

ASSET MANAGEMENT COMMITTEE

8.30am on Tuesday 2nd July 2019

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

This meeting is open to members of the public.

AGENDA

1. Welcome

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

2. Public Session

3. Terms of Reference

- a. Change to Membership

4. Changes to Donkey Derby Field Allocation

5. Feedback/updates on:

- a. Sin Bin and Hamble River Sailing Club Proposals
- b. Beach Hut Bin Store
- c. Landscaping in Area of Circular Bench
- d. Footpath/Barrier
- e. Dinghy Storage Park
 - i. Terms of Reference and Work Programme

6. Working Group Updates and Agreements of Deadline

- a. Foreshore
- b. Southern Quay
- c. CCTV

7. Christmas Lights

8. Leases Review

9. Football Season 2019/20

10. Project Review and Update

11. Insurance Schedule

EXEMPT BUSINESS

12. Approve Exempt Minutes

13. Football Season 2019/20

Dated: 25th June 2019 **Signed:** *Amanda Jobling* - Clerk to Hamble Parish Council

UPCOMING PARISH COUNCIL MEETINGS (subject to being agreed by Council on 13th May)

Full Council – Monday 8th July, 7pm at The Mercury

Personnel Committee – Tuesday 16th July, 9am at The Mercury

Planning Committee – Monday 22nd July, 7pm at The Mercury

Asset Management Committee – Tuesday 3rd September, 8.30am at The Mercury

HAMBLE PARISH COUNCIL

MEETING ASSET MANAGEMENT COMMITTEE MINUTES

VENUE The Mercury, Hamble

DATE Tuesday 7th May 2019

TIME 8.30am

PRESENT Councillors: Schofield (Chair), Thompson and Underdown and
Cllr Dajka arrived 8:35am
Clerk, Deputy Clerk and Head of Grounds and Assets

1. Apologies: Cllr Cohen and Cross
2. Interests and dispensations: Foreshore and Dinghy Storage Park – Cllr Underdown
3. Minutes of the previous meeting

Proposed Cllr Underdown

Seconded Cllr Thompson

IT WAS RESOLVED that the minutes of the 2nd April 2019 be approved.

4. Public session:

3 members of the public (two of whom were from Hamble River Sailing Club (HRSC)) attended the meeting to discuss the proposals submitted by HRSC for the use of the Sin Bin. The proposals and the reasons why they are being suggested were set out in detail by an HRSC representative. They have a need to consider additional storage provision over and above that provided by a local resident. The proposals include space for relocating HRSC bins, a building/structure and space for HPC to continue to use as a pound.

A local resident, who currently provides storage for HRSC, identified the long-standing nature of the relationship with HRSC and the support they have provided to HRSC over the years for projects aimed at young people. In recent times there has been a breakdown in communications that has seen HRSC undertaking changes to the shed without any consultation and the move of the oppie racks directly outside of their gates without discussion.

Another representative from HRSC stated there was recognition they needed to improve communication. They were focused on bringing young people from the village onto the water and had acquired 6 new SUP to help with this. They lacked storage for the SUP's and until they resolved this they were limited in taking this forward.

It was clear that the current storage provided by the resident would continue to be available if there was open and genuine communication with HRSC.

Cllr Underdown asked what assurances can be given if the Council are to consider the proposals for the pound, that the current obstruction of Footpath 15 will cease. HRSC responded that they sometimes cannot get onto their own site for cars obstructing access and that this should be addressed.

4. Proposals from the Hamble River Sailing Club - Discussion was deferred to the exempt business.
5. Agree Membership of Task and Finish Groups and Creation of Project Initiation Documents for areas of work shown on the agenda.

An update was provided on the lighting outside the public toilets, the recharge of the beach and the repairs to the slipway. It was agreed to remove these from the list as they were discrete areas of work.

Membership of the following Working Groups were agreed:

Foreshore Working Group - Cllrs Underdown, Cohen, Thompson and Cross

- **Landscaping in Area of Circular Bench**
- **Bin Storage**
- **Dinghy Storage Park**
- **Sin Bin Area**
- **Barrier behind the Lifeboat Station.**

Southern Quay Working Group - Cllrs Schofield, Dajka and Underdown.

