

# Hamble-le- Rice Parish Council



## COUNCIL MEETING

**Monday 11<sup>th</sup> December 2017 at 7.00pm**

**Roy Underdown Pavilion, Baron Road, Hamble-le-Rice  
AGENDA**

### **1. Welcome**

- a. Apologies for absence
- b. Declaration of interest and approved dispensations
- c. To approve minutes of the Full Council Meeting 27<sup>th</sup> November 2017

### **2. Public Session**

#### **Community and Partnership**

- 3. Complaint regarding the Community Orchard at College Playing Fields – previously circulated
- 4. Tree survey – Report from Paula Saunderson
- 5. Hampshire County Council – Hamble Lane Highways consultation
- 6. Structure of Council Business for 2018 – report attached
- 7. Clerks report - Attached

#### **Planning**

H/17/81852	Side & rear extensions with accommodation in roof space above, raised decking at rear, attached single garage following demolition of existing detached garage and new vehicular access 48 SATCHELL LANE, HAMBLE-LE-RICE, SOUTHAMPTON, SO31 4HL
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- 8. Response to the Fareham Borough Council consultation – report attached

## **Finance, compliance and governance**

9. Recommendations from the Burial Committee and the Dinghy Park Working Group including the request from Hamble River Sailing Club
10. Schedule of payments
11. Draft budget and miscellaneous charges

**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 of 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 1<sup>st</sup> March 2006. It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

12. Clerks Report – Staffing issues

Amanda Jobling  
Clerk to the Parish Council  
[clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

Date

## HAMBLE-LE-RICE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 27<sup>th</sup> NOVEMBER 2017 AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM

#### PRESENT:

Cllr S Cohen - Chairman  
Cllr S Schofield – Vice Chairman  
Cllr P Beach  
Cllr M Cross  
Cllr S Hand  
Cllr D Phillips  
Cllr I Underdown  
Cllr G Woodall

#### In Attendance

Mrs A Jobling – Clerk to the Council  
Mrs J Symes – Assistant Clerk to the Council  
Mrs J Panakis – Minutes Secretary  
3 Members of the Public

#### To Receive Apologies for Absence

**419/112/17** Apologies for absence were received from Cllr I James and Cllr D Rolfe.

#### Declaration of Interest

**420/112/17** Cllr Beach declared a dispensation regarding the Foreshore and Dinghy Park. Cllr Cross declared an interest in planning. Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Hand declared a dispensation relating to the Foreshore and Dinghy Park and membership of the Royal Southern Yacht Club. Cllr Woodall declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park and the River Hamble.

#### To Accept the Minutes of the Council Meeting held on 13<sup>th</sup> November 2017

**421/112/17** The Clerk said that there is one amendment to the circulated minutes: on page 1, item 396/111/17 "Footpath 5 (RSYC)" should have been recorded as "Footpath 5 (Royal Southern Yacht Club)". This had been altered on the copy for signature. Cllr Underdown proposed, Cllr Woodall seconded, and **IT WAS RESOLVED** that the Minutes of the Council meeting held on 13<sup>th</sup> November 2017 be accepted as a true record. The Minutes were then signed by the Chairman.

#### Public Session

**422/112/17** A Parishioner spoke to the meeting on several subjects.  
Land owned by the Parish Council should benefit from a published design and management statement including themes such as maintenance, conservation, bio diversity, etc.  
Planning Applications - some pieces of land identified under Eastleigh Borough Council's Strategic Land Availability Assessment includes two land areas owned by the Parish Council: Mount

Chairman's Signature: ..... Date: .....

Pleasant and College Playing Fields, therefore, it is important to do proper analysis and site survey using the same test methods that Eastleigh Borough Council employ.

Communication and Branding – the channels of communication employed by the Parish Council to the Parishioners needed to be clear.

Two parishioners spoke to Planning Application H/17/81650 to clarify aspects of the application.

Cllr Cohen thanked all parishioners for their comments. Large planning Applications are considered by a small 'task and finish' group of Councillors, who report back to full Council. Comments from Parishioners about planning applications could be sent, via the Clerk, and would be welcomed.

## **Planning**

**423/112/17** H/17/81650 *First floor and 2 storey side and rear extension with rear dormer window – 44 Barton Drive, Hamble-Le-Rice, Southampton SO31 4RE.*

Cllr Hand proposed, Cllr Schofield seconded, and IT WAS RESOLVED that the decision be left to the Officers, however, the Council expressed their concern that the application was over development of the site.

**CLERK**

**424/112/17** H/17/81844 *Single storey side and rear extension at 38 Westfield Close, Hamble-Le-Rice, Southampton SO31 4LG.*

Cllr Underdown proposed, Cllr Woodall seconded, and IT WAS RESOLVED that the decision be left to the Officers.

**CLERK**

*7.16 pm two members of the public left the meeting.*

## **Community and Partnership**

**425/112/17** **Branding and Communication** Cllr Woodall said that the report was self explanatory and that a workshop session with the full Council, would be useful to take it forward. It was agreed that the Council would meet on Monday, 15<sup>th</sup> January at 7 pm to consider the report.

**CLERK**

**426/112/17** **St Matt Moss: Neighbourhood Policing and Hampshire Constabulary** Cllr Cohen welcomed Sgt Moss to the meeting and explained that the Council was very concerned that, despite making financial contribution to the employment of a local PCSO, there was a perception that there was a limited visible Police presence around the Parish. Problems at Halloween this year with a spate of anti social behaviour and criminal damage was affecting the quality of life for residents. The problems were being created by one group of youths. Sgt Moss explained that there was a problem of under reporting of such incidents, which meant it was difficult to assess the extent of the problem. Cllr Woodall asked what measures the Police take when dealing with anti-social behaviour by young people. Sgt Moss explained that the Police had a range of powers they could use including dispersal orders, home visits and community resolution.

Sgt Moss explained that Hamble has 2 dedicated Officers: WPC Penny Young and PCSO Phil Davenport, who were part of a team of 7 covering a large area. At times they had to be deployed to elsewhere. Also the role of the PCSO had changed significantly over the last couple of years, working more with vulnerable children and people with a focus on dealing with domestic situations. This type of work is not 'visible' but on going every day within the village. The funding for Police Chairman's Signature: ..... Date: .....

work has also been significantly reduced over the last few years and this has increased the work load and availability of officers.

Sgt Moss invited the Council to work on identifying priorities for the village that the team could focus on and then report back to council either quarterly or half yearly. Cllr Cohen requested that there be some forward planning with regard to a Police presence in Hamble, for example there were problems every summer with young people jumping off the jetty into the water. This was a serious safety issue. Nights such as Halloween required a better Police presence.

Cllr Cohen thanked Sgt Moss for speaking to the Council. The Clerk was asked to identify issues and locations where problems have occurred and to meet to discuss the Councils priorities. Sgt Moss agreed to return to another meeting of the Council in the New Year. **CLERK**

*8.27 pm Sgt Moss and 1 member of the public left the meeting.*

**427/112/17 Clerk's Report** The Clerk highlighted the following items on the report:

Item 3 EE Mast: Problems with land transfer deeds were still being resolved. The Clerk confirmed that the Council would be responsible for any long term health problems caused by the mast. This had been requested by BP.

Item 4 Barclays Bank: The agreement has been signed and work will commence soon.

