

CHANDLER'S FORD PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE

3 October 2016

Fryern Pavilion, Chandler's Ford 7.00 pm

PRESENT: Councillor Hughes (Chairman) and Councillors, Atkinson, Broadhurst, Leslie, Luffman and Scott.

In attendance: Duncan Murray (Parish Clerk), Phil Eades (Maintenance Contracts Officer [MCO]), Giles Ashley-Brown (Facilities Manager) and Cllr Grajewski.

Public Participation: There was one member of the public present who spoke about the need for the Hiltingbury Lakes and Cuckoo Bushes to be brought into Parish Council ownership and particularly in the case of the Lakes to prevent any further degradation of the site, increases in vermin and be returned to being the 'jewel in the crown' of the parish. He also paid compliment to the Parish Council for the works it had so far undertaken in improving the assets of the parish since the transfer.

1. APOLOGIES

These were received from Cllrs Aubry, Boyes and Foulds.

2. DECLARATIONS OF INTEREST

There were none.

3. TO NOTE THE MINUTES OF THE COMMITTEE'S MEETING OF 5 SEPTEMBER 2016 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 26 SEPTEMBER 2016.

These were noted.

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

Members noted the updated list and a request was made for more interesting content in the noticeboards including Resident Association information. The Clerk informed Members that at certain times there was only enough space for legally required information.

5. CONTRACT MAINTENANCE OFFICER'S REPORT

5.1. Update on PSS and most recent reports.

The MCO reported that there was the play area report for July and August which were as expected. He also reported that the broken glass problems had stopped.

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

Lincoln's Valley – multi play unit wood replaced.

Cox Row – play area gate closers replaced.

Demonstrations/equipment trials attended for procurement of grounds staff equipment.

Grid weld mesh to repair Fryern MUGA fencing delivered – repairs due this/next week.

Sensory garden plants and 4No. Weeping Willows ordered – VitaPlay due to start this week (3-7 Oct).

VitaPlay undertaking works to reduce the gradient of the slope, surfacing with

'Rhyno Pave' at Ashdown Road end of Hilt Rec (Fin Reg 4.1 MH and DM).
Hygiene improvements HP – soap dispensers ordered from Initial as extension to our contract.

With regards to the TRO leads were being followed up with various potential providers. Progress was reported to Members in the following terms: *"This has been followed up and there does seem to be some confusion about the powers under which APNR can be used for enforcement according to the parking companies. For clarity Parish Councils use the 1984 Road Traffic Regulations to gain TROs/Parking Orders which does not prohibit APNR. Principal authorities do their TROs/Parking Orders under the 2004 Traffic Management Act which does not include any such powers for Town and Parish Councils and to which there are questions for APNR enforcement. This doesn't necessarily help the current situation, however this is being followed up with Creative Parking, and other potential providers. The issue that might arise is that of endless appeals with the use of APNR."*

It was also reported that Advanced Parking Solutions had suggested a 'man-on-the-ground' (PC's officer) alternative with handheld device which would, with a thermal printer, cost £1,000, with maintenance and running costs at £45 per month (cost of software, PCN processing, stationary, training & support) and signage @ £40 per sign. These costs are with a 50:50 split of penalty charge notices collected, so should be self-funding. That it might be an answer as APNR cannot control the parking within marked bays only issue and with photographic evidence taken as well the opportunities for appeals being limited. This would also fit with the original TRO that our consultants Alpha Parking drafted.

The issue of the water and meter at Ramalley for the new guides hut was reported on and that it was being followed up through EBC. The MCO commented that it was not a Parish problem rather one for EBC and the Guides. The risk was for the Parish Council in terms of the potential waste water charges. It was agreed that they should be written to and if an adopted meter was not put in place then cut the supply off.

5.3. To note a report on incidents recorded.

There had been very few incidents reported apart from drugs at Hiltingbury Recreation Ground and the issues of being in possession if removing the drugs elsewhere. It was agreed that the drugs should be removed and put out of use, with advice sought from the police.

Training Booked was reported as follows: Giles – RoSPA Play Area Inspections, Tree Assessment. DM, SS, PE, Giles and MH – Oversight/Supervision of Grounds staff – Tuesday 22 November at Fryern Pavilion.

Agenda Item 6 was deferred until 7 through 9 had been resolved.

- 6. TO AGREE, AS PER THE BRIEFING NOTE AND EXTANT RESOLUTION, THE PURCHASE OF A ROAD LEGAL, AND REGISTERED, TOWRITE ELECTRIC UTILITY VEHICLE AT A COST OF £11,289.**

No debate was required, following proposal, seconding and on a show of hands the purchase was AGREED.

