CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE
24 November 2025
Fryern Pavilion 7.00 pm

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

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

Public Participation: There were three members of the public in attendance, including Hampshire County Councillor Tim Groves. Cllr Tim Groves spoke in support of a later agenda item regarding the request to permit a bi-weekly Junior Parkrun at Hiltingbury recreation ground.

A second member of the public raised their concerns regarding a notice displayed by BT Open Reach along Ramalley Lane, for the installation of a pole. The concerns raised included potential obstruction to vehicular access fto the allotments and the negative impact upon pollinators. The Chair thanked the member of the public for sharing the concerns and raising it to the Council's attention. Members clarified that planning permission is not required for the installation of telegraph poles.

1. **APOLOGIES**
   Apologies were received and accepted from Cllrs Pragnell and Baker. Following proposal, seconding and on a show of hands a special dispensation was granted to Cllr Baker for his attendance due to ill health. The dispensation extends until the 1 February 2026.

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

3. **TO APPROVE THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 8 SEPTEMBER 2025.**
   Following proposal, seconding and on a show of hands these were approved. One member abstained as they had not attended the committee meeting.

4. **TO APPROVE THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 20 OCTOBER 2025.**
   Following proposal, seconding and on a show of hands these were approved. One member requested that these minutes subsequently record that the member of the public had returned to the meeting to apologise, prior to leaving the building. All members agreed.

5. **TO RECEIVE THE COMPLIANCE (OPERATIONS) OFFICER'S AND FACILITIES MANAGER'S REPORTS:**

   5.1. Update on PSS (Play Safe System)
   It was reported that the quality of the EBC inspections continue to include an increasing number of mistakes and additional data. There were three findings reported all relating to Hiltingbury Skate Ramp, including two reports of broken glass. The third was a repeat of a previous finding that had already been addressed.

   5.2. 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. The winter fertiliser has definitely worked as the pitches already look much healthier on both sits Fryern and Hiltingbury. All necessary maintenance works prior to and following football games continue.
- **Wildflower Meadows:** The main wildfire meadow at Hiltingbury continues to look good, and if the mild, frost-free weather holds, everyone should be able to enjoy it until end of November beginning of December

- **Building Maintenance**: All scheduled maintenance checks have been completed at both Fryern and Hiltingbury, including fire alarm and water safety checks. Currently in the process of arranging the annual servicing for our boilers, underfloor heating, and the partition wall system.
- **Hiltingbury Sportshall:** The second dividing net has been installed between courts 2 and 3.
- **Hiltingbury Sportshall Water Inspection :** Southern Water have conducted a routine site visit of the building to assess compliance to water regulations. Two issues were identified relating to the water softener system and filling loop for the boiler. Both issues are being investigated further to ensure works undertaken in accordance with regulations and Southern Water's required timescales.
- **Polish Memorial** - The neon sign has now been repaired and the poly carb cover protective cover has been installed.
- **Hiltingbury Sportshall Fall Arrest System Routine Inspection** : The annual inspection of the fall arrest system has now been completed, utilising the cherry picker hired for the repairs to the Polish Memorial. Compliant.
- **Hiltingbury Roof Access Ladder** : The ladder was condemned in 2024 following a safety inspection. The ladder installation does not meet regulations. Appropriate corrective work has been identified to the value of £3,467 and will be programmed for January 2026 completion.
- **Trees**: The tree works identified within the tree inspection have now been completed. It took longer than anticipated due to most of the trees being protected and permission was required from EBC. A further quote has been requested for the removal of a dead cherry tree which is on the right-hand corner of Fryern car park and a reduction of a Maple tree at the Fryern recreation ground.
- **Play areas:**

Hiltingbury Play Area: Both access gates have been serviced as they were not closing securely. Surfacing repairs required to the play area and works programmed.

Fryern: Playground surface repairs are complete. Mixture of patch repairs and complete replacement under trim trail.

General playground maintenance – as part of routine maintenance playgrounds are being sprayed with moss killer. Areas will then be jet washed in house to remove moss or slippery residue. This has mainly affected Mead Road due to overhanging trees, Suffolk Drive, Westmoreland Way and Cox Row.

