

**PERTH COMMON GOOD FUND COMMITTEE**

7 October 2015

**SOUTH INCH PAVILION, PERTH  
PROPOSED FIT OUT WORKS****Report by Director (Environment)****PURPOSE OF REPORT**

This report presents up to date progress on establishing a café facility at South Inch Pavilion, Perth. The report also outlines the fit-out works to facilitate occupation of the pavilion by a catering Tenant.

**1. BACKGROUND / MAIN ISSUE**

- 1.1 At the Perth Common Good Fund Committee on 26 February 2014 it was agreed that the former South Inch bowling pavilion be advertised for development and operation as a café, including the potential for public toilets.
- 1.2 Following the tender process, the preferred bidder provided a list of catering equipment that they would wish to use as part of establishing a café at the South Inch Pavilion.
- 1.3 The Pavilion is located in the North West corner of the South Inch park area next to former bowling greens - as indicated on the attached plan (Appendix 1).
- 1.4 The building is adjacent to a recently upgraded play park on the South Inch. The pavilion comprises a single storey, traditionally built, 'T' shaped structure with masonry/render walls and a pitched clay plain tiled hipped roof (see attached East facing elevation photograph – Appendix 1).

**2. PROPOSALS**

- 2.1 Works were undertaken in 2014 to provide basic facilities in preparation for a café operator funded through the General Fund. However, upon receipt of the tender submissions it became clear the aspirations of the bidders were greater than the original scope of works could accommodate.
- 2.2 The electrical loading of the proposed catering equipment was checked against the capacity at the Pavilion and was found to be insufficient. Associated building works needed for the operation of a full café provision have also been found to be more extensive.
- 2.3 Therefore it was not possible to offer the South Inch Pavilion to the preferred bidder in 2015.
- 2.4 There have also been recent break-ins and vandalism to the internal fabric and some remediation work is required as part of the further fit-out scheme.

To ensure that the building is secure once in operation, an alarm system will be fitted, funded through the General Fund.

- 2.5 In order to facilitate occupancy by a catering tenant, some upgrade works are required to the internal accommodation and mechanical and electrical services (as detailed in Appendix 2).
- 2.6 Council owned property regarded as being Common Good, which is used for the purpose of delivering Council services, (the property is an “operational asset”), is included within the Council General Fund financial statements. As the Council controls the use of the property and accepts the associated risks and rewards of ownership when used for service delivery, it follows that all expenditure and income arising from operating and developing the property accrues to the Council General Fund.
- 2.7 When the Council no longer uses a Common Good property for service delivery, i.e. it is declared surplus to operational requirements, the property will transfer from Council General Fund to Common Good; the associated property expenditure and income will accrue to the Common Good from this point forward and the asset will be recognised in the relevant Common Good fund balance sheet.
- 2.8 It is proposed that the scheme of work will be met by the General Fund in order to bring the building up to a suitable standard. As a result, the income from the lease would be paid to the General Fund on an annual basis. The current operator has a lease for a 3 year period. At the end of this period, the Council will go back out to the market to seek an operator.
- 2.9 The upgrade of the South Inch Pavilion will ensure that the building is fit for purpose and provides a space that the café operator can use to its maximum potential. It is intended that the work will commence in January 2016, with completion for the new season.

### **3. BEST VALUE**

- 3.1 The Council is required to fulfil its statutory duties under Best Value as set out in Section 1 of the Local Government in Scotland Act 2003. Relevant aspects of this duty include:
  - Making best use of public resources, including land and property
  - Being open and transparent in transaction
  - Ensuring sound financial controls are in place to minimise the risk of fraud and error
  - Assessing the full financial consequences of decisions at an appropriate level before major financial decisions are taken or commitments entered into.
  - Demonstrating responsiveness to the needs of communities, citizens, customers and other stakeholders, where relevant.

3.2 The content of this report complies with the Council's requirement to fulfil its statutory duties in respect of Best Value. This will be achieved by procuring the works through an existing term contract to ensure best value is obtained. In addition, tenanting of the building, which is currently vacant, will enhance the amenity of the area and improve the general environment of this part of the South Inch.

#### 4. CONCLUSION AND RECOMMENDATION

4.1 The Committee is requested to approve the following:

- i) That the cost of the works up to a limit of £80,000.00 plus VAT be met by the General Fund and funded from the 2015/16 budget;
- ii) That it be delegated to the Head of Property to procure the required works; and
- iii) That the lease income be paid to the General Fund.

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##### Approved

Name	Designation	Date
Barbara Renton	Director (Environment)	28 September 2015

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>None</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>Yes</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>Yes</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>Yes</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>Yes</b>
Risk	<b>Yes</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>None</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

1.1 This section is not applicable to this report.

#### Corporate Plan

1.2 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

1.3 This report relates to (v) above.

### 2. Resource Implications

#### Financial

2.1 The Head of Finance has been consulted in the preparation of this report and has indicated agreement with the contents of the Report.

### Capital

- 2.2. There are no capital resource implications associated with this report.

### Revenue

- 2.3 The funding for this will be met from the General Fund.

### Workforce

- 2.4 This section is not applicable to this report.

### Asset Management (land, property, IT)

- 2.5 The asset management implications arising from this report are delegated to the Director (Environment).

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

- (i) Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.3 The contents of the Report have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.4 This section is not applicable to this report.

### Legal and Governance

- 3.5 The Head of Legal Services and Head of Democratic Services have been consulted in the preparation of this report.

### Risk

- 3.6 There are no direct risk implications arising from this report other than those reported within the body of this report.

#### **4. Consultation**

##### Internal

- 4.1 The Head of Legal Services, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.

##### External

- 4.2 This section is not applicable to this report.

#### **5. Communication**

- 5.1 This section is not applicable to this report.

#### **2. BACKGROUND PAPERS**

No background papers, as defined by section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

#### **3. APPENDICES**

Appendix 1 - Site Plan  
Appendix 2 - Scheme Content

**Site Location**



**Front (East) Elevation:**





**Scope of Works:**

Roof

1. Remove rotten fascia's, bargeboards, soffit linings etc, re-paint as required.
2. Clean out gutters and make good any leaks etc, re-paint as required.
3. Replace any missing slates, repair any loose or damaged slates

Windows & External doors

1. Repair vandalism as required

Glazed Viewing Area

1. Replace missing Timber balustrade, repaint as required.
2. Remove existing doors as indicated

Existing Ramp

1. Supply & fit new handrail & balustrade

Back of House

1. Form new cupboard: new double doors and timber partition
2. Replace existing thro' door with new DDA compliant Door-Set

Existing Back Door Area

1. Form Platt
2. Repair vandalism as required

Dis WC

1. Supply & Fit wall mounted Baby changing Unit
2. Fit fold up-grab rails

Kitchen

1. Repair vandalism as required

Servery area

1. Repair vandalism as required

### Toilets

1. Repair vandalism as required

### Mechanical

1. New cooker hood and ducting; wall extract fan; plumb in dishwasher; additional stainless steel sink unit.

### Electrical

1. General strip out of redundant items; new lighting to public areas; power supplies for new equipment (equipment supplied by others); new supplies to extract ventilation units; general power adaptations; re-commission fire alarm; install new intruder alarm; testing and commissioning.

### Generally

1. Internally and externally, re-decoration – to be specified.