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**HAMBLE PARISH FULL COUNCIL MEETING, 7pm on Monday 11<sup>th</sup> November 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. Declaration of interest and approved dispensations; and
  - c. To approve minutes of previous Council Meetings and correct the minutes for the meeting dated 09.09.2019. (report)
2. **Public Participation**
3. **Resignation of Tony Ryan from the Council**

**COMMUNITY**

4. **Grant Application**
  - a. Carols in The Square
5. **Stakeholder Project Review of Coronation Parade Project**
6. **Eastleigh Borough Council (EBC) Report**
7. **Local Area Committee Project List (Review and Update)**
8. **Vision for Hampshire 2050 - [www.hants.gov.uk/visionforhampshire2050](http://www.hants.gov.uk/visionforhampshire2050)**

**FINANCE & PAYMENTS**

9. **Budget 2020/21**
10. **Approve the Following (report):**
  - a. Petty Cash and Bank Reconciliations;
  - b. To Authorise the Schedule of Payments;
  - c. Village Magazine Refund;
  - d. New Financial Contracts; and
  - e. Income and Expenditure Schedule Including Irregular Payments and Receipts.

**GOVERNANCE, COMMITTEES AND OTHER MEETINGS**

11. **Task List**
12. **Officer's Report, including: (report)**
  - a. Update on The Mercury Library and Community Hub
  - b. Legionella Works
  - c. IT & Broadband Review
  - d. 'Welcome to Hamble' Sign
  - e. Annual Parish Meeting Date
  - f. Staff Christmas Lunch
  - g. Christmas Office Closures: Afternoon of 13<sup>th</sup> December and for the period 20<sup>th</sup> December – 2<sup>nd</sup> January
13. **Asset Management Committee Recommendations to Council:**
  - a. To set a budget of no more than £6,000 for a package of improvements at the Roy Underdown Pavilion.
  - b. To buy the council truck at the end of the lease period at a cost not exceeding £7,000.
  - c. Appoint Atlas Cleaning for twelve months at a cost of £140.00+ VAT per week.
  - d. To purchase a connecting scramble net for Mount Pleasant play area at the cost of £1791.52+VAT.
  - e. Approve memorial safety training at a cost of £800 + VAT and Bereavement Care Training at a cost of £169.00 per person (x2).
  - f. To approve delivery of milk in glass bottles to reduce plastics for a 6-month trial period.
  - g. To confirm by way of letter to EBC the hourly rate of £22.68 for further advice or information relating to the mercury Library and Hub and to seek a financial contribution towards the expenses already incurred by the Council.
  - h. To approve the tender specification for the bench replacement at Southern Quay and to delegate authority to Asset Management Committee to shortlist 3 tenderers. The contract sum will be £35,000 from the earmarked reserve.
  - i. To approve the terms for the use of the Donkey Derby Field for 2020.
  - j. To agree the arrangements for the use of contractors.

k. To approve the terms set out for the use of the council's facilities.

14. **Matters Arising from the Planning Committee**

a. Note Air Quality Plan Response

15. **Feedback and updates from Working Groups:**

a. Street Signage

b. Information Boards

c. Logo

d. Village Magazine

**EXEMPT BUSINESS**

16. Approve Exempt Minutes

17. Contractual dispute

**Dated:** 6<sup>th</sup> November 2019

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

**UPCOMING PARISH COUNCIL MEETINGS**

Personnel Committee – 20<sup>th</sup> November 2019, 9am at The Roy Underdown Pavilion

Planning Committee – Monday 25<sup>th</sup> November, 7pm at The Mercury Library and Community Hub

Full Council – Monday 9<sup>th</sup> December, 7pm (venue TBC)

Asset Management Committee – Tuesday 7<sup>th</sup> January, 8.30am at The Roy Underdown Pavilion

**OTHER UPCOMING PUBLIC MEETINGS**

**Eastleigh Borough Council Local Area Committee Meetings**

Thursday 21<sup>st</sup> November, 6pm at Hamble Primary School (proposed venue)

Thursday 23<sup>rd</sup> January, 6pm at Hamble Primary School (proposed venue)

**Minutes:** Hamble Parish Council (HPC) Meeting 14<sup>th</sup> October 2019, 7pm at The Mercury, High Street, Hamble

**Present:** Councillors: S Hand (Chair); S Cohen (Vice-Chair) (*arrived at 19:01*); M Cross; J Dajka; T Dann; S Hayward J Nesbit-Bell; D Rolfe; A Thompson; and I Underdown. Borough Councillor D Airey.

Deputy Clerk and Admin Assistant

**Members of the Public:** None

Minute reference is 14102019 + the agenda item number

<b>1a. Apologies for absence</b>			
Cllrs Schofield and Ryan.			
<b>1b. Declaration of interest and approved dispensations</b>			
Cllr Cross – planning.			
<b>1.c To approve minutes of previous Council Meetings</b>			
Corrections were noted and <b><u>IT WAS RESOLVED</u></b> to accept the Minutes, which were then signed by the Chair.			
<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Cohen
<b>2. Public Participation</b>			
No members of the public were present.			
<b>3. Stakeholder Project Review of Coronation Parade Project</b>			
Cllr Hand and Deputy Clerk met with Cllr Craig last week. Cllrs Craig and Cross are looking in to some of the outstanding issues with Coronation Parade. The ramp progressing is dependent on the post box being moved. The job will go out to tender again for the work to be carried out.  <i>The main report on this item has been deferred to the next meeting.</i>			
<b>4. The Mercury Library and Community Hub</b>			
Eastleigh Borough Council (EBC) has two other potential stakeholders, one due to be getting back to Local Area Committee with a decision by end of this month.  <b><u>IT WAS RESOLVED</u></b> to: <ol style="list-style-type: none"><li>1. Accept and agree the costs of the Mercury volunteer recognition event</li><li>2. Instruct the Deputy Clerk to give immediate written notice to EBC that from 31st October 2019 HPC will limit support to:<ol style="list-style-type: none"><li>a. Continuing to source and support community outreach services</li><li>b. Officer attendance at a monthly Management Committee, Board Meetings or Volunteer meeting</li><li>c. Funding, from existing grants, a children's story writing competition organised by the volunteers</li></ol></li><li>3. Agree a statement regarding the management and handover to the new provider or EBC – it was agreed a draft would be circulated to councillors to be agreed.</li><li>4. Further consider the level of 2020 budget to be allocated for Mercury-based activities</li></ol> <i>Cllr Airey left the meeting at 19:21</i>  It was also agreed that the training would be provided to volunteers up to 7 <sup>th</sup> November, when the current training contract ends, but the training package would not be renewed past this point.  <i>All agreed except Cllr Cross who abstained.</i>			
<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Cohen

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## 5. Remembrance Services: Agree Attendees

It was agreed that Cllr Hand will represent HPC at St Andrews Church, Cllr Cross at the Cenotaph at RVCP, and Cllrs Rolfe and Nesbit-Bell at St Edwards Church, Netley.

## 6. Social Media Strategy: Receive Report from Cllr Hayward

Agreed priority should be on differentiating between different council roles and responsibilities. To also look at how the website can work going forward, and reconnect with EBC regarding their new bookings' facility.

## 7. Fareham Borough Council Optimising Social Housing Consultation

The Council decided to make no comments.

**Proposed**

**Seconded**

## 8. GE Aviation Update

Cllr Hand updated the Council on the current situation; that it is believed the earliest the application would come back for decision would be January 2020 and that the site has had a change of ownership.

## 9. Financial and Governance - Annual Governance and Audit Review 2019

**IT WAS RESOLVED** to accept the external auditors report including the two exceptions and note the suggested method to avoid issues with the 2020/21 accounts.

Council were also made aware that the Notice of Conclusion of Audit had been overlooked and was therefore posted late this year.

**Proposed**

Cllr Cohen

**Seconded**

Cllr Underdown

## 10a. Approve Petty Cash and Bank Reconciliations

The petty cash was reconciled at £14.85 on 8<sup>th</sup> October 2019

Bank reconciliation:

The bank statement for the current account had been reconciled at a balance of £165,842.44 and for the reserve account at £141,578.22.

## 10b. Authorise the Schedule of Payments

## 10c. New Financial Contracts

There were no new contracts to agree, but it was noted that the IT equipment and supply contract was currently under review and a detailed report would be provided at the November meeting.

## 10d. Approve Income and Expenditure Schedule Including Irregular Payments and Receipts

Recommendations:

1. Note the PAYE payment oversight and interest of £12.19 as a result.
2. Approve payment of the SLCC annual subscription of £220.00.
3. Note the interest on the loan to Eastleigh Borough Council of £298.17 accrued from 1/04/19 to 30/09/19. The interest rate is 0.5% and the balance is now £119,240.91

*The Deputy Clerk left the meeting while recommendation 2 above was discussed.*

**IT WAS RESOLVED** to approve items 10a to 10d above

The current account and reserve account bank statements and reconciliation statements were checked and signed by Cllr Rolfe

**Proposed**

Cllr Hand

**Seconded**

Cllr Underdown

## 11. Accept Eastleigh Borough Council Loan Statement Balance of £119,240.91

The Loan Statement Balance of £119, 240.91 was accepted and noted.

## 12. Pensions

### 12a. Local Government Pension Scheme

- i. Annual Return: Organisation Assessment
- ii. Town and Parish Council (TPC) Pool

### 12b. The Pension Regulator Auto Enrolment Redecclaration

**IT WAS RESOLVED** to accept the recommendations set out in the letter from HCC and to note the re enrolment of all staff under the auto enrolment process.

<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Thompson
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## 13. St Andrews Cemetery

### 13a. Marking & Measuring Grave Plots

### 13b. Amendments to Memorial Regulations Following Feedback from Stone Masons

### 13c. Memorial Safety

**IT WAS RESOLVED** to approve the appointment of Murray Brooks of Alcrest to measure and mark burial graves at a cost of £490 plus VAT and approve the minor amendments to Memorial Terms & Conditions.

