

## **CABINET MEMBERS REPORT TO COUNCIL**

**18 November 2020**

### **COUNCILLOR L SHIRES - CABINET MEMBER FOR ORGANISATIONAL RESOURCES (PROPERTY)**

For the period September 2020 to November 2020

#### **1 Progress on Portfolio Matters.**

##### **Covid support works:**

Property Services continue to provide support with cleaning and fogging of Cromer offices, Fakenham Connect, NNIC (closed from 5<sup>th</sup> November under new lockdown), Public Conveniences, Cromer Pier, outdoor play areas, promenade seating and shelters as well as assisting tenants (such as the Rocket House) to remain open.

This also includes installation repairs and replenishment of pavement hand sanitisation stations.

Continue to assist on car parks with ongoing Covid -19 testing regime.

Supporting Cromer pier with planned Christmas show post current lockdown.

Installation due shortly for secondary swipe card reader for better track and trace system at Fakenham Connect and Cromer office.

##### **Recent storm damage insurance works:**

We suffered widespread damage in the recent storm with significant high level roof damage to our **offices in Cromer as well as:** (This is the scaffold you can see going up.)

Cromer, Runton Road public conveniences.

Cromer, Cadogan Road.

Cromer, west promenade

Cromer, various shelters in North Lodge Park

Cromer Pier.

Cromer promenades and Happy Valley, repairs to various to lamp columns and lantern heads.

East Runton public conveniences.

**West Runton public conveniences**

With the exception of the **highlighted** items, all works are complete. All works are subject to a comprehensive insurance claim.

##### **Cromer Office high level glazing and glu lam beam work.**

These works are now practically complete with just replacement guttering to the north elevation of the building. All defective glu lam beams have been removed and capped ends installed.

##### **Cromer amenity lighting scheme:**

Conclusion of a two-year project that includes new cabling, lamp columns and LED lanterns to all Cromer promenades and cliff top areas.  
Six columns to complete on the Gangway.

**Cromer Pier Theatre and pavilion roofing works:**

All works now practically complete with new high-level flat roof system on top of the theatre including increased levels of insulation.

This also now includes a man safe fall arrest system for ongoing maintenance access (Property Services operatives have been trained for this) and will save money when changing the high-level signage and installing / removing the mechanical vent covers.

New signage and LED lighting as well.

Lower level barrel vaults have been removed and completely, exposed areas insulated and new formed zinc sections fitted to match the existing.

Lightning conductor system has been replaced with a more up to date system.

**Cromer Pier substructure works: (below the decking)**

All works now practically complete with only some tie bar bracing and sacrificial concrete rings to the pile supports remaining. This phase of the works is governed by tidal and wind conditions as it requires rope access operatives and divers.

Rope access survey of the remaining areas of the pier particularly under the theatre has been completed.

This will now go to HOP (Hemsley Orrell Partnership) our consultants who will use this to provide a five year schedule with budget estimate costings. We are hoping to go to tender early in the New Year for the next phase of works subject to budgetary availability.

**Ongoing works via Measured Term Contracts:**

Property Services continue to operate and manage four measured term contracts.

- 1) Small scale coastal defence works.
- 2) Play areas, car parks, footpaths and fencing.
- 3) Electrical works.
- 4) Heating and Plumbing.

**Appointment of Project Support Officer:**

Currently undertaking due diligence post interviews and looking to appoint by 12/11/2020.

**Maintenance team restructure:**

The maintenance team restructure has now been completed and successfully implemented.

Property Services now operate a 24/7 reactive service for out of hours response for incidents reported by NNDC duty officer.

This serves the council, tenants and the wider public and includes all construction related matters, alarm calls etc.

**Outdoor play areas:**

Property Services continue to manage the outdoor play areas. This includes a quarterly inspection regime and remedial repairs at 27 sites. Additional to this is the recently installed equipment at North Lodge Park and any new sites agreed under future section106 agreements.

**Tenanted buildings:**

Ongoing working with our Estates colleagues to support tenanted units and operations as well as Parklands, Pudding Norton.

