CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

14 October 2024

Fryern Pavilion 7.00 pm

PRESENT: Councillors Selby (Chair), A Broadhurst, Child, Duguid and Kyrle.

In attendance: Hilary Blaker (Clerk), Tomor Beqo (Facilities Manager), Andrew Laws (Sportshall Team Leader)

Public Participation: There were three members of the public in attendance including the new Team Leader for Hiltingbury Sportshall. A very warm welcome was extended to the new Team Leader with best wishes for joining the Parish Council.

One member of the public raised the cost of the wildflower seeds for this season, and requested a breakdown of the different flowers contained within the seed mix. They raised the question as to how certain plants were visible within the wildflower beds as they were commonly domestic plants and not wildflowers. The member of the public went on to question the method by which the beds were prepared and managed. The same member of public then referenced agenda item 7 and requested that no decision was made by Committee due to the allotment tenant survey showing no published closing date. As an allotment tenant themselves, the member of public provided additional comments regarding the proposal to recover water charges. These comments were considered within agenda item 7.

1. **APOLOGIES**

   Apologies were received from Cllr Baker, Irish and Pragnell with Cllr Johnson not in attendance. Apologies were accepted.
   It was noted that Cllr Baker has received a dispensation from Eastleigh Borough Council for his role as Borough Councillor, due to poor health.

2. **DECLARATIONS OF INTEREST**

   There were none.

3. **TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 2 SEPTEMBER 2024, AS APPROVED BY FULL COUNCIL ON 23 SEPTEMBER 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)

   A report detailing site inspections was presented for the time period 9 September to 21 September 2024. The faults report was noted. The inefficiencies of the new Borough Council reporting system with regard multiple site references were also noted.

   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. We have recently treated the pitches with the winter fertiliser to give the grass a boost due to the intensive football use, and we have also begun slittering to increase the drainage, aeration, and prevent flooding. Three-ton bags of clean sand have been purchased to use during the winter on the football pitches at Fryern and Hiltingbury.
   - **Wildflower Meadows:** Still flowering and so have not been cut down yet. Pennine Way was planted late this year. The meadows are scheduled to be mulched down at the end of October.

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- **Maintenance Checks**: All maintenance checks have been completed at Fryern and Hiltingbury including all water checks and fire alarms. Nexus have completed the routine inspection for the Fire Alarm at Fryern.
- **Hiltingbury Sportshall:** The new sign for the right hand side of the building next to the current sign has been collected and we are waiting for a suitable time to install as we will need to hire a cherry picker.
- **Hiltingbury Sportshall – Roofing Repairs**: Alpha Building Group have completed the roof repair works at Sportshall – guttering joints, brackets and seals.
- **Hiltingbury Sportshall** – **Guard Rail PTSG** – There has been a lengthy dispute with PTSG regarding the roof top guard rail that failed safety inspection in 2023. PTSG were instructed to complete the repairs to the handrail to ensure compliance and materials were delivered to site. Works could not be completed as the ladder to the roof has also failed safety inspection. CFPC are still liable for the cost of materials and failed visit. Next step is the organising of a cherry picker to provide roof access for PTSG engineers to return and complete installation. Hire of cherry picker will be co-ordinated with other works such as installation of signage and possibly cleaning of Sportshall cladding.
- **Hiltingbury play area:** We recently experienced issues with the trampoline filling up with water which required a pump to empty the water due to excessive rain. We have replaced one of the swing seats, in-house, due to the current seat being worn and unsafe.
- **Trees at Hiltingbury Recreation Ground:** All three trees mentioned in previous report have been removed by Pipers Tree Surgeons.
- **Line marking at Hiltingbury:** We are currently waiting for a quote for areas of the car park to be re-painted and also a 'Do not park' box in front of the recreation entrance gate.
- **Tennis courts:** Access hours to the courts has been amended for the winter months. Tennis members can enter the courts from 5.45am until 6.15pm with the need to leave the courts by 7.15pm. The access hours will be changed again for the summer months. This addresses the health and safety issues currently faced as a result of people accessing the courts late into the night (10pm).
- **Fryern & Pennine Way Trees:** Quote received from Piper Tree Services, for 3 conifer trees to be removed as they have died, and for the removal of the dead wood on several other trees. Two Willow trees, one Hazel and one Ash to be removed at Pennine Way, The two Willows trees are old and rotten the Hazel and the Ash are growing in the soak away and the roots our blocking the water from draining.

  Currently dealing with homemade swings being built within the Plain Trees, at Pennine Way, which have TPO's. Branches are being cut and pallet wood is being nailed into the trees. The situation is being monitored with possible temporary signage to be installed.
- **PTZ Camera at Fryern**: We are still experiencing issues with the PTZ at Fryern which we are waiting for our engineers to get back to us with a solution, as they are waiting on a manufacturer response regarding this.
- **Fryern Pavilion – shutters:** We recently had an issue with the football shutter as it would not open or close. In-house works carried out to rectify the matter.
- **Play Area Maintenance:** Pennine Way – New 'rocks' have been installed together with a new back board on the climbing wall. We plan to replace the bottom section of the wall to coordinate the two.
- **Machinery:** Tractor service has been carried out and completed.
- **Jubilee Gardens:** We continue to struggle with dog owners who do not pick up after their dogs. Signs have been replaced in an attempt to keep it a dog free zone.

