

CHANDLER'S FORD PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE

6 March 2017

Fryern Pavilion, Chandler's Ford 7.00 pm

PRESENT: Councillors Atkinson, Aubry, Boyes, Broadhurst (Vice Chairman), Foulds, Leslie, Luffman and Scott.

In attendance: Cllr Duguid, Duncan Murray (Parish Clerk), Phil Eades (Compliance Officer [CO]) and Giles Ashley-Brown (Facilities Manager [FM]).

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

1. APOLOGIES

These were received from Cllr Hughes, therefore Cllr Broadhurst chaired the meeting.

2. DECLARATIONS OF INTEREST

Cllr Atkinson declared a professional interest in Lakewood Trees (Tree Surgeons) but as there was no decision being made about them undertaking any work at the meeting the interest was merely noted.

3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 6 FEBRUARY 2017.

These were agreed, following proposal and seconding and on a show of hands, having noted that the minute item 3 read "TO NOTE THE MINUTES OF THE COMMITTEE'S MEETING OF 9 JANUARY 2017 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 23 JANUARY 2017" on the final version for signing.

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

Members noted the updated list. A question was asked about the memorial bench and it was requested that a date be set so that invitations could be sent out. A question was also asked about the potential pavilion extension to which an answer was given explaining that a couple of planning issues had to be sorted out but once the outcome of a meeting with EBC was known a Project Board meeting would be called. A councillor asked if non- project board members could attend that meeting but the Chair said no, as members of council could comment when the issue reverted to full council.

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

5.1. Update on PSS and most recent reports.

The report was noted with no comments being made.

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

The report noted that the Environment Agency had been doing stream bank works at Pennine Way. They had bolt cropped the chain and created some ruts, but they had put them right when works were completed.

Other works undertaken included:

Repainting of Fryern Pavilion completed by Andy Farmer correcting defects from WBCL, he has done a good job.

Mesh repair done to Fryern MUGA fencing.

The Spica roundabout was due to be delivered to VitaPlay 8 March and installed week of 13th or 20th.

Grounds/Pavilions

The path at Pennine Way was mentioned showing only 2-3mm of puddling after a day of heavy rain. Therefore, an increase in height to the path would not be helpful and other options were being looked into.

The Fryern sports side boilers were mentioned as being 20+ years old and inefficient. Anchor were awaiting further information from suppliers before finalising proposals. The boiler in the extension was shutting off because of hirers closing off the Clanfield room radiator circuit. It was agreed the boiler was behaving correctly and officers were asked to find a way to enable the radiators in the room to be turned off without closing the circuit and shutting down the boiler.

Recent storms had caused some tree issues, a branch and a tree had come down in the Fryern Rec, but had been dealt with. A quote had been received for the dead-wooding of the oak, but was considered expensive and a second quote received was much cheaper and a third was awaited. Trees were being regularly surveyed and currently were in a safe state on all sites, although a couple of potential issues were being monitored carefully.

5.3. To note a report on incidents recorded.

Anti-social behaviour issues had occurred with a few mild days' weather in half-term and dry evenings at both Fryern and Hildingbury Recs. There was also one dough-nutting car at Fryern car park which was reported to the PCSOs for them to get the number plate from Creative Parking and pay a visit to driver

6. TO DISCUSS AND AGREE THE INSTALLATION COSTS OF THE AGREED PLAY EQUIPMENT AND TO DISCUSS AND AGREE AS TO WHETHER VITA PLAY SHOULD BE CONTRACTED TO UNDERTAKE THE WORKS AT £18,035.19 (NOTING THAT THEIR CURRENT PREFERRED SUPPLIER STATUS IS DUE FOR REVIEW BY 1 APRIL 2018). TO DECIDE IF THE SLIDE AT WESTMORLAND WAY SHOULD BE REPLACED WITH THE HAGS-SMP 'FREERIDE' AT £1,448 PLUS INSTALLATION OF AROUND £3-3,500 AND THE OFFICERS' SUGGESTION OF PURCHASING 10 SETS OF HERAS FENCING

The Clerk briefed Members on the quote received from VitaPlay and the option for a replacement piece of play equipment at Westmorland Way.

