

ASSETS MANAGEMENT COMMITTEE

AGENDA

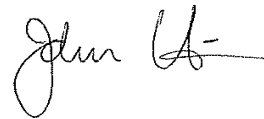
**NOTICE IS GIVEN OF a meeting of the ASSETS MANAGEMENT COMMITTEE
to be held in the Fleur de Lys Council Chambers, Market Square, Hailsham**

Wednesday 24th April 2024 at 7.00 p.m.

1. **Public Forum**
(No more than 15 Minutes)
2. **Apologies for Absence**
To receive apologies for absence of appointed members.
3. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
4. **Minutes of Previous Meeting – Assets Management Committee**
 - 4.1 To resolve that the Minutes of the Meetings of the Assets Management Committee held on Wednesday 20th March 2024 may be confirmed as a correct record and signed by the Chairman.
 - 4.2 To receive an update about progress of resolutions from the last meeting of the Assets Management Committee on 20th March 2024
5. **Tree Planting Initiative**
To consider a proposal from Gareth Jones of Treebourne Charity
6. **Common Pond**
To receive an update
7. **Community Infrastructure Levy**
Update on projects and remaining funds
8. **Cemetery Toilets**
To consider the proposals
9. **Station Road Sports Facility**
To consider a bid for low level lighting
10. **Vicarage Field Changing Places Toilets**
Update
11. **Confidential Business**

To resolve that the press and public are excluded during the discussion on the next items on the agenda (12,13,14.15) as it concerns: the terms of tenders for contracts or negotiations (In accordance with the Council's Standing Orders No. 1E).

12. **Maurice Thornton Play Area**
To consider a quotation for the zip wire safety surface
13. **Town Council Office**
Electrical Works update
14. **Scout Hut**
Update
15. **CCTV**
Update



John Harrison
Town Clerk
18th April 2024

Committee Membership
Councillors:

Anne Blake-Coggins
Kelly-Marie Blundell-Smith (Dep. Chair)
Chris Bryant
Nathalie Hayes
Paul Holbrook
Mary Laxton (Chair)
Colin Mitchell

Substitute Members
Councillors:

Alexa Clarke
Barbara Holbrook
Steve Potts
Doina Rusu

RESERVES RINGFENCED

			CIL 18/19	CIL 19/20	CIL 20/21	CIL 22/23	CIL 23/24	Ripley Land capital	Ripley POS	Ripley Street light	WDC S106	Historical Commuted Sums					
Balance as per RBS 31.3.2024			-	31,331.02	123,824.58	688,269.29	1,343,764.58	19,791.49	23,790.28	18,088.91	1,757.07	7,113.16					
RESOLUTIONS	MINUTE REF																
Maurice Thoron Excess Path	HTC/21/3/184	14000		- 14,000.00													
Stoney Lane Resurface	STC/22/1/10	125,000.00		- 17,331.02	- 107,668.98												
HTFC Clubhouse Funding	STC/22/1/10	70,000.00			- 16,155.60	- 53,844.40											
Cycle Café	STC/22/1/10	75,000.00				- 75,000.00											
Common Pond Pathway	AMC/23/3/49.1	13,699.00				- 13,699.00											
Common Pond Pathway	AMC/23/4/76	5,000.00				- 5,000.00											
Outdoor Gym - Western Rd	AMC/23/2/41	30,000.00				- 30,000.00											
Outdoor Gym - Western Rd	HTC/23/4/239	15,500.00					- 15,500.00										
Changing Places	HTC/23/02/182.1	136,000.00				- 34,164.75											1st pyt 64317 Jan24+2nd pyt 37,518.25 26.2.24
Bus Shelter Maintenance	AMC/23/4/69							- 8,500.00									
Union Corner Hall	HTC/20/3/140								- 10,000.00								
Stroma Gardens Play	HTC/23/4/240	16,481.00				- 16,481.00											
Quinnell Play area surface	AMC/23/4/75	19,000.00				- 19,000.00											
Quinnell Play area surface	HTC/23/4/238	5,000.00				- 5,000.00											
Electrical Works - Town offices	HTC/23/03/198	60000				- 60,000.00											
Electrical Works - Town offices	HTC/23/4/241	20,000.00				- 20,000.00											
Youth Service - Church/House	HTC/23/02x/192	825,000				-395,244.89	-429755.11										
Allotment Gates/Vehicle gate	HTC/23/4/236	7,100					-7100										
Noticeboards	HTC/23/4/237.1	8,874					-8874										
Total Funds Available			-	-	0.00	-	882,535.47	11,291.49	13,790.28	18,088.91	1,757.07	7,113.16	-	-			

KEY	
MINUTE REF	
Full Council	HTC
Asset Management	AMC
Strategy	STC
Finance, Budget & Resource	FBR

Report to	Assets Management Committee
Date	24.04.2024
By	Cllr Colin Mitchell
Title of Report	Cemetery Toilets

1. Purpose:

To consider the proposals regarding the provision of Cemetery Toilets

Report to Committee - Cemetery Modular Toilets

2. Background

The toilets at the Cemetery have for some time been unfit for purpose. One side has been closed completely and is derelict and the other has been turned into a unisex unit. Although accessible, and kept clean, the facility can perhaps best be described as primitive, with painted brick walls, exposed pipework, and exposed electric conduit. Sanitaryware and other fittings are dated and showing signs of wear.

Additionally, as gravedigging may be brought in house, or even if subcontracted again, Health and Safety would demand we provide a shower facility for the digger(s).

The existing building is of traditional construction in facing brick under a pitched and hipped tiled roof, with uPVC fascias, and measures 4m x 3.1m externally and sits 2m away from the rear boundary. Timber glazed ventilator windows are located at high level to the rear and a metal faced accessible width door which opens out is fitted. It is not anticipated that any asbestos would have been used in the building's construction, and none is visible. All services are available at the existing building.

The block sits almost centrally on a piece of land some 22.3m wide by approximately 7.5m deep. This land widens to some 9m or so, encompassing a Field Maple tree. The rear boundary fence to this area is in poor condition but does not appear to be owned by HTC, from its construction. Between the building and the groundkeepers shed is a cess pit, which is emptied once a year, and is shielded by a 2m high concrete post and close board fence with a full height gate for pedestrian access. Part of this screen fence has collapsed next to the groundkeepers shed. It is assumed that the rear boundary fence is also in poor condition here. The cess pit serves the toilets, the gatekeepers lodge, and the groundkeepers shed.

Some works are already envisaged scheduled and budgeted to the area.

Various photographs are attached of the existing and an approximate scale sketch plan.

3. Proposal

That the existing Field Maple is removed, the existing building demolished to ground level and replaced with a 2-unit accessible wet room style toilet (including shower in one) with specification exactly as the Vicarage Field Pod and with the same works package. Additionally, that the fencing is replaced to the boundary (after consultation with the neighbour) and the cess pit screening is also replaced.

3.1 Planning

Planning permission is not considered an issue. We would be rebuilding on the same footprint at a lower roof height and for the same purpose. As for Vicarage Field a pre-meeting is recommended. Costs for a planning application should be included, anticipating approval.

3.2 Enabling works

Discussions with outdoor team indicate that the necessary skills are available in-house or with existing contractors to undertake these works.

Remove the Field Maple -this is already in our budget and works have been put in hand. It would need to be removed to allow a pod to be swung into place. There is an opportunity to seek a mature replacement through Treebourne at no cost to the Council..

Clear overgrowth on the cess pit – this is in hand with our outdoor works team.

Replace fencing to boundary - we should seek a contribution from the neighbour after clarifying ownership. This work will be needed to complete this corner of the cemetery, irrespective of any contribution agreed.

Replace screen fencing to cesspit – change line to include gate and run straight from pod to shed. – not budgeted

Demolish existing building to slab level, capping off services. There could be merit in cleaning and recycling the facing bricks since these are used all over our facilities. – not budgeted. A temporary portable toilet should be provided once the building is demolished – again for Health and Safety reasons.

3.3 Main Works

Seek formal quotation from Rise Adapt for (what is essentially) a +2 Pod. Although standard sizes will mean this will be on the same footprint as the existing building Rise Adapt will need to establish their own foundation for guarantee purposes. It is not considered necessary to purchase an extended certification regime because there will be no hoist, nor rise and fall equipment. Although cost may be above tender limits, the fact of a recent competitive tender having been comprehensively won would allow negotiation with one known supplier. Delivery could be within 3-4 months of decision if the enabling works has been carried out.

3.4 Capital costs.

Planning pre-meeting £281+Planning application £293

Demolition -£2,580, including salvage and 12 weeks temp hire toilet.

BT temporary overhead diversion- £500

Clear overgrowth by machine £450

Cess pit screen fence, concrete post and close board 2m high - 9m including gate £500

Rear boundary fence 1450 high close board -22m £660

Field Maple removal – included in budget.

Pod and installation £58,000

Foundations £15,000

Contingency £5,000

Total £83,264 (Funded from CIL)

Revenue Costs for Full Year-50% from 2024/25 Budget

Cleaning -WDC £6,000

Water - £500

Electric - £500

Cess Pit emptying - £200.

Total £7,200 per annum – but only £3,600 for 2024/25

Recommendation

That Committee approve the proposal in principle, and the associated approximate costs, and recommend the course of action to Full Council for approval. Further, as for Changing Places delegated authority be given to CM/ML to carry out the day-to-day Project management.

Cllrs Colin Mitchell

4. Further Considerations

- Does the report include any costs for the removal of the existing unit i.e disposal of materials, skip hire etc?

The demolition cost included in my capital cost assessment includes for either disposal or preferably recycling of demolished material.

