

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

**4 OCTOBER 2021**

**Fryern Pavilion 7.00 pm**

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

**In attendance:** Cllrs Atkinson Johnson along with Duncan Murray (Parish Clerk) and Tomor Beqo (Facilities Manager). No other officers were present due to Covid-19 Secure advice.

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

### **1. APOLOGIES**

Cllr Pragnell had sent his apologies.

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

There were none

### **3. TO ACCEPT THE MINUTES OF THE COMMITTEE'S MEETING OF 6 SEPTEMBER 2021 PREVIOUSLY AGREED AT FULL COUNCIL 27 SEPTEMBER 2021.**

Following proposal, seconding and on a show of hands 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 short report from the August PSS download was noted as only showing one item needing attention this being the securing clips at the Pennine Way climbing net that had been loosened off by a third party but resecured by officers.

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

The Facilities Manager's report was noted:

- All ground maintenance had been carried out as per normal for the time of the year, also both pitches, Fryern and Hiltingbury had been fertilised.
- All maintenance checks completed at Fryern and Hiltingbury including water checks and fire alarms.
- Suffolk Drive play area gate was not working properly. Quote received for a replacement gate. Officers decided to order the mechanism for the gate and would refit inhouse saving of £1000.
- Cox Row the gyro had a worn bearing, a replacement had been ordered including fitting by VitaPlay. The cost of £1,164 ex VAT had been agreed under Fin Reg 4.1 as recorded as 'high risk' by EBC assessors.
- Pine Road path to Hiltingbury Rec drain cleared as it had been flooding.
- Purchase Order sent to Ground Investigation, Tim Gillbanks, for the ground inspection at the Hiltingbury top car park. Work was anticipated to be carried out within the next 2-4 weeks.
- The half dead tree at Pennine Way recreation ground would be removed on 6th October.
- The on-going issue at Pennine Way now investigated and confirmed that it is not an asset belonging to Southern Water. It was recommended that we conducted a private land survey.
- Floor maintenance at Sportshall it was confirmed for the work to be carried out 20<sup>th</sup>/21<sup>st</sup> December 2021.
- The roof inspection at Hiltingbury Sportshall it had been confirmed the inspection would be carried out on 29th September 2021.
- Path at Hiltingbury the new railings had been installed inhouse to prevent cyclists

speeding along the path.

Questions raised on the items were answered.

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

There had been one item that had been reported to the PCSOs who would be making a visit to the vehicles' registered addresses/owners.

**5. TO RECEIVE AN UPDATE REPORT ON HILTINGBURY PAVILION EXTENSION AND SPORTSHALL ETC:**

**5.1. To note the activities since reopening.**

The Sportshall Team Leader's report was noted. Most clubs had returned to their pre-covid timeslots in the sports hall and studio bookings were starting to increase. Daniel Gower was leaving in early October and Ben Challis had gone to university but would be coming back for Christmas. An advert was out for a replacement for Daniel's hours.

Finances for August at the Sportshall were shared with Members, showing a net income of £6,907 and expenditure of £6,459 showing an operating profit of £447. September bookings (across the venues) were showing as £12,744 inc VAT. With classes having returned in September, October was already showing bookings/activities of some £11k (gross figures) with only £300 out of a potential £2k+ of casual bookings made so far for badminton.

**6. TO DISCUSS AND AGREE AS TO THE PURCHASE OF TREES FOR HILTINGBURY RECREATION GROUND TO SCREEN THE FLATS FROM THE MUGA AND TO PLANT ALONG PART OF THE SAFER ACCESS TO SCHOOLS PATHWAY AT A COST OF £2,137 EX VAT.**

The Clerk briefed Members on the 4 Rowan and 6 Flowering Cherry from Deepdale Trees that had been suggested at £155 and £115 respectively for each tree, Platipus anchoring systems would be used to secure them in place, and delivery was £455.

Following a short discussion, proposal and seconding the purchase of the 10 trees was AGREED.

**7. TO DISCUSS AND AGREE WHETHER TO CHARGE TENNIS COACHES FROM THE BEGINNING OF NOVEMBER IN AN UPDATE TO THE TERMS AND CONDITIONS OF USE OF THE COURTS BY COACHES, A RANGE IS BEING SUGGESTED TO CONSIDER OF BETWEEN £2.50 AND £5.00PH (EX VAT) PER COURT.**

Officers had been looking at this throughout the summer and feel that a charge in the range of £2.50 – 5.00 p.h. per court ex VAT should be considered. Such a charge could bring in £2.5-5k a year (ex VAT). Unfortunately, most coaches had not been giving free sessions during the school holidays which was the requirement for free use. Following a short discussion, proposal and seconding it was AGREED that all coaches using the tennis courts should pay a fee of £5p.h. including VAT.

**8. TO DISCUSS AND AGREE WHETHER TO PUT THE RIALTUS ALLOTMENT MANAGEMENT SOFTWARE IN THE BUDGET FOR 2022 - 2023 ONWARDS AS PER THE DEPUTY RFO'S REPORT AND TO USE IT FOR THE MANAGEMENT OF OUR ALLOTMENT RECORDS.**

The Clerk commented on the proposals and that this had been passed by the Internal Auditors for their comment on using the management system for the allotments and that they supported the proposals Following proposal, seconding and on a show of hands the use of the Rialtus Allotment Management Software was APPROVED for inclusion in the 2022-2023 budget onwards.

**9. TO RECEIVE A REPORT ON THE TREES IN THE NURSERY.**

The report was received. A Member asked if the trees in the nursery could be planted at Pennine Way to help uptake excess water, to which the answer was no, as only Willow and Alder would be suitable to have their roots immersed in water the whole time.

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

No matters were raised

The next meeting was confirmed as Monday 1 November 2021, 7.00pm Fryern Pavilion. That being the end of business the meeting was closed at 8.25pm.

Chairman.....

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