

ASSET MANAGEMENT COMMITTEE

8.30am on Tuesday 7th January 2020

at The Roy Underdown Pavilion, Baron Road, Hamble

This meeting is open to members of the public.

AGENDA

1. Welcome

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

2. Public Session

3. Donkey Derby Field Allocations Policy

4. Dinghy Storage Park Report including:

- a. Marking of spaces
- b. Oppi rack location
- c. DSP Working Group
- d. DSP User Meeting & correspondence from a member of the public
- e. 2020 application and allocation process update

5. Report from Deputy Clerk, including:

- a. Insurance and risk assessment requirements for regular hirers of Council facilities
- b. Meeting with Father Graham
- c. Cemetery – Memorial Policy, changes to the Memorial Regulations and Memorial Application Form and fees for Forms of Renunciation
- d. Allotments
- e. Foreshore – Locking devices on for the public facilities and the benches on Southern Quay
- f. Roy Underdown Pavilion Improvements

EXEMPT BUSINESS

6. Insurance Claims – verbal update

Dated: 31st December 2019

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

UPCOMING PARISH COUNCIL MEETINGS

Full Council – Monday 13th January 2020, 7pm at The Roy Underdown Pavilion

Personnel Committee – Tuesday 21st January 2020, at The Roy Underdown Pavilion – Time TBC

Planning Committee – Monday 27th January 2020, 7pm at The Roy Underdown Pavilion

OTHER UPCOMING PUBLIC MEETINGS

Local Area Committee Meetings

Thursday 23rd January 2020, 6pm at Hamble Primary School

Minutes: Asset Management Committee Meeting 5th November 2019, 8.30am, The Roy Underdown Pavilion, Baron Road, Hamble

Present: Councillors: S Schofield (Chair); M Cross; J Dajka (*arrived at 8.48am*); S Hand (*left at 9.35am*); A Thompson; and I Underdown.

Clerk, Head of Grounds and Assets, and Deputy Clerk

Members of the Public:

Minute reference for the meeting: 05.11.19 + item number

1a. Apologies for absence			
Cllr Cohen. Cllr Dajka arrived at 8.48am. Cllr Hand left at 9.35am.			
1b. Declaration of interest and approved dispensations			
Cllr Underdown – Dinghy Park, Foreshore and History Society			
1.c To approve minutes of previous Council Meetings			
It was RESOLVED that the minutes, including the exempt minutes, of the meeting of 03.09.2019 were accepted as a true record and the minutes were signed by the Chair.			
Proposed	Cllr Underdown	Seconded	Thompson
2. Public Participation			
None			
3. Roy Underdown Pavilion Upstairs Improvements			
It was RESOLVED to set a budget of £6,000 for the improvements to the Roy Underdown Pavilion.			
Proposed	Cllr Underdown	Seconded	Cllr Hand
4. Report from Head of Grounds and Assets'			
4a. Truck			
<p>Members discussed the possible options open to the Council at the end of the lease period. There was a keenness to look at low carbon options although the market was still undeveloped and might not deliver the vehicle needed. It was agreed to open negotiations on purchasing the truck at £4,500 and to see what develops. In the meantime, the MOT should help to identify any outstanding works prior to the end of the lease period. A figure of £7,000 will be set aside as an earmarked reserve in the 2020/21 budget to facilitate the purchase in August 2020.</p> <p>It was RESOLVED to recommend to council to agree to buy the council truck at the end of the lease period (August 2020) for £4,500+VAT with a budget figure of £7,000.</p>			
4b/c. Wildflower Areas and Flowering Seeds and Bulbs			
<p>The work carried out so far this year was outlined and there is a need for further seed to be purchased in the new year to replenish the poppy trail in case of frost damage to young plants. The cost of additional seed will be approximately £100.00 + VAT.</p> <p>The team were also asked to contact Eastleigh Borough Council (EBC) about planting up Broadway, important as an entrance to the village.</p>			
4d. Foreshore Benches			
Members noted the delay to delivery but agreed that the benches should be completed by Easter.			
4e. Foreshore Toilets			

To reduce the burden of cleaning, a toilet will be kept closed on rotation until Easter. It was also agreed that magnetic closures should be investigated to avoid the need for cleaners to also lock up which was proving unpopular with potential contractors.

It was **RESOLVED** to recommend to council to enter into a contract with Atlas cleaning for no longer than twelve months at the cost of £140.00+VAT per week.

4f. Mount Pleasant Play Area

Although other options were discussed it was agreed to purchase the rope from the authorised supplier. It was **RESOLVED** to recommend to council to agree to purchase the connecting scramble net for Mount Pleasant play area at the cost of £1,791.52+VAT.

4g. Trees

Members noted the outcome of the recent tree surveys and the work pending to recover costs from Hampshire County Council (HCC) for works carried out on a tree on Hamble Lane adjoining the allotments.

4h. Heather Gardens

Members noted the work that was needed at Heather Gardens and the future management plan for the site.

All of the recommendations in this report were taken as a single vote and were approved

Proposed	Cllr Underdown	Seconded	Cllr Schofield
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5. Report from Deputy Clerk

5a. Floodlights at College Playing Fields

The cost of the flood lights was discussed and the recommendation amended to seek the replacement of the current lights with LEDs to reduce future costs. Members asked that the work be carried out in 2 months.

It was **RESOLVED** to investigation and report back on the use of low-cost LED bulbs to reduce future costs.

5b. St Andrews Cemetery

It was **RESOLVED** to approve the cost of the Memorial Safety Training at £800+VAT, and the cost of the Bereavement Care Training at £169 per person.

5d. Waste Reduction

It was **RESOLVED** to approve delivery of milk in glass bottles and the additional cost for a trial period of 6 months.

5e. Insurance Claim

The insurance claim was noted.