I would add that a lot of the included capital cost, for example removal of the Field Maple and ground clearance over the septic tank are already in hand and are only included to cover a worst case cost scenario. Similarly the fencing costs which are going to need doing anyway.

- Assuming this takes place this financial year, do we have a view on the source of the additional £3.6K revenue?

£3.6 k is unlikely to occur this financial year. Decision timescales and meetings cycles suggest an earliest date of February 2025 for installation. Temporary toilet hire includes cleaning and servicing through any construction period, but I am assuming the existing toilet is currently cleaned anyway, although I am now led to believe I may be mistaken on that point.

- RE the point made that “Health and Safety would demand we provide a shower facility for the digger(s)”, considering we’ve never provided one before. Obviously if were to bring this in house for our member of staff, but we have never provided this for contracted Grave Diggers and it’s not something they would expect.

I would first point you to the DCA publication a guide for Burial Ground Managers

<https://assets.publishing.service.gov.uk/media/5a7e0743ed915d74e6223a35/burial-ground-managers.pdf>

As well as referring to the kind of facilities we should be considering providing, in paras 3.28 and 3.29, this also asks us to note Health and Safety legislation. Such welfare facilities as showers and wet/dry changing areas have to be provided for all labour working in similar conditions i.e. ground excavations. This applies whether directly employed or subcontracted. To state that “we have never provided one before” is not an argument that would stand up before HSE (goodness forbid that it ever came to that).

- Obviously we'd have to put this on the gateway and invite tenders & go through a competitive process.. Therefore it would be unwise to include the name of a specific company in the report before we do that.

I am not sure that it does need to go on the Gateway there being a recent competitively won tender against which we can demonstrate value for money. In any case a specification and drawings would need to be provided and we used a single company's specification last time.

- I would advocate that the report include a comparison of how much it would cost to bring the existing building up to scratch. I have discussed this with Richard. He will not be able to work out an exact quote to use the existing building before next week's meeting, but advises that it will be considerably cheaper than a completely new structure. Most of the work will be done by the outdoor team during the Autumn/Winter months. The electrical work, flooring and some plumbing will have to be outsourced. We presently have one disabled toilet that is open for funerals and only used by staff at any other time.

The plan to use the existing structure would be to remove everything from inside and replace with new. The existing tiled floor would be taken up, levelled where needed and a suitable commercial type flooring would be installed. All walls and ceilings will be over boarded, insulated and redecorated. A new window with obscure glass will be installed where the side door is to allow more natural light. Depending on the Council's requirements, all new sanitary equipment will be installed in two separate rooms. One disabled/females and one for males. New doors and thresholds will be on the front of the building facing the car park. Some tiles will be replaced on the roof. Soffits and fascia will be replaced with either wood or UPVC. New guttering will be installed.

In addition to the basic cost of new traditional construction, which I would estimate to be in the region of £36,000 plus £4,000 fittings, there would have to be a project manager and services co-ordinator designer plus an architect to at least draw up plans if not to supervise the work adding another at least 12% to costs

Ongoing revenue costs will be the same whatever is decided. – around £7.2k in a full year

In my view the existing building is not fit for (any) purpose and by reducing the internal area by overboarding will create a smaller space which is then not DDA compliant.

- In the middle of last year Michelle Webber did some desk based research (by posting a question on the SLCC network) on how many council-run cemeteries provide a toilet – I've attached the email and responses. Linked to that, have we got a 'business case' for this level of spend i.e. an indication of the level of demand for the facility and whether that then represents good value use of that level of capital, and then ongoing revenue, compared to anything else? (Accepting that of course, ultimately this is a 'political' council policy decision).

Whilst I can appreciate the value of “desk research” ,posing that sort of question will only give a lowest common denominator approach. This would not take into account any desire to provide best quality facilities as a go ahead forward thinking council

As you should well appreciate it is difficult to provide a business case for something that has no revenue potential and it is impossible to put a value on the value of the asset provided to the people that would use it. However, given the very varied use of the site by different

demographics in our local community and often beyond, they deserve a good quality facility and this is the simplest provision



Entrance Gate 3.3m between gates

Area View 20.3 m wide - 4m x 3.1m toilet block



Field Maple



Close-up Field Maple



Groundkeeper's Store



Former Gents (Derelict)



