

Public Document Pack

Simon Young, Solicitor
Head of Legal and Democratic Services



To: All Members of the Strategy and Resources Committee

Dear Councillor

STRATEGY AND RESOURCES COMMITTEE - TUESDAY, 21 JUNE, 2016

Please find attached the following report for the meeting of the Strategy and Resources Committee to be held on Tuesday, 21 June, 2016.

This report was marked "to follow" in the original Agenda pack published on 13 June 2016

7. PLANNED MAINTENANCE PROPOSALS 2016/17 (Pages 3 - 10)

This report requests the allocation of the planned maintenance budget to schemes in 2016-17

For further information, please contact Fiona Cotter, 01372 732124 or email fcotter@epsom-ewell.gov.uk

Yours sincerely

A handwritten signature in black ink, appearing to read "S Young".

Head of Legal and Democratic Services

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PLANNED MAINTENANCE PROPOSALS FOR 2016-17

<u>Report of the:</u>	Head of Corporate Risk
<u>Contact:</u>	Tony Foxwell
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	Annexe 1: current budget
<u>Other available papers</u> (not attached):	Annexe 2: New proposed works

REPORT SUMMARY

Requests the allocation of the planned maintenance budget to schemes in 2016/17

RECOMMENDATION (S)

Notes

- (1) The officers be authorised to make adjustments to the recommended programme, within the overall budget, as a result of improved estimates becoming available where adjustment is less than £20k;**
- (2) Requests approval for the allocation of the planned maintenance budget for schemes in 2016-17**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 Ensuring that assets are protected and enhanced supports the delivery of the Council's key priorities.
- 1.2 The programme supports a number of specific key priorities including measures to enhance sustainability and combat the impact of climate change

2 Background

- 2.1 An end of year report went to Strategy and Resources Committee on 5 April 2016.
- 2.2 Annexe 1 shows the 2016/17 current position for spend and commitments a forecast spend on schemes.

- 2.3 So far work in 2016/17 has been undertaken on those schemes which were placed “on hold” during spending restrictions in place during 201/16.
- 2.4 Officers have delegated authority to make adjustments to schemes of up to £20,000 subject to the programme being completed within the approved budget.

3 Planned Maintenance – 2016/17 new schemes

- 3.1 The corporate property group and building managers have contributed to a working ten year plan of building maintenance works required for the Council's property. This will be presented to Committee on 27 September 2016.
- 3.2 The plan has been used to prepare a set of planned maintenance schemes to be carried out during 2016/17 and these are contained in Annexe 1
- 3.3 The proposed schemes in the schedule are all urgent priority.
- 3.4 Required works totalled £690k for the year, after prioritising the urgent works into categories this was reduced to a more manageable figure of £322k.
- 3.5 This value still exceeds the budgets available and so further consideration has been given to reprioritising. In the event that one of the schemes now excluded from the plan requires emergency work, then this will be funded from the property maintenance reserve by delegated authority.
- 3.6 Annexe 2 contains the final list of proposed works at the reduced figure of £175k this includes some additional budgets for Regulatory works
- 3.7 Approval is sought in principle for the whole schedule with the proviso that the overall budgets are not exceeded. This will enable some flexibility within the overall programme should some schemes, once priced, be of a lower value.
- 3.8 Where there is scope to carry out further schemes then approval for the drawdown of funds from the property maintenance reserve will be sought.

4 Planned Maintenance - 2016/17 – held over schemes progress

- 4.1 Annexe 1 contains the current position of actual spend and forecast outturn for the current year schemes.
- 4.2 Financial resources were released for works on hold following financial restrictions last year.

5 Financial and Manpower Implications

- 5.1 The property maintenance reserve as at 1 April 201 was £239,000. Of this £159,000 is earmarked for the 2015/16 carried forward schemes.

