

Council Meeting 8th November 2021

7.00pm Roy Underdown Pavilion

Item number	Lead	Timing
1. Welcome Apologies for absence Expressions of interest Approve the minutes of 11 th October 2021	Chair	5
2. Public participation.		15
Community Issues		
3. Competition outcome for the naming of the Electric vehicle	Cllr Nicholson	5
4. S137 Grants	Chair	5
5. Clerks report including: Feedback from Grantham Avenue Parking Petition Hamble Market EBC reserves projects Welcome back fund - ideas	Chair/Clerk	5
Programme Review		
6. Project Updates	Projects Manager	20
Performance Information		
7. Monthly update	Clerk	5
Committees, Groups and Administration		
8. Recommendations from Asset Management Committee –	Cllr Thompson	5
9. Personnel Working Group – Approve the Staffing priorities and targets for 2022/23	Cllr Cohen	10
Employee Assistance Programme –		5



10. Communications Working Group – Website update

Cllr
Nicholson 10

Financial, Risk and Governance

10. Fees and Charges

Clerk 10

11. Payments and Bank reconciliation for October 2021

Clerk 5

12. Monthly reports

Clerk 5

13. Delegated decisions from Council and Committees since 11th October 2021 meeting

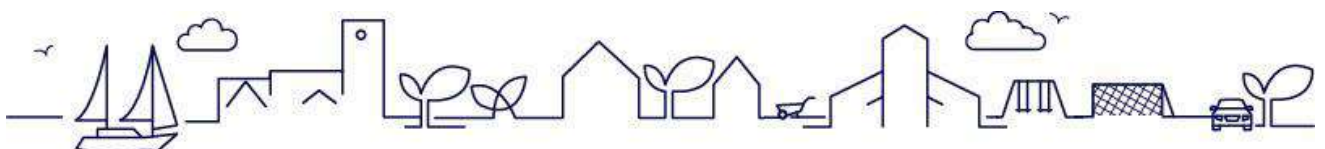
Clerk 5

Exempt Business

14. Recommendation from Asset Management Committee - Award of Contract for enabling works at the Southern Foreshore – bench replacement programme

Cllr
Thompson 10

Signed: *Amanda Jobling*
Date: 3rd November 2021
Clerk



Council Meeting 11th October 2021

Minutes

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

Meeting held at the Roy Underdown Pavilion, Baron Road, Hamble.

Present

Members: Cllr Cohen, Cllr Cross, Cllr Jones, Cllr Lehneis, Cllr Nicholson, Cllr Ryan, Cllr Thompson and Cllr Underdown

Staff: Clerk, Projects Manager and Communications lead

1. Welcome – Chair welcomed all present including four members of the public.
 - a. Apologies – Cllr Hand, Cllr Dann, Cllr Palmer and Cllr Rolfe
 - b. Declarations of interest – none
 - c. Minutes of 13th September 2021

Proposed: Cllr Underdown

Seconded: Cllr Nicholson

Minutes of the Meeting held on the 13th September 2021 were approved subject to two changes – typo and formatting.

2. Public participation – Four residents from Gardham Avenue attended to present the issues outlined in the petition to HPC. Key issues included the number of older people living in Grantham Avenue, the number of disabled spaces (some of which were not being used correctly), people from the wider area using it for short- and long-term parking (there were a variety of reasons for this), anti-social parking on the curb and an inability for people to park when visiting whether it is family, friends, deliveries, social and care visits or emergency vehicles.
3. Grantham Avenue Petition

In response to the petition and the issues raised Council agreed the following:

 - Forward the petition to EBC and request that they consider it.

- Work with residents to compile a dossier to show the exceptional nature of the road.
- Establish where the Coach Road estate survey has got too and recommendations for Grantham Avenue.
- To provide a briefing note back to Council setting out the responsibilities between EBC and HCC, the differing powers and any delegation in them under agency terms.
- Set out the resident parking permit criteria and any possible exceptions.
- Create a media campaign asking people to be a good car neighbour and park considerately.
- Ask EBC to contact shop owners and their staff to ask them to park elsewhere (could be Mount Pleasant).
- Ask HCC to install dropped kerbs for residents free of charge or discounted given the exceptional circumstances.
- Ask for more Street enforcement.

4. Projects

The Councils considered a variety of issues.

- a) **Proposed: Cllr Underdown Seconded: Cllr Ryan**
Removal and replacement of 5 Velux window was agreed under delegation to the Chair of Asset Management and the Clerk subject to the quote being less than £12,000
- b) To note that an expression of interest has been issued for the enabling works at the Foreshore for the bench replacement programme in line with Financial Regulations
- c) To seek public views via the newsletter about the permanent closure of the pathway at Hamble Allotments given the feedback from allotment holders on the proposal.
- d) **Proposed: Cllr Underdown Seconded: Cllr Ryan and all**
agreed to approve the additional premium business license at a cost of £15.10 + £3.90 per month plus cloud Setup and Configuration (2-5 users) of Rialtas Business Solutions (RBS) Software including VPN / RDP, firewall, and virtual server at a cost of £444.00.
 Also requested that we look at a digital strategy for engagement prior to engaging in further work on the virtual meetings..
- e) To note the issues raised in the survey regarding the 365 migration.
- f) Approve the leasing of 4 laptops for those councillors with an identified need. The costs to be confirmed. Also the Clerk is to seek advice on issues related to the use of personal devices for Council work and issues linked to disclosure and confidentiality.

g) It was agreed to consult the community using the variety of formats, on whether we have a Parish Newsletter or a Village Magazine (or either), and include businesses in the survey. Questions to be circulated to councillors before publication.

5. The Council noted the performance information.

6. Terms of Reference of the Crime Reduction and Community Safety Working Group

Proposed: Cllr Underdown Seconded: Cllr Cross and all agreed the Terms of Reference for the Crime Reduction and Community Safety Working Group.

Proposed: Cllr Underdown Seconded: Cllr Cohen and all agreed to revise the membership of the Waste and Recycling Group to include Cllr Lehneis

Personnel Working Group

Proposed: Cllr Underdown Seconded: Cllr Cross and all approved the recommendations listed 6a-f below

- a) To amend the Standing Orders to include that in the absence of the Proper Officer or a designated member of staff that the Vice Chair would perform the role.
- b) To approve the appraisal and performance management policy and form including the requirement for a second councillor to be involved in the Clerks appraisal. It was agreed this would be Cllr Underdown.
- c) To approve the variation of hours for the Projects Manager to twenty hours per week.
- d) To approve the Accounts Assistant's role profile
- e) To approve the redesignation of £5000 reserves held in the EMR for valuations to the training budget. The transfer of money to the training budget will take place at the year end.
- f) To approve the National Employers Pay award of 1.75% for all staff backdated to 1st April 2021.

7. Assets Report

It was Proposed: Cllr Nicholson Seconded Cllr Thompson and all agreed items 7a-d below

- a) To reintroduce a regular weekly clean of the pavilion changing rooms at the cost outlined in the attached quote from Domestic Darlings dated 4th October 2021.

