

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

3 December 2018

Fryern Pavilion, Chandler's Ford 7.00 pm

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

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

Public Participation: There was one member of the public present who asked about the possibility of ballroom dancing in the new facilities at Hiltingbury. The Clerk responded that he felt the only issue would be high heeled shoes but would check with the contractors/suppliers. The member of the public was asked to leave her contact details.

The Clerk and Assistant Clerk then gave a presentation on the proposed sports-booker facilities management software, highlighting its flexibility, user friendliness and importantly its security. Members were then invited to ask questions and make comment. These comments included ones about setting up to cope with colour-blindness, the council's IT supplier looking at the security of the site and setting up a working group to make a site visit to a user of the system.

1. APOLOGIES

There were apologies from Cllrs Aubry and Newcombe and Keith Hatch (Employer's Representative of the Hiltingbury Project [ER]).

2. DECLARATIONS OF INTEREST

There was a potential non-disclosable, non-pecuniary interest declared by Cllr Duguid as a member of the Hilt Management Committee. The Chairman of the Committee said they just had to put those considerations at arms-length.

3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 12 NOVEMBER 2018.

Members went through these page by page, following proposal, seconding and on a show of hands these were AGREED as being accurate and were signed by the Chairman.

4. TO NOTE THE UPDATED ACTION LIST.

The updated Action List was noted, with clarification that the access path (HCC) was due to open the following day and that all s106 payments that were due had been received. The s106 fund for the sports hall flooring had been allocated by EBC.

5. COMPLIANCE OFFICER'S AND FACILITIES MANAGER'S REPORTS

5.1. Update on PSS and most recent reports.

It was noted that the play area inspections had been undertaken as per the report. It was reported that there had been an increase in dog fouling. This created an off-agenda discussion.

5.2 To note maintenance/contracted work undertaken/in progress:

The report of additional actions since 12 November was noted: -

- Wildflower meadows cut and tidied up,
- Winter preparations undertaken,
- Pedestrian barriers and dragon's teeth ordered and delivered, concrete purchased,

- Rolling and spiking of football pitches,
- Tree works completed,
- Pennine Way areas of scrub cleared, and
- Colas finishing the Hiltingbury path w/c 26 November
- Security works to temp car park started to enable removal of heras fencing.

5.3 To note a report on incidents recorded.

There had been no incidents reported.

6. TO RECEIVE AN UPDATE REPORT ON THE PAVILION EXTENSION PROJECT, TO RECEIVE THE FOURTH VALUATION REPORT.

6.1 Project Progress Report

In the absence of the Employer's Representative the Clerk reported on the frustrations over the last 3-weeks being that the brickwork, blockwork and cladding continue, but not at a pace that would suit the council better. They were still allegedly due to finish by the end of November/ first week or so of December.

In the month to end December the mechanical 1st fix and electrical 1st fix should be completed with the PV panels and Green roof installed, the scaffolding should be removed, plant movements to the western side should cease, and it should be possible to plant the landscaping trees.

Acheson were still showing the end date as 22nd February 2019 in their reports but have given notification of a request for an extension, however they had not as yet requested one. As they continued to state in their Statement of Current Position in their monthly report "The 14-week period refers to the pavilion works due to the position of the SSE cables" thus accepted a delay being caused by a statutory undertaker meaning accepting no financial liability on the part of CFPC to them.

Our project management team have been keeping a close eye on these issues and have ensured that any failings were duly noted.

Members requested that their 'significant concern' be expressed to the contractor via the project manager and that the ER be requested for advice when he was available.

6.2 The Sixth Valuation Report

The Clerk briefed on the financials with the most recent valuation and cost comment being in the report and that the current anticipated final account was standing at £2,150,082. In addition, he commented that from an RFO viewpoint the Architects and QS were keeping a tight rein on our contractors and carefully questioning any claims they are making for 'additional' and/or claimed reasons for a delay. Financially whilst the buffer to the contract price has reduced due to the additional contingency allowance of an additional £5k both the RFO and ER feel relatively comfortable with the residual of £20k at this stage of the contract.

6.3 To note the anticipated timing of a site visit is 11 January @3-3.30pm

This was noted.

