


**APPENDIX 3 - Repairs Renewals**

<b>5 year Repairs &amp; Renewals</b>						
<b>Project Title</b>	<b>Category</b>	<b>Original</b>	<b>Original</b>	<b>Original</b>	<b>Original</b>	<b>Original</b>
	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>£'001</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Maldon Promenade</b>						
1. Dog / Rubbish bins prom park	E	10				
2. Beach Huts Prom Park Decoration	E	8				
3. Prom Park Galleon	SF	15				
4. Prom Park bollards replacement	SI	15				
5. Boat lake decking replacement	SF	20				
6. Resurfacing of the main entrance road/emergency access road/ walk way and pathway surfaces	E	60				60
<b>Leisure Centre</b>						
7. Replacement power unit / board in the plant room	SF	15				
8. Air Handling Unit (wet side)	SF	24				
<b>Parks &amp; open Spaces</b>						
9. Riverside Park - Prom Park Timber bollards replacement	SF	15				
10. District Parks - replacement steps	SF	18				
11. Replacement fencing works at parks & playsites at Riverside Park	SF	20				
12. Playsite sand / bark top ups	SF	20				
13. Tollesbury Car Park resurfacing	SF	20				
14. Resurfacing works at both the Prom and Riverside Park BMX tracks - Est £25k	SI	25				
<b>Cemeteries</b>						
15. Memorial Safety	SF	20			10	20
<b>Car Parks</b>						
16. Car park resurfacing and lining works All car parks	SF	40	40	60		
<b>Public Conveniences</b>						
Tollesbury toilets decoration and replacement windows & units	SI		10			
Prom Park Toilets	SI		8			
Riverside Park toilet block	SI		6			
Doctors Lane, Burnham-on-Crouch, Toilet block	SI		6			
<b>Total Repairs &amp; Renewals</b>		<b>345</b>	<b>70</b>	<b>60</b>	<b>10</b>	<b>80</b>

Essential	78	0	0	0	60
Service Failure	227	40	60	10	20
Service Improvement	40	30	0	0	0
<b>Total</b>	<b>345</b>	<b>70</b>	<b>60</b>	<b>10</b>	<b>80</b>

## REQUEST FOR RESERVES 1

Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals		
<b>Project Category</b> <ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Service failure (SF)</li> <li>• Service improvement (SI)</li> </ul>	Service Failure		
<b>Project Lead Officer</b>	Matt Wilson		
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Replacement of entire suite of litterbins (25) and dog bins (10) within Promenade Park. For the last three years the bin provision on site has been deteriorating with much of the 'fixed' bins being unfit for purpose and temporary wheely bins being used throughout summers of 2018,2019 and 2020. Project will replace approximately one-third of on-site litter bins with purpose dsigned wheely bin housing for ease of emtying & (particularly in busy period) replacements insert-bins for off-site/away from public emptying ; not fixed to ground anchors but weighted, so can be relocated to target high footfall/litter areas for specific needs; uniform appearance and improved aspect for Prom as a whole. Dog bins similar appearance need, on-site provision is largely metal housings which have corroded; replacement units are non-metal therefore longer lifespan. All units also easier to maintain and clean! This project is a re-submission of Capital bid from 20/21 which wasnt approved, with an alternative phased approach over three year period suggested.		
<b>Project Start Date</b> <i>(Month and year)</i>	Apr-21		
<b>Project Completion Date</b> <i>(Month and year)</i>	Jul-23		
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Maintenance/Parks team staff time for removal of defective/existing units and installation of new.		
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>			
<b>Capital Expense</b>	<b>Revenue Implications</b>		<b>External Funding</b>
	<b>One-off</b>	<b>On-going</b>	<b>Amount      Source of</b>

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	£	£	£	£	costs
2021/22	10,000				
2022/23	8,000				
2023/24	8,000				
2024/25					
TOTAL	26,000	0	0	0	0

## RESERVES PROJECT SHEET


<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>4) Delivering good quality, cost effective and valued services</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>None</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>None</p>
<p>Are there Health &amp; Safety implications? If so, please state</p>	<p>Public Health &amp; Safety - wheelie bins currently in use are not designed for general usage/reliance in a Public Park.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>no</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>no</p>

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<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>no</p>
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## REQUEST FOR RESERVES 2

Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals				
<b>Project Category</b> • Essential (E) • Service failure (SF) • Service improvement (SI)	Essential				
<b>Project Lead Officer</b>	David Burnham				
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Beach Hut decoration (External / Internal) and pathway works. Each year the beach huts depreciate due to weathering and generally usage. A series of reactive and preventative works are now required to ensure that the beach huts are in good order for use during 2021. The works will include protective painting, internal decoration and pathway extension to ensure no trip or fall risks.				
<b>Project Start Date</b> <i>(Month and year)</i>	Apr-21				
<b>Project Completion Date</b> <i>(Month and year)</i>	Apr-21				
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor				
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					
	<b>Capital Expense</b>	<b>Revenue Implications</b>		<b>External Funding</b>	
		<b>One-off</b>	<b>On-going</b>	<b>Amount</b>	<b>Source of costs</b>
	£	£	£	£	
<b>2021/22</b>	8,000				
<b>2022/23</b>					
<b>2023/24</b>					
<b>2024/25</b>					

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TOTAL	8,000	0	0	0	0
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## RESERVES PROJECT SHEET

<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Strengthening communities to be safe, active and healthy - These works will ensure that the beach huts and pathway are safe for use by the public. Delivering good quality, cost effective and valued services - The series of works will ensure that the beach huts are presentable and that the quality is of a good standard for all bookings. Failure to complete the works will result in further depreciation of the assets and a potential downturn in bookings and usage.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>NA</p>
<p>Are there Health &amp; Safety implications? If so, please state</p>	<p>Installation of the pathway extension outside the front of the beach huts will ensure a safe and accessible surface for all users to enter / exit the beach huts for a safe and enjoyable experience.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>




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<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>No</p>
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## REQUEST FOR RESERVES 3

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals		
<b>Project Category</b> <ul style="list-style-type: none"> <li>Essential (E)</li> <li>Service failure (SF)</li> <li>Service improvement (SI)</li> </ul>	Service Failure		
<b>Project Lead Officer</b>	David Burnham		
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Structural and safety works on the Prom Park Galleon play feature due to the increase of H&S risk rating. The Galleon depreciates each year due to being predominantly made from timber products and being in the external elements all year round. Current life expectancy assessments on the Galleon identify that there is a large percentage of replacement timber products required which are structural and supportive along with wield plates, fixtures, fittings and chemical treatment required. The Galleon was manufactured by Lappset UK Ltd who are a specialist play site company, due to being play site equipment all replacement products must be ordered via a play site specialist to ensure the integrity of the equipment is not invalidated. Other items for replacement as part of the works will be ropes / netting and features including the slides due to wear and tear which will also include surface issues such as lifting edges.		
<b>Project Start Date</b> <i>(Month and year)</i>	Apr-21		
<b>Project Completion Date</b> <i>(Month and year)</i>	Jun-21		
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. Staff time, contractor resources, maintenance costs))</i>	Materials will be ordered via specialist contractor with installation completed via a specialist contractor		
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>			

Capital Expense	Revenue Implications		External Funding	
	One-off	On-going	Amount	Source of

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	£	£	£	£	costs
2021/22	15,000				
2022/23					
2023/24					
2024/25					
TOTAL	15,000	0	0	0	0

## RESERVES PROJECT SHEET


<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <ul style="list-style-type: none"> <li>1) Strengthening communities to be safe, active and healthy</li> <li>2) Protecting and shaping the District</li> <li>3) Creating opportunities for economic growth and prosperity</li> <li>4) Delivering good quality, cost effective and valued services</li> </ul>	<p>Strengthening communities to be safe, active and healthy - These works will be completed as a matter of Health &amp; Safety due to the risk rating and potential for public incidents / accidents. Once the works have been completed the Galleon can continue to be one of the main attractions within the Promenade Park and in a safe condition for the enjoyment of the community.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No foreseen risks to the delivery of the project.</p>
<p><b>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</b></p>	<p>NA</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>There is currently a rising concern for H&amp;S implications if preventative maintenance is not completed during the next 12 months. There will be areas of the Galleon which will not be fit for purpose and unsafe for public use.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>NA</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>NA</p>

APPENDIX 3 - Repairs Renewals

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	NA
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## REQUEST FOR RESERVES 4

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
<b>Project Category</b> • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Improvement
<b>Project Lead Officer</b>	David Burnham
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Promenade Park entrance lighting bollards. Replacement of the current timber protection bollards along the main Prom entrance with new toughened plastic lighting bollards. The installation of lighting bollards along the main entrance route will provide vehicles and pedestrians with adequate lighting for safer travel along the road way.
<b>Project Start Date</b> <i>(Month and year)</i>	Oct-21
<b>Project Completion Date</b> <i>(Month and year)</i>	Dec-21
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractors
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
<b>2021/22</b>	15,000				
<b>2022/23</b>					
<b>2023/24</b>					
<b>2024/25</b>					
<b>TOTAL</b>	15,000	0	0	0	0

