CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE
25 November 2024
Fryern Pavilion 7.00 pm

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

In attendance: Hilary Blaker (Clerk), Tomor Beqo (Facilities Manager)

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

Three members of the public spoke to share their concerns regarding agenda item 7 relating to the allotments. One member of the public expressed their concern that additional water charges would place an additional burden on tenants with additional risk to sustainable food production and damage to community wellbeing. Another member of the public spoke to share objection of additional water charges and requested that charges be made according to rod size of plot, not equally across each site.
A third member of the public spoke to support request for water charges to be against plot size instead of equally across the site. The individual also raised concerns regarding pest control and expressed frustration that some tenants were not harvesting crops appropriately, thus leading to increased pest issues. The member of the public also requested a free-standing notice board to be installed at Ramalley Allotments, inside the gate, and that the Parish Council consider their expenditure on wildflowers for 2025. If wildflowers are to be sown could the Council use native wildflower seed that could be left to self-seed each year, instead of the annually sown non-native wildflower mix.

1. **APOLOGIES**
   Apologies were received from Cllr Baker, Broadhurst, Johnson and Pragnell. Apologies were accepted. A special dispensation was requested for Cllr Pragnell due to current mayoral commitments. It was proposed to grant a dispensation for three months expiring on 25 February 2025. Following proposal, seconding and on a show of hands this was AGREED.

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

3. **TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 14 OCTOBER 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 7 to 20 October 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. Football pitches look great at the moment, certainly the winter fertiliser gave them a great boost, we are still cutting the grass due to the warm weather the grass hasn't stopped growing.
   - **Wildflower Meadows:** Still flowering, especially at Hiltingbury, possibly due to the warm weather. Therefore, we have decided to not cut them until the end of this month.
   - **Maintenance Checks**: All maintenance checks have been completed at Fryern and Hiltingbury including all water checks and fire alarms. Prestige Fire & Security's annual intruders alarm maintenance has been renewed for the year.

- **Hiltingbury Sportshall:** The new Parish Council sign for the right-hand side of the building next to the current Sportshall sign has been installed with use of cherry picker.
- **Hiltingbury Sportshall Cladding –** The cladding on the Sportshall has not been cleaned since the building was opened and it was very much in need of a clean. A specialised window cleaning company were used and the Sportshall looks like new again.
- **Hiltingbury Sportshall** – **Guard Rail PTSG** – Repair works have now been complete to rectify guard rail. Safety inspection completed and rail is now compliant. Contractors accessed the roof via the cherry picker used for installing the new sign.
- **Hiltingbury play area:** One of the swing seats was changed in house due to the chain being worn and unsafe the other seat is awaiting replacement shortly due to delivery.
- **Line marking at Hiltingbury:** A quote has been received for the areas of the car park to be re painted, a "do not park" box in front of recreation entrance, zebra crossings, five arrows, division line as well as for the introduction of a taxi bay at the top car park, to clear any confusion regarding where taxi should park.
- **Tennis courts:** Surfacing repairs have been undertaken in house to patch small holes at the corner of the top tennis courts, outside perimeter of marked playing area. Also, all the courts have been sprayed with moss killer to prevent moss growth.
- **Fryern & Pennine Way Trees:** As approved within previous Committee meeting a contractor has been appointed to complete a full inspection of trees at Hiltingbury, Fryern, Penine Way. The surveys were started on 18 November, and we should have the full report by the end of this month.
- **PTZ Camera at Fryern**: PTZ camera has been returned to manufacture again for repairs, due to a flickering issue and after a short while a loss of power. The work is covered by warranty of the manufacturer.
- **Hiltingbury CCTV** – existing cctv base unit is being replaced, along with installation of three additional cctv cameras. To be situated within the Sportshall, on the middle landing and top floor corridor. Currently there are no cameras other than within the foyer, leaving staff and hirers without security of monitoring.
- **Fryern Pavilion – shutters:** Another shutter has recently failed following weekend bookings. Cannot evidence that failure was direct result of misuse or simply age and repeated repairs of mechanism.
- **Suffolk Drive :** A new Easy Gate has been installed due to the constant issues with the old one. It was more cost efficient to upgrade the gate than repair the mechanism within the existing one. The new gate is much better quality and much smoother, overall easier to repair/maintain. We have three more of the old gates on our play areas. Recommendation to replace as soon as possible to save maintenance costs and provide better access for the users.
- **Machinery:** Repairs needed to pressure washer. Not covered by warranty therefore sourcing local repairer.
- **Grounds vehicles –** following recent MOT of transit van and the need for costly repairs. Repairs will be completed to secure the vehicle for another twelve months but recommendation for budget to include provision for replacement vehicle that is appropriate for workload.
- **Play Areas:** Fryern, Pennine Way and Cox Row surface repairs, this is an ongoing issue with the rubber mulch due to the rubber shrinking or because of the age of the surface.
- **Allotments:** Both sites are currently full with a waiting list of 66. There are still 7 tenants yet to pay annual tenancy rents.

