CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE
03 February 2025
Fryern Pavilion 7.00 pm

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

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

Public Participation: There was one member of the public in attendance who enquired whether the felling of the willow trees at Pennine Way would impact the drainage design solution. They were reassured that the drainage solution would not be affected and that replacement willow trees are to be planted. They went on to state that no information was currently present on the Parish Council website about the plans for Pennine Way. The Clerk advised that a page would be dedicated to the works as soon as appropriate. The member of the public closed by asking for an update regarding the reinstatement of the no cycling sign from Craven Road onto the Fryern Recreation Ground. They were advised that the sign was the responsibility of Hampshire County Council and that the County Councillor would be approached.

1. **APOLOGIES**
   Apologies were received and accepted from Cllr Baker.

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

3. **TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 25 NOVEMBER 2024 AS APPROVED BY FULL COUNCIL ON 20 JANUARY 2025.**
   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 16 December 2024 to 11 January 2025. The faults report was noted. Analysis of 2024 EBC playground inspection data was received and thanks to Compliance Officer, Phil Eades, were recorded for the information provided.

   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 currently concentrating on the football pitches by slittering, rolling after use and treating the central pitch, side lines and goal areas with clean sand.
- Wildflower Meadows: All wildflower meadows at Fryern, Hiltingbury and Pennine Way have been cut in preparation for the next stage. At Hiltingbury, we have tidied up and crown lifted a few of the trees that are in the wildflower meadow.
- Maintenance Checks: All maintenance checks have been completed at Fryern and Hiltingbury including all water checks and fire alarms. Prestige Fire & Security have completed the fire alarm service at Hiltingbury.
- Hiltingbury Sportshall Dividing Net: The dividing net has been installed at the Sportshall, separating court 3 and 4. The works were completed within one working day and caused minimal disruption to hirers. The main hall was back in use for the late afternoon/evening bookings.
- Hiltingbury Sportshall CCTV: The main receiver has been replaced along with installation of three additional cameras. Existing receiver, situated in main office, was extremely loud and not conducive to comfortable working for staff. The additional cameras: two upstairs, covering the stairs from first

floor up, and the corridor entering the rooms (studio 1,2,3). The third camera has been installed in the main hall for health and safety reasons.

- Hiltingbury Sportshall Water Fountain: The water fountain is to be replaced at the Sportshall with a smaller version but more suitable, offering two options: bottle filling and a shielded outlet nozzle. The installation will be done in house.
- Hiltingbury Recreation Ground: A memorial bench has been installed on the left-hand side of the new path, at the far end, as requested by a member of public, who covered the cost of the bench. CFPC contributed installation costs (in-house) and the plaque.
- Line marking at Hiltingbury: The works have been carried out. A new 'no parking area' has been marked outside of the groundsmen store shutter, due to the area being used by members of the public to park during school runs.
- Pothole repair works at Hiltingbury Entrance: Additional pothole repairs have been undertaken in house in between the two zebra crossings on the entrance to Hiltingbury rec/school.
- Tennis courts: The maintenance for the tennis courts has been completed by Sports Courts UK Ltd. This included jet washing and moss treatment on all four courts. The process took two days and to prevent any disruption with tennis card holders and coaches, only two courts were closed at a time.
- Trees at Hiltingbury and Fryern Surveyor Update: The surveyor report has been received from Christopher Hoare Tree Services. The report has highlighted and confirmed certain trees should be removed. A quantity of deadwood was also identified across both Fryern and Hiltingbury. A contractor has already been contacted to quote for the necessary works.
- Waste Bins – Hiltingbury recreation ground: A new waste bin has been installed halfway up on the left-hand side of the new path.
  Two other waste bins have been identified for replacement along the path next to the tennis courts, and at the exit of the path that leads to Ashdown Road. Both existing bins are rusty, damaged and dented. Awaiting delivery of new bins and works will be completed in house.
- Groundworks at Hiltingbury: Due to vehicular use and EBC's waste collection vehicles, there has been some damage to the paved walkway between The Hilt's and the Sportshall. Works to repair the paved edging is scheduled for Wednesday 29th January to be completed by Alpha Building Services. There is currently a claim progressing for damage to a third-party vehicle which has driven to park in that area.
- Hedges: The long hedge that runs along the right-hand side of the skate park at Hiltingbury recreation ground is to be reduced in height as it is currently too high and too wide for safe maintenance. Works have already taken place to reduce the height of the hedge at Mead Road play area for the same reason. A resident did also request consideration of the hedging at Mead Road as it was feared to be contributing to vermin in the neighbouring property's roof.
- Dragons Teeth – Hiltingbury recreation ground: All 'Dragons Teeth' on the right-hand side of the main road/entrance are being replaced, in house. Those situated to the left of the school side/top car park will be replaced following.
- Fryern & Pennine Way Trees: Works identified prior to tree inspection (Willow tree at Pennine and Conifers at Fryern) now complete.
- PTZ Camera at Fryern update: Ongoing issues with PTZ camera. Camera returned from manufacturer following repairs, and installed, but still not operational. Engineer due to attend for investigation into possible wiring issue. The hire of a cherry picker is required due to location of camera.
- Fryern Shutters: In house repairs carried out to two window shutters in the Greenways room. Unable to identify the reason for failure. The faults were reported by FCA.

