

Report to: LED Monitoring Forum

Date of Meeting 27th June 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Property and FM Team Update Report

Report summary:

This report summarises the Property and FM Team activities at LED managed properties over the last few months and future activities.

The report also provides an update on the ongoing approved capital work.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That the Forum

- a) Note the content of this report.

Reason for recommendation:

To ensure Members of the Forum are informed of the Property and FM activities that have taken place over the last few months and planned future activities.

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

If choosing High or Medium level outline the equality considerations here, which should include any particular adverse impact on people with protected characteristics and actions to mitigate these. Link to an equalities impact assessment form using the [equalities form template](#).

Climate change Low Impact

Risk: Low Risk; Click here to enter text on risk considerations relating to your report.

Links to background information:

- [110423 PaFM Approach to Capital Works at LED Managed Dual Use Properties.pdf \(eastdevon.gov.uk\)](#)
- [070622 Property and FM Team Update report.pdf \(eastdevon.gov.uk\)](#)
- [23rd November LED Forum report TC.FINAL.pdf \(eastdevon.gov.uk\)](#)
- [LED Building Maintenance Investment Requirements.LED Monitoring Forum.16.12.20002.pdf \(eastdevon.gov.uk\)](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

Report in full

- 1.1 The Property and FM Team continues to support and fulfil the Council's responsibilities at LED managed properties.
- 1.2 As background information, the Forum has previously received the following reports:
 - April 2023: Property and FM Team Approach to Capital Works at LED Managed Dual Use Properties. This report summarised the Corporate Property and FM Team approach to capital works at LED managed dual use properties within the context of impending management agreements negotiations.
 - May 2022: Property and FM Team Update on LED Managed Properties. This report summarised property and FM activities at LED managed properties provided an update on the recently approved capital projects at LED managed properties.
 - November 2021: "Update Report on Activities by Property & FM Team at LED Properties". This report covered the Council's responsibilities at LED managed properties, the nature of the work that the Property and FM undertakes to fulfil the Council's obligations and provided an update / summary on work being done and planned.
 - December 2020: "Review of LED Portfolio Building Maintenance and Investment Requirements". This report focused on the work involved in maintaining and investing in LED managed buildings.
- 1.3 This new report provides an update / summary on work done from March to May 2023 and planned from June to August 2023.

1.4 A summary of planned preventive maintenance (PPM) and compliance works undertaken between March and May 2023 is shown in the table below.

Location	PPM And Compliance Works (March 2023 - May 2023)
Axminster Leisure Centre	<ul style="list-style-type: none"> • Fire alarm system • Ductwork
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Fire alarm system • Mansafe system • Mansafe harness • Gas fired boilers
Colyton Leisure Centre	<ul style="list-style-type: none"> • Fire alarm system
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Fire alarm system • Mansafe system • Mansafe harness • Ductwork
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Fire alarm system • Pumping stations • Gas fired boilers • Ductwork • TMVs – showers, etc. • Lifts (biannually)
Exmouth Pavilion	<ul style="list-style-type: none"> • Fire alarm system • Ductwork
Honiton Leisure Centre	<ul style="list-style-type: none"> • Ductwork. • Fire alarm system • Gas fired boilers
Honiton Swimming Pool	<ul style="list-style-type: none"> • Ductwork. • Fire alarm system • Gas fired boilers • Pumping stations
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Oil fired boilers • Ductwork
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork. • Fire alarm system
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Ductwork. • Fire alarm system • Gas fired boilers

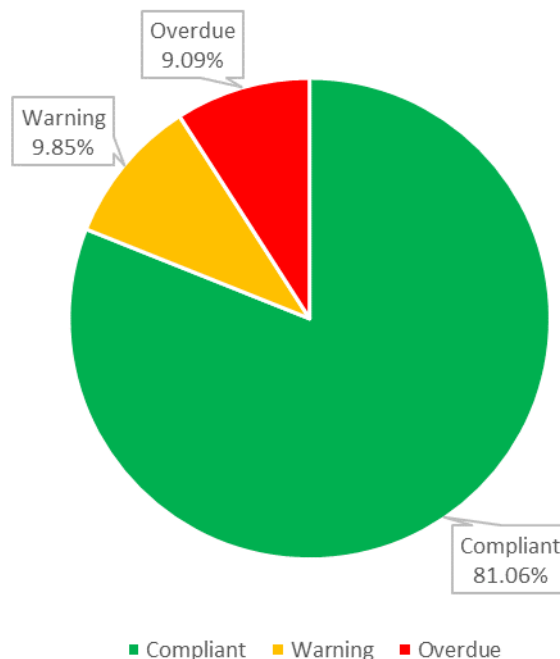
1.5 A summary of planned preventive maintenance (PPM) and compliance works planned over the next three months is shown in the table below.

