



Hamble Parish Council, Memorial Hall, High Street, Hamble, Southampton SO31 4JE  
023 8045 3422, clerk@hamblepc.org.uk

**ASSET MANAGEMENT COMMITTEE**

**8.30am on Tuesday 5<sup>th</sup> February 2019**

**at The Mercury Library & Community Hub, High Street, Hamble SO31 4JE**

**This meeting is open to members of the public.**

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**AGENDA**

**1. Welcome**

- a. Apologies for absence
- b. Declarations of interest and approved dispensations; and
- c. To approve minutes of previous Asset Management Committee Meeting. (report)

**2. Public Session**

**3. Street Signage and Information Boards (report)**

**4. Clerk's Report**

- a. Merchant Account for Pay for Display Machine
- b. Bins on the Foreshore: Correspondence

**5. Roy Underdown Pavilion Dilapidations Report (to follow)**

**6. Head of Grounds and Assets' Report**

- a. Bartlett's Field: Update
- b. Cleaning Contract for Foreshore Toilets
- c. Football:
  - i. Bookings
  - ii. Terms and Conditions
  - iii. Payments
- d. Trees:
  - i. Update
  - ii. Tree Warden Scheme
- e. Allotments:
  - i. Changes to Terms and Conditions
  - ii. Site Meeting Agenda

**7. Deputy Clerk's Report**

- a. Dinghy Park:
  - i. Users Meeting 11<sup>th</sup> February
  - ii. Spreadsheet
- b. Silent Soldier
- c. Cemetery Regulations Magazine Article
- d. Drinks Machine at The Mercury

**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.

**8. Approve Exempt Minutes of Previous Asset Management Committee Meeting (confidential report)**

**Dated:** 29<sup>th</sup> January 2019

**Signed:** *Amanda Jobling* - Clerk to Hamble Parish Council

## HAMBLE PARISH COUNCIL

**MEETING** **ASSET MANAGEMENT COMMITTEE MINUTES**  
**VENUE** The Mercury, Hamble  
**DATE** Tuesday 08.01. 2019  
**TIME** 8.30am

**PRESENT** Councillors: Schofield (Chair), Dajka, Thompson, Underdown and Cross  
Cllr Cohen arrived at 9.23am  
Deputy Clerk  
Clerk arrived at 9.  
Apologies: Cllr Cohen  
Members of the public: 0

1.

**a. Apologies for absence**

None

**b. Declarations of Interest in items on the agenda and dispensations**

Cllr Underdown declared the following interests:

- A river mooring (not owned by Hamble Parish Council)
- Dinghy Park permit holder

**c. Membership of River Hamble Forum**

**d. Minutes of Asset Management Committee 04.12.2018**

Proposed: Cllr Cross

Seconded: Cllr Schofield

**RESOLVED:** that the minutes of the meetings were approved and signed by the Chair.

Cllr Schofield advised the addition calculation in the table of bookings for the Donkey Derby Field is incorrect and needs to be amended.

- e.** The Terms of Reference were verbally updated to confirm Cllr Underdown's appointment as an additional member of the Asset Management Committee.

**2. Public Participation**

None in attendance.

**3. Grounds Team Update**

The report from the Head Groundsman and noted.

It was confirmed that snowdrops had been planted in the cemetery and along Lovers Lane.

The Committee requested that the Head Groundsman look into the provision of some Autumn bulbs and wildflower seeds.

The Committee is keen to support a community litter pick.

The Keep Britain Tidy 'Great British Spring Clean' takes place from 22<sup>nd</sup> March until 23<sup>rd</sup> April 2019. The Committee requested that the Head Groundsman approach Hamble Conservation Volunteers to find out if they plan to take part in this event so the Committee can consider what support can be offered.

**4. St Andrews Cemetery**

Some minor amendments to the draft Cemetery Regulations and Burial Policy were suggested and these will be taken to the next Council meeting for approval. The Grave Owners advice document will be amended to reflect the recent decision to amend the Exclusive Right period to 20 years.

The Committee noted the information from the Ministry of Justice confirming the cemetery area belonging to St Andrews Church has not been officially closed and the Parish council has not taken over responsibility for the maintenance and upkeep of this area. Cllr Underdown also confirmed that interments have taken place in the front cemetery area in the recent past.

The Committee noted the land registry boundary information confirming the area around the War Memorial belongs to St Andrews Church and not the Parish Council.

