



RECOMMENDATION REPORT

DECISION: 19/2024	DATE: 8TH AUGUST 2024
TITLE: RIBA STAGE 4 APPROVAL - CHORLEY POLICE STATION	
AUTHOR: TONY DAVIES - PROJECT MANAGER MACE	
SPONSOR: CRISSIE MARSHALL-KIMBERLEY, HEAD OF E&FM	
<p>Executive Summary</p> <p>RIBA Stage 3 (or Spatial Coordination) is the stage in a project lifecycle where design studies, engineering analysis and cost exercises are tested against the architectural concept to create an outline specification.</p> <p>It is reviewed against Building Regulations and the pre-cursor to submission of the Planning Application and progression to RIBA Stage 4 (or Technical Design). During RIBA Stage 4 all design information required to manufacture and construct the project is completed.</p> <p>The conclusion of RIBA Stage 3 is a “gate”: a crucial decision point where key stakeholders assess if the project is meeting its objectives, staying within budget, and adhering to timelines.</p> <p>RIBA 3 for the New Chorley Police Station Project has been approved by stakeholders, Lancashire Constabulary’s Head of Estates and Facilities Management, and the Chief Officer Team.</p> <p>The Police and Crime Commissioner has previously approved the awarding of the RIBA stage 2,3 and 4 design contract to Eric Wrights and approved the cost for these phases.</p>	
<p>Recommendation</p> <p>The Police and Crime Commissioner is recommended to:</p> <ol style="list-style-type: none"> 1. Confirm agreement to the RIBA stage 3 design for the New Chorley Police Station 2. Approve progression to the RIBA stage 4 design. 	

PART II

1. Background

In June 2023 the Former Runshaw College site at Euxton lane, near Chorley, was purchased as part of Lancashire Constabulary's strategy and programme to improve upon its ageing estate. Principally, the site was purchased to replace Chorley Police Station, but the size and nature of the site offered further scope and opportunity. The Constabulary Chief Officer Team decided, based upon infrastructure requirements and operational strategy, that the Roads Policing Unit, Safer Roads Unit and Long-Term Storage be recommended for relocation to the site.

In Aug 23 the Project Initiation Document was released. There followed an intense feasibility study, comprising numerous stakeholder workshops, over a six-month period, where the occupational plan was formulated, and stakeholder requirements were captured; the output of which was a semi-completed RIBA Stage 2 (or Concept Design).

In January 2024, Eric Wright Construction (EWC) was appointed under a two-stage design and build contract, as Principal Designer and Principal Contractor for the NCPS Project at Euxton Lane, Chorley. They concluded RIBA Stage 2 and commenced RIBA Stage 3, which culminated, after a series of client engagement meetings and organisational visits, in the production of a spatially coordinated design, for review by the Head of Estates and Facilities Management, on 13 May 24.

Post review, some recommended changes were implemented, with others referred to the Constabulary Chief Officer Team for decision. The amended RIBA Stage 3 design was then shared with stakeholders for signed acceptance that their business and operational needs had been met. The final Stage 3 Stakeholder acceptance was received on 31 Jul 24.

On 6 August 2024 the Head of Estates and Facilities Management presented the RIBA Stage 3 design to the Constabulary Chief Officer Team (COT). Some minor observations were made, all of which have been answered prior to this paper being produced. The COT Decision Paper for RIBA Stage 3 is attached as Enclosure 1.

Timescale:

The chart below shows the timescale for two programmes, one with, one without enabling works, with variations attributable to the latter shown in blue. Both assume approval of RIBA 3 (or Spatial Coordination) by 16 Aug 24.

RIBA Stages/Key Milestones:	Start:	Finish:
Completion Of Design Development Gateway	13/05/24	16/08/24

Planning Application – submission (Approval period estimated at 13 weeks)	19/08/24	15/11/24
Enabling works price approval period	20/05/2024 N/A	16/08/24 N/A
PCC Approval Window – enabling works	05/08/24 N/A	16/08/24 N/A
Stage 4 – Detailed Design	19/08/24 19/08/24	10/02/24 03/02/24
Enabling Works under JCT (28 weeks)	16/09/24	11/04/25
EWC to produce main construction works – cost verification	25/11/24 11/11/24	10/02/25 03/02/25
LanCon commercial review	10/02/25 03/02/25	28/02/25 21/02/25
PCC Approval Window – main contract	31/03/25 24/03/25	11/04/25 04/04/25
Stage 5 – Construction (42.5 weeks) Preliminary activities (27 weeks 3 d) Construction period (42 weeks 1 d)	12/05/25 12/05/25 08/09/25	20/03/26 21/11/25 20/07/26
Stage 6 – handover	TBC	
Stage 7 – In Use (Facility management)	TBC	

