward proposals for hub development in St Mellons.
3. St Mellons was one of the initial pilot Hubs opened in 2011. It has proved successful in terms of providing an extended range of customer services and increasing footfall, with positive customer feedback.
4. A report to Cabinet in September, 2014 agreed the overall approach to future Hub provision. The extension of St Mellons Hub to facilitate a further rationalisation of service provision in Cardiff East was agreed as part of the overall programme.
5. A phase 1 extension to the St Mellons Hub formed part of a package of proposals for community provision in Cardiff East which was the subject of public consultation in October, 2014.
6. The phase 1 works involve the construction of a 125m² extension to the rear of the existing Hub building, accommodating two community training rooms and an interview/meeting room. Works are programmed to be implemented this financial year.

Issues

7. There are currently 3 Council-run community facilities in the St Mellons District Centre – the St Mellons Hub, St Mellons Youth & Community Centre and St Mellons Enterprise Centre. The existing Hub provides a full library service and a range of advice and information services. The Community Centre offers a varied programme of learning and social activities for young people including training and advice, sport, dance, art and cookery, as well as a playgroup and activities for other groups in the community. The Enterprise Centre accommodates Flying Start, a private nursery, and 2 small businesses, as well as providing into-work advice and training. A plan showing the location of existing facilities is attached at Appendix 1.
8. Options for joining-up services into a single integrated centre have been investigated, with the aim of putting in place more sustainable facility provision for the future. A further expansion of the St Mellons Hub provides an opportunity for bringing services together, building on the success of the pilot Hub and incorporating a range of flexible, multi-use spaces to meet current and future community needs.
9. The proposed phase 2 extension will involve the construction of an additional 1400m² of floor-space to the rear of the existing Hub/library building. Estimated project costs are £3.9 million and a preliminary layout is attached at Appendix 2. The extension will include a youth area, multi-purpose community hall, café and kitchen, multi-use spaces, and training rooms. St Mellons Flying-Start, currently housed in the Enterprise Centre, will transfer to the new facility and interest has been expressed by the Police in providing a base for their neighbourhood officers. There may be an opportunity for sessional play provision to be accommodated in the Hub extension, subject to future budgetary constraints and programming requirements.
10. The extension will include new changing facilities to serve the adjoining Cath Cobb playing fields and a new multi-use games area will also be provided. The site of the extension is currently occupied in part by the existing St Mellons bowling green. This is the only outdoor municipal green with an artificial 'all weather' surface. The club currently has approximately 20 members and plays in the Cardiff & District Municipal Bowls League. The site is used both in the summer and winter seasons. Under the proposed plans, this facility will be discontinued. The nearest alternative bowling green is at Rumney Hill Gardens, 3 kilometres away.
11. The amalgamation of facilities will allow the sites of the existing St Mellons Youth and Community Centre and St Mellons Local Training & Enterprise Centre to be disposed of. Building condition surveys identify a back-log of repairs estimated at £300,000 on existing facilities.
12. In addition, it is proposed to dispose of two areas of amenity open space on Willowbrook Drive for development, shown as sites 3 and 4 on the plan at Appendix 3 to generate additional capital receipts to invest in the new facility. Mature trees and ecological features within these sites will

be safeguarded. The two areas comprise informal amenity space and are not used for formal recreational purposes. Development will be subject to statutory processes for disposal of open space and normal planning procedures.

