



**Hamble Parish Council**, Memorial Hall, High Street, Hamble, Southampton SO31 4JE  
023 8045 3422, [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

**The next meeting of the Parish Council**  
will be held at **7pm on Monday 12<sup>th</sup> November 2018**  
at **The Roy Underdown Pavilion, Baron Road, Hamble**  
**This meeting is open to members of the public.**

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### **AGENDA**

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

### **Public Session**

### **COMMUNITY**

3. Community Grant – The Priory Church of St Andrew the Apostle, Hamble.
4. Vision for The Foreshore (deferred from 8<sup>th</sup> October Meeting)
5. Neighbourhood Plan
6. Arrangements for GE Planning Application Meeting to be Held on 26<sup>th</sup> November 2018 (verbal update)
7. County Fund for Town and Parish Councils -  
<https://www.hants.gov.uk/news/Oct03halfmillionforparishes>
8. Traffic Survey Work (verbal update)
9. Recommendations from Asset Management Committee
10. Terms of Reference for Footpaths & Cycleways Group and the Annual Right of Way and Public Landing report.
11. Clerk's Report

### **PLANNING APPLICATIONS – deadline for response cannot be met by Planning Committee**

12. **Application No:** L/18/84128  
**Site Address:** FERRYSIDE COTTAGE, THE GREEN, GREEN LANE, HAMBLE-LE-RICE, SOUTHAMPTON, SO31 4JB  
**Description:** Replacement chimney flue exit to facilitate the installation of a log burner.
13. **Application No:** NC/18/84242  
**Site Address:** MERE HOUSE, THE GREEN, GREEN LANE, HAMBLE-LE-RICE, SOUTHAMPTON, SO31 4JB  
**Description:** Notification of intent .  
1 no. Beech – fell

14. **Application No:** H/18/84149

**Site Address:** 23 DEANFIELD CLOSE, HAMBLE-LE-RICE, SOUTHAMPTON,  
SO31 4JJ

**Description:** Single-storey side extension and loft conversion to include 2no. front  
and 1no. rear dormers.

**FINANCE & PAYMENTS**

15. **Approve the following:**

- a. Petty Cash and Bank reconciliations;
- b. Loan Statement;
- c. To authorise the schedule of Payments; and
- d. Income and expenditure schedule

**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.

16. **Approve the Exempt Minutes of previous Council Meetings**

17. **Approve Lease and associated documents**

18. **Dinghy Park Contraventions**

**Dated:** 6<sup>th</sup> November 2018

**Signed:** *Amanda Jobling,*  
Clerk to Hamble Parish Council

## HAMBLE-LE-RICE PARISH COUNCIL

**MEETING**      **FULL COUNCIL**  
**VENUE**       **Roy Underdown Pavilion, Hamble**  
**DATE**         **Monday, 8<sup>th</sup> October 2018**  
**TIME**          **7 PM**

**PRESENT**      Councillors: S Cohen (Chair); S Schofield (Vice Chair); J Dajka; S Hand; I James; D Rolfe; A Ryan; A Thompson; I Underdown and G Woodall  
 Mrs A Jobling (Clerk); Mrs J Symes (Deputy Clerk); Mrs J Panakis (Minutes Secretary).  
 Member of the Public: Cllr D Airey (Eastleigh Borough Council)

**226/101/18      Apologies for Absence**  
 Apologies had been received from Cllr Beach and Cllr Cross.

**227/101/18      Declaration of Interest and Approved Dispensations**  
 The following Declarations of Interest were made: Cllr Underdown and Cllr Hand declared an interest in relation to item 14 a on the Agenda (Fees and Charges specifically relating to the Dinghy Park) and Cllr Rolfe declared an interest in Item 8 on the Agenda

**228/101/18      Minutes of the Full Council Meeting held on Monday, 10<sup>th</sup> September 2018**  
**RESOLVED** that the minutes of these meetings, having been circulated, are approved and signed by the Chairman.  
 Proposed: Cllr Underdown    Seconded: Cllr Dajka

**229/101/18      Public Session**    There were no Parishioners present.

### **Community**

**230/101/18      Recommendations from the Planning Committee**  
 Cllr Cohen thanked the Planning Committee for their work on the Hamble Lane Consultation Response. The following comments were made, which were to be incorporated into the response document: (1) final paragraph, first line: "There is a concern about the far greater reliance ..."; (2) make reference to the hump-backed bridge on Hamble Lane and highlight that poor provision for pedestrians and cyclists at the cross point; (3) to raise concerns about air quality being compromised as a result of slow and standing traffic; (4) that the lack of car parking at Hamble Station which deters people from taking the train.  
**RESOLVED** that the Clerk would circulate the amended document to all Councillors before submitting the consultation response and write expressing the Parish Council's concerns to political representatives of Hampshire County Council, Eastleigh Borough Council, Southampton City Council and the MP for the area. **CLERK**  
 Proposed    Cllr Underdown    Seconded: Cllr Dajka

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

- 231/101/18 Grant Application: Hamble Flower Club**  
**RESOLVED** that the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: approve a grant of £250 to the Flower Festival for activities over the Remembrance Weekend commemorating the centenary of the end of the First World War.  
 Proposed: Cllr Hand      Seconded: Cllr Thompson      **CLERK**
- 232/101/18 Grant Application: Carols in the Square Organising Committee**  
**RESOLVED** that the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: approves the £500 grant requested, on the provision that the Carols in the Square Committee identify the charities which will benefit from collections made at the event. The Clerk was instructed to write to the organisation to this effect, and this would be followed up by the Chairman meeting a representative of the organisation to explain the basis for the Parish Council's restrictions on providing a grant. **CLERK**  
 Proposed: Cllr Hand      Seconded: Cllr Woodall
- 233/101/18 Bartlett's Field: Award of Tender and Grant**  
**RESOLVED** that the contract be awarded to Wicksteed Leisure for the provision of play equipment at Bartlett's Field at a cost of £50,000 plus VAT. The company to be requested to alter the proposed location of swings from 2 locations to one. That the Parish Council to request payment from Eastleigh Borough Council of £14,734 from developer's contributions. The Parish Clerk was authorised to pay the contractor 95% of the contract sum on completion of the contract with a 5% retention to be paid at the end of the warranty period **CLERK**  
 Proposed: Cllr Underdown      Seconded: Cllr Thompson
- 234/101/18 The Mercury Library and Community Hub**  
 The Deputy Clerk updated the Council on the present situation regarding the Hub. There was discussion induction training of volunteers, which was proposed to be via e-learning modules. All aspects of this training would be reinforced at team meetings and a volunteer handbook would be developed in due course.  
**RESOLVED** that a budget of £30 per volunteer is agreed to cover the cost of workshops and training for volunteers at the Mercury Library and Community Hub – the e-learning training would be reviewed after 3 months. A budget of £75 is agreed to purchase a hot water dispenser. Ongoing costs of book borrowing software at approx £10 per month, and possible cost of bar code readers is agreed. A budget of £300 is agreed for opening events. **CLERK**  
 Proposed: Cllr Schofield      Seconded Cllr Rolfe
- 235/101/18 Exempt Business** To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of

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

business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act.

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

Proposed: Cllr Underdown    Seconded: Cllr Schofield

The matters to be discussed was as follows: (1) Approve Exempt Minutes of the Council Meeting of 10<sup>th</sup> September; (2) Proposals for the Roy Underdown Pavilion; (3) Update on Leases.

**239/101/18      Donkey Derby Field – Allocation of Days for 2019**

The Clerk explained that there had been problems with cars being in the field past the midnight cut off, compromising other potential users later in the year. Proposed to meet with regular users to ascertain what could be improvements could be made.

**RESOLVED** that the approach to the allocation of the Donkey Derby Field parking days for 2019 be agreed as per the Clerk's report to the Council namely 9 days for community events and a further 10 for other events.

Proposed: Cllr Underdown    Seconded: Cllr Dajka

**CLERK**

**240/101/18      Brocante/Flea Market Proposal on the Foreshore**

**RESOLVED:** that the proposal to develop a brocante/flea market event as part of the programme of activities on the foreshore is agreed; that 2 days from the Donkey Derby Field annual allocation is approved to support this event on the 2 proposed dates identified in the report and the use of Southern Quay is approved for additional stalls.

**CLERK.**

Proposed: Cllr Underdown    Seconded: Cllr Rolfe

*9.15 pm Cllr Rolfe left the meeting*

**241/101/18      Street Trading Renewal Application**

**RESOLVED:** that the Council objected to this application on the grounds of Health and Safety issues created by the trader's use of a gas bottle; there was also concern that the days trading was proposed could clash with events organised in the High Street.

**CLERK**

Proposed: Schofield

Seconded: Ryan

*9.22 pm Cllr Rolfe returned to the meeting*

**242/101/18      Vision for the Foreshore**

This item was deferred to the next meeting.

**CLERK**

**243/101/18      Dinghy Park Working Group Recommendations**

These minutes were noted.

**244/101/18      Hamble River Valley Forum – Report from Representative.**

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

This report was noted.

**245/101/18**

**Clerk's Report**

Item 1 – Youth Theatre

**RESOLVED:** that the use of the Roy Underdown Pavilion be offered to the Youth Theatre on the basis of a reduced daily charge of £35 which would reflect the actual cost of use.

Proposed: Cllr Underdown Seconded: Cllr Cohen

**CLERK**

Item 2 – Office Accommodation

**RESOLVED:** that the Council noted the changes to the office and reception arrangements which will take effect from January 2019, and noted the cost associated with the new furniture which will not exceed £1,000.

**CLERK**

Proposed: Cllr Underdown Seconded: Cllr Woodall

Item 3 – Christmas Closure

**RESOLVED** that the office would close to the public from 21<sup>st</sup> December to 2<sup>nd</sup> January 2019.

**CLERK**

Proposed: Cllr Underdown Seconded: Cllr Woodall

Item 4 – Christmas Lunch

**RESOLVED** that a contribution of no more than £240 towards the cost of the staff Christmas meal is approved, to be held on 14<sup>th</sup> December 2018.

Proposed: Cllr Underdown Seconded: Cllr Woodall

**CLERK**

Item 5 – Signage Competition

**RESOLVED:** that a brief be developed for Hamble Primary School to develop a range of signs to be used in the village to promote positive behaviour aimed at keeping the environment clean and that Debbie Phillips would be asked to work in a Task and Finish Group, along with the Clerk, for this project.

**CLERK**

Proposed: Cllr Cohen Seconded: Cllr Ryan

Item 6 – Parking Permits.

**RESOLVED:** that the production of 300 parking permits at a cost of £580; the use of on-line sales and an increase in the cost of the permit to £10 for the next 2 years is agreed.

**CLERK**

Proposed: Cllr Underdown Seconded: Cllr Cohen

Item 7 – Revision to Bank Mandate

**RESOLVED:** agreed that the Council's bank mandate be altered to include the Deputy Clerk for view only activities.

**CLERK**

Proposed: Cllr Underdown Seconded: Cllr Cohen

Item 8 – Mobile Phones

**RESOLVED:** that the Council enter into a contract with EE for 4 new sim-only contracts at a cost of £648 plus Vat for a full year. To also buy 3 handsets at no more than £80 per unit.

**CLERK**

Proposed: Cllr Underdown Seconded: Cllr Cohen

**246/101/18**

**Suspension of Standings Orders**

**RESOLVED:** to suspend Standing Orders and extend the length of the meeting by 10 minutes in order to deal with the remaining items on the Agenda.

