



ASSETS AND SERVICES WORKING GROUP

TOWN COUNCIL MEETING

REPORT 29/23

22 MAY 2023

The purpose of this Report is to ask Members to Members to respond to the recent changes in the membership of its Assets and Services Working Group.

NO. DETAILS

1) BACKGROUND

- a) The Town Council's Assets and Services Working Group first met as its Public Buildings Working Group in February 2014, changing to the current title in March 2017.
 - b) Across those nine years it has met regularly and over the latest four years it has met every two weeks.
 - c) It has central to and essential for the development of the Town Council's now remarkable asset base and its ongoing maintenance, insurance and legal compliance requirements.
 - d) Fundamental to its work has been the major contributions of both Councillor James Toogood and Councillor Brian Lucas through the experience, knowledge of the relevant trades and commitment to ensuring the best possible asset base for the Town Council and the town's residents.
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2) SIGNIFICANT CHANGES

- a) The resignation of James Toogood from the Town Council and the withdrawal of Councillor Brian Lucas, the Group's recent Chair, poses a significant risk to the Town Council and the assets it is responsible for.
 - b) The new membership of the Group as agreed at Monday's Annual Town meeting of Councillors Phil Warren, Julie Hutchison and Ian Bond do not have the experience of the two that have left.
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3) WORK IN PROGRESS

- a) The assets for which the Town Council is responsible are: Salisbury Gardens, Boniface Fields, Spring Hill Gardens, four public toilets, four car parks, Ventnor Central, Putting Green, First Aid Hut, Paddling Pool, Outdoor Gym and Ventnor Park.
 - b) The extent of the required development and maintenance is evident from James Toogood's list of related works that he was involved with at the time of his resignation.
 - c) The list is attached to this Report.
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4) RECOMMENDATION

The Town Council is recommended to respond to the matter identified in this Report.



VENTNOR TOWN COUNCIL

ASSET WORKS IN PROGRES

JAMES TOOGOOD

14 MAY 2023

LIST PROVIDED BY JAMES TOOGOOD ON 14 MAY 2023

- New fire door to the ground floor of the Central facing the car Park. Need a quote to be replaced
- Slates to be replaced on main roof . Need a quotation for replacing.
- Removing Ivy to front corner of the Central facing the road . IWC has been asked many times but no response . All the time this is not removed damage will be done to the stone wall and roof.
- Sea front female toilets. New ply ceiling including insulation to. Ply to be fixed with Stainless Steel fixing
- Second quotation required for electrical work at the sea front toilets - see file
- Electrical Lock to main front door VTC needs adjustment to gain more security .
- Second quotation required for fire emergency lighting to main landings at VTC main stairs - see file
- Ceiling to top office needs to be made good and painted to same area
- This work will have to done with arrangements with Mr Webb
- Small areas to the Ceiling and walls to disabled toilet at lower ground floor needs treating and painting
- Planning needs to move forward QUICKLY as the planning permission run out on the Portacabins. Time is not on VTC side - see file
- Small pair metal gates on the road side to community shed needs to be blocked off as requested by Planning Officer.
- The industry site at upper Ventnor needs moving forward - see file
- New Roof and repointing Stone walls to VTC main building.
- VTC has employed Shaun Woolford Surveyor .To provide VTC with a
- report to confirm that the deterioration of the stone walls and roof has not
- happened since VTC has taken over the building .
- Shaun gave me a cost of £700.00 plus vat to carry out one site visit. I had a meeting with Shaun included the report .Shaun will need more information before he can send the report . With Shaun's report VTC can go to the IWC and asked for help with cost towards this work
- If VTC asked Shaun to do extra work his hourly rate is £125 - this needs to be
- confirmed - see file
- Electric test to VTC main building needs to be done every 5 years - see file
- Legionnaires report is once a year it will ask for the dead leg to the top toilets to be removed. To do this it a big job - with that we leave it as it's doing any harm .
- It will also say there is no shut of valve to the out side tap in Spring Hill .Its in the drain pit.
- When the report comes in I have Datawarm Plumbing to check it over as the
- Regulations alter from year to year. See file
- T**he pumps we supply for watering the Cascade and the Park
- This has been done to stop the need for tap water . By using the pumps it can save VTC around one thousand pounds a year on its water bill .

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- We need one more suction pump - it's around £400 and can be purchased from J H Toogood's and Son on 01983 528167 or 07944595871 I'm not sure what site needs it .A Councillor needs to do a site visit to make sure the pumps are being used on both sites. IF not the gardeners need to be told that the pumps have been purchased.
 - To stop using tap water on both sites as it is a lot easier to turn a tap on then to set up the pumps.
 - *Memorial bench's some one needs to take this over I have one more to do
 - The new but unused road cleaner needs to be sold . David said if we can get £700 for it .That money will help pay for security cameras over looking Spring Hill Gardens
 - Spring Hill Gardens needs looking over once a week . At the same time it's needs litter
 - Picking by a Councillor.
 - If the plants need pruning or replacing because of damage or if the site needs weeding or tidying up . Report to the office .
 - Before the Christmas tree goes up the electrical supply to the tree needs to be tested
 - I have re fixed the fountain back on to the base once.The children moved it from its base again.
 - This time it needs SS rods drilled in to the base and fixed back with resin
 - Mr Grainger who has a holiday flat above Tescos wife said she will repair the fountain FOC .This is her business Repairs to stone work like this fountain. The repairs can only be done when she comes to Ventnor on holiday.
 - Mr Grainger said he will give VTC £300 to help pay for security cameras looking over Spring Hill Gardens he's contract no is 07970234512
 - VTC has to many people with keys for the green room .With that it's a insurance problem as we don't know who is in the building . To stop this the key box out side needs removing.
 - Chant locks have a new lock and seven number keys .Thats one for each staff and one spare to kept in the office .
 - Some one needs to contact them to arrange this work to be done.
 - I have asked Graham Potter for a cost to supply and fix new gates to the work men's yard at the park
 - When you have this the office need to talk to IWC to pay for the new gates
 - One of the information board on the sea front opposite the paddle pool the right hand lock on the underneath needs replacing
 - One of the small historical information board on the sea front. Its the one at the spy glass end .it needs replacing Steve Cooper can help on this see file
 - Out side the females toilets we had the soil removed from the plantings area.
 - This was done as water was coming through the building into the toilets.
 - Something needs doing with this to this area to make it look nice
 - The Toilets at Bonchurch sea front as they are a damp area the electrical needs to be tested one a year.
 - If we have a dry summer the roof on the sea front toilets will need watering .
 - The notice board at the out fit needs to be cleaned and taken over and keep up together with correct information .
 - Around July of each year the out fit equipment needs to check over . Then a report with photos of any work needs to be done. With that the office will arrange for the work to be done.
 - The equipment needs to be checked over ones a month by a Councillor any damage report to the office.
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- Any tree problems in the park needs to be reported to Tony Gillingham tree office at IWC
 - The park has no electrical test Certificate. David has ask many times for this. From IWC . No one new about this and said someone would come back to us . This is urgent as in law the park should be closed
 - I have two quotation for work to some trees at the allotments - Phil Warren knows about this - see file
 - **ALL FILES WILL BE IN THE OFFICE THIS WEEK**