- **Allotments:** New tenancy year started 1st October and rental invoices submitted to all tenants for the new year. Both sites are currently full with a waiting list of 66.
  Eastleigh Town Council have recently removed individuals from their waiting lists who fall outside of the Town Council boundaries. This has seen new applications received to CFPC. The Clerk has requested that Eastleigh Town Council consider honouring those already on waiting list as inherited from EBC asset transfer. New applications received to CFPC are going to the bottom of the waiting list with an average wait time of 4 years.
  Eastleigh and District Allotments Co-operative Association Ltd (EDACA) membership is being promoted to tenants.

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
September has seen the clubs return after their summer breaks and a strong return of the 50+ group and staff led pickleball sessions. The Sportshall has also welcomed a new Futsal team – the Southampton Aztecs Futsal club. Due to a change in regulations this club needed to find a new venue for their ladies team matches, and the Sportshall was the perfect location.

Fryern Pavilion
Bookings continue to be strong with a notable increase in requests for weekend bookings for birthday parties or other such gatherings. October is looking very popular with bookings every Saturday and Sunday. Youth Options have now confirmed that they no longer wish to reserve the Clanfield Room for a Thursday evening and so we can now actively market that availability.

Trading reports were received and noted.
A request was made to include an "as of" date on the trading reports.

6. TO RECEIVE THE SHORT LISTED TENDERS FOR THE DRAINAGE ISSUES AT PENNINE WAY AND TO AGREE AND APPOINT CONTRACTOR.
Following an explanation regarding the tender process and the shortlisting exercise, the tenders from the shortlisted contractors were reviewed. Much discussion took place regarding the three contractors with confirmation from the Facilities Manager that each of the shortlisted contractors had visited the site prior to submitting their tenders. One contractor raised design questions which were considered sufficiently valid enough to seek further feedback from Craddys, drainage design specialists.
It was acknowledged that Pennine Way is not currently accessible for major works due to the change in weather conditions.
Following much discussion regarding the submitted tenders, it was proposed to defer the appointment of a contractor until the November Committee meeting. This was seconded and on a show of hands agreed.

7. TO RECEIVE RESULTS FROM ALLOTMENT TENANTS' SURVEY AND TO DISCUSS AND AGREE –
a) To implement water charges from September 2025 charged site specifically.
b) To pause Rentokil pest control contract for the period of one year across both sites.
It was noted that less that 50% of tenants had responded to the survey. Whilst the results did indicate that tenants favoured the payment of water charges, calculated specifically for each allotment site (Eagle and Ramalley), along with the pausing of pest control services for the period of one year, it was proposed to defer the decisions until a majority response of the 115 tenants was received. The comments made by the member of public were noted. Those remaining tenants would be encouraged to respond to the survey with a clearly defined closing date. Following seconding and on a show of hands this deferment was agreed.

8. TO DISCUSS AND AGREE THE REVISED TREE POLICY.

Following proposal, seconding and on a show of hands the revised Tree Policy was agreed with recommendation to Full Council for adoption.

9. TO AGREE THE UNDERTAKING OF AN ARBORICULTURE REPORT TO ASSESS TREES WITHIN PARISH COUNCIL OPEN SPACES.

Following proposal, seconding and on a show of hands it was agreed to undertake an arboriculture report.

10. TO DISCUSS AND AGREE QUOTATION FOR SUPPLY AND INSTALLATION OF DIVISION NET WITHIN SPORTSHALL.

The quote for a fitted division net to provide a clear barrier between courts 3 and 4 was considered along with the implications upon other users. A request was made to clarify any ongoing maintenance following installation.

Following proposal, seconding and on a show of hands it was agreed to proceed with the installation of division net within Sportshall.

11. TO DISCUSS AND AGREE LEGIONELLA POLICY AS REVIEWED FOR 2024

Clarification was provided as to the revisions made to the policy including the confirmation of the role of Duty Holder as being the Council as a body corporate.

Following proposal, seconding and on a show of hands the revised policy was agreed with recommendation to Full Council for adoption.

12. TO DISCUSS AND AGREE THE INCLUSION OF A SINKING FUND FOR THE TENNIS COURTS FOR THE 2025/26 BUDGET.

According to the Lawn Tennis Association (LTA) guidelines a value of £4800 is to be put aside each year into a sinking fund for the resurfacing of four macadam surfaced courts. Following proposal, seconding and on a show of hands this was agreed with the condition that the value would be checked each year against the LTA guidance in case of inflation.

13. TO AGREE DELEGATED POWERS TO CLERK TO CO-ORDINATE COMMUNITY SESSION AT FRYERN PAVILION IN CONJUNCTION WITH CITIZEN'S ADVICE BUREAU AND COMMUNITY FIRST.

The community session is intended to take place at Fryern Pavilion on Sunday 24th November 2024 with stall holders representing organisations within the community that offer support, guidance and much needed socialisation. With confirmed interest already it is intended for this event to reach those members within the community that are overwhelmed by headlines and prefer a face to face interaction as opposed to the internet.

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

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

The submission of a grant application to the Football Association for football pitches had been requested to be taken forward from the September committee meeting. Councillors were advised that this would return to the agenda later in the football season due to the current condition of the pitches. Pennine Way recreation ground along with the results from the allotment tenants' survey.

The next meeting was confirmed as Monday 25 November 2024**,** 7.00pm Fryern Pavilion.

That being the end of business the meeting was closed at 8.20pm.

Chairman……