## **5. Parking Charge Change**

The recommendation to change the tariff at the Foreshore car park for the period of 5 – 10 hours from £6 to £10 was accepted.

## **6. Mudland Moorings Working Group Report**

The Committee considered the report and clarified some points with the members of the Working Group attending the meeting particularly around the laying of the chains.

The Committee asked the Clerk to seek advice from the Harbour Master and report back.

### **Exempt Business**

Proposed: Cllr Thompson

Seconded: Cllr Underdown

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 they are likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1 March 2006.

It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

Items Discussed:

Cemetery Management, Leases and the Roy Underdown Pavilion.

Cllr Thompson left at 10.00am

*Exempt Business concluded at 10:20am and the public meeting resumed.*

## **7. The Clerks Report**

The Clerk read through her report and answered queries raised by members of the Committee.

The requested changes to the Donkey Derby Field allocation for Hamble River Sailing Club were accepted.

Hamble River Sailing Club's request for a change to the location of dinghy park spaces for the optimist rack was considered. The various proposed locations were discussed

in depth and whilst the Committee supported the request in principle each of the locations could have implications for other users, members of the public or residents.

The Committee felt the impact of the Optimist rack may be too prominent in the spaces closest to the slipway and interfere with views of the river. The Committee suggested that alternative locations were investigated including the sin bin area. As the allocation of spaces begins very soon there will not be enough time to fully investigate alternative locations ready for the 2019 allocation.

The Committee agreed to ring fence 23 spaces for Hamble River Sailing Club prior to the allocation of spaces. Of the 23 spaces members agreed it would invite Hamble River Sailing Club to apply for the cost of the spaces to be waived for:

6 spaces for the optimist racks

4 spaces for the safety boats

3 for the Fevers.

The further 10 spaces/permits will be charged at the standard permit cost for 2019/20.

In return for the waiver of costs the Council will ask Hamble River Sailing Club to provide opportunities for children to get onto the water. Last year the Council made a financial Grant to The Friends of Hamble School for the school children to get onto the water. The waiver of the permit costs would be seen as the Parish Council's contribution to this work. The Council may also approach Hamble River Sailing Club to work with a youth outreach provider to offer taster sessions for stand-up paddle boarding during the summer holiday period.

Notice of termination of the public facilities cleaning contract with effect from 31<sup>st</sup> January 2019 was accepted by the Committee.

The Committee asked the Clerk to obtain detailed costings, to replace the key operated locks for its public buildings with digital locks, for further consideration.

The present position of the inquiries in to the scanning of legal documentation was noted. Further information and costings are to be presented to the Committee when available.

**The meeting closed at 11.30am**

## What impression does this give to visitors?

Some of the most focal information boards in Hamble are in a poor condition and it looks as if we do not care about our village especially to visitors seeking information. The most used and in the best condition information board has been removed causing complaints from local people and problems for visiting organised groups. It would not take much to rectify the matter including cost and this should have been undertaken under regular monitoring and maintenance. Some of them were not provided by the Parish Council, but in conjunction with it, and if the Council does not address the issue no one else will.

### Village Square Car Park:



Rusty, dirty, cracked and faded.



Before the summer season the rust could be removed from the frame and then painted. The transparent cover replaced. The information board is faded but readable so will be acceptable until it can be organised to replace it.

## Foreshore:



As with the car park at most focal point at the entrance.  
Rusty, dirty, faded and holes in it.



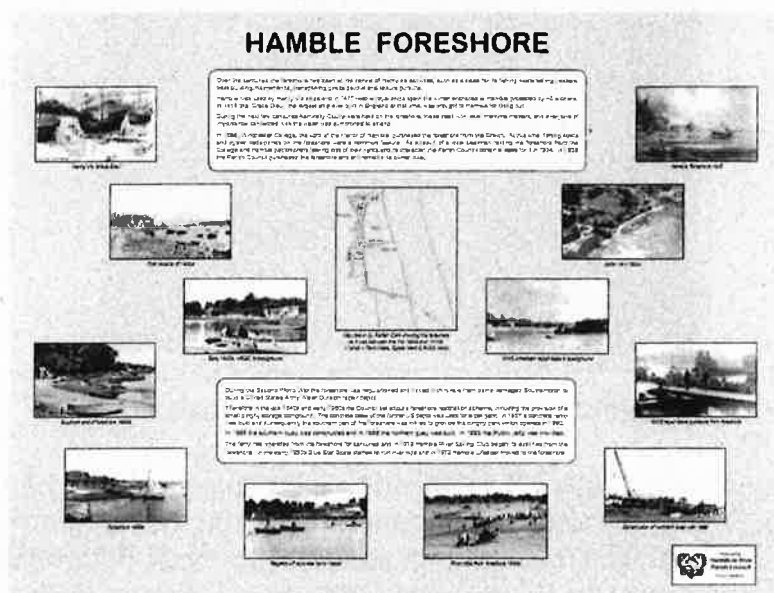
Similar treatment to car park notice board.

