

PROJECT BRIEF – Albany Street



15 August 2014

1. Purpose

To outline the expectations of Teignbridge District Council in the conversion of the former Albany Street project to supported temporary accommodation.

2. Background

Teignbridge has a statutory duty to provide emergency and temporary accommodation for homeless households in “Priority need” under the Housing Act 1996. Emergency accommodation has historically been provided in B&B accommodation which is particularly expensive for the authority as the full costs cannot be recouped through benefit subsidy. In order to mitigate this budget pressure Housing have acquired the former Albany Street Surgery to convert into 10 units of supported temporary accommodation.

3. Objectives

- To develop the property previously used as the Albany Street Doctors Surgery in Newton Abbot into an accommodation project. The refurbishment element of works to be certified practicable complete by 31 March 2015.
- To prepare and submit application for planning permission by the 1 September 2014.
- To specify the actions required to develop the specification, procure contractors and project manage the conversion.
- To deliver the project within a combined budget of £321,000 to include construction and fees (consultant & statutory).
- The date and budget outlined below does not include client fit out.

4. Scope, Exclusions and Interfaces

- In –
 - Completion of planning application and drawings to submit as a planning application. (LSN)
 - Instruction of contractor for Flood Risk Assessment inclusive of a Flood Evacuation Plan (LSN)
 - Instruction of a suitably qualified sound engineer to conduct a Sound Survey on the existing property (LSN?)

- Design a Bin Store – Capacity requirement is 1,100litre for residual waste, 1,100 litre for compostable waste and 4 x 240 litres for recyclables. (LSN)
 - To complete a Design and Access Statement (LSN)
 - Obtain planning consent. (LSN)
 - Obtain Building Regulation Consent (LSN)
 - Develop specification of works needed
 - Assess the existing boiler and electrical and drainage systems and test if sufficient for the project.
 - Procurement of contractors
 - Managing contractors
- Out
 - Liaison with Newton Abbot Town Council
 - Liaison with neighbour regarding the changes to the entrance.
 - Storage to items in the property which will be retained for future.
 - Sourcing of furniture and soft furnishings.
 - IT supply and connection.

5. Constraints

- To deliver the project within a combined budget of £321,000 to include construction and fees (consultant & statutory).
- Completion required by: 31/3/15
- The date and budget outlined below does not include client fit out.
- Design standards as per 'Design and Quality Standards, April 2007' p 18-20
 - Heating provided, combined with appropriate levels of ventilation and insulation.
 - Heating arrangements ensure that heat is well distributed within rooms.
 - Main living area and bathroom have fixed heating appliances.
 - Habitable rooms have at least facilities for portable heaters (not paraffin or bottled gas).
 - Openable window areas/background trickle ventilation provided.
 - Mechanical extract provided for rooms (e.g. basements) which are otherwise difficult to ventilate.

- Effective remedial measures incorporated to eradicate dampness and serious condensation.
- Electrical and gas installations certified as safe by qualified inspectors.
- Lighting (natural and/or artificial) adequate for safety.
- Staircases well lit with secure balustrades/handrails.
- Floors generally level and suitable to receive floor coverings.
- Floor coverings in kitchens and bathrooms hygienic, easy to clean and moisture resistant.
- Safety glazing provided for window glass below 800mm, glazed doors and side screens.
- Windows and balconies provide protection against falling for vulnerable occupants.
- Where roof space is accessible, access is safe.
- Doors to individual dwellings are sturdy, with mortise lock and suitable frame fixing.
- Internal decorative surfaces in a serviceable condition as appropriate to the lease period.
- External decorative surfaces in a serviceable condition as appropriate to the lease period.
- Rooms capable of sensibly accommodating standard furniture associated with room activity.
- Kitchen provides:
 - food preparation area;
 - serviced sink;
 - hygienic and easily cleaned worktops;
 - space and connections for cooker (cooker provided in shared accommodation); and
 - at least two double socket outlets in addition to cooker point.
- Kitchen fittings, serviceable and in a condition to cover the lease period without replacement.
- Bathrooms provide:
 - serviced wash hand basin, WC (or separate with additional basin) and a bath or shower.

- In shared, sharing restricted to:
 - bathroom (comprising one basin, WC and bath) per five sharers; and
 - additional WC (separate with basin) provided where bathroom shared by three or more.
- Sanitary fittings, serviceable and in condition to cover the lease period without replacement.

6. Assumptions

To reuse as much of the existing fittings as possible as agreed through a joint site visit.

7. Preliminary Risk Assessment

Failure to meet target date.

Failure to get planning permission

Failure to stay within budget

Change in requirements for space / funding requirements

8. Additional Design Requirements

- To ensure all rooms meet at least the minimum space standards for a Hostel as outline in the Teignbridge Standard. (item to follow)
- Ensure that the 2 downstairs disabled rooms have sufficient space and fit out to accommodate a client in a wheelchair.
- Provide deaf alarms in the two disabled rooms.
- Ensure Subdivision of the roof space with neighbours.
- Retain air conditioning in the office area.
- To replace suspended ceilings with plasterboard
- Remove wall paper and finish wall in paint.
- Keep plates and guards on doors and corners and supplement with new in areas of risk.

9. Customer's Quality Expectations

- The property needs to meet the highlighted standards as per the HCA and Building Control Partnership.

- The property should be hard wearing and suitable to multiple inhabitants and high turnover of placements – use information from Exeter site visits as guide.

10. Project Tolerances

There is no tolerance

11. Acceptance Criteria

The required design and quality elements are outlined above.

12. Outline Project Deliverable (Final Product)

Conversion of the former Albany Street project to supported temporary accommodation.

13. Outline Project Plan

- Refer to current agreed timeline.
- Planning application submission by 1/9/14
- Tender period from 15/9/14
- Award of Main Contractor by 17/10/14
- Work on site start 3/11/14

14. Review and Reporting

Minimum monthly reports with specific contact around key dates above.

15. Financial/ Budget Requirements

- To deliver the project within a combined budget of £321,000 to include construction and fees (consultant & statutory).
- The date and budget outlined below does not include client fit out.

16. Timing

Work should start as soon as practicable. At risk pending planning permission (Stripping out and preparation)

Refurbishment must be completed by the 31 March 2015

17. Additional Comment

None

Housing Services, Teignbridge District Council. August 2014.