

Tuesday 3rd March 2020 - 8.30am, The Roy Underdown Pavilion, Baron Road, Hamble SO31 4RY

1. Welcome

- a. Apologies for absence
- b. Declaration of interest and approved dispensations
- c. Approve minutes

2. Public Session

3. Tree Project and Greening Campaign

4. Grounds Truck Replacement

5. Officer Report including:

- a. Risk Awareness Workshop and public liability insurance
- b. Cemetery
 - i. Unstable memorials
 - ii. Feedback on site meeting with Father Graham
 - iii. Feedback on Meeting with representatives from local funeral directors
- c. Foreshore:
 - i. Sin Bin
 - ii. Footpath 15
 - iii. Foreshore toilets
- d. Roy Underdown Pavilion and College Playing Fields
 - i. Refurbishment
 - ii. Floodlights
- e. Benches Update
- f. Waste and Recycling Collections Contract
- g. Equipment Purchase

6. To Identify the Future Role of the Committee Based on Past Experience

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 of Part 1 of Schedule 12A of the Act.

7. Leases

Dated: 27/02/2020

Signed: Amanda Jobling, Clerk to Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.

UPCOMING PARISH COUNCIL MEETINGS

Full Council - Monday 9th March, 7pm at The Roy Underdown Pavilion

Planning Committee - Monday 23rd March 2020, 7pm at The Roy Underdown Pavilion

OTHER UPCOMING PUBLIC MEETINGS

Eastleigh Borough Council Local Area Committee Meetings

Thursday 16th March, 6pm at Hamble Primary School (proposed venue)

Minutes: Hamble Parish Council (HPC) Asset Management Committee Meeting 7th January 2020, 8.30am, The Roy Underdown Pavilion, Baron Road, Hamble

Present: Councillors: S Schofield (Chair); S Cohen; J Dajka; S Hand; A Thompson; and I Underdown. Clerk, Head of Grounds and Assets, and Deputy Clerk

Members of the Public: 1 member of the public

Minute reference for the meeting: 07.01.20 + item number

1a. Apologies for absence			
Cllr Cross			
1b. Declaration of interest and approved dispensations			
Cllr Underdown – Dinghy Park and Foreshore Cllr Hand – Dinghy Park			
1.c To approve minutes of previous Council Meetings			
It was RESOLVED that the minutes, including the exempt minutes, of the meeting of 05.11.2019 were accepted as a true record and the minutes were signed by the Chair.			
Proposed	Cllr Underdown	Seconded	Cllr Hand
2. Public Participation			
The member of the public did not participate.			
3. Donkey Derby Field Allocations Policy			
<p>The Committee considered the two main submissions from Hamble River Sailing Club (HRSC) and from the Hamble Classics' organiser and thanked them for their time. The main points were as follows:</p> <ul style="list-style-type: none">• The Committee welcomed the recognition that the Field was an important facility for all the village and that the past efforts to retain it were important but that access and terms of use for the field should be on an equal footing.• That in general the field should be available to all and that only in exceptional circumstances should the field be closed. These circumstances should be set out at the time of making the application.• That debit card payments would be excepted but that hirers should be aware that the time taken to refund the money could take up to 2 weeks given the need for a secondary authorisation.• Deposits could be held over if there were multiple events• Admin charges were linked to the use of the facility not per event• The use of the field for the "Round the Island" race should be coordinated by the Combined Clubs.• That the Council is not able to assist in the identification of owners of vehicles as we have no more than public access to the DVLA data base. Social media has been used successfully in the past.• Where multiple days were booked there was no requirement for cars to be removed overnight. <p>These changes were agreed and would be recommended to Council before the applications were sent out.</p>			
Proposed	Cllr Schofield	Seconded	Cllr Underdown

4. Dinghy Storage Park (DSP) Report

4a. Marking of spaces

Members debated the pros and cons of marking spaces through paint marking versus railing marking or move to an area-based allocation process. It was agreed that there was a need to consider this more as the space is of a premium as are the expectations of users – in particular a desire to be able to get down the side of the boat which isn't possible at the moment.

4b. Moving of the Oppie Rack

The safety issues concerning the location of the Oppie Rack were considered along with the discussions with HRSC. Moving the rack 4 spaces towards HRSC would help to reduce some of the sightline issues. This would not reduce the number of large dinghy berths as they are freed up elsewhere. Agreed in principal but agreed to do a site visit before confirming it. Alongside the relocation of the racks would be a request for more information on their safety management arrangements for the Dinghy Park.

