

PLANNED MAINTENANCE REPORT 2024-25

Head of Service: Mark Shephard, Head of Property and Regeneration

Wards affected: (All Wards);

Urgent Decision?(yes/no)
If yes, reason urgent decision required:

Appendices (attached): Appendix 1 – Current year progress 2023-24
Appendix 2 – Proposed works for 2024-25

Summary

This report provides an update on the current financial year's approved 2023-24 planned maintenance programme and requests approval for the planned maintenance programme for the next financial year 2024-25.

Recommendation (s)

The Committee is asked to:

- (1) To note the progress and anticipated spend at the end of the current year 2023-24 as shown in Appendix 1.**
- (2) To note the additional emergency works raised and carried out in the 2023-24 planned maintenance programme.**
- (3) To approve the 2024/25 planned maintenance programme at an estimated cost of £562,000 as set out in Appendix 2, to be funded from planned maintenance budgets and the Property Maintenance Reserve.**
- (4) Subject to the Council's financial and contract requirements, to nominate and authorise the Head of Property and Regeneration to make changes within the 2024-25 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 Property Maintenance Reserve at the end of the financial year.**

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

2 Background

- 2.1 At its meeting on 28 March 2023, this Committee agreed to fund the planned maintenance programme for the current financial year 2023-24 in the sum of £539,000.
- 2.2 This figure is funded from the £210,000 budgeted each year to fund planned maintenance, with the remainder of £329,000 taken from the Property Maintenance Reserve.
- 2.3 It should be noted that the budgets were derived in February 2023 and the following spend analysis (against last year's budget) takes account of forecasted expenditure up to the end of March 2024 i.e. one year later.

3 Current year 2023-24 update (Appendix 1)

3.1 Proposed Works

- 3.2 The phased replacement of LED lighting to Bourne Hall, Playhouse, Ewell Court House and Gibraltar Recreation Ground continued with 95% of the lighting in buildings changed (the exception being the Old Town Hall due to the future move). The spend was £56,000 exceeding the budget by £6,000.
- 3.3 A significant saving was made to the Roller Shutters allocated repair budget of £40,000 as the majority of the ad hoc repairs could be met from the existing day-to-day Facilities Management (FM) budget. The expenditure incurred was only £5,575 providing a saving of almost £35,000 against budget.
- 3.4 Thermal insulation works were carried out to Longmead Depot and the Playhouse Cottages at a cost £14,000 providing a £6,000 saving against the £20,000 budget.
- 3.5 New drainage pipes, relining and rectification of collapsed drains was identified as a budget requirement from previous CCTV surveys. Issues were addressed at King Georges Field where drains were collapsing under the football pitch and at Shadbolt Park, blockages affecting the doctors surgery (a council tenant) were rectified. The forecast spend is £10,000 against a budget of £20,000.
- 3.6 The replacement of existing windows with triple glazed thermally efficient alternatives were completed at Longmead Depot. The Playhouse Cottages have had secondary glazing fitted as listed building status prevented modern equivalents. The replacement Playhouse Theatre windows have been ordered but will not be fitted until April 2024 due to a delay in the manufacturing process.

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- 3.7 We are pleased to report that staff at the Longmead Depot have noticed a real benefit from the increased thermal properties of the new windows and this continues our commitment to carbon reduction and sustainability. £49,756 has been spent out of the £80,000 proposed budget.
- 3.8 The provision of new automatic doors to create a lobby at the Playhouse entrance (and thereby increase the thermal efficiency of the building) was cancelled as further investigation identified that the loss of foyer space would be operationally detrimental to the Playhouse. There was therefore no spend against the £15,000 proposed budget.
- 3.9 The replacement of fan coil heaters in the Playhouse Cottages with energy efficient air source heat pumps continued the Council's commitment to tackle climate change at a cost of £22,444, marginally over the £20,000 budget estimate.
- 3.10 The Ashley Centre Car Park staircase was redecorated including walls, ceiling, floor and also the renewal of the staircase roof at a cost of £36,000 which exceeded the proposed £30,000 budget by £6,000. This was due to extra works to the staircase roof from level 4 adjoining Global House. The roof panels were blown off in high winds and required high level scaffolding and urgent repairs.
- 3.11 Ewell Court House received essential roof repairs and new chimney cowls. However, this work was less than originally envisaged and could be carried out from the day-to-day FM contract budget. Consequently, the proposed budget of £37,000 was not spent.
- 3.12 Similarly, there was no expenditure incurred from the original budget of £5,000 to replace the automatic doors to Ewell Court House library. The work was not required as the door controller was fixed from unused budget in the FM contract.
- 3.13 The Gibraltar Recreation pavilion fan heater was not replaced as intended from the proposed £7,000 budget. The existing fans were cleaned and found to be serviceable.
- 3.14 Health & Safety repairs to hard surfaces included resurfacing, potholes, trip hazards and defective surfaces reported via streetcare and the public. The spend was £48,352 from a proposed budget of £50,000.
- 3.15 Emergency repairs to walls and fences included restoration repairs carried out to Bourne Hall's concrete lattice wall and memorial wall repairs. Emergency repairs were also undertaken to Ewell Court House Grotto, steps, patio wall repairs and areas outside Bambini's Nursery. The spend was £44,547 which exceeded the proposed £40,000 budget. This was due to the excessive number of repairs required within this year's budget allocation. The Council is required to keep all listed and historic walls owned within conservation areas maintained to a standard that prevents the failure and collapse of the walls.

