3.7 Guildhall Brief Development

Commercial Office

Commercial Office

It was decided by the Council to progress with Option 2a, Commercial Office..

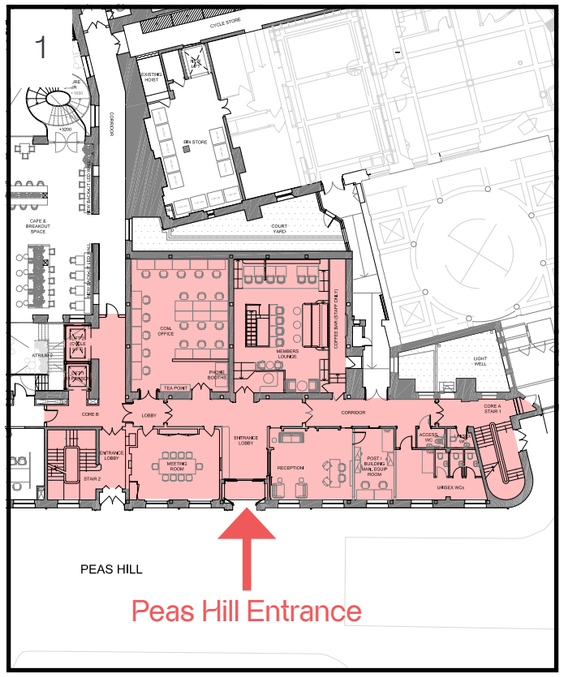
Dialogue with a range of local agents has shaped the commercial office offer. The key points requested by local agents are:

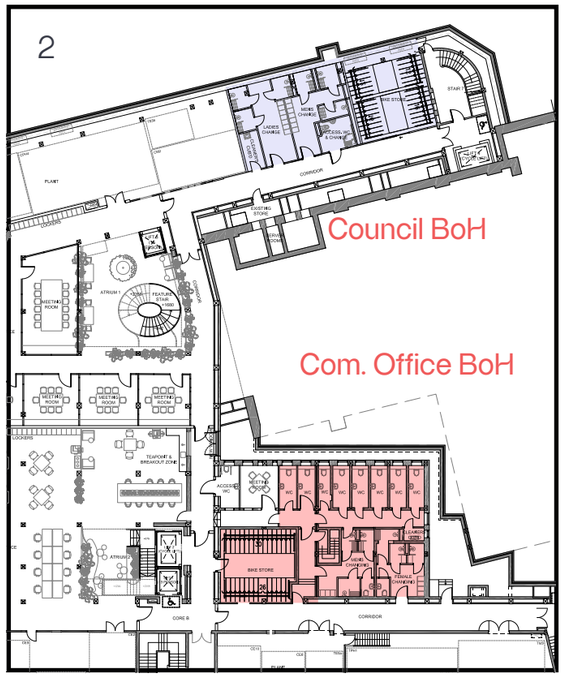
1. Two separate entrances, one dedicated to the council offices and one for the other areas of the Guildhall.
2. Separate back of house facilities to that of the Council office accommodation.
3. Where possible access to the commercial office demise is kept separate from other areas of the Guildhall.
4. Separate lifts provision.
5. An extension at 4th floor to provide further office space.
6. The ability to split floor plates into smaller tenancies.

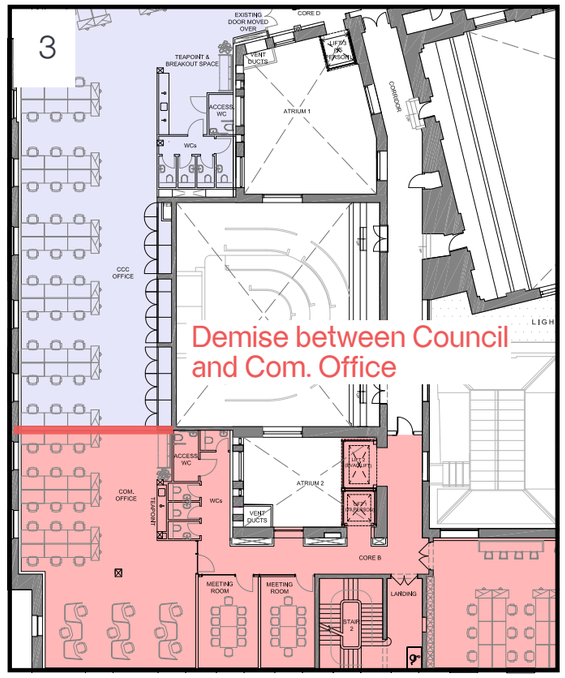
The commercial office occupies parts of the basement level, ground floor and second floor, and the entirety of the third and fourth floors.

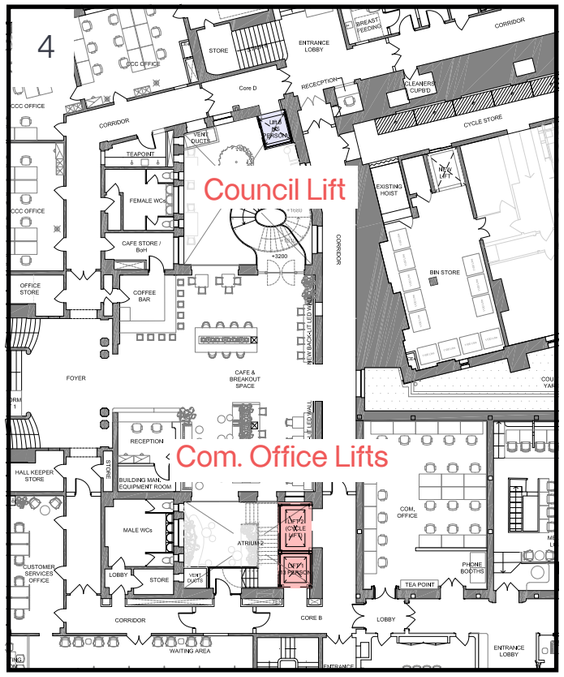
The above requirements are met through the following design proposals:

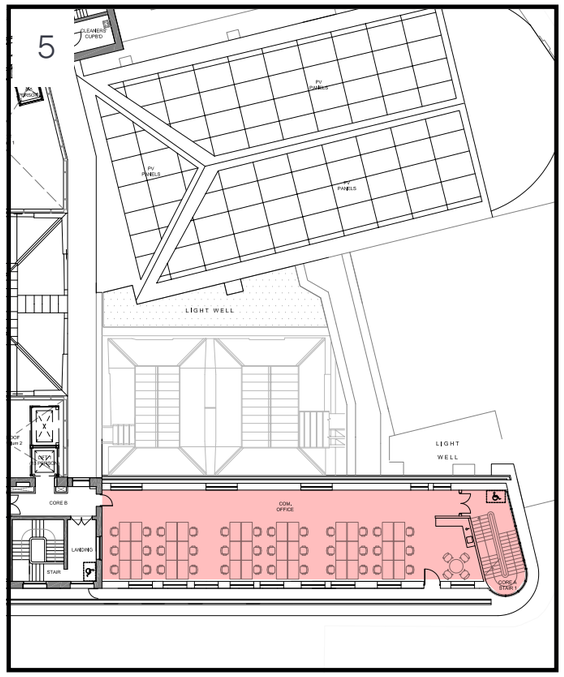
1. A designated entrance for the Commercial Office at Peas Hill.
2. Seperate BoH facilities provided at basement level.
3. The areas designated for the commercial office are separated from other uses within the Guildhall on all levels.
4. Lifts 1 and 2 are designated for use by the commercial office staff, while Lifts 3 and 4 are reserved for Council staff.
5. Extension proposed for the fourth floor
6. See following page to demonstrate the ability to split floor plates into smaller tenancies.











6

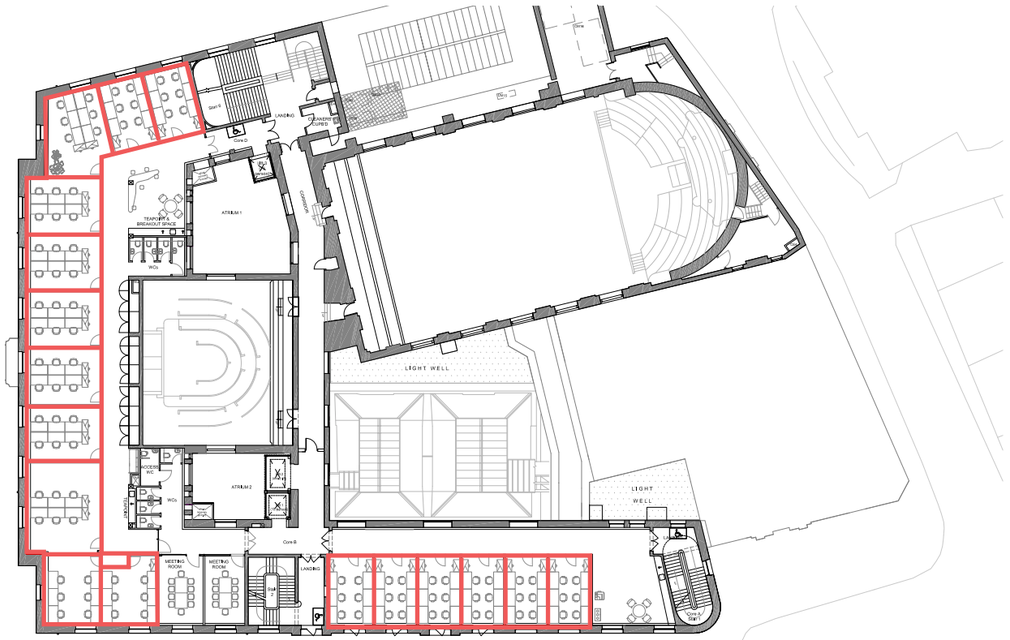
See next page

3.8 Management Agreement Office Layout Options

As detailed on the previous page, a key request from local agents is for the commercial office space to have flexibility to divide floor plates into smaller tenancies allowing for numberour smaller offices on each floor. Our experience working with serviced office providers also suggests there may be a desire for this.

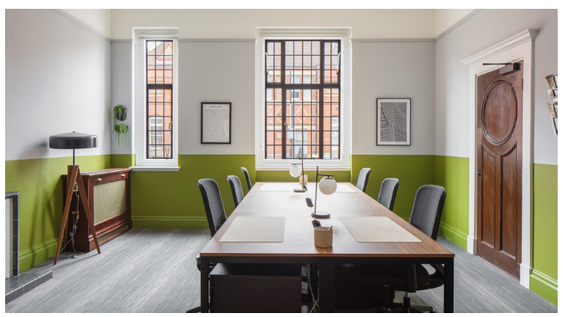
Diagrams presented here demonstrate how this could be achieved.

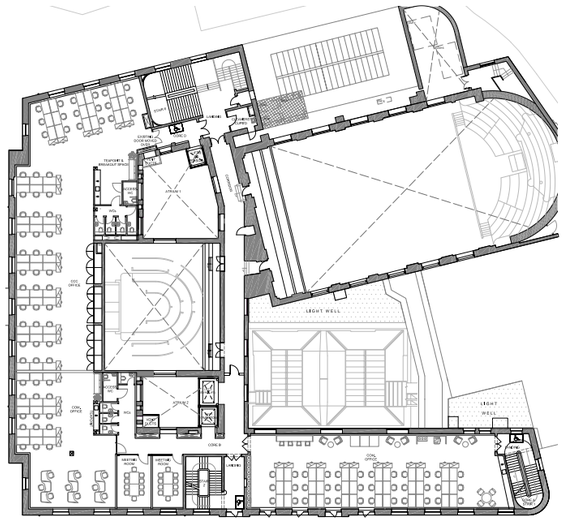
These options will need to be explored in further detail once a serviced office operator is engaged.



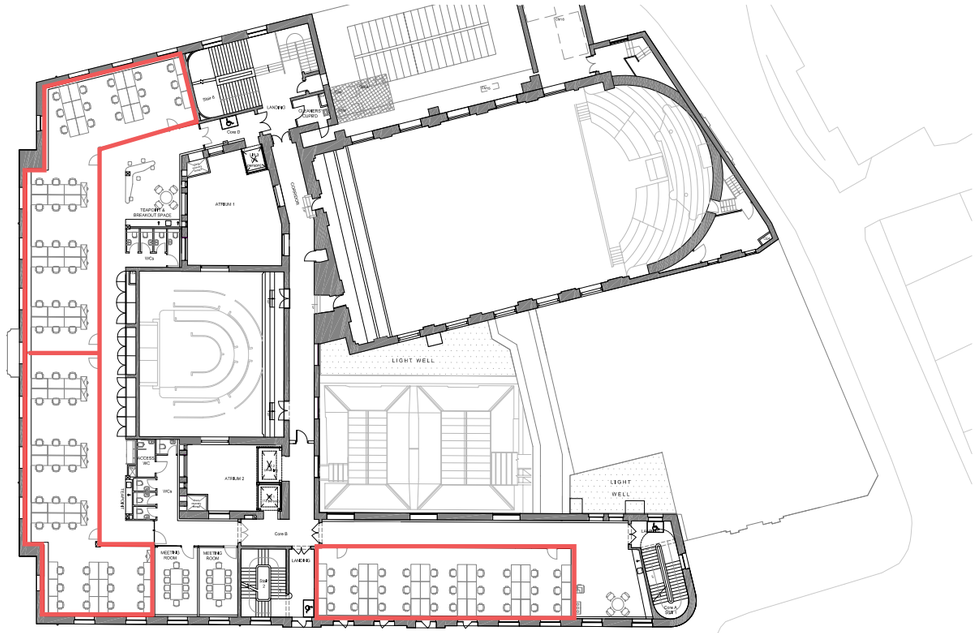
Alternative office plan split into 17 six person offices



