
HAMBLE PARISH COUNCIL

COUNCIL MEETING, 7pm on Monday 11th February 2019

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

This meeting is open to members of the public.

Pre-Meeting

- Dinghy Storage Park Users Meeting, 5.45-6.30pm

AGENDA

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

2. **Presentation to Jackie Panakis**

3. **Public Participation**

COMMUNITY

4. **Steph Merry, Commodore of Hamble River Sailing Club, on their Centenary Year**
5. **Update from Eastleigh Borough Council on The Mercury Library and Community Hub**
6. **Crime Report Following Meeting held on 23rd January**
7. **Interim Audit Report**
8. **Items for Noting from the Asset Management Committee**
 - a. Entering into 3 new contracts:
 - i. Merchant Account for Pay and Display Machines - £490.00+vat a year charged annually plus an additional £30.00 set up and transaction costs of 6.5 pence per transaction plus interchange and card scheme fees of 1-1.5 pence per transaction.
 - ii. Nespresso Coffee Machine for The Mercury - £3,510 over 15 months paid monthly by standing order
 - iii. Cleaning of Foreshore Toilets - £5,720+VAT per year charged 4-weekly
 - b. The Next Meeting of the Asset Management Committee will be held at the Foreshore
9. **Recommendations from the Asset Management Committee**
 - a. That 3 Task and Finish Groups are set up to look at the following:
 - i. Street Signage, including relocation of the Hamble Parish Council sign
 - ii. Content of Information Boards
 - iii. Commissioning a New Logo for the Parish Council
10. **Clerk's Report. Including:**
 - a. Update on The Mercury and Volunteers
 - b. Educare Training
 - c. Youth Options / Youth Outreach
 - d. Secure Document Scanning
 - e. Flowers in The Square
 - f. Fee Proposal for Dilapidations at The Roy Underdown Pavilion
 - g. Enforcement Meeting on 28th February

FINANCE & PAYMENTS

11. **Football: Bad Debts**
12. **Approve the Following:**
 - a. Petty Cash and Bank Reconciliations;
 - b. To Authorise the Schedule of Payments;
 - c. EE Direct Debit; and
 - d. Income and Expenditure Schedule

Dated: 6th February 2019

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

HAMBLE-LE-RICE PARISH COUNCIL

MEETING VENUE	FULL COUNCIL The Mercury Library and Community Hub, 1-3 St Andrew's Buildings, High Street, Hamble
DATE TIME	Monday, 14th January 2019 7 PM
PRESENT	Councillors: S Cohen (Chair); S Schofield (Vice Chair); M Cross; J Dajka; I James; D Rolfe; T Ryan; A Thompson; I Underdown and G Woodall Mrs A Jobling (Clerk); Mrs J Symes (Deputy Clerk); Mrs J Panakis (Minutes Secretary). One member of the Public; Cllr D Airey (Eastleigh Borough Council) and Cllr A Manning (Eastleigh Borough Council); Mr Mark Ambler and Colleague from WYG
1/1/19	Apologies for Absence Apologies had been received from Cllr Beach and Cllr Hand.
2/1/19	Declaration of Interest and Approved Dispensations The following declarations were made: Cllr Cross – Planning; Cllr Underdown – the Foreshore and Dinghy Park.
3/1/19	Minutes of the Full Council Meeting held on Monday, 10th December 2018 and the Exempt Minutes of Monday, 10th December 2018 RESOLVED that the minutes of both meetings, having been circulated, are approved and signed by the Chairman. Proposed: Cllr Underdown Seconded: Cllr Ryan

Public Session

4/1/19	The member of the public enquired what the Parish Council's view was of the Planning Inspectorate's endorsement of the Planning Application for 70 houses opposite Mercury. The Clerk responded saying that the Parish Council had objected to Planning Permission being granted and submitted a 13-page document listing their reasons for this. The application had been referred to the Planning Inspectorate and their decision was to allow building on this site. At present Eastleigh Borough Council are considering whether to request a Judicial Review of this decision, however, the decision can only be challenged if it were proven that they had committed procedural irregularities in considering the application. A Judicial Review would cost the Borough Council in the region of £18,000 to £20,000; if it was proven that the Planning Inspectorate's procedures were in accordance with all regulations, the Borough Council might have to pay legal costs which could amount to £200,000. Cllr Cohen thanked the parishioner for his interest.
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7.15 pm The member of the public left the meeting

Chairman's Signature: Date:

Community

5/1/19

Hamble Lane Traffic Survey

Mr Mark Ambler presented an initial overview of the results of the Traffic Survey his organisation had undertaken on behalf of Hamble Parish Council. The survey was done between 4th-10th December on Hamble Lane. The data showed that the morning peak traffic period was from 6-10 am each day and the evening peak flow extended from 2-8 pm. Mr Ambler recommended that the Parish Council undertake further surveys at other locations, Hamble Lane/Satchell Lane, which would provide more information on through flow of traffic. The cost of this would be £350 per site. The full report of the survey would be sent to the Parish Council shortly.

7.29 pm Cllr Schofield left the meeting.

The Council requested that Mr Ambler provided a short (1 page) guidance note on how the information in the report could be used by the Parish Council when considering Planning Applications. Cllr Cohen thanked Mr Ambler and his colleague for attending the meeting and providing a preview of their report.

