



## Democratic Services

**Location:** Phase II  
**Ext:** 0692  
**DDI:** 01895 250692  
**CMD No:** 944

**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. Michael Naughton – Place Directorate  
c.c. Perry Scott – Corporate Director of Place  
c.c. Ward Councillors for Colham and Cowley

**Date:** 23 October 2023

## Non-Key Decision request

## Form D

### CAPITAL RELEASE REPORT (September 2023)

**DEPARTMENT:** Place

**SERVICE AREA/ PROGRAMME:** Uxbridge Cemetery Gatehouse

**RELEASE NO:** 1

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 Tuesday 31 October 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:** Uxbridge Cemetery Gatehouse. 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)

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

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

# CAPITAL RELEASE REPORT (September 2023)

DEPARTMENT: Place

SERVICE AREA/ PROGRAMME: Uxbridge Cemetery Gatehouse

RELEASE NO: 1

<b>Cabinet Members</b>	Councillor Martin Goddard Councillor Jonathan Bianco
<b>Cabinet Portfolios</b>	Cabinet Member for Finance Cabinet Member for Property, Highways and Transport
<b>Officer Contact</b>	Michael Naughton – Place Directorate
<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.
<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: Enjoy access to green spaces, leisure activities, culture and arts.  This report supports our commitments to residents of: A Green and Sustainable Borough
<b>Financial Cost</b>	This report seeks the release of £100k from the 2023/24 Uxbridge Cemetery Gatehouse budget for the restoration works required to the Grade 2 listed Uxbridge Cemetery Gatehouse. The consultancy service will commence upon release of the funds.
<b>Relevant Committee</b> <b>Select</b>	Property, Highways and Transport Select Committee.
<b>Relevant Ward</b>	Colham and Cowley.

## RECOMMENDATIONS

**That the Cabinet Member for Finance and the Cabinet Member for Property, Highways and Transport agree to the following capital release request of £100k from the 2023/24 Uxbridge Cemetery Gatehouse budget for the pre-construction costs associated with the proposed restoration works at Uxbridge Cemetery Gatehouse (Appendix A).**

### Reasons for recommendation

The Hillingdon and Uxbridge Cemetery Gatehouse is a Grade 2 listed structure and is currently on Historic England's buildings at risk register. If the project is not progressed, the condition of the building will continue deteriorate and the costs to rectify will become more expensive. As freeholder, Hillingdon Council have a legal duty to keep the listed structure in good order.

## Alternative options considered

No alternative was considered as not progressing with the works will lead to the building condition deteriorating further and potentially becoming structurally dangerous.

## Select Committee comments

None at this stage.

# SUPPORTING INFORMATION

## Background Information

The Uxbridge Cemetery Gatehouse is a Grade 2 listed building that is currently in a dilapidated condition due to the lack of use and minimal maintenance over the years and has been included on Historic England's list of at-risk buildings. The building currently has hoarding erected around it to both stop the risk of anti-social behaviour in the vacant building and to keep people away from the elements of the building which may pose a risk to their safety (such as falling masonry). The hoarding was built over five years ago, and in some areas has started to rot and is unstable so needs to be replaced as soon as possible.

A Condition Survey and a Structural Survey were previously commissioned but need updating. The surveys have identified a list of works which need to be carried out to prevent any further deterioration of the building and bring it back to an acceptable condition. The Condition and Structural Surveys were last carried out in 2018 so are outdated, and the building has deteriorated more from the last surveys in 2018.

This Capital Release report seeks the release of funds for the appointment of the external Multi-Disciplinary Consultancy with specialist conservation experience, site investigation surveys and internal fees to prepare a scope of works.

**Table 1: Cost Plan 2023**

Description	Amount (£)
Multi-Disciplinary Consultancy (Architect, EA/CA, QS, PD)	37,000
Site Investigation Surveys	23,770
Capital Programme Team Fees	6,077
Planning, Building Control and Legal	5,000
Replace hoarding	20,880
Remove Ivy trees and bushes	1,660
Contingency	6,077
<b>Total</b>	<b>£100,464</b>

## Financial Implications

**Uxbridge Cemetery Gatehouse 2023/24 Budget £500k; Previously Released Nil; Capital Release Requested £100k - Appendix A**

The 2023/24 capital programme, approved by Cabinet and Council in February 2023, included a budget of £500k for the Uxbridge Cemetery Gatehouse, funded by Council resources.

The report requests that £100k is released from the 2023/24 Uxbridge Cemetery Gatehouse for the pre-construction costs.

The cost plan is based on quotations, which include internal capital team fees and contingency at 10% each of the surveys and consultant costs.

The remaining £400k of the Uxbridge Cemetery Gatehouse 2023/24 budget is subject to the capital release process.

## **RESIDENT BENEFIT & CONSULTATION**

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

Residents and service users will have access to a building of national historic significance.

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

No formal consultation is required at this stage. Once a planning application is submitted, there will be a standard statutory consultation with relevant stakeholders.

## **CORPORATE CONSIDERATIONS**

### **Corporate Finance**

Corporate Finance have reviewed this report and concur with the Financial Implications above, noting that the recommended action to agree a capital release of £100k for the pre-construction costs for Uxbridge Cemetery Gatehouse as detailed in the main body of the report, will be funded from the Approved 2023/24 Uxbridge Cemetery Gatehouse capital budget.

### **Legal**

The Council is responsible for carrying out cemetery maintenance pursuant to Section 214 of the Local Government Act 1972 and in its capacity as the freeholder of the property.

Any restoration works carried out must not be contrary to any restrictions in the deeds and title register, and must be in accordance with any relevant planning requirements and restrictions relating to listed building status, such as those under the Planning (Listed Buildings and Conservation Areas) Act 1990.

Any contract that is entered into, such as the envisaged consultancy contract for this restoration project, must comply with the Council's Procurement and Contract Standing Orders.

Legal Services confirms there are no legal impediments to the capital release being authorised.

### **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**

NIL.

## APPENDIX A

### Uxbridge Cemetery Gatehouse Multi-Disciplinary Consultancy 2022/23 - CR 1

Location	Project/ Expenditure Title	Information	Funds Release Sought £000s	Approve	Hold	More Information Required
Uxbridge Cemetery Gatehouse	Uxbridge Cemetery Gatehouse Restoration	Consultancy services, site investigation surveys and internal fees	100			
<b>Total seeking release</b>			<b>100</b>			
<b>Previously released</b>			<b>0</b>			
<b>Budget</b>			<b>500</b>			
<b>Remaining budget</b>			<b>400</b>			