

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

**4 JULY 2022**

**Fryern Pavilion 7.00 pm**

**PRESENT:** Councillors A Broadhurst (Chairman), Beer, Irish, Kyrle, and Selby.

**In attendance:** Duncan Murray (Parish Clerk) and Tori Beqo (Facilities Manager). No other officers were present due to Covid-19 Secure advice.

**Public Participation:** There was one member of the public present, who spoke about her distress over the alleged fence damage. She also commented that she would welcome the appointment of a new Council Allotments Rep for Ramalley.

### **1. APOLOGIES**

Cllrs Attrill, Evans and Jones had sent their apologies, Cllr Baker was not present.

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

There were none

### **3. TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 6 JUNE 2022 PREVIOUSLY AGREED AT FULL COUNCIL ON 27 JUNE 2022.**

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, showing 7 items reported, most of which had been repaired and two which were of a low risk and were being monitored.

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

The Facilities Manager's report:

- **Ground Maintenance:** All ground maintenance had been carried out as per normal for this time of the year. Staff had been doing most of the hedge cutting at Fryern and Hiltingbury, Pennine way and Mead Road play area were still to do.
- **Maintenance Checks:** All maintenance checks completed at Fryern and Hiltingbury including water checks and fire alarms. Nexus Fire and Security completed the fire alarm routine check 21/06/22 at Fryern.
- **Wildflower Meadows:** Were looking good so far. Staff had fenced them in, as we have done every year to stop children and dogs going in and damaging the flowers.
- **Tennis Courts:** We were waiting for the contractor to confirm a date as they were due to have painted the courts on Tuesday the 28/06/22. But due to the weather they had to reschedule.
- **Hiltingbury Sportshall.** The aircon at the Sportshall was due to be installed by the end of the month/ beginning of the next month, we had been informed that they had ordered the equipment and they should be delivered by the end of the week.
- **Boiler at Fryern:** The boiler was still not fixed as the contractor was still waiting for the pump to arrive, as soon as the part arrives, they would come and repair it.
- **Shutters at Fryern,** One of our hirers must have left the door slightly open and the shutter got stuck, as the FM was on holiday a local company was called to fix the shutter, which was back in action.
- **Play area repairs:** Hiltingbury play area the spinner very recently was repaired, the complete arms were replaced including the handles (in house), but not long after that the handles were removed and thrown away, which I had to order new handles and glue them back in place. Pennine Way play area, the climbing wall was damaged and some of the climbing handles were missing, we have now put them back in place. Steps at the tennis court, one of the slabs was getting loose we have now fixed back on as it was.
- **Eagle Close Allotments:** We have had some security issues at Eagle Close Allotments, which

needed to be resolved.

- **Ramalley Allotments:** After a working group at Ramalley allotments tidied up the left-hand side of the path, they accidentally damaged one of the neighbours' fences. Having spoken with the homeowner he agreed that he would have the fence replaced as soon as he could, subject to the fencing company getting back to him. This will be a cost to the Council.
- **Jubilee Bank Holiday – "Picnic -in-the-Park"**  
We were surprised to have had HCA/The Hilt asking for the barriers opened to get vehicles onto the Rec. It then turned out that there was a Picnic -in-the-Park being held, which involved bouncy castles, a bucking bronco, bands etc. CFPC were never approached to give consent for this event on our land, nor were we given any sight of a Event Management Plan/Risk Assessment.  
The report was noted.

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

There had been no incidents.

**5. TO RECEIVE AN UPDATE REPORT ON FRYERN PAVILION AND SPORTSHALL TRADING ETC:**

There was little that could be reported as the accountants had not been in to close down the previous year and open the current financial year's reporting facilities. However, trading was going well with a gross turnover of £14k in June. Tennis coaching was also worth noting as total tennis revenues in June were £815.

