

# Asset Management Report

A meeting of the Asset Management working group took place on 19<sup>th</sup> August 2021.

Present: Lee Harper-Smith, Martin Leaton, Terry Smissen, Paul Warrington.

## Background

On 9<sup>th</sup> January 2020 a condition survey and schedule of repair works was completed by Berry's for all of the Parish Council's assets as well as tenants' additions. The culverts under the carpark were excluded from the scope of the surveys as a separate report specifically for this had already been prepared by a specialist. The report contained a list of 125 items which had been prioritised from 1-3 (1 being most urgent) and set out in year brackets (Year 1, Year 2-5, Year 6-10) to help phase and plan the works and budget accordingly.

Reports for the Resource centre/carpark, Community Hall/Garage, Social & Sports Club and the Roman Park have been combined to form the Asset Maintenance Plan, with each item given an owner (i.e Who is responsible to complete the works based on legal agreements). Works to be completed in Year 1 were then prioritised based on budget available and priority as well as grouping together smaller tasks that could be completed by the Village Contractor to help reduce the volume of issues to a manageable level. The reports were issued to tenants that have maintenance responsibilities that are devolved within their agreement to help them focus and plan their maintenance tasks where they are responsible as well as giving them an update on the condition of their additions.

## Current Status

In addition to the 125 items, 15 items identified during the year have been added. 79 tasks have been completed – 14 of these have been identified as routine tasks. The 14 routine tasks have been delegated and budgeted for under the Village contractor to ensure that they are not missed again (e.g. Cleaning windows, clearing drains, checking down pipes, clearing gutters, routine painting.).

Of the 52 tasks outstanding 32 are the responsibility of the Parish Council, 13 Community Hall, 16 Social & Sports Club.

The Parish Council currently holds a budget of £6,451.32 for repairs and maintenance as well as a separate budget of £28,693.47 specifically for the Roman Park which includes a maintenance funds for the changing rooms.

The asset management group recognised that the Community Hall in particular had limited funds/fund raising ability to do all of the works listed and it should be noted that whilst the responsibility on paper was with the Hall that ultimately the building is the Parish Council's asset, and it should therefore where possible assist with some of the priority works.

## Year 2 Priorities

The asset management working group is pleased with progress and noted that most of the year 1 priorities had been completed and recommended that the following items be prioritised with the existing funds available: or by tenants where applicable.

### Roman Park & Changing Rooms

Asset	Area	DESCRIPTION AND CONDITION	REMEDY	COMMENTS
Changing Rooms	Walls	Water has seeped between the plyboard cladding and the powder coating resulting in a bubbling to the finish of the external walls in places.	We would recommend contacting Elliots to establish if there is any remaining warranty on the building. Replace the damaged panels via Elliots. (Cost based on no warranty)	Supplier confirmed sand, check and repaint required. Craig instructed to complete assuming check is OK. No Warranty.
Changing Rooms	Internal	2 x Electric Shower not working - away changing rooms & disabled.	Repair/replace	Plumber informed
Changing Rooms	Internal	2 x Light Fittings in the left changing room not working	Repair/replace	Awaiting shower repair just incase other electric issues are found.
Changing Rooms	Internal	Airconditioning Units x3 have no remote controls	Source spares	12.54 each from China on Ebay, generic controller which works on this model.
Changing Rooms	Internal	Hot water heater in disabled toilet not working	Repair/replace	Plumber informed
Roman Park	Football Pitch	Goal Mouth Damage	Move goal posts and repair pitch.	1 quote for £588 received, another needed.
Roman Park	Rocker - Red	Fixtures Loose/Missing	Tighten/Replace	
Roman Park	Rocker - Surf (Kompan Ltd)	Fixtures Loose/Missing where stem meets base	Tighten/Replace	
Roman Park	Rotator - Spica (Kompan Ltd)	There is Wear to the Bearings	Replace Bearing	
Roman Park	Climbing Frame (Kompan Ltd)	Spinner Part has a missing bolt from top	Replace Bolt	Have emailed about spare parts. Parts by 04/10/2021

Estimated total cost £1,800.00 to come from Roman Park Budget.

## Resource Centre & Carpark

Asset	Area	DESCRIPTION AND CONDITION	REMEDY	Comments
Resource Centre	Roof	There is a small number of cracked tiles to the left pitch.	Replace cracked and damaged roof tiles	
Resource Centre	Roof	The cement verge pointing has broken up and perished in places.	Rake out loose mortar and repoint	
Resource Centre	Roof	The soffit boards are of plywood construction. The plywood is damaged to each end.	Replace with uPVC soffit boards	
Resource Centre	Doors	The double escape doors to the rear elevation is suffering signs of water ingress. It is possible this is due to the canopy over. The top double-glazed unit is blown.	Following repair of the canopy, monitor the door for further signs of water ingress.	Door adjusted to seal better; still an issue on heavy rain.
Resource Centre	Doors	The cover plate to the left-hand escape bar is missing.	Cover plates are not readily available. May need to replace the bar to prevent injury from moving parts.	
Resource Centre	Windows	3 no. double glazed units have blown and misted. These windows will not be providing good thermal efficiency.	Replace the double-glazed units.	
Resource Centre	External Grounds	A timber framed canopy has been erected to the rear of the property.  The flashing has not been properly installed and is defective in places.	Replace the flashing with a code 4 or 5 lead flashing correctly dressed into the brickwork of the main building to form an adequate seal.	Temporary repair then remove canopy at later date.
Carpark	External Grounds	There are two voids between the kerbs close to the main entrance to the site. It would appear these are in place for drainage to the car park. However, they are causing a trip hazard.	Insert 'beany blocks' to the voids to allow water to drain from the surface, whilst resolving the trip hazard.	
Resource Centre	Internal Fixtures and Fittings	The threshold strip from the nursery room to the inner hall is missing and has been patched with gaffer tape, causing a trip hazard.	Replace with a threshold strip suitable for high traffic areas.	

