CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

10 March 2025

Fryern Pavilion 7.00 pm

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

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

Public Participation: There were four members of the public attending, including two Parish Councillors who are not part of this committee. One member of the public requested the Council consider sowing native wildflowers within the Parish Council wildflower meadows, instead of the seed used in previous years. Thus, supporting a 'corridor' for wildlife from Hocombe Mead.

A second member of the public spoke to notify council that Southern Water were investigating an unidentified leak from under the Central Precinct into the Monks Brook. The source and substance have not yet been identified. The member of the public was thanked and encouraged to report this to the Environment Agency.

1. **APOLOGIES**
   Apologies were received and accepted from Cllr Baker, Irish, Johnson and Pragnell.

2. **DECLARATIONS OF INTEREST**
   There were none, though declarations of interest were made later in the meeting by Cllr Duguid.

3. **TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 3 FEBRUARY 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 confirming site inspections for the time period 10 February 2025 to 22 February 2025 was received.

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.
- **Wildflower Meadows:** We are in the process of preparing the wildflower meadows for seeding, subject to weather conditions. We are hoping to start rotavating week commencing 3rd March. Seed delivery has been received.
- **Maintenance Checks**: All maintenance checks have been completed at Fryern and Hiltingbury including all water checks and fire alarms. Prestige Fire and Security have completed the routine inspection on the intruder alarm at the Groundsman store/Fryern.
- **Hiltingbury Sportshall**: The water fountain has now been installed in-house with good feedback from hirers and staff as it now much easier to fill water bottles or obtain a drink of water if you do not have a bottle.
  Two sign protectors have been installed in the Sportshall on both fire exit signs, due to prevention of damage to the signs from football players.

- **Groundwork repairs at Hiltingbury and Fryern:** At Hiltingbury, we have carried out repairs to the path on the right had side leading to the school entrance, due to the tree roots uplifting the ground and causing a major trip hazard. We have also cleared the drains in the car park. At Fryern, we

repaired the path that leads from the back of the building towards Waitrose, which was due to wear and tear, causing a major trip hazard.

- **Hiltingbury Sportshall:** The annual service for the air conditioning has been completed by B&H Service Air Conditioning Ltd, for both studio one and studio two.
  Fire Alarm: We have had to slightly relocate the smoke detector sensor in the Sportshall due to the installation of the new divider net interrupting the sensor causing the alarm to go off unnecessarily. A tower was required to allow the engineers to carry out the works and to protect the floor.
- **Dragons Teeth – Hiltingbury recreation ground**: All the dragon's teeth on the right hand side of the entrance to Hiltingbury have now been replaced, including some additional teeth where drivers have been parking where they should not park.
- **Fryern & Pennine Way Trees:** Works are complete. We have ordered and received the replacement trees, including the Cherry Tree for Fryern play area, as the original one was damaged due to bad weather. Planting of the trees will take place week commencing 3rd March, subject to weather conditions.
- **PTZ Camera at Fryern update**: Following further tests, under warranty, it has been confirmed that the fault is within the connecting cable, running from the top of the camera pole to the main supply. The replacement cable has been ordered, and works will be done in-house. Tower required for access to re-site camera.
- **Fryern Pavilion:** Due to the constant damage to the walls in both rooms, Greenways and Clanfield, caused by hirers leaning the chairs against the wall, we have installed, in-house, edging/boards around the rooms, at chair height, to help prevent further damage.
  A new updated CFPC sign has been installed in the front of the building. The sign is larger than the original. We are also planning to install new CCTV surveillance signage outside both buildings at Fryern and Hiltingbury.
- **Jet Washing:** Due to a mechanical issue with the power washer, we were not able to complete jet washing all the play areas. We have replaced the jet washer and will continue with the works as soon as weather permits, to finish the rest of the play areas.
- **Bi-fold Door**: Annual service carried out as planned and is now complete.
- **Painting, Fryern**: Due to the weather conditions, the groundsmen have continued with the indoor maintenance works at the rear of the building. We will continue this maintenance when we can take the opportunity of the next bad weather spell.
- **Jubilee Gardens, Fryern:** We have built and installed, in house, a 'bug hotel' for Jubilee Gardens. This has been shared via social media and been received well.
- **Machinery:** New pressure washer has been purchased, due to the old one had mechanical issues, and it would've cost significant amount of money to repair the problem without guarantee that it will last without the same problem happening again.

- **Allotments:** We have repaired the front of the main shed at Ramalley site as the wood was rotten. Also, we have installed a wooden post on the left-hand side of the entrance to secure the gate. Both jobs were carried out in-house. Allotment Working Party have met. As part of that meeting the revised Site Representative role description was agreed, with a few minor amendments that have been incorporated. Discussions also took place regarding the pedestrian access at Ramalley. A fencing solution that is to be removed to enable future pedestrian access.