Location	PPM and Compliance Works (June - August 2023)
Axminster Leisure Centre	<ul style="list-style-type: none"> • Automatic doors • TMVs – showers, etc. • Electrical – fixed wiring (3 years)
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Lightning conductor

Location	PPM and Compliance Works (June - August 2023)
Colyton Leisure Centre	<ul style="list-style-type: none"> • Lightning conductor • Heating and ventilation maintenance
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Automatic doors • Electrical – fixed wiring (3 years) • Heating and ventilation maintenance • TMVs – showers, etc. • Lightning conductor
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Automatic doors
Exmouth Pavilion	<ul style="list-style-type: none"> • Automatic doors • Asbestos survey (3 years) • Lifts (Biannually) • Heating and ventilation maintenance • TMVs – showers, etc.
Honiton Leisure Centre	<ul style="list-style-type: none"> • Asbestos survey (3 years) • Automatic doors • TMVs – showers, etc.
Honiton Swimming Pool	<ul style="list-style-type: none"> • Automatic doors
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Lightning conductor • Automatic doors
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • TMVs – showers, etc. • Automatic doors • Heating and ventilation maintenance
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Electrical – fixed wiring (Swimming pool) • Lightning conductor • Heating and ventilation maintenance • Automatic doors

1.6 The status of compliance and PPM work is shown below.

Compliance and Planned Maintenance
(Status - 21/06/23)



- Compliant: More than 30 days to due date
- Warning: Within 30 days to due date and 13 days past due date
- Overdue: More than 14 days past due date

Overdue figures include work that may have already been undertaken but paperwork/certification is still to be issued/received.

Overdue % have increased due to having to change electrical contractor. The Team has now appointed alternative contractors to undertake the work for this year and catch on the work that have fallen behind.

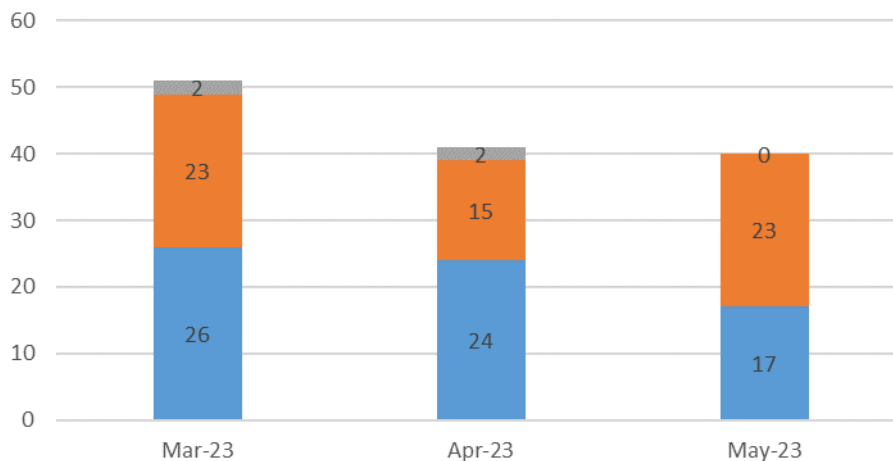
1.7 Other planned works not listed above, completed over the last three months and planned or ongoing over the next three months.

Location	Planned Works	Status
Exmouth Leisure Centre	Replacement of gym lighting	Completed
Honiton Leisure Centre	Squash Court 2 Front wall refurbishment	Completed

