

AGENDA

1. **Welcome**
 - a. Apologies for absence;
 - b. Declaration of interest and approved dispensations; and
 - c. To approve minutes of previous Council Meetings

2. **Public Participation**

COMMUNITY

3. **Motion 1/3-09.12.19. At times, vehicle speeds in the village are a concern. To reinforce the speed limit along Hamble Lane and to keep residents safe I propose we purchase "30mph signs" to go on wheelie bins for properties adjoining Hamble Lane from Hound Roundabout to the Beulieu Road junction. This is approximately 75 dwellings at a cost of £200. This would provide a reminder every Sunday night to Monday night of the speed limit on Hamble Lane and would be a cost-effective method of doing so.**
4. **Eastleigh Borough Council (EBC) Report**
5. **Letter from the Harbour Board regarding the public showers**
6. **Lease of land at Mount Pleasant with Hampshire County Council**
7. **Final report of the Magazine Working Group**
8. **Donkey Derby Field – terms and conditions – for noting**
9. **Southern Quay benches project – verbal update**
10. **Feedback reports from the Hamble River Valley Forum and the Hamble Estuary Partnership**

FINANCE & PAYMENTS

11. **Draft Budget, Fees and Charges and Precept for 2020/21,**
12. **Approve the Following (report):**
 - a. Petty Cash and Bank Reconciliations;
 - b. To Authorise the Schedule of Payments;
 - c. Letter from Hampshire County Council regarding Tree works invoice;
 - d. New Financial Contracts; and
 - e. Income and Expenditure Schedule Including Irregular Payments and Receipts.

GOVERNANCE, COMMITTEES AND OTHER MEETINGS

13. **Updated Task List**
14. **Health and Safety Report**
15. **Officer's Report, including: (report)**
 - a. Staff injury
 - b. Update on Roy Underdown Pavilion Refurbishment
 - c. Mercury Library and Community Hub
 - d. Mercury Boat Storage
 - e. Address Verification
 - f. Website Accessibility
 - g. Foreshore Toilets – magnetic closures
 - h. Planning Committee Delegation of Decisions to January 21st 2020
 - i. Online Applications
16. **Feedback and updates from Working Groups:**
 - a. Street Signage
 - b. Information Boards – See attached Project Initiation Document (PID)
 - c. Logo – Progress on work.
 - d. Village Magazine – Item 7

EXEMPT BUSINESS

17. **Approve Exempt Minutes**
18. **Contractual dispute – final settlement**
19. **Update on Insurance Claims**

Dated: 4th December 2019

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

UPCOMING PARISH COUNCIL MEETINGS

Media Working Group – Monday 16th December 2019, 10am at the Parish Office

Resources Working Group – Tuesday 17th December 2019, 2pm at the Parish Office

Personnel Committee – Wednesday 18th December 2019, 9am (venue TBC)

Planning Committee (reserve date if required) – Monday 23rd December, 7pm (venue TBC)

Asset Management Committee – Tuesday 7th January 2020, 8.30am at The Roy Underdown Pavilion

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

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

OTHER UPCOMING PUBLIC MEETINGS

Eastleigh Borough Council Local Area Committee Meetings

Thursday 19th December, 6pm at Hamble Primary School (proposed venue).

Thursday 23rd January, 6pm at Hamble Primary School (proposed venue)

Minutes: Council Meeting Monday 11th November 2019, 7pm at The Mercury, High Street, Hamble

Present: Councillors: S Hand (Chair); M Cross; J Dajka; S Hayward J Nesbit-Bell; D Rolfe; S Schofield; A Thompson; and I Underdown.

Clerk and Deputy Clerk

Members of the Public:

Minute reference is 11.11.2019 + the agenda item number

1a. Apologies for absence			
Cllrs Cohen and Dann			
1b. Declaration of interest and approved dispensations			
Cllr Underdown – Hamble History Society			
1.c To approve minutes of previous Council Meetings			
Corrections for the 09.09.2019 minutes were noted and IT WAS RESOLVED to accept these minutes and the minutes of 14.10.2019 as true records; both sets were then signed by the Chair. All agreed.			
Proposed	Cllr Underdown	Seconded	Cllr Dajka
2. Public Participation			
Cllr Hayward reported that Coopervison is keen to support community activities in Hamble. It was agreed to invite a representative to attend a Council meeting to discuss opportunities.			
3. Resignation of Tony Ryan from the Council			
IT WAS RESOLVED to accept the resignation of Tony Ryan. The Council thanks him for his service to the community.			
Proposed	Cllr Hand	Seconded	Cllr Underdown
COMMUNITY			
4. Grant Application: Carols in the Square			
IT WAS RESOLVED that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure to meet the cost of the sound equipment and technician for the event based on the figure of £360 for last year plus or minus 10% and on production of a quotation or proforma invoice.			
Proposed	Cllr Hand	Seconded	Cllr Thompson
5. Stakeholder Project Review of Coronation Parade Project			
IT WAS RESOLVED that the Council write to Eastleigh Borough Council (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.			
IT WAS RESOLVED that Hamble Parish Council revises its project process to reflect the points raised			
All agreed			
Proposed	Cllr Hand	Seconded	Cllr Role

6. Eastleigh Borough Council (EBC) Report

Local Plan update – The Clerk gave feedback from the hearing session on 21st November and dates of various submissions by various interested parties.
West Hampshire Clinical Commissioning Group contacted for information regarding the cover Blackthorn Surgery for the Bursledon Surgery following Dr Dings retirement. – no response to date

7. Local Area Committee Project List (Review and Update)

IT WAS RESOLVED to add Mount Pleasant Play Area as a separate item with an estimate of £130,000.

To remove 3 items:

- Bartletts Field as the playground has been replaced
- Avro Court Play Area
- New Library

Councillors felt the Gun emplacement should be removed from the list as well.

Proposed

Cllr Hand

Seconded

Cllr Underdown

8. Vision for Hampshire 2050 – www.hants.gov.uk/visionforhampshire2050

The Clerk will attend the briefing and workshop on 9th January 2020 and report back.

FINANCE & PAYMENTS

9. Budget 2020/21

The report was noted. The budget recommendation will be presented to the Council in January 2020

10. Approve the Following:

- Petty Cash and Bank Reconciliations;**
- To Authorise the Schedule of Payments;**
- Village Magazine Refund;**
- New Financial Contracts; and**
- Income and Expenditure Schedule Including Irregular Payments and Receipts.**

IT WAS RESOLVED TO:

Accept the Petty cash reconciliation at £14.05

The business current account reconciliation was noted as £146,916.43

Authorise the presented schedule of payments

Accept the detailed list of income and expenditure for October 2019

Note two PAYE payments made during October

Approve part payment, £483.04 of the disputed Eastleigh Borough Council invoice

Note the Reduction of the interest rate on funds held in the Reserve Account to 0.2%

Issue a refund of £303.79 in respect of the cancelled advertisement in the Hamble Village Magazine

Note the change to the Opus Energy contractual terms and conditions

Proposed

Cllr Schofield

Seconded

Cllr Dajka

11. The Task List

This was noted.

12. Officers Report

12a. Update on The Mercury Library and Community Hub

An update was given by the Clerk

- Day to day operations have now passed to EBC.
- The volunteers have advised that they don't want to keep the coffee machine.
- No update from EBC regarding a new provider.

IT WAS RESOLVED TO:

Accept the recommendation from the Asset Management Committee to send a letter to Eastleigh Borough Council advising an hourly rate of £22.48 will be charged for handover advice and support.
To approach EBC for a retrospective grant of £10,000 to reflect the significant Officer time spent on the project impacting on other functions and cost of volunteer training and other expenses,

12b. Legionella Works

To instruct Total Water Compliance to undertake a range of measures stemming from the Legionella Risk Assessment for works estimated at £880 plus vat

12c. IT & Broadband Review

The report recommendation was noted.

12d. 'Welcome to Hamble' Sign

To order the Welcome to Hamble sign from Hampshire County Council at a cost of £486.20

12e. Annual Parish Meeting Date

To confirm the Annual Parish Meeting will be held on Thursday 21st May 2020

12f. Staff Christmas Lunch

To contribute to the staff Christmas lunch up to £400.

12g. Christmas Office Closures: Afternoon of 13th December and for the period 20th December – 2nd January

To agree to the closure of the Parish Office on the afternoon of 13th December and for the period of 20th December until 2nd January 2020.

IT WAS RESOLVED to agree items 12a to 12g as noted above.

Proposed

Cllr Hand

Seconded

Cllr Schofield

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.

IT WAS RESOLVED to accept recommendations 13a to 13h as proposed

Proposed	Cllr Underdown	Seconded	Cllr Schofield
<p>13i to 13k</p> <p>Cllr Cross raised a query regarding the proposed arrangements for use of contractors – The Clerk will arrange a meeting with him to discuss the procedure.</p> <p><u>IT WAS RESOLVED TO:</u></p> <p>Agree in principle the proposed terms of use in for the Donkey Derby Field subject to responses and feedback from the public consultation which will be extended until 3rd January 2020.</p> <p>Agree new terms of use for the use of the Council's facilities including specific Health and Safety arrangements for hirers of the Roy Underdown Pavilion especially visitors of limited mobility in the event an evacuation is necessary and adequate public liability insurance.</p> <p>That all hirers or community groups will be charged for use of the Roy Underdown Pavilion regardless of status.</p>			
Proposed	Cllr Rolfe	Seconded	Cllr Dajka
14. Matters Arising from the Planning Committee			
The email sent in response to the Air Quality Plan was noted .			
15. Feedback and updates from Working Groups			
15a. Street Signage			
Verbal feedback was given by Cllr Thompson.			
15b. Information Boards			
Cllr Cohen hasn't yet met with the Clerk.			
15c. Logo			
The office is listing the items which will need notices or stickers. A more detailed report will be brought to the next meeting.			
15d. Village Magazine			
<p>IT WAS RESOLVED to:</p> <p>Set up an editorial working group to meet at least quarterly to review and plan content.</p> <p>Agree redesigning the diary centre pages which will including advertising space within these.</p> <p>To take the proposed rate changes to the Resources Working Group.</p>			
Proposed	Cllr Hand	Seconded	Cllr Schofield
EXEMPT BUSINESS			
<p>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.</p> <p><u>It was resolved</u> that in view of the confidential nature of the business to be discussed the public and press be excluded.</p> <p><i>21:17 moved to Exempt Business</i></p>			
Proposed	Cllr Hand	Seconded	Cllr Scofield
16. Approve Exempt Minutes			
There were no Exempt Minutes to approve, a summary of the exempt business was included in the public minutes.			

17. Contractual Dispute

The Clerk updated the Council on the issue.

The meeting ended at: 21:20

DRAFT

Hamble Parish Council (HPC)

Council Meeting 9th December 2019

4. Eastleigh Borough Council (EBC) Report

From: Airey, Cllr David

This follows our discussion at the Planning Committee Meeting.

The GunI can clarify the position regarding the emplacement/base. Permission is only to move the gun. It does not include the emplacement/base as this would require further agreement from Historic England. Historic England's starting position is that the emplacement should be renewed and any further work would require a detailed project plan that they agree to. The focus to date has been to get the gun to safekeeping. Any further work will be for Matt's successor to deal with.

I still have to get a response regarding the pill box at Satchell Lane and greater detail of the Transforming Cities Fund projects that the bid is for. The Election and the Local Plan EIP are getting in the way of provision of normal service. I will try to get answers for Monday.



Hampshire
County Council

Councillor Simon Hand
Chairman
Hamble Parish Council
Hamble Village Memorial Hall
2 The High Street
Hamble-le-rice
Southampton
SO31 4JE

*River Hamble Harbour Authority
Harbour Master's Office, Shore Road
Warsash, Southampton
Hampshire SO31 9FR*

Telephone 01489 576387
www3.hants.gov.uk/hambleharbour

Enquiries to Jason Scott

My reference

Direct Line 01489 576387

Your reference

Date 2 December 2019

E-mail Harbour.office@hants.gov.uk

Dear Councillor Hand,

Hamble Lifeboat and the delivery of the outstanding shower facility.

You may recall that the River Hamble Harbour Authority committed in 2013 to match Hamble Parish Council's donation of £70,000 to Hamble Lifeboat, for the building of the new Hamble Lifeboat headquarters. The Harbour Authority made its donation on the basis that shower facilities would be delivered within the building for the use of visiting vessels' crews. We note however, with regret, that the showers remain unavailable for use.

Whilst we understand that the showers are functional, there are a number of matters that require resolution before the showers are suitable for being made operational and the conditions of the Harbour Authority's substantial donation are fulfilled.

Given the time that has elapsed, the Harbour Board has felt it necessary to take advice on the position. We understand that the Parish Council leases the land to Hamble Lifeboat, who in turn sub-leases the toilets and the showers back to Hamble Parish Council. Therefore, it appears that the arrangements for the delivery of the showers are a matter to be resolved between the Parish Council and the Harbour Authority. Our advice has been clear that Hamble Parish Council, as the sub-tenant, has responsibility for the repair and maintenance of the shower facilities. The Harbour Authority will require the outstanding the provision of a suitable access capability (keypad entry) together with any meterage required to assess the usage of power and water, the costs of which the Harbour Authority would be willing to meet, together with the outstanding matters being resolved.

I would welcome your views as to when this will be brought to a conclusion.

Yours sincerely,



Councillor Keith Evans
Chairman
The River Hamble Harbour Board



Director of Culture, Communities and Business Services
Felicity Roe

HAMPSHIRE COUNTY COUNCIL

Report

Committee	River Hamble Harbour Board
Date:	26 June 2013
Title:	Asset Enhancement Reserve: Bid for Grant
Reference:	4987
Report From:	Director of Culture, Communities and Business Services

Contact name: David Evans

Tel: 01489 576387

Email: david.evans@hants.gov.uk

1. Summary

- 1.1. This report provides additional financial information, as requested by the Harbour Board, regarding the bid by Hamble Lifeboat for a grant towards the cost of rebuilding the Lifeboat Station.

2. Background

- 2.1. Reports covering a formal bid by the Hamble Lifeboat for a donation towards the cost of rebuilding the Lifeboat station at Hamble were brought to both the River Hamble Harbour Management Committee (15 March 2013) and the River Hamble Harbour Board (19 April 2013). These reports included plans for the proposed new Lifeboat station, together with integrated public toilets and a shower facility for visiting yachtsmen. The Management Committee resolved to recommend that the Harbour Board should pledge an 'appropriate substantial sum' from the Asset Enhancement Reserve, subject to clarification regarding access to the facilities to be provided. The Harbour Board agreed in principle to support the project but wished to receive additional financial information before reconsidering the application at a future meeting.

3. Fund-raising

- 3.1. The Chairman of the Harbour Board and the Chairman of the Hamble Lifeboat (Captain Roger Harding) met on 10 June 2013. Captain Harding explained the total cost of the project had been revised downwards to about £200,000. The Lifeboat currently has available funds in place totalling about £25,000 and further fund-raising activities are planned. They have also received a conditional offer of up to £70,000 from Hamble Parish

Council, to meet the cost of providing public toilets. The conditions attached to this pledge include requirements that:

- work must start before 4 March 2014;
- the project must be fully funded before work starts, and;
- planning permission remains extant (it is due to expire on 17 March 2014).

Captain Harding indicated that he hopes that work can start in the Autumn of 2013 but this will obviously be subject to the availability of sufficient additional funds. If funding falls short of the total required, the shell of the building, plus the toilet and shower facilities, could be completed, with the internal fit-out of the parts to be occupied by the Lifeboat crews to be completed as and when additional funds become available (although this appears to be contrary to the conditions imposed by Hamble Parish Council).

4. Access

- 4.1 The public toilets which would form part of the new building will be available for use by any member of the public between the hours of 0700 – 1900 in the summer and 0700 – 1630 daily in the winter (exactly as the existing toilets). The shower facility will be available by key-pad access only. The key-pad access code will be made available to visiting vessels berthed on Hamble Jetty when appropriate visitor fees are paid.

5. Financial context

- 5.1 The Asset Enhancement Reserve currently stands at £286,000, of which £280,000 is currently uncommitted. However, other yet to be approved proposals for funding from the Reserve include works to Warsash Slipway (estimated at about £100,000) and an extension to Hamble Jetty (up to £100,000), leaving approximately £80,000 available.

6. Recommendation

- 6.1 **It is recommended that Members of the River Hamble Harbour Board consider the financial information contained within this report and further consider:**

- **whether to approve a pledge to make a grant towards the cost of rebuilding the Lifeboat Station;**
- **the amount of such a pledge, and;**
- **any conditions which should be stipulated.**

Integral Appendix A

CORPORATE OR LEGAL INFORMATION:

Links to the Corporate Strategy

Hampshire safer and more secure for all:	yes
Corporate Improvement plan link number (if appropriate):	
Maximising well-being:	yes
Corporate Improvement plan link number (if appropriate):	
Enhancing our quality of place:	no
Corporate Improvement plan link number (if appropriate):	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

IMPACT ASSESSMENTS:

1. Equalities Impact Assessment:

- 1.1. A full Equalities Impact Assessment for the River Hamble Harbour Authority's compliance with the Port Marine Safety Code has been carried out and this report does not raise any issues not previously covered by that Assessment.

2. Impact on Crime and Disorder:

- 2.1. The contents of this report have no direct impact on crime and disorder.

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption? The contents of this report have no impact on carbon footprint or energy consumption.
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? Not applicable to this report.

HAMPSHIRE COUNTY COUNCIL

Report

Committee	River Hamble Harbour Board
Date:	10 January 2014
Title:	Review of Asset Enhancement Projects
Reference:	5409
Report From:	Director of Culture, Communities and Business Services

Contact name: David Evans

Tel: 01489 576387 Email: david.evans@hants.gov.uk

1. Summary

- 1.1. This report, as requested at the Harbour Board meeting held on 27 September 2013, comprises a summary of the process which was employed in determining priorities for Asset Enhancement projects on the River Hamble, a review of Asset Enhancement projects completed to date, and an update on those projects currently in the pipeline.

2. Background

- 2.1. In May 2007, the River Hamble Harbour Board agreed a Reserves policy which included the establishment of an Asset Enhancement Reserve, "to stand at £250,000 and to be accompanied by a programme of opportunities for the future". The Reserve is intended to be used for projects of benefit to users of the River. In July 2009 the Harbour Board approved the transfer of a further £70,000 from the Asset Replacement Reserve to the Asset Enhancement Reserve, bringing the total to £320,000 plus interest.

3. Asset Enhancement projects – process

- 3.1 In order to draw up the 'programme of opportunities', consultations were carried out. This included a trawl for suggestions from stakeholders. A shortlist of options was drawn up by a working group consisting of six members of the Management Committee and Harbour Board. The shortlist was displayed at the 2010 Annual Forum, presented to members of the Hamble Estuary Partnership, and displayed at the Harbour Office Reception lobby. Each provided an opportunity to comment and add further suggestions, all of which were presented to the Harbour Board for consideration at their meeting in July 2010. This process resulted in an agreed list of four themes for further work. These were:

- Improved safety signage on public slipways.
- Tender storage with associated jetties and access, including improved disabled access.
- An expansion of school and/or youth group visits to the River.
- Funding of SSSI enhancements and/or footpath improvements.

3.2 Following further consultation, including a meeting held at Hamble River Sailing Club to consider options for improving access to the Hamble foreshore, these themes were then refined into specific projects, as listed below.

4. Projects completed

- 4.1 SmartWater crime reduction campaign.
- 4.2 River bank photography project for the RiverView project
- 4.3 Sea grass survey of the River
- 4.4 Feasibility and design studies for tender storage and access improvement projects at Hamble and Warsash
- 4.5 Slipway signage upgrade. Phase one completed and installed, phase two still to be completed.
- 4.6 A grant to the inaugural River Hamble Games 2012
- 4.7 On-line 'Learning Zone' project for schools and students. Largely complete and available on-line, but awaiting final editing of three short videos.
- 4.8 The total cost of the above projects to date is about £43,000.

