

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 15 January 2020
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**RENOVATION OF FLATS
REAR OF BELLE VUE TERRACE**

1. Purpose of Report

1.1. For decision.

2. Recommendations

2.1. Committee is asked to consider the four quotations received to renovate the two flats at the rear of Belle Vue Terrace and to select a contractor to carry out these works.

3. Background

3.1. In June 2019, officers brought to the attention of the committee issues relating to the rear building at Belle Vue Terrace. Repair and maintenance costs for this building had started to increase dramatically as had the amount of officers' time taken up with managing the building and in particular, the two flats contained within it.

3.2. Operations and Planning Committee reviewed a number of options for dealing with these issues and officers were asked to look at what works would be required to bring the building into a better state of repair and in particular more suitable for tenants of the flats.

3.3. The Operations Manager and Town Clerk produced a specification of works on which contractors were asked to quote. This included a new kitchen for the middle flat, replacement equipment in the bathrooms, new radiators, new doors, decoration of walls and ceilings, and new blinds.

3.4. It has been difficult to obtain prices for this work as builders have been reluctant to submit quotes. After six months, officers are now in a position to present four quotes for consideration.

3.5. Both the top flat and middle flat are now vacant and have been empty for a number of months. This means that no income is being received and additional costs are being incurred in respect of council tax and utility charges.

3.6. With both flats empty, renovation works will be much easier to carry out. The tenant of the ground floor should be largely unaffected by the works.

3.7. The four quotations received are summarised in the table below:

Contractor	Quotation	Notes
A	£21,870.96	No VAT
B	£19,895.00	No VAT, 4 stage payments required

**AGENDA ITEM 4
REPORT OC01/20**

C	£36,850.00	Excludes blinds, carpets and flooring
D	£29,700.00	No VAT

3.8. Committee is asked to select a contractor in order that works can commence as soon as possible, with a view to re-letting the flats.

4. Financial Implications

4.1. Financial Regulations state that for orders of amounts of £5,000 or above, at least three quotations should be obtained, where possible.

4.2. There is no specific budget to carry out this works and therefore it will need to be funded from general reserves.

4.3. Anticipated income from the two flats is approximately £11,500 per annum and charges currently being incurred are approximately £290 per month for council tax and £45 per month for utilities.

4.4. If the lowest quote is accepted, this project has a payback period of 467 days after which net income will be gained.

5. Legal Implications

5.1. None.

End.

Linda Blake
Town Clerk