Item 5 Community Orchard: A complaint has been sent to Eastleigh Borough Council regarding this. As this has not been made directly to the Parish Council, it was unnecessary for the Parish Council to respond to it.

Item 7 Staff Christmas Meal: Cllr Woodall proposed, Cllr Phillips seconded, and IT WAS RESOLVED that £200 be contributed towards a Christmas meal for the staff. **CLERK**

Item 9 Textile Bank: This was noted.

Forthcoming Meeting Dates: Cllr Cross confirmed he would be attending the Eastleigh Borough Council Local Plan meeting on 6<sup>th</sup> December. The Dinghy Park Users Consultation meeting was set for 26<sup>th</sup> January 2018, venue the Priory Centre.

## **Planning**

**428/112/17 Fareham Borough Council's Local Plan** Cllr Cohen said that there were aspects of the Plan which required comment, as Fareham Borough Council bordered Hamble-Le-Rice. Cllr Cohen said she would draft a response and circulate via e-mail for Councillors to consider.

## **Finance, Compliance and Governance**

**429/112/17 Car Parking Charges for 2018** Proposals for new charges had been circulated. Cllr Beach declared a pecuniary interest in this item. Cllr Cohen proposed, Cllr Hand seconded, Cllr Beach abstained, and IT WAS RESOLVED that the charges up to four hours be accepted and that after 4 hours and up to 10 hours a flat rate of £6.00 would be charged. **CLERK**

**430/112/17 Review of Fees and Charges for 2018/19 – General Items** The following changes to the proposals circulate were agreed: Allotments – increase by 50p per rod. Verification of Identify: no charge to be made. Garden Licences: the £100 fee to include a £10 administration charge. Harbour Dues: an administration fee of £30 to be applied. Cllr Cohen proposed, Cllr Cross seconded, and IT WAS RESOLVED that the fees be adopted with the amendments agreed. **CLERK**

Chairman's Signature: ..... Date: .....

**431/112/17      Review of Village Magazine Advertising Charges**      Cllr Underdown, proposed, Cllr Cohen seconded, and IT WAS RESOLVED that the cost of an advert size of an eighth of a page would be increased by 10%, all other advertising sizes would be increased by 5%. **CLERK**

**432/112/17      Exempt Business**      Cllr Cohen proposed, Cllr Cross seconded, and all agreed and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matter to be discussed was as follows:    A Staff Matter

*The meeting closed at 8.50 pm.*

Chairman's Signature: ..... Date: .....

## RECOMMENDATIONS for AGREEMENT

1. To promptly instruct EBC Tree Services to undertake 8 Tree Surveys (Phase 1 -see details below) with the resulting Reports being presented to the Asset Management Committee for approval, so that Remedial Works can start before end of February 2018.  
 Cost of Surveys - £2000 + vat  
 Budget for Remedial Work - £3000 + vat
2. To agree, in principle, to further phases of Surveying with all remaining un-surveyed areas (10) being surveyed by the end of September 2018 with recommended Remedial Works being achieved by end of February 2019.
3. To ensure there is 2018/19 Budget Provision to undertake remaining Surveys and Remedial Works

## INTRODUCTION

A review of Tree Management was requested on 29th August 2017 by the Asset Management Committee. The Review work has been undertaken and includes:

- An Updated **Tree Risk Assessment Plan** (this document)
- Overhaul the existing Tree Policy which was adopted in 2012, and provide a new **Tree Management Policy for 2018**
- Provide **Guidance for Residents** on the responsibilities of managing trees on their land
- Provide **Information to Residents** whose properties neighbour HPC land with trees

The Council is committed to a long-term strategy of planting, protecting, retaining, improving, and developing its stock of trees. It will seek to continuously improve the quality and quantity of trees within the Parish. Where replacement or new planting is required it will encourage the planting of appropriate native species. Where tree felling is necessary the Council will strive to replace two trees or hedging whips for each tree removed, and place them in an appropriate location nearby. The Council is also committed to undertaking remedial work outside of the main Wildlife Reproduction Period wherever possible.

The Principles for Tree Management are contained in the Tree Management Policy 2018 which should be viewed by any potential contractors.

## PURPOSE OF THE TREE RISK ASSESSMENT PLAN (TRAP)

HPC will commission Qualified Arborists to undertake regular Tree Surveys on their stock of trees. 20 areas of land have been identified. The frequency of the Surveys and the cycle for each piece of land with trees will be determined by recommendations from the Arborist, and will be based on a Risk Assessment approach. Tec Arb have been used in the past however for Phase 1 EBC Tree Services have been asked to quote for 8 Surveys. See reasons at the end of the Phase 1 table on Pg 4.

Once all the land with trees is surveyed each area will go into the TRAP for re-surveying in a given year. Base data for the plan will be collected during 2017 & 2018. From 2019 and thereafter each year Surveys due in the TRAP will be undertaken during the late Summer/early Autumn, with identified remedial works being undertaken during the Autumn & Winter months unless the recommendation from the Arborist is otherwise. This Approach should ensure the public are at minimum foreseeable risk from Council trees.

Those areas which are deemed to be higher risk to the public or property will be surveyed more frequently than less well used areas. The Arborists will be asked to recommend Review Periods. 1,2,3 years etc.

### TREE SURVEYS

Tree Surveys will be undertaken for all areas of land the Parish Council manages (currently 20 identified areas), and each tree will be inspected. Trees where remedial work is recommended will be taken forward into the **Tree Survey Report**.

Formally recorded Tree Surveys will establish what needs to be done in each area and the following should be considered when assessing risk:

- Location of the tree(s) in relation to people (footfall), property and adjacent thoroughfares
- The age, size, and condition of the tree(s)
- Species– some trees are better able to withstand decay and naturally live longer
- Nature and type of any dead parts, damage, decay or fungal attack

There cannot be specific guidance on the exact nature and frequency of Surveys since it is entirely dependent upon risk to people or property. The Arborist will be asked to make recommendations on the Survey frequency for each land area. Surveys will be more frequent where there is a significant risk to persons or property. Typical higher risk locations would include woodland containing paths, well used open space and recreational areas, or areas adjacent to a public highway or thoroughfare (pavements, paths, and rights of way). In such locations there might need to be additional visual inspections after any period of severe weather. Where there is limited risk e.g. in remote areas where there is little public access the frequency of surveys can be reduced. Surveys are best made in September or early October unless there are indications that checks need to be undertaken more frequently.

### INDIVIDUAL TREE INSPECTIONS

The Inspection of each tree should include the entire tree, not just those parts that appear in a poor condition or in danger of falling. During a survey each tree will receive a “walk by” visual inspections by a qualified Arborist. These inspections may also require high level access to facilitate adequate closer inspection for disease or decay. Trees that require attention or remedial work will be included in the Tree Survey Report.

### ASSESSING COMPETENCE TO ASSESS TREES

A person is generally regarded as competent if they possess a suitable mix of both formal qualifications and practical expertise. There are a number of relevant qualifications including:

- Examinations and certificates offered by City & Guilds and the Royal Forestry Society
- National Certificates



- BTEC / Tec Cert
- Foundation Degrees/B Sc (Hons) Degrees/ Arbor A F Arbor

However, in addition to the above, individuals should also be required to demonstrate their expertise by for example, length of employment in the field, employment as a skilled person in a position of responsibility etc.

