

PLANNED MAINTENANCE PROGRAMME 2021-22

Head of Service:	Mark Shephard, Head of Property and Regeneration
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	1: – 2020/21 Approved Maintenance Programme 2: – 2021/22 Proposed Maintenance Programme

Summary

This report provides an update on the approved 2020-2021 planned maintenance programme and requests approval for the planned maintenance programme for the next financial year 2021-2022.

Recommendation (s)

The Committee is asked to:

- (1) To note the progress and anticipated spend at the end of the current year 2020/21;**
- (2) To agree to transfer the £68,000 projected underspend on 2020/21's programme back to the Planned Maintenance Reserve for use in 2021/22;**
- (3) To approve the 2021/22 planned maintenance programme at an estimated cost of £315,000 as set out in Appendix 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 2021/22 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 Reason for Recommendations

- 1.1 The proposed planned maintenance programme is essential to meet the Council's health & safety obligations and undertake essential maintenance to provide a fit for purpose working environment.

2 Background

- 2.1 At its meeting on 30th January 2020, Strategy and Resources Committee agreed the planned maintenance programme in the sum of £455,000 to be funded from the Property Maintenance Reserve.
- 2.2 The approved works are set out in Appendix 1.

3 Update on 2020-21 planned maintenance programme

- 3.1 Following the Council's procurement process to obtain best value from suppliers has resulted in some schemes being delivered under budget and others slightly over budget.
- 3.2 In accordance with previously agreed recommendations, officers are authorised to make changes to the programme up to but not exceeding £20,000.
- 3.3 A brief update on each project is provided below:
 - 3.3.1 The Bourne Hall ladies toilet refurbishment was delayed due to Covid-19 lockdown measures. Works commenced in December 2020 with completion anticipated in January 2021. All works are within budget.
 - 3.3.2 The Ashley Centre car park staircase redecorations and roof repairs commenced in December 2020 with completion expected in January 2021. Works will be within budget.
 - 3.3.3 Longmead Depot security gates and access control works were completed in November 2020. Extra works included line markings, additional card readers, an additional post to incorporate an intercom and a vehicle protection bollard. The works cost £30,000 and exceeded the budget estimate by £10,000.
 - 3.3.4 Longmead Depot toilets are on hold due to Covid-19 but works will be completed before the end of March and within budget.

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- 3.3.5 Playhouse - Legionella Risk Assessments remedial works continue with replacement of pipework above ceilings from kitchen areas to dressing rooms at a cost of approximately £10,000. The budget set aside was £25,000 which included the cost for carrying out new Water Risk Assessments. The budget will be underspent as Water Risk Assessments are being carried out by Rydon Maintenance within the current cost of the M&E contract. The £15,000 saving is available to be returned to the Planned Maintenance Reserves for future essential maintenance.
- 3.3.6 Ewell Court House grotto wall has been repaired. The work required listed building consent and was undertaken by a specialist brick Restoration Company. The works were completed in September 2020 at a cost of £7,000 which is £3,000 under budget.
- 3.3.7 The Town Hall chamber works to remove lead paint from four window frames (including opening secondary glazing) have been delayed due to the 2nd lockdown. The works are reprogrammed to start in January 2021 and will cost £25,000 as per the budget.
- 3.3.8 The Town Hall rest area mechanical ventilation was completed within budget and timescale. The works were necessary to prevent odours and provide better air exchange in this heavily used staff area. The works provide additional ventilation – this is known to reduce the risk of catching Covid-19. The cost of the works was £15,000.
- 3.3.9 The Town Hall radiators have been replaced which completes the majority of the defective corroded radiators at a cost of £8,000. The budget was £20,000 and £12,000 is therefore available to be returned to the Planned Maintenance Reserve.
- 3.3.10 The Community and Wellbeing Centre benefited from the second phase of high level window replacements. The work was completed in August 2020 at a cost of £11,000 being slightly over the £10,000 budget.
- 3.3.11 Flooding issues from the car park serving the King Georges Field/Harriers Centre will be addressed in the New Year.
- 3.3.12 Quotations to repair Ewell Court House timber windows over the library have been requested. The works are programmed in for March 2021.
- 3.3.13 The hard surfaces programme of repairs to pathways, car parks and roads within our parks and car parks continues each year on a priority basis. Budget and anticipated spend is £30,000.

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3.3.14 Repairs to walls and fences continues with a forecasted spend of £10,000 compared to the budget of £20,000. This allows £10,000 to be returned to the Planned Maintenance Reserve.

3.3.15 The Cemetery public toilets pitched roof repairs were completed within budget in September 2020.

3.3.16 Gibraltar Recreation drainage works have been completed (rectifying ground water issues to the pavilion and pathway). Further works are required to clear the railway watercourse (not in Council ownership) and discussions continue. The drainage works were delivered within budget.

3.4 A net underspend of £68,000 is projected on 2020/21's programme, as shown at Appendix 1. It is proposed to return this £68,000 back to the Planned Maintenance Reserve for use on essential maintenance in future years.

4 Proposals

4.1 The planned maintenance budget is set at £210,000 each year, with material variations to the budget subject to Committee approval.

4.2 The £210,000 budget consists of £150,000 maintenance and £60,000 regulatory works respectively.

4.3 The proposed works programme for 2021/22 is set out at Appendix 2 at an estimated cost of £315,000, which exceeds the planned maintenance budget by £105,000. It is proposed to fund the additional £105,000 from the Planned Maintenance Reserve.

4.4 The proposed works are considered necessary as they comprise items of essential maintenance or they are required to meet statutory and / or tenant lease obligations.

4.5 As it is also proposed to return the £68,000 projected underspend this year back to the Planned Maintenance Reserve, this saving can be considered to be partially funding the additional £105,000 for next year's programme.

4.6 The Planned Maintenance Reserve holds a projected unallocated balance of £344,000, after the £68,000 current year underspend is returned to the reserve. Allocating £105,000 from the reserve for 2021/22's maintenance programme would reduce the projected unallocated balance to £239,000, which should not put any future emergency projects at risk.

4.7 Committee is asked to approve these proposed works for 2021/22 at an estimated cost of £315,000.

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- 4.8 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 the proposed budget.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

- 5.1.1 Various works will have an impact on the operation of operational buildings and the works will be managed to minimise the impact.

5.2 Crime & Disorder

- 5.2.1 None.

5.3 Safeguarding

- 5.3.1 None.

5.4 Dependencies

- 5.4.1 None.

5.5 Other

- 5.5.1 None.

6 Financial Implications

- 6.1 The financial implications are set out within the proposals above.

- 6.2 It is anticipated that the proposed works for 2021/22 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 **Section 151 Officer's comments:** The planned maintenance budget for 2021/22 stands at £210,000. In the current environment, works should be restricted to those that are essential. The proposed 2021/22 maintenance programme, at an estimated cost of £315,000, is £105,000 higher than the budget. This shortfall could be funded from the Planned Maintenance Reserve; the reserve currently holds an unallocated balance of £344,000, which will reduce to £239,000 if the 2021/22 programme is approved.

7 Legal Implications

- 7.1 None arising from the contents of this report.

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

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged:

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** None.

8.4 **Sustainability Policy & Community Safety Implications:** The scope of works within the planned maintenance programme for 2020/21 and the proposed works for 2021/22 contribute to the achievement of the Council's objectives for sustainability.

8.5 **Partnerships:** None.

9 Background papers

9.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Strategy & Resources Committee 20th January 2020 - Planned Maintenance Programme 2020-21

Other papers:

- None.