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<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <p>1) <i>Strengthening communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p>3) <i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>Strengthening communities to be safe, active and healthy - These works will ensure that the Prom Park entrance is well lit and safer for pedestrians and vehicles to use during periods where visibility is not good. The works will also help to improve the H&amp;S risk rating and reduce the potential for slips, trips and falls via the public when natural light is at a low level or not present.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No foreseen risks to the delivery of the project.</p>
<p><b>Are any statutory consents required as part of this project? If so, please state</b> (i.e. planning consent, MMO licence etc)</p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>There is currently no form of lighting present along the Prom Park entrance roadway, installation of lighting bollards will improve H&amp;S levels for pedestrians and vehicles to use during periods where visibility is not good. The works will also help to improve the H&amp;S risk rating and reduce the potential for slips, trips and falls via the public when natural light is at a low level or not present.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>


**APPENDIX 3 - Repairs Renewals**

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	No
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## REQUEST FOR RESERVES 5

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals				
<b>Project Category</b> • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure				
<b>Project Lead Officer</b>	David Burnham				
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Structural and safety works to the Prom Park Boating Lake Boardwalk. The works will see all the current timber deck boards removed and replaced with new boards. The structural and supporting timbers that are submerged will also be removed and replaced due to life expectancy and H&S. The works will ensure that this feature will be safe and sustainable for a number of year to come for community enjoyment.				
<b>Project Start Date</b> <i>(Month and year)</i>	Jun-21				
<b>Project Completion Date</b> <i>(Month and year)</i>	Jul-21				
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works will be completed by a external contractor.				
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
<b>2021/22</b>	20,000				
<b>2022/23</b>					

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2023/24					
2024/25					
TOTAL	20,000	0	0	0	0

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<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <p><i>1) Strengthening communities to be safe, active and healthy</i></p> <p><i>2) Protecting and shaping the District</i></p> <p><i>3) Creating opportunities for economic growth and prosperity</i></p> <p><i>4) Delivering good quality, cost effective and valued services</i></p>	<p>Strengthening communities to be safe, active and healthy - These works will be completed as a matter of Health &amp; Safety due to the risk rating and potential for public incidents / accidents. Once the works structural and safety works have been completed the boating lake boardwalk and decking can continue to be enjoyed and used for safe activity.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No</p>
<p><b>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</b></p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>There is currently a rising concern for H&amp;S implications if preventative structural maintenance is not completed during the next 12 months. The boardwalk boating lake feature may not be fit for purpose and unsafe for public use.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>

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<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>No</p>
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## REQUEST FOR RESERVES

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals				
<b>Project Category</b> <ul style="list-style-type: none"> <li>Essential (E)</li> <li>Service failure (SF)</li> <li>Service improvement (SI)</li> </ul>	Essential				
<b>Project Lead Officer</b>	Frank Britt				
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	The paths and roadways in Promenade Park have had 'make do' repairs for some years and are now in a condition where more extensive works (repair & resurfacing) are required. The existing tarmac surface wearing course is breaking up in areas and potholes are appearing. These are potential trip hazards for pedestrians and and also could damage wheelchairs, vehicles etc. Included in this bid is the main entrance roadway into Promenade Park. There are areas of concrete kerbs that need replacing where they are damaged and the surface of the road is badly potholed. This is concerning as this road is often used by pedestrians to access the park.				
<b>Project Start Date</b> <i>(Month and year)</i>	Sep-21				
<b>Project Completion Date</b> <i>(Month and year)</i>	Nov-21				
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff time to draw up the tender documents and carry out tender appraisal once received. There will be management time for the works phase and for agreeing the final account. Contractor costs to carry out the works following tender.				
<div style="text-align: center;">  </div> <b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
<b>2021/22</b>	60,000				
<b>2022/23</b>					
<b>2023/24</b>					

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2024/25					
TOTAL	60,000	0	0	0	0

## RESERVES PROJECT SHEET 6

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Protecting and shaping the district - Providing safe access routes into and through Promenade Park for visitors and locals to enjoy the facilities and views.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>No</p>
<p>Are there Health &amp; Safety implications? If so, please state</p>	<p>Yes, the existing surface is unsafe and could potentially cause damage to vehicles or provide trip hazards to pedestrians.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>


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<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>No</p>
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## REQUEST FOR RESERVES 7

Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
<b>Project Category</b> <ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Service failure (SF)</li> <li>• Service improvement (SI)</li> </ul>	Service Failure
<b>Project Lead Officer</b>	Frank Britt
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Blackwater Leisure Centre was built in the 1990's, with some additions in the early 2000's, to provide leisure activities for the people of Maldon. Within the design for the building is the plant room which contains much of the mechanical and electrical plant that is needed for the operation of the facility. One part of this installation is a floor mounted electrical panel which has in the past been subject to water ingress due to the plant room flooding (BLC is built on the flood plain). The panel is constructed of mainly steel which is now rusting out including the support framework of the panel itself. It has been highlighted on the most recent electrical inspection of the building, as an advisory, that the panel requires replacing to ensure that it is electrically and structurally safe. Should the panel fail then it would seriously affect the operations of the Leisure Centre.
<b>Project Start Date</b> <i>(Month and year)</i>	May-21
<b>Project Completion Date</b> <i>(Month and year)</i>	Aug-21
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff time to draw up the tender documents and carry out tender appraisal once received. There will be management time for the works phase and for agreeing the final account. Contractor costs to carry out the works following tender.
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

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	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2021/22	15,000				
2022/23					
2023/24					
2024/25					
TOTAL	15,000	0	0	0	0

## RESERVES PROJECT SHEET




<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Delivering good quality, cost effective and valued services - Should the equipment fail then it would result in operations at the leisure centre shutting down. This would affect the ability of the Maldon residents who usually frequent the Leisure Centre to partake in their healthy exercise regimes. It will also be detrimental to the services that MDC offer the wider community.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>None</p>
<p><b>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</b></p>	<p>None</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>If this bid was rejected and the equipment fail whilst in operation then we would have little choice than to shut down the operations at the Leisure Centre because it would be unsafe for them to continue.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>Although Places Leisure are contracted by MDC to operate the leisure centre on our behalf and have a maintenance element within this contract, there are certain elements that are outside this scope and are still the responsibility of MDC to maintain. This electrical panel is one such element. If MDC fail to replace this and the leisure centre has to close then there are contract conditions in place which would result in MDC having to compensate Places Leisure for the closure and loss of income/profit.</p>

**APPENDIX 3 - Repairs Renewals**

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	No
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## REQUEST FOR RESERVES 8

Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals		
<b>Project Category</b> <ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Service failure (SF)</li> <li>• Service improvement (SI)</li> </ul>	Service Failure		
<b>Project Lead Officer</b>	Frank Britt		
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Blackwater Leisure Centre was built in the 1990's, with some additions in the early 2000's, to provide leisure activities for the people of Maldon. Part of the design requirements for such facilities is to provide a 'healthy' atmosphere for those using the facilities and to achieve this large Air Handling Units (AHU's) were installed to control the temperature and humidity within the building. The AHU serving the 'wet' side of the leisure centre (changing rooms, swimming pool etc) has been maintained over the years but has now reached the end of its life and although it is still operational at the moment, should it fail then we may have to shut down the 'wet side' operations at the leisure Centre. The matching 'dry' side AHU is being replaced this FY with funding previously agreed.		
<b>Project Start Date</b> <i>(Month and year)</i>	May-21		
<b>Project Completion Date</b> <i>(Month and year)</i>	Aug-21		
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff time to draw up the tender documents and carry out tender appraisal once received. There will be management time for the works phase and for agreeing the final account. Contractor costs to carry out the works following tender.		
  <b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	 		
<b>Capital Expense</b>	<b>Revenue Implications</b>		<b>External Funding</b>
	<b>One-off</b>	<b>On-going</b>	<b>Amount</b> <b>Source of</b>

APPENDIX 3 - Repairs Renewals

	£	£	£	£	costs
2021/22	24,000				
2022/23					
2023/24					
2024/25					
TOTAL	24,000	0	0	0	0

## RESERVES PROJECT SHEET

<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <p>1) Strengthening communities to be safe, active and healthy</p> <p>2) Protecting and shaping the District</p> <p>3) Creating opportunities for economic growth and prosperity</p> <p>4) Delivering good quality, cost effective and valued services</p>	<p>Delivering good quality, cost effective and valued services - Maintaining a safe and healthy atmosphere at this leisure facility for both the users of the facility and for the leaseholders staff who manage and run the centre. This will help to ensure that the service that the users receive is of a good quality.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No</p>
<p><b>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</b></p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>Although the Health &amp; Safety implications for the users is minimal as they can come and go from the building at will, the staff who work there are not in that position. Under the Health &amp; Safety at Work etc Act, there is a duty on their employers, and by association the owners of this leased building, to ensure that the atmosphere in which they work is conducive with the works they are undertaking.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>Although Places Leisure are contracted by MDC to operate the leisure centre on our behalf and have a maintenance element within this contract, there are certain elements that are outside this scope and are still the responsibility of MDC to maintain. This Air Handling Unit is one such element. If MDC fail to replace this and parts of the leisure centre have to close then there are contract conditions in place which would result in MDC having to compensate Places Leisure for the closure and loss of income/profit.</p>