Before the summer season the rust could be removed from the frame and then painted.  
The transparent cover replaced. The information board appears faded but readable so will be acceptable until it can be organised to replace it.





Top could be clean to show we have some standards but needs replacing by the Harbour Authority.



Considerable time was given by the Council to decide the best location for this information board for visitors and it negotiated with the cafe owners to place on its building next to the path. It was the most used but has been removed. This has led to general disappointment by the public but in particular to organised groups by sea or land who use it in their treasure hunts. Employees of local businesses and members of the Dinghy Park Working Party have questioned its removal and wished it reinstated.

Westfield Common:



Unreadable as transparent cover damaged  
and recently it has been graffiti.



Even before graffiti unable to see pictures and text

Last summer it was agreed for it to be replaced at a small cost and to have a sacrificial film so if graffitied it could be replaced without damage occurring to the information board. Wherever possible a sacrificial film should be used on Council's information boards so it can be removed quickly and replaced for a very little cost, keeping them in a good presentable condition for the public to enjoy. The location of information boards is important to make them user friendly and to limit anti-social damage.

Compared to other similar visitor oriented places Hamble's information boards provide good information but are in poor condition giving a bad impression.



## Clerk's report

## Recommendations

To authorise the Clerk to enter into a contract with 3c Payment UK Ltd, 8<sup>th</sup> Floor, Regal House, 70 London Road, Twickenham TW1 3QS for a merchant account to manage card payments at the Foreshore Car park. The annual cost of the equipment and service will be £490.00+vat with £30.00 set up and transactions charges as set out below.

To agree that the next meeting of AMC will be held at the Foreshore to provide guidance to Council on how to take forward the work on the "Vision for the Foreshore".

1. Foreshore Car Park Machines – The Council has taken delivery of the new machine and the upgrade on the existing is booked and ready to go. Before commissioning the machines, the Council needs to set up a merchant account to enable card transactions for the new pay and display machine. Details of the requirements are set out in the attached email dated 6<sup>th</sup> Dec 2018. To conclude the contract the following items, need to be approved:
  - Acceptance of the fee scale for transactions
  - Written confirmation from the Committee that the Clerk is authorised to enter the contract on behalf of the Council;
  - Completion of the spreadsheet (circulated only to members)
2. The cost of the card payments has additional costs linked to both the use of credit cards and sim technology. The fee scales for transactions are set out on the charges schedule but given the complexity of the relationship between Cale (provider of the machine), 3c Payment Ltd Uk (software provider) and the card companies it is difficult to work through the exact cost per transaction. It will vary on a transaction by transaction basis but we will have to pay 06.5 pence per transaction plus a further couple of pence for the card/bank fees.
3. In addition, there are charges for the Sim Card set up and use in the machine and the Credit card use – these total £490.00 + vat a year charged annually plus an additional £30.00 set up.
4. Waste bins on the Foreshore – following the announcement that the council would be looking at the Foreshore a local resident contacted the office requesting that the commercial bin store on the quayside be moved. Correspondence is attached. Given the range of issues to be considered it is proposed that the next meeting of the AMC is held at the Foreshore and a detailed visual inspection is carried out to guide the Council. If the report from Andy McIndoe is complete it might present a good opportunity to meet with him on site as well.

## Appendices

1. Email dated 6<sup>th</sup> December 2018
2. Payment Facilitator – Indicative Card Scheme Fees
3. Email correspondence regarding the foreshore dated 21<sup>st</sup> January 2019

**Hamble Parish Council - Office**

**From:** Monica Blanco <Monica.Blanco@3cpayment.com>  
**Sent:** 06 December 2018 16:56  
**To:** Hamble Parish Council - Office; David Spurr  
**Subject:** RE: Merchant Account  
**Attachments:** Merchant Agreement - Card Scheme Fees - 2017-09-01.pdf; AML Company Information\_Summary.xlsx

Hi John,

Thanks for your time on the phone. Please find below the information regarding the fees for the acquiring services, as well as a summary of the process and time scales to get the service set up.