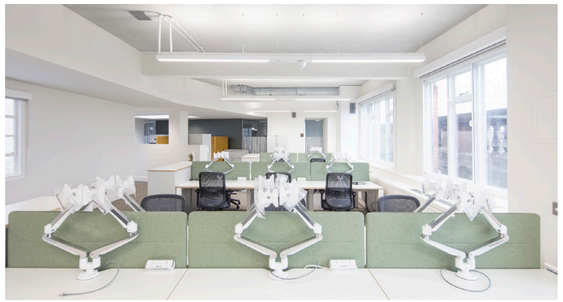




Typical upper plan (Levels 2-4) - open plan office layout



Alternative office plan split into 3 spaces

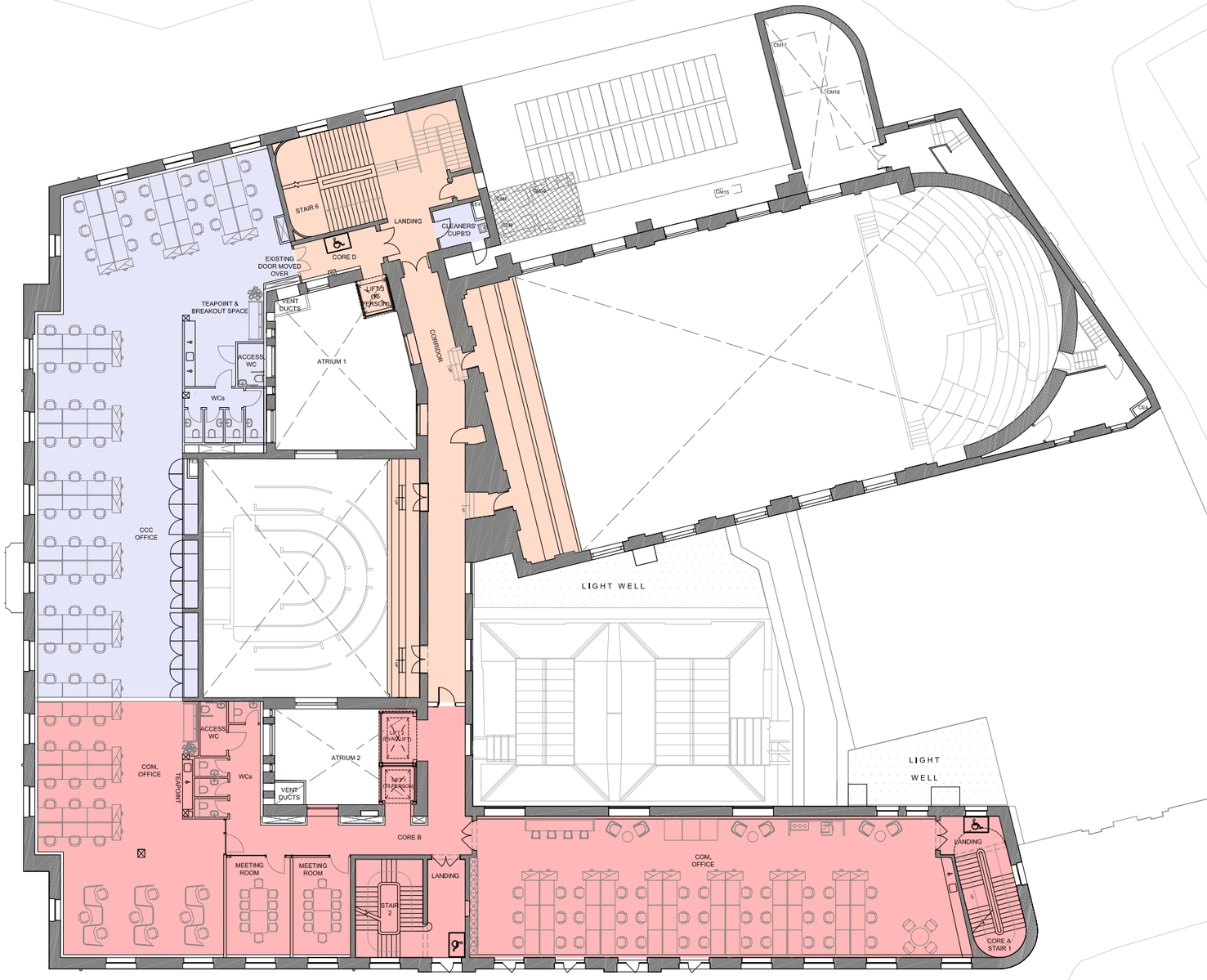




Internal fit out examples (Source: Cartwright Pickard)

- CCC Office Accommodation
- Commercial Office Accommodation
- CSC Office Accommodation
- Democratic Rooms, Meeting Rooms and Assembly Halls
- CCC & Com. Office

See Appendix 1 for the full set of proposed drawings.

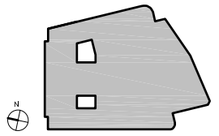


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A0

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- Existing
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Cambridge City Council

Project
CCQ | Cambridge Civic Quarter

Building Name
Guildhall

Drawing Title
Proposed Second Floor Plan

Scale
1:100 @ A0

Drawing Created
July 2024

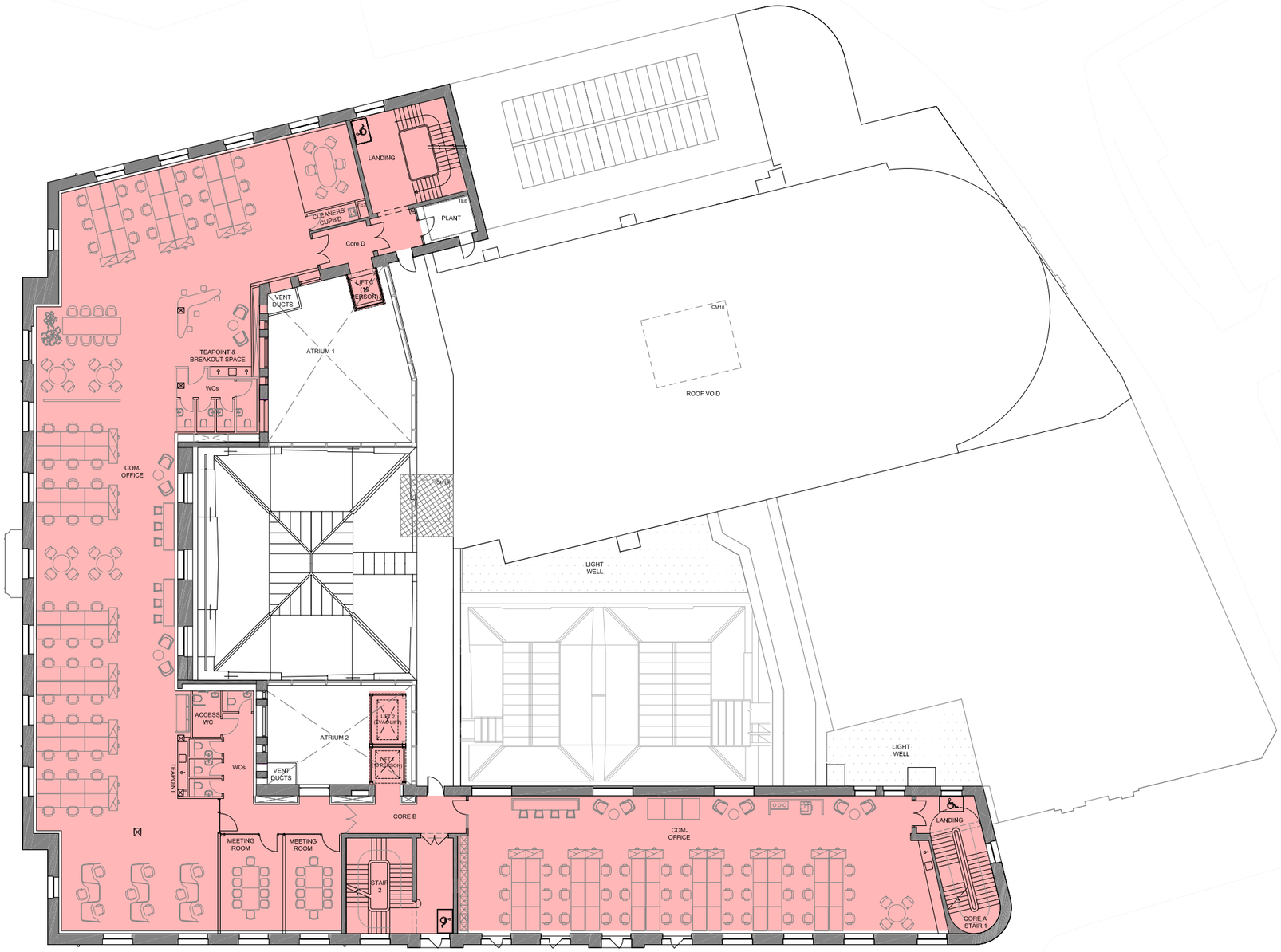
Revision
P01

Drawing No.
CCQ-CPA-GH-02-DR-A-2004

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- CCC Office Accommodation
- Commercial Office Accommodation
- CSC Office Accommodation
- Democratic Rooms, Meeting Rooms and Assembly Halls
- CCC & Com. Office

See Appendix 1 for the full set of proposed drawings.

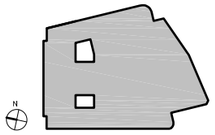


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Client
Cambridge City Council

Project
CCQ | Cambridge Civic Quarter

Building Name
Guildhall

Drawing Title
Proposed Third Floor Plan

Scale
1:100 @ A0

Drawing Created
July 2024

Revision
P01

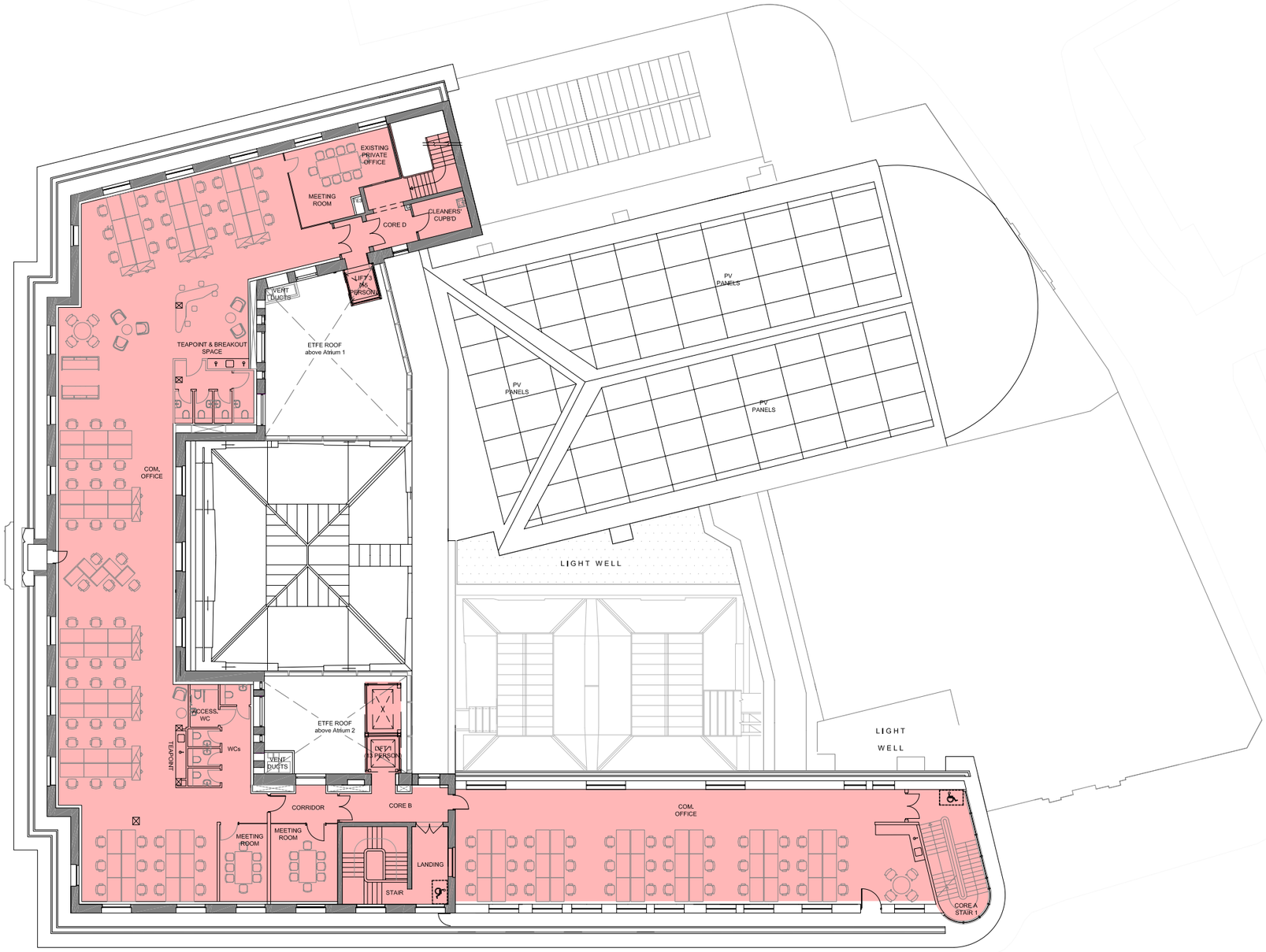
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- Democratic Rooms, Meeting Rooms and Assembly Halls
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See Appendix 1 for the full set of proposed drawings.

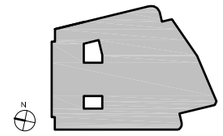


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Cambridge City Council

Project
CCQ | Cambridge Civic Quarter

Building Name
Guildhall

Drawing Title
Proposed Fourth Floor Plan

Scale
1:100 @ A0

Drawing Created
July 2024

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P01

Drawing No.
CCQ-CPA-GH-04-DR-A-2006

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3.9 The Museum of Cambridge

Following the decision by the Council, the Consortium have looked to incorporate the Museum of Cambridge into the Guildhall. The Council and the Consortium have met with the MoC and received the following outline brief. Parts of this are extracted and can be seen below.

How much space?

Use	Area (m²)
Circulation	126.3
Office	64.5
Exhibition	224.3
Cafe	17.7
Storage	88.7
WC	11.4
Education	68.1
Welcome	10.5
Retail	9.2
Totals	**620.7**

How many visitors?

The MoC currently received 9,809 (plus circa 4000 event attendees) visitors per year. MoC have stated that; We estimate that a Museum of Cambridge at the Guild Hall would aim for between 250,000-500,000 visitors per year at its peak.

Using the upper estimate, this equates to 1,369 visitors per day or 238 per hour.