Proposed: Cllr Underdown Seconded: Cllr Hand.

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

## **Finance and Payments**

- 247/101/18      Report from the Resources Working Group – Fees and Charges & Budget Monitoring**  
All new increases in charges were not uniform increases, but are recommended as a result of bench-marking exercises undertaken by the staff. Rises in fees are designed to avoid an increase in the Parish Council's precept and also take into consideration the loss of a substantial grant to the Parish from the Borough Council. The Clerk requested that if any Councillor had any particular concerns about these increases that they contact her direct.
- 248/101/18      External Audit – Report on the Annual Governance and Account Return**  
The Clerk reported that the Council had received an 'exception' notice on the Return and apologised for this.  
**RESOLVED** that the External Audit Report is noted by the Council.  
Proposed:    Cllr Underdown    Seconded:    Cllr Woodall
- 249/101/18      Approval of Petty Cash and Bank Reconciliations**  
The account reconciliations for September were as follows: Main Bank Account £185,856.76; Reserve Account £141,155.44; Petty Cash £67.16. The reconciliation statements were noted signed off.
- 250/101/18      Schedule of Payments**  
The Schedule of Payments presented were noted.
- 251/101/18      Income and Expenditure Schedule**  
This was noted.

*Meeting ended at 9.35 pm*

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

# GRANT APPLICATION FORM

Deadline 31<sup>st</sup> March and 30<sup>th</sup> September each year  
Please refer to Grants Procedure Notes before completing this form.



Name of organisation making the application: <b>St Andrews Church Hamble</b>			
Name of person to whom correspondence should be addressed: <b>Rev Graham Whiting</b>		Address for correspondence: <b>The Vicarage, High Street, Hamble</b>	
Position within the organisation? <b>Vicar</b>		Post Code: <b>SO314 5F</b>	
Email: <b>grahamwhiting@yahoo.com</b>		Daytime telephone number: <b>023 8045 2148</b>	
Details of organisation and its aims or activities <b>St Andrews Church serves the village of Hamble through its worship and service. It puts on a number of social events in its hall, and it exercises pastoral care to people in the village.</b>			
Amount of grant requested £ <b>2,500.00</b> Total cost of project or item £			
Details of staff employed:		Salaries: £ £	
How many are: Committee/Board <b>12</b>	Employees	Members/ <del>Users</del> <b>95</b>	Volunteers
What is the Grant for and who will benefit? (Give details of the specific project or item to be funded) <b>1. The maintenance of the Churchyard throughout the year.</b> <b>2. Maintaining the clock</b> <b>3. Maintaining the 'Remembrance plaque and area'</b>			
How will the people of Hamble benefit from the grant? <b>The Churchyard will be a pleasant place to visit and enjoy. It will 'visually enhance' the village. The clock 'chiming' is part of the life of the village.</b>			
Have you applied to any other body for a grant towards this project? (If yes, please give details) <b>No</b>			



Amounts already donated or granted by other bodies?		
None		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)		
What age groups do you cater for?	Total Membership:  How many Hamble parishioners belong to the organisation?	Are you a registered charity, if yes please provide your number?
Babies - 90		The Church is an exempted charity

Cash in hand available £	Annual Income £
Total amount raised last financial year by fundraising? (other than grant applications)	Level of reserves:
£	Unallocated £
	Allocated £

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council?
No / <del>Yes</del> If yes, please provide name(s) and state relationship

I declare that any grant awarded will be used solely for the purposes outlined in this application. I understand if the grant is not used for the specified purpose Hamble le Rice Parish Council reserve the right to reclaim the grant funds.

I will ensure a report detailing the disbursement of the grant funds will be send to Hamble le Rice Parish Council within 12 months of the awarding of any successful grant funding.

Signature of Responsible Adult (eg Chairman, President, Leader)  Date: 6 <sup>th</sup> November 2018	For Parish Council of Hamble-le-Rice use only
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**You must attach the following to your application:**

- Copy of last year's audited accounts
- Estimate or costings for project or item(s) to be financed by the grant
- Minutes of your last AGM
- Current Constitution or Rules.
- Equality Policy

## Statement of Income and Expenditure

St Andrew's P C C

Income	Notes	£	£	Notes	£	£	01 Jan 17 Bal Fwd:	£	£
<b>Planned Giving</b>				<b>Parish Share (2016)</b>	4	39,753.00	Bk Accts	27,243.24	
Tax Efficient		18,609.05		Vicar's Expenses		814.00			
Tax Reclaimed		6,249.71							
Non-Tax Efficient		-							
<b>Total Planned Giving</b>			24,858.76						27,243.24
<b>Other Giving</b>									
Collections at Services		5,033.06							
Donations		3,866.05							
<b>Total Other Giving</b>	1	-							
Tax Reclaimed		-							
<b>Total Other Giving</b>			8,899.11						
Cemetery		2,530.00							
<b>Weddings Funerals &amp; Baptisms</b>									
Fees	3	8,828.00							
Collections at WFB		1,954.10							
<b>Total WFB</b>			10,782.10						
<b>Other Events</b>									
Fund Raising Events			7,752.28						
<b>Priory Centre</b>									
Maintenance Grant (Friends)	5								
Heat/light		960.00							
<b>Total Priory Centre</b>			960.00						
<b>Sundry</b>									
Magazine	2	2,855.85							
Interest		-							
Grants/VAT Refund		-							
Sundry Receipts		-							
Transfrom CBF		-							
<b>Total Sundry</b>			2,855.85						
<b>Subtotal Income for Church Use</b>			58,638.10						
<b>Charity/Appeals</b>									
Charity/Appeals		2,795.94							
<b>Total Charity/Appeals</b>			2,795.94						
<b>TOTAL INCOME</b>			61,434.04						
<b>Expenditure</b>									
Parish Share (2016)	4	39,753.00							
Vicar's Expenses		814.00							
Maintenance		927.00							
Heating and Lighting		7,086.00							
Insurance & Fire Precautions		2,665.81							
Magazine		3,733.39							
Printing/Postage		526.59							
Organ Maintenance	5	633.38							
Stationery/Publications		688.79							
Fund Raising/Entertainment		1,204.40							
Altar		1,400.04							
Restoration		-							
Sundry Expenditure	6	1,176.95							
<b>Subtotal Expenditure by Church</b>			60,609.35						
Cemetery		1,419.94							
<b>Priory Centre</b>									
Heat/light		-							
Upkeep		-							
Insurance & Fire Precautions		-							
<b>Subtotal Expenditure by Church Hall</b>			3,679.00						
Wedding, Funeral Fees to Diocese	7	2,796.14							
Charity/Appeals		2,796.14							
<b>TOTAL EXPENDITURE</b>			68,504.43						
<b>TOTAL INCOME</b>			61,434.04						
<b>TOTAL EXPENDITURE</b>			68,504.43						
<b>EXCESS INC/EXP</b>			7,070.39						
<b>Parish Share</b>									
<b>Total due for 2017:</b>			39,753						
<b>Due to date:</b>									
<b>Paid to date:</b>			39,753						

St Andrew's Church Hamble  
Statement of Income and Expenditure for the period:  
01 Jan 17 to 31 Dec 17

### Accounting Policies

The Financial Statements have been prepared in accordance with the Church Accounting regulations 2006 together with applicable accounting standards. In preparing the financial statements and annual report the PCC follows best practice as laid down in the Charities Act 2011 and the Statement of Recognised Practice (SORP) associated with the Act.

As the Income of the PCC is below the threshold of £250,000 set out in SI 1995; No 2696 (appendix 4.3) The Charities Act 2011 (£85,602.14), and the PCC has the right to use Receipts and Payments Accounting; thus the Financial Statements have been prepared on this basis, and Assets and Liabilities valued under the historical cost Convention (except for the Valuation of Investment assets, which are shown at current market value).

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

They do not include the accounts of Church Groups that owe their main affiliation to another body or those that are informal gatherings of church members.

### Receipts and Payments Account (R&PA)

Receipts and Payments Accounts recognise cashflows in and out of the bank account and only include balances actually received or paid in the period which have not hit the Bank account at year end. Therefore there are no inclusion of expected balances, known balances (not paid or received) or Provisions for items not recognised due to the event not yet taking place.

The Receipts and Payments account is therefore a reconciliation of Actual Cashflows to and From the Bank Account as at 31/12/17.

### Funds

Unrestricted (General) Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for the application of the general purposes of the PCC. These include Funds designated for a specific purpose by the PCC as unrestricted.

Restricted Funds represent donations or grants received or invited by the PCC for a specific purpose. The funds may only be expended for that purpose with any balance remaining unspent carried forward to the following year as a balance on the fund. At the purpose end, remaining balances are absorbed into General funds only at the agreement of the donating party or where the balance is insignificant.

### Statement of Assets and Liabilities

This schedule is the equivalent of a balance sheet in accruals accounts. It reconciles Assets held (Cash) and Liabilities that are to be Paid (Cash)

### Assets:

#### Non Monetary Assets

Inventory assets i.e furnishings, fitting and equipment including Assets used for general parochial use as well as administrative use are vested in the Vicar and Church Wardens as Custodian Trustees. An Inventory is kept and remains the property of the Custodian Trustees.

#### Monetary Assets

The PCC holds no Investments as at 31/12/2017, and therefore has no investment returns owing. No Gift Aid has yet been claimed/verified for tax year 2015/16 amounting to approximately £5,000. There are currently NO long term Liabilities potentially owing by the PCC.

Liabilities:

Monetary Liabilities

The PCC owed (through unpresented cheques) a grand total of £3,725.90 as at 31st December 2017. £6 of this relates to an unpresented cheque from 2012, which will be written off in the 2018 accounts.

Other owing balances related to:

	£
Church Yard Maintenance	160.00
Charitable Giving	1650.00
Carols in the Square - Exp	680.40
Fees to Diocese	732.00
Flowers	288.86
Vicar Expenses	146.00
Other	69.64

There were no other outstanding liabilities exceeding £500 that the PCC was aware of at the date of drafting the accounts.

Note 2:

Magazine (Advertising):

Advertising income from New Waves has decreased this year as advertisers have limited budgets. Our rates are still VERY good value for money and advertisers and advertisers are still willing to continue placing with us.

Historically the Magazine has been run as a loss leader to promote the church in the community and as a key source of outreach. However, the PCC has been researching and reviewing this, and changes have been made to improve the cost of this provision including reviewing the number of editions and paper type. Loss of advertising has resulted in a loss but good value per copy. The Editor has done a sterling job in reducing costs and bringing in advertising revenue.

	2017/18	2016/17
Advertising	£2,230.00	£2,182.50
Cake Raffle/Donation	£571.48	£673.35
Printing Cost	(£3,416.34)	(£3,733.39)
Net Income/(Cost)	£385.14	(£877.54)
Average Printing cost per Edition	(£354.09)	(£333.35)
Annual Copies	9000	9000
Net Income/Cost per Copy	£42.68	(£37.07)
Net Income/Cost per edition	(£341.22)	(£219.33)

The Treasurer would like to point out here that the net cost of the magazine is reliant on an area of high variability in the cake raffles held on Sundays which has greatly helped subsidise the costs.

