

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

**7 OCTOBER 2019**

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

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

**In attendance:** Cllrs Atkinson and Holden-Brown along with Duncan Murray (Parish Clerk), Tomor Beqo (Facilities Manager), Phil Eades (Compliance Officer Operations) and Geoff Mitchinson (Team Leader Sports Hall).

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

### **1. APOLOGIES**

These were received from Cllr Broadhurst.

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

There were none.

### **3. TO ACCEPT THE MINUTES OF THE COMMITTEE'S MEETING OF 2 SEPTEMBER 2019 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 30 SEPTEMBER 2019.**

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 Compliance Officer reported that the audit of EBC's play area checks/inspections had begun and would be followed up with a meeting with EBC once the questionnaire had been returned. With regards to the current reporting all the findings were minor, and most had already been fixed. Members asked questions with regards to the errors on the EBC report which had all been explained by the contractor. If the reports continued to be inaccurate and there was a risk to the Council it was requested that the issue be referred to the Audit and Risk Management Committee.

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

The Facilities Manager reported on the following additional tasks having been undertaken as well as the seasonal grounds maintenance on the rolling works schedule:

- The railing at the Hiltingbury sports hall car park has been completed (in house).
- Two telescopic bollards installed at Fryern rec entrance (in house).
- One fixed bollard installed at the path of the entrance to the Fryern rec (in house)
- TB had completed IPAF (working at heights/mechanised access platforms training), for various maintenance in the sports hall and for tree work in house.
- Two football boots brushes had been ordered, one for Fryern and one for Hiltingbury, they were due to be delivered that week.
- The memorial bench for Mr Jenkins' wife, had been installed including the plaque (in house). The gentleman who requested and paid for it was very happy with the location of the bench and he visited the site on the day of the installation.
- New strimmer purchased for Ramalley allotments, Richard had already collected it.

##### **4.2.1. The cutting back of dead tree in neighbouring land on the pathway to Pine Road**

Whilst concern was expressed about this tree it was on a neighbour's land and came under their occupier's liability and there was little that CFPC could do about it other than report it to EBC/HCC who could undertake the works and recharge the householder.

##### **4.2.2. The need for a path to the northerly side of the sports hall for footballers**

It was reported that officers were already aware of the issues, but it was not a

simple fix as although Rhyno Mulch might be a reasonable surface the question was one of whether that material would stand up to the regular pounding by football studs. In terms of paving slabs, would they be safe in the winter for studded boots not to become a slip hazard. Geotech materials were also being considered as an option. So as not to delay matters a budget for the proposed works was requested. Following proposal, seconding and on a show of hands a budget of £3,000 was AGREED. It was also commented that 2No. football boot cleaner stands, to reduce the risk of mud causing slipping, had been ordered and were awaiting install.

**4.2.3. The need to provide a gated entry point into the scouts' compound area**

It was reported that the Scouts were having difficulties getting their equipment in and out of their store area following the creation of the new car park for the sports hall. A gate in their fence was proposed to the easterly side of the Scout Hut.

Members AGREED that a side entrance could be provided for the scouts.

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

There were none.

**5. TO RECEIVE AN UPDATE REPORT ON HILTINGBURY PAVILION EXTENSION AND NEW SPORTS HALL: -**

**5.1. To note the fifteenth valuation report.**

This was noted @ £63,979.71 with a sum withheld of £88,388.38. A final Account figure was still being worked on, but it was still expected to be under contract price. The Clerk also commented that there was a meeting on the Extension of Time claims from Acheson on Thursday afternoon that he would be attending with the professional team.

**5.2. To note income streams for September for the council's facilities**

Income for September was recorded as follows:

Fryern Football £1180.88 H/bury football £406.54 = £1,587.42 (no VAT)

Invoiced/takings Vatable £8203.49 - ex VAT = £6,836.24

Net Invoice/Takings in September £8,423.66

Average Monthly Income projected in the budget =£10,750

In addition, Tennis Memberships have added £1,250 (gross) - £1,041 (net) to earnings since bringing sports-booker online (£191 net in Sept)

Fryern room hire £3,601 – ex VAT = £3000 + football = £4,181

Hiltingbury Net Invoice/Takings September = £4,242

In terms of income to expenditure for Hiltingbury, with the utilities/maintenance input from the budget at £1,750 per month there was a small surplus of £263 to the gross operating costs of salaries, utilities and cleaning.

**5.3. To receive the recommendation from the Audit and Risk Management Committee that a name and identity need to be established to ensure a marketing strategy can be undertaken with proper branding.**

Members discussed the potential logo from concepts submitted in the briefing note and comment was made about using a version of the CFPC logo adapted to have a more sports-oriented feel to it. Names were also discussed but with no decision being resolved on either matter. Members did AGREE on the provision of banners to be printed and placed around the parish highlighting that the new sports hall was open.

**5.4. To note that the architects have reported that as a gym was rejected at the feasibility study stage the floor slabs have not been designed for weights machines in terms of loading or noise attenuation in the flooring design.**

This was noted along with comments from a Member about the ventilation/humidity controls that would be needed and that those works would probably add a further £30,000 to the equipment costs of £24,000. The Sportshall Team Leader was thanked for his in-

depth report, and it was suggested that users should be asked about their interest in a gym. It was therefore decided to not progress this at the present time.

**6. TO DISCUSS AND AGREE WHETHER THERE IS SUITABLE ROOM ON FRYERN AND HILTINGBURY RECS FOR THE PROVISION OF A FURTHER TWO MEMORIAL BENCHES THAT HAVE BEEN REQUESTED.**

Members Agreed that there was room at Fryern for more memorial benches (about 3) but it was felt that memorial trees would be more appropriate at Hiltingbury as space for additional benches was limited. Native species of trees were preferred, although a Member commented that climate change resistant versions (such as ones grown in France) might be more appropriate.

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

Road signage for the Sportshall, climate change resistant trees, the community orchard and tree nursery.

The next meeting was confirmed as being at 7.00pm on 4 November 2019 at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 8.24p.m.

Chairman.....

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