

CHANDLER'S FORD PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE

5 December 2016

Fryern Pavilion, Chandler's Ford 7.00 pm

PRESENT: Councillor Hughes (Chairman) and Councillors, Atkinson, Aubry, Broadhurst, Foulds, Leslie, 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, Luffman and Giles Ashley-Brown (Facilities Manager).

2. DECLARATIONS OF INTEREST

There were none.

3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 14 NOVEMBER 2016.

With the correct date noted as being on the copy for signing these were agreed.

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 the purchase order for the agreed pre-fabricated steel unit with a wood effect plastic finish which was quoted by White Rose Buildings at £24k had been issued complete with an entry ramp and the ram-raid protection bollards, the survey had been carried out and works were due to start mid-January. The hearing loop was marked as closed. The Clerk was asked to progress some street art for the recreation ground with Cllr Broadhurst, and to return it to the committee in January.

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 was as expected and had the annual inspection with only low to medium risks reported, with action already undertaken on the medium risks. The Skatepark area had only shown low to medium risks and a quote had been asked for from EBC to do repairs. The Officers were asked to pass this information along to the resident who had expressed concerns.

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

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:

A meeting had been held with Creative Parking to discuss the logistics and finer details of the parking enforcement at Hiltingbury and Fryern, concentrating on the following points:

- Being a long term solution and investment for Creative Parking, the contract

was for 3 years (reduced from a standard term of 5 years).

- The parking regulations were confirmed – **maximum stay of 3 hours, no return within 3 hours**, enforcement applicable between **07.30 – 17.30**.
- The next step was for an engineer to visit both sites to conduct a survey. Once the survey was accepted, the lead time is **6-8 weeks** due to the labour, installation and full testing of the equipment. The suggestion from Creative is that we give the **'go-ahead' by mid-December for an estimated activation date of mid-February** giving **12 weeks' notice/warning period** to allow the schools time to adjust. Once operational they are also happy to consider a 'grace period' of one week to allow users to get used to the change.
- With regards to signage and notice period as above, Creative are going to provide suggested wording for information provided to current users to warn them of the change in enforcement.
- Initially, the Parish Council will provide Creative with 3 data sheets (Hiltingbury, Fryern & both sites) with details of which vehicles need to be added to the permit list(s). Should any vehicles be missed from the lists and are unfortunate to be given a PCN, we would be able to access the Creative system to revoke the PCN. Parties such as the Parish Council staff and councillors, the Hilt, the Scouts, the Pre-School will be contacted with requests to provide us with vehicle information along with instructions on how to submit vehicles to us in the future.
- Monitoring of which vehicles are being added and for how long they need to be on the list for will be carried out to avoid/minimise any abuse of the system.

The vermin control contracts for Fryern Recreation Ground and the two allotment sites were in place with Ramalley and Fryern, both up and running. Eagle Close was due to be completed that week.

The Groundsmen Oversight course was reported on along with the creation of a Groundsmen's Handbook by March to cover all relevant aspects of creating a safe working with the machinery being purchased.

The Tree Management course and its outcomes was also mentioned with a mapping exercise of trees and creating an associated Risk Assessment for areas of high traffic flow/usage.

The Deep Clean of Hiltingbury Pavilion had been completed to a good standard, but some coffee has already been spilt.

The tennis courts fence had been vandalised and repairs were underway. Also a finger had become caught between the panels by a player, but this was at a height of 6'. It was suggested that HPFA should be asked to have a look at it to certify it was safe – the accident has also been recorded in the CFPC H&S and complaints book.

Finally, some graffiti was mentioned in the Jubilee Garden on a bench and on the NEOS unit in the play area.

- 5.2.1** The Clerk introduced the proficiency courses that had been identified to ensure competency in using machinery and the legal requirements for pesticides.

Following proposal, seconding and on a show of hands the Grounds Maintenance competency courses were agreed at an expected cost of £1,000.

- 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 the police had continued with added extra patrol areas to cover the pavilion and sensory garden.

- 6. TO NOTE THAT A GRANT OF UP TO £402,800 HAS BEEN MADE AVAILABLE BY EBC UNDER THE NEW HOMES BONUS SCHEME AND THAT THE FEE OFFER MADE BY TKL FOR DESIGN WORKS TO PLANNING CONSENT HAS BEEN ACCEPTED. TO AGREE THE FEE OFFER FOR ICS LTD TO PROVIDE QUANTITY SURVEYING SERVICES.**

The grant award was noted. Along with the acceptance of the TKL fee offer to planning consent.

Following proposal, seconding and on a show of hands the ICS Ltd fee was AGREED, noting that it as it would naturally be contingent on Full Council approval for the project as a whole, and as different stages required authorisation.

- 7. TO DISCUSS AND AGREE THE PURCHASE OF REPLACEMENT GOALS FOR THE SENIOR FRYERN RECREATION GROUND'S FOOTBALL PITCH.**

The Clerk briefed Members on the state of the last remaining old goalposts.

Following proposal, seconding and on a show of hands the purchase of a new set of full sized goals at £2,330.20 (ex VAT) was AGREED.

- 8. TO NOTE THE QUANTITY SURVEYOR'S REPORT ON THE FINANCIAL IMPLICATIONS OF WBCL GOING INTO ADMINISTRATION BEFORE THE COMPLETION OF THE DEFECTS PERIOD. TO DISCUSS AND AGREE WHETHER THE CLERK MAY WRITE TO THE ADMINISTRATOR WITH AN AUTHORISED OFFER OF SETTLEMENT BASED ON THE QS'S FIGURES, AND THAT AJF DECORATING IS RETAINED TO UNDERTAKE THE NECESSARY DECORATING RECTIFICATIONS.**

The report was noted along with a briefing from the Clerk that the Quantity Surveyor's calculations were based on actual expenditure to third parties as well as work carried out internally by parish council staff. The Clerk commented that most of the warranties had lapsed at one year and that latent defects were seemingly the only residual issues that might have an impact. The Clerk also commented that, with his Responsible Finance Officer hat on, the figure of £6,507.76 represented the lawful sum that appeared to therefore be owed to the former builder's Administrator.

Following proposal, seconding and on a show of hands the Clerk was authorised to make

an offer in full and final settlement to the Administrators in the sum of £6,507.76 plus VAT.

Following proposal, seconding and on a show of hands the Clerk was authorised to engage AJF Decorating to undertake the rectification works to the internal walls and the woodwork at a cost of £4,530.00.

9. TO CONFIRM THE DRAFT TREE POLICY AS ALTERED BY POLICY AND FINANCE WHICH WILL PROGRESS TO FULL COUNCIL AS A RECOMMENDATION FOR ADOPTION.

Members noted the minor changes made by Policy and Finance.

Following proposal, seconding and on a show of hands it was AGREED to progress the draft policy through to Full Council as a RECOMMENDATION for adoption.

10. TO DISCUSS AND AGREE THE DRAFT OPEN SPACES POLICY AS RECOMMENDED BY POLICY AND FINANCE, WHICH WILL PROGRESS TO FULL COUNCIL AS A RECOMMENDATION FOR ADOPTION

Members added 'horse riding' to the prohibited list, and changed 'guide dogs' to 'assistance dogs' in the play area section of the policy.

Following proposal, seconding and on a show of hands it was AGREED to progress the draft policy through to Full Council as a RECOMMENDATION for adoption.

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

The possibility of a swing for the 5-12 age group at Pennine Way.

The next scheduled meeting was confirmed as 7.00pm on 9 January 2017 at the Fryern Pavilion. That being the conclusion of the business the meeting was closed at 7.46pm.

Chairman.....