The installation costs for the equipment already agreed was itemised as follows:

Cox Row (Nexus Altitude) removal of existing, installation, over-skim safety surfacing (69.5sqm), skip, heras etc. **£5,963.53**,

Suffolk Drive (Cone Climber) removal of existing, installation, over-skim safety surfacing (27.3sqm), skip, heras etc. **£4,430.30**

Mead Road (Cone Climber and Kvar) removal of existing 2 items, installation of 2 items, over-skim safety surfacing (50sqm), skip, heras etc. **£7,641.66**

Total installation contract: £18,035.19

This gave a total spend of supply and install of **£37,216 to £38,516** (depending on precise supply-only quotes).

The Clerk recommended retaining at least £4-5,000 as a contingency for unexpected breakages until January or February 2018.

Following a member's suggestion of play equipment for older users of the LEAP (Locality Equipped Area for Play) at the previous meeting, the Clerk recommended the 'Freerider' supplied by HAGS-SMP at a cost of £1,448 and with quoted install price from VitaPlay at £1,988 (without Heras fencing hire).

The potential purchase of 10 sets of Heras fencing to avoid hire charges was also mentioned.

It was also noted that a review of the Preferred Supplier status of VitaPlay was due to be undertaken in the summer with safety surfacing as the main pricing index due to it representing the highest cost element of the play area refurbishments.

Following discussion, proposal, seconding and on a show of hands it was AGREED to award the play equipment installation contract to VitaPlay without the need for any further quotes, due to their preferred supplier status; further to purchase and install the 'Freerider' at a cost of £3,436 and to purchase 10 sets of Hera fencing at an expected cost of around £300.

7. TO DISCUSS AND AGREE WHETHER TO PURSUE THE TRANSFER OF ASSETS/GROUNDS SURROUNDING THE PLAY AREAS AT COX ROW, SUFFOLK DRIVE, LINCOLN'S VALLEY AND WESTMORLAND WAY

The Clerk briefed Members his initial thoughts that the grassed areas around the land-locked play areas would be suitable for an asset transfer but the wooded areas would require significant due-diligence. Following discussion, proposal, seconding and on a show of hands it was AGREED to authorise the Clerk to undertake further work and bring detailed costs, precept income, due diligence breakdowns and recommendations back to the committee.

8. TO NOTE THAT 2 POTENTIAL GROUNDS STAFF HAVE BEEN OFFERED EMPLOYMENT AND THAT REFERENCES ARE AWAITED.

The Clerk briefed Members that the staff had been recruited, but due to market forces the Assistant Groundsman's salary had been set at a level close to his current salary, but higher than the salary scale expected. However, both roles taken together were within the authorised budget for their combined salaries, and that as the panel consisted of the whole of the HR Committee this was within their remit to do.

9. TO DISCUSS AND AGREE THE CONTENT OF THE INTERIM SAFE OPERATING PROCEDURES/ GROUNDSMEN'S HAND BOOK SO THAT THE DOCUMENT IS IN PLACE FOR

THEIR ANTICIPATED START DATE.

Following comment from the Chairman that the most important consideration was to protect all staff and suggested that a working group of 2 Members (Cllrs Boyes and Pragnell) work with the Clerk and FM to support officers in reviewing and amending the 153-page document as necessary, to make it as complete as possible. One Member said that the risk assessment and management document was good and about 90% of the way there.

Slightly off-agenda discussion looked at the risk management of the handover period from EBC. The Clerk confirmed that as the play areas' checks were remaining with EBC this covered the major risks to the parish council, and that a broad agreement was in place to enable further cover by EBC if this proved necessary, even at short notice. It was also confirmed that the recruited staff had good skills sets and lots of experience, so an easy handover should be possible even though the Senior Groundsman was only able to start on 3 April instead of mid-March. Having thought about and discussed potential issues of the handover and how to mitigate any arising issues, the meeting returned to the agenda.

Following proposal, seconding and on a show of hands it was AGREED to RECOMMEND to Full Council that the Interim Risk Assessment and Safe Operating Procedures (RA/SOP) document be accepted and that it was AGREED that a Working Group consisting of Cllrs Boyes and Pragnell be set up to support officers in reviewing and amending, as required, the Interim RA/SOP document.

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

To have a Project Board Meeting prior to the next AMC meeting so it can report back, the RA/SOP Working Group to report back, and the potential provision of 2 x dishwashers if they cannot be installed in-house and a project would require committee authorisation.

The next scheduled meeting was confirmed as 7.00pm on 10 April 2017 at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 8.26pm.

Chairman.....