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3.16 Regulatory Works

- 3.17 Asbestos management works totalled £5,950 against a proposed budget of £10,000.
- 3.18 Fire Risk Assessments and remedial works were the highest cost element of the regulatory works (following more stringent requirements primarily due to the Grenfell Tragedy). Areas upgraded include the Playhouse, Bourne Hall, Longmead Depot, Wellbeing Centre and residential properties. The works consist of fire door replacement and repairs, signs, fire insulation, fire alarm improvements and compartmentation. The incurred expenditure was £80,000 exactly on the proposed budget of £80,000.
- 3.19 Remedial electrical works required from the 5 yearly fixed electrical tests cost £8,770 against a proposed budget of £15,000.
- 3.20 Energy efficiency works included replacement meters, repairs and upgrades to reduce the Council's carbon footprint from more accurate monitoring. The spend was £10,000 equating to the proposed budget.
- 3.21 Works to watercourses consist of emergency clearances of streams and waterways including protection works to the Great Pond dam. Spend was £3,925 against a proposed budget of £5,000.
- 3.22 Water efficiency consists of replacement meters, repairs and upgrades to reduce usage and repair leaks. This year included a major overhaul of defective meters and cost £12,389 against a proposed budget of £5,000. This was due to failed water meters and these are essential in remote monitoring of our water usage to highlight leaks or problems
- 3.23 Essential Health and Safety works were carried out to the Hogsmill Bridge. This included structural reinforcement, repairs and redecoration together with environmental protection to the Hogsmill Stream while the works were carried out at a cost of £17,990. The works were unbudgeted.

3.24 Summary

- 3.25 It is expected that the 2023-24 Budget of £539,000 will not be fully spent and allowing for actuals and commitments, the spend is forecast to be around £430,000.
- 3.26 The remainder of £109,000 can be returned to the Property Maintenance Reserve. The purpose of the Property Maintenance Reserve is precisely to even out unforeseen budget over and underspends from year to year.

4 Proposals

- 4.1 The planned maintenance budget is set at £230,000 for the forthcoming year, with variations to the budget subject to Committee approval.

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- 4.2 The Proposed works for 2024-25 are set out at Appendix 2
- 4.3 Committee is asked to approve these proposed works for 2024-25, at an estimated cost of £562,000 to be funded by the standard annual planned maintenance budget of £230,000 and the remainder of £332,000 to be taken from the Property Maintenance Reserve.
- 4.4 The proposed works are considered necessary as they comprise of either:
 - 4.4.1 Essential maintenance items or
 - 4.4.2 required to meet statutory and / or commercial tenant lease obligations.
- 4.5 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 Equality Impact Assessment
 - 5.1.1 Various works have an impact on the running of operational buildings and works will be managed to minimise 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 2024/25 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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- 6.3 The planned maintenance budget for 2024/25 stands at £230,000. The proposed 2024/25 maintenance programme, at an estimated cost of £562,000 is £332,000 higher than the budget. This difference could be funded from the Property Maintenance Reserve; the reserve currently holds a forecast unallocated balance of £568,000.
- 6.4 Allocating £332,000 from the Property Maintenance reserve would result in an estimated £15,000 reduction in annual treasury management income, assuming investment returns of 4.5%.
- 6.5 **Section 151 Officer's comments:** Financial implications are set out in the body of the report.

7 Legal Implications

- 7.1 **Legal 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:
- 8.1.1 Effective Council
 - 8.1.2 Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
 - 8.1.3 Encourage high quality design which balances the built environment with new open green spaces.
- 8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 8.3 **Climate & Environmental Impact of recommendations:**
- 8.4 Various projects within the programme are energy saving and will have a positive effect on climate change by reducing carbon emissions.
- 8.5 **Sustainability Policy & Community Safety Implications:**
- 8.6 The scope of works within the planned maintenance programme for 2023/24 and the proposed works for 2024/25 contribute to the achievement of the Council's objectives for sustainability.
- 8.7 **Partnerships:** None

9 Background papers

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

Previous reports:

Strategy and Resources Committee

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- Strategy & Resources Committee 28 March 2023 – Planned Maintenance Programme 2023-24

<https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=132&MId=1300>

Other papers:

- None