**APPENDIX 3 - Repairs Renewals**

<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>No</p>
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## REQUEST FOR RESERVES 9

Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Reserve Required (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals				
Project Category • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure				
Project Lead Officer	David Burnham				
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Prom Park and Riverside Park timber posts / bollard replacement to recycled plastic posts / bollards. This requirement falls under service failure due to the high number of rotten timber posts / bollards currently in place for public protection and prevention of vehicle access at key locations. Due to rotten bollards and weak / exposed areas it is necessary for replacements to be installed for continued safety measures to be in place. The replacement bollards will be sustainable and have a great tolerance / life expectancy.				
Project Start Date <i>(Month and year)</i>	Jan-22				
Project Completion Date <i>(Month and year)</i>	Feb-22				
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Products and works will be completed by a external contractor.				
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					
	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2021/22	15,000				
2022/23					

APPENDIX 3 - Repairs Renewals

2023/24					
2024/25					
TOTAL	15,000	0	0	0	0

### APPENDIX 3 - Repairs Renewals


<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <ol style="list-style-type: none"> <li>1) <i>Strengthening communities to be safe, active and healthy</i></li> <li>2) <i>Protecting and shaping the District</i></li> <li>3) <i>Creating opportunities for economic growth and prosperity</i></li> <li>4) <i>Delivering good quality, cost effective and valued services</i></li> </ol>	<p>Strengthening communities to be safe, active and healthy - These works will be completed as a matter of Health &amp; Safety due to the risk rating and potential for public incidents / accidents are exposure in places to person / vehicle conflict. Once the safety works have been completed the play site security will be at a high standard of safety and sustainable for the future.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No foreseen risks to the delivery of the project.</p>
<p><b>Are any statutory consents required as part of this project? If so, please state</b> (i.e. planning consent, MMO licence etc)</p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>There is a very high amount of posts / bollards that require replacement due to severe rot and removal at the prom Park and Riverside Park. The posts / bollards are in place for immediate prevention of potential H&amp;S accidents / accidents due to location of joining car parks and road ways. Without replacement posts / bollards the risk of exposure to these potential hazards and dangers for members of the public <u>using our sites is very high.</u></p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>

**APPENDIX 3 - Repairs Renewals**

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	No
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## REQUEST FOR RESERVES 10

Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
<b>Project Category</b> <ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Service failure (SF)</li> <li>• Service improvement (SI)</li> </ul>	Service Failure
<b>Project Lead Officer</b>	David Burnham
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Within the Prom Park and Riverside Park there are steps and pathways that require remedial action. The remedial action under H&S will be for removal of the current steps / walk way provision and installation of new safe and secure steps and walk ways. This will ensure that the current H&S risks are eliminated.
<b>Project Start Date</b> <i>(Month and year)</i>	Jun-21
<b>Project Completion Date</b> <i>(Month and year)</i>	Jul-21
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
<b>2021/22</b>	18,000				
<b>2022/23</b>					
<b>2023/24</b>					
<b>2024/25</b>					
<b>TOTAL</b>	18,000	0	0	0	0

### APPENDIX 3 - Repairs Renewals


<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <p><i>1) Strengthening communities to be safe, active and healthy</i></p> <p><i>2) Protecting and shaping the District</i></p> <p><i>3) Creating opportunities for economic growth and prosperity</i></p> <p><i>4) Delivering good quality, cost effective and valued services</i></p>	<p>Strengthening communities to be safe, active and healthy - These works will be completed as a matter of Health &amp; Safety due to the risk rating and potential for public incidents / accidents including slips, trips and falls. Once the new installations have been completed the areas in question will have been mitigated in terms of risk to public safety.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No foreseen risks to the delivery of the project.</p>
<p><b>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</b></p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>Due to the current structure and defects with the highlighted steps / pathways there is a heightened risk level for potential slips, trips and falls. A series of replacement works will ensure public safety in these areas and mitigate the current risk level.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>

**APPENDIX 3 - Repairs Renewals**

<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>No</p>
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## REQUEST FOR RESERVES 11

