



Democratic Services

Location: Phase II

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**To: COUNCILLOR EDDIE LAVERY
CABINET MEMBER FOR RESIDENTS' SERVICES**

**COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

c.c. All Members of the Residents' Services Select Committee

c.c. Neil O'Connor – Place Directorate

c.c. Perry Scott – Place Directorate

Date: 09 September 2022

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (September 2022)

DEPARTMENT: RESIDENTS' SERVICES

SERVICE AREA / PROGRAMME: CHRYSALIS PROGRAMME 2022/23

RELEASE NO: 2

Dear Cabinet Members

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 19 September 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.

James Jones
Democratic Services

Title of Report: Chrysalis Programme 2022/23 - Release No 2

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 Residents' Services/ Cabinet Member for Finance

CAPITAL RELEASE REPORT (September 2022)

DEPARTMENT: RESIDENTS' SERVICES

SERVICE AREA / PROGRAMME: CHRYSALIS PROGRAMME 2022/23

RELEASE NO: 2

Cabinet Members	Councillor Eddie Lavery Councillor Martin Goddard
Cabinet Portfolios	Cabinet Member for Residents' Services Cabinet Member for Finance
Officer Contact	Neil O'Connor, Place Directorate
Papers with report	Appendix A - Capital Release Requests for Approval

HEADLINES

Summary	To seek Cabinet Member approval for the allocation and release of capital funds for four new projects under the Chrysalis Programme 2022/23.
Putting our Residents First	This report supports the following Council objectives of: <i>Our People; Our Built Environment and Strong Financial Management.</i>
Financial Cost	This report seeks the allocation and release of £284k from the Chrysalis Programme 2022/23 budget. The works will commence upon release of the funds and are due for completion by the end of March 2023.
Relevant Select Committee	Residents' Services Select Committee
Relevant Wards	Charville, Pinkwell, Ruislip, South Ruislip

RECOMMENDATIONS

- 1) That the Cabinet Member for Resident Services approves the total allocation of £284k Chrysalis funding for the four new projects as detailed within the body of this report, as part of the asset enhancement programme for 2022/23.
- 2) That the Cabinet Member for Residents' Services and the Cabinet Member for Finance agree to the capital release request of £284k to fund the four new projects as summarised within recommendation one.

Reasons for recommendations

Hillingdon Council is striving to be the greenest London Borough, to protect and enhance the environment, and to provide a brighter prospect for future generations. Chrysalis, the Council's asset enhancement initiative, funds projects ranging in scale from £5,000 to £100,000 for local initiatives that matter to residents.

Residents are encouraged to make suggestions for Chrysalis funding as the most effective way for local people to identify environmental and community safety projects and demonstrating how all residents can play an active part in decisions making them proud to live in Hillingdon.

In January 2022, the Cabinet Member for Residents' Services reviewed all applications for Chrysalis funding received from residents, community groups and Ward Councillors and informally agreed 17 new projects to greatly improve community assets and resources across the Borough.

The recommendation will enable works to commence on a further three projects where contractor schedule of rates have been used and one project where competitive quotes have been sourced.

Alternative options considered / risk management

The Cabinet Members could decide not to accept the recommendations and either some, or none of the four new projects would not realise the improvements which have been requested by residents and Ward Councillors.

If the release of capital funds is not approved, the Chrysalis 2022/23 programme cannot be effectively and efficiently progressed as planned and the Chrysalis contribution towards the Council's commitment to be carbon neutral by 2030 cannot be fully realised.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

This report is seeking the allocation of funding and capital release for the following four projects, to be funded from the 2022/23 budget of £1m for implementation by March 2023.

1. Grosvenor Allotment waste removal and parking area.

Grosvenor allotment is one of the largest Council managed allotments within the Borough and is used by many residents including families and across all age groups. Many of those who visit the allotment spend a lot of time on site.

Presently, there is very limited on-site parking, and parking on the main road which means a walk to the allotment plots, that isn't always practical when having to carry gardening materials and equipment. The Green Spaces team have been working hard to attract new allotment members to Grosvenor Allotments. Parking concerns have been raised by both current and new members, stating that it will go a long way to improving the site.

The proposal is to remove a large mound of waste that has accumulated over the years as the allotment plots were cleared to make way for new users. With the waste removed there will be enough room to create a stone-based parking area for up to ten cars.

The cost plan has been calculated from the term contractor schedule of rates for Highways and Waste Services and allowing for contingency and fees.

Table 1: Grosvenor Allotment waste removal and parking area cost plan:

Item	Cost (£)
Waste removal	45,000
Stone based parking area for up to ten cars	22,500
Highways fees, 10%	2,250
Contingency	6,750
Total project cost	76,500

2. Hayes and Harlington Community Centre replacement perimeter fencing and internal refurbishment grant.

Hayes and Harlington Community Centre was originally a building constructed in the early 1940's as a canteen for the Land Army. After the war, it was taken over as a Community Centre and remained in use until 1989 when it was demolished to make way for a brand-new purpose-built Centre.

Over the years, the Centre has experienced a number of break ins, as well as water damage resulting from leaking pipes and general wear and tear. The proposal is to replace the existing fence with a new powder coated green "V" mex mesh system fencing with matching gates and to provide a grant to the community centre so that they can arrange for internal repairs and decorating to be carried out.

The cost plan has been calculated from the fencing and gating term contractor schedule of rates including contingencies.

