



Democratic Services

Location: Phase II

Ext: 7655

DDI: 01895 277655

CMD No: 1284

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

**COUNCILLOR JONATHAN BIANCO
CABINET MEMBER FOR CORPORATE SERVICES
& PROPERTY**

c.c. All Members of the Corporate Resources &
Infrastructure Select Committee

c.c. Karrie Whelan, Corporate Director of Place

c.c. Dharmen Panchal – Place Directorate

Date: 14 January 2025

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (December 2024)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: School Conditions Building Programme 2024/25 –
Appointment of Multi-Disciplinary Consultant and Associated Costs for replacement of
asbestos cavity decks & roof covering at Colham Manor Primary School

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 Wednesday 22 January 2025** 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.

Anisha Teji
Democratic Services

Title of Report: School Conditions Building Programme 2024/25 –Appointment of Multi-Disciplinary Consultant and Associated Costs for replacement of asbestos cavity decks & roof covering at Colham Manor Primary School 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 & Transformation/ Cabinet Member for Corporate Services & Property

CAPITAL RELEASE REPORT (December 2024)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: School Conditions Building Programme 2024/25 – Appointment of Multi-Disciplinary Consultant and Associated Costs for replacement of asbestos cavity decks & roof covering at Colham Manor Primary School RELEASE NO: 2

Cabinet Member & Portfolio	Councillor Jonathan Bianco, Cabinet Member for Corporate Services & Property Councillor Martin Goddard, Cabinet Member for Finance & Transformation
Responsible Officer	Karrie Whelan, Corporate Director of Place
Report Author & Directorate	Dharmen Panchal – Place Directorate
Papers with report	Appendix A – Capital release requests for approval

HEADLINES

Summary	To seek Cabinet Member approval to release of capital funds from the School Conditions Building Programmes for the replacement of asbestos cavity decks and roof covering at Colham Manor Primary School. Following feasibility and costing assessments, main works are scheduled to take place in Summer 2025.
Putting our Residents First Delivering on the Council Strategy 2022-2026	This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents This report supports our commitments to residents of: Safe and Strong Communities
Financial Cost	This report seeks the release of £165k from the 2024/25 School Conditions Building Programme budget for the multi-disciplinary consultant appointment and associated costs for works
Relevant Select Committee	Corporate Resources & Infrastructure Select Committee
Relevant Wards	Colham & Cowley

RECOMMENDATION

That the Cabinet Member for Finance & Transformation and the Cabinet Member for Corporate Services & Property agree to the following capital release requests of £165k from the 2024/25 School Conditions Building Programme budget for the consultation works and associated costs relating to replacement of asbestos cavity decks and roof coverings at Colham Manor Primary School (Appendix A).

Reasons for recommendation

Following the initial building condition review by external consultants the recommendations are that most roof areas are deteriorated and will need to be replaced at Colham Manor Primary School. The Asbestos materials cannot be addressed without removal.

Alternative options considered

Overall, the flat roof areas were identified or suspected as containing asbestos cavity roof decks. Due to concerns of the Council that this roof construction maybe deemed as a fragile roof, the health & safety risk associated with asbestos containing materials and the unknown strength of the structural properties of the material, these roof areas require further intrusive surveys and are deemed as Grade D1 condition.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

Background Information

The School Conditions Programme is a programme of works for Community and Foundation Schools, whereby the School and the Capital Programme Team work together to identify priority major maintenance works required at the school outlined in the Management of School Maintenance Projects Policy Document (the schools receive a budget to undertake routine maintenance works) and this is added to the programme for approval. The Policy document also outlines the requirement for the school to provide a contribution to the costs of the project based on the balances of the school reserves in that financial year.

Colham Manor Primary School informed the Council of defects in multiple roofing areas in 2021 requiring significant roofing works. At the time of verifying works and issuing the school conditions policy terms, the school opted instead to include works in their maintenance programme. In addition to roof defects, the school notified the Council of areas with asbestos containing materials across the school and, following an internal asbestos survey, several areas with ceiling tiles were identified. The school opted to include these works in their own maintenance programme.

New inspections took place in 2023 to identify roof conditions as part of the School Conditions Survey Programme. It was identified that roof defects highlighted in 2021 were not addressed and remain outstanding.

One roof was deemed to have asbestos roof panelling and, with the risk of water ingress, it is recommended that major works to this roof are undertaken. The asbestos roof panelling was not related to those raised to the Council in 2021.