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
<b>Project Category</b> • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure
<b>Project Lead Officer</b>	David Burnham
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Replacement play site fencing and open space fencing at Riverside Park. The current timber fencing is severely rotten across the majority of the play site and open park space. The play site fencing provides a greater H&S risk due to fence line being directly next to a busy road. All fencing will be replaced and steel fencing will be installed to provide a more sustainable and safer solution. Other fencing to be replaced in sustainable recycled plastic where H&S dictates.
<b>Project Start Date</b> <i>(Month and year)</i>	Oct-21
<b>Project Completion Date</b> <i>(Month and year)</i>	Dec-21
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Products and works will be completed by a external contractor.
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
<b>2021/22</b>	20,000				
<b>2022/23</b>					
<b>2023/24</b>					



Appendix 3 - Repairs Renewals

2024/25					
TOTAL	20,000	0	0	0	0

## RESERVES PROJECT SHEET


<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <ul style="list-style-type: none"> <li>1) Strengthening communities to be safe, active and healthy</li> <li>2) Protecting and shaping the District</li> <li>3) Creating opportunities for economic growth and prosperity</li> <li>4) Delivering good quality, cost effective and valued services</li> </ul>	<p>Strengthening communities to be safe, active and healthy - These works will be completed as a matter of Health &amp; Safety due to the risk rating and potential for public incidents / accidents are exposure in places to person / vehicle conflict. Once the safety works have been completed the play site security will be at a high standard of safety and sustainable for the future play provision.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No foreseen risks to the delivery of the project.</p>
<p><b>Are any statutory consents required as part of this project? If so, please state</b> (i.e. planning consent, MMO licence etc)</p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>There is a very large amount of fencing that requires replacement at Riverside Park, much of the fencing is in place for immediate prevention of potential H&amp;S accidents / accidents due to location of joining road ways and ditches containing water. Without replacement of the fencing this will lead to exposure to these potential hazards and dangers for members of the public using our play sites and Riverside Park.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>

**Appendix 3 - Repairs Renewals**

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	No
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## REQUEST FOR RESERVES 12

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals				
<b>Project Category</b> • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Failure				
<b>Project Lead Officer</b>	David Burnham				
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Play bark and play sand top up to all MDC play sites that have play equipment situated in sand or bark surfaces due to H&S implications. The depth of the loose fill surfacing in nearly all bark or sand features is lower than the recommended depth specified in BS EN 1176; if the free height of fall of the equipment is less than 2.0m a minimum of 300mm depth should be provided. If the item has a fall height in excess of 2.0m then the minimum depth should be 400mm (these recommended depths include 100mm extra to allow for compaction and displacement). Failure to top up the surfaces could result in serious injury to members of the public. As well as the topping up all loose fill will receive replacement edging to ensure it is retained in the feature area.				
<b>Project Start Date</b> <i>(Month and year)</i>	May-21				
<b>Project Completion Date</b> <i>(Month and year)</i>	Jun-21				
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Products and works will be completed by a external contractor.				
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					
<b>Capital Expense</b>		<b>Revenue Implications</b>		<b>External Funding</b>	
<b>One-off</b>		<b>On-going</b>		<b>Amount</b>	<b>Source of</b>

### Appendix 3 - Repairs Renewals

	£	£	£	£	costs
<b>2021/22</b>	20,000				
<b>2022/23</b>					
<b>2023/24</b>					
<b>2024/25</b>					
<b>TOTAL</b>	20,000	0	0	0	0

## RESERVES PROJECT SHEET


<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <ul style="list-style-type: none"> <li>1) Strengthening communities to be safe, active and healthy</li> <li>2) Protecting and shaping the District</li> <li>3) Creating opportunities for economic growth and prosperity</li> <li>4) Delivering good quality, cost effective and valued services</li> </ul>	<p>Strengthening communities to be safe, active and healthy - These works will be completed as a matter of Health &amp; Safety due to the risk rating and potential for public incidents / accidents. Once the safety works have been completed the play site loose fill surfaces will be conforming to regulation and ensuring a high standard of safety for all users to enjoy.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No foreseen risks to the delivery of the project.</p>
<p><b>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</b></p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>There are a high number of loose fill surfaces comprising of play bark and play sand throughout MDC play sites that are not conforming to industry standards and as a result heighten the H&amp;S risk rating for potential accidents / incidents that risk in injury to users.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>

**Appendix 3 - Repairs Renewals**

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	No
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## REQUEST FOR RESERVES 13

