

CHANDLER'S FORD PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE

7 MARCH 2016

Fryern Pavilion, Chandler's Ford 7.00 pm

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

In attendance: Duncan Murray (Parish Clerk), Phil Eades (Maintenance Contracts Officer [MCO]) and Cllr Johnson

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

1. APOLOGIES

These were received from Cllr Broadhurst, Cllr Boyes was unwell and a message was picked up after the meeting from Cllr Aubry.

2. DECLARATIONS OF INTEREST

No members of the committee made a declaration of interest.

3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 8 FEBRUARY 2016

Following correction of the date to 8 February 2016 and then proposal and seconding these were AGREED.

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

The items were noted. A test of the hearing loop was requested and ongoing monitoring as well as an action plan for updating the new noticeboards when they had been delivered and installed.

5. CONTRACT MAINTENANCE OFFICER'S REPORT

5.1. Update on PSS and most recent reports.

The MCO reported that he was comfortable that PSS was working and the next step was to carry out an audit. A note on the website about the roundabout at Pennine Way was requested to be updated with items undergoing maintenance. The MUGA fencing at Fryern was mentioned as well as hand points on the rotator at Hiltingbury. Other minor issues were reported, none causing a safety risk.

The report on the Movawall installation failing was being chased by TKL, it was requested that this go onto the Action Monitor List. The inadequate fixings used by WBCL to install the disability aid in the disabled toilet was noted along with the fact that these had been replaced with 6" screws.

The incident of a child running 'full-pelt' into the barrier at The Hilt was mentioned and that a risk assessment had been done which resulted in hazard tape being applied to increase the visibility of the barrier. Members discussed the barrier issues and whether or not it should be brought forwards and if it could be replaced with a gate. It was agreed that should The Hilt wish to replace the barrier with a gate and accept any and all risks associated with such a change, and that decision on their part was made in writing that would be

acceptable. In the meantime it was noted that there was nothing to currently do further to the barrier, but it would be monitored.

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

The following works/items were noted:

Replacement roller-shutter (electrical) ordered (Fin. Reg.4.1) – Fitted 1 March.
Variegated Holly tree (3.5m) and 12 x Pyracantha (2 – 2.5m) for Jubilee Garden and natural additional security barrier and landscaping to compound respectively (Fin. Reg. 4.1). Now delivered and planted.

Non-slam tennis court gate closers fitted.

Tarmac levelling (footpath near FCA office) – to help rectify severe puddling (Fin Reg 4.1).

Barrier to Rec to be repainted (Fin Reg 4.1). Completed Friday 4 March.

Commemorative Plaque for the Lord-Lieutenant's visit delivered – unveiling curtain delivered on 4/3/2016.

Gating fitted.

Acoustic panels fitted.

Fryern sports hallway repainted.

Small kitchen repainted.

Gas vents re-cemented and fitted properly.

Door architrave cracks filled.

Retractable arm in disabled toilet re-fixed (properly).

A 'George' carpet shampooing wet/dry vacuum was bought (Fin Reg 4.5) and a Karcher pressure washer (Fin Reg 4.5) to ensure the pavilion can look its best for 10 March and ongoing building maintenance.

A question was asked about the gates being locked and children getting locked in the tennis courts and it was answered that with the gates locked they shouldn't be able to get into the courts and that there was emergency contact number available if anyone did.

5.3. To note a report on incidents recorded and reported to the police.

It was noted that it had been too cold and wet for there to be any incidents to report. However the MCO mentioned complaints being made about out of control dogs and the increase in fouling. It was suggested that the Dog Warden and PCSOs be informed about the increase in fouling creating a nuisance and putting health at risk.

6. TO CONSIDER AND AGREE WHETHER TO PURCHASE AND INSTALL A WOODEN FRAMED 15 SEATER SNAKE ROPE SWING FOR THE LINCOLN VALLEY PLAY AREA OR THE 8 SEATER STEEL FRAMED ONE.

Members discussed the option of wooden or steel structures and following proposal and seconding and on a show of hands it was AGREED to purchase and install the 8 seater steel Snake Swing for Lincoln's Valley Play Area along with the other items previously agreed for the play areas.

