CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

1 June 2026

Fryern Pavilion 7.00 pm

PRESENT: Councillors Selby (Chair), A Broadhurst, Bicknell Child, Duguid, Fawcett and Stanek.

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

Public Participation: Two members of the public attended. One spoke with reference to the later agenda item 15 and expressed concern regarding the proposal to replace the existing gate due to cost. The member of the public also referenced the recent resignation of the Allotment Officer and offered to be a conduit for tenants until such time as the vacancy was filled.

1. **ELECTION OF CHAIR OF COMMITTEE**
   Cllr Child, as Chair of Council, reported receipt of one nomination for Cllr Selby to be appointed Chair of Asset Management Committee. Following proposal, seconding and on a show of hands Cllr Selby was appointed. Cllr Child then stood down as Cllr Selby took the Chair.

2. **ELECTION OF VICE CHAIR OF COMMITTEE**
   As newly appointed Chair of the Committee Cllr Selby thanked members and welcomed those newly appointed to the committee. One nomination was received for Vice Chair of Committee for Cllr Duguid. Following proposal, seconding and on a show of hands Cllr Duguid was appointed as Vice Chair of Committee.

3. **APOLOGIES**
   Cllr Baker was recorded as not in attendance. However, the minutes should record that Cllr Baker did submit apologies prior to the meeting but these apologies were not identified until after the meeting had closed.

4. **DECLARATIONS OF INTEREST**
   Cllrs Bicknell and Duguid recorded their declaration of interest regarding agenda item 14.

5. **TO APPROVE THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 27 APRIL 2026, AS APPROVED BY FULL COUNCIL ON 14 MAY 2026.**
   Following proposal, seconding and on a show of hands these were approved. Two members abstained as they were not present within the meeting held on the 27 April 2026.

6. **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 benefits in reducing the frequency of playground inspections.

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

- **Building Maintenance**: Maintenance checks have been completed at both Fryern and Hiltingbury, including:
  - Fire alarm and water safety checks.
  - Faulty smoke detector in the gents' toilet at Fryern has been replaced.
  - Fire exit light signs above the two doors in Combine Greenways now installed.
  - New filters ordered for the air system at Hiltingbury Sportshall, installation will be completed in house.

  - Treatment pump station at Fryern has been serviced.
- **New assets tree inspection:** Tree inspections have been completed across the new assets at Velmore, as per Tree Protection Policy. Following receipt of detailed report quotes will be sought, to be presented at future Asset Committee.
- **Line marking at Hiltingbury:** Line markings in the bottom left-hand car park next to the Scouts Hut require repainting. In addition, the "5 mph" and "SLOW" markings on the top path on the right-hand side of the recreation ground need to be redone. Awaiting contractor quotation. Initial approach has been made to Hampshire County Council for funding as a goodwill gesture in return for use of car park during school building works. Awaiting feedback from HCC when quote received.
- **Suffolk Drive steps**: Awaiting quotes from contractors for works to wooden steps leading from Cambridge Drive into Suffolk Drive playground. Quotes will be presented to future Asset Committee for approval.
- **Play areas:**
  - Hiltingbury play area: The spinner is not working as it should, booked in for further inspection and repair.
  - Mead Road: Due to the hot weather, the playground edging has shrunk and lifted, creating a trip hazard. Minor repairs to edging required and contractor instructed.
  - Fryern play area: The mini spinner has stopped working completely. Due to manufacturer's recommendations repairs are not possible, therefore replacement part required. A quote is being sought.
  - Cornwall Road play area : Recent asset transfer. Repairs required to the mound surfacing, as the artificial grass surface has come loose. The mound also becomes slippery when wet due to its steep gradient. Quotes are being sought with consideration for replacement options – green wet-pour surfacing or rubber bonded mulch.
  - Hut Farm play area: as per separate agenda motion, contractor quotes received for necessary refurbishment works.
- **Allotments:** Operating without significant issue. Recent site repairs undertaken along with hedge cutting, including cutting the access at Ramalley. Access remains responsibility of Eastleigh Borough Council, but CFPC grounds team undertake an annual cut to enable save access. Access issues at Eagle Close continue to be monitored closely with neighbouring business reminded of need to keep access clear.
- **Football Pitch Summer Treatment :** Pitches at Fryern and Hiltingbury have been scarified, seeded and top dressed in line with annual maintenance programme, with external contractor undertaking specialised 'weed and feed' treatments. The pitches will now 'rest' over the summer ready for the new season. Thanks to Hampshire FA grant funding, additional 40 tonnes of top dressing has been applied to Hiltingbury pitches.
- **Network Rail tree works at Pennine :** Following the fall of a significant oak bough last autumn Network Rail have now completed necessary tree works along the railway boundary.
- **Dash Camera and vehicle branding :** Dash camera now received with next step to coordinate installation with supplier. Vehicle branding instructed, awaiting proof and installation date.

Members sought further confirmation that the tree works undertaken at Pennine Way were completed to the satisfaction of the Facilities Manager.

8. TO RECEIVE AND NOTE REPORT ON ANY INCIDENTS RECORDED AND/OR REPORTED TO THE POLICE.
No incidents were reported.

9. TO RECEIVE AND REVIEW 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 reviewed. Members discussed the potential for seasonal variations across certain cost codes and requested future reports include comparison with the same time period across previous years.

