



**Thursday,
28 March 2019
10.00 am**

**Meeting of
Estates and Property
Committee
Clemonds Hey**

Contact Officer:
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Democratic Services

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Cheshire Fire Authority

Notes for Members of the Public

Attendance at Meetings

The Cheshire Fire Authority welcomes and encourages members of the public to be at its meetings and Committees. You are requested to remain quiet whilst the meeting is taking place and to enter and leave the meeting room as quickly and quietly as possible.

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Copies of the Agenda will be available at the meeting. A copy can also be obtained from the contact officer named on the front of the Agenda. Alternatively, individual reports are available on the Authority's website (www.cheshirefire.gov.uk)

The Agenda is usually divided into two parts. Members of the public are allowed to stay for the first part. When the Authority is ready to deal with the second part you will be asked to leave the meeting room, because the business to be discussed will be of a confidential nature, for example, dealing with individual people and contracts.

This agenda is available in large print, Braille, audio CD or in community languages upon request by contacting; Telephone: 01606868414 or email: equalities@cheshirefire.gov.uk

Recording of Meetings

Anyone attending the meeting should be aware the Authority audio-records its meetings. There is a protocol on reporting at meetings which provides further information. Copies are available on the Service's website www.cheshirefire.gov.uk or alternatively contact Democratic Services for details

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MEETING OF THE ESTATES AND PROPERTY COMMITTEE

THURSDAY, 28 MARCH 2019

Time: 10.00 am

Leadership Team Conference Room - Fire Service, Clemonds Hey

AGENDA

PART 1 - BUSINESS TO BE DISCUSSED IN PUBLIC

1 PROCEDURAL MATTERS

1A Recording of Meeting

Members are reminded that this meeting will be audio-recorded.

1B Apologies for absence

1C Declarations of Members' Interests

Members are reminded that the Members' Code of Conduct requires the disclosure of Statutory Disclosable Pecuniary Interests, Non-Statutory Disclosable Pecuniary Interests and Disclosable Non-Pecuniary Interests.

1D Minutes of the Estates and Property Committee

To confirm as a correct record, the Minutes of the meeting of the Estates and Property Committee held on 14 December 2018.

(Pages 1 - 4)

ITEMS REQUIRING DISCUSSION/DECISION

2 Fire Station Modernisation Programme – Progress Report

(Pages 5 - 10)

3 Chester Fire Station

(Pages 11 - 16)

4 Creating a Joint Fire and Police Facility on the Crewe Fire Station Site

(Pages 17 - 18)

5 Service Housing Stock

(Pages 19 - 20)

6 Exclusion of the Press and Public

(Pages 21 - 22)

PART 2 - BUSINESS TO BE DISCUSSED IN PRIVATE

7 Fire Station Modernisation Programme - Year Zero Works

(Pages 23 - 26)

8 Training Centre Programme

(Pages 27 - 32)

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MINUTES OF THE MEETING OF THE ESTATES AND PROPERTY COMMITTEE held on Friday, 14 December 2018 at Leadership Team Conference Room - Clemonds Hey at 10.00 am

PRESENT: Councillors J Mercer, T Sherlock, S Nelson, G Merry, D Mahon, E Johnson and Barnett and independent (non-elected) member D Barnett

1 PROCEDURAL MATTERS

A Recording of Meeting

Members were reminded that the meeting would be audio recorded.

B Apologies for absence

Apologies for absence were received from independent member Mrs L Thomson.

C Declarations of Members' Interests

There were no declarations of Members' interest.

D Minutes of the Estates and Property Committee

RESOLVED:

That the minutes of the Estates and Property Committee held on 5th July 2018 be confirmed as a correct record.

2 FIRE STATION MODERNISATION PROGRAMME - DELIVERY SCHEDULE

The Director of Governance and Commissioning introduced the report, which informed Members about the development of the fire station modernisation programme and sought approval for the proposed delivery schedule.

He informed Members that progress had been made by the programme team and a quick route to market had been identified by the Joint Procurement Team. Initial works at Bollington and Tarporley would involve using a local company.