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 February 2025 against bookings made in February 2024 with a notable increase in Studio 1 bookings. The Sportshall is regularly at capacity across the weekends and the decision has been made not to accept any more block bookings from clubs or coaches. Thus endeavouring to enable fair community access to courts across the weekends.

Fryern Pavilion

Bookings continue to experience levels of fluctuation as demand for private bookings vary. Whilst bookings for the Combined Greenways may have reduced, bookings across the partitioned Large and Small Greenways have increased due to different uses of the space.

Trading reports were received and noted.

6. TO RECEIVE A REPORT FROM THE OUT OF HOURS / CALL OUT WORKING PARTY.

Councillors were informed that the first meeting of the Working Party had taken place with a very productive session identifying issues and staff experiences to date. Identifying the 'What' will enable a greater understanding of the different elements necessary to formulate a clear process and structure going forward.

7. TO RECEIVE A REPORT REGARDING PROGRESS OF DRAINAGE WORKS AT PENNINE WAY RECREATION GROUND.

It was reported that more accurate costings had been received following the initial meeting with Fieldform. This included an option for an enhanced design with potential cost savings. At the time of the meeting Officers were awaiting specifications for the enhanced design in order to present back to Council. Members were advised that draft terms and conditions for the contract had been received and reviewed.

Works are expected to last six weeks on site.

8. TO RECEIVE A REPORT FROM OFFICERS PRESENTING THE FINDINGS OF MARKET RESEARCH INTO PRICING FOR EQUIVALENT LOCAL SPORT PROVISION AND TO CONSIDER AND AGREE THE IMPLEMENTATION OF A PRICE INCREASE FOR SELECTED DISCRETIONARY ACTIVITIES.

Members received a presentation from the Team Leader of Hiltingbury Sportshall which outlined the current pricing scheme for various activities including badminton, pickleball, table tennis, tennis memberships and whole hall hire, comparing it with equivalent offerins at nearby local facilities. It was noted that the pricing had remained unchanged since the Sportshall's opening in 2018. Given recent increases in energy costs and national salary adjustments, it was acknowledged that a revision of the current charges was necessary.

Cllr Duguid declared an interest due to his membership at the tennis courts.

It was further noted that while Hiltingbury Sportshall enjoys high usage by local residents, more than half of its users come from outside the SO53 postcode area.

The motion was proposed to have Officers prepare recommendations for the revised pricing structure, which would be presented at the next Asset Management Committee meeting. This motion was seconded and following a show of hands, was agreed.

9. TO RECEIVE A REPORT REGARDING PROPOSED APPLICATION FOR GRANT FUNDING FROM THE FOOTBALL ASSOCIATION (FA).

A summary of the grant application process and potential award was provided to members. Certain criteria apply prior to application which includes for staff members to undergo specific training. Officers will continue to undertake preparations in order to submit an application.

10. **TO CONSIDER AND AGREE REVISED ROLE DESCRIPTION FOR ALLOTMENT VOLUNTEER SITE REPRESENTATIVES, AS PREVIOUSLY AGREED BY HR COMMITTEE 14 JANUARY 2025 AND ALLOTMENT WORKING GROUP 27 FEBRUARY 2025**
    Following proposal, seconding and on a show of hands it the revised role description was AGREED and will be implemented.

11. **TO CONSIDER AND AGREE REVISED QUOTE FOR INSTALLATION OF WIRELESS NETWORK AT HILTINGBURY SPORTSALL.**
    It was reported that the previous quote, previously agreed by Committee on 3 February 2025, was incorrect as it related to the wrong property. The revised quote was then presented. Following discussion, it was proposed to defer the decision until the next Asset Management Committee to enable Officers to investigate alternatives. This motion was seconded and by a show of hands AGREED.

12. **TO CONSIDER AND AGREE REVISED TERMS AND CONDITIONS FOR TENNIS MEMBERSHIP.**
    Following proposal, seconding and on a show of hands the revised terms and conditions for membership were AGREED with the amendment to remove the current price of membership thus preventing the need for future revisions should membership fees change. The terms and conditions will be launched to all members when new court signage is completed.

13. **MATTERS TO BE TAKEN FORWARD TO THE COMMITTEE'S NEXT AGENDA.**
    Pennine Way recreation ground drainage works along with progress regarding asset transfers from Eastleigh Borough Council. The recommendations for revised discretionary charges at Hiltingbury Sportshall and wireless networking options.

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

That being the end of business the meeting was closed at 7.55pm.

Chairman……