## USING CONTRACTORS

Whilst it is possible to carry out both inspections and remedial work using one's own employees this is an occasion when it is preferable to use contractors. Where a contractor is used it is essential to ensure that any person carrying out work is competent, qualified, and holds adequate Public Liability insurance that covers both the contractor and their employer, i.e. the occupier against any unforeseen consequence of the work. In the event of an accident the occupier may be held liable if the contractor does not have suitable or sufficient insurance.

Case law has confirmed and clarified the responsibilities regarding the liabilities of the employer (Poll v Viscount Asquith 2006). A motorcyclist suffered serious injuries when they collided with a fallen tree. The landowner was found liable even though they had hired a forestry inspector. But it was held that the contractor was not sufficiently experienced. He had relied on "drive by" inspections and not carried out a closer inspection of a tree that clearly should have received one.

## REMEDIAL WORKS & RISK CONTROL

The finding of the Tree Surveys will be documented in Tree Survey Reports and will include Remedial Works needing to be undertaken and other individual trees which may require a more frequent inspection.

There are several control methods that can be used to reduce the risk of accidents from tree:

- Modifying usage e.g. by re-routing paths and walkways or moving car parks or recreational facilities
- Tree surgery including crowning (thinning lifting & reduction), coppicing, pruning, pollarding, removal of competing saplings and other vegetation
- Bracing or propping
- Felling

The most appropriate action will depend upon the circumstances. If the tree is of no significant value then felling may be a suitable option. However, if the tree is of great value e.g. a specimen, one of historical significance or part of a wildlife habitat then re-routing of adjacent footpaths may be the more suitable approach. It is possible to reduce the development of hazardous situations by preventive measures such as staking of young trees, harvesting and woodland management. Where such management is not undertaken, hazardous situations may arise.

The **Remedial Work** is likely to include action required due to death, disease, danger, destruction (of footpaths), and necessary clearance heights and widths.

## Table for property, highway, footpath & pavements clearance distances

HPC – TREE RISK ASSESSMENT PLAN

<b>Property</b>	2m clearance to houses & outbuildings, 3m over fences
<b>Highways</b>	5.3m over carriageway, 1.0m behind edge of carriageway
<b>Footpaths &amp; Pavements</b>	3.0m over footways & pavements, 500mm behind edge of footway or pavement where possible
<b>Rights of Way</b>	Heights over – as above, 1.5m width minimum-

**PHASE 1 SURVEYS from 2017/18 current Budget- FOR AGREEMENT**

<b>PHASE 1 - 2017</b>					
<b><u>LAND AREA</u></b>	<b><u>DATE LAST SURVEY &amp; who</u></b>	<b><u>DATE DUE</u></b>	<b><u>Chosen ARBORIST</u></b>	<b><u>SURVEY FREQUENCY</u></b>	<b><u>MAP?</u></b>
Hamble Foreshore	Not known	1Q 2018	EBC	EBC to recommend	EBC provided
Bartlett's Field	Not known	1Q 2018	EBC	EBC to recommend	EBC provided
Aquila, College Close, Pegasus, Barton, Baron, Astral Verges & Open Spaces & footpath from Hamble La to Barton	Not known	1Q 2018	EBC	EBC to recommend	EBC provided
Woodpecker Walk	2Q 2015 -Tec Arb	1Q 2018	EBC	EBC to recommend – 2.5 at present	EBC provided
Mercury Area (with reference to MARA)	2Q 2015 – Tec Arb	1Q 2018	EBC	EBC to recommend – 2.5 at present	EBC provided
Copse Lane (behind Dentists)	Taken out of 2015 - Tec Arb - needs undergrowth clearance	1Q 2018	EBC	EBC to recommend	
Meadow Lane	Taken out of 2015 - Tec Arb	1Q 2018	EBC	EBC to recommend	
St. Andrews Churchyard	Taken out of 2015 – Tec Arb	1Q 2018	EBC	EBC to recommend	

Explanation for choosing EBC Tree Services and these areas of Land will be given at the meeting. This will include:

EBC can provide maps showing boundaries between HPC land and areas managed by EBC or HCC which will help clarify who does what, especially in mixed areas

EBC can identify which trees have TPOs

They can offer an end-to-end service and liaise with 7 Tree Surgeons who are regularly assessed for quality and price

Less expensive than Tec Arb and Tree Survey reports are clearer and easier to follow up

They will understand our tree stock which helps them when managing the trees they own in the Parish, and reviewing planning applications.

Areas chosen - mixed types so testing EBC capability & good reasons for each area will be given.

**PHASE 2 & 3 SURVEYS – 2018/2019 Budget**

<b>PHASE 2 - 2018</b>					
<b><u>LAND AREA</u></b>	<b><u>DATE LAST SURVEY &amp; who</u></b>	<b><u>DATE DUE?</u></b>	<b><u>Chosen ARBORIST</u></b>	<b><u>SURVEY FREQUENCY</u></b>	<b><u>MAP?</u></b>
				Arborist recommend for all	EBC can provide maps
<b>Westfield Common</b>	2Q 2015 Tec Arb	2Q 2018	<b>Trees should be part of a Woodland Mgmt Plan</b>		
Mount Pleasant -just ours on left & to include N.W boundary ???	2Q 2015 Tec Arb Inc some not ours and did not include boundary with RVCP	2Q 2018	Suggest EBC		
Allotments	Not known	2Q 2018			
Hamble Lane Recreation Facilities	Not known – HPC have trees beyond HFC fencing	2Q 2018			
Land South of Hamble Holt & North of Hamble Garage	Not known – leased from EBC, give it back to them???	2Q 2018	Suggest EBC		
<b>PHASE 3 - 2018</b>					
Donkey Derby Field	2Q 2015 Tec Arb	3Q 2018			
College Playing Fields- Southern boundary with Persimmon unclear??	Not known- ad hoc survey of 5 sycamore trees in 2017	3Q 2018			EBC to provide
Rail trail - Spitfire Way – both sides	2Q 2015 -Tec Arb	3Q 2018			
Rail trail behind Astral & W of	Not known	3Q 2018			

## HPC – TREE RISK ASSESSMENT PLAN

CPF					
Open Spaces fronting Hamble Lane- west of Spitfire up to Deanfield	Not known	3Q 2018			
<b>2019-2020 Budget</b>	(nb. Surveys recently completed)				
Heather Gardens	4Q 2017 – Tec Arb	3Q 2019 or 2020			
Hamble Village Green	4Q 2017 – Tec Arb	3Q 2019 or 2020			

Nb. The plan is a living documents and subject to change. The list for 2018 may not be the final list as some of these areas may not have trees within their boundaries and there may be other pieces of land we manage that do have trees. However it is indicative and sufficient for Budgeting Purposes. After feedback from Councillors, the priority for Phase 2 & 3 Surveys may change.

PABS

05.12.17

## HAMBLE PARISH COUNCIL

Council

11<sup>th</sup> December 2017

Agenda item: Structure of Council Business for 2018

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Recommendation: Approve the proposed changes to the structure of the Council including the creation of a Planning Committee and a Finance Working Group alongside moving to a one Council meeting per month.