5f. Foreshore Parking Permits

The Committee noted that the order for parking permits had been placed, at a cost of £350+VAT for 300 clocks.

All the recommendation in this report were taken as a single vote and were approved.

Proposed	Cllr Underdown	Seconded	Cllr Thompson
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6. Lease of Strip of Land (adjacent to Hamble Primary School) to Parish Council

Members reviewed the heads of terms for the lease for the strip of land adjoining the school that forms part of the Mount Pleasant Car Park. Although members recognised the concessions made by HCC they remained unhappy about the requirement to include and maintain the gate. The Clerk was to make contact with HCC to see whether there is scope for the gate to be removed from the lease and report back.

Cllr Hand left the meeting at 9.35am

7. Dinghy Storage Park Allocation Process Report

The Committee welcomed the changes being proposed to the allocation process and the associated costs.

It was **RESOLVED** to:

Agree the amended Terms and conditions for 2020;

Apply a £5 administration charge for cheque payments; and

Postage to be included in the cost of the Permit for 2020/21

Proposed

Cllr Schofield

Seconded

Cllr Dajka

8. The Mercury Library and Community Hub Report

At the time of the meeting no formal communication had been received from EBC about the operational arrangements for the Mercury Hub although volunteers were now running it without HPC support. Members **RESOLVED** to:

Note the letter sent to Eastleigh Borough Council (EBC) on 18th October 2019;

Agree hourly charge of £22.48 for Officer handover advice or support over and above that stipulated in the letter of 18th October 2019;

Note items which will remain at The Mercury on loan; and

Approach EBC for a retrospective grant to reflect the significant Officer time spent on the project impacting on other functions.

Proposed

Cllr Schofield

Seconded

Cllr Thompson

9. Benches on the Southern Quay Report and Tender Specification

The specification for the project was agreed although members are keen to ensure that the best contractor is not deterred from the tight timescales around Easter. It was agreed that the wording would be amended to reflect this concern.

It was **RESOLVED** to approve the specification, timetable and tender the work.

Proposed

Cllr Schofield

Seconded

Cllr Thompson

10. Events on Parish Council Premises

Papers had been circulated prior to the meeting highlighting some of the issues around the use of our facilities. Cllr Underdown spoke on this issue first highlighting the need to ensure that RUP continued to be available and at a cost that was affordable to local groups. He then left the meeting due to his conflict as the Chair of the History society.

It was agreed that all groups should be able to demonstrate that they used the facilities in a safe and managed manner. Recognising that not all groups had the skills to assess risk and or to put management plans in place it was agreed that One Community would be approached to run a workshop to help organisations address this issue.

It was RESOLVED

To approach One Community to provide a training session to local groups

That users should have Public Liability Insurance

The Fees and Charges were agreed as was the use of a deposit at RUP and that all groups would be charged from January 2020.

Proposed

Cllr Schofield

Seconded

Cllr Dajka

11. Use of Sub-Contractors

Cllr Cross raised several concerns with the use of terminology in the report. He was worried that a Permit to Work approach required a high level of competence around the assessment of safety for third parties. It was felt that this was not something we should do. An alternative form of words was needed. The issue was deferred for further discussion.

EXEMPT BUSINESS

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

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

Proposed	Cllr Thompson	Seconded	Cllr Schofield
11. Dinghy Storage Park			
The notes of the meeting that took place with Hamble River Sailing Club on the 10 th October were noted.			

The meeting ended at: 11.20

DRAFT

Hamble Parish Council

Asset Management Meeting

7th January 2020

Dinghy Storage Park Report

1. Space Marking

Two draft quotations have been received and the contractors are being asked to carry out site surveys to provide more detailed estimates. On the basis of the draft quotations you are asked to agree a budget of £4,500 to include all enabling works and a contingency sum.

A PID has been drafted, Appendix A, and the Committee is asked to consider the formation of a Task & Finish Group to oversee this project, including one or two user representatives with relevant skills. Draft Terms of Reference are attached for your consideration.

2. Hamble River Sailing Club (HRSC) Oppie Rack Location

A neighbour has raised concerns about the current location of the Oppie rack and asked that it is moved along a few spaces to improve the sight lines for drivers using the pathway. HRSC was consulted and in addition to moving the rack were offered the sin bin area as an alternative safe location. HRSC advised it doesn't see any benefit in moving the rack to either location and feels the sin bin option would be inappropriate and less safe. However, it did agree that in addition to Sailing Instructors supervising children crossing the footpath a chain or bollard will be placed in the footpath effectively closing it to vehicles.

In order to better understand the safety issues faced by the various and sometimes conflicting users of footpath 15 and pedestrians wanting to access the Foreshore it is recommended that a safety audit is commissioned from Hampshire County Council with a budget of £1,500 set aside for this work.

3. DSP Working Group

Minutes of the last Dinghy Storage Park User Meeting are attached for your information.

At the meeting one of the user representatives suggested an outdoor shower/wash off facility is installed to wash off muddy boots, children and dogs. This was not an agenda item and was not voted on by members of the Working Group but Cllr Underdown has asked the suggestion is considered by the AMC.

4. DSP User Meeting and Feedback

Brief notes of the meeting are attached for your information (Appendix E). All current permit holders were emailed a short overview on Friday 20th December and asked to submit their comments on some specific items raised at the meeting:

- Spaces close to the slipway for permit holders who have a blue badge
- Provision of spaces for visiting disabled sailors
- Storage space for trailers

Those who have responded so far have been 100% against the provision of spaces dedicated for the use of visiting disabled sailors and trailers.

The condition of the slipway was also mentioned and further details or photos or further information requested but nothing has been received to date. Extending the slipway and the addition of an apron were also raised but it's not clear which slipway users were referring to.