7. TO DISCUSS AND AGREE A POLICY FOR HIREABLE HOURS FOR THE FRYERN PAVILION.

Following proposal and seconding and on a show of hands the hireable hours for the Fryern Pavilion were AGREED as Monday to Thursday 0700 to 2300 hours, Friday and Saturday 0700 to 2400 hours, Sunday 0900 to 2200 hours with the only exception for later than midnight being New Year's Eve parties when it would be until 0100 on New Year's Day.

8. TO SET A DATE FOR THE NEXT HILTINGBURY PAVILION WORKING GROUP TO MEET.

This item was deferred.

9. TO CONFIRM HOLDING A BEACON LIGHTING EVENT TO MARK THE QUEEN'S 90TH BIRTHDAY ON 21 APRIL 2016.

Following proposal and seconding and on a show of hands it was agreed to hold a beacon lighting event at Fryern Recreation Ground.

10. TO PLAN FOR EXPECTED CHANGES AT EBC AND HOW THEY COULD IMPACT ON THEIR ABILITY TO PROVIDE SERVICES AND OUR ABILITY TO MANAGE OUR RESOURCES, TO MAKE A RECOMMENDATION TO COUNCIL OF STEPS REQUIRED TO ENSURE THE ABILITY TO HAVE ADEQUATE FUTURE SERVICES DELIVERED.

Members discussed the need for the Parish Council to bring more services in-house following comments made at EBC's last Council meeting and a suggestion was put forwards that a *Facilities Manager* would be needed full time to line manage the grounds staff and the maintenance and day-to-day running of the pavilions and other assets. The timing of the proposed personnel starting was discussed and there was consensus that the bringing grounds staff in-house would be cost effective and should fund the Facilities Manager's post in full, whilst still delivering savings.

The Clerk reported on the conversation held between Paul Naylor and himself the previous Friday in which comfort was given over the StreetScene operational budget being maintained in the coming year and that it was therefore expected that grounds staff would be needed from the following March (to allow for a handover) and the Facilities Manager in post for at least the last quarter of the coming year aiming for an April 2017 start for in-house provision.

Following proposal and seconding and following a show of hands it was UNANIMOUSLY AGREED that a RECOMMENDATION be made to Full Council that a full time Facilities Manager be recruited to be in post to enable a smooth handover from EBC to in-house grounds maintenance which could start in April 2017.

11. TO DISCUSS AND AGREE TO DESIGN A GROUNDSMAN STORE WITH A MONO PITCHED ROOF OF UP TO 4M IN HEIGHT AND LESS THAN 200M3 CAPACITY SO AS TO COME WITHIN THE GENERAL PERMITTED DEVELOPMENT ORDER (2015) PART 12 SECTION A (ANCILLARY BUILDINGS) AND TO SEEK TENDERS FOR ITS CONSTRUCTION.

The Clerk introduced the item explaining the General Permitted Development Order (GPDO) and that it meant planning consent would not be needed if the groundsmen's

store was within the confines of the order at 200m³ which would allow for a building (internal dimensions) of 8m x 6.25m x 4m.

Members discussed whether a small building as suggested would be adequate or whether a larger building was necessary or whether it should be designed with forethought; to increased staffing and equipment in the future and therefore have planned phasing for potential development/extensions. It was also confirmed that if the resolution was to use the GPDO route neighbours would be consulted on the look of the building.

Following proposal, seconding and on a show of hands it was AGREED to build a small ancillary building of up to 200m³ and no more than 4m in height as per the requirements of the GPDO (2015) Part 12, with plans drawn up for 2 phases of potential development.

12. TO REVIEW THE DELAYED EBC WORKS AT PENNINE WAY.

Members reviewed the proposed footpath improvements, noting the two benches were

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

To follow up on the Movawall fixing report and correction of any other fixtures and fittings issues, the Hilt barrier/gate, noticeboard update plan and dog fouling.

The next scheduled meeting was confirmed as 11 April 2016 at the Fryern Pavilion. That being the conclusion of the business the meeting was closed at 9.05pm.

Chairman.....