

**Purchase of park utility vehicle**

<b>Final Decision-Maker</b>	Cobtree Manor Estate Charity Committee
<b>Lead Head of Service</b>	John Foster – Head of Regeneration and Economic Development
<b>Lead Officer and Report Author</b>	Mike Evans – Leisure Manager
<b>Classification</b>	Public
<b>Wards affected</b>	Boxley

**Executive Summary**

A report requesting authority to purchase a park utility vehicle to support the day-to-day work of the Cobtree Park Team

**Purpose of Report**

A report requesting authority to purchase a park utility vehicle to support the day-to-day work of the Cobtree Park Team

**This report makes the following recommendations to this Committee:**

1. That budgetary spend of £9,500 is approved for the purchase of a nearly new utility vehicle.
2. That delegated authority be given to the Head of Regeneration and Economic Development, in consultation with the Chairman of Cobtree Manor Estate Charity Committee, to agree the final expenditure on the nearly new utility vehicle should the cost be above £9,500

**Timetable**

<b>Meeting</b>	<b>Date</b>
Cobtree Manor Park Charity Committee	18 March 2020

# Purchase of park utility vehicle

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	The work of the charity links directly to its charitable objectives and the corporate priorities for the council.	Mike Evans – Leisure Manager
<b>Cross Cutting Objectives</b>	The work of the charity links directly to its charitable objectives and the cross cutting objectives of the council.	Mike Evans – Leisure Manager
<b>Risk Management</b>	There are no risk management implications in accepting the recommendation in this report. There are risks associated with not accepting the recommendation. These are outlined in 3.1, 3.2, 3.3 and 4.3	Mike Evans – Leisure Manager
<b>Financial</b>	Funds have been set-aside in the capital programme for the purchase of this vehicle.	Paul Holland, Senior Finance Manager
<b>Staffing</b>	We will deliver the recommendations with our current staffing.	John Foster – Head of Regeneration & Economic Development
<b>Legal</b>	Under the Council’s Constitution the Committee as Corporate Trustee is responsible for all matters relating to the Charity with the exception of daily management which will be undertaken by the Director of Finance and Business Improvement. There are no specific legal implications in accepting this recommendation.	Legal Team
<b>Privacy and Data Protection</b>	There are no new implications as a result of this report and recommendation.	Policy and Information Team
<b>Equalities</b>	No impact identified as a result of as a result of this report and recommendation.	Policy and Information Team
<b>Public Health</b>	The Cobtree Estate works towards improving the health of residents through its day-to-day operations	Senior Public Health Officer

<b>Crime and Disorder</b>	Crime and disorder implications are managed day-to-day in line with council procedures and policies	Mike Evans – Leisure Manager
<b>Procurement</b>	On accepting the recommendations, the Council will then follow procurement exercises for the purchase of the utility vehicle. We will complete those exercises in line with financial procedure rules.	John Foster – Head of Regeneration and Economic Development & Section 151 Officer

## 2. INTRODUCTION AND BACKGROUND

- 1.1 Since 2014 the Cobtree Park Team have used a second hand golf buggy to access the site and complete routine tasks. This vehicle is battery powered golf buggy with no modifications for maintenance or utility work.
- 1.2 The golf buggy suffered a break down in November 2019 and £908 was spent repairing it and making it useable again. Since then, with the winter rainfall and soft going in the park, it has not been possible to use the golf buggy which does not have modified tyres.
- 1.3 A utility vehicle is a key piece of park equipment. It enables the park rangers to access all areas of the park quickly, to transport tools and materials with them, and to complete tasks efficiently and effectively. The disadvantages of not having a suitable vehicle to use have been felt in February and March 2020 when rangers have to walk long distances, carrying tools with them, before commencing routine tasks. This is adding to the inefficiency of tasks and having a demoralising effect on the staff as they undertake their routing duties.
- 1.4 The 2019/2020 capital programme includes £9,000 for a “new golf buggy for the ranger”.
- 1.5 The Cobtree Park Manager has worked with colleagues at the Maidstone Borough Council depot to obtain quotations for more suitable vehicles and trade in quotations for the current golf buggy which does have some trade in value.
- 1.6 Permission is now requested to purchase a utility vehicle.

