

## **PLANNED MAINTENANCE PROGRAMME 2023-24**

<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 2022-23 Appendix 2 – Proposed works for 2023-24

### **Summary**

This report provides an update on the current financial year's approved 2022-23 planned maintenance programme and requests approval for the planned maintenance programme for the next financial year 2023-24.

### **Recommendation (s)**

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

- (1) To note the progress and anticipated spend at the end of the current year 2022-23 as shown in Appendix 1.**
- (2) To note the additional emergency works raised and carried out in the 2022-23 planned maintenance programme.**
- (3) To approve the 2023-24 planned maintenance programme at an estimated cost of £539,000 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 2023-24 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

## 28 March 2023

- 1.1 Ensuring assets are protected and maintained is essential in meeting the Council's health & safety obligations and providing fit for purpose working environments.

### **2 Background**

- 2.1 At its meeting on 29 March 2022, this committee agreed to fund the planned maintenance programme for the current year 2022-23 in the sum of £498,000.
- 2.2 This figure is funded from the £210,000 budgeted each year to fund planned maintenance, with the remainder of £186,000 taken from the Property Maintenance Reserve and £102,000 from a Surrey County Council grant to reduce CO<sub>2</sub> emissions in council buildings.

### **3 2022-23 Update**

- 3.1 During the current financial year, the Council has benefited from an earlier Surrey County Council (SCC) policy to reallocate – back to borough councils – SCC'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.
- 3.2 The SCC funding can be used to fund new or extend existing, initiatives and projects that directly support a SCC initiative or specific project.
- 3.3 The Council's Climate Change Action Plan is a supported SCC initiative as it aims to reduce CO<sub>2</sub> emissions in council owned buildings. This has been achieved by the replacement of traditional lighting with energy efficient longer lasting LED lighting to the following operational buildings:
  - 3.3.1 Longmead Depot
  - 3.3.2 Gibraltar Rec Pavilion
  - 3.3.3 Auriol Pavilion
  - 3.3.4 Court Rec pavilion
  - 3.3.5 Ewell Court House
  - 3.3.6 Alexandra Rec Pavilion
  - 3.3.7 Harrier Centre
- 3.4 The works have progressed well and due to be finished by the end of March 2023 when the final property, Ewell Court House, is completed.
- 3.5 Rosebery Park Lodge – replacement condensing boiler, radiators and alterations to the kitchen were completed within budget at £13,000.

# Strategy and Resources Committee

## 28 March 2023

- 3.6 The Town Hall replacement of the Building Management System (BMS) controls were put on hold (unless the controllers fail) pending the potential Town Hall relocation to 70 East Street.
- 3.7 Court Recreation Ground, Horton Country Park and Poole Road Rec have had various drainage pipe sections relined, CCTV surveys carried out and sections of pipework renewed. This was to ensure old drainage runs do not get blocked and continue to run effectively. There is an anticipated spend of £30,000 out of a budget of £40,000.
- 3.8 Gibraltar Pavilion has benefitted from external decorations which were completed underbudget at £10,000.
- 3.9 Ashley Centre Car Park capping to parapets is currently being manufactured with a proposed installation for March 2023. The forecast cost of these works is £16,000 being within the budget of £20,000.
- 3.10 Ashley Centre Car Park concrete repairs – works were started in December 2022 but unable to continue due to the busy Christmas period. The work was completed in February 2023 more repairs were discovered and the projected cost is £28,000 exceeding the budget of £20,000.
- 3.11 Bourne Hall – new hearing loop system successfully fitted to all three banqueting suites A, B & C below budget at a cost of £14,000.
- 3.12 92b High Street had timber repairs and external decorations carried out at a cost of £5,000.
- 3.13 Health & Safety repairs to hard surfaces have continued throughout the year to parks, pathways, car parks, and other council owned areas. These are typically raised by inspections, customer service requests, reports from Streetcare, the public and claims following trips and falls. The anticipated spend for this year is £45,000 from a budget of £50,000.