- 7. TO AGREE, AS PER THE BRIEFING NOTE AND EXTANT RESOLUTION, THE PURCHASE OF PELLENC BATTERY POWERED PROFESSIONAL HAND TOOLS AT A COST OF £6,925 PLUS A COUNTERWEIGHT (APPROX. £30) FOR THE POLE HEDGECUTTER.**

No debate was required, following proposal, seconding and on a show of hands the purchase was AGREED.

- 8. TO AGREE, AS PER THE BRIEFING NOTE AND EXTANT RESOLUTION, THE PURCHASE OF A ZERO TURN SCAG 52" TURF TIGER AT £14,495 AND A SIROMER 354EU COMPACT TRACTOR, WITH FRONT LIFT CAPABILITIES/BUCKET AND ACCESSORIES AT £13,405; A TOTAL OF £28,400.**

No debate was required, following proposal, seconding and on a show of hands the purchases were AGREED.

- 9. TO DISCUSS AND AGREE WHETHER TWO POTENTIAL ASSET TRANSFERS, OF CUCKOO BUSHES AND THE HILTINGBURY LAKES, 'WOULD BE OF BENEFIT TO THE PARISH' AND IF AGREED TO MAKE A REFERRAL TO AUDIT AND RISK TO CARRY OUT A RISK ASSESSMENT OF ANY SUCH TRANSFER AS A MATTER OF DUE DILIGENCE BEFORE A RECOMMENDATION BE MADE TO FULL COUNCIL TO PROGRESS ANY SUCH TRANSFER.**

Members returned to Agenda Item 6 and firstly looked at the Cuckoo Bushes possibility for a land transfer starting with a presentation. Time was spent identifying issues such as Japanese Knotweed in neighbouring land. It was agreed that the main liabilities and risks for this piece of land were otherwise straight forwards.

Following proposal, seconding and on a show of hands it was AGREED to refer this to Audit and Risk for due diligence/risk assessment before returning the matter to AMC for further deliberation as to whether a recommendation be made to Full Council.

Hiltingbury Lakes were considered to be a far more complex issue, both in terms of funding and the scope of works needed. A tree survey existed from 2015 and there was a schedule of works that needed to be done. The current level of funding through Special Expenses on the EBC Council Tax charge was mentioned as being inadequate to even maintain the site and comparisons were made to Holly Park at Park Gate which has significant work done at the same time as the Lakes about 14-15 years ago.

Members agreed that consistency in maintenance was essential for the site, and that independent, expert, input would be needed. Suggestions of such bodies included Fareham Borough Council with Holly Park, Sparsholt College and Hampshire and Isle of

Wight Wildlife Trust should be approached as part of the due diligence process so that the council, if it proceeded with any transfer, was going in with proper awareness of the issues, demands and costs looking in the short, medium and long term for the site.

Following proposal, seconding and on a show of hands it was AGREED to refer this to Audit and Risk for due diligence/risk assessment before returning the matter to AMC for further deliberation, and the gaining of expert advice as to whether a recommendation be made to Full Council.

10. TO DISCUSS AND AGREE WHETHER THE AUTHORISATION/BUDGET SHOULD BE INCREASED, DUE TO A GROUNDSMEN'S STORE TENDER BEING RECEIVED SIGNIFICANTLY ABOVE THE RECENT, FREE, QUANTITY SURVEYOR'S ESTIMATION.

The Clerk advised Members as to the Quantity Surveyor's (QS) estimation being at £43,000 and tenders being received for £67k and £58k. Other tenders were expected, but with estimations being between £650 and £750 per square metre setting the budget at the QS's estimation with a £2,000 contingency made sense.

Members agreed that the building should be limited to a single storey, potentially saving costs on the foundations and concrete slab, be brick and block built (rather than pre-fabricated) with savings made where possible.

Following proposal, seconding and on a show of hands this was AGREED.

11. TO DISCUSS AND AGREE ANY ALLOTMENT RENT INCREASES AND CHANGES TO TENANTS' REPRESENTATION.

Members were briefed on the officer's recommendation that rents were increased by 50p per square rod from 1 October 2017 and every four years thereafter, to ensure they remained within the Parish Council's electoral cycle.

Representation of allotment holders' interests was agreed as being sensible at 3 per site with elections being held in the summer for the following year.

Following proposal, seconding and on a show of hands this was AGREED.

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

There were none.

The next scheduled meeting was confirmed as 7.00pm on 14 November 2016 at the Fryern Pavilion. That being the conclusion of the business the meeting was closed at 8.58pm.

Chairman.....