

## Bath & North East Somerset Council

MEETING:	<b>Bath Recreation Ground Trust Board</b>	
MEETING DATE:	<b>14 March 2013</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2532</b>
TITLE:	<b>Repairs and Maintenance Programme</b>	
WARD:	<b>Abbey</b>	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b> Appendix 1 – Recreation Ground Plan Appendix 2 – Schedule of reports undertaken at the Recreation Ground Appendix 3 – Required works 2013/14 Appendix 4 – Methodology and criteria for determining tree inspection frequencies Appendix 5 – Long Term works 2013 - 17		

### **1 THE ISSUE**

1.1 This report deals with the proposed repairs and maintenance programme for the Recreation Ground and also includes the roles and responsibilities to cover Health and Safety requirements.

### **2 RECOMMENDATION**

2.1 It is recommended that the Board approves the works and the consequent expenditure regarding; the repairs and maintenance work required in 2013/14, the annual health and safety and repairs and maintenance inspections, the annual tree inspections and the weekly health and safety and repairs and maintenance inspections.

2.2 It is recommended that the Board notes the schedule of long term works proposed for the period 2013 to 2017, with a view to carrying them out as soon as finances permit.

### **3 FINANCIAL IMPLICATIONS**

3.1 It is to be noted that the cost of the Repair and Maintenance works excludes fees. The costs given below are approximate figures and may be subject to formal tender.

3.2 The financial implications arising as a result of this report are:

- £14,650 - The cost of the required Repair and Maintenance works (2013/14), as set out in Appendix 3.
- £2,220 – The cost of the annual inspections for Health and Safety and Repairs and Maintenance, as set out in Appendix 2.
- £100 - The cost of the annual inspections of trees.
- £3,380 - The annual cost of weekly buildings inspections as detailed in paragraph 4.5 (b).
- £103,650 – The cost of 2013-17 long term works as detailed in Appendix 5.

### **4 THE REPORT**

4.1. The Trust is responsible for ensuring that the premises and grounds are fit for purpose and has an inspection and Repairs & Maintenance programme to support this. The areas shaded on the plan in Appendix 1 have been excluded for the purposes of this report as they are the responsibility of other parties (such as the Drama, Croquet and Rugby clubs) and not the Trust regarding Repairs and Maintenance and Health and Safety matters due to lease arrangements.

4.2 It should be noted that when the ground is booked the hirer takes on responsibility for the Health and Safety of those taking part and using the facilities that have been hired.

4.3 A summary of the Health & Safety and Repairs & Maintenance reports undertaken at the Recreation Ground are set out in Appendix 2. As a result of these reports some immediate works were needed and have been commissioned. Work that needs to be undertaken in financial year 2013/14 is detailed in Appendix 3. The works identified in Appendix 3 are planned works, reactive items are not detailed as these cannot be identified in advance and thus have not been included.

4.4 A further list of works required over the next 5 years is detailed in Appendix 5.

#### 4.5 Buildings:

- a) *Overview of current position:* The reports detailed in Appendix 2 have been undertaken at the Recreation Ground. The frequency of these reports is also detailed. Works required immediately have been commissioned and works which are required for 2013/14 are shown in Appendix 3. Works required over the next 5 years are detailed in Appendix 5.
- b) *Monitoring/inspection:* As a result of on-going Health and Safety and Repairs and Maintenance the following monitoring regimes have been put in place:
- Legionella testing – Prior to any letting of the Pavilion
  - Fire Risk Assessment – weekly
  - Alarm Testing – weekly
  - The keeping and managing of the records of all the testing undertaken at the site.

#### 4.6 Trees:

- a) *Overview of Current Position:* The trees on the Recreation Ground are currently inspected according to the Methodology and Criteria for Inspection Frequency as detailed in Appendix 4 taking into account the tree's age, condition and dimensions. The frequency of the inspections will vary dependent on the health and age of trees.
- b) *Monitoring/inspecting:* The current regime of regular inspections will be continued and any works identified required for public safety will be carried out. A 5 year programme of tree works will be produced taking into account the findings and recommendations of the management plan. Annual tree inspections will be undertaken.

