
HAMBLE PARISH FULL COUNCIL MEETING, 7pm on Monday 8th July 2019
at The Mercury Library & Community Hub, High Street, Hamble SO31 4JE
This meeting is open to members of the public.

PRIOR TO THE MEETING

PSCO Hannah Jeffcoat will be available to see members of the public from 6pm.

AGENDA

1. **Welcome**
 - a. Apologies for absence;
 - b. Declaration of interest and approved dispensations; and
 - c. To approve minutes of previous Council Meetings. (report)
2. **Public Participation**
3. **Resignation of Philip Beach from the Council**
 - a. Arrangements for his Replacement

COMMUNITY

4. **The Mercury Library and Community Hub – Sarah King and Matt Blythe** (report)
5. **Changes to Residents' Parking in The Square**
6. **Borough Report** (report)
7. **Hamble Village Magazine Review, including:** (report)
 - a. Running Costs
 - b. Regular Content
 - c. Advertising including the Back Cover
 - d. Layout and Design
8. **Hampshire County Council: Balancing the Budget Consultation** (report – outline information, full report in digital pack only)

GOVERNANCE, COMMITTEES AND OTHER MEETINGS

9. **Governance Review. To receive the following:** (report – digital pack only)
 - a. Information and Data Protection Policy
10. **Membership of Committees Following Co-Option and Resignation** (report)
11. **Task list – discussion on future use?**
12. **Issues from the Asset Management Committee** (report)
 - a. Landscaping Around the Circular Bench & Wider Foreshore
13. **Feedback from Working Groups:**
 - a. Information Boards
 - b. Logo
 - c. Neighbourhood Planning

PLANNING APPLICATIONS

14. **H/19/85826 - 26 CROWSPORT, HAMBLE, SO31 4HG** (report)
Single storey front and side extensions and alterations to roof and fenestration.
Consultation Ends: 10/07/2019
15. **Planning Delegation During Summer Recess** (report)

OTHER ITEMS

16. **Officer's Report, including: (report)**
 - a. Agree Full Day Hire Fee of £90 for the Roy Underdown Pavilion Committee Room
 - b. Tree Survey Work
 - i. Accept Quote for Undertaking Surveys of Trees on Parish Council Land
 - c. Heather Gardens Management Plan
 - d. D-Day Commemorations – Final Costs
 - e. Grant from the Henville Educational Foundation
 - f. Office Closure on Morning of 15th July for Fire Safety Training
 - g. Poppy Trail
 - h. Legionella Annual Treatment

FINANCE & PAYMENTS

17. **Approve the Following (report):**

- a. Petty Cash and Bank Reconciliations;
- b. To Authorise the Schedule of Payments; and
- c. Income and Expenditure Schedule Including Irregular Payments and Receipts

EXEMPT BUSINESS

18. **Approve Exempt Minutes for March and June** (confidential report)

Dated: 2nd July 2019

Signed: *Amanda Jobling*, Clerk to Hamble Parish Council, 2 High Street, Hamble. 023 8045 3422.

UPCOMING PARISH COUNCIL MEETINGS (subject to being agreed by Council on 13th May)

Personnel Committee – Tuesday 16th July, 9am at The Mercury

Planning Committee – Monday 22nd July, 7pm at The Mercury

Asset Management Committee – Tuesday 3rd September, 8.30am at The Mercury

Full Council – Monday 9th September, 7pm at The Mercury

OTHER UPCOMING PUBLIC MEETINGS

Local Area Committee Meetings

Thursday 25th July, 6pm at Pilands Wood Centre, Chamberlayne Road, Southampton SO31 8DT

Thursday 26th September, 6pm at Hamble Primary School

**MINUTES OF MEETING OF HAMBLE LE RICE PARISH COUNCIL HELD
7PM ON 10th June 2019 AT THE MERCURY, HIGH STREET, HAMBLE LE RICE**

PRESENT: Councillors: S Hand (Chair); S Cohen (Vice-Chair); M Cross; J Dajka; D Rolfe; T Ryan; S Schofield; A Thompson; and I Underdown.
Clerk and Deputy Clerk

Members of the Public: Two co-option candidates in attendance and PCSO Hannah Jeffcoat + colleague

Minute reference for the meeting: 10.06.19 + item number

1. Welcome

1a. Apologies for Absence: Cllrs Airey, Manning and House - Cllr Beach expected to arrive later.

1b. Declarations of Interest and Approved Dispensations:

Dispensations in respect of:
Dinghy Park – Cllrs Underdown and Hand.

1c. Approval of Minutes for previous Meeting.

Proposed: Cllr Underdown **Seconded:** Cllr Ryan

It was resolved to agree the Minutes of the 13th May 2019

The minutes were signed by the Chair

2. Public Participation

3. Appointment of Two Co-optees

Prior to the meeting one candidate withdrew and another gave apologies as they couldn't attend. The remaining candidates were given the opportunity to expand on their application and were asked if there were any particular issues they wanted to deal with. Each was asked: what challenges they felt the village faced? What specific skills they could use to help the Council? And whether they belonged to any clubs?

EXEMPT BUSINESS

16. Exempt Business - Discussion on Candidates for Councillor Vacancies To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act.

Proposed: Cllr Hand **Seconded:** Cllr Underdown

It was resolved that in view of the confidential nature of the business to be discussed the public and press be excluded.

19.21 moved to Exempt Business to discuss and vote on the three candidates.

19.36 moved back to public meeting

Proposed: Cllr Hand **Seconded:** Cllr Underdown

It was resolved to appoint Trevor Dann and Joanne Nesbit-Bell as co-optees onto the Council to fill the two vacancies.

Signed: _____

Date: _____

The Chair moved to Item 9

Item 9 Crime and Safety Update including the Freedom of Information request linked to the PSPO

PC Hannah Jeffcoat gave an overview of the current local policing priorities.

Cllr Underdown formally thanked the police for the work at the Foreshore over the Easter holiday period.

PC Jeffcoat advised that taking photographs or videos, if safe to do so, is very helpful and should be shared with the police but should not be posted on social media as this undermines prosecutions or policing strategy.

The Borough Council has been asked to advise how the Freedom of Information request can be met for free as detailed in its own online advice. The Clerk was asked to amend the request accordingly so that it can be met free

COMMITTEES AND OTHER MEETINGS

4a. Issues from the Planning Committee: Policy 156 OS Update

To date there has been no response to the letters submitted by the Clerk on behalf of the Council

Cllr Hand advised that the latest indications were that the GE Aviation application was scheduled due to go to the Local Area Committee on 27th June with the officer report being published on the 20th June. Attendance and representations at the meeting will be agreed at the at the Planning Committee meeting on 24th June 2019.

5. Feedback from Working Groups

5a. Street Signage

Cllr Thompson advised discussion document completed and will go to Planning Committee on 24th June 2019.

5b. Information Boards

Cllr Cohen has completed preliminary fact finding and expects to produce a report for the next meeting.

5c. Logo Three possible recommendations were presented for the Council's consideration.

It was resolved to proceed with option A in a dark blue.

Examples of different colour blues will be produced and circulated for approval

5d. Neighbourhood Planning

The Group will come back with proposals for the next Council meeting.

The Local Plan is expected to progress towards examination in October/November 2019

6. Council Priorities

The Clerk was asked to highlight the statutory work undertaken by the parish office team. Some details regarding the work undertaken for Committees and other working Groups will be added.

COMMUNITY

7. Borough Report

Some minor works still outstanding at Coronation Parade but now largely completed.

8. The Mercury Library and Community Hub

Meeting with EBC Officers went well and seeking resolution to issues raised by the Parish Council. Item to be scheduled on the agenda for the July meeting.

10. Hamble River Valley Forum: Review/AGM

The history and membership of this group including HPC representatives were outlined to Council. There is a meeting of the Forum on Thursday and issues such as support and membership to the group will be assessed. It was acknowledged that it would be timely to review the current constitution and Cllr Underdown will report back to the next meeting.

OTHER ITEMS

11. Clerk's Report

11a. Allotments at Hamble Halt

It was resolved to write to Hampshire County Council stating that in principal we will relinquish use of the land adjoining Hamble Garage to enable the provision of a station car park subject to further scheme details.

11b. Friday Night Football

The Clerk was asked to publicise on social media

11c. D-Day Post Event Review

It was resolved to formally thanks all those who took part in the arrangements for the D Day event. Special thanks to Justyn Willsmore of BP, Cllrs Andrew Thompson & Ryan and the Parish Council staff.

75th Anniversaries of VE Day and VJ Day. It was proposed that Cllrs Thompson & Cllr Ryan will form a group to consider how to mark these events.

11d. Summer Closure to Archive

Dates for closure changed for those in papers and now proposed as 27th to 30th August 2019.

Items 11a, 11c and 11d

Proposed: Cllr Cohen

Seconded: Cllr Hand

FINANCE & PAYMENTS

12. Management Response to Interim Internal Audit

The recommendation regarding audio recording was considered:

It was resolved not to tape Council meetings (Voting: six in for, one against and one abstention)

Proposed: Cllr Underdown

Seconded: Rolfe

The Council noted the audit report and approved the management responses.

Proposed: Cllr Underdown

Seconded: Cllr Thompson

13. End of Year Return

13a. Internal audit recommendations

It was resolved to accept the comments in the internal audit recommendations.

Proposed: Cllr Hand

Seconded Cllr Schofield

13b. Annual governance Statement

Signed: _____

Date: _____

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It was resolved accept the Annual Governance Statement 2018/19

Proposed: Cllr Cohen Seconded: Cllr Dajka

13c. Accounting statements

It was resolved to approve the Accounting Statements return for 2018/19 and allow for the publication of accounts.

Proposed: Cllr Cohen Seconded: Cllr Ryan

14a. Petty Cash reports and reconciliations:

The petty cash for end of May was checked and reconciled as £36.55 – this was checked and signed by Cllr Underdown at the office on 7th June 2019.

Bank Statements and reconciliations:

The bank Statement for 31st May has been reconciled at a balance of £102,773.98
The bank statement and reconciliation statement were checked and signed by Cllr Schofield.

