

HOLYOAKE HOUSE BRIEF



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THE CLIENT

Client: Co-operatives UK

Address: Holyoake House, Hanover Street, Manchester M60 0AS

Contact and Client representative: Kika Strong

Project Reference: TBC

About Co-operatives UK

Co-operatives UK is the network for Britain's thousands of co-operatives. Our mission is to grow the Co-operative Economy and, alongside our members, we work to promote, develop, and unite co-operatives across all sectors, from major high street retailers and large agricultural businesses to community owned pubs and credit unions. Owned and run by their members, Co-operatives UK connects businesses that give people more control over the things that matter to them. The organisation currently has circa 30 employees.

THE BUILDING

Holyoake House is a four-storey period office building constructed over 100 years ago as the head office of The Co-operative Union Limited (now known as Co-operatives UK). The property has a site area of approximately 0.3 acres and, across its four floors and basement, has an internal area of circa 28,000 square feet:

Basement:	5,520	(512.90 sq.m)
Ground Floor:	5,761	(535.28 sq.m)
First Floor	5,560	(516.60 sq.m)
Second Floor	5,496	(510.56 sq.m)
Third Floor	6,236	(579.30 sq.m)
TOTAL	28,573	(2,654.64 sq.m)

The property is owned by Co-operatives UK and is their single biggest asset - albeit there is a condition attaching to 578 square yards of the land it is built upon. This land was gifted to the organisation, but the conditions require that it (and any buildings upon it) shall revert to the donor if certain events occur. The main condition is if the building stops being used by Co-operatives UK.

Situated in Manchester City Council's Shudehill conservation area, Holyoake House is a Grade II listed building of 1911 origins with subsequent alterations and extensions in the 1930s and 1940s.

When co-operative activist George Holyoake died, the movement decided to honour him by building a permanent, four-storey headquarters for the Co-operative Union. A plaque was erected on an outside wall, dedicated to Holyoake's memory.

TENANTS & EXISTING USERS

Holyoake House is home to numerous co-operatives, social enterprises and/or charitable organisations that share values. These include Co-operatives UK, the Co-operative College, the Association of British Credit Unions (ABCUL), Fair Tax Foundation, Third Sector Accountancy, WEA and the Manchester office of Your Co-op Business Solutions. However, there are other, longstanding tenants that do not have a co-operative or social enterprise background, such as IP Integration and Expo Stars.

The tenants are listed below, with details of locations and rooms highlighted in Appendix 7 (available upon request):

- Co-operatives UK
- Your Phone Coop
- Digital Advantage
- Usecure
- Third Sector
- Fair Tax Mark
- Open Data Manchester
- Heritage Trust
- Coop College
- Coop Press
- Expo Stars
- Up North Architects
- WEA
- ABCUL
- IP Integration
- Zebra Partnership
- Zigg Trapp
- Co-Workers – Noisy Cricket, Carbonate Software, Belong Network, Allegory Agency, PIE

THE PROJECT

VISION:

The vision for the refurbishment of Holyoake House is to create a modern representation of its 'original intent and purpose' and transform the landmark into a beacon of co-operation. The Holyoake House 'story' will harness the power of the past to help forge a new future. The refurbishment of Holyoake House will raise the profile and awareness of co-operation and its values and principles, embodied in a physical place in the heart of the co-operative quarter of Manchester's city centre. Holyoake House will provide practical and affordable office space for co-operatives, social enterprise and small business, with exhibition, display and event space to enhance community wealth opportunities and support Co-operatives UK's strategic ambition.

ASPIRATIONS:

Co-operatives UK is building a business case to present to investors and funders on the future vision for the building. The need to invest in the building is driven by dilapidations, general wear and tear and the need for a refurbishment as well as a response to the need to:

- Engage with and welcome the wider public, as well as being more open to co-operatives
- Revitalise the co-operative movement and story in Manchester
- Respect our heritage and historic features while looking forwards with bold ambition, making better use of under-utilised space within the property and revealing heritage elements that have been overlooked (e.g. painted tiles, stained-glass-skylights)
- Support tenants and other stakeholders throughout our building with an inclusive approach that welcomes the wide range of visitors we expect to host
- Improve accessibility and encourage sustainable efforts with our approach alongside specific requirements
- Consider the comfort and well-being of our building users alongside our environmental responsibilities and the climate crisis

REQUIREMENTS

- Publicly accessible area providing exhibition space and facilitating local tours about the movement (ideally ground floor but secure from tenant areas)
- Welcoming reception zone for day-to-day business/building support and post
- Private and quiet spaces for breastfeeding or worship
- Accessible toilet facilities
- Locker stations and facilities to support postal registration and use of meeting spaces for remote businesses
- Facility for users/tenants to enter the building with bikes with access to washing/shower facilities (possibly the basement)
- Replace existing lift access (not necessarily in current location)
- Reduced energy use and conservation with a 'fabric-first' approach
- Recommendations that assist in our net-zero target
- Explore the limits and possibilities for occupying and extending at roof level to create flexible meeting/workspace to generate income (Inspirational precedent: The Contemporary Austin building, Austin, Texas) and to draw attention to the building and its occupants
- Create modern and relevant office space for co-operatives and businesses including:
 - Existing tenants (IP & co-working spaces might be relocatable to 3rd and ground floors respectively if business case supports this)
 - New start-ups
 - Hot desk/Co-working spaces
 - Podcast studios
 - ad hoc spaces that could be let on short-term basis for agile activities such as ancillary support for location-shooting in and around the immediate neighbourhood
- A new digital infrastructure throughout the building
- A proposal for how investors that have supported the vision can be 'immortalised' in the building (e.g., plaques, tiles)
- Please note the tenant's demise will remain untouched and are not part of the refurbishment brief, but a unified look and feel across communal space and corridors is a requirement