5. Projects not yet completed

- 5.1 Warsash slipway improvements: This project has been approved in principle by the Harbour Board and applications for the various marine consents will be made as soon as detailed drawings are available. The project will be referred to the Management Committee and Harbour Board for Harbour Works Consent in due course.
- 5.2 Hamble Jetty extension: This project has been approved in principle by the Harbour Board but applications for the various marine consents were placed on hold until the future of development at the adjacent Royal Southern Yacht & RAF Yacht Clubs became clear. If approved, this project, which will include replacement of the existing pontoons, will cost an estimated £157,000, shared between the Asset Replacement Reserve and the Asset Enhancement Reserve.

5.3 Hamble Lifeboat station: The Harbour Board has pledged to support this project subject to conditions. These are:

- a. The amount of the pledge will be capped to match any grant formally confirmed by Hamble Parish Council.
- b. Conditions to be formally drawn up to include staged payments geared to initiation and completion of stages of the building that include public access to the shower and toilet facilities.

In addition, Hamble Parish Council has indicated that any grant from the Council will be conditional upon the demolition and building works commencing prior to 4 March 2014, the project being fully funded before work commences, and planning permission remaining extant (expires 17 March 2014).

5.4 If all three of these projects are completed at current cost estimates, the total will be over £280,000 of which at least £230,000 will come from the Asset Enhancement Reserve and about £50,000 from the Asset Replacement Reserve. The uncommitted balance remaining in the Asset Enhancement Reserve is therefore less than £50,000.

6. Recommendation

6.1 It is recommended that this report be noted

Integral Appendix A

CORPORATE OR LEGAL INFORMATION:

Links to the Corporate Strategy

Hampshire safer and more secure for all:	yes
Corporate Improvement plan link number (if appropriate):	
Maximising well-being:	yes
Corporate Improvement plan link number (if appropriate):	
Enhancing our quality of place:	no
Corporate Improvement plan link number (if appropriate):	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

IMPACT ASSESSMENTS:

1. Equalities Impact Assessment:

- 1.1. A full Equalities Impact Assessment for the River Hamble Harbour Authority's compliance with the Port Marine Safety Code has been carried out and this report does not raise any issues not previously covered by that Assessment.

2. Impact on Crime and Disorder:

- 2.1. The contents of this report will have a limited impact on crime and disorder, by virtue of the SmartWater crime deterrence project.

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption? The contents of this report have no impact on carbon footprint or energy consumption.
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? Not applicable to this report.

AT A MEETING of the RIVER HAMBLE HARBOUR BOARD held at RAF Yacht Club,
Hamble-le-Rice on Friday 18 July 2014 at 10am

PRESENT:

Hampshire County Council

Councillors:

p K Evans (Chairman)
p P Latham
p K House

Independent Members

p Ms N Hiorns
p Mr D Jobson
a Mr C Moody

Marine Director

p D Evans

66. APOLOGIES FOR ABSENCE

There were no apologies for absence.

67. DECLARATIONS OF INTEREST

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter to be considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with the Code.

68. MINUTES

The Minutes of the meeting of the Board held on 4 April 2014 were confirmed as a correct record.

69. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed the Designated Person, Captain Mark Capon to the meeting.

He thanked Anne Hibbert for her contribution to the Harbour Authority's financial management and welcomed her successor, Jennifer Wadham.

70. DEPUTATIONS

There were no deputations.

71. MINUTES OF THE MEETING OF THE RIVER HAMBLE HARBOUR MANAGEMENT COMMITTEE on 27 JUNE 2014

The Board received and noted the contents of the draft Minutes of the River Hamble Harbour Management Committee dated 27 June 2014. (Item 6 in the Minute Book).

72. HARBOUR MASTER'S REPORT

The Board received the report of the Director of Culture, Communities and Business Services summarising the incidents and events in the Harbour since 18 March 2014 together with a supplementary update to 17 July 2014 (Item 7 in the Minute Book).

The report and supplement were introduced by the Marine Director.

A failure to report a collision had resulted in a formal written warning to the skipper/owner under byelaw no 9.

The Designated Person questioned the landing of the injured sailor at Hamble when the specified landing was the Harbour Master's Jetty, Warsash. The Marine Director indicated Warsash had been directed by HM Coastguard at Lee-on-the-Solent but the yacht's skipper had chosen to berth at Hamble, hence the delay in meeting the ambulance. The Designated Person confirmed he was otherwise happy with compliance with marine safety procedure in the circumstances.

Members were reminded that Hamble Parish Council had a byelaw prohibiting swimming in the River around Hamble Jetty hence the mention at para 1.3 of the Patrol attending at Hamble jetty.

The Hamble River Games had taken place on 12 July. The Marine Director read to Members a very complimentary email from a family which had competed, noting the arrangements and quality of the event. The Chairman endorsed the writer's thanks to the Harbour Master and volunteers for making the Games a success again.

The Board RESOLVED to note the report.

73. MARINE DIRECTOR'S CURRENT ISSUES

The Board received the report of the Director of Culture, Communities and Business Services providing an update on issues in the Harbour including asset enhancement projects currently underway (Item 8 in the Minute Book).

Board Members were told of the progress with projects at Warsash slipway and Hamble Jetty. The Marine Director confirmed Eastleigh Officers had indicated a recommendation of approval of the Hamble Jetty project to the forthcoming Local Area Committee on 21 July 2014.

The Harbour Management System upgrade would enhance harbour dues collection from day sailors as all the electronic devices afloat are synchronised to record transactions as they occurred on the River.

The Board noted the Management Committee's recommendation to proceed with the purchase of a sound system subject to funding being identified. Further quotations were obtained to provide up to 10 microphones for meetings. Members were given the new figures for 5 units and 10 units and it was proposed to trial 5 units in the first instance.

Some Members were not in favour, citing a failure to demonstrate value for money or giving consideration to transferring the meeting venue to Fareham Borough Council or Winchester where suitable sound equipment was available. Members also queried whether the County Council already had portable equipment suitable for use at offsite meetings.

The Chairman reminded Members, the Board had previously agreed the benefit of holding meetings close to the River to promote contact with River users and the maritime services sector. He also indicated a willingness to explore potential corporate funding of offsite equipment suitable for use by the Authority's Committees.

On the basis of the discussion, a vote was held on the proposal to purchase sound equipment. With two Members in favour, and three against para ii) of the Recommendation the Board RESOLVED:

- i) to note the contents of the Marine Director's Report on Current Issues;
- ii) not to authorise the procurement of a sound system as set out in the report.

74. ENVIRONMENTAL REPORT

The Board received the report of the Director of Culture, Communities and Business Services in respect of environmental management of the Hamble Estuary between March 2014 – May 2014 (Item 9 in the Minute Book).

The report was summarised by the Environment Manager and Members noted the continuation of the ABP capital dredge and its monitoring by ABP's consultant and the Harbour Authority's Officers. The Environment Member asked about the Dredge's effects on River turbidity and it was confirmed the live

data was being reviewed by Officers viz the levels of suspended solids in the River. To date, nothing of concern was observed, though the Dredge's widening work might have a different impact on the River.

Members noted the continuing efforts by the Authority's Officers, HEP and HFRS to convince the Highways Agency of the higher level of potential pollution risk and the need to revise/improve the drainage arrangements of the M27 bridge.

The Board RESOLVED to note the report.

75. RIVER HAMBLE FINAL ACCOUNTS 2013/2014

The Board received the report of the Directors of Corporate Resources and Culture, Communities and Business Services in respect of the final accounts 2013/2014 (Item 10 in the Minute Book).

The report was introduced by the Corporate Accounting Manager, highlighting to Members a surplus of £7,500 after the agreed contribution to the ARR of £35,000; together with the budget variances shown in the Appendices.

Members were told that the Authority's finances remained substantially sound despite unbudgeted costs incurred resulting from the St Jude and St Valentine's Days storms and high tides in 2013/2014.

It was confirmed that the figures for meeting costs were those directly attributable to the Harbour Authority's meetings and not a proportion of central, whole-organisation costs.

Rent and Rate variations were identified to be a one-off accounting adjustment and the commencement of the rental of the Stone Yard workshop part way through 2013/2014. Similarly, the variation from budget for IT expenditure reflected the phased implementation of the harbour management system and a discount on the total cost.

Members agreed to receive a report on the management of the Asset Replacement Reserve in the next 12 month cycle.

The Board RESOLVED to approve the report.

76. REVIEW OF PROJECTS FUNDED FROM RESERVES

The Board received the report of the Director of Culture, Communities and Business Services in respect of the projects funded from the Asset Replacement Reserve (ARR) and Asset Enhancement Reserve (AER) (Item 11 in the Minute Book).

The report was introduced by the Marine Director. Members noted the progress and completion of projects from both Reserves, particularly that of Smartwater; the anode study at the University of Southampton to commence in September 2014 and the Hamble Life Boat Station. The configuration of the project's

shower/WC facility was reported as proposed as two showers with a disabled toilet (disabled access using a Radar key) and three WCs (female/male/unisex) including baby changing facilities.

Members discussed the undesirable visual impact and economic viability of the design adding shower/WC facilities to an upgraded sewage pump out system in the outline concept for improving Warsash Jetty (Para 3.3b).

It was acknowledged there was merit in linking the sewage pump out system to the extended berthing facility but Members were not enthusiastic about taking on longer term maintenance of shower/WC facilities before exploring the development of the existing Passage Lane facilities with Fareham Borough Council, and similarly no further involvement of consultants.

Members supported the idea of a project to re-use dredged material, and stressed there was no requirement at this stage to engage consultants to review existing data (Para 3.3c).

The Board RESOLVED to note the report and to authorise

- (i) the linking of the Fishermen's Pontoon and Harbour Master's Jetty (Warsash) to provide additional tender berthing;
- (ii) discussions with Fareham Borough Council to achieve improved WC/shower facilities in the locality of Passage Lane car park and the Harbour Master's Jetty; and
- (iii) further research (e.g. desktop review of datasets and studies) into the potential for re-use of dredged material to inform a longer term project to investigate the feasibility of beneficial re-use to regenerate the River's saltmarsh.

77. PROCEEDINGS OF THE ANNUAL FORUM

The Board received the report of the Annual Forum held on 26 March 2014 (Item 12 in the Minute Book).

The report was introduced by the Marine Director and discussion (Minutes 74 and 76 above) continued about the proposed project to reuse dredged material in the renewal of the River's saltmarsh. The Environment Member indicated a desktop review of existing datasets and studies (both south coast and national locations) would be useful to assist in identifying what was needed if the involvement of consultants arose. They also indicated a willingness to support the preliminary work conducted by Officers. There was support from the Designated Person.

The Board RESOLVED to note the report.

78. FORWARD PLAN FOR FUTURE MEETINGS

The Board received a report of the Director of Culture, Communities and Business Services anticipating future business items of the River Hamble Management Committee and the Harbour Board (item 13).

At a Member's request it was agreed to include a review of the Strategic Vision in April 2015.

A Member requested the inclusion of the next date of meetings to be added to Agendas.

The Board RESOLVED to note the report.

Hamble Parish Council

Council Meeting 9th December 2019

6. Lease at Mount Pleasant with Hampshire County Council (HCC)

Introduction

Negotiations have continued with HCC regarding the small strip of land adjacent to the school which currently forms part of our car park. The lease has expired and discussions have focused on the cost associated to its renewal. It has been agreed as a peppercorn. However, at the last Asset Management Committee there was a discussion regarding the inclusion of the school gate which although not shown as part of the area delineated for the purposes of the lease it is to be included in the lease. The plan has since been amended to reflect this and reflects the previous arrangements.

There are concerns about this not least as it is the main control point into the school. Reassurances have been sought from HCC about the implications of site security linked to the gate and they have confirmed that the school will remain operationally responsible. I have requested that the gate is removed from the lease but this has been refused.

In the light of this Council needs to decide on the best course of action.

Summary of the key features of the lease:

25 years

Peppercorn rent

Extends from pedestrian gate to the main entrance

Fence is currently erected on the lease boundary

Requirement to not allow advertising on the fence

Implications

If the Council decides not to proceed with the lease the current fence will need to be removed and a new boundary installed. Reverting to the boundary of HPC boundary line would result in 18 parking spaces being lost out of a total of 35. Given the pressures on the car park this would be detrimental for many school parents and would result in pressure on the areas surrounding the school.

Given the reduction in cost of the rent as a result of demonstrating the importance of the lease land to the betterment of the school it would be a controversial and damaging decision to surrender the lease and the cost of refencing is likely to be in excess of the cost of a gate replacement (an approximate cost is being sought).

In the light of this it is advised that we proceed with the lease and make a provision for the replacement cost if the need arises.

Recommendation: That Hamble Parish Council enters into a lease for land at Mount Pleasant with Hampshire County Council for a term of 25 years for a peppercorn rent. The heads of terms and the site plan are attached.

Appendices

1. Hamble Parish Council car Park Heads of Terms 2019
2. Site Plan

Heads of Terms

Proposed Lease
Demised Premises Strip of Land adjacent to Hamble Primary School

Subject to Contract and Without Prejudice
Subject to Executive Member Approval

- 1 **Landlord:** Hampshire County Council
- 2 **Tenant:** Hamble-le-Rice Parish Council
- 3 **Premises:** Land adjoining Hamble Primary School
- 4 **Demised Premises:** Strip of Land adjoining Hamble Primary School, forming part of Mount Pleasant Car Park outlined in red on the attached plan
- 5 **Term:** The Lease will be granted for a term of 25 years from 16 June 2019
- 6 **Right to Terminate:** The Lease will be determinable by the Landlord giving 12 months prior written notice in writing at any time during the term.
- 7 **Rent:** The rent to be One Peppercorn
- 8 **Insurance:** The Tenant will be responsible for holding adequate Public Liability insurance as per the terms of the current lease dated 16/6/1998.
- 9 **Repairs and Maintenance:**

Keep the Demised Premises, (including boundary fences) in good repair and a clean and tidy condition and to make good any damage caused to the Demised Land by the Tenant or its servants or agents.

Maintain in good repair and condition the pedestrian access gate at the point marked 'X' on the attached plan annexed to the Landlords property known as Hamble Primary School. The key to the access gate shall only be held by the Headteacher and/or caretaker of Hamble Primary School for use by Parents and pupils at the start and end of the school day. The school will remain at all times responsible for the security of the school site.

Heads of Terms

- 10 **Permitted Use:** Parking of motor vehicles only in connection with the Tenants adjoining Mount Pleasant Recreation Ground or by those people taking children and collecting children from the Hamble Primary School.
- 11 **Development:** If the Landlord shall desire at any time during the lease term to develop, alter or rebuild the adjoining property known as Hamble Primary School. The Landlord shall give the Tenant not less than three months' notice in writing ("the Notice") of the desire to do so.
- 12 **Alienation:** The Tenant is not to assign or underlet the whole or part of the Demised Land
- 13 **Alterations:** Tenant not to erect any building or other structure on the Demised Land or to carry out any Landscaping to the Demised Land without obtaining the prior written consent of the Landlord
- 14 **Signs and Advertisements:** No signs or advertisements are to be displayed without the Landlord's prior written consent, Including Advertisement, hoarding, fascia, placard, bill notice poster or other notification whatsoever.
- 15 **Security of Tenure:** This Lease will not have protection within the Security of Tenure provisions of Section 24-28 Landlord and Tenant Act 1954.
- 16 **Legal Costs:** Each side shall bear its own legal and professional fees. The documentation will be prepared by the County Council's Legal Practice and other reasonable terms and conditions may be included.

We hereby agree to these Heads of Terms.

Signed:

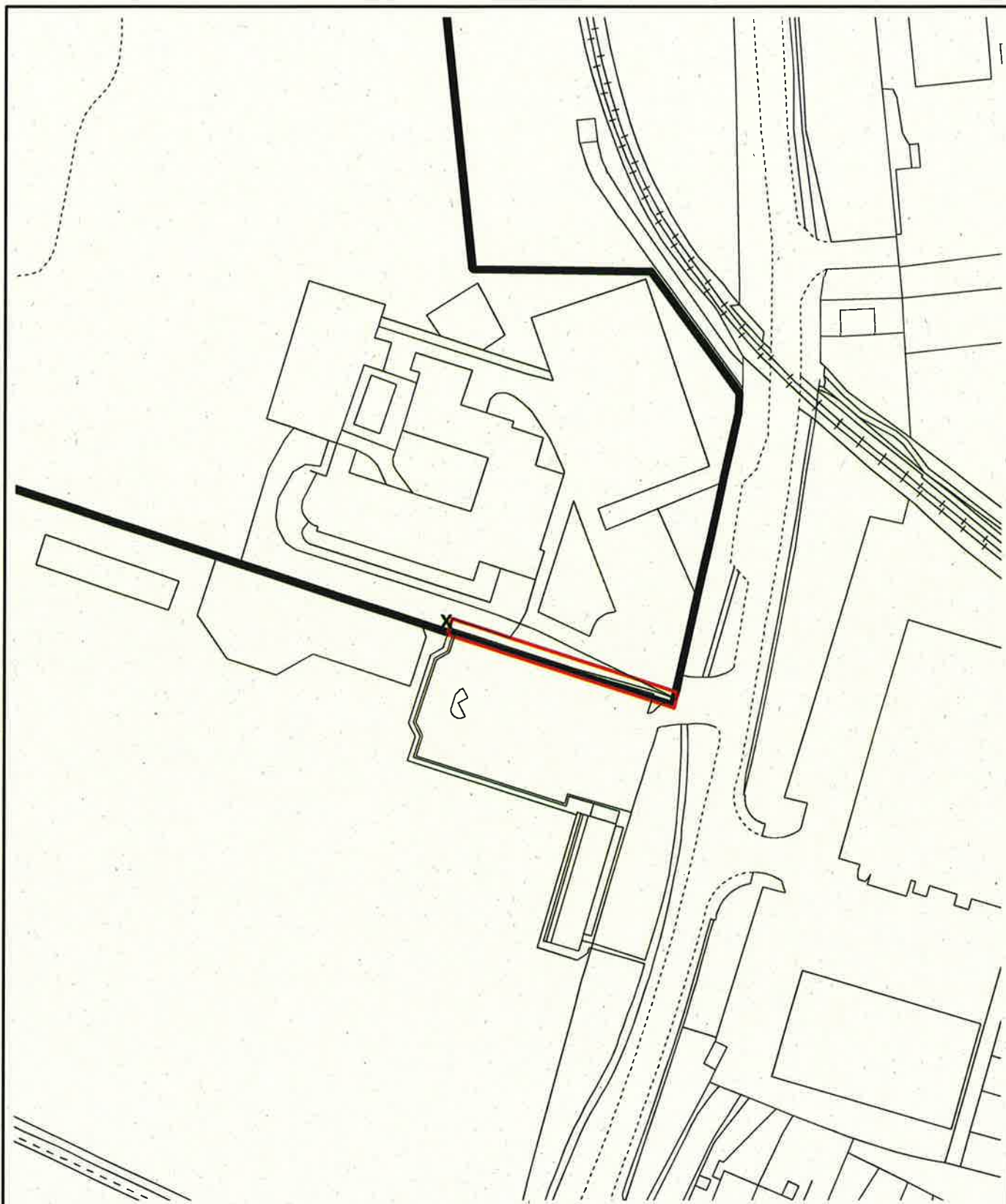
For and on behalf of the Landlord
Hampshire County Council

Dated:

Signed:

For and on behalf of the Tenant
Hamble-Le-Rice Parish Council

Dated:



HAMBLE LE-RICE PARISH COUNCIL LEASE OF LAND ADJOINING HAMBLE PRIMARY SCHOOL



Hampshire
County Council

**Property
Services**

PLAN NO.
A / 09 / 1064

FILE REF.
09/E/055.000.0

DATE
November 2019

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Hamble Parish Council (HPC)

Council Meeting 9th December 2019

7. Final Report of the Magazine Working Group

a. Village Magazine

This report follows on from previous reports and recommendations.

CONTENT

It's recommended that Council News and Clerks/Officers Reports are combined to create a positive platform covering not just decisions but issues of interest and future works programme. For this, the drafting and editing role will be down to the Clerk to ensure meeting legal requirements and HPC's objectives. Content produced by or on behalf of HPC includes: the main Council editorial; diary and events pages; from the council records; and useful contacts.