He referenced the 'Corporate Image Upgrade' document that had been received by Members a couple of months prior. The document included a range of options that had been prepared involving a variety of treatments to upgrade the external appearance of a fire station, with indicative costs. It had become apparent that updating the external appearance of all of the fire stations would be too costly and beyond the budget that had been allocated. He advised Members that a more cost effective option would be to focus external upgrade work on fire stations that were in more prominent locations. In addition, it would be possible to create a corporate element to be used at all fire stations. Members were advised that the initial design and costings were expected to be received by officers at the end of the month.

The Group Manager for Blue Light Collaboration informed Members of the recent visits made to Bollington and Tarporley Fire Stations to discuss the condition surveys. He explained that the feedback received from the staff on station had helped to identify issues that would not have been apparent to the person carrying out the condition survey.

A Member queried if solar panels could be considered for each of the stations. The Joint Head of Estates and Facilities advised that once the initial costings were received, officers would be in a better position to advise what could be achieved within the available budget.

The Director of Governance and Commissioning drew Members attention to the proposed delivery schedule detailed in Appendix 1 to the report. A Member queried if the work at Bollington and Tarporley was on target to complete by April 2019. The Joint Head of Estates and Facilities confirmed that work was scheduled to commence on the two stations mid February and was expected to complete by April 2019.

The Director of Governance and Commissioning asked Members what level of engagement would be preferred once the costings had been confirmed. Members indicated that they would be happy with written updates.

A Member queried if female staff on station were happy with gender-neutral pods. The Group Manager for Blue Light Collaboration advised that there had been a mixed response. He advised that the Equality and Inclusion Officer had been engaged in the development of elements of the programme and would continue to influence the approach to equality and diversity issues at specific sites as the programme progresses.

RESOLVED: That

[1] progress with the development of the fire station modernisation programme be noted;

[2] the delivery schedule for the fire station modernisation programme be agreed

3 RUNCORN FIRE STATION MODERNISATION

The Director of Governance and Commissioning introduced the report, which provided Members with a range of options for the modernisation of Runcorn Fire Station. He explained that whilst Runcorn had been selected fairly randomly, the work had proved invaluable in helping officers preparing elements of the programme.

He informed Members that it would cost circa £550k to modernise and circa £1.1m - £1.35m to remodel. He advised Members that it appeared preferable to remodel the fire stations provided the cost could be contained within the budget.

The Group Manager for Blue Light Collaboration provided Members with an

overview of each of the options provided by officers. He drew Members attention to Appendix 3 to the report, which contained the indicative costings and beneficial and negative aspects for each of the options.

The Head of Estates and Facilities highlighted that a benefit of option 2 would be the separation of public and staff use, which would improve the overall security of the station.

A Member expressed their preferred option being option number 2 but highlighted that a number of small changes be made, including the resizing and repositioning of the restrooms and kitchen area. The Director of Governance and Commissioning advised Members that officers would provide Members with an updated view of the remodelling in due course.

RESOLVED: That

- [1] progress to-date be noted;**
- [2] the preferred approach at Runcorn would be remodelling;**
- [3] an update about remodelling be provided in due course once there was greater certainty about the overall programme.**

4 TRAINING AND DEVELOPMENT NEEDS

Following a request made by the Members Training and Development Group, the Members of Estates and Property Committee were asked if any specific training needs had been identified.

Members discussed the individual training needs of the committee and it was agreed that visits to the stations and procurement training would be useful.

RESOLVED: That

- [1] Members of the Estates and Property Committee receive procurement training and be offered the opportunity to visit Fire Stations.**

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CHESHIRE FIRE AUTHORITY

MEETING OF: ESTATES AND PROPERTY COMMITTEE
DATE: 28 MARCH 2019
REPORT OF: DIRECTOR OF GOVERNANCE AND COMMISSIONING
AUTHOR: ANDREW LEADBETTER

SUBJECT: FIRE STATION MODERNISATION PROGRAMME
– PROGRESS REPORT

Purpose of Report

1. To report on progress with the Fire Station Modernisation Programme (the Programme).

Recommended: That Members;

- [1] Note progress;
- [2] Confirm the procurement route for the rest of the works to deliver the Fire Station Modernisation Programme.

Background

2. The Fire Authority agreed to proceed with the Programme in September 2018, allocating £8.5m and releasing initial funding of £3.5m. Estates and Property Committee agreed the delivery schedule for the Programme at its meeting in December 2018. This is attached as Appendix 1 to this report.