### 5 RISK MANAGEMENT

- 5.1 The report author and Trust Board members have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

### 6 EQUALITIES

- 6.1 The management plan for the site will address the accessibility of the Trust's facilities to all users and will recommend any works needed to the site.

## **7 RATIONALE**

7.1 The Health and Safety and the Repairs and Maintenance works are required at the site in order to ensure the Recreation Ground is safe and fit for use.

## **8 OTHER OPTIONS CONSIDERED**

8.1 All information is contained within the report.

## **9 CONSULTATION**

9.1 Open Spaces, Finance and Property Services Sections of Bath & North East Somerset Council.

## **10 ISSUES TO CONSIDER IN REACHING THE DECISION**

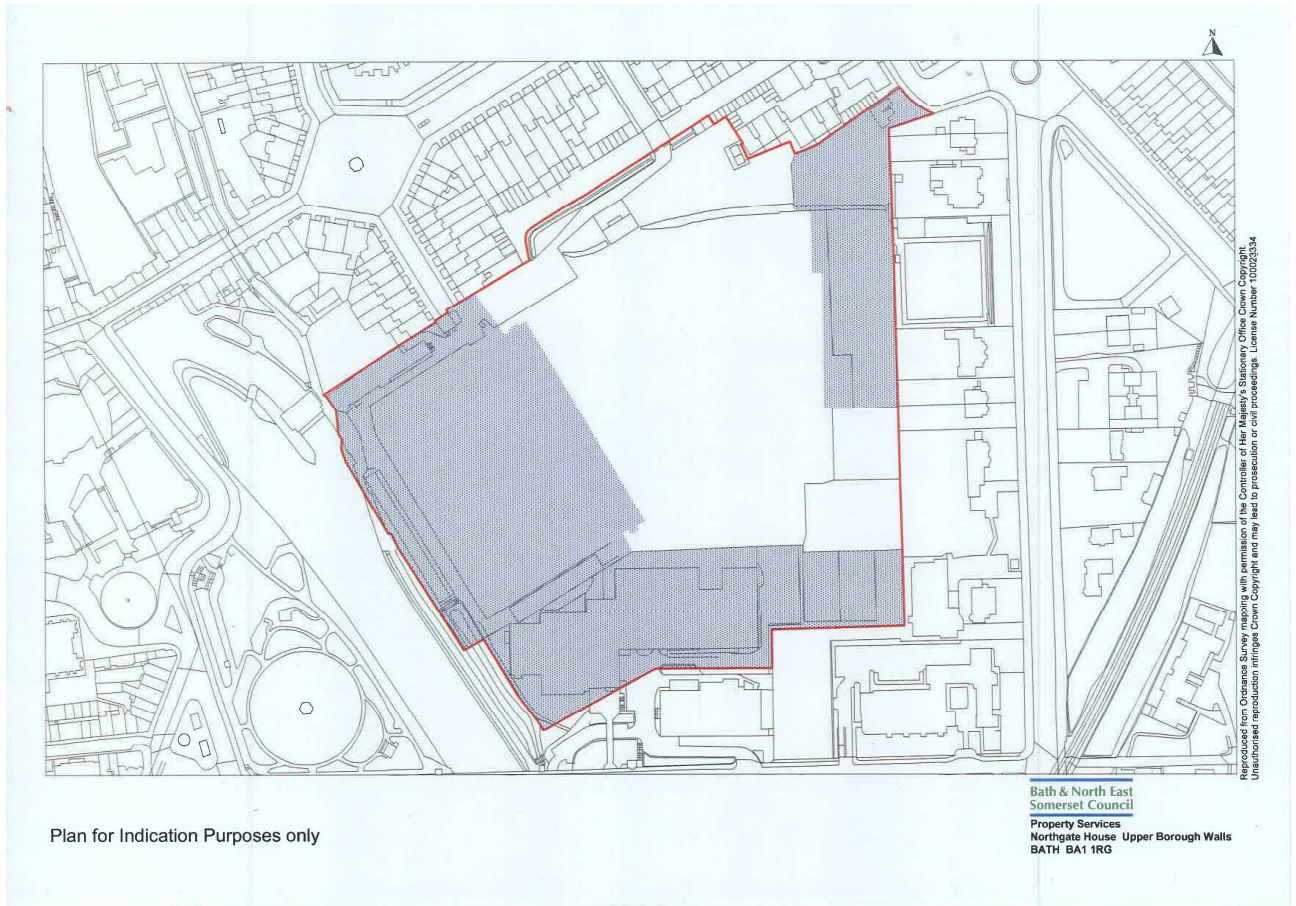
10.1 The effective management of the Health and Safety and the Repairs and Maintenance works is in the best interests of the beneficiaries of the Trust.