The final editing role for all other content is also down to the Clerk to ensure meeting legal requirements and that content is not counter to the HPC's objectives.

In order to create space for broader range of contributors, in the short-medium term it is likely the available space given over the regular contributors will need to be reduced. How this is achieved will be an early job of the Media Working Group to determine, including drawing up a list of local community groups to make contact with them to seek editorial. When themes have been set, can target appropriate groups matching this theme.

VISUAL CONTENT

It needs to be made clearer that is HPC published magazine, including this information in a solid stripe and also matching title of magazine with the Council's new branding could achieve this.

The group recognised the wealth of talent in the village around photography, and wants to look at options for encouraging a wider contributor base as well as showcasing local talent; competitions etc could be used to achieve this. Seasonal imagery or a direct link to community-focused content in the magazine should be the focus of all imagery throughout, and where content is half a page or greater, it should include image/graphics to enhance the visual appeal.

Matching Council's New Branding

Look to change headlines to match new logo font, but keep main editorial font as is.

ADVERTISING

Charity or Charitable Events

The group recommend that we offer maximum of quarter page free of charge (subject to available space) but charge the difference for larger adverts to a charity or charitable event.

Diary Pages

Once the diary pages have been redesigned, this will determine how much space there will be for advertising and a charge can then be recommended to Council.

Listings

Recommend that those using HPC facilities will be included as a listing free of charge and take priority as it also promotes the use of our facilities. Those running profit-making events outside of this, the group suggest a charge is set for these listings. Charity and not-for-profit listings included, free of charge, subject to available space.

b. Media Working Group

To ensure all media matches the Council's objectives and is providing a consistent message, it is recommended to extend the remit of the editorial working group to become a media working group to include the website and social media. Draft terms of reference for the Media Working Group is attached.

RECOMMENDATIONS

1. Agree to combining the Council News and Clerks/Officers Reports into one single editorial, with the drafting and editing down to the Clerk. Also to confirm that the Clerk has final editing role for all other content to meet legal requirements and ensure that content is not counter to the HPC's objectives.
2. Agree to only allow free advertising of up to a quarter page per organisation when it is for charity or charitable event, with the option for larger adverts being paid for at full rate minus the cost of a quarter page and that this is subject to available space.
3. Event Listings: Include only groups using Parish Council facilities as first priority, and completely not-for-profit/charity as a second priority - both free of charge (subject to space) in any 'regular event' style listing. Any other groups/organisation may only be included for a fee and subject to available space. The Media Working Group will recommend a fee back to Council in the new year.
4. Agree Terms of Reference for the Media and Working Group.

Appendices

1. DRAFT Media Working Group Terms of Reference

1. INTRODUCTION

The Media Working Group has been set up to ensure the Council's objectives are accurately, effectively and consistently portrayed across all published media - the website, magazine and social media.

2. MEMBERSHIP

3 council members and at least 1 officer, with a minimum of 2 members at each meeting.

3. FREQUENCY

At least quarterly, more frequently when needed.

4. REMIT OF MEDIA WORKING GROUP

- Raise or increase awareness of:
 - the current and planned work of the whole council - including committees, and day-to-day work; and
 - the role of the parish council - including in relation to other councils and central government.
- Main objective of the Media Working Group will be to reach a wider demographic and put measures in place that allow the group to assess that this objective is being met
- Annual work plan that fixes themes, sets out options for competitions and community involvement
- Balance between past decisions and looking ahead to future proposals
- Be responsible for making recommendations to Council regarding fees and charges
- Responsible for balance of advertising and content and the approach to be taken when oversubscribed for either.
- Define what goes on/in each of the medias and maintaining a balance between each of these (word counts/limits and picture requirements)
- Assess all medias' compliance with accessibility requirements and make recommendations to Council on improving these where costs or officer time is required in doing so
- Develop a protocol that categorises contributors:
 - Council
 - Social
 - Community
 - Business
 - Charity
 - Not for Profit
- The group reports directly to Council.

Hamble Parish Council

Council Meeting 9th December 2019

8. Donkey Derby Field - terms and conditions - for noting

From: Hamble Parish Council - Office

Sent: 27 November 2019 16:44

To: Event Organisers

Dear all,

Please find attached the draft terms and conditions for the hire of Hamble Parish Council facilities at the Foreshore. If you have an event planned during the year using either the Foreshore Car Park, the Foreshore, Dinghy Storage Park or the Donkey Derby Field you would need to complete and return an application no later than the 31st January 2020 – the draft version of which is attached. The requests will be considered by Council at its meeting on the 10th February.

The allocation is later this year as potential users of the Donkey Derby Field have asked for a period of consultation on the changes that are proposed. Broadly the changes are as follows:

- Allocate 22 days for 2020 which is an increase from last year's 19 days. Priority may be given to community days that are events open to all the community.
- Reduce the overall deposit payment for the Donkey Derby Field to a single payment £150 per day. Currently it is £150.00 per day + £150.00.
- Not all users of the Donkey Derby Field will have to keep the field open throughout the day for the period of hire. Restricted access will need to be agreed in advance. This will be trialled for a year.
- Users of the Foreshore Car Park will need to make special arrangements with Hamble Lifeboat. If the Donkey Derby Field is being used they should be offered space in it and a procedure agreed with them for their exit if it is later than the closure of the gate. It will not be past midnight.
- For the Round the Island Race, local clubs and organisations are asked to work together around the use of the field with a lead partner managing the arrangements. The field is provided to reduce pressure on parking elsewhere in the village. Arrangements are needed to ensure that the management of the field achieves this.
- A non-returnable admin fee of £25.00+vat (per user) for use of one facility in any year (or £50+VAT for use of two or more) will be invoiced for if the application is successful
- Currently, we 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. There will still be a need for an event plan but this will be proportionate to the size and nature of the event.

The attached documents set out the full guidance and requirements as well as the application form for the booking of facilities. If you wish to comment on the proposed changes please ensure we have received your comments by Friday 3rd January. The Asset Management Committee which meets on the 7th January will consider any consultation responses and make recommendations to council on necessary changes.

If you have any queries please contact Amanda on clerk@hamblepc.org.uk

Kind regards,

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

Appendices

1. 2020 Donkey Derby Field TsCs -DRAFT
2. Draft DDF APPLICATION FOR 2020

HAMBLE-LE-RICE PARISH COUNCIL

Donkey Derby Field Terms and Conditions of Use

Deposit

A deposit of £150 per day is payable for the use of the Donkey Derby Field.

This deposit will be refunded when the key is safely returned to the Hamble Parish Council Office. However the whole deposit will be forfeited if:

- the agreed allocation of days is exceeded (if any vehicle is left in the field after midnight another user day is automatically deducted)
- there is damage to the DDF Fence
- the gate is left unlocked overnight
- if no other mechanism has been put in place which enables the user to return the facility to us in an empty and clean condition.

Responsible Key Holder

The User will nominate a named key holder and notify their name and mobile phone number to the Parish Council by email before collecting the key.

The key holder will accept overall responsibility for:

- Opening the gate and ensuring the Donkey Derby Field is locked no later than 11.00pm in the evening.
- Closing the directional signs at the end of the day

Any vehicles remaining in the field after it is locked must be photographed and contact details of the key holder should be:

- displayed on the field gate
- left on the vehicle
- available at the user organisation and / or premises

General

The User will be responsible for the full cost of any repairs to the Donkey Derby Field or fencing occurring during the allocated day(s) of usage or overnight if a vehicle causes damage in order to exit the locked field.

The Parish Council is not responsible and accepts no liability for loss or damage to any vehicles or any other property whilst in the Donkey Derby Field.

Signed _____

Date _____

Name _____

HAMBLE-LE-RICE PARISH COUNCIL

Application for use of:

**Pay and Display Foreshore Car Park;
Foreshore;
Dinghy Park; and/or
Donkey Derby Field.**

Guidance & Application Forms for Event Hosts/Organisers

Hamble Foreshore is a public space that attracts people from both the village and the wider area for a range of activities; from river watching and crabbing to events which are either open to the whole community or arranged for special interest groups. The area is popular throughout the year and it is important to ensure that the area is managed in a way so as to ensure that public access is maintained and people are able to enjoy the area in a safe way regardless of what is going on there.

If you plan to hold an event using any or all of the above spaces you must apply for the Council's permission. The Council will, as part of that process, want to check what other events are likely to be held that day, that the event is adequately organised and that participants and members of the public will be safe and insured. Signage for events will be the responsibility of the hirer although fixed signage is available to direct traffic to the Donkey Derby Field.

The Council will consider requests for 2020 at its February meeting.

Use of the Foreshore Car Park

A range of activities are hosted in the Foreshore Car Park during the year from markets to sporting events. These are popular and are generally open to everyone. Notwithstanding that use of the car park does result in lost income and as a result a charge of £175+VAT per day is made to reflect this.

Hirers are responsible for sourcing and placing site notices ahead of the event to make residents aware and are also responsible for security on the day. Hamble Lifeboat have space reserved in the Car Park and organisers should contact them at the earliest opportunity to arrange alternative parking at the Donkey Derby Field (if it is being used) or to be accommodated in the designated area; details of this must be included within the event plan.

Other areas including the Dinghy Park and the Foreshore

Organised events that involve people using or storing equipment on the Council's land must apply for consent as part of the annual application process.

Donkey Derby Field

Each year the Council makes the Donkey Derby Field available for a range of events across the village. Due to planning restrictions, it is strictly limited to 28 days a year. Any allocated day is up to 11.59pm on that day. Any vehicles left after midnight constitute a further day's use. The Council will not be involved in the release or removal of any vehicles left in the Donkey Derby Field. This remains the responsibility of the user.

The Council does have other parking areas available at College Playing Fields and Mount Pleasant. Organisers are asked to consider whether these locations could be used instead. They are not subject to the same limitations.

To ensure that the 28-day threshold is not breached the Council has decided to allocate 22 days (increased from 19 last year) in 2020. Priority may be given to community events that are open and

available to the whole community. Three days will also be ring fenced for the Round the Island Race; these days will only be confirmed when a joint proposal comes forward from the local clubs that is acceptable and has a lead partner identified.

The remaining days will be held as a buffer to ensure that the 28-day limit is not breached. In September the situation will be reviewed and dates not previously approved will be reconsidered.

Insurance

All users will be asked to take out Public Liability Insurance or Event Insurance for the use of our land/facilities. Users will need to provide a certificate of insurance that covers their event. Any damage or injury must be reported directly to your insurers and the Council must also be notified immediately. Where criminal damage has taken place, the incident must be reported to the Police and a crime number sought.

Fees and charges

Hire requirements

Activity	Charge
Admin fee per facility booked	£25 +VAT per user (not per event)
Admin fee for two or more facilities booked	£50.00 +VAT per user (not per event)
Charge for Foreshore Car Park per day	£175.00 +VAT
Electricity in the Foreshore Car Park (optional)	£10.00 per day + £30 refundable deposit for the use of electric cable/lead
Donkey Derby Field per day	£150 refundable if the field is cleared by midnight.

All hirers will be asked to submit/adhere to the following requirements, although the level of detail will vary according to the nature of the event, the numbers of people anticipated and the control measures needed to manage the event safely and securely.

A month before

- Submit an Event Plan. This must include details of the event, who is in charge, who will be responsible on the day for managing the area, arrangements for issues such as marshalling, cancellation, emergencies and accidents and injuries. Include a site location plan of the area to be used (not needed for the Donkey Derby Field). The Council has a check list that can be adapted which will help you draft your event plan.
- Signage – this is the organiser's responsibility.
- Liaise with Hamble Lifeboat regarding parking (if using Foreshore Car Park)
- Insurance confirmation
- Arrangements for rubbish disposal
- Confirmation that toilets are ordered if a condition of the booking

A week before:

- Liaise about the collection of keys and payments of the deposit in cash

- For hirers of the Foreshore Car Park put up notices to make residents and other users aware of the event
- Ensure that toilets are delivered if needed

On the day:

- Check arrangements with Hamble Lifeboat regarding parking (if using Foreshore Car Park)
- Ensure signage is clear and in the case of the Donkey Derby Field this should include details of when the field will be closed from and a contact number for release; this should be placed on the entrance throughout and on any vehicle(s) left in the field.
- Ensure photos are taken of the vehicle and if possible, place an alert on social media to make the owners aware.
- Make sure that the facilities are cleared at the end of the event and rubbish removed from site.

Failure to submit the information in a timely fashion could result in consent for the event being withdrawn.

By completing the application, you agree to the terms & conditions.

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCILS FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event			
Organisation			
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>		
Date(s) required			
What is the event?			
How many visitors are expected			
How many vehicles are expected?			
Times of opening/closing the event and/or the Donkey Derby Field			
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?			
Name			
Email address			
Phone number			

Signature

By completing the application, you consent abide by the terms and conditions.

Hamble Estuary Partnership meeting - to receive a report from Cllr Underdown

At the recent meeting there were three presentations mostly about environmental matters. The first was given by the Solent Forum about the work of Solent European Marine Sites (SEMS) Management Group. This group discharges statutory duties of the relevant authorities relating to the designated marine sites in the Solent area, specifically activities e.g. anchoring, dog walking, paddle boarding.

The next presentation was from Bird Aware regarding 'Strategic Solution to bird disturbance'. If there is development within 5.6 kilometres of the Solent Special Protection Areas (SPA) mitigation is required unless evidence specific to the development shows otherwise. Bird Aware gets much of its funding via this to provide the mitigation. It has a ranger team that has developed a coastal code that it communicates to the public to make them aware about how to avoid bird disturbance especially to the migrating birds during the winter months.

The final presentation was by Green Blue, a joint programme between the RYA and British Marine, about 'Recreational Boating - best environmental practice'. Topics covered were wild life and habitat protection, water pollution prevention, waste reduction & recycling and efficient use of resources. The most interesting part was a discussion on the disposal of GRP boats.

There were the normal partner updates and planning item in which concern had been expressed about run off from the Whiteley development into the river Cur.

For more details of HEP and this meeting see:

<https://www.hants.gov.uk/thingstodo/riverhamble/hambleestuarypartnership>

Hamble River Valley Forum - to receive a report from Cllr Underdown

The recent meeting as usual started with a public session and a presentation on a local topic. The talk at this meeting was about '100 years of Hamble River Sailing Club' in recognition of the Club's Centenary this year.

A report about recent work by members regarding the Right of Ways and footpaths in the river valley was given. The main item was feedback regarding the Forum's response to the proposed route for the England Coast Path in our area. Only landowners could make an objection but all others had to make a representation that would be summarised for the Secretary of State to consider. Some specific bodies representations had to be sent in full.

Similar to the Parish Council the Forum made the case for an alternative route from Hamble to Warsash via A27 Bursledon Bridge for when Hamble-Warsash Ferry is unavailable. The Forum's representation was supported by the Ramblers Association, Open Space Society and Hampshire Countryside Access Forum and appended to their responses. These organisations representations could not be summarised and had to be sent in full.

The jetty by the Horse & Jockey that provides access by boat to the National Trust land and the pub may be lost unless issues relating to its provision can be overcome. It is used by rowers, sailors, canoeists and paddle boarders and they have asked the Forum to help. HRVF has been working with Curdridge Parish Council to seek to overcome the issues and the Harbour Master has now agreed to maintain the jetty. To resolve the other main issue the Forum was requested to ask the Harbour Master at the HEP meeting if the Harbour Board would provide public liability insurance cover for it along with the other authority's jetties.

An update was given on the clarification of representatives on the Forum from the local councils. At the AGM in July it was agreed to wait until this had been clarified before considering any decisions regarding changes to the Forum. There was an offer at the AGM to work with others to revisit the constitution but no members wished to do this as everyone present wished the Forum to continue in its current format with minor changes to the constitution so that it reflects the current situation.

There was the usual valuable sharing of information about recent relevant meetings in the river area. If anyone is interested HCC is looking to recruit people to become local footpath wardens. Main objectives – to review state of footpaths and bridleways in local area, to report problems e.g. overgrowth; to assist with repairs and maintenance.

20/11/2019

Hamble-le-Rice Parish Council 2018/19

09:36

Balance Sheet as at 1st April 2019

31st March 2018

31 March 2020

31st March 2018				31 March 2020			
Current Assets							
9,759	Trade Debtors	2,222					
8,286	VAT Control A/C	1,522					
917	Prepayments	942					
15,051	Barclays Bank A/C	146,916					
141,367	Barclays Reserve Account	141,578					
118,943	EBC High Interest Account	118,943					
48	Petty Cash	14					
0	Net Pay Control	9,881					
0	PAYE/NIC Control	13					
240	Contra	240					
<hr/>				<hr/>			
294,611						422,272	
<hr/>				<hr/>			
294,611	Total Assets					422,272	
Current Liabilities							
1,260	Trade Creditors	10,472					
203	VAT Creditor	0					
3,622	Accruals	4,513					
3,274	PAYE/NIC Control	0					
0	HCC Pension Control	1					
<hr/>				<hr/>			
8,359						14,986	
<hr/>				<hr/>			
286,252	Total Assets Less Current Liabilities					407,286	
Represented By							
79,562	General Reserves					273,787	
17,690	EMR RUP Storage Building					0	
5,000	EMR Cemetery Plan					5,000	
50,000	EMR Street Furniture					50,000	
7,000	EMR Dinghy Park Improvements					5,000	
30,000	EMR Mount Pleasant & RUP					30,000	
10,000	EMR Traffic survey					2,500	
1,000	EMR Office refit					0	
50,000	Bartletts Field Play replaceme					14,000	
11,000	EMR VALUATION ADVICE					11,000	
13,000	EMR LEGAL COSTS					13,000	
12,000	EMR CARD MACHINE REPLACEMENT					3,000	
<hr/>				<hr/>			
286,252						407,287	

Need to maintain
6 months of
expenditure
@ 32K.

= 192K.

00 273

- 192

81K

for projects.

Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Staff Costs</u>									
1200	Pitch Hire	0	60	0	0	0	0	0	0	0
	Total Income	0	60	0	0	0	0	0	0	0
4000	Salaries	137,000	151,089	175,000	78,133	0	0	180,000	0	0
4001	HMRC Contributions	30,000	19,054	14,139	7,209	0	0	15,500	0	0
4002	Pension Costs	28,000	30,914	34,000	16,198	0	0	39,000	0	0
4005	Health & Safety	500	0	250	0	0	0	0	0	0
4010	Staff Training	0	55	1,000	0	0	0	0	0	0
4035	Publications	50	0	0	0	0	0	0	0	0
4111	Legal Fees	1,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	196,550	201,113	224,389	101,540	0	0	234,500	0	0
	Movement to/(from) Gen Reserve	(196,550)	(201,053)	(224,389)	(101,540)	0		(234,500)		
101	<u>Administration</u>									
1076	Precept	229,000	228,828	236,000	235,987	0	0	240,720	0	0
1090	Interest Received	500	809	200	212	0	0	170	0	0
1100	LGA Grants Received	12,090	12,088	8,180	8,179	0	0	4,000	0	0
1110	Helicopter Landing Fees	500	350	0	0	0	0	0	0	0
1111	Photocopy Income	10	13	0	0	0	0	100	0	0
1240	Garden Licences	100	98	100	0	0	0	100	0	0
1325	Sales - Training Courses	0	400	0	1,080	0	0	1,500	0	0
1900	Miscellaneous Income	0	0	9,000	170	0	0	9,000	0	0
4900	Miscellaneous Expenditure	0	0	15,000	-131	0	0	9,000	0	0

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		242,200	242,586	268,480	245,497	0	0	264,590	0	0
1113	Office alarm	0	173	0	506	0	0	300	0	0
Direct Expenditure		0	173	0	506	0	0	300	0	0
4003	Payroll Costs	475	320	360	270	0	0	400	0	0
4005	Health & Safety	0	17	100	0	0	0	500	0	0
4006	Protective Clothing & Equip.	0	15	100	0	0	0	100	0	0
4007	Bank Staff	0	0	0	0	0	0	2,000	0	0
4009	IZettle Fee	0	8	0	25	0	0	50	0	0
4010	Staff Training	500	750	500	1,754	0	0	2,000	0	0
4011	Staff Travelling	30	267	250	145	0	0	250	0	0
4012	Miscellaneous Staff Costs	0	0	250	0	0	0	400	0	0
4013	Office Refreshments	50	115	100	57	0	0	100	0	0
4015	Advertising	0	0	300	0	0	0	300	0	0
4016	Clerk's Casual Expenditure	50	414	300	209	0	0	400	0	0
4025	Stationery	50	309	300	156	0	0	300	0	0
4030	Postage	50	184	200	212	0	0	500	0	0
4035	Publications	70	0	70	0	0	0	100	0	0
4040	Subscriptions	1,000	1,284	1,250	1,744	0	0	2,000	0	0
4041	Office Rent	4,500	4,404	4,700	3,378	0	0	4,800	0	0
4045	Photocopy Costs	800	738	500	510	0	0	800	0	0
4060	Telephone	1,620	2,931	2,500	1,974	0	0	0	0	0
4061	IT Lease Costs	3,200	3,792	500	2,564	0	0	3,000	7,500	0
4065	Insurance	5,425	5,652	6,000	5,820	0	0	6,000	0	0

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4070	Premises Licence	80	70	90	70	0	0	70	0	0
4081	Refuse/Litter	0	13	0	0	0	0	0	0	0
4090	Safety Equipment	0	0	0	10	0	0	0	0	0
4095	New Office Equipment	1,000	1,621	500	15	0	0	0	0	0
4100	Cleaning	0	3	0	0	0	0	0	0	0
4105	Bank Charges	500	630	600	327	0	0	400	0	0
4110	Professional Fees	32,700	5,720	5,000	2,622	0	0	3,000	0	0
4111	Legal Fees	0	1,950	5,000	0	0	0	3,000	3,000	0
4112	Audit Fees	3,500	1,650	2,600	1,950	0	0	2,600	0	0
4115	Accountancy Fees	5,000	1,693	5,000	2,823	0	0	4,000	0	0
4125	Travel Tokens	150	197	196	0	0	0	50	0	0
4200	Members Training	600	0	200	0	0	0	0	0	0
4202	Misc. Members Costs	0	0	180	18	0	0	0	0	0
4215	Website	1,100	479	200	0	0	0	500	0	0
4220	Election Costs	0	0	0	0	0	0	5,000	0	0
4225	Archive Expenses	50	0	1,700	0	0	0	0	0	0
4271	Car Park Maintenance	0	0	0	1	0	0	0	0	0
4290	Public Consultation Costs	2,000	185	2,000	0	0	0	2,000	0	0
4375	Noticeboards & Signs	0	158	200	0	0	0	500	10,000	0
4381	Property Maintenance	0	58	600	0	0	0	0	0	0
4382	Grounds Maintenance	0	0	500	0	0	0	0	0	0
4400	Fly-Tipping	0	0	300	0	0	0	0	0	0
Overhead Expenditure		64,500	35,627	43,146	26,653	0	0	45,120	20,500	0
Movement to/(from) Gen Reserve		177,700	206,786	225,334	218,338	0		219,170		

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
102	<u>Civic & Archives</u>									
1100	LGA Grants Received	0	0	9,000	3,230	0	0	0	0	0
	Total Income	0	0	9,000	3,230	0	0	0	0	0
4208	D-Day 75th Commemoration Costs	0	0	0	472	0	0	0	0	0
4216	Coronation Parade Renovation	0	40,000	0	0	0	0	0	0	0
	Direct Expenditure	0	40,000	0	472	0	0	0	0	0
4110	Professional Fees	0	0	100	0	0	0	0	0	0
4200	Members Training	500	40	500	0	0	0	2,500	0	0
4201	Members Travelling	25	0	25	0	0	0	25	0	0
4202	Misc. Members Costs	0	0	0	0	0	0	50	0	0
4203	Festive Decorations	5,000	210	4,000	1,740	0	0	4,000	0	0
4205	Civic Costs	0	524	0	177	0	0	0	0	0
4206	PCSO Costs	7,400	0	0	0	0	0	0	0	0
4207	HYPE Contribution	0	0	4,000	0	0	0	4,000	0	0
4210	Festive Lighting	0	1,620	0	0	0	0	0	0	0
4211	Park Sport contribution	0	666	0	0	0	0	1,500	0	0
4219	Neighbourhood plan	0	448	0	0	0	0	0	0	0
4291	Traffic Survey	0	6,690	5,000	0	0	0	0	0	0
	Overhead Expenditure	12,925	10,198	13,625	1,917	0	0	12,075	0	0
	Movement to/(from) Gen Reserve	(12,925)	(50,198)	(4,625)	841	0		(12,075)		
103	<u>Publications</u>									

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1130	V Mag Adverts	11,000	9,497	11,330	11,770	0	0	12,000	0	0
1139	Other Publication Income	0	5	0	0	0	0	0	0	0
Total Income		11,000	9,502	11,330	11,770	0	0	12,000	0	0
4250	V Mag Printing	8,900	8,488	8,900	5,880	0	0	8,900	0	0
4251	V Mag Distribution	3,000	3,165	3,600	2,100	0	0	3,600	0	0
4253	V Mag Contract Editorship	3,300	2,587	3,300	1,400	0	0	3,300	0	0
Overhead Expenditure		15,200	14,240	15,800	9,380	0	0	15,800	0	0
Movement to/(from) Gen Reserve		(4,200)	(4,737)	(4,470)	2,390	0		(3,800)		
104	<u>Car Parking</u>									
1140	Car Park Income	28,000	38,792	35,000	31,638	0	0	40,000	0	0
1142	Clock Permits	2,200	2,442	2,500	908	0	0	2,500	0	0
Total Income		30,200	41,234	37,500	32,546	0	0	42,500	0	0
4017	3C Payments	0	0	0	291	0	0	1,000	0	0
4018	RingGo Service Charges	0	0	0	1,315	0	0	1,000	0	0
4050	Electricity	0	28	40	0	0	0	500	0	0
4060	Telephone	0	0	750	0	0	0	0	0	0
4062	Software Costs	0	0	0	297	0	0	500	0	0
4252	Other Publications	0	0	50	0	0	0	0	0	0
4270	Car Park Tickets - Stationery	100	0	100	0	0	0	100	0	0
4271	Car Park Maintenance	500	698	1,000	808	0	0	1,000	0	0
4272	New & refurb P & D Machine	0	8,491	10,268	0	0	0	0	0	0
4273	Printing Clock Permits	0	285	300	350	0	0	350	0	0

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4382	Grounds Maintenance	0	58	150	0	0	0	150	0	0
	Overhead Expenditure	600	9,560	12,658	3,061	0	0	4,600	0	0
	Movement to/(from) Gen Reserve	29,600	31,674	24,842	29,485	0		37,900		
105	<u>St. Andrews Cemetery</u>									
1150	Burial Fees	2,000	2,550	3,000	2,650	0	0	3,500	0	0
1151	Memorial Fees	600	1,475	2,000	1,250	0	0	2,000	0	0
1152	Grant Exclusive Rights	300	1,500	2,000	1,592	0	0	2,000	0	0
	Total Income	2,900	5,525	7,000	5,492	0	0	7,500	0	0
4008	Contractor Costs	0	0	500	0	0	0	2,000	0	0
4010	Staff Training	0	545	1,000	1,151	0	0	500	0	0
4200	Members Training	0	400	0	0	0	0	0	0	0
4316	Improvements at burial ground	0	215	0	0	0	0	0	10,000	0
4382	Grounds Maintenance	0	181	250	1,026	0	0	1,000	0	0
	Overhead Expenditure	0	1,341	1,750	2,177	0	0	3,500	10,000	0
	Movement to/(from) Gen Reserve	2,900	4,184	5,250	3,315	0		4,000		
107	<u>Grant Expenditure</u>									
4280	S137 Grants	3,000	1,650	4,500	3,432	0	0	4,500	0	0
	Overhead Expenditure	3,000	1,650	4,500	3,432	0	0	4,500	0	0
	Movement to/(from) Gen Reserve	(3,000)	(1,650)	(4,500)	(3,432)	0		(4,500)		
108	<u>Grounds Maintenance</u>									

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1900	Miscellaneous Income	0	247	0	0	0	0	0	0	0
1905	Logs Sales	100	155	100	25	0	0	50	0	0
1906	Sales - obsolete grounds equip	0	1,537	0	46	0	0	500	0	0
Total Income		100	1,939	100	71	0	0	550	0	0
4005	Health & Safety	0	331	500	155	0	0	500	0	0
4006	Protective Clothing & Equip.	0	214	50	696	0	0	100	0	0
4008	Contractor Costs	0	0	1,000	30	0	0	0	0	0
4010	Staff Training	500	906	500	0	0	0	1,000	0	0
4080	Graffiti & Vandalism	100	0	100	0	0	0	100	0	0
4081	Refuse/Litter	4,000	3,768	4,000	2,733	0	0	4,000	0	0
4090	Safety Equipment	0	10	50	0	0	0	0	0	0
4100	Cleaning	0	0	50	0	0	0	0	0	0
4315	Memorial Seats and Benches	0	0	0	68	0	0	0	10,000	0
4325	Machinery Maintenance	0	823	400	92	0	0	500	0	0
4330	Tractor Maintenance	500	0	500	0	0	0	500	0	0
4335	Tractor & Machinery Fuel	1,600	849	1,800	782	0	0	900	0	0
4336	Ground Fuel	1,800	1,118	850	910	0	0	1,400	0	0
4345	New Machinery Costs	0	31	100	0	0	0	100	0	0
4350	New Tools Costs	0	136	60	26	0	0	100	0	0
4360	Vehicle Hire	4,000	3,575	4,000	2,925	0	0	1,400	7,000	0
4375	Noticeboards & Signs	0	115	500	394	0	0	0	0	0
4382	Grounds Maintenance	0	648	400	659	0	0	800	0	0
4383	Play Equipment Maintenance	0	47,500	0	0	0	0	0	0	0
4384	Sports Equipment Maintenance	300	0	200	0	0	0	0	0	0

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4387	Trees Management	5,500	850	5,500	2,380	0	0	4,000	0	0
	Overhead Expenditure	18,300	60,874	20,560	11,849	0	0	15,400	17,000	0
	Movement to/(from) Gen Reserve	(18,200)	(58,935)	(20,460)	(11,778)	0		(14,850)		
110	<u>Office</u>									
1908	Sale of obsolete office equip	0	0	0	100	0	0	0	0	0
	Total Income	0	0	0	100	0	0	0	0	0
4005	Health & Safety	0	776	0	317	0	0	500	0	0
4060	Telephone	0	0	0	72	0	0	0	0	0
4095	New Office Equipment	0	334	500	18	0	0	400	0	0
4100	Cleaning	0	666	530	320	0	0	400	0	0
4381	Property Maintenance	0	70	400	0	0	0	0	0	0
	Overhead Expenditure	0	1,845	1,430	728	0	0	1,300	0	0
	Movement to/(from) Gen Reserve	0	(1,845)	(1,430)	(628)	0		(1,300)		
111	<u>Commercial Assets/leases</u>									
4114	Leases HLBT	0	736	0	568	0	0	0	0	0
4116	Leases BH	0	2,485	0	0	0	0	0	0	0
	Overhead Expenditure	0	3,221	0	568	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(3,221)	0	(568)	0		0		
201	<u>Mt. Pleasant Rec. Ground</u>									
1200	Pitch Hire	4,500	2,896	4,500	751	0	0	4,000	0	0

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1203	Pavilion Hire	0	1,485	1,000	0	0	0	0	0	0
Total Income		4,500	4,381	5,500	751	0	0	4,000	0	0
4005	Health & Safety	500	0	500	395	0	0	100	0	0
4050	Electricity	200	0	350	178	0	0	0	0	0
4052	Water Rates	250	0	500	0	0	0	100	0	0
4075	CCTV	1,000	0	1,000	0	0	0	1,000	500	0
4080	Graffiti & Vandalism	0	0	0	510	0	0	500	0	0
4081	Refuse/Litter	0	87	0	0	0	0	0	0	0
4100	Cleaning	2,000	340	2,040	0	0	0	0	0	0
4271	Car Park Maintenance	0	0	500	0	0	0	0	1,000	0
4315	Memorial Seats and Benches	0	0	500	0	0	0	0	0	0
4379	Skate Park Maintenance	500	25	500	12	0	0	0	1,000	0
4380	Repairs & Maintenance	0	93	0	0	0	0	0	0	0
4381	Property Maintenance	500	186	200	290	0	0	0	250	0
4382	Grounds Maintenance	0	145	0	60	0	0	0	200	0
4383	Play Equipment Maintenance	1,000	62	500	0	0	0	500	500	0
4384	Sports Equipment Maintenance	250	542	250	0	0	0	500	0	0
Overhead Expenditure		6,200	1,479	6,840	1,445	0	0	2,700	3,450	0
Movement to/(from) Gen Reserve		(1,700)	2,902	(1,340)	(694)	0		1,300		
202	<u>College Playing Fields</u>									
1110	Helicopter Landing Fees	0	0	300	0	0	0	0	0	0
1200	Pitch Hire	4,500	3,390	4,700	989	0	0	3,000	0	0

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1202	Committee Room Hire	0	1,979	500	1,563	0	0	0	0	0
1203	Pavilion Hire	0	70	200	0	0	0	0	0	0
Total Income		4,500	5,439	5,700	2,551	0	0	3,000	0	0
4005	Health & Safety	0	54	0	606	0	0	1,000	0	0
4014	Groundstaff Refreshments	50	0	50	0	0	0	50	0	0
4050	Electricity	0	1,421	800	463	0	0	1,500	0	0
4051	Gas	0	932	900	283	0	0	500	0	0
4052	Water Rates	0	499	700	390	0	0	500	0	0
4060	Telephone	1,000	0	0	0	0	0	0	0	0
4075	CCTV	0	0	1,000	80	0	0	1,000	500	0
4080	Graffiti & Vandalism	0	0	500	0	0	0	500	0	0
4081	Refuse/Litter	0	87	0	0	0	0	0	0	0
4090	Safety Equipment	0	0	0	0	0	0	0	1,000	0
4100	Cleaning	0	850	500	1,392	0	0	1,500	0	0
4110	Professional Fees	0	0	3,000	1,800	0	0	1,200	0	0
4111	Legal Fees	0	125	0	0	0	0	0	0	0
4370	Dog Bin Emptying	0	152	0	102	0	0	200	0	0
4380	Repairs & Maintenance	0	322	600	118	0	0	500	0	0
4381	Property Maintenance	0	878	0	1,075	0	0	0	500	0
4382	Grounds Maintenance	0	145	0	15	0	0	100	0	0
4384	Sports Equipment Maintenance	500	0	200	0	0	0	200	0	0
4388	Community Orchard	750	0	250	0	0	0	1,000	0	0
4600	RUP Refurbishment	0	0	6,000	37	0	0	0	0	0

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		2,300	5,465	14,500	6,361	0	0	9,750	2,000	0
Movement to/(from) Gen Reserve		2,200	(25)	(8,800)	(3,810)	0		(6,750)		
203	<u>HPCF Hamble Lane</u>									
1900	Miscellaneous Income	8,750	0	0	0	0	0	0	0	0
Total Income		8,750	0	0	0	0	0	0	0	0
4111	Legal Fees	500	-2,500	0	0	0	0	0	0	0
4382	Grounds Maintenance	0	0	0	85	0	0	0	0	0
Overhead Expenditure		500	-2,500	0	85	0	0	0	0	0
Movement to/(from) Gen Reserve		8,250	2,500	0	(85)	0		0		
204	<u>Other Recreational Areas</u>									
1907	Retained DDF deposits	0	200	0	250	0	0	0	0	0
Total Income		0	200	0	250	0	0	0	0	0
4069	ANNUAL RENT	5	40	50	0	0	0	0	0	0
4081	Refuse/Litter	0	87	0	0	0	0	0	0	0
4271	Car Park Maintenance	0	0	500	0	0	0	0	500	0
4315	Memorial Seats and Benches	0	0	500	0	0	0	0	500	0
4382	Grounds Maintenance	0	166	200	0	0	0	0	200	0
4383	Play Equipment Maintenance	0	253	0	0	0	0	0	0	0
4390	Bartletts Field Replacement	0	83	2,850	0	0	0	0	0	0
Overhead Expenditure		5	629	4,100	0	0	0	0	1,200	0

Continued on next page

Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(5)</u>	<u>(429)</u>	<u>(4,100)</u>	<u>250</u>	<u>0</u>		<u>0</u>		
205	<u>Allotments</u>									
1250	Allotment Rental Income	0	875	1,000	1,171	0	0	0	1,250	0
1251	Key Deposits	0	30	0	20	0	0	0	0	0
	Total Income	<u>0</u>	<u>905</u>	<u>1,000</u>	<u>1,191</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,250</u>	<u>0</u>
4052	Water Rates	0	226	150	205	0	0	0	250	0
4382	Grounds Maintenance	1,000	0	1,000	43	0	0	1,000	0	1,000
4450	Allotment Land Rent HCC	80	40	80	80	0	0	80	0	0
4455	Water Taps & Keys	0	33	0	-30	0	0	0	0	0
	Overhead Expenditure	<u>1,080</u>	<u>299</u>	<u>1,230</u>	<u>298</u>	<u>0</u>	<u>0</u>	<u>1,080</u>	<u>250</u>	<u>1,000</u>
Movement to/(from) Gen Reserve		<u>(1,080)</u>	<u>606</u>	<u>(230)</u>	<u>893</u>	<u>0</u>		<u>(1,080)</u>		
301	<u>Foreshore Dinghy Park</u>									
1260	Dinghy Park Income	28,000	26,143	31,000	-158	0	0	26,000	0	0
	Total Income	<u>28,000</u>	<u>26,143</u>	<u>31,000</u>	<u>-158</u>	<u>0</u>	<u>0</u>	<u>26,000</u>	<u>0</u>	<u>0</u>
4052	Water Rates	250	388	200	885	0	0	500	0	0
4380	Repairs & Maintenance	0	2,608	2,600	3,914	0	0	0	9,000	2,000
4501	Dinghy Stickers	0	96	0	23	0	0	100	0	0
	Overhead Expenditure	<u>250</u>	<u>3,092</u>	<u>2,800</u>	<u>4,823</u>	<u>0</u>	<u>0</u>	<u>600</u>	<u>9,000</u>	<u>2,000</u>
Movement to/(from) Gen Reserve		<u>27,750</u>	<u>23,052</u>	<u>28,200</u>	<u>(4,981)</u>	<u>0</u>		<u>25,400</u>		
302	<u>Foreshore (General)</u>									

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1141	Electricity use - Foreshore	0	0	0	20	0	0	0	0	0
1143	Foreshore Events	0	0	0	321	0	0	600	0	0
1144	Street Furniture Renewal - Inc	0	0	0	250	0	0	0	0	0
1320	Harbour Dues	0	1,454	2,000	0	0	0	2,000	0	0
1321	Angelfish (Soton) Ltd Rent	3,500	3,248	3,400	1,624	0	0	3,400	0	0
1322	Mudland Rental	1,000	1,820	0	0	0	0	1,000	0	0
1326	Donations/Grants Bench Renewal	0	0	0	100	0	0	800	0	0
1900	Miscellaneous Income	0	5	800	13,937	0	0	0	0	0
Total Income		4,500	6,527	6,200	16,252	0	0	7,800	0	0
4317	Safety Ladders	0	0	0	7,775	0	0	0	0	0
Direct Expenditure		0	0	0	7,775	0	0	0	0	0
4005	Health & Safety	0	0	0	59	0	0	0	0	0
4050	Electricity	250	304	200	310	0	0	0	0	0
4315	Memorial Seats and Benches	0	69	0	0	0	0	0	7,000	0
4370	Dog Bin Emptying	0	152	0	102	0	0	200	0	0
4375	Noticeboards & Signs	0	0	0	52	0	0	0	0	0
4380	Repairs & Maintenance	500	0	0	42	0	0	0	0	0
4382	Grounds Maintenance	0	240	0	85	0	0	2,200	0	0
4392	Street Furniture Renewal	0	400	0	10,974	0	0	0	6,000	0
4500	Harbour Dues	1,900	1,870	1,900	0	0	0	2,100	0	0
Overhead Expenditure		2,650	3,034	2,100	11,625	0	0	4,500	13,000	0
Movement to/(from) Gen Reserve		1,850	3,493	4,100	(3,149)	0		3,300		

