

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

4 March 2019

Fryern Pavilion, Chandler's Ford 7.00 pm

PRESENT: Councillors Aubry, Broadhurst, 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) and Phil Eades (Compliance Officer Operations).

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

1. APOLOGIES

There were apologies from Keith Hatch (Employer's Representative of the Hiltingbury Project [ER]).

2. DECLARATIONS OF INTEREST

These were declared as a non-disclosable, non-pecuniary interest by Cllr Duguid as a member of Hiltingbury Tennis Club with relation to item 6 on the agenda.

3. TO ACCEPT THE MINUTES OF THE COMMITTEE'S MEETING OF 4 MARCH 2019 AS PREVIOUSLY AGREED BY FULL COUNCIL 18 MARCH 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 report was taken as read noting the duplication of some entries by one of the operators, which EBC were still rectifying through training.

The only reported issues in the previous month had been some minor trip points at Mead Road which officers were keeping an eye on, a soft surface repair needed at Cox Row and issues with the half-pipe at Hiltingbury skate park which had been replaced as per the FM's report in 4.2.

4.2. to note maintenance/contracted work undertaken/advisable.

Tasks undertaken recently/contractual works completed:

- The tractor has returned from its repairs and is back in use.
- Four old bins have been replaced at Hiltingbury with two new dual use bins, these have been properly secured in concrete.
- The wildflower meadows have been 25% over-seeded and fenced off to give them a head start without dogs trampling over them.
- Weed spraying has been done at the tennis courts, play areas.
- A grill on a window that was damaged by footballs has been repaired and returned to the window.

A Member asked about what had replaced the damaged youth shelter and the Clerk responded that it was a curved grind bar for the skate park.

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

There had been an incident at the Fryern youth group Thursday 22 March, when a group of 4 12-13-year-olds (two of which were banned) were asked to leave the site, they were spoken to by the youth workers outside and then returned to steal the banner flag that was out on the field. They left the premises with the flag and elsewhere caused further problems. We had CCTV of the incident and this was recorded onto disc and given to the police.

5. TO DISCUSS AND AGREE WHETHER TO AUTHORISE THE 2019-2020 PLAY AREA IMPROVEMENT

EQUIPMENT INSTALLATION AT A COST OF £19,734.18.

The Clerk briefed Members on the costs as per the Briefing Note and following proposal, seconding and on a show of hands the installation of the equipment was AGREED at a cost of £19,734.18 (ex VAT).

6. TO DISCUSS AND AGREE WHETHER KNIGHTWOOD TENNIS CLUB CAN HIRE OUR TENNIS COURTS (NOS. 1 & 2) ON TUESDAY AND THURSDAY EVENINGS FROM 1900 – 2100 FOR THE PERIOD 23 APRIL TO 23 JUNE AND IF AGREEABLE WHAT PRICE SHOULD BE CHARGED PER COURT PER HOUR.

The Clerk briefed members about the Knightwood tennis courts being resurfaced and that it would be a neighbourly thing to do. After a short discussion and following proposal, seconding and on a show of hands it was AGREED to hire out the courts on to Knightwood Tennis Club at £10 + VAT per hour for the two courts.

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

7.1. the pavilion extension project (KH),

From the 12th Project Report meeting on 3 April, it was noted that the majority of the construction works will be finished at the end of April/first week May and the residual works will be the builders' clean, preparing for handover.

It has been possible to get agreement that the new car park should be made available for use from the end of April or first week of May. ACL will remove the appropriate heras and other items, in stages, to enable this.

The SSE debacle has come to an end with the final appearance to move the streetlight, the control box and then resetting of the timer.

Works are moving on at a pace

- With plastering and most 1st coat paints to internal spaces – to snagging level by the end of the month.
- Ceiling grids in place and floor areas being self-levelling latex covered in preparation for the vinyl flooring.
- Lights being fitted into ceiling grids, floors nearly completed for the sprung-flooring due end April
- 4No 4m Cedars have been planted and fixed in with the Platypus anchoring system
- Fire doors being fixed and 'dirty change' entrance paving being laid.
- On 3 April there were 26 sub-contractors on site.

Members asked questions, concentrating on the snagging and that the Clerk needed support preferably from KH but if he was unavailable another CFPC representative should be hired.

The Clerk commented that he also had to be present to be able to sign off items as completed later. Following proposal, seconding and on a show of hands the hiring of another QS/Project Manager for the snagging was AGREED.

7.2. to receive the ninth valuation report,

This came in at £1,609,345.53 on total construction spend to date with the current valuation period accounting for £109,506.76. A Payless/Withhold Notice had been signed off by the CFPC QS at a value of £4,113.50 of the gross valuation of £112,561.25.

There was a potential for ACL to have 3 weeks and 1 day of payable EoT claims, but inadequate information had been forthcoming for the architects to be able to justify/quantify a final figure.

7.3. to discuss and agree whether the architects' additional costs are acceptable and should be authorised

Our architects' TKLS have been required, due to the needs of the construction phase, to undertake some additional tasks, which have given rise to additional costs in comparison to those that they quoted for in their original tender: -

- Liaison with the scouts over the boundary issue and producing several additional drawings of the road layout and attending meetings, valued by TKLS @ £2,000
- Additional M&E involvement (retirement of Alan MacClean) valued by TKLS @ £2,500 (this item would in effect be moving this sum from a M&E budget heading to TKLS - £6k was available for construction phase M&E input, none of which has been used)
- Additional architect involvement (additional steels etc) valued by TKLS @ £1,000.

The Clerk briefed Members that this was a relatively 'neutral financial event due to the lack of input from Alan Maclean on the M&E issues where a budget of £6k had been agreed. Members were happy that the minutes supported these additional works having been undertaken, but asked for a breakdown as part of the audit trail. Following proposal, seconding and on a show of hands the fees were AGREED as being payable.

7.4. to note the appointment of staff for the new facility,

This was noted and Members had an off agenda discussion about marketing plans.

7.5. to note the procurement of the necessary goals/nets for the sports hall, fitness studios and office, confirming the authorisation for the Clerk to purchase/lease these essential items.

The Clerk briefed Members as per the small spreadsheet covering goals, nets, balls, copier, short map bowls equipment etc. One Member commented that when authorising a sports hall, he understood that to be authorising one that was ready for use.

Following proposal, seconding and on a show of hands it was AGREED that the Clerk was authorised to purchase the equipment for the building to be ready for use as a sports hall.

7.6. to note that there has been a claim made on our insurance for a trip/fall by a member of the public one night in January when the floodlights on the contractor's cabin were on.

This was noted.

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

The potential crossing near Ashdown Road, and the marketing plan for Hiltingbury Sports Hall.

The next meeting was confirmed as being at 7.00pm on Tuesday 14 May 2019 at the Hiltingbury Pavilion/Sports Hall (if available). That being the conclusion of business the meeting was closed at 8.46p.m.

Chairman.....