There are 25 identified roof locations across the site to be replaced. There are 4 roof locations which will require roofing works to be completed to address the defects. The main works will include removal of existing roof surfacing and decking and replacement with new roof covering,

guttering, fascia and soffits. Internal ceiling works will include removal of existing ceiling tiles, reconfiguration of electrical cabling and lighting, installation of new suspended ceiling with new lights and fire alarm. Due to the number of roofing areas to be replaced, the works will need to be completed in phases to reduce disruption to school activities and lessons.

Consultants' role

The proposed consultation works are recommended to be undertaken by Concertus Design and Property Consultants Ltd. The method of appointment will direct award through the Council's consultancy framework. The consultant has previously worked on School Conditions Programme projects and recently completed a School Condition Survey across at Colham Manor School, as part of the programme of schools condition survey works.

Fees sought for release are for RIBA stages 1 through 4. Future fees will be dependent on successful tenders for a work contractor.

The consultant will also provide Principal Designer CDM and Principal Design Building Safety Act services and contract administration fees accordingly.

Additional Costs

Fees sought for release include an allowance for pre-tender surveys, internal fees, capital project team fees and contingency.

Programme

Consultation works are scheduled to take place during the 2024/25 financial year with targeted appointment of the main contractor, and commencement on site will be in Spring 2025 (2025/26 financial year).

Costs

The estimated costs can be found in the following table, with the multi-disciplinary consultation breakdown shown.

Table 1: Cost Plan for Colham Manor Primary School

Description	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	1,163,568	0	1,163,568
External Costs (CA/EA & PD CDM) (7%) <i>Note release only stages 1 to 4 and PD</i>	81,450	61,087	20,363 <i>Stage 5&6</i>
Principal Designer BSA (0.8%)	9,309	6,981	2,328

Asbestos Removal Works	50,000	50,000	0
Surveys & investigations	20,000	10,000	10,000
Building Control and Planning Fees	5,000	0	5,000
Capital Programme fees (5%)	58,178	25,000	33,178
Contingency (10%)	116,357	11,636	104,721
Total (£)	1,503,862	164,704	1,339,158

Written confirmation has been received from Colham Manor Primary confirming that they agree to the terms as set out in the Management of School Maintenance Policy.

Financial Implications

Schools Conditions Programme 2024/25 Budget £7,028k; Previously Released £4,018k; Capital Release Requested £165k – Appendix A

The 2024/25 revised programme budget for the Schools Conditions Building Programme totals £7,028k. This is funded from capital grant and agreed school contributions in line with Council's policy.

The report requests the capital release of £165k from the Schools Conditions Building Programme budget for the multi-disciplinary consultants and associated fees costs towards replacement of asbestos cavity decks and roof coverings at Colham Manor School. The cost plan is based on quotes and includes internal fees and contingency at 5% and 10% respectively. The total estimated project cost is £1,504k inclusive of the £165k requested in this report.

Colham Manor School has agreed in principle to the schools' contribution towards the project. The school's contribution figure will be calculated dependent on the value of the total project and will be in line with Council policy. Once the works tenders come back and are analysed, the amount of the school's contribution will be calculated. Final written and signed agreement will be sought from the school before commencement of any works.

The remaining £2,845k of the Schools Conditions Building Programme 2024/25 will be allocated to schools subject to the capital release process.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities

The works are to ensure that the school is fully functional for its users.

Consultation carried out or required

Consultation and agreement of works with the schools will be in line with the School Contribution Policy.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance concurs with the financial implications in this report, noting that the proposed works will be funded from the School Conditions grant and school contributions which are to be confirmed following confirmation of tender prices. There is no impact on Council resources.

Legal

Legal Services confirm that the Council is responsible for this function pursuant to section 16 of the Education Act 1996.

Thus, there are no legal impediments to authorising the capital release recommended by this report provided that any contract that the Council enters into, such as the direct award appointment of Concertus Property and Design Consultants Limited through the Council's own framework and any contract with an asbestos removal contractor, is compliant with the Council's Procurement Standing Orders, which were last updated effective 11th July 2024.

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 REQUESTS FOR APPROVAL

Schools Conditions Programme (2024/25) – Replacement of asbestos cavity decks and roof coverings at Colham Manor School for Multi-Disciplinary Consultant appointment (Release No 3)

Location	Project / Expenditure Title	Information	Funds Release Sought £000s	Approve	Hold	More Information Required
Colham Manor School	Replacement of asbestos cavity decks and roof coverings	Multi-Disciplinary Consultant Appointment	165			
Total seeking release			165			
Previously released			4,018			
Budget			7,028			
Remaining budget			2,845			