

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

3 APRIL 2023

Fryern Pavilion 7.00 pm

PRESENT: Councillors A Broadhurst (Chairman), Attrill, Child, Irish, Kyrle and Selby.

In attendance: Duncan Murray (Parish Clerk), Tori Beqo (Facilities Manager) and Geoff Mitchinson (Sportshall Team Leader).

Public Participation: There was one member of the public present who commented on a kebab van wanting a pitch in the School Lane area in the evenings. Members noted this and it was commented that the EBC Local Area Manager would be informed.

1. APOLOGIES

There were apologies from Cllr Evans, Cllrs Baker and Beer were not present.

2. DECLARATIONS OF INTEREST

There were none.

3. TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 6 MARCH 2023 ALREADY AGREED AT FULL COUNCIL 20 MARCH 2023.

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 and most recent reports

The Officer's report was noted, showing 1 item reported, graffiti which was classed as low or very low risk and three reporting errors.

4.2. To note maintenance/contracted work undertaken/advisable

The Facilities Manager's report:

- **Ground Maintenance:** All ground maintenance had been carried out as per normal for this time of the year.
- **Maintenance Checks:** All maintenance checks had been completed at Fryern and Hiltingbury including water checks and fire alarms.
- **Wildflower Meadows:** Staff had started the first preparation of all the wildflower meadows, Fryern, Hiltingbury and Pennine Way. After having a meeting with Pitchcare and one of their wildflower seed specialists, changes will be made to the planting the process, to reduce the yellow colour and increase the other colours. The dominant yellow flower is Corn Marigold that has multiplied for each of the last two years to where it is now very prominent and out competing the other flower seeds that have been sown.
- **Diamond Jubilee Garden:** Officers had ordered the plants for Jubilee Garden which were due to be delivered by the end of March. In the meantime, staff were preparing the flower beds for planting.
They had been rotavating and refilling them with topsoil.
- **Hiltingbury Car Park:** Southcoast Line marking have now completed remarking most of the direction arrows, wording and speed humps but mainly the zebra crossing and the "Slow School Sign" which was badly faded.
- **Softplay:** Soft play equipment had arrived, officers were in the process of getting it going as soon as possible, they had put in place most of the things that are required at the moment, such as a risk assessment, baby chairs, baby toilet steps, shelving for some of the equipment, benches for the users which they were waiting to be delivered.
- **Sportshall Floor Cleaner:** For some time now the Sportshall is getting busier and cleaning the floor in the Sportshall by hand is quite challenging and time consuming, TB had been looking at some floor cleaners to help the situation and also keep the courts clean. The floor cleaners that I have been looking are cordless/rechargeable, which he thought would make it much easier for the staff to use and have health and safety benefits as well.

- **Staffing;** After an advert on indeed jobsite for Part-Time staff, there had been quite a few people interested in the vacancy. GM and TB would be holding interviews at Fryern Pavilion 29th and 30th March. There were 11 candidates to interview assuming all those invited attend.
- **Tractor:** An update on the tractor, TB had found a really nice tractor which was a New Holland T4.55, year of manufacture 2019 with 1228 hours from new, which he thought was really good. Unfortunately, it doesn't come with a grass tyres, I have contacted the seller and asked them if it possible to change the tyres, but they haven't had much luck so far. Members asked questions about the battery life and replacement cost of batteries for a floor cleaner.

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

Nothing had been reported.

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

Sportshall

The Sports Hall had kept a continuous level of business throughout the month and would continue to remain busy with club and public bookings due to the level of care that the team provide. However, with this increase business staff were finding it challenging to maintain our high levels of standards within the sports hall and maintaining the flooring cleanliness in line with the warranty.

Maintaining the cleanliness of the Sports Hall flooring now requires an industrial solution rather than sweeping and mopping by hand, which consumes staffing hours that can be better used elsewhere. Each court takes approximately 1 hour to mop by hand, let alone the drying time required before they can be used again.

