CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE
21 July 2025
Fryern Pavilion 7.00 pm

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

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

Public Participation: There were two members of the public in attendance. One wished to report that they had undertaken a litter pick at Hiltingbury Recreation Ground and were surprised at the quantity of litter collected. The Chair thanked them for their efforts and members acknowledged the on-going maintenance required for the public open spaces.

Post Meeting Note - Following the official closure of the meeting, the member of the public raised concerns informally with the Facilities Manager regarding the presence of dodder within the wildflower meadow area of Hiltingbury. The individual questioned the current management approach, suggesting that the area be hand-weeded and/or cut back. The Facilities Manager responded that the wildflower meadow is managed in accordance with long established seasonal practices, and while the recent hot and dry weather has temporarily affected growth, the plants remain viable. It was further noted that hand weeding is not practical due to the size of the meadow and the potential damage that could result from walking through the area. The meadow will continue to be left undisturbed until the usual October cut to allow full development of the wildflowers. The member of public was thanked for the feedback and encouraged to raise such concerns during the public participation section of future meetings, where they can be formally considered by Committee members.

1. **APOLOGIES**
   Apologies were received and accepted from Cllrs Broadhurst, Johnson, Kyrle and Pragnell. Cllr Baker did not attend.

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

3. **TO ACCEPT THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 2 JUNE 2025, AS APPROVED BY FULL COUNCIL ON 23 JUNE 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)
   EBC inspections were reported to be up to date with one missing inspection entry noted for 20 June 2025 at Hiltingbury skate ramp. This corresponded with repair works being undertaken at the skate ramp. 10 faults were reported within the period 12 – 28 June 2025 with two being reports of broken glass at the Hiltingbury skate ramp. Three faults identified as requiring immediate action were resolved immediately at the time of inspection.

   4.2. To note maintenance/contracted work undertaken/advisable
   The Facilities Manager's report:

   - **Grounds Maintenance:** All routine grounds maintenance activities have been carried out as expected for this time of year. Following unlawful encampment ground security has been prioritised with new bollards being installed at Fryern and Hiltingbury by the Grounds Team and new railings have been installed by contractor at Clanfield Drive entrance to Fryern.

   Works have been required surrounding a particular park bench at Fryern due to disproportionate ground wear attributed to regular use by a group of dog walkers who gather at this location. The ground has been rotavated, seeded and covered the area to protect it whilst the seeds germinate.

- **Football Pitch Maintenance** - Plans to repair goal and midfield areas, and application of summer fertiliser have been delayed due to the unlawful encampment and weather conditions. The repairs will be scheduled for next year with the fertiliser being applied following this spell of rain (optimised conditions).
- **Wildflower Meadows:** Due to the dry weather, the wildflower meadows have slowed down. Hopefully, with the next rainfall they will recover and continue to bloom.
- **Building Maintenance**: All scheduled maintenance checks have been completed at both Fryern and Hiltingbury. The bi-annual water compliance testing has been completed across both pavilions, and the full report is pending.

  Fryern Pavilion: Following the testing of emergency lighting at Fryern the repair works have now been completed. A number of lights required replacing and these repairs now bring the building to standard.

  Ovens in both kitchens have been professionally cleaned (Clanfield + Greenways room).

  Fryern Shutters: Three external shutters were damaged in the Greenways room following a weekend room hire with the kitchen shutter being damaged by a second hirer. Repairs have been completed by Facilities Manager with assistance from Groundsman. The room hire deposit was retained for repairs to the external shutter however, we have been unable to identify the hirer responsible for the damage to the kitchen shutter.

  Hiltingbury Sportshall: The annual air conditioning service has been completed on 14th July with the annual lift service scheduled for 16th July.

