

Fleet Street Estate: Project Brief

July 2018

OVERVIEW

The City of London Corporation in collaboration with City of London Police (COLP) and HM Courts and Tribunals Services (HMCTS) has identified a need for a new combined court facility and police headquarters in the City of London. Existing courts in the Square Mile would be consolidated into a new multi-purpose flagship centre, with a primary focus on high value cases for Civil work, fraud, economic crime and cyber-crime. Consolidation of COLP's estate will co-locate the Joint Control/Contact Centre into one secure operating area and provide a new headquarters.

The consolidation of existing courts into the New Combined Courts Facility (NCCF) represents an unparalleled opportunity to provide concentrated expertise through a synergy of criminal, civil and regulatory skills as well as specialise in high-profile areas and the prosecution of cyber offences.

Consolidation of COLP's facilities onto the Fleet Street site shall provide a modern, operationally effective, resilient, compliant and sustainable estate that can respond to future needs.

The new flagship facilities situated in close proximity to the Royal Courts of Justice, the Old Bailey and legal profession will enhance the City's reputation and strength and will demonstrate ongoing support for the City's residents and business communities.

In seeking the maximum overall benefit, the development proposes a commercial component, possibly with retail at street level.

BACKGROUND

The City has a long history of association with the justice system and with the City Magistracy. The City of London Corporation provides and maintains the Central Criminal Court; provides the Mayor's and City of London County Court; and supports the work of the Rolls Building (which accommodates the Business and Property Courts). The first regular magistrates' court in London was set up in the early eighteenth century in the City. Today the City of London Magistrates' Court is housed in a building at 1 Queen Victoria Street owned by the City Corporation and provided to the Ministry of Justice and HM Courts & Tribunals Service. The City Corporation voluntarily contributes financially to the maintenance and upkeep of the Courthouse.

Complementing the provision of facilities in the City for the administration of justice, the City of London Police are responsible for law enforcement in the City as well as being the national lead force for economic crime. The Court of Common Council is the police authority for the City Police.

The City of London Corporation supports the overall aim of HMCTS's programme to reform services to provide effective access to justice through a combination of the deployment of new technology and the reorganisation and modernisation of the court estate.

The current Magistrates and Civil Courts buildings in the City predate modern infrastructure needed to support the justice system of today and present major

challenges to make them suitable for contemporary use. The City's redevelopment programme will provide a new combined court building that supports future needs and provides improved facilities for court users, judiciary and staff.

Construction of the new NCCF will also ensure that London continues to set the highest legal standards and enhance London's international reputation as a place to do business and a world-leading financial and business centre. This would build on the success of the recently established Business and Property Courts. In London, the specialist civil jurisdictions which operate together in the Rolls Building situated off Fetter Lane in the City of London, forming the largest specialist centre for financial, business and property litigation in the world.

THE SITE

The site comprises nine existing buildings with freeholds owned by the City of London Corporation. The combined area represents some 5,550 sqm. The Fleet Street buildings are reaching the end of their economic life and a comprehensive refurbishment or redevelopment will be required.

The freehold of the building at 69-71 Fleet Street is not held by the City, but to maximize the potential of the development the inclusion of this part of the site is to be considered.

Development of the site is likely to provide an urban strategy to provide a new vehicular and pedestrian link running east/west between Whitefriars Street and Salisbury Court. This would provide the necessary vehicular infrastructure to unlock the site and in doing so provides two large building plots, one to the north and one to the south.

These plots are of sufficient size to provide the opportunity of efficient building footprints suitable for the New Combined Courts Facility, City of London Police headquarters and Commercial component.

URBAN DESIGN - VISION

The architectural design of the whole site will contribute to the quality of the built environment, providing an inspiring and dynamic environment. The development offers a unique opportunity to enhance the streetscape of Fleet Street and in doing so improving the framing of views of St Pauls to the east.

Organisations, consortia or partnerships shortlisted and invited to return tenders in response to the Invitation to Tender (ITT) will be invited to provide a response to the Project Brief. Fully worked up design proposals will not be required. A description of approach to the project will be requested, to use sketches, diagrams or images to demonstrate understanding of the brief and how initial concept designs could be developed making specific reference to the various documents to be issued as part of the ITT under non-Disclosure Agreement.

