

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

**5 JULY 2021**

**Fryern Pavilion 7.00 pm**

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

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

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

### **1. APOLOGIES**

Cllrs Aubry, Broadhurst and Pragnell had sent their apologies.

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

There were none

### **3. TO ACCEPT THE MINUTES OF THE COMMITTEE'S MEETING OF 7 JUNE 2021 PREVIOUSLY AGREED AT FULL COUNCIL 28 JUNE 2021.**

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. As at the time of the meeting no reason had been forthcoming for the missing visits (post meeting note there seems to be a glitch in the PSS software on the reporting side). Members questioned as to whether CFPC had a Fixed Asset Replacement Policy. Another Member enquired about the medium risk item at Pennine Way and whether it had been closed off – the Clerk replied that VitaPlay were currently doing the shrunken edge repairs across all the play areas.

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

The Facilities Manager's report was noted:

- Ground maintenance had been carried out as per normal for this time of the year:
  - Scarifying, seeding and top dressing to football pitches was in progress. Majority of work was complete.
- Quote requested from original installer regarding the cladding at Hiltingbury Sportshall. As soon as we have received a response from the insurance company, council will be able to proceed with the works.
- Security cameras at Hiltingbury Tennis Courts and Fryern Recreation Ground have been replaced.
- Anchor Engineer visited Fryern Pavilion regarding boiler issues. Confirmed no further investigation is required at this stage as the boiler passed necessary checks, after a flush through to the underfloor heating to remove trapped air. It was hoped no further issues would arise.
- Batteries for the Towrite picked up by TB and will be installed in house.
- Shutters at Fryern Pavilion – two separate incidents by customers in June. Works carried out and completed by TB.
- Pennine Way & Suffolk Drive Play areas – two pieces of equipment were broken. Parts ordered from main suppliers and have now been repaired by TB.
- Pennine Way Recreation Ground – after numerous complaints from residents regarding the poor drainage in this area, TB arranged to meet with Southern Water who have confirmed that it is not a sewage issue and unfortunately the wetness of the ground will continue to be a problem. Moving forward, TB has requested quotes for French drains with perforated pipes, to be installed.
- Plaque installed by TB at Jubilee Gardens for NWR group – celebrating 60 years 1960-2020. Plaque cost was covered by NWR.
- TB attended ROSPA course – Routine Playground Inspection. Certified for a further 3 years.

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

No items were reported in the period.

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

**5.1. To note the reopening schedule as advised by the Government as of 17 May 2021.**

The Sportshall Team Leader's report was noted. In particular it was noted that there was a loss of some of the regular studio hirers as was stated the previous month but as mentioned previously, there was an increase in the return of the adult fitness and wellbeing sessions. Summer kids' sessions were being put on again with activities ranging from badminton to table-tennis and football. These to run from Monday to Friday during the summer holidays.

A gross income of £8,873 was noted.

**6. TO DISCUSS AND AGREE WHETHER TO GIVE CONSENT TO HCC'S CONTRACTORS UTILISING PART OF PENNINE WAY RECREATION GROUND AS A COMPOUND DURING WORKS ON THE BRIDGE IN WEARDALE ROAD.**

Members discussed the proposal and decided that, due to the very poor drainage at Pennine Way, it would not be at all suitable for the positioning of a works compound.

**7. TO DISCUSS AND AGREE ACTIONS ON ITEMS OF CONCERN: -**

**7.1. CAR PARK AT HILTINGBURY, AND**

**7.2. BAMBOO AT PENNINE WAY.**

The Clerk reported that the aim was to do trial pits in the school summer holidays and work forwards from that in terms of designing a solution. Members questioned what level of engineering input was required as it did not appear that there would be an easy solution. It was suggested that proper civil engineering input would be required.

The bamboo was left for the Facilities Manager to control and manage.

**8. TO NOTE THAT THE TREE NURSERY INCLUDES OAK, HAZEL, BLACKTHORN, CRAB APPLE, ELDER, DOG ROSE AND ROWAN.**

This was noted.

**9. TO DISCUSS AND AGREE AS TO WHETHER-OR-NOT, INDIVIDUAL MEMBERS SHOULD HAVE ACCESS TO INSPECT OFFICE RECORDS ON BUILDINGS AND PLANT ETC (AS PER STANDING ORDER 25(A,1)) AND IF SO, WHAT LIABILITY THAT PUTS ON THE INDIVIDUAL MEMBER SO AUTHORISED, AND WHAT LIABILITY IT THEREFORE REMOVES FROM OFFICERS/COUNCIL.**

The Member who requested this item be included on the agenda was not present. The Clerk briefed Members on the guidance issued for the benefit of Members as well as Standing Order 25.a.i. and it was questioned as to whether that Standing Order needed clarification as to it included the records and papers kept for the management of the premises. However, it was also commented that if such access was being requested to better inform the Member in undertaking their role that would not be an issue, if the reason for the request was for to give advice to council/issue instruction of their own then insurance and personal liability would potentially be of concern. Clarification of the Standing Order was referred to Policy and Finance and the rest of the item was deferred.

**10. TO DISCUSS AND AGREE WHETHER TO RUN A COMMUNITY PHOTO COMPETITION FOR THE**

**WILDFLOWER MEADOWS AND SUITABLE PRIZES (BOOKED TIME AT THE SPORTS HALL).**

It was agreed to run the photographic competition on the lines suggested by the Clerk, with the committee leaving the fine details with Officers and it was suggested the Mayor be asked if she would be one of the judges.

**11. TO AUTHORISE OFFICERS TO PROGRESS SEEKING FA FUNDING FOR PITCH IMPROVEMENTS AT HILTINGBURY IN A 10-YEAR FUNDING APPLICATION IN PARTNERSHIP WITH AFC HILTINGBURY.**

This was AGREED.

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

Member access to Legionella Management Scheme, Tree Nursery, Platinum Jubilee and whether the garden was fit-for-purpose, Official Opening.

The next meeting was confirmed as Monday 6 September 2021, 7.00pm Fryern Pavilion. That being the end of business the meeting was closed at 8.35pm.

Chairman.....

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