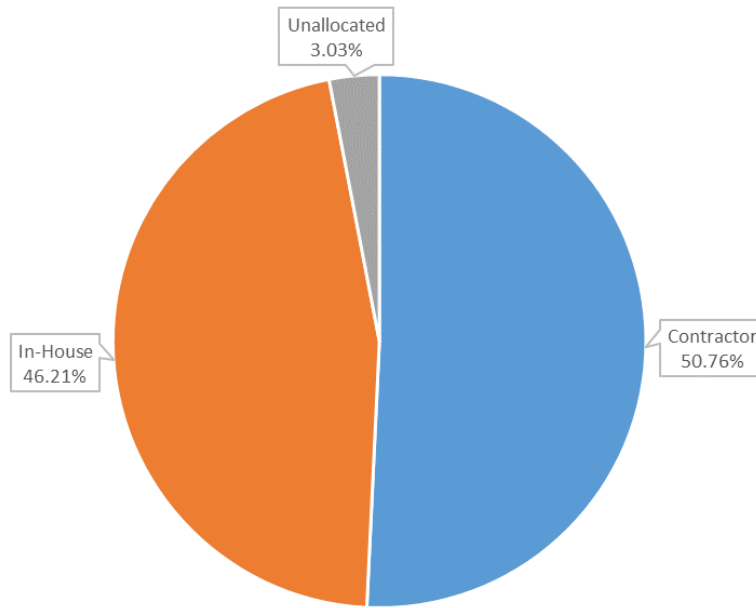
1.8 A summary of reactive jobs by property and allocation for the period March to May 2023 is shown in the table below.

Month	Reactive Jobs (allocation)			Total
	Contractors	In-house	Unallocated	
March	26	23	2	51
April	24	15	2	41
May	17	23	0	40
Totals	67	61	4	132
% by allocation	50/76%	46.21%	3.03%	100%

Reactive Repair Cases by Month
(March - May 2023)



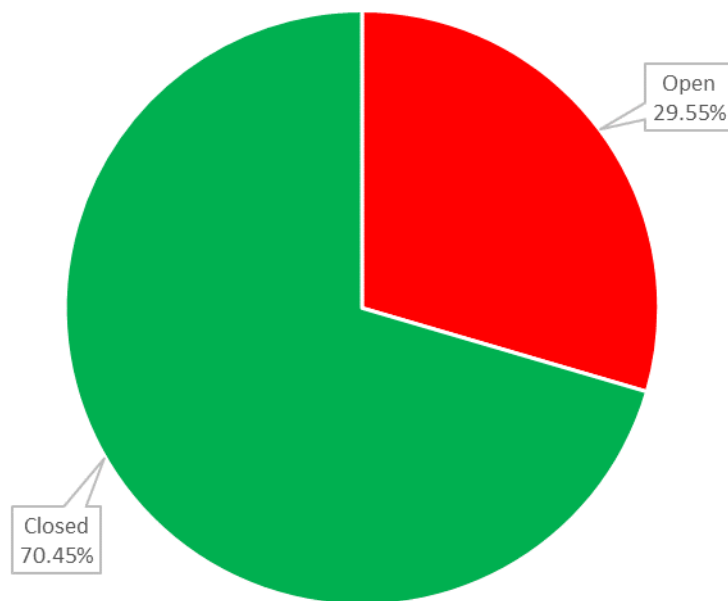
Reactive Repair Cases Allocation
March - May 2023



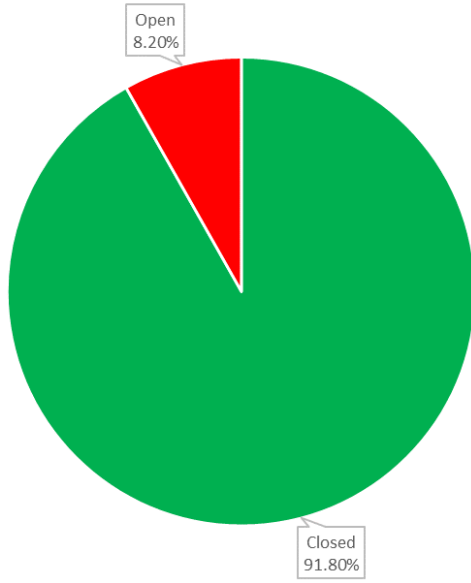
50.76% of the work is done by external contractors, the team manages the work and provides technical support as required.