- Moss Killer spraying and jet washing: Most of the play areas have now been sprayed with with moss killer, including the outside of the building at both Fryern and Sportshall. Fryern's front entrance and bicycle area have been jet washed with Sportshall to be completed when appropriate weather.
- Fryern Bi-fold Door: An annual service has been undertaken of the bi-fold door in Greenways room. Completed 24 January 2025.
- Fryern Painting: Due to the recent bad weather spell, the opportunity has been taken to carry out indoor maintenance: painting of walls in hire rooms and disabled toilet in the main building; cleaning and painting the store area for the tables and chairs, in both Clanfield and Greenways; cleaning of tables and chairs; cleaned carpets for whole building. This maintenance will continue in the football area of the building when the opportunity arises due to bad weather.
- Tables: Ten new rectangular tables purchased for Combined Greenways room, as added to Asset Register, to replace damaged stock.
- Boiler Service – Fryern Pavilion and Sportshall:
    - Fryern: Both boilers have been serviced. The football side of the building and the main building, including the underfloor heating. Small repairs carried out for the underfloor heating to replace several of the thermostat necks.
    - Sportshall: Main boiler has been serviced. The two burners will be serviced in March as they are not yet due.
- Flat Bed MOT: the Grounds Team Flatbed failed the MOT'd due to need for welding repairs. Repairs being undertaken and vehicle resubmitted for MOT.
- Tractor Tyres sold: We have now sold the used tractor tyres to Peter Shepherd Tyres, based in County Durham. The tyres will be collected in person by the buyer. Thanks were recorded to Facilities Manager for successfully negotiating the sale.
- Entrance Doors to Fryern Pavilion and Sportshall
    - Fryern: main entrance door has been serviced. Two additional 'touch to open' buttons have been installed on the pedestrian safety barriers by the door, to make access for members of the public easier.
    - Sportshall: main entrance door has been serviced. Additional work has been carried out – two pedestrian safety barriers have been installed which will help prevent any accidents with the door and Record BDE-D Control Unit.
    - Works were carried out by ADI Doors & Automation
- Disabled Toilet – Fryern Pavilion – Football side: In house works have been carried out to prepare for a possible refurbishment. The room has been painted, ceiling light changed to LED, locker installed with bench. A mirror is yet to be installed. The shower has been cleaned and is ready for use.
- Allotments**:** Both sites are currently full. Current waiting list of 69. Repairs to the facia boards of the shed at Ramalley have been completed in house.
  There has been a recent incident at Ramalley where a large vehicle gained access in order to facilitate works in a neighbouring resident's property, without prior approach to the Parish Council or Allotment Officer. It was reported that the volunteer site rep approached the resident direct.

