

Report to: LED Monitoring Forum



Date of Meeting 23 November 2021

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

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## Update Report on Activities by Property & FM Team at LED properties

### Report summary:

This is an update report on the activities of the Property & FM Team in relation to the LED buildings.

The report outlines not only the Council's responsibilities with the LED buildings but also the types of work currently being done or planned.

This is the 1<sup>st</sup> such update to this Forum but it is intended that similar reports will be provided to the Forum every 6 months.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That the forum note the content of this report.

### Reason for recommendation:

To ensure visibility over the role that the Property & FM Team have in the LED buildings.

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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

## Climate change Low Impact

**Risk:** Low Risk;

**Links to background information** [LED Building Maintenance & Investment Requirements Report; Planned & Reactive maintenance works completed and planned](#)

**Link to** [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
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## Report in full

- 1.1 This report summarises the work that has taken place in recent months by EDDC to support LED in their operations at the various buildings leased to them. The leisure assets are some of our largest and certainly our most complex buildings that EDDC are responsible for and therefore form a large part of the work of the Property & Facilities Team.
- 1.2 As background to the scale of the work involved in maintaining and investing in these buildings, in December 2020 the Forum received a report on the LED building maintenance and investment requirements. This report is included as a background document. The Net Present Value of the building maintenance & investment required over the next 30 years was reported as minus £11.4 million (at 5.5% discount rate) and the total forecast investment required is £22.8million (or £26.6million before dual use contributions from the schools are deducted). This data is driven by maintenance, investment and Property & FM management costs and do not reflect improvements (other than standard component replacement) towards fulfilling the climate change agenda. The current leisure portfolio property related budgets are £410,000 revenue and circa £1.5m for capital expenditure over a five year timescale (£300,000 per annum) therefore averaging at a total cost of circa £710,000 per annum.
- 1.3 EDDC's obligations as landlord are to keep the leased building in good repair, maintain (repair and replace) all plant, refurbishment in addition to repairs to hard playing surfaces over and above the tenant's minor repairs. Where LED want to make improvements to the building that benefit their operating ability, but are not essential to the building itself, (perhaps adaptations to a reception area, LED must undertake at their own expense although they often contract EDDC to do these works and we recover our costs. LED must keep clean, lit, clear of weeds and vermin, replace landlord's fixtures that are damaged as a result of tenant's actions, comply with statutory requirements (other than those that fall within landlord's obligations) and undertake repairs to open spaces. Therefore in general terms, EDDC as landlord is responsible for the building and grounds with LED as tenant responsible for the equipment inside.
- 1.4 To provide a little more context, and bearing in mind that this is the first report of this nature below is a summary of the works EDDC typically undertake:

## Overall View of Services Provided

- General estate and facility management, including building and grounds maintenance
- Management of Statutory Building Compliance (SBC)
- Management of Planned Preventive Maintenance (PPM)
- Delivery and Management of Reactive Maintenance (RM) by both EDDC maintenance technicians and external contractors
- Safekeeping and sharing of compliance documentation
- General advice on property matters and sharing of relevant information
- Project management (capital works)
- Contractor management, including review of H&S documentation, quality of work, etc

## Main Compliance and PPM Work

- Fire Detection (Fire alarm systems)
- Fire Suppression (Firefighting equipment, sprinklers systems, etc.)
- Fire and Smoke Dampers
- Emergency Lighting & Escape Routes
- Electrical Installation Condition Reports (EICR)
- Portable Appliance Testing (PAT) in some instances
- Building Fabric (Walls, Ceilings Voids, Automated Doors, Fire Doors, Asbestos, Roofs)
- Gas Safety Checks (Gas appliances)
- Water Systems (Legionella Management)
- Air Conditioning & Refrigeration (F-Gas, 5 year TM44 Air Conditioning Inspections, etc.)
- Ductwork Cleaning
- Lifts & Lifting Equipment
- Lightning Protection
- HVAC maintenance and servicing – Gas and oil boiler and system servicing, pumps, ventilation, air handling units, filter changes, etc.
- Safety Equipment (Specialist equipment, fall protection systems, suspended access equipment, etc.)

## Main Reactive Work

- Painting and decorating
- Replacement of fixing and fittings, including sanitary and brass wear
- Windows and doors boarding/repair/replacement
- Drainage faults
- Glazing
- Joinery repairs
- Lock repairs
- Making safe areas
- Mechanical and electrical faults
- Plant and boiler faults
- Roofing repairs

