



Democratic Services

Location: Phase II
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My Ref: NF

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

**COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

c.c. All Members of Executive Scrutiny Committee
c.c. Perry Scott, Director of Infrastructure,
Procurement, Business Improvement,
Communications, Waste Services & ICT
c.c. Chairman of Residents, Education and
Environmental Services Policy Overview Committee
c.c. Michael Naughton, Residents Services
c.c. Ward Councillors for Uxbridge North, Manor,
Harefield, Ickenham, Hillingdon East, Brunel
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 26 February 2021

Non-Key Decision request

Form D

**Capital Programme Works Service - Uniformed Group Initiative:
Demolition of existing and new clubhouses buildings for 12th
Ruislip Scouts Hut, 1st Harefield Scouts Hut, Uxbridge District
Girl Guides, 2nd Ickenham Scouts Group, 7th Hillingdon Air
Scouts and Endeavour Sea Scout Hut
RELEASE NO: Youth Provision 2020/21 Release No 1**

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 Monday 08 March 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.

Neil Fraser
Democratic Services Officer

**Title of Report: Capital Programme Works Service - Uniformed Group Initiative:
Demolition of existing and new clubhouses buildings for 12th Ruislip Scouts Hut, 1st
Harefield Scouts Hut, Uxbridge District Girl Guides, 2nd Ickenham Scouts Group, 7th
Hillingdon Air Scouts and Endeavour Sea Scout Hut
RELEASE NO: Youth Provision 2020/21 Release No 1**

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 Property and Infrastructure / Cabinet Member for Finance

CAPITAL RELEASE REPORT (February 2021)

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Capital Programme Works Service - Uniformed Group Initiative: Demolition of existing and new clubhouses buildings for 12th Ruislip Scouts Hut, 1st Harefield Scouts Hut, Uxbridge District Girl Guides, 2nd Ickenham Scouts Group, 7th Hillingdon Air Scouts and Endeavour Sea Scout Hut

RELEASE NO: Youth Provision 2020/21 Release No 1

Cabinet Members	Councillor Jonathan Bianco / Councillor Martin Goddard
Cabinet Portfolios	Property & Infrastructure / Finance
Officer Contact	Michael Naughton, Residents Services
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 objective of strong financial management.
Financial Cost	This report seeks the release of £149k from the 2020/21 Youth Provision Budget for surveys and professional fees relating to the demolition and construction of new clubhouses buildings for 12 th Ruislip Scouts Hut, 1 st Harefield Scouts Hut, Uxbridge District Girl Guides, 2 nd Ickenham Scouts Group, 7 th Hillingdon Air Scouts and Endeavour Sea Scout Hut. The design phase of the works will commence upon release of the funds.
Relevant Policy Overview Committee	Residents, Education and Environmental Services.
Ward(s) affected	Uxbridge North, Manor, Harefield, Ickenham, Hillingdon East, Brunel.

RECOMMENDATIONS

That the Cabinet Member for Finance and Cabinet Member for Property and Infrastructure agree to the following capital release requests of £149k from the 2020/21 Youth Provision Budget for the funding of the demolition and construction of new clubhouses buildings for 12th Ruislip Scouts Hut, 1st Harefield Scouts Hut, Uxbridge District Girl Guides, 2nd Ickenham Scouts Group, 7th Hillingdon Air Scouts and Endeavour Sea Scout Hut. (Appendix A)

Reasons for recommendation

To provide Uniformed Groups with secure, fit for purpose modern up to date accessible buildings to undertake Scout or Girl Guiding activities in the Borough. Scouting and Girl Guide activities support young people in the Borough in their personal development and encourages them to make a positive contribution to society. The proposals are for the following groups:

- 12th Ruislip Scout Group Hut, New Pond Hall, West End Road, Ruislip, HA4 6LR
- Harefield Scout Group Hut, Taylors Meadow, Hill End Road, Harefield, UB9 6LD
- 2nd Ickenham Scouts Group, Community Close, Ickenham UB10 8RE
- 7th Hillingdon Air Scouts, Pole Hill Park, Petworth Gardens, Hillingdon, UB10 9HG
- Endeavour Sea Scout Group, Sir Alec Rose Scout Hut, Moorfield Road, Cowley, UB8 3SJ
- Uxbridge District Girl Guides Scout Group Hut, Sweetcroft Lane, Hillingdon, UB10 9LQ

Alternative options considered

Options to refurbish the current buildings were reviewed, however, due to the state of the buildings and the level of work required to rectify issues identified it was considered more cost effective to demolish and rebuild the clubhouses into standard generic community buildings.

