

## **PLANNED MAINTENANCE PROGRAMME 2025-26**

<b>Head of Service:</b>	Mark Shephard, Head of Property and Regeneration
<b>Report Author</b>	Tony Foxwell, Mark Shephard
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	Appendix 1 – Current year progress 2024-25 Appendix 2 – Proposed works for 2025-26

### **Summary**

The Report provides an update on the current financial year's approved 2024-25 planned maintenance programme and requests approval for the planned maintenance programme for the next financial year 2025-26.

### **Recommendation (s)**

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

- (1) To note the progress and anticipated spend at the end of the current year 2024-25 as shown in Appendix 1.**
- (2) To note the additional emergency works raised and carried out in the 2024-25 planned maintenance programme.**
- (3) To approve the 2025-26 planned maintenance programme at an estimated cost of £535,000 as set out in Appendix 2, to be funded from planned maintenance budgets and the Planned Maintenance Reserve.**
- (4) To nominate and authorise the Head of Property and Regeneration to make changes within the 2025-26 planned maintenance programme to cover unforeseen matters (such as tender price variances) of up to, but not exceeding £20,000 per change, in accordance with Financial Regulations and Contract Standing Orders.**
- (5) To agree to transfer the unspent budgets back to the Planned Maintenance Reserve at the end of the 2025-26 financial year.**

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### **1 Reason for Recommendation**

- 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 26 March 2024, this Committee agreed to fund the planned maintenance programme in the sum of £562,000.
- 2.2 This figure is funded from the £230,000 budgeted each year to fund the planned maintenance, with the remainder of £332,000 taken from the Planned Maintenance Reserve.
- 2.3 It should be noted that the budgets were derived in February 2024 and the following spend analysis (against last year's budget) takes account of forecasted expenditure up to the end of March 2025 i.e. one year later.

### **3 Update on 2024-25 planned Maintenance Works** (indicated in Appendix 1)

- 3.1 Beaconsfield Wall reinstatement (60k)– tender costs received at £35,000 with all drawings and listed building submissions carried out by the in-house team, saving the need for additional consultant cost. Listed Building consent was received in November 2024. The restoration works may be delayed as work cannot be undertaken in lime mortar (a Listed Building requirement) below 5 degrees. Forecast spend £35,000.
- 3.2 Various council buildings - collapsed drains at King Georges field (20k) creating hazards on football pitch required repair. Forecast spend £20,000.
- 3.3 Horton Country Park workshop & Boxing Club asbestos roof replacement (£110k). After discussion with occupiers, a temporary roof will be required while reroofing is underway. This work is programmed for Summer 2025. Forecast spend £nil.
- 3.4 King Georges Field, Poole Road Pavilion – to replace air handling in roof (£20k). Subsequent inspections revealed that the existing plant is salvageable and therefore only minor repairs and new controls at a reduced cost were carried out. Forecast spend £5,000.
- 3.5 Upper Mill Pond - remove silt storage ponds and level grounds (£10k). The fencing was removed, and all excess materials reused by grounds maintenance team including the silt. Over time, this will form topsoil for planting use around the Borough. Forecast spend £4,000.
- 3.6 Ashley Centre Car Park - repaint staircase floors (£20k). The works completed in May 2024 but incurred additional costs to fix roof over level 4 staircase (high winds blew off roof panels). Scaffolding was required and flat roof re-felted whilst access was available. Forecast spend £26,000.