Information

Procurement

3. A contractor was appointed in November 2018 through the Procure North West framework (as this was deemed to be the most suitable and quickest way to market). The appointment was in relation to the Year Zero (2018/19) works only.
4. Work has also been carried out to assess the procurement options for the balance of the Programme. As with the fire station and safety and training centre builds, officers have chosen to pursue the Programme by using a framework arrangement. Members may recall that the frameworks offer a streamlined route to market and a different approach to the development of the design and specification of works.
5. Three frameworks were considered by officers: the North West Construction Hub; Procure North West; and Scape. These were compared taking into account a number of issues, e.g.

- The level of involvement/assistance provided by the framework administrator
 - The published rates for overheads etc. and whether these can be varied during the mini-competition stage
 - The social value deliverable in Cheshire
 - The governance arrangements
6. With the assistance of the Heads of Estates and Facilities and Strategic Procurement officers have determined the framework which they favour. Members will have an opportunity to discuss this with officers at the meeting to satisfy themselves about this approach.

Year Zero

7. A separate report on the agenda goes into detail about the works that are proposed at Bollington and Tarporley Fire Stations.

Budget Context

8. Whilst the conditions surveys have served a purpose in highlighting the amount of modernisation work required, they clearly have some shortcomings. They are now well over two years old and include some conclusions that have proved to be incorrect, e.g. some appliance bays were earmarked for conversion to gyms even though they are required operationally.
9. Members will see that the Year Zero plans include additional works and higher costs than originally anticipated. However, this is borne out of a much better understanding of the fire station sites chosen and the expected standard to be applied across the fire station estate. This work, along with that carried out assessing Runcorn Fire Station, has been used to provide a very crude assessment of the other sites to establish whether the allocated budget has the potential to deliver the Programme.
10. As things stand officers believe that a large percentage of the Programme should be capable of being delivered using the allocated budget. However, there are many variables that make it difficult to be definitive about just how much can be achieved. Indeed expectations may need to be adjusted as the Programme progresses. It will be particularly important that we look critically at those fire stations where the more significant spend is anticipated as they will provide the greatest scope to remain on budget as the Programme is delivered.

Year One Plans

11. Assuming that Members wish to press ahead with the Programme the following activities should be pursued in Year One (2019/20)
- Appoint contractor to deliver balance of Programme
 - Agree approach and requirements at Runcorn and apply for planning permission
 - Develop requirements at other Year One fire stations
 - Develop requirements at the two other fire stations that require significant works (Ellesmere Port and Macclesfield)
 - Carry out works at Year One fire stations

Financial Implications

12. The works for Year Zero and Year One should be delivered from within the £3.5m that has been released for the Programme.

Legal Implications

13. The process to appoint the contractor required for the balance of the Programme will be overseen by Strategic Procurement colleagues and the contract should be settled with some assistance from the Legal team.

Equality and Diversity Implications

14. Wherever possible the Programme will deliver facilities that meet the Service's expectations around equality and diversity.

Environmental Implications

15. Wherever possible the Programme will deliver facilities that improve the environmental impact of the fire stations. Some additional environmental improvements will be funded from elsewhere.

CONTACT: DONNA LINTON, CLEMONDS HEY, WINSFORD

TEL [01606] 868804

BACKGROUND PAPERS: NONE

**APPENDIX 1 – STATION MODERNISATION PROGRAMME DELIVERY
SCHEDULE**

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Station Modernisation Delivery Schedule

Year	Financial Year	Cheshire East	Cheshire West	Halton	Warrington	Total
zero	2018-19	Bollington	Tarporley			2
1	2019-20	Middlewich Sandbach		Runcorn (major)	Birchwood	4
2	2020-21	Audlem Holmes Chapel	Northwich	Widnes		4
3	2021-22	Congleton Knutsford	Ellesmere Port (major) Malpas			4
4	2022-23	Macclesfield (major) Poynton	Frodsham Winsford			4
5	2023-24	Nantwich Wilmslow			Stockton Heath	3
	Sub-Total	11	6	2	2	21
	Replace	Crewe	Chester		Warrington	3
	Recent	Alsager	Powey Lane		Lymm Penketh	4
	Total	13	8	2	5	28

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CHESHIRE FIRE AUTHORITY

MEETING OF: ESTATES AND PROPERTY COMMITTEE
DATE: 28 MARCH 2019
REPORT OF: DIRECTOR OF GOVERNANCE AND COMMISSIONING
AUTHOR: ANDREW LEADBETTER

SUBJECT: CHESTER FIRE STATION

Purpose of Report

1. To provide Members with an update on the Chester Fire Station project.

Recommended: That Members;

- [1] Note the report.
- [2] Note the potential for a further report to the Fire Authority concerned with funding.