THE PROJECT – USER REQUIREMENTS

Building design will be fit for purpose, sustainable, safe and secure, providing access for all and meeting service and consumer expectations. This involves building infrastructure that meets the needs of current and future needs. The design of the new facility will minimise ongoing operational costs and enable the disposal of inefficient assets.

CITY OF LONDON POLICE

Introduction

The development proposals for a new City of London Police Station are at the heart of establishing a new era for the City of London Police, its operational policing environment and the way it delivers its services to the public for the foreseeable future.

These requirements relate not only to standards around the delivery of local policing services and the physical security requirements of its police estate, but also to the Force's fulfilment of its national policing obligations - in areas such as terrorism, public order and civil contingencies.

City of London Police requires a sustainable and secure environment that can meet the future needs of responding to counter terrorism policing priorities and the threats faced by an operational police force from 2017 onwards. Some of the key objectives from the City of London Policing Plan include:

- Protecting our communities from terrorism or serious harm.
- Protecting the City of London and the UK from fraud.
- Responding to the community.
- Providing excellent value for money

There are a range of strategic drivers that determine the overall scope of requirements of the City of London Police:

- The new headquarters must provide a modern state of the art operational base for the City of London Police. The new facility must be a sustainable building for the next 50 + years providing an efficient operating base to meet the complex future requirements of policing.
- Operational benefits for the safety and security of the City of London
- Increased police presence and visibility, including more patrols within the City.
- Improved prisoner handling due to adjacently located operational teams within the new building design.
- Improved 'business continuity' through fit-for-purpose, modern and secure headquarters.
- Relocation of the Force's vehicle fleet to support operational deployments from the new facility, improving officer access and response times.
- Co-location of front-line officers, community officers and CID – this will lead to improvements in response times, prisoner handling and overall efficiency.
- Enhanced / more immediate command and control availability in dealing with major incidents and terrorism.
- Responding to the current national threat levels that exist in relation to police forces and their respective officers and staff by providing secure operating facility.

- Relocating the Joint Control / Contact Centre of the City of London Police and City of London Corporation into one secure operating area.
- Providing a safe and resilient base for response to any major incidents within the City from a core and secure location.
- Supporting our local and national terrorism and threat response and intelligence function by relocating operational response areas to a secure facility.
- Providing a modern, highly secure police building that meets the current standards of security requirements for the Force to operate from

Construction of the Building

There are a variety of options that should be considered once the overall massing of the site is developed. This could provide an element of lower construction cost opportunities to the overall design and construction of the site.

Alternatives for the location of particular areas can be reviewed once the construction details across the facility have been assessed. For instance there are a variety of support services that would not be classified as high risk in comparison to other operational police areas. This could be a factor to reduce overall construction costs once the detailed specification is developed for the entire site.

Security of the site is of paramount importance to the Force. Key components of the construction will need to include:

- High specification construction to security industry standards for a Police facility.
- Bomb blast considerations within the overall construction design.
- Design specification that eliminates any of the Police functions to be overseen.
- Design specification that provide secure meeting environments to operate without the risk of sound or data penetration.
- A modern multi-purpose and flexible estate providing the Force with the opportunity to operate flexibly across Police operations.

External Perimeter and Security

The physical construction of the facility will determine how the overall external perimeter requirements will be developed. If the appropriate high level construction standards can be achieved then certain aspects of the perimeter security requirement are minimised.

Important factors for consideration in development design include:

- Physical security 'stand-off' distances are assessed based upon building risk. These will include building design, location, external risks etc. Were the overall assessment to evaluate the construction of a low security standard then a perimeter up to 20 meters could be sought.
- Security design advice for construction from industry advisors such as CPNI and Counter Terrorism officers will be an essential component of detailed design specifications for the facility.
- Vehicle mitigation will be important component of the surrounding external areas of the site. The design specification must assess and include vehicle mitigation methods determined by the security risk of the overall facility once the early design stages have been developed.

- Vehicle entrance and exit points must include vehicle mitigation and provide secure multiple points of entry / exit for operational vehicles.
- A separate first stage security reception point prior to entry to the Police station (this would enable visitor screening / bag searches etc prior to access being obtained to the main facility).

