

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

8 FEBRUARY 2021

Virtually 7.00 pm

PRESENT: Councillors Aubry, Broadhurst (Chairman), Cox, Evans, Newcombe and Pragnell.

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

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

1. APOLOGIES

Cllrs Hughes and Irish sent their apologies, Cllr Kyrle was not present. It was noted with concern that Cllr Hughes was in hospital with Covid-19 and the committee wished him a full and speedy recovery.

2. DECLARATIONS OF INTEREST

Cllr Pragnell made a declaration later in the meeting with respect to item 6.

3. TO ACCEPT THE MINUTES OF THE COMMITTEE'S MEETING OF 11 JANUARY 2021 ALREADY AGREED AT THE FULL COUNCIL MEETING OF 25 JANUARY 2021.

These were accepted. A Member, off-agenda wanted to follow up a couple of items on the question of s31 of the Highways Act 1980 as to whether feedback had been gained on its status from EBC and also on compliance with ACoP 2013 L8.

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 regarding the changing in reporting to the committee and that January's data had been reported at the previous meeting as it had come in early.

4.2. To note maintenance/contracted work undertaken/advisable

The Facilities Manager's report was noted:

- Ground maintenance carried out as per normal for this time of the year.
- All building checks had been done, Fryern and Hiltingbury including fire alarms and water testing.
- Cleaned thoroughly the floor and painted the changing rooms walls & ceiling including the FCA office at Fryern.
- The front and all-round the building at Fryern had been Jet washed,
- Staff have used an artificial grass power broom to brush the artificial grass area at Fryern.
- Staff have been filling cracks by the doors and on the walls at Hiltingbury Sportshall and painted them, as some of the door's cracks were rather large.
- One quote had been gained at the moment for the top car park at Hiltingbury, before there is further progress CFPC needs to engage with EBC to see if there were any developers contributions available.
- Planning ahead the FM had been looking at some quotes for the old path at Pennine Way, as some of the side panels are damaged and the self-binding gravel needed topping up.

The Planned Preventative Maintenance programme for the year was accepted, with the comment that the Compliance Officer's reporting noted as enhancing feedback on items completed and underway/outstanding.

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

Police had increased their presence, enforcing lockdown.

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

5.1. To note income streams from the end of Lockdown No.1 to 1 December for the council's facilities

With facilities closed due to the lockdown it was reported that all the weekly checks were being undertaken and any cosmetic damage was being repaired (cracks in plaster and marks on walls). It was noted that it was unlikely that any further income would be taken in the current financial year due to the imposing of a third lockdown.

An off-agenda discussion took place on a couple of items including ACoP 2013 L8 and risk management issues should the offer of the Sportshall as a vaccination centre be taken up.

6. TO DISCUSS AND AGREE THE APPOINTMENT OF ALLOTMENT (TENANT) REPRESENTATIVES

6.1. Role Description for Allotment Representatives (Tenants)

A detailed discussion took place on this item, with discussion of the draft Role Description brought forwards by the Clerk. It was suggested that this should be an interim document for discussion with the Allotment Representatives and should ensure clarity of the role of the Parish Council within the document. It was also noted that there were Terms and Conditions of use for other groups using facilities such as Recreation Grounds and Tennis Courts etc. Following proposal, seconding and on a show of hands it was accepted as an interim document.

6.2. The framework of delegated authorities and scope of an Allotments Sub-committee, and its membership.

The Clerk commented that the draft framework gave a basic structure of the role and responsibilities of the proposed Allotments Sub-committee to help in the management of the Allotments and bringing consistency across the two sites. Following proposal, seconding and on a show of hands the framework of delegated authority for the Allotments Sub-committee was AGREED.

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

EBC's handling of ACoP 2013 L8 responsibilities and funding issues for Hiltingbury Car Park improvements.

The next meeting was confirmed as being at 7.00pm on 1 March 2021 virtually. That being the conclusion of business the meeting was closed at 8.19p.m.

Chairman.....