Unisex WC

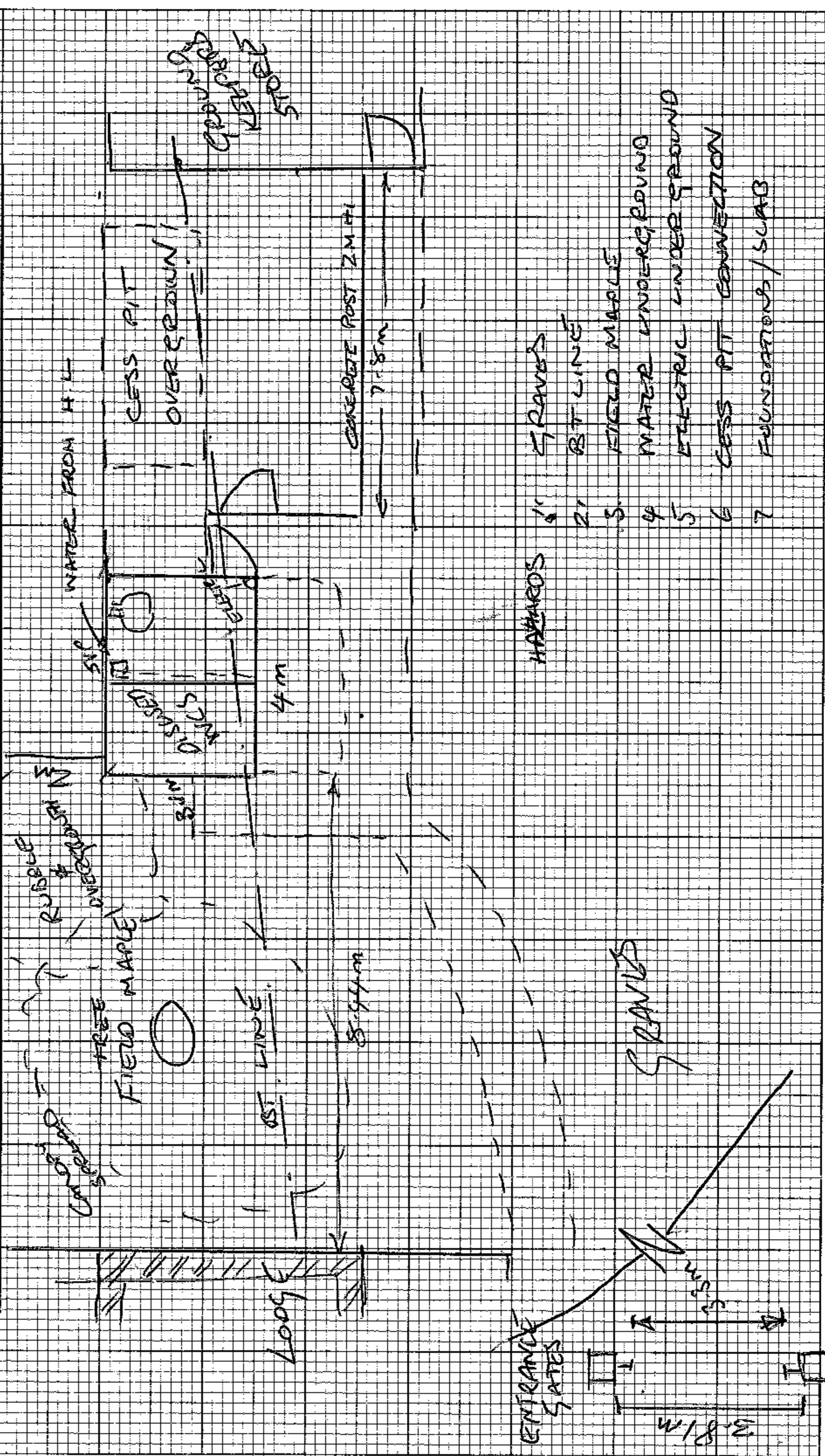


Interior of Unisex WC

SKETCH EXISTING PLAN CEMETERY TOILETS

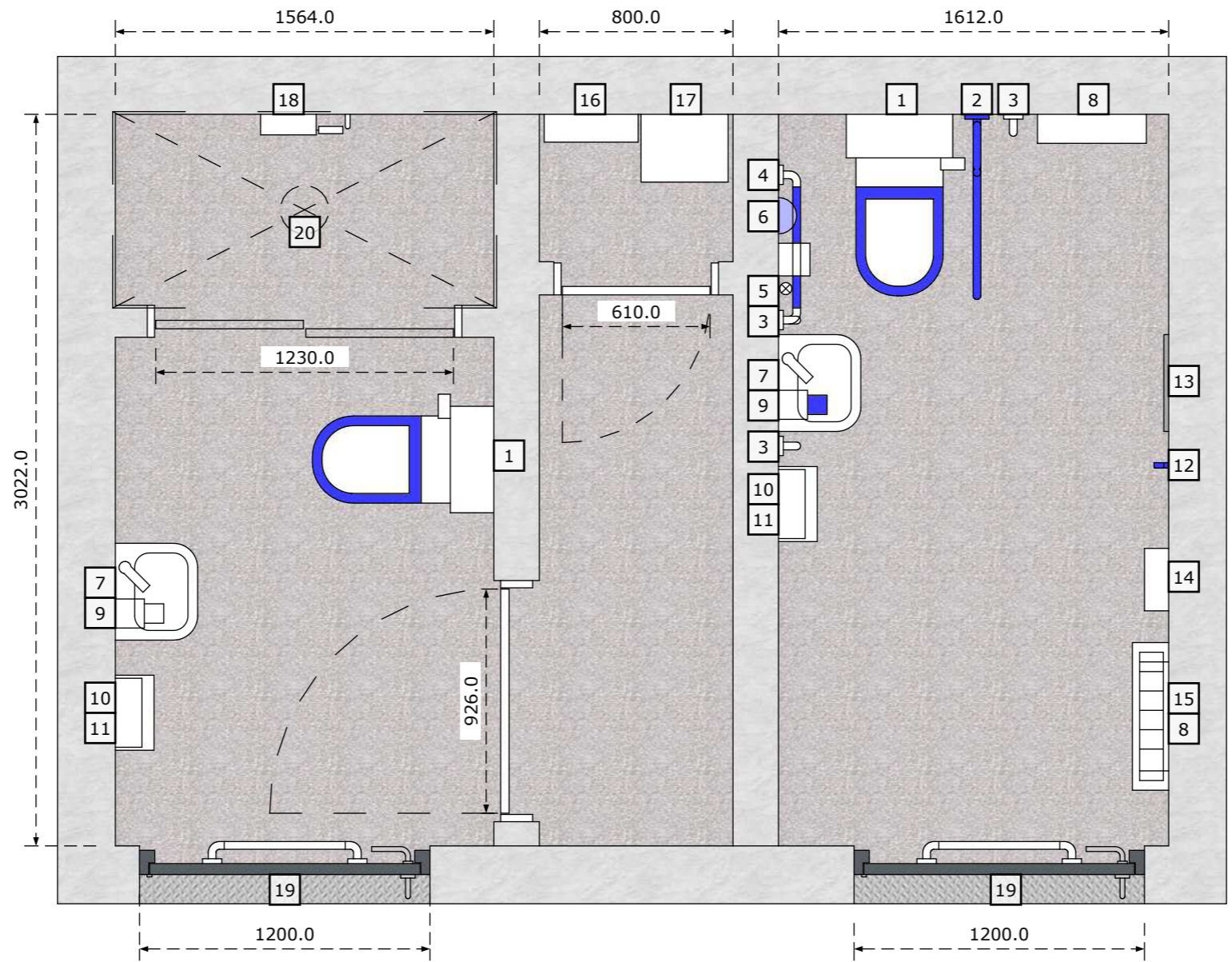
APPREX 1/100

BOUNDARY FENCE 1.45m CB-TIMBER POST



HATCHES

- 1. GRAVES
- 2. BTL LINE
- 3. FIELD MARBLE
- 4. WATER UNDERGROUND
- 5. ELECTRIC UNDERGROUND
- 6. CESS PIT CONNECTION
- 7. FOUNDATIONS / SLAB



- 1 Raised height pan
 - 2 Drop down grab bar
 - 3 Fixed vertical grab bar
 - 4 Fixed horizontal grab bar
 - 5 Pull down alarm cord
 - 6 Alarm reset button (900mm)
 - 7 Hand basin
 - 8 Large shelf
 - 9 Soap dispenser
 - 10 Paper towel dispenser
 - 11 Swing bin
 - 12 Robe hooks (2 heights)
 - 13 Safety mirror
 - 14 Electric hand dryer
 - 15 Electric heater
 - 16 Electrics board
 - 17 Water heater
 - 18 Thermostatic electric shower
 - 19 Door with horizontal grab bar
 - 20 Underfloor shower tray
- Minimum room height 2400mm



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Details of project and drawings

Project name: Shower Room and DDA
Drawing name: Footprint

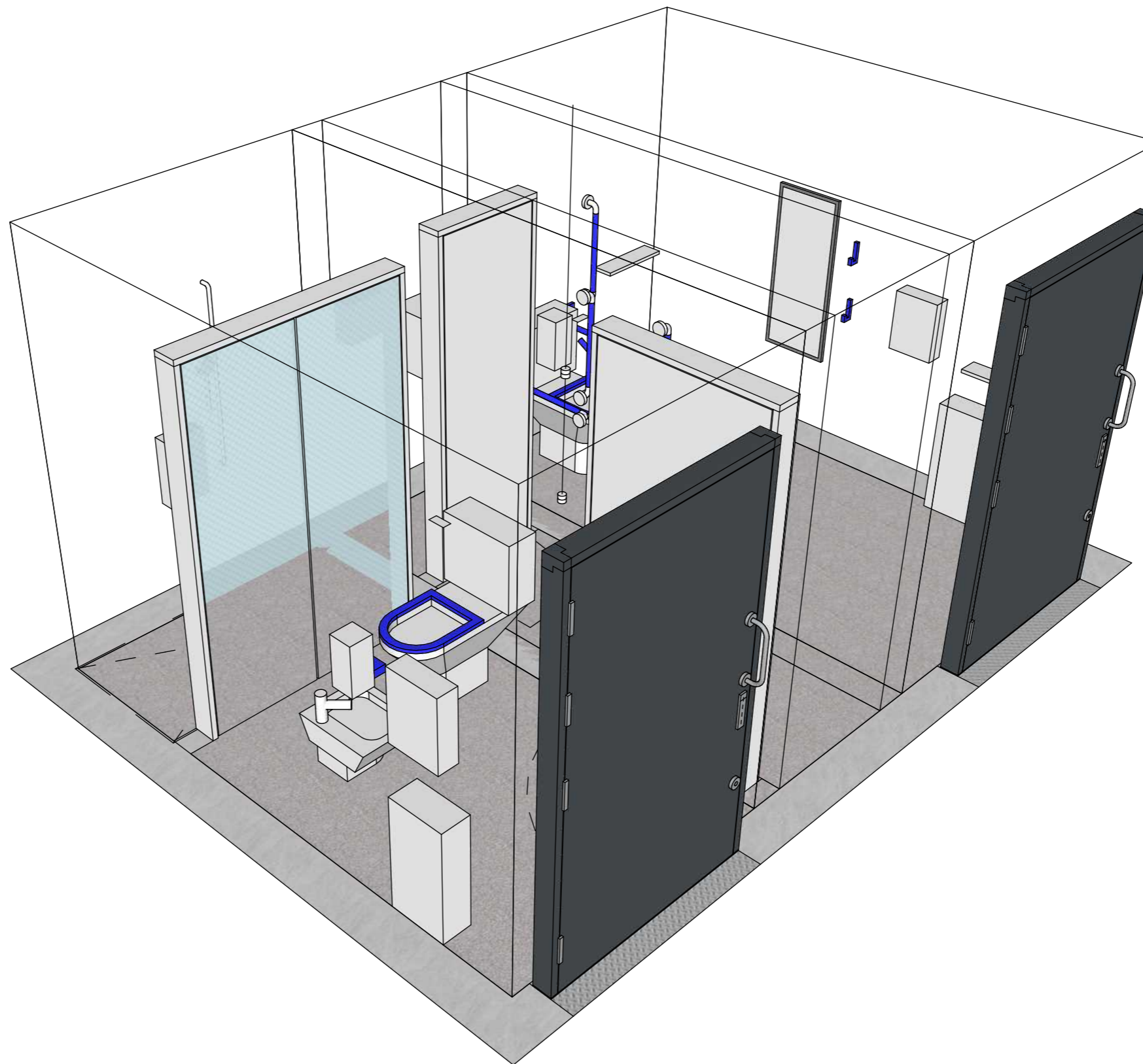
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Hailsham Town Council

Site address

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Details of project and drawings

Project name: Shower Room and DDA
Drawing name: Internal - Equipment (3D)

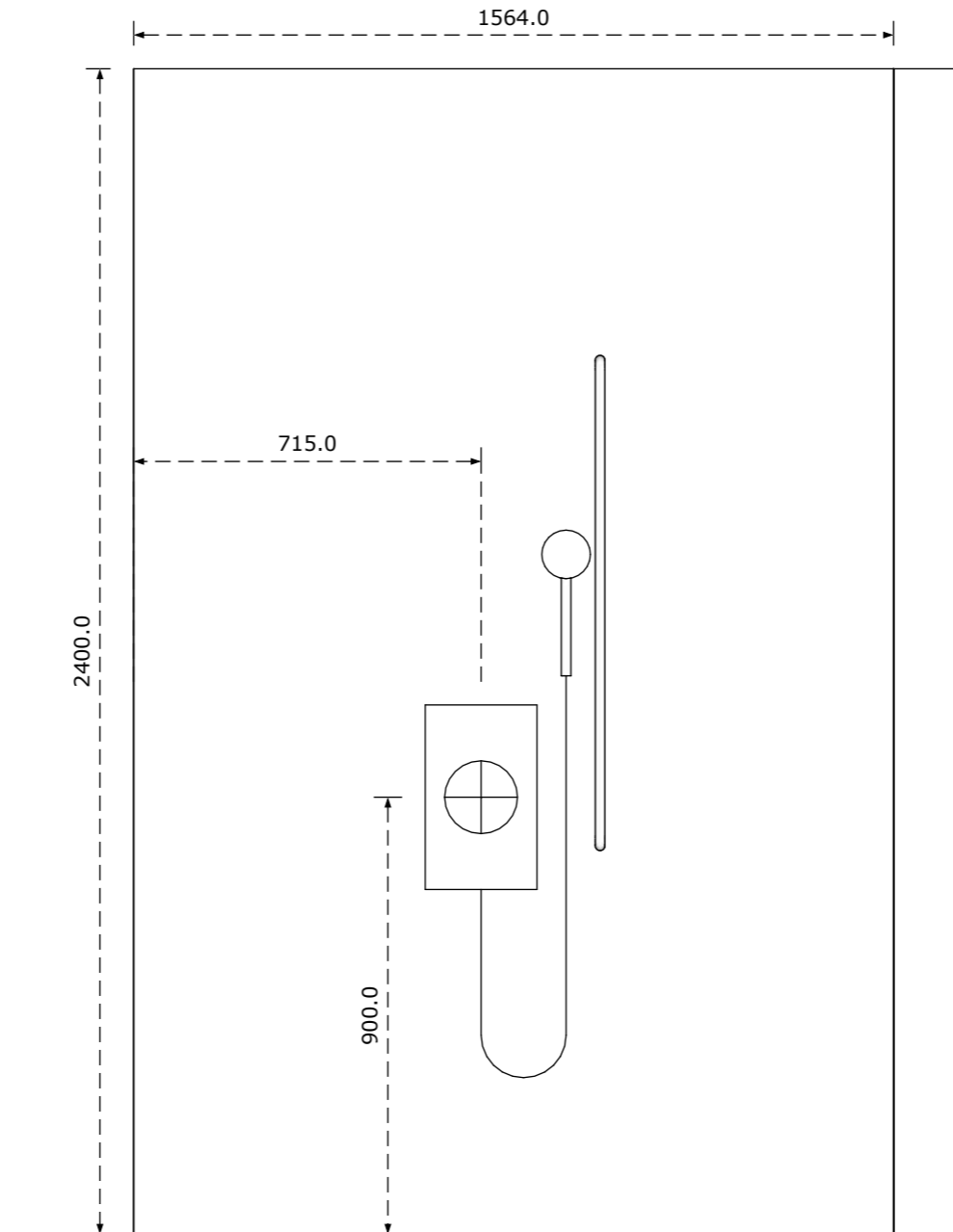
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Drawing name: Shower Room - Equipment (Back)