2016/17 planned funding of schemes

	£000s
Backlog maintenance base budget	175
Regulatory works base budget	30
Watercourses works base budget	5
2016/17 total	210
S106 drawdown re path works at Longmead	20
2015/16 carried forward schemes from property maintenance reserve (including £17k for 2015/16 schemes in progress)	159
2015/16 carried forward schemes total	179
Total scheme funding	389

5.2 There are limited resources within the team, additional resource must be assigned to carry out the future programme of works.

5.3 **Chief Finance Officer's comments:** *The budget of £175k is for backlog maintenance only with regulatory works having a separate budget of £30k (see table 4.2 above).*

5.4 *An in year progress report will be presented at FPP on 27 October 2016 with updates on the schemes in Appendix 1 and 2.*

6 Legal Implications (including implications for matters relating to equality)

6.1 It is important that maintenance activities are planned and undertaken in such a way so as to ensure compliance with the Council's statutory duties in respect of, for example, health and safety. It is also important to ensure that we meet our legal obligations to our landlords (where applicable), and to our tenants.

6.2 **Monitoring Officer's comments:** *Planning our maintenance activities is key to ensuring that our legal obligations are met, in order to manage the legal risks the Council faces*

7 Sustainability Policy and Community Safety Implications

7.1 Some of the works in the programme will contribute to the achievement of relevant objectives.

8 Partnerships

8.1 No implications for the purposes of this report.

9 Risk Assessment

9.1 The risks associated with completion of the programme are judged to be manageable.

- 9.2 Any emergency works will be funded from drawdown from Property maintenance reserve.

10 Conclusion and Recommendations

- 10.1 This report sets proposal for this 2016/17 spend on the planned maintenance programme and changes made within delegated authority.
- 10.2 Unspent budget provision for works in progress will be carried forward via the Council's Property Maintenance Reserve at year end

WARD(S) AFFECTED: All

Planned Maintenance items list 2016/17

Location	Proposed Works	£000s	Comment/Justification	Priority
Ashley centre car park	Concrete repairs to floors	10	Many areas throughout car park dangerous, floor surface breaking up, car park attendants have reported many times. Possible risk of injury/insurance claim.	1A
92a High Street	External Decorations	5	Leased property requires External decoration	1A
Alexandra Rec	Rerun mains water pipework	7	Established there are leaks underground in access road to pavilion, large section of pipework to be excavated and replaced.	1A
Auriol pavilion	New boiler and associated works	15	Boiler condemned requires replacement	1A
Cox Lane Centre	External decoration and window replacement	30	Windows are rotten in exposed areas, external decorations required to maintain property	1A
Cox Lane Conquest Art Building	Demolition	10	Demolition required to reduce future maintenance costs	1A
Longmead Depot	Refurbish gents toilets	15	Toilets in awful state require refurbishment, raised and agreed at corporate property group	1A
Harriers centre	Redecoration - internal & External	15	Over 12 years since any external decorations have been carried out, with new operators within building it is essential we maintain the asset.	1A
Rosebury park pond	Structural investigations	10	Pond is collapsing and water washing out the pathway to perimeter.	
Various	Walls and fences	5	Emergency repairs to walls and fences, these are raised by public, staff, CRM's, parking and street care as they occur throughout the year	1A
Various	Hard surfaces	10	Emergency repairs to surfaces, car parks, parks, council owned land and hard surfaces, these are raised by public, staff, CRM's, parking and street care as they occur throughout the year	1A
Regulatory works				
Various	Remedial electrical works/ 5 yearly inspections	13	Legislative	1A
Various	Remedial works following Fire Risk Assessments	10	Additional funds required to carry out repairs and alterations following risk assessment/survey	1A
Various	Energy Efficiency	10	Minor improvements to reduce energy consumption, cost for repairs and maintenance to meters and renewal where necessary	1A
Various	Water Efficiency	10	Minor improvements to reduce water consumption, repairs, water leaks, and maintenance of meters.	1A
Total		175		

