

ABINGDON TOWN COUNCIL

Report to	Finance, Governance and Asset Management Advisory Committee
Meeting date	23 November 2021
Report author	Properties Officer
Agenda item	11

REPORT OF THE PROPERTIES OFFICER

1. Purpose of the Report

- 1.1 To inform members of a revised **Schedule of works** and for this to be approved to incorporate woodworm treatment.
- 1.2 To Inform members of obtained quotes for **woodworm** treatment throughout Guildhall roof and to approve final costs.
- 1.3 To update members on progress of **internet** upgrades
- 1.4 To update members on progress of **drains** running under Roysse Court
- 1.5 To inform members of works required to the **Guildhall roof** following water ingress and assessment of **Abbey Hall roof**.
- 1.6 To update members on towns **defibrillator** responsibilities
- 1.7 To update members on **storage** matters.

2. Summary

- 2.1 **Schedule of works** – The Schedule of works has been revised to incorporate works relating to the woodworm in the roof. This includes the transfer of proposed budgets against other (non-urgent) works in order for the woodworm treatment to be funded. The original schedule of works was approved by members and therefore it is required that the committee approve these revisions. See **Appendix 1** for the revised schedule. This also informs members of spend to date.
- 2.2 **Woodworm** - Quotes have been obtained in line with the council's procurement policy for the treatment of woodworm throughout the

Guildhall Roof spaces which require members approval prior to works. Full details are provided in section 6.2 of this report.

- 2.3 **Internet** - Improvement works have been undertaken by Triumph in the Roysse Room, reception, and Council offices. Details can be found in section 6.3 of this report.
- 2.4 **Drains** – Ridge and Partners LLP have been instructed to investigate and report on works to best rectify the drains running under Roysse court in line with the original approved Schedule of works.
- 2.5 **Guildhall / Abbey Hall roof** – Woodstock Roofing have been to site to report on the condition of Abbey Hall flat roof and investigate the Guildhall roof following slipped tiles and water ingress. This work is in line with original approved Schedule of works.
- 2.6 **Defibrillators** - In response to the minutes of Finance, Governance and Asset Management Advisory Committee, 21 September 2021 point FG7: the responsibilities of guardians of the town's defibrillator responsibilities have been updated into the actions register. The Properties Officer has determined that there are no outstanding responsibilities which lie with the council and has received confirmation that all organisations which hold defibrillators within the town are content to retain the responsibility for maintenance and upkeep.
- 2.7 **Storage** – Following on from the Properties Officer's report presented to the previous meeting (20 September 2021 min FG19): the exact storage requirement is currently being calculated by the Outdoor Services and Cemeteries Manager. A further report shall be presented at the committee meeting in January 2022.

3. **Action required**

- 3.1 Members are requested to approve the revised **Schedule of works**.
- 3.2 Members are asked to approve cost of £20,000 for **woodworm** treatment in all Guildhall roof spaces.
- 3.3 Members are requested to note **internet** upgrades throughout the Guildhall.
- 3.4 Members are requested to note the review and proposals on Roysse Court **drainage**.
- 3.5 Members are requested to note Woodstock roofing assessment and proposals on **Guildhall and Abbey Hall roof**.
- 3.6 Members are requested to note the details relating to the town's **defibrillator** guardianship in the actions register.

- 3.7 Members are requested to note the update on the assessment of **storage** needs.

4. **Link to strategic plan and objectives**

- 4.1 Maintenance and improvement programme yr. 3

- 4.2 Primary linked objective:

KO2: To develop a resilient, sustainable town which will provide a home for residents now and in the future.

- 4.3 Other objectives addressed:

KO1: To respond effectively and speedily to the climate emergency.

KO3: To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.

5. **Background**

- 5.1 **Schedule of works** – A schedule of works was created by the properties officer in line with councils 5yr strategic plan - Maintenance and improvement programme scheduling improvements and upgrades to the Guildhall using the Property Improvements budget which was noted by members at the Guildhall Advisory Committee on 20th May 2021.

- 5.2 **Woodworm** – At the previous meeting, members were informed of a roofing survey undertaken by Ridge and Partners LLP in 2020 where it was highlighted in their report that woodworm activity is present within the Guildhall roof spaces and if not treated further damage and decay to roof beams would continue. Three pest control companies were brought in to survey the roof spaces and were requested to submit quotations for the treatment.

- 5.3 **Internet** – It was previously reported that members and staff were experiencing temperamental Broadband speeds withing the Roysse Court offices, reception area and the Old Magistrates Court resulting in the occasional postponement of virtual meetings. Our previous IT supplier had quoted for upgrading broadband but have since lost the service contract for IT. The council's new IT service provider will be carrying out the broadband upgrades.