<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Rolfe
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## 14. Task List: Note Officers Involvement in Tasks

At the last meeting Cllr Thompson asked that the officers involved in tasks was included on the list, this had now been done and the list was noted.

## 15. Officer's Report

### 15a. Bench Renovations Update

This was noted.

### 15b. Pay and Display Update

This was noted.

### 15c. Terracycle: Support Hound Parish Council with their Collection, rather than setting up new collection given reduction in Terracycle support for new projects

This was noted.

### 15d. Emergency Tree Works at Allotments

This was noted.

### 15e. Fire Risk Assessment Actions

These were noted.

### 15f. Health and Safety Feedback and Audit

*For noting at this stage, officers will bring back a progress report at the next meeting.*

This was noted.

## 16. Membership of Committees and Working Groups

### 16a. Personnel Committee

<b>IT WAS RESOLVED</b> that Cllrs Rolfe and Thompson are elected on to the Personnel Committee. The Chair would be elected at the next Personnel Committee meeting.			
<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Underdown
<b>16b. Village Magazine Working Group</b>			
It was agreed to appoint Cllr Hayward on to the Village Magazine Working Group.			
<b>17. Issues from the Planning Committee</b>			
<b>17a. Eastleigh Borough Council Local Plan: Examination Hearing Sessions</b>			
The dates of the Examination Hearings as well as attendance of the Clerk and Deputy Clerk at the start of the hearings were noted.			
<b>17b. Parish Sign</b>			
It was noted that that the position for the sign for the entrance to the parish had been agreed with Hampshire County Council and a cost was now being sought.			
<b>18. Feedback and updates from Working Groups</b>			
<b>18a. Street Signage</b>			
Cllr Thompson has received feedback from Hampshire County Council on which signs can be removed and which would need permission from either sponsors or other stakeholders.  It was proposed that a meeting is arranged with EBC to discuss their signs around and in the car park.			
<b>18b. Information Boards</b>			
Cllr Cohen updated Council on the progress and to progress further will meet with the Clerk.			
<b>18c. Logo</b>			
The colour would be agreed shortly and progressed.			
<b>18d. Village Magazine</b>			
The Village Magazine Working Group would be meeting after close of Council, so there was no update available during the meeting.  Cllr Thompson also provided an update on the VE/VJ celebration working group. Work was being undertaken to assess what local events were already planned and whether is more community-based organising, with the Parish Council possibly providing grants. Would contact local British Legion also.			
<b>19. Approve Exempt Minutes</b>			
<b>IT WAS RESOLVED</b> to accept the Exempt Minutes and these were then signed by the Chair.			
<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Rolfe

The meeting ended at: 20:52



**Minutes:** Council Meeting 9<sup>th</sup> September 2019, 7pm at The Mercury, High Street, Hamble

**Present:** Councillors: S Hand (Chair); S Cohen (Vice-Chair) (*arrived at 19:02*); M Cross; J Dajka; T Dann; J Nesbit-Bell; D Rolfe; T Ryan; S Schofield; A Thompson; and I Underdown.

Clerk and Admin Assistant

**Members of the Public:** Five members of the public were present at the start of the meeting, including three co-optee candidates. Two further members of the public arrived at 19:04.

Minute reference is 09092019 + the agenda item number

<b>1a. Apologies for absence</b>			
Cllrs Airey and Manning.			
<b>1b. Declaration of interest and approved dispensations</b>			
Cllr Underdown and Hand for DSP – dispensations for both			
<b>1.c To approve minutes of previous Council Meetings</b>			
Corrections were noted and the minutes were then signed by the Chair. All agreed.  <i>19:02 Cllr Cohen arrived</i>			
<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Schofield
<b>2. Public Participation</b>			
<i>Five members of the public were present at the start of the meeting, including three co-optee candidates, two further members of the public arrived at 19:04.</i>  Four members of the public spoke about the Donkey Derby Field conditions that are imposed, including the deposit for use of the field, seeking that these are relaxed for sailing events.  A request was also made to review the request for deposits to be paid in cash, due to security and difficulty of obtaining the amount required. It was agreed that this would be looked at.  <i>Public session ended at 19:26</i>			
<b>3. Appointment of One Co-optee</b>			
Each of the candidates were asked to introduce themselves and to answer the following three questions: <ul style="list-style-type: none"><li>• What are the three major issues effecting Hamble and its future?</li><li>• Are you involved in any groups or do you belong to any clubs in the village?</li><li>• What skillset could you bring to the council?</li></ul>			
<b>Exempt Business</b>			
To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act.  <u><b>It was resolved</b></u> that in view of the confidential nature of the business to be discussed the public and press be excluded.  <i>19:49 moved to Exempt Business to discuss and vote on the three candidates.</i>			
<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Cohen

## 16. Discussion on Candidates for Councillor Vacancy

Following the presentation by the three candidates, members discussed the respective merits of each of three remaining candidates. Following this a vote was taken to select the preferred candidate. This was done by each member casting one vote.

Sharon Hayward had absolute majority.

**It was resolved to appoint Sharon Hayward as co-optee on to the Council to fill the vacancy.**

<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Cohen
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## 4. Feedback from meeting with Cllrs Craig and Holes 30<sup>th</sup> August 2019

*19:54 moved back to public session*

The Chair gave an overview of a meeting held with himself, the Vice-Chair, the Clerk, Chair and Vice-Chair of the Local Area Committee and the Local Area Manager.

A range of issues were discussed and it was agreed that monthly meetings would be arranged to improve joint working.

## 5. Borough Report

Cllr Cross mentioned that to move the disabled bay to the end of the parking area at Coronation Parade a new Traffic Regulation Order has to be made to allow this.

## 6. The Mercury – Update

The Clerk said she understands that only one organisation remains tendering for working in partnership with Eastleigh Borough Council (EBC) at The Mercury, subject to this being signed off by that organisation. The Clerk had written to EBC asking for clarification that the offer to other organisations is on the same terms as those Hamble Parish Council had been offered, namely the one-off payment of £10,000. The letter of reply from Sarah King and Cllr Craig dated 3<sup>rd</sup> September 2019 states: "As it stands this is the case. However, if we are unable to secure a new partner on these terms we reserve the right to review them as we deem necessary."; this was noted.

Councillors agreed they want sight of any amended packages.

An event was proposed for Tuesday 17<sup>th</sup> September to recognise the work of the volunteers of The Mercury.

**IT WAS RESOLVED** that a budget of £300 be agreed for the Mercury Volunteer Recognition Event.

<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Underdown
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## 7. PSPO and Freedom of Information

The Clerk gave overview of the freedom of information request made to Eastleigh Borough Council regarding the Public Spaces Protection Order (PSPO) for the Foreshore which can't be published currently as is awaiting permission from another organisation to do so.

Clerk said Cllr Craig would support bringing back of PSPO.

Members commented that there was a need to keep an eye on interpretation and commentary around police statics for the Foreshore.

## 8. Feedback Reports on:

- a. **Hamble Estuary Partnership**
- b. **Hamble River Valley Forum**
- c. **Henville Trust**

Council noted the reports.



## 9. Planning Updates

- a. Satchell Lane Development Judicial Review decision
- b. GE Aviation Planning Application

9b. Cllr Hand outlined the judge not dismissing the Judicial Review.

Cllr Underdown queried why the parish council had not been informed. Clerk asked LAC Manger to investigate, but was told they'd not been informed either. Cllr Underdown asked if can go back again to look in to why. Clerk said this has been added to the task list.

9b. Believe site may be for sale now since LAC meeting of July. 75 redundancies had been made last month.

**Proposed**

**Seconded**

## 10a. Approve Petty Cash and Bank Reconciliations

The petty cash had been reconciled at £36.55 on 13<sup>th</sup> August and £25.75 on 2<sup>nd</sup> September.

Bank reconciliation:

The bank Statement for 31<sup>st</sup> July had been reconciled at a balance of £80,865.27 and for 31<sup>st</sup> August at £74,438.61.

The petty cash and bank statements, and reconciliation statements were checked and signed by the Chair.

## 10b. Authorise the Schedule of Payments

Cllr Ryan enquired the amount being paid per month to Carerra. The Clerk outlined the services they provide and said that another company is coming out on 1<sup>st</sup> October to look at current systems. Cllr Ryan said he would be happy to attend the meeting, given his expertise in IT.

**IT WAS RESOLVED** to approve for July and August 2019: the petty cash and bank statements and reconciliations; and the schedule of payments.

**Proposed**

Cllr Schofield

**Seconded**

Cllr Hand

## 10c. New Financial Contracts

Cale Web Office: £408 + vat per year (£17/month +VAT per machine). To allow audit and error checking of both pay & display machines – Agreed at AMC on 3rd September 2019.

Amazon: A new account has been set up for Amazon, which is in the Parish Council's name. Purchase costs for items are variable.

Alarm Service Line: Cancel the BT contact and instruct the alarm company to install the GSM service line for a one-off installation cost of £245+VAT and an annual cost of £120+VAT – Agreed at AMC on 3rd September 2019.

**IT WAS RESOLVED** that the new contracts above are agreed.

**Proposed**

Cllr Cohen

**Seconded**

Cllr Dajka

## 10d. Approve Income and Expenditure Schedule Including Irregular Payments and Receipts

**IT WAS RESOLVED** to approve the Income and Expenditure Schedule Including Irregular Payments and Receipts.

**Proposed**

Cllr Cohen

**Seconded**

Cllr Dajka

## 11. Task List

Cllr Thompson had requested that the Clerk provide a list of work being undertaken. Members noted the items on the task list. Cllr Hand and the Clerk agreed that the officers involved in actions would also be included.