Background

2. The Fire Authority agreed to proceed with a replacement fire station on the site of existing fire station in Chester in December 2017. Contractors were procured and the design and budget were finalised. Unfortunately, the planning application was refused in November 2018 because the local planning authority considered that:

“the siting, height and layout of the proposed development would cause unacceptable harm to residential amenity, by way of loss of outlook and overbearing impact on the approved adjoining residential development located on the corner of Trafford Street and St. Anne Street”.

Information

3. An appeal has been lodged against the refusal but there is no indication as to when this will be dealt with. A fresh planning application has recently been submitted. The application is believed to satisfactorily deal with the reason that the original application was refused. The original site layout and the site layout of the current application are attached to the report as Appendix 1 and Appendix 2 respectively. A decision on the planning application is expected after the local elections. This has had a significant impact up on the schedule with the overall delay being up to nine months (if permission is granted in May 2019).
4. Currently, the start on site is expected to take place early September 2019 (following the order and delivery of the components of the temporary fire station) with completion due to take place late 2020.

Financial Implications

5. When Members allocated the sum of £5.51m they also confirmed that a 5% contingency would be available. There is already expected to be a call on this contingency of around £211k (3.8%). There are a number of reasons for this, the two main ones being: the additional works associated with the archaeological investigations; and the fees associated with creating the fresh planning application (and design elements) and with the lodging of the appeal (around £70k and £80k respectively).
6. The fact that the project will be delayed by around nine months means that there is likely to be further pressure on the budget due to construction inflation. Currently, the BCIS forecast is 5.9% per annum. It is probably realistic to expect the cost of the fire station to be increased by up to £300k and this would require funding beyond the agreed contingency. Therefore, it may be necessary to go back to the Fire Authority in relation to funding once the budget figures have been firmed up.

Legal Implications

7. There are no legal implications arising from this report.

Equality and Diversity Implications

8. There are no equality and diversity implications arising from this report.

Environmental Implications

9. There are no environmental implications arising from this report.

CONTACT: DONNA LINTON, CLEMONDS HEY, WINSFORD

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BACKGROUND PAPERS: NONE

Appendix 1 – Original Proposed Site Layout Plan for Chester Fire Station

Appendix 2 – Revised Site Layout Plan for Chester Fire Station

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Revised Site Layout Plan for Chester Fire Station



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CHESHIRE FIRE AUTHORITY

MEETING OF: ESTATES AND PROPERTY COMMITTEE
DATE: 28 MARCH 2019
REPORT OF: DIRECTOR OF GOVERNANCE AND COMMISSIONING
AUTHOR: ANDREW LEADBETTER

SUBJECT: CREATING A JOINT FIRE AND POLICE FACILITY
ON THE CREWE FIRE STATION SITE

Purpose of Report

1. To provide Members with an update on progress to create a joint fire and police facility on the Crewe Fire Station site.

Recommended: That Members;

[1] note the progress made to date.

Background

2. In September 2018, Members committed to proceed with a joint fire and police facility on the Crewe Fire Station site. Officers were authorised to enter into suitable arrangements including written agreements with the Police and Crime Commissioner to enable the project to be progressed. The sum of £5m was included in the capital programme to cover the potential Fire Authority contribution to the cost of creating the facility. The sum of £200k was made available to fund initial design works, some surveys/checks and the creation of an initial cost plan.

Information

3. Officers have worked with police colleagues to produce a complete set of requirements and to challenge as far as possible, the notion that there need to be separate facilities.
4. Officers have instructed a range of advisers and commissioned various surveys, which should lead to a clear understanding of any site constraints and the scale of the proposed building. This work should be completed late April/early May.
5. External legal advisers will also be in place in the next few weeks to advise the Fire Authority. They will secure suitable and adequate documentation to progress the project.

