CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE
29 April 2024
Fryern Pavilion 7.00 pm

PRESENT: Councillors B Selby (Chairman), A Broadhurst, Duguid, Irish, Johnson and Kyrle.
In attendance: Hilary Blaker (Clerk), Tori Beqo (Facilities Manager) and Geoff Mitchinson (Sportshall Team Leader).

Public Participation: There were two members of the public in attendance with no questions or comments.

1. **APOLOGIES**
   There were apologies from Cllrs Child and Pragnell with no apologies received for Cllr Attrill.

2. **DECLARATIONS OF INTEREST**
   There were none.

3. **TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 11 MARCH 2024, AS AGREED BY FULL COUNCIL 25 MARCH 2024.**
   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)**
     An update was received by Councillors regarding the new PSS reporting system with examples of reports provided for review.

   - **4.2. To note maintenance/contracted work undertaken/advisable**
     The Facilities Manager's report:
     - **Grounds Maintenance:** All grounds maintenance has been conducted as per normal for this time of year. Grass cutting season has started and we are currently in control of it, apart from Pennine Way. This is due to the ground conditions meaning we have not been able to cut the grass as much as we would like to. Hopefully with the weather improving we will manage to cut the grass regularly. We have seeded our wildflower meadows at Hiltingbury and Fryern and have managed to do it just at the right time, hopefully we will get the same results as last year! Weedkilling/ spraying has been completed all around the buildings at Fryern and Hiltingbury, including play areas and tennis courts. We are preparing for football pitch maintenance soon. Seed, fertilizer and topdressing soil has been ordered and weed & feed treatment have been booked for at both sites Fryern and Hiltingbury for the 13th May.
     - **Maintenance Checks**: All maintenance checks have been completed at Fryern and Hiltingbury including water checks and fire alarms. Nexus Fire and Security have completed their quarterly alarm test.
     - **Play Area Maintenance:** Suffolk Drive Play area, the basket swing has been removed due to the chains being warn and were remarkably close to the limit. New chains ordered, as soon as the chains arrive, they will be replaced and the swing reinstalled. Hiltingbury play area, we have replaced some of the springs on the trampoline due to some of them being broken/rusty, also replaced the handles on one of the baby chair springs, due to being removed and thrown away.
     - **Parking at Hiltingbury:** It was hoped to get the bottom left hand car park back from the Hiltingbury school, but unfortunately the school project has been delayed due to the weather conditions. School has requested to extend their stay until 3rd May which has been agreed.
     - **Hiltingbury Entrance Potholes:** We have noticed that over the last few months with the heavy

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machinery in and out the Hiltingbury school, the road damage and potholes have increased drastically. Also, with the removal of the containers from site recently, some of the bollards on the right-hand site have been damaged. We have taken photos of the damage, email sent to Mike Chater (Principal Architect & Plan for Use Manager), asking when the repairs of the potholes are taking place, and replacement of the bollards.