- **Line Marking / No Parking – Hiltingbury Entrance/Car Park**: Due to excessive and unsafe parking, the double yellow lines have been repainted along car park access, at the entrance off Hiltingbury Road, and opposite the Sportshall entrance, along with all wording, arrows, disabled bays and the zebra crossing. Countrywide Parking are to install additional signage and to enable enforcement of no parking along the exit route. Hiltingbury Schools will be advised when the parking enforcement is extended to prewarn parents.
- **Hiltingbury bottom car park - flooding:** Quotes are being sought to supply and install drainage at the bottom car park (on the left-hand side of Sportshall) to resolve current issue of flooding across parking bays in bad weather. It would be beneficial for these works to be completed before the end of the calendar year.
- **Hiltingbury Groundsmen Store:** Repairs to the access shutter have been undertaken following failure of the control panel. The shutter is now operational again.
- **Sportshall Ceiling Lights:** One of the ceiling lights requires replacing. Contractor appointed and works to be scheduled. Works require tower to access the high ceiling. Court 1 & 2 will be closed during the works.
- **Bottom path at Hiltingbury recreation ground:** Due to the excessive use, most of the type 1 limestone has worn away, and following a resident's complaint that this is a trip hazard, we will reinstate the path with the existing product. Works will be carried out in-house.
- **Network Rail Tree Work at Pennine Way**: Necessary tree works by Network Rail were originally scheduled for early November but had to be aborted due to concerns regarding safe vehicular access and damage to the recreation ground. Works to be rescheduled for 2026, awaiting confirmation from Network Rail. The works involve the removal of dead wood within the oak trees that overhang the recreation ground, following the loss of a significant limb onto the footpath earlier this year.

- **Allotments:** Both allotment sites are currently operating well with no significant issues to report. The machinery is being prepared for the winter months, including arranging the annual servicing for equipment at both sites. The water is scheduled to be turned off by 15 November.

  A site visit with Southern Water engineer has been scheduled for 19 November at Ramalley, to investigate and identify installed water sub meters.

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

CCTV footage has been requested by the Police to support two recent unrelated reports in and around Fryern Pavilion. Parish Council officers have assisted the Police accordingly. No further involvement required.

6. TO REVIEW AND CONSIDER LATEST INCOME AND EXPENDITURE REPORTS ACROSS INCOME GENERATING ASSETS WITH PARTICULAR ATTENTION TO FRYERN PAVILION AND HILTINGBURY SPORTSHALL.

Sportshall

Booking numbers were reported for October 2025 against bookings made in October 2024 with year-to-date information included. Members acknowledged the positive impact of the Team Leader with increased social media and public engagement, as reflected in the booking numbers.

Fryern Pavilion

Bookings continue to experience levels of fluctuation as demand for private bookings vary. Booking numbers for October 2025 were reported against bookings made in October 2024. Whilst bookings for the Craven room are down year to date, members were encouraged by the increase in other room booking numbers.

Trading reports were received and noted with the request to be ambitious for budget setting.

7. TO CONSIDER AND AGREE APPLICATION TO HOST BI-WEEKLY JUNIOR PARK RUN AT HILTINGBURY RECREATION GROUND.

Members discussed at length the benefits of permitting a bi-weekly junior park run and wished to record their support, in principle. Concerns were raised regarding the impact upon the car park which would in turn impact other businesses and hirers who rely upon the ability to park. It was proposed that the motion to agree the application be suspended pending further information from the organisers regarding parking and wet weather cancellation. This was seconded and agreed by a show of hands. The Clerk is to contact the organisers to secure further information as to how they propose to mitigate impact to the car park. This motion will be carried forward following receipt of further information.

8. TO RECEIVE A REPORT DETAILING PROGRESS WITH ASSET TRANSFERS FROM EASTLEIGH BOROUGH COUNCIL.

Councillors Broadhurst, Duguid and Irish declared an interest as standing members of Eastleigh Borough Council.

Members received an update regarding the asset transfers of Hut Farm play space, Carthage Close, Cox Row amenity space and Cornwall Road.

Hut Farm play space is now available for transfer with engrossment TR1s, (*legal transfer document to transfer land ownership)*, to be requested. The asset to be transferred will be the playground with surrounding green space and will come with funding for playground repairs, to be managed by the Parish Council following transfer. This is to be ratified within Full Council.