14b. Authorisation of Schedule of payments

These were approved and signed by Cllr Schofield

14c. Income & Expenditure

The bank statements and reconciliations were signed by Cllr Schofield

It was resolved to approve: the petty cash and bank statements reconciliations for May 2019; the list of income and expenditure; and the list of payments.

Proposed: Cllr Rolfe Seconded: Cllr Cross

EXEMPT BUSINESS

15. Exempt Business To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act.

It was resolved that in view of the confidential nature of the business to be discussed the public and press be excluded.

Proposed: Cllr Hand Seconded: Cllr Thompson

The item to be discussed were (15) Approve exempt minutes. Item 16 had been discussed earlier in the meeting.

The meeting ended at 9.29pm

HAMBLE PARISH COUNCIL

Monday 8 July 2019

THE MERCURY LIBRARY AND COMMUNITY HUB UPDATE

Report of the Eastleigh Borough Council Corporate Director - Support Services

1. The Eastleigh Borough Council (EBC) Corporate Director was requested by the Clerk to Hamble Parish Council (HPC) to attend their meeting on 8 July 2019 to update on progress with the Mercury Library and Community Hub (the Mercury).

Background

2. The Mercury is an Eastleigh Borough Council project, providing a new community resource within Hamble-le-Rice with housing (two flats) above.
3. The building was completed in autumn 2018. However a number of snagging issues meant that the facility could not be opened until spring 2019.
4. Hampshire County Council was unable to support the library beyond providing old stock and some advice. As such officers from EBC and HPC have been working to provide the relevant systems and procedures
5. At the Parish Council meeting on 11 February 2019 the following was reported by the EBC Local Area Manager:

“Recent Issues

Meetings were held between EBC and HPC in December 2018 and January 2019. At these meetings HPC expressed their concerns that they did not have the resources required to deliver key elements of managing the building and services on a day to day basis.

A number of issues were identified at these meetings. The following were agreed.

- *HPC would be responsible for sourcing, training and managing volunteers to run the building on a day to day basis.*
- *EBC to be responsible for the introduction of systems and processes to meet legal requirements.*
- *EBC to arrange a booking system and agree fees so that the building would be available for hire from the beginning of February 2019.*
- *EBC to make arrangements to open the library service by April 2019. In particular to contact Hampshire County Council Library Services (HCC) and request support and advice.*
- *EBC to follow up the reduced book stock from what was requested from HCC.”*

6. Despite significant efforts to deliver on these issues, further communication regarding HPC's concerns over resourcing led to EBC offering them a grant of £10,000 to fund resources to manage the library volunteers.

7. However at their meeting of 8 April 2019, HPC;

"resolved to write to Eastleigh Borough Council highlighting the change that has occurred with The Mercury over the course of the project and the lack of capacity as a local council to operate The Mercury Library and Community Hub. HPC remain committed to finding, supporting and training volunteers. In the light of this Eastleigh Borough Council are asked to outline their aspirations and expectations for the service and the support they will provide. In the absence of this, the grant of £10,000 was declined."

8. As a result EBC arranged a meeting with the Clerk and Councillor Schofield on 24 May 2019 to better understand HPC's position. A letter was sent to HPC from Sarah King, Corporate Director after this meeting confirming the following:

"You feel that the Parish is unable to sustain the level of support currently given to the Mercury Hub and think there needs to be a dedicated resource to manage the facility (you suggested 5-6 hours per week). However the Parish are still willing to support the volunteer element of the Mercury. You suggested the model at Woolston, where the YMCA run a library, may be worth considering.

- *Action. I will investigate alternative management models and report back to the Hamble Parish Council meeting on 8 July 2019.*

You said there were a number of outstanding issues relating to facilities management.

- *Action. If you can confirm the outstanding issues I will follow these up.*

You suggested there may be alternative funding that could be sourced to support the running of the Mercury.

- *Action. We will contact OneCommunity to request their support.*

You said that there were difficulties in ensuring adequate volunteer support to run the Mercury.

- *Action. Matt Blythe, Local Area Manager will work from the Mercury in the mornings where possible until a final management solution is agreed."*

9. This report updates HPC on EBC's efforts to deal with this.

Current Situation

10. The following actions have been taken:

- EBC contacted the YMCA at Weston for advice. They have visited the Mercury and explained how the model at Weston works.

- EBC have contacted two organisations who have expressed an interest in taking on the management elements of running the Mercury
 - EBC have produced a proposal for the running of the Mercury. The key aspects of this are produced in appendix 1. This outlines the aspirations of EBC for the Mercury.
 - The LAM is making himself available to support the opening of the Mercury where there are insufficient volunteers and so far has attended two mornings.
 - There are still issues relating to the building which are being dealt with as they arise by EBC's facilities management.
 - Discussions regarding the renting out of the flats is ongoing.
11. Most recently the Clerk has indicated that the HPC preferred option is to minimise their involvement in managing the volunteers as much as possible. It has also been agreed that firm proposals need to be provided by 22 July 2019.

Conclusion

12. EBC and HPC have worked very hard to get the Mercury Library and Community Hub open.
13. EBC have taken HPC's concerns on board and are working hard to arrange alternative management arrangements for the Mercury.

SARAH KING
CORPORATE DIRECTOR

Date: 3 July 2019
Contact Officer: Matt Blythe
TITLE: THE MERCURY LIBRARY AND COMMUNITY HUB UPDATE
Tel No: 023 8068 8311
e-mail: matt.blythe@eastleigh.gov.uk

Appendix 1

The Mercury Library and Community Hub

Proposal for a Partnership

Background

The Mercury Library and Community Hub (The Mercury) is an Eastleigh Borough Council (EBC) owned facility in Hamble-le-Rice, Hampshire. It opened in early 2019 and is run on behalf of EBC by Hamble Parish Council (HPC) through a group of volunteers.

The Mercury comprises a relatively large, flexible library space, two meeting rooms, a kitchen, toilets and a patio area. There are approximately 1500 'old stock' books with an increasing number of good quality donated books going towards a book exchange. In addition there are the following facilities:

- Projector and screen.
- Four internet enabled public access computers.
- Tables, chairs and sofas
- New coffee machine (provided by HPC)
- Flexible furniture and book cases to allow use of the whole space.

HPC have successfully recruited approximately 20 volunteers to run the Mercury and it is open six mornings per week 10am to 12pm. There are now over 100 family memberships (over 200 members). It is also available for hire through the EBC website and groups such as CAB, Hants Police and Barclays Digital Eagles run services from it.

When the project was first mooted it was envisaged that Hampshire County Council (HCC) would support the library element in a similar way to the volunteer run library in Lowford. However the policy towards community libraries changed and by the time the library was due to open the only HCC involvement is to provide old stock and a small amount of consultancy support.

Originally it was agreed that HPC would have autonomy to run the library on a day to day basis and take responsibility for all volunteer related activities whilst the building would remain EBC's responsibility. However the lack of HCC library specific knowledge, systems and equipment resulted in a significant amount of extra work on both sides.

This has had a knock on effect on HPC, who feel that they can no longer support the Mercury to the extent they currently do.

For this reason EBC are looking for a new partner who can run the Mercury.

Aims

- to act as a focus for community;
- to be a key location for the provision of advice, information and support (particularly for people unable to access services easily);

- build community spirit and social cohesion;
- to develop a program of activities which are responsive to local need and which provide opportunities for all parts of the community;
- to raise awareness of local history and culture;
- to develop the concept of "working in partnership" at all levels of provision in the belief that this results in the greatest opportunity for community development;
- to be a good and receptive neighbour.

Objectives

- to offer a range of books and resources for the use of the local community;
- to maximise local awareness of the Mercury through use of traditional and social media;
- to maximise use of the Mercury by community users, particularly by young people, low income groups, people with disabilities and other target groups and organisations;
- to maximise income from the hiring out of the facility;
- to achieve a balanced programme of community activities;
- to promote partnerships between user groups in the provision of services;
- to act as an IT hub with the express intention of improving access and use of digital technology develop innovative approaches to creative expression within the arts through the use of digital technology;
- act as a centre and archive for important local social history, especially linked to the TS Mercury;
- to offer opportunities for local people to volunteer, gain experience and build relationships in a safe and supportive environment.

What we need

- A partner who can work with us to deliver our aims and objectives whilst achieving their own outcomes.
- Organisation and management of the volunteers to ensure the library is open Monday to Saturday, 10am to 12pm and 2pm to 4pm (attendance by the provider is not required at all times but it is envisaged there will be a need for some time on site).
- Liaise with hirers to ensure keys are collected, they receive all relevant information and the facility is secure and clean once they leave.
- Promotion of the Mercury and increased usage by the public, charities, community groups and businesses.
- A confident team of volunteers who are empowered and motivated to run the Mercury on a day to day basis.
- Volunteers who have received all required training and support.
- Compliance with relevant legal (and related) requirements, including Health and Safety, GDPR, Data Protection and Prevent.
- Maintenance of current services.
- A 'Single Point of Contact' for EBC in relation to the Mercury.
- Feedback and regular updates to EBC, attending meetings as agreed/necessary.

- HPC to remain engaged with the Mercury, particularly over the sourcing of new volunteers.

It is expected that a more detailed agreement/lease will need to be negotiated

Outputs

- Number of members
- Number of volunteers
- Number of 'hires'
 - Paying customers
 - Community use
- Income generated
- Events/groups provided
- Promotional activity
- Legal issues

Reporting

- Quarterly updates via e-mail.
- Annual report.
- Meetings (number and timing to be agreed)

Time period

- As soon as possible.

Borough Report

Cllr David Airey:

1. Passing of former Leader of EBC, Godfrey Olsen. Very sad to report the death of former Cllr Godfrey Olsen. He was the leader of the Conservative Group and a former Leader of the Council. He served as a Chandler's Ford Member for well over 50 years. He was also associated with Southampton Airport for around 60 years and had only the week before his passing stepped down as Chair and Member of the Southampton Airport Consultative Committee. I was very honoured to have enjoyed having lunch with Godfrey less than a week before learning of his death, something that I am still finding very hard to believe. Godfrey will be greatly missed by all who knew him, but especially the residents of Chandler's Ford for whom he worked so hard as their local Councillor. At the time of writing this I do not know what the funeral arrangements are to be.

