



Democratic Services

Location: Phase II
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**To: COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

**COUNCILLOR JONATHAN BIANCO
CABINET MEMBER FOR PROPERTY, HIGHWAYS
AND TRANSPORT**

c.c. All Members of the Property, Highways and
Transport Select Committee
c.c. Peter Whitfield – Place Directorate
c.c. Perry Scott – Corporate Director of Place
c.c. Ward Councillors for West Drayton

Date: 09 May 2023

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (APRIL 2023)

DIRECTORATE: PLACE

**SERVICE AREA/ PROGRAMME: Property of Works Programme
2023/24: Fire Safety Workstream – Installation of 2 Fire Walls/
Blast Walls between static homes at Colne Park Caravan Site.**

RELEASE NO: 2

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 17 May 2023** 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.

Ryan Dell
Democratic Services Officer

Title of Report: Property of Works Programme 2023/24: Fire Safety Workstream –
Installation of 2 Fire Walls/ Blast Walls between static homes at Colne Park Caravan Site.
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)

Signed Date.....

Cabinet Member for Finance / Cabinet Member for Property, Highways and Transport

CAPITAL RELEASE REPORT (APRIL 2023)

DIRECTORATE: PLACE

SERVICE AREA/ PROGRAMME: Property of Works Programme 2023/24: Fire Safety Workstream – Installation of 2 Fire Walls/ Blast Walls between static homes at Colne Park Caravan Site.

RELEASE NO: 2

Cabinet Members	Councillor Martin Goddard Councillor Jonathan Bianco
Cabinet Portfolios	Cabinet Member for Finance Cabinet Member for Property, Highways and Transport
Officer Contact	Peter Whitfield – Place Directorate
Papers with report	Appendix A – with capital release requests for approval

HEADLINES

Summary	This report seeks release for the installation of two (2) fire walls at Colne Park Caravan site.
Putting our Residents First Delivering on the Council Strategy 2022-2026	This report supports our ambition for residents/ the Council of: Be / feel safe from harm This report supports our commitments to residents of: Safe and Strong Communities
Financial Cost	This report seeks the release of £44k from the Property Works Programme 2023/24 capital budget for the installation of two Fire Walls/ Blast Walls between static homes at Colne Park Caravan Site. The works will commence upon the release of funds and are due for completion by March 2024.
Relevant Select Committee	Property, Highways and Transport Select Committee.
Relevant Ward	West Drayton.

RECOMMENDATIONS

That the Cabinet Member for Finance and the Cabinet Member for Property, Highways and Transport agree to the following capital release request of £44k from the Fire Safety Workstream within the Property of Works Programme 2023/24 capital budget for the installation of two Fire Walls/ Blast Walls between static homes in Colne Park Caravan Site. (Appendix A)

Reasons for the recommendation

Fire risk assessments (FRAs) were undertaken by Frankham RMS Consultancy. The report noted the following:

It is noted that some caravan plots are within one metre separating distance of each other (Plots 2-3). In accordance with Model Standards 2008 for Caravan Sites in England and Caravan Sites and Control of Development Act 1960, every caravan must where practicable be spaced at a distance of no less than six metres (the separation distance) from any other caravan which is occupied as a separate residence. It is noted that concrete fire barrier walls are erected between other plots.

Properties within this proposed contract are shown in the report and are at Colne Park Caravan Site – UPRN: C4511.

The estimate issued for the works is via a term contract so best value has already been reviewed for O'Hara Brothers and they have already actioned similar repairs on the existing fire walls on the site.

Alternative options considered

No other options for carrying out these works were considered.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

The installation of the two Fire Walls/ Blast Walls are required to take place for the London Borough of Hillingdon to be compliant within the Fire Safety Regulations.

The installation of the fire wall costs in Table 1 below have been calculated using the schedule of rates contained in the Council's Highways term contract.

Table 1. Cost Plan for the Installation of two fire walls at Colne Park Caravan Site

Project Cost Plan	Cost (£)
Installation of two fire walls between plots 2 and 3	37,940
Project Contingency (10%)	3,794
Internal Fees (5%)	1,897
Project Total	43,631

Financial Implications

Property Works Programme Budget £3,054k Previously Released/ Pending Release £282k, Capital Release Requested £44k – Appendix A.

The 2023/24 capital programme, approved by Cabinet and Council in February 2023, included a budget for the Property Works Programme (PWP) of £3,054k, which is funded mainly from Council resources.

Previously, £282k has been released or is included in a release in preparation (up to Release No. 1) from the PWP 2023/24 capital budget.

This report seeks the release of £44k for the installation of two Fire Walls/ Blast Wall between static homes in Colne Park Caravan Site. The release request is based upon the schedule of rates within the approved highways term contract and includes a project contingency of 10% of the works cost and internal fees of 5% of the works costs.

The remaining £2,728k of the PWP 2023/24 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 installation of the fire walls/ blast walls will provide greater safety to the residents should there be a fire within the Colne Park Caravan Site.

Consultation carried out or required

Residents will be consulted on the installation programme.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed the report and concurs with the financial implications set out above, noting that the recommendation to agree a release of £44k for the installation of two Fire Walls/ Blast Wall between static homes in Colne Park Caravan Site, will be funded from the approved 2023/24 Property of Works Programme capital budget.

Legal

Legal Services confirms that the Council is responsible for carrying out this function pursuant to section 8 of the Housing Act 1985. 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 and Development Team are the authors of this report.

Planning

1. The project expenditure in this report is ineligible for financing from planning obligations, i.e. balances received from Section 106 agreements.
2. The reason for ineligibility is because the project does not fit the criteria of any S106 agreements with existing unallocated balances.

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 of Works 2023/24 Programme – Fire Safety Workstream at Colne Park Travellers Site for the Installation of two Fire Walls between static homes on plots 2 and 3 at Colne Park Caravan Site. Capital Release No 2

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Colne Park Caravan Site	Colne Park Fire Walls	Installation of two fire walls/ blast walls between plots 2 and 3	44			
Total seeking release			44			
Previously released			282			
Budget			3,054			
Remaining budget			2,728			