Internal Design of the Building

The internal design of the facility is priority for the specification. This will be the City of London Police headquarters for a significant period. In developing such a facility it has to achieve a standard that will sustain the Force's current needs, its need to be a flexible organisation and to meet future ever changing demand of a national Police Force.

Appendix A shows a detailed breakdown of the gross internal area requirements for the City of London Police. When developing the design and specification the following will be essential criteria;

- High specification operational working environments.
- Open plan office space.
- Cellular office space.
- Laboratories.
- Fire Arms Range (50-70m long with the ability to drive vehicles on to).
- Operational vehicle parking.
- Secure reception / vetting areas.
- Custody Suite.
- High Specification IT areas.
- Catering facilities / kitchen areas.
- Secure postal scanning facility.
- Multi-purpose meeting / conference facilities

Leading edge 'Information Technology' and building infrastructure capability will be an essential component of the City of London Police scope. The Force has a high dependence upon cutting edge technology and its supporting infrastructure throughout the estate portfolio.

Collaboration Opportunities

The development opportunities within this site should not be completed in isolation. There will be numerous legislative issues to overcome, but they should not obstruct collaboration opportunities.

A number of these could include:

- **Cells** – within the development of this site we are potentially combining the Custody suite of the City of London Police and holding cells for the Court operations. The requirements do vary and there are legislative issues that would need to be overcome in any proposals to combine a percentage of these types of facilities. However, there are some generic usages including vulnerable adults and young person holding facilities that could be considered. There are also a variety of medical support areas that are all Home Office mandated that may provide additional opportunities to collaborate with other blue light agencies.

- **Meeting Room facilities** – An opportunity to develop high specification multi-use corporate meeting facilities. Dependent upon the massing on the site, there could be an opportunity to develop flexible meeting spaces for multi-occupiers, including CoLP/HMCTS along with the potential to offer an income generating opportunities for CoL / CoLP within the heart of London.
- **Conference facilities** - An opportunity to develop high specification, secure multi-use corporate conference facilities. Dependent upon the massing on the site, the opportunity to develop flexible large conference type meeting facilities for multi-occupiers, including CoLP/HMCTS offering the potential of an external income generating opportunity within the centre of London for CoL / CoLP.
- **Catering** – Commercial development opportunity to provide external catering facilities not Police or Corporation specific. An incentive driven commercial opportunity for catering with circa 1,200 internal police staff combined with external surrounding businesses

Scope of Requirements within the Facility

The following table provides a detailed breakdown of the City of London Police requirements for this site. This is as extensive a breakdown as possible that can be provided at this stage identifying the outline scope.

It must be noted, this is pure operational scope of requirements. No allowances have been made for circulation, mechanical plant support facilities such as W/C's, cleaning etc. Those would all need to be determined once further design proposals are developed.

It must be noted that the suggested overall space requirements are based upon an 'as is' in October 2017. This does not allow for any growth in Force and some consideration may need to be given to the addition of a tolerance margin. This would purely be estimated between 5-10% but based upon circa 185,000 sq ft would increase the overall requirement to circa 205,000 sq ft.

Appendix A – COLP Area Schedule

Room Use	Police Function	Non Police/Corporate Function	NIA (sqm)
Custody	✓		731
Interview Rooms (Public)	✓		87
JCCR Backup (Joint Control Centre Rooms)	✓		100

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JCCR main	✓		821
Locker and Changing Rooms (incl Showers)	✓		967
Offices – Cellular (High Security Function)	✓		539
Offices – Cellular (Management)	✓		224
Offices – Cellular (Specialist)	✓		23
Offics – Open Plan	✓		2,467
Personal Accommodation	✓		67
Print Rooms	✓		210
Reception Area	✓		160
Specialist – Firearms (Inc Range)	✓		891
Specialist – Forensic Services	✓		751
Storage	✓		996
Teapoints/Break-Out	✓		371
Vehicle Parking (TBA)	✓		3,025
Canteen/Break-Out		✓	222
Cleaners Store		✓	62
Data Centre & Comms Room		✓	312
First Aid Room		✓	10
Gym		✓	200
Meeting Rooms		✓	819
Offices – Cellular (Management)		✓	84
Offices – Cellular (Specialist)		✓	89