7.54 pm Mr Ambler and his colleague left the meeting.

RESOLVED that the Council agreed to undertake further traffic monitoring throughout the village, as proposed by WYG's representatives. **CLERK**

Proposed: Cllr Underdown Seconded: Cllr Dajka

6/1/19

Precept and Budget for 2019/20

The Clerk said that there were some projects identified by the Asset Management Committee which had not been shown as capital projects as there are other financial resources that could be used for these. The budget showed matched income and expenditure at £371,510 which is achieved by a 2.2% increase in the Parish Council's precept. The budget for Festive Lights (4210) was queried and it was decided that this would be increased from £4,000 to £6,000. The Clerk said that payment expected from Hamble Lifeboat (£12,000) had not been included in the budget and would accommodate any minor changes in the budget figures.

RESOLVED that the Council agreed (1) the list of projects and the funding source for 2019/20; (2) the list of fees and charges for 2019/20; (3) an increase in the precept of 2.2% in line with CPI and the budget for 2019/20 and (4) staff pay for 2019/20. **CLERK**

Proposed: Cllr Underdown Seconded: Cllr Woodall

8.12 pm Cllr Schofield returned to the meeting: Cllr Airey and Cllr Manning left the meeting.

7/1/19

Recommendations from the Asset Management Committee

St Andrew's Cemetery: Cemetery Regulations – Page 3, Item 12 Personal Effects, line 2/3: "such items may be removed" (replaces "will be removed"). Memorial Regulations – these were noted.

Cemetery and Burial Policy: bullet points in paragraph 5. First point - remove the word 'substantial'. Second point delete the words "Remaining within a certain distance from".

RESOLVED that the Council agreed to the Cemetery Regulations, Memorial Regulations and Burial Policies put forward, with the agreed changes.

Chairman's Signature: Date:

Proposed: Cllr Cohen

Seconded: Cllr Underdown

CLERKCar Parking Fees and Terms of Reference for the Asset Management Committee:

RESOLVED that the proposed alteration of the car park fees at the Foreshore Car park be agreed and the change to the Terms of Reference for the Asset Management Committee be approved increasing the membership by 1.

CLERK

Proposed: Cllr Cohen

Seconded: Cllr Underdown

9/1/19**Vision for the Foreshore**

The Clerk reported that the Parish Council had the opportunity to engage the services of a Mr Andy MacIndoe (who had been recommended), to assess both the landscaping around the Foreshore and the seating.

RESOLVED that the Council agreed to the Clerk engaging the services of Mr MacIndoe to assess the landscaping and seating around the Foreshore, to negotiate a price for this work up to an expenditure level of £1,000. Mr MacIndoe's brief was to take into account previous work done to the Foreshore and to note that the Council did not want any radical changes.

Proposed: Cllr Underdown

Seconded: Cllr Ryan

CLERK**10/1/19****Clerk's Report**

The Clerk highlighted the following aspects of her report:

Item 1 – Communication from Cllr R Humby regarding Hamble Lane Consultation The Council agreed that The Clerk should draft a response to the letter to be approved at the next Planning Committee meeting. **CLERK**

Item 2 – Donkey Derby Field The Clerk outlined the background of the request to use the Field for parking for a charity walk. The Council suggested the use of the Roy Underdown Pavilion for parking, and that it could be opened on the day for walkers to use the facilities there. However, this might clash with football events: Clerk to investigate the feasibility of this. **CLERK**

Item 3 – The Mercury Since the meeting with the Chief Executive of Eastleigh Borough Council there has been improvements in support for the venture. From the 1st February the Parish Council will be able to take bookings to use the space and by the end of February/beginning of March the library will be open. Hampshire Libraries only provided 1,200 books, whereas there was a promise of 2,500 books and shelving had been provided for that number.

Item 4 – Crime Meeting The date has been set for this – 23rd January at 7 pm in Hamble Village Memorial Hall. This would be publicised on the Council's web site and Facebook page. **CLERK**

Item 5 – Dinghy Park Users Annual Meeting The Clerk proposed that this be held before the next full Council meeting in February, starting at 5/5.30 pm. This was agreed. **CLERK**

Item 6 – Civic Awards The Clerk said that if the Council wanted to progress this, it would be best dealt with in June. Information could be circulated via the next edition of the Village Magazine giving the criteria for nominations. The Clerk felt that this initiative was primarily up to the residents of the village to drive.

Item 7 – Refund to Advertiser in the Village Magazine The background to this request was outlined by the Clerk

RESOLVED that the Council agreed to a refund of £87.78 + VAT being refunded to the advertiser. **CLERK**

Proposed: Cllr Underdown Seconded: Cllr Rolfe

Item 8 – Gun Emplacement The issues in safeguarding this monument were noted. The Clerk was asked to write to the local MP regarding the problems around making the supporting structure safe. **CLERK**

Planning Applications

11/1/19 *A/18/84369 Hamble Community Sports College, Satchell Lane, Hamble SO31 4NE.* This application was noted: the Council did not wish to make any comment on it. **CLERK**

Finance and Payments

12/1/19 **Football – Bad Debts** This item to be deferred to the next Council meeting.

13/1/19 **iZettle Report** The Deputy Clerk reported that there had been a big saving in using this system – an income of £160 and charges of £2.85.