- 5.4 **Drains** – A report to the Guildhall Advisory Committee on 20th May 2021 informed members of a drain survey carried out by Lanes for Drains in 2020 highlighting subsidence and movement of sections within the main drain running from the Guildhall car park to the front of the Roysse office. Enquiries were made with three drainage companies inviting them to visually inspect and report on works required. Unfortunately, these works were too large for them to undertake and work was postponed.

- 5.5 **Roof** – Ridge and Partners LLP carried out a roof survey in 2019 and reported loose and lost tiles and the decaying of wooden window frames on the two skylights on the Guildhall roof. These skylights now are leaking in torrential rain which is coming into the Abbey Room foyer and damaging the floor.
- 5.6 **Defibrillators** – A request from the Lions Club to the Town Council to take over responsibility for the update, care, and maintenance of the defibrillators in Abingdon was put forward, however the Properties Officer had already spoken to the owners and tenants of the properties where the defibrillators were sited to confirm that they would manage the devices at their properties.
- 5.7 **Storage**- It was put forward to the Properties Officer by the Cemeteries and Outdoor Services Manager the requirement for more storage space to store grounds equipment, signage, and lighting and highlighted a larger storage unit could be available albeit at a larger annual rent to what council pays now. The Properties Officer is investing the unit and requirements associated with.

6. Key information and options

- 6.1 **Schedule of works** – The original schedule did not include plans (nor budget) for woodworm treatment to the roof space. This work came to light when roofs were surveyed by Pest Control based on the Ridge roof report. For this work to be funded, the Properties Officer has assessed the other projects contained within the schedule and has recommended that project 'Magistrates Court Lighting' and project 'Magistrates Court Redecoration' and 'Bin Store' are postponed until 2022-23. These projects are not urgent, and any such delay would not be at the detriment to the building. The postponing of these works would release the following budget:

OMC lighting	£15,000
OMC redecoration	£ 9,000
Bin store	<u>£ 1,000</u>
Total	<u>£25,000</u>

The released budgets would be sufficient to fund the woodworm treatment with no additional financial pressure on the council's funds. **See section 7.**

- 6.2 **Woodworm** – Quotes have been obtained from three suppliers, in line with the council's procurement policy. The Properties Officer has assessed the quotations and is recommending that an order be placed at a cost of £20,000. Full details of the quotes received are available for members to review on SharePoint. It is noted that this is not the lowest quote received, but the service included within the costing is more substantial than the others and it is felt this could save time and money in the long run.

- 6.3 **Internet** - Triumph have upgraded broadband in the Roysse Room, Reception area and main council offices. This upgrade has proved very successful and has stopped internet dropping out. Triumph will return to upgrade the broadband in the Old Magistrates Court to the same standard. Dates for this are being discussed.
- 6.4 **Drains** – Ridge and Partners LLP have been instructed to investigate the repairs and works associated with the foul drain which runs from the Guildhall rear carpark under Roysse Court office to Bridge Street. Ridge are happy to take on drainage works as a project on the council's behalf. Ridge are in receipt of the previous survey carried out. The Civil Engineer from Ridge will be coming to site on Tuesday 23rd November to visually inspect the drain and runs as preparation for a report.
- 6.5 **Guildhall/Abbey Hall Roof** - Woodstock Roofing visited on 2nd November, accompanied by Inside out Developments Ltd, to assess the condition of the flat roof on the Abbey Hall. They confirmed the roof is in a fair and reasonable state. It was highlighted wear is visible around the edges but is not in need of immediate repair or replacement. The roof is made of thick rubber topped with shingle. It is not possible to 'patch' repair this type of roofing material because nothing will stick to the rubber. It was noted there were no obvious signs of damage and previous reports of water ingress to the Abbey Hall was most likely caused by blocked drains and gullies, which have since been cleared out. Woodstock Roofing advised the Abbey Hall roof will require replacement or a substantial upgrade within the next 5-8 years.

Water has been leaking through the skylights on the Guildhall roof to the Abbey Room foyer. Upon inspection it was confirmed that the rooflight frames are rotten allowing water ingress and require replacement to prevent further leaks and damage. Loose and fallen roof tiles require repair all of which are pending a quotation from Woodstock roofing.

- 6.6 **Defibrillators** - Members are asked to note the update relating to defibrillators in the Actions register on the confirmation of guardians and their responsibility of maintaining defibrillators.
- 6.7 **Storage** - the Properties Officer is investigating the actual requirements for a new larger store, no key information, or options to share at this stage.

7. **Financial/budget implications**

- 7.1 All monies for **woodworm** works will come out of 355/4864 as per revised (recommended) schedule of works if approved.
- 7.2 **Drainage** works are in Schedule of works and, if approved will come from budget allocation 355/4864

7.3 **Roofing** repairs works are in Schedule of works and, if approved will come from budget allocation 355/4864

8. **HR implications**

8.1 Items detailed in the above report will have no additional implications to staff.

9. **Supporting papers and appendices**

9.1 Appendix 1 – Amended Schedule of Works

Victoria Moore
Properties Officer
16 November 2021