

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

**3 September 2018**

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

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

**In attendance:** Cllr Atkinson with Duncan Murray (Parish Clerk), Tomor Beqo (Facilities Manager) Phil Eades (Compliance Officer Operations) and Keith Hatch (Employer's Representative of the Hiltingbury Project [ER]).

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

### **1. APOLOGIES**

These were received from Cllrs Duguid and Kyrle.

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

These were declared as a non-disclosable, non-pecuniary interest in Cllrs Hughes and Aubry due to their trustee/management committee interests in The Hilt.

### **3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 9 JULY 2018 INCLUDING THE CONFIDENTIAL MINUTE.**

These were agreed, with it being clarified in the confidential minutes for signing that the proposed meeting was to include 'the Chair of this Committee'.

### **4. TO NOTE THE UPDATED ACTION LIST.**

The updated Action List was noted, with particular comment being made on the items that had been concluded and that the AV equipment installation had been delayed due to the extreme temperatures in the attic. It was noted that the rat bait boxes had been installed at Hiltingbury around the Pine Road footpath area and that there were dead rats being found already.

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

#### **5.1. Update on PSS and most recent reports.**

It was confirmed that all inspections undertaken by EBC were done by suitably qualified RoSPA (or equivalent) members of staff. The Compliance Officer (Operations) gave an explanation of the reports for new Members and how that translated into repairs and quotes for larger repairs. He also covered the internal additional visits by our in-house qualified staff. Members agreed the report was valuable and needed to be kept, also that its current format was the most suitable.

#### **5.2. To note maintenance/contracted work undertaken/in progress:**

The report was noted. The item for the authorisation of the additional mulching to the extended play area at £4k was briefly discussed and following proposal, seconding and on a show of hands AGREED.

Other works undertaken in the July/August, apart from generic maintenance were:

- The cutting back of overgrown hedging had remained a priority over the summer months and major inroads had been made. The majority of arisings have been mulched and were aerobically composting (within our Environment Agency licence) to be used as an over-winter mulch on the beds etc.

- All the play areas (apart from Fryern as it has only recently been finished) have been jet-washed.
- The area under the teen shelter at Fryern has had wet pour safety surfacing applied to an area including 1.5m outside of the footprint of the shelter to help prevent critical head injury if a teen falls off.
- All AV equipment now delivered, so ready to install.
- 2 No. replacement boilers for Fryern changing rooms area have been installed, with timer control, the anticipated fuel savings are expected to be significant.
- A quote has been gained for the cutting back of the trees at Mead Road Play Area.
- The chain-link fencing at the northern end of Fryern Rec (Waitrose footpath) has been replaced.
- A Bissel carpet cleaner was purchased Fin Reg 4.5 (Clerk's authorisation) to rectify the damage caused to our carpets by coffee spills etc, it has effectively restored the carpets to an 'as nearly new' look. However, it was an essential purchase as the state of the carpets would have shortly started to affect the lettings income. The initial clean was repeated, twice, to remove most of the staining.
- Pre-season friendly football matches had been cancelled due to ground and grass conditions to protect them for a season's play.
- The Precumbant Pearlwort has had a selective herbicide treatment @ £360 + VAT for both Hiltingbury pitches, which seems to be working very effectively.

**5.3 To note a report on incidents recorded.**

There had been no incidents in the summer holiday period.

**5.4. To note purchases under Fin Reg 4.1**

The purchases of a Boom Sprayer for the tractor @ £950 and authorisation of tree works @ £1,000 for the Mead Road play area both ex VAT were noted.

**6. TO RECEIVE AN UPDATE REPORT ON THE PAVILION EXTENSION PROJECT, TO RECEIVE THE SECOND AND THIRD VALUATION REPORTS.**

**6.1 Project Progress Report**

The Clerk tabled an update report with contractor information and images taken on the Friday morning: -

- SSE on site 10 and 11 September to move the 3-phase supply and reinstall,
- SSE to move last street lamp on 18 September,
- Foundations to new entrance area dug 11<sup>th</sup> September – concrete poured 12<sup>th</sup>,
- Pad to store and emergency exit being poured 3 September,
- 17<sup>th</sup> Steel workers back on site to complete steel framework over new entrance area,
- 5 extra brick-layers on site from 3<sup>rd</sup> September,
- Cladding and roofing to start w/c 17<sup>th</sup> (latest), and
- Fencing moved back to original position freeing up the scouts' access and part of the car park.

The ER commented that there had been additional steels required to support the existing structure that was not properly supported, wall ties were corroded, existing steels had corroded and needed treatment. The contractor was reporting a 6 week delay, not 11 weeks and an updated programme was expected in the next few weeks.

### **6.2 The Second and Third Valuation Reports**

The Clerk briefed on the financials and that the current anticipated final account was standing at £2,096,502. The ER reported that as mentioned there were further anticipated provisional sums which could be in the region of £10k.

