

CHANDLER'S FORD PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE

4 May 2018

Fryern Pavilion, Chandler's Ford 7.00 pm

PRESENT: Councillors Aubry, Duguid, Hughes (Chairman) and Pragnell.

In attendance: Cllrs Atkinson and Johnson with Duncan Murray (Parish Clerk), Tomor Beqo (Facilities Manager) and Keith Hatch (Employer's Representative of the Hiltingbury Project [ER]).

Public Participation: There were no members of the public present.

1. APOLOGIES

These were received from Cllrs Broadhurst and Newcombe. Phil Eades (Compliance Officer Operations) also sent his apologies. Cllr Kyrle was not present.

2. DECLARATIONS OF INTEREST

There were none.

3. TO ACCEPT THE MINUTES OF THE COMMITTEE'S MEETING OF 9 APRIL PREVIOUSLY AGREED AT FULL COUNCIL ON 15 MAY 2018.

These were accepted.

4. TO NOTE THE UPDATED ACTION LIST.

The updated Action List was noted, with Members commenting on a couple of items, and it was confirmed that the replacement benches were expected to be installed by the end of June.

5. COMPLIANCE OFFICER'S AND FACILITIES MANAGER'S REPORTS

5.1. Update on PSS and most recent reports.

It was noted that the required checks had been undertaken. The defects had also been listed with it being noted that there were further repairs needed to the Lapsett multi-play unit at Pennine Way and that edging bricks had been removed by vandals at Cox Row resulting in the play area being closed until repairs were completed.

5.2. To note maintenance/contracted work undertaken/in progress:

The report was noted, with key points being:

- Football pitch annual maintenance/top dressing,
- Seeding of wildflower meadows, which have germinated,
- 3 quotes for the Fryern changing room boilers, last one received 4 June which is £7k cheaper than the other two,
- AV quotes a bit 'overstated', will be purchasing equipment and installing in-house,
- Tree works undertaken using Hamptons as outside the Facilities Manager's qualifications,
- Archway installed, full cost borne by Developers' Contributions that were

being held by EBC

5.3 To note a report on incidents recorded.

There had been an incident elsewhere and a blood trail into the Fryern Recreation area, leaving a blood pool under a bench.

6. TO (a) RECEIVE AN UPDATE REPORT ON THE PAVILION EXTENSION PROJECT, AND (b) UPDATED PARKING RA AND GUIDANCE (THE LATTER TO PROCEED TO P&F AS A RECOMMENDATION); (c) TO DISCUSS AND AGREE THE ADDITIONAL FEES FOR PROFESSIONAL INPUT THROUGH THE CONSTRUCTION PERIOD (TOTAL BUDGET AGREED £56K).

a) The Clerk briefed Members as follows:

- Acheson's have started on site. There is an interim contract in place, supported by both a Letter of Intent and the issue of a PO, both of which have been either countersigned or formally accepted by Acheson.
- Loan Agreed: Authorisation to Borrow received from DCLG with EBC and capped at 2.9% for the 30 years – awaiting legal agreement to sign.
- Works – the temporary car park is well underway, demolition work has started etc.
- Car Park Design – this has been tweaked to ensure that it is entirely constructed on Parish Council owned land. For child safety the revised layout is as follows with 1m high pedestrian barriers along the length of the new path (yellow) to segregate cars and children along the safe route.

The ER commented that the project was on-programme and the first valuation was due soon which would provide any financial and other risk management information required by the committee as the project progressed. He also commented that the Letter of Intent and the Purchase Order did provide a solid interim contract, and that the signed JCT contract was on its way back from the contractors.

b) The updated Car Park safety guidance was considered, next along with the desktop and site-visit informed Risk Assessment of the Fryern and Hildingbury car parks. The Clerk commented that the paramount issue was the safety of children moving around, or crossing, the car parks. Further meetings with the scouts were suggested.

Following proposal, seconding and on a show of hands it was AGREED that the Car Park Safety Policy and Terms and Conditions of Use be referred to Policy and Finance as a recommendation for moving on to Full Council as a recommendation for adoption.

c) The additional professional fees were then discussed with £7,855 being requested by TKLS Architects at an intervention rate of 50% in comparison to the full additional costs from the increase in the scope of the scheme; £10,750 for RJ Watkinson (Structural Engineers) who had originally only been appointed up to tender stage; up to £4,000 at £65 per hour by Peach Maclean, who also had only been appointed up to tender evaluation; and £500 for ICS for additional QS costs mainly incurred during the pre-BREEAM evaluation. The requested fees represented £23,105 out of a residual budget of £25,750.