- **Benches on Southern Quay**
- **Contacting Donors**
- **Specification**
- **Public Consultation**

Officer support was requested and meetings would be arranged.

6. Vandalism and damage – Head of Grounds and Assets gave an overview of problems during Easter Holidays during the good weather. Not overly costly in money but have had to spend time on a number of small repairs needed. Reports to Police have been made. Agreed we would publish a list of damage each month on the website.
7. **IT WAS RESOLVED** 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.

Proposed: Cllr Underdown Seconded: Cllr Thompson

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

The matter discussed was proposals from the Hamble River Sailing Club.

8. The Council returned to the main agenda at 9.56am.
9. CCTV – A small group has now been formed including: Ross Ellison, Alex Miller, Mike James, Cllr Cohen and Cllr Dajka. Still waiting to identify a date for initial meeting. Mention was made of a previous report that was commissioned but the Committee was reminded about the council's retention policy which means documents are deleted after 6 years.
10. Mount Pleasant – Discussed the merits of appointing this contractor over others and their potential level of engagement.

Proposed: Cllr Underdown Seconded: Cllr Thompson and it was Recommended to Council to appoint Planning for Real to undertake a community wide consultation exercise at Mount Pleasant up to no more than £10,000.

11. Foreshore report

Slipway Repairs are deferred due to contractor delays.

Dinghy tap and cabinet installed – 8 – 12 litres prior to cut out. Positive feedback from users generally. Use the red button to override the timer.

Road on foreshore – Head of Grounds and Assets confirmed that the barrier was still in store and could be reinstated by them. Agreed to notify other parties prior to reintroducing the barrier. Council to be notified.

Future seating foreshore – the Deputy Clerk highlighted a pebble style seat she had found for the WG to consider.

Meeting ended 10.16am.

DRAFT



Formatted: Superscript

AMCG 4th July 2017 2nd July 2019

HAMBLE-LE-RICE PARISH COUNCIL ASSET MANAGEMENT COMMITTEE TERMS OF REFERENCE.

INTRODUCTION

1. Asset Management Committee (AMC) has been established by the Council in order to provide proper scrutiny and due diligence regarding the oversight and management of the council's many assets. These include: land and buildings, equipment and vehicles, as well as leases and income generating options. Excluded from the group are issues related to staff and to the cemetery. These are covered by other committees.
2. The group will also be expected to review projects on completion that take place within its remit and to make recommendations for change to improve practice and learning across the council.
3. Where appropriate it will respond to issues raised by audit checks where they are related to assets.

MEMBERSHIP

4. Members and Chairman of the AMC will be appointed by the Council at its Annual Council Meeting. Additional councillors with relevant professional experience may be co-opted as needed and elements of work will be subject to either a short term working party such as the foreshore or a task and finish group that will look at specific issues. An example of this could be the fees and charges set for our various buildings with a view to the budget setting process.

4.5. Membership is 7 members.

- 5.6. Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an as and when basis.

- 6.7. The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

- 7.8. A quorum of three members is required to transact business.

CONFIDENTIALITY

- 8.9. All members must preserve confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

DELEGATED POWERS

Formatted: Left

- 9-10. The AMC has no delegated powers. It will provide evidence, reports and recommendations for Council to consider and approve. Where possible it will seek approval from Council in advance of decisions needing to be made.

REMIT OF THE COMMITTEE

AMC will consider the following

- Issue, review and renewals of leases and requests for land disposals
- Undertake reviews and evaluations of capital projects with recommendation for learning
- Seek expert advice and guidance on matters related to valuations, asset transfer and other land negotiations to ensure compliance with financial regulations and to ensure that best consideration is secured in commercial transactions.
- Upkeep of the asset register
- Creation of a renewals programme for assets with costs identified for budgeting purposes
- Use of land assets to meet community needs and generate income for reinvestment Reviewing draft leases and recommending their acceptance to the Council.
- Ensure that user groups are established linked to key council assets including: allotments, playing pitches and foreshore Consider fees and charges for the use of council facilities and assets
- Project management for small building projects. For larger projects separate groups may be needed
- Identify budget requirements for assets as part of the budget setting round and to review spending on key assets and projects no less that quarterly.