Policy Overview Committee comments

None at this stage.

SUPPORTING INFORMATION

The Uniformed Groups, as outlined in this report, have approached the Council to review their current buildings and requested support for refurbishment or replacement. These sites are currently leased to the Uniformed Groups by the Council. Following inspections and condition surveys of the existing buildings at 12th Ruislip Scouts Hut, 1st Harefield Scouts Hut, Uxbridge District Girl Guides, 2nd Ickenham Scouts Group, 7th Hillingdon Air Scouts and Endeavour Sea Scout Hut it was proposed that the existing buildings are demolished and new clubhouses constructed.

Officers have developed a generic design for a new clubhouse which will be applied to each site. The new building of 150m² will have a standard internal layout including an open hall, kitchen, storage area and disabled compliant toilets. A traditional brick-built building with concrete roof tiles, security grills on windows and secure doors. The kitchen design will include a tea station and sink area, space left for any kitchen appliances. Each Uniformed Group have agreed in principle to the new generic design, confirmed the status of their membership and ability to maintain a new building under their new lease arrangements. The next phase of the project is to undertake site surveys, detailed specification of the works and develop site specific designs for Planning submission.

Capital release of £149k is requested for site surveys, planning, architect fees and programme management costs as summarised in the table below for all six uniformed group sites. Following planning approval, the tender process to appoint a contractor for this programme of works will commence and works to build these new clubhouses will be programmed over the next two years.

Table 1: Estimated cost plan for standardised 150m² Scouts/Guides Buildings at 6 sites

Item	Cost (£)	Release request (£)
Estimated construction cost of new clubhouse x 6	1,491,774	0
External Consultant Fees (Structural Engineer, M&E Consultant)	18,600	0
Architect Fees	21,000	21,000
CDM Principal Designer	4,500	4,500
Site Surveys and Investigations	85,500	85,500
Statutory approvals and Legal Fees	14,418	14,418
Capital Programme Team Fees	89,508	23,309
Project Contingency (5%)	74,589	0
Total Budget	1,799,889	148,727

Some risks cannot be transferred (e.g. unforeseen conditions etc), so a project contingency sum is retained outside of the contract sum which is based on the build cost, this will be requested at the point where approval to appoint the main contractor is sought.

Financial Implications

Youth Provision Programme 2020-25 £3,620k, Previously Released £125k, Capital Release Requested £149k – Appendix A

The demolition and rebuild of Scout and Guide group clubhouses throughout the Borough can be funded from the Youth Provision capital budget of £3,620k from 2020-25 approved by Council in February 2020, financed by Council resources.

Previously, £125k has been released in respect of match funding for the 2nd/9th Ruislip Scout Group, agreed in principle by Cabinet in January 2018. The 2nd/9th Ruislip Scout group new scout hut project is expected to be managed themselves with the Council making grant payments, along with match funding from the London Diocese.

This report seeks the release of £149k funding to cover site surveys for six sites and other professional fees, including internal project management fees of £23k which in total are based on 6% of the construction works cost pre-tender estimate. A standardised clubhouse template, based on a size of 150m², will be used to rebuild the Scouts/Guide clubhouses and are estimated at around £300k per clubhouse.

A separate combined capital release and tender acceptance report will be submitted for approval via the usual process, once planning approvals are obtained and the tender process completed for the main contract works.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities?

To supported uniformed groups in the Borough to provide safe and operational clubhouse buildings to provide community activities.

Consultation carried out or required

Formal consultation will be held through Planning consultation once the Planning applications have been submitted as part of the programme of works. Detailed ongoing discussions are being held with the relevant uniformed groups for each new build.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate finance concurs with the financial implications above, noting that the proposed demolition and rebuild of six uniformed group clubhouses will be funded from the 2020-25 Youth Provision capital programme budget, financed by Council resources.

Legal

The Borough Solicitor also confirms that the Council is responsible for carrying out this function pursuant to Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. Thus there are no legal impediments to the capital release being authorised.

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

This report is authored by Infrastructure / Asset Management.

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

Demolition and construction of new clubhouses buildings for 12th Ruislip Scouts Hut, 1st Harefield Scouts Hut, Uxbridge District Girl Guides, 2nd Ickenham Scouts Group, 7th Hillingdon Air Scouts and Endeavour Sea Scout Hut - 2020-2025 Youth Provision Budget

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Various Uniformed Groups	Demolition and construction of new clubhouses	Site Surveys, planning fees, architect fees and project management fees across six project sites	149			
Total seeking release			149			
Previously released			125			
Budget			3,620			
Remaining budget			3,346			