The process to accept card payments for your Cale/Flowbird terminals would be two-fold.

**Payment Service Provider (PSP):** We (3C) supply parking machine manufacturers worldwide (including Flowbird) with the debit/credit card reader hardware which includes high level embedded security software allowing it to create a secure acquiring gateway to the individual card holder's account. For this particular element CALE is a 3C reseller and they provide you with pricing.

**Acquiring (or Payment Facilitator):** The second part of the process is the acquiring aspect. The technology we supply the parking machine manufacturers is PCI Level 3.X certified, upgradable (remotely) to Level 4.X (when available). For this element you'd have a fix fee of 6.5 pence per transaction from our side (independently of the type of card). There are two additional fees on top called interchange and card scheme fees – these fees are set and collected by the issuing banks and card schemes respectively and are outside of our control. However, between the two they only add up to around 1 to 1.5 pennies in total. For detailed information, please see card scheme fees attached.

#### Process and time scales

##### Customer due diligence (CDD)

In order to start the process we would need Hamble-le-Rice Parish Council to send us some documentation so we can perform customer due diligence. This is a mandatory requirement we need to complete in order to comply with anti-money laundering regulations. You can find the details we would need from Hamble-le-Rice Parish Council in the Excel attached and the documentation required below.

Documents to be submitted	
<input type="checkbox"/>	<b>Confirmation of signatory power.</b> An internal document that shows that the signatory is authorized to sign contracts on behalf of the council
<input type="checkbox"/>	<b>Proof of ID of Legal Representative.</b> Legal representative's copy of a valid personal document (Passport or driving licence)
<input type="checkbox"/>	<b>Confirmation of Bank Account relation.</b> A scan or screen-shot detailing the name of the merchant and the bank account number on the same page. This should be the same account where 3C will transfer your card funds weekly

##### Time scales

On receipt of all CDD documentation (cleared by risk) and the signed contract, completion of our configuration is approximately 3 weeks at which point we send the credentials to Flowbird enabling them to initialise your car park terminals. Once your terminals have been set up, you will have access to real time transactions' reports through our 3C Portal.

Let me know if you have any questions.

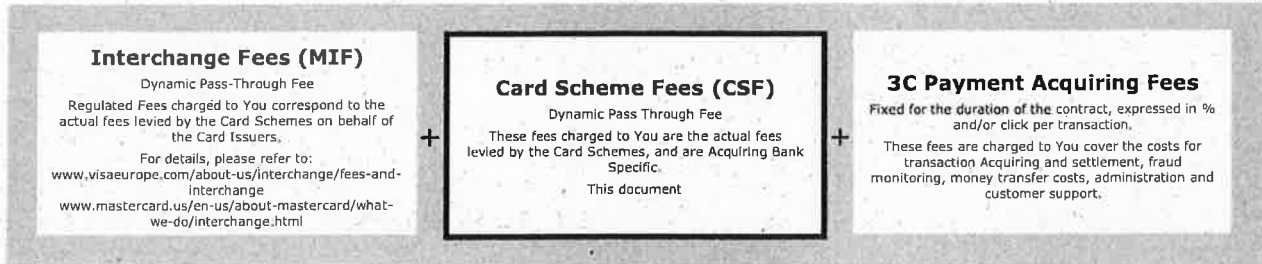
Kind Regards,



## Payment Facilitator – Indicative Card Scheme Fees

Indicative Card Scheme Fees associated with the "Interchange++" pricing model. This supplemental document provides an indication on applied Card Scheme Fees, Card Schemes and transaction regions associated with the "Interchange++" pricing model. These fees are non-binding information and can be adjusted by 3C Payment according to the specifications of the Sponsor Acquiring Bank (the Scheme Licence Holder) and Card Schemes. These fees are correct as of **1<sup>st</sup> September 2017** and can change at short notice. The following Card Scheme Fees indicate the rates for secure card-based payment transactions only.

