

## **CHANDLER'S FORD PARISH COUNCIL**

### **ASSET TRANSFER AND MANAGEMENT TEAM**

**4 August 2014**

**Hiltingbury Pavilion, Chandler's Ford**

**(7.00 pm – 9.00 pm)**

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

**In attendance:** Duncan Murray (Locum Admin) and Phil Eades (Maintenance Contracts Officer)

**1. APOLOGIES**

It was noted that Cllr Pragnell was away on holiday.

**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 23 June 2014 be signed by the Chairman as an accurate record. The notes of the informal meeting of 21 July 2014 were also accepted as an accurate record and signed by the Chairman.

**4. MATTERS ARISING**

There were none.

**5. ALLOTMENTS – REVIEW OF ISSUES RAISED AT PLOT HOLDERS' MEETING HELD ON 13 JULY 2014**

- a) Maintenance of boundary hedges and trees – Bournemouth Road side and Eagle Close side – It was formally noted that there were no TPOs on any tree so the allotment holders should be able to cut back overgrowth themselves. The ownership of the land at the boundary of Eagle Close, discussion took place over the possibility of Direct Services being written to and requesting that the Borough undertook this work

It was agreed that plot holders could cut back overhanging branches so long as the wood cuttings were offered back to the owners of the trees.

Cllr Boyes was able to provide sight of the Land Registry document that clarified the position of the boundary (within 1m tolerance either way) as a straight line.

- b) Provision of key safe – one had been purchased and was ready to be put up.
- c) Water use – discussion took place on the matter of standpipe provision and the use of hoses with particular reference as to how this affected the elderly tenants. Issues over the wise use of water were raised and the cost implication on tenants from excessive water use. The location of the water meters and thus the accuracy of the metered water use being billed were also mentioned. It was mentioned that the Parish Council had to ensure that it was not subsidising the cost of water used.

There was unanimous agreement from the members that hosepipes should be allowed and it was also agreed that an additional standpipe would be advantageous in enabling an equality of access to water supplies.

- d) Tenancy Agreements – the new draft agreements were discussed and the need for them to be in place by September. The need for a common agreement was mentioned as one site could not be treated differently from another. Minor tweaks would be able to be considered. It was requested that these suggestions be sent to Mr. Eades and be copied to members.

It was agreed that tyres and carpets would be banned from the allotment sites as effectively their presence was fly-tipping and would incur liabilities to the Parish Council and thus eventually allotment holders.

- e) Use of Plots 21B and 25 – it was discussed that plot 21B could possibly be reduced in size and that plot 25 could possibly become a community area which would require a peppercorn rent to be approved. The issues of drainage were mentioned with Mr. Eades being asked to investigate the potential costs and tenants to work with Mr. Eades on possible options for the plots.
- f) Appointment of first aider – this was not required and members agreed that there was a need for tenants to have self-responsibility.
- g) Repairs to damaged store roof – due to the period of construction of the store it was agreed that it was most unlikely that the roofing materials would contain concrete asbestos, but that this should be confirmed. Mr Eades was asked to replace the roofing sheet.
- h) Feature to be included in future Parish Newsletters and the inclusion of photographs was suggested.

- i) Other issues raised for the allotments were:
- I. parish residency criteria for allotment tenancies;
  - II. rent due period keeping as October rather than changing to January;
  - III. the potential lifting of the ban on beekeeping as pollinators were essential;
  - IV. joint name tenancies; and
  - V. to encourage plot holders to have a greater responsibility for the site.

**6. REPORT ON ASSET TRANSFER AND THE NEED FOR MEMBERS OF THE ASSET TRANSFER MANAGEMENT TEAM TO SIGN THE TRANSFER CONTRACT WHEN NEEDED AND THEN GAIN RATIFICATION FROM FULL COUNCIL.**

Cllr Atkinson was pleased to be able to report that matters were moving forwards and that the solicitors had forwarded transfer documents for Fryern and some play areas. One issue had been the access to woodland, but there was an extant Right of Way. It was expected to be brought to the Asset Transfer Management Team for legal transfer in the near future.

**7. UPDATE ON EXTENSION ON FRYERN COMMUNITY / PAVILION**

It was noted that the tenders were back and that the architect had made a recommendation. This would need the committee to review. Cllr Atkinson had checked the filed accounts of the Architect's recommended contractor as part of due diligence financial tests and was satisfied, from the abbreviated accounts available, that they were financially sound. Cllr Boyes said he would attend a meeting with them and ascertain current/recent projects. Cllr Boyes also mentioned the issues of the brevity of the tender viability period.

**8. APPLICATION FOR FUNDING FOR BUILDING EXTENSION**

Cllr Atkinson briefed members on the ability to apply for funding through the New Homes Bonus scheme and that this application would be submitted shortly.

**9. WORKING / STORAGE ARRANGEMENT FOR NEW MAINTENANCE CONTRACTS OFFICER**

This matter would be brought before the committee at its next meeting

**10. UPDATE INSURANCE ARRANGEMENTS OF ASSETS TO PARISH COUNCIL**

Cllr Boyes briefed members on the delays outside of the Parish Council's control that had affected being able to fully update members. He was able to report that the EBC estimate of costs for the rebuilding of the Hiltingbury Pavilion for insurance purposes was £1.2million. Cllr Boyes mentioned however that he was holding a meeting with Came and

Company, the insurance brokers, to which Cllr Broadhurst agreed also to attend, if held before he was away, to identify the real cost cover needed.

## **11. PLAY AREAS, HEALTH AND SAFETY**

Mr Eades briefed members on the health and safety issues for the play areas, the current inspection of equipment by Direct Services and the work he was doing on the Service Level Agreement.

Issues of safety of the “ridge-rider” piece of equipment were mentioned and that a child had fallen off and sprained or fractured their wrist/arm. It was noted that this piece of equipment was designed for use by children aged 7 plus. It was also noted that the ridge-rider also met all the current EN safety criteria, and had been checked by the manufacturer.

The Play-safe system used by Direct Services at EBC was discussed and the daily reporting that it created. It was noted that Mr Eades has access to the Play-safe reports and issues that CFPC noted maintenance problems did not appear to be recorded on the system.

Issues of potential liability for CFPC were discussed and the need for due diligence on the part of CFPC in both ensuring compliance with the SLA and that agreement being fit-for-purpose. It was agreed that the maintenance responsibility should be clearly advertised at play areas with notices stating that Direct Services at EBC were the contractors and how to report any problems or issues to them.

It was agreed, that as part of CFPC complying with its responsibilities under due diligence that Mr Eades should undertake a suitable playground safety inspection course so that CFPC had a competent person able to undertake its own addition safety inspections to complement and audit those of Direct Services.

## **12. ANY OTHER BUSINESS – FUTURE AGENDA ITEMS:**

- building review – this would be reported on at the next meeting by Mr Eades;
- adding benches to the Fryern Rec – that there were second hand ones available, and a 3-4 month waiting time for them as repairs were necessary, however the Chairman suggested alternate options to be discussed at the next meeting; and
- it was noted that Pennine Way had been cut the following day and it was suggested that the grass cutting schedule should follow a weather or maximum length cycle.