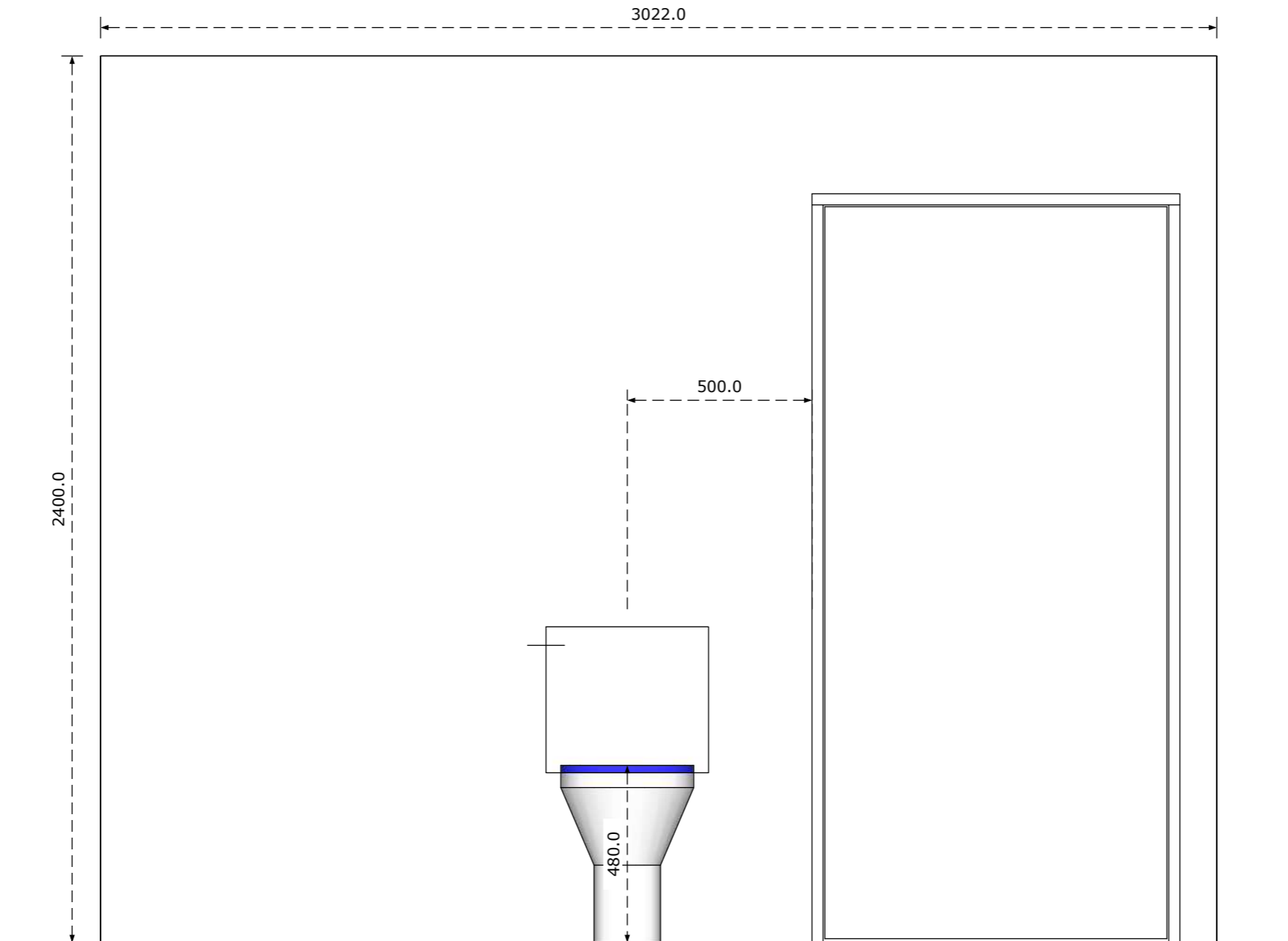
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Drawing name: Shower Room - Equipment (Right)

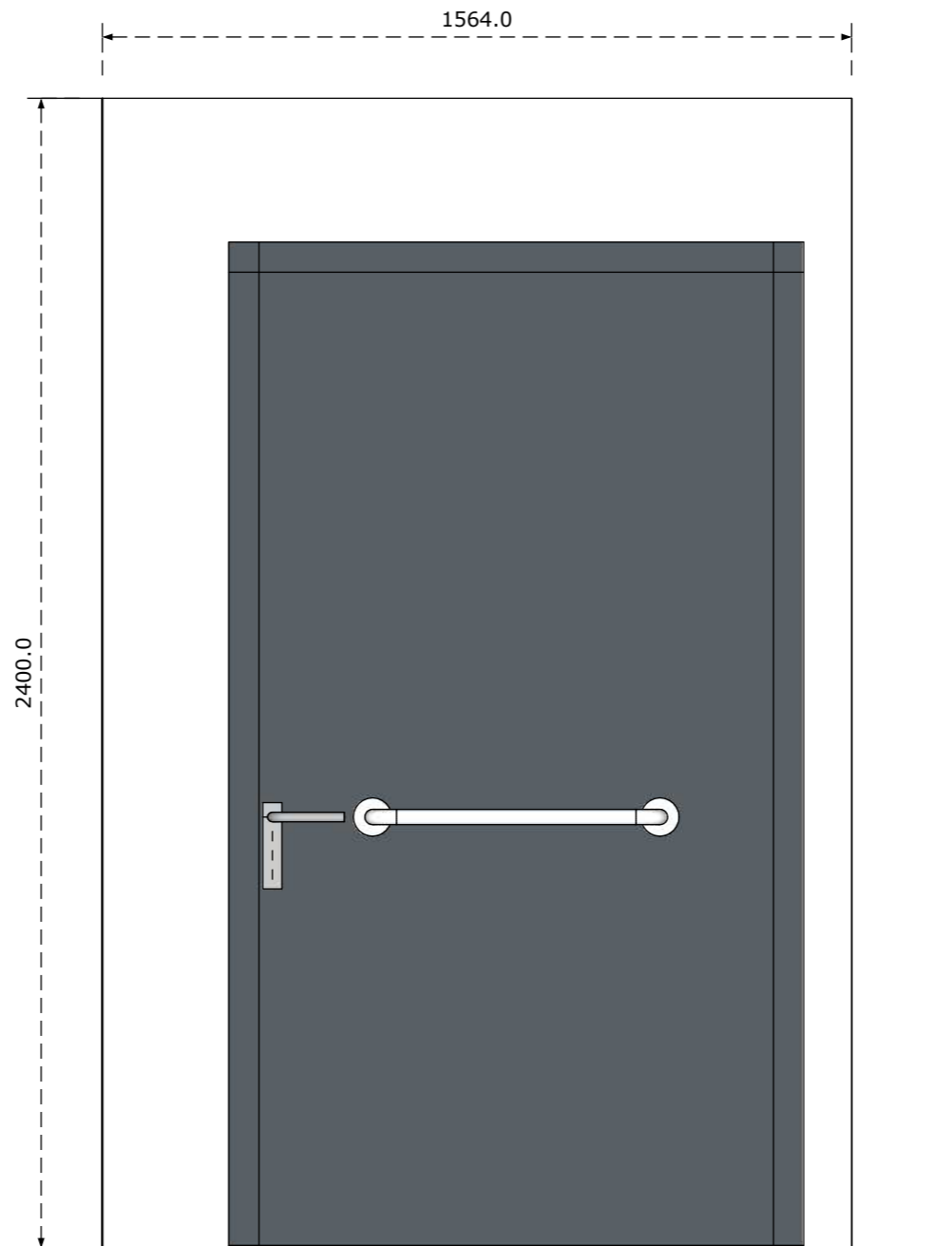
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Project name: Shower Room and DDA
Drawing name: Shower Room - Equipment (Front)

