CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

2 September 2024

Fryern Pavilion 7.00 pm

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

In attendance: Hilary Blaker (Clerk)

Public Participation: There were three members of the public in attendance. One member of the public raised agenda item 6 and enquired whether the Parish Council, as landowner, had a legal responsibility to provide pest control at the allotment sites. The member of the public also asked what consideration would be made regarding the water charges as the soil and plot sizes differ between the two allotment sites.

Another member of the public raised agenda item 11 and expressed the importance, passion and love that has been felt whilst researching the camp. A consultation meeting had been held by Eastleigh Borough Council, at The Hilt and was attended by nearly 40 people who had their own personal memories of the camp.

1. **APOLOGIES**
   Apologies were received retrospectively from Cllr Baker, Pragnell and Selby.

2. **DECLARATIONS OF INTEREST**
   Declarations of interest were recorded for Councillors Broadhurst and Duguid for agenda item 11. Both Councillors are part of the Eastleigh Borough Council steering group for the project.

3. **TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 3 JUNE 2024, AS APPROVED BY FULL COUNCIL ON 24 JUNE 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 29 July to 10 August 2024. The faults report was 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 are preparing the pitches for the new football season. The junior pitch has changed to a senior pitch as requested by Hiltingbury Football Club, this year which means we have two senior pitches at Hiltingbury and one senior and one junior at Fryern.
   - **Wildflower Meadows:** All three meadows are doing very well for this time of the year. We have received numerous compliments from the public with several requesting details of the work involved.
   - **Maintenance Checks**: All maintenance checks have been completed at Fryern and Hiltingbury including all water checks and fire alarms. Churches Fire, who have taken over Samson Fire & Security, have also recently completed our routine fire extinguisher inspection for both sites and also the Groundsman store.
   - **Hiltingbury Rec – new path**: The work for the new path is finally completed. Unfortunately, there was a delay of four weeks from the original start date provided. The contractor advised of delivery delays and other projects over running. We have received positive feedback from residents/dog walkers, who look forward to using the path, especially during the winter.

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- **Hiltingbury Sportshall – new signage:** The new signs at the front entrance of Sportshall have been installed (name of building above main entrance and other is adjacent highlighting reception). We are now waiting for another sign which will be placed on the right-hand side of the building next to the current sign (the new sign has the CFPC logo included).
- **Hiltingbury Sportshall – Roof**: Repairs are required as there is a small issue with guttering and the flushing. Quote received. Works to be carried out from 2nd September by Alpha Building Group.
- **Hiltingbury play area:** Surface repairs were carried out and completed by Vita Play in July. We have also added topsoil to the area to prevent trip hazards as the children move to each piece of play equipment.
- **Hiltingbury and Fryern – Bins**: We have installed one new bin at Fryern Rec and two at Hiltingbury Rec. These replace the existing open top bins (which caused issues due to litter overflow). The new bins are standard design with covered tops.
- **Trees at Hiltingbury Recreation Ground:** We currently have two dead trees; one pine tree and one oak tree and also a silver birch that has rotten roots. All three trees need to be removed due for health and safety reasons. A quote has been received by Pipers Tree Surgeons to remove the trees.
- **Hiltingbury and Fryern Rec: Boot Cleaners**: These have been replaced at both sites due to excessive use, ready for the new football season.
- **PTZ Camera at Fryern**: We have managed to get the PTZ camera fixed by Redvision, under warranty, and put back into place. The camera now needs to be recalibrated as the memory was wiped during repairs.

  Fryern Pavilion – two cameras replaced – one in the main foyer, above the office door, and the other outside the front entrance on the left-hand side capturing the slope access and car park entrance. One of the replacements was due to infrared no longer being functional and the camera outside had stopped working. Another camera is being installed on the existing pole, by the main gate to the recreation ground, for additional security to groundsman store.
- **Fryern Pavilion – shutters**: Shutter key box in Greenways room needed recent replacement in-house due to accidental damage during room hire.
    - Two shutters (kitchen and an external) in Greenways room required maintenance. The kitchen shutter was due to a power cut tripping the battery charger and the external shutter was due to a window being left open and preventing closure – works carried out by Industrial Automatic Door Systems.
- **Fryern Pavilion – Craven Room**: Installation of vertical blind carried out in-house (previous blind was worn/temperamental).
- **Play Area Maintenance:**
    - Suffolk Drive – existing seat refurbished and re-installed. 6-ton bags of rubber mulch have been laid in play area as the previous mulch was not sufficient/too low.
    - Cox Row – both gates serviced, and mechanism replaced. Works carried out by Infinity Playgrounds. There is surface damage on the ground at the bottom of the main slide where the surface has been ripped off. Quote received from Vitaplay, works to be carried out week commencing 27th August.
    - Westmorland Way – new swing seat is required, due to existing seat being badly damaged/non repairable and is currently on order to be installed in-house.
    - Hiltingbury – the 'mushroom' play equipment reported damaged. In-house repair being carried out and should be complete by 28th August.
- **Allotments:**
    - Eagle Close – PTZ camera replaced due to faulty camera and out of warranty. New parking sign installed with CFPC logo, replacing the old logo from EBC. 'What Three Words' sign has also been installed on the gate for directions/location and emergencies.
    - Ramalley – new sign installed on the gate 'Private Property – no parking at any time – access required'. 'What Three Words' sign installed on the right-hand side of the entrance to the allotments.

