

## **CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE**

**3 February 2020**

**Fryern Pavilion, Chandler's Ford 7.00 pm**

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

**In attendance:** Cllrs Atkinson, Evans and Holden-Brown along with Duncan Murray (Parish Clerk), Tomor Beqo (Facilities Manager) and Geoff Mitchinson (Team Leader Sports Hall).

**Public Participation:** There was one member of the public present who expressed his concern with the health and safety of the car park at Hiltingbury, especially at school drop-off and collection times, especially with The Hilt, pre-school, sports hall and the schools all vying for the 63 spaces that were available. He suggested that the temporary car park needed to be reinstated. He also commented that his wife now turns up 45 minutes early to secure a parking space.

The Chairman responded that the car park was for the use of Recreation Ground users/The Hilt, Scout Hut, Tennis Courts and the new Sports Hall only, It was not a schools car park. Unfortunately, the temporary car park was requested by residents to be closed once construction finished. HCC had additional land that could be developed into a schools' car park.

Before the meeting commenced the Chairman reiterated the comments of the HALC CEO from the previous Full Council's guidance/training session. That Members make policy, which is the keystone to Officers' work, and can hold Officers to account if the adopted policies and not upheld or deviated from. However, the AMC had the closest relationship with officers and Members should not deviate from their role as this could cause personal insurance problems.

### **1. APOLOGIES**

These were received from Cllr Duguid and, Phil Eades (Compliance Officer Operations).

### **2. DECLARATIONS OF INTEREST**

There were none.

### **3. TO ACCEPT THE MINUTES OF THE COMMITTEE'S MEETING OF 13 JANUARY 2020 PREVIOUSLY AGREED AT FULL COUNCIL ON 27 JANUARY 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. Members asked about the drugs paraphernalia. The Clerk responded that he thought it was only gas/cannabis, but would check.

#### **4.2. To note maintenance/contracted work undertaken/advisable**

The Facilities Manager reported on the following:

- Memorial Bench had been installed at Fryern, awaiting wording from parent to inscribe plaque.
- Drain had been installed by Fryern PC noticeboard to prevent waterlogging of path.
- Lincolns valley, children's roundabout had been fixed.
- Pennine Way damaged climbing board had been repaired.
- Suffolk Drive playground – delivered three bags of safe surface material (shredded and coloured rubber) to improve the safety of the ground as the existing chippings have been removed by a person or persons unknown. The coloured rubber should be less attractive to 'remove' as there was only going to be one place with it...
- Tennis Courts at Hiltingbury - one of the card readers had malfunctioned and was due to be replaced 5/2/2020.
- Hiltingbury Sports Hall – the main lift contract has been implemented for 4 maintenance/ service visits per year by Stannah.

- Wildflower meadows at Hiltingbury and Fryern have been rotovated, this was the first stage of preparation.
- We have received confirmation from the Woodland Trust that our application for 105 (free) wild fruit saplings has been accepted, delivery due in November 2020. Three other significant trees have been ordered for Fryern, at the same time a Hornbeam has been ordered as a memorial request.  
Finally, it was reported that a Caretaker had been appointed and had started on 1 February.

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

There had been none.

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

**5.1. To note income streams for January for the council's facilities**

It was commented that with January being very busy for accountants with tax returns that the accountants had not had time to complete the requested report format. A Member agreed that all accountants were very pushed with the tax return deadline and that hopefully the report would be forthcoming in March.

The income for January was noted as follows:

Invoiced/takings Vatable £11,894 - ex VAT £10,010.33 up from December at gross £8,599 - ex VAT = £7,223.

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

Fryern Football £372.08 H/bury football £220.58 = £592.58 (no VAT) up from £346

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

Fryern room hire £3,199 – ex VAT = £2,665 + football = £3,037 up £80

Hiltingbury Net Invoice/Takings January = £6,971 (= £83,652p.a.) up from December £4,118, November £5,557, October £5,246 and £4,242 in September. With the historic budget support for the sports hall of £1,750p.m. there was a gross operating profit (after staffing/cleaning/utilities costs) of £2,992 for January. The next PWLB payment was due 3 February.

The new website was reported as being up and running through a secure server <https://hiltingburysports.co.uk> with a link from the council's website.

**5.2. To note progress at the Sports Hall in January**

It was reported that Monday to Friday the sports hall was busy from 4pm till 10pm, covering different sports from soft tennis, badminton, netball, football & basketball. Staff had to very quickly get courts changed around when it's a different sport. Badminton and Short tennis weren't too much trouble but if they have to take down 4 badminton courts to change to Basketball then this takes around 7-10 minutes for one person. If the goals are required, then that was a two-person job.

The sports hall had hit 100% peak period occupancy on a Tuesday 14<sup>th</sup> Jan and again Wednesday 29<sup>th</sup> Jan, with a regular 75% - 90% occupancy on a Mon, Tue, Wed & Thurs evenings from 4pm until 10pm. The best occupancy for a weekend was Sunday 26 January when 77% occupancy 7.00am to 10.00pm was achieved. The sports hall averaged off-peak occupancy of between 17 and 22% with a business case 'target' of 12.5%. During peak hours it averaged between 61 to 87.5% with a 'target' of 50%. Earnings were on anticipated levels down due to the extent of use from badminton and soft tennis rather than football and basketball.

Members expressed their thanks to the team on building the usage up and the organic growth in the sports hall's trading. Questions were asked about cleaning and parking, especially with the schools.

**5.3. To note that a Table Tennis club are wanting to relocate to the sports hall but would require a further 2No. tables to be purchased**

The anticipated cost of the additional tables was put at £523 each (ex VAT) and a Member suggested that further investigation should be undertaken and subject to guaranteed bookings the expenditure should be agreed to avoid delays. Following proposal, seconding and on a show of hands expenditure of up to £1,100 on two additional club level tables was AGREED subject to officers feeling that sufficient bookings had been made to justify the cost.

**5.4. To note the receipt of a PPM spreadsheet and Officers' response.**

In the Briefing Note, Officers had detailed the contractors undertaking the specialist checks and had also thanked the Member for his emailed spreadsheet contribution and commented that it gave reassurance that all the required checks were being done and records retained, making the council compliant.

One Member asked about the number of lift services at Hiltingbury and the Clerk had responded that it was about £120 extra for the two additional service visits. The Chair of Audit and Risk commented that Officers appeared to be properly in charge and control of the checks and thanked them for their care in managing the two pavilions. Another Member echoed those thanks and added the care of the play areas and playing fields as well, commenting that Officers were dedicated and trustworthy and that Members needed to rely on Officers.

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

A Member suggested a discussion on reinstatement of the temporary car park, after some off agenda informal discussion, it was requested that this be added to the agenda for March and that Members come with ideas. The additional footpaths at Hiltingbury were also requested to be included on the agenda.

The next meeting was confirmed as being at 7.00pm on 2 March 2020 at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 7.55p.m.

Chairman.....