Exeter City Council | Civic Centre Relocation

Stage 1 - Feasibility Report

3992-PBA-XX-XX-RP-0001-Stage 1 Feasibility Report-S2-P6

Poynton Bradbury Architects

Certified B Corporation

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Checked by	K. Wotton
Remarks	STAGE 1 ISSUE
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1.1 Executive Summary

In 2019 Exeter City Council purchased the long leasehold interest in Senate Court, an office building comprising approximately 3,598 sqm GIA, situated in the heart of Exeter City Centre's Business District. Senate Court is a detached four-storey office building, with tenants originally including Foot Anstey, OTB Eveling, the Insolvency Service and Prydis Ltd.

In the following years a number of tenants have relocated, with the only tenant remaining being Foot Anstey who currently occupy the ground floor of the building of which they carried out extensive interior refurbishment in 2019/2020.

Exeter City Council are currently investigating the long-term viability of their main civic offices , currently situated within the Civic Centre, Paris Street, Exeter — a five-storey office building opened in 1972, providing approximately 3,020 sqm GIA.

As part of this review, the Council is considering the opportunity to relocate to Senate Court in order to provide modern, fit-for-purpose offices that can better support staff wellbeing, increase productivity, improve collaboration and present a refreshed corporate image.

This Project is a transformational opportunity for Exeter City Council to realise those ambitions. A design team has now been appointed with Poynton Bradbury Architects as Lead Architect for RIBA Stages 0–1.

1. Exeter Civic Centre, Princess Street;
2. Senate Court, Western Way.

1.2 The Team

Client Team	**Exeter City Council**
Ben Colman	Head of Commercial Assets
Project Management	
Richard Quarry	Brookbanks - Director, Project Manager
Design Team	
Laura Highton	Poynton Bradbury Architects – Director
Kate Wotton	Poynton Bradbury Architects – Lead Architect
Jess Wood	Poynton Bradbury Architects – Interior Design
Nick Sendall	Method – Mechanical, Electrical and Plumbing Engineer
Simon Woollatt	Method – Mechanical, Electrical and Plumbing Engineer

1.3 Strategic Aims

- Relocate Exeter City Council to modern, fit-for-purpose offices and whilst ensuring customer-facing services are easily accessible and of high-quality.
- Enhance staff wellbeing, productivity and collaboration whilst supporting flexible and hybrid working practices.
- Create a strong, refreshed corporate image whilst reusing materials and furniture wherever possible.
- Deliver sustainable, cost-effective design aligned with British Council for Offices, London Energy Transformation Initiative and the International WELL Building Institute standards.
- Integrate new sustainable mechanical, electrical and plumbing design including solar array on roof and upgraded LED lighting throughout.
- Detailed feasibility study submission to the Council Executive in Nov '25. The required overall completion date for the project is December 2026. This is the date for occupation.
- The construction budget is anticipated to be in the range of £2.54m.

1. Senate Court, View from Western Way.

1.4 Report Objectives

This RIBA Stage 1 report aims to;

- Demonstrate the required accommodation can be accommodated within the building;
- Explore options for various internal layouts to suit different organisational approaches;
- Provide site and building analysis to inform opportunities and constraints;
- Coordinate with the project team and consultants to ensure all aspects are considered and are feasible;
- Raise any potential risks;
- Develop the project brief;
- Holistically set out next steps for RIBA Stage 1.

1.5 Methodology and Responsibilities

This feasibility report is in line with the RIBA Plan of Work.

Stage 1 Preparation and Brief

Stage 1 outcome is a Project Brief comprising the following and approved by the client and confirmed that it can be accommodated on the site.

- Project Outcomes (Client assisted by Design Team)
- Sustainability Outcomes (Client assisted by Design Team)
- Quality Aspirations (Client assisted by Design Team)
- Spatial Requirements (Client assisted by Design Team)
- Undertake Feasibility Studies (Design Team)
- Agree Project Budget (Design Team & Client)
- Source Site Information including Site Surveys (Project Manager)
- Prepare Project Programme (Project Lead)
- Source Pre-application Planning Advice (Project Manager)
- Initiate collation of Health and Safety Pre-Construction (Client assisted by Design Team)
- Procurement Strategy (Project Manager, Client)
- Responsibility Matrix (Project Manager)
- Information Requirements (All, managed by Project Lead)

1. Senate Court, Approach to main entrance.

1.6 Briefing

The client's brief from the tender documentation is as follows.

RIBA Stages 0-1 Strategic Definition / Preparation and Brief

Objectives:

This Project is a transformational opportunity for Exeter City Council to relocate to modern, fit for purpose offices which will support and promote, enhanced staff wellbeing, increased productivity, improved levels of collaboration and cross working and a redefined corporate image.

Scope:

The Project Scope will incorporate architectural services as set out below for Senate Court.

Development of Brief:

- Work to develop the client's outline Business Case and Strategic Brief and other core project requirements and work with the client's Project Manager to develop this.
- Develop Project Objectives, including Quality Objectives and Project Outcomes, Sustainability Aspirations, Project Budget, other parameters or constraints and develop Initial Project Brief.
- Undertake any study and review of Site Information. Attend feasibility design review meetings. Present feasibility design proposals in accordance with Exeter City Council's requirements. Particular attention should be given to staff numbers and associated spatial requirements.
- Develop the design based on the Client's initial brief to allow the feasibility of the project, the detailed proposals and budget cost to be confirmed.
- Account must be taken of the requirements of Exeter City Council's internal stakeholder requirements. This includes Exeter City Council's "Return to Office and Hybrid Working Policy".
- Cognisance should also be made to industry guidance from organisations such as the British Council for Offices, the London Energy Transformation Initiative and the International WELL Building Institute, as well as any other relevant standards or guidance.

Site Investigation:

- Visit the site and appraise the proposed site / floorplates, building structure, boundaries and means of access to identify any matters which may have implication for the project.
- Review the existing available design information and advice on any discrepancies or gaps.
- Review Statutory Services Information. Identify building constraints in consultation with the project team.
- Review and advise on surveys, reports and further investigation works paid for by the Client beyond those commissioned.

Develop Outline Design:

- Prepare and develop an overall outline design / spatial plan identifying each floorplate and core area, including consideration of outline proposals for building services systems, outline specifications.
- This outline design will have close regard to the Council's flexible ways of working policy and specific Corporate and Member accommodation requirements.
- Provide visuals of outline design proposals, including wall, ceiling and floor finishes.
- Provide outline proposals for fixed and unfixed furniture, fixtures and equipment..
- This will need to be developed in conjunction with the outline project budget.
- An allowance should be made for a number of iterations / revisions of the outline design following internal stakeholder review.
- An accommodation / area schedule should be produced of number of desks, meeting rooms, breakout spaces, storage, etc.

Risk Register:

- Prepare an outline Design risk register and regularly review and update it throughout the project. This will feed into the overall project risk register being developed by the Client's project manager.

Client Approval Gateway::

- Prepare the required design submission to feed into the Strategic Briefing Document for submission to the Client. This will include a pre-submission review with the Client's project manager.

1.7 Anticipated Project Programme

Below is an extract of document '*Senate Court Key Date Schedule rev2*', outlining key project programme dates. PBA key deliverable dates have been highlighted in green.

Item	Start Date	End Date	Comments
Establish project budget	June 2025	June 2025	
Establish project brief	June 2025	June 2025	
Formulate planning submission			TBC
Pre-App			TBC
Planning submission			TBC
Planning approval process			TBC
Feasibility report	July 2025	October 2025	
Draft feasibility report submitted	*6th October 2025*	*6th October 2025*	*Draft proposals only*
Submission of final feasibility report	*30th October 2025*	*30th October 2025*	*Final submission*
Executive board approval	November 2025	November 2025	
Review and respond to board feedback	November 2025	December 2025	
Formulate main tender enquiry	December 2025	December 2025	
Main tender period	December 2025	February 2026	Potential for two-stage approach
Review, reconcile and sign-off main tender	February 2026	February 2026	
Award main contractor	March 2026	March 2026	
Contractor mobilisation	April 2026	April 2026	
Start on site	May 2026	May 2026	Potential to overlap soft strip in advance of Foot Anstey VP
Construction period	May 2026	November 2026	Construction period market tested against similar office fit out project
Testing, commissioning, IT installation	December 2026	December 2026	

KEY:

PBA key date/ action/ design risk

1.8 Project Risks

Below is a brief summary of the key project risks identified to date. Please refer to Appendix B for a comprehensive risk register.

Key Risks and Mitigations

Third Party & Stakeholders

- Lease termination with Foot Anstey agreed; manage access.
- Full engagement with senior stakeholders; Project Board and Comms Strategy in place.
- Exeter City Council's staff communication strategy drafted.

Planning & Programme

- *One-Stop-Shop planning requirement; early engagement needed.*
- *Feasibility Study to complete by mid-October with fortnightly progress reviews.*
- Target occupation December 2026; phased completion and early contractor input required.

Procurement & Environmental

- Net zero aspiration; project team to review data and develop route map.
- Risk of limited contractor availability; early engagement and Exeter City Council's procurement strategy required.

Cost & Budget

- Inflation risk and material cost pressures; close monitoring essential.
- IT costs (~£400k) exceed current allowance.
- *Finishes must reflect client aspirations; long-lead items to be locked early.*
- Potential costs if existing services cannot be adapted; review and allowances required.

The top 5 project risks are:

1. Planning approval required for photovoltaic installations.
2. Timely submission of the feasibility report.
3. Achievement of the required building occupation date.
4. Budget pressures arising from construction cost inflation.
5. Delivery of the project's net zero carbon objectives.

Please refer to Appendix A for comprehensive risk register.

1.9 Brief Development

Following the inception meeting and discussions with the client, the development of the brief is summarised below.

- A range of options will need to be presented within the report. These options will look at a lower spec refurbishment through to a higher spec refurbishment. The range of proposed finishes and M&E solutions will be varied to suit this range.
- The number of meeting rooms and breakout spaces should be a fixed constant between options.
- The existing furniture, which is relativity new, is to be incorporated where possible. A schedule of the existing furniture is to be produced.
- The agile / flexible working policy assumes two days per week office time.
- It was agreed that the data on number of employees per department would be obtained (post meeting note: this was circulated).
- The date for completion of the Feasibility Stage report is October 2025. This is to align to Council Exec Board meeting. The exact dates will be confirmed.
- The required overall completion date for the project is December 2026. This is the date for occupation.
- A key date schedule has been produced which assumes the D&B contractor commencing strip-out in advance of Foot Ansty vacating the ground floor to achieve this completion date.
- A cost plan has been produced. This is to the sum of £2.5m. This includes new furniture but does not include the IT cost of £400k as advised by Strata.
- A diagram showing a cost range against specification from £1.6m to £3.25m excluding IT costs.
- Could require 8no EV chargers for the council pool cars. Potential issue installing EV chargers in basements, building regs doesn't currently accept this due to fire risk.
- It is anticipated that in 2027 once Exeter City Council become part of Devon's unitary council that there will be a higher demand within the building, therefore a maximum capacity option is to be explored.
- Public access to committee rooms is currently via escort and is agreed that this would be an arrangement that the council are happy to continue.
- Committee Rooms requirements:
  - Hold 47 evening meeting pa;
  - Hold up to 30 meetings during day;
  - Include availability for hearing loop, microphone system, PC, camera and the ability to live stream;
  - Public access;
  - Accessible facilities (accessible and gender neutral WCs);
  - Ability to accommodate up to 75 people (committee table x 25 plus press and public.
- Customer Service Centre requirements:
  - Operates Monday-Friday 9am-2pm;
  - Reception area with welcome desk, secure storage, 1no staff, print/ scan facilities;
  - Waiting area with seating capacity for 8;
  - Interview Room (PODS) x 5: incl. phones, soundproofing, accessible, back office exit in 2no rooms and panic alarms;
  - Customer Self Service Area: 3no PCs, 2no tablets, 3no telephones;
  - Advice Desks: 15-16 wide desks x 3-4no, with PC/laptop space.

1.10 Accommodation Requirements

The following accommodation requirements are based on analysis of Exeter City Council's existing office plans, supplemented by additional needs identified through feasibility consultations with individual departments:

Floor	Current Facilities	Current Neighbourhoods	Existing Workstations	Existing Breakout Settings	Existing Meeting Rooms
Ground Floor	Reception / Customer Services Centre *(large)* 2no Small Offices 2no Committee Rooms Rest Room Public WC	*People*: Digital & Data Customer/Communities Housing HR *(confidential)*	22	n/a	2
First Floor	3no Large Open Plan Offices 3no Small Meeting Rooms 2no Storage Rooms 1no Community Engagement Room	*Place*: City Development City Centre Net Zero Culture *(remote)*	86	42	3 (20 seats)
Second Floor	1no Large Conference Room 4no Small Meeting Rooms 3no Large Open Plan Offices 1no Prayer Room 2no Storage/ Print Rooms	*Corporate Resources*: Finance Legal/Democratic Asset Maintenance Cashiers *(lockable office)* *Commercial Assets (remote)*	48	25 + Exscape	5 (50 seats)
Third Floor	1no Large Open Plan Office 3no Small Offices 1no Storage/ Print Room 1no Environmental Health Lab 5no Small/Med. Meeting Rooms 1no Large Meeting Room	*Community Services*: Environment Healthy Living SMB CX Support Operations *(remote)* Leisure *(remote)*	84	32	7 (62 seats)
Fourth Floor	1no Large Open Plan Office 1no Medium Office 3no Small Offices 5no Meeting Rooms 3no Storage Rooms	Housing Development CEO Members Elections *(lockable office)* Planning	62	46	3 (36 seats)
		Total	**296**	**145**	**20**

2.1 Description of Site

Senate Court is a four-storey detached office building with an undercroft parking level, located on Western Way within Exeter's central business district.

The building provides approximately 3,118sqm of net lettable office accommodation arranged around a central core that opens onto a pedestrian piazza. The office floors wrap around the core on three sides, with elevations overlooking Western Way and the surrounding campus.

The property is served by two 13-person passenger lifts, one of which connects directly to the basement parking level. Secure car parking is provided for 44 vehicles (including four disabled bays), together with cycle storage, bin stores and plant areas. The lower ground floor remains dedicated to parking and support functions.

Externally, the building is surrounded by hardstanding around much of its perimeter, interspersed with contained areas of landscaping. The existing stair and lift cores, external walls, windows and doors are retained, with access for disabled users provided via the basement car park and lift core. Fire escape provision is via the main stair and a secondary stair, with the latter available as an emergency exit only.

Senate Court's location, scale and existing spatial configuration present both opportunities and constraints for future adaptation, offering a flexible floorplate suitable for contemporary office layouts while requiring sensitive integration of building services, accessibility and sustainability measures to meet modern standards.

An electricity sub-station is positioned on the boundary of the site as a separate facebrick enclosure.

General Dimensions:

Floor to floor height		*3825mm (generally)*
Planning grid		*1500mm*
F/f to u/s ceiling	*Offices*	*2700mm*
	Toilets	*2500mm*
Clear depth raised floor void		*115mm*
Ceiling void for services		*845mm*

1. Senate Court, View of main entrance.

Original Design Specification

Roof:
- Single layer polymeric roofing membrane system on insulation on structural metal decking
- Rainwater pipes concealed within building
- Safety wire-ways provided for access safety

Stairs:
- Stair 1 - Precast concrete treads, landings and risers finished to receive carpets. Stainless steel balusters and handrails w. intermediate stainless steel rails
- Stair 2 - Internal fire escape stair, precast reinforced concrete treads, landings and risers finished to receive carpet. Stainless steel balusters and handrails w. intermediate stainless steel rails
- Mild steel cat ladder to top of landing of Stair 2 enabling roof access

External Walls:
- Generally - Facing brickwork with Metsec SFS metal stud with plasterboard lining internal wall leaf
- Curtain Walling - East and west elevations have curtain walling elements to entrance core and escape stair 2, extruded aluminium stick system with double glazed units. Fully insulated spandrel panels to match.
- Windows to 3rd Floor - Continuous ribbon window around perimeter, glazing to match curtain walling.
- Windows to Ground, 1st and 2nd Floors - Window units within external perimeter walls.
- Rainscreen - Cladding to flanking walls of stair 2, proprietary flat metal faced composite cladding panel system, fixed to steelwork substrates w. plasterboard framed internal skin.

External Doors:
- Main Entrance - 2no automatically operated double aluminium framed powder coated doors w. requisite ironmongery either end of glazed entrance lobby. Access control.
- Basement Entrance - Lobby w. glazed aluminium manually operated single door.
- Exit from Stair 2 - Fire escape only fitted with panic bar system.

Internal Walls:
- Window boards - hardwood veneered MDF to match internal doors
- Generally 100mm or 140mm blockwork.
- Lift shaft and stair 1 - 200mm reinforced concrete
- Stair 2 - plasterboard on metal studwork
- Basement walls - fair faced blockwork, off shutter concrete or brick

Internal Doors:
- Office, Duct, Reception, Stair 1 and WCs - Solid core, hardwood veneer faced flush doors, hardwood frames, stainless steel ironmongery, vision panels where necessary.
- Ancillary, Plant - Painted softwood solid-core, painted softwood frame, stainless steel ironmongery.

Internal Finishes:

Reception & Stair 1
- Ceiling - 600mm x 600mm mineral fibre suspended ceiling tiles, exposed metal grid, plasterboard edge borders. Timber grounds to form perimeter shadow gap. Staircase finished in masonry type paint.
- Walls - Painted plaster or plasterboard
- Floors - Terrazzo tiles on lightweight screed with mat in recessed mat well (Ground Floor). Carpet tiles on raised flooring system on fully encapsulated metal panels 600 x 600mm to balcony areas (1st, 2nd, 3rd Floors). Heavy duty contract carpet to landings, treads and risers w. PVC-u nosing w. slip resistant inserts.
- Skirting - Hardwood veneered MDF, 150mm high to carpeted areas.

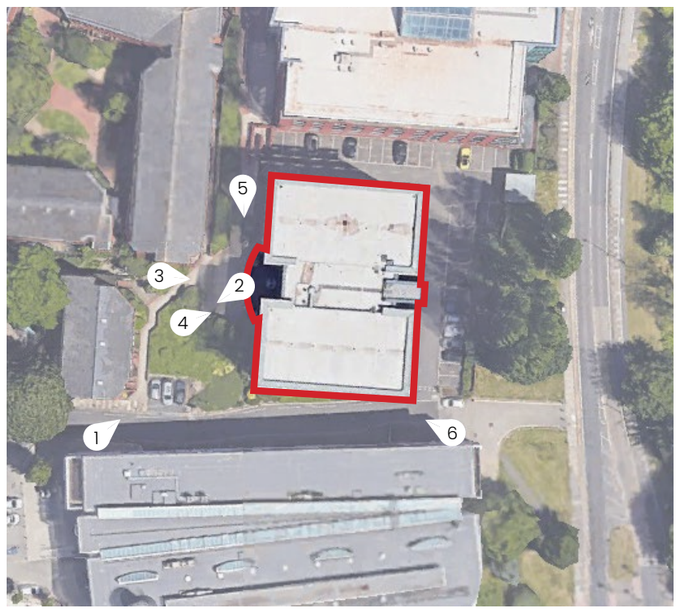
Stair 2
- Ceiling - 600mm x 600mm mineral fibre suspended ceiling tiles, exposed metal grid, plasterboard edge borders. Timber grounds to form perimeter shadow gap. Flights, soffites and strings, painted plaster or plasterboard
- Walls - Painted plaster or plasterboard
- Heavy duty contract carpet to landings, treads and risers w. PVC-u nosing w. slip resistant inserts.

Office Areas
- Ceiling - 600mm x 600mm mineral fibre suspended ceiling tiles, exposed metal grid, plasterboard edge borders. Timber grounds to form perimeter shadow gap.
- Walls - Painted plaster or plasterboard
- Floors - Medium grade raised flooring system w. fully encapsulated panels 600 x 600mm modules with min. 115mm clear void, carpet tile finish. Sealed concrete floor, under-floor fire barriers provided.
- Skirting - Hardwood veneered MDF, 150mm high.

Toilets
- Ceiling - 600mm x 600mm mineral fibre suspended ceiling tiles, exposed metal grid, plasterboard edge borders. Timber grounds to form perimeter shadow gap. Skimmed plasterboard to M/F rails and hangers above cubicles.
- Walls - Tiled to dado level on rendered backing, glazed ceramic tiles. Epoxy waterproof grout. Corridors, painted plaster or plasterboard.
- Floors - Screed with 8mm matt finish, non-slip ceramic tiles with epoxy grout.
- Skirting - Ceramic tule to match flooring.
- Duct Housing - Proprietary laminate faced duct system, on softwood framing, to conceal cisterns and pipework.

