

## **PLANNED MAINTENANCE PROGRAMME 2022-23**

<b>Head of Service:</b>	Mark Shephard, Head of Property and Regeneration
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	no
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix 1 – Current year progress 2021-22 Appendix 2 – Proposed Works for 2022-23

### **Summary**

The report provides an update on the approved 2021-22 planned maintenance programme and requests approval for the planned maintenance programme for the next financial year 2022-23

### **Recommendation (s)**

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

- (1) To note the progress and anticipated spend at the end of the current year 2021-22 as shown in Appendix 1.**
- (2) To note the two projects and budgets carried over into 2021-22 planned maintenance programme.**
- (3) To approve the 2022/23 planned maintenance programme at an estimated cost of £498,000 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 2022/23 planned maintenance programme to cover unforeseen matters (such as tender price variances) of up to, but not exceeding £20,000.**
- (5) To agree to transfer the unspent budgets back to the planned maintenance reserve at the end of the financial year.**

# Strategy and Resources Committee

## 29 March 2022

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

## **2 Background**

- 2.1 At the meeting on the 28<sup>th</sup> January 2021, Strategy and Resources Committee agreed to fund the planned maintenance programme for 2021/22 totalling £315,000.
- 2.2 This figure is formed from the £210,000 allocated each year to fund planned maintenance, with the remainder of £105,000 taken from the Property Maintenance Reserve.

## **3 2021/22 Update**

- 3.1 Funds totalling £65,000 were also carried over in the Property Maintenance Reserve from the previous financial year for the following two projects which were not completed in 2020-21. They comprise:
  - 3.1.1 The Ashley Centre car park staircase redecorations, roof repairs and floor paint. Due to the contractor carrying out the redecoration works at the end of 2020, the temperatures were not favourable which led to poor paint adhesion to the floors and walls. The contractor had to return to clean off and repaint in May/June 2021 and therefore, the project timescale had to be extended. The cost of works was £45,000.
  - 3.1.2 The Ewell Court House library window replacement had to be deferred as contractors expressed little interest in undertaking the works. The windows were removed in the summer and sent off for remanufacture. The project has experienced a serious delay due to Covid forcing the joinery factory to shutdown numerous times. The works were complete by December 2021 at a cost of £18,000.
- 3.2 The Bourne Hall works to replace light fittings to the Main Hall, corridors and banqueting suites will be carried forward to next year 2022-23. This is due to workload capacity and the need to seek expert mechanical and electrical advice. The budgeted cost for these works is £30,000.
- 3.3 The remainder of the planned maintenance programme has been delivered with savings being made from effective project management, tendering and specification writing which can be returned to the Council's reserves.
- 3.4 The detail of the projects and costs is shown in appendix 1.

# Strategy and Resources Committee

## 29 March 2022

- 3.5 At the time of writing this report, a net underspend of £94,000 is projected on 2021-22's programme, as shown in Appendix 1. It is proposed to return the £94,000 back to the planned maintenance reserves for future years use which would bring the uncommitted reserve balance at 31 March 2022 to £537,000.

### 4 Funding from Surrey County Council (SCC)

- 4.1 SCC has introduced a policy to reallocate – back to district councils – the County's share of additional council tax that arises from changes to empty homes policies between 2019 and 2024. This is intended to incentivise councils to adopt policies to reduce the number of empty properties in Surrey. In January 2019, S&R Committee agreed to charge council tax premiums on long-term empty properties from 1 April 2019, principally to encourage owners to bring empty properties back into use.
- 4.2 SCC's policy is to reallocate the funds only "to fund new, or extend existing, initiatives and projects that directly support a SCC initiative or specific project. Examples are work within climate change, supporting homelessness reductions, rethinking local transport or supporting economic development". SCC would determine the suitability of applications from individual councils.
- 4.3 In line with EEBC's Climate Change Action Plan objectives - to "reduce CO2 emissions in Council buildings" (Objective 5) and to "replace traditional lighting with energy efficient longer lasting LED lighting" (Objective 7) - officers have explored with County a potential project to make lighting improvements to the following seven Council buildings, which include pavilions within the parks:
- 4.3.1 Longmead Depot
  - 4.3.2 Gibraltar Rec Pavilion
  - 4.3.3 Auriol Pavilion
  - 4.3.4 Court Rec Pavilion
  - 4.3.5 Ewell Court House
  - 4.3.6 Alexander Rec Pavilion
  - 4.3.7 Harrier Centre
- 4.4 The exact energy saving at each building would vary depending upon the old lighting being replaced, however, the majority of existing lights are old-style or halogen, so the typical energy saving and reduced emissions with modern lighting would be estimated at c.80%. The estimated cost of lighting improvements at all seven buildings is £163k and currently the Council has no funding identified to meet this climate change objective.