**Note 3: Weddings & Funerals**

The Income for 2017 for Weddings & Funerals was £8,828 from which fees are paid for services provided by the arranged organist, choir and vergers (and the church is grateful for the choir's and vergers' donation to Church Funds). Also fees are payable to the Diocese from this income. This year we paid to the Diocese £3,399.00 for this year (2017). We also paid £280 to the organist for those occasions.

**Note 4: Diocesan Parish Share:**

The portion of the 2017 Diocesan share allocated through the Eastleigh Deanery to Hamble Parish was £39,753 which was paid in full.

Although the Diocese would want a flat payment of £3,312.75 pcm to cover these payments and their own cashflow requirements, this has always been deemed to be too risky by the PCC, due to cashflow implications, as the PCC's accounts are reliant on Seasonal trends. Indeed the Diocese has suggested payment over 10 months which equates to £3,975.30. The 2018 Parish Share is £41,101.07  
A monthly Standing Order of £1,000 is set up with the balance outstanding paid each quarter.

**Note 5: Organ**

The organ costs comprise two six monthly maintenance visits (£309) plus an annual fee for music copyright to CCL (£324)

**Note 6: Sundry**

Sundry Expenditure was for purchase of our new Stations of the Cross which was offset by personal donations.  
The other Sundry items were presentation gifts for retiring Churchwarden and other PCC members.

**Note 7: Charity/Appeals**

During the year St Andrews held many events in Aid of good causes in our local community through registered Charities.

Two Saints	£	291.00
Christian Aid	£	680.69
Childrens Society	£	174.45
Southampton Samaritans	£	550.00
The Haven, Breast Cancer	£	550.00
Doing it for the Kids	£	550.00

The Café has donated the following amounts from the profits, towards the Hamble C of E Charity to help towards the running of the Priory Centre for the benefit of children and adults in Hamble

8/3/17	£300
4/4/17	£300
2/7/17	£300
16/10/17	£300
1/2/18	£200
<b>Total</b>	<b>£1700</b>

Thank you to church and non church members for your support

#### ST ANDREW'S CAFÉ ACCOUNTS - 2017/18

	DATE	COVERS	TAKINGS	PURCHASES	PROFIT	RUNNING TOTAL
1	08-Feb-17	32	£126-00	£61-38	£64-62	64-26
2	20-Feb-17	27	£116-56	£54-22	£62-34	126-96
3	07-Mar-17	33	£123-70	£69-26	£54-44	181-40
4	21-Mar-17	30	£118-08	£56-23	£61-85	243-25
5	04-Apr-17	38	£146-83	£58-77	£88-06	331-85
6	18-Apr-17	26	£94-98	£44-33	£50-65	382-50
7	02-May-17	37	£149-59	£44-17	£105-42	487-92
8	14-May-17	32	£127-63	£57-13	£70-50	558-42
9	30-May-17	26	£106-19	£72-77	£33-42	591-84
10	13-Jun-17	32	£130-10	£42-37	£87-73	679-57
11	26-Jun-17	31	£108-53	£59-18	£49-35	728-92
12	12-Jul-17	30	£118-50	£42-57	£75-93	804-85
13	06-Sep-17	30	£106-36	£58-76	£47-60	852-45
14	19-Sep-17	33	£128-10	£52-30	£75-80	928-25
15	03-Oct-17	32	£130-08	£46-67	£83-41	1011-66
16	16-Oct-17	33	£131-19	£49-35	£81-84	1093-50
17	31-Oct-17	30	£127-96	£62-29	£65-67	1159-17
18	14-Nov-17	28	£101-60	£49-55	£52-05	1211-22
19	28-Nov-17	36	£146-73	£35-38	£111-35	1322-57
20	12-Dec-17	38	£259-54	£154-52	£105-02	1427-59
21	09-Jan-18	34	£121-78	£53-78	£68-00	1495-59
22	23-Jan-18	31	£142-57	£50-22	£92-35	1587-94

<b>Total</b>	<b>1587-94</b>
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### Recommendations

1. To give an indication as to how the next stage in the process should develop?

## INTRODUCTION

1. The Council has talked about developing a vision for the Foreshore area which, in turn, would help to inform the design competition identified as one of the projects on EBC's list. It would also be a key element for the Neighbourhood Plan.
2. Following the We R Hamble Survey, it was agreed that members would meet and identify priorities based on key topics and work up proposals for the village plan. To date, only one group has met. This was the group tasked with the Foreshore and waterfront. Their proposals are attached.
3. In addition, the Dinghy Park Working Group has been looking at the wider issues of the Dinghy Park and how the space could be managed/developed overtime. These ideas all help to create a framework but it is clear that further work is needed to help shape this project and to devise a brief for a design competition.
4. The Foreshore is iconic and is the focus of village life. People use the space in different ways but there are some key factors that need to be upper most in our thoughts as we develop our thinking. They are:
  - ) HPC own the land
  - ) Promote public access
  - ) Invest to attract visits and footfall
  - ) Open and uninterrupted views of the water
  - ) Boating and swimming are both parts of the history of the village
  - ) Area of high spend/high income
  - ) Managing different groups of people – young people, families, older people, residents, sailing community and workers
5. Events over the summer with anti-social behavior and dangerous swimming in the river have made this piece of work more important. Despite good partnership working, the work of the key agencies failed to work and this could be a continuing problem in future years. Although the primary focus will continue to be around avoiding a serious incident, it also needs to consider how the different parts of the foreshore could be used to separate conflicting activities. Some of this might be achieved by improved design. For example, a play area on the southern quay may encourage families to favour that area. Equally, providing better surfacing to the grassed area adjoining the car park might prove a more suitable area for older people, with easy access to the café and toilets.
6. In addition to the parish council's objectives, the Clerk has recently attended a meeting with the Harbour Master and representatives from the Lifeboat and the sailing clubs within the village. The meeting was designed to explore whether there continued to be objections to the extension of the current jetty/pontoon off of the Foreshore and the potential of a pontoon off of the Southern Quay.

When proposals were last considered, the planning application was refused on the detrimental impact that the pontoons would have on views over the river.

7. The meeting was convened to explore this and any technical work arounds to this. What was missing from the meeting was an awareness of the land ownership and the fact that HPC would need to agree as landowner; the planning aspects being a technical aside.

8. It was agreed that the Council would consider proposals that allowed safe swimming as long as there was no reduction in views of the water and no private space was created on or off of the water that would not be available to all the community. It would be worth continuing to bear this in mind as it could help to achieve a safe swimming zone. Clearly, any easement across our land would have a value and this would have to be reflected in any proposal.

9. In the light of this, Council are asked to decide how they want to take this work forward. The money for the benches is currently identified as an earmarked reserve and could be used to support a design competition. We have two sets of ideas developing and further proposals from the river community.





## **Neighbourhood Plan Evaluation**

# Statistics on existing plans

Over 500 Successful Referendums

*Source: UK Govt March 2018*

542 NP's made

*Source: UK Govt & Lichfield Consultants May 2018*

Over 2,300 Groups have received support to develop NP or Ndev. Order

*Source: Mycommunity March 2018*

1,758 Designated areas across England

*Source: Neighbourhoodplanner.org Oct 2018*

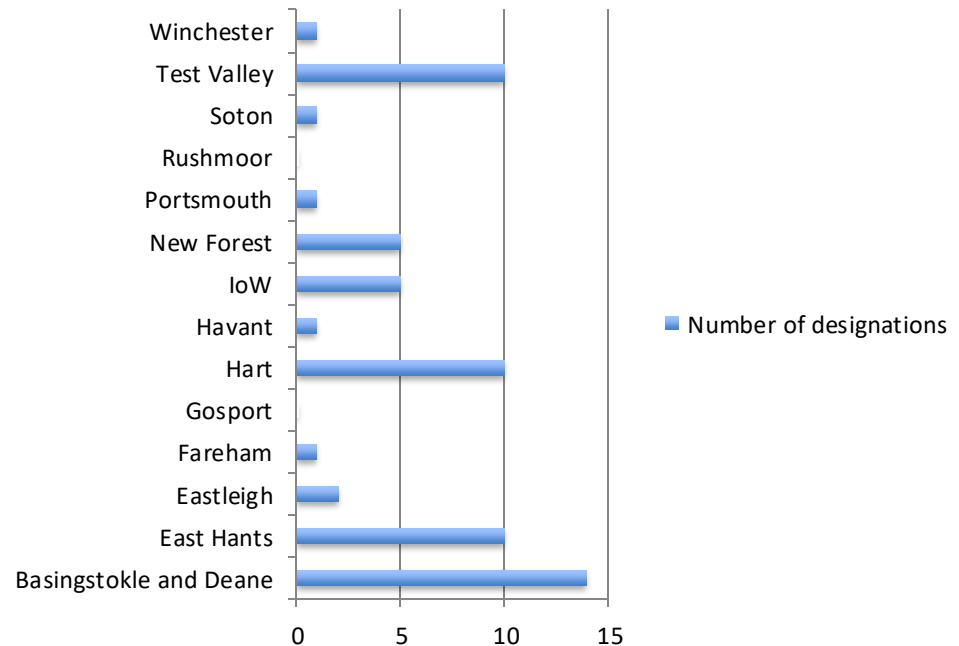
60% of 'Made' Plan contain NO housing allocation

*Source: Lichfield Consultants May 2018*

NP's designated over 310 planning authorities  
137 planning authorities have at least one 'Made' plan

*Source: Lichfield Consultants May 2018*

## NP Hampshire (Oct 2017)

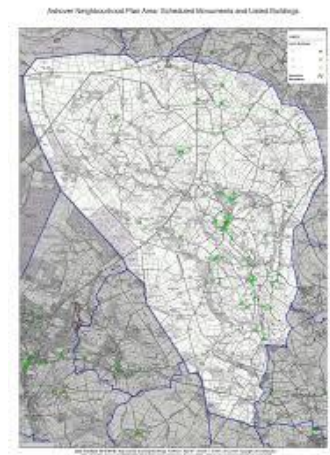


**61 Hampshire Designations**

# Background Research

- Desk Based
  - Neighbourhood Planning Gov.UK
  - Neighbourhood Planning Parliamentary Briefing Note 12/10/18
  - Ministry of Housing, Communities and Local Govt. Notes 20/10/18
  - Royal Town Planning Institute
  - Various NP Portals and websites
- NP's Reviewed
  - Titchfield NP
  - Bosham NP
  - Alton NP
  - Fourmarks NP
  - Ashover NP
- WeRHamble
  - Parish Survey

## Case Study: Ashover PC



# **Stakeholder Engagement**

# Evaluation NOT Consultation

- The **sole** objective is to determine if residents wish to consider a Neighbourhood Plan.
- It was agreed that the exercise would not take the form of or use the term consultation.
- Consultation and discussion would form part of the NP process should it go ahead.



## The evaluation exercise should provide stakeholders with information, which can inform their decision:

- Definition of NP
- Statistics on existing plans
- How would the Neighbourhood Plan process work?
- What the community should consider
- Impact on Local Plan
- How long it would take?
- How much it would cost?
- How it would be managed?



# Definition of NP

- Neighbourhood planning is a way for communities like Hamble Le Rice to decide the future of the places where they live and work. It enables residents to have more say on land use and local infrastructure such as where new houses, businesses, shops and community facilities should go in their local area. The plan can also allocate sites for development and may also include more detailed planning policies, for example to define how new development should look.
- Neighbourhood planning provides a powerful set of tools for local people to ensure that they have control over land use in their community. Neighbourhood planning is optional, not compulsory. There is no requirement for any community or parish or council to undertake work on neighbourhood planning if they don't want to.
- Neighbourhood planning was introduced by Government under the Localism Act in November 2011. It holds the same legal status as the Local Plan once it has been approved at a referendum and at this point it comes into force as part of the statutory development plan.
- A neighbourhood plan will normally last for five years at which point it should be reviewed.