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Offices – Open Plan		✓	995
Post Rooms		✓	16
Prayer Room		✓	30
Storage		✓	132
Training Rooms		✓	447
OVERALL TOTAL NIA			15,848
Additional Space			
Plant	+30%		4,754
Circulation (HMCTS/Judiciary, Public, Jury, Custody)			
Toilets			
Growth/Tolerance			
OVERALL TOTAL GIA sqm			20,602

HMCTS

The development of a state of the art court in the City of London will represent a major step forward in HMCTS' wider program of reform to deliver a modern justice system.

The court will be fully equipped with 21st century technology, and will be a world-leading Centre with a focus on the emerging sector of cybercrime cases, prestigious high value civil cases and economic crime work underlining the City's stature as both a pre-eminent legal and financial centre. The court will also deal with some other types of Magistrates and Crown Court work.

It will deliver a significantly better experience of the civil and criminal justice systems through improved facilities, for judges, staff, victims and witnesses and those who use our courts either in a professional capacity or as a member of the public.

The court complex will be fitted out internally to meet the principles of the new Courts and Tribunals Design Guide enabling more efficient and flexible use of space, and improved energy performance

Building Requirements – New Combined Courts Facility

Hearing Rooms

- 8 Hearing rooms- formal secure with Jury- (4 at 200m² & 4 at 150m²)
- 5 Hearing rooms- standard custodial hearing type 1 - (each 85m²)
- 5 Hearing Rooms- standard Type 2- (3 at 115m² & 2 at 75m²)
- Sound lobby for each hearing room -7m²
- 13 Secure waiting areas- 10 m²
- 10 Exhibit stores -6m²
- 4 Judicial video & audio hearing rooms- 16m²

Judicial Area

- 13 Judicial rooms-(1 very large 28m², 2 large 22m², 10 standard 15m²)
- 5 Magistrates retiring rooms- 15m²
- Judicial Lounge-75m²

HMCTS side- no public access

- HMCTS workplace- 408 m²
- Secure office - 48 m²
- Post room- 9 m²
- 2 Study/ appraisal rooms- 9 m²
- Comms/patch rooms 20/10 m²
- Witness suite – Lounge 60 m², 4 waiting rooms-9 m² (2 each vulnerable witness & Defence witness), 8 witness booths -9 m²
- Secure Storage - 70 m²
- Storage- 71 m²
- Toilets

HMCTS side- linked to public side

- 3 Meeting rooms- 35 m²

Public side

- Open Justice viewing area – 20 m²

- Public counters/Reception - 16 m²
- Waiting areas- 210 m²
- 2 Prayer/Contemplation rooms- 15 m²
- Advocates room - 168 m²
- 13 Prison video link rooms- 9 m²
- Consultation rooms (8 large-35 m², 8 medium- 20 m², 16 small - 9 m²)
- 2 Civil support offices- 9 m²
- CPS room -96 m²
- SFO & other Prosecution agencies- 2 rooms 20 m² each
- Probation- 192 m²
- Waiting room- Children & Young people- 25 m²
- Press room - 15 m²
- Police Liaison room-9 m²
- Refreshment facilities- 10 m²
- Wellbeing room- 10 m²
- Toilets

Jury Facilities

- Assembly suite- 225 m²
- 6 Jury retiring rooms- 27 m² each
- Jury Bailiff room- 10 m²
- 6 Jury waiting rooms/areas- 15 m² each

Security

- Security CCTV room- 10 m²
- Incident control room- 10 m²
- Main entrance- 40 m²

Custody Facilities

- Secure loading- 198 m²
- Control room - 19 m²
- Reception- 6 m²
- Property store- 6 m²
- 18 Male cells- 4.5 m² each
- 5 Female cells- 5 m² each
- 2 Youth cells- 5 m² each
- Custody toilets-50 m²
- Custody staff area- 82 m²
- 4 interview rooms- 24 m²

General

- Ancillary rooms- small (cleaner's cupboards) -18 m²
- Service areas and Storage -67 m²
- Secure vehicle lock- 66 m²

Car Parking

- Disabled bay parking for users (6 spaces)
- Separate disabled bay parking area judiciary (2 spaces)

Circulation Routes

Segregated circulation routes are provided so that Judges, Jury and the Public can make their way to the court without meeting each other. Segregated routes will need to be maintained, they are:

- HMCTS/Judiciary – no public access
- Public
- Jury
- Custody

Access into the building

At a minimum two access points are required into the building, one for the Public and one for the Judiciary and Staff.

