

CHANDLER'S FORD PARISH COUNCIL

ASSET TRANSFER AND MANAGEMENT TEAM

21 July 2014

Hiltingbury Pavilion, Chandler's Ford

(7.00 pm – 9.00 pm)

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

In attendance: Sukey Spurlock (Assistant Parish Clerk) and Phil Eades (Maintenance Contracts Officer)

Information and Discussion Review

It was noted that insufficient time had passed between distribution of the agenda and the meeting to enable any decisions to be taken and therefore an informal meeting was to take place to update members and gain feedback from the public and other stakeholders present.

1. Allotments – review of issues raised at Plot Holders' meeting held on 13 July 2014
 - Maintenance of boundary hedges and trees – Bournemouth Road side and Eagle Close side – It was noted that there were no TPOs on any tree so the allotment holders should be able to cut back overgrowth themselves. The ownership of the land at the boundary of Eagle Close and the allotment would be checked and reported back.
 - Provision of key safe – was agreed one would be provided.
 - Water use – it was noted that private houses were using allotment water for their back gardens. The options of more standpipes and or their relocation needed to be looked into. It was noted tenants pay their own water charges.
 - Tenancy Agreement – Eagle Close tenants were looking into their tenancy agreement and would feedback by Friday 25 July. The Ramalley tenants also need to review and feedback their comments. These to be emailed to Richard...

- Use of Plots 21B and 25 – it was discussed that plot 21B could possibly be reduced in size and that plot 25 could possibly become a community area which would require a peppercorn rent to be approved.
 - Appointment of first aider – this was not required
 - Repairs to damaged store roof – tenders would need to be sought, the former contractor undertaking repairs could be contacted through EBC (if known). It was suggested that Matt Aldridge's replacement might know, it was also noted that it would be necessary to identify the materials used.
 - Feature to be included in future Parish Newsletters
 - Parking – it was suggested that the double yellow lines could be replaced and the land could be taken over for allotment parking only. This was something the Team and Parish Council could look into.
2. Report on asset transfer – It was possible that the assets could be transferred over one-at-a-time which could possibly cause confusion.
- Streetscene had agreed that the repairs to the car park etc at Hiltingbury needs to be better.
- Services/contract for services cancelled, particular concern in terms of fire and water services. It was noted that it would be necessary to get EBC to chlorinate showers before they were used. It was also noted that decisions would need to be taken to buy back the services which should have continued.
- Service Level Agreement – it was noted that Phil was looking into the fine print to enhance the SLA and details would be available at the next meeting. It was noted that Phil Eades and Cllr Boyes were to meet with Andrew Taylor.
3. Update on Extension on Fryern Community / Pavilion – It was noted that the tenders were back and that the architect had made a recommendation. This would need the committee to review.
4. Application for funding for Building Extension – The possibility of funding through the New Homes Bonus scheme was discussed with the need for support through the LAC and then Cabinet at the Borough. The next meeting of the LAC of 10 September was noted and Cabinet for 11 September. Cllr Broadhurst would look at the agreements.
5. Working / Storage arrangement for New Maintenance Contracts Officer - Planning Application update – deferred

6. Update Insurance arrangements of assets to Parish Council – Cllr Boyes was meeting to discuss transfers of assets on 30 July possibly with Cllr Broadhurst. EBC would need to inform CFPC of the value of the pavilion.

7. Any other business – Future Agenda items:
 - building review – Phil Eades
 - adding benches to the Fryern Rec.
 - It was noted that Duncan Murray was to be helping out at the office during the recruitment period for a new Parish Clerk