1.9 The status of reactive work for the period March to May 2023 is shown.

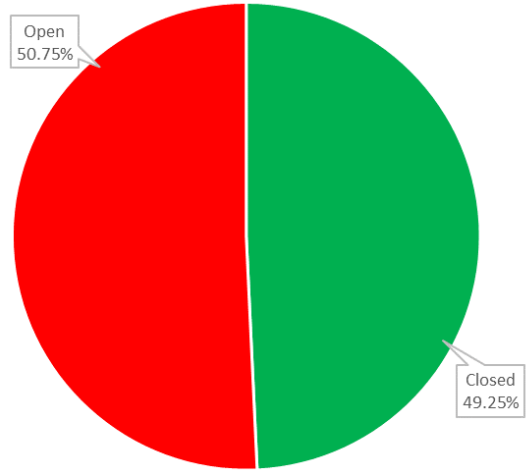
Reactive Repair Cases Status
(All Cases - March - May 2023)



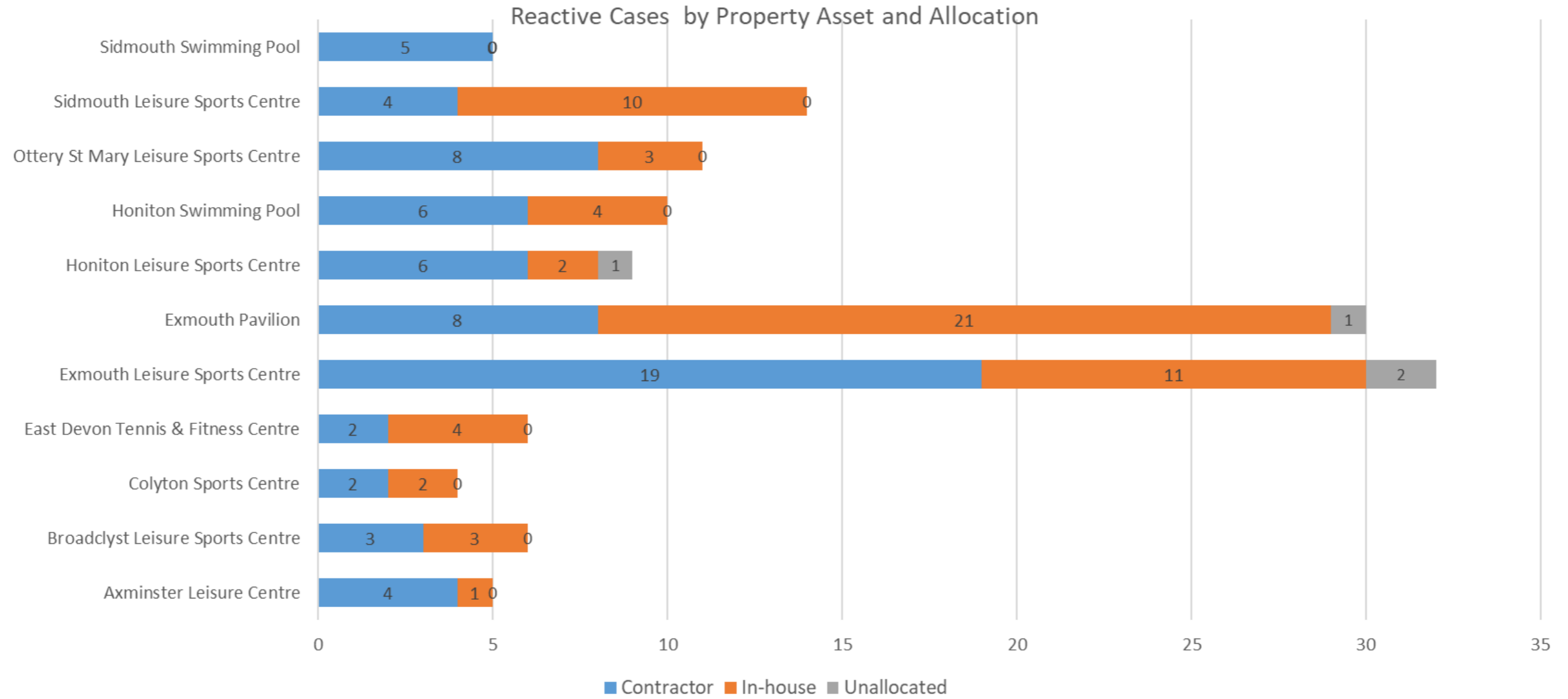
Reactive Repair Cases Status
March - May 2023
(In-house)



Reactive Repair Cases Status
March - May 2023
(Contractors)