- **Fryern Pavilion Roof:** Alpha Buildings Group LTD have now completed the work on the roof, they have done a fantastic job, the new extractor fans cover looks much better. Unfortunately, during the works, they discovered that the wood on both main gulleys were rotten and needed striping off completely and redone, which they have striped them off, replaced the wood and redone, and they look great. This will increase the final price as additional works discovered which were not included in original quote.
- **Fall Arrest System:** After numerous emails and phone calls with PTSG, the original installer of the Fall Arrest System at the Sportshall roof, PTSG have reconsidered the quote for replacing the Guard Rail that they originally quoted £7,437.00 + VAT. They reduced it to £1,800.00 to do all the necessary repairs and provide a pass certificate to the system at the end. We have agreed for this work to be done, and it will be monitored by the Facilities Manager step by step very closely. Written confirmation received from PTSG that system will be compliant and will receive pass certification following works.
- **Ladder:** Three different companies, Eurosafe, PTSG, and Instant Fabrications Ltd have surveyed and quoted for a replacement ladder leading to the roof of the Sportshall, as the ladder has been inspected by two inspection companies and the ladder doesn't meet the British Standards safety regulation. The main problem is the hatch, unless we move the hatch to the right, none of the companies would be able to quote for a replacement ladder. The original installer of the roof/hatch has been contacted to discuss and find out what is the best solution to resolve this problem. Meeting with the contractor was scheduled for week commencing 22nd April, but was unfortunately rescheduled at the last minute.
- **Tennis Courts:** The external reader on the top tennis courts has now been fixed, a different contractor was used and the issue resolved.
- **Tree's:** Unfortunately, we have lost a third tree at Hiltingbury, this time on the left-hand side facing the rec, the tree fell on the top of another tree, blocking the path. Tree surgeons were called, and they managed to clear the path as soon as they could without too much disruption to the public/dog walkers. We have three medium sized and one quite large tree which is dead at the same site, which are leaning towards the houses. The Facilities Manager strongly recommends that these trees are taken down as soon as possible as they are not safe. They are Silver Birch trees, and are not protected. There are also two medium sized Silver Birch trees growing next to the entrance of our bottom tennis courts. There is nothing wrong with the trees, but unfortunately, they are too close to the tennis courts; the leaves and moisture from the trees could be a risk in the tennis courts. We need to take the tree roots into consideration. Taking trees down is always the last thing preferred option. We will eventually replace some of the trees, by planting trees that suit the environment and surroundings.
- **PTZ Camera at Fryern**: Unfortunately, the PTZ camera is not fixed yet. Due to bad weather and the height it has not been possible and safe for the engineers to use a ladder. A Cherry Picker will be required for this when the weather improves.
- **Electrics old part of the building at Fryern:** Electrical works have been completed including the replacing of the main fuse box, all the old outside lights and installing a new timer. Along with the installation of sensors in the football corridor, changing rooms and the toilets. Also, an extra flood light has been installed on the main door at the groundsman store.

- **CCTV Fryern :** We have replaced the cctv main receiver, for a better quality image, user friendly, able to install high quality cameras, and additional cameras, higher storage.
- **Hot water boiler at the Sportshall:** After having some issues in the past, both cylinder boilers and the main boiler in the plant room have been serviced, on the cylinder boilers some parts needed replacing, that seems to have cured the problem with the thermostat in the Sportshall as well.
- **Tractor:** The old tractor has now been sold and collected by new owner. We still have the original tires from the new tractor to sell, which we are working on.

4.3. To note a report on incidents recorded and reported to the police.
No reported police incidents. It was noted that the local policing team have been active with local beat surgeries.

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

Sportshall

The Sportshall has seen a continued high usage with Eastleigh Active (previously known as Park Sports) using the MUGA for basketball as part of their Easter sports programme. Over the Easter school holidays, one or two badminton clubs reduced their bookings within the Sportshall. This freed court availability for members of the public and courts were well occupied. No new users within the studios, however one user has increased their weekly classes from one session to four. This does offset another hirer who has since closed classes. There is movement with some other existing hirers who are adding additional sessions.The regular bookings from Hiltingbury School, Embley Park School and Sherbourne House have now ended. However, we expect Sherbourne House back to the tennis courts for the summer term. Hiltingbury Tennis Club are utilising their additional court bookings as agreed. They have two courts booked for a three hour window every Monday and Wednesday, during the summer. If court three is available on the day of play they are welcome to extend their booking, however, this is only when the court is available. The club does tend to arrive with more players than can be accommodated within their current booking.
A meeting has been held with Premier Tennis to research tennis provision within the area. This was very beneficial and will assist any future changes.
The cost of tennis access cards continues to increase even though our charge to the customer hasn't changed since the courts were opened. An alternative supplier has been sourced which has halved the cost to the Council to purchase access cards.

Football season is coming to a close but some junior training will continue.

Current membership numbers across both sites are –
Tennis annual membership – 426
Basic tennis users – 16

Pay as you go Sportshall / Fryern Pavilion users – 2819
This reflects those registered within our booking system who have at some point made a booking for either room hire or sporting activity across both Fryern and Hilitingbury.

The trading reports year to date were received with a vote of thanks to Geoff Mitchinson and the Sportshall team for their work.