<b>12. Officers' Report</b>			
<b>12a. Fire Risk Assessment Costs</b>			
This was noted.			
<b>12b. Bollard at the Southern Quay</b>			
The Clerk said a response was being awaited from the Hamble River Sailing Club Commodore with date to meet to discuss this.			
<b>12c. Tree Survey Report and Urgent Works</b>			
Clerk said that work is still being carried out to determine who is responsible for the tree so can seek to recover the costs of the urgent work carried out on a tree near the allotments.			
<b>12d. Terracycle</b>			
Member had mixed views on this project given recent changes by Terracycle in terms of the ease in which items could be sent back.  <i>Deferred to the next Council meeting on 14<sup>th</sup> October.</i>			
<b>12e. Showers at the Roy Underdown Pavilion</b>			
Clerk outlined tests to be undertaken and work likely needed following this given change in legislation.			
<b>12f. Football season 2019/20</b>			
This was noted.			
<b>13a. Issues from the Planning Committee</b> a. England Coastal Path			
The response was noted.			
<b>14. Issues from the Asset Management Committee (AMC)</b>			
<b>14a. Agreed Fees for Cemetery: Council to Advise on Timing</b>			
Cllr Schofield outlined cost of adhering to legislation and historical issues and that have been undercharging for a number of years.  <b><u>IT WAS RESOLVED</u></b> to accept the proposed fees and agree these will take effect from 1 <sup>st</sup> January 2020.			
<b>Proposed</b>	Cllr Schofield	<b>Seconded</b>	Cllr Ryan
<b>14b. Fees for the Dinghy Storage Park for 2020/21</b>			
Cllrs Hand and Underdown left the room at 20:43 during discussion of item 14b. Cllr Cohen stepped in to the Chair.  Cllr Schofield as Chair of AMC outlined that Committee had recommended to implement a policy to increase the prices by CPI and that this would start from 2021, so there was therefore no increase for the 2020/21 season.  Cllr Cohen asked if these and other fees could be rounding to the nearest pound. Cllr Schofield agreed would round to nearest fifty-pence or pound where possible.  <b><u>IT WAS RESOLVED</u></b> that fees were not increased this year and that for the year 2021/22 onwards the increases would be pegged to the rate of inflation defined by the CPI in July each year.			
<b>Proposed</b>	Cllr Schofield	<b>Seconded</b>	Cllr Ryan

#### 14c. Benches Renovation on the Foreshore – Use of Reserves

AMC have recommended buying a full set of slats for 16 benches and to do rolling improvements over the coming months, but work on the circular bench would still need to be looked at.

Businesses have been approached about sponsoring benches when they are replaced and would also look to contact individuals about replacements, but terms would need to be agreed by Council beforehand.

The Clerk outlined that the £17,000 is for the cost of materials and for the slats only; the money does not include labours costs, which would largely be undertaken by grounds team, but other community groups would be contacted to seek their help.

There was discussion around spending this money and consideration for the bases of the benches.

Cllr Dann asked if any preservative could be used, particularly on the ends as these had rotted. The Clerk said this would need to be done with caution, due to proximity to the water but would be looked in to.

**IT WAS RESOLVED** to approve the allocate a budget of £17,000 from the reserves for the repair of the benches.

<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Dajka
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#### 14d. Establish a Working Group to Review Policies and Procedure Around the use of and Working on Parish Council Assets

Was agreed to split up into smaller working groups given the size of the review and it was agreed the Clerk would come back to members and work with them to split up the tasks, involving the following members: Cllrs Cohen, Dann, Nesbit-Bell, Rolfe and Thompson.

#### 14e. Donkey Derby Field Deposit

**IT WAS RESOLVED** not to make any changes to the Donkey Derby Field deposit.

<b>Proposed</b>	Cllr Schofield	<b>Seconded</b>	Cllr Cross
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#### 14f. Hamble River Harbour Authority (HRHA) – Showers at Hamble Lifeboat

The recommendation to confirm to the HRHA to take over the day-to-day running of the showers at Hamble Lifeboat Station wasn't accepted at this stage; it was decided to note it while further points were discussed.

#### 15. Feedback from Working Groups

##### 15a. Street Signage

Hampshire County Council have been sent the report and are looking to see if any signage is inappropriate. The issues with the bus turning area have also been raised.

Cllr Airey has suggested this goes in to the Local Area Committee to be included as and when developers' contributions come forward.

##### 15b. Information Boards

*The report was noted and would be brought back at the next stage.*

##### 15c. Logo

Work would now be undertaken by a contractor to finish off the logo work to get it in to a format that can be used universally. Use of the new logo would take effect from 1<sup>st</sup> January 2020, including matching with new grounds team uniforms.

##### 15d. Village Magazine

The working group updated Council on the progress and informed them that they would undertake a short survey via the magazine and online to seek views.





*The meeting ended at: 21:25*



## GRANT APPLICATION FORM

Deadline 31<sup>st</sup> March and 30<sup>th</sup> September each year

Please refer to Grants Procedure Notes before completing this form.

Name of organisation making the application: <b>Carols in the Square Organising Committee</b>			
Name of person to whom correspondence should be addressed: <b>David de Kretser</b>		Address for correspondence: 	
Position within the organisation? <b>Chairman of Committee</b>		Post Code: 	
Email: 		Daytime telephone number: 	
Details of organisation and its aims or activities: <b>We organize on behalf of the village all the arrangements for this event. The administration required for the licenses, setting up the site for the event, making sure we have enough people on the day, and that they know their responsibilities. Dealing with any health and safety issues and receiving the money for charity collection.</b>			
Amount of grant requested: <b>£500.00</b>		Total cost of project or item: <b>£500.00</b>	
Details of staff employed: <b>On the committee are David de Kretser, John Murphy and Graham Jacobs. Other people are co-opted nearer the time for specific responsibilities.</b>		Salaries: <b>NIL</b> £ £	
How many are: Committee/Board      Employees      Members/Users      Volunteers <b>They are all volunteers – there are three on the committee / board, but volunteers are around 20 in total.</b>			
What is the Grant for and who will benefit? (Give details of the specific project or item to be funded): <b>It is primarily to have professional amplification equipment for the evening. To pay for a professional technician to set the equipment up and to be responsible for running it throughout the evening. It will enable the 800 people who attend to hear the singing and join in, as well as the announcements. To deal with health and safety matters by having St John's Ambulance present.</b>			
How will the people of Hamble benefit from the grant?: <b>By enabling the people of Hamble to enter "more fully" into the event through hearing the music, and to enjoy the singing.</b>			
Have you applied to any other body for a grant towards this project? (If yes, please give details) <b>Eastleigh Borough Council (Oct 2018) – We are currently awaiting a response.</b> <b>Brewin Dolphin – donation received £500</b>			



Amounts already donated or granted by other bodies?: <b>NIL</b>		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc): <b>"Picadors" provide us with a flatbed lorry free of charge. A local resident allows us to use their electrical supply. A parishioner allows us to use their Gazebo for rain cover.</b>		
What age groups do you cater for?: <b>All can attend (Babies – 80+)</b>	Total Membership:  How many Hamble parishioners belong to the organisation?: <b>3 on Committee</b>	Are you a registered charity, if yes please provide your number?: <b>N/A</b>

Cash in hand available: <b>£NIL</b>	Annual Income <b>£NIL</b>
Total amount raised last financial year by fundraising? (other than grant applications)  <b>All money raised is donated to the designated charities.</b>	Level of reserves?  Unallocated: <b>NIL</b>  Allocated: <b>NIL</b>

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council? <b>No</b>
--

I declare that any grant awarded will be used solely for the purposes outlined in this application. I understand if the grant is not used for the specified purpose Hamble le Rice Parish Council reserve the right to reclaim the grant funds.

I will ensure a report detailing the disbursement of the grant funds will be send to Hamble le Rice Parish Council within 12 months of the awarding of any successful grant funding.

Signature of Responsible Adult (eg Chairman, President, Leader)  Date:	<b>For Parish Council of Hamble-le-Rice use only</b>
--	--

**You must attach the following to your application:**

- Copy of last year's audited accounts – **See attached (not audited).**
- ☐ Estimate or costings for project or item(s) to be financed by the grant – **Attached.**
- ☐ Minutes of your last AGM – **N/A.**
- ☐ Current Constitution or Rules. – **N/A.**
- ☐ Equality Policy – **N/A.**

**From:** David de Kretser

**Sent:** 23 October 2019 15:28

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

**Subject:** RE: Grant Application - Hamble Carols in the Square 24.12.19

Amanda,

Thanks for the prompt pick up with this ~ please find attached our Grant Application

I recall there were questions raised last year regarding the charities. The selection remains much the same, except we've replaced The Red Lipstick Foundation with Wet Wheels Solent. The net proceeds will be split equally between:

- i. St Andrews Church, Hamble
- ii. Hamble Sea Scouts
- iii. Hamble Lifeboat
- iv. Wet Wheels Solent

I trust the above is in order. Should you have any further question, please do not hesitate to contact me...



# Hamble Parish Council

## Council Meeting

### 11 November 2019

#### Stakeholder project review of Coronation Parade project

Coronation Parade was an Eastleigh Borough Council (EBC) Local Area Committee project. They first approached HPC around June 2016 with a broad concept plan which was firmed up around October 2016 in a letter from Cllr T Craig. The objectives for the project were as follows:

- Improving the quality of the environment, including public art.
- Improving parking provision.
- Traffic calming measures.

At the initial project outline the costs were identified as £180k of which £117k was coming from Developers' Contributions.

A funding gap was identified and HPC was approached to contribute £40,000 to the budget. This equated to 22% of the scheme cost.

In November the contribution was agreed from the general fund. Part of the discussion in making the contribution was that it was a fixed amount and no other contributions would be made. No other stipulations were made and the payment trigger was not confirmed.

Following consultations, the traffic calming measures were removed and the parking spaces on Coach Road reduced. HPC requested a lighting scheme for the trees and potentially for festive lighting. This was agreed and included in the specification.