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Council has asked the Clerk to prepare a briefing paper assessing options for the meeting frequency of its working groups, committee and Council. The Council benefits from having a younger than average age profile for its members, with a number having to manage business and caring commitments. With this comes an inevitable issue about availability for meetings.

The pressure of frequent Council meetings is also difficult for staff to manage with their other duties. Meeting the requirements of the Transparency Act has meant more preparation for meetings with reports provided for each decision. This takes a significant amount of time alongside the follow up work on a fortnightly schedule.

In addition to the frequency of normal council meetings there have been a higher than number of additional meetings either linked to the consultation exercises or informal briefings. This has created further pressure.

Since April Members of the Council have met on the following occasions:

Meeting	Frequency
Council	17
Asset Management Committee	5
Burial Committee	2
Personnel	2
Neighbourhood planning/consultation	7
Dinghy Park WG	?
Consultations	7
Local Area Committee meetings/briefings	4
Miscellaneous	2

In addition to these meetings there have also been other meetings that Members have needed to attend such as HYPE etc. The Council has also met to respond to the We R Hamble Survey as well as to meet with Cllr House. Members have generally reflected positively on the opportunity to meet in this way outside of the constraints of a normal scheduled meeting which is bound by both standing orders and the rigours of the agenda.

Use of working groups has become useful in dealing with key areas of work such as the Dinghy Park and Festive Lights as it is more flexible both in the format of the meeting, the numbers needed and the absence of strict procedures.

### Detailed considerations

Any decision about reducing the frequency of Council meetings needs to be confident that core decisions can still be taken in a timely way. Council needs to be able to authorise payments at least once a month and to comment on planning applications. Normally planning applications will

have either a 14 day or 21 day response period and although this can be extended on an ad hoc basis they will not allow a blanket extension to allow for a monthly cycle.

In deciding what might be a reasonable balance of meetings consideration has been given to how other councils organise themselves. Details are set out in Appendix 1. In the light of that and the objectives to reduce the incidence of council meetings the following is recommended

1. Move to a monthly cycle of Council meetings – Second Tuesday of every month.
2. Establish a Planning Committee. Fourth Monday of each month (4 Members)
3. Establish a Finance Working Group that meets quarterly (3/4 Members)
4. Schedule meeting dates up to May for the following:

Asset Management Committee – monthly

Personnel Committee – once every 2 months

Burial Committee – once every 2 months unless required.

Details of a schedule are included in Appendix 2

Where there are insufficient agenda items meetings can be cancelled and residents notified. This will only be done in conjunction with the Chair of the Committee.

Terms of reference for the new committee are included in Appendix 3. If the finance working group is agreed ToR will be agreed by the participants. The purpose of the group will be to guide the budget setting process, undertake budget monitoring, review audits and key learning points, overview the end of year accounts process to ensure compliance and work to produce financial information that enables the council to control its financial resources and manage risk.

### **Communication**

The Councils schedule of meetings have been established for a long time and it is important that people are aware of the new arrangements if agreed. The next version of the magazine will not be published until February. The next Councils News item in the magazine could focus on these changes and the reason for them. It could also coincide with details of the new members and a short profile of each and maybe a section that informs the village about their priorities and what they want to achieve. If the arrangements are to take place from the new calendar year then it will be necessary to use the noticeboards, website and social media ahead of the next magazine.

## Appendix 1 – Other Parish Council meeting arrangements

Parish	Monthly	Twice per month	Every other month	Working Groups Monthly	As needed
Bishopstoke	Council Finance	Planning		Carnival	Comms and Engagement Cemetery Travel Token Neighbourhood Plan Human Resources Community Buildings Standing Orders and Financial Regulations
Chandlers Ford	Planning/ Highways and licensing  Policy/ Finance  Assets		Council		
Fair Oak	Council	Planning	Leisure and property  Policy and finance		Community Events
West End	Council	Planning  Personnel  Policy and Resources	Recreation and Environment		Youth
Botley	Council  Planning and Highways		Recreation  Policy and Resources		

## Appendix 2 – Proposed schedule of meetings

### Hamble Parish Council 2018

	Council	Planning	Burial(am)	Asset (am)	Personnel (am)	Finance Working Group	Travel Tokens Working Party	Dinghy Working Group	Festive Lights Working Group
<b>JAN</b>	8	22	22	9	23	First meeting			
<b>FEB</b>	12	26		6					
<b>MARCH</b>	12	26		6	20	End of Year			
<b>APRIL</b>	9	23	23	3					
<b>MAY</b>	14	28		5	21				
<b>JUNE</b>		11							
<b>JULY</b>	9	23				Review 1 <sup>st</sup> Quarter			
<b>AUGUST</b>	NO MEETINGS								
<b>SEPT</b>	10	24							
<b>OCT</b>	8	22				Review 2 <sup>nd</sup> Quarter			
<b>NOV</b>	12	26							
<b>DEC</b>	10								



## **Appendix 3**

### **HAMBLE-LE-RICE PARISH COUNCIL DRAFT PLANNING COMMITTEE TERMS OF REFERENCE.**

#### **INTRODUCTION**

1. The Planning Committee has been established by the Council in order to provide proper scrutiny of planning applications, enforcement action and policy development. This will be focused primarily on the village but may also include applications outside of the village that impact upon it as well as policy that affected the whole borough.
2. Its principal role will be to respond to statutory consultations from the Planning Authority on individual planning applications.
- 3.
4. The Committee will also provide advice and guidance at the full council where applications are sufficiently large to justify the involvement of all members of the Council.

#### **MEMBERSHIP**

5. Members and Chairman of the Planning Committee will be appointed by the Council at its Annual Council Meeting or at another time during the year if needed. Additional councillors with relevant professional experience may be co-opted as needed.
6. Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an as and when basis.
7. Representations will also be sought where appropriate from householders, developers/land agents and members of the community.
8. The Chairman of the Council is an ex officio member but may also be a member in his or her own right.
9. The committee comprises 4 members. Its Chair will be appointed by the Council. A quorum of three members is required to transact business.

#### **CONFIDENTIALITY**

10. All members must preserve confidentiality of discussions held at meetings where that information is deemed to be '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.") This could include pre application discussions with applicant, cases where planning enforcement is being sought or where there is legal action pending.

#### **DELEGATED POWERS**

11. The Planning Committee has delegated powers to decide on individual planning applications presented to it. Where an application is significant to the whole of the Parish the application will be referred to Council for consideration.

#### **REMIT OF THE COMMITTEE**

The Planning Committee will consider

All Planning Application Consultation Requests – it may decide to delegate certain decisions to the Clerk such as straight forward householder applications  
Review material and evidence submitted in support of an application

Provide opportunities for residents to comment on applications and ensure that the committee understands local sentiment regarding specific applications  
Reviews Area Character Appraisal, Conservation Policy and other planning documents that relate to the village and its environment  
Receive updates on Planning breaches and enforcement action  
Consider emerging policy from Eastleigh Borough Council as part of its plan making as well as adjoining planning authorities  
Formulate new policy for inclusion either in the Local Plan, a Village Design Statement or a Neighbourhood Plan.  
Consider the detail of any planning applications that the Council needs to make in the management of its assets  
Undertake annual audits of its decisions on applications to understand the impact of its decision making.