We feel that this estimate may be on the higher side, considering current visitor numbers to other better-known museums within Cambridge. We must be careful that utilising these high visitor numbers when designing the space doesn't adversely impact on our ability to incorporate the MoC into the Guildhall.

The MoC have also stated that school groups could attend on a daily basis and that an events space to welcome school pupils would be required.

We have worked on the basis that some of the facilities, such as WC's, café, entrance etc. can be shared with the Council and that the exhibition and circulation can be provided at basement level. There are great examples of this in Cambridge, such as the Museum of Zoology.

The Proposal

The proposal would allow the MoC to occupy circa 500sqm of space within the basement. The remainder of the basement space is occupied by back of house and plant equipment. The MoC would be accessed via the main Market Hill entrance to the Guildhall. Visitors would enter the 'Heart' space and be greeted by the MoC reception. Access to the basement level would be via the enclosed atria to the Peas Hill side of the Guildhall.

Currently a dedicated staircase is shown but lift provision needs to be established (see ground floor plan on next page.

At basement level the atrium would bring some natural daylight into the space, along with several pavement lights to the perimeter. The MoC would have use of shared WC's provided below the Police and Sessions courts (see basement plan on next page).



The Cambridge Museum of Zoology - basement space
Source: https://foursquare.com/cambridg1473031

Additional Desired Requirements for Museum Space

Space Requirements – Existing area is 516sqm, consider a space for the museum which is equal to or better than the area of current site, ideally equivalent to option 3, 605.5 sqm. It was noted that with a multi-use space like the Guild Hall we may be able to share spaces e.g. a bookable events space for school visits, for example.

Archives - In their current museum they have 1300/1400 items on display, with around 40,000 items in total (39,000 in storage.) Current archives room in basement – shelves on roller tracks, works well, however not nearly enough room for records. Excess material placed in loft or in open basement space. Not suitable!

Visitor numbers – they receive around 10,000/11,000 visitors annually, with an additional 3000-6000 visitors annually for events hosted in the space. These figures should be as might as 25,000/30,000 for a space of this nature.

Staff numbers – Around 4.5 staff members currently, current allocation of desks around 6/8 desks.

Security - Currently they have CCTV, alarms and locking. They do not need onsite physical staff security, as nothing of intrinsic high value.

Displaying Items – A number of items are UV sensitive, in these spaces they use UV films on the windows, however more suitable approach would be to house in UV sensitive cabinets.

Humidity levels can be an issue in current Museum, with the attic spaces becoming very hot and basement space has underground water.

Access - Poor visual impairment for shows, with uneven levels and access. No DDA compliant lift in current Museum. Accessibility poor.

High level design impact

Incorporating the MoC will come with several challenges, these are described at high level below, and will need to be further developed at RIBA Stage 3. There is a risk that one or more of these prevents the MoC being technically feasible of being sited within the Guildhall.

Fire

A museum will provide higher fuel loading that that in a typical office, and therefore, this effect of the smoke layer depth and temperature as well as the required ventilation at the head of the atrium will need to be assessed.

This could lead to the changes being required to the atrium design, smoke extract systems or potentially even the introduction of misting/ sprinkler systems.

Please refer to the ARUP Fire Stage 2 Report for further details, see Appendix 11.

MEP

The Museum will have a different set of required environmental conditions. Museum collection typically require a stable temperature and humidity. This will likely require separate plant equipment, spatially this will be challenging given the current constraints of the Guildhall.

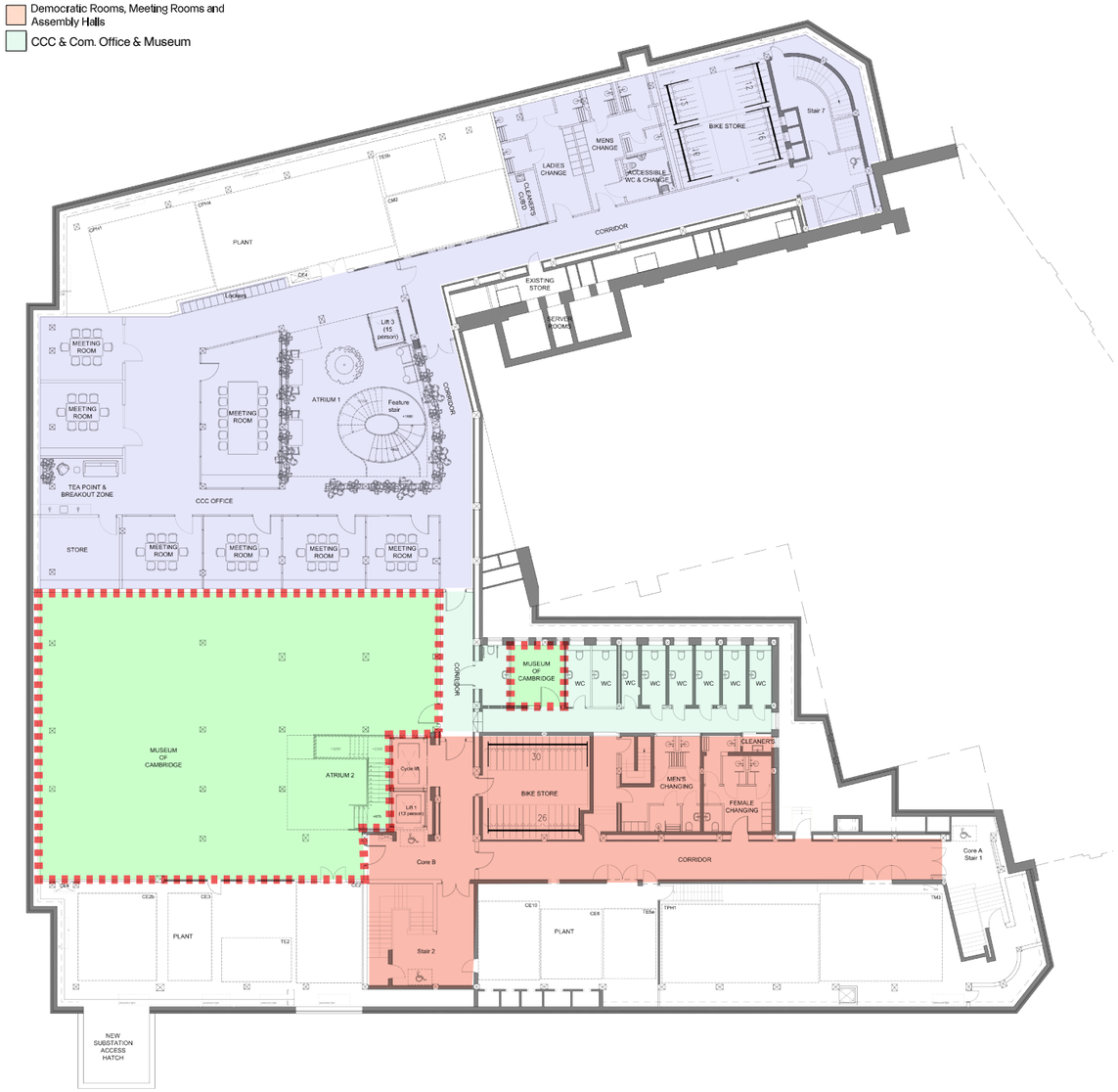
Please refer to the Max Fordham Stage 2 Report for further details, see Appendix 5

Lifts

Access into the Museum is key. A decision on access to lifts would need to be made, this could mean introducing another lift to the scheme.

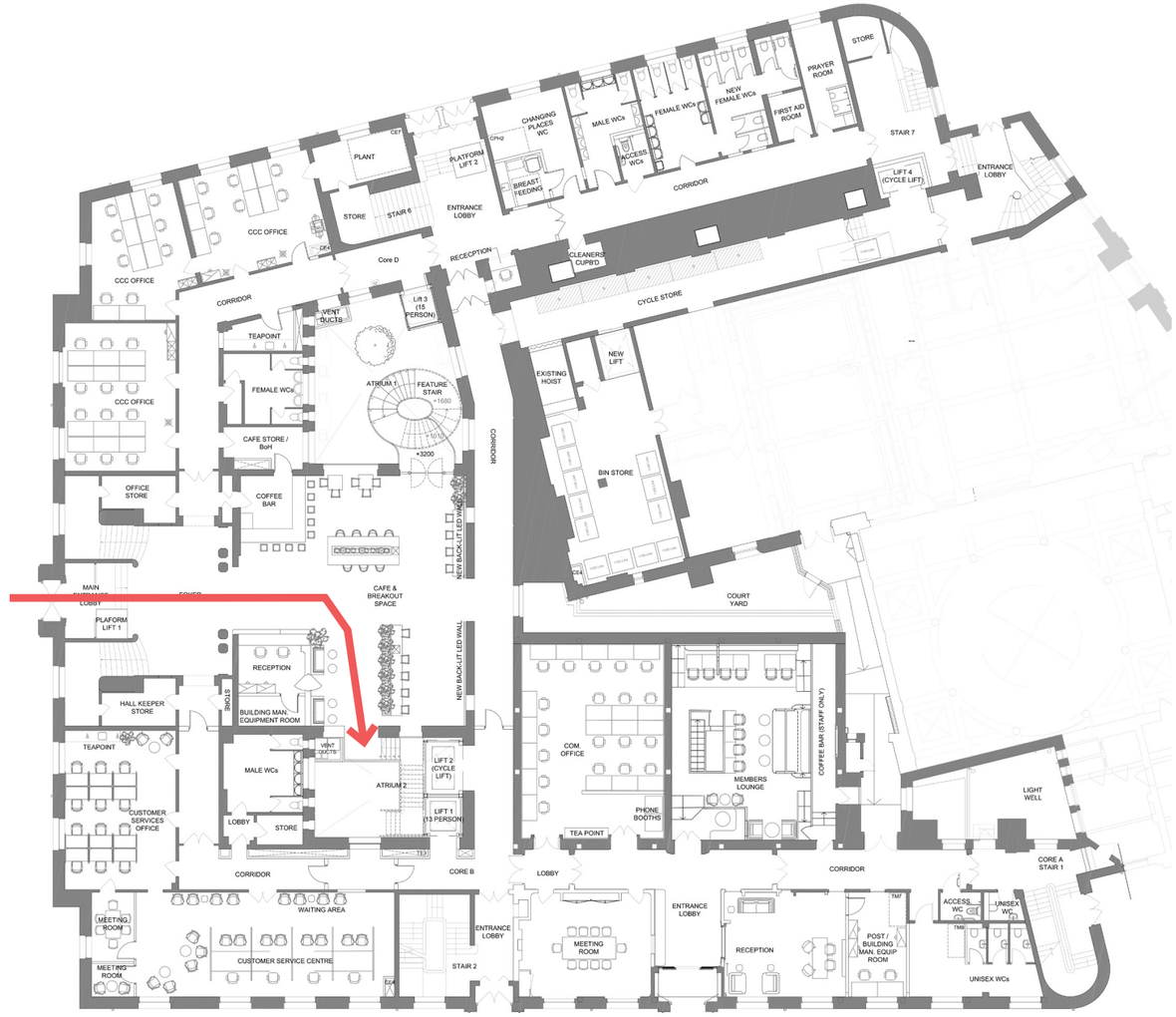
3.9 Museum of Cambridge

CCC Office Accommodation
Commercial Office Accommodation
CSC Office Accommodation
Democratic Rooms, Meeting Rooms and Assembly Halls
CCC & Com. Office & Museum



Basement Floor Plan - Museum of Cambridge Potential

Museum WC facilities would be shared with Council and Com. Office staff at basement level.

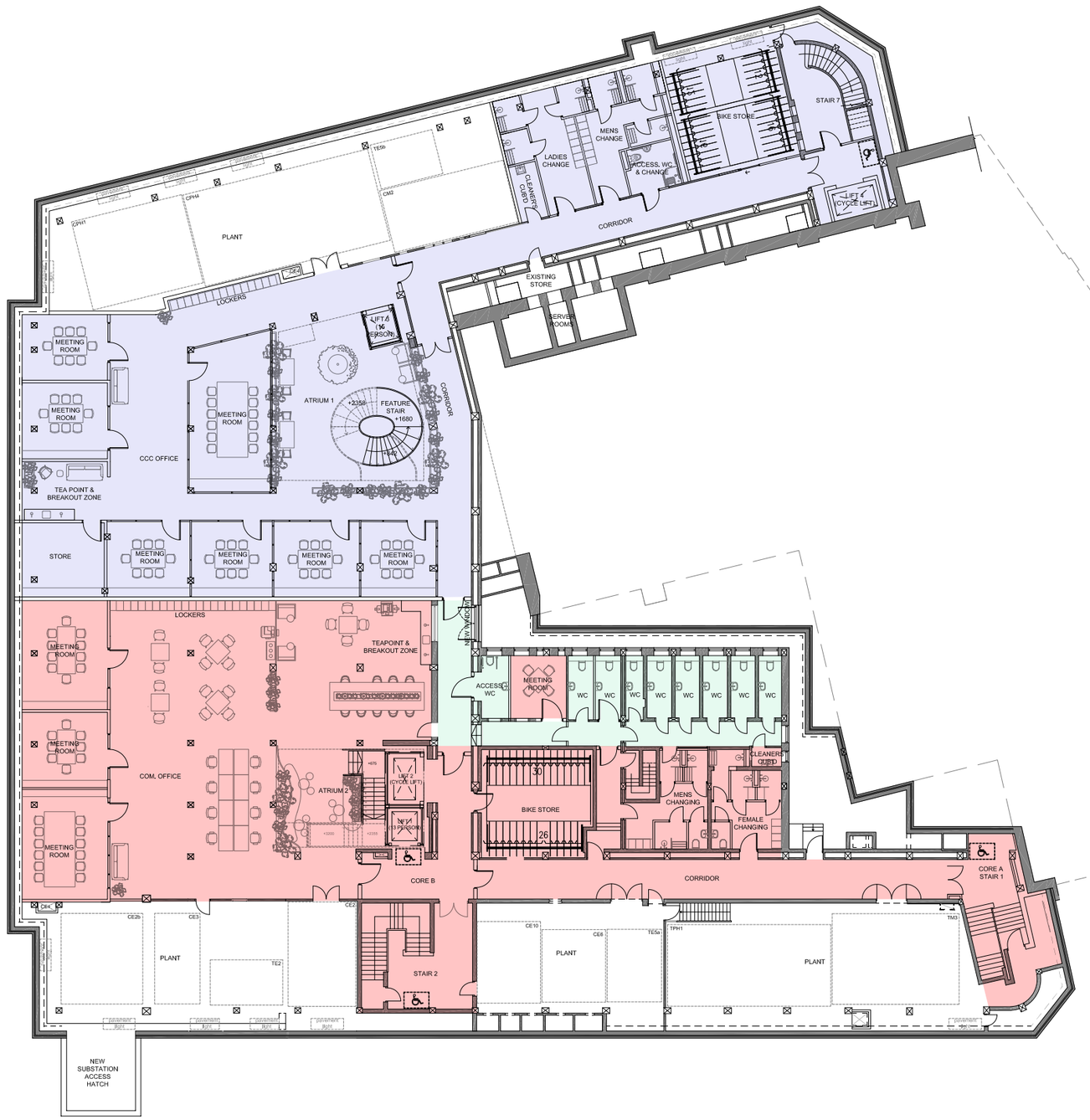


Ground Floor Plan - Museum of Cambridge Potential

The museum entrance route would be via the Market Hill entrance, with access to the museum provided by a staircase within Atrium 2. Accessible routes, via lifts, still need to be developed.