Public art formed a key element to the project and a number of suggestions were made at an officer level early in 2017 about how to engage with the community to bring forward ideas. This included HPC leading on work with the local schools and other community groups to produce ideas for the public art. Instead an artist was appointed in January 2018 and produced a number of options that residents were consulted on. If community engagement in public art is important in future projects, HPC should at the outset of the project or planning application make this clear.

From a contractual perspective EBC opted for two contracts; one for Coach Road layby and another for Coronation Parade. The main contractor for Coronation Parade started work in September 2018 and were due to finish by early December. The work concluded late April 2019.

#### Key issues

There was an absence of formal project management and reporting to HPC as a key stakeholder. HPC should have sought formal monthly/bi monthly reports and been a more active member of the project team.

Changes in the project took place that the council were unhappy about – the reduction from six parking spaces to four were an example. EBC state that the original letter to HPC set out costs for 3 or 6 spaces and there was never an agreed number. Ultimately 4 spaces were the maximum that could be accommodated in the space.

The public art could have been an opportunity for community engagement rather than consultation.

The splitting of the two contracts meant delays between the start of the works and the main contract. This was the start of negative comments.

Issues of accessibility were not fully assessed at the initial stage. EBC state “the new walkway was introduced retrospectively to the project at increased cost to improve accessibility. This is despite the fact that responsibility for access to the shops lies with the shop owners. When the issue of it being ‘too narrow’ arose, it was addressed and advice from the engineers confirmed that the new walkway met minimum standards so it was agreed to continue as per the plan but review once in place. This is currently happening”

EBC recently confirmed that the lights are not yet operational.

Changes to the Traffic Road Order took time to consult on and introduce resulting in the new parking bays being permanently occupied for the first few months. Later changes to the TRO for the disabled parking were also problematic.

The project was late to start and should have been completed in November 2018. Works were still outstanding in April 2019.

Communication during the building works was not timely. A communication strategy should have sat alongside the project plan. EBC state “public consultation was carried out three times. I (Matt Blythe) wrote a number of letters to affected residents before works were carried out which you kindly put on your web page/facebook, as did we for wider circulation”.

### **Lessons for HPC**

HPC should have only agreed in principle the financial contribution subject to:

- What our funding was for – should have been a smart measure so that payment was only made when it was completed – i.e. 6 parking spaces at Coach Road.
- When we were going to make payment – start, key milestones or end. In the absence of smart measures, we should have withheld all the payments until completion. Had we done so the payment would still not have been made due to the lighting not being commissioned.
- When scheme changes happened HPC should have requested that the full project came back for further consideration if the fundamental elements changed and reviewed HPC financial commitment to it accordingly. (no speed tables and fewer parking spaces)

A small working group of members should have been set up that were more closely involved and could have had more detailed briefings on the project at agreed stages.

No final detailed scheme drawings were formally signed off. Mission creep.

Insisted on a communication plan. There was a reliance on consultation rather than communication which should have been timely and targeted and been initiated by EBC directly using their own comms

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channels. Using our web and social media sites caused confusion about HPC involvement and an expectation that we were controlling the work.

### **Feedback to EBC**

Project Initiation Document needed and funders party to it. Should be a formal sign off process.

When the project changed the PID should have been revisited and HPC consulted on changes.

Monthly reports should have been available to all partners.

Where public art forms part of a project, opportunities to work with the community should be explored rather than consulting on options.

TRO implications should have been included in the PID and project plan so that it came into effect when the bay opened.

Projects involving public access should be subject to a public access audit at the preliminary stages.

Survey work was inadequate and unreliable and measures are needed to plug this shortfall

Lack of consistent project lead – should have been an escalation process to flag the risks with the project and secure appropriate support and resource – role of project sponsor.

### **Conclusion**

Aspects of the project are still outstanding. The HPC should ask for a update on the project and any further works that are planned as there has not been any formal written communication on this.

### **Recommendation**

That HPC write to EBC providing stakeholder feedback on the project and request a formal response to the points raised to help improve the governance around these types of projects.

HPC to revise its project process to reflect the points raised.



## BHH CIP LIST - Hamble

Cost Allocation		Priority	When	Size	Project Score	Priority x When x Size		Corporate/Local Objective
	Longer term aspiration	1=Low	1 = Long	1 = Small	£5-£50k	1,2,3		Green Borough
	Medium term priority, dependent on adequate funding	2 = Medium	2 = Medium	2= Medium	£50-£99k	4,6,8,9		Healthy Community
	Short-term priority for future allocation - subject to LAC approval	3 = High	3 = Short	3 = -Large	£100k+	12,18,19		Prosperous Place
	Already allocated							Local First
	To be scored							
	Small Projects							
Project/location	Proposal	Priority	When	Size	Project Score	Project Cost	Justification/comment	Corporate/Local Objective
Satchell Lane footway	Extension of footpath link required from Satchell Lane end to school and Hamble Rail Station.	3	3	3	27	£100,000.00	CEMEX - DCs???	Healthy Community
Mt Pleasant recreation ground (District Park)	Redevelopment of whole site.	3	3	3	27	£1,200,000.00		Healthy Community, Local First
Roy Underdown	Extension to the first floor of the Roy Underdown Pavilion creating a veranda (increasing size and attracting new users) New boiler(s) and solar panels for Roy Underdown Pavilion. Replacement windows at Roy Underdown Pavilion.	3	3	3	27	£350,000.00	GE will be key	Local First
Hamble Rail trail - surfacing	Very poor condition - very muddy. Change from hogging to better surface.	3	3	3	27	£350,000.00	Link to Hamble Station improvements	Green Borough
Provision of Natural Burial Ground.		3	2	3	18	£100,000.00	Link to CEMEX. Need to do preemptive work.	Local First
Benches	Key locations - Southern Quay and College Playing Field	3	3	2	18	£30,000.00		Local First
Coach Road estate open spaces	Protection of open spaces and verges from increases in car parking i.e. Jnctn Coach Rd/Westfield Common, Grantham Avenue, Norbury Gdns. Subject to traffic study. GE development may have an impact.	2	2	3	12	£200,000.00	Subject to traffic study. GE development may have an impact.	Green Borough
Hamble Gun Emplacement	To repair and protect the WW2 gun emplacement that forms part of the scheduled monument at Hamble Point	3	2	2	12	£50,000.00	Significant local land mark and historic structure.	Local First
Hamble Foreshore improvements	Parish led design review of the foreshore with view to improving public realm.	3	2	2	12	£75,000.00		Prosperous Place, Local First
Hamble Lane	Improve parking at the allotments	2	2	3	12	£100,000.00		Local First, Green Borough
Copse Ln/School Ln Improvements	New foot way along School Ln from existing to small car park	3	2	2	12			



Bartletts Field play area	Improvements to play facilities. 4 x £5k fencing £10k, surfacing £4k	3	3	2	9	£50,000.00	Looking for funding from LAC	Healthy Community
Hamble Square Projects	Upgrades of infrastructure: lighting £5k, signage £5k, seating £5k, bollards £5k	2	2	2	8	£50,000.00	Parking working group looking at wider Council approach. Need to consider the traffic rights of way. Look to add to corporate list.	Local First
Westfield Common	Detail TBC	3	2	1	6	£22,000.00		Green Borough
Hamble Point car park	Due to coastal erosion the car park needs repair and long term protection. Protection will benefit the Marina, public highway and Hamble Common. An attractive amenity location of benefit to all three parishes. Repair	1	2	2	4	£50,000.00	Needs wider, longer term plan	Green Borough, Healthy Community
Improvements to Village Green	Improvements e.g. picnic benches. Owned by Hamble PC.	1	2	1	2	£5,000.00		Local First
Avro Court Multiplay Unit Refurbishment	Need assessment	1	1	1	1	£5,000.00		Healthy Community
New library	Old Barclays Bank Building, High St, Hamble to be demolished and replaced by library with flats above. Library to be combined with community facilities					£750,000.00	Identified as a priority - currently being delivered	Healthy Community, Prosperous Place
Coronation parade local centre improvements	A range of street furniture and other measures to create an improved pedestrian zone to mitigate impact of increased population. e.g. resurfacing/paving £20k bins£5k, bollards£5k, planters£5k, trees£5k, barriers£5k, seating £5k, cycle parking £5k, traffic improvements e.g. changes to parking, kerbing £30k <36m					£150,000.00	Identified as a priority - currently being delivered	Healthy Community, Prosperous Place
	Funding for Hamble Parish Wildlife Map.							
	'You are Here' notice boards detailing attractions and retailers at Square and Foreshore car parks. Also interpretation boards.							
	Clearance of non- native species – Japanese knotweed, bamboo and rhododendrons from parish open spaces. Regeneration of Heather Gardens – recreate historical planting or planting to new design							
	Z plan directory					2,000		
	Provision of bird and bat nesting boxes							
	Community orchard							
	Wild flower meadow planting – funding for seeds and specialist equipment							
Hamble Common	Interpretation board							
Bulb planting in Coach Road/Sydney Avenue Areas								

TOTAL £3,637,000.00



# Hampshire County Council

Our ref: O-LO-2019-0174

30 October 2019

Councillor Keith Mans  
Leader of the Council

The Castle, Winchester  
Hampshire SO23 8UJ

*Sent by email to all Hampshire Parish Councils*

Dear Colleague

## **Hampshire 2050 Commission of Inquiry**

I am pleased to invite you to a Parish Council briefing and workshop session on Thursday 09 January 2020 in Ashburton Hall at The Castle, Winchester from 18:15 - 20:00, with tea and coffee from 17:30.

Many of you will be aware of the Hampshire 2050 Commission's Report ([www.hants.gov.uk/visionforhampshire2050](http://www.hants.gov.uk/visionforhampshire2050)) which was received and considered by Hampshire County Council on 23 September 2019. Given the breadth of the Commission's vision and recommendations, we recognise the need for all levels of local government to work together and with our partners, businesses and communities to realise the benefits.