## **WAYS OF WORKING**

12. Members of the Committee must remain open minded on planning matters and not predetermine their position ahead of the matter being formally considered.
13. The Committee will give equal weight to all information that is submitted but it will make its decisions based on material planning considerations
14. Members of the committee will ensure that they are open to training and development to ensure they are capable of making good decisions

## **RECORDING OF DECISIONS.**

15. All meetings will have proper minutes taken and other records kept, as required.

### **Amendment Record**

Version 1: Initial Issue



**Fire & Security  
Systems**

Tel: 01329 314444  
Fax: 01329 314314  
Email: [accounts@alarming.co.uk](mailto:accounts@alarming.co.uk)  
Web: [www.alarming.co.uk](http://www.alarming.co.uk)

Standard House  
Fareham Heights  
Standard Way  
Fareham, Hampshire  
PO16 8XT

**INVOICE** PAGE: 1

VAT Registration no: 615 1062 82

Hamble-Le-Rice  
Hamble Parish Council  
Memorial Hall, 2 High Street  
Southampton  
Hampshire  
SO31 4JE

Invoice No: 118936  
Invoice Tax Date: 31/10/17  
Order No:  
Account No: HAMPC01

Bank details for Internet and BACS payments: NatWest PLC Sort Code: 56-00-64 Account No: 36729418

Quantity	Product Description	Unit Price	Net Amount	VAT Code
	For the period 15/12/17 to 14/12/18 12 months maintenance Comprehensive Alarm cover includes parts & labour and 1 service.	176.80	176.80	
	Comprehensive maintenance includes parts and labour cover. For full details of the benefits and limitations of cover please request one of our "Cover Summary" documents. Please email <a href="mailto:maintenance@alarming.co.uk">maintenance@alarming.co.uk</a> or fax to 01329 314314 to request a copy.			
	12 months digital communicator monitoring charge including 1 interim service and signalling device warranty	179.99	179.99	

**Payment Due By 15/12/17**

Hamble-Le-Rice Parish Council  
Parish Office, Memorial Hall,  
2 High Street, Hamble-Le-Rice  
Southampton  
Hampshire  
SO31 4JE

TOTAL INCL. VAT£:	428.14
NET£:	356.79
VAT£:	71.35
DEPOSIT£:	0.00
TOTAL DUE£:	428.14

Block 82 Unit F  
Hamilton Way  
Hedge End  
Southampton  
Hampshire  
SO30 2JR



Tel: (01489) 786555  
Fax: (01489) 786699  
Web site: [www.axissecurityltd.co.uk](http://www.axissecurityltd.co.uk)  
email: [sales@axissecurityltd.co.uk](mailto:sales@axissecurityltd.co.uk)

F.A.O Jeanette  
Hamble Lee Rice Parish Council  
Main Office  
2 High Street  
Hamble  
Hampshire  
SO31 41O

Proposal No: 22328

30th November 2017

Dear Jeanette

RE: Intruder Alarm System

Further to my recent visit to the above address I have pleasure in enclosing our proposal for maintenance and monitoring of the existing intruder alarm system.

I am pleased to confirm the equipment installed is of good quality and known to us. The control equipment is now obsolete but spare parts are available in the unlikely event of an issue.

I understand the system communicates via a digital communicator to an Alarm Receiving Centre who in turn contacts registered keyholders. We will require the name and phone numbers of the key holders in order to ensure this service continues.

I trust I have correctly understood your requirements but if clarification is required on any point please contact me on 01489 786555.

Yours sincerely

Steve Ball



NAC/G/2034



SP203-001278



ECCLROITFO COMPANY



Vat No: 631 8487 25

Registered in England No: 3185513

Block 82 Unit F  
Hamilton Way  
Hedge End  
Southampton  
Hampshire  
SO30 2JR



Tel: (01489) 786555  
Fax: (01489) 786699  
Web site: [www.axissecurityltd.co.uk](http://www.axissecurityltd.co.uk)  
email: [sales@axissecurityltd.co.uk](mailto:sales@axissecurityltd.co.uk)

Hamble-le-rice Parish Council  
Main Office  
2 High Street  
Hamble  
Hampshire  
SO31 4JE

Surveyed By: Steve Ball

Proposal No. 22328

30<sup>th</sup> November 2017

**THE FOLLOWING SYSTEM DESIGN PROPOSAL IS FOR THE TAKEOVER, MAINTENANCE & MONITORING OF THE EXISTING INTRUDER ALARM SYSTEM. ITEMS SHOWN BELOW ARE AS FITTED**

### **CIRCUIT 1 - FINAL EXIT**

The Single leaf external front entrance door is fitted with a magnetic reed contact.  
Opening this door initiates the entry procedure allowing users to switch off the system via the keypad.

The entry time should not exceed 45 seconds.

### **CIRCUIT 2 - ENTRANCE LOBBY OFFICE (Entry Exit Route)**

A Wide-angle passive infra-red detector is fitted in the near left corner at ceiling height projecting across the room toward the opposite corner. This unit covers an unobstructed area of 5 metres at an angle of 85 degrees and will detect intruders entering the room from the external windows.

(Unless otherwise stated the position of all detectors has been taken standing in the main doorway of each room looking.)

### **CIRCUIT 3 - SECOND OFFICE**

A Wide-angle passive infra-red detector is fitted in the near left corner at ceiling height projecting across the room toward the opposite corner. This unit covers an unobstructed area of 6 metres at an angle of 85 degrees and will detect intruders entering the room from the external windows.

### **CONTROL EQUIPMENT**

One Scantronic microprocessor based control panel is fitted in the lobby office.

### **REMOTE KEYPADS**

A remote Keypad has been installed in the lobby office adjacent to the entrance door.

### **METHOD OF SETTING**

The system is finally set by offering a pre-programmed fob up to the front of the keypad and leaving via the final exit door (Circuit 1).



UKAS  
CERTIFICATION  
0142

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NAC/G/2034



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ModularScheme  
Scheme SP203

SP203-001278

Proposal Number: 22328

### **METHOD OF ONSETTING**

The system will be disarmed by opening the initial entry door and offering a pre-programmed fob up to the front of the keypad.

### **BATTERY BACK UP**

The system should have been fitted with a backup battery having sufficient power to operate the system for up to 12 hours. A calculation will be made to ensure the battery is capable of providing the correct timed backup.

### **MAINS SUPPLY**

We have assumed the existing supply is in good order and will be reused.

### **AUDIBLE WARNING**

An external self-actuating sounder and integral low profile strobe light complete with front and rear tamper detection is fitted on the front elevation adjacent to the front door. Interference with the wiring or housing will cause the external alarm to sound and generate a tamper condition at the controls, irrespective of the system being set or unset. The external unit will ring for a maximum period of 15 minutes to avoid subsequent noise pollution. Resetting the system will automatically reinstate the timers for future use.

Internal electronic sounders are fitted in the following areas.

1. Located in the main office

### **WIRING**

All cable has adequate conductors for the loads of the system. Cables have been surface run or concealed where possible. All cabling appears to comply with the relevant standard and modifications are not required.

### **DIGITAL COMMUNICATOR SIGNALLING SYSTEM**

The alarm system has been fitted with a digital communicator designed to transmit coded signals to an Alarm Receiving Centre (ARC) which we believe is located in Waterlooville Hampshire. We will use the same ARC but change the account number.