13. The extended hub will accommodate a wider range of housing-related services and it is proposed that supplementary capital funding is contributed from the Housing Revenue Account (HRA). Capital receipts associated with the disposal of the sites identified at Appendix 3, plus funding from the HRA capital programme are projected to meet the full cost of the project.
14. Revenue budgets from existing facilities will transfer to the new Centre. In line with all new hub proposals, there will be a new staffing structure and this will be decided following consultation and input from the community on the exact services they want in the hub. Net savings of £56,000 are projected in non-staffing costs.
15. The new facility will provide a central Hub for community services in St Mellons. It will replicate the success of the Ely/Caerau Hub, which has transformed a previously under-used Council building into a thriving centre for Council, community and partner services.
16. The St Mellons Hub extension will provide the following benefits:
 - a wide range of advice, information, community and leisure services child-care provision and community cafe all under one roof;
 - provision for all groups in the community from a single integrated facility, rather than separate buildings. An Equality Impact Assessment is attached at Appendix 4.
 - a modern facility, built to high standards of energy efficiency and accessibility, and designed to meet current customers needs and expectations;
 - building costs met from capital receipts generated from proposed land disposals and the HRA;
 - a reduction in the number of Council maintained buildings, with consequential savings in building operating costs;
 - provision of new changing rooms and a new multi-use games area accessible to Crickhowell Road playing fields.
17. It is recommended that the proposals are taken forward for consultation to obtain feedback from the community, local organisations and other stakeholders. The proposals will be presented as a package, with the Hub extension being dependent on the disposal of land and existing buildings to raise capital receipts. Consultation findings will be reported back to Cabinet to inform a final decision on the way forward.

Local Member Consultation.

18. A number of meetings have been held with Trowbridge Ward Members to discuss options and support has been expressed in principle for the

expansion of the St Mellons Hub, subject to community views expressed through consultation.

Reason for Recommendations

19. The views of the local community and stakeholders are important in determining the best way forward in realigning services and facilities in St Mellons

Financial Implications

20. The costs of consultation proposed in the report will be met from existing revenue budgets of the directorate. The proposal is a further scheme in addition to a Phase one extension to the existing Hub which is estimated to cost c £300k subject to the outcome of a tender exercise.
21. Whilst confirmation of the detailed proposals will be subject to a further Cabinet report and the outcome of consultation, the proposals in this report includes rationalisation of property in order to secure revenue savings as well as generation of capital receipts from Council owned buildings and land in the vicinity of the Hub which could be developed subject to planning change of use. The proposal is that most of expenditure required for the hub can be met from disposal of sites, with the balance from the HRA capital programme. Any further Cabinet report will need to confirm that the value of additional benefits / outcomes from any proposal and capital expenditure of c £4m can be justified in terms of a robust options appraisal and business case following feedback from the consultation.
22. The proposal requests the earmarking of Capital receipts from land disposals rather than for use in paying towards the Council's existing capital programme at a time when revenue affordability in relation to additional borrowing is a concern in the medium term. A future Cabinet report will need to consider detailed financial and VAT implications of any recommended approach.

Legal Implications

23. The disposal of public open space needs to be advertised pursuant to s123 of the Local Government act 1972, which also requires the Council to obtain the best consideration reasonably obtainable. The proposed works will need to be procured in accordance with the Council's Contract Standing Orders and Procurement Rules, together with all relevant European Union procurement directives and the regulations which implement those directives in the UK. The consultation process should provide sufficient information and reasonable time for consultees to respond, so that those responses can be meaningfully considered

HR Implications

23. A new staffing structure will be required for the new facility, and this will be developed after consultation has taken place and when community views on service provision have been determined.

RECOMMENDATIONS

Cabinet is recommended to:

1. Agree to consult on proposals for a phase 2 extension to the St Mellons Hub and associated land disposals;
2. Note the intention to report back to a future Cabinet meeting on the outcome of the consultation programme which will inform a final decision on any realignment of services and facilities in St Mellons.

SARAH MCGILL

Director

22 May 2015

The following appendices are attached:

Appendix 1 – Location of existing Community Facilities in St Mellons

Appendix 2 - Preliminary Layout, St Mellons Hub extension

Appendix 3 - Potential Land Disposals

Appendix 4 – Equality Impact Assessment

The following background papers have been taken into account

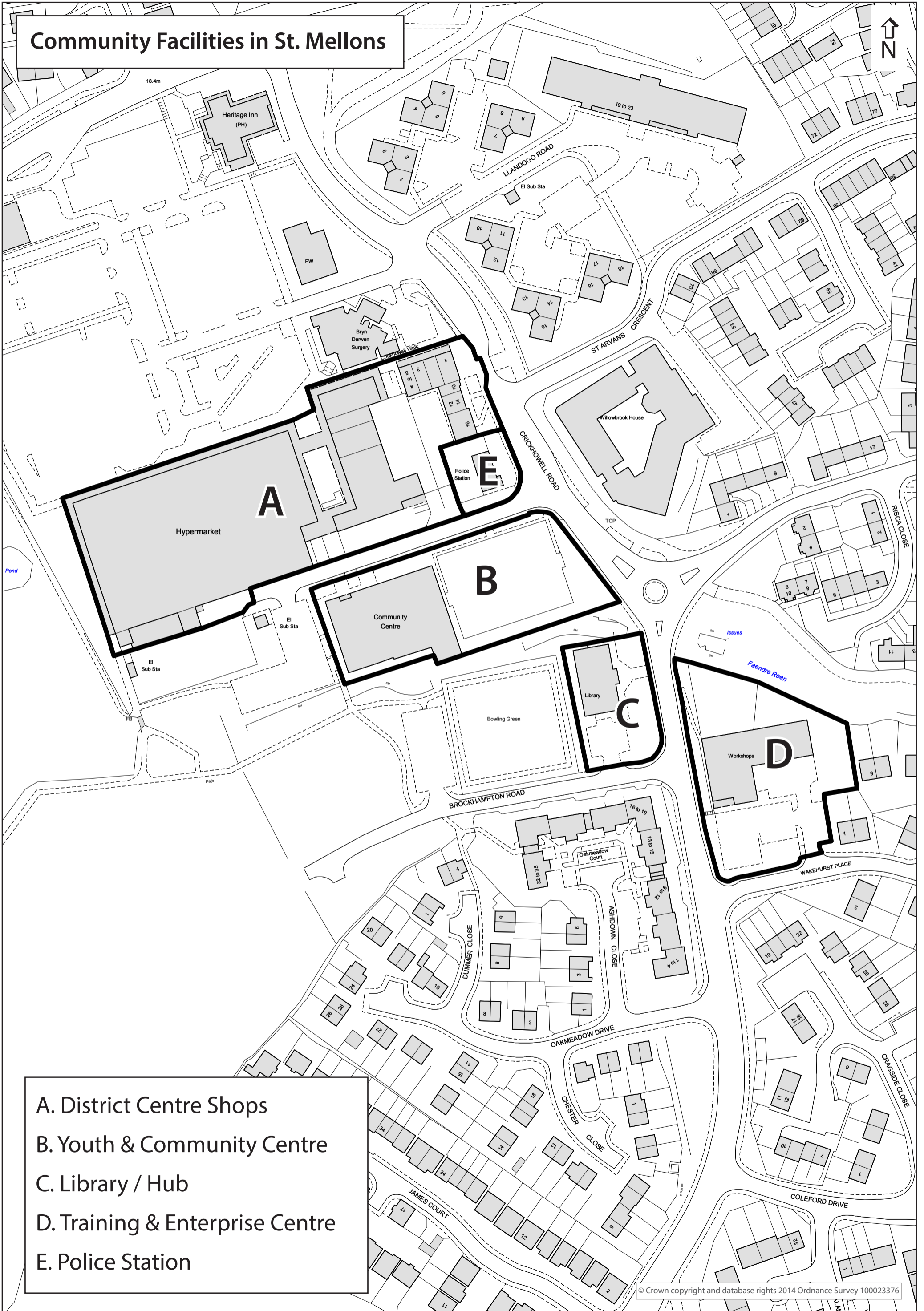
Cabinet Report – Community Provision in Cardiff East : March, 2015