WAYS OF WORKING

- 10-11. The Committee will produce an annual work plan for consideration by Council. Based on this a programme of meetings will be agreed to deliver the work programme. The Council will identify opportunities for working groups and task and finish groups as appropriate. It will undertake matters or work referred from other committees or council. Will produce regular updates to Council on progress with the delivery of the work programme.

RECORDING OF DECISIONS.

- 11-12. All meetings will have proper minutes taken and other records kept, as required.

Amendment Record

Include details of membership numbers.

Version 1: Initial Issue

Version 2: revision to reflect existing ToR for Committees 04/0717

Version 3: Increase membership from 6 to 7

Formatted: Font: Not Bold

Appendix 1: Donkey Derby Field and Foreshore Facilities Allocations 2019

Organisation	Event	Com Day	Other	FS	FS CP	DDF	DP	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
HRSC	Hamble Warming Pan & JRN Warming Pan		X			X	X			9									
Hampshire Farmers Markets	Hampshire Farmers Market	X			X	X						11							
Hamble River Raid	Hamble River Raid	X		X	X	X						18							
Hamble River Raid	Overstay					X						19							
AQ & Art Fairs	Brocant and Marine Memorabilia Market	X		X	X	X	X						1						
HRSC	Womens Open Keel Boat Champs												2						
HRSC	Womens Open Keel Boat Champs												3						
Hamble Parish Council	D-Day Commerations	X		X	X	X							4						
HRSC	Centenary Regatta												7						
HRSC	Centenary Regatta												8						
HRSC	Centenary Regatta												9						
Britannia	Round the Island Race		X			X							28						
Britannia	Round the Island Race		X			X							29						
Britannia	Round the Island Race		X			X							30						
HRSC	SUP For Cancer	X				X	X							7					
RSYC	J Cup		X			X								19					
RSYC	J Cup		X			X								20					
RSYC	J Cup		X			X								21					
HRSC	Founders Day		X			X									6				
Marketing Collective	Hamble Valley Festival of Food 2019	X		X	X	X	X									7			
RAFYC	Hamble Classics		X			X										20			
RAFYC	Hamble Classics		X			X										21			
RAFYC	Hamble Classics		X			X										22			
AQ & Art Fairs	Brocant and Marine Memorabilia Market	X		X	X	X	X									28			
RSYC Ladies Committee	Christmas Fayre	X				X												2	
Organisation	Event	Com Days	Other	FS	FS CP	DDF	DP	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec

HRSC previously asked to use on this day too, but withdrew on 12/04/19

Use withdrawn by HRSC

Use withdrawn by HRSC

Use withdrawn by HRSC

Use withdrawn by HRSC

Use withdrawn by HRSC

Probably won't now need (23/5) HRSC will confirm

Agreed 02/04/2019 (AMC)

Agreed 02/04/2019 (AMC)

Agreed 02/04/2019 (AMC)

8 11 5 6 20 5

Sin Bin and Hamble River Sailing Club Proposals

From: Stephanie Merry

Sent: 19 June 2019 12:43

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

Cc:

Subject: RE: Sin Bin

Dear Amanda,

Thank you for your email. At present we are developing a full proposal for use of the Sin Bin area by HRSC for storage of the dinghy equipment, but it is not ready for consideration by the Asset Committee. We hope to have it ready by the September meeting.

But on a related subject, there are clearly some issues to be resolved between stakeholders concerning the proposed use of the Sin Bin, not least from XXXXXXXXXX who says she will evict us from her shed if we progress the proposal. So please would you ask the Asset Committee whether they would be willing to consider a similar proposal (i.e. for erection of a storage facility – shed or container) for the grass area behind the new lifeboat building (which now has barrier in place to prevent people walking through from the car park)? We measured the area last evening and it would be suitable.

This would be a fall-back position if XXXX does indeed evict us from her shed, or if she demolishes the shed in order to build a bigger one, which she has told me she intends to do. In the latter case, we would still need temporary storage for our equipment.