2. New Chair of Southampton Airport Consultative Committee (ACC). The ACC acts as a link between the community and the airport, taking the role as "critical friend." The ACC is made up of community representatives from around the airport, business, transport reps and aviation professionals. The ACC elects its Chair, Vice Chair and Secretary on an annual basis. The new Chair is Cllr. David Airey and the New Vice Chair is Cllr. Janice Asman, a West End Borough and Parish Councillor.

Hamble Village Magazine (HVM) Review

Decisions

- **Whether the cost-benefit of online print outweighs the more restricted use of an online print company**
- **Determine how many community group/information pages to have and the page coverage to provide to each of these and whether there should be more of a focus on upcoming events and topics, rather than those that have already happened**
- **Running a consultation to include assessment of current features, invite ideas for new features and assess the effectiveness of copies delivered to business premises**
- **Determine criteria for regular events/classes being included free of charge and whether anyone falling outside of this will have the option to be included for a fee or not at all. And consider whether this item needs to be in every edition**
- **Decide whether to use one of the options for advertising allocation on the back cover and inside cover pages outlined in the report**
- **Do Council want time to be spent redesigning the magazine, to match the style and colour of the new logo once the final colour and design of this has been finalised and to also reinforce that the Magazine is published by the Council?**

Introduction

Hamble Village Magazine is a 32-page, full colour, A5-sized publication. The Magazine is published 10 months per year and each edition is delivered to all homes (2,220 copies) and business (280 copies) across Hamble Parish (2,500 copies in total).

HVM contains a mixture of council and community related information and news. Paid-for advertising covers up to 16 pages; currently this income offsets some of the Council's direct costs incurred in production and distribution of the magazine.

A majority of the work for the magazine is completed in house by Parish Council staff (managing advertisers, content and editing), with the design and layout and distribution elements undertaken as a separate contract.

In Spring 2018 there were discussions around different formats for the Magazine, but this wasn't taken forward at the time.

There is the potential to get to a position where the Magazine could become cost neutral or even produce a surplus income - how important is it for Council to get to this point?

As part of the review of the Magazine, we've looked at a number of key elements, including:

- Running/Print Costs
- Content
- Advertising
- Layout and Design

Running Costs

The direct costs for the Magazine are currently **£13,400** per year, split as follows:

- £8,400 – printing
- £3,000 – distribution
- £2,000 – design and layout

Subject to invoices being settled, the base income for the year (the total income from all the long-term advertising spaces allocated) would be **£10,858**. In addition to this, there would be the income generated from one-off bookings for the remaining 0.375 – 1.375 pages (*this varies by 1 page as the useful contacts are included quarterly, with this page used for advertising during the remaining months*).

Print Costs Comparison

Printer	Run Time (working days)	Cost (ex VAT)	Pros/Cons
Southampton Design and Print (current printer)	7	£840	✓ Proven reliability ✓ Fairly local ✓ Flexibility ✓ Fixed price X Cost X Production time
Hello Print	6 (can fluctuate up/down depending on demand)	£414.95	✓ Cost ✓ Production times X Less flexibility (options are pre-determined)
	4 (can fluctuate up/down depending on demand)	£444.95	X Online/not local X Inner pages slightly thinner X Prices subject to change without warning
Route 1 Print	3	£549.15	✓ Cost ✓ Production time X Less flexibility (options are pre-determined) X Online/not local X Prices subject to change without warning

RUNNING COSTS: CONSIDERATIONS

The online print company are print only, they offer no design, set up or proofing service and tend to run on an automated process – once files are uploaded and approved by the customer, the files are then added to the print run and this usually cannot be reversed.

They are also less flexible in terms of quantities you can order (usually in increments of 500) and in timing of deliveries as they would be sent by courier.

However, the reduction in print cost could potentially bring the Council to a position where the income covers all the direct costs of the Magazine, possibly even generating a small surplus income.

DECISION: Determine whether the cost-benefit of online print outweighs the more restricted use of an online print company.

CONTENT

Regular items currently included:

Item	Page Coverage
Council News	1.5 pages
Message from The Clerk / Deputy Clerk	1-2 pages
Community Group/Information Content:	
Hamble Conservation Volunteers	1 page
Hamble Flower Club	$\frac{3}{4}$ - 1 page
Hamble Local History Society	1 – 1½ Pages
From the Council's Records	$\frac{3}{4}$ - 1 Page
Dates for the Diary	1 page
Regular Events (includes community and private business listings which are included free of charge)	1 page
Useful Contacts (included quarterly) Contains community/non-profit contacts only	1 page
Hamble Ladies Group (every 2-3 editions)	1 – 1¾ pages

CONTENT: CONSIDERATIONS

Over the last few months, there has been more other articles than space available meaning council items such as the Clerk and Deputy Clerk's reports and some one-off articles had to be reduced or dropped entirely and fewer were images used to free up space. However, there could be occasions if reducing other regular items, there are fewer articles than is needed, so we would need back up content and ideas for features additional so that we don't fall short of the amount of content required.

DECISIONS: It may be beneficial to run consultation with the community to assess which items are most and least valued, and to invite suggestions for new items. This could also be used as an opportunity to encourage people to sign up to email alerts to receive a digital copy, and assess the scope for those doing so no longer receiving a hard copy. Assessing the effectiveness and reach now that the Magazine is also delivered to the business community could be a further element of the consultation.

To determine how many community group/information pages to have and the page coverage to provide to each of these and whether there should be more of a focus on upcoming events and topics, rather than those that have already happened.

Determine criteria for regular events/classes being included free of charge and whether anyone falling outside of this will have the option to be included for a fee. And consider whether this item needs to be in every edition.

ADVERTISING

We have had a number of businesses enquire about advertising on the back cover of HVM, which has been booked long-term by the current advertiser who is usually given first refusal for renewing their booking for this page.

In consultation with the current advertiser, they have suggested that their head office may force them to pull their advert completely if it's not on the back cover each month.

The July and August editions have been fully booked with paid-for advertising.

CURRENT RATES CHARGED TO ADVERTISERS

AD SIZE/LOCATION	ONE-OFF	FULL YEAR
BACK COVER (full page)	£139.78	£903.84 (£90.38/edition)
Inside Cover – back or front (full page)	£123.68	£757.05 (£75.71/edition)

ADVERTISING: CONSIDERATIONS

- **ROTARY SYSTEM**

Put all the advertisers interested in the back cover on a rotary system, moving each advert along one each month so that all those businesses have the opportunity to appear on the back cover at some point. The rate charged for this would need to be determined, as would incur additional work to manage this system (rota, changing advert location, invoicing). Currently, long-term bookings receive a discount of approximately 35% for the back cover and 40% for inside covers.

- **CLOSED-BID AUCTION**

To ensure getting best value for this page, run a closed-bid auction for the back cover. Could also incorporate with closed-bids for inside front and back covers. It would be advisable to set a minimum bid amount (probably the current rate for the space).

- **RANDOM DRAW**

A random draw for all interested advertisers, with the advertiser drawn getting the page for the forthcoming advertising year at the current rate for the space.

DECISION: Decide whether to use one of the above options for advertising allocation on the back cover and inside cover pages.

LAYOUT & DESIGN

Although significant improvements have been made gradually over recent years – including producing the magazine in full colour, uniformity of fonts and use of colour throughout – the basis of the layout and design hasn't changed greatly for some time (including the cover and main article fonts). Also, feedback or comments from a number of people suggest that some don't realise it is a parish council produced magazine.

DECISION: Do Council want time to be spent redesigning the magazine, to match the style and colour of the new logo once the final colour and design of this has been finalised and to also reinforce that the Magazine is published by the Council?

Serving Hampshire – Balancing the Budget Consultation

Consultation open until 17 Jul 2019

Have your say on how the County Council could balance its budget

Hampshire County Council is asking for residents' and stakeholders' views on ways to balance its budget, in response to growing demands on council services and continuing pressures on local government funding.

By April 2021, the County Council will be facing an anticipated budget shortfall of £80 million. With **less money** available and **growing demand** for council services, **decisions** will need to be made about what it can and cannot provide in the future. It is required by law to deliver a balanced budget and therefore cannot plan to spend more than is available.

The County Council would like to hear your views on the following options for balancing its budget, as well as any alternatives that you may wish to propose:

- introducing and increasing charges for some services
- encouraging central Government to make legislative changes
- generating additional income
- continuing to use the County Council's reserves prudently
- reducing and changing services
- increasing Council Tax
- changing local government arrangements in Hampshire.

Your feedback will help to inform the approach that the County Council takes to balance its budget up to 2021/22. These decisions could affect you – for example, in terms of how much Council Tax you pay, which council services you may receive in the future, and how services are delivered.

Any changes to specific services will be subject to further, more detailed consultation, at a later date.

EASTLEIGH BOROUGH COUNCIL: CABINET

Thursday, 11 July 2019

HAMPSHIRE COUNTY COUNCIL BUDGET CONSULTATION

Report of the Strategic Planning Manager (Eastleigh Borough Council)

Recommendation(s)

It is recommended that

- (1) Cabinet agrees the Council's response to Hampshire County Council's 'Balancing the Budget' consultation at Appendix 1.
-

Summary

Hampshire County Council (HCC) is consulting publicly on the options for finding c£80m savings for 20/21. The Council's proposed response is attached at Appendix 1.

Statutory Powers

Section 1 of the Localism Act 2011 i.e. the Local Authority's general power of competence, including power to act for the benefit of its area or persons resident or present in its area.

Strategic Implications

1. This report relates to all of the Corporate Plan (2015-2025) objectives. While the Council is taking its own actions to improve outcomes for residents, overall quality of life depends on a range of factors including the quality and quantity of Hampshire County Council's services. Eastleigh Borough Council has a community leadership role to advocate for residents of the borough.

