

APPENDIX A “Project Mandate”

Agenda item number:

Date of issue:

Meeting: Programme Board

Date: 6th October 2014

Report by: Jane Galilee

Jobtitle: Estates Manager

Service: Central

Status: Prepared for management Team to consider

Subject: Lake Terrace Waste Depot – Refurbishment

1 Purpose of report

To ensure funds are available for the refurbishment of the above facility to prevent further deterioration to its physical condition (buildings, services and surfaces) and enable it to be used safely.

2 Recommendations

£31,000 (inc say 5% for fees) is earmarked in the capital budget for 2017/18.

3 Background

The compound is let to the Council’s waste contractor as well as being used by the in house team.

A 5 year planned maintenance agreement has been completed on the facility identifying external works of repair required for on going requirements.

The main recommended works comprise the following;

Surface levelling
Weigh Bridge refurbishment
Rainwater goods and roof replacement in part
Refurbishment of the site office.
Port-a-cabin improvements

4

Legal, financial and IT implications

Legally MBC is responsible for any items which are beyond the schedule of condition that is in the Biffa lease. However MBC occupy at least 50% of the space and the buildings have been in a poor condition for some time and therefore the liability for the works needs to be covered by MBC until full agreement is reached with Biffa.

5

Initial Assessment of risk

Elements of the compound and its building are becoming life expired and must be refurbished to maintain wind and water tight quality, at the very least. There are some urgent H&S items which are being dealt with as unplanned maintenance. The works do not constitute improvements.

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Equalities and diversity and staffing implications

The buildings services and surfaces must all be put into a reasonable state of wind and watertight condition to ensure that the property can be safely used by tenant and MBC staff.