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
303	<u>Foreshore Public Toilets</u>									
4005	Health & Safety	0	0	0	3	0	0	50	0	0
4050	Electricity	0	0	200	0	0	0	70	0	0
4052	Water Rates	700	-203	500	0	0	0	70	0	0
4096	Consumables for FS toilets	200	407	200	90	0	0	300	0	0
4100	Cleaning	3,000	3,162	5,000	2,624	0	0	6,000	0	0
4101	Cleaning Materials	0	83	0	86	0	0	0	0	0
4111	Legal Fees	0	644	0	0	0	0	0	0	0
4380	Repairs & Maintenance	1,000	132	3,050	378	0	0	500	0	0
4381	Property Maintenance	0	0	0	11	0	0	0	0	0
	Overhead Expenditure	4,900	4,225	8,950	3,192	0	0	6,990	0	0
	Movement to/(from) Gen Reserve	(4,900)	(4,225)	(8,950)	(3,192)	0		(6,990)		
304	<u>RUP Committee Room</u>									
1202	Committee Room Hire	1,000	21	700	0	0	0	2,500	0	0
1203	Pavilion Hire	0	0	0	0	0	0	300	0	0
	Total Income	1,000	21	700	0	0	0	2,800	0	0
4100	Cleaning	0	283	200	0	0	0	200	0	0
4355	RUP Committee Room	0	-28	0	0	0	0	0	0	0
4381	Property Maintenance	0	12	0	0	0	0	0	0	0
	Overhead Expenditure	0	268	200	0	0	0	200	0	0
	Movement to/(from) Gen Reserve	1,000	(247)	500	0	0		2,600		

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
305	<u>Westfield Common</u>									
4370	Dog Bin Emptying	0	152	0	102	0	0	170	0	0
4375	Noticeboards & Signs	0	0	250	0	0	0	0	0	0
4380	Repairs & Maintenance	0	0	0	73	0	0	0	0	0
4382	Grounds Maintenance	0	747	500	0	0	0	500	0	0
4400	Fly-Tipping	0	0	250	0	0	0	250	0	0
	Overhead Expenditure	0	899	1,000	176	0	0	920	0	0
	Movement to/(from) Gen Reserve	0	(899)	(1,000)	(176)	0		(920)		
306	<u>RUP Pavillion</u>									
4005	Health & Safety	0	46	0	12	0	0	0	0	0
4050	Electricity	500	0	0	56	0	0	350	0	0
4051	Gas	1,000	0	0	121	0	0	0	0	0
4052	Water Rates	500	0	0	0	0	0	100	0	0
4100	Cleaning	2,000	1,065	2,000	0	0	0	2,000	0	0
4111	Legal Fees	0	427	0	0	0	0	0	0	0
4381	Property Maintenance	2,000	1,155	1,000	87	0	0	100	0	0
	Overhead Expenditure	6,000	2,692	3,000	276	0	0	2,550	0	0
	Movement to/(from) Gen Reserve	(6,000)	(2,692)	(3,000)	(276)	0		(2,550)		
307	<u>Mount Pleasant Pavilion</u>									
1200	Pitch Hire	3,000	700	3,000	0	0	0	0	0	0
	Total Income	3,000	700	3,000	0	0	0	0	0	0

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4005	Health & Safety	0	18	0	0	0	0	0	0	0
4050	Electricity	150	865	0	120	0	0	350	0	0
4052	Water Rates	150	301	0	300	0	0	300	0	0
4100	Cleaning	2,000	1,473	1,500	1,061	0	0	1,500	0	0
4381	Property Maintenance	900	394	0	155	0	0	200	0	0
Overhead Expenditure		3,200	3,050	1,500	1,637	0	0	2,350	0	0
Movement to/(from) Gen Reserve		(200)	(2,350)	1,500	(1,637)	0		(2,350)		
308	<u>Community Hub/Library</u>									
1105	Donations Received	0	250	0	0	0	0	0	0	0
1324	Mercury Income	0	150	0	51	0	0	0	0	0
1900	Miscellaneous Income	0	0	0	200	0	0	0	0	0
4393	Coffe Machine Income	0	0	0	131	0	0	0	0	0
Total Income		0	400	0	382	0	0	0	0	0
4394	Coffee Machine Expenditure	0	0	0	1,555	0	0	0	0	0
4395	Mercury - BP Grant expenditure	0	0	0	55	0	0	0	0	0
4396	Mercury - Henville expenditure	0	0	0	42	0	0	0	0	0
Direct Expenditure		0	0	0	1,651	0	0	0	0	0
4066	The Mercury - Insurance	0	91	100	0	0	0	0	0	0
4090	Safety Equipment	0	18	0	0	0	0	0	0	0
4111	Legal Fees	0	-555	0	0	0	0	0	0	0
4389	Community Hub/Library	1,000	448	500	1,807	0	0	0	0	0

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Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4391	Volunteer Training	0	1,286	500	0	0	0	0	0	0
	Overhead Expenditure	1,000	1,288	1,100	1,807	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,000)	(888)	(1,100)	(3,075)	0		0		
	Total Budget Income	340,650	345,564	386,510	319,925	0	0	370,740	1,250	0
	Expenditure	339,160	403,762	385,178	203,433	0	0	368,735	76,400	3,000
	Movement to/(from) Gen Reserve	1,490	(58,198)	1,332	116,492	0		2,005		

Hamble Parish Council

Council Meeting 9th December 2019

11. Fees and Charges for 2020/21

Activity	Current Charges	Deposits	Refunds	2020/21
Helicopter	£130 one landing; £150 for 2 landing on the same day	Payment in advance		No change
Allotment	£7.50 per rod from Jan 2020	£20 allot £10 tap key	N	50p increase to £8 per rod from Jan 2021
Use of Foreshore Car Park	£175	Payment in advance	?	£175 plus vat
Dinghy Park	£156.00		N	No change
Mudland Moorings	£156 plus harbour dues			£250 plus harbour dues
Parking permit	£10.00		N	£12
RUP committee room	£7.50 per hour £15.00 (min 2hrs) £22.50 (3hrs) £35.00 (4hrs) £45.00 (5 hrs) £90.00 (full day)	£50		£10 per hour to include setting up and clearing up
College Playing Fields for Corporate & other commercial or organised events,		?	?	£150 plus vat Including use of the field, function room and toilets.
Sports Pitches – College Playing Fields	£80.00 (adults with changing rooms) £42.00 (children with changing rooms) £30.00 (children without changing rooms)	Payment in advance		No change
Sports Pitches – Mount Pleasant	£74.00 (adults with changing rooms) £48.00 (children with changing rooms) £30.00 (children without changing rooms)	Payment in advance		No change

Memorial plaques	£350.00	Payment in advance		No change
Memorial Trees	£350.00	Payment in advance		No change
Donkey Derby Field	No charge	Deposit £150 per day + a day		Deposit of £150 per day £25 admin fee per event
Car parking charges	1 hour 80p 2 hours £1.60 3 Hours £2.20 4 hours £2.90 5 – 10 hours £10			1 to 4 hours £1 per hour 5 – 10 hours £15
New Charge Residential Long stay parking permit				£30 per month (Limited number of dwellings)
Cemetery Fees attached				

Hamble Parish Council

Council Meeting 9th December 2019

12. Finance Report for November 2019

Current Account

Exceptional Income:

- £1023.97 3C Income
- £134.77 iZettle income
- £830.00 Parking Permit income
- £1,920.61 HMRC VAT credit

Outstanding Purchase invoices

Disputed Invoice: EBC - £158.40

Invoice on hold: Flowbird - £520.20 - this has now been credited by Flowbird.

Outstanding Sales invoices

October invoice for Memorial Safety Training - £264.00

Recommendations: -

1. Note all of the above.

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
02/07/2018	* 2430584	E02	EBC	534.53	106.91	641.44	158.40
22/07/2019	UK119346	FB01	FLOWBIRD	433.50	86.70	520.20	520.20
04/10/2019	* UK121664	FB01	FLOWBIRD	297.40	59.48	356.88	356.88
22/10/2019	1019800402	T02	TRADE UK (B&Q)	69.24	10.84	80.08	80.08
29/10/2019	2568250	E02	EBC	43.80	8.76	52.56	52.56
01/11/2019	MEM225863	S036	SLCC	220.00	0.00	220.00	220.00
06/11/2019	1024519899	T02	TRADE UK (B&Q)	5.83	1.16	6.99	6.99
07/11/2019	130339	S036	SLCC	40.00	8.00	48.00	48.00
07/11/2019	58136644	H04	HCC	38.93	7.79	46.72	46.72
15/11/2019	135339	C010	CARRERA	371.98	74.40	446.38	446.38
15/11/2019	135448	C010	CARRERA	142.00	28.40	170.40	170.40
17/11/2019	130540	LE01	LOCAL EYES	500.00	100.00	600.00	600.00
19/11/2019	19112019	BB01	BARCLAYS BANK	22.12	0.00	22.12	22.12
20/11/2019	353438	ST01	SAFETEC	234.47	46.90	281.37	281.37
20/11/2019	1028604041	T02	TRADE UK (B&Q)	81.00	16.20	97.20	97.20
24/11/2019	24787903	O010	OPUS	120.59	6.03	126.62	126.62
24/11/2019	V01695330897	EE01	EE	40.55	8.11	48.66	48.66
25/11/2019	0707/00102509	J03	JEWSON	20.10	4.02	24.12	24.12
25/11/2019	2528	HU01	J HUMPHRY ASSOC	30.00	6.00	36.00	36.00
25/11/2019	2217317	SS01	SAFETY SIGNS 4 LESS	81.75	16.35	98.10	98.10
25/11/2019	2572770	E02	EBC	43.80	8.76	52.56	52.56
26/11/2019	43251	T010	TUDOR	135.00	27.00	162.00	162.00
27/11/2019	1270896	IN01	INTEGRITY PRINT	350.00	70.00	420.00	420.00
27/11/2019	E2011948379	A05	ALLSTAR	78.22	15.64	93.86	93.86
28/11/2019	1911/21	D04	DESIGN & PRINT	840.00	0.00	840.00	840.00
28/11/2019	3655	H07	HALC	45.00	9.00	54.00	54.00
29/11/2019	13147	HU01	J HUMPHRY ASSOC	100.00	20.00	120.00	120.00
29/11/2019	11192313	S012	SHB	325.03	65.01	390.04	390.04
29/11/2019	67469722	O010	OPUS	28.44	1.42	29.86	29.86
29/11/2019	67470853	O010	OPUS	56.47	2.82	59.29	59.29
29/11/2019	67473292	O010	OPUS	25.74	1.29	27.03	27.03
TOTAL INVOICES				5,355.49	816.99	6,172.48	5,689.44

Finance Overview – November 2019

Bank Balance – main account	£123,589.79
Money in	£7,359.76
Money Out	£30,686.40
Debit card payments	£1,848.55
Total salaries	£9881.64
Employer Nat Insurance	£3,339.81
Employer Pension Contributions	£3,487.00
Petty cash balance	£0.75
Balance – reserve account	£141,578.22

Debit Card Payments

Co-op	£9.59
Hants CC	£25.00
Milk & More	£1.62
Cash – Spring bulbs	£190.00
Post Office	£61.00
Post Office	£87.84
Milk & More	£1.62
EBC	£62.40
EBC	£483.04
EBC	£924.82
Milk & More	£1.62



12 9 NOV 2019

Mr. J Emerson-Heaney
Hamble Village Memorial Hall
High Street
Hamble-Le-Rice
SOUTHAMPTON
SO31 4JE

Hampshire Legal Services
Hampshire County Council
The Castle, Winchester
Hampshire, SO23 8UJ
Telephone 0300 555 1375
Minicom 0300 555 1390
www.hants.gov.uk

Enquiries to Annie Murphy

My reference 128173/LMU

Your reference

Date 25th November 2019

E-mail Annie.Murphy@hants.gov.uk

Dear Mr Emerson-Heaney,

Highway Accident: 10th August 2019, 17:00

Location: Hamble Lane, Hamble-le-Rice

I have been passed a copy of your claim and a full report on the incident by the Highway Manager of the Highways Department. I understand that this claim arises as a result of compensation sought further to arboricultural works undertaken to a Hampshire County Council owned tree.

Please note, Hampshire County Council are self insured for all third party claims, dealing with all claims for compensation in-house. It is for this reason that details of your claim have been passed to me and I should be grateful if you would kindly quote the above reference on all future correspondence.

As per the above, it is noted that this claim for compensation arises as a result of works undertaken to a Hampshire County Council owned tree by Hamble Parish Council. For the purposes of this claim it is agreed that the tree in question is under the control of Hampshire County Council. This claim arises further to a claim of nuisance.



Hampshire
County Council

Lexcel
Legal Practice Quality Mark
Law Society Accredited

Barbara Beardwell MA Solicitor
Head of Law and Governance and
Monitoring Officer

John Coughlan CBE
Chief Executive

To succeed in the law of nuisance the onus is on the Claimant (yourself) to satisfy a Court that:

1. There is a duty between neighbours with regard to the trees and vegetation,
2. The vegetation caused damaged to your property,
3. The harm was reasonably foreseeable,
4. There were practical measures that could have been taken to minimise or avoid the damage.

Delaware Mansions v Westminster City Council [2001] 4 All ER 737.

As you have failed to establish elements two, three and four of the above, the claim will fail.

In relation to element two above;

It is noted that this claim does not arise from a claim for damage, but rather as an action taken to a risk for damage. This element of the claim shall be address in more detail below.

In relation to element three above;

A Claimant (yourself) must prove that a reasonably foreseeable risk of damage existed. The degree of risk is often described as a real risk as opposed to a vague possibility, theoretical risk or outside chance (***Leakey v National Trust for Places of Historic interest of Natural Beauty o11980 1 All ER 17***).

Furthermore the case of ***Dennes v East Hampshire*** explained the above notion further as follows, once the Defendant is on notice the Claimant must prove there is a 'real risk' of damage which should be foreseen.

It is the position of Hampshire County Council that on this occasion no reasonable notice was received before actions were taken by Hamble Parish Council.

Hampshire's arboricultural department have confirmed that the tree in question is present on a proactive inspection route and the last inspection carried out by a trained arboriculturist was 9th March 2017. Where there is a proactive inspection regime by the arboricultural department trees are generally scheduled for inspection once every 5 years. No defects were noted with this tree upon inspection.

In addition, Hamble Lane is subject to 4 scheduled inspections per year by highway inspectors (1 walked and 3 driven), who are also trained to look for health issues with trees, in accordance with the County Council policy. The last inspection prior to this incident was undertaken by the Highway Inspector on 17th July 2019 when no defects were noted with this tree.

It is noted that on 11th August 2019 an enquiry was received with regards to a fallen tree in this location. Upon receipt, a Highway Inspector attended the site and noted

that no branches were present within the highway, and no defects were immediately noted. This enquiry was passed to our arboricultural department on 20th August 2019 to inspect further.

Further to the above it has come to Hampshire County Council's attention that an email was sent to Eastleigh Borough Council on 2nd September 2019, subsequent to the completion of the independent survey, regarding the removal of the stem. The representative at Eastleigh Borough Council duly responded on 2nd September 2019 to confirm that the tree was under the responsibility of Hampshire County Council and provided the appropriate email address to get in contact with the arboricultural department at Hampshire County Council. However no further correspondence was received to Hampshire County Council as to Hamble Parish Council's intentions or completion of an independent report and therefore were unaware of the works due to be undertaken.

In relation to element four above;

A Claimant (yourself) must prove that it was practical to prevent, minimise damage. If there are no practicable measures that could have been taken, or if there was insufficient time to take them before damage occurred, it may be acceptable for the tree or vegetation owner to have done nothing at all. (***Solloway v Hampshire County Council 1981, 1 EGLR 129***).

Furthermore Delaware ***Mansions v Westminster City Council*** concluded that the normal response to harm or potential harm would be to notify the owner of the tree or vegetation of the problem, to enable the owner to take action to avoid the problem becoming worse.

As Hampshire County Council had inspected the tree in question upon receipt of enquiries, and had raised the matter with the arboricultural department to conduct a full inspection it is maintained that Hampshire County Council acted reasonably in this respect. In terms to the claim in question, compensation for works undertaken by a third party, Hampshire County Council were not aware of the intentions to undertake such works and therefore did not have sufficient time to respond or comment on the same.

In light of the above it is the position that Hampshire County Council had responded appropriately on the reports received prior to any works undertaken. It is noted that the works to remove the stem were undertaken on the basis of an independent report received, however no notice was made to alert Hampshire County Council, as the owner of the tree, to the same and therefore deprived an opportunity to act on this basis. It is for this reason that Hampshire County Council denies any liability for compensation for works undertaken by Hamble Parish Council, in full knowledge of the true ownership of the tree and further to the lack of notice provided for the same.

I am sorry that I have been unable to assist you on this occasion. deal with queries on the telephone. If you wish to challenge this decision, **please ensure that you do so in writing, either by post or email,** together with any supporting evidence, and this decision will be reviewed accordingly. If you remain unhappy with the decision after a review, you are at liberty to seek independent legal advice from a solicitor or free of charge from your local Citizens Advice Bureau.

Yours sincerely,

Annie Murphy
Legal Assistant
for Head of Law and Governance and Monitoring Officer

Council Task list

Task	Who	Officer support	When	Completed
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	Completed
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 th September 2019	10 th September 2019
Letter to HCC regarding the reinstatement of lining at Shore Road to enable parking enforcement	AJ		9 th September 2019	10 th September 2019

Task	Who	Officer support	When	Completed
Install new "Welcome to Hamble" sign at Mallards Way	AJ		9 th 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 th October 2019	18 th October 2019
Draft a statement regarding the management and handover of the Mercury to the new provider or EBC			14 th October 2019	
Order wreaths for Remembrance events	JS		14 th October 2019	Completed 16 th October
Contact other local councils to assess what events they have planned for VE/VJ days next year	Cllr Thompson	JS	14 th 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 th October 2019	
Air Quality Plan Response	AJ		28 th October 2019	
Quotes for RUP improvements	RC		5 th November 2019	
Negotiate price for truck	RC		5 th November 2019	
Flowers, bulbs or seeds for the Broadway	RC		5 th November 2019	
Replacement slats on foreshore benches	RC		October/November	

Task	Who	Officer support	When	Completed
Foreshore toilets: investigate digital timed locks	RC		5th November 2019	
Mount Pleasant, replace scramble net – approach LAC for grant funding	RC		5th November 2019	
Cleaning contract for FS Toilets	RC		5th November 2019	
Floodlights at RUP: Source LED bulbs or look at changing lights – seek grant from LAC	RC		5th November 2019	
Milk deliveries for office and mess room, to reduce waste	JS		5th November 2019	7th November 2019
FS water supply: arrange for a meter for the lifeboat supply	RC		5th November 2019	
Contact HCC re queries on lease for strip of land adjacent Hamble Primary	AJ		5th November 2019	
DSP: Arrange user meeting and proceed with allocation process and issue new Ts&Cs	JS&JEH		5th November 2019	User meeting taking place 9th Dec. Applications sent to all permit holders and those on waiting list 29th Nov 2019.
Mercury: advise EBC of hourly rate			5th November 2019	Sent 15 th November 2019
Labels/notices for HPC assets to show who's provided them	JEH/RC			
Memorial Safety: Training organised and work undertaken to trace families	JS		Training taking place 17 th December. All unstable graves staked with notices, where addresses known letters sent to grave owner.	

