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ASSET MANAGEMENT and OPEN SPACES COMMITTEE

MINUTES OF THE ASSET MANAGEMENT AND OPEN SPACES COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 27 MARCH 2025 AT 6:30 PM AT CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH.

Those Present: Cllr G Richardson (Chair), Cllr J Constable (Vice Chair), Cllr G Johnson, Cllr E Marks, Cllr P Bicknell, Cllr C Spencer and Cllr T Campbell.
In Attendance: Mrs R Davies, Town Clerk and Miss N Barfield, Deputy Town Clerk.

43 / 24 APOLOGIES FOR ABSENCE
RESOLVED: That apologies were approved for Cllr A Clifton.

44 / 24 REGISTER OF INTERESTS AND DISPENSATIONS
Cllr T Campbell declared an interest in agenda item 47/24 as an allotment holder and in item 50/24 as the Chair of Eastleigh Community Garden and a property.

45 / 24 MINUTES OF THE LAST MEETINGS

RESOLVED: That the minutes of the last meeting held on the 12th March 2025 are a true record of the meeting and were duly signed by the Chair.

The Committee received updates on actions from the meeting held on 15th January (Agenda Item **31/24/3**).

ACTION: Deputy Clerk to provide by email to the committee the budgetary figures for the maintenance and clearance quotations to ensure all work is within agreed budgets.

The committee was advised that the maintenance and clearance quotations did not proceed in the 2024/25 financial year but received an update on the budgetary figures to date.

ACTION: The Allotment Officer recommendation for the wait list to be brought to the next committee meeting with data to show the average term of tenancies by site to facilitate an informed decision on wait list caps.

The committee was informed that recent fluctuations in the waitlist, caused by a high number of surrender notices following the renewal invoices, have made the current data unreliable. A postponement was suggested until the data stabilises.

ACTION: The Allotment Officer and Deputy Clerk to provide to the next committee meeting an update on the Fire Risk assessments being undertaken for all sites and a timeline for completion.

The committee was advised that risk assessments related to bonfires on sites are ongoing. This has been expanded from a Bonfire Risk Assessment to a full Site Fire Risk Assessment, with further investigations underway.

ACTION: The Allotment Officer and Deputy Clerk to gain quotations for the training of Site Representatives in the required Health and Safety elements of using the council owned equipment for their role.

The committee was informed that suitable training courses for site representatives are being explored. As some representatives have yet to sign the Code of Conduct, further progress will continue once this is completed.

46 / 24 PUBLIC PARTICIPATION

There were no members of public in attendance.

47 / 24 EASTLEIGH ALLOTMENTS

The Committee **received** and **noted** the Allotment Officer report.

ACTION: The Allotment Officer was requested to report data using financial year (April to March) rather than calendar years (January to December).

48 / 24 CABLEWORKS

48 / 24 / 1 The committee **received** a verbal update on the transfer of the community building, Cableworks and the associated actions being taken by the officers to open as the council offices and community room.

48 / 24 / 2 The committee **received** a timeline of activities and **noted** the decisions that will be required by the committee for terms of hire and associated costs.

ACTION: The Deputy Clerk will present the proposed Terms of Hire and Cost Matrix for review at the Asset and Open Spaces Committee meeting on 9th April.

49 / 24 CONFIDENTIAL SESSION

To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (transfer of assets) of the business to be transacted

RESOLVED: The committee exclude members of the public and press in accordance with the legislation

50 / 24 COMMUNITY ASSET PROGRAMME

The Committee received for **review** and discussion the information provided in the Community Asset Programme paper

ACTION: That the Town Clerk clarifies the request from EBC for a decision in principle prior to extensive information being made available about assets.

51 / 24 CONFIDENTIAL SESSION TO END

Resolved: That the Press and Public were invited back into the meeting.

52 / 24 DATE OF NEXT MEETING

RESOLVED: That the committee **approved** the Officer recommendation to appoint Wellers Law to act on behalf of the council for the community asset programme.

53 / 24 DATE OF NEXT MEETING

RESOLVED: The Committee **approved** the proposed meeting schedule for the Asset Management and Open Spaces Committee from 1 April 2025 to 1 December 2025.

It was agreed the date of the next meeting is scheduled for the 09 April 2025

The Meeting closed at 19.56 pm.

Chair .....

Date .....