## **11 ADVICE SOUGHT**

11.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Joanne Long 01225 477661</i>
<b>Sponsoring Cabinet Member</b>	<i>Councillor David Dixon</i>
<b>Background papers</b>	<i>None</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

## Appendix 1 – Recreation Ground Plan



## Appendix 2 - Schedule of reports undertaken at the Recreation Ground

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1	Full condition Survey (5 yearly)
2	Asbestos Survey not including any subsequent sampling if asbestos is found. (1 off)
3	Management of Asbestos and update of register if Asbestos is found (Annually)
4	Legionella risk assessment (2 yearly)
5	Asset check list visit to site (Annually)
6	Fire risk assessment initial cost (1 off)
7	Glazing Survey (5 yearly)
8	Electrical Installation condition report (5 yearly)
9	Gas safe safety (Annually)
10	Portable appliance testing (Annually)
11	Servicing Emergency lights and testing (2 yearly)
12	Estimated BC management and annual fire risk assessment (Annually)

### Appendix 3 – Required works 2013/14

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Location	Work item	Cost
Pavilion	Film required on glazing that does not comply	£500
Pavilion	The existing door on the plant room is to be upgraded to a fire door	£500
Pavilion	General refurbishment of door seals	£1,000
Pavilion	Gas detection equipment	£2,500
Pavilion	Miscellaneous electrical works	£300
Pavilion	Clear downpipes, gullies and flat roofs. @ 3 times a year	£1,600
Toilet Block	It is recommended that the upgrading of the sanitary equipment and replacement of water heaters is undertaken.	£6,500
Toilet Block	Glazing to the front has been vandalised and needs replacing with glass or wooden panel.	£1,750
	<b>Total</b>	<b>£14,650</b>

## **Appendix 4**

### **Methodology and criteria for determining tree inspection frequencies**

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#### Principles of best practice

Risk assessment is a legal requirement and in this situation:-

- RISK (or its potential) is based upon the use of the specific location surrounding the tree. This takes 2 forms – volume of use (how many people) and speed of use (ability of user to take evasive action) - i.e. the driver of a speeding train is less likely to avoid a fallen tree than a pedestrian.
- HAZARD (or its potential) is based upon the condition/characteristics of the individual tree.

A reasonable tree management system should be proactive, prioritised, actioned and recorded.

- A pro-active approach should have a planned and prioritised strategy for tree surveying and inspections – targeting the trees with the highest risk and hazard potential.
- Any identified work can then in turn be prioritised and undertaken to reduce the hazard and risk of incident to an acceptable level.
- There must be clear lines of communication between those managing tree surveys/inspection and those managing tree works so that the most essential works are targeted effectively.
- A defensible system must have a clear audit trail and the details of each step must be recorded. Proof of inspections and the resulting tree work actions should be retained to show completion.

In order to achieve this it is imperative that the tree stock has agreed and clearly understood responsibilities and arrangements for their care and maintenance.

#### Regularity of Inspections

Tree inspection and re- inspection schedules are based upon risk zone categories and the findings of individual tree hazard assessments.

A key requirement is for all accessible trees to be inspected on a regular basis. The Trunk Road Maintenance Manual (used by Highways Authorities) recommends a 5 year maximum period between inspections by a competent arboriculturalist as a guide.