- CCC Office Accommodation
- Commercial Office Accommodation
- CSC Office Accommodation
- Democratic Rooms, Meeting Rooms and Assembly Halls
- CCC & Com. Office

See Appendix 1 for the full set of proposed drawings.

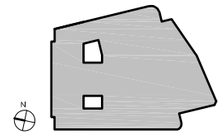


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Client
Cambridge City Council

Project
CCQ | Cambridge Civic Quarter

Building Name
Guildhall

Drawing Title
Proposed Basement 1 Plan

Scale
1:100 @ A0

Drawing Created
July 2024

Revision
P01

Drawing No.
CCQ-CPA-GH-B1-DR-A-2001

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3.10 Committee and Members Rooms Flexibility

The current furniture arrangement in the committee rooms lacks flexibility for the variety of uses the council may require. Therefore furniture modifications and potential layouts are proposed to enhance the usability of these spaces whilst preserving as much of the existing furniture as possible.

By improving the flexibility of these spaces, we aim to encourage more frequent use by a broader range of Council staff, community uses and events.

We will review proposals in detail at RIBA Stage 3.



Committee Room 1



Members Room

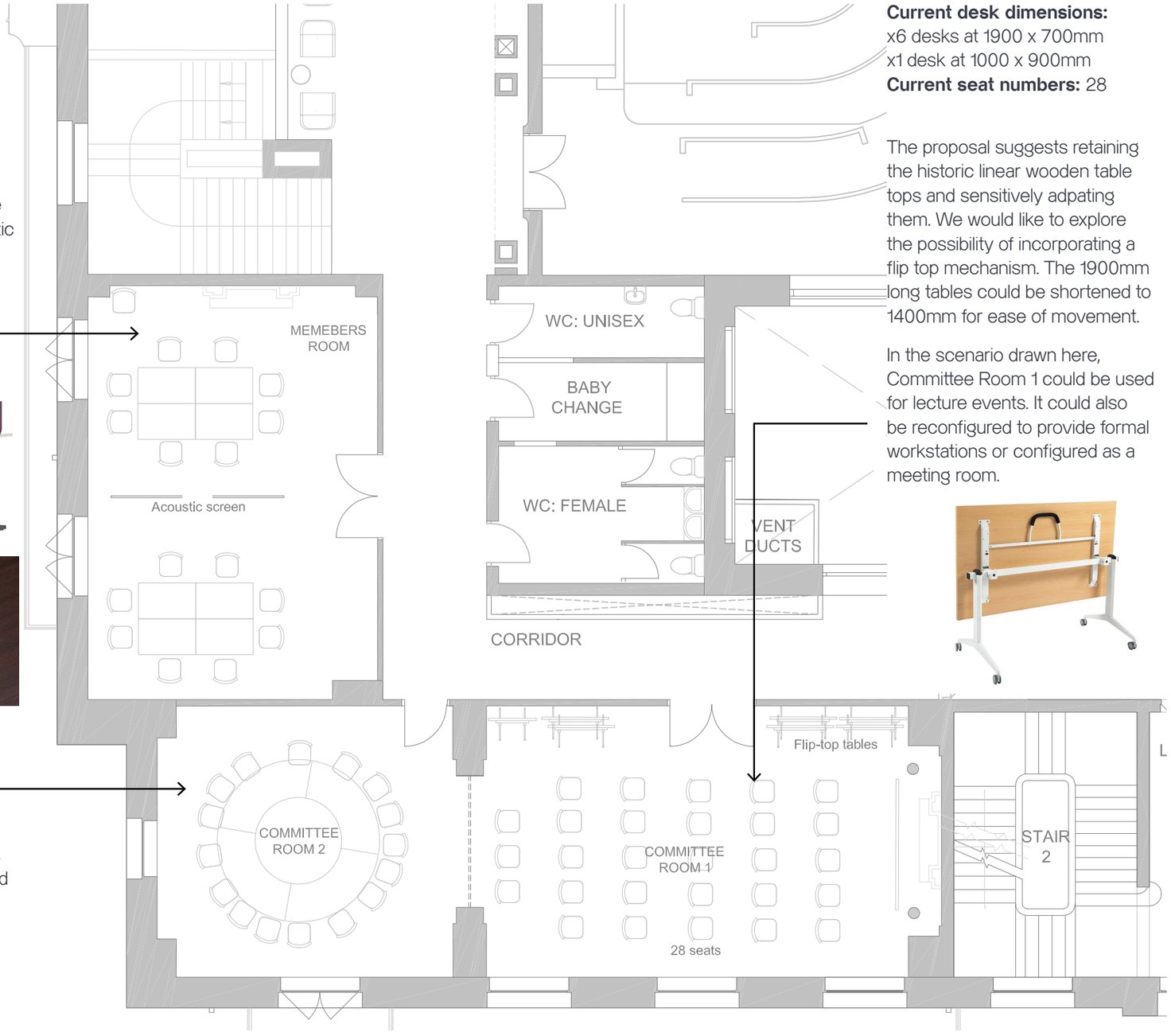
Current desk dimensions:
x3 desks at 1200 x 750mm
Current seat numbers: 17

Through the addition of 5 tables at 1200 x 750mm, the Members Room could be arranged as breakout work space, featuring smaller table clusters separated by acoustic screens.





Due to the unique circular nature of the tables in Committee Room 2, the current arrangement will remain unchanged. However, the space could be enhanced by installing power and data modules within the tables to accommodate laptop use. Privacy screens could also be clamped onto the table to facilitate solo working.



Current desk dimensions:
x6 desks at 1900 x 700mm
x1 desk at 1000 x 900mm
Current seat numbers: 28

The proposal suggests retaining the historic linear wooden table tops and sensitively adpating them. We would like to explore the possibility of incorporating a flip top mechanism. The 1900mm long tables could be shortened to 1400mm for ease of movement.

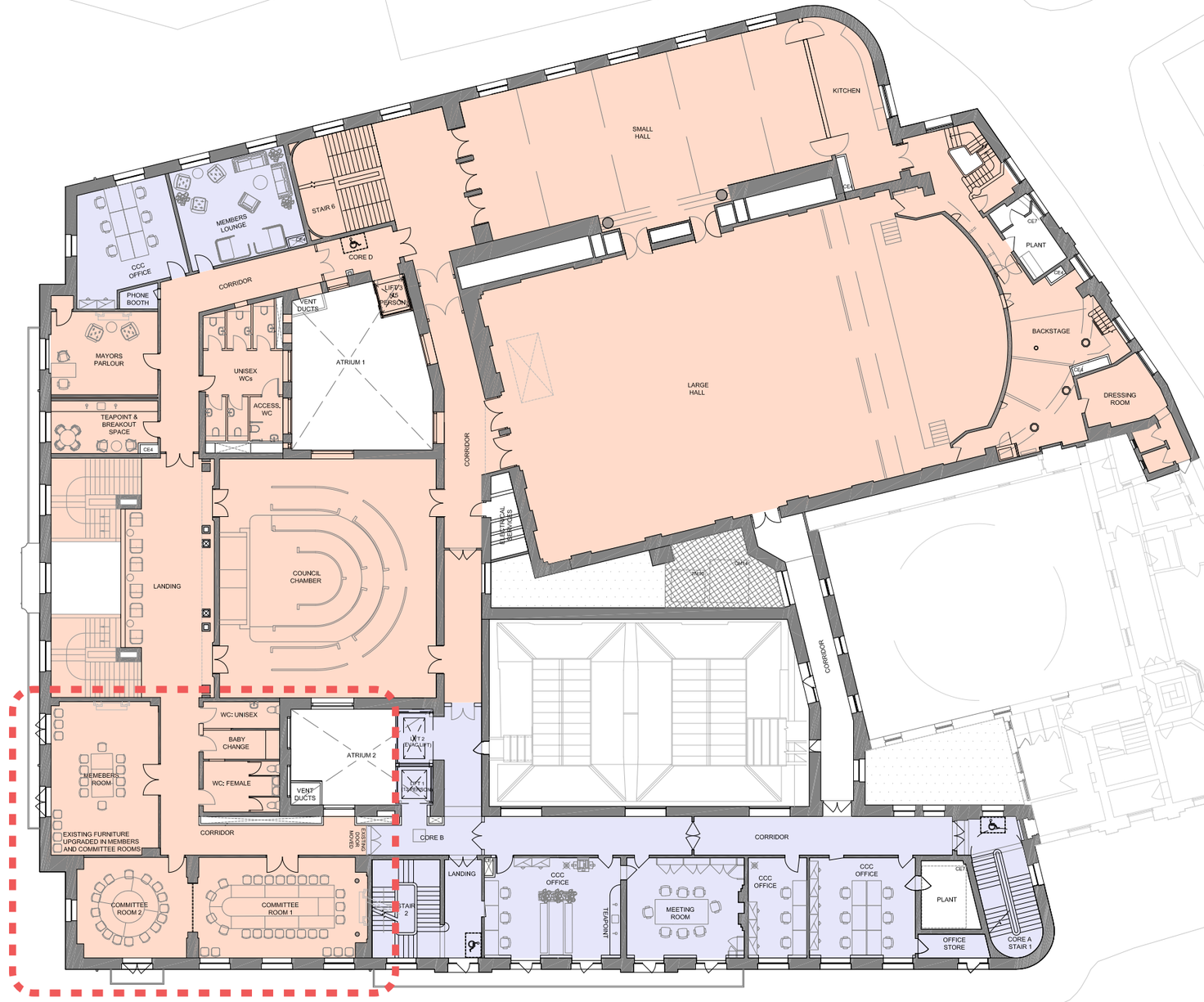
In the scenario drawn here, Committee Room 1 could be used for lecture events. It could also be reconfigured to provide formal workstations or configured as a meeting room.

Committee and Members Rooms on the First Floor

Sources: (top left) https://impactacoustic.com/en/products/desk-dividers/wrap-performance, (bottom left) https://madisonliquidators.com/blog/adding-power-outlets-to-a-conference-table/, (right) https://www.officefurnitureonline.co.uk/flip-top-conference-table-1200-x-800.html?spc=365679B&gad_source=1&gclid=CjwKCAjwpbi4BhByEiwAMC8JnfHZFHNSg_iyYcpWN8pc3nhKjWgwM0e2WAwW6-Q1z3Ls7W3SwFJGMRoCAyoQAvD_BwE

- CCC Office Accommodation
- Commercial Office Accommodation
- CSC Office Accommodation
- Democratic Rooms, Meeting Rooms and Assembly Halls
- CCC & Com. Office

See Appendix 1 for the full set of proposed drawings.



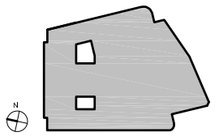
Area described in section 3.10 above

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Notes

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Cambridge City Council

Project
CCQ | Cambridge Civic Quarter

Building Name
Guildhall

Drawing Title
Proposed First Floor Plan

Scale
1:100 @ A0

Drawing Created
July 2024

Revision
P01

Drawing No.
CCQ-CPA-GH-01-DR-A-2003

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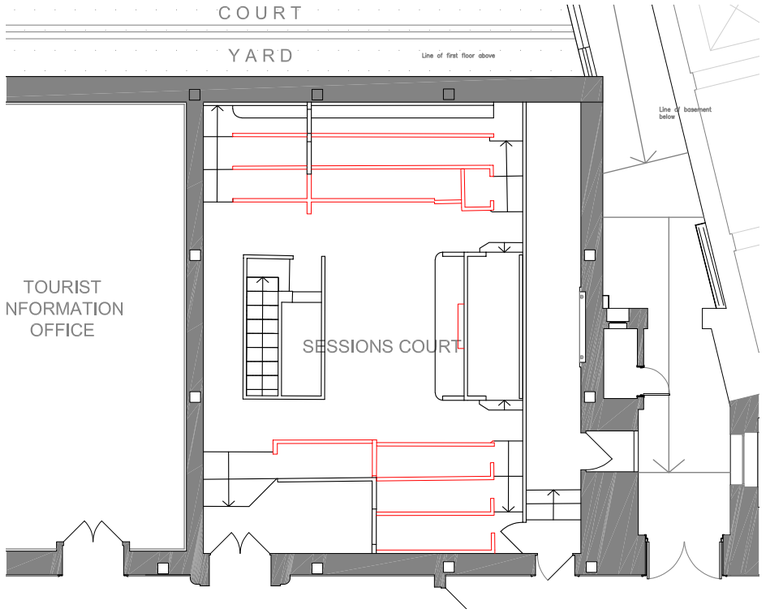
3.11 Sessions Court

The Sessions Court is a space of high historical significance, particularly noted for its original built-in furniture arrangements, light fittings and finishes. However, as the space no longer serves its original purpose, it has become less practical for contemporary use.