Task	Who	Officer support	When	Completed
Write to local residents regarding Christmas lighting	JEH		November	
Write to EBC with stakeholder feedback on the Coronation Project and requesting a formal response to the points raised	AJ			
To amend the LAC Project List to add Mount Pleasant as a separate item and remove <ul style="list-style-type: none"> • Bartletts Field • Avro Court • New Library • Gun Emplacement 	AJ			
Clerk to attend the Vision for Hampshire briefing by HCC and report back.	AJ			
Instruct TWC to carry out works stemming from Legionella Risk Assessment £880	RC			
Order the 'Welcome to Hamble' sign Cost £486.20				
Arrange to hold the Annual Parish Meeting on 21 st May 2020	AJ/JS/JEH			

Assessment/Inspection - Year 2 Visit

Hamble-le-Rice Parish Council



Total Score

73%

Score Band

Amber

Date and Start Time

19 Aug 2019 at 10:30am

Manager Name

Amanda Jobling

Job Title

Parish Clerk

Auditor



Action Status

Key

M Medium

H High

! Critical

Open

61

Closed

Contents

Executive Summary **A**

Scores by Section **B**

Safety Action Plan **C**

Assessment/Inspection Report

D

A

Executive Summary

Scope:

This is a general risk assessment that covers the significant health & safety and issues at:

Hamble le Rice Parish Council

Hamble Village Memorial Hall

2 High Street

Hamble-le-rice

Southampton

Hampshire

SO31 4JE

This report is an assessment of the health, safety risks arising from the premises and activities undertaken and to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.

Summary:

Hamble le Rice Parish Council is an elected body in the first tier of local government and covers the southern area of the Hamble peninsula and currently employs 6 staff.

Activities/Areas/Premises covered/not covered:

Every effort has been made to identify and comment on the significant risk to health and safety present, with visits undertaken to the council's main offices and other areas under the responsibility of the parish council.

Attendees:

Amanda Jobling Parish Clerk

Richard Clarke Heads Groundsman

Michelle Mitcham Health and Safety Consultant

Introduction

Purpose of Report

This document has been prepared on your behalf by Ellis Whittam Ltd and is an assessment of general health and safety risks as required by health and safety legislation. It also includes a fire risk assessment where Ellis Whittam are engaged to perform this work.

The primary purpose of this report is to comment on the existing risk control measures you have in place and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. A summary of the score attained under each hazard category is provided in Section B 'Scores by Section'. Any improvements required are identified as actions and appear in Section C 'Safety Action Plan' with a Priority Rating. Finally this report comments on the existing risk control measures you have in place which appear in Section D 'Assessment Report' along with an overall Risk Rating. An explanation of these ratings is provided on the following pages.

By completing the actions recommended within the timeframes stipulated you will improve health and safety conditions within your workplace. This means you will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against your company whether by the Regulator or in the civil courts. You will also benefit from improvements in operational efficiency and a motivated and contented workforce. To manage risks and actions identified in this report please use the EW Compliance Centre software.

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation and is a result of the observations made by the consultant during their visit, documents examined and discussions held with your employees. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered. The report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. Where appropriate you will be directed to carry out a more detailed and specific risk assessment. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

Important note: In some instances Ellis Whittam will carry out a Workplace Inspection instead of a general assessment. The type of work we have carried out will be described within the 'Scope' section. A Workplace Inspection is designed to provide an overview of your compliance with legislative requirements. It does not go into the same level of detail as an assessment. Sections B & C will appear in the report as described above. Section D will identify if a risk is being managed or not and will provide brief notes on how to achieve compliance. Unlike the assessment report a Workplace Inspection report does not provide an overall Risk Rating.

Should you require any advice or assistance please contact your dedicated health and safety consultant or call the Ellis Whittam Advice Line on: 0345 226 8393

This report becomes uncontrolled when printed.

Introduction

About Risk Assessments

Risk assessment is an integral part of successful health and safety management and is a legal duty found in health and safety legislation including the Management of Health and Safety at Work Regulations 1999 and current fire safety legislation.

The effective management of health and safety will depend, amongst other things, on a suitable and sufficient risk assessment being carried out and the findings being used effectively. The findings from a risk assessment can be used to inform decisions as to whether any existing precautions or control measures are adequate, or whether additional prevention or control measures are needed.

This report provides a general risk assessment of the significant hazards and risks within your workplace. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded. The report will identify the overall adequacy of guarding but you may be required to complete individual machinery risk assessments to take into account normal and non-routine activities such as maintenance.

About Workplace Inspections

If this report indicates it is a Workplace Inspection (refer to Scope section) then it provides a record of an inspection of the workplace and whether you are complying with health and safety legislative requirements or not. Where compliance is not achieved, the report will provide corrective action and a recommended timeframe to complete.

Remember your Ellis Whittam consultant is there to help and can be contacted for advice on how to achieve compliance.

Introduction

Terminology

Risk Assessment involves identifying the hazards present either in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A hazard is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require the risk assessments to be 'suitable and sufficient' in that they should identify all the significant hazards present within the premises and its activities and should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are employees or others, such as members of the public.

Some health and safety law imposes an 'absolute duty' which means that the law must be adhered to regardless of the time, effort and cost of doing so. This means that there is no reason that can be given to excuse not complying with the legal requirement.

Where the term 'reasonably practicable' is used in health and safety law it means that a balance must be found between minimising the level of risk and the time and cost of doing so. The greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

Key Definitions

Throughout this report you will see reference to various ratings relating to Priority and Risk. In Section B you will also find a summary of Scores by Section. An explanation of these descriptors together with the section of the report they are found in is provided below:

Compliance Scores – Section B Scores by Section

This is a measure of the scores attained under each hazard section and takes into account any non-conformances and their significance.

Score 2 no non-conformances have been identified

Score 1 at least one Low non-conformance has been identified

Score 0 at least one Critical, High or Medium non-conformance has been identified

Priority Rating – Section C Safety Action Plan

This is a measure of the significance of the risk identified and how soon action should be taken.

“Critical” Immediate risk. Complete within 48hrs.

“High” Serious legal contravention. Complete within 7 days.

“Medium” Legal contravention. Complete within 3 months.

“Low” Minor contravention. Complete within 6 months.

Risk Rating – Section D Assessment/Inspection Report

This is an estimation of the overall risk after taking into consideration all existing control measures currently in place. The overall risk ratings shown below will only appear in General Risk Assessment reports and not Workplace Inspection reports.

“High Risk” relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.

“Medium Risk” relates to the possibility of a serious injury or serious health effect.

“Low Risk” relates to the occurrence of a minor injury or reversible minor health effect.

B Scores by Section

MANAGEMENT & WORKPLACE

Score 83%

No	Compliance Point	Score		No	Compliance Point	Score	
1	MANAGEMENT OF H&S- POLICY	2	• • • •	49	DISPLAY SCREENS- OTHER	2	• • • •
2	MANAGEMENT OF H&S- ORGANISATION	0	• (M) • •	50	FIRE SAFETY OVERVIEW- HAZARDS	2	• • • •
3	MANAGEMENT OF H&S- MONITORING ETC	0	• (M) • •	51	FIRE SAFETY OVERVIEW- FIRE SAFETY- PEOPLE AT RISK	2	• • • •
4	MANAGEMENT OF H&S- COMMS & CONSULTATION	2	• • • •	52	FIRE SAFETY OVERVIEW- RISK ASSESSMENT	0	• (M) • •
5	MANAGEMENT OF H&S- TRAINING	0	• (M) • •	53	FIRE SAFETY OVERVIEW- EVACUATION PLANS	0	• (M) • •
6	MANAGEMENT OF H&S- RISK ASSESSMENT	2	• • • •	54	FIRE SAFETY OVERVIEW- FIRE DRILLS	0	• (M) • •
7	MANAGEMENT OF H&S- ACCIDENTS ETC	2	• • • •	55	FIRE SAFETY OVERVIEW- DISABLED PERSONS	0	• (M) • •
8	MANAGEMENT OF H&S- EMERGENCY PLANS	2	• • • •	56	FIRE SAFETY OVERVIEW- EMERGENCY SERVICES	2	• • • •
9	MANAGEMENT OF H&S- NOTICES	2	• • • •	57	FIRE SAFETY OVERVIEW- DETECTION & ALARMS	2	• • • •
10	MANAGEMENT OF H&S- OTHER	2	• • • •	58	FIRE SAFETY OVERVIEW- ASSEMBLY POINTS	2	• • • •
11	WORKPLACE-PEOPLE AT RISK	2	• • • •	59	FIRE SAFETY OVERVIEW- FIRE DOORS	2	• • • •
12	WORKPLACE-CLEANLINESS & WASTE	2	• • • •	60	FIRE SAFETY OVERVIEW- STAIRS & EXTERNAL ESCAPES	2	• • • •
13	WORKPLACE-DOORS & GATES	2	• • • •	61	FIRE SAFETY OVERVIEW- FIRE EXTINGUISHERS	2	• • • •
14	WORKPLACE-FALLS/FALLING OBJECTS	2	• • • •	62	FIRE SAFETY OVERVIEW- SIGNAGE	2	• • • •
15	WORKPLACE-FLOORS & TRAFFIC ROUTES	0	• (M) • •	63	FIRE SAFETY OVERVIEW- WEEKLY CHECKS	2	• • • •
16	WORKPLACE-LIGHTING	2	• • • •	64	FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING	2	• • • •
17	WORKPLACE-ROOM DIMENSIONS/SPACE	2	• • • •	65	FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER	2	• • • •
18	WORKPLACE-SMOKING	2	• • • •	66	FIRST AID AT WORK- HAZARDS	2	• • • •
19	WORKPLACE-TEMPERATURE	2	• • • •	67	FIRST AID AT WORK- PEOPLE AT RISK	2	• • • •
20	WORKPLACE-VENTILATION	2	• • • •	68	FIRST AID AT WORK- NEEDS ASSESSMENT	2	• • • •
21	WORKPLACE-WELFARE	2	• • • •	69	FIRST AID AT WORK- PERSONNEL	0	• (M) • •
22	TRANSPARENT/TRANSLUCENT SURFACES	2	• • • •	70	FIRST AID AT WORK- EQUIPMENT	0	• (M) • •
23	WORKPLACE-WINDOW RESTRICTORS	0	• (M) • •				

24	WORKPLACE-WORKSTATIONS & SEATING	2	*	*	*	*		71	FIRST AID AT WORK- OTHER	2	*	*	*	*	
25	WORKPLACE-PEST CONTROL	2	*	*	*	*		72	LONE WORK- HAZARDS	2	*	*	*	*	
26	WORKPLACE-OTHER	0		(M)	*	*		73	LONE WORK- PEOPLE AT RISK	2	*	*	*	*	
27	CLEANING- HAZARDS	2	*	*	*	*		74	LONE WORK- PROHIBITIONS	2	*	*	*	*	
28	CLEANING- PEOPLE AT RISK	2	*	*	*	*		75	LONE WORK- EMERGENCIES	2	*	*	*	*	
29	CLEANING- SAFE SYSTEMS OF WORK	2	*	*	*	*		76	LONE WORK- MONITORING/SUPERVISION	0		(M)	*	*	
30	CLEANING- HAZARDOUS SUBSTANCES (COSHH)	2	*	*	*	*		77	LONE WORK- MISCELLANEOUS	2	*	*	*	*	
31	CLEANING- EQUIPMENT	2	*	*	*	*		78	LONE WORK- OTHER	2	*	*	*	*	
32	CLEANING- BARRIERS & NOTICES	2	*	*	*	*		79	MANUAL HANDLING OPERATIONS- HAZARDS	2	*	*	*	*	
33	CLEANING- PERSONAL PROTECTIVE EQUIPMENT	2	*	*	*	*		80	MANUAL HANDLING OPERATIONS- PEOPLE AT RISK	2	*	*	*	*	
34	CLEANING- GLASS AND SHARPS	2	*	*	*	*		81	MANAGING MANUAL HANDLING OPERATIONS	0	*	(M)	*	*	
35	CLEANING- WORK AT HEIGHT	2	*	*	*	*		82	MANUAL HANDLING OPERATIONS- OTHER	2	*	*	*	*	
36	CLEANING- OTHER	2	*	*	*	*		96	PASSENGER & GOODS LIFTS- HAZARDS	2	*	*	*	*	
37	CONTRACTOR MANAGEMENT- HAZARDS	2	*	*	*	*		97	PASSENGER & GOODS LIFTS- PEOPLE AT RISK	2	*	*	*	*	
38	CONTRACTOR MANAGEMENT- PEOPLE AT RISK	2	*	*	*	*		98	PASSENGER & GOODS LIFTS- MAINTENANCE & EXAMINATION	2	*	*	*	*	
39	CONTRACTOR MANAGEMENT- COMPETENCE	2	*	*	*	*		99	PASSENGER & GOODS LIFTS- SAFETY MEASURES	2	*	*	*	*	
40	CONTRACTOR MANAGEMENT- CHECKS/SUPERVISION	0	*	(M)	*	*		10...	PASSENGER & GOODS LIFTS- EMERGENCIES	0	*	(M)	*	*	
41	CONTRACTOR MANAGEMENT- OTHER	2	*	*	*	*		10...	PASSENGER & GOODS LIFTS- PLANT ROOMS	2	*	*	*	*	
42	DISPLAY SCREENS- HAZARDS	2	*	*	*	*		10...	PASSENGER & GOODS LIFTS- OTHER	2	*	*	*	*	
43	DISPLAY SCREENS- PEOPLE AT RISK	2	*	*	*	*		11...	VIOLENCE AT WORK- HAZARDS	2	*	*	*	*	
44	DISPLAY SCREENS- USER IDENTIFICATION	2	*	*	*	*		11...	VIOLENCE AT WORK- PEOPLE AT RISK	2	*	*	*	*	
45	DISPLAY SCREENS- INFORMATION ETC	2	*	*	*	*		11...	VIOLENCE AT WORK- POLICY	2	*	*	*	*	
46	DISPLAY SCREENS- WORKSTATIONS	2	*	*	*	*		11...	VIOLENCE AT WORK- CASH HANDLING	2	*	*	*	*	
47	DISPLAY SCREENS- EYE TESTS	2	*	*	*	*		12...	VIOLENCE AT WORK- EMERGENCY RESPONSE	2	*	*	*	*	
48	DISPLAY SCREENS- CORRECTIVE APPLIANCES	2	*	*	*	*		12...	VIOLENCE AT WORK- CCTV	2	*	*	*	*	
								12...	VIOLENCE AT WORK- OTHER	2	*	*	*	*	

AGRICULTURE & OUTSIDE WORK

Score 83%

No	Compliance Point	Score
21	GROUNDS MAINTENANCE- HAZARDS	2
22	GROUNDS MAINTENANCE- PEOPLE AT RISK	2
23	GROUNDS MAINTENANCE- RISK ASSESSMENT	0
24	GROUNDS MAINTENANCE- STORAGE	2
25	GROUNDS MAINTENANCE- REFUELLING	2
26	GROUNDS- TRAINING/AUTHORISATION	2
27	GROUNDS MAINTENANCE- GUARDING	2
28	GROUNDS MAINTENANCE- NOISE & VIBRATION	0
29	GROUNDS MAINTENANCE- OTHER	2
34	OUTSIDE WORK- HAZARDS	2
35	OUTSIDE WORK- PEOPLE AT RISK	2
36	OUTSIDE WORK- HOT/COLD ENVIRONMENTS	2

No	Compliance Point	Score
37	OUTSIDE WORK- WEATHER	2
38	OUTSIDE WORK- WATER (RISK ASSESSMENT)	2
39	OUTSIDE WORK- WATER (COMMUNICATIONS)	2
40	OUTSIDE WORK- WATER (WORK PLATFORMS)	2
41	OUTSIDE WORK- WATER (RESCUE)	2
42	OUTSIDE WORK- WATER (PPE)	2
43	OUTSIDE WORK- WATER (BUOYANCY AIDS)	2
44	OUTSIDE WORK- WATER (OTHER CONTROLS)	2
45	OUTSIDE WORK- BIOLOGICAL HAZARDS	0
46	OUTSIDE WORK- OVERHEAD POWER	2
47	OUTSIDE WORK- BURIED SERVICES	2
48	OUTSIDE WORK- OTHER	0

CATERING OPERATIONS

Score 83%

No	Compliance Point	Score
1	KITCHENS-HAZARDS	2
2	KITCHENS-PEOPLE AT RISK	2
3	KITCHEN SAFETY-PART 1	2

No	Compliance Point	Score
4	KITCHEN SAFETY-PART 2	2
5	KITCHEN SAFETY-PART 3	2
6	KITCHENS-OTHER	0

ENERGY USE & STORAGE

Score 80%

No	Compliance Point	Score
11	ELECTRICAL SAFETY- HAZARDS	2
12	ELECTRICAL SAFETY- PEOPLE AT RISK	2
13	ELECTRICAL SAFETY- FIXED WIRING	0

No	Compliance Point	Score
16	ELECTRICAL SAFETY- OTHER	2
17	GAS- HAZARDS	2
18	GAS- PEOPLE AT RISK	2

14	ELECTRICAL SAFETY- PORTABLE APPLIANCES	2	• • • •
15	ELECTRICAL SAFETY- OTHER CONTROLS	2	• • • •

19	GAS- CONTROLS	0	• • • •
20	GAS- OTHER	2	• • • •

HAZARDOUS SUBSTANCES & AGENTS

Score 80%

No	Compliance Point	Score	
1	ASBESTOS- HAZARDS	2	• • • •
2	ASBESTOS- PEOPLE AT RISK	2	• • • •
3	ASBESTOS SURVEY	2	• • • •
4	ASBESTOS MANAGEMENT	2	• • • •
5	ASBESTOS- OTHER	2	• • • •
6	COSHH- SUBSTANCES USED/PRODUCED	2	• • • •
7	COSHH- HAZARDS	2	• • • •
8	COSHH- PEOPLE AT RISK	2	• • • •
9	COSHH- INFORMATION & ASSESSMENT	0	• (M) • •
10	COSHH-TRAINING & SUPERVISION	0	• (M) • •
11	COSHH-STORAGE	2	• • • •
12	COSHH- LOCAL EXHAUST VENTILATION	2	• • • •
13	COSHH- PPE & RPE	2	• • • •
14	COSHH- EMERGENCIES & HEALTH SURVEILLANCE	2	• • • •
15	COSHH- OTHER	2	• • • •
16	LEGIONELLA- HAZARDS	2	• • • •
17	LEGIONELLA MANAGEMENT- PEOPLE AT RISK	2	• • • •
18	LEGIONELLA MANAGEMENT- GENERAL CONTROLS	2	• • • •

No	Compliance Point	Score	
19	LEGIONELLA MANAGEMENT- COOLING TOWERS	2	• • • •
20	LEGIONELLA MANAGEMENT- OTHER	2	• • • •
21	NOISE AT WORK- HAZARDS	2	• • • •
22	NOISE AT WORK- PEOPLE AT RISK	2	• • • •
23	NOISE AT WORK- NOISE ASSESSMENT	0	• (M) • •
24	NOISE AT WORK- CONTROL MEASURES	0	• (M) • •
25	NOISE AT WORK- PPE	2	• • • •
26	NOISE AT WORK- OTHER CONTROLS	0	• (M) • •
27	NOISE AT WORK- ADDITIONAL	2	• • • •
28	VIBRATION-HAZARDS	2	• • • •
29	VIBRATION-PEOPLE AT RISK	2	• • • •
30	VIBRATION-RISK ASSESSMENT	0	• (M) • •
31	VIBRATION-HEALTH	0	• (M) • •
32	VIBRATION-EQUIPMENT SELECTION & MAINTENANCE	2	• • • •
33	VIBRATION-MANAGING EXPOSURE	2	• • • •
34	VIBRATION-PPE	2	• • • •
35	VIBRATION-OTHER	2	• • • •

SCHOOLS & CHILDREN

Score 100%

No	Compliance Point	Score	
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No	Compliance Point	Score	
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8	RECREATION & PLAY AREAS- HAZARDS	2	• • • • •
9	RECREATION & PLAY AREAS- PEOPLE AT RISK	2	• • • • •