- b) To agree the purchase of planters and planting for the Foreshore to be funded via the S106 funding
- c) Establish a budget for 2022/23 of £6000 to cover the purchase of more planters and to enable the annual purchase of bulbs.
- d) Approve remote access to the RUP CCTV system at a cost of £ 195.00 plus vat

9. AGAR

Proposed: Cllr Cohen Seconded: Cllr Ryan and all noted the conclusion of the 2020/21 audit of our accounts without any exceptions.

10. Bank reconciliations and payments list

The Chair signed the bank reconciliations for September for the following sums:

Premium Account	£ 140,746.80
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Business Current Account and Cash Book	£ 132,101.33
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Proposed: Cllr Jones Seconded Cllr Cross and all approved the payment list attached to these minutes.

Council noted the second precept tranche £121,136.00 and the loan statement from EBC which showed an opening balance of £120,138.28 plus Interest at 0.50% from 01/04/21 to 30/09/21 of £301.17 giving a final balance of £120,439.45

11. No queries were raised with the monthly reports circulated to members.

12. The Delegated decision from the Planning Committee for 13 Satchell Lane was noted.

13. Accidents and Incidents – the latest item was noted.

Meeting ended at 21.07.

Agenda item 3

Verbal report from Cllr Nicholson on the Competition outcome for the naming of the Electric vehicle

GRANT APPLICATION FORM

Deadline 31st March and 30th September each year

Please refer to Grants Procedure Notes before completing this form.



Name of organisation making the application: HEDGE END SECTOR COMMUNITY SPEEDWATCH			
Name of person to whom correspondence should be addressed: STEPHEN CLUER		Address for correspondence: 43 HELLYAR RISE HEDGE END	
Position within the organisation? SCHEME COORDINATOR		Post Code: S030 4DP	
Email: steve.robin.cluer@btinternet.com		Daytime telephone number: 07831 153 466	
Details of organisation and its aims or activities THE VOLUNTARY WORK OF COMMUNITY SPEEDWATCH IS FOCUSED ON EARLY INTERVENTION BY MEANS OF PROACTIVE EDUCATION BEFORE ANYTHING ELSE. VOLUNTEERS CONTRIBUTE THEIR TIME TO MAKE OUR LOCAL ROADS SAFER FOR EVERYONE TO USE.			
Amount of grant requested £ 500		Total cost of project or item £ 3000	
Details of staff employed: N/A		Salaries: £ £	
How many are: Committee/Board	Employees	Members/Users	Volunteers 12 CURRENTLY
What is the Grant for and who will benefit? (Give details of the specific project or item to be funded) FIRSTLY OUR EXISTING RADAR DETECTION EQUIPMENT NEEDS UPGRADING AND A NEW SPEED INDICATING DEVICE PURCHASED. SECONDLY OUR RISK ASSESSMENT SHOWS THE NEED FOR VOLUNTEERS TO WEAR HIGH VISIBILITY CLOTHING WHICH WE NEED TO PURCHASE WITH THE COMMUNITY SPEEDWATCH LOGO AFFIXED			
How will the people of Hamble benefit from the grant? ALL RESIDENTS POTENTIALLY WHO WOULD OBSERVE OUR GROUP REGULARLY CONDUCTING SESSIONS ON LOCAL ROADS OF CONCERN			
Have you applied to any other body for a grant towards this project? (If yes, please give details) ALL LOCAL COUNCILS IN THE HEDGE END POLICE SECTOR PLUS EASTLEIGH BOROUGH & HAMPSHIRE COUNTY COUNCIL			

From: [stephen.robin.cluer](#)
To: [Clerk - Hamble Parish Council](#)
Cc: [Geoff Eavis](#)
Subject: Re: Grant Claim
Date: 02 November 2021 17:28:38

Hi Amanda,

I will answer your email as best as I can on behalf of Hedge End Sector Community Speedwatch.

Firstly Hedge End have not asked for any further information accept the groups bank account details.

We are a group of volunteers who will be out initially 4 times a month increasing to at least 8 once our existing equipment has been upgraded.

2 of our team live in Hamble and we currently have 1 No police risk assessed site along Hamble Lane.

The police respond to the public's complaints of roads with speeding drivers and also any roads in an area which our team feel need to have speed monitoring sessions.

We shall be producing a monthly report on the sessions undertaken along with it's statistics which will be made available to all local councils.

We are a cross council boundaries operation and therefore have applied for grant funding from each council.

We hope Hamble Parish Council will approve a grant to enable us to have our radar equipment updated and to purchase the high visibility clothing our volunteers require.

Regards

Steve Cluer

07831153466

On 2 Nov 2021, at 15:33, Clerk - Hamble Parish Council
<clerk@hamblepc.org.uk> wrote:

Good afternoon

Thank you for your grant application received earlier today. As confirmed it will go to Council for consideration on Monday evening when we have our meeting. The bit that I think is missing at the moment is how we quantify what Hamble will get in return for any grant funding. Parish Councils raise their funds from their residents and money spent should be for their benefit. We do have a number of cross boundary projects that receive funding from the different parish councils but that is supported with a service level agreement that guarantees a minimum level of service and is then supported by monitoring information. For your application to be successful it would be helpful to have this available for the meeting. I know that Hedge End has approved funding but has not paid it yet pending a similar request. If you can supply it ahead of the meeting it is more likely to be successful.

Best wishes.

Amanda Jobling
Clerk
Hamble Parish Council

Mobile: 07395024940 Office: 02380453422 Email:
clerk@hamblepc.org.uk
www.hambleparishcouncil.gov.uk Address: Parish Office, 2 High
Street, Hamble SO31 4JS

Council

8th November 2021

Agenda item 5 – Clerk's report

Grantham Avenue Parking

At the last meeting I was asked to undertake a series of actions – these are set out below with the actions to date:

Forward the petition to EBC and request that they consider it – sent on 22.10.2021

Work with residents to compile a dossier to show the exceptional nature of the road – number of site visits carried out but no information from residents.

Establish where the Coach Road estate survey has got too and recommendations for Grantham Avenue – request for this information in letter of 22.10.2021

To provide a briefing note back to Council setting out the responsibilities between EBC and HCC, the differing powers and any delegation in them under agency terms – see email from EBC from Toni 20.10.21.

Situation complicated by an imminent change to the agency arrangements.

Set out the resident parking permit criteria and any possible exceptions – see email referenced above

Create a media campaign asking people to be a good car neighbour and park considerately – article in newsletter for November about considerate parking and postcard devised for a local drop in the hope of raising the issue.

Ask EBC to contact shop owners and their staff to ask them to park elsewhere (could be Mount Pleasant) – no response from as yet.

Ask HCC to install dropped kerbs for residents free of charge or discounted given the exceptional circumstances - no approach made to HCC until the dossier of information establishes the extent of the problem

Ask for more Street enforcement – no response from EBC as yet.

It is recommended that the issue be referred to the Planning Committee for further action if needed as transport and roads fit within the remit of the committee.

Hamble Market

The Reopening the High Street Fund will have enable five local markets to operate each month from the Square Car park in Hamble. The purpose of the market is to generate footfall to the area and encourage support for existing businesses.