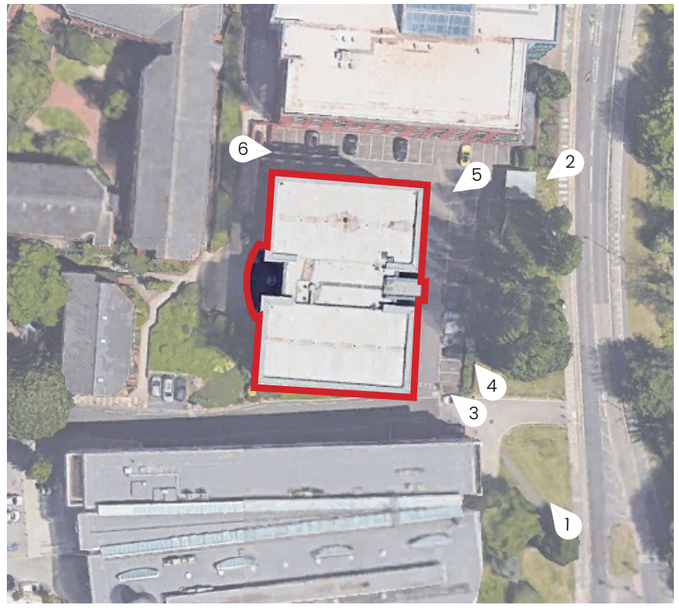
2.2 Existing Site Photographs: South & West Elevations

1. Approach from south-western Southernhay Gardens
2. Public piazza surrounding main entrance
3. View of main entrance facing east
4. View of main entrance facing north-east
5. View of main entrance facing south
6. View of southern elevation, facing north-west



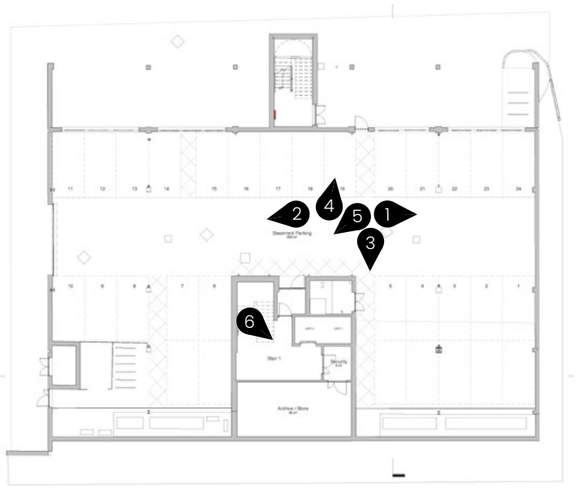
2.2 Existing Site Photographs: North & East Elevations

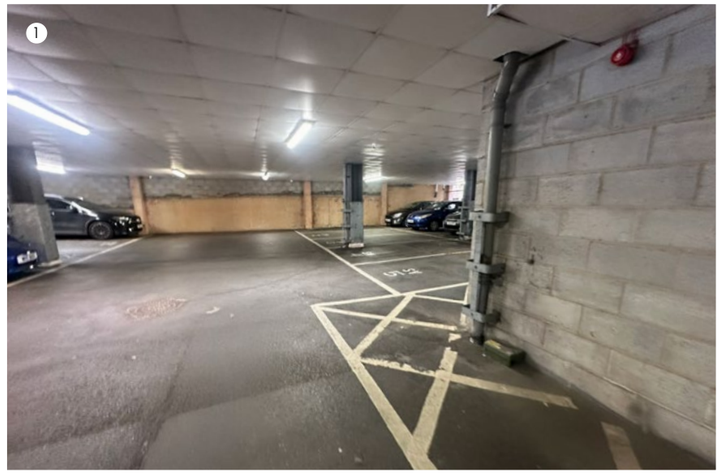
1. Approach from Western Way, facing north-west
2. Approach from Western Way, facing west
3. Entrance to surrounding car parking to east
4. View of upper floors, facing north-west
5. View of entrance to undercroft, facing south-west
6. View of surrounding car parking to north

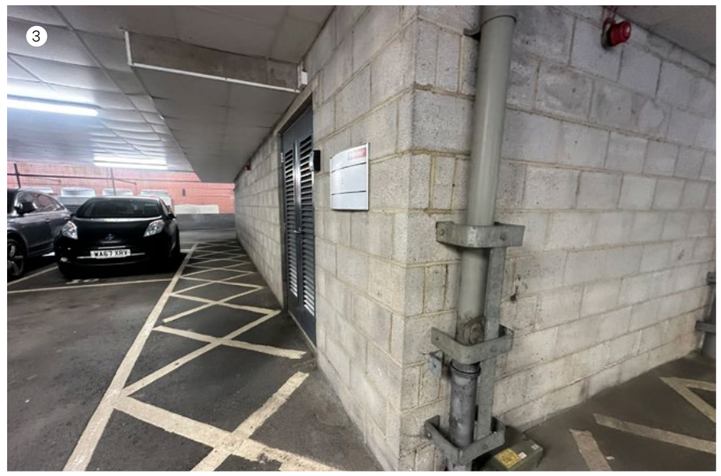


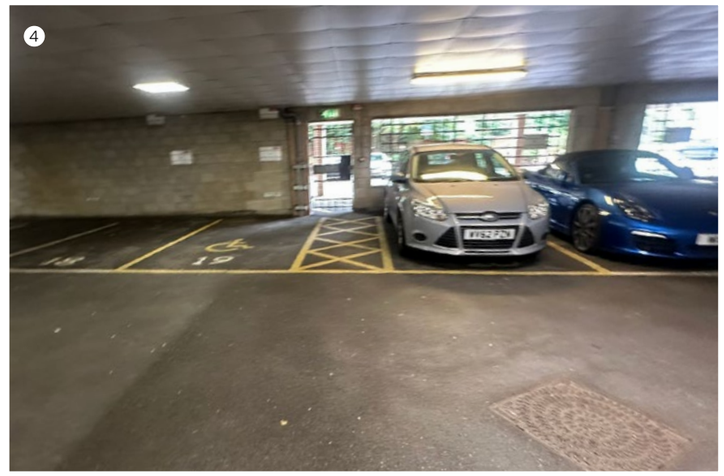
2.2 Existing Site Photographs: Basement/Undercroft

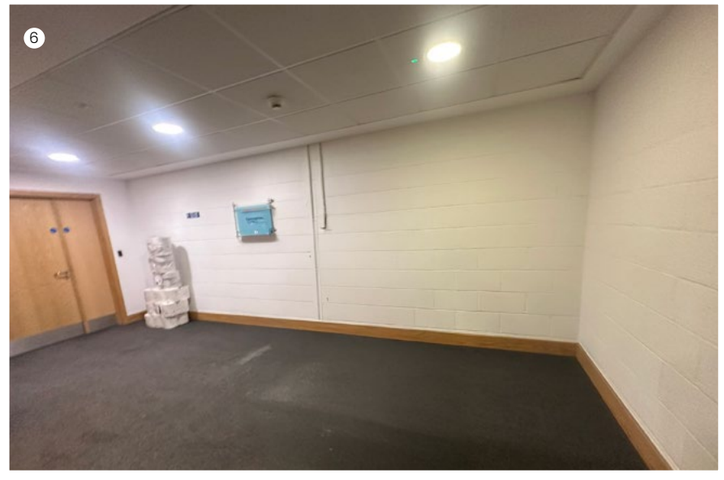
1. Undercroft parking and services, facing south
2. Undercroft parking and services, facing north
3. Undercroft parking and services, facing west
4. Undercroft parking, facing east
5. Undercroft entrance to circulation lobby
6. Circulation lobby

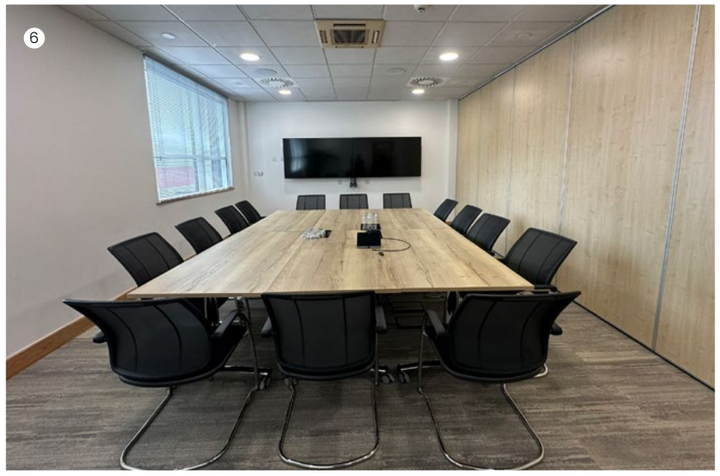










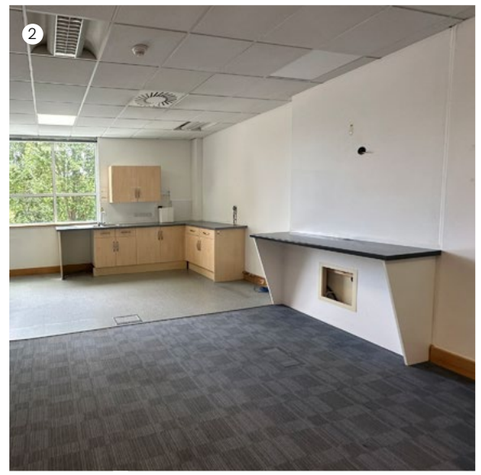


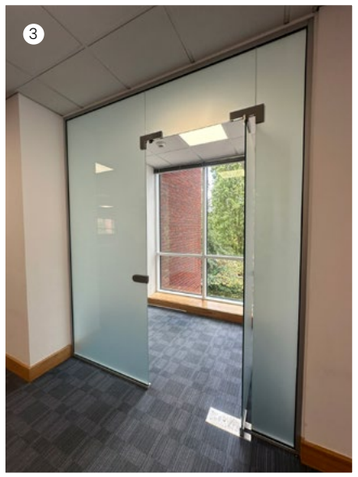
2.2 Existing Site Photographs: Ground Floor

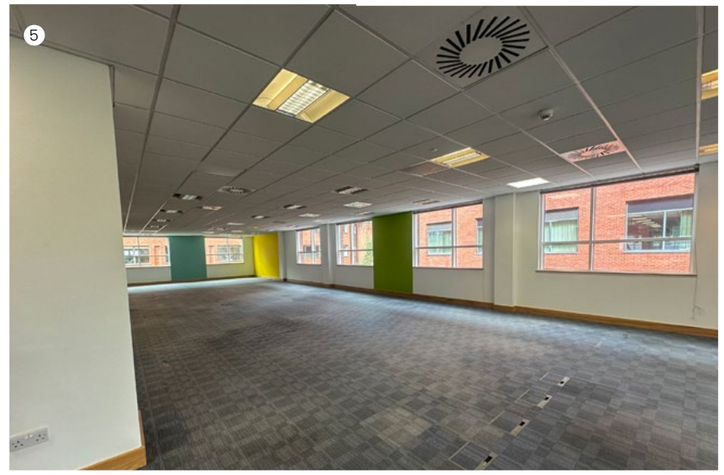
1. Entrance lobby, view from stair 1
2. Existing Foot Anstey reception
3. Existing Foot Anstey waiting area
4. Existing kitchen/ tea point
5. Existing Foot Anstey glazed meeting room 1 of 4
6. Existing Foot Anstey conference room 3 of 3

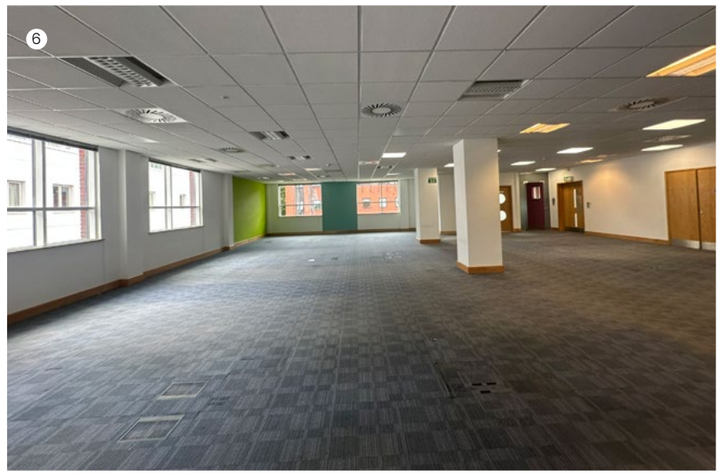
2.2 Existing Site Photographs: First Floor

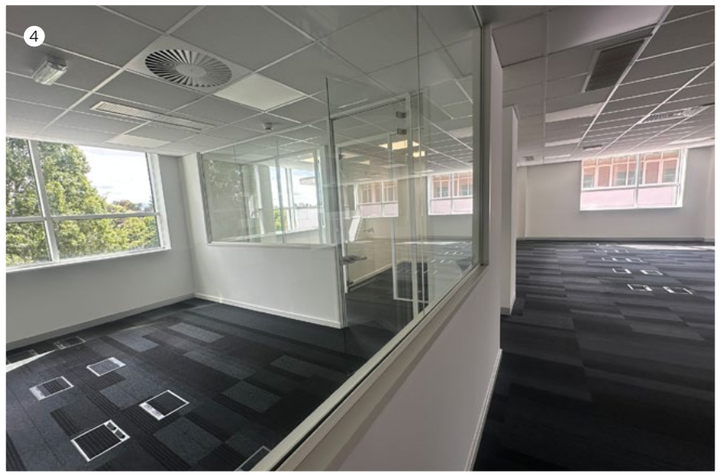
1. Existing glazed kitchen/tea point zone
2. Existing kitchen/tea point
3. Existing glazed small meeting room
4. Open plan zone, facing north wing
5. Open plan zone, north wing, facing north-west
6. Open plan zone, south wing, facing west
7. South wing, existing small meeting room and glazed quiet booth

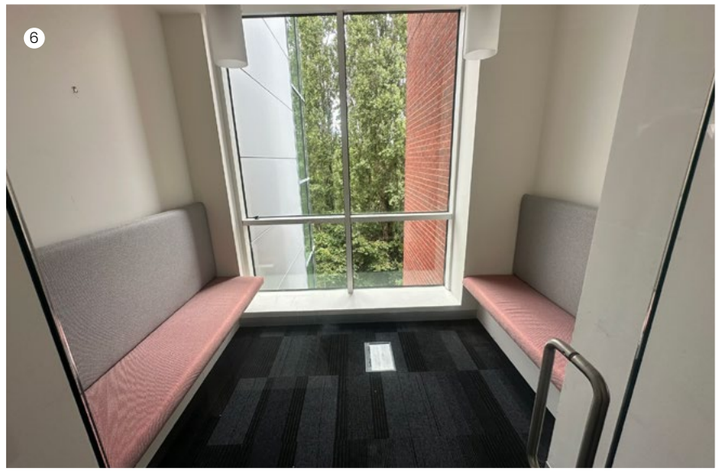










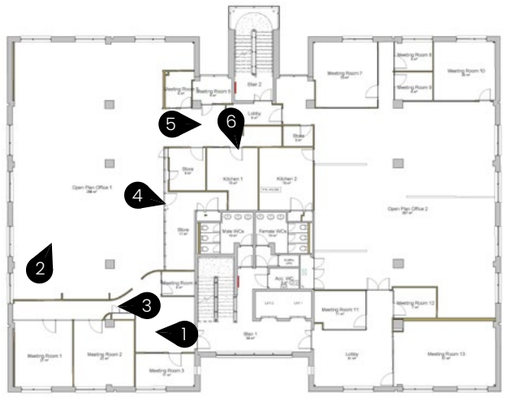


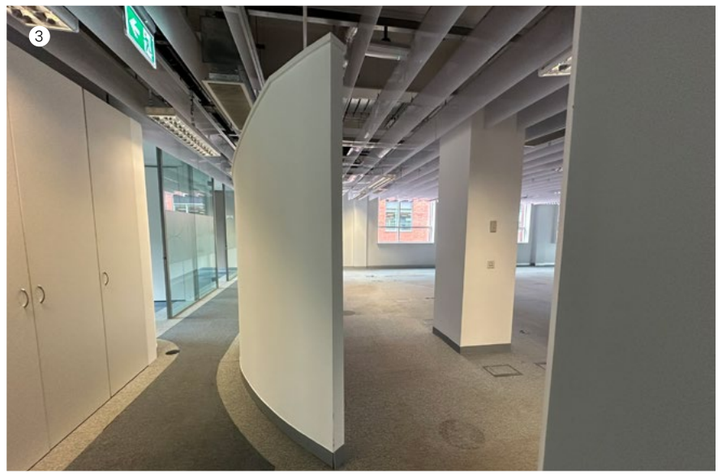
2.2 Existing Site Photographs: Second Floor

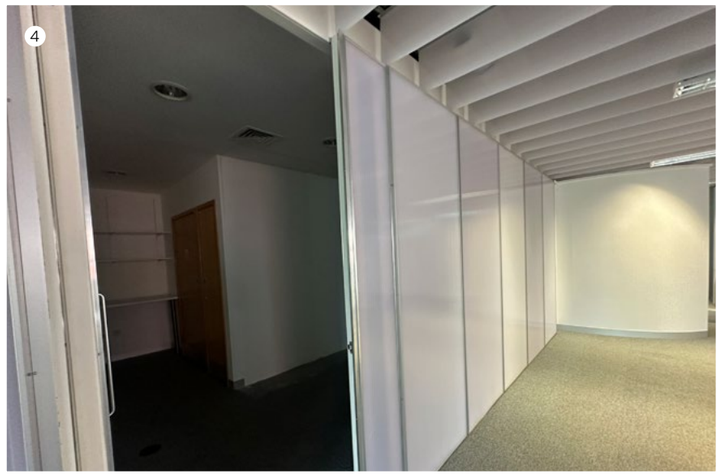
1. Open plan zone, south wing, facing north-east
2. 3no partially glazed meeting rooms, west end of south wing
3. Existing kitchen/tea point room, south wing
4. 4no partially glazed meeting rooms, east end of south wing
5. Entrance to kitchen, store, stair 2 and quiet room, south wing
6. Existing glazed quiet room, east end of south wing

2.2 Existing Site Photographs: Second Floor

1. Entrance to north wing from stair 1 lobby
2. Open plan zone, north wing, facing east
3. Existing partitioning, west end of north wing, incl. 2no glazed meeting rooms and 1no small meeting room
4. Existing plastic partitioned store room, north wing
5. Existing stud wall partitioned rooms at east end of north wing, incl. 2no meeting rooms, 1no quiet room, 1no store and 1no kitchen/ tea point
6. Existing kitchen/ tea point, north wing





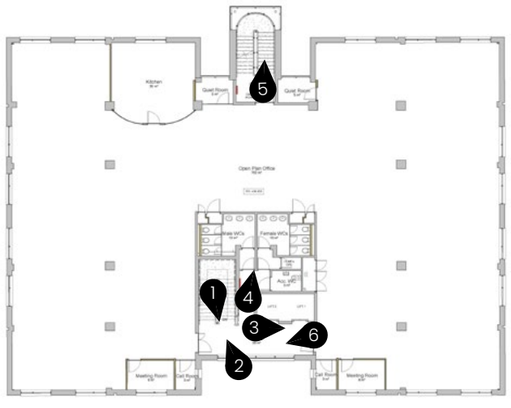


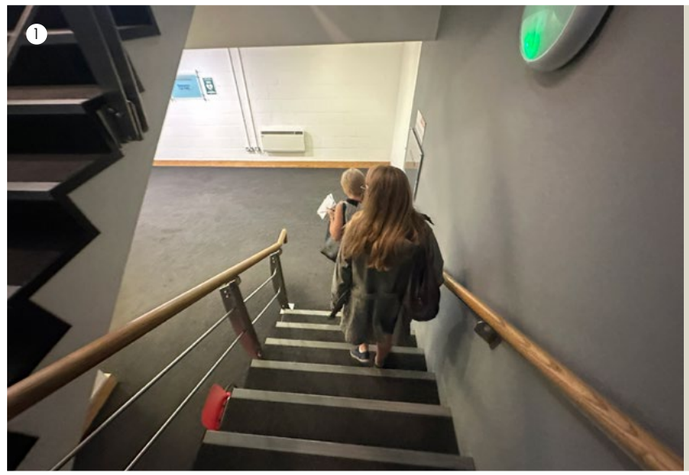
2.2 Existing Site Photographs: Third Floor

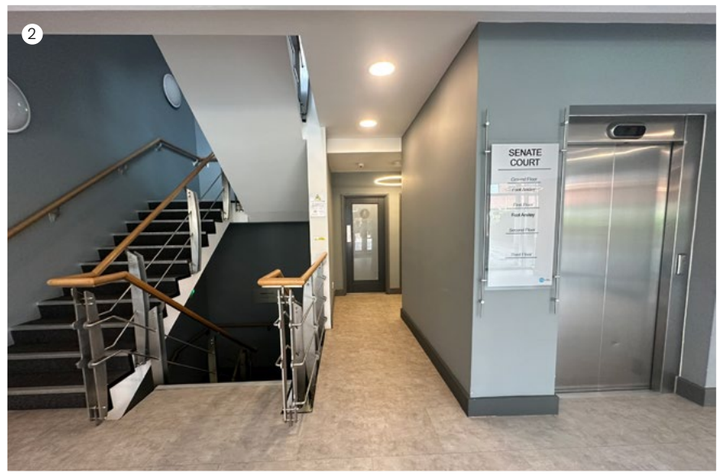
1. Existing plastic partitions at west end of north wing incl. 3no meeting rooms and 1no quiet room
2. Existing reception hatch, west end of north wing
3. Open plan zone, north wing
4. Existing glazed kitchen/ tea point
5. Open plan zone, south wing
6. Existing glazed meeting room, east end of south wing

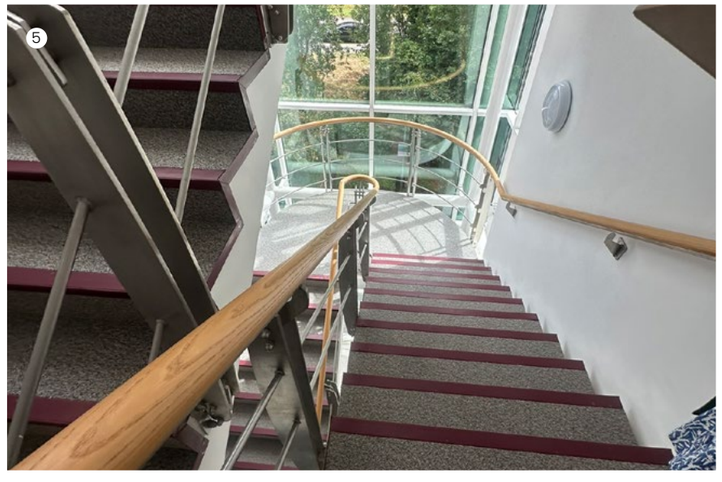
2.2 Existing Site Photographs: Stair Cores

