

PLANNED MAINTENANCE (REVENUE BUDGET) 2017/18

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| Report of the: | Head of Property |
| Contact: | Tony Foxwell |
| Urgent Decision?(yes/no) | No |
| If yes, reason urgent decision required: | N/A |
| <u>Annexes/Appendices</u> (attached): | Annexe 1: 2016/17 Current Programme Annexe 2: 2017/18 Proposed Programme |
| <u>Other available papers</u> (not attached): | None stated |

REPORT SUMMARY

The report notes progress on 2016/17 Planned Maintenance Programme and requests approval for the 2017/18 Planned Maintenance Programme

RECOMMENDATION (S)

Members are requested to:-

- (1) note the position and progress upon the 2016/17 Planned Maintenance Programme
- (2) note the changes made to the 2016/17 Planned Maintenance Programme approved under officer delegated authority
- (3) approve the transfer of slippage in the 2016/17 Planned Maintenance Programme at year end, to the Property Maintenance Reserve in order to fund completion of the Programme.
- (4) approve the proposed 2017/18 Planned Maintenance Programme
- (5) approve the release of £24,000 from the Property Maintenance Reserve to fund the shortfall in the 2017/18 Planned Maintenance Programme.

Notes

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 Ensuring that assets are protected and enhanced supports the delivery of the Council's key priorities
- 1.2 The programme supports a number of specific key priorities including measures to enhance sustainability and combat the impact of climate change
- 1.3 There is no specific key service priority for this programme

2 Background

- 2.1 The 2016/17 Original Budget for prioritised planned property maintenance repairs was agreed at Strategy and Resources Committee on 5th April 2016 and was set at an amount of £210,000.
- 2.2 The amount of £210,000 consists of £175,000 for the maintenance budget, £30,000 for the regulatory works budget, and £5,000 for the watercourses budget.
- 2.3 Since the approval of the 2016/17 Original Budget of £210,000, funding of £168,718 has been released from the Property Maintenance Reserve reflecting the funding for the slippage of 2015/16 schemes and results in a total Revised Budget for 2016/17 of £378,718.

3 Current position and progress on 2016/17 Planned Maintenance Schemes

- 3.1 A summary of progress for each scheme is set out in the table below. This is based on the latest information available at the end of February.

| Scheme | 2016/17 Budget £ | Forecast Spend £ | Progress |
|---|---------------------------------|---------------------------------|---|
| Bourne Hall Lodge- Roof and render repairs, waterproofing | 33,800 | 34,008 | Scheme completed |
| Ashley Centre Car Park- repairs to concrete | 10,000 | 20,902 | Initial works completed, as left so long urgent extra works were required |
| Ewell High St- Car Park resurfacing | 35,000 | 0 | Tenders received, works due to start and be completed in March |
| Cox Lane Centre-external redecorations and window replacement | 30,000 | 17,000 | Works split in two phases, window replacement and external decorations. New windows tendered, work to take place in 2017/18 |

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| Scheme | 2016/17 Budget £ | Forecast Spend £ | Progress |
|---|---------------------------------|---------------------------------|--|
| Cox Lane-Conquest Art Building- demolition | 10,000 | 13,000 | Scheme completed |
| Longmead Depot- repairs to concrete and re-painting | 30,000 | 29,830 | Scheme completed |
| Longmead Depot- refurbish toilets | 15,000 | 21,090 | Works underway, should be completed by end of March. |
| 92A High St- external redecorations | 5,000 | 4,480 | Scheme completed |
| Emergency repairs to walls and fences | 5,000 | 6,340 | Scheme completed |
| Resurfacing works | 28,154 | 28,709 | Demand led budget, spent on urgent repairs raised by public and council staff to avoid insurance claims from slips and trips |
| Alexandra Recreation Gd-damp proofing main pavilion | 30,000 | 0 | Specification and drawings being produced. Works will not start until new year. |
| Alexandra Recreation Gd-top pavilion refurbishment | 0 | -184 | Scheme cancelled budget used for Bourne Hall Lodge |
| Alexandra Recreation Gd-rerun mains water pipework | 5,200 | 5,200 | Scheme completed |
| Auriol Pavilion-new boiler and associated works | 15,000 | 0 | The Boiler has failed: need mechanical and electrical technical advice, specification and drawings. Works will take place in 2017/18 |
| Harrier Centre-internal/external redecoration | 15,000 | 0 | Tender received at significantly higher price and in excess of available budget and therefore requires authorisation to proceed |
| Rosebery Park- pond investigations | 10,000 | 3,110 | Scheme completed |
| Town Hall- kitchen refurbishments | 10,189 | 3,040 | Scheme completed |