Cardiff Research Centre - Cardiff East Consultation Report

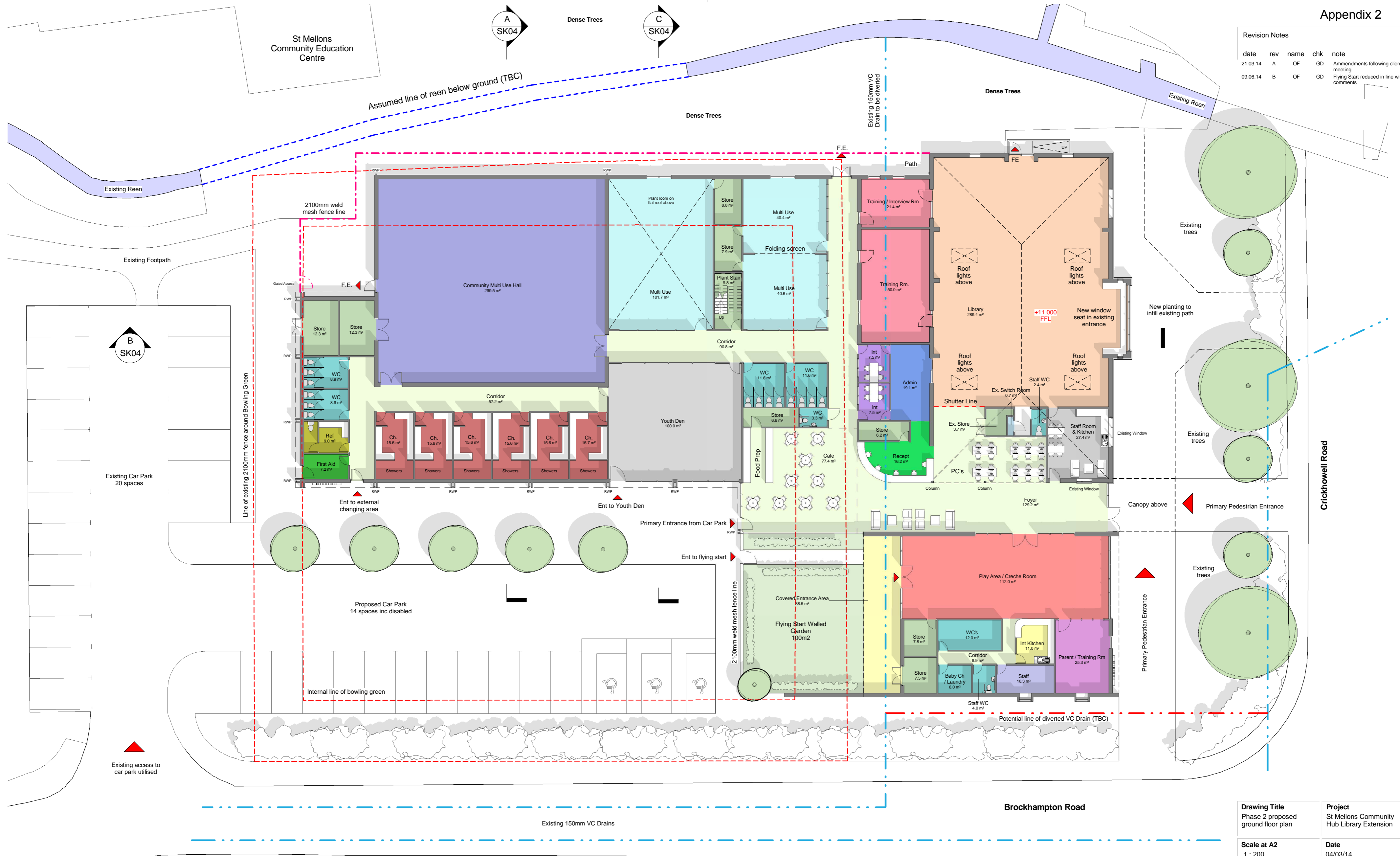
Statutory Screening Tool Assessment – April, 2015

Site Development Briefs (Sites 1-4)

Community Facilities in St. Mellons



Revision Notes				
date	rev	name	chk	note
21.03.14	A	OF	GD	Amendments following client meeting
09.06.14	B	OF	GD	Flying Start reduced in line with client comments



Gross Internal Area of existing building
372 sq.m

Gross Internal Area of proposed phase 2 extension (inc 126 sq.m phase 1)
1495 sq.m

Proposed Total Gross Internal Area
1867 sq.m

Drawing Title Phase 2 proposed ground floor plan	Project St Mellons Community Hub Library Extension
Scale at A2 1 : 200	Date 04/03/14
Drawn OF	Chk GD
Drawing No 70160_SK02	Revision B
Treglown Court Dowlais Road Cardiff CF24 5LQ	T 029 2043 5660 F 029 2047 0422 www.stridetreglown.co.uk