# What the community should consider

- ✓ Community can influence future land use and create a local vision
- ✓ Safeguard the things we value as a village
- ✓ It can protect or propose the creation of open spaces (Green Gaps, Nature reserves / wildlife corridors, allotments, sports pitches, play areas, parks and gardens, and important historic assets)
- ✓ Include policies that influence design
- ✓ It can say where and what type of future development can take place
- ✓ Protects against a weak or failing Eastleigh Local Plan
- ✓ Ensure housing options for future local generations
- X Can't be protectionist in terms of development, but DON'T need to include additional housing allocation
- X Potential cost of the exercise
- X Time commitment 18-24 months
- X Community support and Engagement is required
- X Risk of failing the final examination
- X Care required in order to not set precedents or rights of appeal
- X Can be subject to changes in National Policy Planning Framework



## Impact on Local Plan

- EBC is in the process of submitting its local plan and anticipates a hearing will open in Spring 2019. It hopes to have the plan adopted by Winter 2019.
- A 'made' neighbourhood plan for Hamble Le Rice would attain the same legal status as the Local Plan once it has been approved at a referendum. At this point it comes into force as part of the statutory development plan. Applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise

# How would the Neighbourhood Plan process work?

- HPC would lead on neighbourhood plan, but would also seek input from the community and a neighbourhood steering group made up of volunteers would be established.
- The Local Planning Authority is also involved and will make decisions at key stages of the process, such as approving the neighbourhood area within which the Neighbourhood Plan will have effect. It will also organise the independent examination of the plan and the community referendum that is held at the end of the process.
- The referendum is an important part of the process allowing those that live in Hamble Le Rice to decide whether or not the Neighbourhood Plan comes into effect or not.

## How long would it take?

- The amount of work will be largely dependent on the content and scope of the plan.
- It will also depend on resources and the commitment of the Neighbourhood Steering Group.
- However, preparing a neighbourhood plan is likely to take a considerable amount of time and effort, and a timescale of probably 2 years.



# How it would be managed?

- Neighbourhood plans can only be prepared by a 'qualifying body' in this case HPC.
- In areas such as Hampshire where a parish or town council exists, these are the nominated qualifying body.
- HPC would wish to engage with the wider community therefore advocates a steering group approach led by the qualifying body.
- Members of steering group should include the parish council, other local stakeholders as well as members of the community.

## How much would it cost?

- There is no fixed format or template for a neighbourhood plan and the cost of preparing is therefore likely to vary depending on the complexity and size.
- It will also be determined by the level of 'brought in costs', such as expert reports that may be required as evidence.
- However, research suggests that preparing a neighbourhood plan could cost between £18,000 and £40,000.

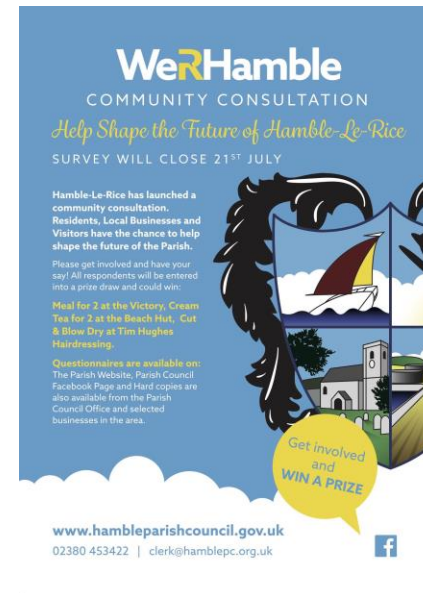
# **Practical Considerations For HPC**

# Methodology

- HPC to engage with Stakeholders via website, newsletter and flyers asking specifically if they wish the council to implement NP or not.
- Attributable
  - Data Capture/Audit
- A4 Information Flyer
- A6 Response post card
  - Yes / No Question to be asked
- Responses to be submitted:
  - Post Card (Parish Office and other locations)
  - Website
  - Survey Monkey
- Parish Meeting to discuss outcome and next steps

# Communication Tools

- Mail drop
  - A4 Fact Sheet
  - A6 Post Card Flyers
- Posters
- Website
  - Dedicated Page on HPC site
- Social Media
  - Dedicated FB Page and Twitter
- Drop-In Session
  - The Mercury/Pub/Cafe
- Village Magazine
- PR /Local Media
  - Advertising





# Time Table Key Dates

- Start
  - 21<sup>st</sup> Jan 2019
- Finish
  - 1<sup>st</sup> March 2019
- Parish Meeting
  - W/C 2<sup>nd</sup> April 2019
  - Avoids Easter Break W/C 15/4



# Financial Considerations

- Government Funding
  - Basic grant up to £9,000
  - Additional grants for eligible groups £8,000\*
  - \*Example: If include Design Criteria
- Parish Council
  - Use Reserves
  - Increase Precept
  - Borrow
- Additional Grant Funding
  - For example, Lottery
- Business
  - Sponsorship
  - Champion Programme
  - In Kind Support
- Fund Raising Activities
  - Community/Business
- Philanthropic
  - Donations

# Resources

## Parish Office Team

- x3 FT Staff
- Review activities
- Prioritise

## External Consultants

- Beauty Parade
- Interview
- Shortlist

## Considerations

- Neighbourhood Forum
  - Recruit for skill set
- Additional P/T Support
- Secondment EBC/HCC
- Secondment local business
- Supplier Support
- Graduate / MBA Project
- Work Experience

**Smart Thinking and Working**

## Next Steps

### Estimated Budget

Design	
£100 – 200 per piece	£400
Print	
A4	
5,000 double side Full Colour	£240
A6	
6,000 double side full colour	£100
Advertising	£200
Delivery	£300*
Misc	£200

### Estimated Cost

**£1,340\*\***

### Recommendation to Approve:

Methodology  
Timescale  
Budget of £2000  
Consultant Beauty Parade

*\*Assumes one drop with Village Magazine and One Separate for A4 Fact Sheet.*

*\*\*Suggest £2000 Budget to cover contingency*

## **Hamble Parish Council**

### **Rights of Way Working Group Annual Report October 2018**

All Public Rights of Way paths and bridleways have been walked and inspected by Cllrs Thompson and Underdown.

The following issues have been found and are hereby brought to the attention of Hamble Parish Council

#### Footpath 1 – High Street to Satchell Lane

It was noted that vegetation from neighbouring properties had encroached on to the path in some places, narrowing the 7 foot width of the path. However the path is still easily passable. This has been an ongoing issue from previous years.

#### Footpath 2 – Footpath 1 to Satchell Lane

Missing finger post at Satchell Lane end (opposite the redevelopment of Satchell Farm).

#### Footpath 5 Rope Walk to Foreshore

Ladder missing on Royal Southern YC sea wall

#### Footpath 502 – Copse Lane through Copse



Broken finger post at entrance from Copse Lane opposite Dental Surgery and another a few metres along path at first path junction.

#### Footpath 503 – Footpath 502 to beach near end of sea wall

Finger post missing at beach end

#### Junction of footpaths 8, 503 & 504 – east end of sea wall

Footpath sign missing near steps to sea wall

#### Footpath 506 – Beech Close to beach



Finger post missing at beach end, metal gate missing and unofficial name plate at Beech Close end. There have been problems in the past with motorcycles using this path.

Footpath 12 – Westfield Common footpath 10 (access road) to 14 (beach)

Finger post missing at beach end.

Footpath 505 – Copse Lane to Footpath 7 to School Lane

Improvements by Eastleigh Ramblers and Hamble Conservation Volunteers were noted.

Embarkation and disembarkation of all the public landings

On the 25th October Cllr Underdown undertook the annual embarkation and disembarkation of all the public landings. This included Mercury Quay, the end of the former Mercury Pier by the seat, the Public Hard and dinghy slipway. He was unable to land the end of Footpath 5 (Royal Southern Yacht Club) due to the Council's ladder not being replaced after the Yacht Haven development.

## **HAMBLE PARISH COUNCIL**

**MEETING** ASSET MANAGEMENT COMMITTEE MINUTES  
**VENUE** Roy Underdown Pavilion, Hamble  
**DATE** Tuesday 06.11 2018  
**TIME** 8.30am

**PRESENT** Councillors: Schofield (Chair), and Thompson  
Cllr Dajka arrived at 9.00am.  
Clerk, Head of Grounds and Assets and Deputy Clerk  
Members of the public: 0

**1a. Apologies for absence**  
Cllr Cohen

**1b. Declarations of Interest in items on the agenda and dispensations**  
None

**1c. Minutes of Asset Management Committee 04.09.2018**

Proposed: Cllr Schofield

Seconded: Cllr Thompson

**RESOLVED:** that the minutes of the meetings were approved and signed by the Chair.

**2. Public Participation**  
None

**3.** Members were asked to consider if it an additional member should be added to the committee to ensure meetings are quorate. The Clerk suggested that this is added to the Agenda for next full council meeting enabling all members the opportunity to express an interest. The Committee agreed this would be a sensible step.

**4. Donkey Derby Field**

The Clerk reported that all users were invited to attend a meeting which took place recently. It was useful to discuss the issues and in particular the 28 day threshold and ramifications of overstaying allocated days. The organisations with good management procedures in place shared these with other organisations.

Changes to the allocation procedure were also discussed and the Clerk has amended the application form accordingly.

The deposit will be £100 per day plus and an additional £100 per booking.

In addition to the costs noted in the report a deposit of £30 will be payable for use of the electricity connector.

There was a discussion about the benefits to the whole community of some events and the problems that often arose. Where events only have a small number of vehicles to accommodate, event organisers have been asked to consider other

facilities in order to free space up in the calendar for those that are unable to make alternative arrangements.

The RSYC and RAF yacht club have offered to assist HRSC with additional parking if needed.

## **5. Ladders at Southern Quay**

The Clerk advised that a formal complaint has been received about the ladders:

- Ñ querying the decision to replace the ladder next to the pontoon as this encourages swimming in the restricted area
- Ñ commenting on the design and aesthetic of the uprights.

The Head Groundsman has been asked to contact the contractor to confirm the specification of the ladders supplied and details of the manufacturer to ensure that they are fit for purpose. Checks can then be undertaken to ensure the ladders are designed for marine use especially as one ladder has been damaged by a boat already.

Cllr Cross suggested the Maritime Agency may be able to offer guidance on appropriate standards if needed.

The Clerk advised that initial advice had been taken from the Harbour Master but the recommended contractor had a 12-week lead time which was felt to be too long. It was agreed that the Head Groundsman would report back.

### **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 they are 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 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.

Cllr Dajka proposed and Cllr Thompson seconded the Committee exempt business from 9.20am until 10.00am

Exempt business was concluded and Clerk left the meeting at 10.00am

### **Report from Head of Grounds and Assets**

#### **Bartletts Field**

The head groundsman confirmed that the changes identified at Council had now been agreed and a revised quote received that kept the project within the £50,000 budget. The contract needed to be issued with the purchase order.