14/1/19 **Petty Cash and Bank Reconciliations**
The account reconciliations for December were as follows: Main Bank Account £127,153.90.18 (there were 2 outstanding queries on this account, both of which had been resolved). Petty Cash £71.16. Interest of £105.08 had been paid on the reserve account. The Petty Cash reconciliation had already been signed off by Cllr Schofield. The Bank reconciliation, Schedule of Payments and Income and Expenditure Schedule were signed off at the meeting by Cllr James.

15/1/19 **Schedule of Payments**
These had been circulated and noted.

16/1/19 **Income and Expenditure Schedule**
This had been circulated and noted.

RESOLVED that the Council approved the reconciliation balances, noted the interest paid on the Reserve account, approved the schedule of payments and the income and expenditure schedule for November. **CLERK**

Proposed: Cllr Rolfe Seconded: Cllr Cross

17/1/19 **Exempt Business** To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act.

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

Chairman's Signature: Date:

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

Proposed: Cllr Cohen Seconded: Cllr Underdown

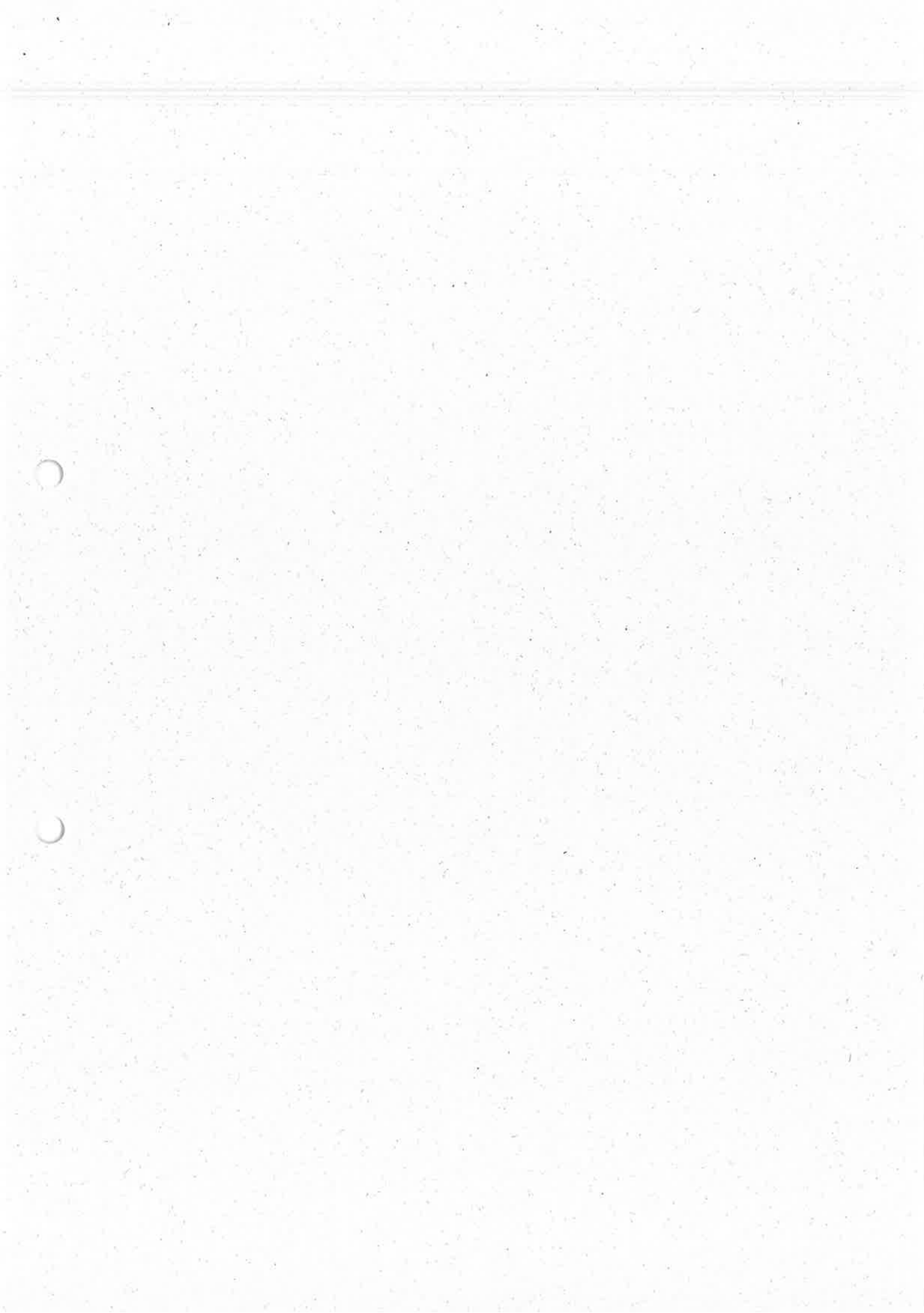
The matters to be discussed was as follows:

- Issues from the Asset Management Committee: (a) Leases; (b) GE Aviation
- Notes from the Personnel Committee of 23rd October 2018 regarding staff salaries for 2019/20

Meeting ended at 8.58 pm

DRAFT

Chairman's Signature: Date:



Crime meeting - notes

The Council arranged a community meeting to discuss community safety and crime issues within the Parish. The format followed the success of the Hound event.

