

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

**6 DECEMBER 2021**

**Fryern Pavilion 7.00 pm**

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

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

**Public Participation:** There were two members of the public present. Who both spoke. The first was Jane Hitchman Site Rep at the Ramalley Allotments who commented that there had been no unanimous agreement about the recommendation for an Allotments Officer. She continued that she agreed with an increase to the per square rod charge of £3 in 2022, but not the further increase of £2 in 2023. She also commented that she had suggested that the new mower for Eagle Close should be battery powered not a 4-stroke engine that needed E5 petrol. Further she was insulted by the Clerk's suggestion that an Allotments Officer was needed at £4k p.a. and could not understand how paying £5.6k p.a. for an Allotment Management software package was justified against £1k of rental income. *(Post meeting note: the software is £175p.a. ex VAT for up to 5 user licences.)*

Jeff Dunn, Site Rep at Eagle Close, spoke next and commented on his experience in running allotments (including being Chair of the Eastleigh District Allotments Association for many years). He commented that he was strongly in favour of allotments, that they were good for the environment and wildlife. Eagle Close had hedgehogs and slow worms amongst other species. He mentioned that CFPC had a waiting list for allotments and that more were needed. He suggested small local sites, land only as well as looking to reduce the woodland that acted as a buffer between the industrial units and the houses on Bournemouth Road. He concluded by saying that the allotments needed to be professionally run, and that a dedicated Allotments Officer was essential.

### **1. APOLOGIES**

Cllrs Cox, Kyrle and Newcombe had sent their apologies.

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

There were none

### **3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 1 NOVEMBER 2021.**

Following some off agenda questions on the previous minutes, and then proposal, seconding and on a show of hands these were AGREED.

### **4. TO RECEIVE THE COMPLIANCE (OPERATIONS) OFFICER'S AND FACILITIES MANAGER'S REPORTS:**

The Clerk commented that an Officer's wife had been taken seriously ill the previous Thursday and therefore the Facilities Manager was covering at the Sportshall. Members requested it was recorded that they were all wishing a full and speedy recovery.

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

The Officer's report, showing 3-items being reported in October was received and questions from Members were answered. The comment on the 5-levels of reporting on PSS was also noted, with a discussion on safety taking place, during which the Clerk reminded Members that the daily checks on equipment (Monday – Saturday) were well above the minimal legal requirement of an independent annual inspection. The clarification of how the levels of equipment fault were assigned would be shared with the committee as and when received.

#### **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 this time of the year, including refilling the salt bins ready for the winter.
- All maintenance checks completed at Fryern and Hiltingbury including water checks and fire alarms.

- Suffolk Drive play area gate, the mechanism had been replaced (in house) and the gate was fully operational again.
- Cox Row play area, the spinner had been repaired by VitaPlay and is back in use.
- Pennine Way, the paths had been cleared all the way around to help with the wet ground situation and make it easier for people to walk on. Also, preparations had started for a wildflower meadow area and small 'Alder etc copse' to make use of the conditions (and uptake water) rather than just fight against them. Enquiries were progressing with the Environment Agency over the potential requirement for licenses/permissions to drain groundwater into Monks Brook.
- Cladding at the Sportshall, after a confirmation, and then payment, from the insurance company a purchase order had been sent to the contractor. The work would be done within the next 4 weeks, as the contractors were waiting for the matching cladding to arrive.
- There was an issue with the main camera at Fryern rec, a problem with the power supply. Axis have replaced the transformer and the camera was back up and running.
- Lines had been re-marked the bottom left hand car park at Hiltingbury, and some 'slow' signs and '5mph' signs added to the top path at Hiltingbury rec.
- TB had been able to gain a verbal YES from First Call as a main sponsor for Funtasia 2022! Circa £6k!
- Rats at Ramalley Allotments – as reported to the Allotments Sub-committee Rentokil had changed the toxin as of 1 November 2021 in 7 boxes (that have signs of activity) from Bromatrol to Brodificoum due to noticing a high level of tolerance being displayed at our site, and other nearby locations, to the original poison. We have no input into what toxin was used, it was entirely up to our contractors and them carrying out an Environmental Impact Assessment.
- Barriers for Hiltingbury Rec to extend fencing along the safer access to schools path had been delivered – TB found a different source, for the same quality, at half the price.

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 incident related to the Bonfire Night weekend and a fire being set in Hiltingbury Play Area, which the Fire Brigade put out before damage occurred.

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

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

The Sportshall Team Leader's report was noted. We had seen a steady organic growth throughout November and through both public and club bookings.