Financial Implications

6. At this point, the Fire Authority has committed up to £200k. Before it commits further funds, it will need to be satisfied with the work carried out to date.

Legal Implications

7. The Authority's external legal advisers will be instructed to create the necessary legal documentation to support appropriate governance for the delivery phase and the ongoing legal relationship between the parties.

Equality and Diversity Implications

8. The facility will be designed to take into account equality and diversity requirements.

Environmental Implications

9. The facility will be a considerable improvement over the existing buildings which are not efficient.

CONTACT: DONNA LINTON, CLEMONDS HEY, WINSFORD

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BACKGROUND PAPERS: NONE

CHESHIRE FIRE AUTHORITY

MEETING OF: ESTATES AND PROPERTY COMMITTEE
DATE: 28 MARCH 2019
REPORT OF: DIRECTOR OF GOVERNANCE AND COMMISSIONING
AUTHOR: ANDREW LEADBETTER

SUBJECT: SERVICE HOUSING STOCK

Purpose of Report

1. To provide an update on the development of a programme which will involve the refurbishment of the houses owned by the Fire Authority.

Recommended: That Members;

- [1] note the report;
- [2] endorse the sale of five of the houses.

Background

2. The Fire Authority owns fifty-four houses in five locations (Congleton, Knutsford, Northwich, Stockton Heath and Winsford). All of the houses were originally used by staff operating the day crewing duty system. Knutsford and Stockton Heath fire stations now operate the on-call duty system.
3. Staff occupying the day crewed houses pay a subsidised rent. Other staff pay a higher rent. Overall, the maintenance of the houses costs more than the rental income.
4. The condition of the houses has deteriorated. Their upkeep has, due to budget constraints, been quite piecemeal.

Information

5. Officers have proposed an outline plan associated with creating a refurbishment programme for the houses. It includes the following activities:
 - Confirmation of Service need
 - Description of the Service's standard
 - Establishment of a budget requirement
 - Delivery of an end to end process for licences
 - Preparation of a new licence agreement
 - Sale of surplus houses on the open market to create a fund
6. A number of the officers that will deliver the programme have been fully committed to other activities and it is likely that the work described above will need additional resources.

7. In the meantime, Service Delivery has carried out an assessment of Service need. There is a requirement for ten houses at each of the locations where the day crewed duty system operates (Congleton, Northwich and Winsford). The houses in the other locations offer a significant incentive to those considering a role as an on-call firefighter. The key here is whether the houses deliver a value by securing and maintaining on-call cover.
8. Service Delivery has agreed that five houses are surplus to requirements. These include two in Congleton, two in Knutsford and one in Northwich. The intention is to seek Fire Authority approval for the sale of five houses. The sales will take time to achieve, but will be an important step in delivering the programme.

Financial Implications

9. There is no specific budget associated with maintenance of the houses. Given that there appears to be a considerable amount of work required to bring them up to standard, the sale of surplus houses is a logical step. The sale proceeds will provide a capital receipt that could be used to fund the capital expenditure associated with the programme.

Legal Implications

10. There are no direct legal implications arising from this report.

Equality and Diversity Implications

11. There are no direct equality and diversity implications arising from this report.

Environmental Implications

12. There are no direct environmental implications arising from this report.

CONTACT: DONNA LINTON, CLEMONDS HEY, WINSFORD
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BACKGROUND PAPERS: NONE

CHESHIRE FIRE AUTHORITY

MEETING OF: ESTATES AND PROPERTY COMMITTEE
DATE: 28 MARCH 2019
REPORT OF: GOVERNANCE AND CORPORATE PLANNING
MANAGER
AUTHOR: DONNA LINTON

SUBJECT: EXCLUSION OF THE PRESS AND PUBLIC

Exclusion of the Press and Public

Recommended:

That under Section 100(A) (4) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Order 2006, the press and public be excluded from the meeting for the items of business listed below on the grounds that they involve the likely disclosure of exempt information as defined in Schedule 12 A to the Act in the paragraphs indicated:

Item 7 – Fire Station Modernisation Programme – Year Zero Works
Item 8 – Training Centre Programme

Paragraph

(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)

CONTACT OFFICER: DONNA LINTON, CLEMONDS HEY, WINSFORD
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BACKGROUND DOCUMENTS: NONE

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of the Local Government Act 1972.

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