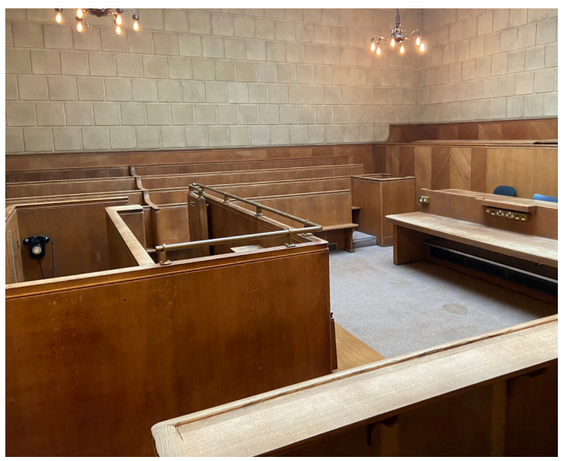
A potential use for the space could be a Members Lounge as shown here. A Members Lounge is a space that is accessible to persons subscribed to the management agreement operators offer. It is often used to work informally with amenities such as hot and cold drinks and refreshments.

The proposal aims to preserve as much of the existing furniture as possible while incorporating contemporary enhancements to ensure the space remains functional for present-day needs.

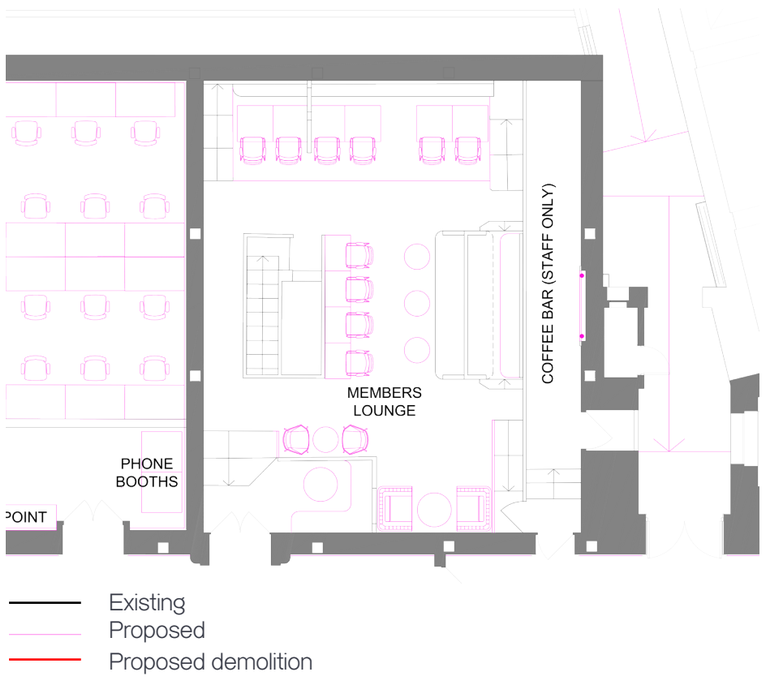
Following the decision by the Council to progress with Option 2a (Commercial Office on a Management Agreement basis) the opportunity to use the Sessions and Police Courts with less impact on the heritage could be developed at Stage 3.



Sessions court existing



Sessions Court



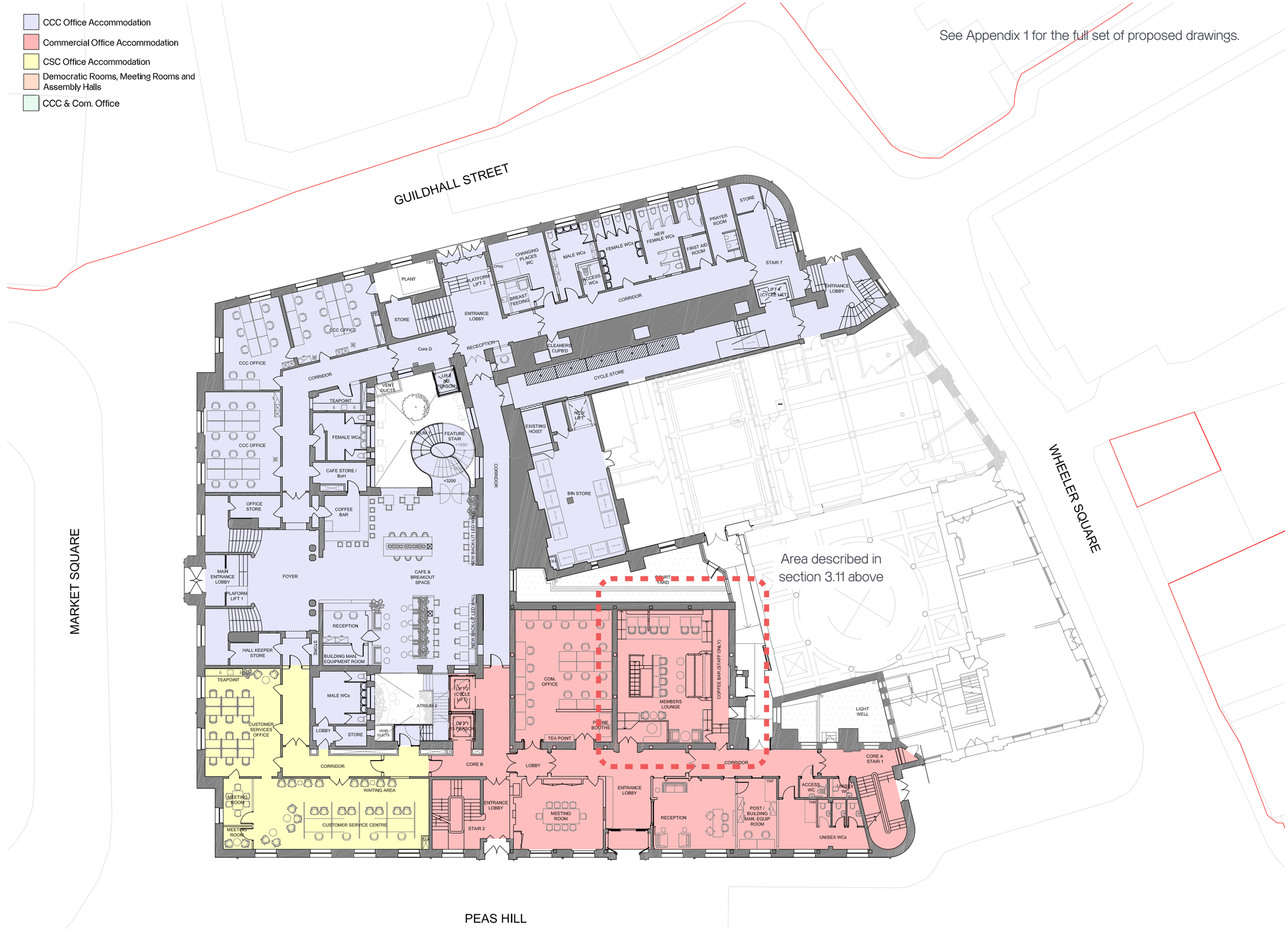
Sessions court proposed



Proposed conversion of the Sessions Court into a members lounge with upgrades to the fixed furniture

- CCC Office Accommodation
- Commercial Office Accommodation
- CSC Office Accommodation
- Democratic Rooms, Meeting Rooms and Assembly Halls
- CCC & Corn. Office

See Appendix 1 for the full set of proposed drawings.

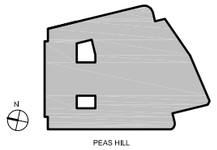


Drawing Original Size
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Wall Type Key:

- Existing
- Proposed

- Site boundary

Drawing Revisions

Date:	Rev:	Note:	Check:
20.09.24	P01	Stage 2 Report	DR

CARTWRIGHT PICKARD

Client
Cambridge City Council

Project
CCQ | Cambridge Civic Quarter

Building Name
Guildhall

Drawing Title
Proposed Ground Floor Plan

Scale
1:100 @ A0

Drawing Created
July 2024

Revision
P01

Drawing No.
CCQ-CPA-GH-00-DR-A-2002

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3.12 Management Agreement Model

Workspace occupiers are increasingly demanding greater service, flexibility and amenities in regional cities.

A management agreement is entered into by the landlord and a workspace management company and sets out the commercial terms by which the space will be run. Under a typical management agreement, the landlord provides the property and is responsible for capital expenditure. The operator then runs the space, providing their people, expertise and brand. Flexible workspace is a high-end hospitality industry.

The operator will charge a percentage fee for their services. Both the operator and the Council will share the risks and rewards.

The spaces on offer in a serviced office can vary hugely and it will be key to engage with operators during RIBA Stage 3.

On the right are several examples of serviced offices in historic setting.









Sources (top down): (top two images) Clowckwise Office Bristol https://work-clockwise.com/locations/bristol/, (bottom two images) Clowckwise Office Edinburgh Leith https://work-clockwise.com/locations/edinburgh-leith/







Sources: Cartwright Pickard

3.13 Sustainability

Approach to Net Zero

Defining the brief

A key part of the project brief being the Council's requirement for the Guildhall to be an exemplar project with a Net Zero Carbon aspiration. 'Net Zero Carbon' has different definitions and e therefore undertook early engagement with the Council's Principal Sustainability Officer, at Greater Cambridge Shared Planning Service, to establish an agreed approach.

To achieve this aim, operational energy demand must be reduced to an efficiency standard in line with the UK Net Zero carbon energy use intensity (EUI) target for those building types. In reality we expect this to be as much as possible and close to EnerPhit standards (if not line with them). Renewable energy sources should be maximised to supply energy to the Guildhall, Corn Exchange, and Market Square.

Reducing operational energy demand will require optimising thermal insulation levels, reducing thermal bridges, improving air tightness, using a ventilation system with the most efficient heat recovery, and using efficient heat generation. An EnerPHit approach stipulates performance targets for these interventions and provides a calculation methodology, governance during design and on site for achieving them.

For the Guildhall, it has been estimated that an EnerPhit approach can reduce operational energy usage by up to 75% through such interventions. EnerPhit is the Passivhaus equivalent for refurbishment, and there is a lot of data that demonstrates that the Passivhaus approach achieves the low energy aspirations targeted at design stage, whereas many other approaches do not achieve the outcomes in practice. Therefore, we recommend that an EnerPHit approach is the best chance the project has at significantly reducing operational energy demand and achieving Net Zero Carbon.

The Council's Principal Sustainability Officer also recommended this approach as the best route to aligning with the planning EUI targets.

Summary of approach

Working with Max Fordham we have established an approach to fabric upgrades. This is primarily influenced by the heritage significance of the different spaces within the building. Areas of lower significance are simpler to upgrade than those with panelling, such as the Committee Meeting Rooms.

The fabric upgrades aim to achieve two main objectives;

- Improved airtightness
- Increased thermal insulation (lower U-value)

Care needs be taken to manage moisture within the historic fabric and detailed moisture modelling will be required at the next stage. There are different ways to manage this and these are presented in more detail by Max Fordham.

Internal vs External

Most of the upgrades to walls are proposed internally but we have also highlighted areas where external works could be possible. These are to areas out of view and specifically to rooms with, internal, high heritage value.

Flat roofs will be upgraded externally, whereas pitched roofs will likely be insulated between rafters.

Due to the heritage value and quality of the original bronze window frames these will be retained and secondary glazing introduced internally.

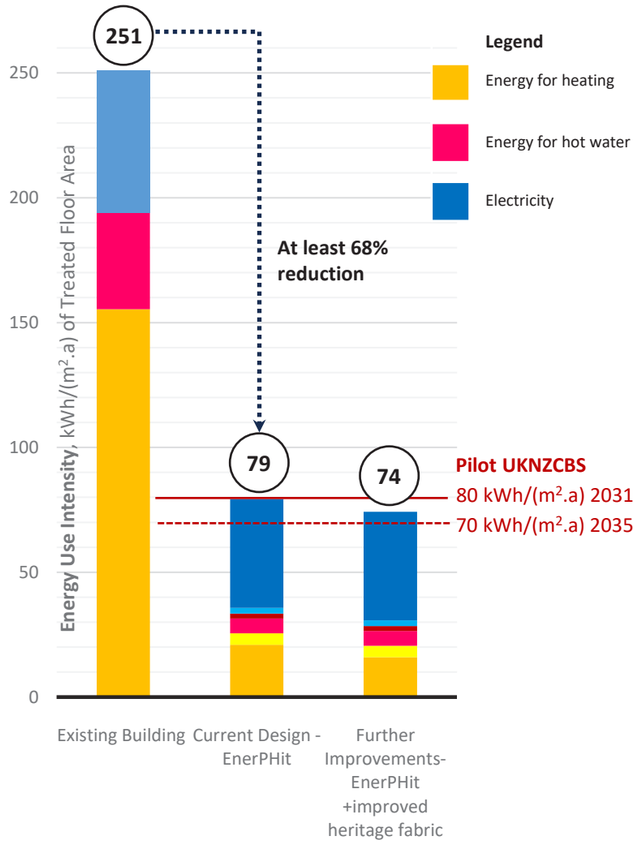
Rooflight glazing, currently all single glazed, will require replacement with a high performance, triple glazed thermally broken system.

Impact on cost and programme

The options which have been developed by Max Fordham have different properties and therefore different implications on both the cost and programme.

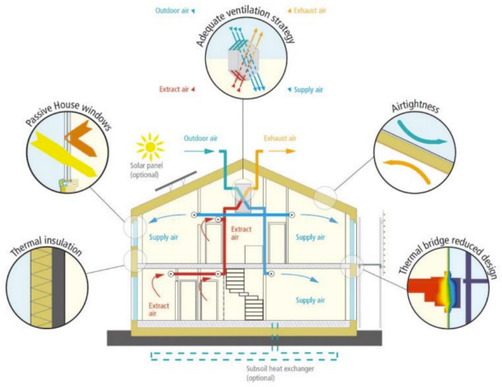
Enerphit – High Level Outcomes

Through the application of Enerphit principles it has been shown that it should be possible to reduce the energy consumption of the Guildhall by approximately 68%. Based on the definition contained within the, very recently published, Pilot Net Zero Carbon Building Standard, the Guildhall would be defined as a Net Zero Carbon (in operation) building without the need for any Carbon offsetting. Please refer to the Max Fordham Stage 2 Report in Appendix 5 for full details.



Additional Considerations

Future proofing and connection to district heat network should be examined but feasibility should be assessed, and the building could be exempt if proven not beneficial for energy efficiency.



Source: https://polysteel.co.uk/passivehaus/

EnerPHit

3.13 Sustainability

Roof Plant Equipment

Updated plant is essential to improve the sustainable running of the building. Such new plant will be required to be located on the flat roof of the guildhall.

