

CHANDLER'S FORD PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE

14 November 2016

Fryern Pavilion, Chandler's Ford 7.00 pm

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

In attendance: Duncan Murray (Parish Clerk), Giles Ashley-Brown (Facilities Manager) and Cllr Duguid

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

1. APOLOGIES

These were received from Cllrs Boyes and Phil Eades (Maintenance Contracts Officer [MCO]).

2. DECLARATIONS OF INTEREST

There were none.

3. TO NOTE THE MINUTES OF THE COMMITTEE'S MEETING OF 3 OCTOBER 2016 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 31 OCTOBER 2016.

These were noted.

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

Members noted the updated list and the Clerk commented on the Groundsmen's Store that builders' quotes received were all significantly over costs set out by the Quantity Surveyor and that therefore he was proposing to resolve this within his extant authority and agreed budget by looking to a pre-fabricated steel unit with a wood effect plastic finish which was quoted by White Rose Buildings at £24k without electrics and the ram-raised protection bollards.

There was no disagreement from Members over the Clerk's authorisation to be able to complete the project with a pre-fabricated unit, rather approval over being able to control the costs and deliver the unit within timescales.

5. CONTRACT MAINTENANCE OFFICER'S REPORT

5.1. Update on PSS and most recent reports.

In the absence of the MCO, the Clerk reported that there was the play area report for September which were as expected.

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

Grid Weld repair to Fryern MUGA - completed
Sensory garden bench and pathway installed, sensory garden planting started
Pathway to Ashdown Road kissing gate gradient reduced – completed
Annual Inspection of Play areas – minor issues shown up, including the Skate ramp at Hiltingbury Rec – EBC asked for a quote to repair minor delamination and plate/tarmac fixings.

It was reported that a Diwali festival celebration requested to use the Hiltingbury

Rec for a firework display a week or so ago and came back with documentation on the Thursday. It was clear that no qualified 'firer' was being used and therefore consent was denied under the Explosives Act 1875 and Fireworks Regulations 2004. However, it demonstrated that a policy is needed for the Use of council owned Open Spaces which was agreed to be brought in as soon as possible via the Policy and Finance Committee's next meeting.

VitaPlay had undertaken works to reduce the gradient of the slope, surfacing with 'Rhyno Pave' at Ashdown Road end of Hiltingbury Recreation Ground (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 a proposal had been received from Creative Car Parking for the parking enforcement at Hiltingbury and Fryern Pavilions/Recreation Grounds. The proposal was noted as follows:

- Offer of payment methods including a pay & display machine and "phone and pay" service allowing payment by phone call, online, text message or phone app)
- ANPR cameras
- An online interface for the Parish Council to self-administer, add and edit permitted vehicles. These vehicles would then be ignored by the cameras. An unlimited number of vehicles can be added
- An online interface to view parking payments, usage data and tickets, photographic evidence, incoming and outgoing correspondence, call logs and notes entered by Creative Parking operators, SLA achievements (responding to correspondence)
- Signage to communicate the new parking policy to all car park users and how the enforcement works
- The implantation of the system is free to charge to the Parish Council.

The Officer's recommendation was that the proposal be accepted, which was confirmed by the Clerk as being within the devolved power given to the Committee by Full Council earlier in the year.

Following proposal and seconding and on a show of hands this was AGREED, with a request of an adequate period of time for notification to the public before enforcement started, meaning the February half-term signalling the commencement of enforcement.

The vermin control quotations for Fryern Recreation Ground and the two allotment sites were considered, both the one-off costs and the quarterly servicing costs. It was commented that particularly with the school that the bait stations would be hidden and the Facilities Manager to contact the school and request that they also took appropriate vermin control measures themselves.

Following proposal, seconding and on a show of hands the Rentokil contract was AGREED.

The costs of undertaking a deep clean of the Hiltingbury Pavilion were considered next, to complement the weekly cleaning that was undertaken by staff. DCS, a local company, had quoted £720 to undertake the following works: A quote has been obtained for a deep clean on the Hiltingbury pavilion. This includes the following:

- Deep clean and stain removal of the carpet in the community room and corridor
- Ozone odour control in the community room
- Paving cleaning around the perimeter of the exterior
- Full clean of the kitchen, surfaces and appliances
- Full clean, sanitisation and limescale removal of all toilets and changing rooms
- Internal and external window cleaning
- Deep clean of all hard floors
- Full clean of all internal and external doors
- Full clean of balcony overlooking pitches

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

Members noted that a new company, Anchor Maintenance Ltd, from Winchester, were to undertake the annual servicing of the Boilers/water heaters in the two pavilions as officers were left unimpressed with the contractors used last year. The Facilities Manager commented that he knew the company well from his previous employment where they were used at the Guildhall in Winchester.

