

## **PLANNED MAINTENANCE PROGRAMME 2019-20**

<b>Head of Service/Contact:</b>	Mark Shephard, Head of Property and Regeneration
<b>Urgent Decision?(yes/no)</b>	
<b>If yes, reason urgent decision required:</b>	No
<b>Annexes/Appendices (attached):</b>	Annex 1 – 2019-20 Planned Maintenance programme Annex 2 – 2018-19 Mid-year planned maintenance update
<b>Other available papers (not attached):</b>	

### **Report summary**

The report presents the 2019-20 planned maintenance programme to Committee for approval.

The report also provides a progress update on the 2018/19 planned maintenance programme and requests approval to carry forward, to 2019/20, specific works and unspent budget from 2018/19.

### **Recommendations:**

#### **The Committee is asked:**

- (1) To approve the 2019/20 planned maintenance programme at an estimated cost of £280,000.**
- (2) To approve the carry forward of the underspend on 2018/19's programme, for use as funding towards the proposed 2019/20 programme and outstanding Legionella remedial works.**
- (3) To authorise officers to make changes within the programme up to but not exceeding £10,000.**

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

- 1.1 Ensuring assets are protected and enhanced supports the delivery of the councils key priorities, including managing our resources.
- 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 At Strategy and Resources Committee on 27<sup>th</sup> November 2018 the revised planned maintenance programme was updated and additional expenditure of £41,500 to be funded from the property maintenance reserve was approved.
- 2.2 The approved 2018/19 maintenance programme is set out in Annex 2 and officers are progressing well with proposed works.
- 2.3 Due to the tendering process and getting best value from suppliers some schemes have been delivered under budget, in particular the following;
- 2.4 The Horton Country Park relay of water mains cost was £15,000 compared to a budget allocation of £26,000. This has been achieved by smarter working using a new system to lay pipework. The works have commenced on site and are due for completion by end of March 2019.
- 2.5 Community and Wellbeing Centre external decorations order placed for £7k, works are awaiting good weather to commence with a saving of £3k.
- 2.6 Walls and fences - fewer inspections have been carried out due to the extensive works programme resulting in an unspent budget saving of £18k.
- 2.7 Bridges in Hogsmill have been replaced and repaired for £10k, with a saving of 5k.
- 2.8 Legionella works, proposed in the action plan following water risk assessments, are currently being priced up by various contractors, therefore no spend is anticipated against a £20k budget until end March/April. When prices are received additional funds may be requested.
- 2.9 Other minor schemes have produced savings through competitive pricing, bringing the total forecast underspend on the 2018/19 programme to £70k.

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- 2.10 A further £30k budget – for Clocktower brick and stonework repairs – will remain unspent, as the scheme has been deferred with more extensive works required, beyond the existing budget. A new specification is being prepared for full costings to be tendered. A new budget will be requested as necessary within the Capital programme for next year.
- 2.11 The Town Hall internal lighting management upgrade order has been raised, with works planned to commence in March.
- 2.12 It is anticipated that 2018-19 programme will now be delivered at a total estimated cost of £222,000, delivering an under spend of circa £70,000 plus the £30,000 removed for the Clocktower scheme against the current approved budget of £321,500.
- 2.13 The planned maintenance budget is set at £210,000 each year, with variations to the budget subject to Committee approval.
- 2.14 The £210,000 budget consists of £175,000 maintenance base budget, £30,000 regulatory works base budget, and £5,000 watercourses base budget.

### **3 Proposals**

- 3.1 The proposed works for 2019-20 are set out at Annex 3. Committee are asked to approve these proposed works for 2019-20 at an estimated cost of £280,000.
- 3.2 This is £70,000 above the total £210,000 planned maintenance budget and it is proposed to fund the shortfall from 2018/19's projected £70,000 underspend and £30,000 removed for Clocktower scheme.
- 3.3 In addition to the works outlined at Annex 3, authority is requested to carry over funds from 2018/19 to complete only one outstanding item of work from the 2018-19 programme, namely:
  - 3.3.1 Legionella risk assessments and urgent remedial works at £20,000.
- 3.4 Approval is also sought to allow officers authority to make changes within the programme up to but not exceeding £10,000, in order to cover variances that arise when obtaining quotes that may be higher or lower than proposed budget.

### **4 Financial and Manpower Implications**

- 4.1 Financial implications are set-out within the proposals above.
- 4.2 It is anticipated that the proposed works for 2019/20 can be undertaken without causing a breach of the Council's 5% VAT partial exemption limit. Quarterly forecast calculations will be produced to monitor the ongoing taxation position throughout the year.

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4.3 It should be noted that the 2018/19 Capital and Revenue programme of works were challenging and as such some projects will be carried forward into next year. The new facilities maintenance contracts are currently being implemented, as is the Legionella Action Plan, which is all consuming much officer time and resource. Notwithstanding, the Projects Team has always delivered, and expects to manage the proposed 2019/20 planned maintenance programme, albeit with resources stretched thinly.

4.4 **Chief Finance Officer's comments:** *The planned maintenance budget for 2019/20 stands at £210,000. The proposed 2019/20 maintenance programme, at an estimated cost of £280,000, is £70,000 higher than the budget, however, this shortfall can be funded from the underspend carried forward from 2018/19's programme.*

### 5 Legal Implications (including implications for matters relating to equality)

5.1 There are no specific legal implications arising from the contents of this report.

5.2 **Monitoring Officer's comments:** *none arising from the contents of this report.*

### 6 Sustainability Policy and Community Safety Implications

6.1 The scope of works within the planned maintenance programme for 2019/20 contribute to the achievement of council's objectives for sustainability.

### 7 Partnerships

7.1 There are no current partnership arrangements within the planned maintenance budget.

### 8 Risk Assessment

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

### 9 Conclusion and Recommendations

9.1 Committee is asked to:

- Approve the 2019/20 planned maintenance programme at an estimated cost of £280,000.
- Approve carry forward of the underspend on 2018/19's programme, for use as funding towards the proposed 2019/20 programme and outstanding Legionella remedial works.

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- Authorise officers to make changes within the programme up to but not exceeding £10,000.

**Ward(s) affected:** (All Wards);