

Report to the Cabinet

Report reference: C-023-2014/15
Date of meeting: 12 October 2017



Portfolio: Technology & Support Services

Subject: Update on the Civic Offices, Other Operational Buildings and Commercial Property – Planned Maintenance programme 2016/17 to 2020/21.

Responsible Officer: David Newton (01992 564580).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To note the progress on Facilities Management projects during 2017/2018.

Executive Summary:

The Civic Offices, Other Operational Buildings and Commercial Property – Planned Maintenance programme 2016/17 to 2020/21 report was approved in November 2016. Following this report, the Council began its transformation program which included a major service accommodation review. Consequently, an internal review of all proposed works on all properties that could potentially be affected by review was carried out. Subsequently, a large number of proposed projects, especially relating to the Civic Offices complex, have been deferred until the situation around transformation has been clarified. This report provides a summary of the major projects scheduled for this financial year. More detailed specifics are contained within Appendix 1

Reasons for Proposed Decision:

At the Council's request a report is submitted to Cabinet regularly showing the status of planned and preventative maintenance at the Civic Offices complex and all operational buildings and commercial properties.

The Planned Maintenance Programme provides a structured way of ensuring that the Council's property assets are properly maintained and improved to meet Health and Safety requirements, statutory regulations, contractual obligations in respect of leases for commercial premises, customer demands and the long term protection and value of the authority's assets.

Other Options for Action:

Members' could ask for further detailed information on any of the schemes summarised on the following pages.

Report:

Civic Offices

1. Over the next five years, a significant amount of investment was proposed for the complex which is now thirty years old. Many of the mechanical installations and electrical systems have reached the end of their effective life and require replacement or major overhaul. Some equipment and plant is also no longer supported by manufacturers or is obsolete and replacement parts are unavailable. Areas of the building fabric are also in need of substantial refurbishment. As highlighted above, effectively only essential health and safety works affecting some of the electrical systems, fire alarm installations and external building fabric are currently proceeding. Some compensatory measures, such as additional servicing regimes and increasing the frequencies of checks carried out by specialist contractors, have been put in place to mitigate some of the risks created by deferring the planned maintenance programme.

Other Offices

2. At Hemnall Street offices, only minor essential repairs have been completed to some external timberwork and a small area of life expired flat roof has been over coated with a new membrane. This is to ensure the building remains weather tight.

3. At The Broadway office, redecoration of the public facing areas is due to be completed in the next few months.

Depots

4. No specific works are planned for Epping depot. Only essential health and safety repairs and maintenance is being undertaken as the closure of the site is imminent.

5. Works are also limited at Oakwood Hill depot, with jetting through the foul and surface water drainage systems proposed for later this year.

6. At Townmead depot, planning permission has been granted to install new perimeter fencing and this will be in place over the next couple of months. Other small scale refurbishment works are on hold as the proposed relocation of the nursery service to the depot is currently progressing and their requirements are being assessed. Other essential repairs to some roofs and walls are planned to be completed by the end of the financial year as well as drainage jetting and ongoing clearance of vegetation to yard areas and the watercourse running alongside the site.

Industrial Estates

7. As landlord, the council has various repairing obligations for external areas under leases at its industrial estates in Brooker Road in Waltham Abbey and Oakwood Hill in Loughton. Some small scale repairs to parking areas and jetting through surface water drainage systems is to be completed and removal of vegetation and litter is ongoing.

North Weald Airfield

8. New thermally efficient double glazed aluminium windows are to be installed in the gatehouse building later this financial year. These will replace the original and dilapidated single glazed timber windows. Once complete some external and internal decoration will also be undertaken.

9. Flat roof coating works have been completed at the control tower and an order has been placed for external redecoration of the building. Internally, the installation of energy efficient instant boiling water appliances will begin shortly and these will enable attendees at the buildings conference facilities to access quick and easy tea and coffee making facilities.

10. Landlord works are also to be completed at the annexe to Hangar 1 with an order having been placed for external redecoration. Maintenance of external drainage and the car park to the gymnastics centre will also begin soon.

Museum

11. Works are planned to scaffold out the premises and overhaul the chimney stacks and the roof over the listed part of the building, including installing a new waterproof underlay below the tiles and introducing insulation into the roof spaces for the first time in order to improve thermal efficiency. This will remedy roof defects identified during the recent refurbishment.

12. Listed building consent has been obtained for the scheme but the commencement date has been delayed because of the discovery of asbestos and complications that have arisen in reaching a solution to maximise the amount of insulation that can be installed into roof voids to increase energy efficiency.

13. Facilities Management surveyors are working closely with the colleagues in Building control and the Senior Conservation Officer to reach appropriate solutions that will remain effective and simple to manage in the long term. It is anticipated that the project will now commence in the spring next year. It is considered that there are more weather related risks should the works begin during the winter months. Redecoration of external areas will also now be completed in the spring because the scaffolding will be utilised for this too in order to be more cost effective.

14. Some other minor works to improve drainage in the courtyard, jet through drain runs, overhaul windows and touch up decoration in public facing areas will be proceeding later this year.

The Limes Centre

15. The redecoration of external areas will begin towards the latter part of the financial year. The foul drains have been reconstructed to prevent ongoing blockages and the underground drain runs are soon to be jetted through and external footpaths and circulation spaces pressure washed to restore surface finishes. Internally, quotes are currently being sought to access and clean air handling ductwork to remove dust and prevent microbiological contamination.

Nursery

16. No specific works are planned at the nursery. Only essential health and safety repairs and maintenance is being undertaken as the closure of the site is proposed soon.

Business Premises

17. As landlord, the council has various repairing obligations under leases at numerous shopping parades. Regular clearance of vegetation and litter from common areas and service roads is ongoing and drainage systems are due to be jetted through soon.

18. Some external redecoration schemes have been completed and others are due to

begin shortly.

19. At The Broadway in Loughton, the roller shutters to the public walkway leading to Burton Road car park have been replaced and improvements to the walkway space are due to begin shortly with new vandal resistant LED lighting, decoration and an anti-slip coating to the floor.

Miscellaneous

20. At General Improvements Areas (GIAs) at Alfred Road in Buckhurst Hill and Woollard Street in Waltham Abbey, regular clearance of vegetation and litter from roads is ongoing and drainage systems are due to be jetted through soon.

21. Ongar public toilets have been redecorated and the drainage systems to the car parking areas at Ongar Leisure Centre / Enterprise Centre are due to receive maintenance in the next couple of months.

Resource Implications:

All projects are within agreed budgets. There may be an impact on the revenue budgets due to increased ad-hoc repairs. This issue will be reviewed with accountancy at estimate time.

Legal and Governance Implications:

None – update report only.

Safer, Cleaner and Greener Implications:

None – update report only.

Consultation Undertaken:

There has been no external consultation undertaken in respect of this report.

Background Papers:

Cabinet Report - 03 November 2016 - Civic Offices, Other Operational Buildings and Commercial Property – Planned Maintenance programme 2016/17 to 2020/21.

Risk Management:

Civic Offices - Specialist contractor inspection reports at increased frequencies will be put in place. Any issues will be identified during this process.

Other properties - Regular planned and preventative maintenance helps to reduce the risk of interruptions to the Council's day to day operations from critical and partial systems failure, assists with financial planning and reduces the need to seek supplementary finance outside of the budgetary process.