5. 2020 Application Process

The new online application process is working well and over 130 applications have been received to date - with 78% of these from residents. Email reminders will be sent to current permit holders and those on the waiting list during January who've yet to submit an application. The allocation process will begin in February and the permit stickers posted ready for the start of the new season on 1st March 2020.

RECOMMENDATIONS:

1. a) To agree the formation of a Task & Finish Group to oversee the space marking and numbering project.
b) Agreement of a total budget of £4,500 for the work. To be funded from the next financial year's (2020/21) earmarked reserve for Dinghy Park Improvements.
c) Accept the draft Terms of Reference for the Task and Finish Group.
2. Agree a budget of £1,500 for a safety audit to be carried by Hampshire County Council on the access to footpath 15/foreshore/dinghy storage park. To be funded from next financial year's (2020/21) earmarked reserve for Dinghy Park Improvements.
3. To decide the location of the HRSC Oppie rack for the 2020 season and any additional terms the AMC may wish to apply.
4. To instruct the Head of Grounds and Assets to research and obtain quotations for the installation of an outside shower/public wash off facility next to the existing Dinghy Park tap.

Appendices

- A. Project Initiation Document DSP space marking
- B. Draft Terms of Reference for DSP Task & Finish Group
- C. Draft Minutes of the DSP WG meeting - 13th November 2019
- D. Request from member of the public regarding facilities at the DSP
- E. Draft DSP User Meeting Notes - 9th December 2019

Project Initiation Document	
Project Name: Marking out and numbering of dinghy storage spaces	
Project Objectives: To clearly mark borders and number each space. Work to commence by Easter 2020.	
Problem to be solved (or opportunity): <ul style="list-style-type: none"> • Users unable to fit their boat into their allocated space • Those finding their neighbor is encroaching on their space • Make it easier for new permit holders to quickly identify their allocated space • Smarten and create a more organised environment • Speed up regular inspections as it will be much easier to check permit/space sticker 	
Project Deliverables: Mark out the bays with T shaped dividers and individual number.	Scope (inside/outside):
Assumptions: Reduction in complaints and management time	Key Stakeholders: DSP permit holders, DSP Working Group, AMC, HRSC, Hamble Lifeboat, members of the public, local residents, Beach Hut Cafe
Project Sponsor: Cllr Cohen as Chair of DSP Working Group.	Project Manager:
Team Members:	
Key Milestones: PID agreed Ideas and options generated Full brief and specification for detailed quotations Emails to stakeholders Obtain references Appoint supplier Agree scheme and/safe or method of working Lead in time	Date:

<p>Risks: Bays not marked correctly Dinghies have to be moved to allow work to proceed. Users object Company ceases trading mid project Insufficient staffing resource/knowledge to manage the project Damage to the DSP surface or boats Conflict with members of the public walking across the space Poor weather delays work Vandalism</p>
<p>Residents are disturbed by the work or noise Clash with organised sailing events Space numbers become obsolete or need reviewing</p>
<p>Budget, Resources or Constraints: Budget £4,500 (including contingency allowance) Staffing constraints on project management</p>
<p>Project Approval Date:</p>
<p>Signed:</p>

HAMBLE PARISH COUNCIL

PROJECT MANAGEMENT

Dinghy Storage Park - Space Marking Task and Finish Group

Draft Terms of reference and scope

Membership

The Working Group will comprise of 3 members which will include:

2 councillors

1 user representative who is a dinghy storage park permit holder

Members must declare interests and representation of special interest groups.

Objective

The outcome of this Task and Finish Group is to make recommendations to the Asset Management Committee regarding the marking of spaces in the Dinghy Storage Park only.

Aims

To ensure the spaces are clearly marked and numbered.

Ensure all stakeholders are consulted and regular updates and communications are emailed to DSP permit holders.

Meetings

The Group will be free to arrange meetings as and when necessary

Documentation

There is no need to publish an Agenda but a record and notes of the meeting must be taken and published. These will be circulated to all permit holders via the email address held by the Council and published on the Parish Council's website.

Accountability

The Working Group has no decision-making powers delegated to it. It can make recommendations to Committees and Council as needed.

Key areas of work:

Marking of and numbering of all bays to:

- make it quicker and easier for users to locate their correct space
- resolve encroachment issues
- smarten up and better organise the Dinghy Storage Park.

Ensure the character of the Dinghy Storage Park area is protected and the public can continue to safely enjoy access to the shore, slipways and water.

Maintain good levels of communication with all stakeholders.

Ways of Working

The Group can co-opt others on the Group that will bring skills, expertise or insight, with the approval of the Asset Management Committee.

The Group can invite others to attend meetings where appropriate or where there are special interest items on the Agenda.

Work in partnership with other groups where needed.

Minutes: Hamble Parish Council (HPC) – Dinghy Storage Park (DSP)

Working Group 13th November 2019

Present: Cllr Cross (Chair), Cllr Underdown, Tony Foster, Nick O'Donnell, Richard Foulkes (HRSC)

Officers Present: Deputy Clerk

Apologies: Cllr Cohen

The meeting started at: 16:00

The Minutes of the meeting held on 12th June 2019 were agreed by all and signed by the Chair

Inspections

Brief details of the inspection on 3rd September and 23rd October 2019 were presented.

There are still issues due to permits not being affixed to dinghies and boats being stored in other permit holder's spaces.

A query was raised regarding the number of spaces allocated but not actually occupied – no information was available to confirm if this is the case and how many spaces may be underutilised.

2020 Allocation Process

The Deputy Clerk ran through the allocation process, which will be mainly online and the expected milestones. A copy of the flow chart will be emailed to current permit holders and those on the waiting list.