IT WAS RESOLVED TO: carry out a site visit with a view to asking HRSC to move the Oppie Rack four spaces towards the Club House.

Proposed	Cllr Dajka	Seconded	Cllr Schofield
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Commissioning a Safety Audit from Hampshire County Council on Footpath 15 was discussed and agreed with a budget of £2,500 from the EMR for the Dinghy Park Improvements.

IT WAS RESOLVED TO: recommend to Council that a safety audit of the junction of Quay Road/footpath 15/ entrance to the Dinghy Storage Park is commissioned from Hampshire County. A budget of £2,500 from the 2020 EMR from Dinghy Park Improvements.

Proposed	Cllr Cohen	Seconded	Cllr Dajka
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4c. DSP Working Group

The issue of the open-air shower was discussed along with the wider issues that were needed on the Foreshore. The shower and bike pump if needed were better located elsewhere on the Foreshore but there needs to be a clear distinction between the two areas.

Grounds for refusal of the proposal:

Disabled users have access to the water either via the public slipway or RSYC and there has been no response from current users needing specialist space, users that have responded have not supported the allocation of a purpose based space and competitors should contact organisers who can liaise with us as well as giving regard to the RYA code of practice.

Space for trailers was not seen as a good use of space and the terms and conditions (which are generally similar across all dinghy stores) that people are required to take trailers back to their space.

Condition of the slipway was discussed. The user that raised it has not come back to clarify it but there is a suspicion is that it is to do with the drop off at the end of the Slipway which continues to change and mud accumulates.

On the issue of bike pump and open-air shower is not part of the dinghy park and work on the vision of the foreshore will at some point consider these wider issues

4d. DSP User Meeting & correspondence from a member of the public

The correspondence from the resident was welcomed and considered alongside the feedback that came from the DSP Users Meeting and the follow up survey work. It was agreed that options were available for disabled sailors to get onto the water either via the Royal Southern Yacht Club or the public slipway, although short term arrangements could be made if part of a formally arranged event subject to the organiser highlighting the need in advance.

4e. 2020 application and allocation process update

The Deputy Clerk outlined the progress so far in the DSP allocation process and the success with the online form. Confirmed that there would be some minimal changes to spaces but these were only small in number.

5. Report from Deputy Clerk

5a. Insurance and risk assessment requirements for regular hirers of Council facilities

Public Liability Cover –

The report highlighted the need to ensure that hirers had adequate insurance for the use and activity carried out in our premises. There was concern that if staff identify a level of cover and it was not adequate that they could be blamed and a claim would be made against HPC

Agreed the following:

- Arrange for the One Community workshop
- Contact the underinsured individual to highlight our ongoing concerns
- Insurance Association
- HALC/NALC/SLCC to find out
- Also look at Event Insurance website for information

5b+c. Meeting with Father Graham and Memorial Policy, changes to the Memorial Regulations and Memorial Application Form and fees for Forms of Renunciation

Agreed to contact Father Graham and Church Wardens to arrange a site visit to consider the issues.

The Memorial Policy was discussed and subject to some minor changes regarding the site plan it was agreed.

And all approved the policy, fees and the course of action.

Proposed	Cllr Hand
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Seconded	Cllr Thompson
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5d. Allotments

Check the legal agreement to see whether there is any control over the route way or whether it is set out in the lease. Agree to meet the allotment holders but check the legal agreement first. Also check the rail trail ownership.

5e. Foreshore – Locking devices on for the public facilities and the benches on Southern Quay

Note that the amount highlighted as a contribution from the HRHA was 60k when it was in fact 70k.

5f. Roy Underdown Pavilion Improvements

Members welcomed the changes to the RUP. The Head of Grounds and Assets was asked to look to get USB points included as part of the electric sockets when they are replaced.

Price up for the external decorating

Start work on the boiler replacement – Generate a PID for the next meeting

All the recommendations approved except the first which was deleted and with the addition to check the legal status of the path in this report were taken as a single vote and were approved.

Proposed	Cllr Dajka
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Seconded	Cllr Cohen
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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 Underdown	Seconded	Cllr Cohen
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11. Insurance Claims – verbal update

Committee was updated on two insurance claims

The meeting ended at: 10.57am

DRAFT

Hamble Parish Council

Asset Management Committee meeting

3/3/20

Truck replacement

The parish council's current truck lease is due to expire in August 2020, to be able to carry on with normal duties an agreement on vehicles will need to be reached. This is also the best time to look at alternative forms of vehicles and ways of powering those vehicles. To assist with the choice of vehicle, the table below gives a very broad outline of tasks undertaken by the grounds staff.