# Strategy and Resources Committee

## 29 March 2022

- 4.5 New regulations and legislation mean that halogen bulbs are not able to be replaced from September 2021 and florescent tubes will no longer be available from Sept 2023. The majority of Council buildings still use these old light fittings, therefore the replacement of lighting is an unavoidable cost for EEBC, otherwise buildings will eventually end up in darkness as tubes no longer become available.
- 4.6 SCC has indicated that the above project would meet its criteria and that the Council's potential reimbursement for the period 2019/20 to 2021/22 totals £102k.
- 4.7 For this potential project to proceed, the estimated £61k balance of funding would need to be met from the Council's own Property Maintenance Reserve, alongside the £102k funding from SCC. Using the SCC funding in this way would enable EEBC to reprioritise the use of its reserves to address other works and priorities that are required.
- 4.8 Members are asked to approve this project as part of the 2022/23 proposed maintenance programme.

### **5 2022/23 Proposed Programme**

- 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 a £150,000 maintenance base budget and £60,000 regulatory works budget.
- 5.3 In addition, £102,000 funding from SCC has potentially been secured, as outlined above.
- 5.4 The proposed works for 2022-23 are set out at Appendix 2 and total an estimated £498,000.
- 5.5 The proposed works are considered necessary as they either comprise of essential maintenance items or they are required to meet statutory and / or tenant lease obligations.
- 5.6 Committee is asked to approve these proposed works for 2022-23, which can be funded by the standard yearly planned maintenance budget of £210,000, plus £102,000 funding from SCC and the remainder of £186,000 funded from the Property Maintenance Reserve.
- 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 Risk Assessment**

Legal or other duties

# Strategy and Resources Committee

## 29 March 2022

### 6.1 Impact Assessment

6.1.1 Various works have an impact on the running of operational buildings and works will be managed to minimise impact.

### 6.2 Crime & Disorder

6.2.1 None

### 6.3 Safeguarding

6.3.1 None

### 6.4 Dependencies

6.4.1 None

### 6.5 Other

6.5.1 None

## 7 Financial Implications

7.1 The financial implications are set out within the proposals above.

7.2 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.

7.3 **Section 151 Officer's comments:** The planned maintenance budget for 2022/23 stands at £210,000, plus £102,000 funding from SCC also potentially secured. In the current environment, works should be restricted to those that are essential. The proposed 2022/23 maintenance programme, at an estimated cost of £498,000, is £186,000 higher than the funding. This shortfall could be funded from the Property Maintenance Reserve; the reserve currently holds an unallocated balance of £537,000, which will reduce to £351,000 if the 2022/23 programme is approved.

## 8 Legal Implications

8.1 None arising from the contents of this report.

8.2 **Legal Officer's comments:** none arising from the contents of this report

## 9 Policies, Plans & Partnerships

9.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

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

# Strategy and Resources Committee

## 29 March 2022

### 9.3 **Climate & Environmental Impact of recommendations:**

9.4 Various projects within the programme are energy saving and will have a positive effect on climate change by reducing carbon emissions.

### 9.5 **Sustainability Policy & Community Safety Implications:**

9.6 The scope of works within the planned maintenance programme for 2021/22 and the proposed works for 2022/23 contribute to the achievement of the Council's objectives for sustainability.

9.7 **Partnerships:** To secure the £102,000 funding from Surrey County Council, officers will need to provide expenditure information and estimated energy savings during the project.

## 10 **Background papers**

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

### **Previous reports:**

- Strategy & Resources committee 28<sup>th</sup> January 2021 – Planned Maintenance Programme 2021-22

### **Other papers:**

- None