The digital communicator is installed within the main control panel and has an existing BT line. This will be reused and the number obtained by our engineer for future records if not already known. If broadband is fitted to the line we have assumed filters have already been installed to limit the risk of miscommunication which is caused by broadband.

If a fault develops within BT or any third party provider's equipment it will not be possible to send signals to the ARC. To ensure failure of the transmission device is detected as soon as possible the ARC equipment will monitor the system and expect a test call every 24 hours irrespective of the system being set. This is in addition to the line fault monitoring built in to the control equipment for early fault warning on site.

All calls to the ARC that are made by this unit will be charged at the BT or third party providers' standard rate.



ISO 9001

NAC/G/2034



UKA  
Quality Management



UKAS  
Security



Modular Scheme  
Scheme #P203

SP203-001278



Exor



HAMPSHIRE  
chamber of commerce

Proposal Number. 22328

## SIGNALLED EVENTS

1. Fire (Not Used)
2. Panic Alarm Via Pins 1 & 3 of keypad
3. Unconfirmed Intruder Alarm
4. Open & Close Signals
5. Zone Omit if the system has activated and rearmed turning off the offending device
6. Trouble otherwise known as general fault
7. Confirmed Intruder Alarm
8. Mains Power Failure

## ALARM CONFIRMATION

We understand the system does not have police response and therefore alarm confirmation has not been programmed.

## MAINTENANCE

Preventative and corrective maintenance will be carried out in accordance with the requirements of OO263:2010 and TS50131-7. Preventative maintenance will consist of two physical visits at six monthly intervals.

## COMPONENT GRADING

All component parts are normally graded for environmental class and system grade as follows.

Door Contacts Electronic	Environmental Class 2	System Grade 2
Detection External	Environmental Class 2	System Grade 2
Warning Device	Environmental Class 4	System Grade 3

The overall system grade falls to the lowest grade of component installed. Therefore the overall system grade that should be quoted for insurance purposes is 2.

The security system or annual maintenance contract does not represent an insurance policy.

We strongly recommend that you adequately insure the property and its contents against all risks. If the system is being installed to satisfy an insurance requirement we recommend that you forward a copy of this proposal to them for approval prior to signing out acceptance.

## WASTE DISPOSAL

We have assumed that adequate waste disposal facilities are available on site for our engineers to use and the waste will be dealt with that allows for its legal disposal.

END OF PROPOSAL



UKAS  
SECURITY  
GOLD  
0142  
NAC/G/2034



Modular Scheme  
Scheme 3P203  
SP203-001278



ACCREDITED COMPANY



Recommendation:

1. Agree to the free use of a section of the Foreshore Car Park by Hampshire County Council contractors to enable works to the Hard to be carried out.
- 

**Updates**

1. High street and Foreshore – The council has received reassurances that repairs to the highway at the public hard will be scheduled for the start of February, weather permitting. Contractors undertaking the job are likely to request free parking in the foreshore car park. Members are asked to confirm that are happy to forego income for the concession
2. The office alarm contract is due for renewal. The assistant clerk has secured a new supplier for the cost of £150.00+ vat against a current cost of £356.79 + vat. The services are not directly comparable as the current contract covers replacement parts but in the light of the fact that the key pad has only recently been replaced the saving is likely to offset any likely costs in future years.
3. There has been significant damage to the gate at the land off of Hamble Lane. The Groundstaff are looking at whether it can be repaired. Currently it is not possible to secure the site.
4. A further health and safety visit has been carried out. This is part of the contract. Two key areas were assessed; vibration risk linked to grounds equipment and DSE (Desk Screen Equipment).
5. Much of the equipment that the Grounds Team use is too old for vibration rates to be recorded. The rates where they were available were variable. For those items where rates couldn't be found the Council can either find a specialist to undertake vibration tests or replace. Members are asked to confirm their preference.
6. On the DSE side the consultant has advised that an ergonomic specialist is sought to look at both work stations in the main office due to health issues for both members of staff. Some adjustments have already been taken but further work is recommended (see email from Ian Hearson).
7. A member of the public has recently asked us to look at the use of an email alert system to advise about issues of interest. It came on the back of the GE Aviation Consultation. This had always been part of the communication strategy. In the light of the recent discussions



it is suggested that this is explored and the costs identified and bought back to Council in the new year.

Items marked with a \* are disputed invoices.

Date	Invoice	Supplier	Account	Net Value	VAT	Invoice Total	Balance
03/07/17	40774	CLASSIC FIRE	CF01	302.25	60.45	362.70	362.70
15/07/17	127411	CARRERA	C010	108.00	21.60	129.60	0.50
21/09/17	2356589	EBC	E02	10,000.00	0.00	10,000.00	10,000.00
22/09/17	199533	TUDOR	T010	198.05	39.61	237.66	237.66
05/10/17	130434	LOCAL EYES	LE01	25.00	5.00	30.00	30.00
13/10/17	448	SURREY HILLS	SH01	598.00	119.60	717.60	717.60
21/10/17	2722	TECH ARBORICULTURE	T05	850.00	170.00	1,020.00	1,020.00
24/10/17	833346121	TRADE UK (B&Q)	T02	10.40	2.08	12.48	12.48
30/10/17	834707748	TRADE UK (B&Q)	T02	5.00	1.00	6.00	6.00
31/10/17	SLCC01	SLCC	8036	179.00	0.00	179.00	179.00
31/10/17	51209	GESWATER	GW01	570.00	114.00	684.00	684.00
01/11/17	2372754	EBC	E02	42.30	8.46	50.76	50.76
03/11/17	202849	TUDOR	T010	109.85	21.97	131.82	131.82
03/11/17	202614	TUDOR	T010	207.35	41.47	248.82	248.82
04/11/17	4452/A	STEVE WEBB	SW01	281.50	0.00	281.50	281.50
04/11/17	1419599882	TMOBILE	T06	45.60	9.12	54.72	54.72
06/11/17	4074	MJM PLUMBING	M0?	168.00	33.60	201.60	201.60
07/11 /17	KINCH1	KINCH	K03	115.00	0.00	115.00	115.00
10/11/17	511	SURREY HILLS	SH01	506.00	101.20	607.20	607.20
10/11/17	512	SURREY HILLS	SH01	437.00	87.40	524.40	524.40
10/11/17	29102017	HANTS PEST	HP01	60.00	0.00	60.00	60.00
14/11/17	9103066	CLASSIC FIRE	CF01	590.00	118.00	708.00	708.00
15/11/17	128496	CARRERA	C010	127.00	25.40	152.40	152.40
15/11 /17	12839	CARRERA	C010	205.32	41.06	246.38	246.38
17/11/17	1430/17	JON CURTIS	J01	200.00	0.00	200.00	200.00
21/11/17	ONACC 1	SLCC	8036	0.00	0.00	0.00	-157.00
21/11/17	2723	TECH ARBORICULTURE	T05	595.00	119.00	714.00	714.00
21/11/17	530	SURREY HILLS	SH01	713.00	142.60	855.60	855.60
22/11/17	009027748	ALLSTAR	A05	70.33	14.07	84.40	84.40
24/11/17	58062294	HCC	H04	63.59	12.72	76.31	76.31
27/11/17	9103100	CLASSIC FIRE	CF01	350.00	70.00	420.00	420.00
28/11/17	130444	LOCAL EYES	LE01	20.00	4.00	24.00	24.00
29/11 /17	NOV	BRADBURY-KNIGHT	BK01	110.50	0.00	110.50	110.50
29/11/17	9-17/18	JACKIE PANAKIS	J02	112.50	0.00	112.50	112.50
30/11/17	30658	GRAPEFRUIT	GF01	110.00	22.00	132.00	132.00
30/11/17	1711/016	DESIGN & PRINT	004	1,189.00	0.00	1,189.00	1,189.00
01 /12/17	4035869	ALLIANCE UK	AL01	190.00	38.00	228.00	228.00
01/12/17	4035867	ALLIANCE UK	AL01	849.84	169.97	1,019.81	1,019.81
				20,314.38	1,613.38	21,927.76	21,641.66