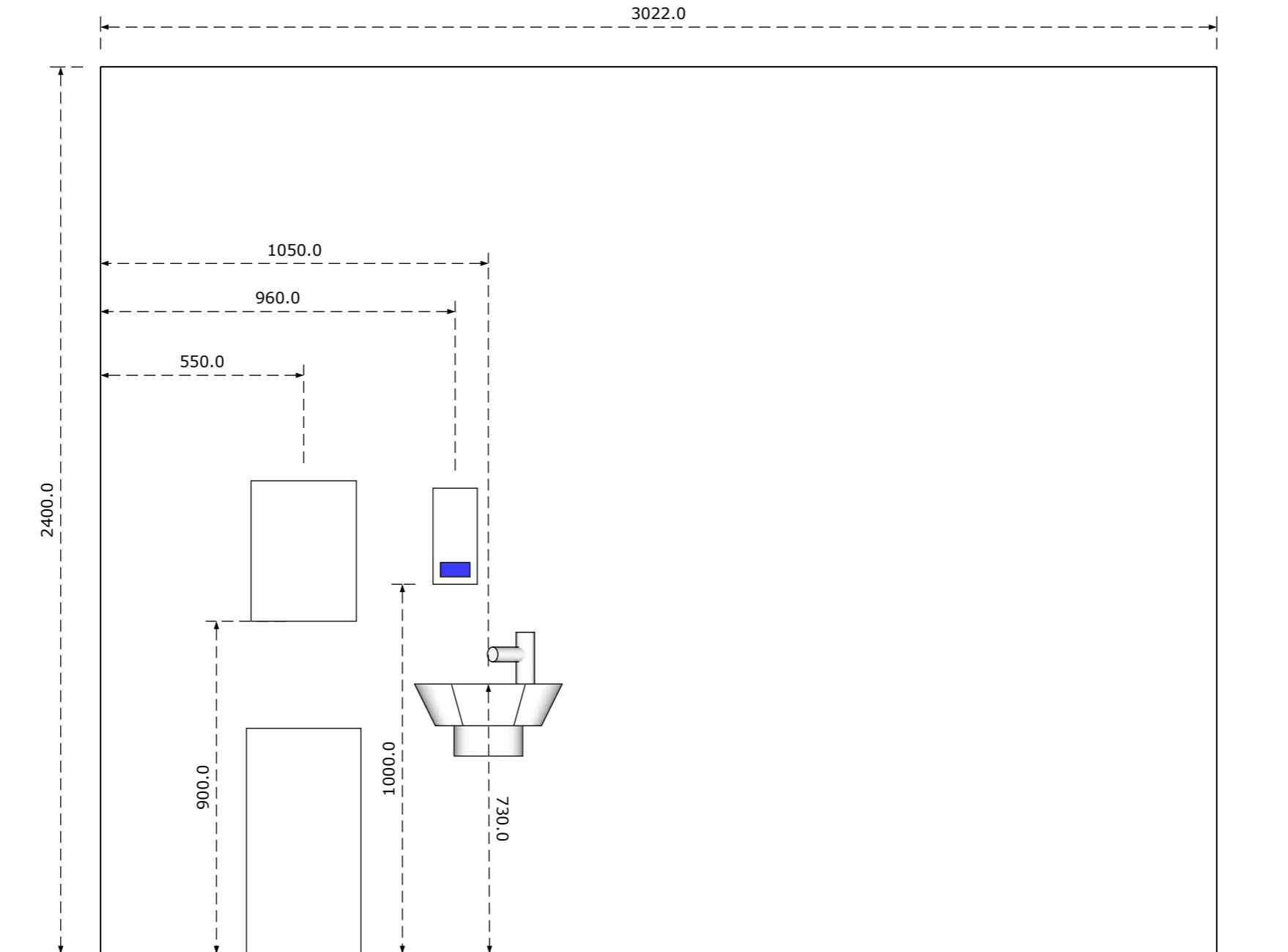
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Project name: Shower Room and DDA
Drawing name: Shower Room - Equipment (Left)

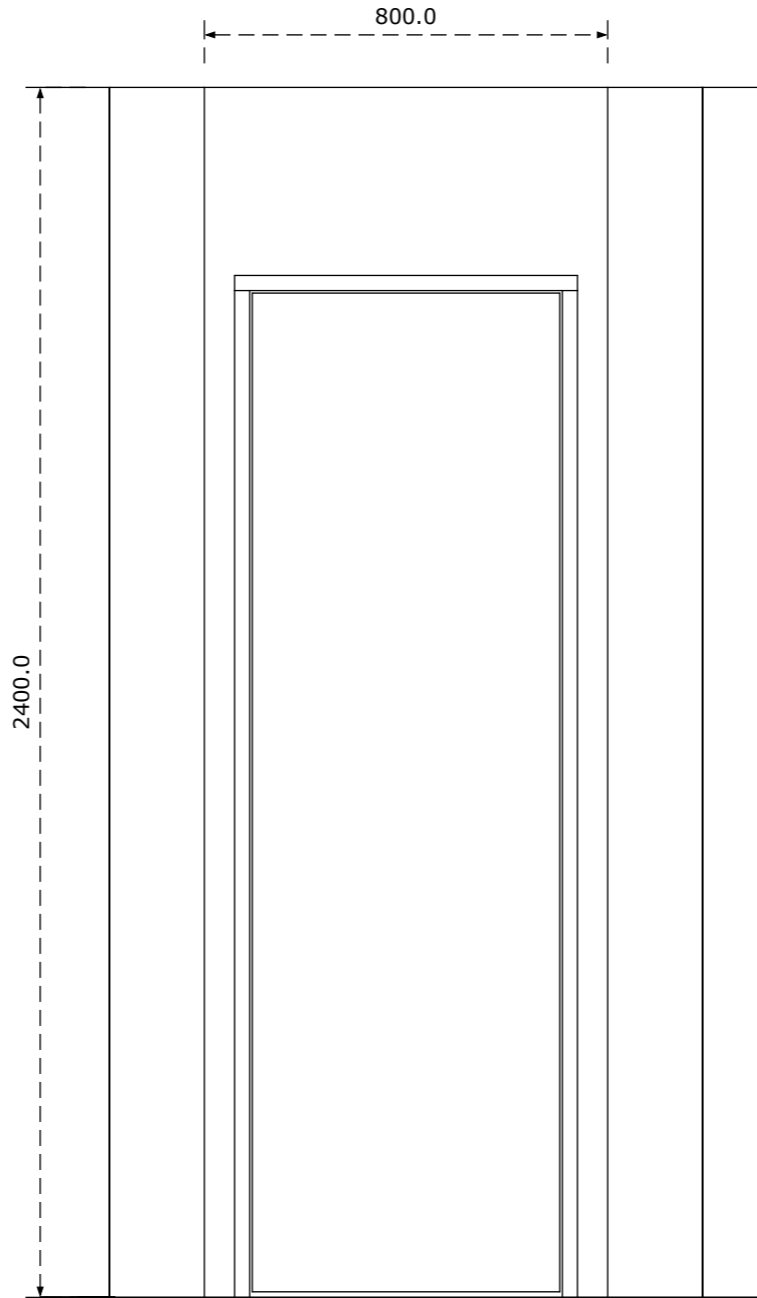
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Project name: Shower Room and DDA
Drawing name: Hallway - Equipment (Back)

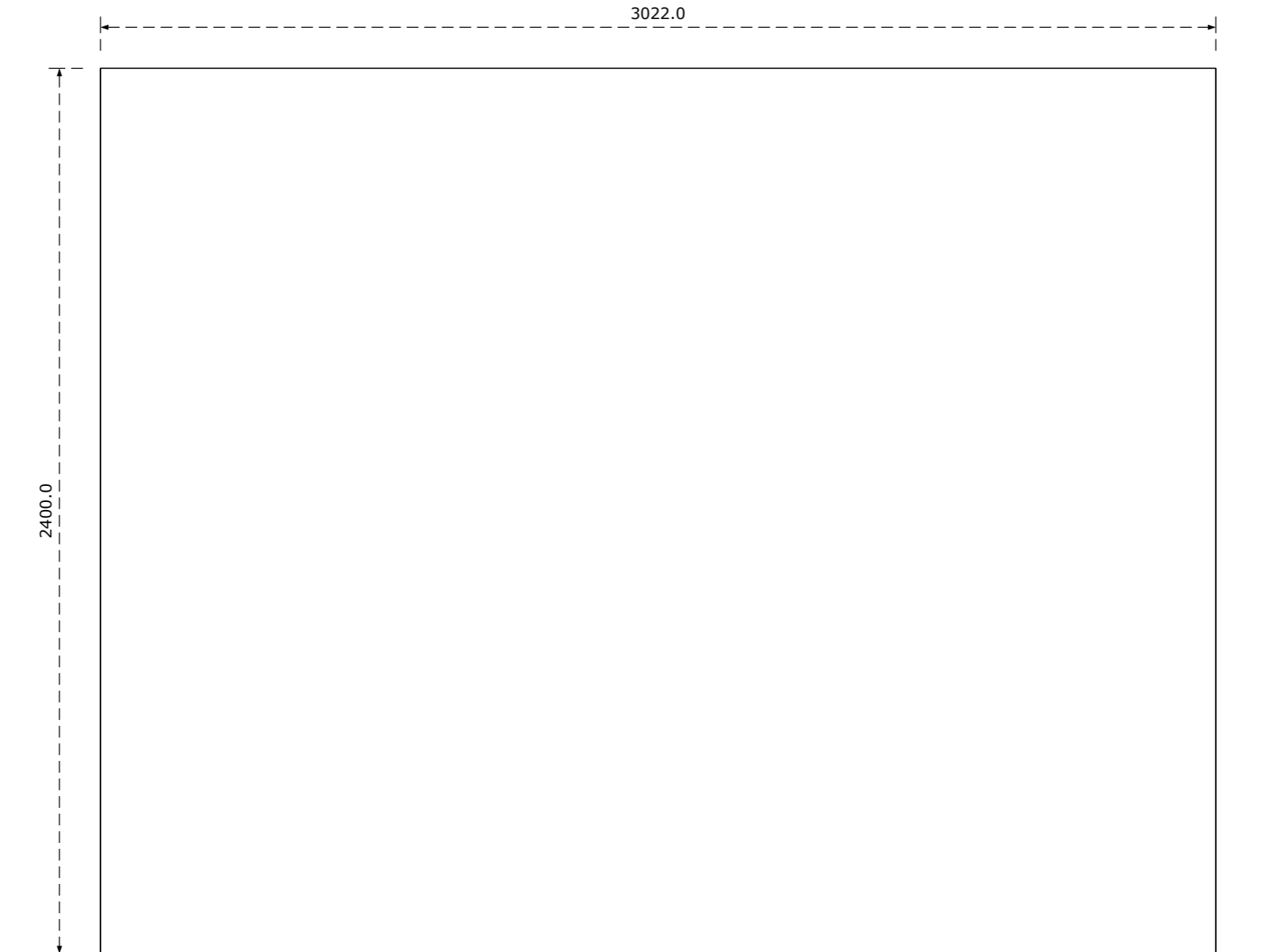
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Drawing name: Hallway- Equipment (Right)