10. TO REVIEW DELEGATED TERMS OF REFERENCE FOR ASSET MANAGEMENT COMMITTEE AND TO AGREE ANY PROPOSED AMENDMENTS.

Members reviewed the Delegated Terms of Reference and considered the proposed amendments. Following proposal, seconding and on a show of hands the amendments were agreed. Recommendation to be made to Full Council for their adoption.

11. TO RECEIVE QUOTATIONS FOR REFURBISHMENT WORKS AT HUT FARM PLAYGROUND AND TO AGREE THE APPOINTMENT OF A CONTRACTOR AND ISSUANCE OF WORK INSTRUCTION.

Following proposal, seconding and on a show of hands it was agreed to appoint Contractor One (Infinity Playgrounds) to undertake the refurbishment works at Hut Farm playground with work instruction to be issued by Officers.

12. TO RECEIVE QUOTATIONS FOR REPLACEMENT OF TMV'S WITHIN HILTINGBURY SPORTSHALL AND TO AGREE APPOINTMENT OF A CONTRACTOR AND ISSUANCE OF WORK INSTRUCTION.

Following proposal, seconding and on a show of hands it was agreed to appoint Contractor One (Anchor) to undertake the works with a work instruction to be issued by Officers.

13. TO CONSIDER AND AGREE ASSET TRANSFER REQUEST FOR FREESPACE, INCLUDING WILDLIFE HAVEN, BMX TRACK AND SKATE PARK.

Following proposal and seconding, much discussion took place regarding the proposed asset transfer with concerns raised about the need for specialist management of the wildlife haven. Members acknowledged that the asset transfer would reflect the objectives of the Parish Council and the future potential for community engagement, whilst recognising the financial commitment required within future budgets.

Members requested a site visit with representatives within Eastleigh Borough Council to better understand the wildlife haven.

Indicative value of increased insurance premium was provided along with an explanation of special expenses currently charged for the site by Eastleigh Borough Council.

It was confirmed that by requesting the asset transfer the Parish Council were not committed to accepting the asset should further information come to light that raised concerns regarding risk or liability. Any such information would be reported back to the Committee for further consideration.

Members proceeded to a vote with the motion being carried by 5 votes in favour and 2 against.

14. TO AGREE TO FORMALLY APPROACH EASTLEIGH BOROUGH COUNCIL REGARDING THE POTENTIAL ASSET TRANSFER OF THE BASEMENT AND SQUASH COURT, WITH DELEGATED AUTHORITY GRANTED TO THE CLERK TO INITIATE DISCUSSIONS ON BEHALF OF THE COUNCIL.

Following proposal and seconding members considered The Basement and the long running Eastleigh Borough Council project to refurbish the building for community use. Following a show of hands, it was agreed for the Clerk to initiate discussions with the Borough Council regarding a formal request for the site to be asset transferred to the Parish Council.

Cllrs Broadhurst and Duguid did not participate in discussion and abstained from voting due to their roles within the Eastleigh Borough Council Local Area Committee.

15. TO CONSIDER CONCERNS RAISED REGARDING SECURITY AND UNAUTHORISED ACCESS AT THE RAMALLEY ALLOTMENT SITE, AND TO CONSIDER APPROPRIATE MEASURES TO IMPROVE SITE SAFETY AND SECURITY.

Members received details relating to reported incidents of unauthorised access and recent concerns received regarding site security, including the request for the closure of the pedestrian 'gap' and a locked gate policy.

A member of the public requested to speak in their capacity as Ramalley allotment Site Representative. The member of the public explained their involvement in an incident of unauthorised access during the autumn of 2025 and expressed their lack of support for the consideration of a replacement gate that would close any pedestrian 'gap', due to the cost to the Parish Council.

Members considered their responsibility towards taking reasonable and proportionate steps to manage any risks associated with the allotment site whilst acknowledging the concerns received from current tenants and the historical culture of the site.
It was proposed that all tenants would be consulted on whether to permanently close the pedestrian 'gap' or to retain existing access without changes to the existing gate. This was seconded and agreed on a show of hands. Officers of the Parish Council are to arrange for tenants to be consulted with findings reported back to a future committee meeting.

16. TO AGREE THAT THE ALLOTMENT TENANCY AGREEMENTS AND ASSOCIATED GOVERNING DOCUMENTS BE REVIEWED IN LINE WITH NATIONAL ALLOTMENT SOCIETY RECOMMENDATIONS, WITH DELEGATED AUTHORITY GRANTED TO THE CLERK, THE CHAIR OF ASSET MANAGEMENT COMMITTEE, AND THE CHAIR OF POLICY AND FINANCE COMMITTEE TO DEVELOP AND PRESENT RECOMMENDATIONS TO FUTURE ASSET MANAGEMENT COMMITTEE.

Following proposal, seconding and on a show of hands delegated authority was granted to the Clerk, Chair of Asset Management Committee and Chair of Policy and Finance Committee to develop and present recommendations for revisions to allotment tenancy agreements and associated governing documents.

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

Any findings relating to the asset transfer of The Basement and Freespace along with responses from Ramalley allotment tenants regarding site security.

The next meeting was confirmed as Monday 20 July 2026**,** 7.00pm at Fryern Pavilion.

That being the end of business the meeting was closed at 8.29pm.

Chair……