Estimated total cost £2,500.00 to come from Repairs & Renewals Budget. It was noted that a provision of £500 per year should be made for Carpark repair costs, including relining as the Carpark was showing signs of wear that will need repairing in the next 2-3years.

## Credenhill Community Hall

A meeting with community hall is to be setup to discuss their list however the working group recommends that the Parish Council assist with maintenance by doing the following this year.

<b>Asset</b>	<b>Area</b>	<b>DESCRIPTION AND CONDITION</b>	<b>REMEDY</b>	<b>Comments</b>
Community Hall	Rainwater Goods	The downpipe to the rear of the of the entrance lobby is missing and there is no gully for this to discharge into.	Replace the uPVC downpipe.  It would be prudent to investigate the possibility of connecting this into the existing drainage system.	
Community Hall	Rainwater Goods	The downpipes to the rear elevation are sun bleached. Two have become brittle and cracked to the bottom. Over time, the other downpipes are likely to crack too.	Replace downpipes to rear elevation.	Quotes needed to replace all downpipes.
Community Hall	Walls	The paintwork has peeled to steel columns to the front elevation, resulting in the corrosion of the exposed steels.	Sand back loose and flaking paint to sound steel. Apply one coat of exterior metal primer and two coats of good quality enamel paint.	Investigate options. Get quotes.
Community Hall	Detached Garage	The downpipe is missing from the front of the buildings and there is no gully for storm water to discharge into.	Replace the downpipe.  Install gully below and connect to existing storm drainage system serving the main building.	Check if leaks in garage.
Community Hall	Statutory Compliance Matters	The cold water tanks within the roof void supply the Community Hall and the adjoining Sports and Social Club. Those with control of premises e.g. Landlords have the responsibility of identifying and assessing sources of risk, such as the risk from exposure to legionella bacteria. The ACoP and guidance on regulations from the HSE will assist in complying with those duties: <a href="https://www.hse.gov.uk/pubns/priced/l8.pdf">https://www.hse.gov.uk/pubns/priced/l8.pdf</a>	Instruct a suitably qualified water testing contractor to undertake a Water Hygiene Risk Assessment. This risk assessment will identify how frequently Legionella testing will be required.	CPC to discuss with club and remove.

Essentially this is all of the external works that are integral to ensuring the long term sustainability of the building as well as improving the overall aesthetics to make it more attractive to potential hirers.

Estimated total cost £3,500.00 to come from Repairs & Renewals Budget.

### **Credenhill Social & Sports Club**

A meeting with social & sports club is to be setup to discuss their list however the working group recommends that the Parish Council assist with maintenance by doing the following this year.

<b>Asset</b>	<b>Area</b>	<b>DESCRIPTION AND CONDITION</b>	<b>REMEDY</b>	<b>Comments</b>
Credenhill Social & Sports Club	Rainwater Goods	The downpipes to the rear elevation are sun bleached. Over time they will become brittle and crack.	Monitor the condition of the downpipes  Budget to replace within the next 5 years.	
Credenhill Social & Sports Club	Statutory Compliance Matters	The cold water tanks within the roof void supply the Community Hall and the adjoining Sports and Social Club. Those with control of premises e.g. Landlords have the responsibility of identifying and assessing sources of risk, such as the risk from exposure to legionella bacteria.  The ACoP and guidance on regulations from the HSE will assist in complying with those duties:  <a href="https://www.hse.gov.uk/pubns/priced/l8.pdf">https://www.hse.gov.uk/pubns/priced/l8.pdf</a>	Instruct a suitably qualified water testing contractor to undertake a Water Hygiene Risk Assessment. This risk assessment will identify how frequently Legionella testing will be required.	Discuss with Social Club/hall

The Club has a long term plan to change all doors and windows to White uPVC, this will match the Community Hall; therefore replacing all of the old downpipes across both buildings to White uPVC will improve the aesthetics as well as replacing the damaged ones.

Estimated total cost £500.00 to come from Repairs & Renewals Budget; cold water tanks is in the hall estimate with some allowance in this budget for plumbing works.

### **Culverts**

The culverts were last inspected in June 2020 and November 2018. The estimated cost of the repairs to the whole Culvert is £85,000; the Parish Council are responsible for approximately 50% of the culvert (i.e Under the Carpark; not the embankment or Station Road). The Parish Council is currently holding a reserve of £26,000 (includes 2021/22 precept allocation) and will raise the remaining funds over the next 2 to 3 financial years depending on the precept setting policy of the parish council.

The Parish Council should plan to have the Culvert re-inspected in 2022 to ensure the ongoing monitoring of the safety of the Culverts noting that the Public Liability Policy does not cover the Culverts.