The County Council agreed to take on the role of ensuring the Commissioners' report is received and considered by key partners and stakeholders across Hampshire. With local community engagement as a key theme, it is clear that Parish Councils have an important role in this work, and we are therefore holding a dedicated event for Parish Councils to receive a comprehensive briefing on the outcomes of the Commission.

The workshop will also give you an opportunity to share your thoughts on priorities for Hampshire and what actions you can take locally with your communities. Given the focus on climate change both by the Commission and through the various climate emergency declarations made in Hampshire, we have also invited a Hampshire expert on community energy projects to give their perspective on how powerful local action can be.

I very much look forward to seeing you on 09 January 2020. Please RSVP to [COI@hants.gov.uk](mailto:COI@hants.gov.uk) by 20 December 2019 including names of who will be attending.

Yours sincerely

**Keith Mans**  
Leader  
Hampshire County Council



# Hamble Parish Council

## Council Meeting

### 11 November 2019

#### Budget and Annual Spending Plan

##### Introduction

For the last two years our budget and spending plans have come from the priorities identified from the WeRHamble work. They are broadly summarised as follows:

1. Transport, Infrastructure and Development
2. Employment and Business
3. Environment and leisure
4. Community/leisure
5. Asset Renewal

##### Key considerations

For the Council to set its budget and its spending plans for the next year it needs to balance the cost of running its services, the work it wants to undertake in the year and the options available for covering this.

To do this it needs to breakdown the information into the following:

- The cost of running its services. These are summarised as follows: pay, pension and NI, rent, utilities, fuel, maintenance and building costs, supplies and services and local charges.
- The amount of income it needs. Our income sources are broken down into 3 elements
  - The precept (this is the charge that HPC makes to residents for its services). HPC can set increases in its level of its parish charge and is not limited in the way that other parts of local government are.
  - How much it can take from reserves to support the renewal of its assets, projects and spending.
  - How much income it can generate from the use of its assets – these include: leased premises, the Foreshore car park, dinghy storage park, moorings, allotments, helicopter landing fees, memorial benches and trees, burials, the hire of playing pitches and our committee room.

##### General principles that underpin our budget setting

The council has to set a balanced budget.

Fees should be set to recover the cost of providing the service.

The principle of the user pays applies.

Pay and conditions are set nationally although there is discretion around the award of payments for good performance where there is still scope within the pay grade.

Car park income at the Foreshore has typically been pegged to Eastleigh Borough Council's (EBC) charges in The Square. HPC do however charge a separate long stay charge which doesn't apply in the The Square car park.

## **Risk factors**

The general election is likely to result in a delay in confirming the pay settlement. An estimate will have to be made.

The council's contribution to the pension fund is set to increase. Each month we make a top up contribution and this is set to increase.

EBC have previously supported parish council budgets through a grant. This is being withdrawn over a period of years. Next year will be the last year of the grant. We will receive £3,820.90 which is a reduction of £4,358.45.

Interest rate growth continues to be restrained which means interest on our balances is still small. Equally though it does not come through in price inflation.

## **Timetable for the budget**

Personnel Committee meets to agree a pay approach for staff subject to performance appraisal.

The Resources Working Group (Cllrs Hand, Cohen and Schofield) will meet at the end of the month to review the key financial information. At the December Council meeting Council will be presented with the following detailed financial information:

- Budget monitoring for 2019/20 and an indicative end of year position
- Balance sheet showing all assets and liabilities
- List of earmarked reserves and projects
- Proposed list of Fees and Charges for 2020/21
- Draft budget based on a series of scenarios.

Taken together this will enable the budget to be constructed and presented to Council in January for sign-off.

# Hamble Parish Council

## Council Meeting 11<sup>th</sup> November 2019

### Finance Report for October 2019

#### Current Account

##### Exceptional Income:

- £73.18 iZettle
- £1,307.29 3C Payments - debit/credit card payments for Foreshore car park
- £3,302.61 RingGo reimbursement for July, August and September
- £100 donation toward Foreshore bench replacement project

##### Exceptional Expenditure:

- Two payments to HMRC PAYE
  - 2<sup>nd</sup> Oct £3,353.05
  - 21<sup>st</sup> Oct £3,339.21

#### Outstanding Purchase invoices

Disputed Invoice: EBC - £641.44 It is recommended that the Council approves part payment of this invoice of £483.04

Invoice on hold: Flowbird - £520.20

#### Outstanding Sales invoices

Two September invoices for village magazine adverts totaling £108.72

#### Reserve Account

A letter has been received from Barclays advising that from January the interest rate will reduce from 0.3% to 0.2%.

#### Village Magazine Refund

In June a new advertiser booked a half page for the full advertising year, but due to personal reasons following the publishing of the first advert in the July edition they relocated and asked if it would be possible to get a refund. It was agreed that the booked space would be used to promote advertising within the Village Magazine and once another company booked the half page slot, a refund would be given for the remaining months. From November onwards the half page slot has been booked, so it is recommended that a refund for 7 editions (£303.79+VAT, £365.55 inc VAT) is actioned for the original advertiser.

#### PAYE/NIC

The payment of £3,353.05 due on 19<sup>th</sup> September was missed due to an oversight and paid on 2<sup>nd</sup> October. The next payment of £3,339.21 was paid on 21st October 2019.

## Supplier Contracts

Please note the attached letter from Opus Energy advising of a change the contractual terms and conditions.

### Recommendations: -

1. Note two PAYE payments.
2. Approve part payment of the disputed EBC invoice of £483.04
3. Note the reduction of interest rate on funds held in the Reserve Account to 0.2% APR
4. Issue a refund of £303.79+VAT (£365.55 inc VAT) for the Village Magazine.
5. Note change to Opus Energy contractual terms and conditions.

### Appendices:

- Letter from Barclays dated 1<sup>st</sup> November 2019.
- Letter from Opus Energy dated 24<sup>th</sup> October 2019.

Barclays  
Leicester  
LE87 2BB0345 605 2345\*  
+44 247 684 2091\*

01 November 2019

Hamble-Le-Rice Parish Council  
Parish Council Office  
Memorial Hall  
Hamble-Le-Rice  
Southampton  
SO31 4JE

## We're making changes to your business savings account

### Instant access savings rates are reducing

We've recently reviewed our business savings products and we are reducing the interest rates on our instant access savings accounts.

From **January 2020**, the standard interest rates will be changing to:

Product	Balance	Current rate	New rate
Business Premium Account, Client Premium Account and Active Saver	Less than £100k	0.2%	<b>0.1%</b>
	Less than £1m	0.3%	<b>0.2%</b>
	More than £1m	0.4%	<b>0.3%</b>

### Cheaper CHAPS and European payments

The fees for making a guaranteed same day electronic (CHAPS) payment and for making a European payment (SEPA) are reducing.

This means savings of up to £15 per transaction.

More information will be available from **January 2020**.

### What happens next

You don't have to do anything – the changes above will happen automatically.

To learn more, please visit [barclays.co.uk/priceplans](https://barclays.co.uk/priceplans)

If you'd like to talk to us about anything in this letter, or to understand what these changes will mean for your business, please call our Business Banking team **0345 605 2345\***, or **+44 247 684 2091\*** from abroad.

You can get this in Braille, large print or audio by contacting any UK Barclays branch to advise us of your requirements.

\*Call charges may apply. Please check with your service provider. To maintain a quality service we may monitor or record phone calls.

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40300 B

Mr Jack Emerson-Heaney  
Hamble-Le-Rice Parish Council  
Memorial Hall 2 High Street  
Hamble-Le-Rice  
Southampton  
Hampshire  
SO31 4JE



24th October 2019

Customer ID: 739467

## Our terms and conditions are changing

Dear Mr Jack Emerson-Heaney,

We're writing to let you know that we're updating the terms and conditions for your energy supply contract. These updated terms and conditions will apply in 30 days from this letter, starting from 23rd November 2019. The update primarily reflects changes we've made to our end of fixed term contract process along with some housekeeping changes such as updating contact addresses. If we supply you with electricity or gas to more than one site, please note that these new terms apply to all sites where you have entered into a contract with us. Any other sites where you haven't formally entered a contract with us will remain on deemed Terms and Conditions.

### What is changing?

We want to give our customers more budget certainty, so they can focus on running their business. So after your agreement ends, your account will move to a monthly plan instead of a variable tariff. The monthly plan is a fixed price for 12 months and comes with the flexibility to end the contract with only 30 days' notice and without paying any penalties.

We'll write to let you know that the end of your contract is approaching and to provide you with the rates of your monthly plan and alternative options.

You can see the full text of the clauses that are changing overleaf.

If you have any questions, you can contact us on 0843 227 2377 or [contactus@opusenergy.com](mailto:contactus@opusenergy.com). We're available Monday-Friday 8am to 6pm and we'll be happy to help.

Yours sincerely,

Sam Haywood  
Head of Customer Solutions



The following clauses shall be deleted in their entirety and replaced or appended as follows:

3.5 We will only supply properties with gas that are not subject (under the industry codes) to daily meter reading.

The following applies only in the case of supplies of electricity: Your supplier is acting on behalf of your network operator to make an agreement with you. The agreement is that you and your network operator both accept the National Terms of Connection (NTC) and agree to keep to its conditions. This will happen from the time that you enter into this contract and it affects your legal rights. The NTC is a legal agreement. It sets out rights and duties in relation to the connection at which your network operator delivers electricity to, or accepts electricity from, your home or business. In the case of some non-domestic sites, as further described in the NTC, the NTC provide for the continuing application of site-specific connection terms agreed with a previous owner or occupier of the site. Your network operator will be able to tell you whether or not site specific connection terms exist. If you want to know the identity of your network operator, or want a copy of the NTC or have any questions about it, please write to: Energy Networks Association, 1st Floor, 4 More London Riverside, London SE1 2AU; phone 0207 706 5137, or see the website at [www.connectionterms.co.uk](http://www.connectionterms.co.uk).