Activity	Frequency	Size of load	Proximity
Moving tools/equipment to site	High	Variable from single item to multiple large items	local
People to site	high	Max 3	local
Refuse removal/ bulky items	High	Variable can be large in summer or fly tipping	local
Collection of items	medium	Variable from single items (stamps) to bulk loads (shingle)	Nearby/ further
Moving of cash	Low/medium	Small	Local
Refuge from weather danger	Low/medium	Max 3 people	local
Transport to courses/ meetings etc	low	Max 3 people	further

High= daily, medium= weekly, low= monthly+

Local= in Hamble, nearby= within 5-mile radius, further= 5+ miles

Tools to be moved by transport range in size from small (Hammer/screwdrivers) to the largest/ heaviest (pedestrian mowers) all will be single person operation but can be multiples of items.

Equipment needing transport can range from screws to bulk bags of shingle/ballast.

Most of the work undertaken by the grounds staff is local and of a smaller nature. With this being the case, the option of using more than one vehicle and smaller vehicles is a very viable option.

The research undertaken shows that there is no electric powered vehicle currently available able to carry out the complete range of tasks that the current vehicle is used for. This will mean that some major adjustments to working practices and expectations will need to be made if this form of propulsion is chosen.

Below is an outline of vehicles available - varying from a direct like-for-like replacement through the best electric trucks that I can find, to small utility vehicles suitable for light village-based work only.

Vehicle	cost	Range	Max speed	Carrying capacity	Power unit	Over view of compromises
Bradshaws Goupil G4	£26,100-£31,400	Upto 68 miles	31mph	1200kg	Battery	Limited travel outside of village Less able to carry weight or bulk of items No collection of large orders Less cab space
Alke ATX330E E power trucks	£25,900	Upto 45 miles	27 mph	1500kg	Battery	More limited travel outside of village Less able to carry weight or bulk of items No collection of orders Less cab space
EP Map E power trucks	£12,000	Upto 40 miles	28mph	200kg	Battery	No travel outside of village Limited ability to carry bulky/ weighty items Less cab space
John Deere Gator	£13,250	Upto 35 miles	20mph	227kg	battery	No travel outside of village Limited ability to carry bulky/ weighty items Less cab space
Isuzu Gafter green	£25,340	unlimited	70mph	3500kg	diesel	Diesel power although as green as can be
Nissan E-nv200	From £20,005	185 miles	70mph	705kg	battery	Van not pick up Less able to carry weight or bulk of items No collection of large orders Less cab space

In the light of this it would be prudent to retain the current truck at the end of the contract subject to an acceptable bid being accepted, with a new and efficient vehicle being purchased and used as the main vehicle for most jobs. The combination of a two-vehicle fleet will enable most activities to be carried out with the minimum of disruption. In the medium term the current truck will be disposed of when the market has developed further and the needs of the team can be reassessed.

Recommendation:

To agree an earmarked reserve provision of £25,000 to purchase an additional low carbon vehicle.

Committee to indicate a preference for the replacement vehicle.

Value the current truck following the MOT with a further bid submitted to Enterprise Ltd.

To ensure that the new vehicle is not purchased until the status of the current truck is agreed.

Hamble Parish Council (HPC) Asset Management Committee (AMC) Meeting March 2020

Officers Report

a. Risk Awareness Workshop and public liability insurance

On 13th February 2020 a Risk Awareness Workshop was presented by One Community. Regular users of the Roy Underdown Pavilion (RUP), HPC's facilities and community groups had been invited to attend.

The workshop covered:

- Duty of Care
- Customers, clients, users or guests - what issues you may need to consider about their needs
- An example of a pro-forma risk assessment form and how to use one
- What you might consider when holding meetings, classes, events
- Insurance

The feedback was positive and it is hoped some organisations holding similar events will work together on risk assessments. Other organisations have asked One Community for additional support.

We will now contact some hirers to ask them to review their insurance provision and provide confirmation from their insurers that the sum insured is adequate for the risk/activity involved.

b. Cemetery

Unstable memorials

The HPC office has been contacted by several families about the notices on unstable memorials. All of the memorials are in the area historically managed by the Church on behalf of the Parish Council and there is no evidence the graves were purchased and that Exclusive Right of Burial (EROB) is in place.

