CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE
7 September 2026
Fryern Pavilion 7.00 pm

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

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

Public Participation: Three members of the public attended. One member of the public spoke to offer a suggestion as to how the access at Ramalley Allotments could be secured further to agenda item 11. Another member of the public spoke to introduce himself in relation to the agenda item 8.

1. **APOLOGIES**
   Apologies were received and accepted from Cllrs Allen, Broadhurst, Bicknell and Duguid. Cllr Baker did not attend.

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

3. **TO APPROVE THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 20 JULY 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.

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 extinguisher routine servicing across both sites complete.
- **Hiltingbury Skate Park :** The solar lighting at the Hiltingbury Skate Park is no longer operational due to general wear and tear. Quotes are being sought for replacement options including option to incorporate programmable timers to allow operating times to be adjusted as required. Quotes to be presented to future Committee.

- **Play areas:**
  - Hiltingbury play area: Parts to repair the Spinner now received, awaiting contractor availability to undertake repairs.
  - Mead Road: Tree works planned for Friday 4 September. Further approach received from neighbour regarding close proximity of trees to property.
  - Fryern play area: Play surfacing works undertaken following a mixture of deliberate damage and wear and tear with extreme weather conditions.
  - Cornwall Road play area : Approved repairs to be undertaken early September. Dates still to be confirmed. Vehicle access gate has been relocated to enable improved access for Grounds Team.
  - Suffolk Drive Junior play area : Rubber chippings now delivered and spread to improve play area surfacing. Existing gate to playground requires repairs. Cost effective option to replace whole gate with new EasyGate system which has been installed across other CFPC playground sites. Awaiting quotes.

- **Suffolk Drive Wooden Steps** : Contractor appointed and works scheduled for early September 2026.

- **Cox Row Footpaths** : Following receipt of additional funding from EBC Local Area Committee, quotes are being sought to create two new footpaths from the pavements to the respective playground gates. Contractors are being invited to quote for two surfacing options – self binding gravel and tarmac. Total length of new footpaths to be approx. 55 metres, with width being 1.2m.

- **Allotments:** Management currently undertaken within Parish Office during Allotment Officer vacancy. Measures to improve water sustainability are being investigated with approaches made to other Town and Parish Council's for shared experiences and recommendations. Southern Water Community Fund reopens in April 2027 for grant applications.
  Eagle Close continues to experience access issues due to vehicles relating to local business loading /unloading within Mayflower Close, subsequently blocking the road. Communication continues with business but without success. New No Parking sign and improved railings have been installed. HCC have been approached and have agreed to install road markings and increase parking warden patrols.
  Ramalley has experienced further unauthorised site access with additional plots experiencing disturbance. Individual identified and police notified by tenants. Previous Council decision to leave site access 'as is' to be reviewed in later agenda item, following increased calls to make improvements.

- **Hiltingbury Line Marking** : Works to be completed in two phases with phase 1 complete. Phase 2 will be bottom car park which is to be utilised by HCC for works compound. Line marking to be completed when HCC have completed their works and vacated the car park area.
- **Fryern Football Equipment :** Due to wear and tear of existing goals and in preparation for the new season a set of new football goals have been purchased and are set up ready for use.
  Boot brush sets have been replaced as standard across both both Fryern and Hiltingbury ready for the new season.

6. TO RECEIVE AND NOTE REPORT ON ANY INCIDENTS RECORDED AND/OR REPORTED TO THE POLICE.
No incidents were reported though members noted allotment tenants had reported a situation to the police directly.

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.

8. TO CONSIDER AND AGREE IN PRINCIPLE AN APPLICATION RECEIVED FROM OUTREACH RADIO FOR THE INSTALLATION OF A RADIO ANTENNA ON THE ROOF OF HILTINGBURY SPORTSHALL, WITH INTERNAL FITTED EQUIPMENT RACK, TO FACILITATE FM LICENCE APPLICATION AND IMPROVE COVERAGE.
Members asked a number of questions to the representative of Outreach Radio to further understand the potential installation. The member of the public explained a little history behind the radio station, including information relating to their application to Ofcom for their radio licence.
Following proposal, seconding and on a show of hands the application was AGREED in principle to site a radio antenna on the roof of Hiltingbury Sportshall. This decision was made on the understanding that a site meeting was required between Outreach Radio and the Parish Council Facilities Manager, and that the Committee would receive further information at a later meeting regarding the equipment specifications.
Members were in agreement that the local radio service was a valuable community asset and welcomed the opportunity to support the service.

9. TO NOTE COMPLETION OF REFURBISHMENT WORKS AT HUT FARM PLAYGROUND.

Members received a report confirming that the playground refurbishment works at Hut Farm playground had been completed. The refurbishment works had been funded by Eastleigh Borough Council as part of the asset transfer.

Members noted that additional works had been included within the project to install wooden bollards ('dragons teeth') surrounding the green space to prevent unauthorised vehicle access and parking on the verges, including two telescopic bollards to enable CFPC vehicles to access the grass area.

Thanks were recorded to the Facilities Manager for his management of the project, and the maximising of works against Eastleigh Borough Council funding.

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 HR Committee and deferment from a previous Asset Management Committee, members proposed, seconded and AGREED through a show of hands to approve the revised Volunteer Allotment Site Representative role description. It was noted that the revised role description would be discussed within a forthcoming Allotment Working Group meeting and therefore any comments raised by the Volunteer Site Representatives would be taken to Full Council before final approval given.

11. IN LIGHT OF SUBSEQUENT SITE ISSUES, TO REVIEW DECISION MADE WITHIN COMMITTEE ON 20 JULY 2026 REGARDING SITE ACCESS AT RAMALLEY ALLOTMENT, AND TO AGREE A PERMANENT CHANGE TO THE SITE ACCESS ARRANGEMENTS.

Further to the decision made by Full Council on 27 July 2026 to leave the access arrangements at Ramalley Allotments unchanged, in line with the results of the tenant survey, members received subsequent reports of further unauthorised access to the site and disturbance to plots. A particular individual had been intercepted on site, and a report had been made to the police.

In light of this, some tenants had since requested that the gate remain closed at all times with the pedestrian gap being closed permanently.

Following proposal, seconding and on a show of hands members AGREED to permanently close the pedestrian gap and undertake repairs to the vehicle gate, making it easier for tenants to open and close. The Committee reserved the right to review the vehicle gate again in the future should it be apparent that it is not sufficient as a deterrent for unauthorised access.

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

Resurfacing of a section of the car park within Hiltingbury, adjacent to the tennis courts, that is currently only a gravel surface. Quotes to be secured and considered within the next Committee meeting.

The next meeting was confirmed as Monday 19 October 2026**,** 7.00pm at Fryern Pavilion.

That being the end of business the meeting was closed at 7.26pm.

Chair……