5.3 You agree:

- (a) to provide us with the assistance and information that we reasonably require to enable us to comply with our obligations under the contract, our supply licence and the industry codes;
- (b) to maintain the equipment, pipes and wires at each property in good and safe working order and in compliance with law;
- (c) to ensure that each property remains connected to the network at the relevant connection point, and to maintain and comply with all necessary agreements and consents for such connection; and
- (d) not to enter into a contract with any third party for the supply of energy to any property during the fixed period or during any notice period applying during the monthly plan period.

6.10 You consent to us obtaining, storing and using consumption data from the metering relating to periods of less than one month in duration. We will only use this data for the purposes of optimising settlement and forecasting; identifying energy efficient savings and products; and the monitoring and control of potential energy theft. You may restrict us to obtaining, storing and using consumption data in respect of periods of one month or more by writing to us at Opus Energy House, 8-10 The Lakes, Northampton, NN4 7YD.

7.4 If you do not pay the charges by the payment date, we will charge you interest on the overdue amount at the rate prescribed by the Late Payment of Commercial Debts (Interest) Act 1998 (which is 8% above the Bank of England base rate).

7.5 This clause will apply if a Direct Debit request is returned unpaid by your bank twice in any 12-month period, or you pay by a means other than Direct Debit without our prior agreement, or you fail to pay any invoice by its due date. Where this clause applies, we can charge you at the non-DD rate (rather than the contract rate or the monthly plan rate) until you pay all the charges in full. We may also charge you an administration fee. This clause applies in addition to any other rights or remedies we may have.

8.1 We reserve the right to increase the charges at any time by giving you prior notice if, due to circumstances beyond our control, the cost of supplying your connection point is greater than the contract rate or the monthly plan rate.

8.3 We may vary the charges (other than the monthly plan rate) at any time in order to reflect any change (howsoever arising) in the pass-through amounts. We will give you as much advance notice as we can, but we will not be able to do so if we have not been given advance notice of the change in the

pass-through amounts.

8.4 The charges have been calculated based on information provided to us about the historic and expected pattern and quantity of energy use at each property. In the event that such information proves to be inaccurate, we reserve the right to vary the charges (other than the monthly plan rate) to take into account such inaccuracy.



8.6 We may amend the monthly plan rate on prior notice to you at any time after the expiry of 12 months following the date on which the initial monthly plan rate came into effect in accordance with clause 10.2 or any subsequent amendment came into effect under this clause 8.6. We may not otherwise amend the monthly plan rate except in accordance with clause 8.1.

10.1 Unless the contract ends earlier in accordance with clause 10.3 or clause 11:

(a) following the expiry of any fixed period, the contract will continue and will enter the monthly plan period; and

(b) during the monthly plan period you will be charged at the monthly plan rate (rather than the contract rate).

10.2 Towards the end of the fixed period (but before your notice date), we will send you a notice. We will send this notice on a date set in accordance with our supply licence. This notice will set out the initial monthly plan rate that will apply if your contract enters the monthly plan period. This does not restrict our right to amend the monthly plan rate in accordance with clause 8.6.

10.2 Towards the end of the fixed period (but before your notice date), we will send you a notice. We will send this notice on a date set in accordance with our supply licence. This notice will set out the initial monthly plan rate that will apply if your contract enters the monthly plan period. This does not restrict our right to amend the monthly plan rate in accordance with clause 8.6.

10.3 The following shall apply (as applicable):

(a) Termination during a fixed period

you may give notice during the fixed period (but only on or before your notice date), that you wish to end the contract with effect from the end of the last day of the fixed period by giving us a termination notice; or

(b) Termination during a monthly plan period

you may give notice during a monthly plan period (or during the fixed period, but after your notice date), that you wish to end the contract by giving us a termination notice not less than 30 days before you want the contract to end (provided that the contract cannot end before the end of the fixed period).

10.4 Following a valid termination notice given under clause 10.3(a), you must ensure that another supplier becomes the responsible supplier with effect from the end of the fixed period, and if

(a) another supplier becomes the responsible supplier at the end of the fixed period, then the contract will end and will not enter a monthly plan period; or

(b) we are still the responsible supplier at the end of the fixed period, then the contract will enter a monthly plan period and you will have a further 30 days during which time you can arrange for another supplier to become the responsible supplier. If this does not happen, then your termination notice will lapse and you will have to issue a new termination notice under clause 10.3(b) in order to change supplier.

10.7 You can provide a termination notice under this clause 10 by writing to us at Opus Energy House, 8-10 The Lakes, Northampton, NN4 7YD, faxing us on 0845 2235445 or emailing us at [contactus@opusenergy.com](mailto:contactus@opusenergy.com).

11.7 If we continue to be the responsible supplier at any property after we end the contract in respect of the property, then the fixed period or the monthly plan period will end for the property but the contract will not. The contract will continue to apply until you are no longer the responsible supplier or the property is disconnected. However, you will be charged at the out of contract rate, and you will have to reimburse us for all the costs that we reasonably incur until the supply to the property is disconnected or until another supplier becomes the responsible supplier.

14.7 Subject to restrictions imposed by law or under the industry codes, we reserve the right to raise a notice of objection in relation to any of the properties at any time during the fixed period or monthly plan period or if any invoices under the contract remain unpaid beyond their due date.

**The following definitions shall be deleted:**

*variable period:* means the period that follows the fixed period in accordance with clause 10.1, and during which the variable rate shall apply;

*variable rate:* means our variable rates for the supply of energy, as initially notified to you in accordance with clause 10.2 and subsequently amended and notified from time to time in accordance with clause 8.6.

*The following definitions shall be replaced or appended as follows:*

*charges:* means the contract rate (or where applicable in accordance with the contract, the non-DD rate or the out of contract rate or the monthly plan rate), together with any other amounts payable by you to us in accordance with the contract;

*non-DD rate:* means a pence per unit charge for the supply of energy, being the contract rate or the monthly plan rate as applicable plus an additional 7.5% per unit.

**The following definitions shall be inserted:**

*monthly plan period:* means the period that follows the fixed period in accordance with clause 10.1, and during which the monthly plan rate shall apply;

*monthly plan rate:* means our rates for the supply of energy, as initially notified to you in accordance with clause 10.2 and subsequently amended and notified from time to time in accordance with clause 8.6.

## Finance Overview – October 2019

Bank Balance – main account	£146,916.43
Money in	£11,856.46
Money Out	£30,782.47
Debit card payments	£1092.71
Total salaries	£9881.44
Employer Nat Insurance	£3,353.05
	£3,339.21
Employer Pension Contributions	£3,487.00
Petty cash balance	£14.05
Balance – reserve account	£141,578.22

### Debit Card Payments

Amazon	£33.98
Co-op	£2.70
Co-op	£8.22
Post Office	£4.20
Marks & Spencer	£35.00
Co-op	£7.49
Nespresso	£36.95
EBC	£42.00
EBC	£612.00
Co-op	£10.10
Co-op	£7.49
Nespresso	£37.00
RS Components	£230.58
Marks & Spencer	£25.00

Bank Reconciliation Statement as at 08/11/2019  
for Cashbook 2 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	08/11/2019	1	14.05
			0.00
			<hr/> 14.05
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			14.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			14.05
		Balance per Cash Book is :-	14.05
		Difference is :-	0.00

*I. M. O'Sullivan*  
8.11.19

Petty cash at 8th November 2019

### Voucher

### 0.80 P & D Test

C Ayres

£20

£10

✓	£6	5.00
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£2

£1

✓	50p	0.50
---	-----	------

✓	20p	2.20
---	-----	------

✓	10p	0.60
---	-----	------

✓	Sp	4.60
---	----	------

✓	2p	0.70
---	----	------

✓	1p	0.45
---	----	------

1

2

3: 1

4

5

6.

7

8

9

10

11

12

14.05

Income

I. M. Underdown

8.11.19

14.05



## Task list

<b>Task</b>	<b>Who</b>	<b>Officer support</b>	<b>When</b>	<b>Completed</b>
Electronic banking for payments	Cllrs Hand and Cohen	No	July 2019	
VE celebrations – Project plan?	Cllrs Thompson and Ryan	No		
Signage project - assessment	Cllr Thompson and Dajka	No		July 2019
Signage Project Project team	Cllr Thompson	Yes	Nov 2019	
Meeting with EBC on Car Park Permits	Cllr Hand	Yes	Aug 2019	Aug 2019
Review of the HRVF constitution	Cllr Underdown	No	Sept 19	
Christmas Lighting at Coronation Parade	Cllr Cross	No	Sept AMC 2019	
Village Magazine	Cllrs Nesbitt-Bell, Dann and Thompson	Yes JEH	Oct Council 2019	
Environmental Signage	Cllr Ryan	Yes AJ	Sept 2019	Sept 2019
Information Boards	Cllr Cohen	No	July 2019	
Meeting with Stakeholders – Footpath 13	Cllr Schofield and Hand	Yes AJ	Sept 19	
Logo and branding	?	Yes AJ & JEH	Dec 2019	
Meeting at Cemetery –and action plan	Cllrs Schofield and Underdown	Yes JS	July 19	
Well Lane footpath	???	Yes AJ, JS		
CCTV	Cllr Dajka and Cohen	No	??	
Southern Quay bench replacement	Cllrs Underdown, Schofield and Dajka	Yes AJ, RC		TBA
Notify EBC of the recent GE redundancies and sale of business	AJ		9 <sup>th</sup> September 2019	10 <sup>th</sup> September 2019