Table 2: Hayes and Harlington Community Centre refencing perimeter of building and internal refurbishment grant cost plan:

Item	Cost (£)
New fencing and gate for Hayes and Harlington Community centre	25,000
Grant to go towards internal repairs and decorating	25,000
Total project cost	50,000

3. The Guide Hut Manor Farm Ruislip, to refurbish the kitchen and toilet facilities.

The Guide Hut is part of the ancient Manor Farm complex which is listed and protected. The adjacent Great Barn is 700 years old. The Guide Hut is a very old building with a substantial hardwood trussed roof.

The kitchen is in a very poor state of disrepair from years of regular use. The toilets are also in a very poor state. As significant work is required to the hot and cold domestic water systems and other services such as the electrical supply and distribution to renew the kitchen, economically it is more advantageous to refurbish the toilets at the same time.

The cost plan is based on recently tendered works which, as the value of the works is under £100k, will be subject to a separate expenditure approval request once capital release has been approved.

Table 3: The Guide Hut Manor Farm Ruislip, kitchen and toilet refurbishment cost plan:

Item	Cost £
Construction works based on tendered costs	66,272
Capital Programme Staff Fees (10%)	6,627
Site Surveys	2,500
Other fees: legal / surveys / planning	10,000
Construction contingency (10%)	6,627
Total project cost:	92,026

4. Bridgwater Road Open Space improvements to site boundary.

Between Bridgwater Road and the open space is a service road, separated by a mature hedge. Over the years, gaps have appeared in the hedge compromising security to residents' living on the boundary at Bridgwater Road and also parts of Field End Road, as well as enabling waste to amass impacting on the open space itself. Over the last few years, Chrysalis funding has created a new outdoor gym and a fully refurbished playground as well as new trees planted, and wildflowers sown.

The proposal is to improve the security of the boundary of Bridgwater Road and carry out repairs to the hedge, which will improve security and privacy for residents impacted by the gaps in the hedging whilst also ensuring that any waste within the service road does not impact on residents' enjoyment of the green open space. The cost plan has been calculated using the fencing and gating contractor's schedule of rates:

Table 4: Bridgwater Road Open Space improvements to site boundary cost plan:

Item	Cost (£)
Installation of fencing, including all site clearance and removal of waste	58,000
Planting of 200 whips Hawthorne to repair hedge	1,500
Contingency	5,950
Total project cost	65,450

Financial Implications

Chrysalis Programme 2022/23 Budget £1,274k, Previously Released £588k, Capital Release Requested £284k - Appendix A

The 2022/23 capital programme, approved by Cabinet and Council in February 2022, included a budget of £1,000k for the Chrysalis Programme, funded from Council resources. In July 2022,

Cabinet approved the re-phasing of £274k unspent funds from 2021/22 into 2022/23, of which £249k had previously been released for schemes completing this year.

The report seeks the allocation and capital release of £284k from the Chrysalis Programme budget for the four projects detailed in the body of the report.

The cost plans for the projects are based on schedule of rates within the approved highways and fencing/gating term contracts, which include internal fees where applicable and contingencies at 10% each.

The remaining £402k of the Chrysalis Programme 2022/23 budget is subject to the allocation and capital release process.

RESIDENT BENEFIT & CONSULTATION

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

Hillingdon Council is committed to making the Borough a cleaner, greener and safer place. Chrysalis, the Council's asset enhancement initiative, funds projects ranging in scale from £5,000 to £100,000 for local initiatives that matter to residents. Residents are encouraged to make suggestions for Chrysalis funding, and this is an effective way for local people to identify environmental and community safety projects that are on Council land.

The four projects as detailed within this report collectively will achieve access, security, and overall environmental improvements to enhance residents' enjoyment of local green spaces and community facilities.

Consultation carried out or required

All proposals have been submitted by residents themselves and supported by relevant Ward Councillors.

Due to the particular nature of the security improvements proposed on the service roadside of the boundary line at Bridgwater Road, all households have been consulted and residents given the opportunity to give feedback.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance concurs with the financial implications above, noting that the proposed schemes will be funded from the 2022-23 Chrysalis Programme budget, financed by Council resources.

Legal

The Borough Solicitor confirms that all the projects mentioned in this report are eligible for funding under the Chrysalis Scheme. 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.

Asset Management

To the best of our knowledge, there are no infrastructure/asset management implications arising from the four proposed projects listed in this report:

- The Hayes and Harlington Community Centre is leased to the trustees of Hayes and Harlington under the terms of a 25-year lease which expires on 29 December 2029.
- The Guide Association holds a 10-year lease from 1 January 2015. The Guide Association has internal repairing responsibility for the building apart from structural repairs which are the responsibility of the Council.

There are no lease implications, and it is noted that the proposals will improve and enhance the facilities within the buildings.

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 Cabinet Member for Finance). 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 – CAPITAL RELEASE REQUESTS FOR APPROVAL

Chrysalis Programme 2022/23 - Release No 2

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Charville: Grosvenor Allotments	Chrysalis Asset Enhancement	Removal of mound and creation of parking for allotment users	77			
Pinkwell: Hayes and Harlington Community centre	Chrysalis Asset Enhancement	Improve security fencing and provide grant of remaining budget to centre for decorating indoors	50			
Ruislip: The Guide Hut refurbishment	Chrysalis Asset Enhancement	Refurbishment of the kitchen and toilets	92			
South Ruislip: Bridgewater boundary security	Chrysalis Asset Enhancement	Improve security along boundary of Bridgewater Road open space and resident's service road	65			
Total seeking release			284			
Previously released			588			
Budget			1,274			
Remaining budget			402			