The following organisations were represented as follows:

Hampshire Police

Sgt Matt Moss - matthew.moss@hampshire.pnn.police.uk

PC Robin Tebb - robin.tebb@hampshire.pnn.police.uk

PCSO Hannah Jeffcoat - Hannah.jeffcoat@hampshire.pnn.police.uk

District email address: Eastleigh.police@hampshire.pnn.police.uk

Eastleigh Borough Council

Melvin Hartley – Safety and Resilience Manager - Melvin.Hartley@eastleigh.gov.uk

Matt Blythe - Matthew.Blythe@eastleigh.gov.uk

Hamble River Harbour Authority

Jason Scott – jason.scott@hants.gov.uk

David Shakespeare – David.shakespeare@hants.gov.uk

Youth Options

Mike Mulvey - mikemulvey@youthoptions.co.uk

Cllr David Airey - Cabinet Member for Transport

Cllr Tonia Craig – Chair of the LAC and Cabinet Member for Health

Cllr Malcolm Cross – Hamble and Netley

Cllr Adam Manning – Hamble and Netley

Ten members of the public attended the meeting.

The meeting opened with an overview from Sgt Matt Moss about neighbourhood policing followed by a Melvin Hartley outlining the partnership working to manage crime and anti-social behaviour and the priorities of the Community Safety Partnership from September 2018 to March 2020. More details can be found at the following:

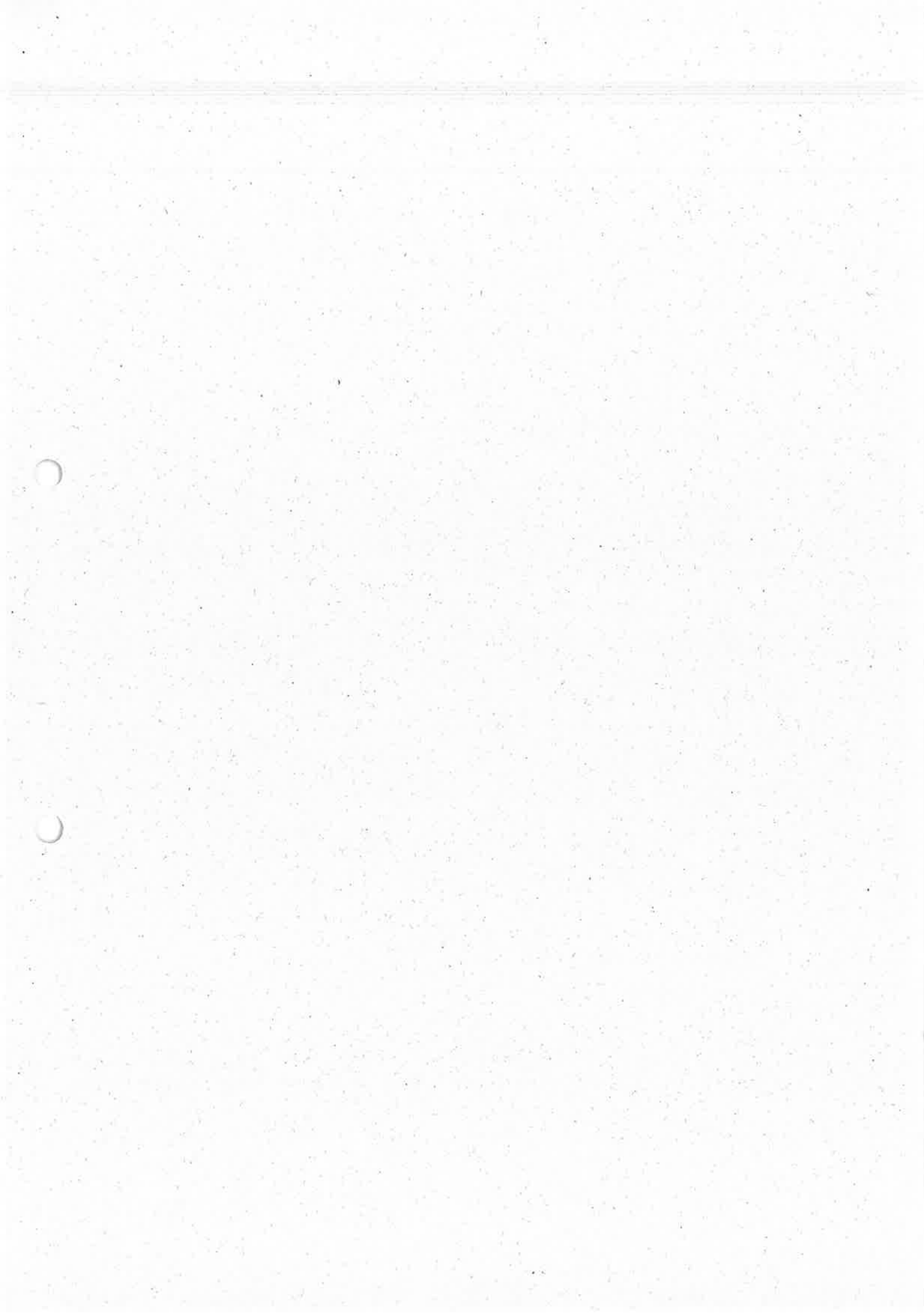
<https://www.eastleigh.gov.uk/media/4374/ecsp-strategic-review-2018.pdf>

