

Councillor A Porter  
C/o Leadership Support Team  
Town Hall  
Station Road  
Clacton on Sea  
Essex  
CO15 1SE

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Email : [kcharles@tendringdc.gov.uk](mailto:kcharles@tendringdc.gov.uk)  
Our ref: KC/0000017/1

9 November 2022

Dear Cllr. Porter and Cllr. Guglielmi,

### **Tendring District Council Leisure Centre Condition Survey**

As you are aware, a sports strategy will be brought forward. As part of this strategy, it's thought to review Tendring District Councils' built facilities to ensure the Sports Facilities are sustainable in the future. Additionally, it's expected that the condition survey will support informed discussions and decisions for the Sports Strategy delivery plan.

A tender exercise was completed to obtain quotes early in 2022. Ingleton Wood was the cheapest, meeting the requirements. The Clacton Leisure Centre Operations Manager has recently confirmed that the quote received in March 2022 is still valid.

The Condition Surveys include Planned Maintenance Programmes for Clacton Leisure Centre, Dovercourt Bay Lifestyles and Walton-on-the-Naze Lifestyles. This, in turn, would feed into a 10-year Planned Maintenance Programme, prioritising the works required, recommending scheduling and providing high-level budget costings.

The surveys will involve a visual review of the building fabric and mechanical and electrical items within each centre to form a detailed condition report, highlighting year-one issues and future repair, redecoration and maintenance issues.

Detailed reports, along with photos and recommendations, will then be issued for review, along with an Excel version of the Planned Maintenance Programme.

The fee proposal for the provision of Condition Surveys and Planned Maintenance Programmes, including indicative budget costings, is provided below:

Property	M&E	Building Survey	Total cost
Clacton Leisure Centre	£2,810	£3,600	<b>£6,410</b>
Dovercourt Bay Lifestyles	£2,248	£2,880	<b>£5,128</b>
Walton-on-the-Naze	£2,248	£2,880	<b>£5,128</b>
<b>Total Fee</b>		<b>£16,666</b>	

As part of the Council's 10-year financial plan, a £50,000 contribution per annum is being made to a Leisure Capital Projects Reserve to enable a proactive approach to maintain the various Leisure Facilities. It is therefore proposed to use of up to £17,000 of this year's (2022/23) contribution from

the revenue accounts to support the cost of the Condition Surveys. As such, the contribution to the Leisure Capital Projects Reserve in 2022/23 will be £33,000 instead of £50,000. This provides a total of £52,810 available within the Leisure Capital Projects Reserve at the end of the financial year.

If you agree with the decision to appoint Ingleton Wood to proceed with Condition Survey as outlined above and to fund this from the Leisure Capital Projects Reserve, I should be grateful if you would sign and return the concurrence below.

Yours sincerely,

Kieran Charles, BA Hons, MCIMSPA  
Sport and Leisure Operations Manager

Dear Kieran

I refer to your letter dated 9 November 2022 requesting my approval for the appointment of Ingleton Wood to proceed with the Condition Survey as outlined above and to fund this from the Leisure Capital Projects Reserve.

- I concur / do not concur with the appointment of Ingleton Wood to proceed with the Condition Survey and to fund this from the Leisure Capital Projects Reserve

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Councillor Alex Porter  
Portfolio Holder for Leisure and Tourism

.....

Dated

- Please delete as appropriate

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Councillor Carlo Guglielmi  
Portfolio Holder for Corporate Finance & Governance

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Dated

- Please delete as appropriate

Additional comments (if not concurring)
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