

# Asset and Responsibility Register

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HOLBROOK PARISH COUNCIL

Author: Jo Hazlewood

Clerk to Holbrook Parish Council

Updated March 24 v. 11

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## 1. Introduction

This document contains details of all Assets and Responsibilities held by Holbrook Parish Council as at 31<sup>st</sup> March 2024.

It is acknowledged that some of the valuation figures have been arrived at through best endeavours using the information known to us at the time.

This document will be reviewed by the Council at least annually. Assets will be entered, adjusted or removed as and when appropriate.

Jo Hazlewood  
Parish Clerk

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Version 10 adopted at Parish Council Meeting 20<sup>th</sup> March 2023

Version 11 adopted at Parish Council Meeting on 18<sup>th</sup> March 2024

Signed:

Jo Hazlewood  
Parish Clerk

CLLr John Ambrose  
Chairman

## 2. Assets

\*Key: PP = purchase price

Index	Description	No.	Location	Date of acquisition	Total value	Basis of valuation*	Insured Value
1	Village Sign	1	Church Green	1977	£ 290.00	Historic	£ 500.00
2	Bus shelters	2	O/S The Compasses PH, Woodlands Road junction Ipswich Road		£ 1,452.00	Historic	£ 7,000.00
3	Teak benches	2	Church Green, Alton Green	Jun-06	£ 1,131.00	PP	£ 581.00
4	War memorial	1	Church Green		£ 726.00	Historic	£ 726.00
5	Dog bins	11	Various	from pre-2004 onwards	£ 718.00	Historic	£ 0
6	Waste bins	19	Various	from pre-2004 onwards	£ 2,160.00	Historic Replacement Cost	£ 0
7	Noticeboard	1	Lower Holbrook Marsh Gate	Aug-06	£ 223.00	PP	£ 300.00
8	Noticeboard	1	Heathfield Road junction The Street	Mar-05	£ 278.00	PP	£ 300.00
9	Footpath map in display case	1	Outside Co-op, The Street		£ 350.00	historic	£ 350.00
10	Grit bins	7	Heathfield Road junction The Street – Corner Clifton Wood/The Street, Heathfield Road/Reade Road, Halpenny Field, Jervis Close/Mill Rise, Berners Field, Heathfield Road/Five Acres	Oct-03 & Feb 22	£ 95.00	PP	£ 665.00
11	All weather surface	1	Reade Field	Mar-08	Removed		£ 0
12	Balance weave	1	Reade Field	Mar-08	£ 465.00	PP	£ 465.00
13	Basket ball court surface	1	Reade Field	Feb-08	£ 5,445.00	PP	0
14	Basket ball posts	2	Reade Field	Jul-08	£ 7,710.00	PP	£ 2,800.00
15	Climber frame Lighthouse (yellow)	1	Reade Field		Removed		£ 0
16	Climber frame Look out (red)	1	Reade Field		Removed		£ 0
17	Climber frame Spaceship (green)	1	Reade Field		Removed		£ 0
18	Swing junior 1 bay 2 seat (near to wildflower area)	1	Reade Field		£ 1,500.00	Historic	£ 3,500.00
19	Swing toddler 1 bay 2 seat (on playground)	1	Reade Field		£ 1,646.00	Historic	£ 3,500.00