Several issues came from the floor. These can best be summarised as follows:

- Importance of surveillance and the role of CCTV and the use of domestic footage
- Reduction in street lighting on crime rates
- Intelligence led policing and local issues
- Anti-social Behaviour especially at the Foreshore and options for managing it
- Youth outreach
- Communication channels and the importance of reporting to support directed patrols

The meeting concluded at 8.30 with the following agreed as issues for further consideration/action

- Promote the use of social media (WhatsApp) to act as an early detection system – modern form of neighbourhood watch
- Investigate Community Wardens (EBC meeting on Enforcement might inform this - see Clerk's report)
- Promoting Neighbourhood Watch
- Week of action to help reduce thefts from vehicles and property
- Investigate the cost of CCTV.



Hamble Parish Council

Council Meeting

11th February 2019

Response to Audit Report

Recommendation

To accept the Auditors report and actions for attention and to consider the management actions proposed.

Each year the Council received two audit visits; one that focuses on governance and compliance and the second at the end of the financial year as part of the Annual Accounts process.

The report from the recent visit is attached. As it is pdf document the management actions follow the order in the report.

Control area	Management response
Changes to staff and Membership	All departures will be noted in future.
Aged debtors	A report will be produced each quarter as required.
Burial ground	AMC will keep the current position under review. In addition, an approach to Hedge End TC will be made regarding the service they provide.
Planning Application paperwork	Planning Committee considered this and requested that copies continue to be provided. Not including the application form for each case but rather the plans and a full set of papers at the meeting would significantly reduce the use of paper.
Bank Statements	The front page of a bank statement was on line showing the balance. This will be removed in future and only sent around to members.
Bank deposits	This remains an outstanding issue and should be prioritised if the reserves are to remain high.
General Reserves	The earmarked reserves will result in a programme of activities designed to draw down the balance of the general reserves as well as providing flexibility throughout the year to bring forward additional projects as needed.
Earmarked reserves	Noted

Rates of Pay	Rates of pay were circulated as part of the budget process but were not minuted as being noted. Will ensure its minuted next year
Community Library	Noted and now happening
Community hub	Will look to work with other providers to maximise the benefits of the hub.

Appendix

1. Interim Internal Audit Report dated 24th January 2019

Do the Numbers Limited

37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341

24th January 2019

Amanda Jobling, Clerk
Hamble Le Rice Parish Council
Memorial Hall, 2 High Street
Hamble-le-Rice
Southampton, SO31 4JE

Dear Amanda,

Subject: Review of matters arising from interim Internal Audit for 31 March 2019

Please find below the final list of matters arising following my visit to the office today. Overall I found the records to be in good order and systems are again improved since last year. The council should aim to address the points listed in advance of the year end

Control area	Issue	Recommended Action
Changes in staff and membership	During the year a new member was co opted and new grounds staff recruited without any evidence of prior resignations.	The council should always clearly minute the departure of any member of the council or officer, so that there is a clear rationale for their replacement.
Aged debtors	There is a balance on the ledger which is over one year old.	Members should, on a quarterly basis, ensure that monies owed to the council have been paid.
Burial ground	It would appear that there have been some issues with certain operators about compliance with council procedures.	It may be worth the council compiling a list of approved gravediggers and funeral directors who have signed up to comply with council requirements.
Planning application paperwork	It appears that full planning documents are being included in paper agenda packs rather than links to the portal.	A significant use of officer time and paper resources could be saved by viewing plans solely online during meetings.
Bank statements	It appears that on occasion, pictures of bank statement have been included within the agenda pack. This should be avoided under GDPR.	When members receive their agenda packs they should always check them for completeness and compliance.
Bank deposits	At present the reserves of the council are all in accounts which earn less than 0.5% interest.	While seeking investment income is not the prime aim, some accounts – such as the <u>CCLA PSDF</u> – offer more.