Introduction

2. HCC is consulting publicly on the options for finding around £80m savings for 20/21 (in addition to savings of £480m already found over the last 11 years from sharing and selling services, charges for services, and procurement).
3. The consultation runs from 5/6/19 to 17/7/19. Full details are available online: <http://documents.hants.gov.uk/consultation/balancing-the-budget-informationpack.pdf>

Consultation options

4. HCC proposes a range of options to identify savings:
- (a) Introducing and increasing charges for some services
 - (b) Lobbying central Government for legislative change: introducing charging for: school transport, use of Household Waste and Recycling Centres (HWRCs), parts of concessionary travel journeys and use of libraries
 - (c) Generating additional income: selling services to schools and other organisations, low risk/low reward property investment, asset disposal
 - (d) Using the County Council's reserves
 - (e) Reducing and changing services: a large number of possible service changes (pages 16 to 33 in the consultation Information Pack) including reducing services to statutory levels, shifting costs or activities to other parties (parents, carers, family and friends, volunteers and voluntary sector agencies, parish and town councils, district councils). The following is not exhaustive:
 - (i) Cuts to preventative Trading Standards services
 - (ii) Reduced Library opening hours and increased volunteering
 - (iii) Further switching off / dimming of street lights
 - (iv) Charging for wood waste at HWRCs
 - (v) Transferring 'Lengthsman' costs to parishes
 - (vi) Reducing road gritting in winter
 - (vii) Reducing and charging for home-to-school transport
 - (viii) Cuts (of 55%) to Short Breaks respite and parent support for children with disabilities
 - (ix) Reducing spend on care costs for children in need, disabled children and adults (younger and older with physical, learning or mental disabilities)
 - (x) Public Health service cuts including child oral health.
 - (f) Increasing Council Tax: a rise of 4.99% is already assumed (still requiring additional £80m savings) and above which a referendum would be required
 - (g) Changing local government arrangements in Hampshire: HCC favours a 2-tier system but identifies £40m savings over time from reorganisation to a single tier.

(Funding for statutory education provision is nationally protected and not subject to any savings proposals.)

Financial Implications

5. There are no immediate financial implications from this report. The Council will not accept liabilities or costs arising out of HCC budget reductions. HCC service changes arising from budget reductions may affect joint arrangements with the Council and therefore there may be an implication for Council costs and/or income.

Risk Assessment

6. By providing a response to the consultation the Council seeks to minimise any harmful impact of HCC budget reductions on quality of life of Eastleigh borough residents.
7. The success of some the Council's own activities may be reduced in areas where they rely on joint working with HCC services.

Equality and Diversity Implications

8. The Equality Act is relevant to the decision in this report as the decision does relate to eliminating discrimination, advancing equality of opportunity, or fostering good relations between different people. An Equality Impact Assessment has not been carried out for this response but would be expected of HCC for significant services changes, as many proposals affect people with protected characteristics, in particular older and younger people, and people with disabilities.

Conclusion

9. Cabinet is asked to agree the consultation response at Appendix 1.

DICCON BRIGHT
STRATEGIC PLANNING MANAGER

Date: 28 June 2019
Contact Officer: Diccon Bright
Tel No: 023 8068 8436
e-mail: diccon.bright@eastleigh.gov.uk
Appendices Attached: 1 – Proposed EBC response to the HCC 'Balancing the Budget' consultation

LOCAL GOVERNMENT ACT 1972 - SECTION 100D

The following is a list of documents which disclose facts or matters on which this report or an important part of it is based and have been relied upon to a material extent in the preparation of this report. This list does not include any published works or documents which would disclose exempt or confidential information.

None

Eastleigh Borough Council's response to Hampshire County Council's 'Balancing the Budget' consultation (5/6/19 to 17/7/19)

1. Eastleigh Borough Council (EBC) recognises the challenge of identifying savings, in particular related to social care, and supports Hampshire County Council (HCC) in making the case to central government for an improved funding settlement.
2. EBC will not step in to fund or carry out activities previously held by HCC.
3. EBC, like HCC, does not favour local government reorganisation.
4. Charges may be applied or increased where services are discretionary. Such charging should protect those least able to pay (by including discounts for people on low incomes) and should not be a barrier to positive behaviour change (e.g. recycling and responsible disposal of waste) or be likely to increase negative behaviour (e.g. flytipping, bonfires). This applies for businesses as well as residents.
5. Further dimming of streetlights is not supported; longer periods of darkness increase opportunities for crime and anti-social behaviour, and quality of life is put at risk by *perception* of crime, even where *actual* crime may not be taking place.
6. Reducing gritting of roads is not supported as it reduces access and mobility for vulnerable people and businesses.
7. Reductions in services for the most vulnerable residents are not supported e.g. reductions in Short Breaks services and care services for vulnerable children and adults.
8. HCC should be more transparent and realistic in describing 'potential impacts' in the Information Pack, in particular in relation to children and adults social care. Changes with net beneficial effects should have already been implemented.
9. In many cases decisions about changes to services will create demands on other public and voluntary sector partners, and HCC should consider unintended consequences of 'cost-shunting' to other agencies; long term strategic solutions should be identified together with partners e.g. NHS. Short-term savings are likely to generate greater costs in future.
10. Detailed proposals should be considered in partnership with a range of affected agencies, and equalities impacts should be assessed in advance of decisions.
11. HCC should not assume existing and increased capacity of volunteers and the voluntary sector, e.g. to assist with social care and libraries. Significant investment is needed in the voluntary sector to achieve this.
12. The poor state of funding across the public sector, the considerable health and wellbeing challenges and the threat of climate change warrant a new 'contract' to be struck with communities, to encourage greater individual and community responsibility, and a focus on prevention.

Information & Data Protection Policy

Introduction

1. In order to conduct its business, services and duties, Hamble Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:
 - Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
 - Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
 - Confidential information about other organisations because of commercial sensitivity.
 - Personal data concerning its current, past and potential employees, Councillors, and volunteers.
 - Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.
2. Hamble Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.
3. This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.
4. The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioner's Office.
5. The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Council's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

6. Hamble Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.
7. The General Data Protection Regulation (GDPR) which become law on 25th May 2018 and will, like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Council with legitimate reasons for using personal information.

8. The policy is based on the premise that Personal Data must be:
- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
 - Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
 - Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
 - Accurate and, where necessary, kept up to date.
 - Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
 - Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of the HPC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. employer or HPC) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

9. Hamble Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

10. Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

11. The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

12. Particular attention is paid to the processing of any **sensitive personal information** and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk.

Email: clerk@hamblepc.org.uk

Phone: 02380453422

Correspondence: The Clerk, Parish Office, Hamble Memorial Village Hall, 2 High Street, Hamble SO31 4JE

The Data Protection Officer is also the Clerk.

Diversity Monitoring

13. Hamble Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It

undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

14. The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.
15. Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

16. The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Hamble Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

17. General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)
Processing is with consent of the data subject, or
Processing is necessary for compliance with a legal obligation.
Processing is necessary for the legitimate interests of the Council.

Information Security

18. The Council seeks to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.
We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

19. We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information that we have on them. Do this by contacting the Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact the Clerk so that our records can be updated.

Information Deletion: If the individual wishes the Council to delete the information about them, contact the Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, again contact the Clerk or Data Protection Officer.

The Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk, Data Protection Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

20. The Council will always give guidance on personnel data to employees through the Employee handbook.
21. The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

22. The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.
23. In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.
24. All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.
25. Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.
26. The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational

and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chair, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

27. The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.
28. The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

29. The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

30. The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

31. The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.
32. The principles of the Code are:
- Demand led:** new technologies and publication of data should support transparency and accountability
 - Open:** the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
 - Timely:** data will be published as soon as possible following production.

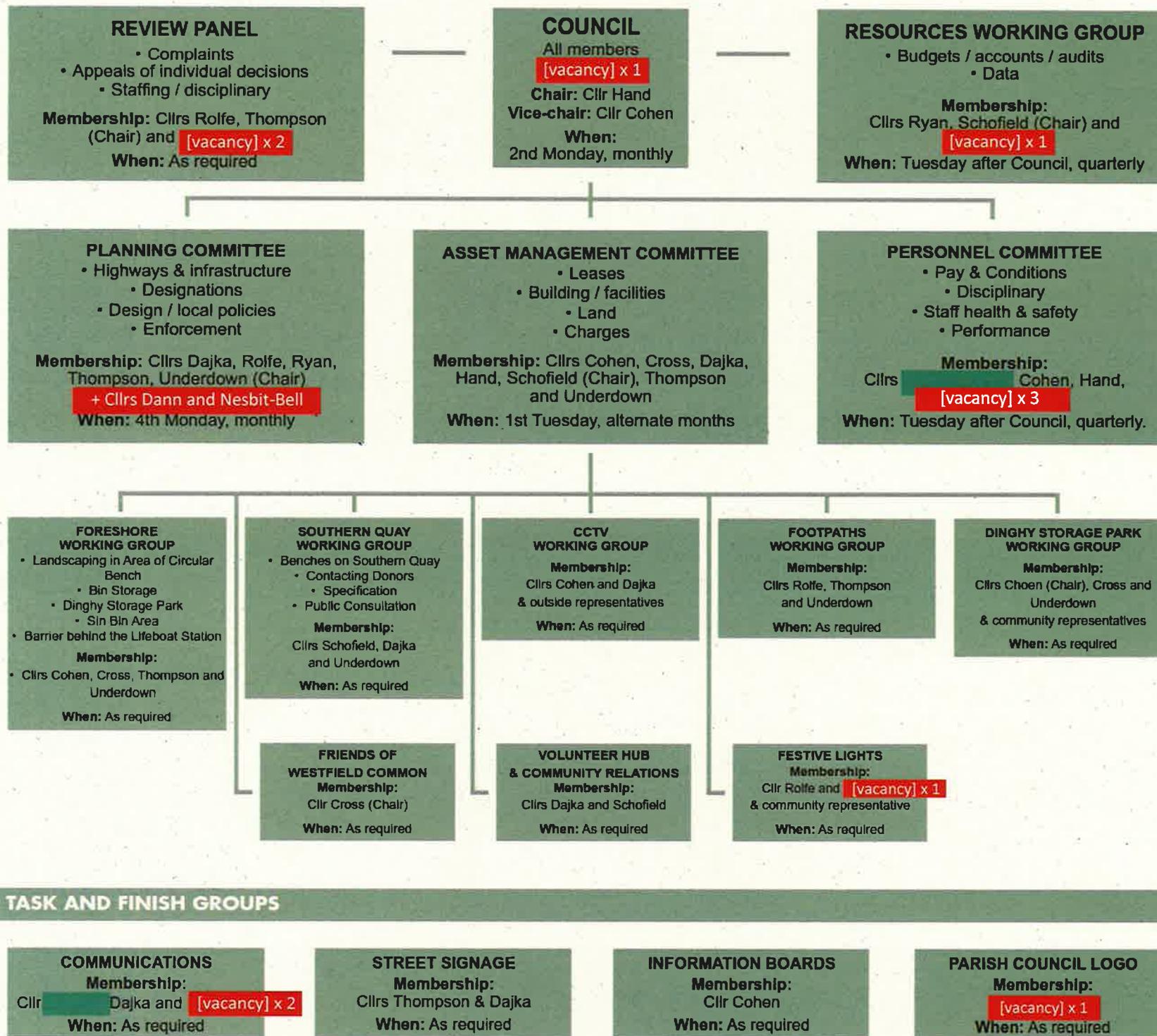
33. Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Hamble Parish Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: 14.05.18

Review Date: 13.05.19

Hamble Parish Council. 8th July 2019: Membership of Committees Following Co-Option and Resignation



Hamble Parish Council

8th July 2019

Issue from Asset Management Committee – 2nd July 2019

Recommendation: To advise on how the Council wishes to take forward work on the Foreshore.