6. TO RECEIVE REPORT ON ORCHARD.

Plans to move the fruit trees in the autumn were noted. Discussion took place regarding the siting of the trees, and it was decided that Ramalley allotments were deemed the most suitable site. It was explained that due to the level of watering required following their replanting, the allotment tenants would ensure the trees were well cared for.

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

It was reported that a chamber has been identified that receives two pipes from the recreation ground and feeds directly into the Monks Brook. All pipework has been jetted and cleared. This pipework is evidence of the original drainage scheme installed prior to the Parish Council receiving the land from Eastleigh Borough Council. The likely next steps are to consider the design of the new land drainage system, utilising the existing chamber and outfall into the Monks Brook.

As an additional note, the ditch along the bottom edge of the recreation ground has been cleared.

8. TO AGREE THE DISPOSAL OF THE SOFT PLAY ASSET WITH DELEGATED AUTHORITY TO PARISH OFFICERS.

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

9. TO RECEIVE REPORT ON THE REMOVAL OF EXISITNG NO CYCLING SIGNAGE ALONG EXISTING PUBLIC HIGHWAY FOOTPATH IN FRYERN RECREATION GROUND.

It was noted that Hampshire County Council have been asked to reinstate the no cycling signage at the entrance to Fryern Recreation Ground from Clanfield Drive / Craven Road. The existing public highway footpath is not currently wide enough for both pedestrians, including disabled users or push chairs, and cyclists.

10. TO RECEIVE REPORT ON ENERGY CONTRACT FOR FRYERN AND HILTINGBURY INCLUDING RENEWAL AND REVISED TARIFF DETAILS.

It was noted that in accordance with Financial Regulation clause 11.1, new contracts have been secured and signed with Scottish Power for electricity and gas supplies across Parish Council facilities.

11. TO DISCUSS AND AGREE THE TRANSFER OF TENNIS COURT 4 FROM NON-BOOKABLE TO BOOKABLE WITH A 24 HOUR ADVANCED BOOKING WINDOW, THUS MOVING COURT 4 AWAY FROM TURN UP AND PLAY.

Due to increased demand of the existing three bookable tennis courts, the motion was proposed and seconded for court 4 to be made transferred into a bookable court through the existing booking system. Court 4 has traditionally been a 'turn up and play' court which tennis members could not book in advance. Demand is currently high for the courts, especially with the onset of warmer weather and lighter evenings.

A short explanation by Cllr Duguid, who declared an interest in this motion due to his membership of Hiltingbury Tennis Club, was provided to give background of the historical use of the tennis courts and to support the changes which were proposed. Following further discussion regarding accessibility and the need for future review, this motion was agreed by a show of hands.

12. TO DISCUSS AND AGREE REQUEST FROM HILTINGBURY COMMUNITY ASSOCIATION TO PLANT A SECTION OF BANK AT HILTINGBURY RECREATION GROUND.

Concerns were raised regarding insurance and liability as the request was for the Hiltingbury Community Association to involve the preschool within the actual planting on the bank.

Following proposal, seconding and on a show of hands it was agreed to allow the planting to take place on the condition that any planting scheme would be agreed before any works take place.

13. TO RECEIVE QUOTES FOR FINAL PATH AT HILTINGBURY RECREATION GROUND AND TO APPROVE AND APPOINT CONTRACTOR.

Following the presentation of three quotes and discussion it was proposed, seconded and on a show of hands, agreed, to proceed with the appointment of Wren Construction for the final path works.

14. TO RECEIVE QUOTES FOR INSULATION WORKS AT FRYERN PAVILION AND TO APPROVE AND APPOINT CONTRACTOR.

Following the presentation of three quotes and discussion regarding the preferred contractor, it was proposed, seconded and on a show of hands, agreed, to proceed with the appointment of Alpha Buildings Group Ltd.

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

To report latest update on Pennine Way recreation ground along with best wishes for Officers in anticipation of the Fryern Funtasia on Monday 6th May.

The next meeting was confirmed as Monday 3 June 2024**,** 7.00pm Fryern Pavilion.

That being the end of business the meeting was closed at 8.27pm.

Chairman……