  The five year electrical testing has been completed with final report pending along with the updated EICR certificate confirming compliance.
- **Trees**: We have installed drip bags to all of the newly planted trees at Fryern and Pennine Way, due to the hot weather.
- **Jubilee Gardens, Fryern :** Overall, the gardens are looking great. While the recent dry weather has caused the grass to become very dry, the flower beds are thriving and look fantastic. The area continues to be a popular destination, especially at lunch breaks.
- **Allotments:** Both allotment sites are currently operating well, with no significant issues to report. Plot occupancy remains high, and general site conditions are satisfactory.

  Plot Turnover

  At Eagle Close, currently have 2 plots available and show arounds will be taking place.

  Waiting List

  The waiting list currently stands at approximately 80 applicants across both sites, reflecting continued strong demand.

  Site Equipment

  All equipment at both sites is in good working order, with the exception of the rotovator at Eagle Close, which was deemed uneconomical to repair and has been decommissioned.

  Water Meter – Eagle Close

  There is no update at present regarding the repair of the Eagle Close water meter, which has been classified as a 'non-urgent' level 3 issue.

  Site Infrastructure

  The newly installed bollards at Eagle Close are visually effective and may assist in mitigating parking concerns.

  CFPC noticeboards have been installed at both allotment sites – in-house.

- **Fryern CCTV Update:** An additional camera has now been installed, covering the groundsman's store 24/7 to enhance site security. Two other cameras have been repositioned to provide better visibility of the car park.
  The recurring issues with the PTZ camera have now been identified as a fault with the data/internet cable. A temporary overground cable was utilised to allow the PTZ to be reprogrammed and reconfigured, returning cctv coverage of the muga, playground and cut through. Whilst the PTZ camera now provides coverage, ability to manually control and direct the camera has been lost. To repair this, the underground cable will need to be replaced. A quote has been requested for these works which will include new underground ducting.
- **Machinery:** Pollenc strimmer required repair due to damage. New blade required for the Scag, due to damage/dent. The strimmer is back in action, and the repair to the scag is waiting on parts.
- **Skateparks:** Works at both skateparks are now complete. Due to the unauthorised encampment the works at Fryern were delayed by one week. It is noted that repairs carried out approximately five years ago at Fryern were undertaken by a general playground maintenance contractor rather than a specialist skate park company. As part of those works, the surface boards were glued — a method not typically recommended for this type of structure. While no fault is attributed, this approach has resulted in additional costs being incurred.
- **Play areas:**
  Issues:
  Suffolk Drive: We had to remove the basket swing off the bottom play area due to the swing bushes being damaged from excessive use.
  Lincolns Valley: Multi play – on the bridge part of this equipment, the wooden planks have been removed. The issue was rectified in-house and equipment is now back in use.
  Hiltingbury Play Area: The Spinner, Rocking Seat/Chair and Swinging basket have all needed repairs due to vandalism. Handles from all items were removed and discarded. Replacements have been made, and all items are now back in use. All works have been carried out in-house.
  Fryern: Three swing seats have been replaced due to wear and tear. (One cradle seat and two flat seats.) Major surface repairs are required and a third quote is pending.
  Painting works is being undertaken across some of the old equipment that does not require replacing – Fryern is complete, with the rest of the play areas to be undertaken in the coming weeks. This will brighten the play areas.
- **Tree Orchard – Fryern**: The fencing from the tree orchard has been removed leaving the space open to the public. Suitable signage is being designed for the Orchard and any suggestions are welcome from the committee. Suggestion to approach Fryern Schools for artwork.
- **Tennis Courts:** We recently had issues with the inside card reader of the tennis courts. An engineer was called out and unfortunately, the fault is the cable coming from the Sportshall to the reader. It could be due to rats gnawing on the cable – a temporary repair has been carried out and we are now awaiting confirmation from the engineer to replace it.

Thanks were given to the Facilities Manager for a clear and detailed report.

4.3. To note a report on incidents recorded and reported to the police.
The recent unauthorised encampment, broken Polish Memorial neon sign and repeated incidents of smashed glass at Hiltingbury skate ramp were reported. In addition a recent incident of fire damage to the newly refurbished skate ramp was also noted.