Gross income for November had increased to £15k (inc VAT) from October at £13.3k; September at £12,750 (inc VAT); August's £7,750.17 (inc VAT). December's bookings are already at £8.8k (many clubs take a break over the festive period) with only £276 out of a usual £2k of casual badminton bookings. Casual badminton and soft tennis should continue to increase as it gets colder and tennis players come inside. 50+ Get Active had 102 sessions booked in November up from 63 in October. Monthly financial reports were also published for Fryern Pavilion for year to date at £11,036 income (net) and expenditure of £13,788. Had the main CCTV camera not broken, then the Fryern Pavilion would have been breaking even.

#### **5.2 To discuss and agree whether to provide a water fountain at the sports hall following removal of the vending machines due to a lack of sales.**

Members decided to defer this item, as they wanted to find a safe way of delivering water that kept the legionella and other health risks to a minimum and studies showed that only

about 7% of the population would use a water fountain.

**6. TO RECEIVE THE RJ WATKINSON DESIGN/SPECIFICATION FOR THE TOP HILTINGBURY CAR PARK AND DECIDE ON THE NEXT STEPS.**

Members discussed the design and decided that works would probably have to be undertaken in the Easter School Holidays. Potential funding was to be enquired after at HCC due to the April 1965 conveyance clause (1.i.). It was suggested, by a Member, that the access road would come under s31 Highways Act 1980. *(Post meeting note: This had already been refuted in January 2021. AMC 11.01.2021 Minute point 8.2 however, it will be checked with Highways as the proper authority).* The Clerk was authorised to gain quotes and bring them back to the Committee for consideration.

**7. TO RECEIVE THE RECOMMENDATION FROM THE ALLOTMENTS SUB-COMMITTEE TO EMPLOY AN ALLOTMENTS OFFICER AND CONFIRM THE NUMBER OF HOURS PER WEEK.**

The Chairman of the Allotments Sub-Committee introduced the item, as per the briefing note that an Officer was needed and that it would be far better to bring all aspects of the allotments management in-house and have a dedicated member of staff on site on a weekly basis for a couple of hours at each site. Office staff did not have the time to undertake all the calls on their time that the various requests took up. 8 hours a week was the suggested amount of time for the Allotments Officer. Discussion took place and following proposal, seconding and on a show of hands the provision of an Allotment Officer for 8 hours per week was AGREED (four voting for and 1 against) as a RECOMMENDATION to Full Council, subject to HR agreeing the Scalar Point and the Job Description.

**8. TO RECEIVE THE RECOMMENDATION FROM THE ALLOTMENTS SUB-COMMITTEE TO CHARGE AN ADMIN CHARGE OF £25-30 PER NEW ALLOTMENT TENANT (COMMITTEE TO CONFIRM AMOUNT AND WHETHER INC OR EX VAT), AND TO INCREASE THE SQUARE ROD RENTAL CHARGE AT THE ALLOTMENTS EFFECTIVE FROM 30 SEPTEMBER 2022 FROM £6.00 IN LINE WITH ONE OF THE FOLLOWING SUGGESTIONS: -**

- **£3 IN 2022 FOLLOWED BY £2 IN 2023, OR**
- **10% P.A. FOR THE NEXT 5-YEARS, OR**
- **BY £5 IN 2022 TO BE IN LINE WITH EBC'S CURRENT RENTAL RATE.**

The Chairman of the Allotments Sub-Committee introduced the item, commenting that as previously mentioned an admin/set up charge for the allotments might help ensure people that really wanted them apply, but that it would also off-set the staffing costs of managing the new tenants as well as making the licence cost for the software a net zero cost to the council. Members raised questions including the size of plots etc and the current versus future cost. As the average plot was 2.5 square rods, currently at £6 per rod the rental cost would increase from £15p.a. to £22.50p.a. in October 2022 and then to £27.50p.a. in 2023. It was felt that by spreading the increase and giving notice of the two-stages it was fairer on tenants. An amendment was proposed by Cllr Pragnell to increase only by £3 in 2022 and not to increase in 2023. It was not seconded. Having been previously proposed and seconded, on a show of hands it was AGREED to have an Admin/Set-up fee of £30 inc VAT for new tenants and increase the rental charge by £3 in October 2022 followed by a further £2 in 2023.

**9. TO DISCUSS AND AGREE WHETHER TO UNDERTAKE THE TREE WORKS AT FRYERN REC AND RAMALLEY ALLOTMENTS AT A COST OF £1,170.00 EX VAT.**

Following proposal, seconding and on a show of hands the tree works were AGREED at a cost of £1,170 ex VAT.

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

Rentokil's performance to contract.

The next meeting was confirmed as Monday 10 January 2022, 7.00pm Fryern Pavilion. That being the end of business the meeting was closed at 8.50pm.

Chairman.....

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