### Pricing Model Interchange ++



### Card Scheme Fees (United Kingdom)

		Card Scheme Fees					
		Domestic Transaction		Intraregional Transaction		Interregional transaction	
		Pence Per Trx	%	Pence Per Trx	%	Pence Per Trx	%
	Debit (EMV)	0.4630p	0.01045%	0.4630p	0.01045%	6.4670p	0.46045%
	VPAY (EMV)	0.4630p	0.01445%	0.4630p	0.01045%	6.4670p	0.46045%
	Credit (EMV)	0.4630p	0.01445%	0.4630p	0.01045%	6.4670p	0.46045%
	Electron (EMV)	0.4630p	0.01445%	0.4630p	0.01045%	6.4670p	0.46045%
	e-Commerce (All)	0.4630p	0.02445%	0.4630p	0.02445%	6.4670p	0.56045%
	Debit (EMV)	0.6750p	0.02855%	0.6750p	0.02855%	9.5160p	0.02855%
	Credit (EMV)	0.6750p	0.02855%	0.6750p	0.02855%	9.5160p	0.02855%
	Cross-Border	-	-	0.6750p	0.07355%	9.5160p	0.47855%
	Debit (EMV)	0.6750p	0.02855%	0.6750p	0.02855%	9.5160p	0.02855%
	Cross-Border	-	-	0.6750p	0.07355%	9.5160p	0.47855%

### Definition

#### Domestic Transaction:

A Domestic Payment transaction is a card-based Payment Transaction, where the Payment Card is issued by an Issuing Bank located in the same country as that of the Merchant.

#### Intra-EEA Transaction:

An Intra EEA Payment transaction is a card-based Payment Transaction where the Payment Card is issued by an Issuing Bank located in a different EEA member state than that of the Merchant.

#### Intra-non-EEA Transaction:

An Intra non-EEA payment transaction is a card-based payment transaction where the Payment Card is issued by an Issuing Bank located outside the EEA but still in the Europe region and the Merchant is within the EEA or vice versa.

#### Interregional Transaction:

An Interregional payment transaction means a card-based payment transaction where the Payment Card is issued by an Issuing Bank located outside of the Europe Region and the Merchant is within the Europe Region or vice versa.

#### EEA Countries

**Europe Economic Area:** EEA sub-region includes the 28 Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark (including Aland Islands), Estonia, Finland, France (including French Guiana, Guadeloupe, Martinique, Reunion, Mayotte, Saint Martin (French Part)), Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal (including Azores and Madeira), Romania, Slovakia, Slovenia, Spain (including Canary Islands, Ceuta and Melilla), Sweden and United Kingdom (including Gibraltar).

#### Non EEA Countries

Iceland, Liechtenstein, Malta, Norway (including Svalbard and Jan Mayen), Turkey and Switzerland (MasterCard Only: Albania, Armenia, Azerbaijan, Belarus, Bosnia, Georgia, Israel, Kazakhstan, Macedonia, Moldova, Russia, Serbia, Ukraine)

**Sent:** 21 January 2019 13:42

**To:** Clerk - Hamble Parish Council <[clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)>

**Subject:** Foreshore Management Improvements

**Re Foreshore Management Improvements - I refer to your article 15th January 2019**

- A. I would be delighted to assist with any design consultation and would like to have a "say" in any proposed alterations to the area

**B) Commercial Bin:**

i. with the lowering of the hedges the bright green/orange bin is now more visible and does nothing to improve the area.

ii. As commercial waste - this should be relocated to a less intrusive site, therefore by improving the overall area to the public. Closer to the source [Beech Hut Café] makes more sense. Perhaps "hidden" out of site nr the lifeboat station?

iii. I would like to see the Parish Council promote recycling; using the space vacated [from above] for a new recycling facility. A row of bins for general, cans, paper etc etc. I have sourced a sponsor who will pay for the new recycle bins.

Happy to discuss as required

# **Head of Grounds and Assets Report 29<sup>th</sup> January 2019**

**Bartletts field update;** Construction on the play area was completed on Friday 25<sup>th</sup> January, with the post installation inspection taking place on the same day. Having satisfactorily passed the inspection the play area was opened for use ready for the weekend. There is one small aesthetic issue with surfacing not matching the plan that we have asked to be rectified. A formal opening ceremony between Wicksteed and the Parish council is to be held during the school holidays on Wednesday 20<sup>th</sup> February.

