

CHANDLER'S FORD PARISH COUNCIL

ASSET TRANSFER AND MANAGEMENT TEAM

23 JUNE 2014

Hiltingbury Pavilion, Chandler's Ford

(7.00 pm – 9.00 pm)

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

In attendance – Sukey Spurlock Assistant to the Parish Clerk

1. APOLOGIES

None received

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 22 April 2014 be signed by the Chairman as an accurate record. **NB this included an additional sheet of recommendations, which was circulated at this meeting, which had not been available previously.**

4. MATTERS ARISING

There were a number of outstanding issues relating to the Allotment Tenancy agreement and it was agreed this would be deferred to the next meeting.

5. REPORT ON ASSET TRANSFER- UPDATE

5.1 Reasons for delay – EBC have failed to meet three promised deadlines and the Parish Council have experienced numerous problems in obtaining responses to emails since November 2013. The majority of issues relate to Hiltingbury Recreation Ground and in particular boundary issues. There are also Land Registry issues relating to Hiltingbury Schools and Hampshire County Council. Cllr Boyes indicated the situation is well documented and a comprehensive file of all exchanges between EBC's legal team and the Parish Council's solicitors (Blake Morgan) has been maintained.

5.2 Health and Safety – Cllr Boyes indicated he had repeatedly expressed his concerns regarding Health and Safety issues, all to no avail. In consequence he requested an independent report from Hampshire County Council. This was duly carried out on 2nd April 2014 and a copy of this report requesting copies the relevant statutory safety documentation was sent to EBC on 8th April 2014. The Parish Council has yet to receive a response.

5.3 EBC's Current Position – notwithstanding the foregoing Caroline Thomas has confirmed EBC will maintain responsibility for all assets until the transfer is finalised. However, despite this there appears to be mixed messages as EBC have terminated all service contracts with respect to both Fryern and Hiltingbury Pavilions.

Whilst the Parish Council acknowledges the monies for special expenses has been transferred this is not an issues as CFPC are buying back the service from Streetscene. CFPC will pay the due amounts, on receipt of the appropriate invoice for works carried out in accordance with the agreed maintenance programme and existing service level agreement.

It was agreed that:-

- CFPC needs to have ownership of assets before we can move forward.
- A new service level agreement will be prepared in parallel with the asset transfer negotiations.

5.4 Update on Fryern Pavilion Extension

Cllr Boyes provided a brief outline of the current situation:-

- Tenders are due to be returned to TKL Architects on 1st July 2014. It was agreed these would be opened and witnessed at the Parish Office at 2.30 pm. Thereafter the appointed Quantity surveyor would evaluate the tenders and prepare a report and recommendations for consideration by the Parish Council.
- Building Regulations submission - Tenders for the appointment of Building Control inspectors have been received and TKL Architects have recommended Eastleigh Borough Council are appointed. This was agreed by all present.
- Cllr Broadhurst tabled a request for a Traffic Safety Risk Assessment to be undertaken in respect to the access road to the Fryern Pavilion – Cllr Boyes agreed to investigate.
- Cllr Boyes indicated design fees were being maintained within estimated budget costs.
- However Cllr Boyes noted a cost which had been incurred, which had not been allowed for, was a Developer's planning contribution to EBC in the sum of £6175. This was made up of £5,290 for Sustainable Transport and £824 for Public Art, the remainder being administration charges.

5.5 Funding – Cllr Atkinson confirmed she had written to Keith House on 14th May 2014 requesting a grant in accordance with the new Homes Bonus initiative. A response is awaited. It was recommended that a follow up request be made following receipt of building tenders on 1st July 2014.

5.6 Financial Matters related to asset transfers

- CFPC needs to establish any monies available from 106 agreements and this is to be documented as part of the transfer agreement.
- CFPC needs to formulate a list of priorities and aspirations, for each location, to be developed following transfer of assets. Key issues relate to tennis courts, car parks and numerous other community initiatives. Fresh ideas welcomed.
- Grant funding extremely important and high on the list of priorities for the new Parish Clerk to control.
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6. APPOINTMENT OF MAINTENANCE CONTRACTS OFFICER

Phil Eades commenced 25th June 2014. Mike Hughes carried out an induction assisted by Sukey Spurlock. Walked around building and grounds.

7. WORKING/STORAGE ARRANGEMENTS FOR NEW OFFICER

Cllr Hughes tabled proposals for the location of a temporary building to accommodate the new Maintenance Contracts Officer and act as a temporary location for the Parish Clerk and Assistant Parish Clerk during the Pavilion Extension. This will take the form of a Secure Office/storage container located to the west of the existing carpark. It was noted this could provide a temporary facility for up to two years. Thereafter it would need to be replaced with a brick built structure to match the Pavilion construction. It was agreed to submit a Planning application for the temporary facility.

8. UPDATE ON INSURANCE REQUIREMENTS

Current arrangements are adequate for CFPC needs at present. However, a comprehensive review of our needs will be required following the completion of asset transfer. Cllr Boyes indicated an interim/outline proposal had been prepared but his would need to be revisited in the near future and he would contact Came & Company with a view to arranging a meeting.

9. RISK ASSESSMENT PLAN ON TRANSFER

This matter was deferred.

10. RECOMMENDATIONS TO FULL COUNCIL

Appointment of EBC as Building Control Inspectors.

Approval to release cheque for £399.00 to accompany Building Regulation submission.

Follow up letter regarding funding request to be raised.

Letter to EBC to confirm they are still responsible for insurance cover until asset transfer is complete

11. ANY OTHER BUSINESS

Allotments - need to appoint CFPC contacts

- Eagle Close – Cllr Broadhurst confirmed.
- **Ramalley – Cllr Boyes confirmed.**

Allotments Plot Holders meeting - Cllr Boyes indicated Eagle close were holding an open meeting at 11.00am on Sunday 13th July 2014 and members were invited to attend.

Contracts for Service Agreements – Phil Eades to investigate and report on the impact of EBC's decision to terminate the existing service contacts at Fryern and Hiltingbury Pavilions

12. DATE FOR NEXT MEETING

Next meeting to be held on Monday 21st July 2014.

The Chairman closed the meeting at 9.00pm