Pathway to Mercury Mound A formal approach from MDL is awaited following an 'in principle' discussion with the Head Groundsman regarding improved access. It was emphasised that the Council has no budget in place for any works.

The Deputy Clerk raised concerns regarding the close proximity to an SSI and particularly the risk of disturbance to over wintering birds. English Nature and other interested organisations should be consulted before any works are agreed.

Allotment Holders Meeting Options to improve attendance were discussed and the Head Groundsman was asked to make enquiries to establish a time most likely to generate attendance.

### **IT WAS RESOLVED:**

To give immediate notice to increase allotment fees by 50p per rod from  
Refunds on a pro rata basis will no longer be offered when allotment plots are relinquished.

A deposit of £20 to be collected for all new agreements subject to allotments being relinquished in a well maintained, immediately re lettable condition

Proposed by Cllr Dajka and seconded by Cllr Schofield

Foreshore Pay & Display machine The electricity supply is in place and the new machine will be stored by the Grounds Team ready for installation. The actual date of installation is awaited.

## **6. Dinghy Park Working Group Recommendations**

**It was RESOLVED** to accept the recommendation to initially limit allocation to 3 permits per household. Any additional applications will be considered on a case by case basis

Proposed by Cllr Dajka Seconded Cllr Schofield

Provision of Boat Washing Facility The Parish Council is not in a position to take forward the suggestion for installation of boat washing facilities at this time due to budget and time constraints. This is likely this request will be picked up during the wider project to create a long term design vision for the Foreshore area. However, the Council would consider a detailed proposal from a user group subject to completion of a consultation of all users and funding sources.

There has been a history of under charging at the dinghy park when the permit fees did not reflect the true running costs of the facility, Installation of a boat washing facility is likely to increase water usage considerably and this will have to be reflected in the permit fees.

The Head Groundsman reported that the tap in the dinghy park is being dismantled regularly over weekends. It is thought this is probably to overcome the percussion mechanism regulating water usage. The Committee asked that he photograph the incidents to build a log.

User Meeting It was agreed that a dinghy park user meeting could be held early in 2019 to discuss the improvements made over the last 12 months. It is hoped more users will take up the invitation to attend.

## 7. Mercury Hub Update

The online training modules have been trialled by Cllrs Schofield, Cohen and the Deputy Clerk. They are all agreed that the Council should proceed with the purchase.

It was **RESOLVED** to approve the purchase of the online training package for volunteers.

Proposed by Cllr Cross      Seconded by Cllr Dajka

The proposed book cataloguing and borrowing software has been rejected by Eastleigh Borough Council on GDPR grounds. Other options will now be researched but the final decision will rest with Eastleigh Borough Council who have been advised that this is critical to opening to the public.

The display case is too small for the model of the TS Mercury. It has been confirmed that the correct measurements were forwarded to EBC and they have been asked to seek a solution with the manufacturer.

The sapling trees have been planted in accordance with the landscape design but one of the trees is overshadowed by a large existing tree and close to the pathway so unlikely to thrive and this has been pointed out to EBC.

The wi-fi is not yet connected and as a consequence the Barclays Tea and Teach arranged for 14<sup>th</sup> November has had to be cancelled.

A community Christmas decoration workshop has been arranged for 1<sup>st</sup> December and it is hoped some Councillors will be available to support the event.

Several suppliers have been approached regarding high end hot drink provision but only one supplier has provided a quotation so far. Depending on the level of usage its possible this could generate a small amount of income. The Deputy Clerk was asked to make some further enquiries and look at the contract offered to see if there is a break clause.

The Parish Council's insurers have provided a quotation of £90.54 to cover liability for 30 volunteers at the Mercury. The Deputy Clerk was asked to obtain an alternative quotation for 50 volunteers and also look in to cover the personal effects of volunteers.

## 8. Cemetery Management

In view of the volume of information submitted and follow work required it was agreed to pass some of the recommendations with immediate effect with the remaining items being taken to the Task and Finish Group.

The application for Membership of the Institute of Cemetery and Crematorium Managers was noted.

It was **RESOLVED** with immediate effect to:

- Require Exclusive Right of Burial to be purchased when applications are received to re-open a grave or ashes plot.

- Stipulate a minimum depth for all new graves of 7 feet (double depth)

- Stipulate that only BRAMM registered stonemason may install memorials at the cemetery.

- Set up a Task & Finish Group to consider all the remaining recommendations consisting of Cllrs Cohen, Schofield and Cross with Cllr Thompson as reserve.

DRAFT

Council

Agenda item: Clerk's Report

1. Itchen Bridge Toll increases consultation - SCC have commenced a consultation linked to their budget preparation. To narrow their budget deficit, they are consulting on a package of measures that include reductions in services and increases in fees and charges. The increase in the toll at Itchen Bridge falls into the latter category.

The consultation web page is attached and sets out the group of people affected as a result of the proposed changes. For Hamble residents it will mean an additional 20p per journey.

What is not clear from the consultation is what the increased revenue will be spent on. There are references to investment in new technology and maintenance of the bridge but it is not explicitly stated in the consultation document.

Below is proposed text for HPC response.

*Hamble Parish Council object to the proposal to increase the cost of journeys across the Itchen Bridge to those without a Smartcities card. Residents within the Hamble community work and spend leisure time in SCC contributing to wealth generation yet are penalised for doing so. As a result of traffic in and out of the city along the A3024/A3025 residents experience daily congestion and poor air quality without any benefit. Other schemes nationally recognise the impact of crossings and provide compensatory schemes to benefit the communities impacted. SCC has instead opted to benefit all its residents without regard to those affected by it across the wider hinterland. This is inequitable and indiscriminate. As part of the increase there should be consideration to extend the Smartcities Card to communities outside of SCC that are regular users of the bridge and are affected by the charges and the impacts on the local road network.*

*It is not clear where the additional revenue will be used and whether it will be ring fenced to fund future maintenance or improvements to barrier free travel across the bridge or will be used to reduce congestion on the network.*

**Recommendation: to agree the wording of the response to SCC consultation exercise on increases to the Itchen Bridge Toll charges**

2. Mercury Community Hub – the license has now been issued and as soon as it is signed HPC will be able to commence a programme of pre-opening events.

The first event will be a team building event with volunteers at the earliest opportunity with a view to then working on the roll out of the programme and training.

It is seen as important to promote the facility amongst community leaders and host a preview event. This event needs to be hosted by members and volunteers are needed to help arrange and host the evening.

The Saturday workshop has been published and we are waiting for bookings. Decorations from the event will be used to dress the trees at the Memorial Hall.

Software for the loan of books remains outstanding and EBC have been asked to resolve it. They will be the data controller and as such need to be satisfied about the level of security and the cost of each package.

Landscaping is currently being done and should be completed within the next week or so. Issues with the utilities remain outstanding.

**Action: Members needed to prepare and host a preview evening**

3. Office Accommodation - The office reorganisation is well underway. Grounds Team are painting the main office ahead of the furniture being moved into place and discussions have started with HVMH about signage and the use of planters. An article will go into the magazine to alert people to the change from the new year as well as being broadcast via social media and the web.

To facilitate the move the legal deeds and documents will be scanned and moved off site to more secure facilities. A quote for the cost of this will come to the next meeting.

As part of this wider process the office IT equipment has been upgraded over the last ten days. The transfer of data has thrown up a number of issues about business continuity which will need to be addressed as part of next years work plan. In total a couple of days productivity was lost in the transfer and a number of problems are still unresolved.

4. Staffing - The Councils Minute Secretary has advised the Clerk that she will be looking to leave the role over the next few months. Her contribution and attention to detail will be sorely missed. Council are asked to approve her replacement. The cost of the post comes out of the xxx budget which has also been used for bringing in additional staff when needed. Currently Council and Planning meetings are minuted by the Minute Secretary. Asset Management Committee, Personnel Committee and the Review Panel are minuted by the Clerk or Deputy Clerk.

5. Donation - The cost of two Commemorative wreaths came to £37.00 this year. In previous years the Council has made a payment of £50.00 to the RBL by way of an additional donation.

**Recommendation: Council is asked to confirm a donation of £13.00 to the RBL this year as part of the purchase of the remembrance poppy wreaths**

6. Access at night to the Roy Underdown Pavilion - With the change to British Winter time the lights at RUP have been turned on from 5.30-8.00pm. Despite the darker nights the courts continue to be well used. Previously Council has discussed locking the gates to the RUP overnight to avoid anti-social behaviour. If Council wishes to do this it should consult through the normal mechanisms ahead of the change.

**Recommendation: Council agrees to lock the car park at the RUP from 5.00pm a trial basis from the new year and to notify people via the normal communication routes.**

**7. Christmas Tree decoration event at HVMH** – the trees for Christmas are ordered and the electrician booked. Hampshire Fire and Rescue have also agreed to help again. The event is booked for 10am on Saturday 8<sup>th</sup> December.

This year it has not been possible to align the dressing of the trees with the Christingle as the event needs to take place in the morning due to a performance by the Hamble Players in the afternoon. Last year the event was organised by Cllr Debbie Philips. For the event to proceed a number of volunteers are needed to manage the event.

**Bank Reconciliation Statement as at: 31/10/2018 for Cash Book 1 Barclays Current A/C 070978787**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current - 70978787	31/10/2018	5	167,903.11
			<u>167,903.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>167,903.11</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
04/06/2018		132.00	
13/08/2018		140.00	
			<u>272.00</u>
			168,175.11
		<b>Balance per Cash Book is :-</b>	<b>168,035.11</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>140.00</b>
<u>Adjustments to Reconciliation</u>			
20/09/2018 query	Unidentified receipt	140.00	
			<u>140.00</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

THE OFFICIALS  
HAMBLE-LE-RICE PARISH COUNCIL  
PARISH COUNCIL OFFICE  
MEMORIAL HALL  
HAMBLE-LE-RICE  
SOUTHAMPTON  
SO31 4JE

## Your Business accounts – at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

## Your balances on 31 October 2018

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### Business Current Accounts

Business Current Account Statement	£167,903.11
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Sort Code 20-79-29 • Account No 70978787

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### Business Savings Accounts

Business Premium Account	£141,155.44
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Sort Code 20-79-29 • Account No 60854980

---

This is the end of your account summary.

## Development Management

Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN

Tel: 023 8068 8264 [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk)

Office hours: Mon-Thurs 8.30am - 5pm, Friday 8.30am - 4.30pm

**EASTLEIGH**  
BOROUGH COUNCIL

L/18/04128

Application for listed building consent for alterations, extension or demolition of a listed building.

Planning (Listed Building and Conservation Areas) Act 1990

### Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

### 1. Site Address

Number	
Suffix	
Property name	The Green, Ferryside Cottage
Address line 1	Green Lane
Address line 2	
Address line 3	
Town/city	Hamble-Le-Rice
Postcode	SO31 4JB
Description of site location must be completed if postcode is not known:	
Easting (x)	448435
Northing (y)	106624
Description	

### 2. Applicant Details

Title	Mr
First name	
Surname	Rousselle
Company name	
Address line 1	The Green, Ferryside Cottage
Address line 2	Green Lane
Address line 3	
Town/city	Hamble-Le-Rice





## i. Applicant Details

Country	
Postcode	SO31 4JB
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

## ii. Agent Details

Do Agent details were submitted for this application

## iii. Description of Proposed Works

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s):

Change chimney flue exit so we can have a small wood stove in living room

Has the development or work already been started without planning permission?

