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## **SPECIAL CABINET AGENDA**

**Date:      Wednesday 22nd March 2023**

**Time:      6pm NB Time**

**Venue:     Council Chamber**

**This meeting will be webcast live on the internet.**

### **Membership:**

<b>Councillor Blackwell</b>	<b>Chairman - Leader of the Council</b>
<b>Councillor Cole</b>	<b>Special Projects (Deputy Leader of the Council)</b>
<b>Councillor Fuller</b>	<b>Environment</b>
<b>Councillor Gibson</b>	<b>Strategic Planning</b>
<b>Councillor Mountford</b>	<b>Resources</b>
<b>Councillor Palmer</b>	<b>Regeneration &amp; Economic Growth</b>
<b>Councillor Mrs Sach</b>	<b>People, Health Wellbeing &amp; Housing</b>
<b>Councillor Savage</b>	<b>People &amp; Community</b>

**Cabinet Enquiries:**      **Ann Horgan ext. 2413**  
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**Reference:**                **9/2022/2023**  
**Publication Date:**      **Tuesday 14th March 2023**

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**AGENDA**  
**PART I**  
**(Business to be taken in public)**

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**1. Apologies**

**2. Members' Interests**

**3. The Paddocks – Proposal for Works**

*(Report of the Leader of the Council and Cabinet Member – Environment, Chairman of the Working Group)*

This item on the report back on the Paddocks has been deferred to be considered at this Special Cabinet meeting. This will be the only item of business to be considered.

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**PART 2**  
**(Business to be taken in private)**  
**(Item to be considered with the press and public excluded from the meeting)**

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**SPECIAL CABINET**

**22nd MARCH 2023**

**Subject: The Paddocks – Proposal for Works**

**Cabinet Member: Councillor Blackwell – Leader of the Council**

**Councillor Fuller - Environment**

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**1. Purpose of Report**

- (1) To provide an update Cabinet on the work of the Paddocks Member Working Group and proposed works at the Paddocks.
- (2) For Cabinet to agree the scheme of initial works to be undertaken at the Paddocks and to delegate authority to the Head of Environment in consultation with the Leader of the Council to finalise the detailed scheme of works to be commissioned.
- (3) To delegate authority to the Head of Environment in consultation with the Leader of the Council to agree a package of early works to be undertaken at the Paddocks.

**2. Links to Council's Priorities and Objectives**

This proposal links with the Council's "People" priority.

**3. Recommendations**

**That Cabinet:**

- (1) **Notes the contents of this report.**
  - (2) **Approves the scheme of initial works to be undertaken at the Paddocks as set out in paragraph 5.5 of this report.**
  - (3) **Delegates authority to the Head of Environment in consultation with the Leader of the Council**
    - a. **to finalise the detailed scheme of works to be commissioned; and**
    - b. **to agree a package of early works to be undertaken at the Paddocks.**
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#### 4. Background

- 4.1 Pursuant to the resolutions made by the Cabinet meeting of 19 October 2022, the Paddocks Working Group met, together with representatives from the Friends of the Paddocks Trust, on 7 December 2022. The purpose of the meeting was to commission a premises condition survey of the building. Following receipt of the completed condition survey, the intention was that the Working Group would then, in consultation with the Friends of the Paddocks Trust look to agree a prioritised programme of capital works that need to be undertaken.
- 4.2 Following a process in compliance with the Council's procurement requirements, and in consultation with the Friends of the Paddocks Trust, the Working Group decided to commission Lambert Smith Hampton to undertake the premises condition survey. Lambert Smith Hampton undertook the works on 16 December 2022 and their detailed report was received on 19 January 2023.
- 4.3 The Cabinet meeting of 19 October 2022 also recommended that the Council appoint a project manager to work with the Working Group and the Friends of the Paddocks Trust to create a business plan for the operation of the Paddocks which is aligned to the programme of works to be undertaken. The Council has appointed Concertus, Design and Property Consultants to perform that function.

#### 5. Proposals

- 5.1 At the Cabinet meeting of 19 October 2022, it was resolved that a ringfenced reserve of £883,720 (funded from the net sale proceeds of the disposal of the Chapman Sands Sailing Club) would be created for the purpose of undertaking the capital works at the Paddocks. As referenced above, the Cabinet also recommended that the Working Party agree a prioritised programme of capital works that need to be undertaken.
- 5.2 The Lambert Smith Hampton premises condition survey identified significant works to be carried out at the Paddocks over a 5-year PPM period, the costs of which are set out in the table below.

Area	Immediate	Years 1-2	Years 3-5	Total
Internals	£402,984.00	£107,990.00	£165,190.00	£676,164.00
Externals	£86,224.14	£469,396.28	£192,586.42	£748,206.84
M&E	£46,750.00	£392,000.00	£53,000.00	£491,750.00
<b>Totals</b>	<b>£535,958.14</b>	<b>£969,386.28</b>	<b>£410,776.42</b>	<b>£1,916,120.84</b>

- 5.3 In summary, these costs represent the following items which are the largest cost elements:
- a) extensive redecorations to enable the facility to be used in the immediate future;
  - b) roof replacement works in years 1-2;
  - c) external decoration to timber windows and rendered surfaces in years 3-5;

d) replacement of existing lighting systems with LED units; small power installations, replacement of ventilation equipment to the main roof.