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- 3.7 Ewell Court House external redecoration (£70k) - works are underway due to be completed by end of December 2024. Tendered works ranged from £65,000 to £138,000. Works duration is approximately 10 weeks, some timber repairs were required prior redecoration, access to high level repairs has been via mechanical cherry pickers. Forecast £65,000.
- 3.8 Ewell Court House - install new Building Management system controllers (£12k), completed. Forecast spend £8,000.
- 3.9 West Park Farmhouse rendering and brickwork repairs (£30k) - works successfully completed in summer 2024. Forecast spend £20,000.
- 3.10 Hard surface repairs (£50k) - various locations highlighted as dangerous throughout the year. At Ewell Court House, tack tile paving was installed at crossing for the visually impaired. Forecast £50k
- 3.11 Walls & fences emergency repairs (£40k) - works carried out include securing the Old Icehouse (The Dell) in Ewell and rebuilding the wall at Bourne Hall Horse Pond following tree damage, Forecast spend £40,000.
- 3.12 Playhouse Cottages - decoration and repairs to windows & rendered walls (£10k) - windows rotting and paintwork poor required redecoration due to South facing and the main road creating carbon dust from exhaust fumes. Forecast spend £10,000.
- 3.13 Playhouse window replacement (£25k) - carried forward from previous year as delay in manufacture. Windows were fitted in April 2024. Some windows were missed from the original survey and resulted in a slight overspend. Forecast £28,000.
- 3.14 **Regulatory Works**
- 3.15 Asbestos management works (£10k) - quotes received for reinspection's at £3,000. Unknown at this stage whether any remedial works are required until survey results received. Forecast spend £5,000.
- 3.16 Fire Risk Assessments and remedial works (£40k) - works consist of new fire doors, fire risk assessments and increasing fire detection at Community & Wellbeing Centre. Forecast spend £40,000.
- 3.17 Remedial electrical works (£15k) - ongoing inspections and remedial works to various locations. Forecast spend £12,000.
- 3.18 Energy efficiency works (£10k) - included replacement meters, repairs, and upgrades to reduce the Council's carbon footprint from more accurate monitoring. Forecast spend £7,000.
- 3.19 Works to watercourses (£5k) - consist of emergency clearances of streams and waterways including protection works to the Great Pond Dam. Forecast spend £5,000.

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### 3.20 **Emergency Works**

- 3.21 Playhouse Theatre consultant cost for replacement of stage & house lighting. Lights and dimmers old and failing, need to be updated with LED and new technology before they fail and Playhouse can no longer open. Funds reallocated from underspend at Harriers air handling works. Forecast spend £15,000.
- 3.22 Harriers Centre Giggles kitchen replacement - kitchen in poor condition as 26 years old and issues with Health & safety. Funds reallocated from underspend at West Park Cottage. Forecast spend £10,000.
- 3.23 Longmead Depot flat roof replacement - leaks and mould identified flat roof in poor condition over meeting room and ladies toilet area. Funds reallocated from underspend at Beaconsfield Wall. Forecast spend £17,000.
- 3.24 Ashley Centre Car Park staircases replacement of emergency lights - lights failed and new LED required to two staircases. Funds reallocated from underspend for electrical testing remedial works. Forecast spend £10,000.

## 4 **Summary**

- 4.1 It is expected that the 2024-25 Budget of £562,000 will not be fully spent and allowing for actuals and commitments, the spend is forecast to be around £432,000.
- 4.2 The remainder of £130,000 can be returned to the Planned Maintenance Reserve. The purpose of the Planned Maintenance Reserve is precisely to even out unforeseen budget over and underspends from year to year.

## 5 **Proposals**

- 5.1 The proposed planned works for 2025-26 are shown on Appendix 2 and listed below.
- 5.2 Horton Country Park Workshop & boxing club Roof - the existing asbestos roof has been leaking in the Lower mole workshop and boxing club and is asbestos. Proposed replacement with insulated aluminium roof panels including insulation. This job has been deferred from last year and budget lifted to allow for temporary roof to protect equipment in boxing club and lower Mole workshop whilst work proceeds. Budget £140k.
- 5.3 Playhouse Theatre - replace air conditioning to auditorium as two units have failed at the rear of the auditorium and remaining unit is noisy and very old and inefficient. The new units will be quieter and more energy efficient. Budget £40k will be funded from its new levy.