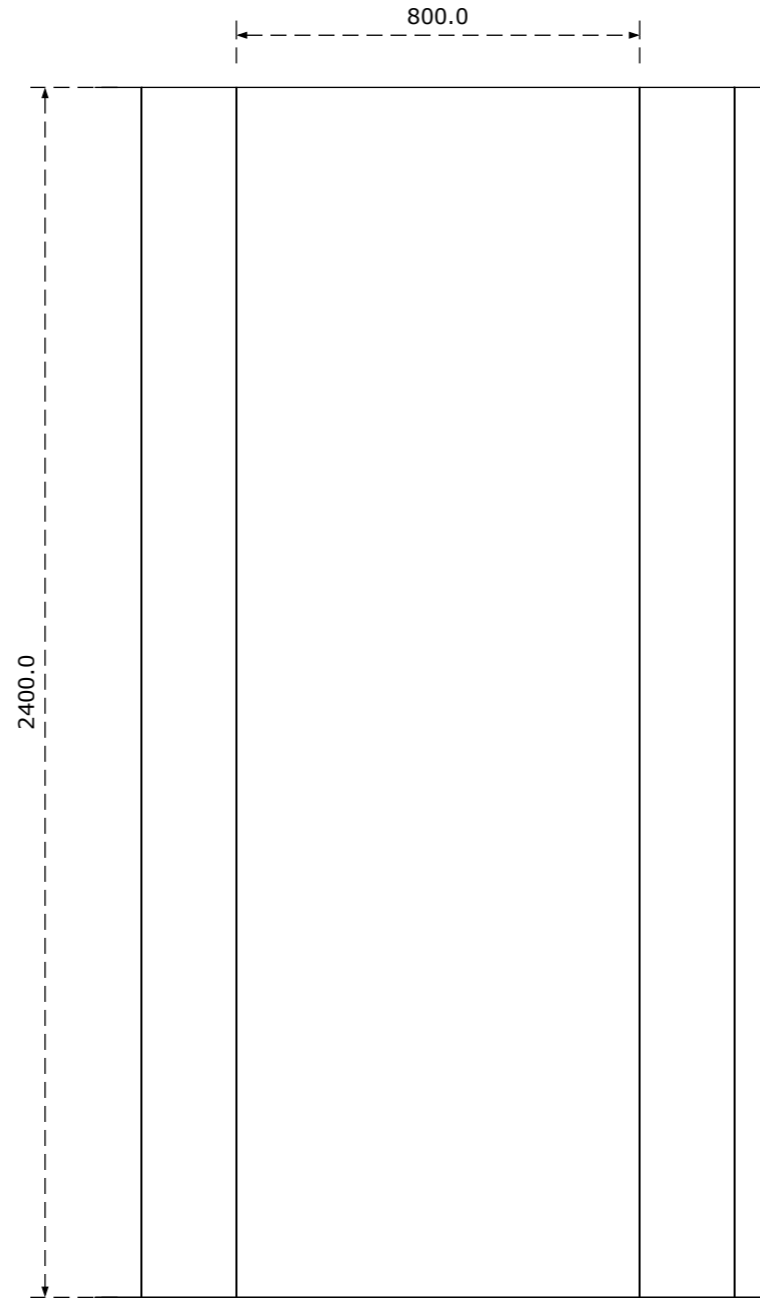
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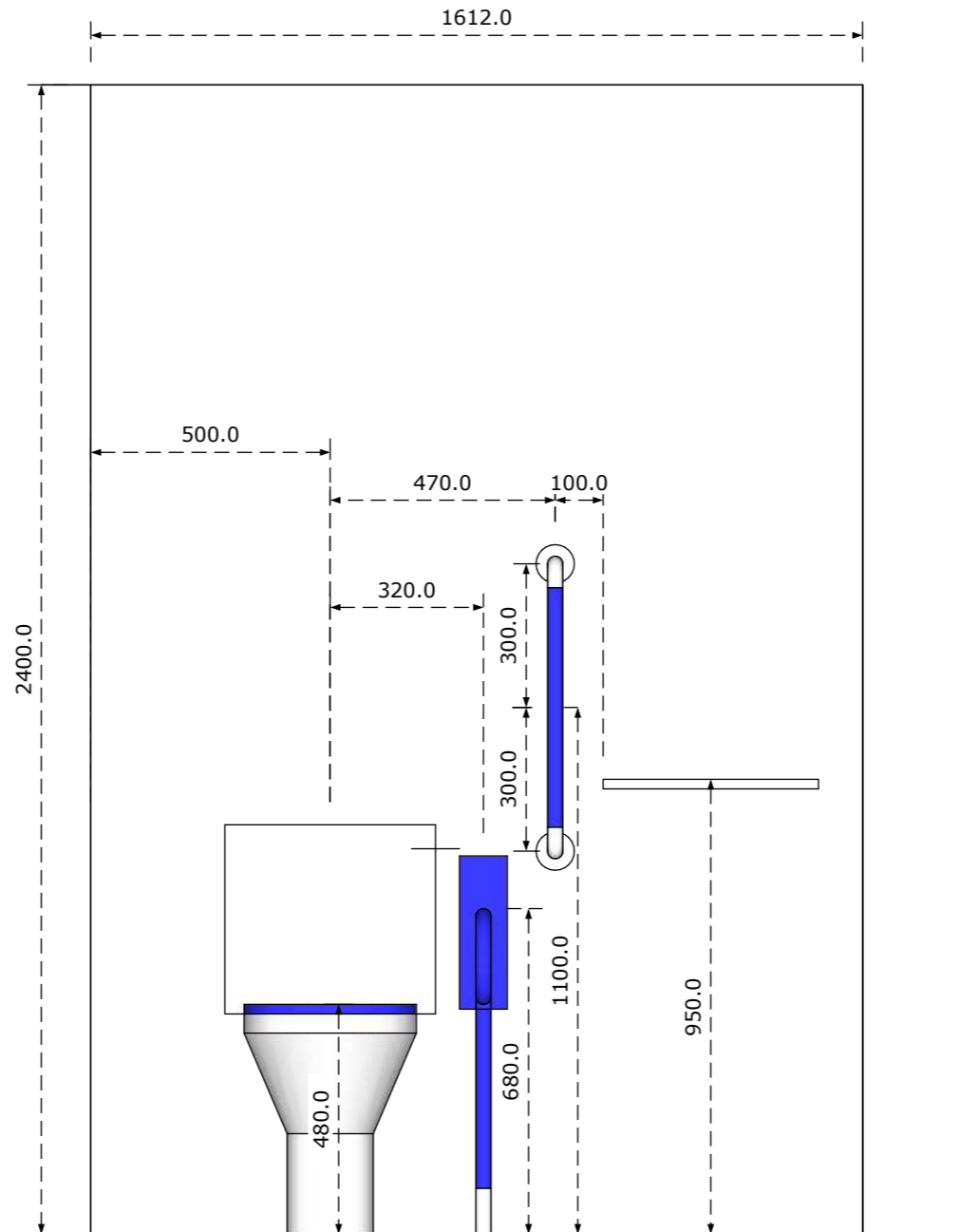
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Drawing name: DDA - Equipment (Back)

