CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE
2 February 2026
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: Four members of the public attended and raised no questions. One member of the public requested permission to record the meeting, in parts, to relay to others.

1. **APOLOGIES**
   Councillors Pragnell and Baker did not attend.

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

3. **TO APPROVE THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 24 NOVEMBER 2025.**
   Following proposal, seconding and on a show of hands these were approved.

4. **TO RECEIVE AND NOTE THE COMPLIANCE (OPERATIONS) OFFICER'S REPORT INCLUDING ACCURACY OF EXTERNAL PLAYGROUND INSPECTION REGIMES.**
   The Compliance Officer's report was noted. Members also noted that Officers were still awaiting further information from Eastleigh Borough Council with regard requested changes to the current playground inspections routine.

5. **TO RECEIVE THE FACILITIES MANAGER'S REPORT AND TO NOTE MAINTENANCE / CONTRACTED WORK UNDERTAKEN OR RECOMMENDED.**
   The Facilities Manager's report:

- **Grounds Maintenance:** All routine grounds maintenance activities have been carried out as expected for this time of year. We have continued to complete all necessary maintenance before and after football matches; however, due to persistent wet weather, the pitches have become waterlogged. As a result, we have been unable to carry out some required works and have had to cancel a number of football games. Clean sand has been ordered to improve conditions around the goal areas and the midfield on the pitches.
- **Wildflower Meadows:** After a fantastic comeback, flowering continued until the beginning of December. The main wildflower meadow at Hiltingbury has now been cut and preparations started for the next season.
- **Building Maintenance**: Maintenance checks have been completed at both Fryern and Hiltingbury, including:
    - annual servicing for the boilers and underfloor heating
    - annual servicing of partition wall system at Fryern
    - annual service of air system at Fryern is complete and Sportshall is scheduled 9th February 2026
    - water softener service at Sportshall is scheduled for 2 February 2026
    - annual service of front doors at both sites completed
    - new battery has been ordered for the defibrilator at Fryern
- **Allotments**: Both allotment sites are currently operating well, with no significant issues to report. Annual servicing of machinery is now complete.
- **Hiltingbury Sportshall Water Inspection:** All necessary work required to comply with Southern Water regulations, as reported within AMC meeting 24 November 2025, has been completed. A new non-return valve has been installed, as recommended by Southern Water. Southern Water has since returned to reinspect the works and has given us the all-clear for the next five years.

- **Hiltingbury Sportshall floor maintenance:** Bi annual treatment of Sportshall and studio 1 flooring were completed on 29th December 2025. This included polishing and sealing.
- **Hiltingbury Car Park – drainage work:** Works are completed which have made a significant improvement to the car park, to the rear of the Sportshall.
- **Hiltingbury Tennis Courts:** The annual jet washed and moss treatment was completed on 13th January 2026.
- **Play Areas :**
  - Hiltingbury Play Area: Swing seat replacement installed in-house.
  - Fryern Play Area: Swing chains replaced in-house.
  - Cox Row: Hip Hop Swing replacement, (as agreed within AMC 24 November 2025) – currently awaiting delivery of replacement equipment, scheduled mid-February. As soon as received the appointed contractor will complete installation and additional surfacing.
- **Hiltingbury car park / access road:** Additional no parking signage has been installed alongside the double yellow lines within the access / exit to the site. Following complaints and concerns for safety. No parking will now be enforced. All stakeholders have been notified.
- **Lights – Sportshall:** Contractor has now completed the replacement of ceiling light. Works are now complete.
- **Locker Relocation – Sportshall:** 18 lockers have been relocated from the locker room to the main reception area. This allows Sportshall users to gain easier access and utilise the lockers whilst they are using the facilities. Works carried out in-house.
- **Fire call point - Fryern:** Five fire call points at Fryern require replacement due to wear and tear over time, resulting in the call points being difficult to reset following testing. Works are scheduled for 29 January 2026.
- **Hiltingbury Sportshall Roof Access ladder:** Appointed contractor has completed safety modification of the roof access ladder, bringing it into line with latest safety regulations. Annual inspection of the ladder will be coordinated with the roof fall arrest system, due November 2026.
- **Fire Risk Assessments:** An external contractor has visited both Fryern and Hiltingbury Sportshall to undertake fire risk assessments. A number of minor issues were identified including PAT testing across both sites and the recommendation for fire evacuation chairs at the Sportshall.
  PAT testing is being addressed with quotes requested from three different contractors.
  Further information is being sought regarding the recommendation for a fire evacuation chair. Whilst not explicitly identified as a legal requirement within UK legislation, there is a general duty of care on building owners and managers to ensure that appropriate means of escape are available for all building users, including those with disabilities or reduced mobility.
  Further consideration is required regarding the purchase and installation of an evacuation chair as this will impact staff training and current fire evacuation procedures. This will be presented to a future AMC meeting for consideration.
- **Tree Works:** Due to the weather, the contractors have been unable to carry out the scheduled works at Fryern. There is a Maple tree requiring reduction and a dead Cherry Tree that needs to be removed. The contractors plan to return on 2nd February 2026.
- **Machinery Servicing:** All grounds machinery has been serviced in accordance with rolling service programme.
  The flatbed grounds van failed it's MOT on 19 January 26 with a number of significant issues. Estimated quote for repairs £1,445. Due to the vehicle's overall condition, including significant structural deterioration, it is not considered financially viable to proceed with the required repairs. Grounds team are currently operating with one vehicle until new flat bed purchased, in accordance with AMC 24 November 2025.