Earlier in the spring time Andy McIndoe came forward with a number of proposals for the foreshore alongside work that had already started on the renewal of street furniture.

A number of task and finish groups were established to look at key areas. This included:

- Bench replacement on Southern Quay
- Planting and landscaping around the circular bench
- Proposals from HRSC for the Sin Bin
- CCTV

At the last AMC a number of decisions were needed to take a number of the projects forward. In particular the replacement benches and the works to the circular bench. Issues discussed but not concluded were as follows:

1. There are both short term and longer-term projects/objectives for the Foreshore. Should the short-term equipment replacement be held up pending this wider piece of work that will require extensive consultation.
2. There should be consultation about the replacement equipment – graphic information will be needed to do this. Suppliers are likely to provide some limited graphics.
3. Do we need to commission some indicative concept plans with our current proposals plus the option for wider projects?
4. Money set aside for the Planning for Real work could be used to include this site as well as or instead of advancing the work at Mount Pleasant.

Given the sensitivities of this site and the breadth of views it was felt appropriate to garner the views of Council.

Development Management

Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN

Tel: 023 8068 8264 www.eastleigh.gov.uk

Office hours: Mon-Thurs 8.30am - 5pm, Friday 8.30am - 4.30pm



Householder Application for Planning Permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Site Address

Number

Suffix

Property name

Address line 1

Address line 2

Address line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

Description

2. Applicant Details

Title

First name

Surname

Company name

Address line 1

Address line 2

Address line 3

Town/city

2. Applicant Details

Country	
Postcode	SO31 4HG
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant?

Yes No

3. Agent Details

Title	Mr
First name	Naresh
Surname	Sambanthamoorthy
Company name	Design Extension
Address line 1	56
Address line 2	Goodwin Road
Address line 3	
Town/city	Croydon
Country	
Postcode	CR0 4EG
Primary number	07763795246
Secondary number	
Fax number	
Email	dinnaresh@gmail.com

4. Description of Proposed Works

Please describe the proposed works:

Approved planning application, to be amended with minor changes.

Has the work already been started without consent?

Yes No

If Yes, please state when the development or work was started (date must be pre-application submission)

13/02/2018

Has the work already been completed without consent?

Yes No

5. Explanation for Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and/or structure(s)?

Please see drawings for more detail.

6. Materials

Does the proposed development require any materials to be used?

Yes No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material):

Other type of material (e.g. guttering) Balustrade

Description of existing materials and finishes (optional):

NA

Description of proposed materials and finishes:

Glass balustrade in terrace

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes No

If Yes, please state references for the plans, drawings and/or design and access statement

E101, E102, E103, E104

7. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

Yes No

Is a new or altered pedestrian access proposed to or from the public highway?

Yes No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

Yes No

8. Parking

Will the proposed works affect existing car parking arrangements?

Yes No

9. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development?

Yes No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

Yes No

10. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
 The applicant
 Other person

11. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes No

12. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

Yes No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

13. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- The applicant
- The agent

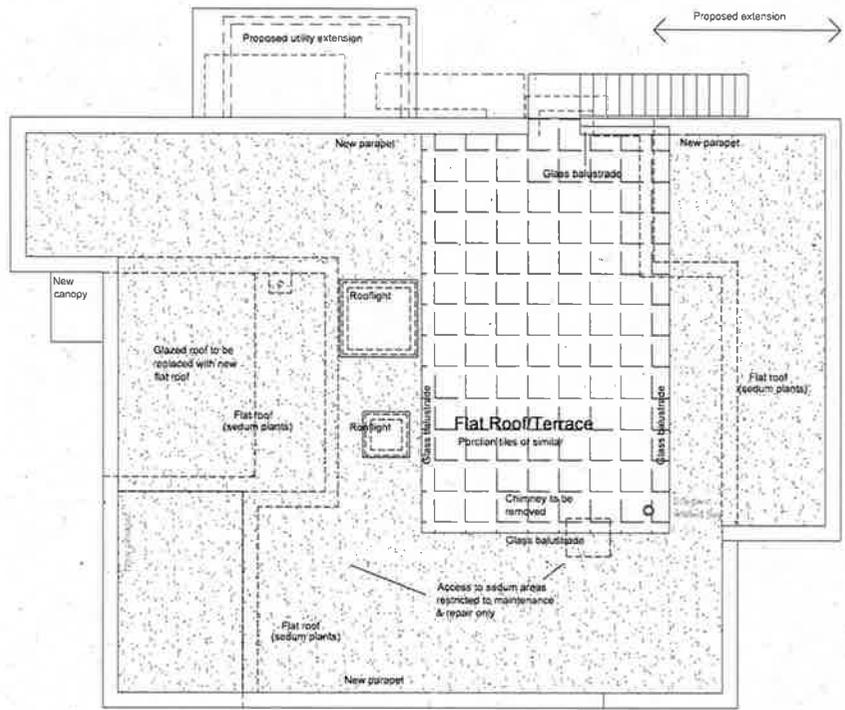
Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Naresh"/>
Surname	<input type="text" value="Sam"/>
Declaration date (DD/MM/YYYY)	<input type="text" value="07/06/2019"/>

Declaration made

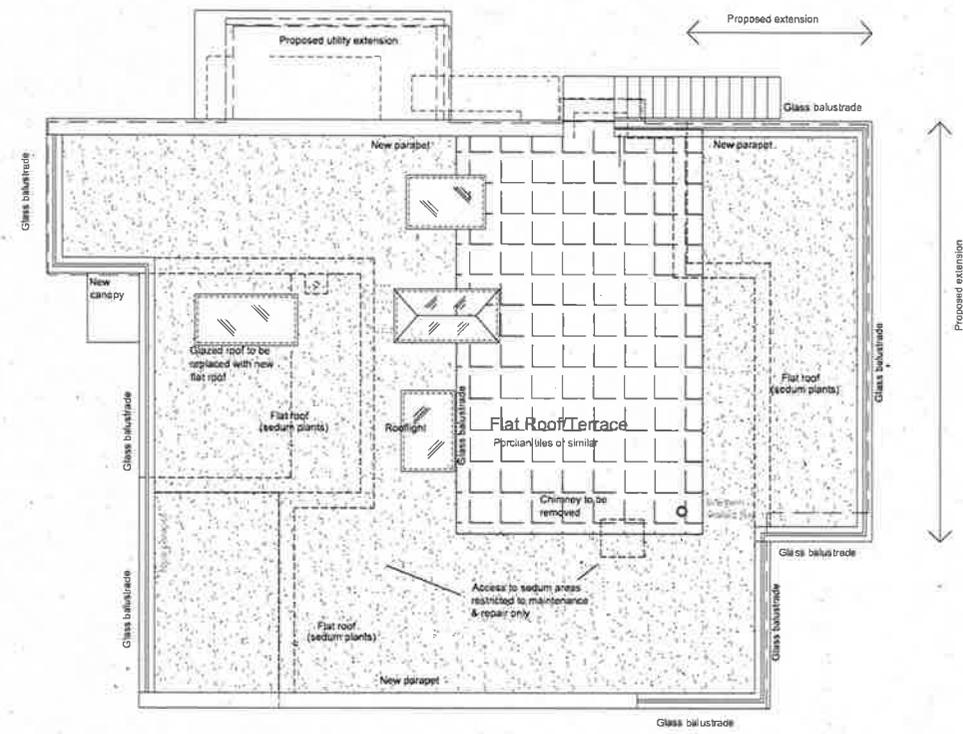
14. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

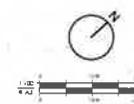
Date (cannot be pre-application)