There is a waiting list for medium and large spaces, Hamble River Sailing Club (HRSC) has been asked to consider relocating the Oppie rack to the sin bin to free up some spaces. Alternatively, the Foxer Fleet representative suggested the Foxers might locate to the sin bin however the Foxers are mainly occupying medium or small spaces at the moment so this may not reduce the waiting list significantly.

The revised terms and conditions were reviewed. It was recommended that condition 1.2 is amended to 'is visible and not obscured by the boat cover'.

Health & Safety

A risk assessment will be completed by the Deputy Clerk shortly and a report presented at the next Working Group meeting. Cllr Cross offered to assist.

Facilities for sailors attending events was raised and it was explained that no visiting boats should be brought into the Dinghy Storage Park without the permission of HPC. Any organised event or sailing open day/event using the Dinghy Park, Southern Quay or Foreshore area must be referred to HPC for permission to ensure adequate event management plans and public liability insurance are in place.

Foreshore Toilets

Details of the damage to the toilets over the summer months were discussed.

The standard of cleaning has been very disappointing and the contract terminated, HPC's Grounds Team are temporarily cleaning the toilets but a new contractor will be appointed shortly.

A notice will be installed to advise visitors that a tap is available in the Dinghy Park to wash off muddy boots, children or dogs.

A regular deep clean in daylight or standard lighting, rather than the anti-drug taking lighting was recommended.

Tap & Water usage

The members of the Working Group have been sent regular details of the meter readings which will act as a base for comparison of future water usage.

The Deputy Clerk gave a brief overview of the work to repair and replace the benches on the Southern Quay. Suggestions from members: Litter bins to separate recycling items, installing a cycle cleaning/repair station, outdoor shower or wash off facility, and summer shade provision for some of the benches.

Date of next meeting provisionally Wednesday 25th March 2020 – Please email discussion items for the Agenda to deputyclerk@hamblepc.org.uk at least 7 working days before the meeting.

The meeting ended at: 17:18

Hamble Parish Council – Issued 30th Nov

FAO Main Parish Council and Asset Management Committee

CC Dinghy Park Working Group

Dinghy Park Proposed improvements:

Following the recent dinghy park working group meeting, I would like to propose to the asset committee and the full council the following improvements. I regret that on account of work commitments I am unable to make the meeting in person to speak to these matters, but welcome any questions via the relevant officers.

2 proposals/ requests are for assessment and costing at this stage : these relate to our response to the We Are Hamble survey and user consultation

Inclusion and Accessibility : promoting a Disabled / inclusive boat bay - intended for both visitors and trolley storage

The built environment, public space and parish council owned facilities can contribute to a more equal, inclusive and cohesive society, if the places where we live, the facilities we use and our neighbourhoods and meeting places are designed to be accessible and inclusive. : Inclusion by Design (the UK design council). One way of demonstrating our commitment to inclusion to users of Hamble is to provide a clearly identified " accessible" dinghy bay at the top of the slip way, which is intended for local or visiting disabled sailors, and when not used by disabled sailors can be used for trailers : equally we should include signage of many ways we as a community can support disabled visitors in Hamble - be it the accessible pubs and clubs or the provision of hoist and wetwheels charity.

The inclusion of a clearly identified " accessible " (Disabled) space, helps Hamble seek to be a more outward looking and anticipatory community with regards to disability and inclusion - we include disabled parking spaces in both car parks - why not a disabled and inclusive space in the dinghy park next to the slip :

Cost and Maintenance considerations :

Cost : is mostly " opportunity cost" of sacrificing say income of 2 parking spaces to be demonstrate inclusivity and provided better trolley storage when not used by visiting or local disabled sailors

Cost : yellow paint to follow existing template used in car park . Notice in village notice board by beach café - :

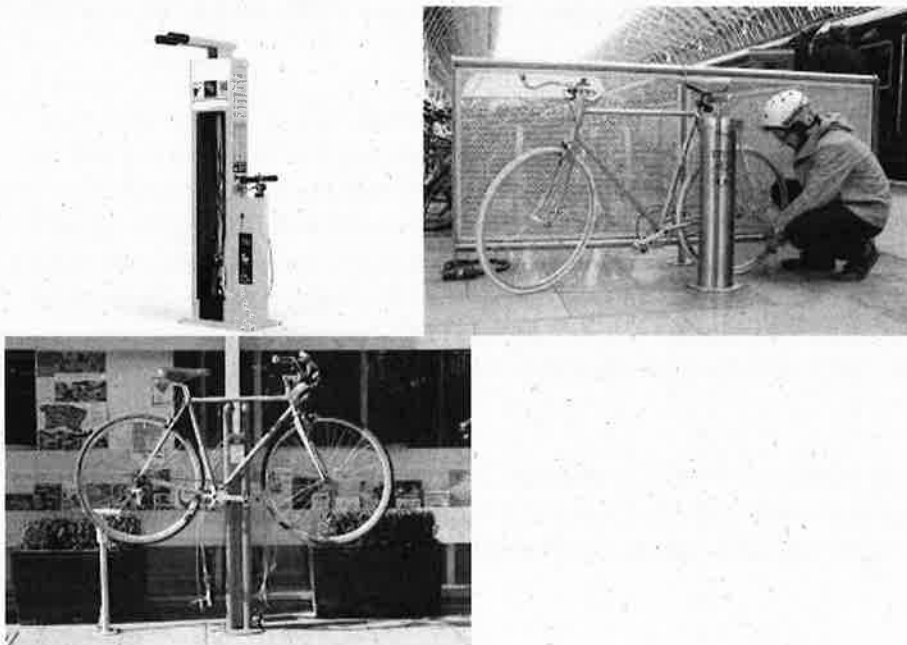
Sign on accessible/ disabled space : £25 eg : *this accessible space is provided by HPC to encourage and promote water sports and sailing by all - see notice board for further details of How HPC can help*

Supporting cyclists and sailors : putting a bike service station inc a pump in the Dinghy Park

A regular observation in the Dinghy park is boats with flat tyres - *(a bike pump is not the most obvious sailing accessory) , equally Hamble has an ever increasing number of cyclists , of all sorts who come to enjoy our village in many ways ; one improvement that would serve many users of the Dinghy park is the inclusion of a Public Bike Pump and service station . These are becoming more common in their use and can cost as little as £800 . They are typically a one time purchases and are securely bolted to the ground . They typically require minimal maintenance and are intended to be out doors all year round .

