



## Democratic Services

**Location:** Phase II  
**Ext:** 0185  
**DDI:** 01895 250185  
**My Ref:** CMD 475

**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. Carmel Hynes, Place Directorate  
c.c. Perry Scott, Corporate Director for Place  
c.c. Ward Councillors for Eastcote and East Ruislip  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 22 April 2022

**Non-Key Decision request**

**Form D**

### **CAPITAL RELEASE REPORT (April 2022)**

**DEPARTMENT:** Place Directorate

**SERVICE AREA / PROGRAMME:** Property of Works Programme 2022/23: Contingency  
Works Programme – Upgrade of the Ventilation System at Ruislip Bowls Club Main Hall  
**RELEASE NO:** 4

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 3 May 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.

Liz Penny  
Democratic Services Officer

**Title of Report:** Property of Works Programme 2022/23: Contingency Works  
Programme – Upgrade of the Ventilation System at Ruislip Bowls Club Main Hall -  
Release No: 4

**Decision made:**

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

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

Signed .....Date.....

*Cabinet Member for Property and Infrastructure / Cabinet Member for Finance*

## CAPITAL RELEASE REPORT (April 2022)

DEPARTMENT: Place Directorate

SERVICE AREA / PROGRAMME: Property of Works Programme 2022/23: Contingency Works Programme – Upgrade of the Ventilation System at Ruislip Bowls Club Main Hall

RELEASE NO: 4

<b>Cabinet Members</b>	Councillor Jonathan Bianco Councillor Martin Goddard
<b>Cabinet Portfolios</b>	Cabinet Member for Property and Infrastructure Cabinet Member for Finance
<b>Officer Contact</b>	Carmel Hynes, Capital Programme Works Service
<b>Papers with report</b>	Appendix A with capital release requests for approval

## HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds to upgrade the ventilation system to the main hall at Ruislip Bowls Club, Manor Farm
<b>Putting our Residents First</b>	This report supports the Council objective of strong financial management.
<b>Financial Cost</b>	This report seeks the release of £27k from the Property Works Programme 2022/23 capital budget for Upgrade of the Ventilations System at Ruislip Bowls Club Main Hall. The works will commence upon release of the funds and are due for completion by May 2022.
<b>Relevant Select Committee</b>	Environment, Housing & Regeneration Select Committee
<b>Ward(s) affected</b>	Eastcote & East Ruislip

## RECOMMENDATION

That the Cabinet Member for Finance and the Cabinet Member for Property and Infrastructure agree to the following capital release requests of £27k from the Property of Works Programme 2022/23: Contingency Works Programme for the Upgrade of the Ventilation System at Ruislip Bowls Club Main Hall (Appendix A).

## Reasons for recommendation

Adding a Mechanical Ventilation with Heat Recovery System (MVHR) will extend the use of the building from its original designed purpose, enabling the building to be used for other activities by the Bowls Club subject to their lease agreement.

## Alternative options considered

Alternative options were explored in line with HSE recommendations – enhanced purge ventilation, short duration occupancy, leaving doors slightly open with users wearing additional clothing. These options were deemed not suitable for the end users of Ruislip Bowls Club.

## Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

Ruislip Bowls Club was extended and upgraded during 2017 for outdoor bowling. Activities are now taking place regularly within the Club Main Hall all year around, which is a change from the original designed use.

Officers have engaged and reviewed with Ventilation Specialists the options available and the cost for a Mechanical Ventilation with Heat Recovery System (MVHR) is estimated at £25,304.

Project costs are outlined in the table below:

Project / Programme Cost plan	£
Works	25,304
Project Contingency (5%)	1,265
<b>Total</b>	<b>26,569</b>

## Financial Implications

### Property Works Programme Budget £1,677k, Previously Released/Pending Release £113k, Capital Release Requested £27k – 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.

Previously, £113k has been released or is included in a release report in preparation (up to Release No.3) from the Property Works Programme 2022/23 capital budget.

This report is seeking the release of £27k for the Upgrade of the Ventilation System at Ruislip Bowls Club Main Hall. The release request is based upon quoted costs and includes a contingency of 10% of the quoted costs.

The remaining £1,537k 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**

To extend the use of Ruislip Bowls Club and provide a building suitable for all year use.

### **Consultation carried out or required**

Formal consultation was not required to undertake works on this project; however, detailed discussions were held with all parties involved within the project.

## **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 Upgrade of the Ventilation System at Ruislip Bowls Club Main Hall, will be funded from the 2022/23 approved Property Works Programme capital budget.

### **Legal**

The Borough Solicitor 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, although any contract that is entered into must comply with the Council's Procurement and Contract Standing Orders.

### **Infrastructure / Asset Management**

Asset Management authored this 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

None.

## APPENDIX A

### Property of Works Programme (PWP Capital Budget 2022/23: Property of Works Programme 2022/23: Contingency Works Programme – Upgrade of the Ventilation System at Ruislip Bowls Club Main Hall. Release 4

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Ruislip Bowls Club	Upgrade of Ventilation System	Ventilation works and project contingency	27			
<b>Total seeking release</b>			<b>27</b>			
<b>Previously released</b>			<b>113</b>			
<b>Budget</b>			<b>1,677</b>			
<b>Remaining budget</b>			<b>1,537</b>			