

CHANDLER'S FORD PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE

4 September 2017

Fryern Pavilion, Chandler's Ford 7.00 pm

PRESENT: Chairman Cllr Hughes; Councillors Atkinson, Aubry, Cllr Boyes Broadhurst (Vice Chairman), Foulds, Johnson and Scott.

In attendance: Cllrs Pragnell and Grajewski, Duncan Murray (Parish Clerk) Tomor Beqo (Facilities Manager) and Phil Eades (Compliance Officer (Operations)).

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

1. APOLOGIES

These were received from Cllr Luffman

2. DECLARATIONS OF INTEREST

None were made.

3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 5 JUNE 2017.

Following proposal, seconding and on a show of hands these were AGREED.

4. TO NOTE THE UPDATED ACTION LIST

This was noted with a request for the transfer of Hut Farm Place to be prioritised, contacting Sarah Guilder to find out when the bench for Dorothy Bray was going to be formally dedicated and the signage was mentioned as being at the printers.

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

5.1. Update on PSS and most recent reports.

The report was noted.

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

The report was noted, with the Clerk thanking the new Facilities Manager for his efforts and mentioning that he now felt able to delegate tasks and had already handed over about 50%.

Works undertaken were reported as: -

Fryern Pavilion

All checks have been completed. Things that have been actioned are as follows:
Leak in Ladies toilet. The leak was coming from the roof and this has now been fixed by TB. Further investigation is required in the attic to see if there is somewhere else that rain is getting into.

Mould in the ceiling in the changing rooms has been cleaned by TB.

The blind in Greenways has now been fixed by TB and is in full working order again.

The cupboard next to the Groundsmen's tearoom has been tidied up and converted to a store room for the Groundmen's personal items and batteries etc to be stored in. There is still a little bit of work to be completed by TB.

2 lockers for the Groundsmen have been placed in the storeroom next to the tearoom; which are ready to be used.

Fryern Rec

The hornbeam below the compound has been pollarded to see if it can recover next year from the die-back it was suffering from, and which has made the tree safe (sugar water has also been poured around the tree at the former leaf-line to feed the roots).

The ash in the compound that had die-back and was unsafe has been removed. Both of these were authorised under fin reg 4.5 by the Clerk as urgent works at a total cost of £400 ex VAT.

Both football pitches are in use and compliments have been received from both AFCH and Capital on the superb quality of the pitches.

Hiltingbury Pavilion

The lift is now working again as Phil confirmed but we are still waiting on an engineer to complete the repair.

The light in the disabled toilet has been replaced by TB and is now fully functioning again.

The camera in the entrance of Hiltingbury Pavilion has been repositioned slightly by TB; this is so that it provides a better view of who goes in and out of the building due to the (old) external cameras not working.

The spikes on the gate of the tennis courts have been replaced by TB.

Groundsmen equipment

The tractor pto driven spreader has now been fixed by TB.

The Towrite door has been fixed by TB but has not been fitted back to the Towrite this will be completed shortly.

The Pellenc strimmer has finally been repaired and returned.

Groundsmen Work Schedules

TB is creating work individual schedules for the groundsmen

Allotments

Eagle Close

The lock on the main gate has been replaced by TB with the same key as before due to the lock being damaged by unknown causes.

TB has spoken with Jeff in regards to the overgrown hedges on the Parish Councils side following on from a complaint that was received.

Ramally

TB has contacted Richard and is awaiting confirmation on when it is possible to meet at Ramally to discuss the issue of overgrown hedges which is preventing John from being able to check the rat traps.

5.3. To note a report on incidents recorded.

There had been no incidents reported to the police, the Clerk reported that it had been a quieter summer holidays in terms of antisocial behaviour than the previous year's.

6. TO DISCUSS AND AGREE WHETHER THE STRENGTHENING OF THE COVERING LETTER FOR ALLOTMENT TENANCIES, AS PER THE BRIEFING NOTE, IS AN ADEQUATE PRECAUTION IF

THE VACATING TENANT DOESN'T LEAVE AN ALLOTMENT TIDY/FIT-FOR-PURPOSE, OTHERWISE TO AGREE A PLOT DEPOSIT OF £30.