The last market is due to take place in December and EBC are looking at options to extend the market as a permanent feature. Councillors are asked to indicate support for this and if you do wish to support its continuation how this might be achieved once the funding is withdrawn.

Welcome back Fund and Reserves

EBC have asked for funding ideas for both the Welcome Back Fund (this cannot fund permanent assets or services) but can fund one off items that improve the environment and entice people back to our high streets, as well as projects that could be funded from the Local Area Committee Reserves.

I would recommend that we seek funding from the Reserves to cover the following:

Cost of the bin stores at the Foreshore and Mount Pleasant including enabling works - £££

Cost of replacement flood lights at RUP - £££

Cost of replacement LED's for RUP -£££

Upgrade of the CCTV at RUP - £££

Replacement metal doors at RUP - £££

Replacement Velux windows at RUP - £££

I have also asked whether they would consider funding the upfront consultancy costs involved in getting Mount Pleasant to the pre application stage. This would include a topographical survey of the site, appointment of a Project Manager /Quantity Surveyor and other studies that will be needed to enable a planning application to be made. As some of these costs will be defrayed 12 months on I suspect they will not be keen to fund them.

Welcome Back fund - we have already agreed funding for a further 3 planters and planting (on the same basis as agreed for the Foreshore at the last Council meeting) for The Square and Coronation Parade.

Do members have any other projects they would like to seek funding for?

From: [Johnson, Toni](#)
To: [Clerk - Hamble Parish Council](#); [Saunders, Robert](#)
Subject: RE: Agenda for Council meeting on 11th October 2021 7pm Roy Underdown Pavilion.
Date: 20 October 2021 12:27:48
Attachments: [image136783.png](#)
[image137914.png](#)
[image968363.png](#)
[image687609.png](#)
[image886824.png](#)
[image784574.png](#)

Good morning Amanda,

Apologies for not replying sooner.

Unfortunately we are in a period of uncertainty in relation to the Agency Agreements for both Parking and Traffic Management services. In September a report was due to be considered by the Executive Member for Highways Operations, the effect of which would be to terminate the agreements. The report was removed at the last minute but we are expecting this to be resubmitted following further consultation with each of the District and Borough Councils.

This leaves us in a difficult position in terms of giving advice to our partners in respect of some of the issues you have raised.

Agency Agreement:

The existing Agency Agreement, allows Eastleigh BC to work with the Local Area Committee's to implement low cost, high impact measures designed to resolve parking and traffic movement issues and covers the following areas:

- Modifications to existing parking and loading controls where there is a safety problem or where there has been a substantial change in parking/loading caused by development or closure of off-street parking.
- Operation of on-street residents' parking schemes including issuing of parking permits and any digital permit scheme administration
- Dealing with routine traffic management related correspondence
- Minor signs and lining works relating to parking
- Disabled persons parking places
- Speed limit reminder signs
- Traffic Management related advice and support to Members
- Freedom of Information /Environmental Information Regulations requests relating to Parking and Traffic Management agency functions

The Agency Agreement does not cover the following Traffic Management provisions, but the Borough can be asked to progress these at the request of the County Council:

- Speed Limits changes
- Weight Limit Introductions or changes
- Height Limits
- HGV restrictions
- Road classification
- Movement restrictions
- Bus Lanes
- Permanent Road Closures and Gating Orders
- Zebra, Pelican, Puffin and Toucan crossings

Eligibility for Residents Parking Schemes:

I do not think that Grantham Avenue would meet the criteria HCC set out for a residents parking scheme (RPS), I have included the HCC criteria below. The current minimum cost of a permit is £50 and due to the road space available I suspect we may not be able to allocate more than one permit per dwelling, although this would need more detailed work to confirm:

HCC Criteria:

a. Assessment of need:

- I. Schemes shall not be considered where a resident could provide, at reasonable cost to themselves, parking within their own curtilage (subject to local planning policy). Exceptions could be made in areas where the alteration of premises to accommodate parking may have an adverse impact on the appearance of a street;
- II. Parking/traffic studies should be undertaken to confirm that there is a shortage of on-street space for residents and/or their visitors due to parking by non-resident vehicles. The survey should identify the amount of available kerb space and how long vehicles are parked on a typical day in order to determine the level of difficulty for residents;
- III. Generally, not more than half of the residents should have sufficient parking available within the curtilage of their property or allocated to that property in the form of private garages or other parking space.

(b) Determination of feasibility and type of scheme:

- I. The normal working day or peak demand for resident spaces needs to be identified.
- II. Consideration must be given to the overall parking needs for the area. Locations that are close to shopping and business areas where there is a lack of short stay on-street parking or convenient off-street parking may need to allow a proportion of short-stay parking for non-resident vehicles. Where such a need is identified, time limited parking should be provided. Such parking could include an exemption on the time limit for permit holders;
- III. If the spaces are to be reserved exclusively for permit holders because it has been shown that parking of non-residential vehicles is not necessary to meet the needs of the area, consideration should be given to signing the scheme as a Permit Parking Area or Zone in order to minimise the requirement for signs and road markings and therefore reduce the visual impact of the scheme; this is particularly important in Conservation Areas.
- IV. The Highway Authority (the County Council) must be satisfied that a reasonable level of enforcement of the scheme can be maintained;
- V. It must be demonstrated that the introduction of the scheme will not cause unacceptable problems (such as displaced parking) in adjacent roads. It may be necessary to widen the potential area covered.

(c) Consulting and implementation:

- I. The proposals should be acceptable to the greater proportion of residents prior to formal advertisement of the Traffic Regulation Order. The consultation should include details such as the cost of permits, how many permits residents will be entitled to and arrangements for visitors;
- II. Local businesses and amenities located within and close to the area affected by the proposals should also be consulted.

Other important considerations:

Charges must be made for permits at a level that will ensure the scheme is fully self-financing. The County Council will set a minimum annual permit charge that will be subject to annual review and inflation.

Spaces cannot be allocated to specific properties and a permit does not guarantee a parking space. The formalisation of parking spaces through a residents' parking scheme is likely lead to a reduction in the amount of parking space available.

Rob will be able to comment on the enforcement aspect of your enquiry.

Blue badge administration is dealt with by HCC

<https://www.hants.gov.uk/transport/parking/bluebadge> The TRO and administration of disabled persons parking places is dealt with by Eastleigh and information can be found here <https://www.eastleigh.gov.uk/parking-travel-and-roads/parking/disabled-parking-bays>

Please do not hesitate to contact me if I can be of further assistance.

Kind regards

Toni

Toni Johnson

Technical Services Manager

Service Delivery - Direct Services - Technical Services

**As staff are currently working from home, email is the best way to contact us.
A direct phone call may not be answered.**

023 8068 8213



Eastleigh Borough Council | Hedge End Depot | Botley Road | Hedge End | SO30 2RA

From: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>

Sent: 20 October 2021 11:03

To: Saunders, Robert <Robert.Saunders@eastleigh.gov.uk>; Johnson, Toni <Toni.Johnson@eastleigh.gov.uk>

Subject: FW: Agenda for Council meeting on 11th October 2021 7pm Roy Underdown Pavilion.

Good morning to you both

I am following up on Cllr Aireys email regarding the recent petition that we received about parking and other questions that then came from that which I need some help on.