5.4 As the Lambert Smith Hampton premises condition survey identified works in excess of the available ringfenced sum, the Council asked Concertus to independently review the report. The purpose of that scrutiny was to make recommendations to the Working Group to enable them to agree that prioritised programme i.e. what works identified in the premises condition survey should, in their professional opinion, be included in an initial phase of refurbishment works to be undertaken this financial year. The review would also provide independent assurance as to the contents of the premises condition survey and will also inform the development of the business case for the future operation of the building.

5.5 The Working Group met with Concertus and the Friends of the Paddocks Trust on 8 March 2023 and the recommendations of Concertus were put to them. Following a detailed discussion, the Working Group agreed with those recommendations and the prioritised programme of capital works that need to be undertaken is as follows:

<b>Priority Works Cost Estimate</b>	
Kitchen	£3,350.00
WC and Lobby area to kitchen	£3,745.00
Rear Corridor	£3,305.00
Large Bar	£10,879.00
Smaller rear kitchen	£4,250.00
Female Toilets Incl. Acc. Toilet	£53,885.00
Male Toilets Incl. Acc. Toilet	£47,655.00
Main Hall Incl. Store Cupboards	£129,072.00
Stage	£21,012.50
Main Roof	£225,500.00
Lower Roofs	£10,120.00
Plant Room at Roof	£13,775.00
Gas	£850.00
Heating	£28,300.00
Ventilation	£71,000.00
Domestic Hot and Cold Water	£7,000.00
Soil Vent and Surface Water Drainage	£10,000.00
Low Voltage Supply and Distribution	£75,000.00
Lighting	£25,000.00
<b>Construction Total</b>	<b>£743,698.50</b>
Preliminaries	£74,369.85
Contingency	£52,058.90
Contractors OH&P	£37,184.93
Estimated Consultants Fees	£59,495.88
Surveys incl. Building Control	£2,000.00

<b>Estimated Grand Total</b>	<b>£968,808.05</b>
<b>Exclusions and Assumptions</b>	
Costs are based on a competitive tendered project, via a traditional procurement route.	
All VAT costs excluded - specialist VAT advice should be obtained.	

- 5.6 Cabinet is, therefore, invited to confirm this programme of initial capital works for the Paddocks. To progress the project without undue delay it is proposed that the Head of Environment in consultation with the Leader of the Council is given the delegated authority to finalise the detail of that scheme of works which can then be formally commissioned.
- 5.7 At the Cabinet meeting of 19 October 2022, it was further resolved that a procurement mechanism be created to facilitate opportunities for works to be tendered for and undertaken by local contractors wherever possible. The Council is, therefore, looking to incorporate methods by which local involvement can be incentivised as part of the commissioning of the works themselves. As is usual with this type of refurbishment project, (in line with the Council's procurement rules); to protect the Council from risk and to ensure the timely delivery of the works it is proposed to award an overarching contract to a prime contractor who will appoint specialist subcontractors to undertake the works. This ensures that delivery risk, cashflow risk and insurance risk are owned by the parties most able to control that risk. In order to incentivise the use of local labour, the evaluation criteria for the prime contractor will be weighted to recognise the social value of using a local supply chain and to incentivise the use of local businesses and personnel wherever possible. Ways in which local traders can express an interest in being a subcontractor will also be explored.
- 5.8 The Council is keen to demonstrate its commitment to improving the building by making some visible improvements to the facilities at the earliest opportunity. To progress the project without undue delay it is proposed that the Head of Environment in consultation with the Leader of the Council is given the delegated authority to identify a package of early works which can be commissioned ahead of the main package of works.
- 5.9 In order to create the business case for the future operation of the Paddocks as per the 19 October 2022 report, the Council will look to continue to work with Concertus and the Friends of the Paddocks Trust.

## **6. Corporate Implications**

### **(a) Financial Implications**

The Council has ringfenced £883,720 to undertake capital works at the Paddocks. This is intended to fund the initial works identified by Concertus and agreed by the Working Group.

Concertus costs are funded from the earmarked halls reserve as per the 19 October 2022 Cabinet decision.

Once the ringfenced funds are spent, the improvements to the building in future years will be dependent on income from increased hire /reduced operational costs and from any other funding that the Council is able to lever in e.g. grants. Whilst the scheme of initial works will address the immediate issues identified for the building, the majority of the works identified in the Lambert Smith Hampton premises condition survey remain unfunded and future years delivery is, therefore at risk.

**(b) Legal Implications**

The Council has a legal duty to ensure that its facilities are fit for purpose and safe to use by its employees and members of the public who attend the facility. The identified scheme of initial works will address issues of immediacy which are intended to ensure that it is maintained in a safe and satisfactory condition.

**(c) Human Resources and Equality Implications**

The specialist project management resource required for this project will be provided by Concertus. The tender evaluation criteria will incentivise the use of local businesses and personnel.

**(d) IT and Asset Management Implications**

As set out above.

**7. Timescale for implementation and Risk Factors**

Lack of companies expressing an interest in tendering for the contract, supply chain shortages and escalating costs due to rising inflation are risk factors which could impact on the delivery of the project. This will be mitigated by working with Concertus in setting up the procurement to specifically address those issues.

The intrusive asbestos refurbishment and demolition survey which will need to be carried out ahead of the refurbishment works may identify the presence of asbestos in certain areas which could increase the project costs.

**Background Papers**

Stage 2 Feasibility Report Paddocks Community Centre Refurbishment Works – Concertus Design & Property Consultants

**Report Author:**

Trudie Bragg, Head of Environment