



## Democratic Services

**Location:** Phase II  
**Ext:** 0636  
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**CMD No:** 908

**To: COUNCILLOR MARTIN GODDARD  
CABINET MEMBER FOR FINANCE**

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

c.c. All Members of the Property, Highways and  
Transport Select Committee  
c.c. Carmel Hynes – Place Directorate  
c.c. Perry Scott – Corporate Director of Place  
c.c. Ward Councillors for Hayes Town

**Date:** 15 September 2023

## Non-Key Decision request

## Form D

### **CAPITAL RELEASE REPORT (August 2023)**

**DEPARTMENT:** Place Directorate

**SERVICE AREA / PROGRAMME:** Parking Improvements – Blyth Road Car Park  
Refurbishments

**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 25 September 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.

Amy Helps  
Senior Technical Support Officer

**Title of Report:** CAPITAL RELEASE REPORT (August 2023)

**DEPARTMENT:** Place Directorate

**SERVICE AREA / PROGRAMME:** Parking Improvements – Blyth Road Car  
Park Refurbishments **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 & Transport*

## CAPITAL RELEASE REPORT (August 2023)

DEPARTMENT: Place Directorate

SERVICE AREA / PROGRAMME: Parking Improvements – Blyth Road Car Park Refurbishments

RELEASE NO: 2

<b>Cabinet Members</b>	Councillor Jonathan Bianco Councillor Martin Goddard
<b>Cabinet Portfolios</b>	Cabinet Member for Property, Highways and Transport Cabinet Member for Finance
<b>Officer Contact</b>	Carmel Hynes – Place Directorate
<b>Papers with report</b>	Appendix A - capital release requests for approval Appendix B - photographs

## HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds from the Parking Improvements Capital Budget 2023/24 to undertake surveys for necessary improvement and repair works to meet current Standards & Regulation at Blyth Road Car Park, Hayes, UB3 1RX
<b>Putting our Residents First</b>  <b>Delivering on the Council Strategy 2022-2026</b>	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
<b>Financial Cost</b>	This report seeks the release of £23k from the 2023/24 Parking Improvements Capital Budget to complete surveys and designs for refurbishment works, pedestrian access and shutter replacement at Blyth Road Car Park, Hayes, UB3 1RX up to current standards. The project manager is Carmel Hynes. The works will commence upon release of the works and are due for completion by March 2024.
<b>Relevant Select Committee</b>	Property, Highways and Transport Select Committee.

Relevant Ward(s)	Hayes Town
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## RECOMMENDATIONS

**That the Cabinet Member for Property, Highways & Transport and Cabinet Member for Finance agree to the capital release request of £23k from the 2023/24 Parking Improvements Capital Budget to complete surveys and design for necessary refurbishment works, including structural, safety & access improvements, at Blyth Road Car Park, Hayes, UB3 1RX (Appendix A).**

### Reasons for recommendation

Following a condition review of Blyth Road Car Park, it was found that there were a number of improvement works required to ensure compliance with the current Regulations and Safety Standards and Lease requirements.

The car park needs to be compliant with current standards to enable safe operational use. The works scope includes concrete repairs to soffits, unblocking of drains, replacement of shutter door, pedestrian access, line marking, treatment of floors and decoration of walls and ceilings.

### Alternative options considered

Not progressing is not an option as this would be in breach of the Council's repair responsibilities under the lease.

Works are required to make the public car park safe and secure to use.

### Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

### Current condition of Blyth Road Car Park

The current carpark does not meet current Safety Standards and Regulations (see photographs in Appendix B).

Access from the car park is difficult for users and does not comply with Part M of Schedule 1 to the Building Regulations 2010. The existing Pedestrian Access cannot be accessed easily by users with disabilities or wheelchair users as there is a high step.

The existing shutter does not comply with current Roller Shutter Legislation or Safety Standards. There is a requirement to ensure effective measures are in place to detect any means of failure in the suspension of vertically moving doors, avoiding crush or entrapment.

The Floors were observed to be greasy and wet upon visit. It was noted that the existing drains are blocked. It is a Health and Safety Requirement to ensure slip resistance is suitable.

The Existing Finishes, Walls, Ceiling and Soffits require concrete repairs and decorations. The Flooring requires some joint replacement and deep cleaning. Appendix B shows some related photographs of the car park's condition.