Petty cash at 5th December 2017      Voucher

	£20		1	3.69 Refreshments Fire Awareness Training
V	£1()	20.00	2	6.45 Spec Del post • Barclays land transfer docs
	£5		3	
	£2	20.00	4	
◆	£1	30.00	5	
./	50p	5.00	6	
/	20p	6.00	7	
./	10p	0.60	-a-	
/	Sp	4.60	9	
./	2p	0.68	10	
./	1p	0.45	11	
			12	
		87.33		10.14

*I. M. Orderson*  
S., 17

87.33

Bank Reconciliation Statement as at: 01/12/2017 for Cash Book 2 Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	04/12/2017		87.33
			87.33
Unpresented Cheques (Minus)		Amount	
			0.00
			87.33
Receipts not Banked/Cleared (Plus)			
			0.00
			87.33
		Balance per Cash Book is :-	87.33
		Difference is :-	0.00

:5", 1 Dec, 17

Agenda item: **Burial Ground fees and review of procedures**

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Recommendation:

Approve Exclusive Right of Burial fee of £150 for new ashes plots

Approve increase of fee for burial plot headstones to £125

Approve revised Regulations including dimensions for Headstones and Tablet memorials.

Adopt the Grave Ownership and Deed Transferral document.

---

The Burial Ground Committee met informally on        to consider the revised regulations and agree dimensions for headstones and tablets.

The introduction of an Exclusive Right of Burial Fee of £150 for ashes plots is recommended to create parity with grave plots and also encourage applicants to consider, from first purchase that a plot can be re-opened for further interments.

The fee for burial headstones to increase from £125.00

The attached document explaining Grave ownership and Deed Transfer gives a comprehensive explanation of the rights and procedures governing Exclusive Rights for Burial and Ashes plots and it is recommended this is adopted by the Parish Council.

It is recommended that memorials for all new ashes plots, or any replacement memorial on an existing plot, are restricted to flat tablets only.

It is recommended that two compost bins are purchased so green waste such as flowers or weeds from plots can be placed in a compost bin, reducing the amount of recyclable material placed in the litter bins. Litter bins will be attached to or placed next to the compost bins to ensure plastic wrapping does not contaminate the green waste. The preferred design style is:



Bird Bath

Capture Name, email and Postcode

1. Are you resident in Hamble Parish? Y/N

2. Are you a current permit holder? Y/N

3. What improvements would you like to see at the Dinghy Park (tick as many boxes as you wish):

Signage

Vertical Storage (e.g for Kayaks/SUP etc)

Security Lighting

CCTV

Perimeter Fencing

Lockable Storage

Cycle Racks

Water/Air machine

Drop off point

Marked Bays

Other

4. How do you get to the Dinghy Park?

Driving

Bicycle

Water

Walk

Ferry

Public Transport

5. How could the renewals process be improved? Comment

6. How should we deal with breaches of the T&C's Comment

7. Are there other types of craft that we should cater for? Comment

8. Are the revised terms and conditions reasonable? Comment

9. Any other comments.

Recommendations:

Approve the proposed changes to the Terms and Conditions and Application forms.

Approve proposed strategy for improvements to Dinghy Park area.

Response to letter of 9<sup>th</sup> October 2017 from Hamble River Sailing Club

---

The Working Party met on 5<sup>th</sup> December the items agreed at the meeting were:

1. Revised Terms & Conditions\*
2. Revised Application form\*
3. Wording of covering letter\*
4. Draft questions for survey\* – to inform plans for future improvements of the area. A public engagement event will be held on 26<sup>th</sup> January 2018 at the Priory Centre
5. Request a budget is set aside to fund improvement programme
6. To further investigate feasibility of using the current sin bin area for income generation such racking for small craft e.g. paddle boards, kayaks and canoes
7. To implement a more frequent inspection regime
8. To request full details from Hamble River Sailing Club of the all boats stored at the Dinghy Park including ownership and emergency contact details. Once this information has been received to allocate numbered stickers to the Sailing Club. (The historical practice has been to issue stickers marked HRSC only – not numbered)
  
9. The Working Party also considered the requests in the letter of 9<sup>th</sup> October 2017\* from Hamble River Sailing Club to:
  - Lease the area of the Dinghy Park current used by the Sailing Club
  - Lease an area from the southern end of the Dinghy Park to the southern edge of the barrier and slipway
  - Lease the sin bin area.

The recommendation of the Working Party is not to agree to the proposals at this time

The Council is asked to approve items 1 to 9

\*Copies attached



Activity	Amount £000	Commentary
Cemetery Plan	5,000	Changes are now agreed to improve the area of ashes internment. The Committee is also keen to increase the natural state of the area to attract more wildlife and provide a public open space as well as a cemetery
HYPE	10,000	No currently allocated as not part of the base budget.
Allotments Plan	2000	Work is needed to remove tree cover and review the current fence line to improve security
Street Furniture	50,000	This will include a mixture of Benches, Bins and Street Signs. It is recommended that £40,000 be set aside for the benches although the programme of renewal may extend beyond this year. A protocol is also being established for the purchase and maintenance of benches based on Portsmouth City Council. The Asset Management Committee will be asked to approve it in January. This might reduce the budget requirement over time.
Replacement Equipment	14,000	2 hand mowers have been taken out of use this year leaving only the new sit on and one hand mower. Also a further Car Park machine should be acquired to cover potential failure of the other machine
Dinghy Park Improvements	7,000	A consultation event is planned for the end of January to agree a list of improvements. Funding could be spread over 2 years.
Feasibility work for the RUP and Mount Pleasant	30,000	Appoint specialists to undertake an options appraisal for both premises for consideration.
	118,000	

Recommendation:

To agree the recommended changes to the Councils budget for 2018/19

To identify which of the priorities for next year should be taxed for

Indicate the Councils view on the precept so the budget can be concluded.

---

**Budget update**

1. Since the mid-year budget revision work has been carried out across working groups to identify spending intentions for next year. In addition the council has agreed a number of changes to fees and charges all of which are now being built in to next year's budget.
2. Under pinning the budget are a number of key principles as follows:

The Council must produce a balanced budget. This is a legal requirement.

There should be an appropriate balance between the funding raised by taxation each year and use of capital reserves which have accumulated over a period of years.

The Council should not accumulate reserves without associated spending plans. A number of projects have been identified that are of a one off capital nature and should be funded through this route. They will not form part of the budget for precepting purposes and will be shown as ear marked reserves.