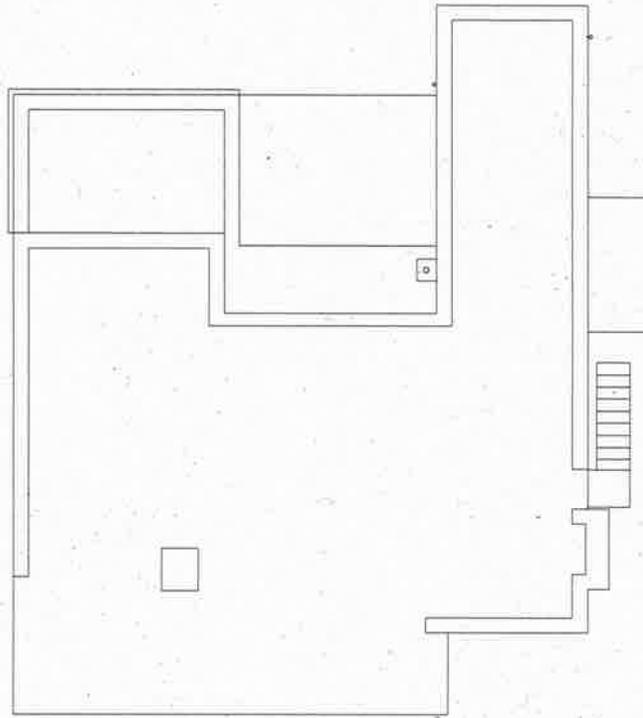
APPROVED ROOF PLAN



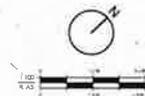
PROPOSED ROOF PLAN



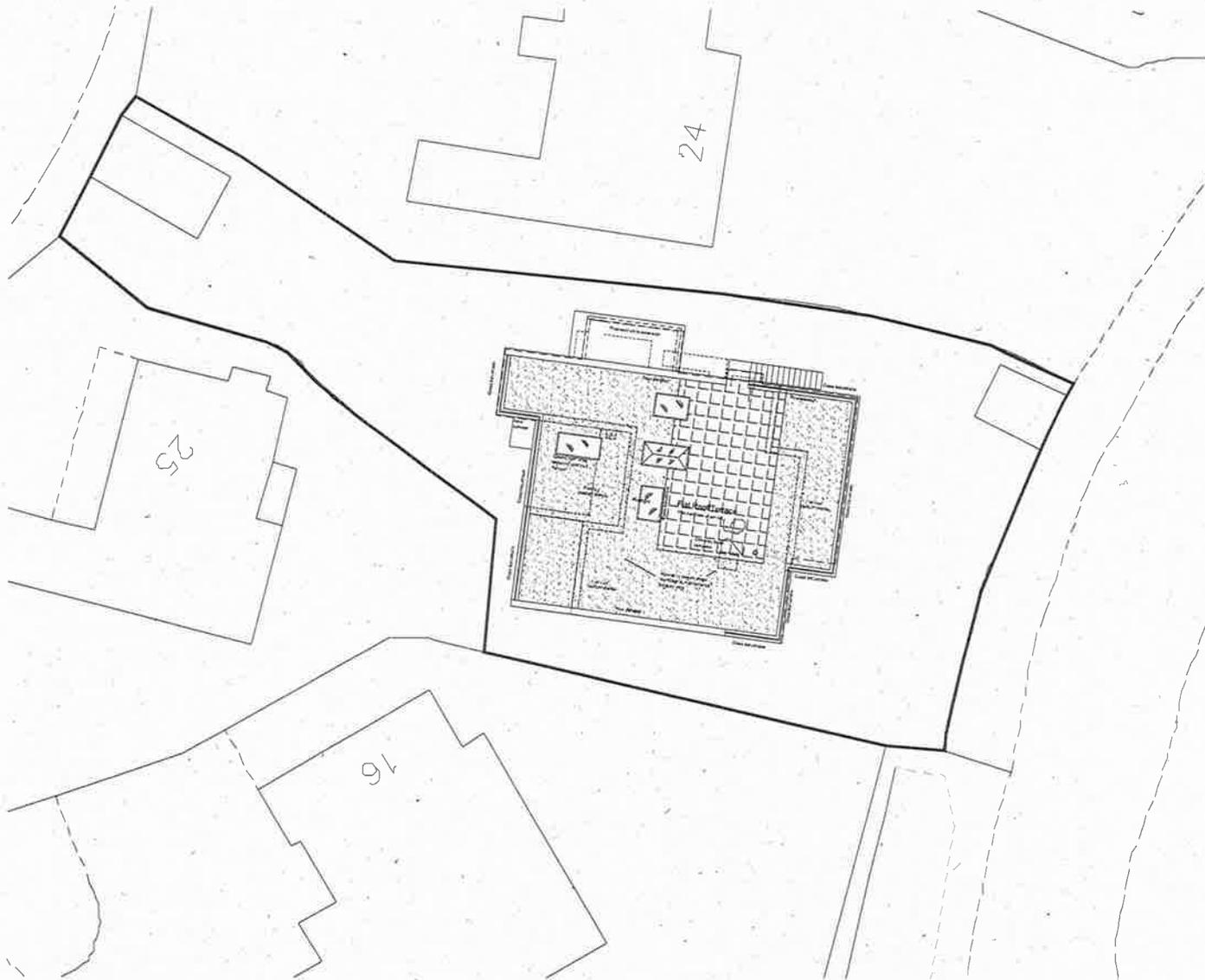
Drawing issued for	
Planning	
Project	
26 Crowsporthamble-le-Rice, Southampton SO31 4HG	
Client	
Title	
APPROVED AND PROPOSED ROOF PLAN	
Date	Scale @ A3
18/05/2019	1:100
REV	Drawing No/Revision
+	E103



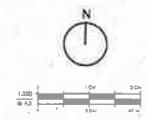
EXISTING ROOF PLAN



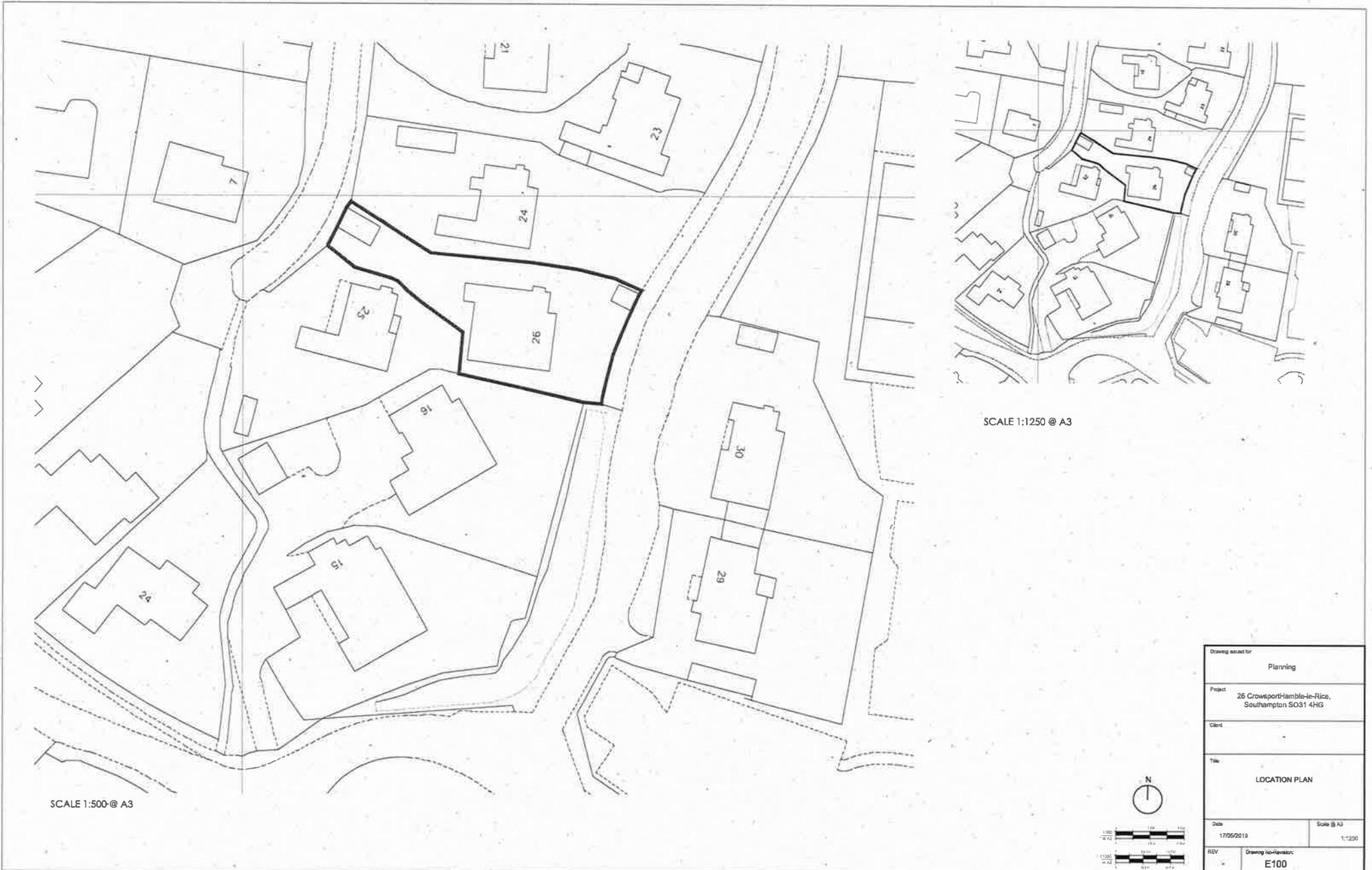
Drawing issued for		Planning
Project		26 Crowport Hamble-le-Rice, Southampton SO31 4HG
Client		
Title		EXISTING ROOF PLAN
Date	Scale @ A3	1:100
18/05/2018		
RDV	Drawing No-Revision:	
	E104	



SCALE 1:500 @ A3



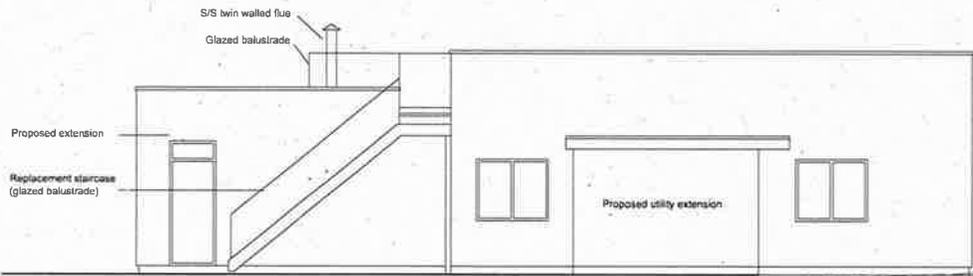
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Planning	
Project	
26 Crowport/Hamble-le-Rice, Southampton SO31 4HG	
Client	
Title	
PROPOSED SITE PLAN	
Date	Scale @ A3
17/05/2019	1:200
REV	Drawing No-Revision
	E105