LBH Officers have identified the following proposed works:

### Proposed Works

The proposed works to Blyth Road Car Park include the following:

- A) Roller shutter to meet current standards.
- B) Providing accessible access to the car park, including the moving of Street Lighting Column and Highways Work.
- C) Repairs & Decorations to Ceilings, Floors and Walls. This includes Concrete Repairs.
- D) Deep Cleaning of Floors, Re-Marking of Car Park Bays and providing Slip-Resistant Treatment to the Floors
- E) Anti-Pigeon treatment to Overhead Pipes
- F) Drain Clearance

No Works to Services have been considered. Parking Services have confirmed that this is being progressed separately.

Capital Release is being sought to progress the enabling and design works.

### Programme

The Property & Estates team are currently progressing initial Landlord's Prior Consent and Licence for some of the works as required under the terms of the lease.

Upon Release of Funds, Officers will progress the design to facilitate the necessary Planning Permission and Licenses. Alternative options will also be reviewed for Access.

Officers will also commence procurement of Concrete Repairs works and other internal works as this is not reliant on Planning Approvals.

Planning Permission application is anticipated to be made September 2023 with access improvement works programmed for start on site in January 2024 with Completion in March 2024, subject to Landlord's approvals and all other necessary approvals being in place.



## **Costs**

The estimated costs can be found in the following table:

**Table 1:** Cost estimate for Blyth Road Car Park

Item	Estimated Costs (£)	Capital Release Requested (£)	Remaining Budget (£)
Construction Costs	150,400	0	150,400
External Costs	10,453	10,453	0
Surveys & investigations	2,250	2,250	0
Statutory Approvals and Legal Fees	2,003	2,003	0
Capital Programme fees	12,032	8,294	3,738
Contingency (10%)	7,520	0	7,520
<b>Total</b>	<b>£184,658</b>	<b>£23,000</b>	<b>£161,658</b>

## **Financial Implications**

### **Parking Improvements Budget 2023/24 £491k; Previously Released £128k; Capital Release Requested £23k - Appendix A**

The 2023/24 capital programme approved by Cabinet and Council in February 2023 included a budget of £155k for Parking Improvements, funded from Council resources. In June 2023, Cabinet approved the re-phasing of £336k budget from 2022/23 into 2023/24, including £40k released funds towards a scheme completing this year, leaving a revised Parking Improvement budget of £491k for 2023/24.

The report requests that £23k is released from the 2023/24 Parking Improvements budget for Blyth Road car park refurbishment surveys and design costs. The cost plan for the project is based on estimates and includes capital programme team fees and contingency.

The remaining £340k of the Parking Improvements 2023/24 budget is subject to the capital release process.

## **RESIDENT BENEFIT & CONSULTATION**

### **The benefit or impact upon residents, service users and communities**

Improvements to the public car park will ensure it meets the current standards for use by residents and those requiring access to services in Hayes Town.

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

Initial communications have taken place with the Landlord regarding the works. Further consultations will take place as the design is progressed.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance concurs with the above financial implications, noting that the proposed works will be funded from the £491k Parking Improvements capital budget, financed by Council resources.

### Legal

Legal Services confirm that the Council is responsible for carrying out this function pursuant to section 2 of the Occupiers' Liability 1957. Furthermore, according to the content of this report, the Council is responsible under the lease for Blyth Road Car Park for ensuring that the conditions at the car park meet a certain standard of repair. Thus, there are no legal impediments to the capital release recommended in this report being authorised, although any contract that is entered into must comply with the Council's Procurement and Contract Standing Orders.

According to the content of this report, some of the anticipated works that will follow the survey and design stage will require planning permission and, under the lease, the landlord's prior consent and a licence for works. Any works requiring such permission, consent or licence should not begin until that permission, consent or licence is obtained and must then be completed in accordance with the terms of the permission, consent or licence given.

### Infrastructure / Asset Management

The above proposal does not impede, and is in line with, future plans and strategies from an Estates / Asset Management direction. Consent for any works requiring freeholder's consent will be sought, arranged and approved via Surveyors in the Estates team before any works commence.

### 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

### Parking Improvements 2023/24 Budget – Blyth Road Car Park Surveys & Design Costs (Release No 2)

Location	Project / Expenditure Title	Information	Funds Release Sought £000s	Approve	Hold	More Information Required
Blyth Road Car Park, Hayes	Refurbishment Works	Surveys & Design Costs	23			
<b>Total seeking release</b>			<b>23</b>			
<b>Previously released</b>			<b>128</b>			
<b>Budget</b>			<b>491</b>			
<b>Remaining budget</b>			<b>340</b>			



## APPENDIX B – BLYTH ROAD CAR PARK PHOTOGRAPHS



**Car park entrance**



**Floor Drains – Jetting out**





**Concrete Repairs and Decorations needed**



**Existing Pedestrian Access**