

CHANDLER'S FORD PARISH COUNCIL

ASSET TRANSFER AND MANAGEMENT TEAM

8 September 2014 7.00pm

Hiltingbury Pavilion, Chandler's Ford

PRESENT: Councillor Hughes (Chairman); Councillors Aubry, Atkinson, Boyes, Broadhurst, Cox, Foulds, Grajewski, Leslie and Pragnell.

In attendance: Duncan Murray (Parish Clerk) and Phil Eades (Maintenance Contracts Officer)

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

Before the formal meeting Simon Grey and Geoff Freeth from Wilding Butler made a presentation to members for the Fryern Pavilion extension proposals. The presentation explores the corporate values of the company and their project approach giving an overview of other community projects undertaken for parish councils and the education sectors, amongst others.

Specific consideration to health and safety issues was explained and their communications structure including the involvement of a contract director.

Broad issues covered with regard to the proposals for the pavilion included the Considerate Contractors Scheme, site security, marshalling of deliveries and the use of a compound area at the end of the car park area that would be reinstated at the end of the project build period. This latter issue was to help minimise the impact on the use of the car park by parents taking children to and from school as well as managing impacts on weekend sporting use. It would also enable limited on-site waste segregation. Access issues from the highways geography were also mentioned including the installation of dropped kerbing which would be reinstated later.

At the end of the presentation Members asked questions about trees being lost and their replanting, additional detail on site security and the frequency of road sweeping to remove debris.

The Chairman thanked Wilding Butler for attending and the meeting commenced.

1. APOLOGIES

There were no apologies

2. DECLARATIONS OF INTEREST

No members of the committee stated a declaration of interest in respect of the agenda items.

3. MINUTES OF LAST MEETING

It was agreed that the minutes for the Asset Transfer and Management Team meeting held on 4 August 2014 be signed by the Chairman as an accurate record.

4. MATTERS ARISING

There were four agenda items under this heading:

- i. Maintenance of boundary hedges and trees at Eagle Close allotments, there were no further issues raised or reported on.
- ii. Tenancy Agreement for the allotments, Issues over access and keys with the historical granting of licences was mentioned and Cllr Broadhurst said that it would be necessary for the Clerk to write to Property Services at EBC to ascertain who did have licences and when. Mr Eades reported that a draft of the Tenancy Agreement had been sent out to representatives of the allotment holders but no feedback had been received as yet. Members were given a copy of the draft agreement which would be brought back at the next meeting for adoption.
- iii. Plots 21b and 25 agreement was reached that plot 25 should be split and the latter half used as a community garden as the drainage issues made it unsuitable for cultivation. Plot 21b it was agreed should be made available at a peppercorn rent for the first year as so much work was required to bring it up to an appropriate standard.
- iv. Damaged store roof, Mr Eades expressed his frustration that there had been little interest in the work but he had now secured two individuals who were going to visit and quote. He suggested that the sheet material from the toilet roof be removed and used to make good the store roof and that the toilet area then had a new roof fitted. This would be the most cost-effective solution and would also leave spare roofing materials for any further repairs to the store. Members agreed and requested final approval be gained from the Policy and Finance Committee when costs were known.

5. REPORT ON ASSET TRANSFER

Cllr Atkinson was pleased to be able to confirm that the assets had been transferred which included the Fryern Pavilion, Fryern Recreation Ground, Pennine Way and the play areas. She also reported that due to ongoing Land Registration issues the Hiltngbury Pavilion and Recreation Ground were still being delayed and there were also issues of the dilapidations to the pavilion. EBC were happy for the parish council to manage the facilities and will be providing a letter of intent.

The report continued that due transfer of the Fryern Pavilion meant that subject to Council ratification and a successful funding application of an expected 50% or £300,000 the extension project could be progressed. Following the previous meeting an application had been submitted under the New Homes Bonus Scheme with a decision due from EBC's Cabinet meeting this month.

Cllr Atkinson continued with issues this would raise including the complexities of the VAT position with regard to building projects and that a specialist VAT consultant should be appointed. The Clerk was asked to do some research to bring this forwards.

Cllr Atkinson mentioned that the Hiltingbury Pavilion and grounds were the next challenge and that Members should think about what other schemes should be considered especially with the promise of £1M of funds. It was clarified that these funds were split between the LAC and the parish. The additional suggestions included a BMX track at Hiltingbury Recreation; upgrading Pennine Way; cycleways; play areas and potentially Hiltingbury Lakes. It was noted that there would likely be support for a BMX track as it was youth orientated and would provide a needed local asset. The Chairman reported that he had previously sought costs and that these were around £42,000.