Carthage Close – draft transfer documents have been prepared however there are questions regarding potential wayleaves from BT telegraph poles and street lighting.

Cox Row – still awaiting information from Eastleigh Borough Council regarding boundaries and the potential to split land titles.

Cornwall Road playground – The report on title has been received. The site will equate to 1442 square meters including the playground and grass area.

Members remain mindful of the potential impact of Local Government Reorganisation and the additional demands upon resources that may come as a result of asset transfers.

9. TO RECEIVE FINAL REPORT ON THE COMPLETED DRAINAGE WORKS AT PENNINE WAY RECREATION GROUND.

Members acknowledged that the objective of the drainage works has been achieved. The site will continue to be monitored by Officers over the winter and, if necessary, further levelling works will be considered in the spring.

10. TO RECEIVE AND CONSIDER REPORT REGARDING SOLAR PANELS AT HILTINGBURY SPORTSHALL.

The existing solar panels are 260 watt technology with all energy produced being consumed directly by the Sportshall. Future upgrade to newer technology would be recommended which would in turn generate increased output. Members expressed an interest in future payback and output statistics.

11. TO DISCUSS AND AGREE CAPITAL EXPENDITURE TO REPLACE GROUNDS TEAM FLAT BED VEHICLE AND TO PURCHASE A TRAILER FOR THE PURPOSES OF TRANSPORTING GROUNDS CUTTING EQUIPMENT.

Following proposal, seconding and on a show of hands it was agreed that Parish Council Officers had the authority to spend up to £26,000 net on a newer, second hand, flat-bed vehicle and up to £5,000 net on a suitable trailer, each to the required specification. The flat-bed vehicle would be fitted with suitable dash camera and tracking device and would receive full independent assessment to ensure any mechanical issues identified before purchase.

Members recognised the need and health and safety benefits for the grounds team, of the trailer acquisition.

12. TO NOTE THE SUBMISSION OF AN APPLICATION TO HAMPSHIRE COUNTY COUNCIL TREE AND HEDGEROW GRANT FUND FOR THE CREATION OF A BOUNDARY HEDGEROW AT FRYERN RECREATION GROUND.

Members noted that an application had been made to the Hampshire County Council grant fund for a proposed hawthorn hedge in line with Hampshire County Council's grant fund. To provide a boundary to the recreation ground adjacent to the woodland. Confirmation was received that should the application not be successful the proposed hedge planting would not proceed. A member of the public asked for details regarding the proposed maintenance and planting scheme. It was advised that such information would be confirmed when a response to the grant application has been received.

13. TO CONSIDER A REQUEST TO RENAME MEAD ROAD PLAYGROUND AS THE 'MARGARET KYRE PLAYGROUND' IN MEMORY OF THE LATE MARGARET KYRLE.

The motion was made in recognition of the late Margaret Kyrle who fought to preserve and protect the playground against development in 1985. An amendment to the original motion was proposed to install a plaque, instead of renaming the playground, as a permanent recognition of the efforts of Margaret to protect safe spaces for young people in our community. This amended motion was seconded and on a show of hands AGREED. The Clerk is to liaise with Cllr Kyrle to secure appropriate wording.

14. TO RECEIVE A REPORT REGARDING THE PLANNED DEVELOPMENT OF THE BASEMENT, HILTINGBURY, BY EASTLEIGH BOROUGH COUNCIL.

Councillors Broadhurst and Duguid declared an interest in this motion as current members of the Borough Council Local Area Committee for Chandler's Ford and Hiltingbury.

Eastleigh Borough Council are to undertake repairs to The Basement to enable Centre Stage Youth Productions to relocate from their current premises at The Arch. Works are anticipated to start early 2026 with an anticipated 'move in' date being May 2026. Concerns were shared with members regarding the impact upon the Parish Council owned car park due to anticipated additional traffic and limitations of the vehicular access to The Basement. With a potential increase in demand upon the car park members were made aware of the risk to other businesses whose users rely upon the car park. Members requested the Clerk to liaise with the Local Area Manager regarding concerns.

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

Further consideration of the application to hold a bi-weekly junior park run at Hiltingbury recreation ground and further investigation into the future potential of the solar panels at Hiltingbury Sportshall.

The next meeting was confirmed as Monday 2 February 2026**,** 7.00pm at Fryern Pavilion.

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

Chair……