20	Wobble board – spring beam and stepping stones	1	Reade Field	Mar-08	£ 220.00	PP	£ 220.00
21	Goal posts metal 5 a side	2	Reade Field		Removed	PP	£ 0
22	Log traverse, suspended with bollards (swinging logs)	1	Reade Field	Mar-08	Removed	PP	£ 0
23	Multiplay toddler (small slide)	1	Reade Field	Apr-15	£ 4,716.00	PP	£ 4,716.00
24	Roller balance beam with rope (Rocknroll log)	1	Reade Field	Mar-08	£ 720.00	PP	£ 720.00
25	Slide – embankment – platform (big slide)	1	Reade Field	Mar-08	Removed	PP	£ 0
26	Tram tracks (Rope walk)	1	Reade Field	Mar-08	£ 570.00	PP	£ 570.00
27	Trapeze rings with bollards (trapeze swing)	1	Reade Field	Mar-08	£ 730.00	PP	£ 730.00
28	Goalposts – full size	2	Reade Field	June 22	£ 1,359.00	PP	£ 1,359.00
29	Log benches	7	Reade Field: 5 adjacent to play area, 1 Enchantress entrance, 1 wild area		£ 109.00	Historic	£ 0
30	Pavilion building	1	Reade Field	May-03	£ 29,929.00	Replacement	£ 60,000.00
31	Pavilion contents	Misc	Reade Field Pavilion:		£ 500.00	Insured	£ 560.00
32	Strimmer	1	P3 Group	July 24	£ 500.00	PP	£ 492.00
33	DR Trimmer	1	P3 Group		£ 500.00	PP	£ 424.00
34	Shed	1	Ipswich Road,, storage of P3 equipment	Nov-18	£ 376.00	Replacement	0
35	Filing cabinet	1	Clerk's home address		£ 30.00	PP	£ 0
36	Phone Box	1	Clench Road, Holbrook		£ 1.00	PP	£ 0
37	Clerks Laptop	1	Replacement laptop	May-22	£ 374.00		£ 374.00
38	Swarco Speeding Sign	1	Fitted to 5 separate locations in village	Jan-19	£ 2811.00	PP	£ 2811.00
39	HP Envy Pro 6432 Printer	1	Clerk's Home address	Sep-20	Disposed of	PP	£ 0
40	Children's Roundabout	1	Reade Field Children's Playground	Feb 21	£ 3,751.00	PP	£ 3,751.00
41	Exercise Bike	1	Reade Field, adjacent to Playground	Feb 21	£ 989.00	PP	£ 990.00
42	Sky Stepper	1	Reade Field, adjacent to Playground	Feb 21	£ 1,194.00	PP	£ 1,194.00
43	Table Tennis Table	1	Reade Field – rear of The Swan garden	Feb 21	£ 2,245.00	PP	£ 2,245.00
44	Aerial Swing	1	Reade Field, in front of basket ball court	Feb 21	£ 6,831.00	PP	£ 6,831.00
45	Picnic benches	2	1 near children's play area. 1 between aerial swing & table tennis table	Feb 21	£ 917.00 each	PP	£ 1,834.00
46	Dble pulldown challenger	1	Reade Field, adjacent to Playground	Feb 21	£ 2,035.00	PP	£ 2,035.00

47	Rower	1	Reade Field, adjacent to Playground	Feb 21	£ 1,285.00	PP	£ 1,285.00
48	New Gate	1	Reade Field Entrance, The Street end	Feb 21	£ 1,364.00	PP	£ 1,364.00
49	Noticeboard	1	Admirals Quarter	Feb 21	£ 369.00	PP	£ 370.00
	All Weather safety surface		Reade Field play area, and equipment	Feb 21	£ 17,833.00	Pp	£ 0
50	5-a-side goal posts and fixings	2	Reade Field	July 21	£ 780.00	Pp	£ 780.00
51	Circular picnic table	1	Reade Field	Aug 21	£ 1,317.00	Pp	£ 1,318.00
52	Heavy duty picnic table	2	Reade Field	Aug 21	£ 867.00	Pp	£ 1,734.00
53	Junior Picnic table	1	Play area Reade Field	Aug 21	£ 951.00	Pp	£ 951.00
54	Park Bench	1	Ipswich Road (opp. Gants Cottage)	Aug 21	£ 549.00	Pp	£ 550.00
55	Bench seat	1	Alton Green	Aug 21	£ 431.00	Pp	£ 432.00
56	Column, Bracket & lights of street lighting	31	Numerous – see schedule	historic	£ 12,400.00	Replacement	£ 3,000.00
57	Gate from Reade Rd to Field	1	From Reade Rd to Reade Field	historic	£ 2,500.00	Replacement	£ 2,500.00
58	Reade Field signs re dogs	3	Both ends Reade Field and 1 on playpark	Nov 22	£ 245.00	Pp	£ 0
59	Optical Camera	1	With Hedgehog Management Group	Feb 23	£ 101.00	Pp	£ 0
60	Signs for Hedgehogs	6	Various signs for hedgehog highway	Feb 23	£ 277.00	Pp	£ 0
61	Accessible Gate	1	From Reade Road to Reade Field	Oct 23	£ 1,364.00	Pp	£ 1,364.00
62	Defibrillator	1	Adjacent to noticeboard Abbotts Way	Sept 23	£ 2,820.00	Pp	£ 2,820.00
63	New slide complex	1	On Reade Field	June 24	£ 11,776.00	Pp	£ 11,776.00
64	New log traverse	1	Children's Play Park Reade Field	June 24	£ 3,125.00	Pp	£ 3,125.00
				<b>TOTAL</b>	<b>£ 142,920.00</b>	<b>TOTAL</b>	<b>£ 143,483.00</b>