Comment was also made by the Clerk about the illness of the Acheson QS, and that a replacement had been drafted in from the Dorchester office, who was rapidly getting up to speed.

### **6.3 Streetlighting and potential Sports Hall Name**

The Clerk mentioned the difficulties over the re-siting of the streetlights at Hiltingbury and the delays this had caused and suggested that future ownership within the PFI contract would be advantageous. Following a short discussion, about highways definitions and potential recharging, it was agreed that the Clerk should investigate the cost and responsibility implications further and report back.

The possibility of a potential name for the sports hall was discussed, with Members expressing their desire to either sell the naming rights or have a geographically based name. The report was NOTED.

## **7. TO DISCUSS AND AGREE THE CLERK INVESTIGATING THE OPPORTUNITIES OF FUNDING FOR THE REMAINING SECTIONS OF THE POTENTIAL TRACK CIRCUMNAVIGATING THE HILTINGBURY RECREATION GROUND AND THE INSTALLATION OF A FITNESS CIRCUIT.**

This was taken as two separate items, firstly the track and secondly the outdoor gym equipment.

The issues of the north western area of the recreation ground were discussed and a track consisting of Rhino Mulch surfacing (for methane gas and water porosity reasons) was suggested and agreed. Following proposal, seconding and on a show of hands it was AGREED that the Clerk could look for funding opportunities for this with a view to taking it forwards.

The potential for outdoor gym equipment was then considered, with debate both for and against mainly resting around usage of the equipment after the original novelty period had worn off. It was also mentioned that if this was done at Hiltingbury then it would also need to be done at Fryern, others mentioned that the first one should be looked on as a pilot project with Fryern following on if the first was a great success. Members agreed that if this could be funded externally, at no cost to the parish then outdoor gym equipment would be acceptable. The Clerk was authorised to progress this project as well.

## **8. TO DISCUSS AND AGREE, IF SO RESOLVED, THE CREATION OF AN ASSET IMPROVEMENT/MAINTENANCE PROGRAMME FOR FUTURE ADOPTION TO SET THE PARAMETERS FOR THE REMAINING COUNCIL TERM (TO MAY 2022).**

Following a short briefing from the Clerk on the need for the Parish Council to consolidate its gains, in terms of new projects and asset improvements, to ensure there was a proper plan in place for project and resource management/recruitment and

funding such a programme was suggested. It would be led by a small, informal working group that would call on input from the Chairs of other committees as appropriate and have at its core the Chair and Vice-Chair of this committee as well as the Clerk and Facilities Manager. Following proposal, seconding and on a show of hands this was AGREED.

**9. TO DISCUSS AND AGREE WHETHER SUITABLE OLD ROUNDABOUTS SHOULD BE REPLACED WITH ACCESSIBLE/WHEELCHAIR FRIENDLY ONES WHEN THEY BECOME DUE FOR REPLACEMENT.**

The Clerk briefed Members that there were issues of space and uneven ground in some play areas, but that in principal there was absolutely no objection to replacing worn out roundabouts with accessible ones as required. The Clerk did mention that there would be additional costs for both the equipment and installation as the roundabouts had to be level with ground surfaces. Members mentioned the importance of including Velmore with an accessible roundabout and installing them as a matter of policy 'where we can'. Following proposal, seconding and on a show of hands this was AGREED.

**10. TO DISCUSS AND AGREE WHETHER THE COUNCIL CAN ESTABLISH A NATIVE TREE NURSERY AREA.**

Cllr Pragnell introduced his item which also included a proposal for a community orchard(s). The native tree saplings were intended to be put into specific netting, that would take in moisture but prevent root-ball growth outside and that they would not be tended or watered, but the strongest survived. Volunteer input was identified and a feasibility study by Members was requested with Cllrs Pragnell and Newcombe offering their services.

With regards to the suggested community orchard, it was suggested that Cuckoo Bushes would be a reasonable location, but as it wasn't owned by CFPC an approach to the CFH LAC was required with the Chair of that committee being copied in to any email to Min Partner.

**11. TO NOTE THAT CFPC ENTERED (LAST MINUTE) THE HALC VILLAGE OF THE YEAR COMPETITION AND WAS VISITED AS A FINALIST.**

The Clerk reported that they had been contacted at the eleventh hour and had it suggested that CFPC enter the competition due to the improvements that we had been making to our assets, and with particular consideration of the Sports Hall extension and pavilion refurbishment. The parish have been visited as a finalist and the awards ceremony was on 25 September 2018 4p.m. to 8p.m. at Liss, which would need to be attended by some Members.

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

There were no additional matters requested

The next meeting was confirmed as being at 7.00pm on Monday 8 October at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 8.55p.m.

Chairman.....