10	RECREATION & PLAY AREAS- CONTROLS	2	• • • • •
11	RECREATION & PLAY AREAS- OTHER	2	• • • • •

TOOLS, EQUIPMENT & SYSTEMS

Score 93%

No	Compliance Point	Score	
19	CHAINSaws- HAZARDS	2	• • • • •
20	CHAINSaws- PEOPLE AT RISK	2	• • • • •
21	CHAINSaws- COMPETENCE	2	• • • • •
21	CHAINSaws- RISK ASSESSMENT	0	• (M) • • •
22	CHAINSaws- EQUIPMENT	2	• • • • •
23	CHAINSaws- ADDITIONAL CONTROLS	2	• • • • •
24	CHAINSaws- OTHER	2	• • • • •
41	LADDERS & STEPLADDERS- HAZARDS	2	• • • • •
42	LADDERS & STEPLADDERS- PEOPLE AT RISK	2	• • • • •
43	LADDERS- CONTROLS	2	• • • • •
44	STEPLADDERS- CONTROLS	2	• • • • •
45	LADDERS & STEPLADDERS- OTHER	2	• • • • •
55	MACHINERY- HAZARDS	2	• • • • •
56	MACHINERY- PEOPLE AT RISK	2	• • • • •
57	MACHINERY- CONTROLS PART 1	2	• • • • •
58	MACHINERY- CONTROLS PART 2	2	• • • • •

No	Compliance Point	Score	
59	MACHINERY- CONTROLS PART 3	2	• • • • •
60	MACHINERY- CONTROLS PART 4	2	• • • • •
61	MACHINERY- CONTROLS PART 5	2	• • • • •
62	MACHINERY- SUMPS & BACTERIA	2	• • • • •
63	MACHINERY- OTHER	2	• • • • •
70	MOBILE ACCESS TOWERS- HAZARDS	2	• • • • •
71	MOBILE ACCESS TOWERS- PEOPLE AT RISK	2	• • • • •
72	MOBILE ACCESS TOWERS- CONTROLS	2	• • • • •
75	MOBILE ACCESS TOWERS- OTHER	2	• • • • •
85	WORK EQUIPMENT- HAZARDS	2	• • • • •
86	WORK EQUIPMENT- PEOPLE AT RISK	2	• • • • •
87	WORK EQUIPMENT- SUITABILITY	2	• • • • •
88	WORK EQUIPMENT- MAINTENANCE	0	• (M) • • •
89	WORK EQUIPMENT- SAFETY	2	• • • • •
90	WORK EQUIPMENT- OTHER	2	• • • • •

TRANSPORT, MOVEMENT & STORAGE

Score 50%

No	Compliance Point	Score	
48	VEHICLE USE (NON-GOODS)- HAZARDS	2	• • • • •
49	VEHICLE USE (NON-GOODS)- PEOPLE AT RISK	2	• • • • •

No	Compliance Point	Score	
50	VEHICLE USE (NON-GOODS)- CONTROLS	0	• (M) • • •
51	VEHICLE USE (NON-GOODS)- OTHER	0	• (M) • • •

WORK AT HEIGHTS

Score 75%

No	Compliance Point	Score
1	WORKING AT HEIGHT- HAZARDS	2 • • • •
2	WORKING AT HEIGHT- PEOPLE AT RISK	2 • • • •

No	Compliance Point	Score
3	WORKING AT HEIGHT- CONTROLS	0 • (M) • •
4	WORKING AT HEIGHT- OTHER	2 • • • •

ADDITIONAL TOPICS/OBSERVATIONS

Score 0%

No	Compliance Point	Score
1	NOTES	0 • • (M) • •

No	Compliance Point	Score
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C Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
MANAGEMENT OF H&S- ORGANISATION - Action: H&S training inadequate	(M)	Training is required to ensure that middle levels of management and supervisory staff with responsibilities for implementation are competent to undertake their health and safety responsibilities. We recommend an IOSH Managing Safety course. Also, consider providing additional training the grounds staff so they are competent to undertake their health and safety responsibilities. We recommend an IOSH Working Safely course.	15/12/2019	
MANAGEMENT OF H&S- MONITORING ETC - Action: Monitoring not carried out	(M)	Managers and supervisors must monitor standards of health and safety within their area of responsibility and keep a record.	15/12/2019	
MANAGEMENT OF H&S- TRAINING - Recommendation: E-learning	(M)	E-learning provision is available to staff and in order to refresh knowledge on a more regular basis, consider assigning staff training courses to be completed annually; Abrasive Wheels Asbestos Awareness COSHH Driving Safely DSE Electrical Safety Fire Safety First Aid in the Workplace Hand Arm Vibration Hot Weather Conditions Legionella Lone Working Manual Handling Noise Awareness Office Safety Risk Assessment Stepladder and Ladder Safety Winter Weather Awareness Working at Height Workplace Safety Additional courses for management are also available: Accident Reporting (RIDDOR) First Aid in the Workplace (Managers) Health and Safety for Managers Lone Working (Managers) Stress Management (Managers)	15/12/2019	
WORKPLACE-FLOORS & TRAFFIC ROUTES - Action: Roads/paths in poor condition	(M)	Continually monitor the paving slabs at the Roy Underdown Pavillion to ensure they are kept in good repair. Carry out repairs to the slabs identified to reduce the risk of injury from slips, trips and falls.	15/12/2019	16/9/19 RC CA
WORKPLACE-FLOORS & TRAFFIC ROUTES - Action: Pedestrian & vehicle routes poorly organised	(M)	Consider separating pedestrian and vehicular traffic routes as far as is reasonably practicable particularly along the road leading to Hamble River Sailing Club.	15/12/2019	
WORKPLACE-WINDOW RESTRICTORS - Action: Ensure window restrictors are appropriate and inspected	(M)	Ensure that window restrictors inspections are completed and any follow up actions are recorded	15/12/2019	? AFTER DECORATION.

Category	Priority Rating	Action Required	Suggested Completion	Completed By
WORKPLACE-OTHER - Workplace- Additional observation 1	(M)	The parish office/reception and the parish clerk's office are leased from the Memorial Hall Trustees. It was noted at the time of my visit, that the playgroup were using the hall and could clearly be heard in the Parish Clerk's office. I was informed that acoustic panelling has been fitted, however, sound proofing needs to be enhanced in order for parish staff to work undisturbed from activities conducted in the main hall.	15/12/2019	
CONTRACTOR MANAGEMENT- CHECKS/SUPERVISION - Action: Checks not carried out	(M)	Formal procedures should be in place to confirm installations and working practices are adhered to and recorded where appropriate.	15/12/2019	
FIRE SAFETY OVERVIEW- RISK ASSESSMENT - Action: Risk assessment not carried out	(M)	Liaise with the Trustees/Landlord of the Memorial Hall and obtain the fire risk assessment and ensure the scope of the assessment includes the Parish Office or commission a fire risk assessment for the office area occupied by the Parish Council.	15/12/2019	
FIRE SAFETY OVERVIEW- EVACUATION PLANS - Action: Arrangements not made with other building occupants	(M)	Liaise with the building landlord/trustees on the fire safety arrangements for the Memorial Hall.	15/12/2019	
FIRE SAFETY OVERVIEW- FIRE DRILLS - Action: Periodic drills not conducted	(M)	Carry out a fire drill at least once in every 12 month period for the Parish Council Offices and Roy Underdown Pavilion. Record the data and results of the fire drills.	15/12/2019	
FIRE SAFETY OVERVIEW- DISABLED PERSONS - Action: General arrangements not in place	(M)	Liaise with service users/hirers of the Roy Underdown Pavilion to ensure they have an established procedure for the evacuation of disabled persons, taking into account that the lift cannot not be used in the event of a fire and or power outage.	15/12/2019	
FIRST AID AT WORK- PERSONNEL - Action: Adequate number of first aiders (EFAW trained) required	(M)	As determined by your first aid needs assessment, consider providing EFAW training to Altin Fejzo to ensure appropriate first aid provision is available to cover holiday and other absences.	15/12/2019	21/11/19
FIRST AID AT WORK- EQUIPMENT - Action: Consider providing defibrillators	(M)	Consider training an appropriate number of staff in the use of defibrillators.	15/12/2019	21/11/19 Completed Staff

Category	Priority Rating	Action Required	Suggested Completion	Completed By
OUTSIDE WORK- OTHER - Outside Working- Additional observation 1	(M)	Provide grounds staff with details of the symptoms associated with Lyme disease and Leptospiroses.	15/12/2019	RC 8/10/19
OUTSIDE WORK- OTHER -- Outside Working- Additional observation 3	(M)	Ensure that Volunteers such as the Hamble Conservation Volunteer Group and Friends of Westfield Common, have assessed the risks associated with the activities they undertake and have suitable controls in place.	15/12/2019	
KITCHENS-OTHER - Kitchen Safety- Additional observation 1	(M)	Ensure that tenants are aware of the importance of food safety and allergens and kitchen safety. This might include the safe use of machines and guards, cleaning equipment, handling hot liquids, spillage procedures, and knife safety.	15/12/2019	
ELECTRICAL SAFETY- FIXED WIRING - Action: Fixed wiring tests overdue	(M)	The last fixed wiring test on file for the Memorial Hall was completed in October 2012. Liaise with the Trustees/Landlord of the Memorial Hall to ensure that fixed wiring tests have been arranged for later in the year in accordance with 5 yearly tests required for non-domestic buildings.	15/12/2019	
ELECTRICAL SAFETY- FIXED WIRING - Action: Electrical Installation Condition	(M)	Arrange for the recommendations identified in the fixed wiring report for the Roy Underdown Pavilion to be addressed by a competent electrician.	15/12/2019	R COOMBS 22/11/19.
COSHH- INFORMATION & ASSESSMENT - Action: Ensure inventory reviewed & updated	(M)	Review the hazardous substance list at least annually or whenever significant changes occur.	15/12/2019	9/10/19
COSHH-TRAINING & SUPERVISION - Action: Training on hazardous substances required	(M)	Provide relevant employees with information, instruction and training on the risks to health associated with the use of or exposure to hazardous substances. A COSHH awareness course is available via the EW e-learning portal.	15/12/2019	20/11/19
COSHH-TRAINING & SUPERVISION - Action: Training records should be kept	(M)	Record all training and information given to employees on the use of hazardous substances.	15/12/2019	20/11/19
NOISE AT WORK- NOISE ASSESSMENT - Action: Noise assessment(s) required	(M)	Carry out a specific noise risk assessment as required by the Noise at Work Regulations to determine levels of noise, employee exposure and the actions required to reduce employee exposure.	15/12/2019	
NOISE AT WORK- NOISE ASSESSMENT - Action: Noise assessment(s) not reviewed	(M)	Periodically review your noise assessments in light of changing circumstances or as a result of information from your health surveillance programme.	15/12/2019	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
LONE WORK- MONITORING/SUPERVISION - Action: Relevant monitoring required	(M)	Establish monitoring systems that record relevant information (e.g. the lone workers' current location, when the lone worker has returned to their head office / base / home etc.). This is more of an issue when only one groundsman is on duty at the weekend or during other periods of staff absences.	15/12/2019	
LONE WORK- MONITORING/SUPERVISION - Action: Periodic supervision is recommended	(M)	Arrange for the periodic supervision of lone workers, to ensure safe practices are being adhered to.	15/12/2019	
MANAGING MANUAL HANDLING OPERATIONS - Action: Manual handling training required	(M)	Provide refresher manual handling training on a regular basis, which could be in the form of e-learning via the EW e-learning portal.	15/12/2019	
PASSENGER & GOODS LIFTS- EMERGENCIES - Action: Staff not trained for lift stopping between floors	(M)	Provide training in the lift winding process including the emergency hand lowering procedure and the safety precautions to be observed for the lift in the Roy Underdown Pavilion.	15/12/2019	
GROUND MAINTENANCE- RISK ASSESSMENT - Action: COSHH assessments not referenced	(M)	Where applicable COSHH assessments should be completed for all hazardous substances and referenced in the risk assessment.	15/12/2019	09/10/19 RC 20/11/19 RC
GROUND MAINTENANCE- NOISE & VIBRATION - Action: Risk assessments required	(M)	Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration.	15/12/2019	
GROUND MAINTENANCE- NOISE & VIBRATION - Action: Occupation health screening required	(M)	Complete annual Occupational Health Screening to identify any signs of noise or vibration injury for employees.	15/12/2019	
GROUND MAINTENANCE- NOISE & VIBRATION - Action: Risk assessments not communicated	(M)	Ensure employees receive instruction and training on the contents of the noise and vibration risk assessment.	15/12/2019	20/11/19.
OUTSIDE WORK- BIOLOGICAL HAZARDS - Action: Potential exposure to leptospirosis not assessed	(M)	If working near or on water, that is untreated e.g. rivers, canals; flood waters etc. then the risk assessment should consider biological agents such as Leptospirosis. Where working in a risk area, use protective clothing, coverings cuts etc.	15/12/2019	? 20/11/19.
OUTSIDE WORK- BIOLOGICAL HAZARDS - Action: Suitable vaccinations against biological hazards required	(M)	Offer vaccinations for employees exposed to biological agents e.g. Hepatitis B, Tetanus etc.	15/12/2019	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
VIBRATION-HEALTH - Action: Health surveillance required	M	Health surveillance should be provided to all personnel likely to be regularly exposed above the daily Exposure Action Value. Employee's with pre existing conditions and vulnerability to HAVS should also be included.	15/12/2019	
VIBRATION-HEALTH - Action: Health surveillance records not retained	M	Records should be retained of all health surveillance for 40 years.	15/12/2019	
CHAINSAWS- RISK ASSESSMENT - Action: Site-specific assessments required	M	Complete a site specific risk assessment for chainsaw operations, it should include the work location and site details.	15/12/2019	
WORK EQUIPMENT- MAINTENANCE - Action: Logs and records required	M	Keep records of inspections and maintenance for all work equipment.	15/12/2019	DONE
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Risk assessment required	M	Carry out a risk assessment of vehicle use.	15/12/2019	DONE 12/11/18 REVIEW 8/5/19.
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Drivers licences not checked	M	Check the licences for drivers of company vehicles on an annual basis and keep a copy on file.	15/12/2019	
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Ensure private vehicle owners provide evidence of eligibility	M	Implement a system for drivers using their own vehicles on company business to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.	15/12/2019	
VEHICLE USE (NON-GOODS)- OTHER - Non-Goods Vehicles- Additional observation 1	M	As the landowner, ensure suitable control measures are in place to protect pedestrians from vehicles using the footpath 13 (leading to Hamble River Sailing Club and Warsash Ferry). It was noted that children use this footpath regularly linked to activities in the dinghy park and to access the store on the opposite side of the footpath. It was observed at the time of the visit, that children, although supervised, were using the footpath and were not keeping to the confines of the dinghy park. Measures to limit traffic movement other than that which is essential should be limited as far as reasonably practicable.	15/12/2019	
WORKING AT HEIGHT- CONTROLS - Action: Work must be risk assessed if unavoidable	M	Before working at height a risk assessment must be completed.	15/12/2019	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
NOISE AT WORK- NOISE ASSESSMENT - Action: Corrective/preventative measures not implemented	(M)	Fully implement the recommendations of the noise assessment. It is a legal requirement to assess, implement corrective measures and bring to the attention of those affected the significant findings of the assessment.	15/12/2019	
NOISE AT WORK- CONTROL MEASURES - Action: Hearing protection not provided/worn	(M)	Enforce the use of hearing protection where average noise levels exceed 85 dB(A). Not only must hearing protection be provided but where the average noise level exceeds 85 dB(A) the use of hearing protection is mandatory.	15/12/2019	20/11/19.
NOISE AT WORK- CONTROL MEASURES - Action: Use of hearing protection not monitored	(M)	Carry out and record spot checks on the use of hearing protection, follow through with employees who frequently do not wear the protection provided.	15/12/2019	INSTRUCTION GIVEN 20/11/19.
NOISE AT WORK- OTHER CONTROLS - Action: Health surveillance not provided	(M)	Continue to provide annual health surveillance for employees identified as being at risk of hearing loss. The surveillance gives a measure of effectiveness of your noise control measures.	15/12/2019	
NOISE AT WORK- OTHER CONTROLS - Action: Health surveillance records not kept	(M)	Health records including the results of audiometric tests should be kept along with details of an individual's fitness to work in a noisy environment.	15/12/2019	
NOISE AT WORK- OTHER CONTROLS - Action: Employees not informed of health risks	(M)	Employees exposed to noise above 80 DB(A) must be given information on the health effects and consequences of noise. Employees should complete the "Noise Awareness" e-learning course, available via the EW e-learning portal.	15/12/2019	20/11/19.
VIBRATION-RISK ASSESSMENT - Action: Risk assessment required	(M)	Carry out a specific vibration risk assessment to help determine main sources of vibration and whether this is likely to be above the daily Exposure Action Value (EAV).	15/12/2019	
VIBRATION-RISK ASSESSMENT - Action: Vulnerable employees to be considered	(M)	Complete an additional assessment and introduce controls as necessary for workers with pre-existing conditions.	15/12/2019	20/11/19.
VIBRATION-HEALTH - Action: Training on vibration not conducted	(M)	Provide employees with information and training on vibration and its health effects. This can be provided via the EW e-learning portal.	15/12/2019	HSE INFO TALK GIVEN 20/11/19.

Category	Priority Rating	Action Required	Suggested Completion	Completed By
WORKING AT HEIGHT- CONTROLS - Action: Ensure planners/supervisors of work at height trained & competent	(M)	Provide information and training for employees required to work at height. Ensure grounds staff complete the on-line e-learning course on the EW portal for "Stepladder and Ladder Safety"	15/12/2019	RC LA LADDER TRAINING
NOTES - Additional observation 1	(M)	There are no isolation valves fitted to the water pipes in the public toilets on the foreshore. Isolation valves should be fitted so water can be isolated if needed.	15/12/2019	
NOTES - Additional observation 2	(M)	As the water provided to the public toilets on the foreshore is the responsibility of Hamble Lifeboat, the water temperatures are not monitored for legionella and therefore it would be appropriate to fit signage above the taps indicating that the water supplied is not "drinking water".	15/12/2019	RC 30/9/19
NOTES - Additional observation 3	(M)	Inspect and ensure grave excavations are adequately supported and open excavations are fenced off.	15/12/2019	DONE
NOTES - Additional observation 4	(M)	The beach area around the Beach Hut is particularly uneven with large items of rubble protruding posing significant slip, trip and fall hazards and requires levelling off.	15/12/2019	STOPPED BY CC 26/11/19.
NOTES - Additional observation 5	(M)	The public conveniences on the foreshore are leased from Hamble Lifeboat for public use. It was noted that the toilets and washbasins required deep cleaning and the Mainrose vents in the ceilings were dirty and dusty and also require cleaning,	15/12/2019	24/11/19. RC AF.
NOTES - Additional observation 7	(M)	Some of the benches along the foreshore are falling into disrepair with securing bolts protruding from the concrete frames which could cause injury. The concrete frame to one of the benches is breaking down with visible large cracks in the supporting legs. I understand there are plans to replace the benches, however, sharp edges and exposed bolts should be removed and or encapsulated to remove the risk of injury.	15/12/2019	16/9/19 RC CA
NOTES - Additional observation 8	(M)	Fit warning signs alongside the slipway, opposite the Royal Southern Yacht Club, to warn members of the public that the steps are slippery.	15/12/2019	29/11/19. RC

Category	Priority Rating	Action Required	Suggested Completion	Completed By
NOTES - Additional observation 9	M	Liaise with the leasers of the squash court and scout hut to determine if they have completed fire risk assessments, fixed wiring inspections, asbestos surveys and that fire extinguishers if present are serviced and inspected.	15/12/2019	

Hamble Parish Council

Council Meeting 9th December 2019

15. Officers Report

a) Staff Injury

A member of staff slipped and twisted their ankle while working last week. The ankle swelled and resulted in the need for light duties. The ankle is improved this week and there has not been a need to consult a doctor. An accident form has been completed and changes made to the relevant risk assessment(s). Although the presence of the chain saw made this potentially a near miss it is not a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) incident. A copy of the form with the staff details redacted is *attached*. The accident log has also been updated.

b) Refurbishment of the Roy Underdown Pavilion.