I remember years back when I worked at EBC that you operated under an agency agreement with HCC for roads. I'm not sure if that is still in place and if so what it now covers. If you are able to clarify that I would be grateful.

In terms of TRO's the Grantham Avenue doesn't to my knowledge have any TRO's – could some be introduced – such as limited waiting if non resident or would that have to be covered by a residents permit scheme. Can you point me in the direction of the conditions – I checked HCC website and couldn't find it.

I'm also keen to get sight of the HCC policy on disabled parking bay and badges as this is another problem there.

Many thanks in advance and best wishes!

Amanda Jobling

Clerk

Hamble Parish Council

Mobile: 07395024940 Office: 02380453422 Email: clerk@hamblepc.org.uk

www.hambleparishcouncil.gov.uk Address: Parish Office, 2 High Street, Hamble SO31 4JS

From: Airey, Cllr David <David.Airey@eastleigh.gov.uk>

Sent: 13 October 2021 15:02

To: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>; Johnson, Toni

<Toni.Johnson@eastleigh.gov.uk>; Debreceni, Debbie <Debbie.Debreceni@eastleigh.gov.uk>; Saunders,

Robert <Robert.Saunders@eastleigh.gov.uk>

Cc: sheelagh.cohen@hambleparishcouncil.gov.uk; simon.hand@hambleparishcouncil.gov.uk; Airey, Cllr David

<David.Airey@eastleigh.gov.uk>; McClean, Ross <Ross.McClean@eastleigh.gov.uk>; Rennison, Jo

<Jo.Rennison@eastleigh.gov.uk>; Manning, Cllr Adam <Adam.Manning@eastleigh.gov.uk>; Cross, Cllr

Malcolm <Malcolm.Cross@eastleigh.gov.uk>

Subject: RE: Agenda for Council meeting on 11th October 2021 7pm Roy Underdown Pavilion.

Hi Amanda,

They certainly set you a task with this!

I am copying in some EBC staff with this e-mail as I think they will be able to answer some of the points raised below. Toni Johnson and Debbie will be able to respond to a number of the issues, especially around Traffic Regulation Orders and HCC's criteria for Residents' Parking Permit schemes. I think Toni visited Grantham Ave quite recently with Malcolm. I have also included Rob Saunders who leads the Parking Service and therefore has the responsibility for enforcement where TROs are in place.

Rob and Toni will also be able to assist you with answering the question about EBC and HCC responsibilities.

I would be amazed if HCC were to do anything for free or a discounted price.....but if you don't ask you won't know. I, personally, don't think it right if they did so as it would be unfair on other people wanting dropped kerbs. It may be that something for the bungalows could be worked out but if the price is anything like doing something similar in Monks Road, Netley the cost would be very high. Getting VIVID involved and contributing will be a task in itself!

It may be that templates of letters about responsible and considerate parking that have been used by EBC in other areas can be forwarded to you and save a bit of time and effort. I am sure that Rob or Toni would know of availability and forward anything of help onto you.

I have also included Ross and Jo for information.

I hope that is a start in assisting you. Please copy me into e-mails on this topic.

Kind regards,

David

Sent: 12 October 2021 15:58

To: Airey, Cllr David <David.Airey@eastleigh.gov.uk>

Cc: sheelagh.cohen@hambleparishcouncil.gov.uk;

From: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk> simon.hand@hambleparishcouncil.gov.uk

Subject: Re: Agenda for Council meeting on 11th October 2021 7pm Roy Underdown Pavilion.

Hi David.

Thanks for coming back and showing an interest in this local issue.

The residents were very eloquent on the issue and I've been asked to do the following:

Forward the petition to yourselves given the absence of any powers at HPC level.

Work with residents to compile a dossier to show the exceptional nature of the road.

Establish where the Coach Road estate survey has got too and recommendations for Grantham Avenue.

To provide a briefing note back to Council setting out the responsibilities between EBC and HCC, the differing powers and any delegation in them under agency terms.

Set out the resident parking permit criteria and any possible exceptions.

Create a media campaign asking people to be a good car neighbour and park considerately

Ask EBC to contact shop owners and their staff to ask them to park elsewhere (could be Mount Pleasant).

Ask HCC to install dropped kerbs for residents free of charge or discounted given the exceptional circumstances.

Ask for more Street enforcement.

I'd welcome a chat with you especially around the powers, criteria for residents parking scheme, Blue badge eligibility and enforcement of conditions (realise that's HCC but hoping you can point me in the right direction). I appreciate this is a long and ambitious list but one for consideration. If you're able to help I would appreciate it.

I have copied Sheelagh in as she was Chair last night, Simon as Chair and Malcolm. Any inaccuracies or omissions I am sure they will flag.

Best wishes

Amanda Jobling

Clerk

Mobile: 07395024940 Office: 02380453422 Email: clerk@hamblepc.org.uk

Web: www.hambleparishcouncil.gov.uk Address: Parish Office, 2 High Street, Hamble SO31 4JS

From: Airey, Cllr David <David.Airey@eastleigh.gov.uk>

Sent: 12 October 2021 15:03

To: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>

Cc: Airey, Cllr David <David.Airey@eastleigh.gov.uk>

Subject: Re: Agenda for Council meeting on 11th October 2021 7pm Roy Underdown Pavilion.

Hi Amanda,

How did the Grantham Avenue car parking petition item go?

I know from e-mails that I have been sent that some people want to see a residents' parking scheme however

Grantham Ave doesn't meet the County Council's criteria.
Kind regards,
David

From: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>

Sent: Friday, October 8, 2021 2:05:11 PM

Subject: Agenda for Council meeting on 11th October 2021 7pm Roy Underdown Pavilion.

Please find attached the agenda for Monday nights meeting at the Roy Underdown Pavilion.

Best wishes.

Amanda Jobling

Clerk

Mobile: 07395024940 Office: 02380453422 Email: clerk@hamblepc.org.uk

Web: www.hambleparishcouncil.gov.uk Address: Parish Office, 2 High Street, Hamble SO31 4JS

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Any views expressed by the author may not necessarily reflect those of Hamble-le-Rice Parish Council.

Ross McClean
Local Area Manager
Bursledon, Hamble and Hound, Hiltingbury and CF
Eastleigh Borough Council
Eastleigh House
Upper Market Street
Eastleigh
SO50 9YN

22.10.2021

Dear Ross

Subject: Grantham Avenue Petition

As you are aware we have been contacted by the residents of Grantham Avenue concerning daily problems they have with parking. The residents of the road are predominantly elderly and are heavily reliant on others – be it regular home deliveries, care givers, family members or a range of health and welfare professionals. Frequently they have workers and users of Coronation Parade parking there as well as other residents from the surrounding areas. The problem is compounded by the number of disabled parking bays which creates pressure more pressure for non-designated areas.

Given this the Council have asked that I write to you on the residents behalf seeking consideration of the following:

- A form of permit parking that might help to preserve spaces for residents of the road ahead of non residents
- Increase the amount of parking by using existing green areas for additional parking
- EBC to write to businesses and residents in and around Coronation Parade asking them to park elsewhere – Hamble Parish Council is happy to offer parking at Mount Pleasant to help reduce pressure in residential areas if it will help

- Ensure that blue badges are being used appropriately and that regular enforcement is carried out.
- Encourage a partnership approach to the issue including the involvement of the local housing provider.