- By working through 3D views from key heritage view points, a proposal has been developed to include a full crown plant enclosure. This enclosure will encase the plant and will be set back from the roof parapet to reduce visual impact. Various design options were tested and are presented here.
- Currently there are 104 PV panels (covering an approximate area of 238m^2) on the flat roof of the Guildhall. Some of these would need to be removed to make space for the new plant. The remaining space on the flat roof will contain new panels (approx. 81m^2).
- Additional PV panels with be installed on the angled roof of the large hall covering a significant area over the East, West and North sides (see plan on next page). The visual impact of these will be minimised through the selection of the most appropriate products and detailing the integrations carefully (see image below).

	Roof area covered with PV Panels (m^2)*
Existing	238
Proposed	455

*Approximate area estimates only

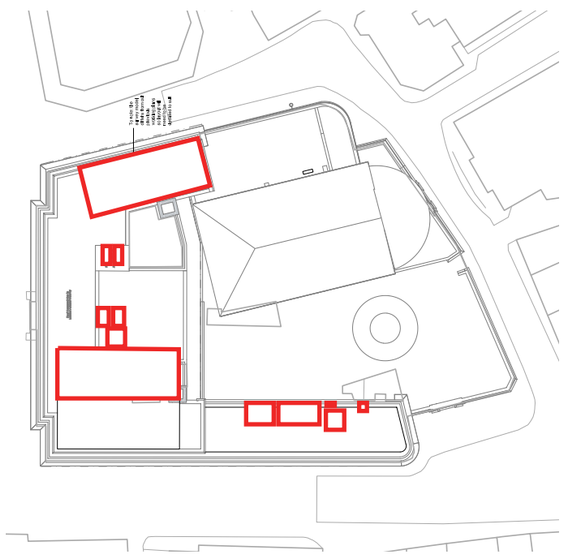


Integrated solar panels potentially for the roof of the Large Hall

Source: https://www.greenswitchelectrical.co.uk/learn/the-3-types-of-solar-panels-explained-and-how-to-choose-the-best-for-your-home

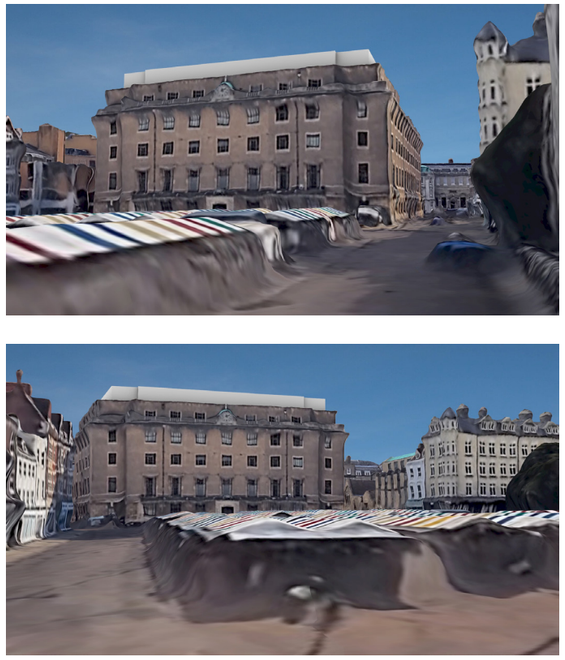
Max Fordham proposal (August 2024)

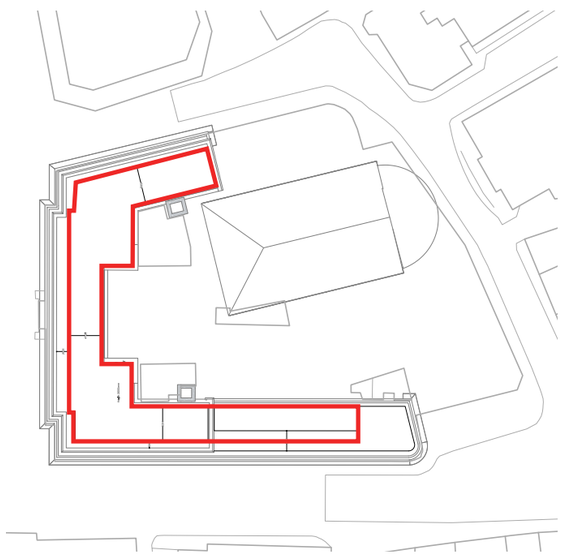




Option showing individual plant enclosures around each piece of plant equipment.

Full Crown plant enclosure

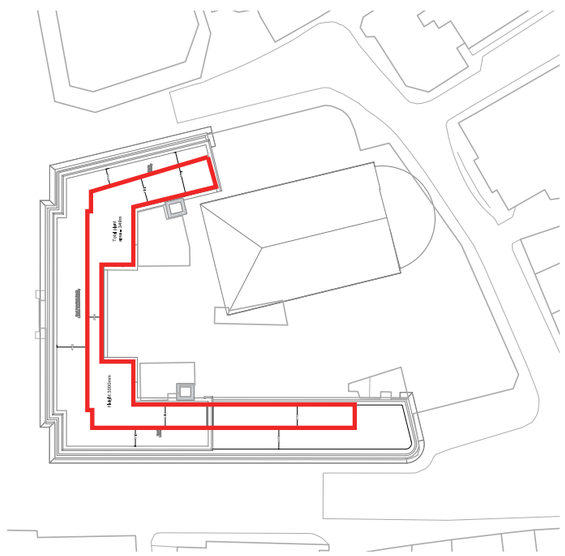




Option showing a continous plant enclosure around all equipment, designed to match the existing roof profile for a more cohesive appearance.

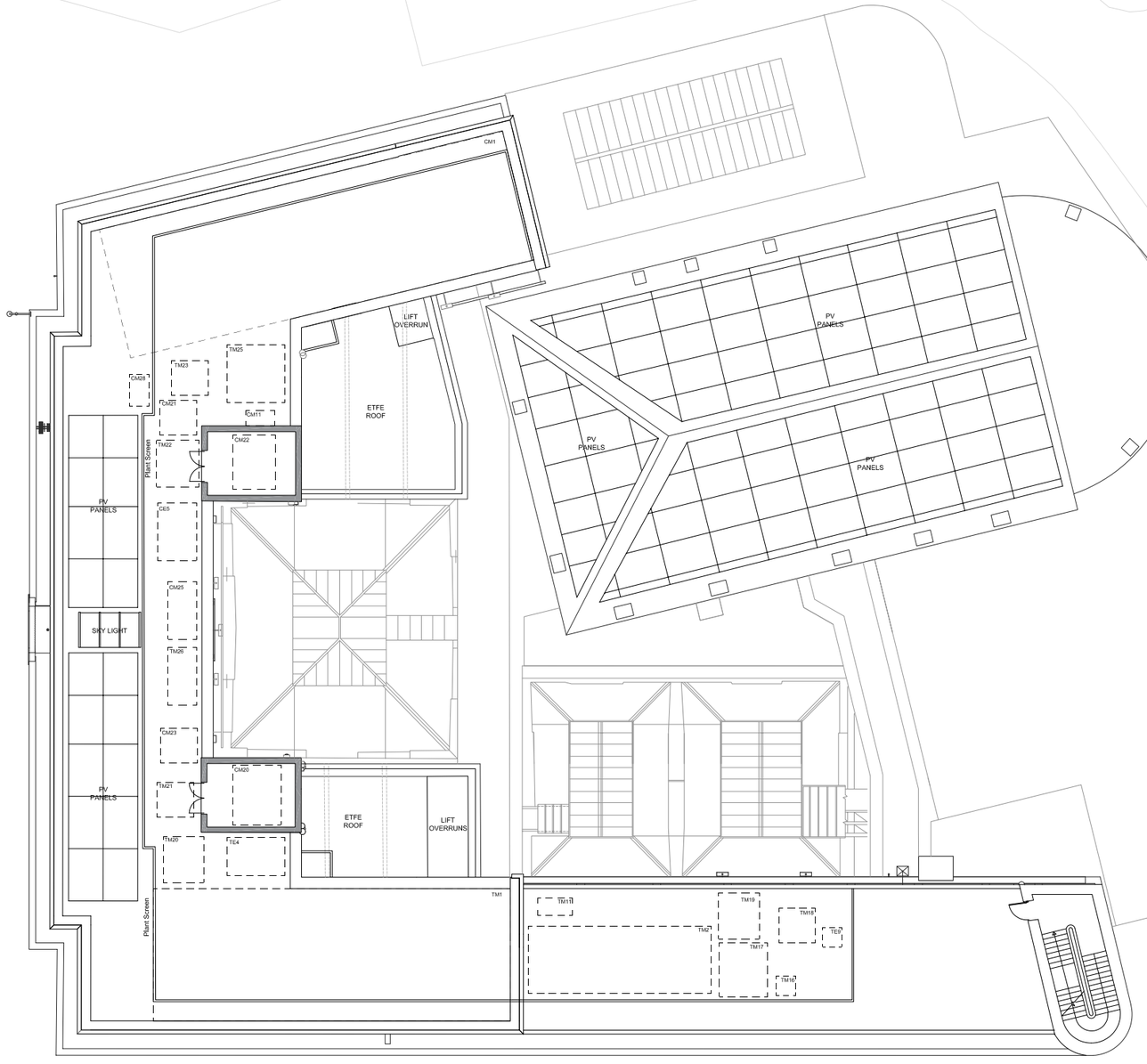
Full Crown plant enclosure - set back by 4m





Option showing the optimal design for a continous plant enclosure around all equipment, set back from the roof edge to reduce visual impact.

See Appendix 1 for the full set of proposed drawings.

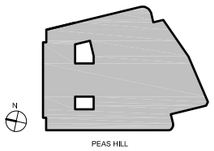


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Wall Type Key:

Existing

Proposed

Drawing Revisions

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20.09.24	P01	Stage 2 Report	DR

CARTWRIGHT PICKARD

Client
Cambridge City Council

Project
CCQ | Cambridge Civic Quarter

Building Name
Guildhall

Drawing Title
Proposed Roof Plan

Scale
1:100 @ A0

Drawing Created
July 2024

Revision
P01

Drawing No.
CCQ-CPA-GH-RF-DR-A-2007

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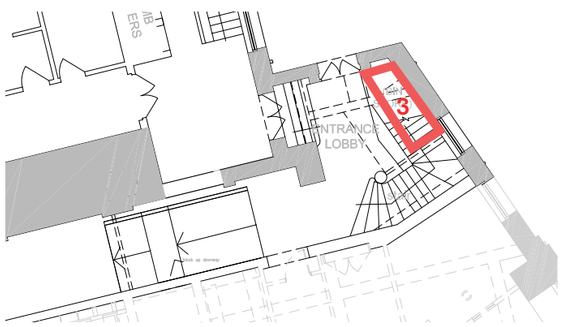
3.14 Supporting Information
Refuse

Existing

The current arrangement for refuse storage within the Guildhall involves a small internal store, located behind a fire shutter below the service stair, combined with external storage.

This is not a suitable arrangement for a revitalised Guildhall, so an alternative solution has been sought.





Existing Guildhall waste storage

Proposal

The proposal uses the space below the mezzanine store of the Large Hall, this is currently used for cycles but these have been relocated. The installation of a new lift will allow bins to be wheeled from the store to Guildhall Street for collection.

The table (right) shows waste calculations based on BS 5906: 2005 requirements. If the proposal only takes into consideration waste created within the Guildhall then a twice weekly collection would be suitable (12 bins) within the space allocated on ground floor.

However, to aid with the de-cluttering of the surrounding public realm, our proposal would like to accommodate waste storage for the whole of the Civic Quarter, including the surrounding restaurants (bins are currently stored at grade on Wheeler Street and Parsons Court). If this proposal is taken forward our recommendation is for a thrice weekly refuse collection to reduce the number of bins needed. Totalling up all the bins required for this, combined with the Guildhall and the Corn Exchange requirements, a total of 25 bins would be needed at a thrice weekly collection rate.

There are several proposed locations for waste storage identified accross the CCQ scheme; inside the Guildhall, inside No.3 Parsons Court and on Corn Exchange Street (subterranean). We would also like to explore options for additional subterranean storage within Peas Hill.

These locations provide a total area for 20 bins. Current calculations show 25 bins would be required, we therefore need to develop this concept further, carry out further studies, liaise with the surrounding businesses and ideally reduce the volume of waste being produced in the area.

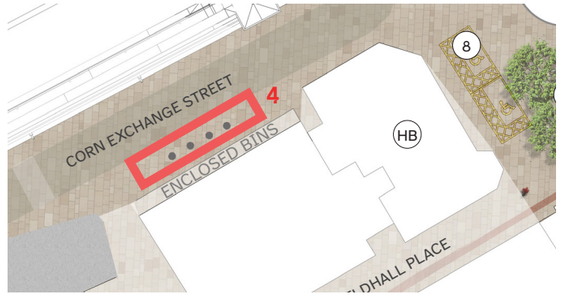
Refer to Appendix 1 for the full set of proposed drawings and schedules.