☐ Yes ☒ No

## iv. Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- ☐ Don't know  
☐ Grade I  
☐ Grade II\*  
☒ Grade II

Is it an ecclesiastical building?

☐ Don't know ☐ Yes ☒ No

## v. Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

☐ Yes ☒ No

## vi. Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

☐ Yes ☒ No

## vii. Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

☐ Yes ☒ No

## viii. Listed Building Alterations

Do the proposed works include alterations to a listed building?

☐ Yes ☒ No



## 0. Materials

Does the proposed development require any materials to be used in the build?

☐ Yes ☒ No

## 1. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

☐ Yes ☒ No

## 2. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

- ☐ The agent  
☒ The applicant  
☐ Other person

## 3. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☐ Yes ☒ No

## 4. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- a) a member of staff  
b) an elected member  
c) related to a member of staff  
d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

☐ Yes ☒ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

## 5. Certificates

**CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner (owner is person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.

Person role

- ☒ The applicant  
☐ The agent

Title	Mr
First name	coriolan
Surname	Rousselle
Declaration date (DD/MM/YYYY)	25/09/2018

☒ Declaration made

## 6. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒



## Clerk - Hamble Parish Council

---

**From:** Tim Dyer <timjsdyerarchitect@gmail.com>  
**Sent:** 31 October 2018 12:10  
**To:** Martin, Clare  
**Subject:** L/18/84128 - Ferryside Cottage, Green Lane, Hamble, SO31 4JB.

Clare,

I could not see the last photograph in the application, so my comments based on the rest of the information.

### **L/18/84128 - Ferryside Cottage, Green Lane, Hamble, SO31 4JB.**

The existing termination to the chimney is unusual, presumably a unique solution to protecting the outlet from the prevailing wind.

The proposal to replace these two up-stands and tiling with a traditional chimney pot and cowl with haunching will be more in keeping with the building and those surrounding it, so as long as it is not excessively high there will be no problem. The mortar should match the existing be it lime mortar or cement but if this the mix should include lime to give flexibility.

**Tim J S Dyer**, B.Sc., Dip. Arch. (Bim), Grad. Dip. Conservation (AA), RIBA.

Built Heritage Consultant Architect.

tel: 07413 992 763.





**From:** [REDACTED]  
**Sent:** 29 October 2018 13:44  
**To:** Martin, Clare  
**Subject:** RE: The Green, Ferryside Cottage - L/18/84128  
**Attachments:** 20180802\_155659 - mod.jpg

Best regards

1

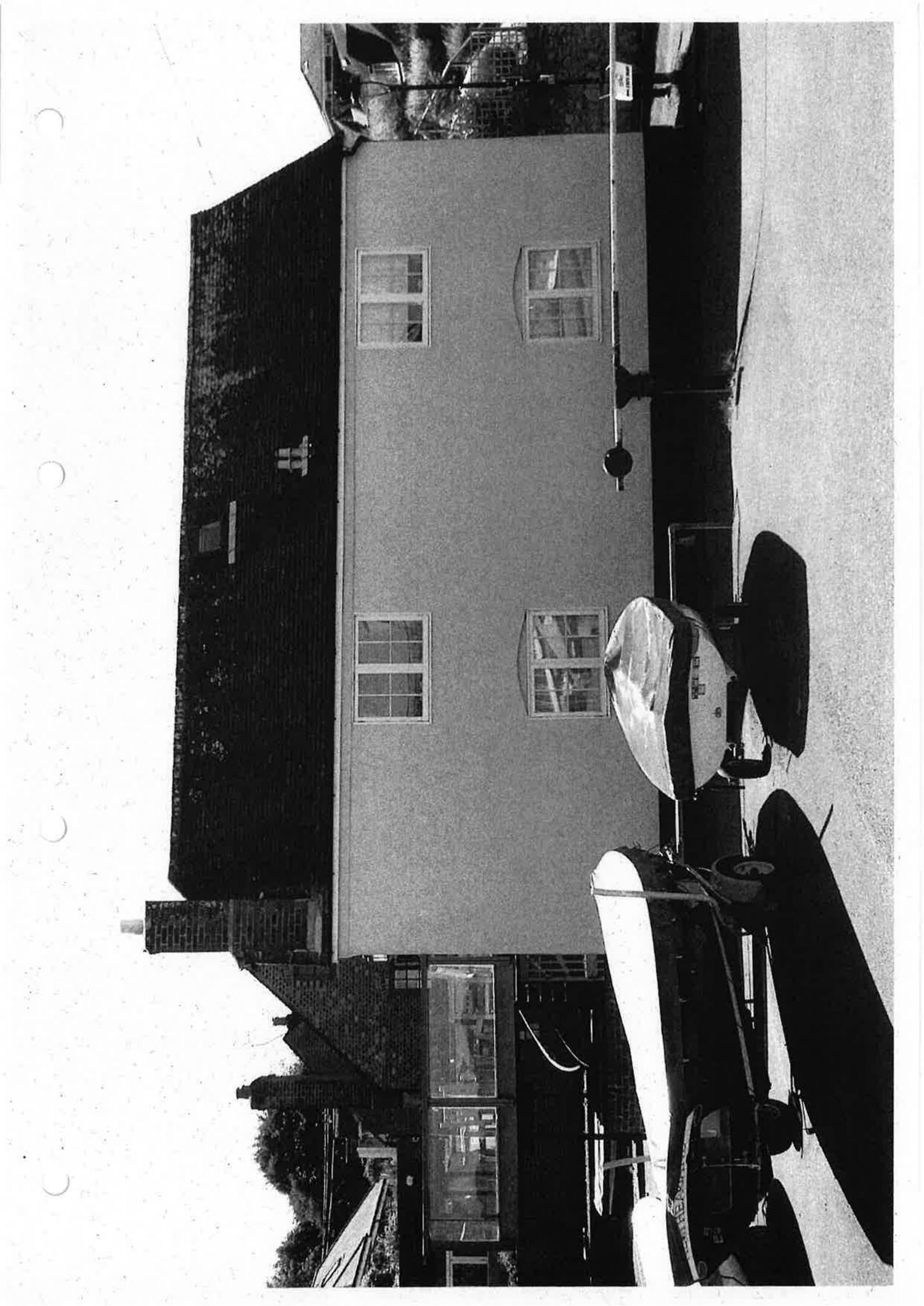


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## Search



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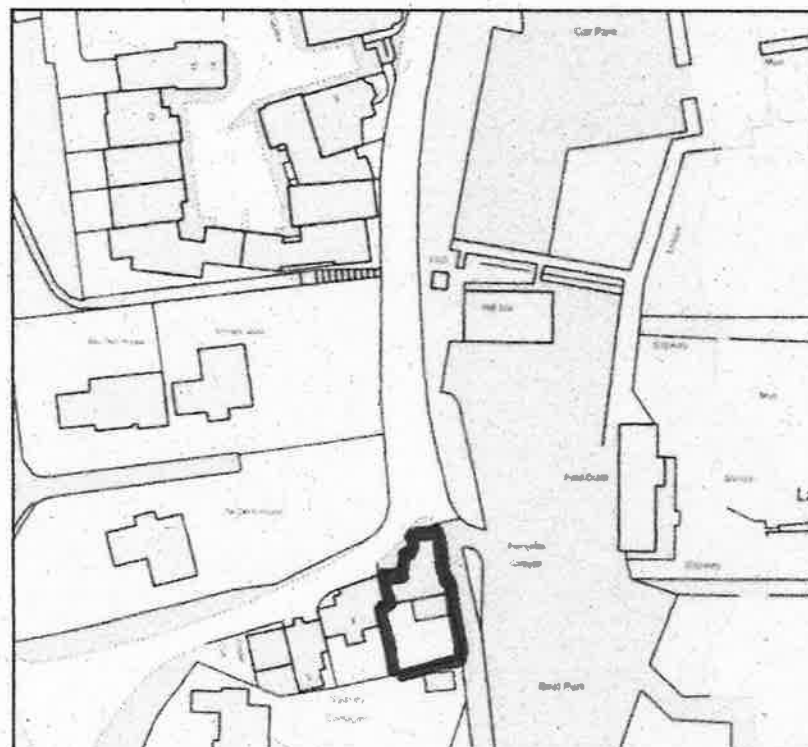
## Quick Search

You searched

PLANNING A  
L/18/84121

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## Ferryside Cottage Location Map



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Site Plan

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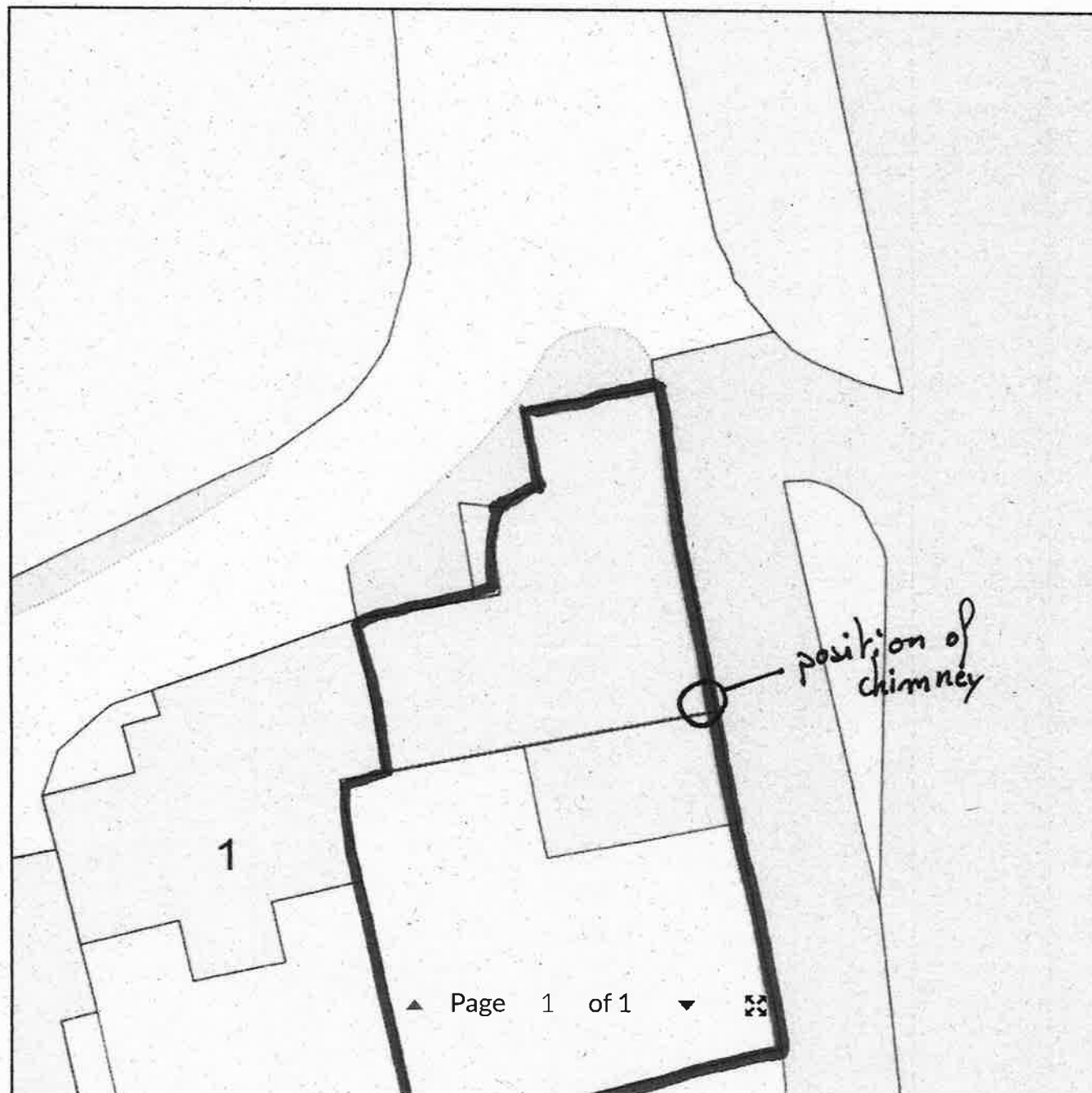
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PLANNING A  
L/18/8412

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▲ Page 1 of 1 ▼

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Search...