As the cost setting up EROB could deter families from carrying out the necessary repair advice was sought from the ICCM. It recommends:

- If the lease has expired, we allow the family to make the stone safe on a basis the repair in no way constitutes a transfer of ownership, purely that they are making the repairs as necessary.

- if the grave was never in fact purchased the rights are retained by the council and we can ask the family if they wish to purchase the grave or make repairs on the same basis as above.
- If EROB is in place but needs to be transferred HPC could waive or reduce the fee.

Site Meeting with Father Graham of St. Andrew's Church, Hamble

On 5th February 2020 the Clerk, Deputy Clerk and Head Groundsman met Father Graham and the Church Warden responsible for Health & Safety. The boundary of the rear cemetery was agreed on the basis of the Land Registry boundary on an aerial map. It will be marked unobtrusively with a small stake and some white painted stones or large pebbles set into the ground so as not to create a trip hazard.

The Head Groundsman demonstrated the correct method for hand pressure testing memorials showing Father Graham and the Warden the memorial known to be unsafe as it was tested as a demonstration by the ICCM trainer. Advice was given:

- on the correct method to temporarily make the memorials safe
- that action needed to be taken immediately to secure memorials that were known to be unsafe
- that specialist advice should be sought regarding repairs to the historical memorials

Informal Meeting with representatives from local Funeral Directors

On 18th February we held a meeting to discuss the changes to the cemetery procedures and share plans for the future.

It went very well and helped Officers to gain a better understanding of the issues and challenges faced by Funeral Directors.

c. Foreshore

Sin Bin

Some residents and Dinghy Storage Park users have suggested the sin bin area is repurposed to store paddleboards and kayaks. Initial investigations into costings indicate costs would be in the region of:

Surfacing - The cheapest option would be to dig out and fill with a driveway hoggin which would give a compacted gravel finish

Secure cage/shelter £3210 to £5856 inc. vat

Additional costs: Racking, planning advice and/or application

The expected income from storage fees are likely to be £30 to £50 per year for each board or kayak

More detailed consultation will be needed with potential users and neighbours around the design of the storage (cage or fully enclosed), racking and fees.

Does the Committee wish to undertake further consultation and quotations from contractors/suppliers or consider other uses for the sin bin area?

Footpath 15

The safety audit has been discussed with Hampshire Highways and we are waiting for a response.

Public toilets

All work needed to allow electronic door locks to be fitted has been carried out and a date has been given for work to commence as the week beginning 9th March. A new cleaning contract will be sought to commence after this date.

d. Roy Underdown Pavilion (RUP) and College Playing Fields (CPF)

RUP

The additional works to the pavilion upgrade are underway with the kitchen almost finished, carpet fitting booked for the 30/31st March and a date awaited from the decorator for the outside doors.

Floodlights

We now have two quotes in for replacement lights for the floodlight unfortunately it is not just a bulb switch as the workings will not allow this, the two quotes are £9,795+VAT from DH group based in Brighton and £4,702+VAT from R&M electrical based in Sholing. I have been told by the suppliers that Sports floodlights are typically not on enough to show a payback and energy saving sadly. Its more about saving in maintenance and quality of light. It's almost a fit and forget no hassle option and knowing that you are producing enough good quality light that makes it safer especially with sports being played and high risk of injury.

e. Benches Update

Following the unsuccessful tender exercise for the southern quay, members of the working group have met and agreed to approach a supplier. As yet this has not been done as there was originally an indicative layout. Once this is available an approach will be made.

Replacement slats on 3 of the benches on the northern quay are now completed. Work remains subject to fair weather.

f. Waste and Recycling Collections Contract

The waste and recycling is currently collected by Eastleigh Borough Council (EBC) - 1,100L general waste twice per week, and 660L dry mixed recycling every fortnight - the reliability of which fluctuates. The current contract runs until 31st March 2020, and we've been asked to sign the new contract for another 12-month period.

Below is a table of quotes, including from EBC, for collection; with the mixed waste recycling bin size having been increased to 1,100L from 660L every fortnight.