If agreement is given to proceed to RIBA Stage 4 (Technical Design), all services and costs would fall under the existing JCT Pre-Construction Services Agreement (General Contractor) contract between the OPCC and EWC. There is no obligation to proceed to the main works with EWC or any other contractor.

3. Links to the Police and Crime Plan

The programme is compatible with the Police and Crime Plan’s aim to invest in the replacement, maintenance and refurbishment of the Estate to deliver assets that meet statutory health and safety requirements and provide accommodation which ensures operational efficiency and effectiveness is achieved.

4. Consultation

To date, extensive routine consultation has occurred with a wide range of stakeholders to ensure that the design and development provides improvements in service delivery and are organisationally focussed to deliver operational changes required by the Chief Constable and the PCC.

A communication plan has been developed by Media and Engagement in collaboration with the PCC’s office and Estates. This details the internal and external communication strategy. It is currently under review to reflect the current programme.

5. Implications:

- a. Legal** – All legal implications are being managed within the existing scope and parameters of the project. RIBA Stage 4 design will be conducted under the existing JCT Pre-Construction Services Agreement (General Contractor) contract between the OPCC and EWC.
- b. Financial** – All financial implications are being managed within the scope and parameters of the project. The first stage costs of £848,409.40 for Pre-construction Services were approved in February 24, to allow EWC to proceed with the RIBA 2/3 and 4 design stages.
- c. Equality Impact Assessment** – n/a
- d. Data Protection Impact Assessment** – n/a

6 Risk Management

Risk	Mitigating Actions
Existing building risks due to the age and build specification at the time may reveal areas requiring remediation. Dependant on findings, this may come with a substantial cost increase and delay.	Early surveys and intrusive works on the building by EWC will identify early, key risk building areas such as roofing, glazing and door, fire stopping, etc. Allowing LanCon to consider follow up recommendations following cost and benefit analysis.
Project cost overrun.	Regular cost plans submitted by Pick Everard’s will ensure stakeholders and the Governance Board are fully apprised of project costs as the RIBA stage 4 design is developed.
Vetting requirements for the contractor team risk additional pressure on the Vetting Unit as well as risk of programme delay.	Early discussions with Vetting to review proposed numbers and timescales have commenced.

7. Background Papers

- Enclosure 1 – COT Decision Paper – RIBA Stage 3
- Plan: 1. NCPS – Lower Ground Floor

- Plan: 2. NCPS – Main Building Ground Floor
- Plan: 3. NCPS - Main Building First Floor
- Plan: 4. NCPS – Extension Ground Floor
- Plan: 5. NCPS - Extension First Floor
- Plan: 6. NCPS – South elevation
- Plan: 7. NCPS – North elevation
- Plan: 8. NCPS – Site Plan
- Plan: 9. NCPS – Perspective from South-West

8. Public access to information

Information in this form is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC website within 3 working days of approval. Any facts/advice/recommendations that should not be made available on request should not be included in Part 1 but instead on the separate Part 2 form.

Officer declaration	Date
LEGAL IMPLICATIONS – as above	
FINANCIAL IMPLICATIONS – as above	
EQUALITIES IMPLICATIONS – none	
CONSULTATION – As above	
Author and Date	
Signature L. J Watson	Date 15/08/2024
Gillian Routledge – Chief Operating Officer	
I have read the above report and confirm this is factually correct.	
Signature Gillian Routledge	Date 02/09/2024
Chief Finance Officer to the Office of the Police and Crime Commissioner	
I have read the above report and have considered the financial implications. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lancashire.	
Signature Steve Freeman	Date 02/09/2024

Chief Executive to the Office of the Police and Crime Commissioner (Monitoring Officer)

I have been informed about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lancashire.

Signature Steve Freeman

Date 02/09/2024