A contractor has been appointed and commenced work on 5th December 2019. There are a number of regular hirers booked into the facility over the period of work, and the contractor has agreed to work around them.

Purchase of the fittings started to take place the week commencing the 2.12.19 and furniture prior to Christmas. The purchase of more comfortable chairs is proving difficult within the budget originally proposed. For that reason, the option to replace 30 chairs is being looked at retaining the plastic stackable chairs for larger events. Costs of other items is coming in higher as the costs were based on lower numbers of items. *Attached* is the original report with comments updating the costings.

c) Mercury

Following the letter to Sarah King at Eastleigh Borough Council regarding the future hourly rate and a request for a payment in compensation to the costs and time incurred, a letter has been received and is *attached*. Members are asked if they wish to pursue this further?

d) Mercury Foreshore - boat store

Residents at Mercury have stored boats on the foreshore for some time. The site originally came over to us from Hampshire County Council. It is understood that in the past HPC as landowner has kept a list of boats kept on the Foreshore. It is not clear what the purpose of this was and by doing it, it could be argued that we are consenting to it.

The area is not subject to any management regime or charge and at the present it is not intending to change this arrangement. However, it is recommended that the Council ceases to maintain a record of boats there so as not to imply consent. If any boat needs to be removed notices will be served on boats directly in a similar way to the procedure used at the Dinghy Storage Park.

e) Address Verification

Currently when selling Dinghy Storage Permits or Parking Permits, we confirm that the resident is on the electoral register at an address within Hamble. It is understood that this was deemed to be a way of ensuring that the applicant is paying council tax therefore eligible for the benefit.

The Council Tax register is a closed list which is not publicly available and is different to the electoral list. To be on the Council Tax register you have to be responsible for the payment of council tax to (Eastleigh Borough Council) EBC. To be on the electoral list you do not have to pay tax only register at the address for voting purposes.

The electoral list is only updated in full once per year (a month or two after clock permits issuing has commenced), although individual monthly updates are sent separately but it can be difficult to cross reference between the full register and each individual update received. For people that have moved house it is therefore not a reliable or timely means of proving that they live in the parish. For some people it can cause delay and upset while they wait for the register to be updated or for staff to have to make checks with EBC.

Given this it is recommended that we considered widening the proof of address to include utility bills which are often quicker and easier to obtain. This would include electricity and gas, landline telephone, water and waste water. Government accepted proofs are *attached*.

f) Website Accessibility

From September next year the Government will require all public sector body websites to be accessible to all people, which means that our own site will need to be checked and steps taken to improve its accessibility. Because we use a hosted website, as a first step we have approached the provider who say they are working towards meeting requirements and that an update will be released towards the end of December or in January. We also have a web hosted tool that will audit our site's compliance so we can address any shortfalls.

A PID will come back to the next meeting.

g) Foreshore Toilets - new magnetic locks

Members have been made aware of the problems being experienced in finding cleaners able and willing to clean the foreshore toilets. The reason is the requirement for them to lock up at the end of the day which is limiting the range of people prepared to tender for the work.

Installing magnetic locks will enable us to overcome this problem and will mean that cleaners can operate at any time during the day. At the moment a combination of staff and members are closing the facilities.

When the toilets were commissioned HPC investigated the option and approached a company called Healthmatic. They priced for a range of items but the works did not proceed. In searching for a supplier and fitter of magnetic time adjustable locks I have to date only been able to find this supplier and their costs are *attached*. A notice has been posted on our website inviting interested parties to contact us. If there is no interest expressed or a lower cost found it is recommended that Healthmatic are invited to undertake the site survey and confirm the cost and installation dates. The total cost is £2,550+VAT. Discussions to reduce this cost are ongoing. This expenditure is not be seen as repairs and maintenance as it is part of the commissioning costs. For that reason, there is no budget available and it will be indentified as an ear marked reserve in this year's budget, although there is a positive balance of £2,376 on the cleaning budget for the remainder of the year which will partly offset the cost.

h) Planning Committee - 23rd December

Our published schedule of meetings includes a meeting on the 23rd December. Given the time of year it is proposed to cancel the meeting and to delegate decision making on applications to the Chair of Planning and the Clerk in consultation with the committee. Decisions will be recorded at the January meeting. Should any significant applications come in ahead of the date for posting agendas then the meeting will take place.

i) Online Applications

Renewals of Dinghy Storage Park (DSP) Permits have been available online for the first time this year, following the trial last year with clock permits. Since opening the portal for DSP on December 1st we have had 108 applications in the first 5 days and 117 residents have been applied for car permits online.

We will review the success of the scheme for the DSP at the end of the allocation process.

Recommendations

- To change the Council's verification of address from January 2020 for all Council services (excluding driving licences). There is no direct cost implication.
- To note the new Accessibility Requirements and to require a PID for the project for the January Council meeting. Any potential costs should be identified and included in the budget for 2020/21. Work on the project will report to the Resources Working Group.
- To authorise the installation of three Healthmatic locks on the Foreshore toilets unless a better value contractor is found by the time of the meeting. The budget for the works should not exceed £2,550+VAT and to enable the works to take place the decision to place the order should be delegated to the Clerk and reported back to the January meeting. A new earmarked reserve will be created for the expenditure titled Commissioning costs.

Appendices

1. A copy of accident form with the staff details redacted
2. RUP refurbishment report with comments updating the costings
3. Letter from Sarah King
4. Government Proof of identity checklist for individuals
5. Healthmatic costs for magnetic door locks

Accident/Incident Record

Section A - The injured person

Name:	Position/role within the company: Head of Assets and Facilities
Address:	

Section B - The person conducting this report/investigation

Name: amanda Jobling	Position/role within the company: clerk
Address:	

Section C - The particulars of the accident

When did the accident happen?	Date: 27.11.19	Time: 10:00am
What damage occurred and what injuries were sustained (if any)?	Twisted ankle as a result of a fall.	
Where did the accident happen? (State room or location)	Corner of School/ Lane Green adjoining the bench on Council Land. Both other grounds team members were present.	
How did the accident/incident happen? (Give cause if you can)	While undertaking tree works [staff member] stepped backwards he fell backwards onto the ground. Its not clear whether it was a slip or a trip. In falling he caught his ankle and twisted it. The ankle is showing signs of swelling but he can bear weight on it and has 80% of normal movement.	
What activities/tasks were being carried out at the time of the accident?	Tree felling but no working at heights.	

As the person completing this record, please sign below to confirm that the information given above is accurate

Signature: _____ Date: ____ / ____ / ____

Section D - For the employee only

By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law. ☐

Signature: _____ Date: ____ / ____ / ____

Accident/Incident Investigation Report

Section E – What Next? (Continue on additional sheets of paper if required)

What type of injury/injuries occurred? (Delete as applicable)	<ul style="list-style-type: none"> Minor Injury Lost time injury/Over 3 day injury Fatality 	<ul style="list-style-type: none"> Over 7 day injury Specified injury
Was there a risk assessment covering the activities/tasks being undertaken?	There is a RA for the use of a chain saw which was in use. The activity itself is not subject to a risk assessment.	
Was the injured person trained and competent to carry out this activity?	Yes	
Was working environment and/or equipment involved maintained and cleaning up to date?	Yes. Area was free of obvious hazards. Staff were on look out for members of the public to ensure a safety cordon and appropriate equipment was being used. It is not clear whether the chain saw was in the operatives hands at the time of the slip.	

What were the immediate, underlying and root causes of this event?

Immediate: turning around

Underlying: snag hazard

Root: Uneven ground

Have you reviewed all relevant Risk Assessments? Yes/No

If 'Yes' to the above, are any changes required?

Have you provided an update on the changes of all and any subsequent documentation to all relevant staff?

What additional control measures are required to prevent reoccurrence, by whom and by when?

Additional Control:	Who is responsible for achieving:	Date to be in place by:
When chain saws are in use the ground conditions need to be more thoroughly assessed prior to the commencement of work for uneven surfaces, roots and other trip hazards. The work area should be cleared of all possible vegetation prior to the commencement of work.	Head of Grounds and Assets	Immediately

Date investigation completed: 02.12.19	
Print Name: A Jobling	Signature: <i>ajobling</i>

Is the *Responsible Person* of the opinion that this accident is work related and that it is reportable under RIDDOR? (Consider reporting online using <https://extranet.hse.gov.uk/lfservlet/external/F2508IE>)

If yes to the above, has this accident/incident been reported YES / **NO** delete as applicable

If so, When was this reported? / / and by whom?

If you have reported this accident under RIDDOR, enter the HSE's Notification Number in the box below:

Hamble Parish Council

Asset Management Meeting (date)

Roy Underdown Pavilion (RUP) Upstairs Improvements.

Introduction

The refurbishment of the RUP in general is long overdue with very little improvements having been made since the building was first commissioned, this recently has been due to the uncertainty over the GE proposals. Linked to this has also been the under usage of the building over the years, most recently with council meetings having moved to a different venue and the decreasing need for sports provision. This decrease in usage has inevitably brought with it a significant fall in income. In addition to the council returning to the venue and to enable options to be explored to increase the usage and reverse the income shortfall, changes to the building's provision and an increase in the options available within the building need to be considered.

To be able to promote the venue for business meetings and training and to attract new users there is a need to speculate to accumulate. The question is to what extent?

There are two areas of expenditure to consider: those affected by GE proposals and those that aren't.

Items that wouldn't be affected by the GE proposal would be fixtures and fittings that would fall into the category of general replacements and maintenance. Items that would be affected are more substantial and would fall into the category of renovation and overhaul.

Replacement items not affected by GE proposals;

The current mix of furniture needs to be replaced and upgraded to give a uniform professional appearance and to give a more flexible set of lay out options.

The current refreshment provision also suffers from the same piecemeal adhoc supply, this also needs replacing to give a uniform and professional appearance, there would also be the opportunity to charge for certain refreshment provision.

The fittings that would also fit into this category are the installation of blinds and the replacement of the poorly working taps in the toilets and hand washing basin in the kitchen.

Kitchen utensil costs to include 24 cups, plates, bowls and cutlery:

Suppliers	Nisbets Athena	Pattersons	CS
Total	£109.28	£260.80	£135.29

Commented [aj1]: Cutlery etc £148+VAT

Blinds:

supplier	Total cost	Work needed
B+Q	£87	Cutting down and fitting
Dunelm	£40	Cutting down and fitting
Blinds 4 uk	£150.63	Fitting only

Replacing tables and chairs.

Tables;- Folding/stackable tables range in price upwards from £39.50 (Ningbo) with good looking ones starting at around £134 (office furniture [online](#)).



Commented [HG2]: Tables 6x £187.95+vat
Chairs 30x £39+vat
Total £2,297.70+vat

Commented [aj3]: Tables @ unit cost of £187.95+vat

Chairs;- Stackable conference chairs range in price upwards from £14.45 (Ningbo) dependent on style, colour and number ordered.

Commented [aj4]: Chairs @unit cost of £39.00 x 30

Based on the above prices the cost to replace the tables and seating would be £1,671

Taps;- mixer taps have a price range from £50 upwards and the four needed would require fitting by a plumber and dependent on the tap style would cost £400-£600

Total budget needed for these replacement items £3,000

Re-decoration of the whole building from the ground floor entrance throughout would again give the cleaner more appealing look;- for the groundstaff to carry on with the inclement weather painting to brighten up the rooms with the same colour palate will only need some materials giving an overall cost of £500-£600.

Commented [aj5]: £555.16

To employ contractors to redecorate the whole area from ground floor entrance throughout would take approximately a week to ten days and have an estimated cost of £1,500-£2,500 + materials.

Commented [aj6]: £2610.00+vat

The total budget needed to decorate and resupply/furnish the pavilion would be £6,000.

Replacement items affected by the GE proposals;

Improvements to refresh and improve the kitchen area would be beneficial this would allow for the repositioning of the urn and coffee machine to a more user-friendly location and give a cleaner more appealing look to the area. The replacement of the kitchen would have a cost of between £2500 for a like for like replacement and £10,000 to completely rearrange the configuration of the kitchen and store room area.

Replacing the old and tired looking flooring throughout again giving a cleaner more appealing look. Style, colour and scope will determine the costing of flooring but a guesstimate of £3000-£4000 should be sufficient to replace the flooring throughout.

Handrail for outside steps ; - using galvanised tubing and tube clamps giving a finish as the railings next to the lifeboat building, fitted by groundstaff.

Total cost of materials £320

Total cost of these items £15,000 this figure is based on the re-configuration of the meeting room

Recommendation;

Agree a budget figure for the improvements.

The Assistant Clerk
Hamble Parish Council,
Memorial Hall,
2 High St,
Hamble-le-Rice,
Southampton
SO31 4JE

Chief Executive's Unit

Our Ref: SK/AJ
Your Ref:
Contact: Sarah King
Direct Dial: 023 8068 8101
Email: sarah.king@eastleigh.gov.uk

19 November 2019

Dear Jeanette

Running of the Mercury Library and Community (the Mercury)

Thank you for your e-mail of 15 November 2019 and the attached letter.

As Hamble Parish Council (HPC) is aware, we have been in discussions with Bursledon Parish Council about supporting the Mercury. Their Clerk took a report to their full Council meeting on 30 October 2019, the minutes of which are yet to be published. In the meantime Matt Blythe the former Local Area Manager continues to support the volunteers.

We have notified the volunteers that they should not be contacting the HPC office in the event of any issues. We will remind them again. If this happens again, please remind them that they should contact Eastleigh Borough Council (EBC) through the contact details they have been given and let us know.

In the letter of 18 October 2019 it is stated that:

"HPC's support for the Mercury will be limited to:

- Continuing to source and support community outreach services
- Officer attendance at monthly board meetings or volunteer meetings
- Funding, from existing grants, of a children's story writing competition organised by volunteers"

There is no mention of charging for this support in the letter. If you are now suggesting that there is a charge for these activities I would ask that you don't do them.

I also note the recent informal agreement to allow HPC to use the Mercury for free for meetings in return for providing the coffee machine and iPads until Christmas 2019.

I am slightly at a loss with regards to the HPC's request for retrospective costs. An informal agreement between EBC and HPC existed where EBC provided the fully funded Mercury building and HPC the volunteers to run the library. At no point did EBC require HPC to deliver any specific services or level of service. The level of resource allocated by HPC towards supporting the Mercury and its volunteers was a HPC decision.

EBC has always tried to work in partnership with HPC and to take on board the their concerns, with a number of meetings between officers and councillors over the past year where actions were agreed. EBC is very grateful for all the work that HPC has put into the Mercury, but it is unreasonable to impose retrospective charges that don't reflect the nature of the partnership.

Yours sincerely

Sarah King
**CORPORATE DIRECTOR SUPPORT SERVICES
& CHIEF FINANCIAL OFFICER**

Proof of identity checklist for individuals

You cannot use one form of identification for both name and address.

For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

Proof of name

Proof of address

Current signed passport

Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months

Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)

Local authority council tax bill for the current council tax year

EEA member state identity card (which can also be used as evidence of address if it carries this)

Current UK driving licence (but only if not used for the name evidence)

Current UK or EEA photocard driving licence

Bank, Building Society or Credit Union statement or passbook dated within the last three months

Full old-style driving licence

Original mortgage statement from a recognised lender issued for the last full year

Photographic registration cards for self-employed individuals in the construction industry -CIS4

Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address

Benefit book or original notification letter from Benefits Agency

Council or housing association rent card or tenancy agreement for the current year

Firearms or shotgun certificate

Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)

Residence permit issued by the Home Office to EEA nationals on sight of own country passport

HMRC self-assessment letters or tax demand dated within the current financial year

National identity card bearing a photograph of the applicant

Electoral Register entry

NHS Medical card or letter of confirmation from GP's practice of registration with the surgery



**Healthmatic Entry Management Quote
Ref - 101369**

For

Hamble Le Rice Parish Council

December 6, 2019



Healthmatic Ltd, Porte Marsh Industrial Estate, Redman Road, Calne, Wiltshire SN11 9PR
Tel: 01249 833063 Email: Sales@healthmatic.com Web: www.healthmatic.com

Supply of Healthmatic Entry Management System's

Timed Entry Management for one cubicle	£900
Timed Entry Management for two cubicle's	£1200
Timed Entry Management for three cubicle's	£1350
Timed Entry Management for four cubicle's	£1650
Timed Entry Management for five cubicle's	£1950
Timed Entry Management for six cubicle's	£2250
Installation (Optional)	£400 per cubicle

Installation includes:

1. All site works before and after.
2. Choice of colour and finish of the doors.

Offer EXCLUDES:

1. VAT.

Delivery: 6 weeks

Guarantee: 1 Year Unlimited use (normal use of equipment excluding vandalism)

All prices subject to full site survey

Alastair Porter
Business Development Manager
Healthmatic
07885465788
alastair.porter@healthmatic.com
www.healthmatic.com

Project Initiation Document	
Project Name: Information/Interpretation Boards	
<p>Project Objectives: To produce high quality <u>and long lasting</u> information to residents and visitors to enable them to explore the parish of Hamble and potentially access the wider peninsula and beyond. It is based on providing spatial information in the form of an <u>interpretative</u> parish map highlighting key locations, ways to get around and interactive information.</p> <p>Project will aim to <u>encourage</u> residents and visitors to <u>explore and become</u> better acquainted with the village, parish and peninsula by walking and cycling. Information should <u>reflect different accessibility requirements be targeted at key groups</u> and help people navigate appropriate routes based on their needs. Information will be <u>placed at key</u> gateway locations in the village.</p> <p>Signage will be inactive – either capable of downloading to smart devices or using QR codes to take people to more detailed and tailored information <u>hosted online</u>.</p> <p>A second stage of the project will be to look at links across the peninsula; celebrating the river, Southampton water and the countryside.</p>	
<p>Problem to be solved (or opportunity): Produce a new and coherent set of information panels at key locations in the village <u>to encourage physical activity and help people to explore the natural beauty of the area</u>.</p>	
<p>Project Deliverables: Produce 4 (?) new boards at The Square, the Foreshore, Hamble Halt station and Mount Pleasant <u>Recreation Ground</u>. <u>Produce a set of digital resources to support the interactive element including a QR code landing page with content to include at a minimum a PDF version of the map and hyperlinks to other sources of up-to-date information (such as transport links)</u>.</p>	<p>Scope (inside/outside): Phase 1 will focus exclusively on the parish of Hamble. Phase 2 would expand to include the strawberry trail and the Hamble Peninsula.</p>
<p>Assumptions: <u>Interactive content will be provided by other organisations. However, it will be the role of the parish council to maintain up-to-date links on an ongoing basis</u>.</p>	<p>Key Stakeholders: Phase 1 – key landmarks/owners – MDL, Network Rail, Schools, retail locations,</p>
Project Sponsor: Cllr Cohen and Hayward	Project Manager: Clerk
<p>Team Members: Cllr Cohen, Hayward and Thompson (Link to the Signage project). <u>Reports back via AMC or Planning? Signage is via Planning. Also to the Media WG for the web based issues</u>.</p>	

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Key Milestones: PID agreed Ideas and options generated Tender/brief (if we go out to tender – below the threshold) Letters to sponsors Remove existing signage Appoint supplier Lead in time??? Proofs Install	Date: 9 th Dec Mid Feb Mid March Mid March Post Easter Late April ??? 6 weeks after appointment June
Risks: Information is not correct Correct licenses are not obtained (OS) Company ceases trading mid project Insufficient staffing resource to do the web-based information QR codes are obsolete within a short time span Businesses/locations either want to be included or excluded Vandalism Information becoming dated/obsolete Future change of website provider might create problems with QR code link	
Budget, Resources or Constraints: £10K Grant applications – member led Staffing constraints on project management Ongoing resource to maintain back office information in an up to date and usable form.	
Project Approval Date:	
Signed:	

HAMBLE PARISH COUNCIL

PROJECT MANAGEMENT