



Democratic Services

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

**COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

c.c. All Members of the Corporate, Finance and
Property Select Committee
c.c. Gary Penticost / Dave Grimshaw – Place
Directorate c.c. Perry Scott, Corporate Director for
Place
c.c. Ward Councillors for West Ruislip
c.c. Conservative and Labour Group Offices
(inspection copy)

Date: 01 April 2022

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT April 2022

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property of Works Programme 2022/23: Structural
Works Programme – Refurbishment Works at The Duck House – Manor Farm Complex
in Ruislip.

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 11 April 2022** 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: Property of Works Programme 2022/23: Structural Works Programme
– Refurbishment Works at The Duck House – Manor Farm Complex in Ruislip.**

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 April 2022

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Property of Works Programme 2022/23: Structural Works Programme – Refurbishment Works at The Duck House – Manor Farm Complex in Ruislip.
Release No 1

| | |
|---------------------------|--|
| Cabinet Members | Councillor Martin Goddard Councillor Jonathan Bianco |
| Cabinet Portfolios | Cabinet Member for Finance Cabinet Member for Property and Infrastructure |
| Officer Contact | Gary Penticost / Dave Grimshaw – Place Directorate |
| 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 £34k from the Property Works Programme 2022/23 capital budget for refurbishment works at The Duck House – Manor Farm Complex in Ruislip. The works will commence immediately following capital release approval. |
| Relevant Select Committee | Corporate, Finance & Property Select Committee. |
| Ward(s) affected | West Ruislip. |

RECOMMENDATION

That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure agree to the following capital release request of £34k from the Property of Works Programme 2022/23: Structural Works Programme for the refurbishment works at The Duck House – Manor Farm Complex in Ruislip. (Appendix A)

Reasons for recommendation

By undertaking these works at The Duck House, the Council will protect this asset that forms part of the Manor Farm Complex. The property is in a popular location and since it became vacant has been subject of an offer which would bring in additional revenue through rental income to the Council and ensure the property plays a part in what is already a vibrant High Street.

Alternative options considered

No viable options.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

- The 'Duck House' is a Grade 2 listed building in Ruislip and forms part of the Manor Farm Complex and is located on Bury Street adjacent to the Duck Pond and bowls club.
- The property has recently come back under Council ownership after the end of previous tenancy and needs some refurbishment works to enable the property to be leased out again.
- The building needs the two Bay Windows that face Bury Street to be replaced; one has been made safe as it is no longer structurally sound.
- The recent storms have caused some damage to the roof and guttering and these need to be address for avoid further damage.
- The external areas of the building need remedial works to keep them weather tight.
- It is proposed to use the Council's existing supply chain to expedite these works and to realise the revenue from the new tenant.
- This paper does not cover any interior works, as this is incumbent on the new tenant modelling the interior to suit their own style/requirements.

Table 1: Cost Plan

| Works Description | Quoted Cost |
|--------------------------------|----------------|
| Roofing Works | £9,500 |
| Replacement of two bay windows | £14,980 |
| External remedial works | £5,250 |
| Sub-Total | £29,730 |
| Contingency - 10% | £2,973 |
| Project Management Fee – 5.5% | £1,635 |
| Total | £34,338 |

Financial Implications

Property Works Programme Budget £1,677k, Previously Released/Pending Release £NIL, Capital Release Requested £34k – Appendix A

The 2022/23 capital programme, approved by Cabinet and Council in February 2022, included a budget for the Property Works Programme (PWP) of £1,677k, funded mainly from Council resources.

This report is seeking the release of £34k for the roofing works, the replacement of two bay windows and the external remedial works required to the 'Duck House' Grade 2 listed building on the Manor Farm Complex in Ruislip. The release request is based upon the quoted cost from the relevant framework contractors and includes a contingency of 10% of the quoted costs and an internal project management fee of 5.5% of the quoted costs.

The letting of the property was approved for 25 years at a rent of £40,000 per annum rising to £50,000 at year 4 and then £60,000 after 5 years. The proposed tenant is also paying 12 month's rent in advance and there is a 9-month rent free period in the second year which was part of the offer. Therefore, the Council will receive £40,000 rent upon completion, which officers are hopeful will be in April 2022. The offer made was on the basis that there were no significant repair defects.

The current budgeted level of income for 2022-23 for this site was £10k. If the works allow the property to be let from April 2022 there will be a favourable impact on the General Fund Revenue accounts of £30k in years 1 and 3, no impact on year 2 due to the rent-free period, £40k in year 4 and £50k in year 5.

The remaining £1,643k of the PWP 2022/23 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 both protect our assets, increase our revenue opportunities, and contribute to our communities and vibrant town centres.

Consultation carried out or required

N/A.

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 £34k for the roofing works, the replacement of two bay windows and the external remedial works required to the 'Duck House' Grade 2 listed building on the Manor Farm Complex in Ruislip, will be funded from the 2022/23 approved Property Works Programme capital budget. Also noting, if the works allow the property to be let from April 2022 there will be a favourable impact on the General Fund Revenue accounts of £30k in years 1 and 3, no impact on year 2 due to the rent-free period, £40k in year 4 and £50k in year 5.

Legal

The Borough Solicitor confirms that there are no legal impediments to authorising this capital release.

Infrastructure / Asset Management

The property is in the process of being let and the works are required to enable the letting of the property to proceed. The letting of the property was approved for 25 years at a rent of £40,000 per annum rising to £50,000 at year 4 and then £60,000 after 5 years. The proposed tenant is also paying 12 month's rent in advance and there is a 9-month rent free period in the second year which was part of the offer. Therefore, the Council will receive £40,000 rent upon completion. The offer made was on the basis that there were no significant repair defects and as these matters are not minor repairs, the Council would have to carry out these works.

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 (by the Leader and Cabinet Member for Finance, Property and Business Services). 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 of Works Programme (PWP0 Capital Budget 2022/23: Structural Works Programme – Refurbishment Works at The Duck House – Manor Farm Complex in Ruislip. Release 1

| Location | Project / Expenditure Title | Information | Funds Release Sought £000's | Approve | Hold | More Information Required |
|--|---|--|-----------------------------|---------|------|---------------------------|
| The Duck House, Ruislip | Refurbishment works to enable a new tenancy | The Duck House was recently made vacant and following these works can be re-let. | 34 | | | |
| Total seeking release | | | 34 | | | |
| Previously released / pending release | | | 0 | | | |
| Budget | | | 1,677 | | | |
| Remaining budget | | | 1,643 | | | |