

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

11 JANUARY 2021

Virtually 7.00 pm

PRESENT: Councillors Aubry, Broadhurst, Cox, Evans, Hughes (Chairman), Irish, Newcombe and Pragnell.

In attendance: Cllrs Child, Duguid and Johnson along with Duncan Murray (Parish Clerk) Phil Eades (Compliance Officer Operations) Tomor Beqo (Facilities Manager) and Geoff Mitchinson (Team Leader Sports Hall).

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

1. APOLOGIES

There were none. Cllr Kyrle was not present.

2. DECLARATIONS OF INTEREST

Cllr Pragnell made a declaration later in the meeting with respect to item 6.

3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 14 DECEMBER 2020

Having been gone through page by page, following proposal, seconding and on a show of hands these were AGREED. Members had an off agenda discussion to which the Clerk recoded that he would check a legal status with EBC.

4. TO RECEIVE THE COMPLIANCE (OPERATIONS) OFFICER'S AND FACILITIES MANAGER'S REPORTS:

4.1. Update on PSS and most recent reports

The Officer's report was noted. It was also noted that the other issues listed were all low or very low risk and were known issues which were regularly monitored for further deterioration. It was noted that a springer at the Hiltingbury play area had moved its foundations seemingly as a result of misuse by teenagers. Multiple teenagers had also been seen using the basket swing at once. Officers were asked to check the maximum loading and display it on-site.

The Officer also reported that he would be changing the report in the future as the table of checks being made had been introduced as a result of EBC errors, which had been corrected. A Member asked for reporting of remedial actions taken, and necessary but outstanding.

4.2. To note maintenance/contracted work undertaken/advisable

The Facilities Manager's report was noted:

Grounds maintenance continued as per normal all around the Parish.

- Ground maintenance carried out as per normal for this time of the year.
- All building checks done, Fryern and Hiltingbury.
- Deep carpet clean done at Fryern Pavilion.
- The wall at Hiltingbury Sportshall car park has been rebuilt, due to the damage caused by a resident.
- Some repairs done to the top car park at Hiltingbury, due to the potholes getting worst, we are still working on it.
- All the saplings had been moved from Fryern to plot 1B at EC and planted there, as from that point CFPC are using plot 1B as a tree sapling nursery.
- Some of the hedges at the bottom path at Hiltingbury rec had been cut back.
- The bamboo at Pennine Way rec had been cut right back, due to it taking over the path.
- Most of the equipment had been booked in for the annual service, including the flat-bed truck for service and MoT.
- The water test results for RA and EC allotments had been returned and were clear, as covered in point 8.1.
- The bollards near the path to Pine Road had been painted white.
- A 'Fogger' machine had been purchased which would enable officers to efficiently

sanitise large areas internally and externally, TB qualified in biocide spraying.

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

An incident at the Sportshall was reported to Members as it involved the abuse of a member of staff by a user who was going to be banned for a minimum of 6-months.

5. TO RECEIVE AN UPDATE REPORT ON HILTINGBURY PAVILION EXTENSION AND NEW SPORTS HALL: -

5.1. To note income streams from the end of Lockdown No.1 to 1 December for the council's facilities

With facilities closed due to the lockdown it was reported that all the weekly checks were being undertaken and any cosmetic damage was being repaired (cracks in plaster and marks on walls). It was noted that it was unlikely that any further income would be taken in the current financial year due to the imposing of a third lockdown.

More information was given to Members about the 'Fogging' machine, that Officers felt to remain Covid-19 Secure once the lockdown was lifted would probably require tighter regulations. To ensure CFPC was ahead of the game Officers had already purchased a fogging machine. TB was trained (and certified) in the application of biocides. The disinfectant/anti-viral liquid came at ready to use concentrations and was fully approved to the relevant BS EN/ISO codes (BS EN 1276:2019, BS EN 13697:2015 + A1:2019 and BS EN 14476:2013 + A2:2019 and ISO17025). Currently Officers were undertaking the creation of SOPs and RAs to ensure safe use of the equipment going forwards, fully within H&S guidelines/requirements. Members commented that this was an excellent idea and could (subject to insurance and TB's availability) be a service that could be offered to the community.

6. TO DISCUSS AND AGREE THE APPOINTMENT OF ALLOTMENT (TENANT) REPRESENTATIVES AS VACANCIES ARISE AND OTHER ALLOTMENT ISSUES

A detailed discussion took place on this item, with it being agreed that the plot holders should choose their representative and that Member Representative(s) should meet up with the Allotment Representatives and Officers about four times a year. It was commented that there were a lot of outstanding jobs at Ramalley Allotments that were not being undertaken by the tenants in comparison to the efforts put in at Eagle Close Allotments. A copy of the role responsibilities needed to be sent to the plot holders and the Council accept whoever was chosen to undertake the role and the Clerk, Cllr Broadhurst and the Facilities Manager progress the liaison meetings.

7. TO DISCUSS AND AGREE, WHETHER TO OFFER REFUNDS OF REMAINING FUNTASIA DEPOSITS FROM 2020 AS IT APPEARS UNLIKELY THAT THERE WILL BE A FUN-DAY THIS SPRING

It was agreed that there was little chance of any fun day in 2021, certainly not in the spring, therefore all deposits/payments by stall holders should be returned.

8. TO NOTE THE FOLLOWING OUTCOMES TO ISSUES:

8.1. Allotments – Water testing completed.

It was noted that the Ramalley Allotments water sample taken had a zero viable count for all the pathogens tested for and Eagle Close Allotments water result was also clear.

Therefore, no further action was required.

8.2. Hiltingbury Car Park – Does not come under the Highways Act 1980 s31 due to incompatibility with s31 ss(1) and ss(8).

A Member didn't accept the Clerk's response to the status of the Hiltingbury Car Park and

wanted a legal opinion. The Clerk said he would check the status of the car park with EBC prior to its transfer to CFPC

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

Water Management Regulations (ACoP L8) responsibilities, a Member didn't accept the Clerk's research that the Duty Holder was the owner of the building (CFPC) and that part of the Responsible Person's responsibilities could be contracted out to a Competent Person/Organisation (such as testing/Risk Assessment etc). The Clerk said he would check with EBC as to their approach.

It was noted that dog walkers were not picking up after their animals and that the Dog Waste signs were needed again at Hiltingbury.

The next meeting was confirmed as being at 7.00pm on 8 February 2021 virtually. That being the conclusion of business the meeting was closed at 8.17p.m.

Chairman.....

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