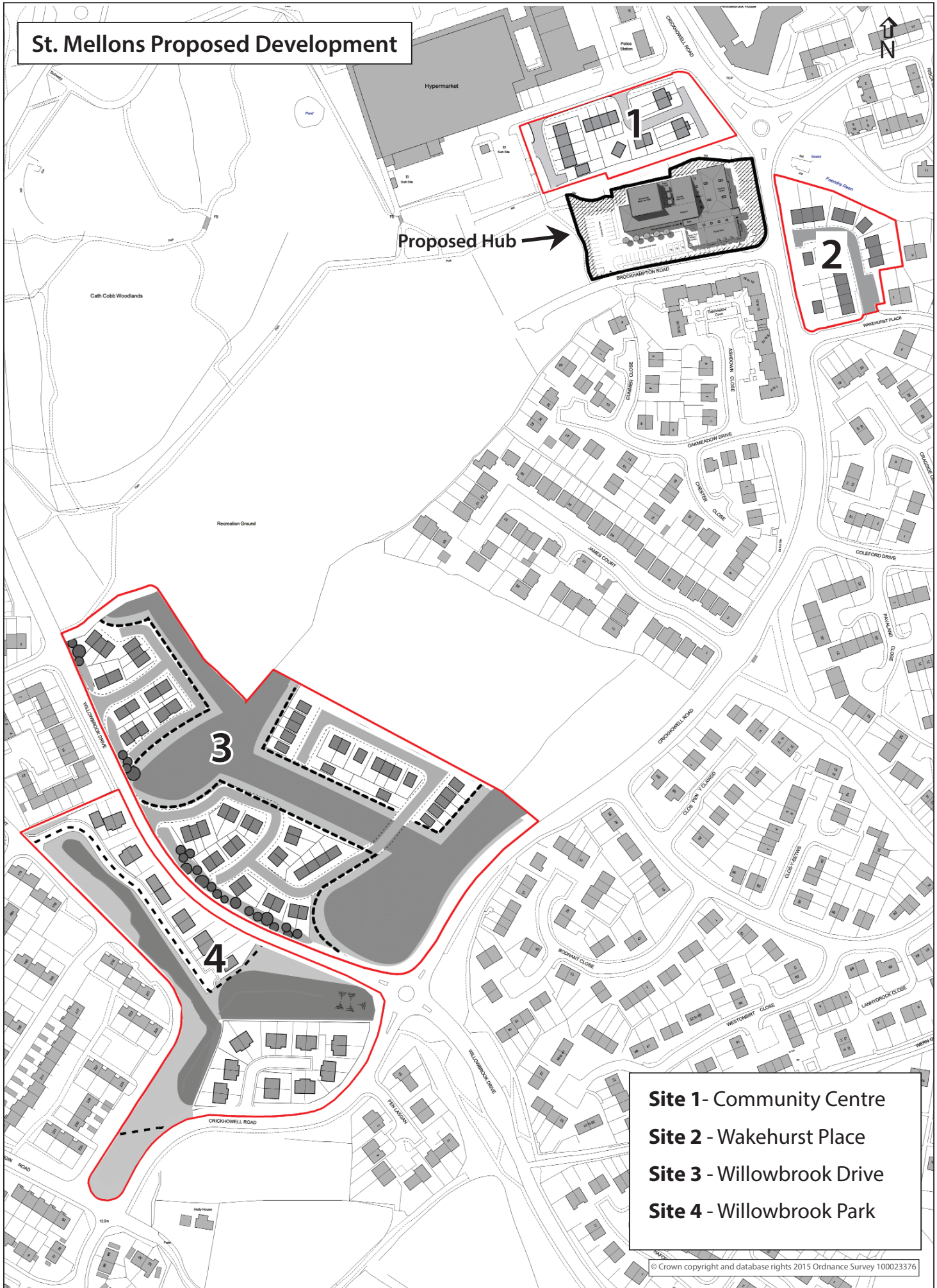
St Mellons Community Hub Library Extension

Phase 2 proposed ground floor plan

St. Mellons Proposed Development

Proposed Hub →

- Site 1 - Community Centre**
- Site 2 - Wakehurst Place**
- Site 3 - Willowbrook Drive**
- Site 4 - Willowbrook Park**



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Project Title: St Mellons Community Hub
New: Proposed Development