**6. TO DISCUSS AND AGREE THE ALLOTMENT (COUNCIL) REPRESENTATIVE FOR RAMALLEY AND THEREFORE AGREE THE MAKE-UP OF THE ALLOTMENTS SUB-COMMITTEE, AND THAT IT RECONVENES FOR THE NEW COUNCIL PERIOD.**

Cllr Beer volunteered to be the Council's Ramalley Allotment Representative as he lived close by. The Sub-committee was reconstituted, and its Terms of Reference were confirmed as being: -

- The Allotments Sub-committee (ASC) reports to the Asset Management Committee.
- ASC is to comprise of the Allotment Representatives (CFPC and Tenants), the Facilities Manager, Clerk and the Allotments Officer (once appointed), if CFPC have (as *previously*) 1 Member Rep covering both allotment sites a further Member of Council with relevant allotment management experience/interest can be co-opted onto the sub-committee.
- ASC will usually meet about 4 times a year at regular intervals.
- ASC does not hold a budget and all expenditure requests would need to be assessed by Officers as to whether they are in existing/budgeted amounts or require AMC authorisation.
- ASC receives reports from Allotment Tenant Representatives and Council Officers.
- ASC liaises with tenants over proposed rent increases, excess water charges and contributions to vermin control costs.
- ASC makes recommendations to AMC on proposed increases in charges.

Following proposal, seconding and on a show of hands the Representative and the Terms of Reference were AGREED.

**7. TO DISCUSS AND AGREE A DRAFT LICENCE AGREEMENT WITH AFC HILTINGBURY SO THAT HAMPSHIRE FA GRANTS CAN BE ACCESSED TO ENABLE PITCH IMPROVEMENTS ON THE HILTINGBURY REC.**

It was noted that the Licence would give the Council greater controls and knowledge over their training times and budget controls. It was reported that the Clerk, Facilities Manager and the

Chair of AFC Hiltingbury had met and discussed the draft making a few minor alterations. It would also enable the football club to access grants that will pay for the council to do additional remedial works to improve the pitches.

Following proposal, seconding and on a show of hands the use of the Licence Agreement was AGREED.

**8. TO REVIEW THE ISSUE OF A REPLACEMENT BOILER AT FRYERN PAVILION, HAVING ENDURED SERIOUS ISSUES WITH THE CURRENT ONE SINCE BEFORE 2019 WHEN DYNAMIKA WERE ASKED TO QUOTE (£4.9K EX VAT), SO THAT A NEW BOILER CAN BE FITTED DURING THE SUMMER.**

An updated quote had been requested and the engineer from Dynamika was due to visit on the following day. The issues were discussed and the repair costs year to date (circa £1.6k).

Following proposal, seconding and on a show of hands a budget of £7k ex VAT was AGREED to replace the boiler over the summer.

**9. TO REVIEW SECURITY ARRANGEMENTS AT EAGLE CLOSE ALLOTMENTS AND AGREE A BUDGET FIGURE FOR INTERVENTIONS.**

Officers introduced this item remarking on not just the risk to the council's assets, but also about helping with the security of our neighbours. It had been price that a 4-camera and single independent solar camera would cost about £550 ex VAT.

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

**10. TO DISCUSS AND AGREE WHETHER THE COMMITTEE WOULD WANT TO TAKE ON, OR NOT, AN ASSET TRANSFER FROM EBC OF THE SKATEPARK 'FREESPACE'.**

Members gave consideration to the significant costs of the area in rectifying vandalism.

Following proposal, seconding and on a show of hands it was AGREED to reject the offer of an asset transfer.

**11. TO RECEIVE AN UPDATE ON THE ALLOTMENTS OFFICER RECRUITMENT.**

The Clerk was pleased to report that an Allotments Officer had been recruited and would be starting as soon as the paperwork was completed, approximately within 2-weeks.

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

The AFC Hiltingbury draft agreement and the Allotment Officer.

The next meeting was confirmed as Monday 5 September 2022, 7.00pm Fryern Pavilion. That being the end of business the meeting was closed at 7.46pm.

Chairman.....