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

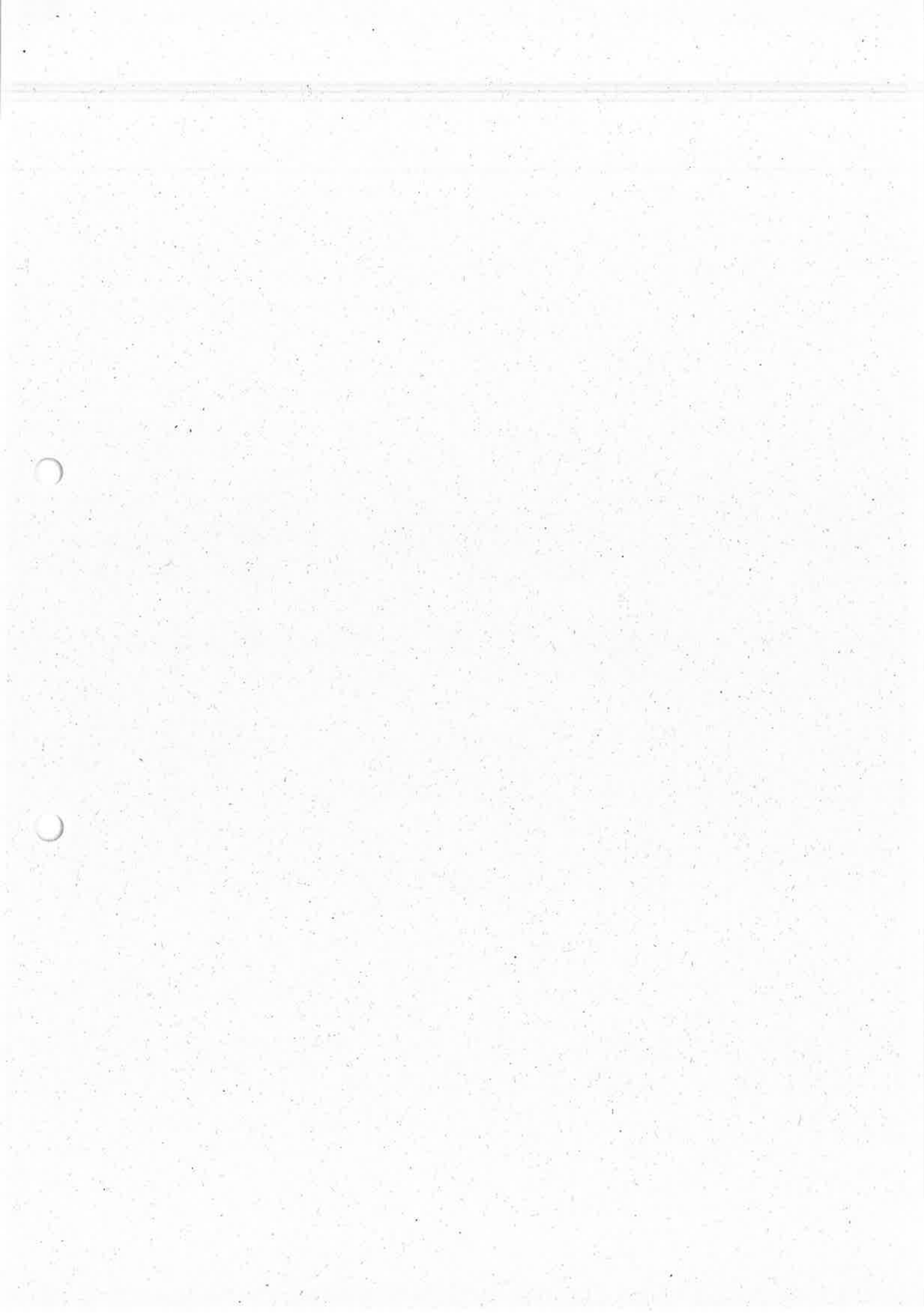
General reserves	The general reserves of the council have been higher than best practice for some years.	Now that the office team are at full strength, members should bring forward capital renewal projects for the benefit of taxpayers.
Earmarked reserves	The council has correctly identified some projects that can be undertaken in 2018/19	The Fixed asset register can be used as a capital planning tool to best manage Council facilities.
Rates of pay	When the budget is being set, members need to be certain that they are taking into account the full cost of employment of current and planned staff.	It is good practice to confidentially minute at the start of budget setting the rate of pay, hours and terms of all staff.
Community Library	It is unclear how the community library will function efficiently without access to the appropriate software.	The council should consider commencing the 'hub' part of the building without the 'library' part so that taxpayers receive value for money.
Community hub	The new Mercury Building would appear to offer a good multi functional space. To get the best from it, the council needs to be willing to think laterally and be ready to backtrack from ineffective ideas.	Seeking advice from those who have gone before – including Southampton community libraries, the Southampton scrapstore, home educator networks and CIC cafe operators will reduce the chance of repeating the mistakes of others.

I will return to the excellently laid out office on May 22nd to complete the review. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene



CLERK'S REPORT

Recommendation

To purchase further 15 online training spaces from Educare at a cost of £406+VAT

Approve a grant of £4,000 to support the continuation of a youth service on the peninsula if the current grant funding is reduced and subject to equal contributions from other parties.

Agree to the use of Mount Pleasant or The Roy Underdown Pavilion (RUP) on Monday evenings for youth outreach free of charge.

Update on The Mercury and Volunteers

Volunteers have been in the Mercury on a regular basis working to ready the books for lending at the start of March. Volunteers have been shown a spreadsheet designed to capture lending information and the books are being catalogued ahead of the end of February. Additional books are being sought from Southampton City Council and if this is not feasible then options to increase choice through a book exchange will be considered.

Four residents have attended the first Citizens Advice surgery and next week will be the first digital skills session run by Barclays.

The on-line booking system is now live and people are being referred to it as enquiries come in. If the Council want to continue using the building (a 6-month trial was agreed from December 2018) then bookings will need to be made. Initial discussions have taken place at an officer level regarding the hire costs. It is recommended that a letter is written to the Local Area Committee (LAC) requesting that the costs of hire be waived.

More people are approaching the Council to volunteer. Currently we are not able to provide any further training as the places purchased from Educare have been used. Although the modules of training do take time to complete, the feedback from volunteers has been positive; so much so that it would be a good tool to use for new member induction in 2020. Initially thirty spaces were purchased. A further 15 spaces are requested at a cost of £406+VAT.