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Backlog maintenance and regulatory works monitor

Site	Works	2016/17 base budget	Carry forward drawdown from reserve - scheme not started	Carry forward drawdown from reserve - scheme in progress	Potential drawdown from S106	2016/17 Total available budget	Q1 Virements	Revised Budget Q1	Q2 Virements	Revised Budget Q2	Q3 Virements	Revised budget Q3	Q4 Virements	Revised budget Q4	Actuals year to date	Outstanding commitments	Total actuals and commitments	Expend. Forecast	under/ overspend	Notes
Backlog schemes																				
Unallocated		175,000				175,000		175,000		175,000		175,000		175,000			0	175,000	0	
Bourne Hall Lodge	Roof replacement, render repairs, waterproofing		20,000			20,000		20,000		20,000		20,000		20,000				20,000		
Ewell High Street	Car park resurfacing		35,000			35,000		35,000		35,000		35,000		35,000			0	35,000	0	
Longmead Depot	Repairs to concrete and repainting		30,000			30,000		30,000		30,000		30,000		30,000			0	30,000		
Various	minor improvements to reduce energy consumption			3,375		3,375		3,375		3,375		3,375		3,375			0	3,375	0	
Various	Hard Surfaces- repairs to car parks, parks paving walkways etc			3,154		3,154		3,154		3,154		3,154		3,154			0	3,154	0	
various	minor improvements to reduce water consumption					0		0		0		0		0			0			0
Various	Emergency repairs to walls and fences			0		0		0		0		0		0			0			0
Longmead estate	Path repairs				20,000	20,000		20,000		20,000		20,000		20,000			0	20,000	0	Scheme to be worked up and presented to RHA for approval
Various	Resurfacing works		15,000			15,000		15,000		15,000		15,000		15,000				15,000		0
Alex Rec main pavilion	Damp proofing works		30,000			30,000		30,000		30,000		30,000		30,000				30,000		
Alex rec	Top pavillion refurbishment		12,000			12,000		12,000		12,000		12,000		12,000				12,000		0
Town Hall	Kitchen refurbishments			10,189		10,189		10,189		10,189		10,189		10,189				10,189		0
Sub total		175,000	142,000	16,718	20,000	353,718	0	353,718	0	353,718	0	353,718	0	353,718	0	0	0	353,718	0	
Asbestos		15,000	0			15,000		15,000		15,000		15,000	0	15,000				15,000		0
Fire risk assessments		10,000	0			10,000		10,000		10,000		10,000	0	10,000				10,000		0
Remedial electrical works		5,000	0			5,000		5,000		5,000		5,000	0	5,000				5,000		0
Watercourses		5,000				5,000		5,000		5,000		5,000	0	5,000	0			5,000		0
Sub total		35,000	0	0	0	35,000	0	35,000	0	35,000	0	35,000	0	35,000	0	0	0	35,000	0	
TOTALS		210,000	142,000	16,718	20,000	388,718	0	388,718	0	388,718	0	388,718	0	388,718	0	0	0	388,718	0	

FORECAST SPEND	388,718
BASE BUDGET 1617	210,000
Drawdown from reserve re C/f works	142,000
Drawdown from reserve re C/f works	16,718
Potential drawdown from S106	20,000
Total available budget 16/17	388,718
Forecast over / (under) spend	0
Balance per property reserve (61227) as at 010416	239,103
Changes to reserve in year:	
Calculated (overspend) / underspend for year	0
Revised total 61227	239,103