Two trees had been identified at Eagle Close allotments as being diseased. However, it was noted that the fenceline had been dog-legged around the trees and that our boundary line does not include any such deviations. The Facilities Manager was instructed to contact the tenants/owners of the property and utilise the EBC Tree Officer to enforce action liaising with Cllr Broadhurst as required.

5.3. To note a report on incidents recorded.

There had been very few incidents reported apart from the continuing drugs issues at Hiltingbury Recreation Ground and that a draft drugs policy was being developed along with a risk assessment. The police had added extra patrol areas to cover the pavilion and sensory garden.

6. TO NOTE THE INCOME GENERATED BY THE COUNCIL'S ASSETS FOR THE FIRST 6 MONTHS OF THE FINANCIAL YEAR, AND THE INCOME EXPECTED IN 2017 FROM

CURRENT BOOKINGS.

The Clerk briefed Members on the increase in bookings in the second quarter, which was as expected, giving a total income in the first half year of £18,765, of which £3,696 was due to tennis key card sales (£5,375 since the scheme started). Fryern Pavilion had a total income of £10,099 of which £7,518 was in the second quarter. It was reported that in the first 6 months there was an operating surplus of sales to direct costs of £11,165. It was also reported that Play Area improvements had spent £48,010 of the £50,000 budget set aside for that purpose.

It was also mentioned that the Facilities Manager was looking into ways of marketing off-peak hours to businesses such as B&Q, where some departments make use of Fryern Pavilion but others are unaware of us, as well as the quieter peak periods for classes. It was confirmed that none of this would be through the 'poaching' of clients from other halls.

Members congratulated officers for bringing the occupancy rate up and doing so ethically.

7. TO DISCUSS AND AGREE THE COMMITTEE'S BUDGET RESPONSIBILITIES AND AMOUNTS TO BE TAKEN FORWARDS TO FULL COUNCIL IN THE 2017-2018 DRAFT BUDGET.

The Clerk, as Responsible Finance Officer, took Members through the draft budget figures explaining how they were calculated for the expected direct costs of delivering the grounds maintenance in-house. Fryern, Hiltingbury and Pennine Way recreation grounds' direct costs were anticipated to reduce by £27k, £48.9k and £3.4k respectively. Grounds staff salaries would be shown in the overall staff costs.

The Asset Improvement Fund had been moved to the Committee's budget to demonstrate that the devolved authority to authorise expenditure up to £50,000 was with the committee. It was also confirmed that Tree Planting and Tree Contingency budgets had been moved from other headings into this budget for 2017-18.

The Clerk was asked to check about when there might be a transfer of the play area in Hut Farm in case that would have any budgetary effect.

Members agreed that the committee's proposed budget should be taken forwards to Full Council in January 2017.

8. TO NOTE THAT THE SIROMER 354EU (35HP) COMPACT TRACTOR, WITH FRONT LIFT CAPABILITIES/BUCKET AND ACCESSORIES AT £13,405 IS SOON BEING DISCONTINUED AND TO THEREFORE AGREE THAT THE ALTERNATIVE OF THE 340CH (40HP) WITH THE ACCESSORIES REQUIRED AT £15,385 LESS A 2.5% DISCOUNT (TO £15,000) IS PURCHASED INSTEAD.

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

9. TO DISCUSS AND AGREE A DRAFT TREE POLICY TO THEN BE PROGRESSED THROUGH THE POLICY AND FINANCE COMMITTEE.

Members studied the draft policy document, which the Clerk introduced as originating from the Borough Council's Tree Policy for trees on owned public land. Members enquired as to the frequency of inspections of trees and that the full tree policy of EBC might need to be adapted for the Parish Council. However, it was also noted that the Facilities Manager would be attending a tree training course on the Friday which could further inform the draft policy. The Clerk commented that the important issue was to have a tree policy in place and then review it as and when necessary.

Following proposal, seconding and on a show of hands it was AGREED to progress the draft policy through Policy and Finance and then on to Full Council.

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

There were none.

The next scheduled meeting was confirmed as 7.00pm on 5 December 2016 at the Fryern Pavilion. That being the conclusion of the business the meeting was closed at 8.31pm.

Chairman.....