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals	
<b>Project Category</b> <ul style="list-style-type: none"> <li>Essential (E)</li> <li>Service failure (SF)</li> <li>Service improvement (SI)</li> </ul>	Service Failure	
<b>Project Lead Officer</b>	Frank Britt	
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	The rough made (concrete and aggregate) car park adjacent to the public conveniences at Woodrolfe Road, Tollesbury is now full of potholes and the surface is breaking up. It requires resurfacing to remove potential hazards to pedestrian and vehicular traffic.	
<b>Project Start Date</b> <i>(Month and year)</i>	Oct-21	
<b>Project Completion Date</b> <i>(Month and year)</i>	Nov-21	
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff time to draw up the tender documents and to manage the works. Contractor costs to carry out the works following tender.	
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>		
<b>Capital Expense</b>	<b>Revenue Implications</b>	<b>External Funding</b>



**Appendix 3 - Repairs Renewals**

		<b>One-off</b>	<b>On-going</b>	<b>Amount</b>	<b>Source of costs</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
<b>2021/22</b>	20,000				
<b>2022/23</b>					
<b>2023/24</b>					
<b>2024/25</b>					
<b>TOTAL</b>	20,000	0	0	0	0

### Appendix 3 - Repairs Renewals


<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <p>1) <i>Strengthening communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p>3) <i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>Providing a safe car park surface on which visitors and locals can park and walk to enjoy the facilities in Tollesbury.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No</p>
<p><b>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</b></p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>Yes, the existing surface is unsafe and could potentially cause damage to vehicles or provide trip hazards to pedestrians.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>

**Appendix 3 - Repairs Renewals**

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	No
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## REQUEST FOR RESERVES 14

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals				
<b>Project Category</b> • Essential (E) • Service failure (SF) • Service improvement (SI)	Service Improvement				
<b>Project Lead Officer</b>	David Burnham				
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Repair and resurface of Prom Park and Riverside Park BMX tracks. These two facilities are very popular with children and families and have now depreciated to a level that poses H&S risks in places due to undulation and uneven elements above and beyond normal operating conditions. With the installation of a new subbase and surface the tracks will be fit for purpose for a good number of years.				
<b>Project Start Date</b> <i>(Month and year)</i>	May-21				
<b>Project Completion Date</b> <i>(Month and year)</i>	Jun-21				
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Works to be completed via external contractor				
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
<b>2021/22</b>	25,000				
<b>2022/23</b>					
<b>2023/24</b>					

**Appendix 3 - Repairs Renewals**

<b>2024/25</b>					
<b>TOTAL</b>	25,000	0	0	0	0

## RESERVES PROJECT SHEET


<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <p>1) <i>Strengthening communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p>3) <i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>Strengthening communities to be safe, active and healthy - These works will ensure that the BMX tracks at both sites are in a safe and suitable condition for children, families and the generally public to use. Delivering good quality, cost effective and valued services - The series of works will ensure that the BMX tracks are presentable and that the quality is of a good standard for all users. Failure to complete the works will result in further depreciation of the assets and a potential closure in the near future.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>No foreseen risks to the delivery of the project.</p>
<p><b>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</b></p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>The current surfaces at both sites are eroding and starting to present a higher risk rating to users. The main cause of risk is the undulation and depreciation of the top surface. With a series of works these risks can be largely mitigated for a number of years.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>

**Appendix 3 - Repairs Renewals**

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	No
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## REQUEST FOR RESERVES 15

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
<b>Project Category</b> • Essential (E) • Service failure (SF) • Service improvement (SI)	Essential
<b>Project Lead Officer</b>	Debbie Horrey
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Maldon District Council is responsible for 3 cemeteries and 1 closed churchyard, with over 20,000 headstones and memorials. Some of these are in a poor condition and pose a risk of falling onto members of the public. This request for funding is required to deliver a robust H&S assessment of MDC cemeteries (specifically unsafe memorials/gravestones) & to repair & make safe where a family member of the deceased cannot be identified.
<b>Project Start Date</b> <i>(Month and year)</i>	01/04/2020 (testing & identifying those at risk)
<b>Project Completion Date</b> <i>(Month and year)</i>	01/07/20 (log of all high risk memorials completed) works commence for repairs )
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Debbie Horrey will lead the project & be supported by Coast & Countryised team
<b>Picture</b> <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
<b>2021/22</b>	20,000				
<b>2022/23</b>					
<b>2023/24</b>					