#### **4 2022-23 Emergency works**

- 4.1 There have been a number of emergency works which have been undertaken within the current planned maintenance programme.
- 4.2 These are covered under the delegated authority provided to the Head of Property and Regeneration to make changes within the current planned maintenance programme. This is required for unforeseen matters (such as tender price variances) of up to, but not exceeding £20,000.
- 4.3 The emergency works undertaken are described below:

# Strategy and Resources Committee

## 28 March 2023

- 4.3.1 The digital telephone line swap-over for redcare alarms - all redcare analogue lines will be discontinued this year and this work was required to prevent a failure in our analogue redcare systems for fire and intruder alarm. Additional smart lines and aerials have been added to ensure coverage when analogue lines are removed. The cost of these alterations is £10,000.
- 4.3.2 Commissioning of thermographic surveys to establish heat loss in buildings (carbon reduction) at the Community & Wellbeing Centre, Playhouse, Bourne Hall and the Longmead Depot at a cost of £5,000.
- 4.3.3 The Town Hall smoke vent controls required replacing as they did not adequately open on fire alarm testing. These were essential health and safety works at a cost of £15,000.
- 4.3.4 The service and inspection of the power perfecter units (which were installed 12 years ago to reduce energy costs at the Town Hall, Bourne Hall, Hook Road Car Park, Ashley Centre Car Park, Playhouse, Community & Wellbeing Centre, Longmead Depot and Ewell Court House) at a cost of £7,000.
- 4.3.5 Flooding occurred at Bourne Hall caused by leakage from corroded pipework. The existing heating pipework was capped in places and alternative heating methods were investigated. These included air conditioning cassettes for heat and cooling and electric radiators installed to the Studio, the Rose Room, Ladies toilet and physiotherapy room at a cost of £19,000.
- 4.4 The remainder of the planned maintenance programme has been delivered with some savings realised from good project management, tendering and specification writing which can be returned to the Planned Maintenance Reserves.
- 4.5 At the time of writing this report, a net underspend of £83,000 is projected for the current year's programme, as shown in Appendix 1. It is proposed to return the £83,000 back to the Planned Maintenance Reserves for future years use which would bring the uncommitted reserve balance as at 31 March 2023 to £591,000
- 4.6 A breakdown of the projects and costs are shown at appendix 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 a £150,000 maintenance base budget and £60,000 for regulatory works.
- 5.3 The proposed works for 2023-24 are set out at Appendix 2.

# Strategy and Resources Committee

## 28 March 2023

- 5.4 Committee is asked to approve these proposed works for 2023-24, at an estimated cost of £539,000 to be funded by the standard annual planned maintenance budget of £210,000 and the remainder of £329,000 to be taken from the Planned Maintenance Reserve.
- 5.5 The proposed works are considered necessary as they comprise of either:
  - 5.5.1 Essential maintenance items or
  - 5.5.2 required to meet statutory and / or commercial tenant lease obligations.
- 5.6 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.

## 6 Risk Assessment

Legal or other duties

- 6.1 Equality 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 2023/2024 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.

# Strategy and Resources Committee

## 28 March 2023

7.3 **Section 151 Officer's comments:** The planned maintenance budget for 2023/2024 stands at £210,000. The proposed 2023/24 maintenance programme, at an estimated cost of £539,000, is £329,000, higher than the budget. This shortfall could be funded from the Property Maintenance Reserve; the reserve currently holds a forecast unallocated balance of £591,000 which will reduce to £262,000 if the 2023/24 programme is approved.

### 8 Legal Implications

8.1 **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.

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 2022/23 and the proposed works for 2023/24 contribute to the achievement of the Council's objectives for sustainability.

9.7 **Partnerships:** None

### 10 Background papers

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

**Previous reports:**

- Strategy & Resources Committee 29 March 2022 – Planned Maintenance Programme 2022-23  
<https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=132&MIId=1099>

**Other papers:**

- None