

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

**5 February 2024**

**Fryern Pavilion 7.00 pm**

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

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

**Public Participation:** There were four members of the public in attendance.

One member of the public requested an update on the proposed maintenance programme for the Jubilee Garden.

Representation by Hiltingbury Tennis Club was made, via a member of the public, to request a review of the existing tennis court management to enable the Club increased pre-booked court time. The Tennis Club is increasing in numbers and requested that the Parish Council reconsidered how the courts are currently booked and allocated. The Chair of Committee responded to request that the Parish Clerk and Facilities Manager liaise with the Club direct.

Another member of the public reported that there was no longer a dog problem at Pennine Recreation Ground as the dog has relocated.

Two members of the public left after Public Participation.

### **1. APOLOGIES**

There were apologies from Cllrs Attrill and Kyrle. Apologies were accepted.

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

There were none.

### **3. TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 4 DECEMBER 2023, AS AGREED BY FULL COUNCIL ON 11 DECEMBER 2023.**

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

### **4. TO AGREE AND APPOINT THE CHAIR OF COUNCIL ONTO THE ASSET MANAGEMENT COMMITTEE.**

Following proposal, seconding and on a show of hands this was AGREED.

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

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

There are still access issues to EBC's equivalent reporting system since they ended their use of the previous PSS Lite system without notice and switched to a new provider. CFPC have been without access to the reporting system since July 2023. As of 30 January, the Compliance Officer still had no access. Liaison is ongoing between EBC and Compliance Officer.

#### **5.2. 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. Majority of the equipment has been booked for their annual servicing.

- **Maintenance Checks:** All maintenance checks complete at Fryern and Hiltingbury including water checks and fire alarms. Nexus Fire and Security has completed fire alarm test at Fryern and also Prestige Fire & Security completed intruders alarm at Hiltingbury Sportshall. Bi-Fold Rolfe Ltd completed the inspection of the partition wall at Fryern Pavilion 19/01/24.
- **In House Maintenance;** Bin replaced at Hiltingbury skate park due to the existing one being damaged, Taps replaced in the Greenways kitchen, Keypad lock installed/fitted at the groundsman tearoom, for security reasons due to EBC staff using our toilets when they are on site.
- **Hiltingbury car park:** Line marking at Hiltingbury school entrance, car park, drop off box, and the new path on the right-hand side, work was completed 18/11/2023.
- **Rentokil Fryern Pavilion:** We have emailed our purchase order to Rentokil, at the moment we are waiting confirmation to when they can undertake the clearing out and disinfecting the loft.
- **Fryern Pavilion Roof:** After numerous contractors coming to have a look at the roof at Fryern, we have received two quotes and are waiting for the third one, due to the mushroom looking like extractor fan covers are very old and discontinued it's not been easy to find a contractor to quote for the replacement of the covers.
- **Painting Fryern Pavilion:** Painting both rooms at Fryern Pavilion now been completed, rooms look nice and fresh, we know it's going to be a challenge to try and keep rooms looking like this due to different hires, and it's not easy to monitor all the time, but we will try our best.
- **Sportshall Flooring:** Hutchisons Flooring have now completed the maintenance of the floors, the Sportshall and studio one both look good. At the same time, we are incredibly careful with looking after the Sportshall floor and the studios. It is a massive credit to all the staff at the Sportshall.
- **Sportshall Main Entrance:** Axis Security have now completed the installation of an automatic lock on the main entrance at the Sportshall.
- **Fall Arrest System:** PTSG have now completed the fall arrest system inspection at the Sportshall roof. They failed the Guardrail on the top end of the roof and quoted us to replacing the whole 32 meters Guardrail with medguard and a self-closing gate, due to the current system being obsolete. We have approached Eurosafe Solutions to reinspect the fall arrest system for second opinion and quote.
- **Tennis Courts;** On the top tennis courts gate the outside reader is faulty, Axis Security were called to investigate the issue. Unfortunately, the reader need replacing, currently waiting for the parts to arrive and a confirmation date from the contractor. In the meantime, users are using the inside reader to be able to access the courts.

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

No reported police incidents. The local policing team held a community drop-in beat surgery on Friday 26 January at Fryern Pavilion.

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

### Sportshall

We have seen a good start to the year with high usage of the Sports Hall in January and into February. Almost every weekend and weekday peak times are fully booked. The 50+ sessions are

continuing to remain busy and well attended. Our Pickleball sessions that run on Friday afternoons are proving to be the most popular sessions during the week, we are having to book out all four courts to accommodate the attending numbers. We will also need to look at gradually increasing our equipment storage to accommodate the activities that we provide. This varies from Badminton, Table tennis and Pickleball equipment. I will be getting quotes for some additional equipment. We've taken a short-term booking from **Embley School** in Romsey. They are looking to hold a Basketball P.E session once a week for a short-term period of a few months. This is going to be held at a time within the Sports Hall that is usual quiet.

**Studios**

Usage of the Studios remains stable at the present time. The new pricing structure to Studio 1 is now in place and we should hopefully start to see some of Studio 2 hires migrating over. I have had some interest from another dance class looking to book Studio 2 on a regular basis. This will be followed up and will hopefully secure another booking.

Maintenance of the building is to be considered as part of ongoing asset maintenance / improvement budget decisions.

The trading reports year to date were received. A request was received for the loan repayment to be included within the Sportshall Cost Centre. This will be incorporated into 2024/25 budget reporting. Discussion also took place regarding income from room hire across both venues.

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

**7. TO RECEIVE REPORT REGARDING DRAINAGE ISSUES AT PENNINE WAY.**

The dredging of the ditch has now been instructed and will be undertaken when weather and ground conditions are suitable for vehicle access. Discussion took place regarding the removal of the dredged silt and Councillors requested consideration for complete removal.

A confirmed quote has now been received for topographical survey and services search for the field drainage works. The Contractor is requesting a second quote for comparison from an alternative provider.

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

To report latest update on Pennine Way recreation ground along with update on orchard, tree nursery and asset improvements.

The next meeting was confirmed as Monday 11 March 2024, 7.00pm Fryern Pavilion.

That being the end of business the meeting was closed at 8.15pm.

Chairman.....