Assets Insured by: Zurich Insurance Policy No. YLL-2720868363 : Excess £250 per item – Assets less pavilion and contents = £83,643

Pavilion and contents separately insured through CAS, Hiscox Insurance Policy No. 8261614

– increased to £60,560.00 March 24

### 3. Responsibilities

Holbrook Parish Council is responsible for three areas of land within the parish boundary.

- 3.1 The Reade Field, between Reade Road and The Street, is leased from the Greenwich Hospital Estates (The Royal Hospital School) for an annual peppercorn rent of one Suffolk reed. The lease began on 15<sup>th</sup> July 1968 and runs for 99 years. The reed is usually presented to the Headmaster of the RHS at the Annual Parish Meeting. The land management company is Strutt and Parker, who are consulted on issues arising and significant changes, new equipment and so on. There are covenants within the lease for the maintenance of the Reade Field and its facilities.
- 3.2 Church Green, a small area of grass in front of All Saints Church on Church Hill, is registered common land. This is maintained by the Parish Council who look after the village sign, war memorial, bench, dog and litter bins and grass cutting.
- 3.3 Alton Green, an area of uncultivated land in Lower Holbrook, is registered common land and contains a pond which is maintained by the Parish Council, and 2 benches which are insured by the Council but one is maintained by the family who installed it in memory of their relations.