**Appendix 3 - Repairs Renewals**

<b>2024/25</b>	10,000				
<b>TOTAL</b>	20,000	0	0	0	0

## RESERVES PROJECT SHEET

<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i>  1) Strengthening communities to be safe, active and healthy  2) Protecting and shaping the District  3) Creating opportunities for economic growth and prosperity  4) Delivering good quality, cost effective and valued services</p>	<p>This project is linked to the following corporate goals:  Strengthening communities to be safe, active and healthy  Protecting and shaping the District  Delivering good quality, cost effective and valued services</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>The threat of possibility of accidents occurring, (e.g. headstones falling over onto members of the public), and possible litigation against the Council.</p>
<p><b>Are any statutory consents required as part of this project? If so, please state</b>  (i.e. planning consent, MMO licence etc)</p>	<p>Maldon District Council has a policy for memorial testing. The policy, in line with best practice, requires that all memorials are tested at least once every five years. This is a '5 year rolling programme approach' which the Health and Safety Executive (HSE) describe as 'reasonable'. Our inspection programme is now due and will be carried out over the winter period 2020/21.</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>Maldon District Council has health and safety responsibilities to its employees, contractors and visitors to cemeteries (Section 2 &amp; 3: Health and Safety at Work Act 1974). It also places a legal duty on the council to assess the risks from cemetery structures and work activities and ensure that the risks are controlled. (The Management of Health and Safety at Work Regulations 1999)</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>Yes in line with MDC policy &amp; HSE best practice</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>

**Appendix 3 - Repairs Renewals**

Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	No
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## REQUEST FOR RESERVES 16

**Please note that this reserve request sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.**

<b>Reserve Required</b> (Please add detail of the reserve you are requesting funds from)	Repairs and Renewals
<b>Project Category</b> <ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Service failure (SF)</li> <li>• Service improvement (SI)</li> </ul>	Service Failure
<b>Project Lead Officer</b>	Frank Britt
<b>Project Description</b> <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	<p>This bid is for the repair, resurfacing and relining of the town centre car parks (White Horse Lane, Butt Lane, High Street East and Friary Fields). The car park surfaces have had 'make do' repairs for some years and are now in a condition where more extensive works (repair &amp; wholesale resurfacing) are required. The existing tarmac surface wearing course is breaking up in areas and potholes are appearing. Also there are areas of the drainage gulleys that have sunk. These are potential trip hazards for pedestrians walking to and from their vehicles and also could lead to wheel damage. As the general condition of the car parks is deteriorating through wear and tear, we could see a point where we would have to close them if these works are not undertaken in a timely manner. If car parks are closed then that would affect the income generated through parking charges. We envisage that the works to all the car parks listed will cost approx £120K to £140k but appreciate that this is probably more than can be spared for the forthcoming financial year so we are applying for £40K for this year, followed by £40k next year and £60k the following year. The intention is to phase the works to ensure we pick up the worst area first.</p>
<b>Project Start Date</b> <i>(Month and year)</i>	Jun-21
<b>Project Completion Date</b> <i>(Month and year)</i>	Nov-21
<b>Resource Implications</b> <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	<p>Staff time to draw up the tender documents and carry out tender appraisal once received. There will be management time for the works phase and for agreeing the final account. Contractor costs to carry out the works following tender.</p>

### Appendix 3 - Repairs Renewals

**Picture** *(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))*



	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
<b>2021/22</b>	40,000				
<b>2022/23</b>	40,000				
<b>2023/24</b>	60,000				
<b>2024/25</b>					
<b>TOTAL</b>	140,000	0	0	0	0

### Appendix 3 - Repairs Renewals

<p><b>Describe links to Corporate Goals</b></p> <p><i>Corporate goals:</i></p> <p>1) <i>Strengthening communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p>3) <i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>These works are required to ensure that the community has safe and accessible car parking available in the town centre.</p> <p>Ensuring that there is sufficient car parking in town for shoppers helps with maintaining a good shopping experience on the High Street and helps to support the local traders.</p>
<p><b>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</b></p>	<p>There is a possibility that during the planned works there are additional drainage works identified that could increase the overall cost. There would also have to be a short period when the car parks are partially closed to facilitate the works but this can be programmed in at the least disruptive time.</p>
<p><b>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</b></p>	<p>No</p>
<p><b>Are there Health &amp; Safety implications? If so, please state</b></p>	<p>Yes, the existing surfaces could be considered unsafe and could potentially cause damage to vehicles or provide trip hazards to pedestrians.</p>
<p><b>Is this part of a statutory obligation? If so, state how</b></p>	<p>No</p>
<p><b>Is the project contractually committed to in any way? If so, please describe</b></p>	<p>No</p>
<p><b>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</b></p>	<p>We could potentially look at including the installation of measures to further improve the facilities we offer the community such as installing electrical charging points for vehicles within the car parks. This would however increase the costs of the project.</p>