We are aware of work that was carried out by EBC engineers to assess the problems and also some possible solutions. Revisiting this work would be useful and might be a helpful starting point with residents.

In the meantime we are covering the issue of inconsiderate parking in our next newsletter and will also be doing a targeted mail drop to residents in the area.

We have explained that as a Parish Council we have no powers in this regard and that the matter will be referred to EBC for their consideration. I duly attach the petition for your attention and will copy this letter to residents so they are aware that we have referred the matter on.

We look forward to working on this with you and will await your response.

Yours

Amanda Jobling
Clerk

CC. Cllr Craig (Chair of AC) and Cllr Airey (Cabinet Member for Transport)
Sandra Hayes – Petition Organiser and resident of Grantham Avenue.

Agenda items 6 & 7

Projects and Performance Management – spread sheets sent separately

Agenda item 8

Recommendations from Asset Management Committee

- Fees and Charges - item 10
- Award of Contract – item 14

From: [Hannah Sadler](#)
To: [Clerk - Hamble Parish Council](#)
Subject: RE: Hamble-le-Rice Parish Council - EAP Wellbeing Solutions
Date: 11 October 2021 16:17:28
Attachments: [image001.png](#)
[image309630.png](#)

Hi Amanda,

I am pleased to provide some information of our Employee Assistance Programme, along with cost proposal. These prices are based on your current head count of 8.

Our EAP Solutions

Whether it's face-to-face, telephone, video, or online - our EAP is designed to solve any emotional, behavioural, legal, and financial challenges that your employees and their families may face. Our UK-based helpline is here for you, 24 hours a day, seven days a week. Or go online to book an appointment and access a wealth of wellbeing materials. Our 3,000 counsellors turn lives around, day in, day out.

Support for your Employees:

- ✓ **Up to 6 sessions of counselling** – per employee (and/or family member), per issue, per annum (including clinical assessment session)
- ✓ **Employees choose counselling type** – we offer employees a choice of two counselling types:
 1. **Telephone** counselling
 2. **Face-to-face** (in-clinic) **and video counselling**
- ✓ **Life management advice** – Comprehensive “*citizen’s advice bureau style*” advice, information and sign-posting,
- ✓ **Up to 3 sessions of life management advice calls** – per employee and/or family member, per annum.
- ✓ **24/7 Helpline Access** – via our free-phone (0800 number), to WSM’s **UK based** Counselling Helpline Centre,
- ✓ **Family members included** – immediate family members living in same household as your employee,
- ✓ **Employee EAP Website** – information and sign-posting and online access to all EAP services.

Support for your Organisation:

- ✓ **Awareness & Communication** – online resources including a monthly e-newsletter branding options
- ✓ **EAP Usage Reports** – Detailed EAP usage analysis and bench-marking comparative reporting
- ✓ **Clinical Governance** – Clinical advice from our experts and adherence to all BACP ethical standards
- ✓ **Bespoke EAP Web Portal** – For your HR team, access to management referral services and EAP reports

HR-Led Mental Health Services for Employers

Our EAP fully supports your staff and enables them to reach out at any time and over any issue.

But uniquely, we believe that’s just half the story. We also offer your organisation, your managers and HR team a diverse and powerful mental health tool-kit of resources. In addition to our EAP subscription options, we offer all our customers a selection of on-demand HR-led mental health and employee support services.

Our EAP Plans

We have created two simple EAP plans so you can choose what works best for your organisation:

	Standard EAP	Premier EAP
Service Summary:	Our cost-effective pre-paid EAP package delivering legal & money advice, telephone and/or online counselling.	Our full service EAP plan including face-to-face counselling, family members and mental health services.
Annual Cost:	£1,050 + VAT per annum <i>Counselling and advice sessions are pre-paid</i>	£1,600 + VAT per annum <i>Counselling and advice sessions are pre-paid</i>
Service features:		
24/7 UK based free-phone helpline	✓	✓
Online portal & appointment booking	✓	✓
Bespoke EAP account	✓	✓

manager		
HR Hub online mental health tool-kit for your HR and line managers	✓	✓
E-posters, E-leaflets and online EAP promotional material	✓	✓
Monthly Mental Health Awareness e-newsletter for all staff	✓	✓
Telephone Counselling - Up to 6 sessions per employee, per issue	✓	✓
Practical advice - Legal, money and life management support for employees	✓	✓
Face-to-face local counselling can be chosen by employees – 6 sessions		✓
Family members included, including couple and family therapy.		✓
Support for managers and HR from our in-house clinical & legal experts		✓
Mental health awareness promotional EAP webinar briefing for all staff		✓

All prices exclude VAT @ 20%

1. Standard EAP

-
- Charges for telephone / online counselling and legal or financial advice services are included in the annual pre-paid EAP subscription package (up to 6 sessions of counselling per employee, per issue, per annum).
- All therapy provided is BACP accredited structured telephone counselling – delivered in up to six (30-35 minute-long) scheduled telephone counselling sessions.
- Employers get the HR-Hub, monthly mental health newsletter, launch materials, and EAP reporting.
- Our best value and most popular pre-paid EAP subscription package.
- 1-year initial contract term followed by rolling annually

2. Premier EAP

Our most comprehensive EAP and mental health support package. Premium features include:

- Employees offered the option of face-to-face counselling close to where they live.
- Your staff's immediate family members are also covered – to the same level as your employees.
- A mental health awareness webinar / Zoom presentation for all staff to help you launch the EAP.
- Expert clinical and legal consultations are freely available to all your managers and HR teams.
- 1-year initial contract term followed by rolling annually

I look forward to hearing back from you.

Kind regards,

Hannah

Hannah Sadler

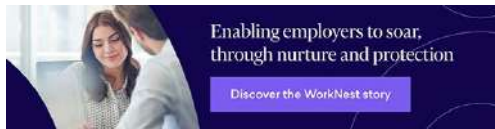
Client Manager

Tel 0345 226 8393

DDI 01244 688434

www.worknest.com

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How did Hannah do today?



1 Star 2 Star 3 Star 4 Star

Your feedback helps us to provide a service that really works for you and only takes five seconds.

From gold-star performance to not quite hitting the mark, Click or tap the star which best sums up your experience.

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From: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>

Sent: 11 October 2021 15:21

To: Hannah Sadler <hannahsadler@worknest.com>

Subject: RE: Hamble-le-Rice Parish Council - EAP Wellbeing Solutions

Hi Hannah

Can I speak to our councillors before renewing please. We have 8 staff now – what would the charge be?

thanks

Amanda Jobling

Clerk

Mobile: 07395024940 Office: 02380453422 Email: clerk@hamblepc.org.uk

Web: www.hambleparishcouncil.gov.uk Address: Parish Office, 2 High Street, Hamble SO31 4JS

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Any views expressed by the author may not necessarily reflect those of Hamble-le-Rice Parish Council.