With careful consideration - this addition would benefit all in our community ; and act as further concrete improvements add since the We R Hamble survey - which called out the confluence of love of the foreshore , sailing , cycling and the like ! By both visitors and residences . See below images of typical pumps .

Locating near the tap could be beneficial as a way of focusing services in a single place : especially if the separate proposal of a out door shower goes ahead . Note installation typically consist of 4 No 25mm concrete bolts into the ground one typical model <https://turvec.com/products/public-bike-pump/>



Dinghy Storage Park Users Meeting 9th December 2019

The well attended meeting at The Mercury Hub was opened by Cllr Hand, Chair of the Parish Council, and then Cllr Cohen, Chair of the Dinghy Storage Park Working Group, gave a short presentation covering:

- A short history of the Dinghy Storage Park
- The many different users of the Foreshore, our efforts to cater to a wide range of needs and our responsibility to keep everyone using the area safe.
- The differences between the facilities offered by the storage park and those offered by sailing or yacht clubs.
- Events involving the Foreshore area, Dinghy Storage Park, slipways and Southern Quay must be approved by the Council to ensure the event is safe and inclusive.

The intended improvements for next year:

- Better marking of spaces
- Trialling a new on-line application process
- Continue the increased maintenance programme
- A full review of security – both the safety of boats and the public using the space
- Find an appropriate use for the sin bin

Questions raised by permit holders covered a wide variety of subjects:

- Inclusion and disabled provision
- Slipway cleaning and maintenance
- Provision of a bicycle service stand
- Organised events using the Foreshore, Dinghy Storage Park and slipways
- Storage for paddle boards and kayaks
- Provision of water by HRSC

Disabled use

One user was keen to ensure those with a disability could have spaces next to or near the slipway. The spaces closest to the slipway will be held in reserve for permit holders with a blue badge and an email circulated asking anyone who needs one of these spaces to contact the Parish Office as soon as possible.

Sin Bin

We are actively looking at alternative uses for the sin bin. Suggestions so far include more dinghy storage or racks for paddle boards and kayaks. Suggestions and ideas will be invited from all permit holders.

Spaces for visiting disabled sailors and trailer storage

One suggestion was made to set aside existing spaces for disabled sailors visiting Hamble to sail. Similarly, another request was to set aside current spaces for trailer storage.

As these suggestions would result in less lettable spaces and the cost of the spaces lost being recouped through an increase in charges, we will consult all permit holders and gauge opinion.

Permit Stickers

To help us to quickly identify boats in an emergency can you please ensure permit stickers are in a visible position on the transom and not obscured by your boat cover.

Hamble Parish Council (HPC) Asset Management Committee (AMC) Meeting 7th January 2020

5. Officers Report

Insurance and risk management for regular users of HPC facilities

Following the recent Health and Safety inspection by Ellis Whittam, it was recommended that users of Parish Council facilities should carry out risk assessments. There is a specific concern around safe evacuation from the Roy Underdown Pavilion of anyone with limited mobility particularly anyone unable to use the stairs. We are looking at various options to support users to complete risk assessments such as a risk awareness workshop and guidance notes from HPC's insurance provider.

Recently, when a regular user of the Roy Underdown Pavilion provided a copy of their public liability insurance it was noted the indemnity limit was £1 million. The insurer had queried this and noted on the policy that the limit had been specifically stipulated by the policyholder. In the event that a very serious injury was sustained by a visitor attending an exercise class or other organised event it is highly probable that £1 million would not be sufficient to cover legal costs and any compensation awarded. In these circumstances HPC could be compelled to make up any shortfall in the compensation via its own insurance.

The sum insured has been increased to £2 million however, it is recommended that a minimum sum of insurance is specified for regular users and those holding organised events on or at HPC facilities.

Cemetery

Memorial Safety Training

The Grounds Team and Clerk attended refresher training on 17th December which included practical work testing memorials at the cemetery.

During this work, several unstable and unsafe memorials were identified in addition to those already supported with stakes.

As a result of the training it is recommended the Council:

- Adopts a Memorial Policy (Appendix A)
- Approves the recommended amendments to the Memorial Regulations (Appendix B)
- Approves the recommended amendments to the Memorial Application Form (Appendix C)

Forms of Renunciation fees

In addition to the fees already agreed from 1st January 2020 it is recommended that drafting of Forms of Renunciation is added for a fee of £25.00 plus vat each with immediate effect.

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

On 9th December 2019 the Clerk and Deputy Clerk met with Father Graham. The items discussed were:

The War Memorial

Father Graham confirmed the Church is responsible for the maintenance and upkeep of the War Memorial.

Front Cemetery area

Whilst there has been some confusion as to whether the cemetery area at the front of the church is closed, the Ministry of Justice has confirmed this is not the case and Father Graham has authorised and officiated at cremated remains interments in that cemetery area.

Pathways

Concerns were raised about the lack of safe pedestrian pathways across the land at the back of the church adjoining the burial areas belonging to the Parish Council. Father Graham was asked to consider allocating some of the grant funding from the Parish Council to create pathways across this area.