<b>Task</b>	<b>Who</b>	<b>Officer support</b>	<b>When</b>	<b>Completed</b>
Letter to HCC regarding the reinstatement of lining at Shore Road to enable parking enforcement	AJ		9 <sup>th</sup> September 2019	10 <sup>th</sup> September 2019
Install new "Welcome to Hamble" sign at Mallards Way	AJ		9 <sup>th</sup> September	Letter to HCC 10/9/19
Write to EBC given written notice that from 31/10/19 HPC would limit its support for The Mercury	JS		14 <sup>th</sup> October 2019	18 <sup>th</sup> October 2019
Draft a statement regarding the management and handover of the Mercury to the new provider or EBC			14 <sup>th</sup> October 2019	
Order wreaths for Remembrance events	JS		14 <sup>th</sup> October 2019	
Contact other local councils to asses what events they have planned for VE/VJ days next year	Cllr Thompson	JS	14 <sup>th</sup> October 2019	No response from those contacted
Progress report on H&S Audit	RC		November (will bring back in December)	
Bursledon Doctors Surgery Merger with Blackthorn	JS		November 2019	Awaiting responses from WHCGG but have asked borough councillors to give details at November Council meeting
Write to HCC and EBC regarding progress of Hamble Halt Car Park	AJ		28 <sup>th</sup> October 2019	

<b>Task</b>	<b>Who</b>	<b>Officer support</b>	<b>When</b>	<b>Completed</b>
Air Quality Plan Response	AJ		28 <sup>th</sup> October 2019	
Quotes for RUP improvements	RC		5 <sup>th</sup> November 2019	
Negotiate price for truck	RC		5 <sup>th</sup> November 2019	
Flowers, bulbs or seeds for the Broadway	RC		5 <sup>th</sup> November 2019	
Replacement slats on foreshore benches	RC		October/November	
Foreshore toilets: investigate digital timed locks	RC		5 <sup>th</sup> November 2019	
Mount Pleasant, replace scramble net – approach LAC for grant funding	RC		5 <sup>th</sup> November 2019	
Cleaning contract for FS Toilets	RC		5 <sup>th</sup> November 2019	
Floodlights at RUP: Source LED bulbs or look at changing lights – seek grant from LAC	RC		5 <sup>th</sup> November 2019	
Milk deliveries for office and mess room, to reduce waste	JS		5 <sup>th</sup> November 2019	7 <sup>th</sup> November 2019
FS water supply: arrange for a meter for the lifeboat supply	RC		5 <sup>th</sup> November 2019	
Contact HCC re queries on lease for strip of land adjacent Hamble Primary	AJ		5 <sup>th</sup> November 2019	
DSP: Arrange user meeting and proceed with allocation process and issue new Ts&Cs	JS&JEH		5 <sup>th</sup> November 2019	
Mercury: advise EBC of hourly rate			5 <sup>th</sup> November 2019	
Labels/notices for HPC assets	JEH/RC			

Task	Who	Officer support	When	Completed
to show who's provided them				
Memorial Safety: Training organised and work undertaken to trace families	JS			
Write to local residents regarding Christmas lighting	JEH		November	

# Hamble Parish Council

## Council Meeting 11<sup>th</sup> November 2019

### Officers' Report

#### Legionella works

On the completion of the legionella risk assessment for the Roy Underdown Pavilion (RUP) a number of items were flagged as needing remedial works to bring the site up to current legislation standard, this work ranges from removing redundant pipework to descaling the shower thermostatic valves. Ordinarily the financial regulations require three quotes but this is a continuation of the specialist service contract that has previously been through the quotation process. Total Water Compliance will be asked to continue and put right the necessary items at a cost of £880+VAT. Once the work is complete the RUP will meet all current legionella requirements.

#### IT and Broadband review

At the meeting in September a councilor raised the cost of our current IT and broadband contract which is £600.00 per month. A number of additional elements are now needed such as an upgrade to the current broadband package, cloud storage and additional security measures. These all have an additional cost. Rather than extending the current contract staff have started to look at alternative providers to assess the value for money. Earlier indications suggest that other suppliers are cheaper although more work is needed to produce a detailed specification. This is potentially a significant piece of work but should deliver savings. Work is scheduled to start on it in the new year.

#### 'Welcome to Hamble'

Hampshire County Council have agreed the location and cost of the new signage at the top of Mallards Road in Bursledon at a cost of £486.20. Details are attached.

#### Annual Parish Meeting

Parish Councils are expected to hold an Annual Parish Meeting between the 1<sup>st</sup> March and 1<sup>st</sup> June each year. With elections taking place in May we will be in purdah during March so would either have to hold the APM outside of the 2-month period (in February) or after the elections in May.

If we hold an event after the elections it is an opportunity for the new council to be presented to the community as well as using the event to highlight priorities for the 4-year term.

The inaugural meeting of Council will be 11<sup>th</sup> May. Given this it is recommended that the APM is scheduled for 21<sup>st</sup> May which is the following week.

#### Christmas Office Closure and Christmas Lunch

It is proposed that the office will close on Friday 20<sup>th</sup> December and reopen again on Thursday 2<sup>nd</sup> January. In addition, in previous years the Council has contributed towards the cost of the staff Christmas lunch and allowed staff an extended lunch period. This means the office is not open the afternoon of 13<sup>th</sup> December. Last year, the council contributed up to £40.00 per head. Council are asked to confirm whether they will make a similar contribution this year and the amount per head, or in total?

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### **The Mercury (recommendations from the AMC)**

HPC introduce an hourly charge of £22.48 for any Officer handover advice or support over from 31<sup>st</sup> October. AMC also recommended that an approach should be made to EBC for a retrospective grant to reflect the significant Officer time spent on the project over the last 18 months. EBC has offered a one-off grant of £10,000 to potential new operators.

1. To instruct Total Water Compliance to undertake a range of measures stemming from the Legionella Risk Assessment. The contract will be an extension to the previous work and has not been subject to further market testing. The works are for £880+vat.
2. To order the "Welcome to Hamble" sign from Hampshire County Council at a cost of £486.20
3. Confirm that the Annual Parish Meeting will be held on Thursday 21<sup>st</sup> May 2020
4. Confirm the Parish Office will be closed the afternoon of the 13<sup>th</sup> December and for the period 20<sup>th</sup> December to 2<sup>nd</sup> January 2020.
5. Agree hourly charge for Officer handover advice or support over and above that stipulated in the letter of 18th October 2019.
6. To approach EBC for a retrospective grant of £10,000 or more to reflect the significant Officer time spent on the project impacting on other functions.

### **Appendices:**

- Hamble Village Nameplate



Scheme Ref.	Hamble Village Nameplate		
Sign	Ref.	Ref A	x-height 50/100
Letter colour	BLACK		SIGN FACE
Background	WHITE		Width 2140mm
Border	BLACK		Height 525mm
Material	Class R3B Microprismatic		Area 1.13m <sup>2</sup>

**Welcome to**  
**HAMBLE - LE - RICE**

# Hamble Parish Council

## Asset Management Meeting

### 5<sup>th</sup> November 2019

## Proposed recommendations on the use of facilities

### **Donkey Derby Field**

Allocate 22 days for 2020.

Reduce the current deposit to £150 per day with no additional penalty payment.

Allow users that have a discrete user group to close the field during the period of hire to reduce the likelihood of overstaying. This will need to be agreed in advance.

Agree special provisions for HLB to use the field when the car park is occupied. They will be given the access code for the field and the event organisers will be asked to liaise with them. HLB will not be able to leave cars overnight.

To offer the Round the Island days to all sailing clubs/organisations in the Area with one lead user to administer and manage.

Introduce a non-returnable admin fee £25.00 for the DDF and £50.00 for the DDF and Foreshore.

Require all hirers to provide event or liability insurance and provide the checklist which we ask them to use to manage the use of the space.

### **Contractors**

Adopt the best practice measures outlined on page 3 of the slide. Further work will need to be carried out at an operational level to agree which activities constitute high risk and require "permit for work".

Contractors should be asked to confirm if they belong to a trade Health and Safety accreditation association such as CHAS.

### **Use of facilities**

To differentiate between people and organisations using our facilities and the precautions and checks that are needed.

- **Residents**

For residents the level of information requested should just be to ascertain the purpose and use of our facilities and ensuring that people will be safe. Advisory information about the use of the lift, other users

in the space etc as well as a check list which we give and ask people to consider. Where users are residents in the parish a discount should be available.

- **Organisations and community groups**

Organisations and community groups must demonstrate that they are insured, have carried out basic risk assessments based on the activity they intend to carry out and the profile of their users, as well as demonstrating that they have basic health and safety arrangements in place. Current organisations should be given 3 months to put arrangements in place.

Where it is needed, help through an organization such as One Community could be arranged (and or funded) to help community groups undertake these basic steps.

Where organisation currently do not have insurance the opportunity to apply for a grant should be considered.

- **Business use**

Businesses will be given a summary of our H&S policy and asked to note it. They will be asked to confirm that they have their own relevant policies (depend on the activity – Use of committee room for training requirement will be low but hiring the CPF for a team activity will be higher) and that a basic RA has been carried out for use of the room.

Deposit of £50.00 should be taken for all usage to guard against misuse or neglect.

Recommend that the fees for 2020 are amended to take account of the different users. See table for suggestions.

**Recommendation to Council**

**To approve the terms for the use of the Donkey Derby Field for 2020.**

**To agree the arrangements for the use of contractors.**

**To approve the terms set out for the use of the council's facilities.**

**And the associated fees and charges.**

# Sub contractors

Core information for the use of outside contractors

# Current Practice - variable

Sometimes meet contractors on site prior to work quoting

As and when contractors are booked they are sent our H&S Policy and asked to confirm they have read it.

This will include professional certification and Public liability cover.

Some oversight when work commences

# Best Practice

Identify regular contractors.

