

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

**17 MAY 2016**

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

**PRESENT:** Councillors Broadhurst (Vice-Chairman), Atkinson, Foulds, 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.

**1. APOLOGIES**

These were received from Cllrs Boyes, Hughes and Leslie. In the absence of Cllr Hughes, Cllr Broadhurst took the Chair.

**2. DECLARATIONS OF INTEREST**

No members of the committee made a declaration of interest.

**3. TO NOTE THE MINUTES OF THE COMMITTEE'S MEETING OF 7 MARCH 2016.**

These were noted.

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

The items were noted. Delays to the painting of the tennis courts due to rain were noted as were drainage being put in under the path in Pennine Way, the respective benches being installed adjacent to the path when it was completed and the PSS Audit having been carried out with favourable outcomes.

**5. CONTRACT MAINTENANCE OFFICER'S REPORT**

**5.1. Update on PSS and most recent reports.**

The MCO reported that there were two play area reports February and March following the cancellation of the April meeting he was comfortable that PSS was working and that the audit had been completed. Deep seeding and top dressing of the football pitches had been booked and was due to start imminently with targeted weedkilling as well.

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

The following works/items were noted:

Football goal areas over-seeded

Soil on order for top-dressing (40 Tonnes) for Hiltingbury football pitches.

Tennis Court painting – Sports Courts due 12-13 May (weather dependent)

Hiltingbury access road to The Hilt – dip repaired by VitaPlay using porous wet pour with aggregate

Fryern Play Area – toddler swing seats and 'Wok' rotator bearings - VitaPlay cheaper than EBC – ordered

Terms and Conditions Notices for Tennis Courts printed and ready to put up.

4 x noticeboards ordered.

Additional 100 Key Cards ordered.

Water Fire Extinguisher at HP missing tag – replaced.

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

It was noted that the fire extinguisher was the only incident.

**6. TO NOTE THE PROGRESS OF THE EBC PATHWAY AT PENNINE WAY.**

Members were informed that additional works had been undertaken to avoid creating delays through emerging trip hazards (Fin Reg 4.5) at £750. One side of the path had been worked on at a time to keep a pathway open and that there was about a week's work left to do; that the ditch had been cleared and seems to be working more efficiently. Local residents had agreed to volunteer time to maintain the ditch.

**7. TO CONSIDER AND AGREE, AS PER THE OFFICER'S RECOMMENDATION, WHETHER TO ACCEPT THE QUOTE RECEIVED TO 'RHYN0 MULCH' THE REST OF THE TODDLER PLAY AREA AND WET POUR OVER-SKIM THE JUNIOR PLAY AREA AT PENNINE WAY, AS PER THE PROPOSALS SUGGESTED BY SURFACING SOLUTIONS LTD (SISTER COMPANY TO VITA PLAY LTD).**

The Clerk briefed members on the decision made the previous year to hold back on some resurfacing works in the Junior play area at Pennine Way as it was only at early stages of disrepair and it was pragmatic to see how it fared over the winter. He also commented on the improvements and that it would be most sensible to Rhyno Mulch the Toddler play area and a couple of other small areas as otherwise it would remain unusable in the wet when there was new, dry, access which would be a bit incongruous.

With regards to the financial implications the Clerk also commented that the total Play Area Improvement budget for 2016-17 was £50,000. The HAGS-SMP equipment was £7,020 and the installation/purchase of the Rope Swing and installation of HAGS-SMP equipment with all the safety surfacing was a further £20,305 giving a total spend of £27,325, leaving a residual balance of £22,674.

Concluding that with the surfacing costs at £17,402.11, the project was affordable and within budget.

Members agreed it was logical to do the area and wondered if it could be slightly tinted green so long as a patchwork effect could be avoided and left this aspect to the Clerk's discretion.

Following proposal, seconding and on a show of hands the works were unanimously AGREED.

**8. TO DISCUSS AND AGREE, AS PER THE OFFICER'S RECOMMENDATION AND WITHIN FINANCIAL REGULATION 11.1.A.II, THE APPOINTMENT OF TKL ARCHITECTS TO UNDERTAKE A FEASIBILITY STUDY OF THE PROPOSALS TO EXTEND AND IMPROVE THE HILTINGBURY PAVILION AT £5,000, AND TO REQUEST THE PROVISION OF A NHBS GRANT FROM EBC TO COVER THESE COSTS.**

The Clerk briefed Members on the matter and why his recommendation was for the committee to resolve to authorise the expenditure of up to £5,000 (£3,650 + VAT and additional disbursements/with contingency) as detailed in the proposal submitted by TKL Architects. Which would enable them to undertake a feasibility study into the construction of a sports hall extension and other works to Hiltingbury Pavilion. Furthermore that this would allow the Clerk to request up to £5,000 of NHBS funding from EBC. The Clerk also commented that it would be advisable if a codicil was attached on the following lines "any extras that are identified as outside of the quotation are to be agreed with the client, and the client will receive an estimation of any such additional charges for agreement prior to work commencing."

Members discussed the issues, the very dilapidated state of the extant pavilion, the emerging data from the Survey Monkey questionnaire which had been advertised on the Council's website, Chandler's Ford Street-life as well as manually completed at the Funtasia. The NHBS time limits were noted as well as the fact that there was a NHBS grant available to pay for the study and the intention of the programme to invest in bricks and mortar.

Members agreed that the next logical stage was a feasibility study to see if and what could be done and if it was affordable. The previous positive experiences working with the feasibility study team on the Fryern Pavilion extension were also noted in terms of quality, support and bringing the project home within budget.

Following proposal, seconding and on a show of hands it was unanimously AGREED to appoint TKL Architects Ltd to undertake a feasibility study as per the officer's recommendation.

**9. TO NOTE THE APPOINTMENT OF TKL ARCHITECTS TO PROVIDE DRAWINGS FOR THE GROUNDSMEN'S STORE UNDER FIN REG 4.1 AND AS REQUIRED BY THE RESOLUTION OF THIS COMMITTEE ON 7 MARCH 2016.**

This item was noted.

**10. TO NOTE INTERIM RESULTS FROM THE HILTINGBURY PAVILION SURVEY.**

These were noted

**11. TO NOTE THE INCIDENT REPORT RECEIVED FROM MOVAWALL.**

This was noted, including the point that the installation technician was no longer working on installations

**12. TO NOTE THAT WILDING BUTLER HAVE SENT A REPRESENTATIVE TO CHECK ALL THE OTHER FIXTURES AND FITTINGS HAD BEEN CORRECTLY INSTALLED IN THE FRYERN PAVILION EXTENSION.**

This was noted along with no other issues being discovered by the representative.

**13. TO AGREE TO THE ROTARY WALK ON 12 JUNE MAKING USE OF THE FRYERN PAVILION**

**AND GROUNDS WITHOUT CHARGE.**

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

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

The MCO requested that the Guide building's water supply and fencing be brought forwards as there were emerging issues.

The next scheduled meeting was confirmed as 6 June 2016 at the Fryern Pavilion. That being the conclusion of the business the meeting was closed at 8.03pm.

Chairman.....