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

Sportshall
Booking numbers were reported for June 2025 against bookings made in June 2024 with a notable increase in Studio 1, badminton and pickleball bookings.

Tennis memberships were noted to have increased by over 11% during June 2025 with membership levels being at an all-time high.

Fryern Pavilion
Bookings continue to experience levels of fluctuation as demand for private bookings vary. Booking numbers for June 2025 were reported against bookings made in June 2024.
Members noted that the fluctuations of room hire bookings were reflective of the ever changing requirement of groups and clubs, with other community spaces experiencing a decline in room hire bookings.

Trading reports were received and noted.

6. TO RECEIVE A REPORT FOLLOWING THE RECENT UNAUTHORISED ENCAMPMENT AT FRYERN RECREATION GROUND.
Members received a report regarding the unauthorised encampment established at Fryern Recreation Ground on 18th June, resulting in damage to site access bollards with disruption to residents. The Parish Council staff provided regular public updates and worked with its legal representatives to secure a Possession Order. The group vacated the site on 24th June, after which a full site clean-up was undertaken by staff. Measures to improve site security have since been implemented, including the installation of concrete bollards and reinforced access points.

7. TO RECEIVE PROGRESS REPORT ON DRAINAGE WORKS FOR PENNINE WAY RECREATION GROUND.
Due to availability of certain stock the start on site date has been delayed till the 28 July 2025 with the principal contractor maintaining regular communication with Officers. The site compound will be established towards the end of week commencing 21 July. It was noted that the Parish Council website and noticeboards had been updated accordingly.

8. TO CONSIDER RECEIVED QUOTES AND APPOINT CONTRACTOR TO UNDERTAKE TREE WORKS IDENTIFIED WITHIN ANNUAL TREE INSPECTION SURVEY
Three quotes were provided to the Committee for consideration and approval. Following discussion it was proposed, seconded and on a show of hands agreed to appoint H-W Tree Surgeons. The works will now be programmed across Hiltingbury, Fryern and Pennine Way recreation grounds.

9. TO FURTHER CONSIDER, AS REQUESTED BY FULL COUNCIL 23 JUNE 2025, THE TERMS OF REFERENCE AND DELEGATION SCHEME APPLICABLE FOR THIS COMMITTEE.
Following consideration of further amendments made the Committee proposed, seconded and agreed the revised Terms of Reference through a show of hands, with one minor amendment. The word subsequently is to be removed from point 10.
The revised Terms of Reference will now be recommended to Full Council for adoption.

10. TO DISCUSS AND AGREE THE REVISED OPEN SPACES POLICY WITH RECOMMENDATION TO FULL COUNCIL FOR ADOPTION.
Following review of the revised Open Spaces Policy, it was agreed that the detailed list of assets be removed from the main body of the document and instead included as an appendix. This would allow future asset transfers to be added without requiring a full policy review by Council. It was also agreed to insert the phrase "and public" into the introduction for clarity.
A proposal was made and seconded, and on a show of hands, it was agreed to recommend the revised Open Spaces Policy to Full Council for adoption, with the inclusion of the appendix and amended introduction.

11. TO DISCUSS AND AGREE THE REVISED CCTV POLICY WITH DATA PROTECTION IMPACT ASSESSMENT, WITH RECOMMENDATION TO FULL COUNCIL FOR ADOPTION.
Following an explanation of the requirement for the accompanying Data Protection Impact Assessment

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

12. TO RECEIVE A REPORT REGARDING DAMAGED POLISH MEMORIAL AT HILTINGBURY RECREATION GROUND.

The neon sign installed as part of the Polish Memorial has been damaged by young people through misadventure. The individuals have been identified and Parish Council Officers have met with parents. Officers are in communication with Eastleigh Borough Council and are liaising with the original installer with regard repairs and additional protective measures.

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

Pennine Way drainage works and EBC asset transfers.

The next meeting was confirmed as Monday 8 September 2025**,** 7.00pm at Fryern Pavilion.

That being the end of business the meeting was closed at 8.05pm.

Chair……