

**Grounds and Environmental Services Committee**

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**Date:** 2<sup>nd</sup> December 2019

**Title:** Ten-year planned maintenance programme.

**Purpose of the Report:** To provide Members with a ten-year planned maintenance programme for all pavilion buildings plus key assets.

**Contact Officer:** Ian Haynes – Head of Grounds and Environmental Services

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<b>Corporate Objective/s</b>		<b>Objective 34 – To create a ten-year planned maintenance programme for buildings and assets.</b>
<b>Implications:</b>		
<b>Financial</b>	√	£8,839.75 to be funded by 9105/950 with available funds of £21,748
<b>Human Resources</b>		None
<b>Operational/Service delivery</b>		None
<b>Procedural/Legal</b>	√	Moral obligation to maintain our assets and Occupiers Liability Acts 1957 and 1984 will be relevant
<b>Risk/Health and Safety</b>		Legal obligation under The Workplace, (Health, Safety and Welfare) Regulations 1992

**1. RECOMMENDATIONS**

**1.1 To note the report.**

**1.2 To endorse that £8,839.75 is allocated to fund the preparation and production of a ten-year PMS for the listed properties and assets in paragraph 3.2, capturing likely budget expenditure to be incurred over that period. Asbestos management, gas safety and electrical compliance are included.**

## **2. BACKGROUND**

- 2.1 The Town Council has both a moral and legal obligation to ensure its assets are in a fit condition for use.
- 2.2 All refurbishments associated with the 2013 condition surveys have now been completed and to maintain the standard of hireable assets that the Town Council has in its portfolio, a ten-year planned maintenance programme for all of the Grounds and Environmental Service's buildings plus key assets needs to be developed.

## **3. CONSIDERATIONS**

- 3.1 Our retained building surveyor has been asked to provide a fixed price quote for building surveying services to support the Town Council in maintaining our property portfolio.
- 3.2 The project brief comprises of: -
- Pages Park Pavilion
  - Astral Park Sports and Community Centre
  - Mentmore Park Pavilion
  - Parson's Close Recreation Ground – Toilets, Pump Room and kiosk area
  - Parson's Close Recreation Ground - Bandstand
  - Leighton Buzzard War Memorial
  - Linslade War Memorial
- 3.3 Included within the costed proposal is the preparation and production of Asbestos Management surveys by a certified Asbestos Contractor/Consultant for all properties described above (not including the war memorials) - The preparation and production of gas safety test certificates by a GasSafe or equivalent commercial accreditation for all properties above containing a gas supply. - The preparation and production of an electrical test compliance certificate by an NICEIC or equivalent commercial certified electrical contractor for all properties above (not including the war memorials).
- 3.4 And the preparation and production of a Condition Survey for the above properties commenting and advising on any discernible defects, repairs, works etc. necessary to maintain the property to a reasonable and compliant standard - The preparation and production of a ten year Planned Maintenance Strategy (PMS) for the above properties capturing budget expenditure likely to be incurred over that period, which will be used for future budget considerations from 2021/2022.

## **4. RECOMMENDATIONS**

- 4.1 The development of a PMS is key to ensuring that the Town Council, correctly budgets for future planned maintenance. These assessments cannot be completed in-house and require professional input from our retained surveyor and specialist contractors (where necessary). An example of what will be produced is **attached**.

## **5. CONCLUSIONS**

- 5.1 Should Members be minded to support the recommendation, **Objective 34** (of the Town Council's 5 Year Plan and Objectives 2019-24) will then have been addressed. The production of a ten-year PMS for the listed properties and assets in paragraph 3.2, will be compiled by a Chartered Building Surveyor. By doing so, the Town Council will continue to meet its moral obligations to maintain assets in accordance with the Occupiers Liability Acts 1957 and 1984 and legal obligation under The Workplace, (Health, Safety and Welfare) Regulations 1992.