- **New Flat Bed :** Replacement flat bed vehicle identified from local Southampton dealer - £22,391.67 net, £26,970 gross.
    - 21 registration plate
    - 16000 mileage
    - Full service history
    - One owner from new
    - 2 litre engine
    - Tipper

Deposit paid of £100 to secure vehicle whilst arranging RAC inspection of vehicle prior to completing purchase. Recommendation to consider spray treatment of underside of vehicle to protect for future years.

6. TO RECEIVE AND NOTE REPORT ON ANY INCIDENTS RECORDED AND/OR REPORTED TO THE POLICE.

No incidents were recorded or reported. Members were advised that the Clerk has been working with the Sportshall Centre Manager regarding a confidential matter. The confidentiality of the matter was respected and no further information provided or discussed.

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

Latest income and expenditure reports were received and following proposal, seconding and on a show of hands, were agreed.

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

Members received both a written and verbal report detailing progress with requested asset transfers from Eastleigh Borough Council. It was noted that the transfer of Hut Farm Playground was completed with Carthage Close approved at Full Council on 19 January 2025.

Cornwall Road Playground was noted as in progress with engrossment TR1 expected for the March Asset Management Committee.

The transfer of green space behind Pennine, Porteous and Claudius was raised for discussion and concerns regarding the quantity of trees and management required were noted.

9. TO RECEIVE A REPORT REGARDING RECENT SEWER WORKS AT PENNINE WAY RECREATION GROUND.

Members received both a written and verbal report regarding recent emergency sewer works at Pennine Way Recreation Ground, following a reported fault. Southern Water attended site on the 19 January 2026 and have since undertaken emergency repairs. Due to recent unprecedented wet weather, the equipment will remain on site until the ground conditions permit further vehicles on site. Southern Water are to reinstate the ground following all equipment has been removed.

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

Councillors Duguid and Broadhurst declared an interest as current members of the Eastleigh Borough Council Local Area Committee.

Eastleigh Borough Council are yet to appoint contractors for the refurbishment works to enable Centre Stage Youth Productions to relocate from their current venue at The Arch. It was noted that previous concerns raised to Eastleigh Borough Council regarding the potential impact upon the car park had not been satisfactorily addressed.

11. **TO RECONSIDER THE DECISION TO INSTALL A COMMEMORATIVE PLAQUE AT MEAD ROAD PLAYGROUND, IN LIGHT OF FURTHER INFORMAITON RECEIVED, AND TO AGREE WHETHER TO PROCEED, AMEND OR RESCIND THE ORIGINAL RESOLUTION.**
Following extensive discussion, and in light of the additional information received, members voted to rescind the original resolution to install a plaque in memory of Eastleigh Borough Councillor Margaret Kyrle at Mead Row Playground.

12. **TO RECEIVE REQUEST FROM A MEMBER OF THE PUBLIC FOR THE INSTALLATION OF AN ADDITIONAL PATH AT FRYERN RECREATION GROUND, LINKING WITH EXISTING PATHWAYS TO CREATE A CIRCULAR ACCESSIBLE PATH, AND TO AGREE WHETHER THE PROPOSAL SHOULD BE RECORDED FOR CONSIDERATION AS PART OF THE COUNCIL'S LONGER-TERM STRATEGIC ACTION PLANNING, WHEN THE ACTION PLAN IS NEXT REVIEWED.**
Following proposal, seconding and on a show of hands it was agreed that Parish Council would include consideration of additional pathways at Fryern Recreation Ground within longer term strategic action planning. The Parish Council Action Plan is due for review by Full Council in July 2026.

13. **TO AGREE APPROPRIATE EVALUATION CRITERIA AND MONITORING ARRANGEMENTS FOR THE SIX-MONTH TRIAL OF A JUNIOR PARK RUN AT HILTINGBURY RECREATION GROUND, INCLUDING THE FORMULATION OF A LICENCE AGREEMENT WITH PARK RUN TO REFLECT THESE REQUIREMENTS.**
The need for the evaluation criteria to be specific and measurable was discussed. A representative from The Hilt Community Association was invited to speak and expressed concerns regarding the potential impact to the recreation ground and car park. The representative from the Junior Park Run was also invited to speak and shared previous experience from other junior events. Following discussion by members, the draft licence agreement with evaluation criteria was proposed, seconded and on a show of hands agreed. The Clerk took the action to liaise with the Junior Park Run organisers to secure final agreement and signature accordingly.

14. **TO RECONSIDER VALUE OF CAPITAL EXPENDITURE PREVIOUSLY AGREED FOR THE PURCHASE A GROUNDS TRAILER, AND TO AGREE INCREASED VALUE OF EXPENDITURE, IN LINE WITH QUOTES RECEIVED.**
Confirmed purchase prices were presented from two suppliers, demonstrating the need for an increased budget for the purchase of a suitable grounds trailer. Following discussion it was proposed, seconded and approved by a show of hands to increase the budget from £5,000 to £5,450.

15. **MATTERS TO BE TAKEN FORWARD TO THE COMMITTEE'S NEXT AGENDA**
No matters were raised.

The next meeting was confirmed as Monday 9 March 2026**,** 7.00pm at Fryern Pavilion.

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

Chair……