**Electric vehicle charging points:**

To date the status of the following sites is:

Cromer Offices operational.

Cromer Meadows car park, UKPN and Siemens issues to resolve.

Sheringham, Morris Street car park operational.

Albert Street Holt, operational.

Fakenham, Queens Road car park, design issues.

Wells, Stearmans Yard car park. UKPN and Siemens issues to resolve.

North Walsham, Vicarage Street car park. Ongoing consultations with J Sainsbury's Ltd. Need to access their land to install infrastructure.

OLEV grant conditions originally required completion by March 2020; this has since been extended to the end of December and is being dealt with by Duncan Ellis.

**Deep History Coast projects:**

Property Services have continued to support throughout this programme of works now nearing completion with works currently being undertaken at Happisburgh.

**Itteringham House:**

Property Services continue to support the council's holiday let initiative with continual maintenance and assurance of statutory compliance and undertakings.

**Temporary accommodation for the homeless:**

Property Services are heavily involved in this and work closely with our partners in Housing Services.

There is a mix of leased in and NNDC owned properties and we insure they are all maintained with continual maintenance and assurance of statutory compliance and undertakings on a 24/7 reactive service.

## **2 Forthcoming Activities and Developments.**

### **Tender for next phase of public convenience works to include:**

Major refurbishment to New Road North Walsham and The Lees Sheringham (this site includes a changing places facility)

Demolition and rebuild to include changing places at Stearmans Yard, Wells and Queens Road Fakenham. Both sites include changing places facilities.

We are hoping to get this revised tender document away by the end of November.

Previous capital sum of 600k approved however only 400k remains post refurbishment works to Lushers Passage, Sheringham, Walcott and Bacton. Additional funds required subject to receipt of the tender returns.

### **2a Stirling Close, Sculthorpe:**

Tender document is currently being worked up that will include the completion of the interior of the property for handover to Housing Services as temporary homeless accommodation. Target date for occupation is 31/03/2021.

Secondary piece of work is to evaluate options for parcel of land adjacent to 2a, owned by NNDC.

Capital sum of 80k approved.

### **Minor works measured term contract:**

Tender document is being worked up to procure a minor works measured term contractor to undertake works of up to the value of £10k under contract. This sum can be exceeded by agreement within the contract.

There is a shortage in North Norfolk of suitably qualified and experienced general building contractors. We need to appoint a local SME to undertake planned and responsive 24/7 works not only for Property Services but for corporately.

Hoping to tender and appoint by Christmas.

### **NNDC Cromer office canteen:**

Post confirmed closure of the canteen operation discuss alternative vending options with various internal stakeholder groups.

### **Schedule winter planned maintenance for car parks and public conveniences.**

Works to be scheduled against recent asset portfolio surveys and our

ongoing car park maintenance regime.

Currently we have 38 public conveniences and 32 pay and display car parks and other non-paying such as Pretty corner and various satellite office staff and visitor car parking.

**Asbestos and Legionella Management:**

Tender documents being worked up for Asbestos and Legionella management across the asset portfolio.

**Fakenham Connect, Crinkle Crankle boundary wall.**

Tender document being worked up for substantial repairs to the grade 2-listed boundary wall of this leased in asset.

Tender unlikely to go out until early next year. Capital sum of 80k approved,

**Cornish Way Industrial units, North Walsham:**

Complete asbestos roof panel replacement works are required. This will be replaced with complete new system, which will increase thermal and insulation properties as well as provide lighting that is more natural.

Capital sum of 160k approved.

**Fakenham Community Centre:**

Waiting for comprehensive building survey to be returned which we expect will reveal significant remedial works to this leased in asset.

**Hornbeam Road car park, North Walsham:**

Ongoing work with Estates and Car Park management to get this new acquisition operational.

**Collectors Cabin, North Lodge Park:**

Carry out repairs and refurbishment to achieve a rentable standard to this long time vacant unit.

Capital sum of 25K approved.