

CABINET MEMBERS REPORT TO COUNCIL

16 December 2020

COUNCILLOR L SHIRES - CABINET MEMBER FOR ORGANISATIONAL RESOURCES

For the period November to December 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 now reopened, Public Conveniences, Cromer Pier, outdoor play areas, promenade seating and shelters as well as assisting tenants (such as the Rocket House) to remain open.

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. Minor technical delay with this. Soon to be resolved.

Arrangements in place for opening Cromer and Fakenham Connect offices over Christmas period for DWP and NNDC Street Wardens.

Recent storm damage insurance works:

All repairs to all assets with the exception of Cromer office are complete. All assets are open and back on line.

On investigation, further high-level repairs are needed at Cromer. Loss adjustor has been to site to approve spend so far.

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, however additional works have been identified as significant rot is apparent to the timber lay boards within the valleys'. Repairs being undertaken.

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. Bespoke brackets allowing fitting on new lantern to old columns expected this week.

Cromer Pier Theatre and pavilion roofing works:

Works are complete with the installation of high-level hatched access onto the roof for maintenance purposes.

Cromer Pier substructure works: (below the decking)

Tie bracing works continuing and still one pile encasement to complete. Tender documentation being prepared for issue early 2021.

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:

Adam Laville who is also undertaking the RICS apprentice surveyor course supported by NNDC has now filled this post.

Temporary admin support:

Property Services have been given consent to source 6 month temporary admin support off of the temporary register.

Outdoor play areas:

Property Services continue to manage the outdoor play areas.

This includes a quarterly inspection regime and remedial repairs at 27 sites.

Two new zip wire units have been ordered to replace the ones at The Meadows and The Warren, Cromer.

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 have failed so an alternative location needs to be chosen.

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 the Head of Finance.

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 away. Works include the completion of the interior of the property for handover to Housing Services as temporary homeless accommodation. Tender return date is 11/12/2020. 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.

Tender being prepared for issue.

Capital sum of 25K approved.

Additional workstations for DWP:

DWP have approached Estates for additional workstations both here and at Cromer Offices and Fakenham Connect.

Further cements our bond with DWP and brings additional income into NNDC. Estates are working out the sums and Property will undertake physical moves including enabling works and moving Elections team into the committee room.

North Walsham High Street Heritage Action Zone (HSHAZ):

Property Services Assets and Property Programme Manager (Russell Tanner) has been adopted to the project team as Employers Agent for construction related matters.

Capital bids:

Property Services will shortly be making capital bid applications for the next financial year.

Potential for external redecoration works at Sheringham Little Theatre.

Repairs and refurbishment to shelters at North Lodge Park.

Refurbishment of Pier Theatre public conveniences.