Company	Per Lift Charge (general) 1100L (max 65kg)	Per Lift Charge (mixed recycling) 1100L (max 35g)
Eastleigh BC	17.12	11.38
Business Waste Ltd	16.20	11.50
Suez	11.80	8.52
Biffa	17.30	14.20
Veolia	16.92	9.91
Southampton CC	18.80 / DD 18.20	9.40

Providing the most cost-effective quote, it is recommended that Suez be appointed from 1st April 2020 to collect waste and recycling.

g. Equipment Purchase

The Grounds Team have requested a replacement brush cutter. The current one is old and is no longer fit for purpose. Having undertaken a review of products and suppliers the best option is from M&S Enterprises (Hedge End) at a cost of £400+VAT. This would be funded from this year's budget. Although there is not enough in the replacement equipment budget there is money underspent within the Grounds Maintenance more generally.

RECOMMENDATIONS:

Unstable memorials:

- If the lease has expired, HPC allow the family to make the stone safe on a basis the repair in no way constitutes a transfer of ownership, purely that they are making the repairs as necessary.
- if the grave was never in fact purchased the rights are retained by the council and HPC can ask the family if they wish to purchase the grave or make repairs on the same basis as above.
- If EROB is in place but needs to be transferred the Clerk and Deputy are authorised to agree a reduction of fees or in exceptional cases to waive the normal fees.

Note the meeting with Father Graham

Foreshore:

To either:

- proceed with further consultation to repurpose the sin bin as storage for paddleboards and kayaks including obtaining detailed quotations for the surfacing, secure cage/compound and suitable storage racks or brackets or
- consider other uses for the area

To note the update regarding Footpath 15

College playing fields, Floodlights;

To decide whether to replace existing lights with LED lights and determine contractor if change agreed.

Waste and Recycling Collections Contract

To appoint Suez to carry out waste and recycling collections from 1st April 2020 as follows:

General waste - twice per week - £11.80+VAT per lift

Dry Mixed Recycling - once per fortnight - £8.52+VAT per lift

Equipment Purchase

Purchase a replacement brush cutter from M&S Enterprises for £400+VAT.

Appendices

Suez Quotation inc email to clarify per lift rate

your recycling and waste management quotation



Jack
Hamble Parish council
SO31 4ND




Quote reference: SO314ND-20200221-2646

21 February 2020

Dear Jack,

Thank you for your request. Please find details of your quote below.

Collection address:
SO31 4ND

Service		Price includes	Monthly pricing (exclusive of VAT)
General waste		✓ Lift price	
2 x 1100L		✓ Up to 65.00KG disposal	£108.70
1 per week		✓ Waste Transfer Note	
		✓ Container rental	
Mixed recycling		✓ Lift price	
2 x 660L		✓ Up to 21.00KG disposal	£31.70
1 per 2 weeks		✓ Waste Transfer Note	
		✓ Container rental	
Mixed recycling		✓ Lift price	
1 x 1100L		✓ Up to 35.00KG disposal	£21.50
1 per 2 weeks		✓ Waste Transfer Note	
		✓ Container rental	
Total monthly price			£161.90

Please note that this quotation does not include VAT and is subject to SUEZ Recycling and Recovery UK Ltd's standard terms and conditions. The prices in this quotation will remain valid for 30 days.

your recycling and waste management quotation



We would be delighted to provide recycling and waste management services for you. If you would like to go ahead or require any further information, please contact us on 0800 083 0504 or by email to insidesalesteam.uk@suez.com.

Regards,

Cyrus Reid
Digital Sales
Recycling and recovery UK
Tel: 0800 083 0504



SUEZ Recycling and Recovery UK Ltd
SUEZ House - Grenfell Road - Maidenhead - Berkshire - SL6 1ES - United Kingdom
www.suez.co.uk

From: Reid, Cyrus
Sent: 25 February 2020 13:35
To: Hamble Parish Council - Office <Office@hamblepc.org.uk>
Subject: RE: Waste and Recycling Collection Quote

Hi Jack,

The costs are as follows

General Waste 1100L - £11.80
Dry Mix Recycling 660L- £5.92
Dry Mix Recycling 1100L - £8.52

Kind Regards
Cyrus Reid

From: Hamble Parish Council - Office <Office@hamblepc.org.uk>
Sent: 25 February 2020 13:17
To: Reid, Cyrus <cyrus.reid@suez.com>
Subject: RE: Waste and Recycling Collection Quote

Hi Cyrus,

Thank you.

Could you help me understand how the lift price correlates with the monthly price provided on the quote please. I make the monthly price more per year, than working out per lift so just wondering if I'm missing something?

Kind regards,

Jack Emerson-Heaney
Administration Assistant
Tel: (023) 8045 3422