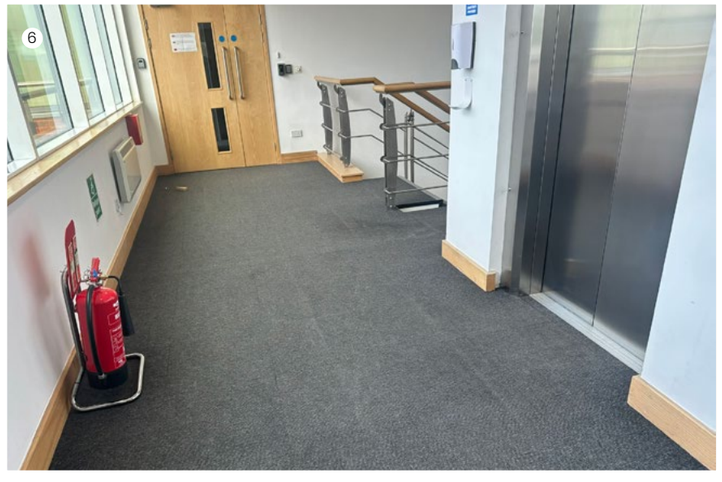
1. Stair 1 approaching basement/ undercroft
2. Stair 1 and lift lobby ground floor
3. Stair 1 and lift lobby first floor
4. Lobby to WC's first floor
5. Stair 2 second floor
6. Stair 1 and lift lobby third floor

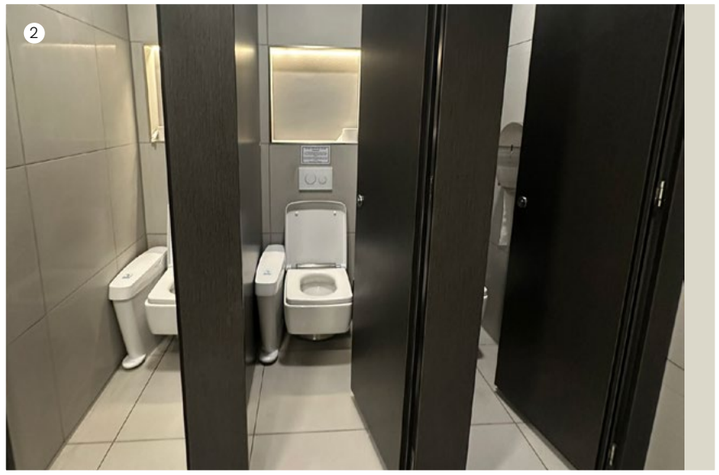










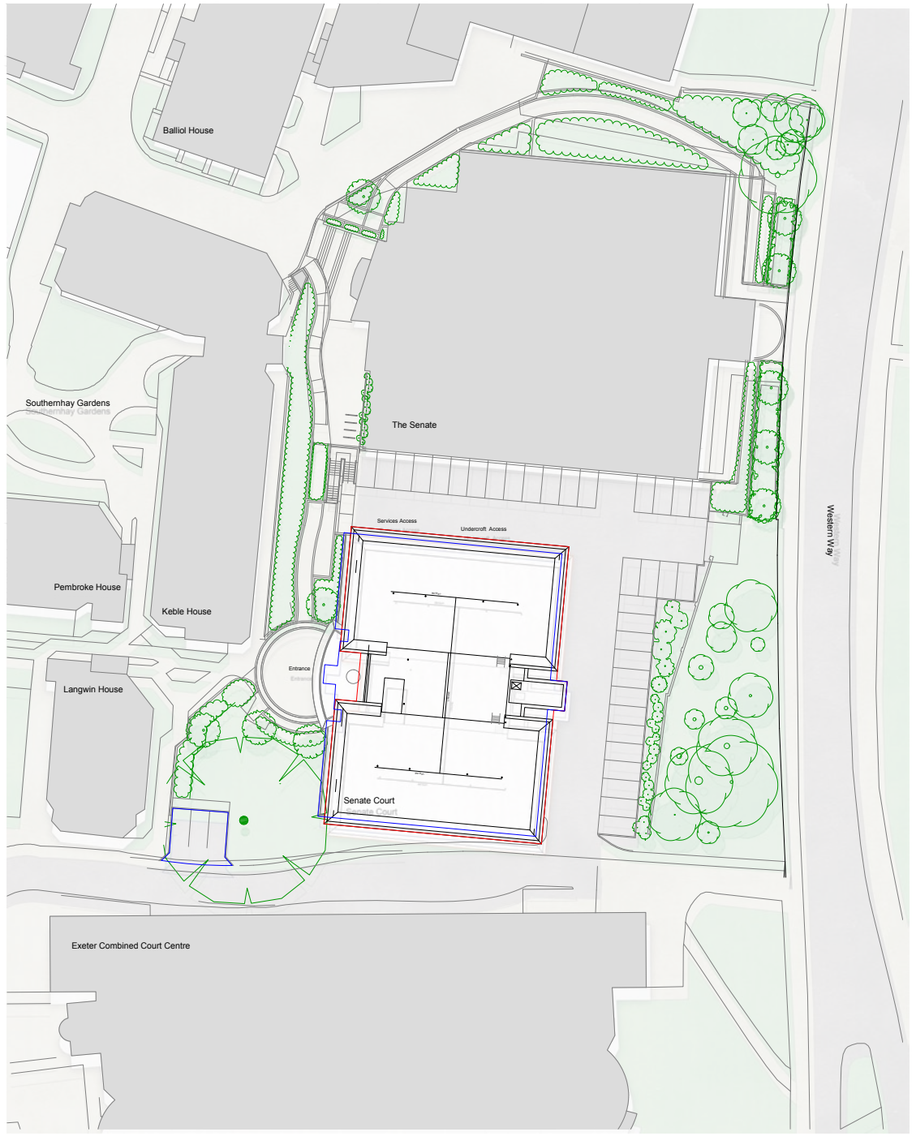


2.2 Existing Site Photographs: WC's

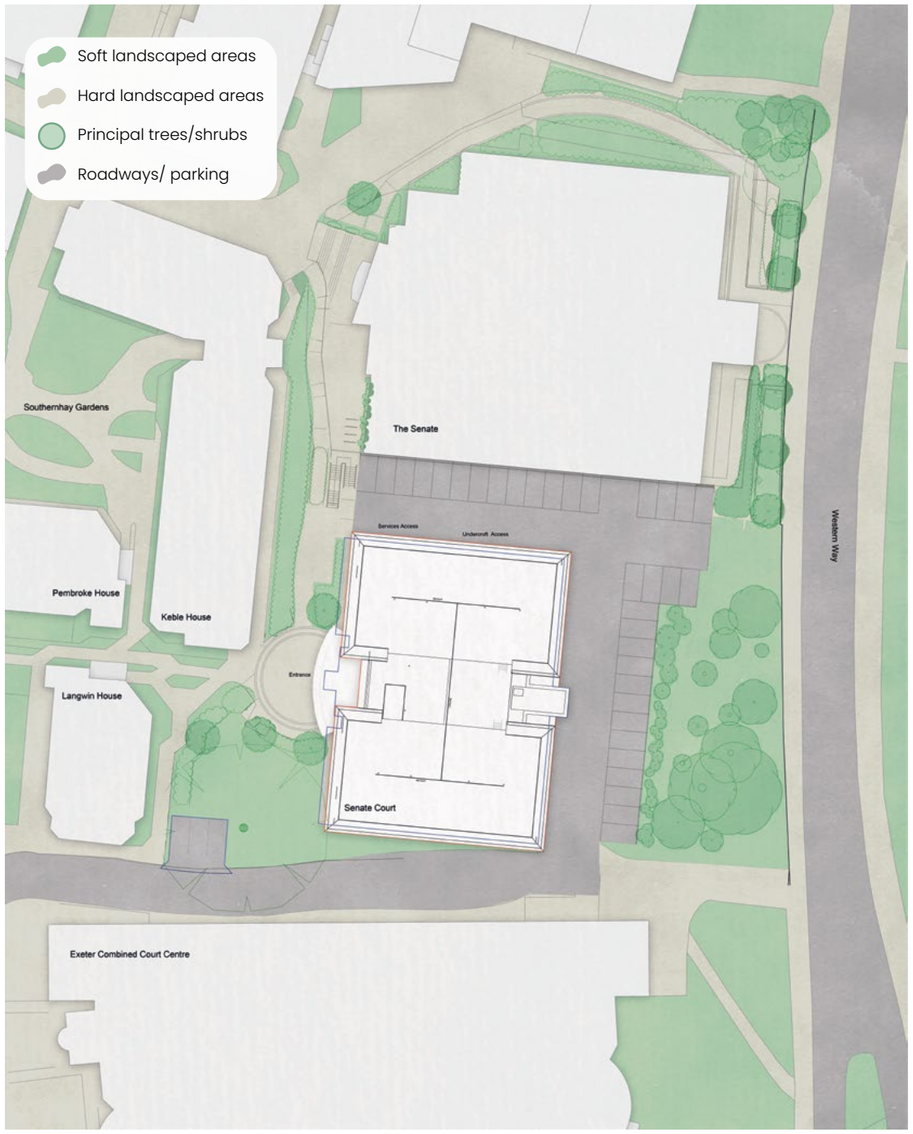
1. Ground floor washbasins
2. Ground floor cubicles
3. Ground floor unisex washroom
4. 1st-3rd floor 'accessible' washroom
5. 1st-3rd floor washbasins
6. 1st-3rd floor cubicles

2.3 Site Analysis Diagrams

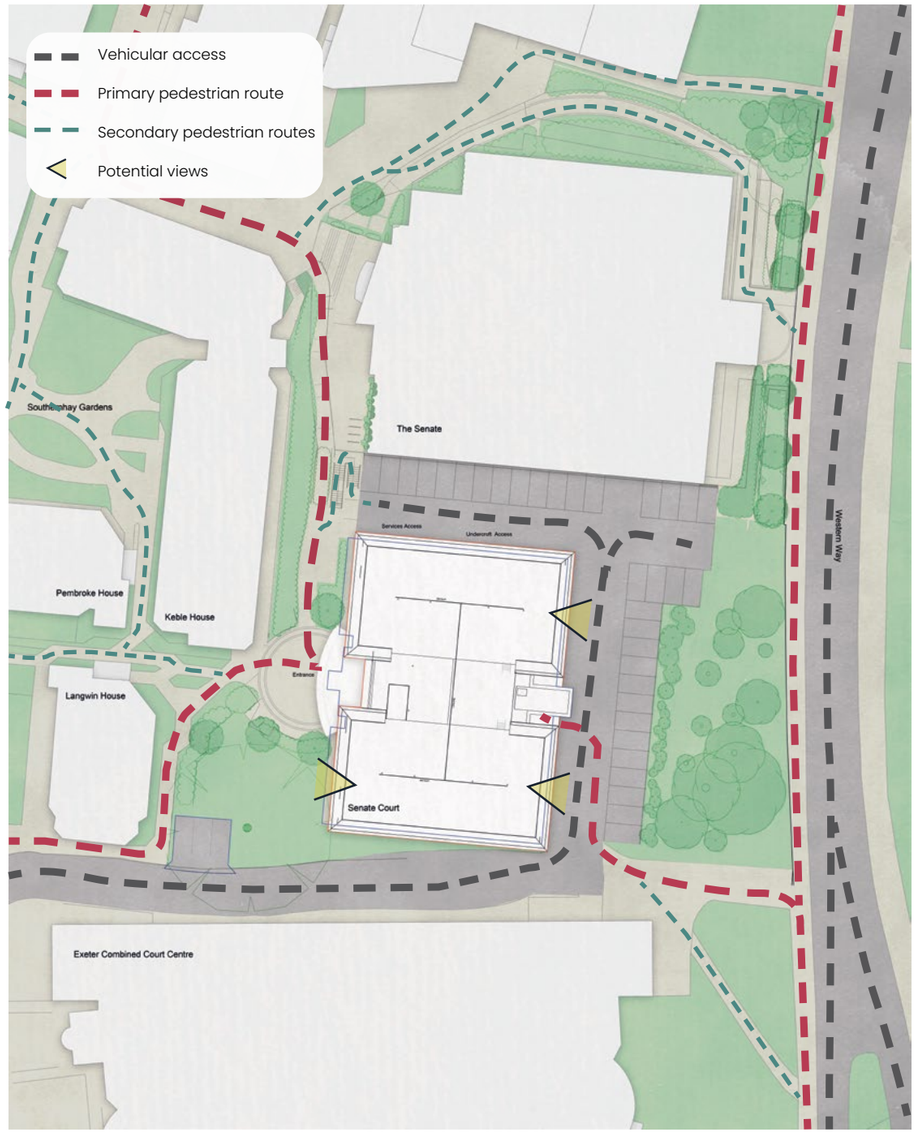
A series of diagrams to help understand the existing site of Senate Court to inform the hierarchy of spaces, connections and transitions into the context beyond.



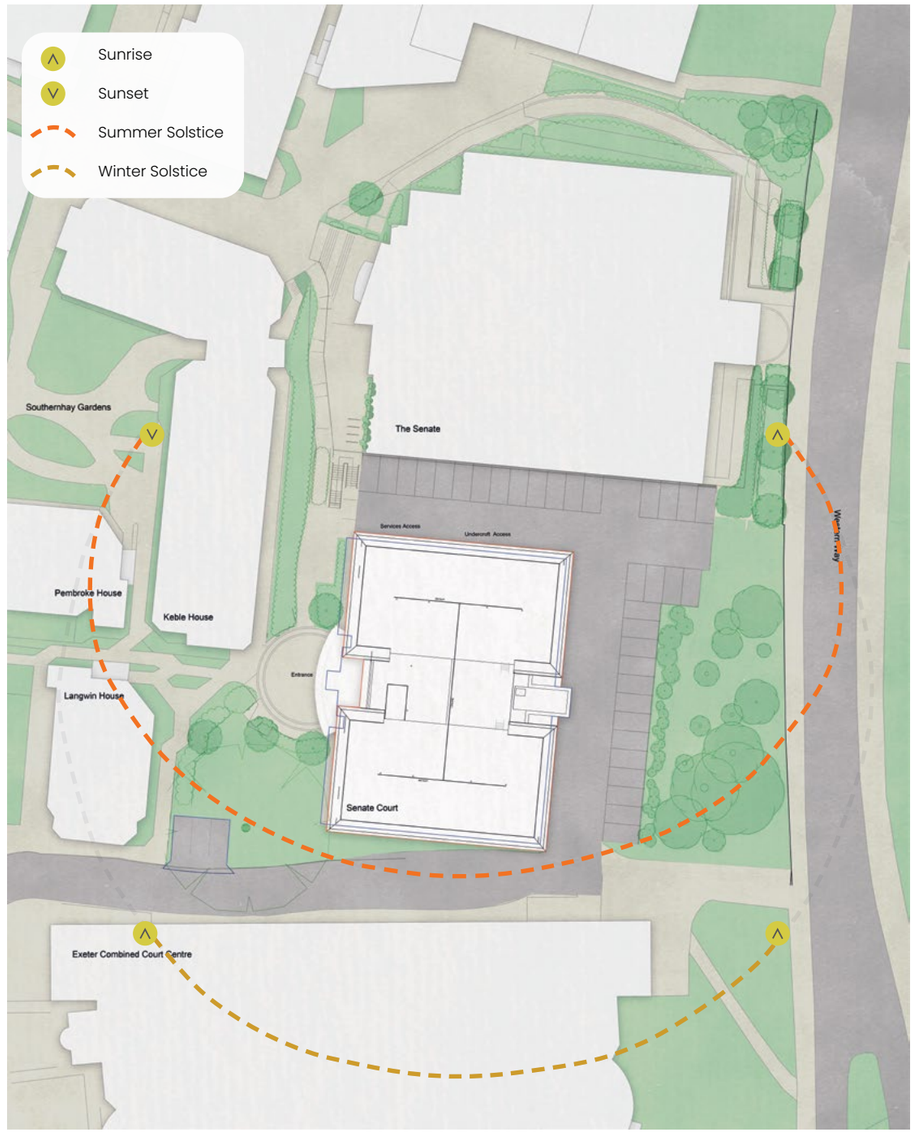
Built Context



Surrounding Landscape



Routes, Views & Connections



Sunpath

3.1 Structural

At this feasibility stage no structural input has been sought, as the proposed works are minimal and aim to minimise alterations to the existing building fabric, with changes limited to the removal of non-loadbearing internal partitions only where possible.

Once a preferred design proposal has been developed, structural input will be required to confirm that any works do not compromise the building's structural integrity.

Consideration will also need to be given to floor loadings, with all design proposals subject to assessment by furniture providers to ensure that floor load ratings are not exceeded.

3.2 M&E

All proposals have been developed in close liaison with the M&E engineers to ensure services are fully coordinated. Any new requirements for fresh water and drainage connections have been strategically located around the central core, enabling straightforward connection to the existing service routes. This approach minimises disruption, avoids the need for new below-ground drainage works and ensures the proposals remain efficient and cost-effective.

The formation of a new entrance and reception zone is constrained by existing fire and M&E services located on the north side of the current entrance lobby. The proposals have been carefully developed to ensure these services remain untouched and fully operational.

No other mechanical or electrical factors have directly impacted or influenced the forthcoming design proposals.

Please refer to the Method Consultings document titled *'2618OSC-MET-00-XX-T-Z-9100-S2-P07_M&E Feasibility Report'* for any further details.

3.3 Asbestos

An asbestos survey of the common areas at Senate Court was undertaken by Equin Environmental Ltd in September 2007. This Type 2 survey concluded that no asbestos-containing materials (ACMs) were identified within the areas inspected.

For further detail and reference, the original survey report should be consulted.

Given the age of the survey and in line with current regulatory guidance, it is advisable that an updated asbestos survey be commissioned prior to the commencement of any significant refurbishment or intrusive works.

3.4 Travel

The site is currently vehicle-accessible via Southernhay Gardens, with no vehicular access possible from Western Way. Pedestrian access is available from multiple directions, with routes to the building from Western Way and Southernhay Gardens to the north, south, east and west. Access to the building can be made via the main western entrance, or via the basement entrance.

Vehicular access to the on-site car parking is made via Southernhay Gardens at the south-east corner of the site, with parking distributed to the north and east of the building. Access to the basement level is located on the northern elevation.

Parking provision includes three surface spaces to the west of the building frontage and at basement level secure car parking is provided for 44 vehicles (including four disabled bays). Six cycle hoops are also provided at basement level.

Beyond this, additional parking is available around the perimeter of the building; however, this is not under the control of Exeter City Council. This surrounding provision comprises 34 uncovered spaces, and nine spaces together with three external cycle hoops situated within the undercroft.

Additional cycle parking will be required as part of the scheme, along with a minimum of 8no electric vehicle car chargers.

4.1 Environment and Planning Designations

Senate Court is located within Exeter's City Centre Conservation Area, invoking local heritage and architectural design guidelines. While the building is not itself listed and is not directly adjacent to a Scheduled Monument, it sits within a sensitive urban environment defined by historic fabric, conservation policy, and the proximity of numerous designated heritage assets.

Conservation Area

The site falls within Exeter's City Centre Conservation Area, one of several such designated heritage zones managed by Exeter City Council. Development in this area is subject to design controls aimed at preserving and enhancing the architectural and historic character of the city centre. Guidance relevant to the site is also provided by the Southernhay and Friars Conservation Area Appraisal and Management Plan (August 2002).

Development Plan Policy

In assessing any planning application, the local planning authority must consider the provisions of the statutory development plan. For Exeter, this comprises the Adopted Exeter Local Plan First Review (2005) alongside the Core Strategy. Saved policies relevant to Senate Court include:

E1 – Employment Sites
C1 – Conservation Areas
C2 – Listed Buildings
C3 – Buildings of Local Importance
C5 – Archaeology

In addition, Policy CP17 requires all new development to achieve a high standard of sustainable design, resilient to climate change, and to complement or enhance Exeter's character. Development in the city centre is expected to foster social interaction through the creation of communal and shared amenity spaces.

Proximity to Scheduled Monuments

Although the historic Exeter City Wall, a nationally important Scheduled Monument, lies nearby within the city centre, there is no direct evidence that Senate Court falls within or immediately adjacent to its designated zone. Nonetheless, the site's location within the Conservation Area means heritage sensitivities must be carefully considered.

Other Material Considerations

Flood Risk: The site occupies high ground and is not identified within any Environment Agency flood risk zone. It is therefore not considered at risk of flooding from watercourses or surface water run-off.

Services: Senate Court is connected to mains water and sewerage networks, with both foul and surface water draining to existing mains infrastructure.

4.2 Planning History

18/1457/FUL (Senate Court, Southernhay Gardens, Exeter)

A planning application (reference 18/1457/FUL) was submitted and subsequently approved in January 2019 for the construction of a new single-storey rooftop addition to Senate Court for office use (Class B1). The development received delegated approval, confirming that the design met relevant planning criteria and aligned with local policies concerning context, scale and function.

The project team have consulted with the local planning authority, who have advised that a formal planning application will be required for the proposed installation of a solar array to the roof of the building. This will ensure that the works are fully assessed against relevant conservation and planning policies prior to implementation.

4.3 Building Regulations and Construction Design and Management Regulations

Principal Designer services under the Building Regulations has yet to be confirmed at the time of writing.

Engagement with statutory authorities (e.g., Building Control) will be required for early-stage compliance discussions. Appointment of a building control officer will be required in the next stages.

Identification of key compliance risks related to fire safety, accessibility, and structural integrity is required throughout the design process. Early assessment will enable risk to be designed out during concept stages.

Design team to collaborate on central project risk register and health and safety pre-construction information to be developed and regularly updated. All consultants to maintain clear records demonstrating compliance with Building Regulations and provide updates at key project milestones.