Youth Options/Outreach

The current provider Youth Options is due to be notified about the success of their funding bid to Hampshire County Council to continue the current outreach provision. Indications are that there will be a shortfall in grant of about £20,000 on last year's grant. The LAC has asked whether the shortfall can be met by the three parishes alongside a contribution from the LAC. This would mean a contribution from Hamble Parish Council of £4,000 next year.

Monitoring information from Youth Options indicates that young people from Hamble are engaging with the project, both within the village and across neighbouring areas. In addition to this, Youth Options are currently operating in Netley and Bursledon on Tuesdays and Wednesdays and doing out reach on a Monday across the patch because they don't have a venue for a Monday evening. Mike Mulvey from Youth Options has indicated that they would be happy to use either the RUP or Mount Pleasant on Monday evenings. The current condition of Mount Pleasant might make this venue unsuitable although it is a popular location with young people given the skate park. The Mercury might be an additional venue on those Mondays when we are not holding meetings there. Establishing demand at the other

locations would be sensible before committing to the use of The Mercury at this stage. Youth Options would be asked to provide risk assessments and a method statement about the use of either facility. The facility would be provided free of charge. If there are any concerns about the use of either RUP/Mount Pleasant can you please let me know.

Secure Document Scanning

Council agreed to consider Secure Document Scanning for our legal documentation. This would then enable it to be stored off site in secure conditions. The nature of the documents means that only specialist companies can scan them. Two companies were approached: Marathon and Pro Scan.

The Marathon quote is a fixed price and the Pro Scan quote is variable, but the latter does appear to have a lower per unit cost and offers additional services.

QUOTES

Marathon - £897.60 +VAT (fixed cost)

Pro Scan - £756.75 (estimate)

In addition to the scanning cost, a secure location will still be needed and this will come back for decision at a later stage.

Flowers in The Square

Historically, Eastleigh Borough Council (EBC) have provided flowers in The Square each year. Last year there was an oversight and they were not supplied. I have emailed the Local Area Manager requesting that they are supplied this year.

Fee Proposal for Dilapidations at The Roy Underdown Pavilion

A fee proposal for the dilapidations survey and design work has now been received. The cost of the works is set out in the attached letter from Michael Weakley Associates dated 4th February 2019.

Enforcement Meeting on 28th February

EBC have invited the Chair and the Clerk to a meeting regarding enforcement issues. The meeting scheduled for the evening of 28th February 2019. The meeting will cover all aspects of enforcement carried out by EBC.

Appendices

1. Marathon Quote dated 15th January 2019
2. Marathon Email with breakdown of costs dated 20th January 2019
3. ProScan Quote dated 05/02/2019
4. Letter from Michael Weakley Associates dated 4th February 2019



27-29 St.Mary's Place, Kingsway,
Southampton, SO14 3HY.

tel: 023 8022 0481 fax: 023 8023 0452

email: sales@marathonmicro.com

www.marathonmicro.com

REF: KD001038

15th January 2019

Jack Emerson-Heaney
Clerk to Hamble-le-Rice Parish Council
The Memorial Hall
2 High Street
Hamble-le-Rice
Southampton
SO31 4JE

Dear Jack

Please find details and pricing to below as requested.

Quotation

Two drawers of planning documents & drawings (approximately 42 folders) for scanning	
To collect, prepare, scan documents & drawings in black & white with colour were needed, index to folder name, scan images into PDF format & return images on CD.	
All documents returned & banded in their folders.	
Total	£897.60

***All Prices are subject to V.A.T & Valid for 90 days
Minimum orders may apply***

Keith Dray

Keith@marathonmicro.com

Hamble Parish Council - Office

From: Keith Dray <keith@marathonmicro.com>
Sent: 30 January 2019 08:51
To: Hamble Parish Council - Office
Subject: RE: Quote KD001038

Morning Jack

I have had a word with my boss, our price is quoted as a job rate and we would complete all work for this fixed cost. However if you would prefer a sheet rate they would be as follows:

A4/A3 Black & white documents 9p per image.

A4/A3 Colour documents 12p per image.

A2/A1 Black & white drawings £3.30 per image.

A2/A1 Colour drawings £4.20 per image.

All work includes us to collect, prepare, scan, index to folder name, scan images into PDF format and return images on CD. All paper work returned & banded in their folders.

I hope this meets your requirements. If you have any questions regarding this, please get in contact with me.

I look forward to hearing from you at your earliest convenience.

Thanks in advance

Keith Dray
General Manager

Marathon "The Archiving Specialists"
27-29 St Mary's Place, Southampton, SO14 3HY

Telephone: 02380 220481
Mobile: 07810 633190
Email: keith@marathonmicro.com www.marathonmicro.com

On 29 January 2019 at 13:17 Hamble Parish Council - Office <Office@hamblepc.org.uk> wrote:

Hi Keith,

That's great, thank you.

Scanning Project

- 2 x filing cabinet drawers of deeds.
- Document preparation is required (staple removal, unfolding etc.)
- All documents scanned to multi PDF's @ 300dpi in B&W.
- Documents are mostly A4 single and double sided with some larger plans.
- PDF's indexed as per title of deed
- Return images back on USB flash or upload to ProScan Cloud.
- Documents securely destroyed 14 days after receipt of digital images or returned back.

