

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, Boyes Broadhurst (Vice Chairman), Foulds, Johnson and Luffman.

In attendance: Cllrs Pragnell and Grajewski, Duncan Murray (Parish Clerk) and Tomor Beqo (Facilities Manager).

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

1. APOLOGIES

These were received from Cllr Scott and Phil Eades (Compliance Officer (Operations)).

2. DECLARATIONS OF INTEREST

None were made.

3. TO NOTE THE MINUTES OF THE COMMITTEE'S MEETING OF 4 SEPTEMBER 2017 PREVIOUSLY AGREED BY COUNCIL ON 25 SEPTEMBER 2017.

These were noted.

4. TO NOTE THE UPDATED ACTION LIST

Four options for the parish office/community hall signage were put to the committee and option 4 was selected as the preferred sign. A question was asked about the sensory garden and the Clerk commented that it had been cleared up but the dedication of the bench was out of the council's remit. No date had yet been set by the borough council to determine the planning application for the proposed sports hall and refurbishment of the pavilion at Hiltingbury, and the original planning officer had retired. The Clerk was asked to include Funtasia 2018 on the action list.

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

5.1. Update on PSS and most recent reports.

It was noted that the required checks had been undertaken, and a report would be available for August and September play area checks at the next meeting when Phil was back at work.

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

The report was noted, and the Clerk asked for Members to note the significant efforts of the Facilities Manager and Compliance Officer in keeping the parish grounds/play areas, especially Fryern maintained and marking out the football pitches and after the leaving of both former grounds staff.

Works undertaken and planned were reported as: -

At Fryern Pavilion adding an additional keypad to the existing system on the entrance doors is being priced up. This is to improve the security. We have had several complaints from users in regards to teenagers hanging around by the entrance and gaining unauthorised access to the pavilion and damaging

curtains/blinds and chairs. It was noted the FM had been undertaking the required repairs so there had been no cash cost to the council, but about an hour of the FM's time.

The month's report was brief, as the FM had been concentrating on the grounds work.

Having had both Groundsmen leave this month had put considerable pressure on the FM to try and cover all the necessary jobs that need to be completed. The FM took the opportunity to thank Phil for all his help, between them they had managed to keep in control of the workload at Fryern, Pennine Way, play areas, litter picking, changing rooms, pitch marking and so on. With the Clerk's and Chair's authorisation (Fin Reg 4.1) EBC had been asked to cut the grass at Hiltingbury recreation ground until mid-October or later, hopefully by this time we will have our new staff in place.

Over the Autumn/Winter Projects to be completed

- Improving the football pitches – the work has already commenced on both Fryern and Hiltingbury. The pitches have been over-seeded (for a second time) and slitted, we will carry on with the full process to improve the condition; especially at Hiltingbury
- We are planning to heavily cut back the overgrown hedges at Hiltingbury, Fryern, Pennine Way to reshape them and free the recreation grounds/paths from being taken over by them. This is due to previous years where the job hadn't been completed properly.
- Improvements will be made to the Jubilee Garden and the Sensory Garden. At the Jubilee Garden the flower beds will be reshaped to look better. The overgrown hedges will be cut and reshaped. Additional vegetation will be planted in the Sensory Garden to complete the circular beds around the memorial bench which will also be repainted as it has been vandalised again.
- The work on the wild flower meadows at Fryern, Hiltingbury and possibly Pennine Way will commence in October. We will start preparing the ground **from October onwards** and will be seeded in the early Spring.

It was noted that The Hilt had gone through several systems for building security and it would be worth talking to them about keypad entry.

5.3. To note a report on incidents recorded.

There had been no incidents reported to the police.

6. TO DISCUSS AND AGREE (IN PRINCIPLE) THE INITIAL DRAFT BUDGET FOR 2018-2019 ASSET MANAGEMENT COMMITTEE RESPONSIBILITIES.

The Clerk briefed Members on the proposed budget for 2018-19 for the committee's responsibilities. Questions were asked about additional swings at Pennine Way and it was confirmed this would be in 2020/21. It was requested for future budgets that utility costs be

split out and the play area fund could be labelled as 'improvements' rather than 'replacements'.

The tree planting budget was questioned as to whether it could be carried over if not spent, and the Clerk commented it could so long as it was so resolved at year end. Also, tree planting itself was asked to be brought forwards for discussion as to whether more trees should be planted and where.

7. IN THE LIGHT OF THE RECENT HIGH COURT RULING ON TRIBUNAL FEES AND FOLLOWING THE RECENT RISKS TO GROUNDS MAINTENANCE MANAGEMENT ARISING FROM GROUNDSMEN PERSONNEL ISSUES, TO DISCUSS AND AGREE THAT A REFERRAL TO THE AUDIT AND RISK COMMITTEE SHOULD BE UNDERTAKEN, TO UNDERTAKE A REVIEW OF DELEGATED POWERS AND SCHEMES.

The Clerk briefed Members on his concerns of risk to the Council and in particular the need to ensure that with elections in May the schemes should be left fit-for-purpose from lessons learned from the current council period. Following proposal, seconding and on a show of hands this was AGREED.

8. TO NOTE THAT THE ACTING FACILITIES MANAGER IS UNDERTAKING PA1 AND PA6A (PESTICIDE/HERBICIDE STORAGE, MIXING AND APPLICATION) TRAINING MID-OCTOBER.

This was noted.

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

The undertaking of a feasibility study of reinstating a cricket square was requested, despite the last one being vandalised and the screens being burned down.

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 8.04pm.

Chairman.....