4.4 Quality Aspirations

Further detail will be required from the client team. It is assumed that office spaces will require a mid-level of specification given the nature of their use.

All areas will need to be robust, but may not need to be 'high end'. The nature of light-touch refurbishment and reusing existing materials and furniture wherever possible is currently understood, in order to reduce costs where feasible.

4.5 Sustainability Outcomes

Sustainability Objectives

- The primary measurable target is achieving zero carbon in use.
- While no additional measurable targets have been set, sustainability is a key driver for the client and underpins all design decisions.

Design and Delivery Priorities

- Incorporate measures to demonstrate climate change and flood resilience.
- Prioritise adaptive re-use of the existing structure, retaining and repurposing materials wherever feasible.
- Enhance water efficiency by replacing taps, showers, and WC fittings with low-consumption alternatives.
- Install new energy-efficient M&E systems throughout the building.
- Provide a solar photovoltaic array on the roof to reduce reliance on grid energy.
- Specify low-carbon materials for partitions, finishes, and fit-out works wherever possible.
- Integrate biophilic design principles into the interior fit-out to improve user wellbeing.

4.6 British Council for Offices (BCO) Design Guidance

Key Guidance for Office Design in Existing Buildings

- *Relaxed Floor-to-Ceiling / Services Height*: For refurbishments, the British Council for Offices recommends a finished floor to the lowest exposed services height in ceiling of ≈ 2.45 m to 2.8 m. This ensures a sense of spaciousness whilst working within the constraints of the existing structure.
- *Occupancy Density Updates*: The updated British Council for Offices Guide shifts from older norms (1 person per 8 m²) in open plan, to more generous spacing: around 10-12 m² per person in many cases. This reflects changes in working practices (hybrid, flexible working) and occupant expectations.
- *Flexibility and Adaptability*: The fit-out and refurbishment guidance emphasises designing for adaptability: movable partitions, varied work zones (collaborative / quiet / meeting), flexible furniture layout. Spaces should be reconfigurable over time to respond to changing work modes.
- *Material Selection & Circularity*: Greater importance is now placed on specifying low-carbon, sustainable materials in fit-outs. Also, adopting circular design principles—reuse of existing furniture, fixtures, or materials; using "material passports" / traceability where possible.
- *Health, Wellbeing & Biophila*: Refurbishment should integrate wellbeing considerations: access to daylight and views, varied work settings, acoustics, quiet/rest spaces, connection to nature (plants, natural materials) to enhance occupant comfort.
- *Sustainability & Carbon Performance*: Key focus on both embodied carbon (materials, reuse, structure) and operational carbon (energy use, building services). Refurbishment projects must include sustainability criteria in briefs, performance targets for energy, and often net-zero ambitions or carbon reduction.
- *Updated Service Load and Building Services Design*: Refurbishments are expected to rethink mechanical, electrical, and lighting loads: more efficient lighting, ventilation, and mechanical electrical and plumbing systems that match current usage, not legacy over-specification. Also expectation that service provisions are adequate for modern hybrid work patterns.
- *KPI-driven Performance Monitoring*: Projects should establish key performance indicators (KPIs) for sustainability, wellbeing, occupant satisfaction, energy use etc., and build in monitoring post-occupancy to verify performance against design predictions.

Further details of the British Council for Offices Design Guidance can be found in Appendix B.

4.7 London Energy Transformation Initiative (LETI) Design Guidance

Actions for RIBA Stage (1 - Preparation and Brief)

- Client brief to be developed: it should incorporate embodied carbon reduction targets.
- Appoint a LCA specialist or design team member to be responsible for whole life carbon assessment.

Climate Emergency Retrofit Guide (LETI)

- The Climate Emergency Retrofit Guide (LETI) emphasizes that adapting existing buildings is critical for meeting Net Zero carbon targets.
- Refurbishment should aim to improve the building fabric (walls, roof, floors, windows), reducing heat loss, improving airtightness and minimising thermal bridging.
- Upgrades to lighting, mechanical & electrical systems should focus on energy efficiency; replacing old systems with efficient alternatives helps lower operational carbon.
- Embodied carbon (materials, reuse) must be considered: where possible, retain existing structure, reuse materials, and use low-carbon materials for any new elements.
- Retrofit works should also provide resilience to climate risks (e.g. flood risk, overheating) and ensure occupant comfort.
- Monitoring of energy performance in use ("closing the performance gap") is essential; modelled targets must be verified post-occupancy.
- The procurement and specification process must include sustainability criteria: selecting contractors, materials, and components that align with low embodied carbon and whole life carbon goals.

4.8 International WELL Building Institute Design Guidance

The WELL Building Standard is a performance-based rating system focused on creating healthier indoor environments via building design, operations and occupant behaviour. It assesses features across seven "Concepts": Air - Water - Nourishment - Light - Fitness - Comfort - Mind

Projects must satisfy Preconditions (mandatory baseline criteria) and may pursue Optimizations to gain higher certification levels (Silver, Gold, Platinum).

Baseline Preconditions (Recommended Minimum)

1. Air Quality – ensure adequate ventilation (meeting or exceeding CIBSE/ASHRAE standards), low-emission materials, and air filtration for pollutants.
2. Water – provide accessible drinking water stations, with testing and treatment as needed to meet World Health Organisation standards.
3. Light – maximise daylight penetration; design for glare control; provide user lighting controls; specify circadian-supportive lighting.
4. Thermal Comfort – ensure compliance with CIBSE Guide A, offering stable temperature ranges and occupant control where feasible.
5. Acoustics – incorporate sound insulation, absorbent finishes, and design strategies to limit background noise.
6. Materials – specify low-VOC paints, adhesives, sealants, and furnishings to minimise harmful exposures.
7. Mind & Community – provide views to outside, communal areas, and spaces that encourage collaboration and social interaction.

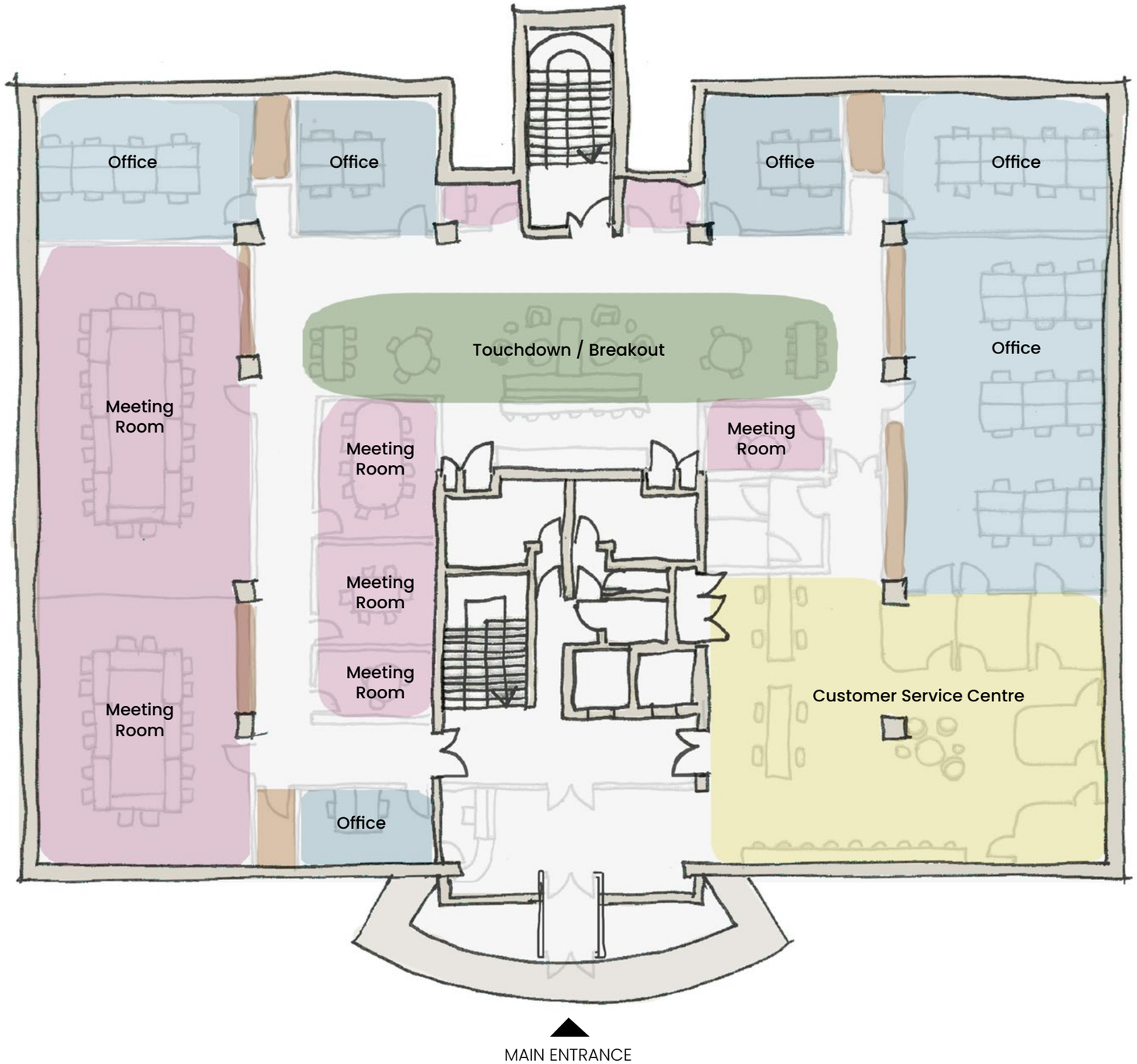
Optimisations (Aspirational Goals) - for WELL Silver/Gold:

- Active Design – promote stair use through design (visibility, aesthetics), provide bike storage and shower/changing facilities.
- Biophila – integrate planting, natural materials and visual connections to nature in interior fit-out.
- Enhanced Air Quality – incorporate continuous monitoring and provide occupant feedback on indoor environmental quality.
- Nutrition Support – if catering is offered, provide healthy food choices and nutritional information.
- Mental Health & Wellbeing – allocate quiet spaces, encourage restorative breaks and design for daylight access in work areas.
- Energy Synergy – align WELL goals with LETI/BREEAM energy and carbon objectives, ensuring holistic sustainability and wellness benefits.

5.1 Concept Sketch - **Ground Floor Zoning**

Design Principles

- Maintain clear and easily navigable circulation route
- Customer Service Centre at front of building
- Central open breakout space with tea point
- Bookable meeting rooms around core
- Larger conference rooms and offices around perimeter
- Create series of smaller offices to suit specific services
- Estimated total of 44 desks per floor

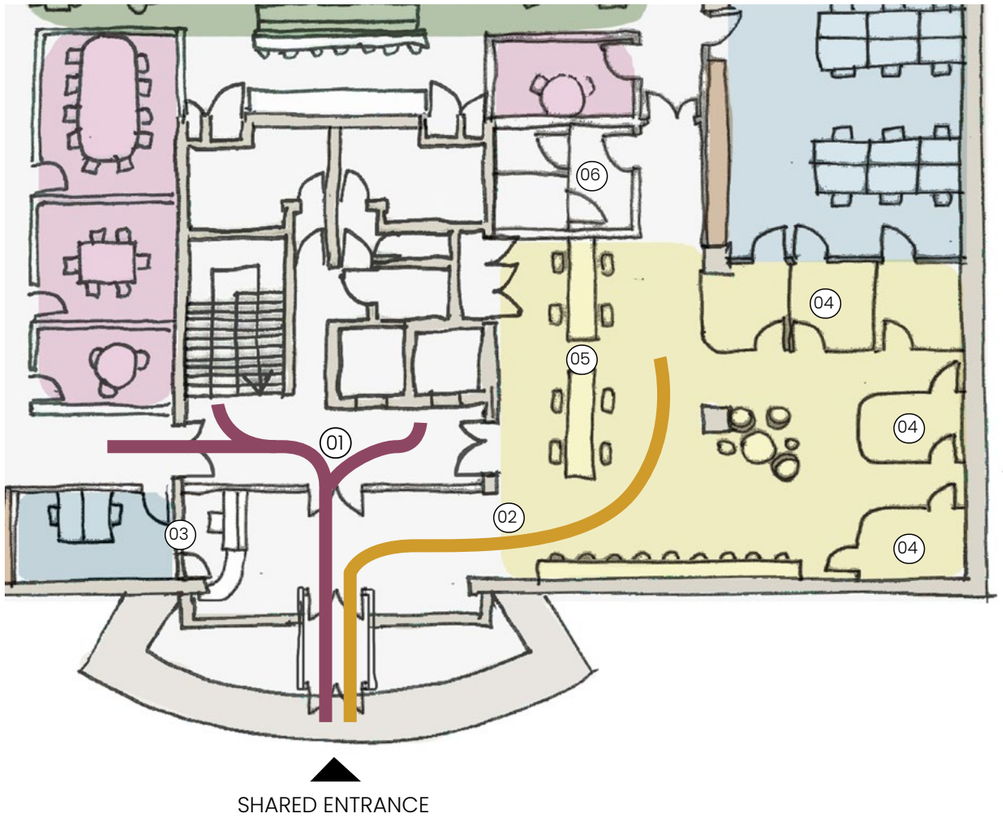


5.1 Concept Sketch - **Public/Staff Entrance Options**

Option A - Use Existing Entrance

Share existing main entrance; staff access core via access control, visitors are directed through new internal opening.

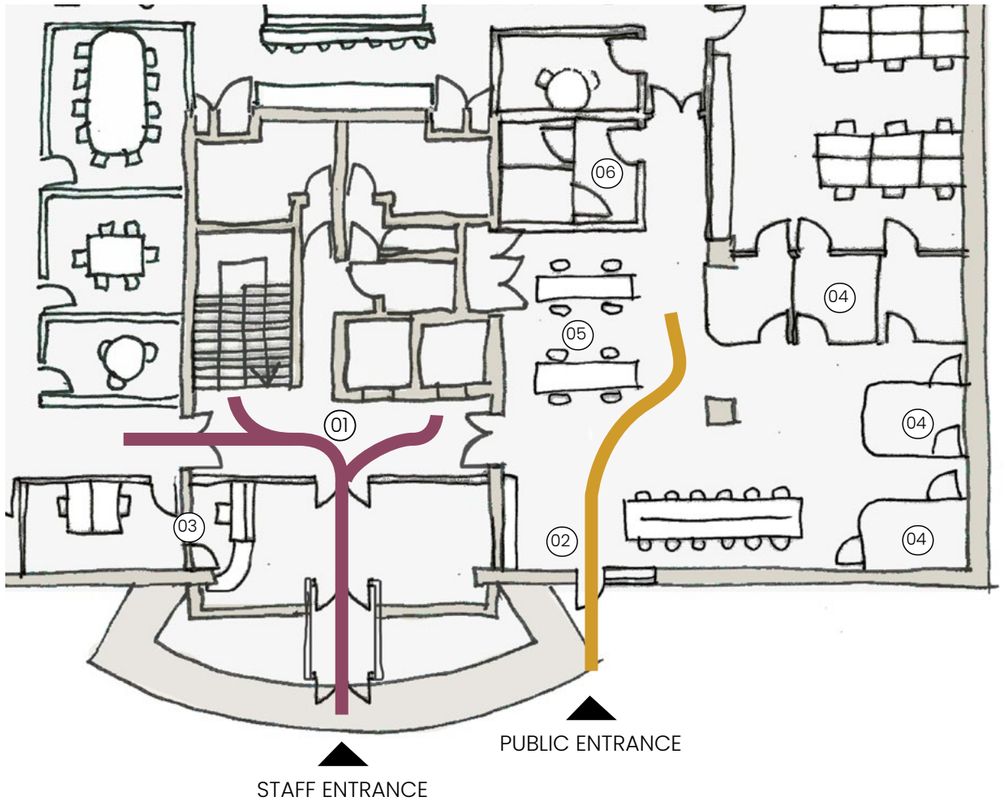
- No external works or planning permission required.
- Clear navigation aids will be required.
- Entrance partitioning to be kept minimal to maintain a welcoming feel.



Option B - New Public Entrance

Form a new public entrance to the right of existing main entrance; staff continue to use the main entrance via access control.

- External works and planning permission required.
- Clear external signage required to direct public to correct entrance.
- Provides clear defined access points, easy to manage during closing hours.



Key:

Staff Access Route

Public Access Route

5.1 Upper Office Floors - **Spatial Strategy**

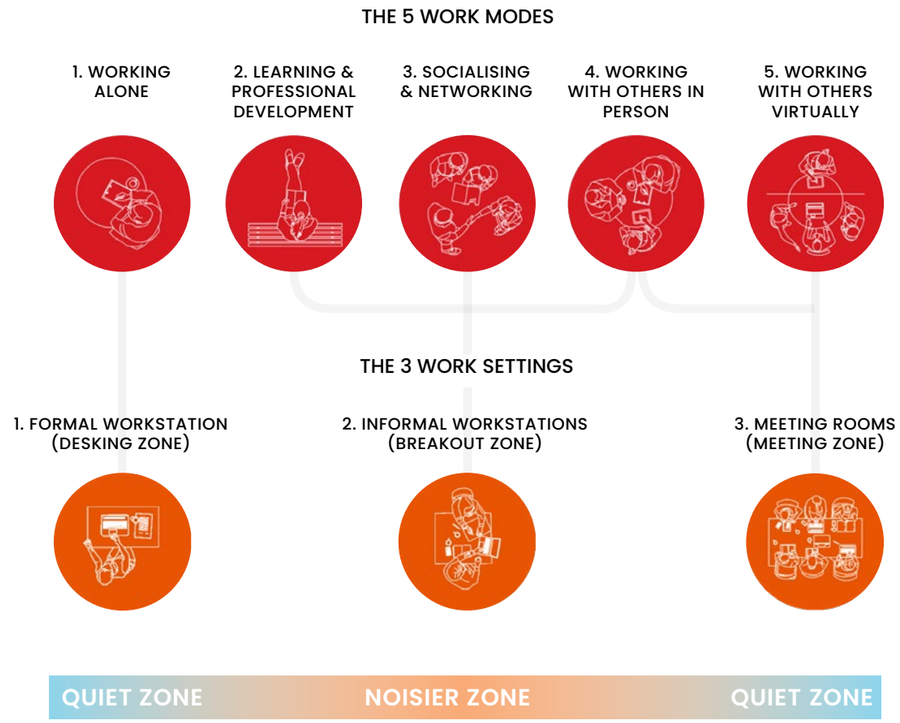
The COVID-19 pandemic has accelerated a shift in how people work, with hybrid and flexible models now the norm across many sectors. This requires workplaces to respond by offering a broader variety of spaces that support both individual focus and collaborative activity, rather than relying solely on traditional desk-based layouts.

Globally, offices are increasingly expected to act as destinations that foster culture, wellbeing and connection—providing what remote work cannot. This includes integrating a mix of work settings that accommodate ***'The Five Work Modes'*** as set out in the diagram (right). Recent findings from the Gensler Global Workplace Survey 2024 highlight that the most effective workplaces balance individual focus with opportunities for collaboration, learning and social interaction.

By distilling these ***Five Work Modes*** into ***Three Work Settings—Formal Workstations, Informal Workstations and Meeting Rooms***—we created a framework that is both practical and responsive to current workplace needs. Each setting has been assessed in relation to British Council for Offices, London Energy Transformation Initiative and International WELL Building Institute design guidance, enabling us to define where quiet, focused environments are most appropriate and where naturally noisier, collaborative spaces should be located.

Organising the floor plate with this balance in mind ensures that activity levels transition seamlessly across the building, supporting concentration at the perimeter, structured interaction in enclosed meeting areas and vibrant social activity at the centre. This considered distribution not only improves functionality but also supports wellbeing, creating an adaptable workplace that encourages productivity, collaboration and community.

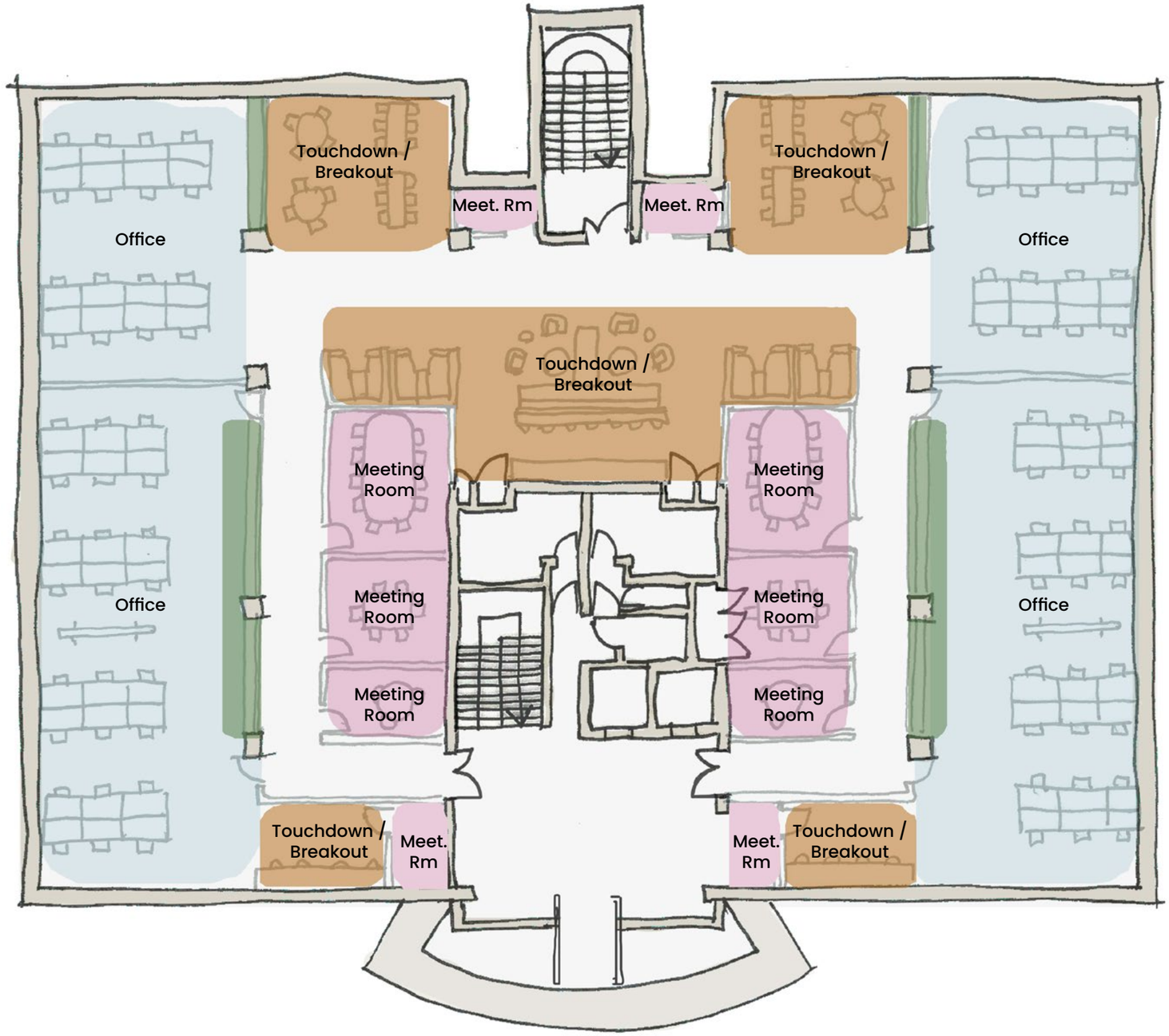
Further details of the Gensler Global Workplace Survey can be found in Appendix C.



