



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	EXECUTIVE – 9 JULY 2025 COUNCIL – 16 JULY 2025
Subject	CARTERTON UNITS 1-3 AND STATION LANE ROOFING PROJECTS
Wards affected	All
Accountable member	Executive Member for Finance Alaric Smith Email: alaric.smith@westoxon.gov.uk
Accountable officer	Madhu Richards, Director of Finance (S151) Email: madhu.richards@westoxon.gov.uk
Report author	Barry Bodin-Jones, Lead Project Manager Email: barry.bodin-jones@westoxon.gov.uk
Summary/Purpose	<p>To request allocation of funding for the re-roofing of investment and service properties that form part of the Capital Expenditure Budget for 2025/26 and the rationale for undertaking these works.</p> <p>To seek approval of these costs so that officers can proceed with the works with external contractors.</p>
Annexes	Exempt Annex A – Detailed Financial Cost Breakdown and Projected Income from the Investment Properties
Recommendation(s)	<p>That the Executive</p> <ol style="list-style-type: none">1. Recommends to Council that the total cost detailed in Annex A is allocated to the project from the Investment Properties Programme.2. Recommends to Council that delegated authority be given to Director of Finance (S151) in consultation with Executive Member for Finance to approve the final cost of the projects
Corporate priorities	<ul style="list-style-type: none">• Working Together for West Oxfordshire
Key Decision	YES

Exempt	NO (Annex A only Exempt)
Consultees/ Consultation	Director of Finance, Interim Executive Director Publica, Executive Members

1. EXECUTIVE SUMMARY

- 1.1** These projects are included in the 2025/2026 Capital Expenditure Budget for Investment Properties Programme as these locations need significant roofing upgrades as existing roofs have failed. The works are critical to ensure that the buildings are watertight and in a lettable condition.

2. BACKGROUND

- 2.1** The Council acquired the Headleases of Plots 1-3 on 14th July 2021, already being the freehold owner. A 5-year lease was simultaneously granted. At the time the business case included planned works to the roofs at the site (£698,500).
- 2.2** The projects are included in the 2025/2026 Capital Expenditure Budget for Investment Properties Programme as these locations need significant roofing upgrades to avoid further degradation of the building structures themselves as well as the Council's obligation as landlords to keep the buildings in a good working order for current tenants and for the purposes of attracting new tenants for revenue income generation.
- 2.3** Some of the current roofing structures are asbestos based and are not environmentally friendly both in terms of their material make up nor in terms of their sustainability credentials. The existing roofs have failed, and the works are critical to ensure that the buildings are watertight.
- 2.4** A tender process has been undertaken with a Framework selected due to the scale and complexity of the work that needs to be carried out, including controlled asbestos removal. Detailed negotiations have taken place with the main contractor with the assistance of a consultant who was able to advise on technical matters outside of the scope and knowledge of officers ensuring that every aspect of the proposed Schemes of Works is appropriately addressed and costed. This due diligence exercise has sought to ensure value for money for the Council, as tendering for all these works together provides economies of scale in terms of cost, project management and timescales.

3. ALTERNATIVE OPTIONS

- 3.1** An alternative option could be that WODC does not proceed with carrying out any of these works, however this option would not be recommended by officers as WODC as a landlord has specific legal obligations with regards to maintaining the buildings in an

appropriate manner for tenants use and furthermore, could result in a significant loss of rental income for WODC.

- 3.2 Sub-standard rental properties will reduce income and increase void periods if they are not kept in a marketable condition. Equally, the market value of the property drops to significantly less than the purchase price where there are outstanding maintenance issues, as understandably the cost of immediate repairs will be taken into account by any potential purchaser. Therefore the alternative option of sale now ahead of the works is not recommended.

4. FINANCIAL IMPLICATIONS

- 4.1 There has been provision made within the 2025/2026 Capital Expenditure Budget for Investment Properties Programme to undertake the essential roofing and associate upgrades for these identified buildings.
- 4.2 Detailed financial information can be found in Exempt Annex A in relation to the project costs and the projected income that is generated from these investment properties which highlights the justifications for undertaking the roofing projects.

5. LEGAL IMPLICATIONS

- 5.1 Under the approved Heads of Terms for the letting of Units 1-2 there would be a legal obligation for the landlord to undertake the roof replacement and associated repairs. This obligation would be included in an Agreement for Lease. The necessary works will be undertaken by contractors under an appropriate form of construction contract.

6. RISK ASSESSMENT

- 6.1 There is a risk that tenants could seek alternative accommodation. Terms have been agreed with the tenants and the works will form part of the new lease agreements enabling leases to be completed swiftly on approval of funding and the works to follow therefore future income secured.
- 6.2 In any event the works would be required to achieve a new letting.

7. EQUALITIES IMPACT

- 7.1 None envisaged as a result of this decision.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 8.1 Undertaking the roofing projects links into several climate and ecological emergency priorities including:

- The roofs will be watertight, and further insulation will also be integral to the majority of the roof systems, reducing the carbon footprint of the buildings through improved insulation and minimising heat loss.
- Materials that can be re-used will be and those that cannot will be recycled. It is stipulated in the procurement tender that recycling is prioritised with minimal site waste going to landfill
- Due to the dangerous nature of asbestos, there is a legal obligation to remove and dispose of it in the right way. The main contractors will be employing specialist asbestos removal sub-contractors to undertake this element of the works.
- Local specialist sub-contractors will be employed, helping to ensure emissions are kept to a minimum, reducing any impact on air quality and supporting the local economy.

9. BACKGROUND PAPERS

9.1 Exempt 31st March 2025 Lease of Units 1-2 Phase 3 Carterton Industrial Estate Delegated Authority Report

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