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## 3. AVAILABLE OPTIONS

### **Not purchase a utility vehicle**

- 3.1 Committee could decide to not purchase a utility vehicle. This would lead to continued inefficiencies, continued physical strain and continued demoralisation on site at Cobtree Park. **This option is not recommended.**

### **Defer the purchase of a utility vehicle**

- 3.2 Committee could decide to defer the purchase of a utility vehicle. This would also lead to continued inefficiencies and continued impact on site. It will also leave the park looking less attractive than is possible as we head in to the peak season. **This option is not recommended.**

### **Purchase a brand new utility vehicle**

- 3.3 Quotations have been obtained for a brand new utility vehicle. These come in more than the agreed capital budget. On inspection, they will deliver what is needed for the park, but better value for money can be obtained by looking at nearly-new options. **This option is not preferred.**

### **Purchase a nearly new utility vehicle**

- 3.4 Through the collection of quotations from suppliers Cobtree Park has been offered a nearly new utility vehicle that has 50 hours usage, is still under warranty and has the potential of additional equipment being added to it. **This will support the work of the park team and is the preferred option.**

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## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The nearly new vehicle (appendix 3) has been test driven at Cobtree Park by the park rangers. It is in good condition, having only been used for 50 hours, and meets the needs of the rangers for their day-to-day tasks. It matches the outline spec of the vehicles in appendices 1 and 2, albeit there are a few differences. The nearly new vehicle comes with £2,000 of added extras already fitted to it.

### **Price**

- 4.2 The quotation for the nearly new vehicle (appendix 3) shows the vehicle is available for £7,860 inclusive of VAT. A new Kawasaki Mule, without £2,000 of extras already fitted, retails at £8,495. Appendix 1 is a new vehicle costing £10,794. Appendix 2 is a new vehicle costing £11,994.
- 4.3 The preferred quotation also allows for some further modifications, which will tailor the vehicle to the park setting even further. These items will make it more useful in all weathers and will maximise the work that park rangers are able to deliver in the park. Fitting road lights and orange lights to the vehicle will make moving around the park when the public are present more safe. Making the vehicle accessible to the road is essential and will make it possible to store the vehicle at a nearby secure storage facility. It will also make it easier to access other areas of the estate when required.
- 4.4 The total price of the utility vehicle is £7,860 inclusive of VAT. A £600 buy back option on the current golf buggy is available. The nett spend on the nearly new utility vehicle is £7,160. The additional items, which will maximise the benefit this vehicle will bring to the park and enable it to be stored securely in Aylesford will take the total nett spend to £9,387.55.

- 4.5 Appendix 1 is for an electric utility vehicle. The price of this vehicle is £11,994, without the same level of utility as the preferred option. This vehicle would be more environmentally friendly and would be viewed as more environmentally friendly but practically there isn't currently a facility to charge this vehicle in the park because of the recent security concerns of the park ranger storage container. This vehicle would not be chargeable at the new storage facility.
- 4.6 The environmental impact of a petrol vehicle will be offset by other park sustainable park improvements, deliverable as part of the park's new management plan.
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## **5. RISK**

- 5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. That consideration is shown in this report at paragraphs. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.

## **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 No public consultation has been undertaken but staff have been consulted
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## **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 Once permission has been granted the necessary steps to complete the purchase will be undertaken
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## **8. REPORT APPENDICES**

- Appendix 1: Quotation for new Yamaha UMX AC utility vehicle
  - Appendix 2: Quotation for new Yamaha UMX Petrol utility vehicle
  - Appendix 3: Quotation for nearly new Kawasaki Mule
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## **9. BACKGROUND PAPERS**

- None