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| Scheme | 2016/17 Budget £ | Forecast Spend £ | Progress |
|--------------------------------|---------------------------------|---------------------------------|--|
| Town Hall- urgent lift repairs | 10,000 | 5,032 | Works complete, but lift controls need replacing this will be the subject of a capital bid for 2018/19 |
| Fire risk assessments | 20,000 | 15,365 | Ongoing testing and repair programme based on failure and identified risks |
| Electrical works | 18,000 | 21,803 | Ongoing testing and repair programme based on failure and identified risks |
| Asbestos | 15,000 | 8,518 | Demand led budget to respond to identified asbestos risks |
| Energy Efficiency | 13,375 | 3,200 | Includes work on smart meters and energy certificates |
| Water Efficiency | 10,000 | 5,144 | Separate services for Rosebury Lodge and works required regarding Horton country Park leak detection. |
| Watercourses | 5,000 | 0 | No works carried out this year |
| Total | 378,718 | 245,587 | |

3.2 A more detailed analysis of the current position of spend against each scheme at the end of March is set out in **Annexe 1**. The Strategy and Resources Committee are asked to note the progress on schemes and the changes to the programme.

3.3 Please note the following changes were carried out under delegated authority:

3.3.1 **Harrier Centre** external decorations – following official tenders via new procurement system the costs received are higher than budget. Budget £15,000, cost £27,000.

3.3.2 **Ashley Centre Car Park** concrete repairs – due to cold weather more deterioration has occurred to concrete surface of car park creating trip hazards, additional areas have been marked out and authorised for repair due to Health and Safety concerns. Extra works required bring costs up from Budget figure of £10,000 to £21,000.

4 Proposed 2017/18 Planned Maintenance Schemes

- 4.1 The Strategy and Resources Committee are asked to authorise the proposed schemes set out in **Annexe 2**
- 4.2 In the event that the 2016/17 planned schemes are not completed before the end of the financial year, it is proposed that the remainder of the unspent budget arising from slippage is carried over to the following year.
- 4.3 The list of proposed schemes exceeds the Original Budget set for 2017/18 of £210,000 by £24,000. Approval is requested to fund this shortfall from the balance upon the Property Maintenance Reserve.

5 Financial and Manpower Implications

- 5.1 Sufficient staffing resources are available within the Projects team to deliver the proposed works for 2017/18.
- 5.2 **Chief Finance Officer's comments:** *The Property Maintenance Reserve stood at £239,000 at 1 April 2016. A sum of £169,000 was released from the reserve in year to fund the completion of the 2015/16 Programme resulting in a residual balance of £70,000. Annex 1 identifies a forecast underspend of £133,000, to be transferred to the reserve at the end of 2016/17, and is anticipated to result in a balance on the reserve of £203,000 at the 31 March 2017.*
- 5.3 *There is provision of £210,000 for Planned Maintenance within the approved 2017/18 Revenue Estimates. The proposed allocation of funding to individual schemes for 2017/18 collectively exceeds the approved 2017/18 budget by £24,000. If Members are minded to approve additional funding of £24,000 from the Property Maintenance Reserve, in addition to any 2016/17 slippage carried forward, this can be met from the balance on the reserve. The schemes included for 2017/18 are all classified as 1A essential works in the updated 10 year property plan.*

6 Legal Implications (including implications for matters relating to equality)

- 6.1 **Monitoring Officer's comments:** *There are no significant legal implications arising from this report. It is important when considering whether to approve capital schemes that the Council's legal obligations are considered. This appears to have been done in the preparation of the Planned Maintenance Programme.*

7 Sustainability Policy and Community Safety Implications

- 7.1 Some of the works within the Planned Maintenance Programme for 2016/17 and 2017/18 contribute to the achievement of Council's objectives for sustainability.

8 Partnerships

- 8.1 There are no current partnership arrangements within the planned maintenance budget.

9 Risk Assessment

- 9.1 The risks associated with completion of the programme are judged to be manageable.

10 Conclusion and Recommendations

- 10.1 This report sets out the forecast end of year end position based on information at the end of February and requests the authority to proceed with the 2017/18 proposed planned maintenance works.
- 10.2 Requests authorisation of £24,000 to release £24,000 from the Property Maintenance Reserve to fund the shortfall.

WARD(S) AFFECTED: (All Wards);