1.10 The distribution of reactive work by property and allocation is shown in the chart below.



1.11 Summary of live capital projects

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
Reception and Changing Rooms Refurbishment	2020/21	Honiton Swimming Pool	£457,000.00	2021/22	Completed, defect period.
Replacement sports hall store cupboard doors.	2020/21	Broadclyst, Ottery and Sidmouth Leisure Centres	£35,500.00	2022/23	Completed.
Refurbishment and improvement works	2022/23	Exmouth Pavilion	£352,000.00	2023/24	Design completed, tender stage, Estimated delivery January 2024.
Roof Replacement	2022/23	Broadclyst LC	£575,575.00	2023/24	Contractor appointed, estimated completion Summer 2023.
		Ottery St Mary LC		2022/23	Completed
FRA remedial works	2022/23	Axminster LC	£431,000.00	2023/24	All tendered. Prioritising work to fire alarm and emergency lighting systems, contractors appointed estimated completion Summer 2023.
		Broadclyst LC		2023/24	
		Colyton LC		2023/24	
		Exmouth East Devon Tennis Centre		2023/24	Compartmentation element to be reviewed and adjusted to budget.
		Exmouth LC		2023/24	
		Exmouth Pavilion		2023/24	
		Honiton LC		2023/24	
		Honiton Swimming Pool		2023/24	
		Ottery St Mary LC		2023/24	
		Sidmouth LC		2023/24	
		Sidmouth Swimming Pool		2023/24	

Floor repairs and replacement	2022/23	Axminster LC	£364,550.00	2022/23	Completed
		Colyton LC		2023/24	To be tendered.
		Exmouth LC		2023/24	To be tendered.
		Honiton LC		2022/23	Contractor appointed, estimated delivery Summer 2023.
		Ottery St Mary LC		2022/23	Completed.
		Sidmouth LC		2023/24	To be tendered.
Swimming pool plants repairs and replacement.	2022/23	Exmouth Swimming Pool	£126,500.00	2022/23	Completed.
		Honiton Swimming Pool		2022/23	Completed.
		Sidmouth Swimming Pool		2022/23	Completed.
Extractor fans, AC, AHU upgrades and refurbishment	2022/23	Axminster LC	£172,500.00	2023/24	To be tendered
		Colyton LC		2023/24	To be tendered
		Exmouth East Devon Tennis Centre		2023/24	To be tendered
		Exmouth LC		2023/24	Part ordered
		Exmouth Pavilion		2023/24	To be tendered
		Honiton LC		2023/24	To be tendered
		Ottery St Mary LC		2023/24	Ordered
		Sidmouth Swimming Pool		2023/24	To be tendered
Pool Energy Management System	2022/23	Honiton Swimming Pool	£62,500.00	2022/23	Completed.
		Exmouth Swimming Pool		2022/23	Completed.
		Sidmouth Swimming Pool		2022/23	Completed.
Cold Water Storage Tank	2022/23	Exmouth Swimming Pool	£21,000.00	2022/23	Tender, over budget, value engineering to budget.

Stage Equipment Remedials and Improvements	2022/23	Exmouth Pavilion and Sidmouth Manor Pavilion	£56,500.00	2023/24	<p>Work at Sidmouth Manor Pavilion completed.</p> <p>Exmouth Pavilion work linked to other work at this site, to be tendered.</p>
Energy Efficiency Review	2022/23	Corporate and LED Properties	£60,000.00	2022/23	<p>Consultant to be appointed. Note this project also include non LED managed properties.</p> <p>Fee proposal obtained for all the swimming pools. Awaiting an additional fee proposal from another consultant.</p> <p>Application for funding from Phase 4 Public Sector Low Carbon Skills Fund (PSLCSF) made to cover further consultants fee made, bid value £333K, allocation announcement expected by end of June.</p> <p>Subject to the outcome of the Phase 4 PSLCSF, and the appointment of a suitable consultant, the next steps will be to apply to the Swimming Pool Support Fund (SPSF), £40m fund available expected to open for applications in July 2023 and/or apply to the PSDS Phase 3c expected to open for applications in autumn 2023.</p>
Roof replacement over courts 1-4	2023/24	Exmouth East Devon Tennis Centre.	£597,500.00	2023/24	Contractor appointed, awaiting contractor's availability.
Replacement of existing indoor tennis carpet surface, courts 1-4	2023/24	Exmouth East Devon Tennis Centre.	£194,500.00	2023/24	Contractor appointed, awaiting contractor's availability.
Surface water drainage improvements.	2023/24	Honiton Leisure Centre.	£25,500.00	2023/24	Detail design in progress, to be tendered.

Financial implications:

There are no financial implications identified in this report and works are within existing approved budgets.

Legal implications:

There are no substantive legal issues directly arising from this update report.