CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE
20 July 2026
Fryern Pavilion 7.00 pm

PRESENT: Councillors Selby (Chair), Allen, Fawcett and Stanek.

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

Public Participation: Two members of the public attended. No questions were asked.

1. **APOLOGIES**
   Apologies were received and accepted from Cllrs Broadhurst, Bicknell, Child and Duguid. 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.

2. **DECLARATIONS OF INTEREST**
   None were recorded

3. **TO APPROVE THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 1 JUNE 2026, AS APPROVED BY FULL COUNCIL ON 22 JUNE 2026.**
   Following proposal, seconding and on a show of hands these were approved.

4. **TO RECEIVE AND NOTE THE COMPLIANCE (OPERATIONS) OFFICER'S REPORT.**
   The Compliance Officer's report was noted. Members noted the indicative quote received from Eastleigh Borough Council for a proposed revision to the current playground inspection schedule. Further consideration is required.

5. **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 intruder alarm routine maintenance at Hiltingbury now complete.
  - Routine servicing of emergency lighting at Fryern is now complete.
  - All thermostatic monitoring values (TMV's) have been replaced at Hiltingbury.
- **New assets tree inspection:** Tree inspections have been completed across the new assets at Velmore, as per Tree Protection Policy. Currently awaiting consideration of the report by Eastleigh Borough Council as funding in principle was agreed as part of the asset transfer. A number of trees planted within the EBC Urban Tree Planting scheme were also included within the report as requiring urgent attention. Funding for the maintenance of these newly planted trees sits with EBC. Officers are awaiting instruction from EBC accordingly.
- **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. Contractor quote now received. Works will be split with the marking within the bottom left-hand carpark being delayed till the autumn due to Hampshire County Council works compound utilising that car park. Approach to Hampshire County Council has been successful in that they will contribute £1,000 which is equivalent to half the total costs.
- **Play areas:**
  - Hiltingbury play area: The spinner is not working as it should and parts have been ordered to undertake a repair. There has been a delay with the parts.

- Mead Road: The central tree within the play area has roots that have significantly outgrown the surrounding surface and is now creating a serious trip hazard. Officers' recommendation would be to remove the tree, grind out the roots, and reinstate the area by levelling the ground with topsoil and reseeding it. In addition, the tree to the left is in need of crown reduction due to excessive growth. Complaints from the neighbouring care home have been received supporting the need for remedial works.
- Fryern play area: The mini spinner has now been replaced, in house.
- Cornwall Road play area : Recent asset transfer. Quotes are being sought for necessary repairs to play area. These will be presented as part of later agenda item.
- Hut Farm play area: Significant repair works are due to start week commencing A new bench and parts for the spinner are still outstanding but, to ensure the playground is available for the summer, the works will start with those items to follow.
- Suffolk Drive Junior play area : Rubber chippings have been ordered to top up the play surface, as the current level has become too low to meet equipment manufacturer's recommended depth. This top up is typically carried out every two to three years.

- **Allotments:** Operating without significant issue, with wood chippings recently delivered to both sites. Two plots have recently been relinquished at Eagle Close following non-cultivation. The Grounds Team have cleared each plot to return them to a standard suitable for re-letting. Officer recommendation that the introduction of a deposit scheme for future tenants is considered. This deposit would then be retained if a plot was left in a state not suitable for re-letting, to cover the costs incurred for reinstatement.
  All management of allotments is now undertaken within Parish Office following departure of Allotment Officer.
- **Fryern Recreation Ground Additional Precautionary Measures:** Due to recent unauthorised encampments in the Borough, additional precautionary measures have been taken at Fryern recreation ground with the installation of additional concrete bollards at the Craven Road pedestrian access. The pedestrian barriers installed last year were removed by Hampshire County Council. The installed bollards are not on the HCC footpath but narrow the path within the trees making it unsuitable for vehicles. HCC have finally agreed the return of the pedestrian barriers to CFPC.