Best regards,

Steph

Landscaping in Area of Circular Bench

Sent: 13 May 2019 18:48

To: Hamble Parish Council - Office <Office@hamblepc.org.uk>

Subject: Re: Hamble Foreshore

Dear Jack

Apologies for the delay in getting back to you. I have now discussed this project with an architect I work with who can draw up detailed plans of my proposed design. This will include a survey of the site and a detailed design plan which is I think what you would require.

Estimated cost of this including my time is £2800 +VAT

If you require a formal quotation for this I can submit when I return from Chelsea Flower Show in 2 weeks time.

Best wishes

Andy

Footpath/Barrier

From: Stephanie Merry

Sent: 22 May 2019 13:41

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

Cc:

Subject: RE: Footpath 15

Hello Amanda,

We discussed this at the General Committee meeting last night and I have also done some background research into the speeding issue.

There is a consensus (among HRSC members, Mike Lindsell and [local resident]) that the post van is rather speedy, so we will request him to drive more slowly along the path. Nobody has seen the dray lorry speeding and we do not believe it would capable of doing so, it is such a lumbering vehicle.

With regard to other vehicles speeding, [REDACTED] have been seen to do so – [REDACTED]. He was obscured by the yew hedge which can be seen in the attached photo and it would be sensible to have this cut back for the safety of all users of the footpath.

According to [local resident], the main speeding offenders are joy riders at night, when our cadets and trainees are obviously not present.

With regard to the proposed barrier, our General Committee wondered whether a speed restriction sign or sleeping policemen would be more effective. You may be aware that the reason the previous barrier was removed is because a woman walked into it in the dark, hit her face, knocked her teeth out and the HPC had to foot the dentist's bill.

I trust that the above is helpful.

Best regards,

Steph

Footpath/Barrier

From: Mike

Sent: 20 June 2019 18:02

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

Subject: Re: Footpath

Hi Amanda. Nice to hear from you and thank you for the information. I have no real objections to this, however i do have several comments:

- 1: This is the first I've heard of it. Im my 18 years here no one has ever complained or even commented on this as being an issue before so I'm surprised it has now become one now.
- 2: What actually constitutes as "speeding" on the lane? There are no signs to suggest that there is a limit but i would assume that 30mph would be the norm?
Having said this, i completely appreciate that 30mph is too fast for the lane and that it should be lower.
- 3: What evidence is there to support the complaints? Has someone measured the speed at which a vehicle has travels down the lane? Im certain that one persons tolerance of speeding is different to others?
- 4: If complaints have been made then surely there should be a period of consultation with all parties concerned and then a review with a timescale, not just a blanket enforcement?
- 5: Are you, as a council, aware of why the barrier was removed many years ago? Its because a member of the public was badly hurt by walking into it.
- 7: I am concerned that that the position of the barrier will not actually achieve the desired effect. It is not far enough along the lane to have any real impact on speeding vehicles.

May i suggest the following:

- 1: Putting a speed limit/sign of 10mph and monitoring if there is an improvement. OR/AND
- 2: Install Speed bumps instead of a barrier. Sets are readily available from hardware stores ie screwfix at very reasonable prices (£40 inc vat per set) 3 sets required along the lane.
- 3: Cut back the hedge which is situated opposite the old barrier as this is seriously encroaching into the lane and restricts visibility dramatically. With my risk assessment, this is the single most dangerous part of the lane as it obscures the view of those using the HRSC storage garage.
- 4: I HAVE JUST SPOKEN TO THE POSTMAN! He does drive above the speed limit sometimes. This is now solved

hope this helps. Im more than happy to discuss this with you in person if you prefer.

Kind Regards

Mike Lindsell

Proprietor
Hamble Warsash Ferry

Dinghy Park Working Group

Original Terms of Reference:

- Review charges for the coming season (2018/19)
- Review Terms and Conditions
- Approve a short survey of users
- Investigate supply and costings of racking for small craft

Tasks suggested by AMC

- Better utilisation of sin bin area
- HRSC optimist rack location – relocate to support sailing for young people and safeguarding requirements
- Management and charging for showers

Additional items for consideration.

- Allocation process for 2019/20
- Zoning
- Consultation process - representation

Dinghy Park Working Group

Terms of reference and scope

Membership

The Working Group will comprise of six members which will include:
3 councillors usually appointed at the Annual Council Meeting
3 user representatives who are dinghy park storage permit holders

Members must declare interests and representation of special interest groups.

