

**CHANDLER'S FORD PARISH COUNCIL**

**ASSET MANAGEMENT COMMITTEE**

**9 MARCH 2015**

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

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

**In attendance:** Duncan Murray (Parish Clerk), Cllr Jolly and Cllr Duguid (from 7.30)

**Public Participation:** There was one member of the public present.

**1. APOLOGIES**

Cllr Aubry and Phil Eades (Maintenance Contracts Officer). Cllr Pragnell was not present.

**2. DECLARATIONS OF INTEREST**

No members of the committee stated a declaration of interest.

**3. TO AGREE THE MINUTES OF THE PREVIOUS MEETING HELD ON 9 FEBRUARY 2015.**

The acceptance of the minutes was proposed by Cllr Atkinson and seconded by Cllr Grajewski and all agreed.

At this point the Chairman brought item 10 on the agenda forwards and the meeting was adjourned (7.05pm) to allow the member of the public to engage in public participation.

Mr Bob Merret of Rotary spoke about the Itchen Valley Walk event that was planned for 7 June and requested the support of the Parish Council in provision of the Fryern Pavilion for the finishing point and use of the facilities.

The meeting was reconvened at 7.10pm.

**4. ROTARY ITCHEN WALK WHICH IS PLANNED FOR SUNDAY 7 JUNE, REQUEST TO USE THE RECREATION GROUND AND SOME FACILITIES OF THE FRYERN PAVILION.**

Members unanimously agreed to support Rotary in this event and it was noted that the date was after the expected handover of the extended pavilion. The Rotary Action Day was also noted, and the Clerk said he possibly had a couple of ideas.

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

The Clerk reported verbally on the officer's report as Mr Eades was on leave that week. In particular the Clerk drew Members' attention to the compliance work that had been completed and that the officer was now able to be proactive rather than reactive. It was also mentioned that the officer would be continuing to work towards best practice.

The Clerk also commented that the Play Area reports would be a month in arrears in the future as it appeared that only after the Play Safe data was archived two weeks after month end that it was no longer subject to change. Thus ensuring fixed data for

Members. It was also reported that the minor outstanding repairs at play areas had now had works orders raised on them and were being cleared off the system.

The Clerk also reported that the officer was fulfilling his role as advertised and interviewed for. Members agreed this and commented it was disappointing to see there had been so much to do. Cllr Atkinson asked if the officer could proceed with maintenance tasks without resorting to committee each time. The Clerk responded that so long as expenditure was within the constraints of financial regulation 4.1 and had the Committee Chairman and the Clerk's authorisation it could proceed without reverting back to committee and the delays that would cause.

**6. TO RECEIVE A REPORT FROM THE CLERK ON FUTURE QUARTERLY ASSET COSTS REPORTING.**

The Clerk reported that from the new council year he would be able to provide financial reports on a quarterly basis to the committee on direct expenditure affecting the management of assets and that the IT contract would include the creation of these reports at no additional cost.

**7. TO AGREE A TIMESCALE, AND GUIDELINES, FOR THE PLAY AREAS WORKING GROUP TO REPORT BACK TO THE COMMITTEE WITH ITS PRIORITISATION OF IMPROVEMENTS.**

The Working Group membership was confirmed as Cllrs Aubry, Boyes, Cox, Jolly and Leslie. They were asked to start on their assessment and to report back priorities at the May meeting of the committee. It was AGREED that proposed play equipment should be age suitable and robust.

**8. TO RECEIVE A REPORT ON PRESUMPTIONS TO BE USED IN DRAFTING AN OUTLINE BUSINESS PLAN FOR THE NEW EXTENSION OF FRYERN PAVILION**

The Clerk's rental cost presumptions were discussed and Members suggested that the rental charge should be competitive with the local market, but not cheap. A differentiation between peak and non-peak hours was also suggested. Deposit levels were also discussed. The Clerk was asked to bring revised figures to the next meeting.

**9. TO DISCUSS AND AGREE A RECOMMENDATION TO COUNCIL FOR THE PROVISION OF ADDITIONAL STAFFING IN ACCORDANCE WITH THE SCOPE OF THE RECOMMENDATION FROM POLICY AND FINANCE.**

The Clerk reported that he had been able to check the level of underspend in staff salaries caused by vacancies in posts earlier in the year and that there was £6,000 available to bring the fund up to £18,000. The Clerk was asked to consult on the draft job description with the Contracts Maintenance Officer.

**10. TO DISCUSS AND AGREE THE CONTENT OF LICENCES FOR PERSONAL TRAINERS ON THE**

**COUNCIL'S OPEN SPACES AND RECREATION GROUNDS (DRAFT TO BE CIRCULATED), TO AGREE WHETHER OR NOT FOOTBALL TRAINING SESSIONS NEED TO ALSO PAY SIMILAR FEES.**

This was discussed by Members and it was agreed that the Terms and Conditions be used for the hire of the Council's open/sports spaces by personal trainers. Members also discussed the licence fee for trainers providing boot camps. Following proposal by Cllr Atkinson and being seconded by Cllr Broadhurst, all AGREED that there should be a charge of £475 per quarter for trainers with a limit of 15 trainees per session and the number of sessions per week per trainer be limited. Saturday and Sunday boot camp training sessions were not to be allowed due to football training and respect for local residents. Community/youth groups were to be offered discounts of 50% or more.

**11. TO RECEIVE A REPORT ON THE FRYERN PAVILION EXTENSION**

The interim construction report of 17 February 2015 was noted along with a report that currently the variance to contract sum was £7,194.76 in the Council's favour.

**12. HILTINGBURY RECREATION GROUND TRANSFER UPDATE**

The Clerk reported that the engrossments were reported by EBC to be due out either at the end of the previous week or the early part of the current one. The issue of responsibility for repairs was raised.

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

Cllr Foulds requested that Pennine Way be added to the next agenda.

The next meeting was confirmed as 13 April 2015. That being the conclusion of the business the meeting was closed at 8.18pm.

Chairman.....