

**CHANDLER'S FORD PARISH COUNCIL**

**ASSET MANAGEMENT COMMITTEE**

**2 NOVEMBER 2015**

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

**PRESENT:** Councillors Hughes (Chairman), Atkinson, Aubry, Boyes, Broadhurst (Vice Chairman), Foulds, Leslie, Luffman and Scott.

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

**Public Participation:** No members of the public were present.

**1. APOLOGIES**

There were none

**2. DECLARATIONS OF INTEREST**

No members of the committee made a declaration of interest.

**3. TO AGREE THE MINUTES OF THE PREVIOUS MEETING HELD ON 5 OCTOBER 2015.**

Following Cllr Scott informing Members that he had tried to send his apologies but there was very limited internet connection where he had been staying in Cornwall and clarification of the appointment of an acoustic engineer in advance of any works these were AGREED.

**4. TO NOTE THE UPDATED ACTION LIST OF THE COMMITTEE'S DECISIONS, TO REVIEW THE QUOTES FOR ECHO REDUCTION WORKS AND TENNIS COURT REFURBISHMENT ISSUES.**

Members made various comments on the Action List questioning whether it was fit-for-purpose and whether it could be provided separately. It was suggested that it needed to be expanded and have subsections as checklists for larger/more complex items it was also requested that it have target dates and be colour coded green/amber/red as to whether on target or slipping off schedule or at risk.

Consideration was then given to the tennis courts re-surfacing.

The Clerk apologised to members that he had not managed the process efficiently and that this had led to uncertainty as to how and when the project would be completed. During lengthy discussions it became clear that there were inadequacies in the documentation required for the placement of contracts, both major and minor, and that processes needed to be reviewed to ensure that robust controls were in place.

It was agreed that an urgent meeting would be arranged with the contractor for the re-surfacing works, and that a working group consisting of Cllrs Atkinson, Boyes, Duguid and Scott be appointed along with the Clerk to resolve the current issues on the contracted works.

Councillors also considered that council policies should be reviewed for compliance.

The Chairman of AMC requested that the Audit & Resources committee met on an ad hoc basis a minimum of 3 times a year, such meetings to include a review of the efficiencies in the operations of the Parish Council.

The recommendation to be made was as follows:

“To agree the RECOMMENDATION from the Asset Management Committee that all processes are reviewed, especially in respect of processes for major project undertakings, to be sure they are robust. All processes are to be taken to relevant standing committees for review and adoption. Audit and Risk Committee is to review the processes adopted by each committee to be sure they are robust and comply with the standing orders for that committee. Audit and Risk Committee is to undertake a review of Council policies to ensure compliance. Ratification of any amendments to processes or policies to be made at full council in December 2015.”

Members continued to review the Action List looking at items on Pennine Way play area surfacing which was not a current hazard, and also the lack of work on raising the path level where it floods by the gates. The Clerk would raise the path works with Paul Naylor.

The Clerk was also asked to contact the Architects TKL about acousticians who could be approached to survey the building and advise on the steps needed to resolve the echo issues.

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

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

The MCO reported that the PSS cannot be confirmed as yet as to whether it was 'live'. Members' attention was drawn to the report.

### **5.2. To note that a snagging inspection has been carried out with Vita Play**

The MCO reported that there were a few snags that had been identified on a walk around and that these were due to be completed this week. He also reported that one safety surfaced area in Meade Road had not been resurfaced as the surfacing team had assessed it as being safe, and that these savings had been recycled into additional safety surfacing at Fryern and Suffolk Drive play areas. Members' questions were answered in response to this item.

### **5.3. To note that Capital AFC (and therefore the Parish Council) have received an award for the quality of the Fryern adult pitch and changing rooms from the area's referee body.**

Members noted this item and asked that congratulations to the staff and the Borough Council's grounds staff be recorded.

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

No incidents had been reported to the police although there had been vandalism at the Hiltingbury Recreation Ground to the adult football goals which had been replaced with good quality goals at a cost of £2,500. The junior goals had also

been repaired following vandalism and would need to be replaced the following season at the latest. Damage to the hedging bordering the Jubilee Garden which had created holes was also reported.

**6. TO PROGRESS TO DISCUSS AND AGREE WHETHER TO PURCHASE:**

**6.1. HEARING LOOPS (PORTABLE OR FIXED AND NUMBERS THEREOF); AND**

**6.2. PORTABLE DANCE FLOOR**

Members discussed the first item and agreed to the purchase of one portable loop for DDA compliance whilst the room acoustics were sorted out and then to determine if full room loops or a unit as proposed to cover a 120sqm room would be more appropriate.

The 4sqm portable dance floor was agreed for purchase.

**7. TO DISCUSS AND AGREE PURCHASE ORDER TERMS AND CONDITIONS FOR SERVICES/CONSTRUCTION AND OTHER MAJOR WORKS TAKING PLACE ON/IN PARISH COUNCIL PROPERTIES (DRAFT CIRCULATED).**

It was decided that enough time had been spent on this matter earlier in the evening and it was therefore not discussed.

**8. TO DISCUSS AND AGREE WITHIN THE DELEGATED RESPONSIBILITIES OF THE COMMITTEE EXPENDITURE, FUNDING PRIORITIES AND LEVELS OF INVESTMENT FROM THE 1ST DRAFT OF THE 2016-17 BUDGET; TO ALSO CONSIDER THE IMPLICATIONS OF THE ANALYSIS OF THE GROUNDS MAINTENANCE TASK HOURS TO COSTS AND HOW TO GO FORWARDS WITHIN THE ADOPTED POLICIES OF THE COUNCIL.**

Members discussed the savings that could be made by bringing some more services in house but agreed that it would be more prudent to look to such provision in 2017-2018 when the infrastructure would be in place. It was agreed though that the planning and path to implementation could be added to the Clerk's Action List so that the matter could be progressed.

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

The provision of noticeboards, Fryern Pavilion signage, water testing, new play equipment and a review of asset priorities.

The next scheduled meeting was confirmed as 7 December 2015 at the Fryern Pavilion. That being the conclusion of the business the meeting was closed at 9.00pm.

Chairman.....