Objective

The outcome of this Working Group is to make recommendations to The Asset Management Committee regarding the management and improvement of the Dinghy Storage Park only. The Asset Management Committee may ask the Working Group to consider or explore some other specific issues.

Aims

To ensure the facilities are maintained in good order,
Improve communication and listen equally to all users
Explore opportunities to improve the Dinghy Storage Park area for the benefit of all permit holders and the wider community

Meetings

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

Documentation

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

Accountability

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

Key areas of work:

Review of the Dinghy Storage Park Terms and Conditions

Review the allocation process including the application forms to:

Improve customer service

Improve the administration process

Ensure fairness, equality, accessibility and impartiality

Identify improvements to the Dinghy Storage Park area, the need for maintenance and to support the Council, its Grounds Team, contractors or other stakeholders

Carry out regular inspections of the dinghies to ensure permits are displayed and note any contraventions

Improve communication and representation of all permit holders especially independent users.

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

Consider serious anonymised contravention cases and make recommendations to the Asset Management Committee or Council

Ways of Working

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

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

Work in partnership with other groups where needed.

Benches on the Foreshore Working Party

Meeting 13/5/19 Ian Underdown, Sally Schofield, Janine Dajka

Main objectives are to upgrade the benches whilst maximising open views of the River and minimising maintenance.

Area 1 Southern Quay

Current benches in 3 sections of 5 (approx. 15 metres in length in total), 6, 5 with open slatted design to the seats and back rest, which help with River views.

Conclusions

We could consider less but longer benches with a serpentine design (await Sally's brochure of benches). There could be less gaps but occupy a shorter space thereby opening up views of the river at either end.

The middle section if more set back in the grassy area would open up views of the River further and soften the current long linear rather regimented design of the current three rows.

The location of the bins could be reviewed.

Area 2 Adjacent to the slipway

Currently 3 benches with open slatted design. Some uneven ground which has worn away over time.

Conclusion

Keep 3 separate benches as they would accommodate up to 3 families/parties.

Area 3 In front of the Café

Currently 1 bench, slatted design

Conclusion

Keep a single bench. This area might also accommodate the café bin in the future.

Area 4 Lifeboat frontage

7 benches in total, same slatted design. The ground here is particularly uneven and has worn away considerably.

The design of benches in areas 1-4 are all the same, design A

Area 5 Circular Bench Area

Benches are a different design, design B, in this area, also slatted.

Conclusion

The design is attractive and they could be replaced with a similar design but with reconstituted recycled plastic. The current number could not be increased in this area,

Area 6 Northern Quay

Benches of design B are currently protected from the wind by hedging to the rear, and at a lower level to the side.

Conclusion

This works well, but the hedging should be allowed to grow back after recent quite vigorous trimming.

At the far end, where currently the café bin is located, there is space for a larger bench, maybe semi-circular in design if the bin is successfully relocated

Area 7 Royal Southern Yacht Club

4 benches design B. Owned by Hampshire County Council

Conclusion

As this area floods this needs to be taken into account when choosing the material used.

Points raised

Where there are memorial plaques, the families need to be informed of changes to be made. Plaques could be retained on new benches or near the benches. Perhaps securing them to the ground might be an option.

The vast majority of these benches have been repaired numerous times and need replacing.

The benches in different areas should be replaced at different times so that potential problems if encountered could be ironed out and lessons learned before further ones are replaced.

Benches within areas 5, 6 and 7 could be replaced in a more piecemeal way, as new ones will be of a similar design, with the most damaged ones taking priority.

Low maintenance should be favoured, like reconstituted recycled plastic, but design should not be compromised.

HAMBLE-LE-RICE PARISH COUNCIL



Memorials in Public Spaces Policy

Hamble le Rice Parish Council recognises the wish for memorial plaques in public spaces. The Parish Council will consider requests on an individual basis.

The waterside and green spaces are enjoyed by a wide range of residents and visitors. The memorial plaque and tree application process is managed and regulated for the benefit of all.

