

Report to	Mousehold Heath Conservators	Item
	18 January 2019	
Report of	Head of citywide services	6
Subject	Decision made under delegated powers regarding urgent repairs at the pavilion	

Purpose

To report to the conservators a decision made under delegated powers.

Recommendation

To note the content of the report

Corporate and service priorities

The report helps to meet the corporate priority of a clean and safe city

Financial implications

Any costs that arise from this report will be met from the approved Mousehold budget.

Ward/s: Crome

Cabinet member: Councillor Packer - Health and wellbeing

Contact officers

Simon Meek - Parks and Open Spaces Manager 01603 212403

Bob Cronk – Director of Neighbourhoods 01603 212373

Background documents

None

Report

1. The tenants at the pavilion made contact regarding a water leak into the property and issues with the guttering being blocked and the leaded windows on the eastern side of the property leaking.
2. NPS Norwich carried out emergency repairs to the roof so that it was watertight.
3. The roof, gutters and windows were inspected by NPS Norwich and estimates obtained to resolve the problems.
4. The estimates were as follows:
 - a) Repairs to pavilion gutters
 - b) Repairs to the roof

Works required specified by NPSN

Erect scaffold rear elevation. Clean out gutters and install Hedgehog gutter guard (this is a wire brush arrangement). They reduce the accumulation of leaves in gutters. To both high and low elevation pitch roofs remove broken/damaged tiles and replace with new (total 80 in number). Remove all debris leaving site clean and tidy.

Subtotal £2,940

Contingency to repair any additional tiles which come to light whilst works are being carried out.

Subtotal £500

Total £3440

- c) Repair/replace the lead window on the first-floor east aspect of the building. Approval to order the works, if required, following negotiations with Zaks.

Works required specified by NPSN

To remove three leaded lights complete. Remove to Devlin Plummer Stained Glass Ltd workshop. Overhaul with new glass and lead to two units. Third to have new copper ties. Refit to saddle bars. Scaffold to be erected and dismantled for removal. Openings boarded up. Return two to three weeks later and refit with scaffold erected and dismantled.

Total £2,600

5. Due to the impact on the tenant's business and building firms closing for Christmas, which would delay ordering work and mobilising staff further, a sub-group meeting was called to discuss the matter. With a view to seeking approval to progress with ordering the work through the Director of neighbourhoods, in conjunction with the Chair and Vice-chair. As required in the Mousehold management sub-group terms of reference.

6. The outcome of that meeting was that approval would be sought from the Director of Neighbourhoods to order items a, b, c.
7. Approval was given by the Director of neighbourhoods on 20 December 2018. Only items a and b were ordered immediately, due to a lack of clarity as to whether responsibility for the windows sat with the landlord or the tenant. The ordering of the windows may be done at a later date following the outcome of negotiations between the tenant and the landlord's agent NPS Norwich.
8. A dialogue has commenced in January 2019 with the tenant relating to the windows to clarify the responsibility now and for the future.
9. The works will be funded from within this year's repair budget. The wardens are aware of the works and the costs. Where possible savings will be made in the final quarter of the year to prevent, or minimise the impact on the reserve.