Memorial Testing

Father Graham was offered places, free of charge, for up to two Church Wardens on the Memorial Safety Testing course taking place on 17th December. The responsibility to carry out regular testing and the increased risk to members of the public whilst the front cemetery is not fully fenced was discussed.

None of the Church Wardens were able to attend the training course.

Some of the large historic memorials were tested during the practical session of the training course. These were found to be unsafe. Father Graham was notified by email confirming the findings, recommending specialist help is sought to test all the memorials in that area.

Burial Records

Full records, including grave ownership details, have not yet been located for a portion of the cemetery managed by the Church on behalf of the Parish Council. Father Graham will make further enquiries.

Grants

The restrictions and pressure on the funds available to the Parish Council was explained.

The condition that all organisations receiving Grant funding must return to the Parish Council with a report, including receipts or accounts, to confirm how the Grants has been spent,

Any funds not used for the specified purpose must be repaid to the Council.

Allotments

Over the last few months of the growing season we received a number of complaints about vandalism and damage at the allotments. The Policing Team were involved and requested informally that the access route be closed.

Users have requested a number of measures, the latest of which is the use of CCTV or wildlife cameras and signage. Please see attachment (to follow). Any use of CCTV other than on the allotment users own plot would require the Council to put in place a number of policies and would require us to be the owner of the data. Ahead of taking this step the following is recommended:

- Arrange a meeting with the Allotment Holders
- Review the permissive footway through the allotments especially in the light of the GE planning application that assumed improvements to this area to enable access to the station.
- Other measures that could be considered

Foreshore

Public Facilities

Details of the locking system needed for the public facilities were posted on Facebook and the website before Christmas. No potential supplier has come forward. As a result, a survey has been commissioned by Healthmatic to arrange for the installation of the locks. The final cost will be confirmed but should not exceed £2,550+VAT which was identified to Council on the 9th December 2019. The works will include 3 cubicles. The disabled facilities are covered by the radar key. The cost of the works will be met by the provision of a new earmarked reserve within the financial year 2019/20.

A copy of the quote has been sent to the Harbour Master in relation to the showers. Following that, the letter from the Chair of the Hamble River Harbour Board (HRHB) was received. The Chair of the Council has met with the Harbour Master and outlined HPC's position. In addition, there has been an exchange of emails at officer level. HPC's position is best summarised as follows:

- HRHB authorised the payment of grant totalling £60,000 to the Hamble Lifeboat (HLB) project
- HPC set out a specification for works they required in return for their grant. This included the provision of showers
- At the point of hand over, contact was made with the Harbour Master to confirm that the showers were complete. The response indicated that they had no further involvement with the project.
- Recently steps have been taken by the Harbour Board to provide the showers and HPC have been approached as the leaseholder.
- HPC have confirmed that they are prepared to issue a further sub lease to the Harbour Board for the showers but that any works needed should be provided by the recipient of the grant.
- An invitation to the Chair of the Harbour Board to attend a Council meeting has been made to try to resolve the situation.
- The Harbour Master will discuss the situation further with HLB.

Southern Quay seating replacement

The tendering process has not generated any bids. Legal advice is now being sought on how to procure a supplier for works over £25,000 having been thorough a competitive process. Hampshire Association of Local Councils have been approached and it is hoped that advice will be available by the time of the meeting.

Roy Underdown Pavilion (RUP)

Work has progressed well with the refurbishment of RUP. At the Council meeting on the 9th December the revised project costs were confirmed. Any further cost increases since the council meeting will be confirmed at the AMC meeting.

With the GE planning application being turned down, there are some maintenance issues that have been postponed awaiting the decision that will now need to be carried out by the council over the course of the coming year, the most pressing of these are the exterior woodwork (with two options: to repaint or to replace) and the hot water system to be replaced as previously agreed by AMC. Quotes will be sought for consideration in March.

Heather Gardens

Work will start on the 3rd January on the tree safety issues identified in the tree survey, with the immediate work carried out we will then be able to look at implementing a work schedule for the site based upon a management plan put together by Andrew Balmer of the Hamble Conservation Volunteers. To achieve this, setting up a friends or community group for the area may be beneficial in securing village support and extra funding for work to be carried out.

RECOMMENDATIONS:

Stipulate a minimum sum insured for public liability insurance for regular users of and organised events at Parish Council facilities or on its land.

Approve the draft Memorial Policy.

Approve the recommended amendments to the Memorial Regulations and Memorial Application Form.

Approve the recommended fee of £25 plus vat for Forms of Renunciation with immediate effect.

Note the discussions with Father Graham.

To arrange a meeting with Allotment Holders to review security measures at the site.

Note the update on the Foreshore WC facilities including the discussions with the Harbour Board and Harbour Master

Note the absence of any bids for the seating on the Southern Quay.

Appendices

- A. Draft Memorial Policy
- B. Recommended amendments to the Memorial Regulations
- C. Recommended amendments to the Memorial Application Form
- D. To follow (re allotments)

HAMBLE PARISH COUNCIL POLICY and PROCEDURE FOR TESTING OF MEMORIALS

Policy

The responsibility for the overall safety (duty of care) within the rear cemetery area belonging to Hamble Parish Council lies with the Parish Council. Which has responsibilities under the Health and Safety legislation, for ensuring the cemetery is maintained in a safe condition for visitors and employees.

There are also specific responsibilities for the owner of the memorial and the memorial mason installing it. The owner of the memorial is responsible for maintaining the memorial in a good condition. The memorial mason must be either BRAMM or RQMF registered and is responsible for ensuring the memorial is erected safely in accordance with BS8415. The memorial mason must provide a Guarantee of Conformity or Certificate of Compliance and send a copy to the Parish Council.

Procedure

This procedure takes into account the guidance from the Institute of Cemetery and Crematorium Management (ICCM), Management of Memorials September 2018.