DESIRABLE OUTCOMES:

- Energy generation on the roofscape
- Modern innovative use of technology
- Transform our landmark into a beacon for the co-operative movement
- Zones and unified experience

KEYWORDS:

- Adaptability, Affordable, Calm, Collaboration, Community, Cooperation, Connection, Creativity, Democracy, Diversity, Flexibility, Historic, Heritage, Honest, Inclusive, Inspirational, Innovative, Learning, Light, Modern, Openness, Principles, Resilient, Responsible, Social, Solidarity, Spacious, Sustainable, Values, Welcoming, Zero-carbon

FINANCE & PROGRAMME

BUDGET:

Although project figures of £1 to £2 million are anticipated, inclusive of fees and construction, funds are limited to the success of the funding strategy which would be required to realise this project.

The design competition is expected to produce a greater understanding of the potential scope and scale of the project to enable fundraising against the ambition. The short-listed applicants should aim for a 'mid' RIBA stage two submission including the requirement for outline costings, design concepts and suggested 'look and feel'.

Co-operatives UK welcomes proposals that consider our business case and project planning and the selected team might address this in the face of the current economic climate and cost uncertainty.

FEES

As a value-led organisation, Co-operatives UK recognise that practices will invest time in developing speculative ideas for this project. With that in mind we will award a £2,000 honorarium to be awarded in January 2023 to a minimum of two shortlisted teams who will be invited to submit proposals.

TIMELINE

13 October 2022 - PQQ release to limited longlist

20 October 2022 - Expression of Interest deadline for Design Challenge

24 October 2022 - Design challenge notification of shortlisted teams (and supply of additional, relevant reports including a structural roof survey and energy report)

4 January, 5pm - 2023 Submission Deadline

January/February 2023 - review and approval period

Partial Stage 2

February 2023 - Co-operatives UK Board meeting - approval/presentation

2023-2024 Design commission, approvals and construction

ADDITIONAL NOTES

The market research and consultation with user groups and key stakeholder commissioned to date have been used to inform the outcomes of the enclosed brief. PDF plans of the building are available (Appendix 2) and although CAD survey data is not currently available, we intend to provide limited CAD plans to assist the shortlisted teams with the initial design challenge.

Structural movement is evident in the extended part of the building and the façade is deteriorating due to Regent Street disease. This was surveyed in 2019 and verified by review in 2021. This is impacting the steel frame and lintels behind terracotta façade elements in extended 1930s structure (Appendix 4).

A further visual structural survey of the existing roof structure has been commissioned, to better understand the existing loadings and design and establish the potential for the roof space to be used more intensively and any remedial works are required to achieve this. This will be completed before the end of October to inform shortlisted teams.

The Heating, plumbing and electrical installations and alarms require updating (see Appendix 5). Nb: Electrical installation safety was inspected in 2020 with recommendations only with the following resulting actions:

- Lightning protection - installed January 2022
- Surge protection - February 2022
- New wireless/wired alarm system installed in May 2020
- Boilers replaced - July 2020
- Louvre doors replaced - 2021
- Lead piping currently being replaced and is with United Utilities and our contractor (planning work required so not a quick fix, but work has started to resolve this)
- Emergency lighting maintained and fully compliant
- Asbestos containing materials are present and have been sampled but recommendations have not yet been actioned (Appendix 6)

The building was surveyed and recorded with an EPA rating E in 2011. A new, specialist, energy survey and assessment has been commissioned to explore potential energy and sustainability options. This will be completed before the end of October to inform shortlisted teams.

OUTPUTS

PQQ

Complete the separate PQQ information and return to kika.strong@uk.coop before 5pm on Thursday 20 October, 2022.

DESIGN CHALLENGE

Three number panels to be submitted digitally to Kika Strong (kika.strong@uk.coop) by 5pm on Friday 4 January set out as follows:

- Your vision for Holyoake House in response to this briefing document (including proposals for zoning/unifying parts of the building)
- Your method and approach for achieving this
- Your proposed timeline and costs (to take on board items raised in surveys and costs of securing accurate CAD data)

Appendix 1 - Values & Principles

Co-operative principles that define how a co-operative operates:

1. A co-op is **owned and controlled by its members**. It exists for the benefit of its members, who may be customers, workers, suppliers, or the wider community.
2. A co-op is **democratic**. This means every member has an equal say in how it's run and how profits are used.
3. **Every member contributes financially** in some way – from buying products, working for the co-op, investing in it or deciding how to spend its profits.
4. A co-op is an **independent** business, owned and controlled by its members.
5. It offers **education and training** to everyone involved, so they can develop the co-op and promote the benefits of co-operation.
6. It **co-operates**, works with and supports other co-ops.
7. A co-op supports the **communities** it works with.

There are 10 values that all co-ops are based on

1. Caring for others
2. Democracy
3. Equity
4. Equality
5. Honesty
6. Openness
7. Self help
8. Self-responsibility
9. Solidarity
10. Social responsibility

FURTHER APPENDICES

The following appendices are available upon request.

- Appendix 2 Floor Plans
- Appendix 3 MM Structural Survey and Follow-up Review
- Appendix 4 Regent Street Disease
- Appendix 5 Zerum PPM survey (2018)
- Appendix 6 2019 Asbestos Management Survey
- Appendix 7 URBED Consultation Document

Co-operatives UK Limited

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