Backlog maintenance and regulatory works monitor

Site	Works	2016/17 base budget	Carry forward drawdown from reserve - scheme not started	Carry forward drawdown from reserve - scheme in progress	Potential drawdown from S106	Allocate Base budget to schemes S&R June 16	2016/17 Total available budget	Q1 Virements	Revised Budget Q1	Q2 Virements	Revised Budget Q2	Q3 Virements	Revised budget Q3	Q4 Virements	Revised budget Q4	Actuals year to date	Outstanding commitments	Total actuals and commitments	Expend. Forecast	under/ overspend	Notes
Planned schemes																					
Unallocated		175,000				-175,000	0		0		0		0		0			0	175,000	175,000	
Bourne Hall Lodge	Roof replacement, render repairs, waterproofing		20,000				20,000		20,000		20,000		20,000		20,000				20,000		
Ewell High Street	Car park resurfacing		35,000				35,000		35,000		35,000		35,000		35,000			0	35,000	0	
Ashley Centre Car Park	Concrete repairs to floors					10,000	10,000														
Cox Lane Centre	Exrternal decorations and window replacement					30,000	30,000														
Cox Lane Centre- Conquest Art building	Demolition					10,000	10,000														
Longmead Depot	Repairs to concrete and repainting		30,000				30,000		30,000		30,000		30,000		30,000	10,000	19,830	29,830	30,000		
Longmead Depot	Refurbish gents toilets					15,000	15,000														
92a High Street	External decorations					5,000	5,000														
Various	minor improvements to reduce energy consumption			3,375			3,375		3,375		3,375		3,375		3,375	1,716		1,716	3,375	0	
Various	Hard Surfaces- repairs to car parks, parks paving walkways etc			3,154			3,154		3,154		3,154		3,154		3,154			0	3,154	0	
various	minor improvements to reduce water consumption						0		0		0		0		0	-700	970	270		0	
Various	Emergency repairs to walls and fences			0			0		0		0		0		0	3,475		3,475		0	
Longmead estate	Path repairs				20,000		20,000		20,000		20,000		20,000		20,000			0	20,000	0	Scheme to be worked up and presented to RHA for approval to then release funds
Various	Resurfacing works		15,000				15,000		15,000		15,000		15,000		15,000	5,779	9,985		15,000	0	
Various	Walls and fences					5,000	5,000														
Various	Hard surfaces					10,000	10,000														
Alex Rec main pavilion	Damp proofing works		30,000				30,000		30,000		30,000		30,000		30,000			0	30,000		
Alec Rec	Rerun mains water pipework					7,000	7,000														
Alex rec	Top pavillion refurbishment		12,000				12,000		12,000		12,000		12,000		12,000			0	12,000	0	
Auriol pavillion	New boiler and associated works					15,000	15,000														
Harriers centre	Redecoration - internal and external					15,000	15,000														
Harriers centre	Heating controls alterations						0														
Rosebery Park	Pond investigations					10,000	10,000														
Town Hall	Kitchen refurbishments			10,189			10,189		10,189		10,189		10,189		10,189		3,040	3,040	10,189	0	
		175,000	142,000	16,718	20,000	-43,000	310,718	0	178,718	0	178,718	0	178,718	0	178,718	20,270	33,825	38,331	353,718	175,000	
Asbestos		15,000	0				15,000		15,000		15,000		15,000	0	15,000			0	15,000	0	
Fire risk assessments		10,000	0			10,000	20,000		20,000		20,000		20,000	0	20,000	3,076		3,076	10,000	-10,000	
Remedial electrical works		5,000	0			13,000	18,000		18,000		18,000		18,000	0	18,000		4,490	0	5,000	-13,000	
Energy efficiency						10,000	10,000														
Water efficiency						10,000	10,000														
Watercourses		5,000					5,000		5,000		5,000		5,000	0	5,000	0			5,000	0	
	TOTALS	35,000	0	0	0	43,000	78,000	0	58,000	0	58,000	0	58,000	0	58,000	3,076	4,490	3,076	35,000	-23,000	
		210,000	142,000	16,718	20,000	0	388,718	0	236,718	0	236,718	0	236,718	0	236,718	23,346	38,315	41,407	388,718	152,000	

FORECAST SPEND	388,718
BASE BUDGET 1617	210,000
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