Proposed Waste & Recycling Storage

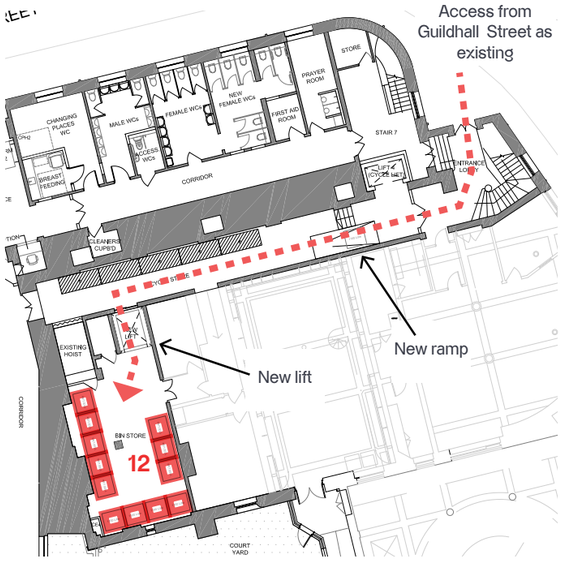
BS5906:2005

Commercial office + CCC Office option

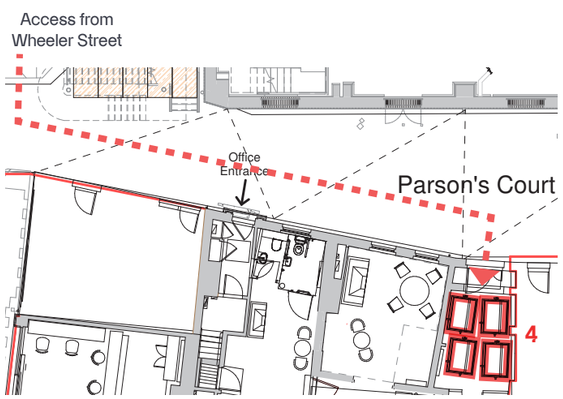
Office requirements (CCC) - 50litres/ employee/ week			
Office Occupancy	150		
Volume of waste	7,500		
No. of 1100 Litre Eurobin	6.82		
No. of 660 Litre Eurobin	11.36		
Weekly Collection	6.82	Rounded	**7**
Twice Weekly Collection	3.41	Rounded	**4**
Thrice Weekly Collection	2.2727273	Rounded	**2**
Office requirements - 50litres/ employee/ week			
Office Occupancy*	353		
Volume of waste	17,650		
No. of 1100 Litre Eurobin	16.05		
No. of 660 Litre Eurobin	26.74		
Weekly Collection	16.05	Rounded	**10**
Twice Weekly Collection	8.02	Rounded	**5**
Thrice Weekly Collection	5.35	Rounded	**5**
Restaurant requirements - 75litres/ cover/ week			
Occupancy*	35		*Includes GF Café
Volume of waste	1,750		
No. of 1100 Litre Eurobin	1.59		
No. of 660 Litre Eurobin	2.65		
Weekly Collection	1.59	Rounded	**5**
Twice Weekly Collection	0.80	Rounded	**3**
Thrice Weekly Collection	0.53	Rounded	**1**
Totals			**8**
Entertainment Complex (Small & Large Halls) - 5litres/m²			
Floor Area			
Small Hall	166		
Large Hall	358		
Totals	**524**		
Volume of waste	**2,620**		
No. of 1100 Litre Eurobin	2.38	Rounded	**3**
No. of 660 Litre Eurobin	3.97	Rounded	**4**
Weekly Collection	2.38	Rounded	**3**
Twice Weekly Collection	1.19	Rounded	**2**
Twice Weekly Collection	0.7939394	Rounded	**1**
Totals			**1**
Surrounding CCQ Restaurants Waste*			*Currently stored at grade on the street
Restaurants Waste Output - 75litres/customer/ week			
	No. Covers		
Brewdog	170		
Anomi	30		
Sticks & Sushi	80		
Giggling Squid	260		
Honest	24		
Total No. covers	564		
Volume of waste	42,300		
No. of 1100 Litre Eurobin	38.45		
No. of 660 Litre Eurobin	64.09		
Weekly Collection	38.45	Rounded	**39**
Twice Weekly Collection	19.23	Rounded	**20**
Thrice Weekly Collection	12.818182	Rounded	**13**
Totals			**13**
Grand Total			**22**



Proposed Corn Exchange Street waste storage



Proposed Guildhall waste storage



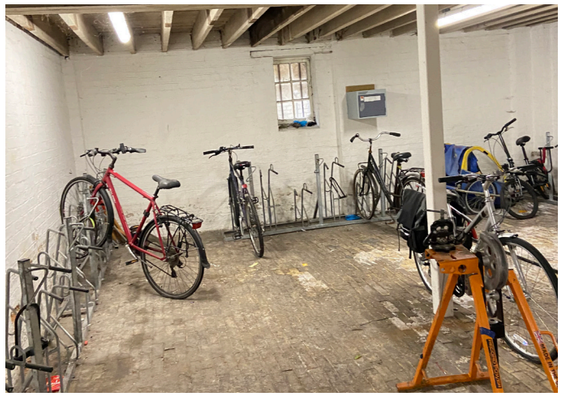
Proposed No. 3 Parsons Court waste storage

3.14 Supporting Information

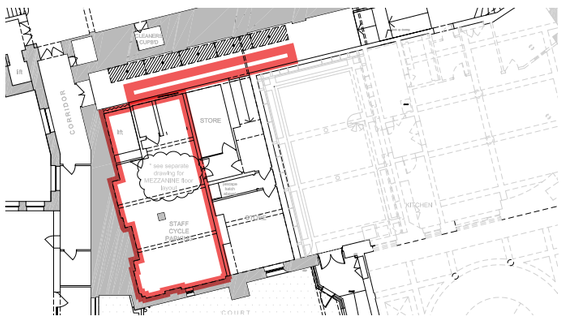
Cycle Storage & Changing Facilities

Existing

Cycle storage is currently located on the ground floor within the service corridor and an adjacent room. The current high-low stands are not always easy to use when bikes are fitted with baskets or child seats and the overall condition of the space is poor. The existing space would also not adequately meet the needs of the Guildhall, given the anticipated increase in occupancy and the multi-tenant nature of the proposal. Therefore, an alternative solution has been pursued.







Existing Guildhall cycle storage

Proposal

Our brief is to provide exemplar cycling facilities within the Guildhall. To achieve this, a high number of bike spaces is provided along with showers, changing facilities, lockers and a drying space. The storage provided aims to accommodate a range of bikes. From standard cycles, to Bromptons and cargo or hand cycles.

Space for 112 bikes is provided. This would allow approximately 24% of the workforce to cycle to work - far exceeding BREEAM requirements and exceeding Cambridge City Council Cycle Requirements.

The majority of the storage facilities, plus showers, are located within the basement (see drawing right). Two seperate cycle storage rooms are proposed, one for Council staff and one for commercial office staff. To provide an accessible route that can be used by all, two new cycle lifts are proposed, again one for Council staff and one for commercial office staff. Recumbent, hand cycles or cargo bikes will be stored at ground floor level in the location of the existing cycle stands but with upgraded facilities (see drawing right).

Refer to Appendix 1 for the full set of proposed drawings and schedules.





Cycle storage precedent

Sources (top down): Gemini Park Tychy Mall and Cargo https://www.behance.net/gallery/66176515/Wayfinding-system-in-Gemini-Park-Tychy-mall?tracking_source=search%7Csignage, Ropemaker Place https://turvec.com/wp-content/uploads/2024/03/Ropemaker-Place-18.jpg

Cycle, Shower & Locker Provision

BREEAM Cycle Requirements

Max Occupancy	Cycle space Requirement	Cycle Space Provision
CCC Staff (inc. CSC & Democratic) Basement 1 - 66 Ground Floor - 71 First Floor - 85 Second Floor - 59		
Total: 281	**25.4**	**56**
Commercial Office Staff (Based on occupancy of 1 person per 10sqm work space) Basement 1 - 361.8m2 (36.18 people) Ground Floor - 125.2m2 (12.52 people) Second Floor - 311.6m2 (31.16 people) Third Floor - 586.4m2 (58.64 people) Fourth Floor - 475.2m2 (47.52 people)		
Total: 186	**19**	**56**

Cambridge City Council Cycle Requirements

	GFA (m^2)	Cycle Requirements	Cycle Space Provision
CCC Staff	1286	43	56
Commercial Staff	1498.4	50	56
Places of Assembly	Market square underground storage	233 (1 space for every 3 seats)	

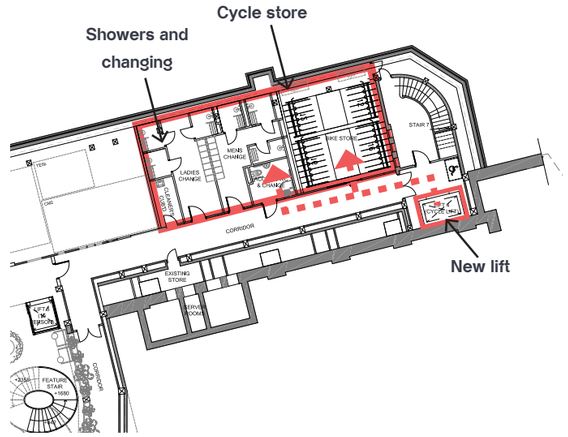
BREEAM Shower Requirements

	Cycle Space Provision	Shower Requirements	Shower Provision
		Based on BREEAM Requirements of 1 shower per 10 cycles	
CCC Staff	56	5	7 (inc. 1 accessible)
Commercial Staff	56	5	6
Places of Assembly		n/a	

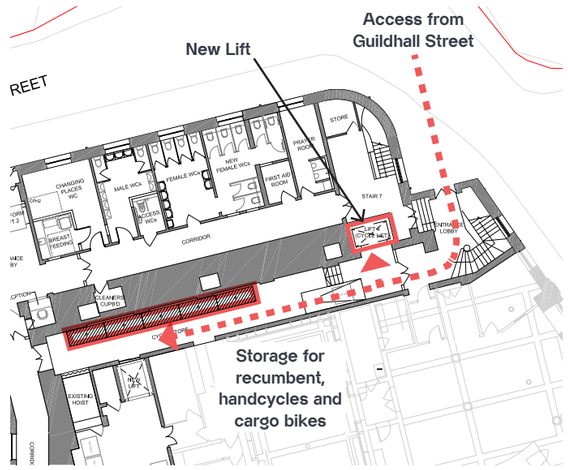
BREEAM Locker Requirements

1 locker to be provided for every cycle space

	Requirement	Provision
CCC - All		30
CCC - Female		14
CCC - Male		14
Total number of CCC lockers	**56**	**58**
Com. Office - All		42
Com. Office - Female		8
Com. Office - Male		6
Total number of CCC lockers	**56**	**56**



Basement level



Ground floor

Next Steps

We would like to explore the opportunity to combine cycle storage and associated facilities. By doing this we hope to gain efficiencies and be able to provide a wider variety of storage types and ultimately a higher quality facility.

3.14 Supporting Information

WC Calculations

Analysis of the existing WC provision against current standards, BS 6465, has been undertaken. This analysis has fed into the proposals for the Guildhall.

Changing Places

A Changing Places facility has been located within the Guildhall Street wing at Ground floor.

Large and Small Halls

Additional WC's have been provided in order to reduce queuing at intervals of larger events.

Existing Toilets

Existing toilets have been retained where possible. However, the ground floor west wing toilets are proposed for replacement due to their poor condition (see next page). Aditionally, a set of existing first floor toilets identified as having 'medium historic significance' has been reconfigured with a new layout to optimize space and comply with BS 6465 standards (see next page).

Office WC's

Gender neutral WC's are provided on the upper floors and in the basement to make the most efficient use of space available.

Basement WC's

The toilets in the basement are the only instance where WC provision is shared between Council and Commercial Office. On all other levels, provision is seperated (see next page).

Refer to Appendix 1 for the full proposed WC schedule.

Proposed Council Office WC Provision

Basement CCC Office		
Occupancy	66	
Requirements		**Provision**
Superloo		Superloo
	Facilities provided within shared spaces	
Accessible		1

Ground Floor CCC		
Occupancy	101	
Requirements		**Provision**
Single Sex		Single Sex
Male	60.6	
WC (inc. ambulant)	3	4
Urinals	2	10
Washbasins	3	7
Female	60.6	
WC (inc. ambulant)	5	13
Urinals	n/a	n/a
Washbasins	5	16
Accessible	1	1

First Floor CCC and Democratic		
Occupancy	93	
Requirements		**Provision**
Superloo		Superloo
Male & Female	93	
WC	8	8
Washbasins	8	8
Accessible	Can be 1 of the 8	1 of the 8

Second Floor CCC Office		
Occupancy	51	
Requirements		**Provision**
Superloo		Superloo
Male & Female	51	
WC	5	5
Washbasins	5	5
Accessible	Can be 1 of the 5	1 of the 5

Proposed Assembly Hall WC Provision

Assembly Hall Events		
Occupancy	Max. 700	
Requirement		**Provision**
Single Sex		Single Sex
Female	420	
WC (inc. ambulant)	11	11
Urinals	n/a	
Washbasins	7	11
Male	420	
WC (inc. ambulant)	2	2
Urinals	6	
Washbasins	4	2
Superloos		Superloos
Male & Female	700	
WC	16	8
Washbasins	16	8
Accessible		2 of the 8

Proposed Com. Office WC Provision

Basement Com. Office		
Occupancy	57	
Requirements		**Provision**
Single Sex		Single Sex
Male	34.2	
WC (inc. ambulant)	2	1
Urinals	2	0
Washbasins	2	1
Female	34.2	
WC (inc. ambulant)	4	1
Urinals	n/a	n/a
Washbasins	4	1
Accessible	1	0

Ground Floor Com. Office		
Occupancy	63	
Requirements		**Provision**
Single Sex		Single Sex
Male	37.8	
WC (inc. ambulant)	2	1
Urinals	2	0
Washbasins	2	1
Female	37.8	
WC (inc. ambulant)	4	1
Urinals	n/a	n/a
Washbasins	4	1
Accessible	1	0
Superloo		Superloo
Male & Female	63	
WC	6	5
Washbasins	6	5
Accessible	Can be 1 of the 6	1 of the 5

Second Floor Com. Office		
Occupancy	57	
Requirements		**Provision**
Superloo		Superloo
Male & Female	57	
WC	5	5
Washbasins	5	5
Accessible	Can be 1 of the 5	1 of the 5

Third Floor Com. Office		
Occupancy	116	
Requirement		**Provision**
Superloo		Superloo
Male & Female	116	
WC	10	9
Washbasins	10	9
Accessible	Can be one of the 8	1 of the 9

Fourth Com. Office		
Occupancy	114	
Requirement		**Provision**
Superloo		Superloo
Male & Female	114	
WC	9	9
Washbasins	9	9
Accessible	Can be 1 of the 9	1 of the 9