7. TO DISCUSS AND AGREE THE OFFICERS' RECOMMENDATIONS IN LINE WITH THE DUE DILIGENCE ISSUES SURROUNDING THE OPERATION OF THE NEW SPORTS HALL AND REFURBISHED PAVILION CONSIDERING THE ADDITIONAL RISK REVIEW POINTS FROM

AUDIT AND RISK MANAGEMENT: -

- 7.1. During weekday evening peak hours and also on weekends, that activities which produce the maximum level of anticipated income and minimal supervision/changeover are prioritised (including the sub-points about usage in term time and school holiday, weekday, off-peak times),**
- 7.2. that the sports hall is marked out for badminton, 5-a-side, netball, basketball and indoor tennis with volley ball if six sports can be marked out,**
- 7.3. That the charges for rooms/courts/sports hall (5-a-side, badminton, netball, basketball and tennis etc) are adopted by AMC as per this agenda's briefing note,**
- 7.4. That this committee request the HR committee to start the recruitment process. The budget and business plan call for a staffing level (minimum) of 2-2.5 x fte staff a further 10 hrs/wk for a caretaker, and**
- 7.5. That the sports-booker.com cloud based booking system be used for reasons of cost, the number of users able to use the system within the licence, web security (and therefore our user data under the GDPR) and that it will be able to manage subscriptions such as the tennis court users.**

The Clerk briefed Members as per the report, commenting that without these decisions being made no marketing of the facility could take place. Following proposal seconding and on a show of hands items 7.1 through 7.3 were AGREED, with the addition of markings for volley ball (if possible/desirable to have a sixth sport marked out).

Item 7.4 was proposed and seconded with the clarification of enhanced DBS checks being required and that the skills to lead sports might well be desirable, certainly in the Team Leader, but that the concept of leading activities would not be visited in the first 6-months. On a show of hands this was AGREED.

Item 7.5 was taken forwards with a Working Group being set up to visit a site using Sports Booker and undertake further research (SOs 10.a.iv and ix.), with delegated authority being given to the Working Group to make the decision to proceed with the system if happy. It was commented by a Member that if there was only one option as all the other systems had been ruled out especially for reasons of security of data and GDPR compliance that was not an issue. With a proposal that the working group consisted of the Chair AMC, Chair CFPC and Chair of A&R, with a substitute of the Chair P&F, having the delegated authority to authorise the officers to proceed if and when the Members of the group were satisfied that the facilities management system would appear to be fit-for-purpose, following seconding and on a show of hands this was AGREED.

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

Approval of the costs for a community orchard at Fryern recreation ground.

The next meeting was, subject to being confirmed by Full Council, as being at 7.00pm on Monday 14 January 2019 at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 9.10p.m.

Chairman.....

Appendix – Charges that were agreed by AMC 03/12/2018

7.3 Officers recommend that the charges for rooms/courts/sports hall (5-a-side) are adopted by AMC as per this briefing note: -

- Rooms inc VAT these would equate to 40m² = £10.32, 50m² = £12.90, and 140m² = £36.12 - a weekday daytime rate could apply to the fitness studio say £25/hr ex VAT (£30 gross) until 4.00pm, but to apply it for other rooms would make it hardly worth writing out an invoice.
- 40m² could be used as a formal concessions room (7 days availability @ a charge reflecting 5 days a week use) and the 50m² room could be used as an ad hoc concessions room but as a letting room for activities weekday evenings and weekends.
- football, netball, basketball etc therefore a suggested price (ex VAT) of £50 peak remains and £35 off-peak for these sports i.e. £60ph and £42 inc VAT for peak/off peak is recommended.
- Badminton the recommendation is £6 and £9 ex VAT (£7.20 and £10.80 inc VAT) off-peak/peak per court.
- During the daytime it has been expressed that it is desired to make the Sports Hall and the fitness studio active and accessible to parishioners, particularly the elderly, those with disabilities and the very young. Another consideration needs to be whether the staff we recruit should be able to lead groups, and whether activities such as walking football and walking netball or short mat bowls should be run with a pricing policy of £1 per person per hour session? *(It was resolved not to lead any activities for the first 6-months as a minimum.)*
- Tennis – the indoor centre in Portsmouth charge £12.50 p.h. off-peak (inc VAT) which seems good value – INDOOR TENNIS COURT USE WEEKDAY, TERM TIME, OFF-PEAK ONLY.