

**CHANDLER'S FORD PARISH COUNCIL**  
**ASSET MANAGEMENT COMMITTEE**

**11 July 2016**

**Fryern Pavilion, Chandler's Ford 7.00 pm**

**PRESENT:** Councillors Boyes, Aubry, Atkinson, Foulds, Leslie, Luffman and Scott.

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

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

Due to both the Chair and Vice-Chair of the committee being absent a Chairman of the meeting needed to be elected as per Standing Orders. Cllr Scott was proposed and seconded and AGREED by the voting Members. Cllr Scott therefore took the Chair for the meeting.

**1. APOLOGIES**

These were received from Cllr Broadhurst and Cllr Hughes.

**2. DECLARATIONS OF INTEREST**

Cllr Atkinson declared a potential non-disclosable, non-pecuniary interest in Agenda Item 10 as the person heading up the Girl-Guiding, was in a totally separate role a client of the Cllr. It was decided that this was immaterial to the matter on the Agenda.

**3. TO NOTE THE MINUTES OF THE COMMITTEE'S MEETING OF 6 JUNE 2016 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 20 JUNE 2016.**

These were noted.

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

The items were noted. Completion of the installation of the new Parish Noticeboards was reported as expected to be completed by the end of July, the snake swing at Lincoln's Valley completed that week, and the benches at Pennine Way had been installed and the slabs had been done as well. A question was asked about the hearing loop and it was reported that the council were using the portable loop which currently seemed sufficient. It was also reported that the caretaker had put up four extra acoustic boards in the Clanfield room as the reverberation was considered to have still been too much.

**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 May which was as expected and that there were 6 maintenance items that were current and being undertaken.

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

Benches installed in Pennine Way

Westmorland Way play equipment installed

Pollarding of 3x Willow Trees in Pennine Way authorised due to cracked crowns etc (Fin Reg 4.1)

Design of concrete pad for the Groundsmen's store authorised (Fin Reg 4.1) Lincolns Valley Snake Swing installation started (5/7/2016) EBC have quoted to remove and replace all the boards on the multi-play unit – at £737.50 this seems expensive so we have asked Vita Play to quote for the works they feel need to be undertaken. 4 x noticeboards delivered – due to install in June.

A Member reported that there appeared to be some paint damage and graffiti to the new benches in Pennine Way.

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

An incident involving a buggy and uneven ground at the kissing gate was reported briefly as it was covered under Agenda Item 9. A Member questioned whether Vita Play were being treated too favourably. The Clerk reported that they were a preferred supplier because of very good prices, which were consistently tested against the other preferred supplier EBC a second consideration was that their safety surfacing was of high quality and was able to deal with a wide variety of situations; and thirdly that Vita Play were able to prioritise our works when necessary especially on Health and Safety grounds. Members commented that it was good to test suppliers regularly.

The unauthorised tree works were noted along with the letter sent and recharging of the works.

The weed killing treatment of the Giant Hogweed was noted.

**6. TO DISCUSS AND AGREE THE BUDGET FOR THE GROUNDSMEN'S STORE FROM THE DESIGN PUT FORWARDS AS PER THE RESOLUTION OF 7 MARCH 2016, TO PROVIDE AN ANCILLARY BUILDING WITHIN THE PARAMETERS OF THE GPDO (2015) SCHEDULE 12, WITH TENDERS TO BE BROUGHT BACK TO THE COMMITTEE IN AUGUST FOR THE APPOINTMENT OF THE CONTRACTORS.**

Members were briefed on the history of the Council's and Committee's previous resolutions by the Clerk and the reasoning behind the design being utilitarian and therefore demonstrating control of costs.

Members queried whether a modular design would be more cost effective and were reminded in their discussion that what had been presented was as per previous resolutions which constituted good practice and that they were bound by previous decisions.

Following proposal, seconding and on a show of hands it was AGREED to authorise an outline budget of up to £30,000 for the construction of the groundsmen's store with tenders being returned to enable the appointment of contractors at the August meeting of the Committee, so that construction can begin as soon thereafter as possible.

**7. TO DISCUSS AND AGREE THE REMOVAL OF THE WEED TREE AT THE CORNER OF THE FRYERN CAR PARK, AND TO AGREE TO THE HEDGE BEING CUT BACK IN LINE WITH THE**

**KERBING**

After a brief discussion and following proposal, seconding and on a show of hands this was AGREED at the residents own cost.

**8. TO DISCUSS AND AGREE THE COSTS FOR THE PATH TO ACCESS THE MEMORIAL BENCH AT HILTINGBURY RECREATION GROUND AS PER THE QUOTE FROM VITA PLAY.**

Members expressed concerns over the level of expenditure for this project for the Council and the Clerk was asked to revert to the promoters and report back to the next meeting. This item was deferred.

**9. TO NOTE THE REPORTED INCIDENT AND TO NOTE THE REPAIRS TO THE SURFACE AT THE KISSING GATE ACCESS TO HILTINGBURY RECREATION GROUND TO PREVENT THIS HAPPENING AGAIN – AUTHORISED UNDER FIN REG 4.1.**

This was noted and officers were asked to proactively assess any other such risks at recreation grounds.

**10. TO DISCUSS AND AGREE HOW TO MANAGE THE EMERGING ISSUES OF WATER AND FENCING AT RAMALLEY ALLOTMENTS AND THE NEW GIRL-GUIDING HALL.**

The MCO went through the plan he had provided and re-iterated the options he had previously suggested to the committee:

1. Request the Guides install a separate metered mains water supply to the building – this would require a connection back to the mains water pipe in Hursley Road.
2. Ask the Guides to have Southern Water install a meter between the road supply and the New Guides Building (similar to the Scout Hut/Pre-School supply, also from the same supply).
3. Ask the Guides to install an internal self-read water meter and agree a payment from the Guides to the PC for the water taken.
4. Cut off the supply – Only possible if terminated at the main inlet point (at the entrance to Ramalley from Hursley Road) – Note this would also cut off the supply to the pre-school, the cemetery and the allotments.

Members discussed the issues and options and although option 3 was preferred this was debated with consideration to the how(s), why(s) and when(s) this occurred. Broad agreement was made over the potential costs to the Girl Guides.

In terms of the solution it was proposed that a legal agreement be drawn up that properly protected the Parish Council's interests whilst pragmatically prevented unnecessary expenditure but at the same time provided the safest, most sensible way of managing the situation.

Following proposal, seconding and on a show of hands it was AGREED that a document be drawn up that enabled option 3 to be applied to the building, would be binding on any successors in occupation of the building from the Girl Guides, ensured accompanied access to the building and meter for Parish Council Officers to verify their meter readings, and that any, and all, waste charges that might be applied by Southern Water to the

supply are the responsibility, in full, of the occupying organisation. Within this resolution it was also AGREED that should they refuse this option that the situation could be reviewed as necessary.

The fencing issue was also discussed and officers said they had been unable to locate the required transfer documents for clarification it was mentioned that documents relating to the transfer should be on another computer and would be forwarded. Officers were asked to report back in September both on the TP1 status and whether agreement has been reached on the water charges.

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

The status of the fence maintenance costs at Ramalley, Number plate recognition cameras for the car parks and tree planting.

The next scheduled meeting was confirmed as 7.00pm on 8 August (if required) or 5 September 2016 at the Fryern Pavilion. That being the conclusion of the business the meeting was closed at 8.30pm.

Chairman.....