From: Hannah Sadler <hannahsadler@worknest.com>

Sent: 11 October 2021 14:02

To: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>

Subject: Hamble-le-Rice Parish Council - EAP Wellbeing Solutions

Good afternoon Amanda,

I hope that you and everyone at Hamble-le-Rice Parish Council are keeping safe and well?

I am just checking in as the annual fee for your EAP service is due and I want to ensure this is invoiced for accurately. Please can you confirm your current employee headcount?

Kind regards,

Hannah

Hannah Sadler

Client Manager

Tel 0345 226 8393

DDI [01244 688434](tel:01244688434)

www.worknest.com

worknest



How did Hannah do today?

			
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[1 Star](#)

[2 Star](#)

[3 Star](#)

[4 Star](#)

Your feedback helps us to provide a service that really works for you and only takes five seconds.

From **gold-star performance** to **not quite hitting the mark**, Click or tap the star which best sums up your experience.

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RECOMMENDATIONS ON PRIORITIES FOR 2022/23

Category	Subject	Who is involved	Outcome of the project	Targets/milestones	Lead	Start date	End date
Strategic priorities							
Provide management information to improve decision making, service delivery, management of resources and the delivery of projects	Improve the provision of performance information to cover all areas of work.	Clerk, Project Manager, Accounts Assistant, Head Groundsman and Operations Manager	Accurate up to date monitoring information covering key council activities	Reports produced each month in a shared space for members and staff to monitor performance	Clerk	Jan 2022	
			Council can identify its capacity to undertake work at any given moment	Project list updated and staff time identified to deliver agreed milestones	PM	Jan 2022	
	Ensure that projects management provides oversight and drives the work of the Council Council understands the resources available to it, constraints on availability and makes decisions on when best to use them.		Staff have a manageable workload and are clear about their priorities	Performance management meetings take place every two months and targets and workload monitored	Clerk/PM	From Feb 2022	
			A framework where customer requests are captured, allocated and tracked and performance monitored and reported	Personnel WG review workload of staff each quarter	Personnel WG/Clerk	Bi monthly from Feb	
				Work with Cloudy IT to set up a reporting system that captures customer requests and reports, allocates them to the correct team and monitors action.	Operations Manager	Feb 2022	April 2022

RECOMMENDATIONS ON PRIORITIES FOR 2022/23

RECOMMENDATIONS ON PRIORITIES FOR 2022/23							
Category	Subject	Who is involved	Outcome of the project	Targets/milestones	Lead	Start date	End date
Apply technology to widen our engagement with the community, provide choice about how to do business with us and help residents to help us in delivering our work	Develop a strategy about how to improve our communication with the community about the work we do, use technology to enable choice and self serve and provide opportunities for residents to actively report issues in their area	Comms Manager/ Working Group, all working groups to review how technology can help them to do their business, Clerk, Projects Manager and Operations Manager	On line bookings portal and more self service via the website	Introduce bookings software when the new website is fully functioning	Operations Manager / Comms Manager + Cloudy IT	Jan 2022	Feb 2022
			Report it button on website that raises work with the relevant team and provides customer feedback when completed	Linked to the project above re reporting systems.	Operations Manager / Comms Manager + Cloudy IT	Feb 2022	April 2022
			QR codes used to enable people to inform us when things need doing - bins emptied, car park machine not working etc	Working groups and committees asked to consider how this can be used to help residents report and engage with us,			
Council assets							
Foreshore	Mud moorings	AMC/PM	Explore transfer to third party or arrange works for letting			Jan 2022	March 2022

RECOMMENDATIONS ON PRIORITIES FOR 2022/23

Category	Subject	Who is involved	Outcome of the project	Targets/milestones	Lead	Start date	End date
	Dinghy park allocation and changes to layout	DSPWG/ OM/Cloudy IT	Improve management and communication with user's	Let DPS and ensure monthly inspections and follow up + regular newsletters to users spaces Arrange regular inspections using Inspection App and build data set to manage space.	OM OM/PW	Jan 2022 Feb 2022	March 2022 April 2022
	Replacement sanitary ware in Public toilets	AMC PM/HGm	Reduce the operating costs associated with regular breakdowns and vandalism	To identify potential suppliers and outline cost of replacement programme	HGm	June 2022	Oct 2022
	Pink Ferry lease	AMC/Clerk	New lease	Appoint advisor – legal and valuation to advise on issue Agree issues for negotiations Set timescales for completion of work	Clerk	May 2022	Dec 2022
	Replacement of seats including insurance claim seat	PM		Arrange for enabling works contract Ensure benches are installed and works completed to a high standard Seek sponsorship of new benches to reduce costs	OM/Comm s Manager	Nov 2021 Jan 2021 Feb 2022	Nov 2021 Feb 2021 March 2022

RECOMMENDATIONS ON PRIORITIES FOR 2022/23

Category	Subject	Who is involved	Outcome of the project	Targets/milestones	Lead	Start date	End date
Waste	Commercial waste storage	Completed					Oct 2021
	Litter bins	Waste WG, PM, HGm and PW	<p>Ensure that bins are in the correct location to meet the needs of the community</p> <p>Ensure that staff can work safely</p> <p>A comprehensive data base of bins in the village</p>	<p>Log each bin and identify any changes needed or repairs/improvements</p> <p>Internal liners are replaced where damaged</p> <p>Spread sheet with bin locations and QR codes/asset tagged</p>	<p>HGm and PW</p> <p>HGm and PW</p> <p>HGm and PW</p>	<p>Jan 2022</p> <p>Jan 2022</p> <p>April 2022</p>	<p>March 2022</p> <p>March 2022</p> <p>April 2022</p>
	Additional bins/dog poop stations	Waste WG, PM, HGm and PW	Address gaps in the provision of bins	Seek funding from EBC for replacements	PM	Jan 2022	Jan 2022
Allotments	Review of temporary pathway closure	Allotments WG, OM	Decide on the future public use of the allotment path and take steps to support the decision		OM	Dec 2022	Dec 2022
	lay-by for users						
Cemetery	Implement new software and instigate regular inspections	Defer to 2023/24					

RECOMMENDATIONS ON PRIORITIES FOR 2022/23

Category	Subject	Who is involved	Outcome of the project	Targets/milestones	Lead	Start date	End date
Open areas/pavilions	Phase 1 of redevelopment of Mount Pleasant incorporating review of long term future of RUP	TBC	Redevelopment of the pavilion, play area and skate ramp	Briefing paper regarding the process, options and issues to come to December meeting,	Clerk/PM		
	Review football proceedings for new season	HGm	Establish and policy and procedure that sets out HPCs hire requirements and sanctions as needed	<p>Review other organisations literature including the FA and HFA</p> <p>Draft terms of use for hirers and pre season checks – references from prior season</p> <p>Agree sanction policy</p> <p>Create a standards document that sets out HPC's commitment to hirers</p>	HGm	Jan 2022	April 2022
	RUP hot water	HGm	Options for the future maintenance/replace ment of the boilers at RUP	Seek a professional assessment of the current boilers and options for renewal from a specialist contractor.	HGm	April 2022	June 2022
	RUP CCTV upgrade	Complete					Nov 2021
	RUP windows						Nov 2021

