

ASSET MANAGEMENT MEMBER WORKING GROUP

WEDNESDAY 16th OCTOBER 2019

Notes of a meeting of the **ASSET MANAGEMENT MEMBER WORKING GROUP** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 16th OCTOBER 2019** at **6.00 p.m.**

PRESENT

Councillor R.S. Fleming (Chairman) and:

Councillors M. Ashcroft, Jim Atkinson, Kathy Beetham, P.J. Bergg, Arun M. Chandran, George C. Gray, Dave Hardaker, Jed Hillary, M. Iveson, Mrs. S.J. Iveson and Paul Symons.

OFFICERS

Mr. A. Bailey (Town Clerk)

Mr. D. Austin (Finance Manager)

Mrs. J. Thexton (Leisure Manager)

Mr. S. Cooper (Works and Environment Manager)

Mr. L. Williams (Grounds Maintenance Services Co-ordinator)

Miss A. Donald (Town Clerk's PA)

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Wendy Hillary.

2. MEMBERS' DISPENSATIONS

There were no requests for dispensations.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PREVIOUS NOTES

It was proposed by Councillor M. Iveson, seconded by Councillor Mrs. S.J. Iveson and agreed that the notes of the previous meeting of the Asset Management Member Working Group, held on the 11th June 2019, be confirmed as a correct record.

5. ASSET MANAGEMENT UPDATE

An update report, together with appropriate appendices, was presented by the Town Clerk and Finance Manager for consideration.

Members' views were sought on the appropriate light quality for replacement LED lights in the Council Chamber. It was agreed that the 'cool light' was the preferred option.

Officers were requested to investigate the possibility of changing parish lighting to LED lights.

A demonstration of battery powered grounds maintenance individual tools and grass cutting machinery had recently been attended by officers and a number of members. Officers were requested to identify any equipment required at present and for this to be added to the capital budget for consideration by the Council.

Appendix 1- Building Works Projects 2019/2020

This appendix showed the building works agreed for 2019/20 and also those carried forward from the previous year.

- (i) Sports Complex - replacement of flat roof – provisional sum in place.
- (ii) Sports Complex - drainage works – provisional sum in place.
- (iii) Sports Complex – shutters for external doors to function room were being installed in October 2019.
- (iv) Sports Complex – sports hall floor sand and re-seal.
- (v) Sports Complex – footpath from entrance ramp through car park – complete.
- (vi) Play Area Surfacing – ongoing programme of repairs – minor repairs carried out and budget rolled over to next year for project as appropriate.
- (vii) General environment – an ongoing programme of footpath inspection and repairs where necessary was in place. Quotes had been sought for work in the Burn and St Oswald's.
- (viii) Works Depot – automatic gate had been repaired but there were still issues. Discussions taking place with supplier. Bollards to be installed in front of main gate.
- (ix) Woodham Burn – underpass safety fence renewal – replacement fence panels from second-hand stock had been installed by works section.
- (x) Electrical Installation Testing – all Council buildings apart from Sports Complex which had separate arrangements. Order placed for work.
- (xi) Golf Complex – buggy storage container replaced. Costs sought for range door replacement.
- (xii) Council Offices – a provisional sum was in place for a motor for the automatic door.
- (xiii) Council Offices – LED lighting – rolling programme of replacement of batten type lights and emergency lights with LED underway.
- (xiv) St Oswald's Pre-School – provision of a conservatory-style building extension to 3s setting – drawing completed for use for tenders and planning, two alternative construction types priced.
- (xv) St Oswald's Pre-School – provision of an outdoor classroom/changing shed, 3s setting – complete.
- (xvi) St Oswald's Pre-School – installation of replacement flooring in sensory room, 2s building – complete.
- (xvii) St Oswald's Pre-School – outdoor garden fence panel extension – not progressed.

(xviii) Re-plastering and re-decoration of sensory room, 2s setting, complete.

Appendix 2 – General Action List 2019/20

This appendix showed the planned capital expenditure for 2019/20 not related to buildings and also those carried forward from the previous year.

- (i) Golf Irrigation System – control board and tank - budget carried forward for replacement or minor repairs when required.
- (ii) Sports Complex Kitchen Equipment – budget carried forward for replacement when required.
- (iii) Agnew 5 improvements – footpath and scrub management works to be carried out winter 2019, report to Environment Committee November 2019.
- (iv) ICT – rolling programme of updates and repairs, including GDPR and accessibility requirements – ongoing.
- (v) Oakleaf Sports Complex – bowls hall carpet replacement completed.
- (vi) Oakleaf Sports Complex – bar furniture replacement – banquette seating to be installed November 2019 and further report re tub chairs March 2020.
- (vii) Oakleaf Sports Complex – bar and function room carpet cleaning to take place October 2019.
- (viii) Stephenson Way Cemetery – hedge planting – hedging and bulbs ordered.
- (ix) West Park Lakes – flow through lakes being monitored by Northumbrian Water, results awaited.
- (x) Works Vehicles – tipper purchased.
- (xi) Driving Range Equipment – tee mats and targets purchased, provisional sum in place for ball washer.
- (xii) Christmas Lights – ongoing programme of replacement, lights ordered.
- (xiii) Memorial Seating at St Clare’s – replacement of remaining wooden seats – report to P&R re possible alternatives for VE day commemorative bench.

It was noted that there were no major works to parks and play areas planned for 2019/2020, other than safety surface repairs and replacement.

6. DRAFT 2020/2021 CAPITAL PROGRAMME BUDGET

The Finance Manager submitted a report presenting the Council’s draft Capital Programme Budget for the 2020/21 financial year for members’ consideration and approval.

It was agreed that further consideration be given to a paperless meeting system at a future Policy and Resources Committee.

7. RECOMMENDATIONS

It was agreed that the following recommendations be submitted to the Policy and Resources Committee for consideration:

- (i) That the update report and detailed appendices be received and agreed.
- (ii) That the draft Capital Programme Budget be approved.
- (iii) That 'cool light' LED lights be fitted in the Council Chamber.
- (iv) That officers investigate the possibility of changing parish lighting to LED lights
- (v) That officers be instructed to identify any current requirements for battery powered grounds maintenance equipment and machinery and include these in the draft Capital Budget for further consideration.
- (vi) That further consideration be given to a paperless meeting system at a future Policy and Resources Committee.

CHAIRMAN.