1. Memorials in the Hamble Parish Council (HPC) burial area at the rear of St Andrews Church will be tested at least every 5 years, and a rolling programme is being introduced to carry this out.
2. A Notice will be placed in the cemetery where testing is to be carried out, 4 weeks prior to testing, and this will include contact details of the Parish Council office. This will also be posted on the HPC web site and notice boards.
3. Hand testing to be carried out, which will exert a force up to 25kg against the memorial and results recorded. All memorials will be categorised:

High risk.

Immediate danger of falling - cordoned off immediately propped and banded. The owner will be notified by email or letter and a notice fixed to the memorial explaining why it has been propped. Immediate action must be taken to significantly reduce or eliminate the risk.

Medium risk.

Failed the test but not in immediate danger to the public, but is not fully stable. The owner will be notified by email or letter stating that as the memorial has failed the owner is responsible for reinstating it to an approved specification (BS8415) and asking for the memorial to be made safe within 3 months.

Failure to contact the Clerk or Deputy Clerk about a failed memorial may result in the memorial being propped or laid down. Re-test within 12 months.

Low risk.

The memorial is stable and has passed the test at this inspection. Re-test in 5 years unless there are any visual indications that the memorial has become unstable.

In addition, when a new interment is arranged the surrounding memorials will be hand tested and the results recorded.

4. Every effort will be made to contact the owners of the failed memorials and a notice will be placed on the grave with contact details for the Parish Office.
5. Repairs must be carried out within 12 months and in accordance with cemetery regulations. It is the responsibility of the memorial owner to inform the Parish Office when a repair has been completed to ensure the memorial is not accidentally laid down or sunk in to the ground after a repair has been done.
- 6 If attempts to contact the Grave Owner are unsuccessful or they refuse to make the memorial safe HPC will take whatever steps it feels are reasonable to make the memorial safe. This may include laying the memorial flat or it being sunk in to the ground vertically. All costs to make the memorial safe will be the responsibility of the grave owner and must be paid in full before any further interments or work on the memorial is approved or carried out.
7. All memorials installed within the HPC cemetery area must be approved in writing by the Clerk or Deputy Clerk. If any memorials are erected outside the Memorial Regulations* or without proper permission they will be removed or destroyed and costs recovered from those responsible.

Carrying out, or attempting to carry out, unauthorised memorial installation or alterations will be treated very seriously by the Parish Council and will be reported to the police, relevant authorities and trade bodies.

*Copies of all the current Burial and Memorial Regulations are available from the Parish Council's website:

<http://www.hambleparishcouncil.gov.uk/community/hamble-parish-council-14956/arrange-a-burial/>

REGULATIONS FOR MEMORIALS AND TABLETS AT ST ANDREW'S CEMETERY, HAMBLE.

The Parish Council's Policy is to provide a space for quiet contemplation, whilst supporting biodiversity as the cemetery provides an important green corridor for wildlife. The cemetery will be managed on a naturalistic basis, with grass mown infrequently in some areas.

It is intended the area at the rear of St Andrew's Cemetery be a cemetery laid to grass as far as possible and to kept free of anything that impedes the cutting of grass. This means that kerbs, railings, bird baths and stone chippings are not permitted on or around grave or cremation plots.

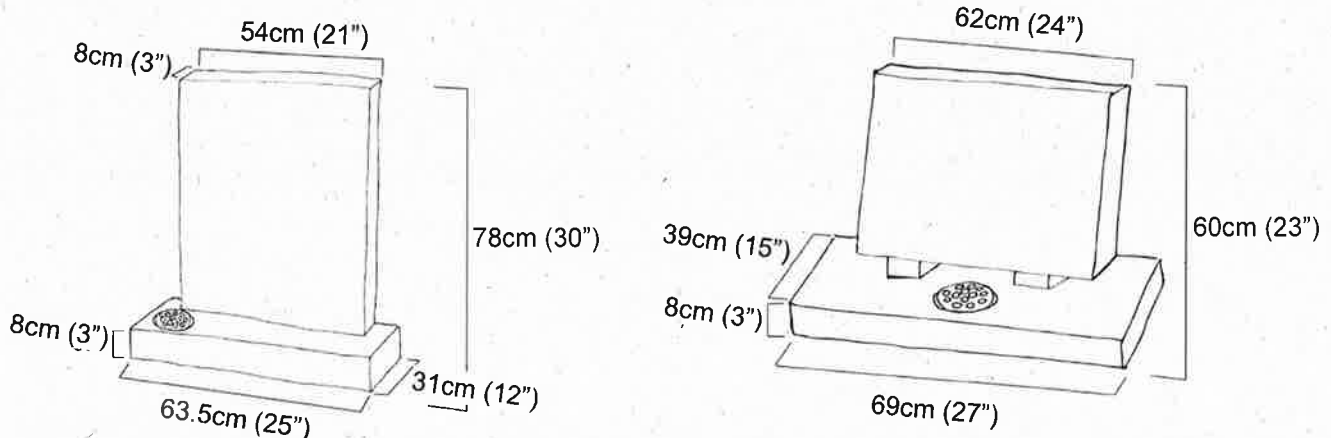
The Parish Council has a statutory duty to ensure risks within the Council's cemetery area at the rear of St Andrews Church are properly managed and these regulations are in place to ensure the safety of all those working at and visiting the cemetery.

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force.

All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance. The soil type is predominately gravelly.