5.1 Concept Sketch - **Upper Floors Zoning**

Design Principles

- Maintain clear and easily navigable circulation route
- Central open breakout space with tea point
- Bookable meeting rooms around core
- Office spaces around perimeter
- Create series of smaller offices to suit specific services
- 2no 24-person offices for specific services, each with quiet call areas
- Estimated total of 80 desks per floor



Key

1. FORMAL WORKSTATION (DESKING ZONE)
2. INFORMAL WORKSTATIONS (BREAKOUT ZONE)
3. MEETING ROOMS (MEETING ZONE)

5.1 Feedback Session 01

Progress Meeting - 30th July 2025

Poynton Bradbury presented outline sketch designs at a design team meeting showing indicative layouts for the ground floor and a generic upper floor. The upper floor layouts which are to include private office spaces for the CEO and Leader were yet to be explored. It was estimated at this stage that the building could likely accommodate up to 260 desks.

- It was agreed that between the two entrance options, that the shared entrance approach would continue to be explored in order to avoid unnecessary planning risk.
- The size of the committee rooms situated on the ground floor are to be double-checked against current requirements.
- The upper floor layout which will include the Chief Exec office is to be explored next to ensure that these can be accommodated.
- It was discussed that the number of fixed desks could reduce in order to create increased collaboration space.
- There was discussion regarding storage requirements and what the requirements would be given potential `hot desk' space. A central storage area will also be required, staff locker spaces are to be accommodated.
- Showers will be required to the ground floor. It was discussed that the current showers in the disabled WCs are not compliant as per the building regulations, therefore proposals must include new provision.
- It was discussed that the project would look to accommodate a café area on the ground floor. This follows the current arrangement of the Foot Ansty layout. It was agreed this will not be accessed by the public.
- The topic of neighbourhoods vs hotdesking was raised, it was agreed that there wasn't a current fixed direction and options should allow for either scenario to be perused.

5.1 Neighbourhoods vs Hotdesking Considerations

The design and allocation of workspace within office environments has a direct impact on employee wellbeing, satisfaction and performance. Recent academic studies and industry research have provided valuable insights into the effects of different workplace models, particularly the contrast between traditional neighbourhoods with assigned desks and non-territorial hot-desking arrangements.

Large-scale peer-reviewed research highlights significant variations in health and psychosocial outcomes between genders and office types, while further studies demonstrate the influence of desk ownership on productivity, organisational trust and engagement. Analysis of open-plan offices reinforce these findings, linking a lack of personal space to heightened stress and reduced concentration.

Alongside academic evidence, industry trends point to potential productivity gains, cost savings and flexibility associated with hot-desking, though these benefits are tempered by risks to privacy, cohesion and employee morale.

Collectively, evidence underlines that workplace design decisions must carefully balance operational efficiency with the psychological and cultural needs of employees, often making a ***hybrid approach—combining elements of assigned neighbourhoods with flexible seating***—the most sustainable and inclusive solution.

The table (right) summarises the pros and cons of these different design approaches:

Workplace Model	Pros	Cons
Traditional Neighbourhoods (Assigned Desks)	• Higher personal space • Stability • Possibly better well-being, especially for women. *	• Less flexibility • Potentially inefficient in hybrid arrangements.
Hot-Desking (Unassigned Desks)	• Cost-effective • Flexible • Potential productivity boost for some. **	• Poor psychosocial outcomes (esp. for men) • Reduced trust • Potential disengagement. ***

Key Takeaways
1. Assigned desks provide stability, which supports emotional well-being, trust and productivity.
2. Hot-desking offers operational efficiency, but success depends on thoughtful design, organisational norms and support systems.
3. Psychological impacts matter: Not everyone thrives in non-territorial environments; predictability and personal space have psychological benefits.
4. Choose what aligns with your culture: A hybrid approach—offering both assigned "neighbourhoods" and flexible desks—can balance well-being with adaptability.

** Danielsson, C. B., & Theorell, T. (2024). Office design's impact on psychosocial work environment and emotional health.*
*** Kim, J., Candido, C., Thomas, L., & de Dear, R. (2016). Desk ownership in the workplace: The effect of non-territorial working on employee workplace satisfaction, perceived productivity and health.*
**** Foulk, T. (2019, October 4). Does It Seem Like Everyone Hates Hot-Desking?*

5.2 Sketch Options - L00 - **Ground Floor Option A**

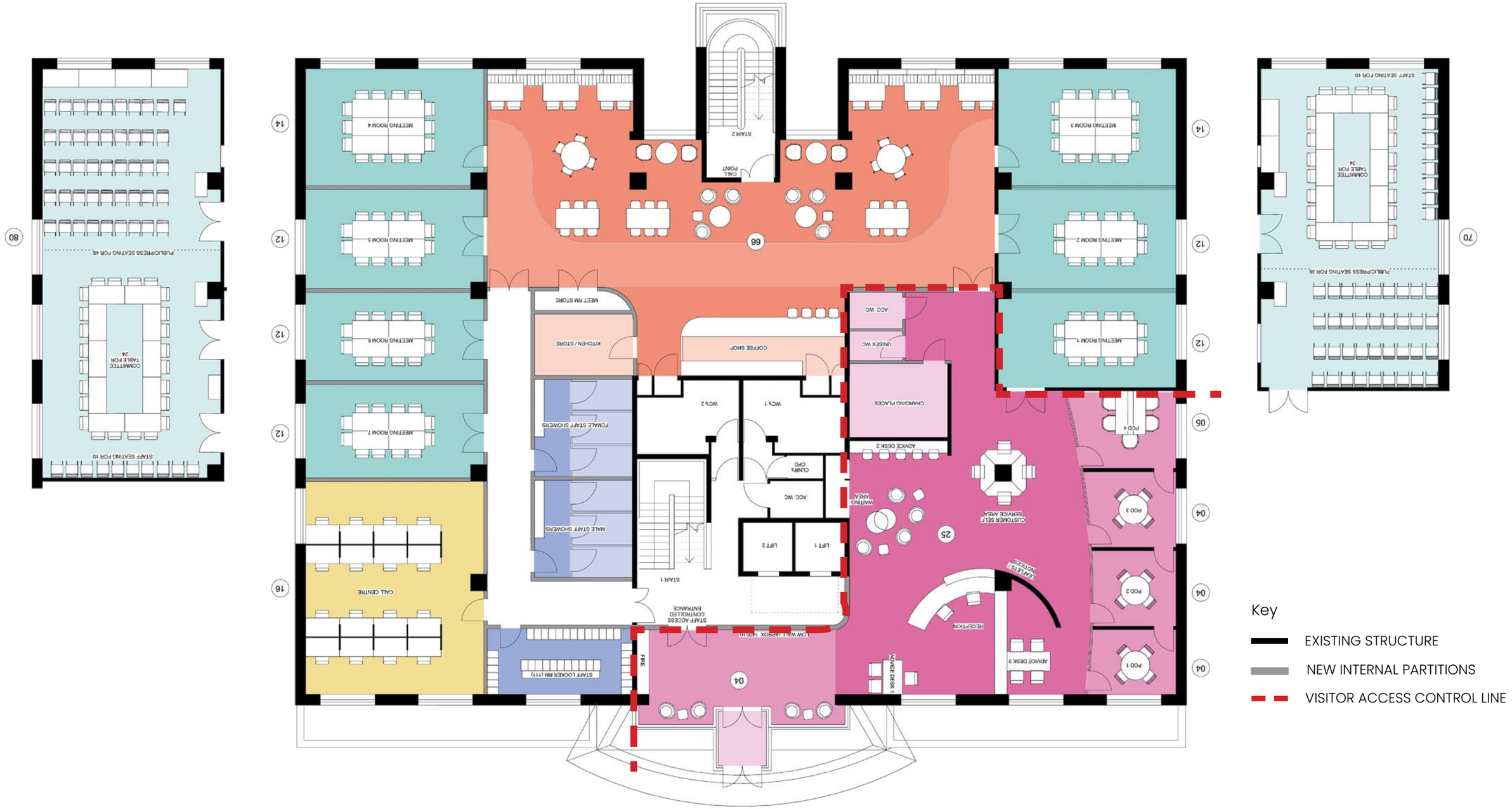
This revised ground floor layout has been developed following the first feedback session and a site visit, which provided a clearer understanding of the existing arrangement and constraints of the space.

Given the quality of the existing fit-out, the design has been updated to test how the ground floor requirements could be accommodated within the current fabric wherever possible:

- *Entrance & Access*:
  - Shared entrance with separate staff entrance to the core.
  - Customer Service Centre located in existing reception area.
- *Facilities*:
  - New public WCs; separate staff access into Exscape zone.
- *Meeting & Committee Rooms*:
  - Existing meeting rooms retained for small committee use.
  - New partitions on opposite side create a larger committee space.
  - Folding partitions provide flexibility to form smaller meeting rooms when required.
- *Staff Amenities*:
  - Central staff breakout/coffee area.
  - Six showers and locker room with approx. 256 lockers.
- *Operational Support*:
  - Office for Call Centre provided opposite Customer Service Centre.

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity
Proposed Senate Court					
Lvl 00	18	66 *(incl. Exscape)*	**84**	7	**70-80**

5.2 L00 - Ground Floor Option A



Key

- EXISTING STRUCTURE
- NEW INTERNAL PARTITIONS
- VISITOR ACCESS CONTROL LINE

5.2 Sketch Options - L01/02 - **First & Second Floors Option A**

This revised first and second floor layouts have been developed following the first feedback session.

Following a meeting with the M&E engineers, we gained a better understanding of where existing services are situated, allowing us to ensure that our designs are sensitive to this and include a server room on the first floor in lieu of a six person meeting room. This is the only difference between the first and second floor plans.

The arrangement shown is largely the same as what was shown in our initial sketches and shows a variety of work settings including the following;

A - Enclosed office spaces
B - Open-plan office spaces
C - Mixed-size meeting rooms
D - Individual private call rooms
E - 4 person enclosed meeting booths
F - Open-plan flexible/collaborative worksettings

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity
Proposed Senate Court					
Lvl 01	88	73	**161**	11	**44**
Lvl 02	88	73	**161**	12	**56**

5.2 L01/02 - First & Second Floors Option A

Key

- EXISTING STRUCTURE
- NEW INTERNAL PARTITIONS

5.2 Sketch Options - L03 - **Third Floor Option A**

The third floor layout broadly mirrors that of the first and second floors, with the addition of internal partitions to form two small private offices for the CEO and Leader, each designed to accommodate a large meeting table.

Adjacent to these, a larger private office has been allocated for Directors, incorporating dedicated breakout space to reflect their current working arrangements.

The remainder of the floor plate is presently shown as unallocated office space, available for general staff use.

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity
Proposed Senate Court					
Lvl 03	66	73	**129**	12	**56**

5.2 L03 - Third Floor Option A

Key

EXISTING STRUCTURE

NEW INTERNAL PARTITIONS

5.3 Sketch Options - L01/02/03 - **First, Second & Third Floors Option B**

Option B has been prepared in response to client feedback, exploring an alternative arrangement that extends the breakout and informal workstation zone. While the layout remains largely consistent with Option A, the principal change is the replacement of open-plan desks with additional informal desking.

A comparison across all three office floors was undertaken to assess the impact of this adjustment on formal workstation capacity. **The analysis confirmed that total provision would reduce from 260 to 190 workstations, representing a net loss of 70.**

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity
Proposed Senate Court					
Lvl 01	56	106	**162**	11	**44**
Lvl 02	56	106	**162**	12	**56**
Lvl 03	34	106	**140**	12	**56**

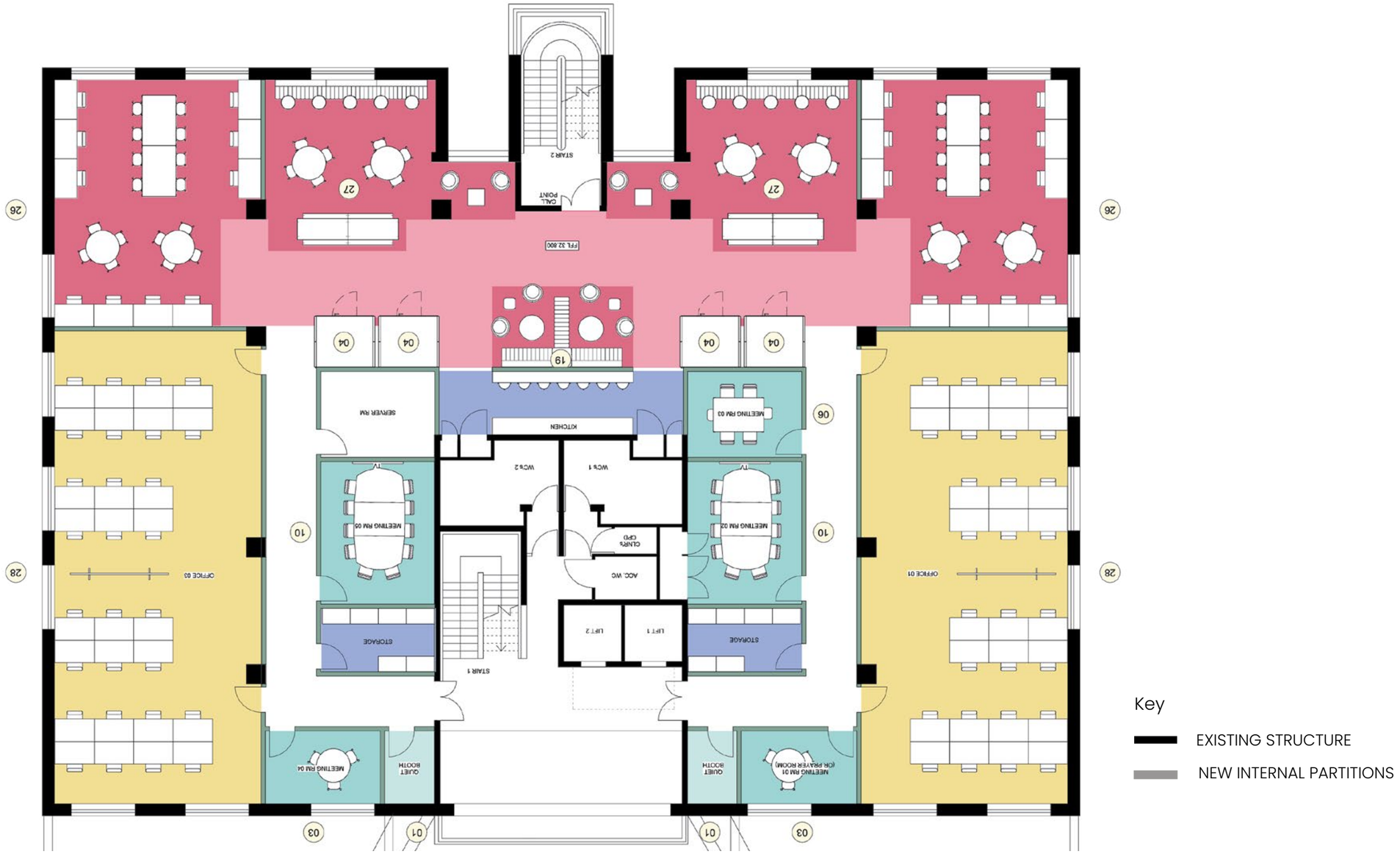
Striking the 'Right' Balance

The relationship between formal workstations, informal breakout areas and meeting rooms is most effectively assessed through a ratio-based approach. While benchmarks can be drawn from British Council for Offices, London Energy Transformation Initiative and International WELL Building Institute design guidance, as well as wider research studies, the final balance will ultimately reflect an organisation's culture and working practices. It is also essential to consider the ongoing evolution of working patterns, ensuring that investment supports both current and future needs.

Example ratios are provided (right) as a guide:

BCO Guidance	*50 : 30 : 20*
UCL Guidance	*60 : 25 : 15*
Cornwall Council Example	*40 : 30 : 30*
Senate Court Option A	**60 : 20 : 20**
Senate Court Option B	**40 : 40 : 20**

5.3 L01/02/03 - First, Second & Third Floors Option B



Example floor plan arrangement, first floor.

5.3 Feedback Session 02

Progress Meeting - 28th August 2025

Poynton Bradbury presented the latest sketch designs at a design team meeting including Dave Hodgson, Strategic Director for Resources for Exeter City Council. It was confirmed at this stage that the building could comfortably accommodate 260 desks.

Ground Floor

- Support for the right-hand side committee room, but questioned the need for a second – to confirm with senior leaders.
- Believes the Customer Service Centre (CSC) will require the full left-hand side. Pod arrangements to be discussed further with other leaders.
- Locker room well received; shower provision should be reduced, with potential for all-gender-neutral facilities.
- Suggested widening the reception entrance by repositioning access control, easing Disability Discrimination Act (DDA) compliance.

Upper Floors

- Liked the booths – suggested including images in presentations, with clear capacities.
- Recommended removing corridors to open up space.
- Advocated partitioning aligned with acoustic booths to separate noisier informal zones from quieter work areas.
- Requested reinstatement of **up to 300 formal desks**.
- Concerned that too much space is given to informal working; asked for an option with more formal desking for comparison.
- Directors' offices: questioned need for enclosed spaces and personal breakout areas, suggesting more formal desks instead.
- Storage areas well received and well located.

Other

- EV charging raised as a key requirement (8 chargers for pool cars). Concern noted regarding fire safety in basement/undercroft; external front spaces may be a feasible alternative.

This feedback highlights the importance of balancing formal desking with flexibility, refining committee and Customer Service Centre layouts and ensuring future adaptability given the anticipated transition to a Unity Council in two years' time.

5.4 Sketch Options - L00 - **Ground Floor Option C**

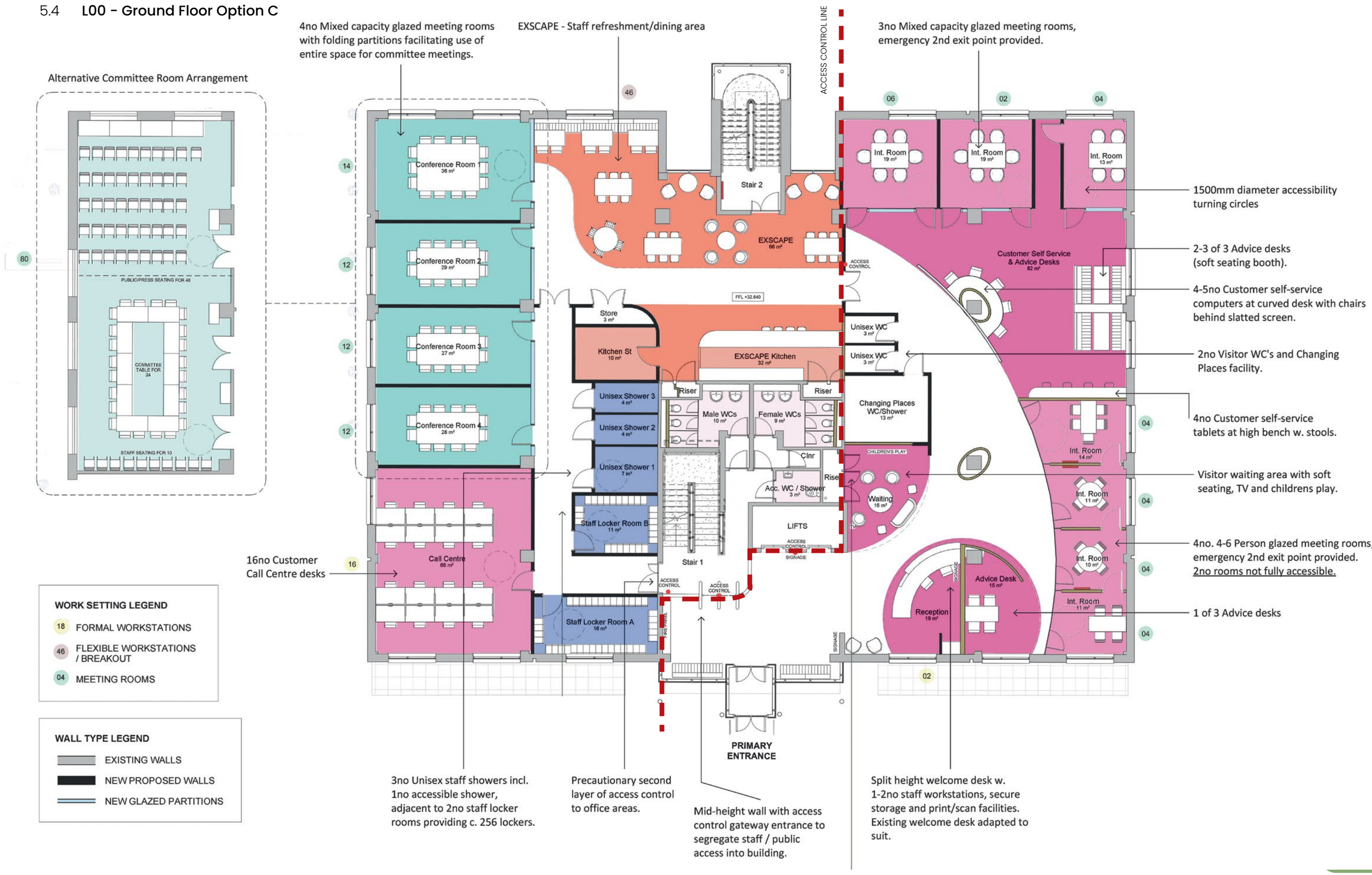
Following Feedback Session 02, an alternative option was sketched for the ground floor incorporating the opening up of the entrance, extension of the Customer Service Centre and reduction in shower facilities.

