

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

14 December 2020

Virtually 7.00 pm

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

In attendance: Cllrs Atkinson, Child 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

These were received from Cllr Evans.

2. DECLARATIONS OF INTEREST

There were none.

3. TO ACCEPT THE MINUTES OF THE COMMITTEE'S MEETING OF 2 MARCH 2020 PREVIOUSLY AGREED AT FULL COUNCIL 17 AUGUST 2020

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. 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

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.

- Football pitches: mainly concentrating on Hiltingbury due to the condition of the pitches. Scarifying and rolling the pitches.
 - Hedge cutting and spraying all round.
 - Weekly checks to play areas and allotments.
 - Weekly checks to buildings, including legionella checks, fire alarms. Complete building checks.
 - The Skate Park at Hiltingbury Recreation Ground had been repaired by VitaPlay.
 - The Trampoline at Hiltingbury playground was due to be replaced due to the damage. Work was done on 5th November 2020 by VitaPlay.
 - The shutter motor in Greenways room kitchen had been replaced due to not working. Work carried out by Southern Industrial Doors 7th October 2020.
 - Top car park at Hiltingbury: largest pothole filled with concrete, allowing enough space to cover them with a layer of cold tarmac.
 - Winter fertiliser have been used for both pitches Fryern and Hiltingbury
 - Some of the emergency lighting batteries had been replaced due to not lasting for three hours (in house).
 - The lift service had been done at Hiltingbury Sportshall.
 - Tennis courts had sprayed with moss killer and jet washed.
 - Some of the play areas had been jet washed, the plan is to do them all.
 - There had been an incident at Hiltingbury Sportshall car park, a car reversed in to the wall, damaging it, they did email to let us know, and they are happy to pay for the damage, TB had got three quotes for the work to be done.
 - There had been some tree work done at Mead Road, reducing one of the trees just outside the play area due to a resident complaining about significant overgrowth and loss of light.
- COVID-19 CLEANING PROCESS
- Staff were continuing to keep the buildings clean and safe for the staff and the public.

- All staff were required to clean handles, phones, desks, chairs, photocopier, and front counter area during their workday; on arrival, and periodically throughout the day. Gloves, sanitiser and wipes were being provided.
 - A one-way system was being used throughout the buildings.
 - Currently looking into purchasing an electric anti-bacterial sprayer.
 - Main entrance doors were being kept locked to reduce the number of people entering the building, class leaders opening them to let attendees enter.
 - Fryern Pavilion, customers leave the building through the Fire Exit doors to maintain the one-way system.
 - All entrance and exit areas are marked with taped arrows for guidance.
- EAGLE CLOSE ALLOTMENT
- Tap replaced – to comply with Southern Water regulations (non-return valve taps now required).

Comment was made by a Member about the applicability of the Highways Act to the potholes in the car park at Hiltisbury, to which the Clerk responded that he was not an expert on the Highways Act and would revert to the appropriate Highways Authority.

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

Various Antisocial Behaviour incidents had been reported to the police mainly from youths parking up by the Sportshall and playing music/using recreational drugs including weed and Nitrous Dioxide. These had been reported to the police and had resulted in some enforcement including during lockdown. One teenager was collected by his parents at the police's request.

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

Bookings Activity Date criteria from 01/06/2020 to 01/12/2020 invoiced/takings were presented.

The total earned income £27,299.66 was plus £10k government business closure grant (Fryern) and £24,667 Loss of Earnings Grant from EBC (Sportshall). There was no point in doing much analysis of income to expenditure as the pavilions were closed 24 March until 25 July and then again from 5 November to 2 December. However, the utilities costs were £6,647.41 and £5,206.76 respectively for Hiltisbury and Fryern Pavilions as invoiced to date.

It was reported that the overall picture of the closure impacts (1 April to 30 November) was that CFPC had total income above of £61,897 (trading and grants) with Sportshall salaries of approx. £45,928 and utilities of £11,853 so the pavilions were effectively (£61,966 - £57,781 =) £4,185 in gross (excluding the precept funded loan costs) operating 'profit' despite the enforced closures i.e. 5-months out of 8.

Tennis memberships had also added a further £4,200 net to the income figures with 4,516 court bookings being made in the period on the three bookable courts.

One Member commented that he was concerned how much the Council was losing in comparison to the Business Case and what the Council would be taking if usage was at 100% occupancy.

5.2. To note progress at the Sports Hall since re-opening.

The Sports Hall Team Leader's report was noted, and in particular, the Covid-19 Secure procedures that were in place and positive feedback from coaches and clubs on both the antiviral efforts and the enforcement of them on users. It was agreed that Studio 3 could be used by the proposed concession. It was also confirmed that all the weekly checks were being undertaken and recorded including water flushing/temperature and fire checks.

6. TO DISCUSS AND AGREE, FOLLOWING THE AUTHORISATION OF FUNDING BY FULL COUNCIL THE RECTIFICATIONS NECESSARY FOR THE CONTINUED SAFE OPERATION OF THE HILTINGBURY SKATE PARK.

A detailed discussion took place on this item, with the question being not whether to undertake repairs/rectifications by Evolution Skate Parks, but which of the quotes to accept as Full Council had already agreed the budget available.

After a couple of procedural issues were clarified a proposer was requested for Quote 1 (rectification, no replacement of the Fun Box) no proposer was forthcoming, so that quote failed. A proposer and seconder were accepted for the second quote (rectifications and replacement of the Fun Box) and on a show of hands this was AGREED.

7. TO NOTE THE FOLLOWING OUTCOMES TO ISSUES AND TO DISCUSS AND AGREE ANY FURTHER RECTIFICATIONS:

- 7.1. Allotments: Water testing undertaken,
- 7.2. Nursery: 150 Woodland Trust tree whips received and planted, homegrown saplings planted too (potential of using an allotment as a secure nursery area),
- 7.3. Play areas: all checks being undertaken – surfacing repairs needed in the spring to some edges,
- 7.4. Ground maintenance: all activities being undertaken as anticipated,
- 7.5. Start-up of all activities: as and when (after Covid19) – to agree the continuation of current Covid-19 Secure operations and continue the current (Chairman of PC previously agreed) charges to ensure affordability of rooms hired and the ability to continue hiring them.

8. PROPOSAL: “THAT THE CHAIR OF A&RM WORKS WITH THE DEPUTY RFO TO DESIGN A FIT-FOR-PURPOSE SAGE REPORT THAT WILL IDENTIFY THE OPERATING PROFITS, AS NOW DEFINED BY P&F, OF CFPC'S PAVILIONS ON A MONTHLY AND YEAR-TO-DATE BASIS FOR REPORTING TO AMC, GOING LIVE IN THE NEW FINANCIAL YEAR.”

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

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

Lone Working Policy review (but for Policy and Finance).

Outside of the Agenda and framework a Member enquired about the legionella and other responsibilities of Officers in terms of the Responsible Person and Duty Holder. (note post meeting: Dynamika Ltd [CFPC’s appointed contractors for Legionella Management, testing and risk management] provide and maintain a Water Treatment and Hygiene Logbook that complies with ACOP(L8)2013 and its relevant requirements/statutory instruments.)

The Chairman also thanked Cllr Broadhurst for stepping up and being Representative to both allotment sites

The next meeting was confirmed as being at 7.00pm on 11 January 2021 virtually. That being the conclusion of business the meeting was closed at 9.02p.m.

Chairman.....