All memorial masons undertaking work at St Andrew's Cemetery shall be suitably qualified, registered with BRAMM or RQMF and provide proof of public liability, and if applicable, employer's liability insurance and provide:

- a. Health and Safety Policy and Risk Assessment relating to work in the cemetery including assessments for:
 - safe working with vehicles in public areas
 - safe fixing of structures.
 - b. Safe method of working statement specific to the job
 - c. Public Liability Insurance and if applicable employer's liability insurance
1. Application forms including a detailed sketch of each proposed memorial giving full details and dimensions in millimetres and inches, together with the grave owner's consent must be submitted to the parish office for approval. Forms are available on www.hambleparishcouncil.gov.uk.
 2. Memorials and tablets may not be erected or removed from the cemetery without the written consent of the Clerk and the written permission of the owner of the Grant of Exclusive Right of Burial. At least two working days notice must be given.
 3. Exclusive Right of Burial must be purchased for a burial or ashes plot before a memorial can be installed or replaced. This applies to existing plots where Exclusive Right of Burial may not have been purchased at the time of the original burial or ashes interment.
 4. All memorials are to be of natural stone (grey, black or white) and must not be coloured. No Bath, Caen, or other soft stone shall be allowed in the construction of any memorial. The Parish Council reserves the right to reject applications for memorials with stones of uneven thickness.
 5. Only tablets are permitted on cremation plots. The Maximum outside measurements for memorial tablets is 460mm x 380mm. Memorial tablets must be laid directly into the ground and not exceed current ground level by more than 5cm. In the new mixed area of cremated remains and burial plots memorial tablets must be fitted flush with the surrounding ground level.
 6. The maximum outside measurements, above ground level, for memorial headstones erected within the Cemetery are shown below:



7. All memorial headstones are to be laid firm, level and square with accredited ground anchors. Foundation slabs must be laid below ground level in accordance with BRAMM and NAMM lawn memorial fixing guide lines and memorials must not be mounted on multiple bases. No rails, wooden edging or chains of any description or glass wreath cases are allowed.
8. All joints must be able to withstand the inspection process which will exert a force up to 25kg against the memorial. If cement is used as the jointing compound and it cracks or gives under test pressure it is the responsibility of the memorial mason to carry out repairs.
9. The memorial mason must mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 1.5cm. The mason's name may be inscribed on the reverse in unpainted and unleaded letters no larger than 1.5cm in height.
10. All monumental work shall be finished prior to the placement of any memorial, excepting the execution of a second inscription for which permission must be obtained. Inscriptions shall be gilded, leaded or painted lettering of gold or black only.
11. A copy of the RQMF Certificate of Compliance or Certificate of Conformity must be delivered to the Parish Council within 14 days of installation.
12. No advertising boards, tablets or cards can be placed on or around a memorial. No form of advertisement may be displayed in any part of the cemetery.
13. Memorials will be inspected before and after installation. If the measurements or method of fixing do not comply with those authorised or relevant standards the Stonemason must remove it immediately and rectify at their own expense. Failure to remove non-compliant memorials or misrepresentation will mean a mason is refused access to St Andrew's Cemetery.
14. Carrying out, or attempting to carry out, unauthorised memorial installation or alterations will be treated very seriously by the Parish Council and will be reported to the police, relevant authorities and trade bodies.
15. Trees, shrubs and bushes must not be planted on grave or ashes plots as these undermine memorials and make them unsafe.

Some older existing graves and ashes plots may have larger and different style memorials due to historical practice or regulations. This does not set a precedent for new memorial applications

Applications forms and Burial Regulations are available at www.hambleparishcouncil.gov.uk

Hamble-le-Rice Parish Council

Memorial Hall, High Street, Hamble-le-Rice,

Southampton, SO31 4JE

Phone 023 80453422

email: Deputyclerk@hamblepc.org.uk

**APPLICATION FOR PERMISSION TO ERECT A MEMORIAL
OR ADDITIONAL INSCRIPTION IN
ST ANDREW'S CEMETERY, HAMBLE-LE-RICE**

Name: of Deceased:

Burial Register No:

Grave/plot number:

Existing memorials must not be removed from the cemetery without permission of the Parish Council.
At least 2 working days notice must be given.

BRAMM or RQMF registration No

Name & address of Stonemason

.....

Telephone No..... Email address.....

Name of grave owner.....

Email address Telephone No.....

A copy of the Grant of Exclusive Right must be attached and submitted with this form.

NEW MEMORIAL or ADDITIONAL INSCRIPTION* *delete as appropriate

Description of proposed Memorial (including material, colour & size in inches and millimetres)

.....

.....

.....

The memorial mason or fixer must mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 1.5cm. The mason's name must be inscribed on the reverse in unpainted and unleaded letters no larger than 1.5cm in height

Appendix C: Recommended amendments to the Memorial Application Form

Foundations must be laid or fixed below ground-level in accordance with lawn memorial regulations.
Memorials must not be mounted on multiple bases

Proposed method of installation/fixing:

Details of dowels?.....

The cemetery soil is predominately gravel – please specify the type of ground anchor to be used?

.....

Any other relevant installation or fixing information.....

Proposed inscription.....

.....

.....

Sketch of proposed Memorial

.....

.....

.....

.....

.....

.....

Signature of grave owner.....

It is important to remember that whilst we undertake memorial safety checks on a regular basis, at least every 5
fives, by placing a memorial in the cemetery you are accepting a number of responsibilities;

- The memorial remains the property of its owner/s and does not become the property of the Parish Council at any time.
- You are required to maintain the memorial to a safe condition. You may wish to consider and purchase insurance cover for your memorial.

All work carried out should have a Certificate of Conformity or Certificate of Compliance from the memorial mason.

Signature of stone mason or memorial fixer

(for office use)

Authorised by:

Date:

Please attach a copy of your current public liability insurance certificate.

Application forms together with fees must be received by the Parish Council Office for approval
7 working days prior to any works being carried out.

An invoice will be issued and payment by bank transfer requested prior to authorisation.

A copy of the RQMF Certificate of Compliance or Certificate of Conformity must be delivered to the Parish Council
within 14 days of installation.