

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

2 DECEMBER 2019

Fryern Pavilion, Chandler's Ford 7.00 pm

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

In attendance: Cllrs Atkinson and Holden-Brown 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 Cllrs Newcombe and Kyrle.

2. DECLARATIONS OF INTEREST

There were none.

3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 4 NOVEMBER 2019.

Following proposal, seconding and on a show of hands these were AGREED. A member who had not been present at the meeting questioned the accuracy of items 6 and 7.

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 members asking questions about repairs that had been undertaken.

4.2. To note maintenance/contracted work undertaken/advisable

The Facilities Manager reported on the following:

- That he had started his Prince2 Foundation course
- Path at Hiltingbury Sportshall (next to Fire Exit for footballers) – completed.
- Pennine Way Silver Birch; due to the wind half of the tree fell and the remains had now been pollarded.
- Direction signs at top car park at Hiltingbury – completed.
- Works at large Oak tree at Fryern Recreation Ground – completed.
- Dead tree at Hiltingbury Recreation Ground (left hand side of path) – taken down.
- All drains at Hiltingbury had been cleared from the entrance to the bottom car park.
- Boot cleaner installed for footballers at Hiltingbury.
- Tractor had been out of action for the last three weeks due to a brake fault – manufacturer issue.
- Fence for orchard at Fryern Recreation Ground had been ordered and would be installed in-house, saving over £2000 (once the tractor had been returned).
- Roller shutter motor had broken in the small greenways room at Fryern, the part had been ordered and will be installed in-house (saving over £400).
- Quote received from AB Carpentry for the side door at the Scouts Hut – which could not be resolved as the Council was in Purdah.
- Baxi boiler at Fryern Pavilion there were continued problems after 3 visits from their engineers.
- Groundsman, Adrian Russell, had been absent for two weeks due to a back injury sustained at home (he is a carer for his elderly mother, and he hurt his back trying to lift her).
- Atchison's contractors have replaced the gate in the front of the Sportshall with a much better and safer one.
- Fryern Funtasia 75 VE Day was being progressed.

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

There were none.

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

5.1. To note the 50% retention release, sixteenth valuation.

This was noted at £50,420.63 along with the sum withheld of £35,231.87. The Clerk reported that the final account was still expected to be under contract price by between £30-60k. He also reported that there still had been no movement in the Extension of Time Claims.

5.2. To note income streams for September for the council's facilities

Income for October was recorded as follows:

This is the first month that gross sales for the Parish Council have exceeded the £11.5k mark.

Invoiced/takings Vatable £11,834 - ex VAT = £9,800 up £1,500 on October

Net Invoice/Takings in November £10,515

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

Fryern Football £405 H/bury football £210 = £615 (no VAT)

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

Fryern room hire £4,639 – ex VAT = £3,528 + football = £3,933

Hiltingbury Net Invoice/Takings November were £5,557 up from October £5,246 and £4,242 in September.

The main studio had invoiced £1,435 up from £950 in October, single court hire for badminton/soft tennis has increased marginally from £1,925 to £2,079 and five-a-side had increased from £180 to £384.

GM reported a month-on-month growth in usage, a netball club starting on Thursday evenings. Sports hall occupancy was at 75% Monday through Wednesday evenings and peaking at 85% Saturday and Sundays 0700 – 1700hrs, with little use in the evenings so opening times might need to be revisited if this trend continues. An Archery club was also inquiring about availability for its winter (indoor) season.

Social media visibility was increasing with 533 followers on Facebook.

It was reported that the accessibility lift was out of action awaiting a replacement solenoid switch and broke down when in use. Members asked questions about the emergency procedure for lowering the lift if it got stuck, fire risk assessment and an Evac chair. It was confirmed that a Fire Risk Assessment had been professionally done and an emergency procedure was in place should the lift get stuck. An Evac chair was not on the premises as there were other procedures in place that met the fire risk management requirements.

Members also asked about the marketing and the Clerk reported that another quote was being requested for the website design, but the logo/marketing pdf was going to be distributed.

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

Members asked for sight of the Preventative Planned Maintenance scheme and lifecycle schedule of assets for the Sports Hall.

The next meeting was confirmed as being at 7.00pm on 13 January 2020 at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 8.15p.m.

Chairman.....