CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

3 June 2024

Fryern Pavilion 7.00 pm

PRESENT: Councillors B Selby (Chairman), A Broadhurst, Child, Duguid, Irish, Johnson, Kyrle and Pragnell.

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**
   Apologies were received retrospectively from Cllr Baker.

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

3. **TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 29 APRIL 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.

   4.2. To note maintenance/contracted work undertaken/advisable
   The Facilities Manager's report:

   - **Grounds Maintenance:** All grounds maintenance has been completed as per normal for this time of year. We have completed all the football pitch maintenance at Fryern and Hiltingbury; weed and feed, scarifying, seeding and top dressing. Next step is fertiliser, and this will be carried out week commencing 27th May.
   - **Wildflower Meadows:** We have now fenced both wildflower meadows to prevent any damage from dogs and children. They're looking good at the moment and should begin to flower mid-June.
   - **Maintenance Checks**: All maintenance checks have been completed at Fryern and Hiltingbury including water checks and fire alarms.
   - **Hiltingbury path** – Contractor has been instructed and works are to start on 1st July. We will ensure all stakeholders are aware of works as works will take up to two weeks to complete.
   - **Funtasia:** The event was successful despite the rain, which was unfortunate and prevented the majority of the arena events from being able to perform. All comments received following the event were positive and those involved, including the sponsors, are already looking forward to joining us again for 2025. The site plan for 2024 worked out very well and the extra portaloos prevented visitors from utilising the pavilion toilets. Clearer and more robust signage was used this year. Due to the design of the signage we will be able to use it at future events. The volunteers made a huge impact and we are extremely grateful to all involved with the set up, clean up, traffic/car park marshalling and the manning of activities.
   - **Fryern Pavilion Loft Insulation:** Alpha Building Group Limited have been appointed to reinsulate the loft and have commenced works on Monday 27th May.
   - **Fall Arrest System:** PTSG has attended Hiltingbury Sportshall to proceed with the repairs of the Fall Arrest System but unfortunately, they did not complete the repairs as they

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refused to use the ladder to access the Sportshall roof due to it not being safe. They have suggested to return with the alternative access to the roof, using a Cherry Picker or to wait until the ladder has been replaced or modified to comply with the British Safety Regulations. Questions were asked regarding ladder and applicable legislation.

- **Tree's at Hiltingbury Recreation Ground:** We have successfully removed a dead Silver Birch and all five unsafe trees, including the two trees at the bottom of the tennis courts.
- **PTZ Camera at Fryern**: Unfortunately, the PTZ camera is not fixed yet. We are sending the camera back to Redvision to be repaired as it is still under warranty. If the camera is repairable, then we will use the same camera and if not, we will need to source a new version as this current version is no longer available.
- **Fryern Pavilion – Front Door Entrance:** Due to the front door lock being worn and causing issues for the hirers to access and lock the front door, we have replaced the lock and purchased new keys. All keys have been provided to all the current key holders.

4.3. To note a report on incidents recorded and reported to the police.
No reported police incidents.

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

Sportshall

A new weekly booking has been secured with Youth Options 'Energise Me' scheme within Studio 1. This booking is aimed at children aged 11 to 18 on a drop in basis where they can participate in a variety of sporting activities. Some equipment will be loaned from Sportshall and support will be provided with regard advertising.

Work is taking place reviewing the historical tennis access key cards from expired memberships. Previously expired membership had to be transferred to 'Basic Users' giving the user ability to access court 3 and 4 only in order to 'turn up and play' on court 4. In light of the move towards court 4 being bookable all expired membership cards are being cancelled. This will prompt users to renew full membership and enable accurate reporting on membership levels and court usage statistics. It will also filter out those who have retained an access card but no longer wish to maintain membership.

The trading reports year to date were received. A request was made for visibility of the PWLB loan repayments within the trading reports.

6. TO REVIEW TERMS OF REFERENCE AND DELEGATION SCHEME APPLICABLE FOR ASSET MANAGEMENT COMMITTEE.

Discussion was limited as Councillors had not considered proposed draft Terms of Reference document. Agenda item deferred to the next Asset Management Committee meeting. Agreed draft will then be submitted to Full Council for adoption.

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

Copy of report from drainage specialist provided to all Councillors including an illustration of possible design solution. The next step is for drainage specialist to confirm design for Parish Council to source build contractor to undertake the works.

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

A request was made to resurrect the agenda item relating to the orchard. As a decision has already been made by Committee. It was agreed that this item would be included within the September agenda as a point to note. Also to include latest update on Pennine Way drainage.

The next meeting was confirmed as Monday 15 July 2024**,** 7.00pm Fryern Pavilion.

That being the end of business the meeting was closed at 7.53pm.

Chairman……