



Democratic Services

Location: Phase II
Ext: 0185
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My Ref: LP

**To: COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

**COUNCILLOR JONATHAN BIANCO
CABINET MEMBER FOR PROPERTY AND
INFRASTRUCTURE**

c.c. All Members of Executive Scrutiny Committee
c.c. Perry Scott, Director of Infrastructure,
Procurement, Business Improvement,
Communications, Waste Services and ICT
c.c. Chairman of the Corporate Services, Commerce
and Communities Policy Overview Committee
c.c. Ward Councillors for Eastcote and East Ruislip
c.c. Gary Penticost/ Dave Grimshaw, Residents
Services
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 19 January 2021

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (January 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property Works Programme (PWP) Capital Budget 2020/2021; Structural Works Programme – Refurbishment of Manor Farm Great Barn Roof Timbers - **RELEASE NO: 27**

Dear Cabinet Member

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Wednesday 27 January 2021** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied, and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Liz Penny
Democratic Services Officer

Title of Report: Property Works Programme Capital Budget 2020/2021; Structural Works Programme – Refurbishment of Manor Farm Great Barn Roof Timbers - Release No. 27

Decision made:

Reasons for your decision: (e.g. as stated in report)

Alternatives considered and rejected: (e.g. as stated in report)

SignedDate.....
Cabinet Member for Finance / Cabinet Member for Property and Infrastructure

CAPITAL RELEASE REPORT (January 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property Works Programme (PWP) Capital Budget 2020/2021; Structural Works Programme – Refurbishment of Manor Farm Great Barn Roof Timbers.

RELEASE NO: 27

Cabinet Members	Councillor Martin Goddard / Councillor Jonathan Bianco
Cabinet Portfolios	Finance / Property and Infrastructure
Officer Contact	Gary Penticost, Dave Grimshaw
Papers with report	Appendix A with capital release requests for approval

HEADLINES

Summary	To seek Cabinet Member approval for the release of capital funds.
Putting our Residents First	This report supports the Council's strategy for improving the way the Council operates by providing operational assets that are compliant and fit for purpose.
Financial Cost	This report seeks the release of £27k from the Property Works Programme 2020/21 capital budget for the refurbishment of 7 Arcade Brace Timbers and further investigations in the Great Barn, Manor Farm. The figure includes a contingency and project management fee. The works will commence immediately following capital release approval.
Relevant Policy Overview Committee	Corporate Service, Commerce and Communities

Ward(s) affected

Eastcote & East Ruislip

RECOMMENDATION

That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure agree to the following capital release request of £27k from the Property Works Programme (PWP) Capital Budget 2020/2021; Structural Works Programme – Refurbishment of Manor Farm Great Barn Roof Timbers (Appendix A).

Reasons for recommendation

A specialist team of consultants experienced in historic timber structures has recommended these works are undertaken following a detailed survey March 2020 at the Manor Farm Great Barn.

Alternative options considered

No other options available

Policy Overview Committee comments

None at this stage.

SUPPORTING INFORMATION

1. The Medieval Barn is of historic interest and part of an iconic complex.
2. A detailed survey was undertaken after an Arcade Brace came loose in March 2020.
3. The survey included an overall structural summary report, a condition report from a specialist structural engineer and Microdrill Assessment report for Death Watch Beetle activity.
4. The reports concluded that Death Watch Beetle activity had been present in 7 Arcade Brace Joints and, therefore, they needed to be made structurally sound.
5. Further activity and defects were noticed during the survey, but they are of a lower priority and will be surveyed in detail during these works and a report produced.
6. The works are proposed to be undertaken by McCurdy & Co Ltd, under a single tender action. McCurdy & Co Ltd are specialist in the field and who replaced the Arcade Brace in March 2020.
7. The works will include detail drawings for future reference and meet any requirements from English Heritage.

Table 1: Cost Plan

Activity	Quoted Cost
Refurbish 7 Arcade Braces and affix new Tenon Joints	£11,800
Fit additional collars to upper Clasp Purlins. Replace two Aisle Purlins. Carry out further investigations to the roof and weatherboards.	£11,988
Sub-Total	£23,788
Contingency @ 10%	£2,379
Project Fee @ 4.4%	£1,047
Total Budget Cost	£27,214

Financial Implications

Property Works Programme Budget £3,227k, Previously Released/Pending Release £2,124k, Capital Release Requested £27k – Appendix A

The 2020/21 capital programme, approved by Cabinet and Council in February 2020, included a budget for the Property Works Programme (PWP) of £2,878k. Cabinet, in June 2020, approved the re-phasing of £349k of the unspent 2019/20 budget into 2020/21, to give a revised budget of £3,227k, funded from Council resources.

Previously, £2,124k has been released or is included in a release report in preparation (up to Release No 26) from the revised Property Works Programme 2020/21 capital budget.

This report is seeking the release of £27k for the refurbishment of 7 Arcade Brace Timbers and further investigations in the Great Barn, Manor Farm. The release request is based upon the proposed contractor's quoted costs and includes a project contingency of 10% of the quoted costs and internal project management fees of 4.4% of the quoted costs.

The remaining £1,076k of the PWP 2020/21 budget will be allocated to projects as and when required, subject to the capital release procedure.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities

The knowledge that the Council is taking steps to ensure the iconic assets on the Manor Farm Complex are being maintained ensures residents can continue to make use of and enjoy this important building.

Consultation carried out or required

None required.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting that the recommended action to agree a release of £27k for the refurbishment of 7 Arcade Brace Timbers and further investigations in the Great Barn, Manor Farm will be funded from the 2020/21 approved Property Works Programme capital budget.

Legal

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 2 of the Occupiers Liability Act 1957. Thus, there are no legal impediments to the capital release being authorised, although any contract that is entered into must comply with the Council's Procurement and Contract Standing Orders.

Infrastructure / Asset Management

Asset Management officers authored the report.

Capital Release Protocol

The release of all capital funds, and certain revenue funds, held by the Council is to be made by a formal democratic decision. No expenditure can be placed or committed by officers until this formal approval is given by Democratic Services. Release of funds must be for identified projects only and strictly not for the general release of funds for projects to be identified at a later date. No block releases of capital or funding will be allowed, except if authorised by the Leader of the Council in advance to Corporate Finance. The release of funds will only be made if previous Council, Cabinet or Cabinet Member agreement has been given to the project and only if there is an approved budget.

BACKGROUND PAPERS

NIL.

APPENDIX A

Property Works Programme (PWP) Capital Budget 2020/2021; Structural Works Programme – Refurbishment of Manor Farm Great Barn Roof Timbers. Release 27.

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Great Barn, Manor Farm	Refurbish Arcade timbers	The Arcade timbers have been damaged by Death Watch Beetles	27			
Total seeking release			27			
Previously released / pending release			2,124			
Budget			3,227			
Remaining budget			1,076			