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- 5.4 Playhouse Theatre - internal redecoration required to foyer and additional lighting required to complement earlier bar refurbishment and mezzanine floor installation. Theatrical lighting removed to install mezzanine floor and additional lighting required. Budget 30k will be funded from its new levy.
- 5.5 Alex Recreation Ground Main Pavilion - mould growth and damp on walls, and all internal areas require decoration, last decorated 10 years ago. Budget £15k.
- 5.6 Auriol Pavilion Intruder alarm & fire detection upgrade - the equipment is 24 years old and requires replacement. Budget £20k.
- 5.7 Longmead Depot - replace fire panel as reached end of life; additional wiring required to reposition by entrance. Budget £15k.
- 5.8 Poole Road Pavilion Internal redecorations - main hall requires redecoration from stains after roof leaks last year. Corridors haven't been redecorated in over 20 years. Budget £20k.
- 5.9 Bourne Hall Garages - roofing in poor condition and requires replacement. Area used to store museum antiquities. Budget £15k.
- 5.10 Ewell Court House - external lighting at end of life and requires replacement. Budget £15k.
- 5.11 West Ewell Allotments – replace asbestos garage roofs with metal profile roofing. This will waterproof the garages and remove the Council's liabilities in managing asbestos. Budget £20k.
- 5.12 Ashley Centre Car Park - internal redecoration to office. Budget £5k.
- 5.13 Hard surfaces - repairs and resurfacing to cover potholes, trip hazards and defective surfaces raised by Customer Services and / or Street Care Team. Budget £50k.
- 5.14 Walls and fences - emergency repairs to walls and fences, throughout the year dangerous and defective areas are reported which must be repaired on an urgent basis under Health & Safety. Budget £40k.
- 5.15 **Regulatory Works**
- 5.16 Asbestos - surveys, inspections, labelling, removal & encapsulation. Legislative and must be carried out annually. Budget £10k.
- 5.17 Fire Risk Assessments - inspections for F.R.A, and repairs and upgrades following Inspections. Changes coming into effect due to the Building Safety Act. Legislative and must be carried out annually. Budget £60k.
- 5.18 Remedial Electrical works - condition inspections and remedial works. Legislative and must be carried out every 5 years. 16 buildings require testing this year and resulting remedial works anticipated. Budget £20k.

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- 5.19 Energy efficiency - replacement meters, repairs, and upgrades to reduce carbon footprint. Monitoring via meters helps determine high usage and issues with plant. This information is crucial for reducing energy. Budget £10k.
- 5.20 Water efficiency - replacement meters, repairs, and upgrades to reduce usage and repair leaks monitoring highlights any high usage or leaks. Budget £5k.
- 5.21 Watercourses - emergency clearance of streams and waterways. These works prevent flooding and ensure free flowing waterways. Specifically includes the Great Pond Dam repairs and maintenance. Budget £5k.
- 5.22 Committee is asked to approve these proposed works for 2025-26, at an estimated cost of £535,000 to be funded by the standard annual planned maintenance budget of £230,000 and the remainder of £305,000 to be taken from the Planned Maintenance Reserve and for the Playhouse (£80,000) its property maintenance levy.
- 5.23 The proposed works are considered necessary as they comprise of either:
- Essential maintenance items or
  - required to meet statutory and / or commercial tenant lease obligations.
- 5.24 Approval is also sought to allow officers authority to make changes within the programme up to, but not exceeding £20,000, 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

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### 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 2025/26 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 The planned maintenance budget for 2025/26 stands at £230,000. The proposed 2025/26 maintenance programme, at an estimated cost of £535,000 is £305,000 higher than the budget. This difference will need to be funded from an alternative source.
- 7.4 The Planned Maintenance Reserve is the usual source of additional funding for planned maintenance expenditure exceeding the annual budget. The table below shows the balance at the start of the year, forecast movements within the year, and a forecast balance position as at 31 March 2025.

<b>Opening Balance at 1 April 2024</b>	<b>(514,622)</b>
Earmarked for 2024/25 programme	332,000
Funding of Bourne Hall heating repairs winter 2024	20,000
Fund investigative works at Hook Road car park	30,000
Balance of 2024/25 programme allocation not utilised	(130,000)
Budgeted contribution to reserve in 2024/25	(117,477)
<b>Forecast balance as at 31 March 2025</b>	<b>(380,099)</b>

- 7.5 The 2025/26 revenue budget proposal includes a £200,000 contribution from investment property income to the Planned Maintenance Reserve. This annual contribution is essential to ensure that an adequate balance remains in the reserve to support the upkeep of the Council's property estate.

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- 7.6 Using £305,000 of this to fund the 2025/26 planned maintenance programme would leave a forecast balance in the reserve of £75,099 at March 2026 – though this would increase to £275,099 following the 2025/26 contribution from revenue. There will also be the new Playhouse maintenance reserve levy set up in 2025/26 ring fenced to fund works as set out in this report and in the future.
- 7.7 Allocating £305,000 from the Planned Maintenance Reserve would result in an estimated £13,725 reduction in annual treasury management income, assuming investment returns of 4.5%.
- 7.8 **Section 151 Officer's comments:** The financial implications are set out in the body of the report.

## 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:
- 9.1.1 Effective Council
  - 9.1.2 Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
  - 9.1.3 Encourage high quality design which balances the built environment with new open green spaces.
- 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 2024/25 and the proposed works for 2025/26 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:**



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- Strategy & Resources Committee 26 March 2024 – Planned Maintenance Programme 2024-25

<https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=132&MId=1522>