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

Officers were advised of one incident within Fryern recreation ground by the local police, unfortunately the location of the reported incident is not visible within CCTV coverage.

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

Sportshall

Booking numbers were reported for October 2024 against bookings made in October 2023 with a notable increase in Studio 1 bookings and participation within the 50+ group. Whilst bookings for badminton were down on 2023 booking numbers it was noted that bookings for pickleball, netball and futsal had increased, therefore the Sportshall continues to be popular. It was reported that individuals from outside the Parish were travelling to Hiltingbury Sportshall.

Thanks were recorded to the new Team Leader, Andy Laws, for the work undertaken to improve publicity and engagement. Councillors reported positive feedback received from members of the public.

Fryern Pavilion
Bookings continue to be strong with a notable increase in requests for weekend bookings for birthday parties or other such gatherings with Thursday evenings continuing to be the quietest evening of the week.

Trading reports were received and noted.
A request for consideration of maintenance costs for both buildings was made for the 2025 budget.

6. **TO AGREE AND APPOINT CONTRACTOR FOR THE DRAINAGE ISSUES AT PENNINE WAY FOLLOWING REVIEW OF SHORT-LISTED TENDERS.**
Following discussion it was proposed, seconded and on a show of hands agreed to appoint Field Form as the contractor, subject to the return of suitable references and agreeable contract terms. Officers were instructed to proceed with progress report requested for the next Committee meeting.

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.
Following discussion, with additional comment from attending members of the public, it was proposed, seconded and on a show of hands AGREED to vote in line with the majority votes received from the Allotment Tenant Survey. It was noted that a majority response had been received with 63 tenant responses out of a possible 115.
Water charges are to be introduced from September 2025, as calculated on a site-specific basis using actual metered water charges for the period 1st April 2024 to 31st March 2025. Pest control services are to be paused from the 1st April 2025.

8. **TO REVIEW AND AGREE DRAFT 2025 MEETING SCHEDULE FOR ASSET MANAGEMENT COMMITTEE.**
Following proposal, seconding and on a show of hands the meeting schedule for Asset Management Committee was AGREED. It was noted that meetings would be taking place every other month instead of every month as in previous years.

9. **TO DISCUSS AND AGREE THE FORMATION OF A WORKING PARTY, WITH HR COMMITTEE, TO FORMALISE POLICY AND PROCEDURES FOR OUT OF HOURS RESPONSIBILITIES.**
Following proposal, seconding and on a show of hands it was agreed to request volunteers to form such a working party.

10. **TO DISCUSS AND AGREE DELEGATED AUTHORITY FOR OFFICERS TO RELOCATION TREES WITHIN ORCHARD WHEN DEEMED APPROPRIATE.**
Following proposal, seconding and on a show of hands it was AGREED.

11. **TO NOTE POSTPONEMENT OF SUPPORT AND SIGNPOSTING EVENT UNTIL NEXT YEAR**
It was noted that due to the inability to secure enough participating stalls the event is to be postponed. Councillors expressed future support of such an event.

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

Pennine Way recreation ground drainage works along with lone working and progress from Working Party.

The next meeting was confirmed as Monday 3 February 2025**,** 7.00pm Fryern Pavilion.

That being the end of business the meeting was closed at 7.57pm.

Chairman……