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial
- To ensure the recreational use of open spaces is not compromised and ensure the quality of their appearance is maintained

Terms and Conditions

- The Parish Council has the right to limit, in both location and number, the types of memorial in any one area
- The appropriate donation must be received before the installation of any memorial takes place.
- The Parish Council does not accept applications for memorials for pets,
- The Parish Council is unable to agree to the interment or scattering of ashes at public open spaces within the parish.

Memorial Plaques

The Parish Council will consider requests for placement of a memorial plaque on an existing bench. As benches have been provided through public funds a charge, which includes a donation of £350 towards the original purchase and future maintenance of **all** benches plus the installation cost of the plaque, will apply. The donation is not allocated for maintenance of any specific bench.

1. An enquiry form should be completed and sent to the Assistant Clerk, preferably by email asstclerk@hamblepc.org.uk, or by post.
2. A maximum of 5 memorial plaques may be attached to each bench (one memorial per applicant). Plaques must be brass and {size to be inserted here shortly}
3. The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed. The inscription must include the date of manufacture in the bottom right hand corner.
4. The applicant will be responsible for delivering the memorial plaque to the Parish Office, once the wording and font have been agreed in writing by the Parish Council.

5. Memorial plaques will be installed on bench by the Parish Council
6. No additional mementos such as flowers, statues or vases will be permitted alongside or placed on any bench. The Parish Council reserves the right to remove any such mementos or flowers.
7. The Parish Council reserves the right to remove or re-site a memorial plaque ten years from installation or sooner if the plaque is in a poor state of repair or the bench is no longer considered safe or fit for purpose.
8. The Parish Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing algae and grime and repairing minor faults within the resources available. The Parish Council is not responsible for the maintenance of memorial plaques.
9. Memorial plaques must not be removed or inscriptions amended without the written approval of the Parish Council.
10. The Parish Council will undertake regular assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the enquiry form will be informed. The donor will be asked to collect the inscribed plaque within 4 weeks. If contact cannot be made plaques will also be disposed of within 8 weeks.
11. The Parish Council retains the right to re-site a plaque should this become necessary.
12. The Parish Council accepts no liability for damage to benches or plaques by a third party.
13. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead plaques being removed without notice to the donor.

Memorial Trees

The planting of memorial trees may be permitted. However, due to large numbers of existing trees and dependent on the level of demand, the planting of trees may not always be possible.

1. The species of tree will be a native variety and will be at the discretion of the Parish Council, chosen to enhance the planting scheme of the specific area.
2. Trees will be planted during the autumn and winter planting season by the Council, but the applicant and family members may be present and assist if practicable and desired
3. The total donation toward the cost and care of the tree will be £350 to include the tree, planting, stakes, guards and pruning. The applicant will be asked to make the donation to the Parish Council before the tree is ordered.
4. The tree will be solely owned by the Parish Council and the plaque will remain in place for a maximum of 10 years unless it is in a poor state of repair.

5. The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed. The inscription must include the date of manufacture in the bottom right hand corner. Please liaise with the Council for the specification of permitted plaques and size for memorials for trees.
6. The applicant will be responsible for ordering and delivering the memorial plaque to the Parish Office, once the wording and font have been agreed in writing by the Parish Council.
7. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead to the Council being unable to give you notice if your plaque needs to be moved/removed.
8. No additional mementos such as cut or plastic flowers, flowers in pots, statues or vases will be permitted alongside any tree. The Parish Council reserves the right to remove any such mementos or flowers. However native spring bulbs may be planted around the base of the tree, with the Council's permission and agreement as to type.
9. Hamble le Rice Parish Council will not accept responsibility or liability in respect of any damage to or loss of a memorial tree or plaque whatever the circumstances. Including damage caused by a third party.
10. If the memorial tree is vandalised or does not thrive the Parish Council may help the applicant to replace the tree.

Recommendations

Although it is early in the year, we need to start arrangements for Christmas lights for this year.

Since last year several issues have changed namely Coronation Parade is complete and the Mercury Library is open. This presents new options for the Parish to consider.

It is recommended that we do the following:

Provide and dress a tree in The Square

Ensure The Square and High Street is dressed with lights

Mercury to be a focal point for decoration rather than the Parish Office – could be linked to a bigger festive theme and activities.