- **Machinery**
  - Towrite: The batteries have been replaced and the vehicle is operational again. Vehicle has been unused for some months due to charging issue.
  - Tractor: First full service booked with Haynes Agricultural Ltd on 23rd August.
- **Jubilee Gardens**

  Currently looking good. Maintenance programme is

  April -September (1st and 2nd quarter)– two Groundsman hours per week.

  October – March (3rd and 4th quarter) – one Groundsman hour per week.

  This can vary dependent upon work required.

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

The summer has seen some regular clubs take a break from the Sportshall. However, court bookings have still been steady. The staff led 50+ group and pickleball sessions also took a break but will start again in from 2nd September.

A new regular Saturday morning booking has been secured for Studio 1 and new hirer secured once a week for Studio 2. Both are new users of the studios and therefore we are hopeful of their success.

August has seen the resignation of the Sportshall Team Leader, Geoff Mitchinson. He has been with the Parish Council since the Sportshall first opened. The Parish Council all wish him the very best with his next ventures and thank him for his hard work in making the Sportshall the welcoming place that it is today.

Trading reports were received and noted.

Thanks were recorded to the Parish Clerk for the revised format of trading reports.

6. TO RECEIVE A REPORT FROM THE ALLOTMENT WORKING PARTY MEETING HELD ON 11 JULY 2024 AND TO AGREE CONSULTATION TO BE UNDERTAKEN WITH TENANTS REGARDING ONGOING PEST CONTROL PROVISION AND WATER SURCHARGES.

Following a brief report summarising the Allotment Working Party meeting held on the 11 July 2024 discussion took place regarding the current pest control provision and water usage across both sites. Councillors expressed support for the implementation of water surcharges, as per the existing tenancy agreement clause 19.1. The surcharge would be calculated based on the actual water usage across both sites for the 2023/24 financial year. Discussion also took place regarding the potential impact of pausing of pest control services (rats) for the period of one year, recognising the difficulties faced in the attempts to eradicate the problem.

Following proposal, seconding and on a show of hands it was agreed to consult all existing allotment tenants, via survey, regarding the implementation of water surcharges and the pausing of pest control services for one year.

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

Following proposal, seconding and on a show of hands the Terms of Reference for the Asset Management Committee will be RECOMMENDED to Full Council for adoption.

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

The drainage design, as prepared by the drainage specialist Craddy's, was presented to Councillors. Discussion took place regarding the need to manage expectations. Concerns were raised due to the history of water logging at this site, prior to the asset being transferred to Parish Council ownership. The proposed design, following extensive investigation works, was agreed to offer a considerable improvement to the current ground conditions though concern was raised that the issue may never be entirely resolved.

The motion was proposed for Officers to submit the design for tender through the Government Contracts Finder portal. Following seconding and on a show of hands this was AGREED.

9. TO RECEIVE QUOTES FOR WORKS TO REPAIR POTHOLES AT HILTINGBURY CAR PARK ACCESS AND TO APPROVE AND APPOINT A CONTRACTOR.

Following discussion it was proposed, seconded and on a show of hands agreed to defer the appointment of a contractor and request further quotes from alternative contractors. With a temporary fill solution being provided by Parish Council staff in the meantime.

10. TO DISCUSS AND AGREE THE REVISED LONE WORKING POLICY WITH ASSOCIATED RISK ASSESSMENTS

Discussion took place regarding the current lone working arrangements and suggestions made for additional measures to be considered. The revised Lone Working Policy was proposed, seconded and on a show of hands agreed for RECOMMENDATION to Full Council for adoption.

11. TO DISCUSS AND APPROVE APPLICATION FROM EASTLEIGH BOROUGH COUNCIL TO INSTALL NEW PUBLIC ARTWORK AT HILTINGBURY SPORTSHALL AND RECREATION GROUND TO MEMORIALISE THE HILTINGBURY POLISH DEPENDENTS' HOSTEL CAMP.

Vickie Fear, of Eastleigh Borough Council, was introduced to Council and invited to present the proposal. The Committee were advised of the intention behind the memorial with an explanation of the current design. The memorial would be in two parts with a silver birch tree being transported from Kracow, Poland, and planted in the recreation ground with a neon sign depicting significant wording installed on the side of the Sportshall. Permission was requested from the Committee to host the artwork and accept ownership of the asset following installation, with responsibility for future maintenance. Councillors requested reassurance that the polish community were supportive of the final memorial design. A request was made for any plaque to be written in both English and Polish. Concerns were raised regarding possible vandalism and materials used within the sign.

Following proposal, seconding and on a show of hands the application for Eastleigh Borough Council to install new public artwork at Hiltingbury with subsequent transfer of asset ownership to the Parish Council, was agreed for RECOMMENDATION to Full Council.

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

A request was made to consider additional measures to protect lone workers and additional planting at Hiltingbury recreation ground to mark the boundary of the Polish camp. The submission of a grant application to the Football Association for football pitches. A report on the latest with Pennine Way recreation ground along with budget consideration for a sinking fund for the tennis courts.

The next meeting was confirmed as Monday 14 October 2024**,** 7.00pm Fryern Pavilion.

That being the end of business the meeting was closed at 8.40pm.

Chairman……