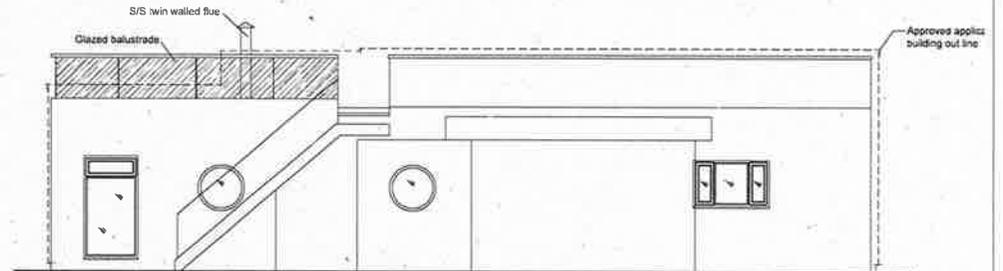
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SCALE 1:1250 @ A3

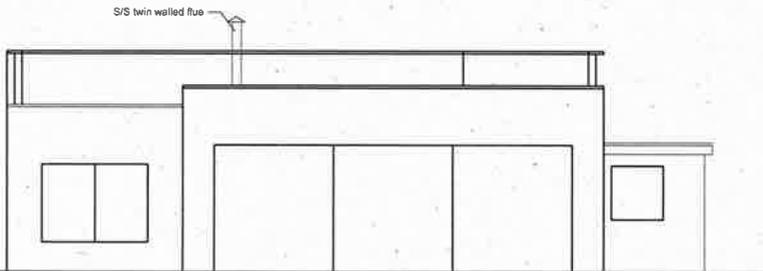
Drawing issued for	
Planning	
Project	
26 Crowsport-Hamble-le-Rice, Southampton SO31 4HG	
Client	
Title	
LOCATION PLAN	
Date	Scale @ A3
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REV	Drawing No-Revision:
	E100



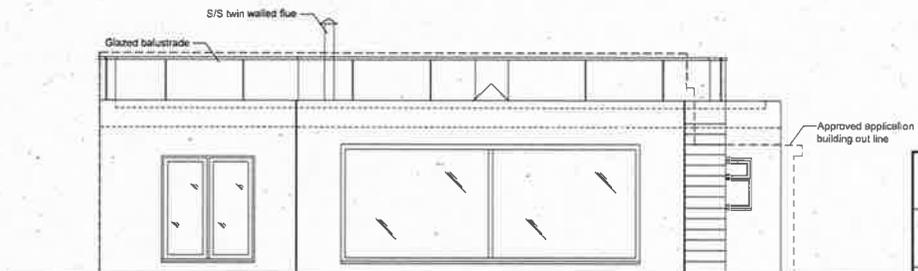
APPROVED NORTH ELEVATION



PROPOSED NORTH ELEVATION



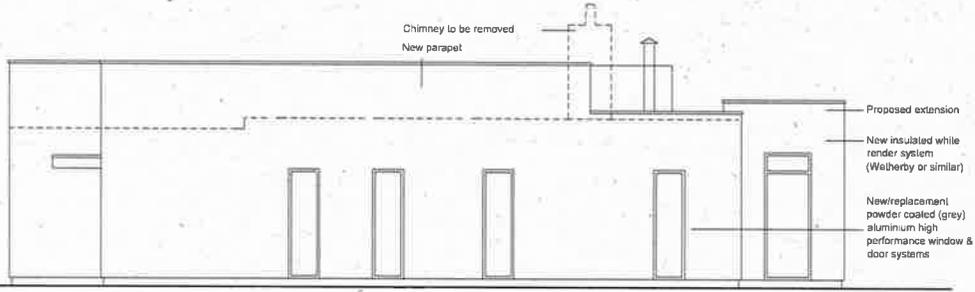
APPROVED EAST ELEVATION



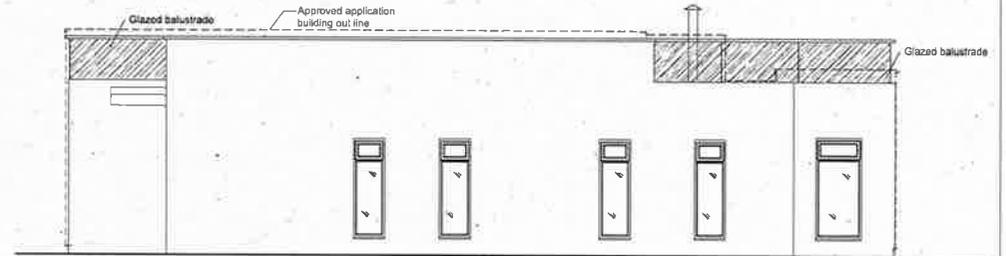
PROPOSED EAST ELEVATION

Drawing issued for		Planning
Project		25 Crowsport Hamble-le-Rice, Southampton SO31 4HG
Client		
Title		APPROVED AND PROPOSED ELEVATIONS
Date	Scale @ A3	
18/05/2019	1:100	
REV	Drawing No-Revision	
	E101	





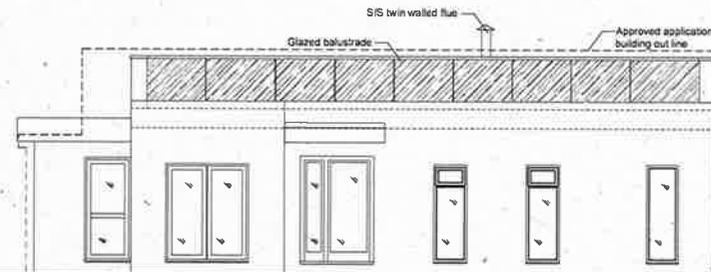
APPROVED SOUTH ELEVATION



PROPOSED SOUTH ELEVATION



APPROVED WEST ELEVATION



PROPOSED WEST ELEVATION



Drawing issued for:		Planning
Project:		26 Crowsport/Hamble-le-Rice, Southampton SO31 4HG
Client:		
Title:		APPROVED AND PROPOSED ELEVATIONS
Date:	18/05/2018	Scale @ A3
REV	1:100	
Drawing No-Revision:		E102

Hamble Parish Council

8th July 2019

Delegation of planning decisions during the summer recess

Recommendation: to request that the Clerk in consultation with the Chair of the Planning Committee to respond to domestic dwelling applications and tree works on behalf of the Council.

After the meeting on 22nd July the Parish Council's Planning Committee is not scheduled to meet again until 23rd September, and Council 9th September unless an extraordinary meeting is convened.

In previous years we have had to convene meetings during the summer recess but to avoid the need to do this Council can delegate planning responses. Our Standing Orders allow responses to be made on behalf of the Planning Committee by the Clerk in consultation with the Chair of Planning Committee.

Where delegation has been used in the past it is generally been for non-controversial domestic applications or tree works. Larger applications will either be held over if possible until the new cycle of meetings in September or where absolutely necessary an additional meeting will be convened.

The agent for Cemex has confirmed that they will be in contact over the summer to arrange a meeting in September.

Recommendations

To approve the daily use charge of £90.00 for the Committee Room plus facilities at the Roy Underdown Pavilion (RUP)

To appoint a contractor to complete the final stages of tree survey work at the sites listed

Approve the poppy trail and associated expenditure

To approve the office closure for the morning on the 15th July 2019 for training

To accept, confirm the use of and formal thank the Henville Trust for the £200 for The Mercury Library

To appoint Aquadition to undertake Legionella treatment at RUP at a cost of £565.00

Amendment to published Fees and Charges

1. When fees and charges were reviewed as part of the budget the daily charge for RUP was agreed as £75 rather than £90.00 which last year was set at £85.00. Members are asked to amend it to £90.00 to bring the increase in line with other charges.
2. We will also be recommending a review of the day use of RUP and College Playing Fields as part of the mid-year budget review as we have a number of potential users – both residents and businesses that want to use both and how Members want to manage and cost this. The issue will be considered by the Asset Management Committee first, in September.

Tree Survey work

3. Eastleigh Borough Council (EBC) were originally commissioned earlier in the year to carry out tree surveys at Mount Pleasant recreation ground, the village green/ Heather Gardens/ Donkey Derby Field, Bartletts Field, St Andrews Cemetery, College Playing Fields, Westfield Common, the allotments and the community facilities by the police college. Currently they are unable to carry out the work due to their workload pressures.
4. EBC have a list of preferred contractors and from that quotes have been sought from three arboricultural consultants. Two quoted following site visits; one quoted from a desk top review. The surveys will not include TPO information as part of these quotes. That would be an additional charge.

Contractor	quote	Method of quoting	Notes
Merritt Tree Specialists	£1880+vat	Site visit	Will likely be the simplest survey and can do further works for us
Sapling Arb Ltd	£2243+vat	Off site from pictures	This quote could rise or fall if wrong estimation on tree numbers is found
Christopher Hoare Tree Services	£ 2450+vat	Site visit	Will provide marking of trees to help identify further work which they can do. Likely to be most comprehensive

5. Although not the lowest cost Christopher Hoare will provide a comprehensive survey and follow up service.

Heather Gardens

6. One of the Hamble Conservation Volunteers (HCV) has put together a draft management plan for the Heather Gardens. When the tree survey is completed it will be updated to reflect the new information and will be the basis of a discussion with HCV about the long-term vision for the asset. Some form of wider consultation will be needed to test the vision and the plan before it is finally agreed but it has the potential to be a joint project for the future. It is also likely to attract grant funding depending on the final vision.

D-day Commemoration

7. The direct costs on the D-day celebrations came to £471.64.

The indirect costs based on 133 hours (without on costs – Pension and Employer NI) were estimated at £8,221.00.

Poppy Trail

8. The Groundstaff will be creating a poppy trail alongside one of the prominent verges next year to mark VE day. There will be a narrow strip of about half a meter wide planted with poppies. The cost of the poppy seed will be no more than £100.00 and Members are asked to approve the idea and expenditure. The idea came about following a wash up meeting of the D-day event with Cllr Thompson.

Office Closure

9. Staff are required to attend annual fire safety training. A provider is due to deliver training on the Morning of 15th July. Several spaces have been sold to other organisation and it is hoped that the cost per head will come out at £25.00 per person. The Office will close for the morning to facilitate the training.