The Clerk briefed Members on the proposed strengthening of the allotment tenants covering letter to accompany the tenancy agreements for the coming allotment year. Following a short debate and following proposal and seconding and on a show of hands it was AGREED that the following should be added:

Please note that should you decide to give up your allotment and on termination it is not in a condition to be immediately re-let, under s22.1 of the Tenancy Agreement: "...Should works be required to return the allotment plot to a workable condition, the existing tenant may be charged for these works..."
The Parish Council 'reserves the right' to charge for the same at a rate reflecting the actual costs to the Council, and will enforce collection of such charges.

7. TO RECEIVE THE GROUNDSMEN'S EQUIPMENT AUDIT FROM THE CHAIR OF THE AUDIT AND RISK COMMITTEE AND DISCUSS AND AGREE ANY RECOMMENDATIONS COMING FROM THE REPORT.

Cllr Scott gave his report which, considering prime desire in CFPC was to maintain the grounds tidily, greenly, safely and regularly. Schedules, job-times, reviews and man-management are probably more important than fancier equipment. To summarise the report came to the following conclusions: -

- more expensive equipment could have been purchased, but to little extra avail, and thus not economically;
- tighter scheduling and checking and management of work could, and should, have been done;
- the electorate of CFPC will benefit from excellent value-for-money when the structures are in place.

The Chairman thanked Cllr Scott for his report which was received.

8. TO DISCUSS AND AGREE THE TRAFFIC REGULATION ORDER AT HILTINGBURY SCHOOLS ACCESS ROAD WEST AND EAST (2011) CAN BE AGREED TO BE ENFORCED BY EASTLEIGH BOROUGH COUNCIL BOTH WEEKDAYS AND WEEKENDS, AND TO AGREE THAT THE LEGAL AGREEMENT TO ENABLE SUCH ENFORCEMENT CAN BE SIGNED BY THE PROPER OFFICER ON BEHALF OF THE COUNCIL.

Following a briefing by the Clerk in which it was confirmed that the Parish Council did own the land and after proposal, seconding and on a show of hands it was AGREED to enable the enforcement and the Clerk was authorised to sign the agreement.

9. TO DISCUSS AND AGREE THE PROVISION OF A FRYERN FUNTASIA ON MAYDAY BANK HOLIDAY IN 2018.

Following proposal, seconding and on a show of hands, it was AGREED to hold a Funtasia event at Fryern Recreation Ground on the Mayday Bank Holiday in 2018.

10. TO NOTE THAT THERE IS THE DISTINCT POSSIBILITY OF A PATH BEING PROVIDED TO LINK THE TOP OF THE TENNIS COURTS TO THE ASHDOWN ROAD ENTRANCE WITH 80%+ OF

FUNDING COMING FROM HCC AND FUNDING OF THE RESIDUAL FROM CFPC – TO BE BROUGHT TO CFPC IN OCTOBER/NOVEMBER 2017 WHEN FIGURES ARE KNOWN.

This was noted

- 11. TO NOTE THAT THE ACTING FACILITIES MANAGER IS IN POST AND THAT AN INTERNAL RECRUITMENT NOTICE WAS POSTED WITH NO OTHER APPLICANTS EXPRESSING INTEREST IN THE PERMANENT POSITION.**

This was noted.

- 12. TO NOTE DM HAS DONE THE 3-DAY FIRST AID AT WORK COURSE AND TB THE 1-DAY EMERGENCY FIRST AIDER TO ENSURE WE ARE COMPLIANT AND NEW POSTERS ARE DISPLAYED IN OUR BUILDINGS.**

This was noted.

- 13. TO AGREE TO EXEMPT THE REST OF THE MEETING UNDER THE ADMISSION TO MEETINGS ACT 1960 C/2 DUE TO THE CONFIDENTIAL NATURE OF THE MATTERS TO BE NOTED AND DISCUSSED.**

Following proposal, seconding and on a show of hands this was AGREED.

- 14. MATTERS TO BE TAKEN FORWARD TO THE COMMITTEE'S NEXT AGENDA.**

None were mentioned.

The next scheduled meeting was confirmed as 7.00pm on 2 October 2017 at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 7.40pm.

Chairman.....