

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

**4 December 2023**

**Fryern Pavilion 7.00 pm**

**PRESENT:** Councillors B Selby (Chairman), Cllr Child (Chairman of Council), Attrill, A Broadhurst, Irish, Kyrle, and Pragnell.

**In attendance:** Hilary Blaker (Clerk), Tori Beqo (Facilities Manager) and Geoff Mitchinson (Sportshall Team Leader).

**Public Participation:** There was one members of the public present, who raised no issues.

### **1. APOLOGIES**

There were apologies from Cllr Duguid and Johnson.

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

There were none.

### **3. TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 6 DECEMBER.**

Following proposal, seconding and on a show of hands these were ACCEPTED.

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

#### **4.1. Update on PSS (Play Safe System)**

There are still access issues to EBC's PSSLive site. EBC ended their use of the previous PSS Lite system and without notice switched to a new provider. This has had "teething" issues as the switch took place prior to EBC staff training or notice to any user. For last three months we have not had sight of any inspections ( routine or operational ) or notified of any findings ( until this past week). Compliance Officer / Facilities Manager has undertaken checks over and above existing to ensure no faults missed. In addition, Annual Inspection reports have been requested as due from EBC. Compliance Officer liaising with EBC.

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

The Facilities Manager's report:

- **Ground Maintenance:** All ground maintenance has been carried out as per normal for this time of the year. Due to the mild weather, we are still cutting grass, mainly on the football pitches for health and safety reasons. Continuing slitting football pitches and training grids at Fryern and Hiltingbury to aerate/ help with the drainage at the same time.
- **Maintenance Checks:** All maintenance checks complete at Fryern and Hiltingbury including water checks and fire alarms.
- **Wildflower Meadows:** After a fantastic season the wildflower meadows have now been cut down. Very pleased with this year's showing, the hard work has paid off and hopefully we will have the same results next year.
- **Hiltingbury car park:** Line marking at Hiltingbury school entrance, car park, drop of box, and the new path on the right-hand side, work completed on 23 Nov.
- **Fryern Pavilion Roof:** There is a substantial leak on the left-hand side of the old part of the building. This has had the effect of triggering the fire alarm as well as the damage of the ceiling. The main part of the leak comes from the extractor fans cover – these are mushroom shaped, as per photo. We have been looking for quotes from different

contractors to repair the main leak to stop any further damage and unnecessary call outs.

- **Painting Fryern Pavilion:** The work has been scheduled for 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> January 2024. All hirers have been made aware. No impact to FCA other than Ukulele group as works will begin in Clanfield room. Church group cancelled on Sunday 21<sup>st</sup>.
- **Sportshall Flooring:** Hutchisons Flooring are scheduled to undertake the annual floor maintenance on 2<sup>nd</sup> and 3<sup>rd</sup> January. This was the earliest date available due to the building being occupied. All users have been made aware and social media has been updated along with posters within the Sportshall. Studio 2 will remain open on those days for existing bookings.
- **Sportshall Office/Main Entrance:** Due to the staff lone working policy, Axis Security are installing automatic locks on the main entrance door and the office door. These works are scheduled for 28<sup>th</sup> November. In addition, we have installed a keypad lock on the entrance to the first floor. This is to increase security and to prevent any unwanted visitors going upstairs when members of staff are occupied in the Sportshall/away from the office.
- **Fall Arrest System:** As per government legislation, PTSG are due to carry out these works as soon as possible. We are awaiting a confirmation date from the contractor to complete the inspection; PO has been authorised and sent.

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

No reported police incidents. Though concern has been expressed regarding the driving of a local resident who lives within Fryern Close. This is being monitored and PCSO has been approached for guidance.

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

#### **Sports Hall**

The Sports Hall usage continues to remain high as we close in on the festive season. We will see some of the clubs/groups closing down towards Christmas & New Year. We have our Christmas opening hours ready and displayed. We usually experience a reduction in usage within the Sports Hall & studios during this period (between Christmas & New Year) but this is to be expected. We have the Sports Hall and Studio 1 booked in with Hutchinson Flooring to have some maintenance and resealing of the varnish. Studio 2 will remain open during the works. We will take a break from our community activities such as 50+ and Pickleball sessions and these will restart from the 8<sup>th</sup> January. It is anticipated that with the forthcoming changes to the Studio 1 hire charges we will see some of Studio 2 hirers migrate into Studio 1 as they had previously stated that the cost was prohibitive. This will be monitored. We will be saying goodbye to one staff member who has been a valuable member of the team since June 2021. Please feel free to pop in and say your goodbyes.

#### **Tennis Courts**

The tennis court usage is slowing down as we move further into the Winter months. The wetter weather is deterring even the avid player, whilst the coaches are still trying to find gaps in the weather.

The trading reports year to date were received. It was requested that a sinking fund be established within next year's budget for building repairs following discussion regarding the repairs and maintenance budget for Fryern Pavilion.

Following proposal, seconding and on a show of hands, the trading reports were accepted.

**6. TO AGREE ENGINEER ENGAGEMENT FOR DRAINAGE INVESTIGATION AND DESIGN REQUIRED AT PENNINE WAY RECREATION GROUND.**

Following much discussion and consideration it was agreed to engage the Structural Engineer company to conduct initial site visit in to provide accurate scope of works to facilitate design. This was proposed, seconded and on a show of hands agreed.

**7. TO AUTHORISE EXPENDITURE FOR ADDITIONAL PEST CONTROL MEASURES AT FRYERN PAVILION**

This was regarded as business as usual for Officers though the Committee appreciated the advanced notice of works and potential costs. Following proposal, seconding and on a show of hands it was agreed that Officers would proceed.

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

To report latest update on Pennine Way recreation ground.

The next meeting was confirmed as Monday 5 February 2024, 7.00pm Fryern Pavilion. That being the end of business the meeting was closed at 7.50pm.

Chairman.....