

PLANNED MAINTENANCE PROGRAMME 2020-21

Head of Service/Contact:	Mark Shephard, Head of Property and Regeneration
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Annexes/Appendices (attached):	Annex 1 – 2019-20 Approved Maintenance Programme and New Works Annex 2 – 2020-21 Proposed Works
Other available papers (not attached):	Strategy & Resources Committee 2 April 2019 - Planned Maintenance Programme 2019-20

Report summary

This report gives a progress update on the current 2019-20 planned maintenance programme, and requests approval for the planned maintenance programme for the next financial year 2020-21.

Recommendation (s)

For the Committee:

- (1) to note the anticipated spend at the end of the current year 2019-20;**
- (2) to approve the carry over funds from 2019/20 to complete works from the 2019-20 programme as set out in paragraph 5.7 of the Report;**
- (3) to approve the 2020/21 planned maintenance programme at an estimated cost of £455,000 as set out in Annex 2;**
- (4) subject to the Council's financial and contract requirements, to delegate authority to the Head of Property and Regeneration to make changes within the 2020/21 planned maintenance programme to cover unforeseen matters (such as tender price variances) of up to, but not exceeding £20,000.**

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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 council's 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 its meeting on 2nd April 2019, Strategy and Resources Committee agreed the planned maintenance programme in the sum of £280,000.
- 2.2 The approved works are set out in Annex 1.

3 Budget Savings

- 3.1 The procurement process to obtain best value from suppliers has resulted in some 2019/20 schemes being delivered under budget, some slightly over budget and some were removed from the programme due to a change in priorities.
- 3.2 In accordance with previously agreed recommendations, officers are authorised to make changes to the programme up to but not exceeding £10,000.
- 3.3 Heating pressure systems works were identified at various venues under the Pressure Vessel Regulations 2000 and a budget of £30,000 was allocated. The works were delivered under budget at a cost of £5,700. Bourne Hall was removed as a future Capital Bid will be prepared for consideration to replace all boiler and air handling plant.
- 3.4 The provision of heater batteries to the kitchen at Ewell Court House had a budget allocation of £20,000, but was delivered for £4,000.
- 3.5 Design proposals for replacing the boiler and air handling plant at Bourne Hall is anticipated to be delivered well within budget following receipt of tender prices ranging from a very favourable £2,640 to £16,315.
- 3.6 The total saving from these schemes has been used to fund emergency works that have occurred during the year and to cover any over-budget tender returns from other schemes.

4 New emergency works

- 4.1 The Auriol Park retaining wall to the bowling green was identified as high risk due to the possibility of collapse. Structural advice was obtained and the existing wall removed and rebuilt at a cost of £21,000.

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- 4.2 Replacement windows (at high level) costing £8,000 were required to some parts of the Community & Wellbeing Centre. There was the potential for risk of injury if the works were not carried out.
- 4.3 Urgent roof repair works were required to West Park Cottage, Horton Country Park, to prevent damp penetration at a cost of £2,000.
- 4.4 External redecoration works were agreed in the 2018 planned maintenance budget to the Community & Wellbeing Centre. Works commenced in April 2019 by which time the previous financial year's unspent budget had already gone back into to the Council's reserves. The cost of £7,000 was met from underspends for new works.
- 4.5 It is anticipated that the revised 2019-20 programme will now be delivered on budget at a total estimated cost of £280,000 which includes the additional emergency works of £38,000 (outlined above).
- 4.6 The replacement of Town Hall radiators has a current budget of £20,000 and to remain within this budget, a revised scheme has been prepared. Due to the possibility the work will not be completed within the financial year, it has been included within the 2020-21 proposed works.
- 4.7 The 2019-20 planned works update is included in Annex 1.

5 Proposals

- 5.1 The planned maintenance budget is set at £210,000 each year, with variations to the budget subject to Committee approval.
- 5.2 The £210,000 budget consists of £175,000 maintenance base budget, £30,000 regulatory works base budget, and £5,000 watercourses base budget
- 5.3 The proposed works for 2020-21 are set out at Annex 2. Committee are asked to approve these proposed works for 2020-21 at an estimated cost of £455,000.
- 5.4 These works include projects raised through the Capital Bid process totalling £245,000 which were deemed essential but did not fit the specific criteria. As a consequence, it is proposed to fund the additional £245,000 from the planned maintenance reserve.
- 5.5 The planned maintenance reserve currently holds an unallocated balance of £454,000, therefore the allocation of these funds should not put any future emergency projects at risk.
- 5.6 In addition to the works outlined at Annex 2, authority is requested to carry over funds from 2019/20 to complete only one outstanding item of work from the 2019-20 programme, namely the replacement of radiators at the Town Hall. This scheme has been included in the new proposed works for 2020-21.

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- 5.7 Approval is also sought to allow officers authority to make changes within the programme up to, but not exceeding £20,000 in order to cover variances that arise when obtaining quotes that may be higher or lower than proposed budget.

6 Financial and Manpower Implications

- 6.1 Financial implications are set-out within the proposals above.
- 6.2 It is anticipated that the proposed works for 2020/21 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.
- 6.3 **Chief Finance Officer's comments:** The planned maintenance budget for 2020/21 stands at £210,000. The proposed 2020/21 maintenance programme, at an estimated cost of £455,000, is £245,000 higher than the budget. This shortfall can be funded from the planned maintenance reserve; the reserve currently holds an unallocated balance of £454,000, which will reduce to £209,000 if the 2020/21 programme is approved.

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

- 7.1 None arising from the contents of this report.
- 7.2 **Monitoring Officer's comments:** None arising from the contents of this report.

8 Sustainability Policy and Community Safety Implications

- 8.1 The scope of works within the planned maintenance programme for 2019/20 and the proposed works for 2020/21 contribute to the achievement of the Council's objectives for sustainability.

9 Partnerships

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

10 Risk Assessment

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

11 Conclusion and Recommendations

- 11.1 To note the anticipated current spend at the end of the financial year.
- 11.2 Approve the 2020/21 planned maintenance programme at an estimated cost of £455,000, and the carry over from the current budget as set out in this report.

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- 11.3 Authorise officers to make changes within the programme up to but not exceeding £20,000.

Ward(s) affected: (All Wards);