

Minutes: Hamble Parish Council (HPC) Asset Management Committee Meeting 7th January 2020, 8.30am, The Roy Underdown Pavilion, Baron Road, Hamble

Present: Councillors: S Schofield (Chair); S Cohen; J Dajka; S Hand; A Thompson; and I Underdown.
Clerk, Head of Grounds and Assets, and Deputy Clerk

Members of the Public: 1 member of the public

Minute reference for the meeting: 07.01.20 + item number

1a. Apologies for absence			
Cllr Cross			
1b. Declaration of interest and approved dispensations			
Cllr Underdown – Dinghy Park and Foreshore Cllr Hand – Dinghy Park			
1.c To approve minutes of previous Council Meetings			
It was RESOLVED that the minutes, including the exempt minutes, of the meeting of 05.11.2019 were accepted as a true record and the minutes were signed by the Chair.			
Proposed	Cllr Underdown	Seconded	Cllr Hand
2. Public Participation			
The member of the public did not participate.			
3. Donkey Derby Field Allocations Policy			
<p>The Committee considered the two main submissions from Hamble River Sailing Club (HRSC) and from the Hamble Classics' organiser and thanked them for their time. The main points were as follows:</p> <ul style="list-style-type: none">• The Committee welcomed the recognition that the Field was an important facility for all the village and that the past efforts to retain it were important but that access and terms of use for the field should be on an equal footing.• That in general the field should be available to all and that only in exceptional circumstances should the field be closed. These circumstances should be set out at the time of making the application.• That debit card payments would be excepted but that hirers should be aware that the time taken to refund the money could take up to 2 weeks given the need for a secondary authorisation.• Deposits could be held over if there were multiple events• Admin charges were linked to the use of the facility not per event• The use of the field for the "Round the Island" race should be coordinated by the Combined Clubs.• That the Council is not able to assist in the identification of owners of vehicles as we have no more than public access to the DVLA data base. Social media has been used successfully in the past.• Where multiple days were booked there was no requirement for cars to be removed overnight. <p>These changes were agreed and would be recommended to Council before the applications were sent out.</p>			
Proposed	Cllr Schofield	Seconded	Cllr Underdown

4. Dinghy Storage Park (DSP) Report			
4a. Marking of spaces			
Members debated the pros and cons of marking spaces through paint marking versus railing marking or move to an area-based allocation process. It was agreed that there was a need to consider this more as the space is of a premium as are the expectations of users – in particular a desire to be able to get down the side of the boat which isn't possible at the moment.			
4b. Moving of the Oppie Rack			
The safety issues concerning the location of the Oppie Rack were considered along with the discussions with HRSC. Moving the rack 4 spaces towards HRSC would help to reduce some of the sightline issues. This would not reduce the number of large dinghy berths as they are freed up elsewhere. Agreed in principal but agreed to do a site visit before confirming it. Alongside the relocation of the racks would be a request for more information on their safety management arrangements for the Dinghy Park.			
IT WAS RESOLVED TO: carry out a site visit with a view to asking HRSC to move the Oppie Rack four spaces towards the Club House.			
Proposed	Cllr Dajka	Seconded	Cllr Schofield
Commissioning a Safety Audit from Hampshire County Council on Footpath 15 was discussed and agreed with a budget of £2,500 from the EMR for the Dinghy Park Improvements.			
IT WAS RESOLVED TO: recommend to Council that a safety audit of the junction of Quay Road/footpath 15/ entrance to the Dinghy Storage Park is commissioned from Hampshire County. A budget of £2,500 from the 2020 EMR from Dinghy Park Improvements.			
Proposed	Cllr Cohen	Seconded	Cllr Dajka
4c. DSP Working Group			
<p>The issue of the open-air shower was discussed along with the wider issues that were needed on the Foreshore. The shower and bike pump if needed were better located elsewhere on the Foreshore but there needs to be a clear distinction between the two areas.</p> <p>Grounds for refusal of the proposal:</p> <p>Disabled users have access to the water either via the public slipway or RSYC and there has been no response from current users needing specialist space, users that have responded have not supported the allocation of a purpose based space and competitors should contact organisers who can liaise with us as well as giving regard to the RYA code of practice.</p> <p>Space for trailers was not seen as a good use of space and the terms and conditions (which are generally similar across all dinghy stores) that people are required to take trailers back to their space.</p> <p>Condition of the slipway was discussed. The user that raised it has not come back to clarify it but there is a suspicion is that it is to do with the drop off at the end of the Slipway which continues to change and mud accumulates.</p> <p>On the issue of bike pump and open-air shower is not part of the dinghy park and work on the vision of the foreshore will at some point consider these wider issues</p>			
4d. DSP User Meeting & correspondence from a member of the public			
The correspondence from the resident was welcomed and considered alongside the feedback that came from the DSP Users Meeting and the follow up survey work. It was agreed that options were available for disabled sailors to get onto the water either via the Royal Southern Yacht Club or the public slipway, although short term arrangements could be made if part of a formally arranged event subject to the organiser highlighting the need in advance.			

4e. 2020 application and allocation process update			
The Deputy Clerk outlined the progress so far in the DSP allocation process and the success with the online form. Confirmed that there would be some minimal changes to spaces but these were only small in number.			
5. Report from Deputy Clerk			
5a. Insurance and risk assessment requirements for regular hirers of Council facilities			
<p>Public Liability Cover –</p> <p>The report highlighted the need to ensure that hirers had adequate insurance for the use and activity carried out in our premises. There was concern that if staff identify a level of cover and it was not adequate that they could be blamed and a claim would be made against HPC</p> <p>Agreed the following:</p> <ul style="list-style-type: none"> • Arrange for the One Community workshop • Contact the underinsured individual to highlight our ongoing concerns • Insurance Association • HALC/NALC/SLCC to find out • Also look at Event Insurance website for information 			
5b+c. Meeting with Father Graham and Memorial Policy, changes to the Memorial Regulations and Memorial Application Form and fees for Forms of Renunciation			
<p>Agreed to contact Father Graham and Church Wardens to arrange a site visit to consider the issues.</p> <p>The Memorial Policy was discussed and subject to some minor changes regarding the site plan it was agreed.</p> <p>And all approved the policy, fees and the course of action.</p>			
Proposed	Cllr Hand	Seconded	Cllr Thompson
5d. Allotments			
Check the legal agreement to see whether there is any control over the route way or whether it is set out in the lease. Agree to meet the allotment holders but check the legal agreement first. Also check the rail trail ownership.			
5e. Foreshore – Locking devices on for the public facilities and the benches on Southern Quay			
Note that the amount highlighted as a contribution from the HRHA was 60k when it was in fact 70k.			
5f. Roy Underdown Pavilion Improvements			
<p>Members welcomed the changes to the RUP. The Head of Grounds and Assets was asked to look to get USB points included as part of the electric sockets when they are replaced.</p> <p>Price up for the external decorating</p> <p>Start work on the boiler replacement – Generate a PID for the next meeting</p>			
All the recommendations approved except the first which was deleted and with the addition to check the legal status of the path in this report were taken as a single vote and were approved.			
Proposed	Cllr Dajka	Seconded	Cllr Cohen
EXEMPT BUSINESS			
To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act.			

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

Proposed	Cllr Underdown	Seconded	Cllr Cohen
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11. Insurance Claims – verbal update

Committee was updated on two insurance claims

The meeting ended at: 10.57am

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