Grant from the Henville Educational Foundation

10. Some months ago, the Deputy Clerk applied to the Henville Trust for a grant towards the provision of books, events and training for children. Initially the application was not successful. Last week a grant for £200.00 was received from the Trust along with the attached letter. Council are asked whether they have any suggestions on what the money should be earmarked for within The Mercury?

Management of Legionella

11. In addition to weekly checks an annual treatment should needs to be done at RUP ahead of the new season; this is something that previously has not taken place. A quote is attached from Aquadition along with the detail of the treatment. Advice is also being sought on whether the same treatment is needed at Mount Pleasant. If so then the quote is likely to be no more than double the quoted cost which is £565.00.

Appendices

1. Letter from Henville Educational Foundation dated 1st July 2019.
2. Quote from Aquadition dated 2nd July 2019.

01 JUL 2019

Henville Educational Foundation

15 Flowers Close, Hamble, Southampton, SO31 4LU
Telephone/Fax – 02380 452720
wendymason@hotmail.com

For the Attention of Jeanette Symes
Assistant Clerk
Hamble-le-Rice Parish Council
Memorial Hall
2 High Street
Hamble-le-Rice
Southampton

1st July 2019

Dear Jeanette,

Re: Application to Henville Educational Foundation

In relation to the application your submitted in March 2019 on behalf of Mercury Library & Community Hub and my subsequent email of 3rd April 2019 confirming your application would be re-considered at the meeting on 25th June 2019.

I now enclose for your kind attention a cheque in the sum of £ 200.00 towards the purchase of books, aids etc for the Mercury Library & Community Hub. .

Yours sincerely



Wendy Mason
(Clerk to the Trustees)



By Appointment to
Her Majesty the Queen
Water Treatment Services
Aquadition Limited
Portsmouth

AQUADITION WATER TREATMENT

Aquadition Limited

220 Copnor Road,
Portsmouth,
Hants, PO3 5DA

T: 023 9269 1035

F: 023 9261 8200

W: www.aquadition.co.uk
E: sales@aquadition.co.uk

Our Ref: E11684/020719

02 July 2019

Hamble – Le – Rice
Parish Council
Memorial Hall
2 High Street
Hamble –le – Rice
Southampton
SO31 4JE



For the attention of Mr R Clarke

Dear Sir

QUOTATION E11684/020719.

RE: COLLEGE PLAYING FIELDS PAVILION

Further to your valued enquiry regarding the above site, our specification and quotation is as follows.

The system comprising of two Andrews water heaters, twenty nine showers and six other outlets will be disinfected and sampled on completion.



Disinfection of Domestic Water to BS8558:2011- BSPD855468:2015



The disinfection will be carried out in accordance with BSPD855468:2015. The said specification requires a minimum disinfectant contact period of two hours at 150 ppm for internal pipework systems. During the process we will monitor free residual disinfectant concentrations via the lovibond comparator method. Warning notices will be placed at prominent locations.



The hot and cold water services will be disinfected with Sanosil product which will be dosed proportionally by Aquadition.

Four bacteriological samples will be obtained from selected shower outlets after disinfection.



On completion of the programme, the sample will be taken for analysis by an independent public analyst. It is essential that samples are taken following disinfection.

- To complete the works to the Hot and Cold water services complete with four samples on completion as noted. **£ 565.00**
Works to be completed during normal working hours



I trust that the above is satisfactory and if I can be of any further assistance please do not hesitate to contact me.

ATTENDANCES: The employing authority shall be responsible for the supply and disposal of water used for the purpose of the above work, and any cost incurred. Material waste solely produced from and directly resulting from our contracted works will be removed from site for authorised disposal: Waste Carriers Licence Number CBDL 73852.

This quotation is provisional that all services are complete, tested and flushed prior to commencement of work. A variation will apply if stage completion or further samples are required.

CONDITIONS The exclusion of any provision for any legislative requirements for the control of Legionella and Bacteria as required by the HSE Approved Code of Practice and Guidance (HSG274) and the requirements of the system installations under the Water Regulations Schedule II 1999.

The above costs are based on the provision that all of the requested works are undertaken together on one order during one site visit. If omissions or additions to this quotation are requested a cost variation will apply.

The costs given are for work requested only and if any airlocks are present within the systems following our procedure this would be due to design problems and would be the responsibility of the employing authority to remedy.

The above disinfection procedure is undertaken in accordance with BS8558:2015 and can only achieve a result equal to the quality of the water provider, i.e. incoming main. As the quality of water provided can deviate considerably and in some circumstances exceed the EEC regulations, should a re-disinfection be requested this would be charged extra as required.

Aquadition Limited believes the recommendation and data contained herein to be accurate and useful based on the information provided. The recommendation offered is in good faith, but without guarantee, as conditions and methods of use of our products are beyond our control. Aquadition Limited assumes no liability for results obtained or damages incurred through the application of the presented recommendation. It is the customer's responsibility to determine the appropriateness of Aquadition Limited's products for the user's specific end uses. Aquadition only Supply Legionella Control Services for which we are registered with the Legionella Control Association.

VALIDITY: This quotation is valid for a period of 60 days from the above date. We reserve the right to take account of any variation in the cost of equipment, materials or labour after a period of 60 days from the date of quotation.

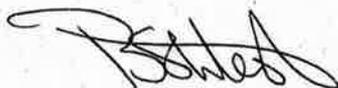
INVOICING: **Invoices will be raised on completion of each stage. All new non-account holders will be required to pay in full on placement of order, prior to works commencing, or an account can be opened depending on satisfactory completion of our credit application form.**

CERTIFICATION: Certificates will only be issued on receipt of payment.

TERMS: Nett Cash 30 Days from date of Invoice for account holders. Aquadition Limited shall be entitled to charge interest at a rate of four per cent above Bank of England Minimum Lending Rate from time to time in force on any sums not so paid. The equipment will remain the property of Aquadition until paid in full. The above costs are for all the works to be undertaken on one order.

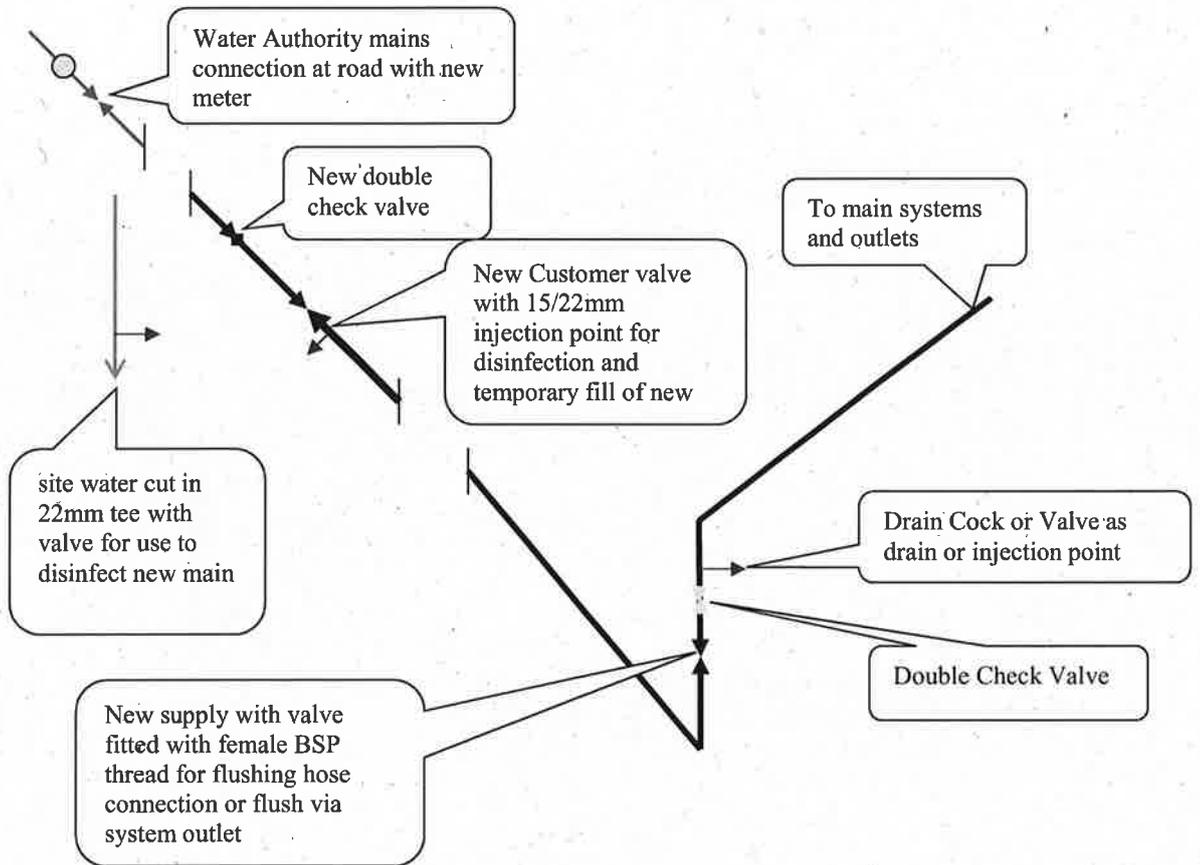
VAT: The above prices do not include VAT which will be charged at the rate in force at time of supply.

Yours faithfully



B J WEST
Commercial Manager

DISINFECTION OF NEW MAINS SERVICES



DISINFECTION INJECTION POINTS

22/15 injection point valve and temporary mains water inlet point at Water Company connection end

Internal stopcock riser With flush out point

NEW HOT & COLD WATER SERVICES

Isolation valves connecting new services to an existing Hot and Cold Water system.
Injection points i.e. a 15mm lever valve or drain cock must be installed as close as practical and be fully accessible to the controlling stop cock or valve of the new services.
The injection points are also required on any Hot water secondary return as shown

Finance

General Account

Exceptional Income:

- £74.89 – i Zettle
- £12,000 – Hamble Lifeboat Trust
- £1,215.51 – RingGo - still showing month on month increase
- £670.00 – Hamble Club Football Club Football Tournament
- £3,929.38 - Mudland Mooring rental

Exceptional Expenditure:

- £9,300 – Quay Ladders

Reserve Account

- £105.73 Interest received, rate is 0.03%

