

**Hamble-le- Rice Parish Council**

**Asset Management Committee**



**Tuesday 6<sup>th</sup> March 2018 9.00 – 10.30am**

**Meeting commences with a site visit at Westfield Common (first Car Park) at 9am to consider options to prevent fly tipping. Members of the public are welcome to join us.**

**Section 1 Welcome**

- 1a Apologies for absence
- 1b Declaration of interest and approved dispensations
- 1c Minutes from last meeting

**Section 2 Public Session**

**Section 3**

- 3a Actions from Site visit
- 3b Correspondence from Hamble Football Club for noting
- 3c Replacement of Bartlett Fields Play Area – Paper Attached
- 3d Mudland Moorings – Verbal
- 3e Reserves for renewals – Paper Attached
- 3f Feedback from the Dinghy Park Working Group - Verbal

Clerk..... Date.....

ASSET MANAGEMENT COMMITTEETUESDAY 6<sup>TH</sup> FEBRUARY 2018 (10 Am – 11.45 pm)PRESENT:

Councillor Cross (Chairman); Councillors Schofield, Thompson and Underdown

Apologies for absence were received from Councillor Woodall

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RESOLVED ITEMS01. MINUTES

The last meeting of the Committee was not quorate so the minutes were produced in note form and were noted.

02. PUBLIC PARTICIPATION

A member of the public attended the meeting to hear the discussion on the Biodiversity Plan. They made a suggestion that reflected previous work on the Councils emerging Tree Policy that an area approach to our asset be adopted and that site specific plans come from the bio diversity plan.

03. DECLARATIONS OF INTEREST

Cllr Underdown – Foreshore and Dinghy Park

04. BIODIVERSITY PLAN

The assistant Clerk ran through the action plan linked to the recently commissioned Biodiversity Plan. Members discussed the Plan and welcomed its findings. They made the following comments:

- Not appropriate to establish a bog garden in the cemetery
- Create notices to put on site where measures are being taken
- Investigate the success of existing bird and bat boxes before agreeing locations for further sites
- Review arrangements for managing brambles and hedgerows along pathways to avoid the need to cut/trim in the nesting season
- To use the Community Hub to promote a range of activities and to identify volunteers to help take projects forward

**RECOMMEND TO COUNCIL**

- (1) To adopt the Biodiversity Strategy and action plan and to identify immediate actions.**

05. MEMORIAL BENCHES

Members considered the paper presented setting out options for memorials on our public benches going forward. The following was agreed:

### **RECOMMEND TO COUNCIL**

- (1) To adopt a new policy on the placement of commemorative plaques on memorial benches via a short Task and Finish Group**
- (2) Set a 10 year limit for new and existing plaques**
- (3) A fee of £350 per plaque with a maximum of 5 per bench**
- (4) Terms and conditions be reported to Council**

#### 4a. TS MERCURY - MEMORIAL AND BENCH

Members considered the request from BP for work to be done to improve the Memorial and Bench especially given that this year will see the final parade of the TS Mercury Boys later in the year. Members felt that the process of repointing both sites needed to be done professionally although the views of the TS Mercury Working Group should be sought.

Prices should be sought and feedback given to BP

#### 4b. REQUEST FOR A GREENHOUSE AT HAMBLE LANE ALLOTMENTS

It was agreed that the request for a polycarbonate greenhouse should be accepted as long as the size specification fell with the current dimensions stipulate for sheds at the allotment gardens and the structure was on a base of paving slabs.

#### EQUIPMENT PURCHASE

The Head Groundsman gave a summary of his findings to the Committee regarding replacement of items of equipment with battery powered items.

It will be more cost effective to purchase the batteries and chargers as part of the equipment package. The purchase of a battery back pack was also recommended.

The mower was highlighted as a priority issue in the recent vibration report.

Battery mowers are very expensive and the vibration ratings for current petrol mowers v battery are very similar. Currently the recommendation is to purchase a new petrol mower.