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

No incidents were reported though members noted recent unauthorised encampments within the Borough.

7. 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 change in tennis memberships with the opportunity for future consideration of a single use tennis court fee.

8. TO RECEIVE QUOTATIONS FOR REFURBISHMENT WORKS REQUIRED TO WOODEN STEPS LEADING FROM CAMBRIDGE DRIVE INTO SUFFOLK DRIVE PLAYGROUND AND TO AGREE CONTRACTOR APPOINTMENT AND ISSUANCE OF WORK INSTRUCTION

Members noted that 'reasonable contractor costs' could be recovered from Eastleigh Borough Council Community Assets Team with the value still to be confirmed.
Following Officers' recommendation members proposed, seconded and AGREED through a show of hands to appoint contractor four to undertake the works. Contractor four is Solent Contracting Ltd who have worked with other Parish and Town Councils across the New Forest.

9. **TO RECEIVE QUOTATIONS FOR REPAIRS WORKS REQUIRED TO THE MOUND SURFACING AT CORNWALL ROAD PLAYGROUND AND TO AGREE CONTRACTOR APPOINTMENT AND ISSUANCE OF WORK INSTRUCTION.**
   Following proposal, seconding and on a show of hands it was agreed to appoint Contractor Two (Redlynch) to undertake the mound surfacing works at Cornwall Road, with work instruction to be issued by Officers. Members were reminded that commuted sums were outstanding from Eastleigh Borough Council following the asset transfer of Cornwall Road playground. These works would be funded out of the

10. **TO RECEIVE AND APPROVE REVISED VOLUNTEER ALLOTMENT SITE REPRESENTATIVE ROLE DESCRIPTION, AS RECOMMENDED BY HR COMMITTEE, WITH RECOMMENDATION TO FULL COUNCIL FOR ADOPTION.**
    Following recommendation from the Chair of Committee this motion was deferred until the next meeting of the Asset Management Committee. It was felt that the presence of Cllrs A Broadhurst and Duguid, who had both sent apologies, would be beneficial to the fair consideration of this motion. This motion is to be carried forward to the next Committee meeting.

11. **TO RECEIVE TENANT FEEDBACK RELATING TO ACCESS CONCERNS AT THE RAMALLEY ALLOTMENT SITE, AND TO AGREE APPROPRIATE ACTION IN LINE WITH FEEDBACK RECEIVED.**
    Further to the previous motion, it was agreed to defer this motion to the next appropriate Committee or Council meeting due to the absence of Cllrs A Broadhurst and Duguid, both of which are Council representatives within the Allotment Working Group.
    This motion will be carried forward to the next Full Council meeting due to be held on Monday 27 July 2026.

12. **TO RECEIVE REPORT ON NEXT PHASE OF ASSET TRANSFERS FROM EASTLEIGH BOROUGH COUNCIL, INCLUDING RAMALLEY SCOUT AND GUIDE BUILDINGS AND VELMORE COMMUNITY CENTRE.**
    Members received a report detailing the progress of asset transfers, including the recent site visit, as part of further investigations, between Parish Council and Borough Council officers at the site known as Pennine/Porteous/Claudius.
    The asset transfers of Ramalley Scout and Guide buildings and Velmore Community Centre were noted as being lease transfers only with no future responsibility for building maintenance. These transfers are currently with the Parish Council solicitors.

13. **MATTERS TO BE TAKEN FORWARD TO THE COMMITTEE'S NEXT AGENDA**
    The review of the Volunteer Allotment Site Representative role description, allotment water sustainability, grounds equipment capital spend and Cox Row improvements.

    Cllr Fawcett raised a reported issue of repeated dog fouling at Cox Row. Whilst this had not been noted as an issue by the Facilities Manager, both Cllr Fawcett and the Facilities Manager would investigate further.

The next meeting was confirmed as Monday 7 September 2026**,** 7.00pm at Fryern Pavilion.

That being the end of business the meeting was closed at 7.28pm.

Chair……