

**REPORT OF THE BUILDING PROJECTS OFFICER**

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**THE MAINTENANCE OF NATIONAL PARK AUTHORITY BUILDINGS - A REVIEW**

**INTRODUCTION**

This report is an overview of the maintenance of the Park Authority's buildings.

**THE RESOURCE**

- i) **Quantity** – The Park has 46 No. buildings some of which we hold freehold or leasehold responsibility.
- ii) **Quality** – The variety of buildings is considerable ranging from Carew Castle (Scheduled Ancient Monument, Grade I Listed Building, Special Area of Conservation, Site of Special Scientific Interest) to Oriel Y Parc (an award winning BREEAM Excellent Visitor Centre and Gallery).  
Some of the buildings are used for operational purposes e.g. Llanion Park Head Quarters and Cilrhedyn Woodland Centre, others for educational purposes e.g. the Round Houses at Castell Henllys and others are structures e.g. the Harbour and Hoppers at Porthgain.
- iii) **Services** – Many of the buildings and structures are serviced (including heating, cooling, electrical etc.)

**THE AIM**

The overriding aim is to make sure all our buildings are fit for purpose i.e. they meet the operational needs of the users.

These demands are ever changing and our aim is to meet the needs of changing circumstances. The drivers for these changes include:-

**Legislation:** Including the need for Fire Risk Assessment, legionella compliance, asbestos management, the need for contract procurement and procedures, the need for numerous consents (many of our sites are complex and require specific environmental consents to carry out work). Health and safety concerns are also an ongoing priority.

**Techniques:** There is an ever growing range of techniques used to repair our buildings from thatch to computerised fault finding equipment. We aim to use the most appropriate materials from lime mortars on historic buildings to Corten Steel at Oriel Y Parc.

**Environmental:** Some of our buildings are extremely vulnerable and in very aggressive environments e.g. Harbour at Porthgain or the Causeway at Carew.

**Social:** DDA & accessibility for all.

**Economic:** The costs and complexities are ever increasing with a particular focus on whole life costs.

**Sustainability:** It is important that the buildings are maintained in a sustainable way using locally sourced materials wherever possible.

## THE PROCESSES

There are two main processes

- i) **Proactive** - Where the process includes – an annual request for works from the Site Manager, an annual inspection of works from the Building Projects Officer, costing of all works and a funding bid to Finance for the annual budget, receipt of the budget and the prioritisation of works, specification of works, obtaining the relevant consents, commissioning works, awarding the contract, supervising works, managing budgets and feedback.
- ii) **Reactive** - The aim is to reduce the amount of reactive work i.e. works that could not be foreseen – damage, breakdowns, storms etc. Site Managers have discretion to spend up to £250 on reactive works but beyond that reactive works are managed by the Building Projects Officer with an aim of a maximum five day turnaround depending on the degree of urgency.

**Services** – contracts with key service maintenance firms have been established for all the main services and competitive prices obtained through the tender process. (This work had historically been managed by Pembrokeshire County Council but we believe it is now more effectively and efficiently managed in-house).

A spreadsheet of progress, tracking budget spend on both proactive and reactive works is presented to the monthly Projects and Property meeting.

## THE BUDGET

From the annual reviews, costs for putting all buildings into good repair, which includes undertaking all identified works by the Building Projects Officer and the Site Manager in recent years have amounted to c. £300,000.

Pembrokeshire Coast National Park Authority

Audit & Corporate Services Review Committee 26<sup>th</sup> October, 2011

Allocated budget availability has been c. £90,000 per annum so prioritisation becomes necessary.

Funding is also sought externally – this is becoming increasingly difficult particularly for pure maintenance work (for which there are few budgets) and so the approach tends to be to develop a project (to include building maintenance) as a way of obtaining external funding. Successes in the recent past are particularly related to Cadw funding for historic buildings.

## **THE CURRENT POSITION**

We believe at present that 43% of buildings are in excellent condition, 48% of buildings are in good condition, 9% are in fair condition and no buildings are in poor or at risk condition.

## **THE FUTURE**

In addition to the physical maintenance, additional priorities are to make sure that our buildings are as “green” as possible and how we can reduce energy use in our buildings by managing them in a more sustainable way. With lessons learnt from the National Trust and adoption of a similar Environmental Management Audit system significant savings are being made based on an “efficiency first” approach. This includes:-

- Fitting secondary glazing
- Replacing bulbs
- Introduction of water saving measures
- More efficient control of boilers and running times
- Increasing insulation to building elements & pipework

On a larger scale, more significant improvements are being implemented and considered:-

- Installation of a new Biomass boiler at Llanion Park H.Q
- A review of PV opportunities

*(For further information contact Andrew Muskett – Building Projects Officer on ext 4891)*