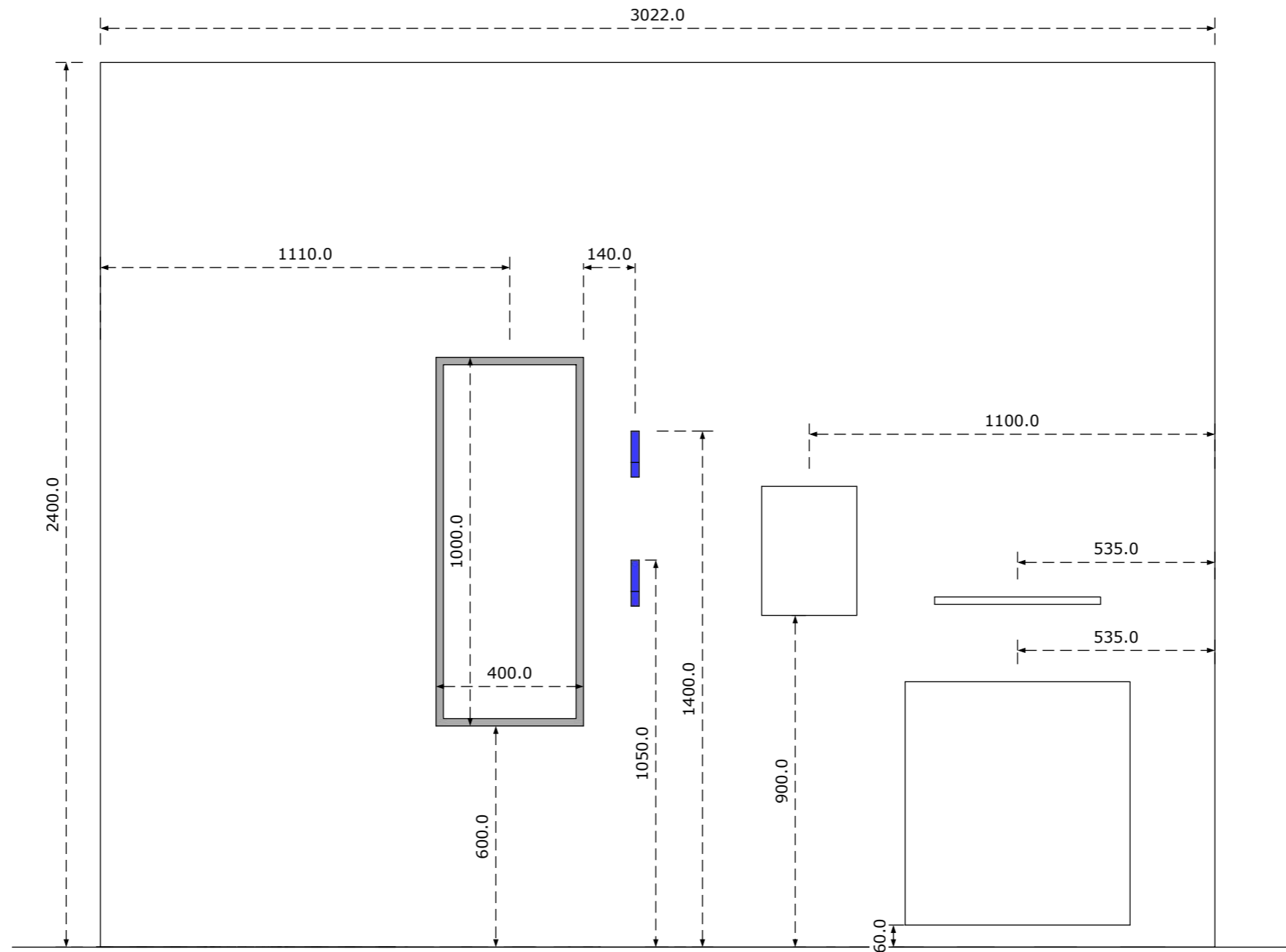
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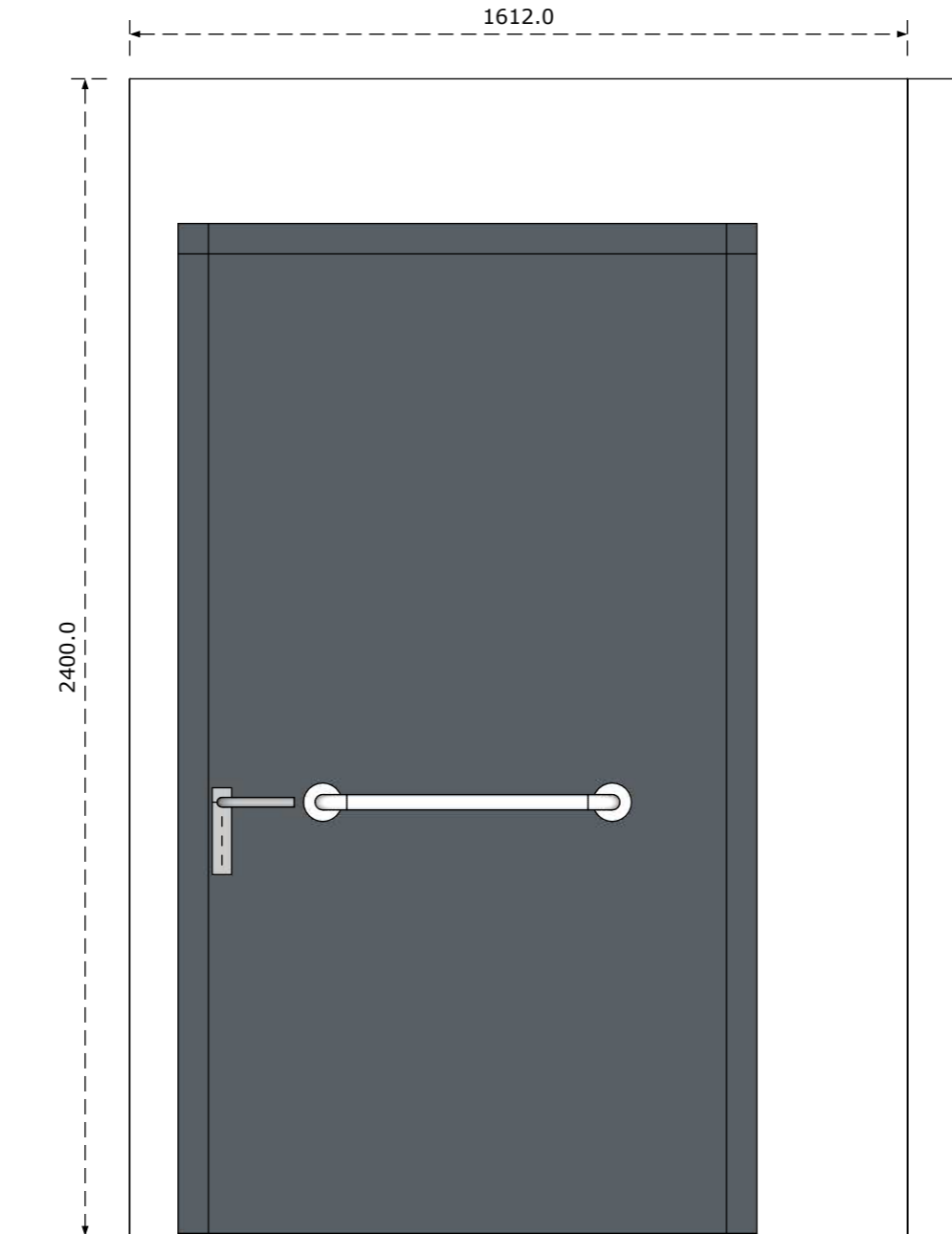
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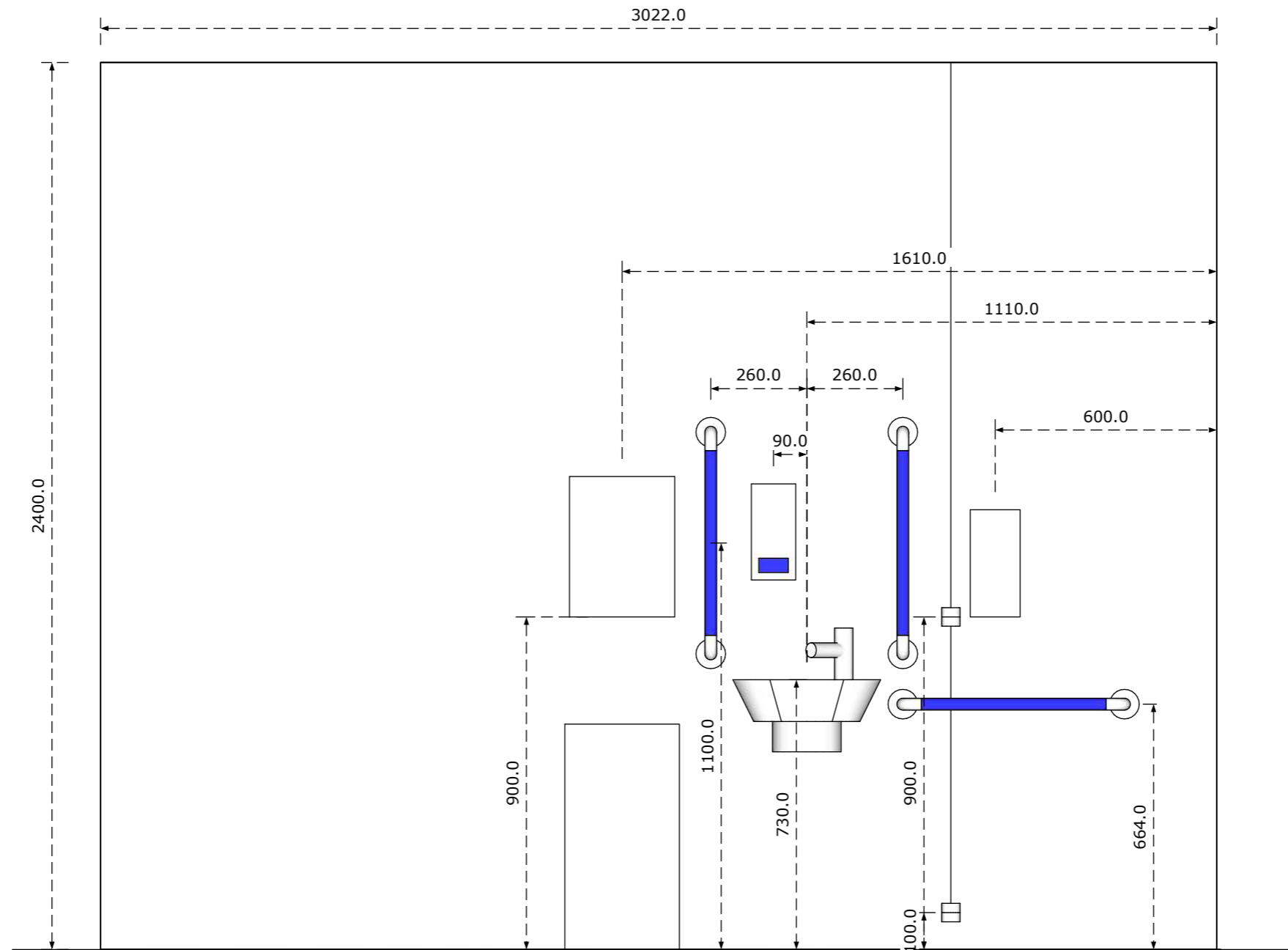
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scale	1:15@A3		0.6 m