Studios

GM had secured a new class which is starting in May. This would be on Tuesday evenings from 7pm-8pm in Studio 1. This would help to increase revenue for the studios.

The new class is a mini trampoline class and will incorporate a mixture of movements and jumps with upbeat tempo music. As there isn't anything else like this in the area, GM had great expectations for this being popular. He'd checked the footing of the trampolines and they all have rubber footings, and whilst he was working with the instructor, should this cause a problem with the studio flooring, they have reassured me that they will provide matting under each piece of equipment. There is potential with this class that they will be looking to secure further sessions in Studio 1 in the future.

The soft play equipment had now been delivered and moved to the cupboard in Studio 1. Unfortunately, the trolley it sits on is too large to move out of the cupboard and I believe that the set up and break down will be problematic. The largest piece of equipment weighs approximately 50kg and is incredibly difficult to lift and needs to be lifted to a height of about 4ft to get it on top of the mats that have to be stacked first. This all has to happen in the cupboard as we can't get the trolley into the studio to make the job even slightly easier. There are a further few bits that are also very heavy that will likely cause issues.

GM had been advised that some benches had been ordered and he was awaiting further response from TB regarding whether we will be getting any vending as GM felt that seating and the ability to purchase drinks and snacks will be integral to the success of the soft play.

GM would be contacting a local pre-school and also a local childminder to suggest a trial session as he felt that their feedback would be very helpful in determining whether what we are providing will be well received and if there is anything we hadn't thought of. Currently, GM believed that adding some soft balls, and a few other soft portable items to the provision would be a good addition. Once everything is in place, GM would start the sessions officially and would get the social media marketing underway.

Tennis Courts

The tennis courts were showing an improvement on usage in recent months. The milder weather for the time of year has seen an uptake of players as well as new card holders. GM believed that this would increase the closer we moved towards the summer months.

Staffing

We had run an advert on indeed jobsite for Part-Time staffing, from this we had seen an uptake on enquiries and are currently working through interviews for the correct candidate(s).

Financial Reports

These showed a £4.3k net surplus for February 2023, and a total (gross) take for March of £17k across all activities.

6. TO NOTE FURTHER UPDATES TO THE VAT STATUS OF COUNCIL'S SPORTS/LEISURE PROVISION (SUBJECT TO RECEIVING THE CORRECT GUIDANCE/REGULATIONS).

Some additional details were reported to Members which Cllr Selby was able to agree with as he had attended the online workshop as well as the RFO. It was also noted that as the parish council subsidised the operating of the Sportshall by covering the PWLB loan capital and interest repayments, there would be no 'unjust enrichment' if reclaimed VAT was retained.

7. TO DISCUSS AND AGREE AS TO WHETHER THE UPLIFT TO SPORTS COSTS PREVIOUSLY SET AT 5% SHOULD BE SUSPENDED, CONSIDERING THE VERY RECENT VAT STATUS CHANGES.

This was an item brought up by officers. Whilst the earlier decision to increase charges was not being requested to be revoked, officers felt that a proper analysis of the exact VAT position for each activity was undertaken so that in the current inflationary situation the council could re-evaluate the desirability of adding 5% to charges when they were effectively getting an additional 20% for non-business activities due to VAT regulation changes.

After some debate it was proposed, seconded and on a show of hands AGREED to suspend the increase to hire charges temporarily and re-evaluate once a proper analysis was available of the VAT change on projected net income.

8. TO AUTHORISE THE ADDITIONAL COST OF TURF TYRES FOR THE (ANTICIPATED) NEW TRACTOR

This item had been mentioned earlier, a price was still awaited but debate took place about authorising a budget, as the turf tyres were needed and would be a special order, taking about 4-weeks to complete. A budget of £3,500 ex VAT was proposed, seconded and on a show of hands AGREED.

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

A report was requested about progress for an Energy Survey.

The next meeting was confirmed as Monday 15 May 2023, 7.00pm Fryern Pavilion. That being the end of business the meeting was closed at 8.02pm.

Chairman.....