RECOMMENDATIONS ON PRIORITIES FOR 2022/23

Category	Subject	Who is involved	Outcome of the project	Targets/milestones	Lead	Start date	End date
	Install and plant new planters x 5	HGm/Grounds team	New planters in key locations – Foreshore, The Square and Coronation Parade	Purchase planters and ensure fixings are suitable for locations selected Seek consents where needed Order materials and plant Maintain	HGm/GT	Nov 2021	Jan 2022
	RUP LED lights	PM	Replace current lighting – both inside and out to reduce cost and energy usage	Subject to EBC funding			
Community engagement	Review decision on Neighbourhood plan	Defer 2022/23					
	Conservation area policy	Defer until EBC able to undertake work					
	development of community engagement project	Linked with the digital engagement strategy see above					
	website redesign	Comms WG	Design and replace current website	Agree key functionality	Comms Man	Oct 2021	Nov 2021

RECOMMENDATIONS ON PRIORITIES FOR 2022/23

Category	Subject	Who is involved	Outcome of the project	Targets/milestones	Lead	Start date	End date
				Produce a design and prototype for agreement Build and test new website Go live and review functionality		Nov 2021 Nov 2021 Jan 2022	Nov 2021 Dec 2021 Jan 2022
	Information boards and signage including renaming of paths	Intpretatio n WG, Clerk	New boards linked to the EBC way finder project	Agree new material for sign boards linked to the EBC peninsula project Consult on material – community, businesses and stakeholders Create films install on new boards	Clerk	April 2022 June 2022 July 2022 Nov 2022	June 2022 July 2022 Sept 2022 Jan 2023
	Queens Jubilee??						
Governance/efficiency improvements	transfer to IT Cloudy with associated training for staff and councillors	Partially complete					

RECOMMENDATIONS ON PRIORITIES FOR 2022/23

Category	Subject	Who is involved	Outcome of the project	Targets/milestones	Lead	Start date	End date
	Development of a training plan	Personnel WG and Clerk	A costed training plan to reflect the needs of Councillors and staff		Clerk	Jan 2022	Feb 2022
	update annual leave and absence management system	completed					
	Create usable forms for office and public use	OM/ Comms Manager	Update the stock of forms to be interactive and electronically enabled	<p>Undertake training with Comms Manager to learn how to create editable forms</p> <p>Review existing forms – from mileage claims to on line bookings and create an action list of work</p> <p>Update and create new forms.</p>	Dec 2021	Dec 2022	
	Develop and out of hours policy	Personnel WG, Clerk, Staff	To set out the arrangements of out of hours cover to ensure that assets and the public are protected and staff are supported to deal with out of hours emergencies	<p>Review other PC out of Hours policy – Hedge End Town Council</p> <p>Ensure that all assets have signage identifying contact numbers for out of hours</p> <p>Set out policy and consult staff</p> <p>Ensure all data and contacts are available to staff on duty</p>	<p>PWG/Clerk</p> <p>HGm/PW</p> <p>Clerk</p> <p>OM</p>	<p>Feb 2022</p> <p>March 2022</p> <p>April 2022 May 2022</p>	<p>March 2022</p> <p>May 2022</p> <p>April 2022 June 2022</p>

RECOMMENDATIONS ON PRIORITIES FOR 2022/23

Category	Subject	Who is involved	Outcome of the project	Targets/milestones	Lead	Start date	End date
	Ensure asset register is updated and that procedures are in place to ensure it is regularly reviewed.	PM, HGm, Clerk	To manage the asset base of the council and plan for renewals in a timely way	Update the current list Load the new software and link to RBS Update for annual return including why there is a step change in the figures.	PM/HGm PM PM/AA	Dec 2021 Jan 2022 Feb 2022	Dec 2021 Jan 2022 Feb 2022

Key

Text in red is a project that should have completed by the period we are planning for.

Staff

PM – Project manager

OM – Operations Manager

PW – Parish Warden

HGm – HeadGroundsman

GM – Groundsman

AA – Accounts Assistant

Groups

AMC – Asset management Committee

PWG – Personnel Working Group

DPSWG – Dinghy Park Storage Park

AWG – Allotment Working Group



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Storage Space

Latest News



Coronation Parade Parking Bay to be Repaired

Hamble-Le-Rice, Southampton, Hampshire

Article by: Hamble Parish Council

We are delighted to confirm that Hampshire County Council have arranged for the repair of the Coronation Parade parking bay this weekend. T...

Hamble Parish Council |
Posted: 11 Oct 21



Hamble Village Newsletter - October 2021

Hamble-Le-Rice, Southampton, Hampshire

Article by: Hamble Parish Council

The October edition of the Hamble Village Newsletter is out! To view an electronic copy of this month's Magazine, please click here.

Hamble Parish Council |
Posted: 1 Oct 21

Report a Problem >



Hamble Parish Council

5 Oct •

**** Annual COMAH Alarm Testing - Today ****

ExxonMobil Fawley will be testing the C... See more



3

3 comments



Like



Comment



Share



Hamble Parish Council

6 d •

**** Keys Found! ****

2 silver keys, a car key and an alarm fob were found on Saturday in the pathway between Baron Road and the Fire Station.

If you think these may belong to you, please call the Parish Office on 02380 453422.



Like



Comment



Share



SAY HELLO

If you have any queries, please call the Parish Council team on 023 8045 3422 or email enquiries@hamblepc.gov.uk



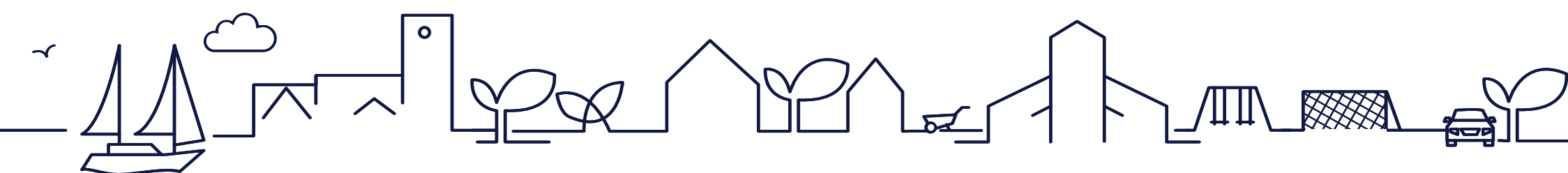
OPENING TIMES

The Parish Council offices are open between 10:00 and 16:00, Monday to Friday
Closed between 12:00 and 14:00



VISIT US

Hamble Parish Council
Hamble Village Memorial Hall
2 High Street
Hamble-le-rice
SO50 7GL



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If you have any queries, please call the Parish
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enquiries@hamblepc.gov.uk