Issues also resulting from the transfer were mentioned with specific reference to parking problems at the Fryern Recreation car park and unauthorised overnight parking, which couldn't be considered as trespass as it was a public car park. Discussion took place over the possible responses and actions that could be taken. It was AGREED that the option of a Traffic Regulation Order should be initiated by officers and that there was the potential to gain enforcement through EBC.

6. TO DISCUSS AND AGREE A PREFERRED NAME CHANGE TO RECOMMEND TO COUNCIL.

Members discussed the desirability of a name change as assets had been transferred and thus the remit of the committee had tangibly moved on. After a brief discussion in which a couple of alternatives were mentioned it was AGREED to RECOMMEND to Council that the name be changed to Amenities and Assets Management Committee.

7. EXTENSION ON FRYERN PAVILION TO DISCUSS THE PRESENTATION AND AGREE A RECOMMENDATION TO COUNCIL THAT THE PREFERRED CONTRACTOR BE APPOINTED

The motion was proposed by Cllr Boyes and seconded by Cllr Grajewski that subject to funding being made available and ratification by Council on 15 September 2014 that a recommendation be made to Council that Wilding Butler be appointed the contractor for the Fryern Pavilion extension.

The delegated powers that had enabled the project to progress thus far over the past two years were discussed. As a test of whether the committee was certain that it had acted within the correct framework a vote was taken on each of the following items:

- I. was the tender process open and within best practice;
- II. are members satisfied that the necessary due diligence tests have been undertaken; and
- III. are the proposals within the extant adopted policies of the Council?

Members AGREED that these tests had been met and therefore the following RECOMMENDATION was made to Council "that as the extant resolutions and policy of the council were followed, that the tender process was followed and that due diligence

processes were also followed that Wilding Butler be appointed as contractors for the Fryern Pavilion extension”

8. WORKING / STORAGE ARRANGEMENT - PLANNING APPLICATION UPDATE

Mr Eades reported that the planning application had been submitted for a permanent compound and a portacabin at the far end of the car park on the scrub land which would necessitate the removal of a cherry tree and that there was work to do on the hedge for access to the car park. Street scene had come on site to inspect and quote for the removal of 3 trees in total and the hedge work.

9. UPDATE ON INSURANCE ARRANGEMENTS OF ASSETS TO PARISH COUNCIL

The Clerk reported that the additionally required insurance had been put in place to include any perceived or potential liability by the Council having management responsibilities for the Hiltingbury Pavilion and Recreation Ground.

Discussion followed about the liability for play area safety and Cllr Pragnell commented that the council could not contract its responsibility and that a written process for monitoring and acting on issues has to be in place.

It was agreed that the SLA between the council and EBC's Streetscene needed to be completed and in place as soon as possible and that an interim process had to be put into place as well. Cllr Pragnell offered his assistance in this matter. It was suggested that the Clerk contact Hedge End Town Council to see what they had in place rather than try to reinvent the wheel. It was also agreed that notices also needed to be put up at play areas identifying ownership and maintenance responsibilities.

10. PLAY AREAS TO AGREE THE LEVEL OF DESIRED TRAINING FOR THE CONTRACTS MAINTENANCE OFFICER.

The Clerk reported that following the previous meeting he and Mr Eades had researched and discussed the issues of awareness training for play areas and RoSPA certificated training. This had resulted in uncertainty over the level of training that should be undertaken and whether with the outsourced maintenance contract a higher level was desirable or if it would result in increasing the perceived responsibilities of the Parish Council.

After some discussion it was agreed that Mr Eades should undertake an initial level of awareness training and then progress up to a certificated RoSPA level. It was noted that if Mr Eades were to do the higher level of training to be able to assess and then undertake maintenance he would not be able to inspect and sign off his own maintenance work. It

was also noted that a padlock and chain would be essential so that defective play equipment could be put out of use once reported until it had been repaired.

A final issue was mentioned in terms of Disclosure and Barring Service checks, whilst this was contractual for staff it was agreed that it would be advisable for all members of the committee due to the transfer of the play areas.

11. MATTERS TO BE TAKEN FORWARD TO THE NEXT AGENDA

Cllr Grajewski mentioned she had previously called the Chairman about the result of enquiries for keep fit classes in the Hiltingbury Recreation Ground and that if they were to be allowed a policy for safe and appropriate use would be needed. She asked that this be moved on the next agenda.

12. DATE AND TIME OF NEXT MEETING

This was agreed as 6 October at 7.00pm at the Hiltingbury Pavilion.

That being the conclusion of the business the meeting ended at 8.55pm

Chairman.....