Client

Hailsham Town Council

Site address

TBC



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Details of project and drawings

Project name: Shower Room and DDA
Drawing name: DDA - Equipment (Left)

number	RADPT.0001	version	1
date	12.04.2024	revision	0
scale	1:15@A3		0.6 m

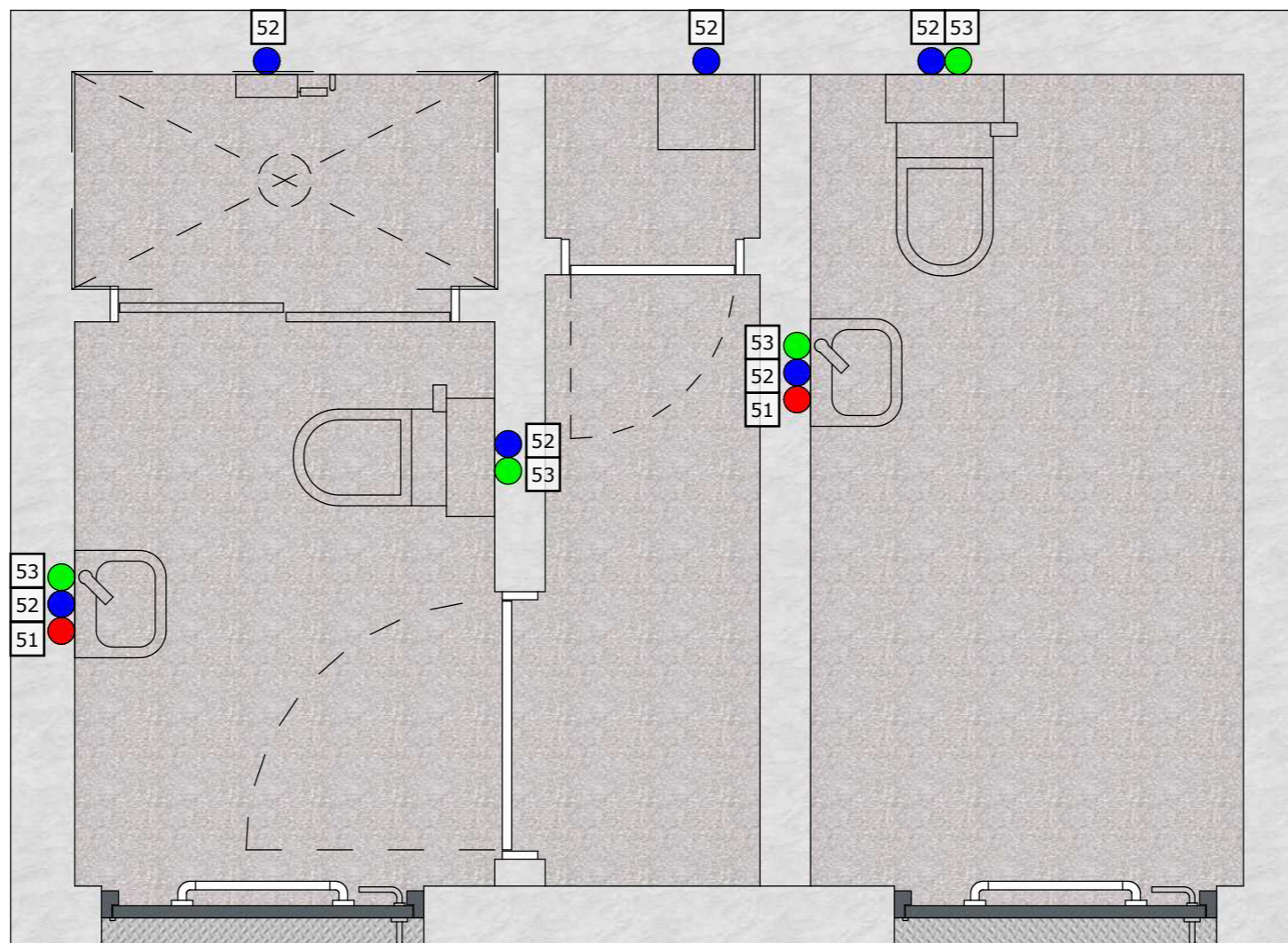
Client

Hailsham Town Council

Site address

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- 51 Hot water in
- 52 Cold water in
- 53 Waste out
- 54 n/a
- 55 n/a



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Details of project and drawings

Project name: Shower Room and DDA
Drawing name: Plumbing

number	RADPT.0001	version	1
date	12.04.2024	revision	0
scale	1:25@A3	1.0 m	

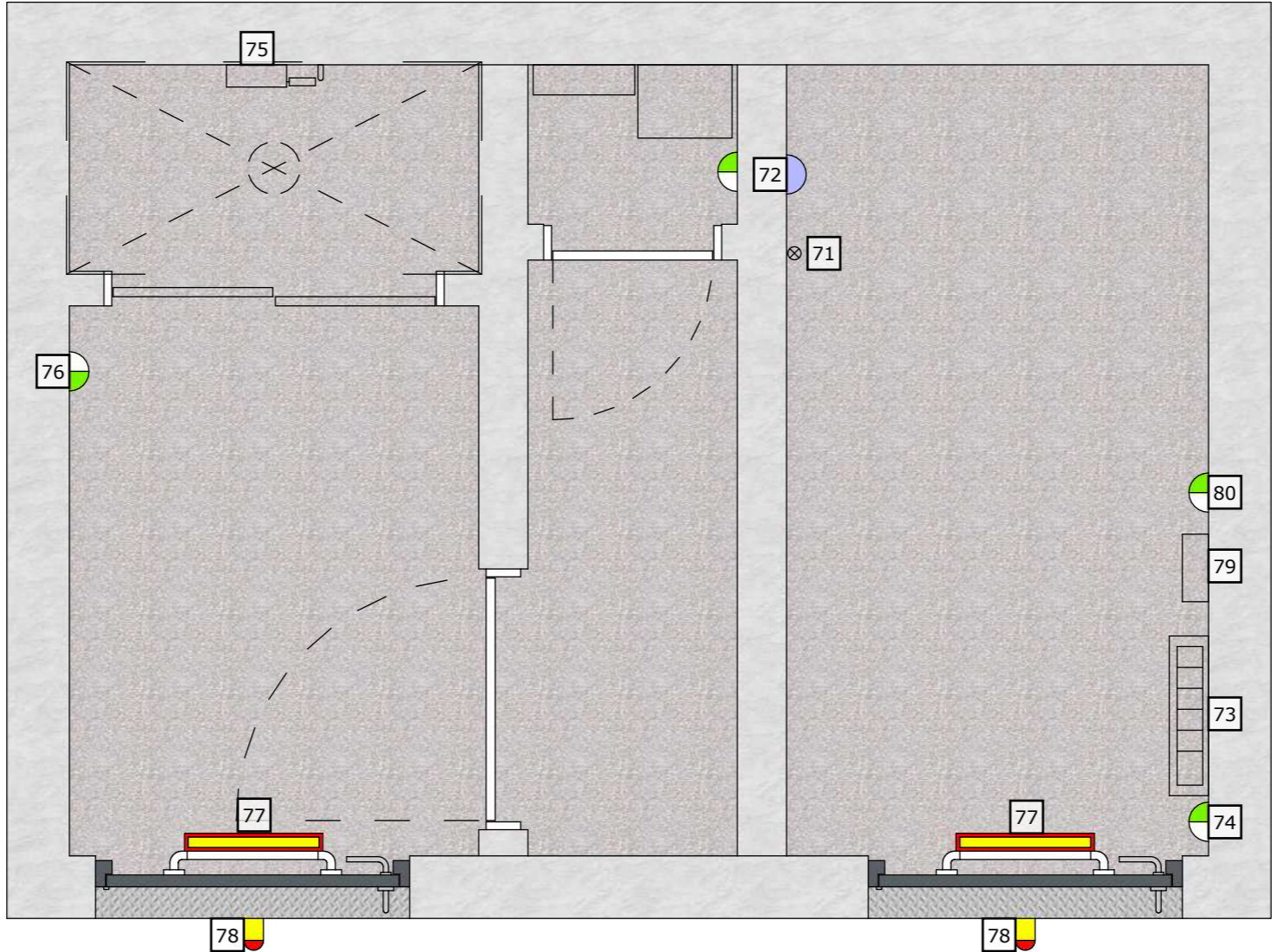
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- 71 Pull down alarm cord
- 72 Alarm reset button (900mm)
- 73 Electric heater
- 74 F/S for electric heater
- 75 Thermostatic electric shower
- 76 F/S for electric shower
- 77 Emergency EXIT sign
- 78 Beacon for alarm pull cord
- 79 Electric hand dryer
- 80 F/S for hand dryer



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Details of project and drawings

Project name: Shower Room and DDA
Drawing name: Electrics

number	RADPT.0001	version	1
date	12.04.2024	revision	0
scale	1:25@A3		1.0 m

Client

Hailsham Town Council

Site address

TBC