

APPENDIX 1

Walworth Town Hall Revised Project Mandate: April 2017

1. Introduction

The purpose of this Revised Project Mandate document is to outline the high level objectives for the marketing and leasing of Walworth Town Hall, Newington Library and Cuming building. The revised mandate also documents an outline programme for delivery and the internal project governance structure. As the project progresses this mandate document can be revised and reissued accordingly especially in terms of the high level marketing brief and governance structures.

2. Site Boundary

The site for long term lease bounds the Walworth Town Hall council offices and Newington Library (including the Cuming building) as marked on the plan below.



3. Outline Marketing Brief

The council stands by its commitment to see enhanced community facilities as part of wider regeneration aspirations within Elephant and Castle. It is therefore proposing to carry out a marketing exercise to identify Arts and Cultural uses falling within Class D1 [Non Institutional Institutions] who are interested in operating from Walworth Town Hall, Newington Library and the Cuming building. If valid expressions of interests are received there will be a second more detailed tender phase designed to test the viability of proposals. The evaluation of proposals will include consideration of the extent to which proposals provide public access to

the buildings, the social regeneration benefits of the proposed use, and the extent to which the use will contribute to the development of the Elephant & Castle town centre. Interested parties should note that the council cannot make any commitments to provide funding to support proposals for the buildings. Therefore the extent to which proposals are supported by viable business plans will be a key consideration in the evaluation.

Building Condition

A data room of information from recent surveys and investigations will be made available through the marketing process to provide a comprehensive position on the buildings condition. There are risks associated with the buildings and there are infrastructure requirements to bring the buildings in line with current requirements that should be understood by all considering the opportunity at the town hall and Newington Library.

Conservation and heritage

Any proposals for the Walworth Town Hall will have to take full account of its historical assets. The impact of the fire on both the Grade 2 listed facade and interior historical features is documented in a programme of surveys that have been commissioned including a building condition survey and architectural condition survey. Close liaison will be required throughout the process with both English Heritage and the Council's Design and Conservation Manager to ensure that any proposals are acceptable.

Accessibility

All areas of the building, must be fully DDA compliant ensuring full accessibility for both staff and visitors. A drop off and collection point plus designated parking for disabled visitors should also be provided and this should be considered in conjunction with the emerging proposals for the new Walworth Square, approved as part of the Outline Masterplan for the redevelopment of the Heygate Estate.

Servicing

In order to service the building, a loading bay is required to be provided and it is intended that this is incorporated into the designs for Walworth Square.

Walworth Square

Any proposals for the Walworth Town Hall must take in to account the approved outline masterplan for the Heygate Estate and in particular the detailed proposals for 'Masterplan Phase Two' (MP2) which are currently on site.

Consultation

Consultation with the community and the Walworth Town Hall forum will provide an opportunity for local input into the expressions of interest stage of the appointment.

4. Indicative Programme

The programme for the marketing process is envisaged below following the appointment of specialist advisors. That appointment will be the subject of separate Gateway reports.

Appoint specialist advisors	July 2017
Marketing preparation (4 weeks)	August 2017
Expressions of interest (3 months)	September – November 2017
Review of expressions of interest to shortlist including community consultation (4 months)	December 2017 – March 2018
Invitation to tender (3 months)	April – June 2018
Review of tenders (3 months)	July - September 2018

Enter negotiations	
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NB: Programme derived from similar property marketing processes within London, TBC

5. Governance and Project Management

Governance

Project Board

The WTH Project Board will be responsible for the following:

- Sign-off of appointments
- Consultation and communication for the marketing and leasing process
- Monitor Budget
- Monitor Programme
- Monitor Risks
- Change Control

The Board will have the final sign off of strategic documents relating to project delivery, procurement and budget. The Board will consist of a:

- Project Executive – the lead officer with overall accountability for the delivery of the project.
- Senior User – the lead Client representative. The role of the Senior User is to represent the client interest and to ensure that the proposal meets council requirements
- Senior Supplier – represents the Project Management Team and is responsible for reporting on project progress, in this case the Head of Regeneration North.

Project Management

The 'Project Management Team' will consist of:

- A Project Manager who will be a representative of the design team.
- Specialist advisors as appointed by the council

The PM will be responsible for providing clear updates to the Project Board. The role of the PM may also extend to managing public relations and co-ordinating consultation.

