



Democratic Services

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

**COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

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

Date: 22 December 2023

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (December 2023)

DEPARTMENT: Place Directorate

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

RELEASE NO: 3

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 Thursday 4 January 2024** 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.

Rebecca Reid
Democratic Services Apprentice

Title of Report: CAPITAL RELEASE REPORT (December 2023)

DEPARTMENT: Place Directorate

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

RELEASE NO: 3

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, Highways and Transport / Cabinet Member for Finance

CAPITAL RELEASE REPORT (December 2023)

DEPARTMENT: Place Directorate

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

RELEASE NO: 3

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

HEADLINES

Summary	To seek Cabinet Member approval for the release of capital funds from the Parking Improvements Capital Budget 2023/24 to undertake improvement and refurbishment works to meet current Standards & Regulations at Blyth Road Car Park, Hayes, UB3 1RX
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 £162k from the 2023/24 Parking Improvements Capital Budget to fund refurbishment works, pedestrian access and shutter replacement costs at Blyth Road Car Park, Hayes, UB3 1RX. The works will commence upon release of the funds and are due for completion by March 2024.
Relevant Select Committee	Property, Highways and Transport Select Committee
Relevant Ward(s)	Hayes Town

RECOMMENDATION

That the Cabinet Member for Property, Highways & Transport and Cabinet Member for Finance agree to the capital release request of £162k from the 2023/24 Parking Improvements Capital Budget to progress the 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 identified that improvement works were 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 scope of works 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 car park does not meet current safety standards and regulations.

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 that 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.

Council officers propose the following works:

- A) Roller shutter to meet current standards.
- B) Providing accessible routes to the car park, including the moving of street lighting columns and highways work.
- C) Repairs & finishing 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 sought to progress the appointment of existing Council suppliers for the following works:

- Line marking £15k
- Floor repairs & treatments £15k
- Fencing £8k
- Pedestrian access & signage £12k.

Officers are currently procuring the following work packages:

- Roller shutter door £14k (estimated)
- Concrete repairs £12k (estimated)
- Finishing works £50k (estimated)

All the remaining work packages are expected to be under £10k.

Upon funds being made available, EAFs will be progressed for approvals for the individual packages of works.

Programme

Upon release of funds, officers will progress EAFs for the appointment of contractors for concrete works, fencing works, treatment of floors, line marking and finishing works as these works are not reliant on landlord or planning approvals.

The car park will be required to be closed for the duration of the works. It is anticipated that this will be a six-week period.

The Council's architect is liaising with Planning regarding the improvement works required to the existing access used by pedestrians. It is intended to improve this by line marking and changing current arrangements for traffic flow by installing a yield line for vehicular traffic. The ground floor car park is not owned by the Council and alterations to the existing structure are not feasible.

If a planning permission application is required for pedestrian access, it is expected to be made in December 2023.

The Property & Estates team is currently progressing landlord's consent and licence for some of the works as required under the terms of the lease.

Costs

The estimated costs can be found in the following table:

Item	Estimated Costs (£)	Capital Release Previously Released (£)	Capital Release Requested (£)
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	7,520	0	7,520
Total	£184,658	£23,000	£161,658

Financial Implications

Parking Improvements Budget 2023/24 £491k; Previously Released £151k; Capital Release Requested £162k - 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.

This report requests that £162k is released from the 2023/24 Parking Improvements budget for Blyth Road car park refurbishment works. The release request includes some quotations from the Council's Highways term contract and the fencing & gating term contract, and the remainder is based on estimates, where quotations will be sought at a later date. The cost plan for the project includes main works, capital programme team fees and contingency at 5% of the works cost.

Once quotations are sought, the contractors will be appointed subject to informal Member approval via expenditure approval forms following the release of funds.

The remaining £178k of the Parking Improvements 2023/24 budget is subject to the capital release process.

Based on current run rates, the closure of Blyth Road car park during the anticipated six-week period whilst works are progressed would result in the loss of c.£7k of pay and display income. However, Parking Services will redirect motorists to alternative Council car parks in the area, such that mitigation of the income loss is expected. Any net impact will be assessed and managed within the Parking Services revenue monitoring position.

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 sections 32 (power to acquire and maintain land for parking) and 34 (power to provide access to parking premises from a highway) of the Road Traffic Regulation Act 1982 and section 2 of the Occupiers' Liability 1957.

Pursuant to regulation 4 of the Building Regulations, the work at the car park, as new building work within the meaning of regulation 3, must comply with the relevant Part(s) contained within Schedule 1 of the 2010 Regulations. In particular, Part M, which is referred to in this report, provides that reasonable provision to gain access to the building will need to be ensured by the new building work.

There are no legal impediments to the Council authorising the capital release, although any contract that is entered into must comply with the Council's Procurement and Contract Standing Orders.

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 – CAPITAL RELEASE REQUEST FOR APPROVAL

Parking Improvements 2023/24 Budget – Blyth Road Car Park Refurbishment Works (Release No 3)

Location	Project / Expenditure Title	Information	Funds Release Sought £000s	Approve	Hold	More Information Required
Blyth Road Car Park, Hayes	Refurbishment Works	Construction	162			
Total seeking release			162			
Previously released			151			
Budget			491			
Remaining budget			178			