Members discussed the financial risk management of the build stage and the monitoring of the scheme as it progressed. The ER commented on the content of the valuation reports and how they would provide an ongoing audit of the actual expenditure to budget and architects instructions issued and due for issue. He also commented that there would still be a requirement for some landscape planning input to be sourced.

It was agreed that the Clerk/RFO would ensure that there were financial reports and analysis for the committee that would ensure proper management of the scheme as it progressed through the construction process.

Having been proposed and seconded, on a show of hands the additional fees were AGREED.

7. TO RECEIVE A REPORT ON THE FUNTASIA 2018.

The clerk commented on the report in the Briefing Note, particularly picking up on the spatial arrangement of the showground and the introduction of the raised stage as a focal point. It was noted that the takings from the rides were down (about £300), especially the enclosed rides, and that the weather can be 'too good' but it was also commented that the ice cream vans and cold drinks stalls had certainly had a very good take on the day. In terms of the weaknesses of the event, the lack of volunteers was a problem especially during the set-up period marshalling the vehicles/stallholders. A Member commented that a resident had said it was 'the best-ever Funtasia'.

It was requested that the organisers be thanked for their hard work in producing a very successful event. The report was noted.

8. TO DISCUSS AND AGREE WHETHER TO ENABLE THE PROVISION OF PARKING BEHIND THE HILT (SUSPENDING LEASE CLAUSE 6.22.2) TO ENABLE PARKING ON THE DEMISED LAND TO THE REAR OF THE BUILDING DURING THE CONSTRUCTION PERIOD (TO THE END OF FEBRUARY 2019) AND TO PROVIDE A LICENCE TO PASS AND REPASS OVER THE PARCEL OF THE COUNCIL'S LAND AS AN ACCESS/EGRESS POINT (AS DETAILED IN THE BRIEFING NOTE) FOR THE SAME PERIOD. THE COUNCIL PURCHASING GEOTEXTILE MATERIAL TO PROTECT THEIR ACCESSWAY DURING THE PERIOD OF USE AND NOTING THE INSTALLATION OF DRAGONS' TEETH (UNDER FIN REG 4.1).

This item was brought forwards to help alleviate the parking problems for the Hilt that the neighbouring construction works were creating. The Clerk commented on a Licence being granted to suspend the Hilt's lease clause 6.22.2 prohibiting parking on their demised land. That a geotextile such as 'grass carpet' could be laid temporarily to prevent damage to the Parish Council's land and dragon's teeth were planned to be installed to mark out the demised land boundary, which would also secure the land.

Members discussed the item with a comment about hedging being made and the terms of the licence. A close off date was requested and the Clerk commented that the licence could give access 'until 31 March 2019 or the end of the construction period, which ever was sooner'. This was acceptable to Members and following proposal, seconding and on a show of hands the issuing of a licence to grant access and suspend lease item 6.22.2 was AGREED.

9. TO DISCUSS AND AGREE DISCUSS AND AGREE WHETHER-OR-NOT:

- 9.1. TO PURCHASE AND INSTALL A DISHWASHER IN THE GREENWAYS KITCHEN,**
- 9.2. TO LOCATE THE PROPOSED POLISH VETERANS' DEPENDANTS' HOSTEL MEMORIAL AS PER THE OFFICER'S RECOMMENDATION, AND**
- 9.3. TO PURCHASE AND LOCATE A FORMAL PARISH NOTICEBOARD ON THE WALL OF THE EXTENDED HILTINGBURY PAVILION WHEN IT IS COMPLETED (AS IT WILL THEN BE PROTECTED BY CCTV).**

The Clerk briefed Members on each item separately:

9.1 Following proposal, seconding and on a show of hands it was resolved not to purchase and install a dishwasher due to insurance issues if left on when the building was empty.

9.2 Following proposal, seconding and on a show of hands it was AGREED to allow the installation of a memorial to the Polish Veterans' Dependants' Hostel on the Hiltingbury Recreation Ground as per the Officer's recommendation.

9.3 Following proposal, seconding and on a show of hands the provision of a formal Parish Council noticeboard on the refurbished pavilion was AGREED, but justification of the proposed cost was requested.

10. MATTERS TO BE TAKEN FORWARD TO THE COMMITTEE'S NEXT AGENDA.

The transfer of completed play areas was requested to be taken forwards as an update if nothing else was ready to be progressed.

The next meeting was confirmed as being at 7.00pm on Monday 9 July at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 8.30p.m.

Chairman.....