Appendix B

HMCTS Area Schedule

Room Use	No. Rooms	NIA	
		sq m	total sq m
Hearing rooms			2700
Formal Secure with Jury (Large)	4	200	800
Formal Secure with Jury	4	150	600
Formal secure non-jury	5	85	425
Standard type 2 (Large)	3	115	345
Standard type 2	2	75	150
Sound Lobbies	18	7	126
Secure waiting areas and toilets	13	10	130
Exhibit stores	10	6	60
Judicial video & audio rooms	4	16	64
Judicial Area			422
Judicial Room	1	28	28
Judicial Room	2	22	44
Judicial Room	10	15	150
Magistrates retiring room	5	15	75
Judicial Lounge	1	75	75
Toilets (in same location)	1	50	50
HMCTS side- no public access			852
Open Plan Office (desking for 51 staff/storage/filing @ 8 sqm per person)	50	8	408
Secure office	1	48	48
Post Room	1	9	9
Staff Study Rooms	2	19	18
Comms Room & Patch rooms	4	20 & 10	50
Staff Toilets	1	10	10

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Witness Suite [a lounge area to accommodate up to 20 people-60m with 4 smaller rooms of 9m2 for vulnerable witnesses (2 rooms) and defence witnesses (2 rooms). 4[iv] x 9m2 witness link booths]	1	168	168
Storage	1	71	71
Secure storage	1	70	70
HMCTS side/linked to public side			105
Meeting rooms	3	35	105
Public Side			1590
Waiting Area	7	30	210
Open justice viewing area	1	16	16
Public Counter/reception	1	16	16
Quiet Rooms/ contemplation room	2	15	30
Advocates Robing Room	1	168	168
Prison video link booths	13	9	117
Consultations room	16	9	144
Consultation room	8	20	160
Consultation room	8	35	280
Civil Support Services	2	9	18
Serious Fraud Office & other prosecution agencies	2	20	40
Crown Prosecution Service	1	96	96
Probation	1	192	192
Press Office	1	15	15
Wellbeing room	1	10	10
Children & Young person waiting room	1	25	25
Police Liaison Office	1	9	9
Vending Machines	4	2	8
Video & Audio hearing booths	4	9	36
Jury Facilities			493
Assembly Suite (to accommodate up to 150 Jurors with toilet/ kitchen facilities/space for vending machines)	1	225	225
Jury Retiring Room	6	27	162
Jury waiting area	6	16	96
Jury Bailiff	1	10	10
Security			60
Security Control Room (CCTV Monitors)	1	10	10
main entrance	1	40	40
Incident control room	1	10	10
Custody Facilities			535
Secure loading dock into the building for custody vans	1	198	198
Security Control Room for the cell area	1	19	19
Reception Area	1	6	6
Property Store	1	6	6

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18-20 Male Cells	20	4.5	90
5 Female Cells	5	5	25
2 Youth Cells	2	5	10
Custody Toilet Block - Separate Facilities required for male, female and youth prisoners	1	50	50
Toilets for Custody Staff	1	25	25
Office hub for Custody Staff	1	25	25
Changing Room and Storage Area for Custody staff	1	25	25
Rest Area for Custody Staff	1	32	32
Interview Rooms	4	6	24
General			151
Cleaners Cupboard	6	3	18
Service area & Storage	1	67	67
Secure vehicle lock	1	66	66
OVERALL TOTAL NIA			6908
Additional Space			
Plant			
Circulation (HMCTS/Judiciary, Public, Jury, Custody)	+40%		2763.2
Toilets			
Growth/Tolerance			
OVERALL TOTAL GIA sqm			9671.2