By extending the area allocated to the **Customer Service Centre**, the original requirements requested by the service are now able to be met as follows:

- ✓ Reception area (welcome desk, secure storage, 1no staff, print facilities);
- ✓ Waiting area with seating capacity for 8;
- ✓ 5no Interview Rooms (incl. phones, soundproof, accessible, panic alarms);
- – Back office exit in 2no Interview Rooms (instead, 2nd exit point provided in all);
- ✓ Customer Self Service area (3no PCs, 2no tablets, 3no telephones);
- ✓ 3-4no Advice Desks (PC/laptop space)

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity
Proposed Senate Court					
Lvl 00	18	46 *(incl. Exscape)*	**64**	4	**80**

5.4 L00 - Ground Floor Option C



5.4 Sketch Options - L01/02 - **First and Second Floors Option C**

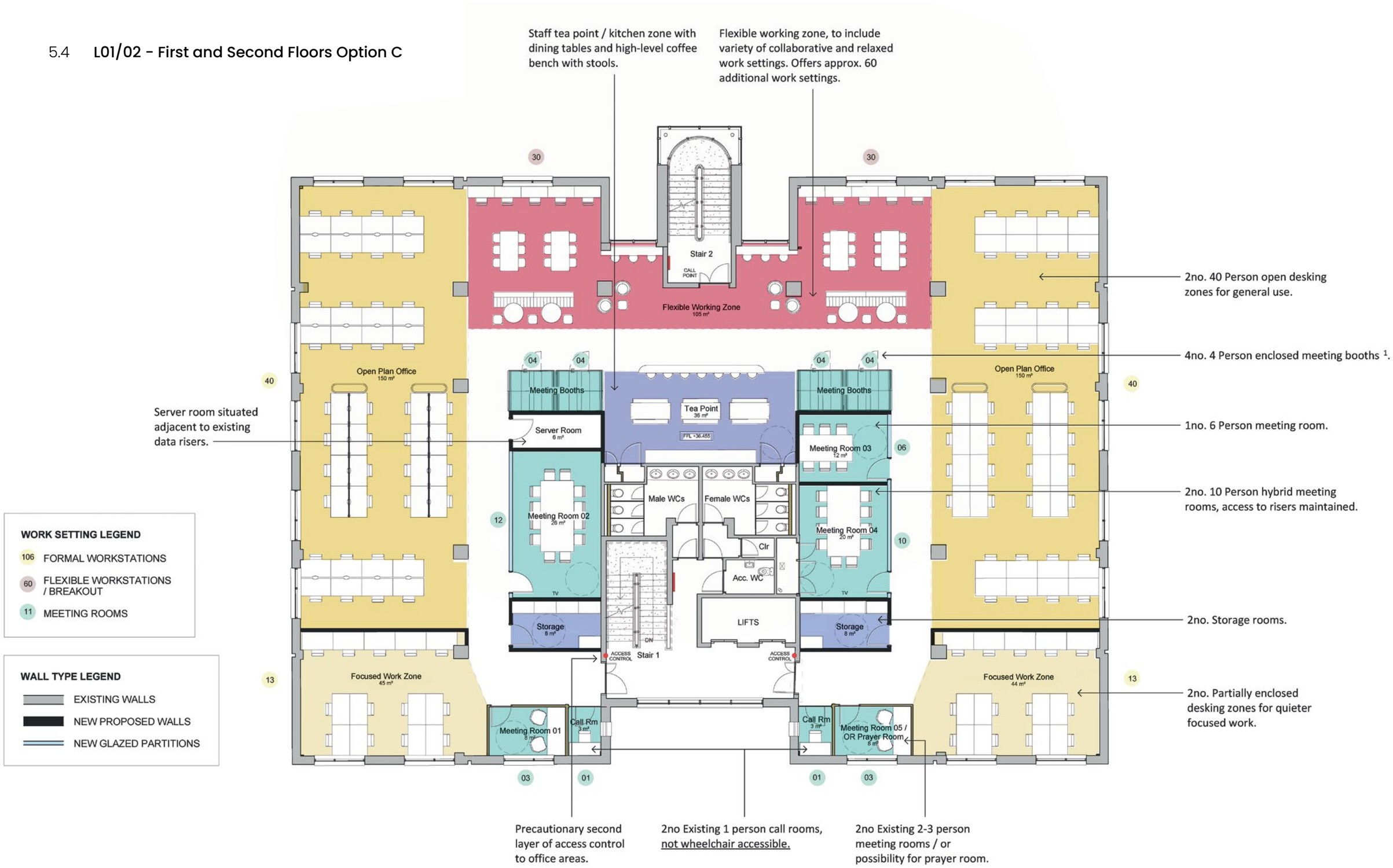
Following Feedback Session 02, an alternative layout was developed for the first and second floors, introducing an open-plan office format with increased desking capacity where feasible.

To align with British Council for Offices and International WELL Building Institute design guidance, the floor plan has been refined to offer a wider variety of work settings. Partitioned focus work zones have been positioned at the lower end of the plan, transitioning into an open-plan office across the remainder of the floor plate. The meeting rooms and breakout zone remain largely consistent with the previous iteration.

Additionally, quiet breakout spaces have been incorporated between the focused work areas and the open-plan office. These additions not only enhance the range of workspace options available but also contribute to greater visual interest and a more pleasant working environment.

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity
Proposed Senate Court					
Lvl 01	96	70	**166**	11	**52**
Lvl 02	96	70	**166**	11	**52**

5.4 L01/02 - First and Second Floors Option C



WORK SETTING LEGEND

- 106 FORMAL WORKSTATIONS
- 60 FLEXIBLE WORKSTATIONS / BREAKOUT
- 11 MEETING ROOMS

WALL TYPE LEGEND

- EXISTING WALLS
- NEW PROPOSED WALLS
- NEW GLAZED PARTITIONS

5.4 Sketch Options - L03 - **Third Floor Option C**

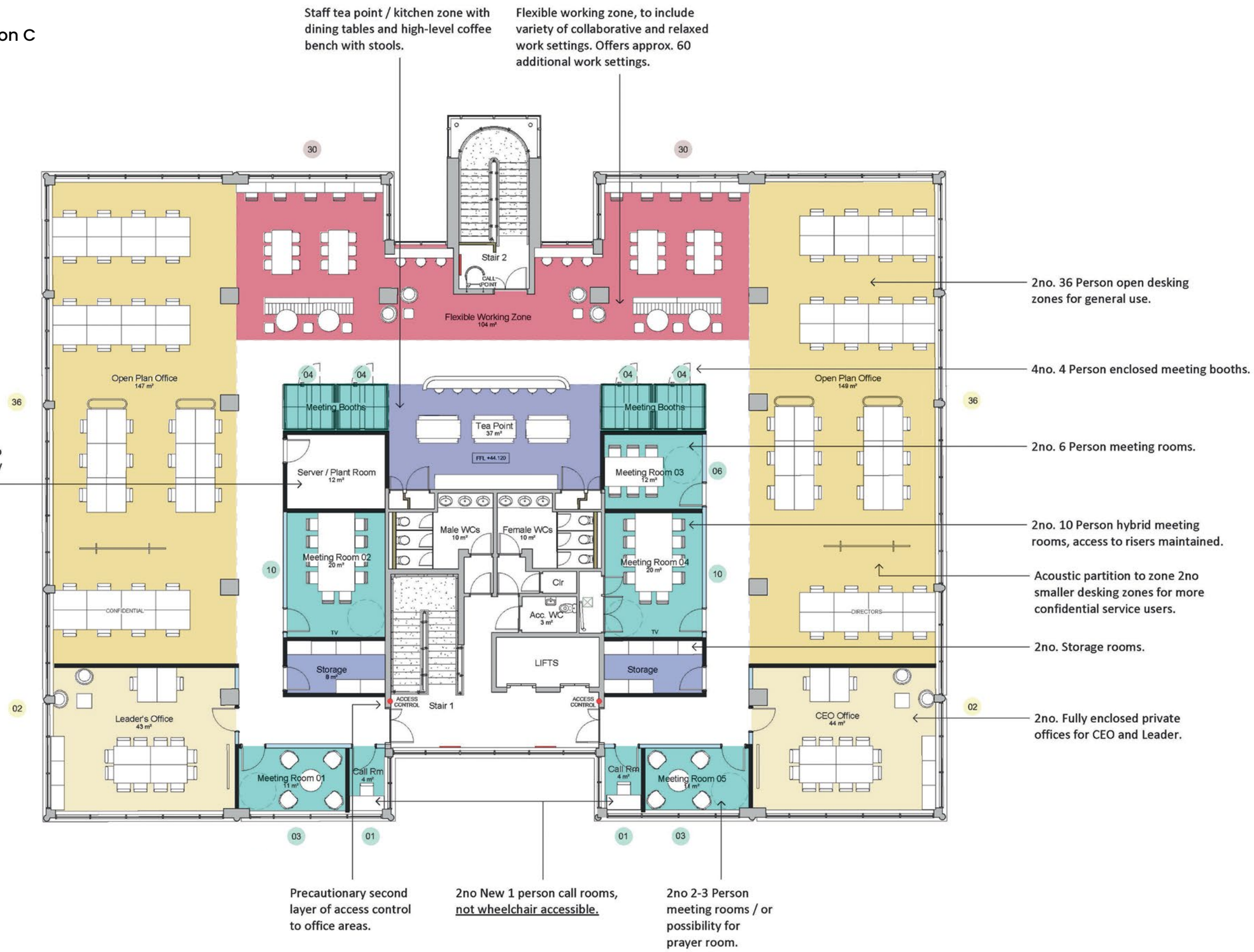
Following Feedback Session 02, an alternative layout was developed for the third floor, consistent with the approach taken on the first and second floors, introducing an open-plan office format with increased desking capacity where appropriate.

The two private office spaces have been reduced in size to allow for additional desks within the open-plan area. While it would be possible to accommodate a greater number of desks, the current arrangement has been intentionally designed to balance capacity with the creation of a more comfortable and enjoyable working environment. Acoustic freestanding screens have been indicated between the final banks of desks adjacent to the private offices. These are intended for teams or services handling more confidential information (such as the directors), providing subtle yet effective screening.

Following the amendments to the floor layouts it can be confirmed that 306 formal workstations are able to be accommodated comfortably within the building alongside supporting breakout areas, meeting rooms and tea points.

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity
Proposed Senate Court					
Lvl 03	76	60	**136**	11	**52**

5.4 L03 - Third Floor Option C



WORK SETTING LEGEND

- 76 FORMAL WORKSTATIONS
- 70 FLEXIBLE WORKSTATIONS / BREAKOUT
- 11 MEETING ROOMS

WALL TYPE LEGEND

- EXISTING WALLS
- NEW PROPOSED WALLS
- NEW GLAZED PARTITIONS

5.5 Sketch Options - L01 - **First Floor Option D**

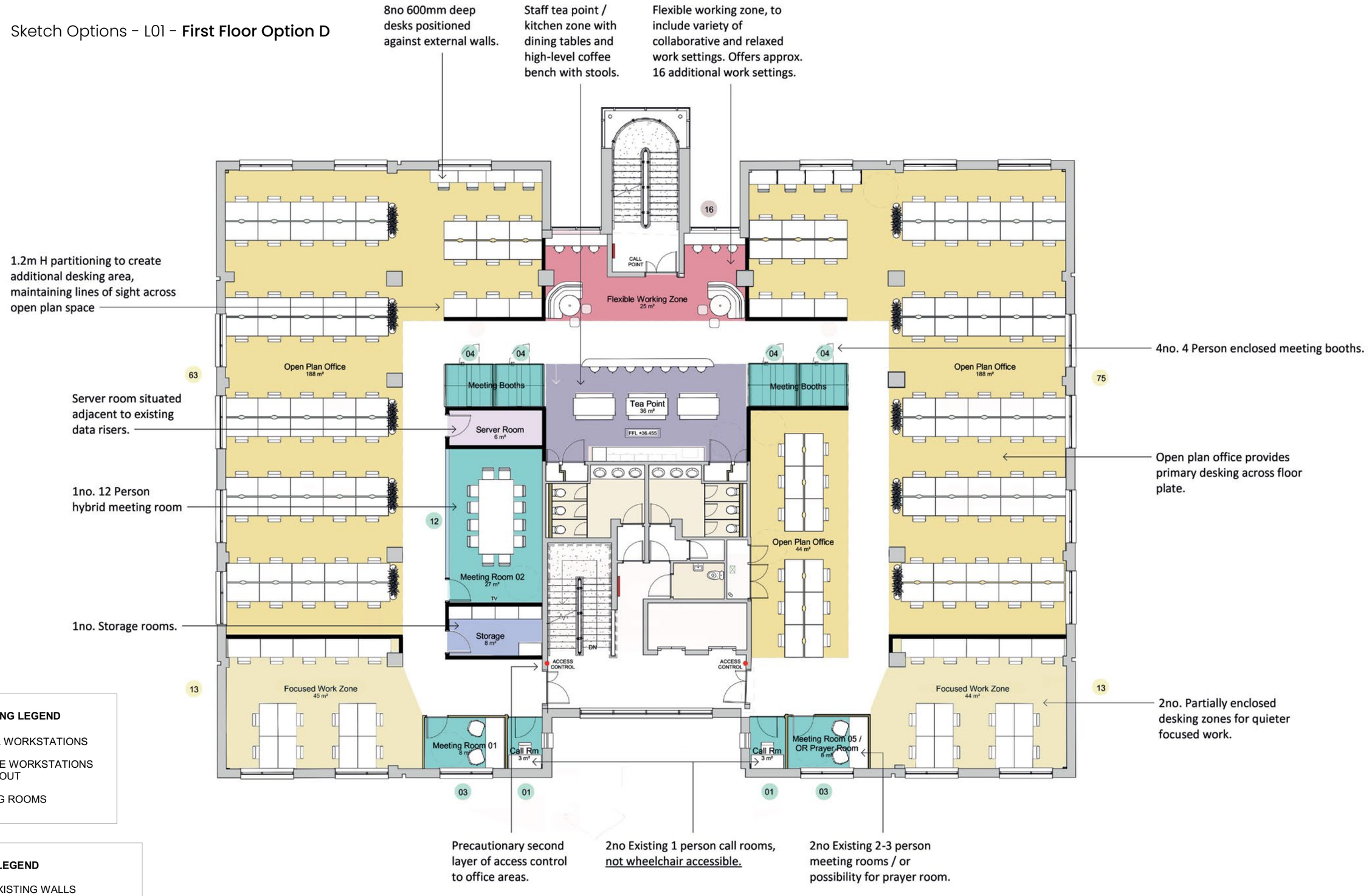
Following further feedback a revised set of layouts has been developed to explore the maximum workstation capacity option across the first, second and third floors of Senate Court.

This design option focuses on increasing formal desk provision by removing a majority of touchdown zones and reconfiguring workstation banks to achieve optimum capacity. Meeting room provision has been reduced, with one side of the central meeting area converted to additional desk space.

These adjustments illustrate how rebalancing breakout and desk space can achieve a higher-density layout that effectively accommodates increased occupancy demands within the building.

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity
Proposed Senate Court					
Lvl 01	164	16	**180**	9	**36**

5.5 Sketch Options - L01 - **First Floor Option D**



WORK SETTING LEGEND

- 164 FORMAL WORKSTATIONS
- 16 FLEXIBLE WORKSTATIONS / BREAKOUT
- 9 MEETING ROOMS

WALL TYPE LEGEND

- EXISTING WALLS
- NEW PROPOSED WALLS
- NEW GLAZED PARTITIONS

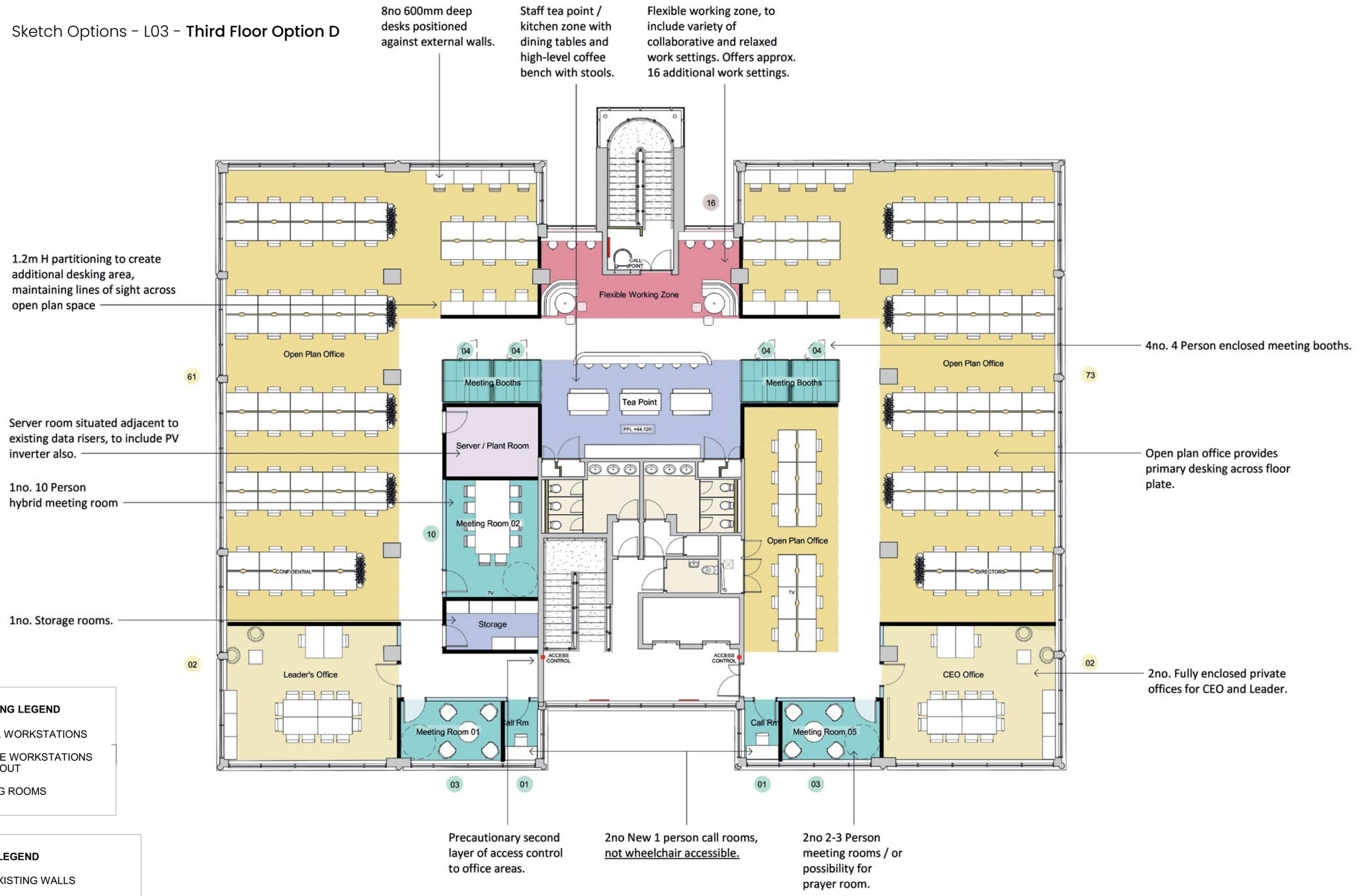
5.5 Sketch Options - L03 - **Third Floor Option D**

The maximum capacity layout for the third floor closely mirrors the approach adopted on the first and second floors, ensuring a consistent spatial strategy across all levels. The main variation lies in the focused working zones, which have been reconfigured as dedicated office spaces for the CEO and the Leader, in line with previous layout options.

Owing to the slightly altered configuration of these rooms—designed to align with existing glazing mullions—the adjoining open-plan office area has been marginally compacted. This adjustment results in the removal of four desks to maintain appropriate circulation and access around existing structural columns, whilst still achieving an efficient and functional high-capacity layout.

