CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE
27 April 2026
Fryern Pavilion 7.00 pm

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

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

Public Participation: No members of the public attended.

1. **APOLOGIES**
   Apologies were received from Councillor Pragnell with Councillors Baker and Johnson not attending.

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

3. **TO APPROVE THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 9 MARCH 2026, AS APPROVED BY FULL COUNCIL ON 23 MARCH 2026.**
   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 and Members discussed the potential for playground inspections to be undertaken 'in house'.

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. Preparations have started for football pitch maintenance at Fryern and Hiltingbury. Summer fertiliser has been applied.

- Grass seed ordered and received, with seeding scheduled for 11 May.
- Weed and feed treatment has been booked with contractor for 23 May, subject to weather conditions.
- Top dressing ordered, with delivery scheduled for the week commencing 11th May. In addition to usual quantity, 40 tonnes of topsoil/rootzone have been ordered with funding from Hampshire FA grant. Intention to spread majority at Hiltingbury.
- Machinery: A spreader and loader have been hired from Turfleet Hire, with delivery also scheduled for 11th May.

Wildflower Meadows: The usual wildflower meadow sites at Fryern and Pennine Way have been seeded and are currently fenced to protect new growth from potential damage or disturbance.

Building Maintenance: Maintenance checks have been completed at both Fryern and Hiltingbury, including:

- Fire alarm and water safety checks
- Pat testing completed at Fryern, Hiltingbury Sportshall, including the groundsman store at Fryern and Hiltingbury.
- Fire exit light signs, as identified within Fire Risk Assessment at Fryern Pavilion, scheduled for 24th April.

Allotments: Water has been turned back on at both sites, and fuel for machinery supplied.
Recent incident has occurred where a suspected 'well-intending, uninvited and vulnerable' member of the public has accessed Ramalley allotments and interfered with a plot. Site security at Ramalley has been raised previously and this is a repeat of an incident last year. Ramalley site access is via a locked vehicle gate which is typically left open by tenants until the last tenant leaves site, and small gap adjacent which has historically been used for pedestrian access. A request for a 'locked gate' policy and the permanent closure of the pedestrian access has now been received from the affected tenant.
Whilst the Parish Council is responsible for mitigating risks associated with the site, this relates more to risks of personal injury rather than preventing unauthorised access or damage to plots. The current access arrangements which include the pedestrian gap, have been long-standing and reflect the culture of the site. However, given that this is a repeat incident and concerns have been raised by tenants, it is appropriate for the Parish Council to review whether existing access arrangements remain suitable. Whilst there is no requirement to fully secure the site, the Council may wish to consider whether improvements to site security, such new gates, would be appropriate.
The Allotment Working Party have met and this subject was discussed. It was recognised that there is a fine balance between certain tenants' preference for the historical open site culture and those that wish to protect their plots. Officers' recommendation is to raise this as a formal agenda item within the June Asset Management Committee by which time quotes for new gates can be sourced and a survey of tenants can be undertaken to ascertain preferences.

Play areas:

- Hiltingbury play area: The spring seat base plate has been replaced. Contractor scheduled to reinstate the surface area beneath the spring seat.
- Cox Row: The replacement Hip Hop Swing has now been installed with new surfacing.
- All the play areas have been jet washed including the newly transferred play areas at Hut Farm Place and Cornwall Road.
- The trampoline at Hiltingbury play area has required repairs following the failure of a spring. Works complete.
- New signage has been installed at the play areas at Hut Farm Place and Cornwall Road to reflect Parish Council owership.

Pennine Way: Reinstatement of ground following sewer repairs has been further subcontracted by the subcontractor who originally undertook the repair works. A site assessment has been completed and is awaiting authorisation from Southern Water. Date for works to be advised.

Network Rail Tree Works at Pennine Way: Network Rail has confirmed that the tree works on the overhanging oak trees from the railway bank, will commence the week beginning 4th May. The contractor will meet with the Facilities Manager on site prior to any works starting.

New assets: The first grass cut has been completed across the newly transferred Cox Road and Suffolk Drive. There iares still some boundary queries regarding certain parcels of green space but as the maintenance programme continues these should resolve themselves. The intention is to grass cut at the same frequency as EBC.
Suffolk Drive includes a significant woodland area with wooden steps onto Cambridge Drive. A tree survey will be required with tree works anticipated. The wooden steps require repairs as timber handrail and steps are coming to end of life. EBC have agreed to fund the cost of the repairs when works are complete. CFPC are to manage the works. Sadly, the woodland seems popular litter zone.

New Trailer: Ordered but delayed. The temporary loan of a trailer has been organised through the supplier for free, pending delivery of the ordered trailer. This loan has enabled the grass cutting equipment to be transported with ease.

Machinery: A new pedestrian mower has been purchased, to replace old machine which required major repairs. Like for like purchase. Asset register updated.
Currently one SCAG (ride on mower) is taxed for road use. To facilitate future cutting of new assets the second SCAG will be taxed with the DVLA.

Tennis court reader: The cable for the reader has now been replaced following ongoing issues. As the evenings continue to grow lighter the set times for the gates will change to enable play later in the evenings. Clear signage is in place to ensure users know when the gates will be locked to prevent anyone being locked on the courts.
Unfortunately, there have been a few incidents where access to the courts has been gained surreptitiously, and people have found themselves locked in. Centre Manager is managing this directly with users.

6. **TO RECEIVE AND NOTE REPORT ON ANY INCIDENTS RECORDED AND/OR REPORTED TO THE POLICE.**
   Members received and noted an update regarding recent youth nuisance at Hiltingbury Sportshall.

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 NOTE RECEIPT OF A COMPLAINT REGARDING PARKING AT HILTINGBURY RECREATION GROUND AND TO RECEIVE REPORT INTO ACTION TAKEN, INCLUDING CONTACT WITH RELEVANT STAKEHOLDERS.**
   The complaint was received. Members discussed various options, such as ANPR, and the need for increased patrols with a general consensus that penalty notices were the most effective deterrent. The engagement with local stakeholders was noted.
   Further consideration of the ongoing issue is to be carried forward to a future Committee meeting.

9. **TO CONSIDER AND AGREE THE PROVISION OF DASH CAMERAS AND VEHICLE TRACKING SYSTEM FOR PARISH COUNCIL VEHICLES.**
   Following proposal and seconding members received a report detailing the various packages available for the provision of dash camera and vehicle tracking systems. Following discussion, and on a show of hands, it was AGREED to proceed with a three year contract with Motia / Fuel Card Services for the installation of front and rear dash cameras with inbuilt tracking.

10. **MATTERS TO BE TAKEN FORWARD TO THE COMMITTEE'S NEXT AGENDA**
    Asset transfers, allotment security, Network Rail tree work at Pennine Way recreation ground and parking concerns at Hiltingbury Recreation Ground.

The next meeting was confirmed as Monday 1 June 2026**,** 7.00pm at Fryern Pavilion.

The Chair closed the meeting by thanking the members of the Committee for their hard work and support over the past year.

That being the end of business the meeting was closed at 7.42pm.

Chair……