

Site area requirement for new CAP = 275 m ²	Option 1 CAP in Crook Civic Centre	Option 2 CAP and library in Crook Civic Centre	Option 3 Typical retail outlet
Site Characteristics			
Description	<p>Four storey purpose built Civic Centre located on the north side of the market place in the centre of the town and opened in 1989.</p> <p>Possibly the best located office building of all the former district councils for the delivery of frontline public service, and currently providing the CAP for Crook and surrounding settlements.</p>	<p>Four storey purpose built Civic Centre located on the north side of the market place in the centre of the town and opened in 1989.</p> <p>Possibly the best located office building of all the former district councils for delivering a frontline public service and currently providing the CAP for Crook and the surrounding settlements.</p> <p>The library is a 1970s brick building with flat roof, located on the southern side of the market place.</p> <p>This option is to incorporate the library and CAP into part of the ground floor of the civic building as part of the regeneration of the market place.</p>	<p>Reason for inclusion is for comparative purposes only. To distinguish between the occupancy of a retail unit and that of a current office base.</p> <p>No vacant retail unit was identified, however planning restrictions may apply.</p>
Location	<p>Town Centre.</p> <p>Located in a prominent position on the north of the market place in close proximity to the public transport network and public car.</p>	<p>Town Centre.</p> <p>Located in a prominent position on the north of the market place in close proximity to the public transport network and public car.</p>	<p>No vacant unit identified in the vicinity.</p> <p>Any vacant retail would need to be situated on the main high street, or market place.</p> <p>Located in a prominent position in close proximity to the public transport network and public car.</p>
Ownership / Title	DCC ownership except for part of the ground floor leased from the adjacent bank.	Both buildings in DCC ownership except for part of the ground floor of the civic leased from the adjacent bank.	Private ownership
Size	<p>Four storey building of 5,521m². The total of the ground floor equates to 1,355m².</p> <p>Major parts of the ground floor are under-utilised with the current CAP and Registrar being the only occupying services. Office accommodation, central mall, former café and staff rest room all vacant.</p>	<p>Four storey building of 5,521m². The total of the ground floor equates to 1,355m².</p> <p>With major parts of the ground floor under-utilised (see option 1), the relocation of the library service and the creation of a CAP that matches the service requirements, maximises the use of space allowing the remaining area to be better utilised for alternative service delivery.</p>	No information – subject to premises availability.
Accessibility/Condition	The building is fully accessible. Good condition.	The building is fully accessible. Good condition.	No information – subject to premises availability.
Availability of property	<p>The vacant office accommodation assists the reconfiguration for the CAP.</p> <p>The remaining space on the ground floor remains unaffected.</p> <p>The upper floors are currently operational.</p>	<p>The vacant office accommodation assists the phasing of the work to create both the library and CAP accommodation.</p> <p>The upper floors are currently operational.</p>	No information – subject to premises availability.
Considerations, opportunities and benefits	<p>This is a prime location for the CAP and an opportunity to deliver the required brief.</p> <p>To create a CAP that matches the brief, and maximises the underutilised space in the central mall and the creation of a main reception desk.</p>	<p>This is a prime location for the CAP and opportunity to deliver a joint service delivery with the relocation of the library service.</p> <p>Reduced library revenue costs of £25,000pa.</p> <p>Removal of the urgent repairs and maintenance to the structure of the library building, and the consequential disruption of service (possible closure).</p> <p>Co-locates public services for ease of Customer access and enhanced service provision.</p> <p>Customer point of contact will be via a joined up service delivery reception desk negating the need to operate 2 reception desks and streamlining the customer experience.</p>	<p>Would be perceived by the public as being waste of money, and draw severe criticism as it is a current, although non compliant CAP in a modern civic building.</p> <p>Occupying a non DCC building would result in additional surplus accommodation.</p> <p>No alternative use of the surplus space on the ground floor.</p> <p>Planning approval for change of use would be required.</p>

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Assessment of Options			
1. Capital Costs (or receipt)	Feasibility estimates from Technical Services are: CAP adaptations £504,562 (excludes the library adaptation costs).	Feasibility estimates from Technical Services are: £786,815 inclusive of furniture and fit out costs for both the relocation of the library and adaptations to enhance the CAP facility. Separately the costs would be: Library relocation £430,566 CAP adaptations £504,562 It should be noted that there is no budget provision for any of these works. There may be £200,000 available from the land deal for the relocation of the library.	Circa £800,000+ Cost of adaptations to include refurbishment, furniture and ancillary items.
2. Revenue implications	As existing.	Library revenue savings of £25,000.	Significant increase in revenue cost.
3. Site Suitability	The current CAP is well situated, but the existing configuration does not comply with the requirements to deliver an improved customer service.	The site is suitable for joint service delivery.	Unable to comment until vacant premises identified.
4. Location that supports service delivery	Central location – ideal for public access	Central location – ideal for public access	Central location. Easily accessible by public transport, and close to car park.
5. Regeneration impact	Maintain benefit of current town centre focus.	Co-location of services within the town centre may improve footfall in the town which in turn could help stimulate retail and market custom.	Reduces retail accommodation in the town centre.
6. Risks to successful delivery	No budget to support the project. The reconfiguration for the CAP also needs to consider the relocation of the library. Failure would result in abortive work and not address a future joint service delivery. Failure to incorporate the library would compromise the sale of the former library site and proposed retail development opportunity. If undertaken as a separate project prior to the library, then there would be no opportunity to create a joint service reception desk. The project to relocate the library will result in the loss of three existing interview rooms, which would need to be re-provided, together with an additional reception desk in an alternative location. Alterations to provide a CAP to the required specification would result in abortive work having to be undertaken in the future for the library, if both projects are not done simultaneously as one project.	No budget to support the scheme. Agreement to deliver services jointly needed. Failure to relocate the Library and incorporate as one project would compromise the sale of the former Library site/development opportunity. If the relocation of the library is undertaken as a separate project prior to the CAP, then there would be no opportunity to create a joint service reception desk. The creation of new library accommodation results in the loss of three interview rooms that would need to be re-provided, and a reception desk in an inappropriate location for joint service delivery. Future alterations to provide a CAP to the required specification would then have resulted in abortive work having to be undertaken as part of the library project. It is therefore financially advantageous that alterations to create a CAP and library are undertaken simultaneously as one project and to minimise disruption.	Impact on the revenue budget. Inability to locate suitable vacant premises.
Recommendation for Short List Consideration	Dismiss on the basis that it does not future proof a joint service delivery between the CAP and library service and the urgency of relocating the library service.	Recommend. Creates a joint service delivery for the CAP and library service, but dependant on being approved for both elements.	Dismiss:- a) Does not integrate both services. b) Substantial increase in revenue costs. c) Very high capital investment required. d) Timescales for the town centre redevelopment.