

Report to Mousehold Heath Conservators
20 September 2019
Report of Parks and open spaces manager
Subject Mousehold pavilion maintenance programme

Item

8

Purpose

To present the financial options for delivery of year one of the pavilion maintenance programme for a decision to be made on how the works will be delivered.

Recommendation

To:

- 1) authorise the procurement and delivery of works identified for 19/20 to the value of £5150 from the revenue budget.
- 2) review the pavilion works programme and budget position in January 2021 to inform a decision on funding allocations for works becoming due in financial year 2021/22.

Mousehold Heath management plan objectives

The report helps to meet the Mousehold Heath management plan objective F: To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.

Corporate and service priorities

The report helps to meet the corporate priority Great neighbourhoods, housing and environment

Financial implications

Any financial implications arising from this report will have or will be met from approved budgetary provision.

Ward/s: Catton Grove and Crome

Cabinet member: Councillor Packer - Health and wellbeing

Contact officers

Simon Meek - parks and open spaces manager

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Background documents

None

Background

1. The pavilion has suffered from a lack of proactive investment over previous years. Expenditure has related to reactive repairs which can result in inconvenience for the tenant, budget implications that impact on delivery of the approved work programme and higher costs due to call outs.
2. In October 2018 NPS Norwich carried out a condition survey of the pavilion on behalf of the Mousehold Conservators
3. The condition survey was undertaken to gain an understanding of existing elemental conditions on site and the financial liabilities of the property over a 30 year period.
4. A. cost plan is generated covering the period for external and internal elements. This is done by applying a cost (determined by the surveyor on site) to the end of the estimated remaining life of the relevant element. Any elements which have an estimated remaining life of greater than 30 years will not appear in the cost plan.
5. The survey is purely a visual inspection and no investigations or enquiries are made regarding the presence or trace of any potentially environmental damaging materials that may be found in the building, nor have any investigations been made in relation to soil stability, mining or geological conditions.
6. The costings used in the condition survey are based on a professionally informed estimate by the surveyor however, at the time of procuring the works the actual costs may vary.
7. The conservators increased their precept by £6,000 for 2019/20 based on the costings for the works identified as being required over the next 5 years.
8. The conservators also hold a capital reserve of £100,766. The reserve has been held for some time and there are projects identified within the management plan, which may require capital investments to deliver them. How much and when will depend on future decisions made by committee.
9. The finance control manager advised the conservators in 2012/13 that a prudent level of reserves for the overall council would be in the region of 5-10% of the overall budget, however risks to the Mousehold Heath budget would be different to the overall council.
10. The conservators have been managing their annual budget with the aim of building up this reserve to build up the reserve to approximately £11,750, 5% of their annual budget at the end of the financial year.

Report

11. The works to be scheduled over the next 6 years are contained in Appendix A.

12. The year on year projections have been based on;
 - a. The prices are surveyor estimates at the time of the survey. Prices could come in above or below the estimate. Health competition in the market can result in lower prices and a lack of competition in the market and changes in legislation can result in an increase.
 - b. No figure for inflation has been included in the estimates.
 - c. The precept and depreciation adjustment remaining the same as 2019/20.
 - d. Planned underspends achieved to deliver the required financial outturn at year end.
 - e. No emergency expenditure needed which would have an impact on the reserves held.
 - f. A figure for annual interest accrued on the capital held has not been included as discussions relating to this matter had not concluded at the time of writing the report.
 - g. The pension deficit contribution ceases in 21/22
13. Details of all works identified as the landlord's responsibility and recommended for delivery 2019- 2024 are contained in Appendix A.
14. Funding all the works from the annual revenue budget will have a considerable impact on the reserve remaining upon the completion of all work in year 2024/25.
15. The estimated balance to be carried forward at the end of financial year 2024/25 in reserve would be £1876.
16. As the costs in the condition survey are estimated costs rather than firm quotations there is a risk that actual costs for work could be higher than those detailed in appendix A.
17. This may result in no contingency being held or, a deficit being carried forward to 2024/25.
18. The works recommended for delivery in 2019-20 have an estimated cost of £4150. It would be prudent to allow a contingency sum of £1000 for these works.
19. There are no works recommend for 2020/21.
20. It would be prudent to review the budget situation in January 2021, to enable an informed decision to be made on the funding source for works in the pavilion maintenance programme becoming due in financial year 2021/22, taking into account the level of reserves held and the financial impact at the end of financial year 2024/25.

APPENDIX A: Pavilion maintenance funding

Option 1 (Revenue only)			2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Item	Detail	Condition survey estimate	Revenue (Budget)	Revenue (Budget)	Revenue (Budget)	Revenue (Budget)	Revenue (Budget)	Revenue (Budget)
External Chimney	Vertical crack running up length of chimney to rear elevation. No additional movement apparent since survey of 2016. Investigate and carry out crack stitch repairs. This was previously priced in 2014. Check missing pot is capped appropriately.	£4,000	£4,000					
External roof 2	Rear section of main pitched roof has multiple areas of broken, damaged and slipped tiles. Roof is pin tiles on purlins with no felt or membrane. Recommended removal of tiles, installation of breathable membrane or felt and reinstatement of salvaged tiles, replacing any like for like, as required. Insulate as necessary while ensuring adequate ventilation is maintained.	£12,000			£12,000			
External Roof Space	No insulation to roof. Install additional insulation while maintaining adequate ventilation.	£1,500			£1,500			
External Rainwater Goods	Downpipe section west elevation taped together just below roof line. Repair section.	£150	£150					
External Window	Leaded window East elevation 1st floor sections cracked /broken. Repair affected sections.	£2,000	£0					
External Door	Front timber door at low level. Sign of timber rot which may require minor repair only.	£250	£0					
External Pigeon Guano	Pigeons roosting on bays and under eaves area causing potential environmental hazard, particularly in an area which could be used for eating. Consider external netting and / or pigeon guarding where appropriate.	£2,000			£2,000			
External Rear Shed	Timber constructed rear shed with felt roof. Multiple areas of rot and sections of timber missing. Structure is beyond repair and should be removed. Cost is for removal and make good only.	£1,500			£1,500			
External Roof 4						£7,500		
Fences and walls							£4,000	
Gates							£500	
External redecorations								£18,000
Total			£4,150	£0	£17,000	£7,500	£4,500	£18,000
Balance b/f			£8,560	£11,821	£19,232	£9,643	£9,554	£12,465
Precept			£235,010	£235,010	£235,010	£235,010	£235,010	£235,010
Managed underspend site R&M			£2,500	£2,500	£2,500	£2,500	£2,500	£2,500
Unallocated pavilion budget			£1,850	£6,000	-£11,000	-£1,500	£1,500	-£12,000
Forecast outturn			£230,660	£226,510	£243,510	£234,010	£231,010	£244,510
Depreciation adjustment income			£1,719	£1,719	£1,719	£1,719	£1,719	£1,719
Pension deficit charge debit			£2,808	£2,808	£2,808	£2,808	£2,808	£2,808
Balance c/f			£11,821	£19,232	£9,643	£9,554	£12,465	£1,876

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Mousehold Heath Conservators
Committee date:	20 September 2019
Director / Head of service	Director of Neighbourhoods
Report subject:	Mousehold pavilion maintenance programme
Date assessed:	11 September 2019

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduced costs through programmed works as opposed to reactive works
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Procured using corporate procurement framework and policies.
Energy and climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some of the works will result in improved energy efficiency
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
Positive
Negative
Neutral

Issues