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity
Proposed Senate Court					
Lvl 03	138	16	**154**	9	**34**

5.5 Sketch Options - L03 - **Third Floor Option D**



WORK SETTING LEGEND

- 138 FORMAL WORKSTATIONS
- 16 FLEXIBLE WORKSTATIONS / BREAKOUT
- 9 MEETING ROOMS

WALL TYPE LEGEND

- EXISTING WALLS
- NEW PROPOSED WALLS
- NEW GLAZED PARTITIONS

5.6 Summary of Options

	Formal Workstations	Breakout / Informal Workstations	Total Workstations	Meeting Rooms	Meeting Room Capacity	Worksetting Split Ratio
Option A						
Lvl 00 - Ground	18	66 *(incl. Exscape)*	**84**	7	**70-80**	
Lvl 01 - First	88	73	**161**	11	**44**	
Lvl 02 - Second	88	73	**161**	11	**55**	
Lvl 03 - Third	66	73	**129**	12	**56**	**60 : 20 : 20**
Total	**260**	**285**	**535**			*Desk : Breakout : Meeting*
Option B						
Lvl 00 - Ground	18	66 *(incl. Exscape)*	**84**	7	**70-80**	
Lvl 01 - First	56	106	**162**	11	**44**	
Lvl 02 - Second	56	106	**162**	11	**55**	
Lvl 03 - Third	34	106	**140**	12	**56**	**40 : 40 : 20**
Total	**164**	**384**	**548**			*Desk : Breakout : Meeting*
Option C - Reccomended						
Lvl 00 - Ground	18	46 *(incl. Exscape)*	**64**	4	**80**	
Lvl 01 - First	106	60	**166**	11	**52**	
Lvl 02 - Second	106	60	**166**	10	**51**	
Lvl 03 - Third	76	60	**136**	11	**52**	**65 : 20 : 15**
Total	**306**	**226**	**532**			*Desk : Breakout : Meeting*
Option D - Maximum Capacity						
Lvl 00 - Ground	18	46 *(incl. Exscape)*	**64**	4	**80**	
Lvl 01 - First	164	16	**180**	9	**36**	
Lvl 02 - Second	164	16	**180**	8	**35**	
Lvl 03 - Third	138	16	**154**	9	**34**	**65 : 10 : 25**
Total	**484** *+ 58%*	**94**	**578**			*Desk : Breakout : Meeting*

5.6 Summary of Options

Option A

Lvl 00

Lvl 01-02

Lvl 03

Option B

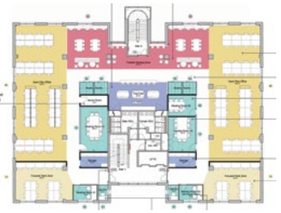
Lvl 00

Lvl 01-02

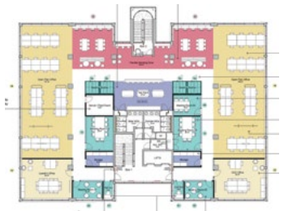
Lvl 03

Option C - Preferred

Lvl 00



Lvl 01-02



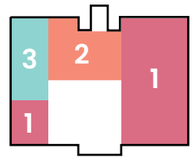
Lvl 03

Option D - Maximum Capacity

Lvl 00

Lvl 01-02

Lvl 03



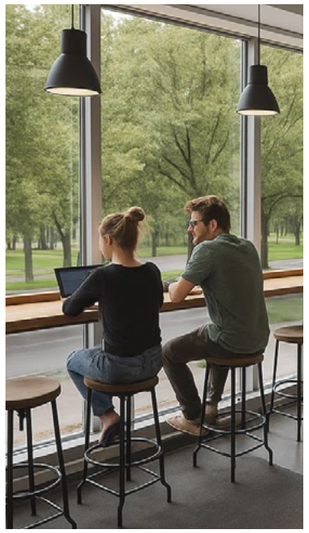
L00 - Ground Floor

Zone 1 - Welcome & Support

Activities:

- Public enquiries and wayfinding
- Providing accessible facilities to all
- Guidance and support

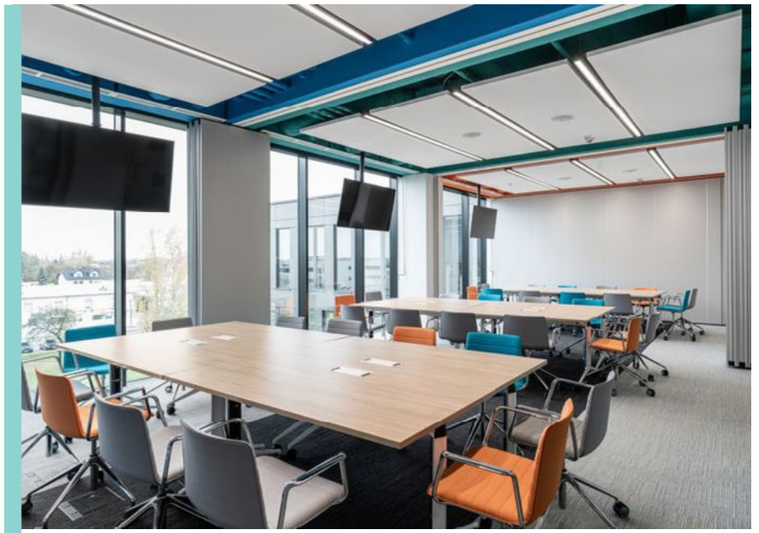
Zone 2 - Social Hub



Activities:

- Informal conversations and networking
- Relaxed catch-ups
- Wellbeing breaks
- Hosting colleagues or visitors

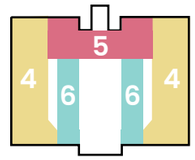
Zone 3 - Meeting & Committee



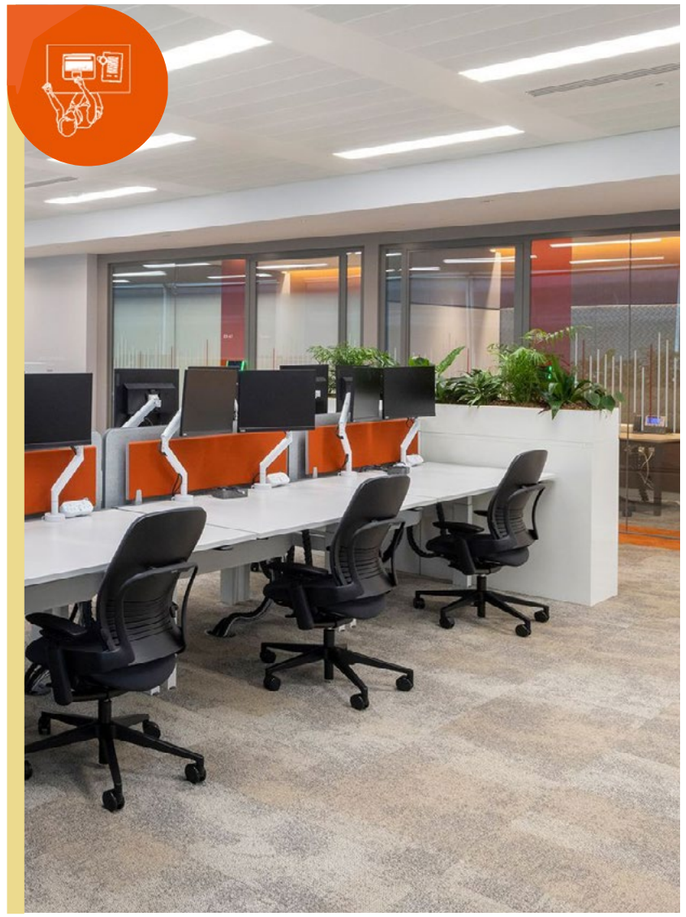
Activities:

- Formal and hybrid team meetings
- Training sessions
- Formal council committee meetings
- Public / community sessions

L01/02/03 - Upper Floors



Zone 4 - Focus



Activities:

- Individual focused tasks
- Routine virtual meetings or calls
- Informal collaboration with nearby colleagues

Zone 5 - Connect

Activities:

- Informal team discussions
- One-to-one conversations / mentoring
- Individual tasks in relaxed environment
- Wellbeing breaks and socialisation
- Hosting visitors in a casual setting

Zone 6 - Meet

Activities:

- Individual calls and quiet focused work
- Small team meetings
- Larger team hybrid meetings

3D View 01 - Reception

A refreshed and welcoming front door to public services

The main reception area will continue to serve as the central point for public-facing services, enhanced with subtle updates to align with council branding and staff needs. Existing finishes are being thoughtfully retained and the reception desk upcycled — combining sustainability with a renewed sense of identity and professionalism.

3D View 02 - Customer Service Centre

A welcoming and accessible space for the community

The new One Stop Shop will provide a mix of formal and informal meeting areas designed to make public interactions comfortable and efficient. Dedicated zones with computers, tablets and telephones will support easy access to services, while the thoughtful reuse of existing partitions and ceiling tiles reflects our commitment to sustainability and responsible design.

3D View 03 - Exscape

A welcoming and versatile space for connection and wellbeing

Warm timber-effect flooring and ceiling finishes create an inviting atmosphere for relaxation and socialising, while vibrant colours and indoor planting foster a healthy, energising environment. Designed as more than just a break area, this space also provides an ideal setting for informal meetings and collaboration with visitors.

3D View 04 - Open Plan Office

An open, light-filled workspace designed for collaboration and productivity

This open-plan area makes the most of existing council furniture, with new glazed meeting rooms allowing natural light to flow throughout the space. The combination of vibrant colours, natural materials and indoor planting creates a visually engaging and uplifting environment — a place that inspires teamwork and productivity.

3D View 05 - Office Breakout

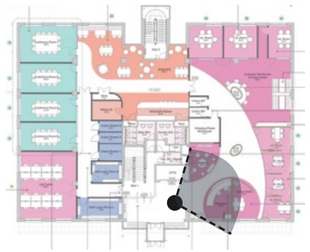
A vibrant, flexible workspace designed for connection

This area introduces a range of informal work settings, designed to support spontaneous conversations, collaboration and stronger team connections throughout the day. Repurposed floor tiles define pathways and borders, while the retention of existing ceiling tiles demonstrates commitment to resourceful design. Natural timber finishes and indoor planting add warmth, texture and a refreshing sense of wellbeing.

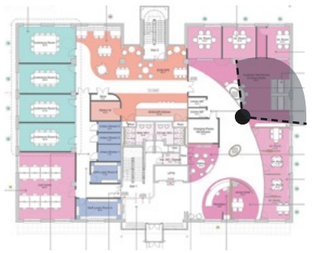
Viewpoint Key

LVL 00 - Ground Floor

3D View 01 - Reception



3D View 02 - Customer Service Centre



3D View 03 - Exscape

LVL 01 - First Floor

3D View 04 - Open Plan Office

3D View 05 - Office Breakout

8.1 Existing M&E Conditions

Senate Court is a four-storey, 2,700m² office building with basement parking, originally constructed in 2004. Much of its M&E infrastructure has reached or exceeded its design life, with systems now only partly operational and spare parts increasingly difficult to source. The existing HVAC installation is no longer fit for purpose, and tenants on the ground floor have already introduced their own systems to replace the failing plant.

Following survey and consultation with maintainers, it has been concluded that most existing services should be stripped out and replaced. Only a small number of elements are suitable for retention, including the vertical drainage stacks, the potable water break tank and booster set which were recently renewed, the containment for wiring in risers, existing submains cabling, and the newly replaced refuge intercom.

8.2 Building Regulations, EPC and Sustainability

The refurbishment is not subject to Part L2A as no new build elements are proposed, and only a limited application of Part L2B is expected. Should Part L2B apply, at least ten percent of the budget would need to be committed to energy efficiency measures, which will naturally be achieved through wholesale system replacement. Building fabric upgrades are not considered viable as the envelope remains within its design life.

The building currently holds an EPC rating of C (66). With the planned improvements, including new HVAC plant, LED lighting, and rooftop photovoltaics, this rating is expected to improve to B and potentially A, which would align with government policy requiring a minimum of C by 2030.

No planning conditions impose specific sustainability requirements, but the project will incorporate sustainable principles throughout. Benchmarking schemes such as BREEAM, SKA, WELL, and LETI indicators may be considered to guide design quality. The emphasis will be on creating systems that are straightforward to operate, low in energy demand, and not burdensome to maintain.

8.3 Net Zero Carbon Strategy

Annual energy consumption for Senate Court is entirely electrical, amounting to approximately 478,000 kWh per year with an annual cost of around £150,000. This equates to 177 kWh per square metre, which is broadly in line with CIBSE benchmarks for good practice in air-conditioned offices. About seventy percent of this demand relates to regulated uses such as heating, cooling, lighting, ventilation, and hot water, while the remaining thirty percent arises from unregulated activities such as IT equipment, catering, and small power use.

Photovoltaic feasibility studies indicate that a rooftop system with a generation capacity of around 100kWp could yield 93,000 kWh annually, offsetting approximately 28 percent of regulated and 19 percent of total consumption. However, Senate Court sits within a conservation area, meaning planning constraints may limit the achievable array size. Efficiency gains are expected from replacing HVAC and lighting, delivering a further ten percent reduction.

Despite these interventions, full Net Zero Carbon cannot be achieved on-site due to space limitations, though renewable energy tariffs or carbon offset contributions may be considered. The combined measures are projected to reduce energy consumption by roughly a quarter, cutting annual costs by £30,000 and carbon emissions by thirteen tonnes.

8.4 Mechanical Services

The heating and cooling systems will be completely renewed. The existing VRF fan coil unit installation is at the end of its life, and a new three-pipe VRF system is proposed, serving each half-floorplate independently. This results in eight separate systems across the building, with an additional ninth system to provide cooling for server rooms. Options are available between lower-cost cassette units or higher-cost ducted concealed units consistent with the current system. In the landlord's core areas, existing electric panel heaters will be replaced, and consideration is being given to a further VRF installation in the west-facing foyer and stairwell where solar gain is highest.

Ventilation systems in the office spaces will also be replaced with new MVHR units connected to existing façade louvres, ensuring improved efficiency while retaining the glazing-integrated ventilation strategy. In the core areas, the WC extract system will remain, although roof-mounted fans will be replaced with new equivalents.

Drainage services in office areas will be stripped out and renewed, while risers and core connections will remain in place subject to minor local modifications. The potable water infrastructure, including the recently replaced break tank and booster set, will continue to be used. Local hot water heaters and showers will be replaced with Part M compliant models to improve accessibility standards. No rainwater harvesting or natural gas services are proposed, and the building will remain all-electric.

8.5 Electrical and Specialist Services

The electrical distribution system will be renewed while making use of retained submains cabling and containment where possible. Distribution boards, floor boxes, and all final wiring will be replaced to ensure compatibility with new layouts. New photovoltaic connections will feed into the main supply, and electric vehicle charging facilities are recommended for the three external parking spaces, with alternative basement or undercroft locations discounted on the basis of ownership and fire safety concerns.

Lighting throughout the building will be upgraded from outdated fluorescent fittings to energy-efficient LEDs. These will be installed with modern daylight and occupancy controls, emergency lighting in key areas, and provisions for external and roof plant spaces. Additional requirements such as feature lighting or illuminated signage will be developed with the client. Data and telecoms systems will be modernised with new Cat 6 cabling in line with Exeter City Council's IT brief, while existing containment will be reused.

Fire and security provisions require significant upgrades. The existing fire alarm is nearing the end of its serviceable life and will be replaced with a new L2 system. The refuge intercom system has already been upgraded and can remain, while the CCTV system will be replaced with a new installation wired to a central cabinet. The existing Paxton-based access control system is likely to require full replacement, and a new intruder alarm system will also be provided. Additional updates include replacement of the AV intercom, new assistance call alarms in line with Part M, and extension of the lightning protection system to include any new rooftop equipment. These measures will ensure that the refurbished Senate Court provides a safe, compliant, and modern working environment.

8.6 Phasing and Implementation

The refurbishment will need to be carefully phased to accommodate the continued occupation of the ground floor during the works. This will require particular attention to service riser access, which is only available through office spaces, meaning some disruption is inevitable. The works will not include provision for additional spare utility capacity beyond what is currently available. Fire stopping and compartmentalisation will be reviewed and reinstated as required to ensure compliance with current standards.

8.7 Conclusion

The M&E strategy for Senate Court involves comprehensive replacement of end-of-life systems, selective retention of recent or serviceable assets, and the integration of sustainable, efficient technologies.

While true Net Zero Carbon is not feasible due to spatial constraints, the proposed approach will deliver significant improvements in energy performance, EPC rating, occupant comfort, and long-term maintainability, aligning with Exeter City Council's objectives for a modern, sustainable workplace.

For further information please refer to Method Consulting's document titled '2618OSC-MET-00-XX-T-Z-9100-S2-P07_M&E Feasibility Report'.

9.1 Cost Plan Overview

The Senate Court Refurbishment Cost Plan, prepared by Brookbanks on behalf of Exeter City Council, provides an elemental estimate for the CAT A and CAT B office fit-out of Senate Court. The scheme includes the redevelopment of existing office space, meeting rooms and a customer service centre, with works delivered as part of a Design and Build procurement route under the Southern Construction Framework.

The plan has been prepared in coordination with the Civic Centre Feasibility Report by Poynton Bradbury Architects and Method Consulting (07/10/2025) and assumes that works will be carried out in a single phase during normal working hours. The overall approach focuses on achieving a balance between functionality, sustainability and cost efficiency.

The cost plan promotes a sustainable refurbishment strategy, prioritising the reuse of existing furniture and finishes where feasible — approximately 60% of existing furniture is retained — while integrating upgrades to M&E systems to improve energy performance. To support Exeter City Council's net-zero carbon objectives, the plan includes additional allowances for roof-mounted PV array installation (£80,000) and associated re-roofing works (£220,503), enhancing both energy efficiency and building longevity.

The total forecast cost for the refurbishment, including risk, preliminaries, professional fees and sustainability measures, is **£2.85 million**. This equates to approximately **£693/m² (GIA)**, representing a competitive benchmark for a comprehensive public sector office refurbishment. The estimate forms a robust basis for feasibility assessment, design development and subsequent tendering under the Design and Build framework.

9.2 Key Assumptions and Observations

- Specification: CAT A and B fit-out, including new and reused office furniture.
- Professional fees: 6%
- Preliminaries: 12%
- Overheads and profit: 6%
- Risk allowance: 5%
- IT installation: £400,000 (installed by Strata)
- 60% of existing furniture to be reused.
- "Below the line" costs include PV installation and associated re-roofing.
- Exclusions include structural works, external areas, planning fees, VAT, and pandemic /tariff implications
- The plan prioritises reuse of existing furniture and finishes where feasible, contributing to sustainability and cost efficiency.
- Major expenditure areas are MEP services (27%), furniture/equipment (16%) and IT infrastructure (14%).
- The PV and re-roofing works are itemised separately to support net-zero carbon goals.
- The overall rate of £693/m² (GIA) is consistent with mid-level refurbishment benchmarks for public sector office fit-outs.

9.3 Summary of Costs

							GIA			3098.4
Ref	**Element**	**Building Works**		**External works**		**Total cost**	**£/m²**		**Comments**	
0	Facilitating Works	£	-	£	-	£ -	£	-		
1	Substructure	£	-	£	-	£ -	£	-		
2.1	Frame	£	-	£	-	£ -	£	-		
2.2	Upper Floors	£	-	£	-	£ -	£	-		
2.3	Roof	£	-	£	-	£ -	£	-		
2.4	Stairs & Ramps	£	-	£	-	£ -	£	-		
2.5	External Walls	£	-	£	-	£ -	£	-		
2.6	External Doors & Windows	£	-	£	-	£ -	£	-		
2.7	Internal Walls	£	160,784.00	£	-	£ 160,784.00	£	51.89		
2.8	Internal Doors	£	43,200.00	£	-	£ 43,200.00	£	13.94		
3.1	Wall Finishes	£	121,340.00	£	-	£ 121,340.00	£	39.16		
3.2	Floor Finishes	£	134,004.00	£	-	£ 134,004.00	£	43.25		
3.3	Ceiling Finishes	£	35,595.20	£	-	£ 35,595.20	£	11.49		
4	Fixtures, Fittings & Equipment	£	447,372.00	£	-	£ 447,372.00	£	144.39		
5	Mechanical, Electrical & Plumbing	£	692,914.74	£	-	£ 692,914.74	£	223.64		
8	*External Works*						£	-		
8.1		£	-							
	SUB-TOTAL: BUILDING WORKS	**£1,635,209.94**		**£0.00**		**£1,635,209.94**	**£527.76**			
9	Design Fees (6%)	£	98,112.60	£	-	£ 98,112.60	£	31.67		
10	Preliminaries (12%)	£	196,225.19	£	-	£ 196,225.19	£	63.33		
11	Main Contractor's OHP (5%)	£	98,112.60	£	-	£ 98,112.60	£	31.67		
12	Risk Allowance (5%)	£	101,383.02	£	-	£ 101,383.02	£	32.72		
13	IT Installation	£	400,000.00			£ 400,000.00	£	129.10		
	Estimated Overall Construction Cost	**£2,529,043.35**		**£0.00**		**£2,529,043.35**	**£687.14**			
	EXTRA OVER PV AND RE-ROOFING COSTS									
14	PV array	£	80,000.00			£ 80,000.00	£	25.82	As scope provided by ECC Net Zero team	
16	Design Fees (6%)	£	4,800.00			£ 4,800.00	£	1.55		
17	Preliminaries (12%)	£	9,600.00			£ 9,600.00	£	3.10		
18	Main Contractor's OHP (5%)	£	4,000.00			£ 4,000.00	£	1.29		
19	Risk Allowance (5%)	£	920.00			£ 920.00	£	0.30		
20	Re-roofing Cost	£	220,503.00			£ 220,503.00	£	71.17	See detailed re-roofing cost breakdown	
	Estimated Net Zero Extra Over Cost	**£319,823.00**		**£0.00**		**£319,823.00**	**£6.24**			
	TOTAL OVERALL COST	**£2,848,866.35**		**£0.00**		**£2,848,866.35**	**£693.38**			

For further information please refer to Brookbanks's document titled 'Senate Court Refurb Cost Plan rev4'.