**Foreshore toilet cleaning;** The beach hut café will be ending their cleaning contract at the end of January which has been costing £325/month (£3,900/year) + VAT plus the cost of materials as required. This will mean that we will need to find an alternative way of having this area cleaned. We have received a quote for this work from City Cleaning, who will be cleaning the Mercury. Further details will be provided at the meeting.

## **Sports pitch hire;**

**Terms and Conditions;** There is currently no formal terms and conditions for the hiring of the council's sports pitches. Having looked at other available T&Cs and combined relevant information from these with the informal conditions that we have been imposing up to now the attached set of T&Cs and booking form has been produced to regularise the procedure and provide a contract between the council and the hirer for the provision of these facilities.

To agree the procedure for charging a deposit and fees for pitch hire.

**Tree management;** Work is currently taking place from the last survey of council owned trees and we are looking to engage EBC's Arborist to carry out more work surveying other areas around the village. This process will be a continual yearly practice with up to half a dozen sites being surveyed each year dependant on the size of site and number of trees on the site. The process will continue until all of the council's sites have been surveyed at which point the process will start over again.

A meeting has been held with Dick Walters the Eastleigh Tree Partnership coordinator with a view to engaging volunteers as tree wardens to help with the general informal survey of trees around the village both on Parish land and also land in other ownership. This will help the council to be able to better manage its own tree stock, will help with environmental considerations in planning applications and will give an overall plan of tree stocks around the village helping to better plan future tree planting decisions.

**Allotments;** The terms and conditions that are currently in use have been found to have some areas uncovered with some requests made by plot holders not having a set down position for a decision to be made. These will be updated ready for the April meeting with the allotment holders.

**Site meeting agenda;** 1, Terms and conditions. 2, Trees. 3, any other items members wish to discuss

## **Appendices**

1. Pitch Booking Form
2. Pitch Terms and Conditions

## HAMBLE-LE-RICE PARISH COUNCIL

PARISH COUNCIL OFFICE  
MEMORIAL HALL  
HAMBLE-LE-RICE  
SOUTHAMPTON  
SO31 4JE

E-mail: [office@hamblepc.org.uk](mailto:office@hamblepc.org.uk)

TELEPHONE: 02380 453422  
(24 HOUR ANSAPHONE)

### APPLICATION FORM FOR USE OF THE COUNCILS MOUNT PLEASANT RECREATION GROUND AND COLLEGE PLAYING FIELDS FOOTBALL PITCHES

Name of Team

Organiser/ Responsible person:.....

Club position.....

Mobile phone  
number.....

Email or  
address.....

Date(s) required			
		Mount Pleasant	College Playing Fields
Size of pitch required & Preferred Location (subject to availability)	7v7 junior	N/A	
	9v9 junior		
	11v11 junior		
	Senior		
Do you require any dates for training?			



Is this a one-off booking or a series?	
Day and time required?	
Have you used Parish council facilities before?	
If you've not played with Hamble Parish Council previously, please give details of where you last played	

**Additional Comments**

**Terms and Conditions acceptance**

- VAT Exemption
- Payment must be made by BACS

Date.....

Signature.....