Scanning Estimates

(2 x cabinet drawers – Approx. 6,000 scans)

Supply and pack 3 x boxes	£6
Prep, scan & Index approx. 5,500 sheets	£365.75
Prep, scan & Index approx. 500 sheets (Bound documents mix A4 – A3)	£375
USB/DVD of scanned images	£10

Approx. Project cost: **£756.75**

All scanning will be charged as per the unit rates below and an audit file produced detailing the total number of scans in each file etc.

Scanning Prices:

• Collection & delivery to/from Hamble	No Charge
• Supply and pack boxes (If required)	£2 per box
• B&W/colour scanning up to A4 inc. Preparation	6.65p per scan
• B&W/colour scanning up to A3 inc. Preparation	12p per scan
• Bound A4 documents	50p per page
• Bound A3 documents	£1 per page
• Bound A3 documents	£1 per page
• A2 drawings in B&W	95p per scan
• A2 drawings in colour	£3.50 per scan
• A1 drawings in B&W	£1.95 per scan
• A1 drawings in colour	£5 per scan
• Indexing images as required	£10 per 1000 keystrokes
• Supply scanned images back on USB Flash Drive	£10 per USB
• Secure destruction of documents (Certificate of destruction provided)	£10

ProScan Cloud service

• Initial set up uploading first data	£50
• User licence	£6 per user per month
• 1 x GB of storage	£2 per GB per month
• Account changes/new users added	£35
• Data uploads	£10



All prices quoted are subject to VAT.

Collection/Turnaround:

We can collect the documents at a few days notice and the approx turnaround would be around 2 weeks.

Benefits of using ProScan

- Established company formed in 2006
- ISO 9001:2015 accreditation
- All staff are DBS checked
- Quality of the scanned image – We are scanning directly from the master and using the latest document scanners that are able to produce excellent results even from the poorest of originals.
- All boxes will be uniquely identified with job number and company details.
- ProScan can retain the images on our servers and can be easily backed up as part of your disaster recovery program. (Otherwise all images will be removed after 90 days as part of our GDPR policy)
- Free scan on demand service should any files be required whilst they are off site waiting to be scanned.

Should you require any further information or any other have any queries on the above please don't hesitate to contact me or in my absence Mr. Ian Hearn.

Yours sincerely



Andy Richards
Director

Email: andy@pro-scan.net
Tel: 023 8063 0050



Michael Weakley Associates

chartered architect



49 The Avenue Southampton SO17 1XQ

Tel: (023) 8063 7287

Amanda Jobling- Parish Clerk
Hamble-le-Rice Parish Council
The Memorial Hall, 2 High Street
Hamble-le-Rice
Southampton SO31 4JE

4th February 2019

Our Ref: MRW/ere/708

Dear Amanda,

ROY UNDERDOWN PAVILION.

It was good to meet up with you, and Richard was very helpful showing me around to those areas, which were inaccessible on the first occasion.

As I understand it, there is the potential of some funding money coming from Aerostructures, as a condition of developing the cricket pitch and surrounding area at the Folland site. Sport England is also a consultee on the development project and will be advising EBC.

Previously the College playing fields supported two adult football pitches and a cricket square. However, in the last couple of seasons the cricket square has been redundant, as there was no requirement.

This would change if Follands Cricket Club (previously Hamble CC & Aerostructures CC) are ousted from their present site. Some work will obviously be needed on the cricket square, but the Roy Underdown Pavilion will also need refurbishing and upgrading, as it is 24 years since it was built.

Independently, the Parish Council wish to explore a number of options to make the top floor Clubroom more attractive and beneficial to other possible users. Whilst still serving the cricket team for cricket teas in the summer months this will only be on a Saturday and possibly some Sundays.

One option is to relocate the kitchen area down the other end. It was also stated that the team toilets should be located on the ground floor, so that the Clubroom can be rented out independently.

You requested a fee quote for a condition survey, which I can do on your behalf as I undertake quinquennial inspections for churches on behalf of Winchester Diocese. This cost will be **£550 + VAT**. This will pin point some maintenance issues as well as general repairs.

ROY UNDERDOWN PAVILION.

As a second stage feasibility study, I could then look at one or two design options to incorporate the changes you desire. This would also include cost estimates.

Both the report and scheme designs would then assist in determining how much you are willing to spend and whether assisted funding would be available.

The cost of this secondary report with drawings would be £850 + VAT. I have kept these figures as low as possible.

I hope that I have incorporated correctly but should you have any query, please do not hesitate to contact me.

With kind regards

Yours sincerely,

Michael Weakley

MICHAEL WEAKLEY ASSOCIATES



Enforcement Meeting on 28th February

Email from Matt Blythe dated 8th January 2019

As you may be aware it has been proposed that the Borough and Town/Parish Councils come together to discuss enforcement services within their areas. In particular;

- The range of enforcement work
- Expectations of Parishes and the Borough – core services that all receive and the potential for Local Area, Towns and Parishes to resource and request additional services
- What local enforcement priorities are
- What currently works well
- Gaps in current provision
- Ideas for more efficient and effective services

We would like to invite the Chair (or representative) and Clerk of the Town/Parish Council to join Local Area Committee Chairs and specialist officers to discuss this important issue here at Eastleigh House, Upper Market St, Eastleigh at 7pm until 9pm on Thursday 28 February 2019. Please can you let me know if you are able to attend.

I look forward to hearing from you.

Matt