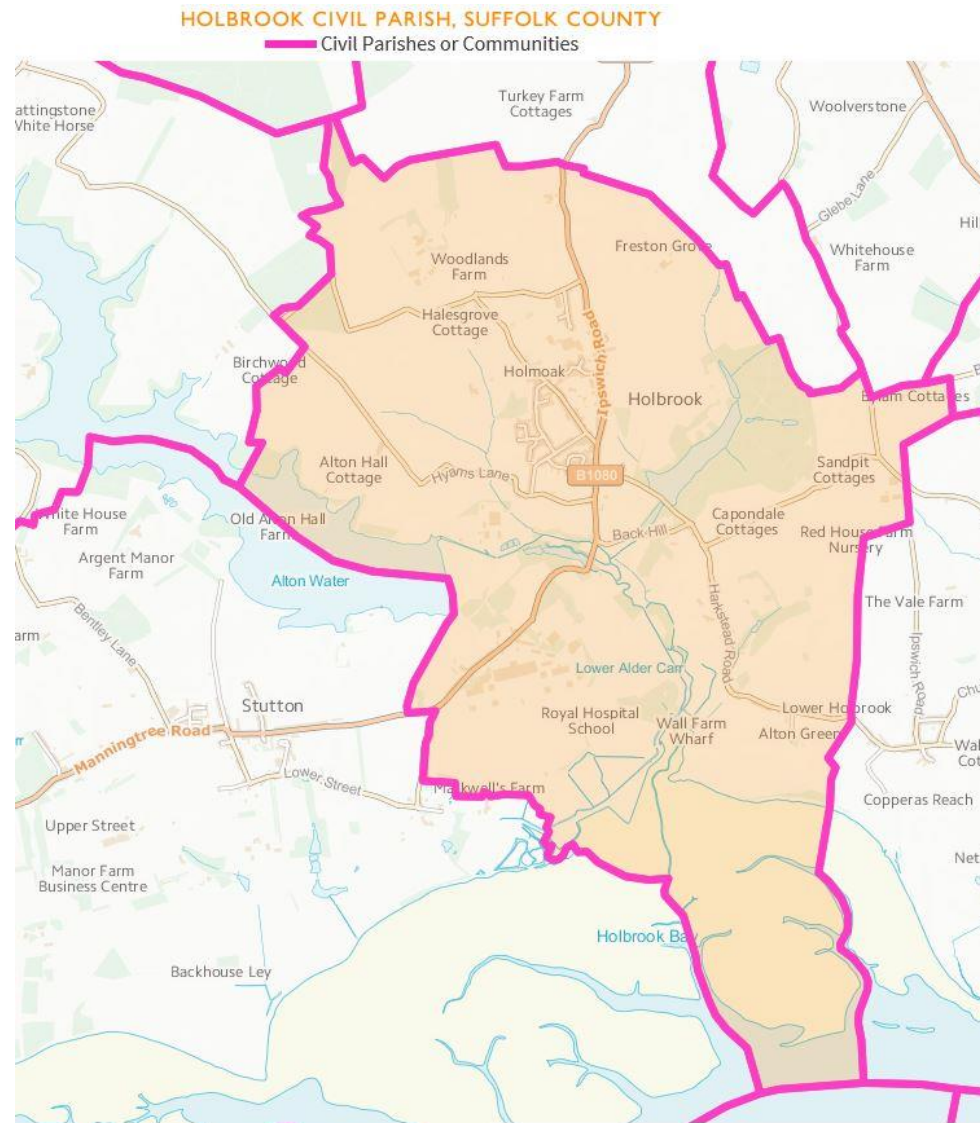
Both Alton Green and Church Green are subject to the protection of the Local Authority (Holbrook Parish Council) under section 9 of the Commons Registration Act 1965. Section 9 states that “...any local authority in whose area the land or part of the land is situated may take such steps for the protection of the land against unlawful interference as could be taken by an owner in possession of the land, and may (without prejudice to any power exercisable apart from this section) institute proceedings for any offence committed in respect of the land.”

Number	Description	Details	Date
1	Grass cutting of main Reade Field.	Contract in place with Vertas to cut grass.	Billed quarterly
2	Cutting edges of Reade Field	Strim field edges, around play equipment and Millennium area paths	Approx. 6 times per year
3	Maintenance of Clifton Road side of boundary of Reade Field	Hedge cutting as required.	As and when
4	Maintenance of War Memorial		As and when
5	Maintenance of Church Green	Grass cutting	8 times per year
6	Maintenance of Alton Green	Grass cutting in line with conservation advice	Approx. 2 times per year
7	Maintenance of Alton Green pond	Clearance in line with conservation advice	As and when






# Appendix 1: Map of Holbrook



## Appendix 2: Photo Inventory Assets

						
1 Village Sign	2 Bus shelter o/s Compases PH	2 Bus Shelter at Woodlands Road	3 Bench at Alton Green	3 Bench at Church Green	4 War memorial	7 Noticeboard Lower Holbrook
						
8 Noticeboard Heathfield Road junction	9 Footpath map outside Co-op	10 Grit Bin	11 All Weather Surface	12 Balance Weave	13 Basketball court surface	14 Basketball posts
						