## Football Pitch Hire Terms and Conditions

1. This contract is legally binding and once entered into, the council will pursue all due payments, including a cancellation fee of £???, should the season's booking be cancelled at any time.
2. A booking will only be taken for a full season's matches with a deposit of £???. Required to confirm the booking which will be refundable at the end of the season only if all conditions of this contract have been met, the deposit will otherwise be forfeited. The deposit will be due by \*ENTER DATE\*.
3. One-off matches are only available with prior agreement, please liaise with the grounds team for more details, payment will be required before the game starts
4. Invoices will be issued once pitch allocation has been confirmed. Payment for a minimum of five matches will be required \*DATE/TIMESCALE BEFORE FIRST MATCH\*. Further games will then be invoiced in blocks of at least five games, with invoices issued after the penultimate game of the previous invoice with payment due \*DATE/TIMESCALE BEFORE FIRST MATCH\*..
5. To qualify for a VAT exemption all conditions of the VAT Exemption Notice must be met, a copy of which is available on our website and upon request.
6. Payment will only be taken by bank transfer.
7. Non-payment of invoices will result in immediate cancellation of hire and withdrawal of access to the facilities and pitches.
8. Hamble Parish Council cannot accept any liability for loss, damage or injury sustained by the hirer or any person participating, howsoever arising.
9. It is a requirement of the football clubs using the Council's facilities to take out their own public liability insurance, a copy of which will be required by the Council prior to the first game.
10. When using the facilities, we can only allow the team and two officials in each changing room in order that we can control access to the facility.
11. It is the responsibility of the hiring team to ensure that the pitch is playable prior to the commencement of play. Although, the Council reserves the right to call off games as they see fit whether or not teams or their referees believe the pitches are playable.
12. Night matches are only available when pre-booked with the head groundsman giving at least two working days' notice.
13. Refundable key deposits may apply to individual sites, please liaise with the grounds team for more details.
14. The facilities must be looked after by the hirer. No damage is acceptable and the home team will be held responsible for any howsoever caused. Any teams found to be abusing the rooms/facilities and/or staff will be barred from our facilities.
15. Smoking is not permitted in any Council buildings.
16. The hirer will reimburse the parish Council for any expenditure incurred in making good any damage to facilities, and any areas where enhanced cleaning is required.
17. Hamble-le-Rice parish Council has a legal responsibility to safeguard, promote wellbeing and protect children and adults with care and support needs who may be at risk of abuse. All hirers must comply with our safeguarding policy and procedure. Clubs will be asked to provide their own safeguarding policy where applicable.
18. The use of Hamble Parish Council's facilities for training is only available with prior agreement, please liaise with the grounds team for more details.

### **Dinghy Storage Park:**

#### **i. Users Meeting 11th February**

A meeting of the Dinghy Storage Park users will be hosted from 5.45 to 6.30pm on 11<sup>th</sup> February prior to the Council meeting. This will be an opportunity for the Working Group to feed back on its work over the last 12 months:

- Regular professional slipway cleaning;
- Improved communication;
- A new noticeboard;
- Unified pricing across the board, resulting in a flat rate of £156 per space (the equivalent of £3 per week).
- Replacement of the space numbers on most of the rails;
- User representative involvement with inspections and contraventions;
- Review of the Terms and Conditions;
- Increasing the limit from 2 to 3 permits/spaces per household

The meeting will also help to identify priorities for the coming year.

#### **ii. New Plan and Spreadsheet**

A user representative on the Dinghy Park Working Group has completed a detailed survey of the Dinghy Storage Park and produced a very much improved plan. The plan differentiates between the various space sizes. This will help the office to match boats to the most appropriate spaces much more easily.

This has totally redesigned the spreadsheet register to improve efficiency and use the data to feed in to a plan of the spaces.

This work has been done on a voluntary basis over and above the work completed for the Working Party and by way of recognition and thanks the Committee is asked to consider waiving the user's permit fee for the 2019 allocation.

### **Silent Soldier:**

A Warden of St Andrews Church has asked if the Council has given any thought to the future of the Silent Soldier. The Church would be happy to keep it in storage and re-use over future Remembrance commemorations but may ask for a contribution from the Parish Council to cover the cost of a vinyl to cover over the text on the bottom of the Soldier.

### **Cemetery Regulations Magazine Article**

Following issues last year it was agreed by the Review Committee that an article would be placed in the Village Magazine to advise parishioners of the space limitations and burial restrictions. An in-depth review of interment regulations has been recently completed and guidance on the content and pitch for article would be helpful.

HAMBLE PARISH COUNCIL  
ASSET MANAGEMENT COMMITTEE – 5<sup>TH</sup> FEBRUARY 2019  
DEPUTY CLERK'S REPORT

**The Mercury**

Groups of volunteers have undertaken preparation work in readiness for the opening of the Library in March.

There will be a partial opening from February with Citizens Advice offering a drop-in service on Wednesday 6<sup>th</sup> February and Barclays digital skills coaching on 13<sup>th</sup> February. A meeting with another potential regular user is arranged for early February.

Eastleigh Borough Council has been asked to consider the inclusion of a book exchange if further books will not be available before the March opening. This would not only fill the empty shelves but ensure there a constant refresh of books on offer.

Research into to the cost of different coffee machines found the most competitive rate for rental alone was around £11 per month. However, an alternative 'free' machine on loan option, subject to minimum consumption/capsule order, is being explored. A meeting is arranged with the representative on 30<sup>th</sup> January and if the terms are satisfactory the Committee will be provided with more details before the meeting and asked to give approval for the Clerk to enter into the contract.