Who is responsible for developing and implementing the Project?	
Name: Don Davidson	Job Title: Group Leader
Service Team: Housing & Communities	Service Area: Communities, Housing & Customer Services
Assessment Date: 01/04/15	

1. What are the objectives of the Project?

<ul style="list-style-type: none"> • To bring together community activities and services in a community hub facility on a single site, and to deliver a range of affordable and accessible community facilities that meet the needs of the St Mellons community to include: <ul style="list-style-type: none"> ○ Library; ○ Training; ○ Youth Provision; ○ Flying Start; ○ Community Rooms; ○ Community Cafe ○ Multi Use Hall; ○ Changing Rooms; ○ External multi-use games area. • To ensure that the new facility is financially sustainable, having regard to existing, and likely future revenue streams and potential for income generation; • To maximise opportunities for capital receipt generation (including disposal of surplus facilities) and external funding towards development costs; • To ensure the new facility achieves high levels of energy efficiency, accessibility, functionality and sustainability. • To engage the local community in the development of services and activities offered by the new facility.
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2. Please provide background information on the Project and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

A community hub facility has operated from the existing St Mellons Library since 2011. The building provides the following services: Library, Housing and Tenancy queries, Housing Benefit and Council Tax Benefit advice, Waste Management queries, Street Lighting and Anti-Social Behaviour reporting.

Community Services are currently delivered via three separate buildings: St Mellons

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Library, St Mellons Youth and Community Centre and St Mellons Local Training and Enterprise Centre.

A phased expansion of the Hub is planned. A small phase 1 extension is planned to provide additional training and meeting rooms. A larger phase 2 extension is also proposed, to integrate youth provision, childcare provision, changing facilities and other activities into an integrated building.

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Project have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	+		
18 - 65 years	+		
Over 65 years	+		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Establishing a Hub for the St Mellons area will have a positive impact on people of all ages.

Young people will have access to learning and support, as well as physical activities. Older people will be able to access a range of services from one place in a convenient location. Face to face service provision is still a preference with many people particularly the elderly and unemployed who are less likely to be able to access on line services.

The proposals will involve loss of the existing St Mellons bowling green, which is primarily used by older people.

What action(s) can you take to address the differential impact?

Assess community and stakeholder view expressed during consultations, including views of the bowling green and potential alternative provisions.

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3.2 Disability

Will this Project have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	+		
Physical Impairment	+		
Visual Impairment	+		
Learning Disability	+		
Long-Standing Illness or Health Condition	+		
Mental Health	+		
Substance Misuse	+		
Other	+		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Overall the impact on all groups will be positive with increased access to joined up services.

By building a new facility the building can be designed to ensure it is accessible for all. The building will be a single storey building which will aid with accessibility.

What action(s) can you take to address the differential impact?

Steps will be taken to make the Community Hub facilities as accessible as possible, which will include:

- Reception desk to be compliant with Part M.
- Tactile Braille signs installed
- British Sign Language (BSL) appointments are offered
- Induction hearing loops installed and appropriate signage displayed
- Use of public PC's for disabled customers
- Chairs with and without arms for easier access for disabled customers
- Office layout & private interview rooms suitable for wheelchair access
- Staff personal emergency evacuation plan in place
- Fire evacuation procedure will be reviewed and tested to the safety of all customers in the building.
- Signs near the main entrance guiding users to ensure that the users maintain a clear sense of direction and independent use of the building facilities. Key information such as orientation signs in visual and tactile form where low enough to be touched.
- The Access Officer will be consulted during the development of the Hub.

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3.3 Gender Reassignment

Will this Project have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		+	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The range of services delivered by the Hub will have a positive impact on people from all backgrounds including transgender people. No differential impact has been identified.

What action(s) can you take to address the differential impact?

Equality Awareness training will be provided for all council staff, to ensure we treat everyone with respect and dignity, regardless of their gender.

3.4. Marriage and Civil Partnership

Will this Project have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		+	
Civil Partnership		+	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The provision of a Hub will have a positive impact on all groups including people who are married or in a civil partnership. No differential impact has been identified.