**Resolved to purchase the new equipment as recommended in the Groundsman's report at a cost of £4606.30+vat in this financial year.**

#### 5b ELECTRICAL WOPRKS

**Resolved to proceed with the cheapest quotation for the electrical works required to provide sockets in the sport pavilion changing rooms for the cleaners' equipment**

Meeting closed 11:55am

## Asset Management Committee

6<sup>th</sup> March 2018

### Bartletts Field – Playground equipment replacement

Recommendation: **To recommend to Council the replacement of Bartletts Play area subject to a competitive tender exercise. As part of the replacement to secure Developers Contributions of £14,000 from the Local Area Committee.**

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#### Introduction

1. Annual inspections of our playgrounds are carried out as part of our insurance cover. The recent report for Bartlett Fields identified a number of issues that need attending too. Most of the equipment is around 20 years old as is the surface of the area.
2. Although it had not been identified as a priority for renewal with attention focusing instead on Mount Pleasant it is clear that we do need to replace the equipment within the next 12 months.
3. The playground is surrounded by houses and there have been issues with young people using the area and equipment. The current range of equipment is not suitable for an older age group and it is not recommended that replacement equipment caters for this age group. Options to include a youth shelter have been considered at RUP as part of the bench replacement programme alongside the renewal of equipment at Mount Pleasant as part of its redevelopment.
4. Some initial designs and costs have been secured based on the current type of equipment with estimates coming back in the region of £50,000.
5. EBC have confirmed that they have approximately £14,000 of developer's contributions that could be allocated as part of the budget.
6. AMC should recommend the following process in order to support its recommendation to Council.
  - Seek proposals from suppliers for a range of play equipment suitable for younger children.
  - Undertake a short consultation with residents about the range and type of equipment proposed
  - Agree a scheme including surfacing, replacement equipment and renewal of fencing/gates and put the project out to competitive tender
  - That Council be asked to set aside an ear mark reserve of a £50,000 as a budget provision in 2018/9 and a request be made to EBC LAC for the £14,000 unallocated developers contributions towards the project.

#### Alternatives

7. Individual items of equipment can be purchased as they fail or are damaged. This would result in the equipment being replaced over time but a piece meal approach is likely to be less costs effective and it will not allow the surface and the fencing to be replaced
8. Defer the project until the work is carried out at Mount Pleasant and let a single large contract. This could deliver savings but at the moment we don't have a project plan for the site and it could be a at least a year before there is a robust programme in place. In the intervening period we would need to continue to replace individual items or to remove them as they are damaged.
9. Remove items as they fail and don't replace them.

#### Impact of decisioning making

10. Assuming that the project is agreed the scheme will provide for the needs of parents with young children. By consulting parents and young children, it should be possible to deliver a mixture of equipment that is affordable and deliverable and tailored to their needs. Other projects that have been earmarked within the budget do not cater for this group of residents and the We R Hamble survey highlighted the need to make

provision for this group. Failure to replace it given the spread of other findings could be criticised and open to challenge.

11. Young people will not be provided for at this location due to potential conflicts with younger children and residents. Other types of provision exist for this group including the MUGA and Skate Park. Provision of funding for HYPE has also been a priority with a focus on services rather than fixed assets. Currently this funding is still available for outreach.

## Asset Management Committee

6<sup>th</sup> March 2018

### Renewal fund

Recommendation to Council: **To ensure that the council establishes a renewals fund for 2019/20 for replacement of equipment and assets. The annual contribution will be confirmed as part of the mid-year budget review.**

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#### Introduction

1. The Council has started to develop a replacement programme for equipment, buildings and other assets. This is being funded from the Council's reserves which are made up of unallocated resources that the Council has within its accounts. When the Council opted to increase the precept, it was in the knowledge that there were growing pressures on its budgets to fund replacements given the lack of spending on this type of activity over the last 10 years or so.
2. Much of the equipment is at or beyond its useable lifespan. Replacement equipment for the grounds team is a good case in point where old equipment has had to be replaced due to vibration risk. This has meant one off unplanned expenditure to address the problem. Business planning for replacements would avoid this type of situation.
3. Going forward it is important that we budget for the cost of repair and renewals over a period of time. The balance between taxing and collecting income which is then set aside for future investment has to be managed with a well developed programme of renewals that is updated annually. Failure to spend money will attract criticism from the auditor. Earmarked reserves will need to be spent in a timely fashion and to an adopted programme.

If we don't plan to replace equipment and assets on an agreed schedule there is a risk in the future that services to residents are affected when assets cannot be used and there is no budget provision for their replacement.

4. In the light of this the AMC should over the next few months seek to establish a programme of future renewals and the cost of them. This can then be annualised with a specified amount being set aside from the budget each year for this purpose. Part of its annual deliberations around fees and charges should also include what is a reasonable cost to pass onto users to ensure that the facility is available for future users not just those now.
5. The recommendation to Council is above.