

## CABINET MEMBER DECISION RECORD TEMPLATE

This form should be used to record Executive decisions taken by Cabinet Members

<p><b>Decision Ref. No:</b></p>
<p><b>Responsible Officer:</b> Ed Alexander - Planning and Contracts Manager, Parks</p>
<p><b>Subject:</b> To lease Stores (former public conveniences) Meyrick Park to Oakmeadians Rugby Club Ltd.</p>
<p><b>Decision taken:</b> To offer a 5-year lease of the former Public Conveniences known as Stores in Meyrick Park to Oakmeadians Rugby Club for storage in connection with the clubs use of the adjacent Sports Pavilion.</p>
<p><b>Reasons for the decision:</b> The former PC's have been surplus to requirements for a number of years and whilst unused were attracting high levels of Anti- Social Behaviour. Oakmeadians have struggled with storage for bulky items such as Rugby Post protectors and therefore, asked if they could use this for their additional storage.</p>
<p><b>Call-in and Urgency:</b> Subject to normal call in procedures</p>
<p><b>Background:</b> The property is a small detached building that was previously in use as a Public Convenience situated in Meyrick Park which is freehold of Bournemouth Borough Council and held in the Five Parks Trust. The building was built in the 1930's and is a prefabricated construction and is only accessible on foot.  The building underwent alterations to change it from a public convenience to a store in 2012 it has been used as a store for the Rugby club since that date.</p>
<p><b>Options - and reasons for rejection:</b> Do nothing - rejected as the block would be vulnerable to further anti-social behaviour which would increase costs and officer time in responding to incidents. Demolish building -rejected as Oakmeadians are a successful local rugby club with limited storage available they would need to construct another store if this one was removed. Rent building to another party - rejected because the building is just two empty rooms with poor access, no windows and therefore, could only be used as a store.</p>
<p><b>Consultations undertaken:</b> Property services have written the Charity commission valuation report to support the development of the new lease. They have also been actively involved in negotiating terms for the new lease historically.</p>

A Disposal of Open Space notice was published in the Bournemouth Echo in November 2015 and no representations were received.

The Head of Construction and FM was consulted, and the building is out of scope so, would be let on a full repair and maintenance lease not affecting the FM budget.

**Finance/Resource Implications:**

There is no capital input required there will be a small revenue benefit to Parks in the form of a rent. No other ongoing officer resource required as it will be managed as part of the overall Oakmeadians Lease and Management Agreement for Meyrick Park.

Name: ADAM RICHENS  
Date:

Signature: (of Chief Finance Officer)

6/3/2019

**Legal implications:**

A CMD is being completed as the land forms part for the Five Parks Trust. Legal services have drafted a lease for the property

Name: TANYA COULTER  
Date:

Signature: (of Monitoring Officer)

06/03/19

**Risk assessment:**

A risk assessment has been undertaken and this project has come out as 'low' impact, the initial risk assessment can be found attached to this document.

Name: ED ALLEN

Signature: (of Officer completing assessment)

Date: 12/3/19

**Impact Assessments:**

An Environmental Impact Assessment has been completed and can be found attached to this document. This project has no impact on the environment as it will require no additional resource and does not change from the current position.

An Equality and Diversity Impact Assessment has been undertaken and can be found attached to this document. Due to the nature of this project, the use of a storeroom will have no impact on Equality.

**Information for/not for publication:**

N/A

**Background papers:**

No background papers

Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer

Yes/No\*  
(\*Delete as  
appropriate)

Decision taken by:

Councillor LAWTON (Print  
name) Cabinet Portfolio

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Signed:

Date of decision: 12.3.19.

Date of publication of record of decision: (to be inserted by Democratic Services)

Date decision effective - that is 5 working days after the date of publication of the record of decision unless the decision is called-in for consideration by the relevant Overview and Scrutiny Panel:

-insert  
date-

## Environment Impact Checklist for all Cabinet Reports

**Issue:** Lease of the former public convenience at Meyrick Park for a period of 5 years to Oakmeadians Rugby Club.

**Meeting Date:** 15<sup>th</sup> February 2019

**Accountable Manager:** Ed Alexander, Contracts Manager - Parks

**Impact Assessor:** Louisa Forrester

Key	
+	Balance of positive Impacts
?	Balanced or unclear impacts
-	Balance of negative impacts
n/a	Not applicable

Impact Criteria	Impact	Comments
<b>Natural resources</b> impact on use of natural resources - for example energy, water, raw materials	?	The building is going to be used a store room and therefore, no services will be used.
<b>Quality of environment</b> contribution to safe and supportive environments for living, recreation and working	?	No change to the current position of the building. The building will be used and access which reduces the risk of anti-social behaviour on site.
<b>Bio-diversity</b> protects and improves wildlife and habitats	?	No change to current position.
<b>Waste and pollution</b> effects on air, land and water from waste and emissions	?	No change to the current position. Building is to be used a store and therefore, no waste will be produced and it should not affect the local environment.