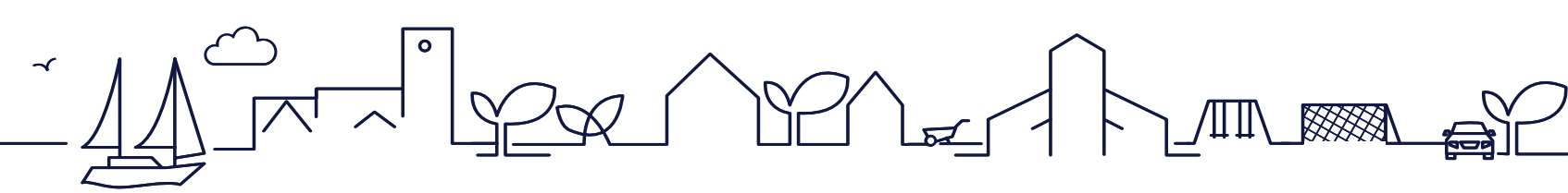
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2 High Street
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Annual Parish Meeting

Asset Management Committee

Personnel Working Group

Planning Committee

Dinghy Park Working Group

Former Committees

Review Panel

Our Policies & Guidance

Organisational Structure

Mission Statement

Statement of Persons

Finance & Audits

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Current Surveys

Hamble Parish Council Website Functionality Comparison:
Current Website vs New Site

	Current Hamble Parish Council Site	New Hamble Parish Council Site
General		
Stability of CMS	The current site is built on a proprietary CMS (via Hugo Fox) so the Council is tied to them for support, maintenance, development etc	The new site will be built on Wordpress - an open source (free) universal platform that most web developers would be able to support, develop, and maintain
Extent of Functionality	Fixed functionality - as the current site uses a proprietary CMS, its functionality is limited to what has been developed by Hugo Fox. We have now reached the limit of what we are able to achieve with this site	The potential for Wordpress sites is virtually limitless, with hundreds of thousands of plugins (free and £) available to improve functionality
Mobile Optimisation	The current website is not particularly well optimised for mobile devices and is difficult to navigate. Data shows that most visitors now use mobiles or tablets for web browsing, and so it is imperative that the Hamble site is mobile-first optimised	Wordpress allows different views for different devices, ensuring that what a user sees on a mobile or tablet is fully optimised for that particularly type of device, improving browsing experience
Data Analytics	Limited analytics - the current site is linked to Google Analytics, but the data we are able to obtain from this is somewhat limited	The potential for reporting on website traffic is far greater with a Wordpress site. At a basic level, we can integrate with Google Analytics and Google Tag Manager, but we can also implement heatmapping, so we can see exactly where users have clicked on a page and how far they have scrolled. This will tell us which content the community finds most valuable, useful and engaging, so we can produce more of this
Technical		
Site Security	Not a secure site, so sensitive information (such as payment details, or personal information as defined by the GDPR) cannot be securely handled	The new website will have an SSL certificate, and will be able to manage sensitive information securely
Site Speed	The speed of the current Hamble site is particularly slow, which means that pages take a longer time to load leading users to lose patience and click away. There is very little we can do to improve the current site's speed	Wordpress sites in general can be optimised to improve site loading speed so that the user experience is much improved
Site Architecture	Shareability of URLs - we don't have any control over the URLs on the current site, leading to very convoluted URLs that are difficult for the user to share - i.e., the Home page: http://www.hambleparishcouncil.gov.uk/community/hamble-parish-council-14956/home/	We have complete control over the URLs in Wordpress, so can make them much shorter and more shareable - i.e., the Home page URL would be www.hambleparishcouncil.gov.uk

Functionality Specific to the Council		
eCommerce Functionality	We are unable to add eCommerce functionality to the current site, and therefore cannot take payment for asset bookings	The new website will have built-in eCommerce functionality, meaning that we can take payment online for services such as the purchase of clock permits, hire of RUP, payments from funeral directors etc
Calendars & Event Management	We are unable to add any kind of calendar/event functionality to the current site	The new website will include calendars for each asset, so that users can identify whether the asset is available on the date they would like to book it. For example, funeral directors will be able to see if they can book a burial; people can check whether RUP is available to book for a children's party
Forms & Data Capture	The current site is very limited in terms of forms and data capture, necessitating the use of Google Forms, which takes the user away from the Hamble site	The new website will have inbuilt comprehensive forms functionality, allowing surveys and data capture to be completed onsite. Furthermore, we will be able to integrate elements of Microsoft Office 365 (IT Cloudy) with the website, reducing the need for double-entry of data
Page Content	The current site limits the number of words that can be added to a page, which has meant that we have had to summarise quite detailed planning articles/content to fit the word count	There is no word count limit to pages/posts on Wordpress sites so we can upload content regarding any Council or community matter, regardless of length
Social Integration	There is no social integration on the Hugo Fox CMS, so anything posted to Facebook then needs to be manually uploaded to the website (double-entry)	The new site will use a plugin to integrate with Facebook, so that anything posted to social media (e.g., survey links, community information) will automatically be displayed on the website without the need for double entry
Media Management (Files, Photos, Documents)	Documents (such as pdfs) are particularly laborious to upload to the current website - the files need to be uploaded to a Document Store, which then needs to be made temporarily public so that the URL of the file can be captured.	In Wordpress sites, files can be uploaded onto the relevant page without needing to navigate to other areas of the site
Design	Design flexibility - the design of the current site is fairly 'fixed' with even small tweaks or the freshening up of current content requiring input from Hugo Fox	The new website will have very few design limitations, and can be updated at any time, allowing us to make minor changes regularly to keep the site looking fresh and modern and ensuring it doesn't date. Ultimately, this will mean that the site will not need a full-scale rebuild for many years
Job Listings	Job listings - on the current site, we can only advertise recruitment listings via standard pages/posts, which can only be engaged with via email	The new website will allow candidates to apply directly online for any jobs
Email Integration	The current site cannot be integrated with third party email utilities, such as Mailchimp. This means that newsletter signups are sent through to the Council by email, and then need to be manually inputted into the email software. While this is not currently a major issue as we do not distribute community updates by email, it may become a bigger problem as we consider sending the monthly HPC publication (newsletter/magazine) by email to those who would prefer a digital copy	The new website will allow full integration with email utilities including Mailchimp and ActiveCampaign, eradicating the need for the manual data-entry of subscriber details

Website Development Timeline

Design Preparation	Date	Status
Present Design Ideas for Review	12/10/2021	Complete
Refine Design Ideas	14/10/2021	Complete
Agree Final Design	18/10/2021	Complete
Content Preparation		
Propose Navigation Structure & Content	12/10/2021	Complete
Agree Final Navigation Structure & Content	18/10/2021	Complete
Site Build & Testing		
Start Site Build	19/10/2021	Started
Present First Draft of Site for Review	06/12/2021	
Deadline for Comments/Change Requests	13/12/2021	
Present Final Draft of Site for Review	17/12/2021	
Site Migration & Testing		
Contact Host to Arrange Site Migration	06/12/2021	
Site Live	20/12/2021	
Test Site	20/12/2021	
Post-Migration Checks	20/12/2021	
Optimise Images		
Install Google Site Kit and set up Analytics, Search Console, Tag Manager		
Submit Site Map to Google		
Install Caching Plugin		
Configure Forms (Recaptcha & SMTP Server)		
Ensure Legal Requirements Have Been Met (GDPR popup etc)		
Set Up Tracking		
Final General Tests		
Training		
Commence Training	10/01/2022	