Appendix A
Risk Register

Appendix B
University College London Space Standards Guidelines

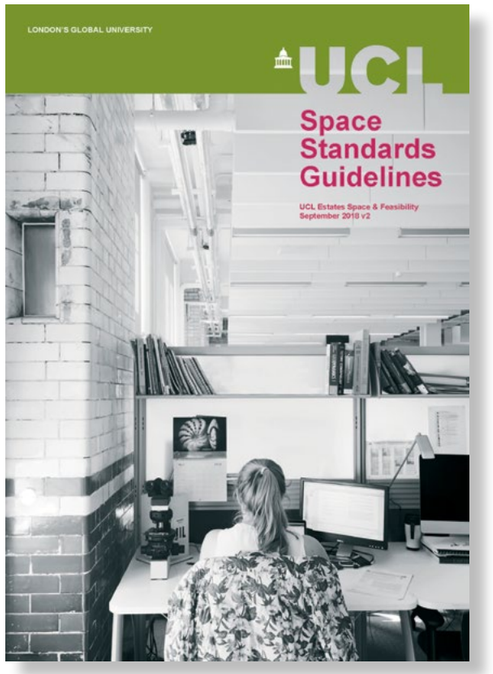
Appendix C
Gensler Global Workplace Survey 2024

A.1 Risk Register

Category	Description	Date Identified	Risk				Mitigation	Owner	Owner	Impact Cost Assessment	Risk Allocation Cost	Employer Contribution	Date updated
			Probability	Consequence		Score							
				C	T								
Third Party													
1. Foot Anstey	Current occupier of groundfloor.	31/05/2025	1	1	3	4	Agreement on lease termination has now been agreed. Be reasonable in terms arranging access, etc.	**Project Manager**	**RQ**		£0		
2. Internal Stakeholders (Strategic Directors / Heads of Service)	Requirement to ensure full engagement with the senior team and heads of service	31/05/2025	1	1	3	4	Project Board arranged and Strategic Director allocated to the project.	**ECC / Project Manager**	**BC /RQ**		£0		
3. Stakeholders (ECC staff)	Requirement to make sure the project allows with messaging to staff.	31/05/2025	1	1	1	4	Internal project information has been circulated to council staff.	**ECC**	**BC**		£0		
Legal													
4. Planning	Planning requirement for Customer Service Centre and Committee Rooms	31/05/2025	0	0	0	0	No planning required for Customer Service Centre and Committee Rooms	**ECC**	**BC**		£0		
5. Planning	Planning required for PV panels	31/05/2025	2	4	4	16	Meeting with planner on 7/10. Likely that full planning application will not be required.	**ECC**	**RQ**		£0		
Programme													
6. Submission of Feasibility Stu	The Feasibility Study needs to be completed mid-October to align with Council meeting dates.	31/05/2025	2	2	3	10	There are fortnightly progress meetings in place to manage progress. Outline clear approval requirements and dates for items of work where needed well in advance. Planning permission requirement will run beyond this. The Feasibility Study is currently on programme.	**Project Manager**	**RQ**				
7. Occupation Date	The occupation date required is 1Q2027	31/05/2025	4	4	4	32	A project programme has been formulated showing the required occupation date which assumes strip out works to upper floors in advance of Foot Ansty vacating. Potential for sectional completion. Early contractor enagement will take place through a two-stage procurement process.	**Project Manager**	**RQ**		0		
Procurement													
8. Contractor Availability	Availability of suitably qualified contractors	31/05/2025	2	2	3	10	SCF have been engaged and an EoI notice issued.	**Project Manager**	**RQ**		£0		
9. Contractor Insolvency	Contractor and Supply Chain Insolvency	31/05/2025	2	2	3	10	Undertake regular credit checks of the main contractor and key supply chain	**Project Manager**	**RQ**		£0		
Environmental													
10. Requirement for Carbon R	Aspiration that the project is to consider `net zero' / EPCA.	31/05/2025	3	4	4	24	PV array to roof delivered through the project. Further testing of EPC / PEA required.	**M&E Sustainability Consultant / QS**	**SW/NS/RQ**		0		
Cost / Budget													
11. Construction Inflation	Potential risk surrounding increased construction costs. Cost plan currently does not include an inflation allowance.	31/05/2025	4	4	4	32	The construction budget will need to be closely monitored. Substitute materials that are costly / have long lead-ins. Early contractor enagememt	**Project Manager / QS**	**RQ**		£0		
12. IT Costs	The IT costs have been advised as being circa £400k. These costs currently sit outside the cost plan amount but have been reported `in the round'.	31/05/2025	2	2	4	12	Designs will include alternate approved to ensure availability without loss of quality or efficiency.	**Project Manager / QS**	**RQ**		£0		
13.Finishing Specification	The level of finishing specification will need reflect client aspiration and	31/05/2025	3	3	3	18	Site to be secured with heras-type fence panels. All buildings to be locked shut at the end of each working day. On-going surveillance to be considered if deemed necessary.	**Project Manager / QS**	**RQ**		£0		
14. Existing Services	Potential cost increase if existing building services cannot be adapted for re-use.	31/05/2025	3	3	3	18	Existing building services information has been provided. M&E consultant to further review as part of scope. Cost plan allowances made for items such as air-con upgrade. on site.	**M&E Sustainability Consultant / QS**	**SW/NS/RQ**		£0		

Category	Description	Date Identified	Risk				Mitigation	Owner	Owner	Impact Cost Assessment	Risk Allocation Cost	Employer Contribution	Date updated
			Probability	Consequence		Score							
Design													
15 EV Charging Points	There is an aspiration for 8 nr EV Charging Points. There is a risk that these cannot be accomodated within the project.	10/09/2025	4	4	2	24	The constraint of no EV charging points to the basement needs further clarification from a fire engineer. The three external space away from the building on the road can be EV chargers.	**M&E Sustainability Consultant / QS**	**SW/NS/RQ**		£0		
15 Spatial Requirements	There is a requirement to facilitate the CSC and committee rooms within the building. There is concern whether this and required desk space can all be fully accomodated.	31/05/2025	1	1	1	4	Internal designs are ongoing but these have demonstrated that all requirements can be accomodated.	**M&E Sustainability Consultant / QS**	**SW/NS/RQ**		£0		
People											£0		
16. Change in Project Team / Key Stakeholder Team	Risk of change to key project personnel.	31/05/2025	1	1	1	4	Dual contact points for each project discipline.	**All**					
H&S													
17. H&S Requirements	The proposed design needs to be in accordance with current H&S guidance.	31/05/2025	3	3	3	18	Appoint architect to undertake Lead Desinger / PD	**Project Manager**	**RQ**		£0		
Construction											£0		
18. Restricted Access	There may be a requirement for the contractor to commence work in advance of VP to the groundfloor.	31/05/2025	2	3	3	18	This will need clear segregation and care to avoid disruption to Foot Anstey. Detailed method statement required. Early contractor engagement required to consider logistics planning.	**Project Manager**	**RQ**		£0		
19. Interface with IT	The IT installation needs to be programmed and coordinated with main contractor to avoid delay / disruption claims.	10/09/2025	2	2	3	10	Ensure clear definition of programme and attendences requirements from Strata which will then be clearly comminicated throiugh the tender documentation.	**Project Manager**	**RQ**		£0		
19. Sectional Completion	There may be a requirement to take occupation of floors in advance of overall completion.	31/05/2025	2	2	3	10	Ensure Sectional Completion is properly reflected in the contract documentation. Occuption strategy to be detailed.	**Project Manager**	**RQ**		£0		
TOTAL													

B.1 University College London Space Standards Guidelines



In Summary:

The University College London Space Standards Guidelines establish a strategic framework for allocating space—both cellular and open-plan—across new developments (such as University College London East) and refurbishments of existing campus buildings.

The guidance promotes space efficiency as part of University College London's Estate Strategy and carbon-reduction objectives, encouraging collaborative, flexible environments with hot-desking, repurposed shared areas, and minimized circulation zones.

It provides structured guidance on staff allocations, spatial standards, configurations, and project workflows, with targets refined by RIBA Stage 2 to optimize efficiency and usage.

B.2 Health and Safety Executive Guidance

The Workplace (Health, Safety and Welfare) Regulations 1992 outline a wide range of health, safety and welfare issues which apply to most workplaces. The Health and Safety Executive issue guidance for establishing good practice regarding the Workplace Regulations. The following is an excerpt from that guide;

"Workrooms should have enough free space to allow people to move about with ease. The volume of the room when empty, divided by the number of people working in it, should be at least 11 cubic metres. All or part of a room over 3.0m high should be counted as 3.0m high. 11 cubic metres per person is a minimum and may be insufficient depending on the layout, contents and the nature of the work."

The above extract outlines that space person in an open plan or shared environment is calculated by dividing the area of the entire room by the number of staff using that room, University College London's space allowances have subsequently been based upon this methodology.

B.3 Office Space Guidelines

Figure 1 contains a list of proposed space guidelines for University College London to adopt as its Space Standard for projects going forward. This is an initial guideline for users and designers and focuses on workplace design from which an accommodation schedule is developed for an entire facility, with teaching spaces, meeting spaces and shared space.

The range of areas tabled are to permit allowances to be taken form an early stage allowance and then be improved upon through efficiencies achieved through the design process. The University College London reviews will be looking to see this improvement

OFFICE SPACE GUIDELINE	AREA PER WORKSPACE (m²)
Single occupancy cellular office	9 - 11
Shared cellular office	4.5 - 6
Open plan office	4.5 - 6
Post grad research space	4 - 4.5

University College London Space Standards Guidelines Figure 1

B.4 Meeting Space Guidelines

Meeting rooms of different capacities will be allocated in support of academic areas in proportion to the numbers of people on the floor/in the department as indicated in figure 3.

MEETING SPACES	AREA PER PERSON (m²)	SPACE PER PERSON (RATIO)
2 - 4 person	1.5 - 2	1:50
4 - 8 person	1.5 - 2	1:75
8 - 12 person	1.5 - 2	1:100
12 - 20 person	1.5 - 2	1:100
20 person +	1.5 - 2	1:200

University College London Space Standards Guidelines Figure 3

B.5 Layout and Configuration Guidelines

In the interests of reducing barriers, reducing building change/cost over time and increasing communication and flexibility, open plan teams should share the same space rather than be physically segregated by constructing walls. It shall be standard practice to share space where the building layout allows, to allow future flexibility, furniture rather than a physical structure, may be used to create a distinction if necessary.

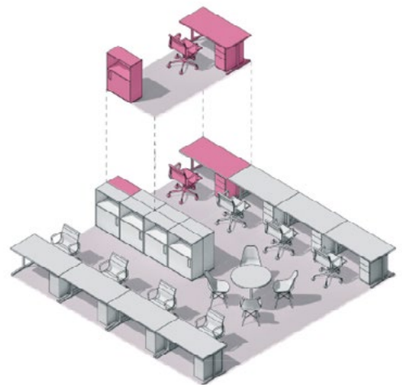
Desks within open plan areas shall generally be arranged in clusters with staff facing each other rather than in a 'U' shape configuration. Research suggests that within a cluster arrangement occupants feel more comfortable and part of a team.

Where staff sit in open place space small work rooms may be allocated at the prescribed ratio. These shall be for staff to use to work in private when required, the rooms will be controlled locally and a booking system may be operated. The rooms may also double for small meetings and shall be up to 10sqm. Modular furniture may also be used provide to this function.

B.6 Example Space Standards

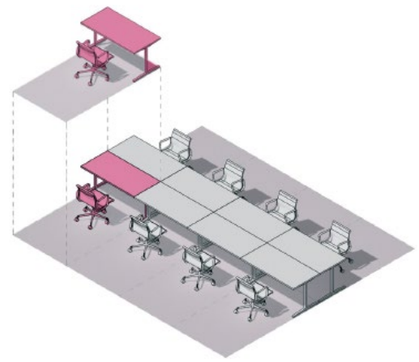
Open Plan Office

4.5-6sqm per workspace, 8 person occupancy



Post-Graduate Research Space

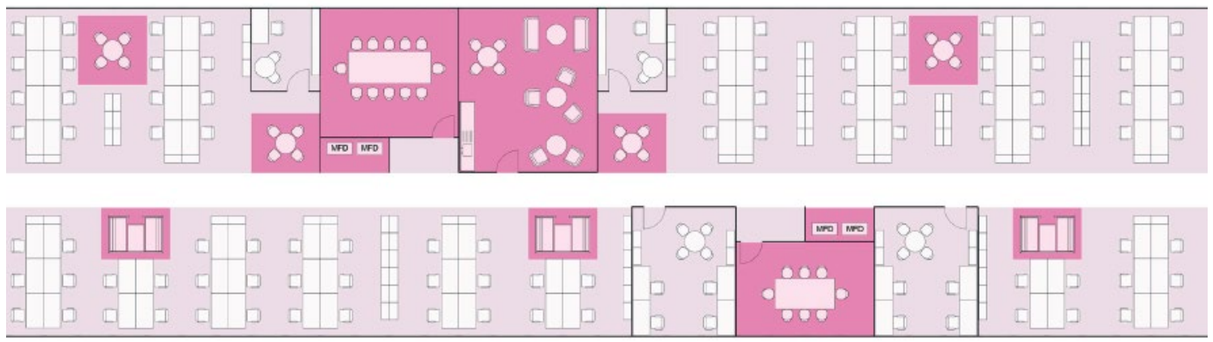
4sqm per workspace, 8 person occupancy



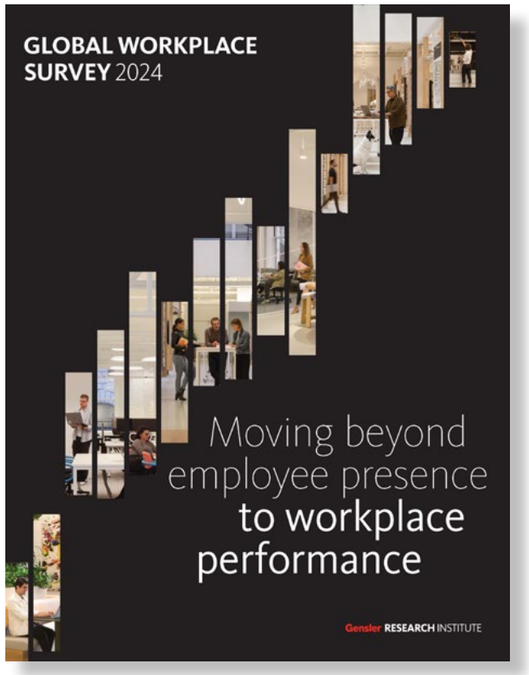
Example Arrangement

Key:

- *Workspace*
- *Support Space*



C.1 Gensler Global Workplace Survey 2024



In Summary:

The Gensler Global Workplace Survey 2024, drawing on over 16,000 office workers across 15 countries, highlights a shift from measuring workplaces by efficiency alone to evaluating how they support both functionality and employee experience.

High-performing workplaces empower staff with choice and autonomy, offer well-designed spaces enriched by in-office and neighbourhood amenities, and provide diverse settings—from focus rooms to cafés and outdoor areas—that foster innovation, social connection, and wellbeing.

The survey underscores that people-centric, emotionally engaging environments deliver stronger outcomes for individuals, teams, and organizations than space efficiency metrics alone.

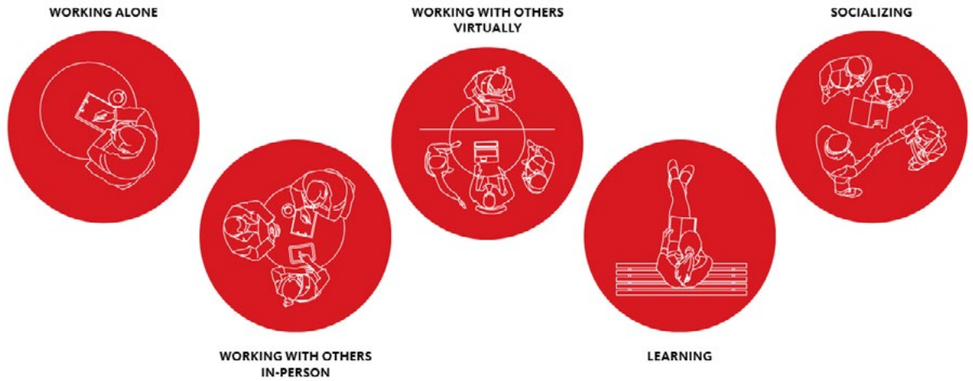
C.2 Workplace Evolution

Global office workers today spend ***half their typical work week in the workplace, 20% of their time at home, and 29% in other locations such as co-working spaces, client or customer sites, and business travel***. Pre-pandemic, this average was closer to 70% of time in the office. Now, more than ever, the workplace needs to respond to a wider offering of spaces and experiences

How we work also continues to evolve. For the first time, global office ***workers currently spend the same amount of time (40%) working alone as they do working with others in-person and virtually***, on average. The remaining time is spent learning and on professional development, and socializing, connecting, and building networks

C.3 Work Modes

A good workplace is optimized to effectively support all five work modes: working alone, working with others in-person, working with others virtually, learning, and socializing. These serve as fundamental design factors that support the full spectrum of work.



C.4 High-Performing Workplaces

Strong teams are much more likely to sit together when they're in the workplace—***81% of employees in strong teams say they often sit with the people they work with, compared to just 50% of those in the weakest teams***. As a result, they are also almost twice as likely to be aware of what their teammates are working on. The office is an important environment for the strongest teams to work together.

The top reasons they give for coming in are:

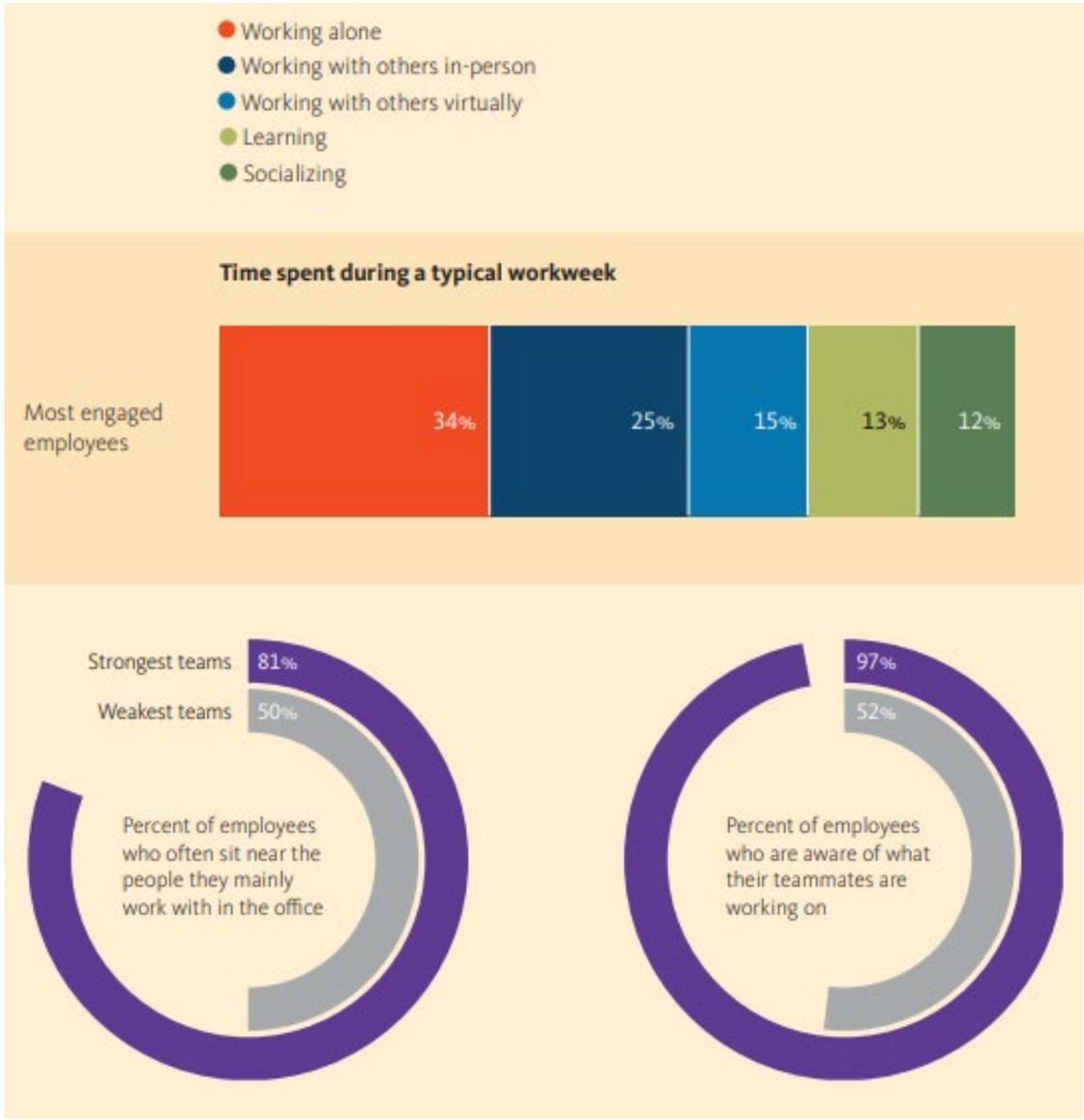
- ***for in-person team meetings,***
- ***to focus on their work,***
- ***to sit with their team,***
- ***and to socialize with their colleagues.***

In high-performing workplaces, 94% of employees have a choice in where they work within the office.

High-performing workplaces also offer greater access to spaces for critical work activities, and overall ***have more work settings to choose from beyond individual workspaces*** and enclosed meeting rooms. This empowers employees to work at the most effective spaces for their task.

Positive social connections at work can increase productivity by improving how employees work together to get the job done.

– Research from Harvard School of Public Health



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