Seek confirmation from Eastleigh Borough Council (EBC) that the uplighters at Coronation Parade are functional and assess whether filters can be used to mark the festive period? The trees are in such a position that dressing each of them could be difficult without obstructing the walk way further.

The current budget is sufficient for the electrical works but if the trees are to be lit then new lighting will be needed. Cllr Cross requested at the budget time that £5,000 should be added to the budget for this purpose. As one-off expenditure it was not added to the base budget but could be dealt with as an earmarked reserve. The trees belong to EBC and consent will be needed.

Leases Review

**Hamble parish Council
Asset Management Committee
2nd July 2019**

Recommendation: To set aside Financial Regulations¹ section 11.1ii for specialist services to secure legal advice from Hampshire County Council (HCC) at a rate of £80.00 per hour in order that the legal agreements below are reviewed and summarised.

Issue

The Council holds a number of leases/licenses some of which have been in place for a period of time without review. Issues with leases recently resulted in the AMC recommending to Council that a review of the leases/licenses takes place and £5,000 set aside as an earmarked in the reserves to facilitate this.

Detailed considerations

In May the auditor noted that this work remained outstanding despite money being set aside for it. Hampshire Association of Local Councils (HALC) has commissioned an hour's worth of free legal advice from Hampshire County Council for all Parish Councils. Where general advice is sought, we use this service in preference to using our own solicitors. On the back of that contract they have been approached regarding this review and have stated that they will charge £80 per hour to do the work.

Under financial regulations we should seek competitive bids unless we are seeking specialist advice. Our current legal advisors charge at a rate of £230 per hour. They also have a potential conflict of interest given that they have provided advice on some of the leases either in the current company or in a previous one. Given the clear value for money offered by HCC it is proposed that they are appointed to provide a summary of each of the following leases/licenses with a focus on (but not exclusively) liabilities and review clauses:

Hamble Club Football Club
Hamble Sea Scouts
Hamble Squash Club
Pink Ferry
Beach Hut Café
Hamble Life Boat

Given the recent work on the last two leases these are unlikely to be anything other than a cursory review.

¹ 11.1. Procedures as to contracts are laid down as follows: a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below: i. for the supply of gas, electricity, water, sewerage and telephone services; ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants; iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant; iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council; v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

Pitch allocation 19/20 season.

We have had four applications to use the council's facilities for next season, two are from single teams that have played on the facilities for a number of seasons, two are from new clubs with multiple teams looking to book college playing fields for the whole season for one day of the weekend. Unfortunately as the two sports would require different pitches on the same space it will not be possible to take both bookings

The two returning clubs are looking for one pitch to play home games on over the course of the season as in previous years both on a Sunday morning. These teams can be accommodated at Mount Pleasant.

The two new clubs are looking to block book college playing fields for the whole season either on a Saturday or Sunday. The chosen club would be charged a flat fee for the whole season with it being invoiced in three bills.

Below is a table giving the positive and negative for each club.

Club	Positives	negatives
Bursledon youth football club (Sunday)	<ul style="list-style-type: none"> *Would provide facilities for local youths *Would allow for other hirers to use facilities at other times of the week. *Would allow the pavilion to be used at the same time for other hiring. *Would increase income on last season *Would work with cricket as needed *Would reduce amount of staff time needed to manage income *Would be looking to use field for year on year usage thus giving some certainty of income *Would unlock the possibility of FA funding 	<ul style="list-style-type: none"> *Would provide less income than rugby as a one off income *Would prevent other hirers from using field on Sundays
Locksheath Pumas Rugby Club (Saturday)	<ul style="list-style-type: none"> *Would provide largest one off income *Would increase the range of users of facilities *Would work with cricket as needed *Would reduce amount of staff time needed to manage income *Would be looking to initially look to book for a three year period giving definite income for the period 	<ul style="list-style-type: none"> *Would prevent other hirers from using facility at same time as the whole building would be used *Would restrict other hirers from using field during rest of week due to posts being semi-permanent *Would require a substantial initial investment as we do not have the rugby posts and specialist pitch equipment needed

We are awaiting extra information on two other possibilities for hiring football pitches which I hope we would be able to fit around other football usage