

**CHANDLER'S FORD PARISH COUNCIL**  
**ASSET MANAGEMENT COMMITTEE**

**6 JUNE 2016**

**Fryern Pavilion, Chandler's Ford 7.00 pm**

**PRESENT:** Councillor Hughes (Chairman) and Councillors Boyes, Atkinson, Foulds, Luffman and Scott.

**In attendance:** Duncan Murray (Parish Clerk), Phil Eades (Maintenance Contracts Officer [MCO]) and Cllr Duguid.

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

**1. APOLOGIES**

These were received from Cllr Broadhurst, and Cllr Leslie was not present.

**2. DECLARATIONS OF INTEREST**

No members of the committee made a declaration of interest.

**3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 17 MAY 2016.**

Following proposal and seconding and on a show of hands these were AGREED and signed by the Chairman.

**4. TO NOTE THE UPDATED ACTION LIST OF THE COMMITTEE'S DECISIONS.**

The items were noted. Completion of the painting of the tennis courts was noted as was the need for a concrete pad to be designed by a structural engineer that could cope with a potential first floor in the groundsmen's store. Some clarification to the expected completion date(s) and ongoing status was requested for the Action List.

**5. CONTRACT MAINTENANCE OFFICER'S REPORT**

**5.1. Update on PSS and most recent reports.**

The MCO reported that there was the play area report for April which was as expected and that he was comfortable that PSS was working.

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

The following works/items were noted:

Top-dressing for Hiltingbury and Fryern football pitches underway.

Tennis court painting completed

Terms and Conditions Notices for Tennis Courts fixed in place.

4 x noticeboards delivered – due to install in June

**5.3. To note a report on incidents recorded and reported to the police.**

It was noted that the fire extinguisher was the only incident.

**6. TO DISCUSS AND AGREE THE EMERGING ISSUES OF WATER AND FENCING AT RAMALLEY ALLOTMENTS AND THE NEW GIRL-GUIDING HALL.**

Members were informed that it has recently been established that the New Guides building in Ramalley takes its mains water supply from the Cemetery/Allotments feed, which means the Parish Council is currently paying for the water supplied to the new building.

The building currently was still under construction so water usage was limited to water used for the building works but this would change in September 2016 when the building should become operational. From discussions between the MCO and the architect the mains water usage should be quite low as they have designed the building to be eco-friendly utilising rooftop water storage for toilet flushing. It was noted that the Cemetery and Allotments have a water only supply (no mains drainage); however the New Guides Building does have mains drainage, which could change the current billing arrangement negotiated with Southern Water

The MCO suggested three options to the committee:

1. Request the Guides install a separate metered mains water supply to the building – this would require a connection back to the mains water pipe in Hursley Road.
2. Ask the Guides to have Southern Water install a meter between the road supply and the New Guides Building (similar to the Scout Hut/Pre-School supply, also from the same supply).
3. Ask the Guides to install an internal self-read water meter and agree a payment from the Guides to the PC for the water taken.
4. Cut off the supply – Only possible if terminated at the main inlet point (at the entrance to Ramalley from Hursley Road) – Note this would also cut off the supply to the pre-school, the cemetery and the allotments.

Members discussed the issues and options and although option 3 was preferred a report was requested itemising and comparing water usage over the past two years and the item was therefore deferred.

The fencing issue was also discussed and officers were asked to revert to the transfer documents for clarification and report back.

**7. TO NOTE THAT THE SALES OF KEY CARDS FOR THE TENNIS COURTS SINCE DECEMBER 2015 TOTAL £2,180 (EX VAT).**

This was noted.

**8. TO DISCUSS AND AGREE A LICENCE FOR TENNIS COACHES TO OPERATE AT HILTINGBURY TENNIS COURTS AND THE LEVEL OF EXPECTED RETURN OF FREE SESSIONS FOR CHILDREN IN THE SUMMER HOLIDAYS AND SPRING/AUTUMN HALF-TERMS.**

The Clerk briefed Members that Officers had been approached by a qualified coach and not wishing to lose out on formalising a suitable reciprocal arrangement drafted an Interim Licence pending agreement by this committee. The important factors that were covered are those of qualification, child protection and professional indemnity/public liability insurance.

The Licence for Tennis Coaching at Hiltingbury Tennis Courts was AGREED following proposal, seconding and on a show of hands.

**9. TO DISCUSS AND AGREE THE PROVISION OF A SPONSORED MEMORIAL BENCH AT HILTINGBURY RECREATION GROUND.**

The Clerk briefed Members on the request made for a memorial bench for Dorothy Gray, who recently passed away. £500 had been collected already. Cllr Hughes mentioned that he had been planting a sensory garden over the past few years and that he had always intended to put a bench in there with a small pathway leading up to and around it.

Following proposal and seconding the provision of a green steel memorial bench for the Hiltingbury Recreation Ground was AGREED and the Clerk was asked to get quotes for a small pathway.

**10. TO RECEIVE AN UPDATE ON THE REDRAFTING OF THE TRO FOLLOWING A MEETING WITH EBC PARKING OFFICERS.**

The Clerk commented that the legal framework these had to comply with was complex and required quite a bit of research and drafting. However the material differences were in the enforcement timings and parking within the marked bays.

These changes, on the advice of parking officers were:

**Pt 2. Position in which vehicle may wait** - Wholly within a parking bay if such bays are marked within the parking place.

**Pt 4. Days of operation of parking place** - All days (excluding public holidays).

**Pt 5. Hours of operation of parking place** - All hours

**Pt 6. Maximum period for which vehicles may wait** - 2 hours no return within 3 hours during restricted period (applies 0730 hours to 1800 hours Monday to Friday inclusive but excluding bank holidays and to all vehicles including disabled persons vehicles except car park community permit holders).

The Clerk reported that he was awaiting a response from EBC and that so long as it was agreed it could be progressed as soon as possible. This update was noted.

**11. TO NOTE THE FOOTBALL ASSOCIATION/FOOTBALL FOUNDATION FINAL REPORT (PREVIOUSLY CIRCULATED TO ALL COUNCILLORS) AND THE OVERALL SCORE OF '30/32 VERY GOOD'.**

This was noted with congratulations to all staff being asked to be recorded.

**12. TO NOTE THAT THE NOTICEBOARDS HAVE BEEN DELIVERED AND ARE DUE TO BE INSTALLED IN JUNE (CONTRACTOR SUBJECT TO QUOTES) AND WILL BE MAINTAINED BY THE CARETAKER UNTIL A FACILITIES MANAGER IS APPOINTED.**

This was noted.

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

The MCO requested that the Guide building's water supply and fencing be brought forwards as there were emerging issues.

The next scheduled meeting was confirmed as 7.00pm on 11 July 2016 at the Fryern Pavilion.

That being the conclusion of the business the meeting was closed at 8.03pm.

Chairman.....