What action(s) can you take to address the differential impact?

n/a

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3.5 Pregnancy and Maternity

Will this Project have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	+		
Maternity	+		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

- The Hub services will be of positive benefit to all people.
- The layout of the Hub will be fully accessible for pushchairs and prams.
- The ability to access a number of services in one place will be helpful to pregnant women or mothers.
- Provision will be made for changing and feeding facilities.

What action(s) can you take to address the differential impact?

Council's Access Officer will be consulted about accessibility within the building and grounds, including access for those with pushchairs.

3.6 Race

Will this Project have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		+	
Mixed / Multiple Ethnic Groups		+	
Asian / Asian British		+	
Black / African / Caribbean / Black British		+	
Other Ethnic Groups		+	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is anticipated that the Hub services will have a positive impact on all groups and no

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differential impact has been identified for different racial groups.

Consideration will be made in the design to ensure that the building is accessible to all.

As with all Hubs the need for services in languages other than English will be considered and met as required.

What action(s) can you take to address the differential impact?

Staff will be trained in:

- Equality Awareness training
- Customer Care Training

3.7 Religion, Belief or Non-Belief

Will this Project have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		+	
Christian		+	
Hindu		+	
Humanist		+	
Jewish		+	
Muslim		+	
Sikh		+	
Other		+	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential impact on these groups has been identified.

What action(s) can you take to address the differential impact?

Staff will be given adequate training to understand and acknowledge religious needs.

Use of a religious calendar will help avoid holding events on particular 'Holy Days' to ensure wider inclusion.

Consideration will be made in the design to ensure that the building is accessible to all

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3.8 Sex

Will this Project have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		+	
Women		+	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential impact.

What action(s) can you take to address the differential impact?

N/A

3.9 Sexual Orientation

Will this Project have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		+	
Gay Men		+	
Gay Women/Lesbians		+	
Heterosexual/Straight		+	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential impact has been identified.

What action(s) can you take to address the differential impact?

Cardiff Council staff has been trained in Equal Opportunities and Customer Services alike and therefore they will be able to provide advice in a sensitive manner..

3.10 Welsh Language

Will this Project have a **differential impact [positive/negative]** on Welsh Language?

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	Yes	No	N/A
Welsh Language	+		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The service will have positive impact on Welsh speakers. Bilingual information will be consistently available in the hub.

What action(s) can you take to address the differential impact?

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

There will be a full public consultation on the detailed design process for the new Hub, and the needs of all groups in the community will be taken into account.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	Assess views expressed during consultation and consider alternatives for facilities which are not re-provided such as the bowling green.
Disability	All of the building requirements mentioned above will be undertaken Design layouts/plans will be discussed the user groups and the community.

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	Regular monitoring and audits will take place in line with the Council policies, which will help identify any access or communication needs.
Gender Reassignment	Equality Awareness training will be provided for all council staff, to ensure we treat everyone with respect and dignity, regardless of their gender.
Marriage & Civil Partnership	Equality Awareness training will be provided for all council staff, to ensure we treat everyone with respect and dignity.
Pregnancy & Maternity	Council's Access Officer will be consulted about accessibility within the building and grounds, including access for those with pushchairs.
Race	Equality Awareness training will be provided for all council staff, to ensure we treat everyone with respect and dignity. The building will take into account cultural and religious sensitivities.
Religion/Belief	Staff will be given adequate training to understand and acknowledge religious needs. Use of a religious calendar will help avoid holding events on particular 'Holy Days' to ensure wider inclusion.
Sex	n/a
Sexual Orientation	Equality Awareness Training will be provided for all council staff to ensure we treat everyone with respect and dignity.
Welsh Language	n/a
Generic Over-Arching [applicable to all the above groups]	<ul style="list-style-type: none"> • All staff will be fully trained in Equal Opportunities and Customer Services. Partner Agencies will be expected to put similar measures in place. • Risk Assessments & H&S inspections conducted & reviewed annually. • Partner agencies will be advised to ensure that Equal opportunities /Customer services training is provided to their staff. • Regular monitoring and audits will take place in line with Council policies to ensure the service meets the requirements of the customer.

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6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Eluned Winney	Date: 01/04/15
Designation: Planner	
Approved By: Don Davidson	08/04/15
Designation: Group Leader	
Service Area: Housing & Communities	