Based on the risk zone criteria a colour-coded map of the Recreation Ground can be developed to show the designated area risk zone categories. An inspection schedule can be set up and in conjunction with the details of the particular tree inspections will determine the date for re-inspection (see table 1).



**Table 1**

Risk Zone Categories	Risk Codes	Ezytreev Code	Examples (but not the comprehensive list of sites)
Very High Risk	<b>A</b>	RW SCHHI PAHI  RDA  PED	To be surveyed annually  <ol style="list-style-type: none"> <li>1. Trees near railway lines</li> <li>2. Schools (high risk areas)</li> <li>3. RVP play area (highly used all yr round)</li> <li>4. Arterial road traffic routes (B&amp;NES maintained – A4, A36,A37)</li> <li>5. Pedestrianised shopping areas</li> <li>6. Top priority trees in lower risk areas (big/old)</li> </ol>
High Risk	<b>B</b>	RDB PALO SPE PAR  CARHI SCH CARHI  CEM	To be surveyed every 2 years  <ol style="list-style-type: none"> <li>1. A roads</li> <li>2. Play areas and play grounds</li> <li>3. Special event sites</li> <li>4. Urban green areas</li> <li>5. Other city and town main car parks</li> <li>6. Schools</li> <li>7. High use car parks (Town centres/Charlotte St/P&amp;R's – as SLA)</li> <li>8. Cemeteries</li> </ol>
Moderate Risk	<b>C</b>	RDC PARHI  IND	To be surveyed every 3 years  <ol style="list-style-type: none"> <li>1. B roads + urban highway trees</li> <li>2. Well used park areas</li> <li>3. Business units (Wansdyke/Linear Way)</li> </ol>
Low Risk	<b>D</b>	RDC SS PARK  CARR U CARU R CBG	To be surveyed every 4 years  <ol style="list-style-type: none"> <li>1. C roads</li> <li>2. Residential OAP homes + SS sites</li> <li>3. Moderate use Park areas (Recreation fields/RVP areas/outskirt parks)</li> <li>4. Rural and residential car parks</li> <li>5. Lower use car park areas (as SLA)</li> <li>6. Closed Burial Grounds and Churchyards</li> </ol>
Very Low Risk	<b>E</b>	RDMIN FPCYC  WD	To be surveyed every 5 years  <ol style="list-style-type: none"> <li>1. Low use roads</li> <li>2. Cycle paths (Bath-Bitton/MSN Greenway)</li> <li>3. Paths in Woodlands</li> </ol>

## Appendix 5 – Long Term works 2013 - 17

Location	Work item	Cost
General Site	Localised repairs to the Tarmacadam car park	£2,000
General Site	Main yard area car park and drainage	£8,000
General Site	Low level timber fencing –perimeter car park	£1,200
General Site	Repairs to road and fencing to the rear of the pavilion	£2,000
General Site	Repairs to various pathways and steps	£3,200
General Site	Surface water drainage to lawncrete car park	£4,500
General Site	High level chain link fencing	£4,200
Pavilion	Internal Decorations	£5,300
Pavilion	External Decorations	£5,000
Pavilion	Replacement and mending of the flooring.	£6,500
Pavilion	New central heating boiler	£10,000
	Replacement and re-designing of the hot water distribution and storage system which runs the showers. New pipework, new shower heads, new mechanical ventilation, new hygienic water proof panels. Note; There would be cost efficiencies if these two items were carried out together	£28,500
Pavilion	Repairs to tiles and roof coverings	£2,200
Pavilion	Repairs to the external concrete plinth	£1,200
Pavilion	Repair broken gullies and pipes	£500
Pavilion	Clear downpipes, gullies and flat roofs. @ 3 times a year for 4 years	£6,400
Toilet Block	External decorations	£1,750
Toilet Block	Internal decorations	£2,500
Ticket Booths	Re-decorate/re-touch	£1,200
Workshop	Rainwater goods, cracks in the stone work	£2,500
General site	Tree works	£5,000
	<b>Total</b>	<b>£103,650</b>