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

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

Sportshall

Booking numbers were reported for December 2024 against bookings made in December 2023 with a notable increase in Studio 1 bookings and participation within the 50+ group. It was reported that individuals from outside the Parish continue to travel to Hiltingbury Sportshall to utilise the courts and activities.

The installation of the new dividing net between court 3 and 4 was reported with the very positive response received from hirers. A request was made for consideration to install a second divider net between court 2 and 3.

Fryern Pavilion
Bookings continue to experience levels of fluctuation as demand for private bookings vary. The Fryern Community Association have resumed use of the Clanfield Room on a Friday morning.

Trading reports were received and noted.
The budget income figures for the Sportshall were discussed with agenda item 9 noted.

6. **TO RECEIVE A REPORT REGARDING PROGRESS OF DRAINAGE WORKS AT PENNINE WAY RECREATION GROUND.**
The first meeting has taken place with FieldForm, as the appointed contractor.
All information obtained from investigation works have been forwarded to appointed contractor and site-specific details have been discussed. Officers have requested a confirmed quote from FieldForm taking into account details discussed within the initial meeting where the estimated quote was reviewed. Reassurance was provided that terms of contract will be scrutinised before works start.
Works anticipated to last six weeks and cannot start until the ground is dry enough to receive the heavy machinery.
It was noted that the main issue will be managing expectations as the ground has historically always been wet. Whilst these works will drastically improve the condition of the ground, they will not be a complete solution.

7. **TO DISCUSS AND AGREE AMENDMENTS TO TREE POLICY IN ORDER TO CLARIFY RESPONSIBILITY TOWARDS BOUNDARY NEIGHBOURS, AS DELEGATED BY FULL COUNCIL ON 9 DECEMBER 2024**
Following proposal, seconding and on a show of hands the revised tree policy was agreed and will now be adopted.

8. **TO DISCUSS AND AGREE INSTALLATION OF WIRELESS NETWORK AT HILTINGBURY SPORTSHALL, AT A COST OF £4,368.93 EX VAT, TO PROVIDE INTERNET ACCESS THROUGHOUT BUILDING WITH GUEST WIFI NETWORK.**
Following proposal, seconding and on a show of hands the quote was approved. Officers were authorised to proceed with the infrastructure works. Questions were raised regarding the speed of the existing network with the Clerk taking the action to confirm.

9. **TO DISCUSS FULL COUNCIL'S RECOMMENDATION TO REVIEW CHARGES ACROSS ALL DISCRETIONARY ACTIVITIES AND AGREED DELEGATED AUTHORITY TO OFFICERS TO UNDERTAKE MARKET RESEARCH.**
A discussion was held on the importance of considering the impact on local businesses and the wider community when reviewing potential increases in charges for discretionary activities. It was acknowledged that certain activities have historically been subsidised; however, maintaining such high levels of subsidy was no longer sustainable without placing an undue burden on taxpayers. Following proposal, seconding and on a show of hands it was agreed for Officers to undertake market research to present at a future Asset Management Committee meeting.

10. **TO MAKE RECOMMENDATION TO FULL COUNCIL THAT THE ASSET REGISTER STANDS AT £3,278,505.12 WITH THE ADDITIONS OF £32,636.17 FOR THE 2024-25 FINANCIAL YEAR.**
Following proposal, seconding and on a show of hands it was AGREED, as statement of fact, for recommendation to Full Council.

11. **TO NOTE RENEWAL OF VEHICLE INSURANCE AT THE ANNUAL PREMIUM OF £2,835.40**
Noted

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

Pennine Way recreation ground drainage works along with progress from the Out of Hours / Call Out Working Party. Grant application from FA for football pitches and Hut Farm asset transfer.

Councillors were advised that additional Asset Management Committee meetings could be scheduled due to potential increase in business due to pending asset transfers. Due notice will be provided to all Councillors if additional dates are scheduled.

The next meeting was confirmed as Monday 28 April 2025**,** 7.00pm Fryern Pavilion.

Subsequent to this meeting an additional Asset Management Committee meeting was scheduled for Monday 10 March 2025.

That being the end of business the meeting was closed at 7.50pm.

Chairman……