## 1.5 Works undertaken during recent months include

- All Automatic Doors at all LED premises have been serviced and are compliant.
- Gas Safety inspections of the Boiler installations at various LED premises have been undertaken and any required repair/remedial works instructed accordingly.
- Tamar Security have submitted several reports following their first maintenance inspections of the Fire Alarm systems which have been reviewed and appropriate works instructed/undertaken.
- The 3 Hour inspection and testing of the Emergency Lighting systems at Axminster, Broadclyst, Honiton & Ottery St Mary Leisure Centres and Honiton Swimming Pool have been undertaken by Baker Electrical and Certificates received/requested with any necessary repair/remedial work instructed.
- The annual Electrical Inspection Condition Reports have been carried out at Exmouth & Honiton Swimming Pool by Baker Electrical and the Certificates received/requested.
- The Pool Plant installations at Exmouth, Honiton and Sidmouth Swimming Pools have been serviced by Cannings.
- The roof level Mansafe systems and associated harnesses and lanyards at Exmouth Tennis Centre and Broadclyst & Ottery St Mary Leisure Centres were examined by A & M Defence & Marine Services and are safe to operate. The anchor bolts to the Lighting Towers at Ottery St Mary Leisure Centre were also examined and no defects were found.
- The replacement of a secondary heating pump in the Boiler Room at Sidmouth Leisure Centre has been carried out and a twin headed pump is on order to replace the defective pump in the Internal Plant Room at Honiton Leisure Centre.
- Cannings have installed various new extract fans at Axminster & Broadclyst Leisure Centres and Exmouth Tennis Centre to replace existing defective units.
- Greenacre M & E Ltd have removed sludge from the sump of the Pumping Station at Exmouth Leisure Centre and cleaned down the chamber. At Honiton Swimming Pool Pumping Station they also replaced one of the pumps, a gate valve, two non-return valves and associated items.

## 1.6 Other works to specific properties, have included:

### Axminster Leisure Centre

- Minor asbestos remediation
- Ventilation remedial works

### Broadclyst Sports Centre

- Ventilation remedial works
- Redecoration works

### Colyton Leisure Centre

- Dance studio floor sand and seal

### Exmouth Leisure Centre and Pool

- The Pool Covers to the Main & Training Pools were serviced by Glatz Pioneer
- The Platform Lift at Exmouth Leisure Centre has been serviced by Hanover Lifts and is compliant
- Poolside tile, survey and repairs at ladder access point

- Squash Court refurbishment (1 Nr.)
- AC survey and remedial works
- Ventilation issues in Studio 1
- Proposals obtained regarding pool lighting.
- Remedial works to a raised manhole cover

#### Exmouth Pavilion

- All snagging associated with the remedial works following the fire have now been satisfactorily carried out
- Agreement of the Fire Insurance Claim has been agreed with the Loss Adjuster
- Stage Electrics examination of the Lighting & Curtain Bars, Rope Sets, Winches etc was undertaken in February 2021 and we received the Unsatisfactory Report on 19 April. A Capital Bid has been submitted for the necessary recommended remedial works.
- A2M Safety Survey for the installation of eye bolts postponed pending resolution of issues identified by Stage Electrics.
- External cladding redecoration to the Café entrance area satisfactorily carried out.

#### Exmouth East Devon Tennis Centre

- Ventilation maintenance to the Café FCU
- Gas leak rectification

#### Honiton Leisure Centre

- Roof repairs over Reception area
- Squash Court refurbishment (1 Nr)
- Dance studio floor sand and seal
- Replacement pump in plant room
- Redecoration works

#### Honiton Pool

- Refurbishment of the reception and changing areas due to commence 15 November and be complete by 18 February 2022
- Poolside tile surveys undertaken. Tile repairs to have been progressed
- Replacement pool pump and associated equipment

#### Ottery St Mary Leisure Centre

- Dance studio floor sand and seal
- Capital Bids submitted for the full replacement of the roof coverings and replacement of the Oil tank
- Redecoration works

#### Sidmouth Swimming Pool

- The leak to the Chlorine Delivery Tank has been resolved
- The new Trend BMS controls and touchscreen interface were installed on 20 April ready for the pool to reopen to the public on 26 April following the latest lifting of the relevant lockdown restrictions
- New replacement Boiler on Order for installation prior to Christmas
- Poolside tile surveys and associated repairs have been undertake.

## Sidmouth Leisure Centre

- Bouygues have commenced their Party Wall Works, which is due to be completed by 12 November 2021
- Squash Court refurbishment (2 Nr)

- 1.7 In terms of smaller planned and reactive works undertaken in the last 3 months and forecast in next 3 months please see attached table as background paper. There have been 108 reactive works undertaken in past 3 months – this does not include planned works.
- 1.8 In terms of capital projects, these have been light in recent years but 12 bids have been submitted in the current bidding round (some bids containing projects across multiple sites) for circa £3,000,000 at LED sites and will be assessed over the coming months alongside other bids from across the Council. A small element of these bids relate directly to energy efficiency measures but the majority is to reflect the reduction in capital projects in recent years as identified in the report to the Forum of December 2020 and are to maintain the fabric and operation of the building.
- 1.9 The Team meet monthly with LED to review progress on current work and identifying new work. This arrangement developed over the past 18 months works well and it is key that there is a good level of communication between parties.

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### **Financial implications:**

The financial details are included in the report.

### **Legal implications:**

There is a formal agreement between EDDC and LED setting out the provisions relating to property costs, otherwise the report does not raise any legal implications requiring comment.