Whilst borrowing remains cheap the Council should consider whether to borrow via the governments Public Loans Board to fund large capital projects especially where the benefit of the investment will be felt for the next 40 years or so. Taxing one set of residents for a facility that will be available for many years to come. Instead the loan repayments should come from the tax base. These repayments should be subject to a test of affordability. This is more likely to be an issue the year after next when there should be firm plans emerging for the councils two main buildings.

Opportunities should be taken to maximise income whether ever possible for the benefit of the whole community. Fees and charges should be set in such a way to ensure there is a differential between the local residential charge and non-residential users of village facilities. This is already in place for the dinghy park but other areas should be considered going forward.

The general principle should be that the user pays where they are using specific services or facilities.

Project costs should include all expenditure not just the capital costs. Estimate of whole costs including professional fees disbursements, contingency etc should be included to avoid over spends.

**Budget layout**

3. The current budget runs to 18 pages set up around key functions/facilities. It includes a significant amount of duplication of funding across the different cost centres which we are now trying to streamline and reduce. Failure to rationalise the budget would result in residents being taxed unnecessarily. Removal of budgets from cost codes will only start to

show in a more concise budget once there has been 3 year of no activity. At that point it can be removed from the accounts.

4. Money that isn't spent during the year remains in the councils bank accounts and is applied to the following year. A repeat pattern of this results in the level of reserves rising. Large underspends on a recurring basis and a rising level of precept will attract criticism as residents are being taxed unnecessarily. Ensuring that we have projects that we intend to deliver this year justifies holding a large level of reserves.

### **Efficiencies**

5. Over the last 12 months there has been a shift in spending with areas of savings and others of new or extra expenditure. Photocopying, postage, phone calls, printing, insurance and utilities have all seen reductions in spending with additional costs arising from new contracts such as IT, Mobiles, Cleaning, professional services and temporary staffing. On balance the trend has been a reduction in the cost base.

### **Expected increases**

6. Staffing - The cost of employing staff is increased due to a number of factors – previously the NI and Tax costs had been understated. Pension costs also had not been increased to reflect the higher contributory rates. This has now been addressed. £3,000 has been moved to the Foreshore Toilets to reflect the move to outsourcing this function and a further £20,000 has been built into the budget for next year to take account of the restructure and job evaluation as well as the potential to increase office support.
7. Trees - Additional budget has been allocated to undertake tree works – both surveying and managing the areas. A further £1,000 has been allocated for works to the allotment trees.
8. Consultation – this year we have used different techniques to communicate consultations and events to parishioners. A further £2,000 has been allocated for next year.
9. Magazine – a review of the new arrangements needs to take place and report back in January. The costs are anticipated to be slightly higher despite an increase in advertising costs and reduced printing costs.
10. Telecomms mast – the budget has not included income associated with this given the still fragile nature of the negotiations. This will add a further £8,750 income if concluded.
11. Christmas lights - £5,000 is included for next year to include the cost of relocating the tree and infrastructure costs linked to it, the cost of professional dressers for next year and the additional trees at Coronation Parade. An income target should be set for sponsorship. What is expected?
12. For 2019/20 the council will see its income reduced as a result of EBC withdrawing its Revenue Support Grant. It has previously been shown as part of the precept but in fact £11,000 of the precept is a one of grant that EBC gives to parishes. This was to help offset changes introduced a number of years ago. Those transitional arrangements end and the gap will need to be filled.
13. In addition the Council Employers have proposed a 2% pay rise which is currently subject to negotiation. The budget only reflects a 1% rise and may be overspent by the year end.

## Priorities

14. In discussions with various committees the items listed in table 1 have been identified as priorities for next year. The budget papers (page 19) show expenditure of £305,060 and income of £87,810. The precept this year (including the RSG) was £228,863.
15. As part of a normal budget setting exercise members would include the additional activities it wants to fund next year (set out in list) and then set the precept to reflect this expenditure. As part of this decision making process Members do have the option of funding elements of next year's priorities from reserves. This would avoid needing to tax for them.
16. This may be an attractive proposition but a cautionary note is that as inflation starts to increase and additional pressures start to impact on the budget there has to be a realisation that the precept will at some point soon need to rise even if only modestly. The Council is set to undertake a very large programme of spending on key aspects of the Parish services and this step change is a legitimate ground for increase
17. Given this the council are asked to address the three recommendations.

Activity	Amount £000	Commentary
Cemetery Plan	5,000	Changes are now agreed to improve the area of ashes internment. The Committee is also keen to increase the natural state of the area to attract more wildlife and provide a public open space as well as a cemetery
HYPE	10,000	No currently allocated as not part of the base budget.
Allotments Plan	2000	Work is needed to remove tree cover and review the current fence line to improve security
Street Furniture	50,000	This will include a mixture of Benches, Bins and Street Signs. It is recommended that £40,000 be set aside for the benches although the programme of renewal may extend beyond this year. A protocol is also being established for the purchase and maintenance of benches based on Portsmouth City Council. The Asset Management Committee will be asked to approve it in January. This might reduce the budget requirement over time.
Replacement Equipment	14,000	2 hand mowers have been taken out of use this year leaving only the new sit on and one hand mower. Also a further Car Park machine should be acquired to cover potential failure of the other machine
Dinghy Park Improvements	7,000	A consultation event is planned for the end of January to agree a list of improvements. Funding could be spread over 2 years.
Feasibility work for the RUP and Mount Pleasant	30,000	Appoint specialists to undertake an options appraisal for both premises for consideration.
	118,000	



## **PITCH FEES AT LAPSTONE PARK 2017/2018 SEASON**

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### **FOOTBALL**

Juniors £26.40

Seniors £59.00

These pitch fees include the use of changing rooms and the clubroom.

**Junior** fees apply up to under 18's.

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### **CRICKET**

Juniors £34.50

Wyvern Technology College – no charge

Seniors £60.00

Fair Oak Cricket Club as per contract.

These fees include the use of changing rooms and the clubroom.

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### **CLUB ROOM**

Separate meeting or event £7.60 per hour

# HAMBLE PARISH COUNCIL

Council

11<sup>th</sup> December 2017

## Agenda item: **Football Charges**

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### Recommendation:

To agree charges for 2018/19 and consider whether to continue the practice of reducing costs when changing rooms are not used.

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The table of the Parish Council's current charges is attached. The only adjustment in sports facility charges from 2015/16 was an increase in Cricket pitch and pavilion use from £60 to £80. Football pitch charges were not increased.

Details of two other local Parish Council's current pitch fees are attached for the Council's consideration.

Currently there are no Hamble based teams using the pitches.

A senior team use a pitch at Mount Pleasant Playing Fields and has historically received a discounted rate of £30 per match, instead of £55, as they do not use changing rooms.

There is a junior team currently using a pitch at College Playing Fields on a pitch only basis at £20 per match.

The Council is asked to consider if it wishes to continue this practice as:

- The same amount of preparation is involved prior to the match

- Pitches are marked out on a regular basis.

- Members of the Grounds Team are required to work weekends to manage the pitches and changing rooms.

- The large tanks of water for showers are heated

- All changing rooms still require cleaning

- Equipment and machinery needs to be maintained or replaced

- The same level of office administration work is involved in collecting the discounted payments.

The Council may wish to consider discontinuing this practice or increasing the charge to more fairly reflect the costs involved.

