

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

13 January 2020

Fryern Pavilion, Chandler's Ford 7.00 pm

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

In attendance: Cllrs Atkinson, Child and Holden-Brown along with Duncan Murray (Parish Clerk), Phil Eades (Compliance Officer Operations) and Tomor Beqo (Facilities Manager).

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

1. APOLOGIES

These were received from Cllrs Evans and Kyrle, Geoff Mitchinson (Team Leader Sports Hall) was on leave.

2. DECLARATIONS OF INTEREST

There were none.

3. TO ACCEPT THE MINUTES OF THE COMMITTEE'S MEETING OF 2 DECEMBER 2019 PREVIOUSLY AGREED AT FULL COUNCIL ON 16 DECEMBER 2019.

These were accepted.

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, with comment that the format of reporting would be changing to reflect omissions and findings now that EBC were following the correct procedures.

Members asked about the carousel bearing and it was confirmed that it seemed to be an installation oversight for water-logging. Both the installation and the bearing were under guarantee.

4.2. To note maintenance/contracted work undertaken/advisable

The Facilities Manager reported on the following:

- The lift at Hiltingbury sports hall had been fixed and was back up and running (9/12/19)
- The tractor had been repaired and is back and running, after a brake fault had been corrected.
- The fence for the orchard at Fryern Recreation Ground had been completed (in house) and the planting of seeds and some saplings had been started.
- Dragons' teeth had been installed at the bottom car park at Hiltingbury, to stop people parking on the grass.
- The roller shutter motor has been replaced in the Small Greenways room at Fryern, this had been installed in-house saving over £400.
- The Baxi boiler at Fryern Pavilion had been fixed, the engineers replaced the display/controller motherboard on the boiler.
- The potholes in the top carpark at Hiltingbury had been refilled resurfaced, this was an ongoing problem with that carpark.

Members discussed the issue and felt that the Car Park should come back to committee as a larger project in a couple of months.

The FM also reported that an application had been submitted to the Woodland Trust 100+ saplings of mixed trees that created a 'Nature's Harvest'.

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

The theft of the Fryern Pavilion doorbell sounder (but not the bell push) by a known individual, the police had been informed so there was an audit trail and crime number.

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

5.1. To discuss and agree the logo/signage for the Sports Hall so that the agreed marketing can be progressed.

Officers presented the options from the pdf document that had previously been circulated to all Council Members. Following discussion the 3rd option of the three – within a marked white circle and only the wording Hiltingbury Sports was agreed. Whilst a budget for marketing had already been agreed (AMC 4 November 2019) the draft design by ByteLine Studio Ltd was also AGREED at a cost of £675. Both items were RESOLVED following proposal, seconding and on a show of hands.

5.2. To discuss and agree whether to enable the Sports Hall to be part of the Hampshire Talented Athlete Scheme (HTAS)

Following discussion it was agreed that Officers should look into what restrictions CFPC might want to include in the Terms and Conditions, such as off-peak use of the courts only, and report back.

5.3. To note income streams for November for the council's facilities.

Unfortunately, Humphrys Accountants last visit coincided with the Clerk's A&E chicken bone incident, so the report from Sage had not been finalised.

Invoiced/takings Vatable £8,599 - ex VAT = £7,223 down £3k on November. This was expected due to Christmas and regular hirers not running classes mid-December through to circa 6 January (or later).

Net Invoice/Takings in December £7.2k

Average Monthly Income projected in the budget =£10,750

Fryern Football £108 H/bury football £238 = £346 (no VAT) down - cancelled matches due to significant rain.

In addition, Tennis Memberships add £3,230p.a.

Fryern room hire £3,419 – ex VAT = £2,849 + football = £2,957

Hiltingbury Net Invoice/Takings December = £4,118 down from November £5,557, October £5,246 and £4,242 in September. This fall in income however still left a small operating surplus for the month of £139.

January was also anticipated to be a week or so down due to the end of the Christmas period.

5.4. To note progress at the Sports Hall in December.

Despite the cancellation of classes over Christmas the facility was continuing to progress with its use returning to normal levels at the beginning of the second week of January.

5.5. To note the planned preventative maintenance schedule(s) [PPMs].

These were noted.

6. TO NOTE THAT THE TREE NURSERY PLANTING HAS BEEN STARTED.

This was noted.

7. TO DISCUSS AND AGREE THE QUOTE FOR THE SCOUT HUT SIDE DOOR.

The different provision to a gate in the fence was discussed by Members and following proposal, seconding and on a show of hands this was AGREED at a maximum cost of £4,350.

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

Members requested a discussion about non-staffed opening of the sports hall in the evenings as well as the AMC budget to be circulated.

The next meeting was confirmed as being at 7.00pm on 2 February 2020 at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 8.10p.m.

Chairman.....