15 Climber frame lighthouse removed	16 Climber frame look out removed	17 Climber frame spaceship removed	18 Swing junior 1 bay 2 seat	19 Swing toddler 1 bay 2 seat	20 Spring beam and stepping stones	21 Goal posts, metal 5 a side

						
64 Log traverse with bollards	23 Multi play toddler	24 Roller balance beam	63 Slide, embankment and platform	26 Rope walk	27 Trapeze rings with bollards	28. Full Size goalposts
						
29 Log benches at play area	29 Log bench wildflower area	29 Log bench, Enchantress gate	30 Pavilion – Reade Field	34 P3 Shed	35 Filing Cabinet – Clerk’s House	36 Phone Box Clench Road
						
5 Dog bin Five Acres Hyams Lane end	5 Dog bin Heathfield Road opposite surgery	5 Dog bin Ipswich Road footpath entrance Garland Cottage	5 Dog bin Harkstead Road Lower Holbrook Car Park	5 Dog bin Petticoat Lane at Denmark Gardens footpath entrance	5 Dog bin Ipswich Road entrance to the Cut	5 Dog bin Village Hall Car Park
						

5 Dog bin Church Green	5 Dog bin Clifton Wood rear of Reade Field	5 Dog bin Fishponds Hill at footpath 23 entrance				
						
5 Dog bin Woodlands Road layby next to St Marys	6 Litter bin Ipswich Road by bus shelter at Compasses Inn	6 Litter bin Church Green opposite Hyams Lane	6 Litter bin Church Hill opposite the Mill	6 Litter bin Clifton Wood rear of Reade Field	6 Litter bin Heathfield Road layby opposite Rosenheath	6 Litter bin Heathfield Road opposite Surgery
						
6 Litter bin Ipswich Road end of the Cut	6 Litter bin Ipswich Road opposite Gants Cottage	6 Litter bin Lower Holbrook Car Park	6 Litter bin Reade Field behind 18 Reade Road	6 Litter bin Reade Field rear of play area	6 Litter bin Reade Field rear of the Co-op	6 Litter bin Reade Field rear of the Pavilion
						
6 Litter bin Reade Field rear of Enchantress	6 Litter bin The Cut by the Academy rear gates	6 Litter bin The Street near the Primary School	6 Litter bin The Street near to East Row	6 Litter bin Village Hall Car Park	6 Litter bin Woodlands Road bus shelter	6 Dog Bin at top of Alton Green



37 Clerks Laptop – Clerk's house

38 Speeding Sign – various positions

39 HP Envy Printer – Clerk's house

40 New roundabout Reade Field Play Area

41 Pedal Cycle Reade Field

42 Sky Stepper - Reade Field

43 Table Tennis table Reade Field



44 New zip wire Reade Field

45 Picnic Bench

45 Picnic Bench

46 Double Pull Down Challenger

47 Rower

48 Noticeboard Admirals Quarter

49. New entrance gate to Reade Field



50. 5-a-side goalposts Reade Field

51. Circular bench Reade Field

52 Heavy duty picnic table (2) both on Reade Field

53 Junior Picnic table Play Area Reade Field

54 Park Bench – Ipswich Road

55 Bodmin Bench seat – Alton Green

10 New grit bins (5)



6 New litter bins (2)

6 New bin by bus stop

57 Gate from Reade Rd













58 Signs for Reade Field

59. Optical camera

61 New Accessible gate

62. Defibrillator

# Appendix 3: Pictures of Responsibilities

			
<p>Alton Green aerial view</p>	<p>Alton Green</p>	<p>Alton Green pond</p>	<p>Alton Green mature trees for which HPC are responsible.</p>
			
<p>Church Green aerial view</p>	<p>Church Green</p>	<p>Church Green</p>	<p>Reade Field aerial view</p>
			
<p>Reade Field</p>	<p>Reade Field</p>	<p>Reade Field, The Street entrance</p>	<p>Reade Field, Reade Road entrance</p>