<p><b>Council Priority and Objectives for Improving our Environment:</b></p> <ul style="list-style-type: none"> <li>• Reduce traffic congestion</li> <li>• Improve streetscene</li> <li>• Improve recycling &amp; energy management</li> <li>• Respond to climate change</li> <li>• Improve quality of existing space</li> </ul>	<p>?</p>	<p>The decision will ensure that the building is maintained for use going forward and the asset is safeguarded. It will also ensure that the site is protected from any potential anti-social behaviour.</p>
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Please complete and save your checklist, and email a copy to Lee Green, Environment Strategy & Sustainability Manager @ [lee.green@bournemouth.gov.uk](mailto:lee.green@bournemouth.gov.uk)

If you would like help in completing this checklist or would like to request a change, again contact Lee Green by email or call on 01202 451144.

### Equality Impact Needs Assessment (Due regard) Screening Record

1. Title of Policy/Service/Project	To enter into a 5 year lease with Oakmeadians Rugby Club for the former public conveniences at Meyrick Park to be used as a store
2. Date of screening	15 <sup>th</sup> February 2019
3. Service Unit	Housing and Communities
4. Lead Responsible Officer	Ed Alexander
5. Job Title	Contract Manager – Parks
6. Members of the Assessment Team	Louisa Forrester

If the answers to the following questions are Yes or Don't know, then a full EINA will need to be carried out.

7. Does the policy/service/project affect service users, employees or the wider community? (This is not just about numbers. A potential to affect a small number of people in a significant way is as important as a potential to affect many people)	No - no change of use
8. Is it a major policy/service/project, with a significant affect on how functions are delivered?	No - no change of use
9. Will it have a significant effect on how other organisations operate?	No
10. Does it involve a significant commitment of resources?	No - reduces the commitment of resources
11. Does it relate to an area where there are known inequalities? (e.g. the gender pay gap, racist or homophobic bullying in schools etc)	No - no change of use. Storage facility has no impact
12. Does it relate to a service that is currently underused by people it should reach?	No - no change of use
13. Does the policy/service/project relate to functions that previous consultation have identified as important to a particular group?	No - to be used a storage facility for the rugby club

14. Do different groups have different needs or experiences in relation to the policy/service/project?	No
15. Is there likely to be a positive or negative impact in terms of equality?	Neutral - has no impact on equality

It is not necessary at the screening stage to identify adverse or differential impact

It is important to remember that even when it is decided that a policy/service/project does not require an EINA, it remains subject to the general duties. Not carrying out a full EINA places our council at greater risk of legal challenge because it cannot use the EINA process to meet our [Public Duties](#) around equality. It also means, more importantly, that opportunities may have been missed to enhance equality.

16. If you have answered no to the questions above and do not intend to carry out an EINA, please explain why?  
This decision will not impact the use/status of the site and will not affect any groups in any way. It is for storage purposes only.



# Initial Risk Assessment



PROJECT NAME:

Lease of Former Public Conveniences, Meyrick Park

PROJECT NUMBER: *To be obtained from PMO*

PROJECT RISK LEVEL:

LOW \*

Table 1 - Suggested criteria on which to score the type of project (please tick appropriate category)

CRITERIA				Score
1) Duration of Project	0-6 months <input checked="" type="radio"/>	7-12 months <input type="radio"/>	Above 1 year <input type="radio"/>	2
2) Effort	1-4 people (FTE) <input checked="" type="radio"/>	5-10 people (FTE) <input type="radio"/>	11+ people (FTE) <input type="radio"/>	1
3) Business Impact	Service Unit/Service <input checked="" type="radio"/>	More than 1 SU <input type="radio"/>	Council/External <input type="radio"/>	3
4) Priority	Desirable <input checked="" type="radio"/>	Highly Desirable <input type="radio"/>	Essential <input type="radio"/>	1
5) Costs &/or Savings	Up to £250k <input checked="" type="radio"/>	£251k-£500k <input type="radio"/>	Over £501k or if project is to be funded through prudential borrowing <input type="radio"/>	2
6) Risk Impact	Low Impact - Minor service disruption/inconvenience, minor injury, small financial loss, isolated service user complaint. <input checked="" type="radio"/>	Medium Impact - Service disruption, More serious injury or financial loss, adverse media coverage, numerous service user complaints <input type="radio"/>	High Impact - Significant or total service disruption, major disabling injury or fatality, high or catastrophic financial loss, adverse national media coverage, ministerial intervention in service running. <input type="radio"/>	1
				Risk Score
				10

A numerical rating is applied to each cell (see Table 1) For example a 'Priority' of 'Highly Desirable' is worth 3 points and a 'Cost' of '£501-£1m' is worth 5 points. Totalling the points scored for each 'criteria' gives a project score. This score is then mapped against a project-risk status in Table 1 below:

Project Risk Rating	Points Total
Low	Between 10-18
Medium	Between 19-35
High	36+