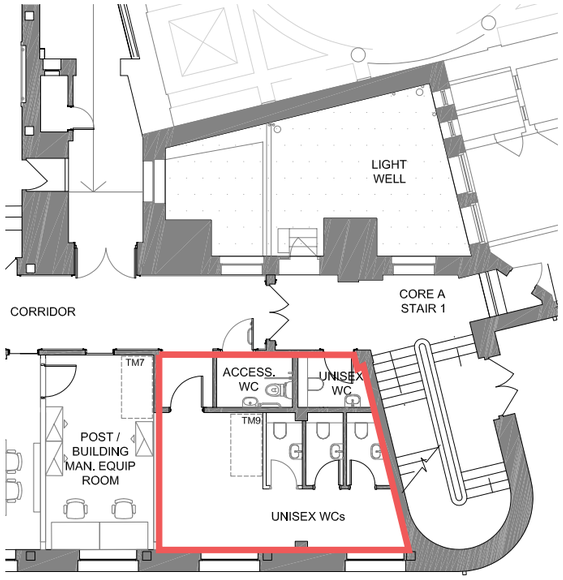
Proposed Council & Com. Office WC Provision

Basement CCC & Com. Office		
Occupancy	123 (57 Com. + 66 CCC)	
Requirements		**Provision**
Superloo		Superloo
Male & Female	123	
WC	9	9
Washbasins	9	9
Accessible	Can be 1 of the 9	1 of the 9

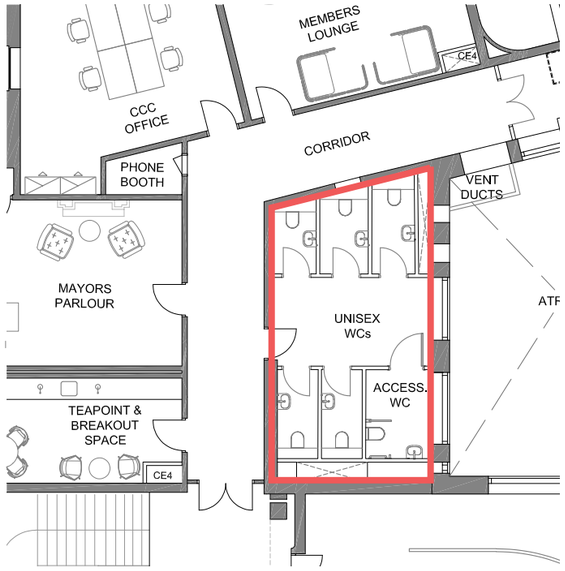
3.14 Supporting Information

WC Calculations

Toilets Upgraded

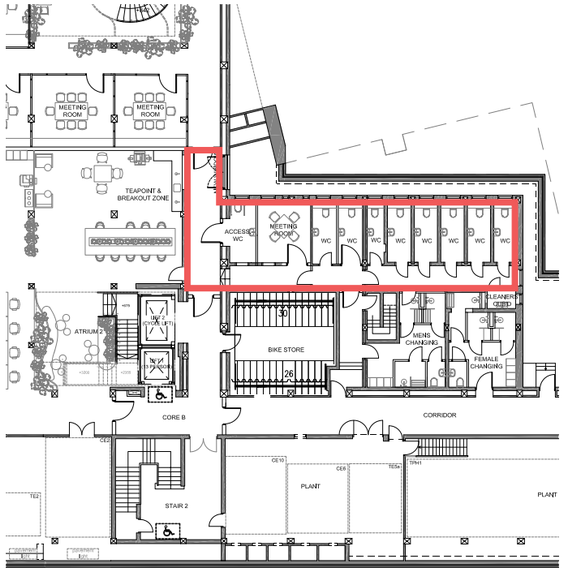


Ground floor toilets upgraded



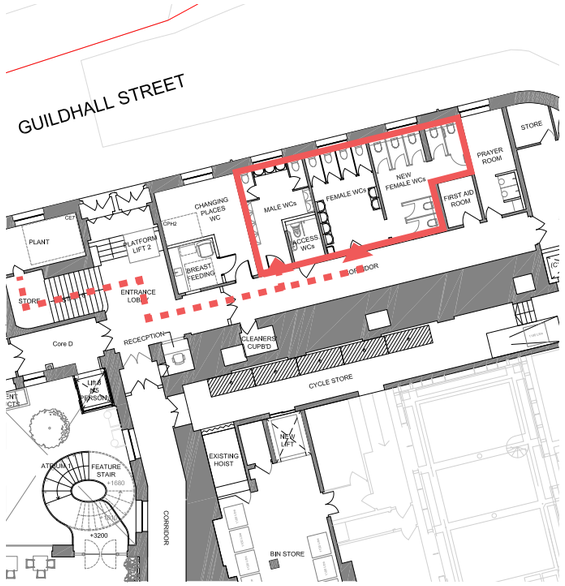
First floor toilets upgraded

Shared Provision

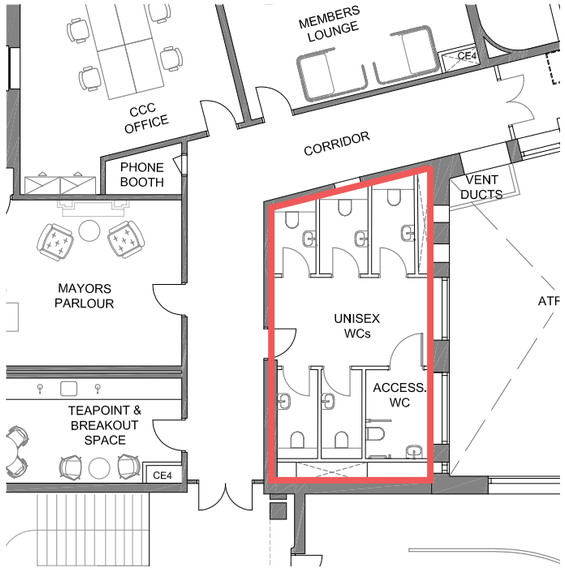


Basement level shared provision

Assembly Hall Provision

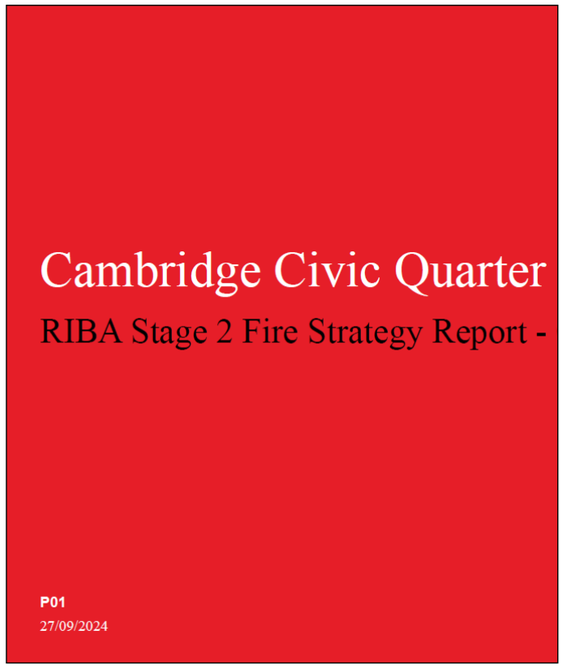


Ground floor toilet numbers increased

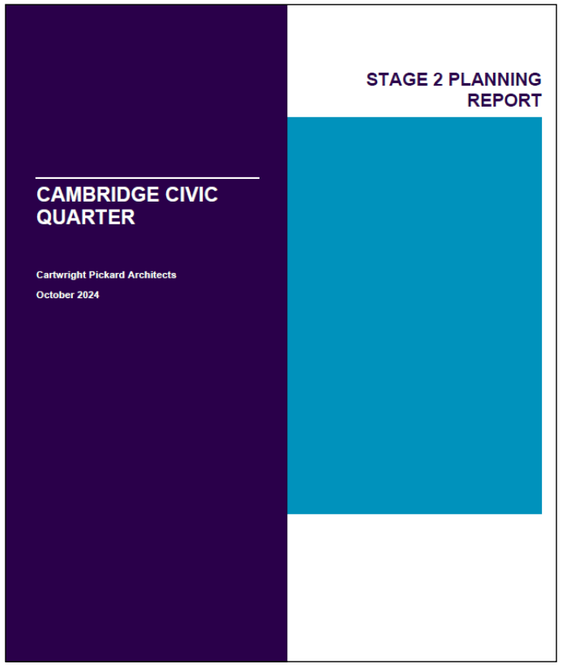


First floor toilet numbers increased

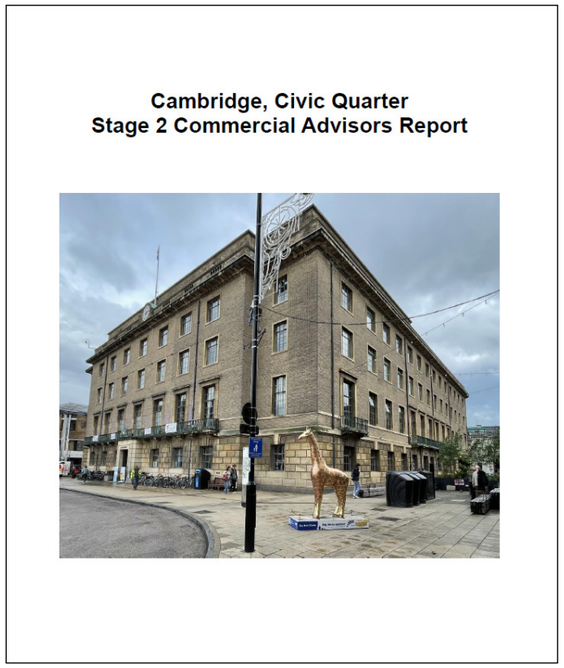
3.15 Sub-Consultant Reports
Executive Summaries



For details about the fire strategy implications of these works, please refer to Appendix 11



For details about the heritage implications of these works, please refer to Appendix 9



For details about the financial implications of these works, please refer to Appendix 4

3.16 Conclusions

Guildhall Conclusions

The multidisciplinary design team led by Cartwright Pickard is in full agreement that: if the Guildhall is to continue to be used by the council as its seat of local democracy, to provide for the multitude of civic and commercial activities required of it, to be the centre for council service provision and to provide inspiring, healthy space for staff, visitors and the community, it must receive a deep refurbishment.

This should include environmental and fabric upgrades and improvements to accessibility, which will make it inclusive and welcoming to all. The conclusion of this report is that, leaving the Guildhall as it is, is not an option. Maintenance and energy costs will increase over time, to the point where the council will no longer be able to afford to occupy the building. The building as it is, will prevent the council from operating efficiently and hamper its ability to deliver its services as a modern organisation fit for challenges of the 21st century.

During the extensive stakeholder engagement carried out during RIBA Stage two, the failings of the Guildhall in its current condition have become clear. Council staff find the building unfriendly, not welcoming, dated and too municipal. It's not a place that is enjoyable to visit for visitors or council staff. Due to existing changes in levels and steps forming barriers, the Guildhall is currently not fully accessible to all. It is also difficult to navigate and not inclusive in the wider sense. Many of its internal spaces do not comply with modern standards or the expectations that society has for the Civic and public functions it has to provide.

The workspaces are cold in winter and too hot in summer. External noise from events in the Market Square create noise problems for staff trying work inside. The building will suffer from poor indoor air quality, particularly during the winter when windows are kept shut.

This report illustrates that by combining a deep refurbishment of the building with some key fabric interventions, the Guildhall can be reinvented and transformed into a beautiful, welcoming and inclusive building, that once again will be recognised as the civic heart for the city. The Guildhall can accommodate the customer services centre and all the council staff currently occupying Mandela house. It will provide the 150 workplace settings that the design brief has called for. The proposals also create a significant area of surplus workspace that can be sub-let, to businesses in the city. This commercial workspace could be managed in a way that provides highly flexible and attractive workspace that is suitable for smaller businesses and start-ups. This approach will bring valuable additional revenue to the council and help to connect the council with a wider business community in the city. Smaller businesses and start-ups would be attracted to a flexible co-working offer, which will also help to create a more vibrant atmosphere within the building that will add to the attractiveness of the Guildhall as a place to work, meet, and collaborate.

The small and large halls have a very municipal feel and require investment. Through consultation with the council's own operational team there is significant potential to increase the number and type of events that could be held in the halls, significantly increasing revenue generation. If the Corn Exchange is also refurbished, there is the potential for an increase in the number and type of events that could utilise both the Corn Exchange auditorium and the Guildhall halls for exhibitions and sit-down banquet type meals. The facilities provided to support these events, and others such as weddings, need to be modernised to make best use of the spaces.

Sustainability experts Max Fordham have concluded that the proposed refurbishment and transformation of the Guildhall could reduce energy consumption of the building by 68% and deliver it as Net Zero carbon in operation, as assessed under the new Pilot UK Net Zero Carbon Standard, with no carbon offsetting. By delivering on such an ambitious target, the council will set an exemplar for other building owners and developers in the city to follow. The Guildhall has the potential to become a UK benchmark for the sustainable refurbishment of Grade II listed heritage assets that convincingly addresses the climate emergency we all face. The measures proposed in this report will future proof the building for at least another 50 years.

Cartwright Pickard has direct experience of carrying out similar transformations of listed civic buildings. This experience has shown that there are many additional and less obvious benefits to the council when it transforms a building like this. The delivery of services by the council will be significantly improved through operational efficiencies that stem from creating modern, flexible, and attractive workspace that staff want to work in. Collaboration is fundamental, and the reimagined Guildhall can create the flexible workspaces that will support the modern, hybrid and agile working that is so important for collaboration.

The Guildhall also has the potential to lift the spirits of staff, visitors and the community. There is evidence that shows that a happy and healthy workforce is more productive, and that staff retention will improve.

The Guildhall can also become an attractive place for the public to visit, with a cultural offer and bookable spaces that are suitable for events such as conferences, weddings, corporate functions and exhibitions. Improving the experience for visitors will help to connect the council with the wider public and create the potential to generate additional revenue.

The results of this comprehensive RIBA Stage two report are very positive. The Guildhall was originally built to a high quality and its internal layout has enormous latent potential to be transformed through the thoughtful refurbishment and fabric upgrades proposed. It could become a "Best in Class" example of a civic heritage asset that achieves Net Zero in operation and reducing its energy consumption by approximately 68%.

More stakeholder engagement will take place during Stage 3, with the public, council staff and conservation officers and other interest groups, to allow further development and refinement of the proposals to be made.

This is once in lifetime opportunity to reimagine the Guildhall at the heart of a Civic Quarter befitting of Cambridge and its international reputation.



4.0

Corn Exchange