Seek insurance and certification each year

Where the work is deemed higher risk we should arrange pre site meetings and safe methods of working as part of any quotation exercise

Issue a permit to work when satisfied that risks are managed and setting any conditions

Ensure that agreed procedures are in hand when arriving on site

# Case studies for permit to work -Festive lights in the Square

- Pre site checks

Signed H&S policy

Check certification including First Aid

Site visit

Risk assessments

Safe Methods of working from different locations, at height and the management of cars and pedestrians

- On day

Safe weather conditions

Arrangements for working up ladders are adequate

SMoW are being followed



# Tree surgeon – works to a tree

- Annual H&S policy as approved contractor
- Qualification to use chain saw and first aid
- Company Risk Assessments
- Site visit
- Safe methods of working – site specific

## Permit to work

- Meet on site
- Ensure cordons in place
- SMOw being followed

# Grave digger – and undertakers

- Sign our health and safety policy
  - Company Risk Assessment and insurance
  - Site visit
  - SMoW – Cordons, use of mechanical equipment, method of shoring and securing the void
- Permit to Work – Digging Order
- On site
    - Confirm location and any timescales
    - Check that the depth requirement is understood
    - Arrange to check throughout job and final depth
    - Ensure void secured before leaving site.

Is this fit for purpose?

**From:** Clerk - Hamble Parish Council

**Sent:** 29 October 2019 11:32

**To:** Neil Scott

**Subject:** Air Quality

Good morning Neil

Matt Blythe has given me your name as a lead on Air Quality. Our Planning Committee met last night and want to feed back on the AQMA for Hamble. Isabella(?) came to a team meeting a few weeks ago and said it would be fine to reply after the deadline given the timing of our meetings. I hope that is ok?

Before getting into the specifics of the AQ Plan there are some more general issues about air quality that came up and are regularly identified by the community.

As a location Hamble is unique not only in being at the end of a long single road but they also are positioned a short distance and on the prevailing side of the Fawley refinery. There are frequent complaints from residents about smells and also tastes that are on the air in the village and concerns that these could be damaging. I have looked on the Governments PRTR site and see that Benzene and Non-methane volatile organic compounds are known by products from their operation. It isn't clear whether either of these have been monitored from Hamble to assess whether there is an significant level of exposure.

Residents are also concerned that they have the additional exposure arising from maritime activity on Southampton Water and as this tends to be Nitrogen Dioxide it is difficult to separate out the cause of pollution – be it maritime or vehicle. What is clear is that the AQMA for Hamble Lane has not seen an significant reductions in emissions and that over the period of the Management Plan one site has shown a deterioration. Residents would not be surprised at this given that the number of cars on the road has increased markedly as a result of additional development and with that journey times are increasing and slow moving traffic is now an everyday reality for prolonged periods of the day.

Hamble Parish Council recently commissioned a traffic survey that found that we have a longer than normal peak period in both the morning and the afternoon and that during these times vehicles are moving slowly. Concerns are heightened by the fact that both Primary and Secondary school a butt the highway and children are being exposed to high levels of pollutants during their daily commute school – so much so that people are reluctant to walk.

I have got a copy of the Hamble Lane monitoring sites although I couldn't find where Hamble Lane, Hamble Lane 2 and Hamble Lane 3 were, nor is the monitoring data shown on the website along with the other sites. I was also interested in the fact that Coronation Parade and Beech Close were monitored in 2018 but this stopped this year.

Given all of this would it be possible to arrange a meeting with you, to better understand what is happening on the Peninsula and in particular within Hamble itself and how we could provide better information to the community with a view to improving public reassurance.

In the meantime I will respond on the strategy to you separately.

I look forward to hearing from you.

Amanda Jobling  
Clerk  
Hamble Parish Council

**From:** Clerk - Hamble Parish Council

**Sent:** 01 November 2019 09:24

**To:** Isabel Hessey

**Subject:** Hamble parish Council - Planning Committee - Response to Air Quality Plan.

I apologies for the delay in replying to the draft AQP but our schedule of meetings has only just taken placed. Our Planning Committee met at the start of the week and I have been asked to email with their comments. They are as follows:

Hamble Parish Council welcomes the opportunity to comment on the draft AQP and is supportive of the general trust of the plan and the actions proposed. Residents in Hamble are very concerned about Air Quality and this goes hand in hand with concerns about congestion and journey times in and out of the village. When we commissioned a survey of our residents back in 2017 we asked about traffic and emissions and at the time, of the 404 that responded, 342 identified emissions as a cause for concern.

In terms of the specifics of the AQMA (Air Quality Management Area) there is a feeling that the current area should be reviewed to take in the lower sections of Hamble Lane rather than focusing on the upper end. The level of monitoring at Coronation Parade is not sufficient to establish levels of pollution in the Parish but this is certainly something that the Parish would like to see, with monitoring points at Hamble Secondary School, Hamble Primary School (maybe in Mount Pleasant Car Park) and Coronation Parade. These are all locations where there is high footfall and frequent congestion.

A long standing project that would help to reduce car trips is the Car Park at Hamble Holt Station. This has been a proposal for many years now and despite agreement across all agencies there seems to have been little progress in taking this forward. A multi-agency project plan and brief would be a helpful and visible sign that the project is going forward and a target date in the plan which can be monitored.

As part of its consideration of the Plan the Committee also felt that more attention should be given to wider issues such as Benzene which residents are concerned about as a by-product of Fawley Refinery, the chemical plants and incinerator along with other sources in and around the western shore of Southampton Water. There should be more active monitoring of air quality in this locality to identify pollution caused by maritime traffic and industrial activities. Options for reducing these source of contamination are very different and deserve separate consideration within the Plan.

Lastly the proposed actions within the Plan are not robust enough. The targets need to be SMART and well developed so that progress is possible to measure. For example what is the purpose of information and advice on the use of solid fuel burners? If it's to reduce usage then set a target for reductions, seek to designate clean air zones or give grants to convert to cleaners heating sources. Similarly to promote and expand Car Clubs should identify how many and by when.

We are very happy to be a partner in looking at localised Air Quality improvements – if you want to trail work please bear us in mind.

Amanda Jobling  
Clerk  
Hamble Parish Council

# Hamble Parish Council

## Council Meeting 11<sup>th</sup> November 2019

### Hamble Village Magazine (HVM) Report

In July a working party was set up to review several aspects of the Village Magazine including:

- **RUNNING COSTS**
- **CONTENT**
- **ADVERTISING**
- **LAYOUT AND DESIGN**

#### **RUNNING COSTS**

The working group discussed how important it was to get the magazine to be self-financing, and determined that although it would be good if it was, a small subsidy for the cost was acceptable.

The group considered the online print options, but after much discussion they felt the reliability and guarantee of quality was worth the additional cost currently paid.

The group briefly discussed the option of reducing design and layout costs by having this undertaken during working hours rather than as a separate contract but said this could dilute the work of the office too much but this would need to be discussed more in-depth with another officer who could lead the discussion.

As the group had ruled out any cost reductions at this stage, they therefore explored whether income could be increased to reduce the liability of the running costs and these are covered under advertising.

#### **CONTENT**

The group suggests having one combined section for all council content to avoid duplication, spread over 3-4 pages, and that this should be led by the Clerk. This could be started from the first edition in the new year.

Moving the diary pages to the centre would make them more user-friendly and also allow for the page to be pulled out to be pinned to noticeboards/fridges etc. Although the pages have been moved already, further work would need to be undertaken to redesign these pages to more closely match a calendar format and also to include advertising space which could be sold at a higher premium than regular adverts given the likely increase in these pages' visibility. Including the regular events in alternating editions is also a consideration to utilise space.

To increase the magazine's appeal and interest, the group advises including more graphics/pictures, this began in the November edition with the 'Message from the Parish Council Team' pages.

Also, to give a broader appeal we should look to source a wider range of content from local groups for each edition and, every quarter, have themed content over 1-2 pages, to give point of interest and also encourage content from specific groups i.e. in new year, focus on different sports clubs and activities.

Cllrs Hayward and Thompson are also keen to write articles along the lines of a 'did you know?' section which could also be used as a tool to differentiate between the remit of the different local authorities and bring more clarity around this.

It would be beneficial to set up an editorial working group, who could look regularly at the content and plan for upcoming editions.

#### **ADVERTISING**

Advertising rates were looked at in depth at the most recent meeting and it was suggested a good way forward is as follows:

- **Back Cover:** There had been an increase in demand for businesses wanting the back cover, so the working group considered how best to ensure that maximum value for money was gained from this space. A sealed bid auction was considered but ruled out as the group felt the current advertiser should get first refusal as this was usually standard practice across publications and given they've had the space for a number of years. It was felt that including a higher premium on the rate for this page would be a better option and suggest an increase of 30% above the current rate.
- **Inside Covers:** An increase of 20% above the current rate is suggested for the inside cover pages, as this again increases the premium for these sought-after spaces.
- **Regular adverts:** With all other rates, increases of 5% for eighth pages and 10% for all other sizes is suggested.

Size	Current Rates		Suggested Rates		% Increase
	One-Off	Annual	One-Off	Annual	
<b>Eighth</b>	£15.58 (min 3 editions)	£94.72	£16.36 (min 3 editions)	£99.46	5
<b>Quarter</b>	£29.15	£180.83	£32.07	£198.91	10
<b>Half</b>	£59.48	£361.65	£65.43	£397.82	10
<b>Full</b>	£118.37	£724.50	£130.21	£796.95	10
<b>Inside Cover</b>	£123.68	£757.05	£148.42	£908.46	20
<b>Back Cover</b>	£139.78	£903.84	£181.71	£1,174.99	30

- Further work is needed to determine rates for the centre page adverts and whether a rate is charged for listings and/or the criteria for these being included.

### LAYOUT AND DESIGN

The group have briefly looked at how the magazine should look overall going forward, but would look at this more in-depth at their next meeting.

### RECOMMENDATIONS

- Set up an editorial working group to meet at least quarterly to review and plan content
- Agree redesigning the diary centre pages which will include advertising space within these
- Agree the proposed rates for advertising: +30% for back cover, +20% for inside covers, +5% for eight pages and +10% for all others.