Search

[Planning Register \(/S...](#)

We are currently making changes to the Planning Register. In the meantime, we will be experiencing some disruption as we develop and test the new system. If you experience any problems, please contact our customer service team on [02380688000](tel:02380688000) or email [planning@eastleigh.gov.uk](mailto:planning@eastleigh.gov.uk).

If you experience problems with the new tab, we should have this fixed by now. We will be happy to help.

[Quick Search](#) [Advanced Search](#)**You searched for: L/18**

PLANNING APPLICATION

**L/18/84128 - Listed building**

Status	Applicant
Valid	Mr Coriolan I



LANE, HAMBLE-LE-RICE,

We will improve the search facility of the Planning Register if you experience any problems. Our customer service team on [02380688000](tel:02380688000) is happy to help.

[Application and opening in a new tab](#)

[Search again](#)[Return to Results](#)[Comment](#)

Planning Portal Ref  
7308404







TITLE ↓

statement - supporting info

DESCRIPTION ↓

CATEGORY ↓

DATE ↓

VERSION NO ↓

DRAWING NO ↓

The aim of this application is to change the actual gas burner in the chimney to a small wood stove in our living room.

The top of the chimney was built before the house was listed. It is located on the SE corner of the house. It was built with an additional square angle on its NW corner and is opened without top protection. The installer has said we need to cut the square angle top 4 bricks and put a chimney pot on top so the flue is within regulations and safe so we can have a working chimney.

The pot will be laid using Lime Mortar or conventional cement mortar to match the brick joints on chimney stack.

The pot attached is the one been suggested by the fitter but the Conservation officer might have some suggestion to which we are opened to discuss as we have done previously on the house.

There will be no impact on the heritage of the house and probably will make the chimney look more like our neighbours chimney pots.



NC  
11/18/84242

08/10/2018

Mere House - Google Maps

Google Maps Mere House



Imagery ©2018 Google, Map data ©2018 Google



## Development Management

Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN

Tel: 023 8068 8264 [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk)

Office hours: Mon-Thurs 8.30am - 5pm, Friday 8.30am - 4.30pm



Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

### Town and Country Planning Act 1990

#### Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

#### 1. Trees Location

Number	<input type="text"/>
Suffix	<input type="text"/>
Property name	<input type="text" value="The Green, Mere House"/>
Address line 1	<input type="text" value="Green Lane"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Hamble-Le-Rice"/>
Postcode	<input type="text" value="SO31 4JB"/>

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Easting (x)	<input type="text" value="448394"/>
Northing (y)	<input type="text" value="106508"/>

Description

#### 2. Applicant Details

Title	<input type="text" value="Mrs"/>
First name	<input type="text"/>
Surname	<input type="text" value="Nicholson"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="The Green, Mere House, Green Lane"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>

## 2. Applicant Details

Town/city	Hamble-Le-Rice
Country	
Postcode	SO31 4JB
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

## 3. Agent Details

Title	Mr
First name	Mark
Surname	Merritt
Company name	Merritt Tree Specialists Ltd
Address line 1	173 Stanmore Lane
Address line 2	
Address line 3	
Town/city	Winchester
Country	Hampshire
Postcode	SO22 4BL
Primary number	01962861597
Secondary number	
Fax number	
Email	info@merritt-treespecialists.co.uk

## 4. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

☒ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area?

☐ Yes ☒ No

## 5. Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below

## 5. Identification of Tree(s) and Description of Works

Tree species (and the number used on the sketch plan) and description of works.

If trees are protected by a Tree Preservation Order you must also provide reasons for the work and, where trees are being felled, please give your reasons for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in the same place.

T1 Beech - Remove tree, previously badly pruned, now top heavy and mis-shapen with low amenity value

## 6. Trees - Additional Information

### For all trees

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

### For works to trees covered by a TPO

**Please note:** If none of the proposed work involves trees covered by a TPO, please answer 'No' to the two questions below

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application MUST be accompanied by the necessary evidence to support your proposals (see guidance notes for further details).

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall ☐ Yes ☒ No

1. ☐ Yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives. ☐ Yes ☒ No

If Yes, you are required to provide for

#### Subsidence

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains walls and hard surfaces) Written technical evidence from an appropriate expert, including description of damage and possible solutions.

### Documents and plans (for any tree)

Are you providing additional information in support of your application (e.g. an additional schedule of work for question 'Identification of Tree(s) and Description of Works')? ☐ Yes ☒ No

## 7. Tree Ownership

Is the applicant the owner of the tree(s)? ☒ Yes ☐ No

## 8. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number

## 9. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent. ☐ Yes ☒ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?



## 10. Trees - Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)

15/10/2018

Householder Application for Planning Permission for works or extension to a dwelling.  
Town and Country Planning Act 1990

Please complete using block capitals and black ink.

**1. Applicant Name and Address**

Title:	Ms	First name:	H
Last name:	Newbury		
Company (optional):			
Unit:		House number:	23
		House suffix:	
House name:			
Address 1:	Deanfield Close		
Address 2:			
Address 3:			
Town:	Hamble		
County:			
Country:			
Postcode:			

**2. Agent Name and Address**

Title:	Mr	First name:	Derek
Last name:	Treagus		
Company (optional):	Derek Treagus Associates		
Unit:		House number:	20
		House suffix:	
House name:	No3 The Townhouse		
Address 1:	Nelson Road		
Address 2:			
Address 3:			
Town:	Southsea		
County:	Hampshire		
Country:			
Postcode:	PO5 2AS		

**3. Description of Proposed Works**

Please describe the proposed works:

Loft Conversion with front and rear dormers and single storey side extension

### 3. Description of Proposed Works (continued)

Has the work already started? ☐ Yes ☒ No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work already been completed? ☐ Yes ☒ No

If Yes, please state when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

### 4. Site Address Details

Please provide the full postal address of the application site.

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

### 5. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☐ Yes ☒ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☒ No

Do the proposals require any diversions, extinguishments and/or creation of public rights of way? ☐ Yes ☒ No

If Yes to any questions, please show details on your plans or drawings and state the reference number(s) of the plan(s)/drawing(s):

### 6. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☐ Yes ☒ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much possible: ☐

Officer name:

Reference:

Date (DD MM YYYY):   
(must be pre-application submission)

Details of the pre-application advice received:

### 7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development? ☐ Yes ☒ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☒ No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/drawing(s) and indicate the scale.

### 8. Parking

Will the proposed works affect existing car parking arrangements?

☐

Yes

☒

No

If Yes, please describe:

### 9. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority

With respect to the Authority, I am: (a) a member of staff

(b) an elected member

(c) related to a member of staff

(d) related to an elected member

Do any of these statements apply to you and/or agent

☐

Yes

☒

No

If Yes, please provide details of the name, role, and how you are related to them

## 10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls		Brick to match existing	<input type="checkbox"/>	<input type="checkbox"/>
Roof		Flat EPDM	<input type="checkbox"/>	<input type="checkbox"/>
Windows		PVCu	<input type="checkbox"/>	<input type="checkbox"/>
Doors		PVCu	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle access and hard-standing			<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (please specify)			<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

☐ Yes

☒ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

## 11. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form  
**CERTIFICATE OF OWNERSHIP - CERTIFICATE A**

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

**NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.**

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

### CERTIFICATE OF OWNERSHIP - CERTIFICATE B

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner\* and/or agricultural tenant\*\* of any part of the land or building to which this application relates.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

## 11. Ownership Certificates and Agricultural Land Declaration (continued)

### CERTIFICATE OF OWNERSHIP - CERTIFICATE C

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners\* and/or agricultural tenants\*\* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

--

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

--

On the following date (which must not be earlier than 21 days before the date of the application):

--

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

--

--

--

### CERTIFICATE OF OWNERSHIP - CERTIFICATE D

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner\* and/or agricultural tenant\*\* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

--

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

--

On the following date (which must not be earlier than 21 days before the date of the application):

--

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

--

--

--



## 12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form: ☒

The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☒

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application: ☒

The original and 3 copies of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: ☐

The correct fee: ☐

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 12 Certificate (Agricultural Holdings): ☒

## 13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

*D Treagus*

09/09/2018

(date cannot be pre-application)

## 14. Applicant Contact Details

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address (optional):

## 15. Agent Contact Details

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):  07956624094

Country code:  Fax number (optional):

Email address (optional):  derek.treagus@gmail.com

## 16. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☒ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

☒ Agent

☐ Applicant

☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

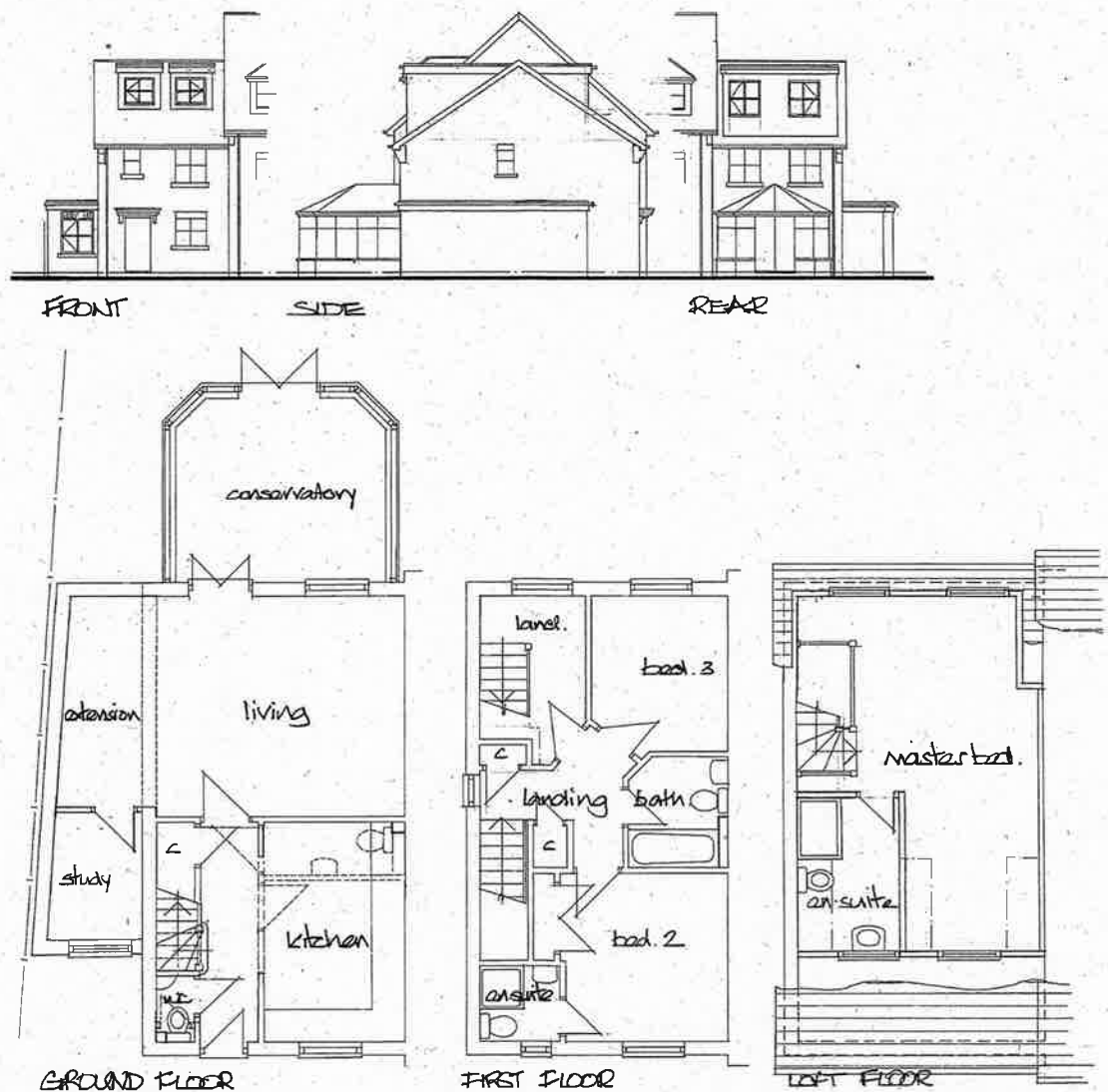
Email address:







Plan



<p> <b>Derek Treagus Associates</b>  <b>Architectural Services</b>  <small>Unit 10 The Terraces, 20 Palace Road, Southampton SO9 2AD</small>  <small>Tel: 07956 64091</small>  <small>Email: derek@treagus.co.uk</small> </p>	
Project	SIDE EXTENSION & LOFT CONVERSION TO 23 DEANFIELD CLOSE, HAMBLE, HAMPSHIRE.
Client	Ms Hazel Newbury
Subject	Planning Drawing
Date:	Sept 2018
Scale:	1:50, 1:100 @ A2
Rev:	<p> <b>A</b>            Copyright reserved.            All dimensions are to be site confirmed and should not be used solely for planning purposes.            Verify all queries with the office.         </p>
<p> </p>	





## Site &amp; Location Plan

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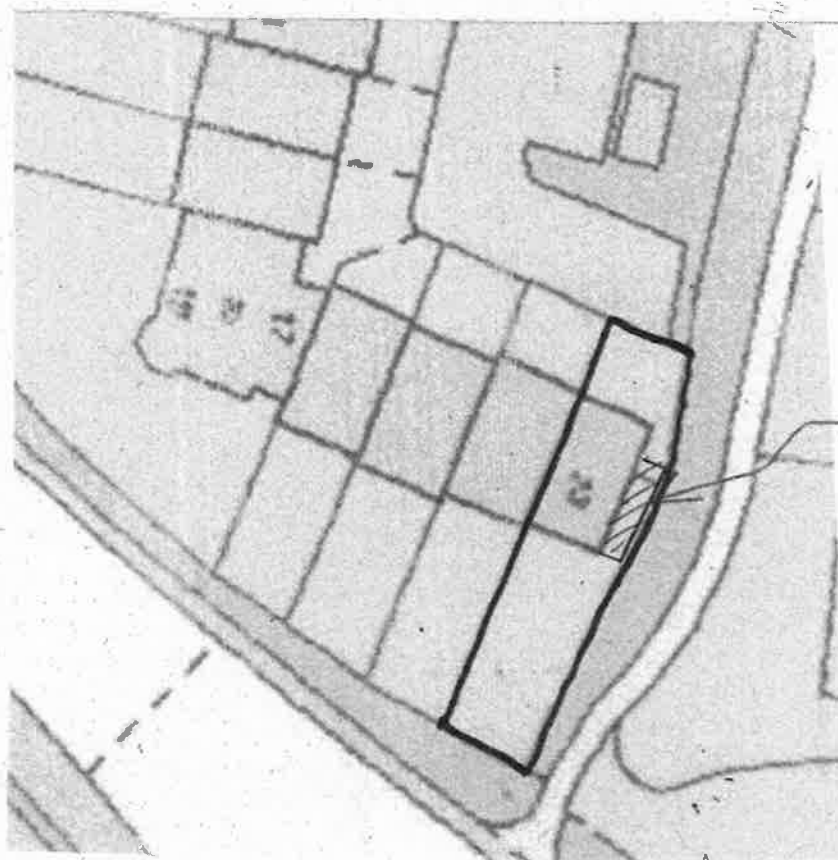
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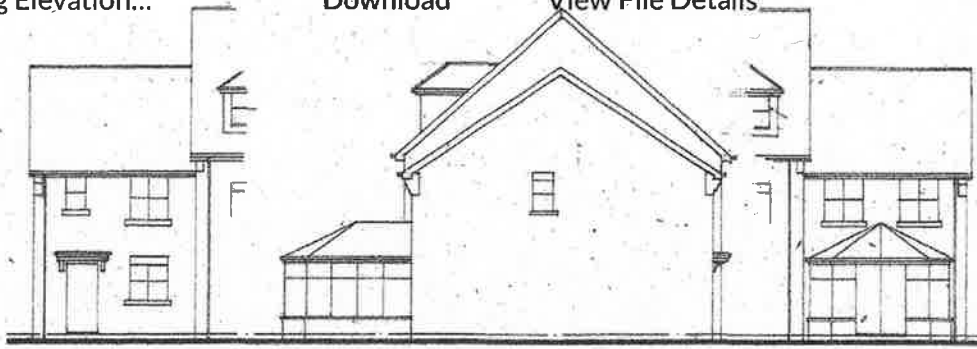


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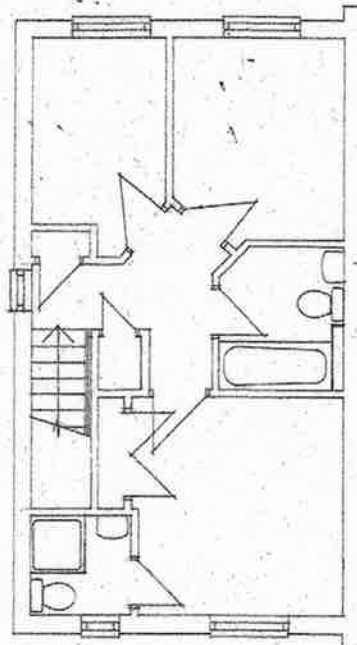
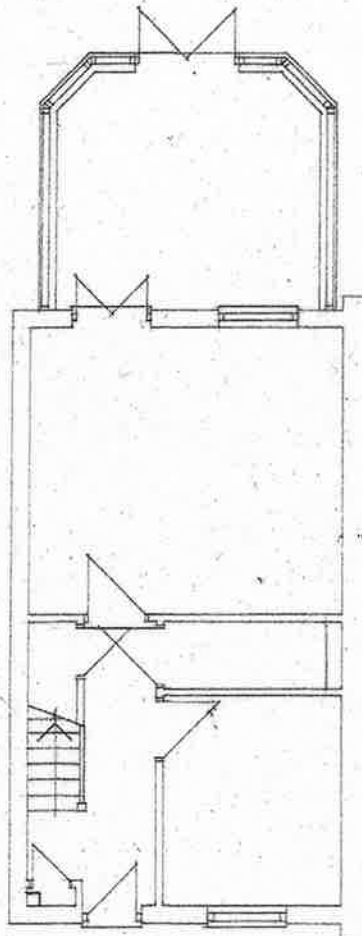


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Scale 1:200 @ A4



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Scale 1:100 @ A4

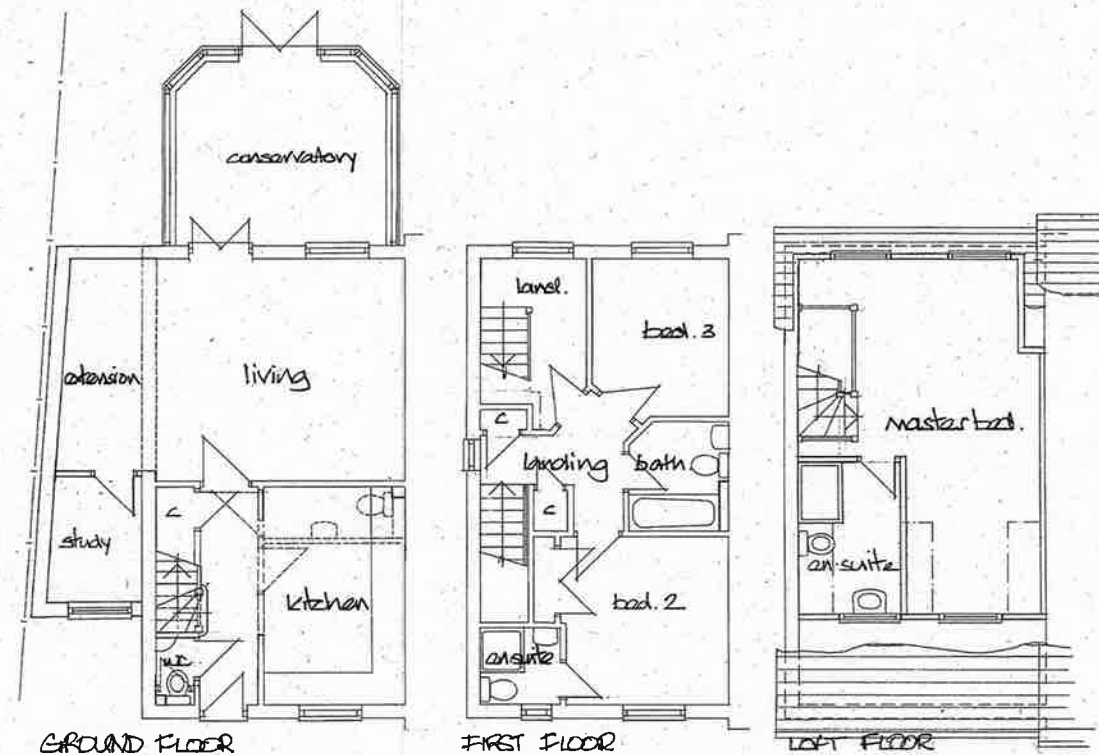
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Please note that this drawing is a screen capture of the original drawing.



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2/01 Rev A

<b>DEREK TREAGUS ASSOCIATES</b> Architectural Services 1st-2nd Floor, 20 Jubilee Road, Southampton, Hampshire SO2 2AG Tel: 07906 424004 Email: d.treagus@bt.com	
Project	SIDE EXTENSION & LOFT CONVERSION TO 23 DEANFIELD CLOSE, HAMBLE, HAMPSHIRE
Client	Ms Hazel Newbury
Subject	Planning Drawing
Date	Sept 2018
Scale	1:50, 1:100 @ A2
Rev	1 Copyright reserved. All dimensions are to be site confirmed and should not be scaled unless for planning purposes. Verify all queries with the office.







Details Consultees and Comments Documents

Site & Location Plan

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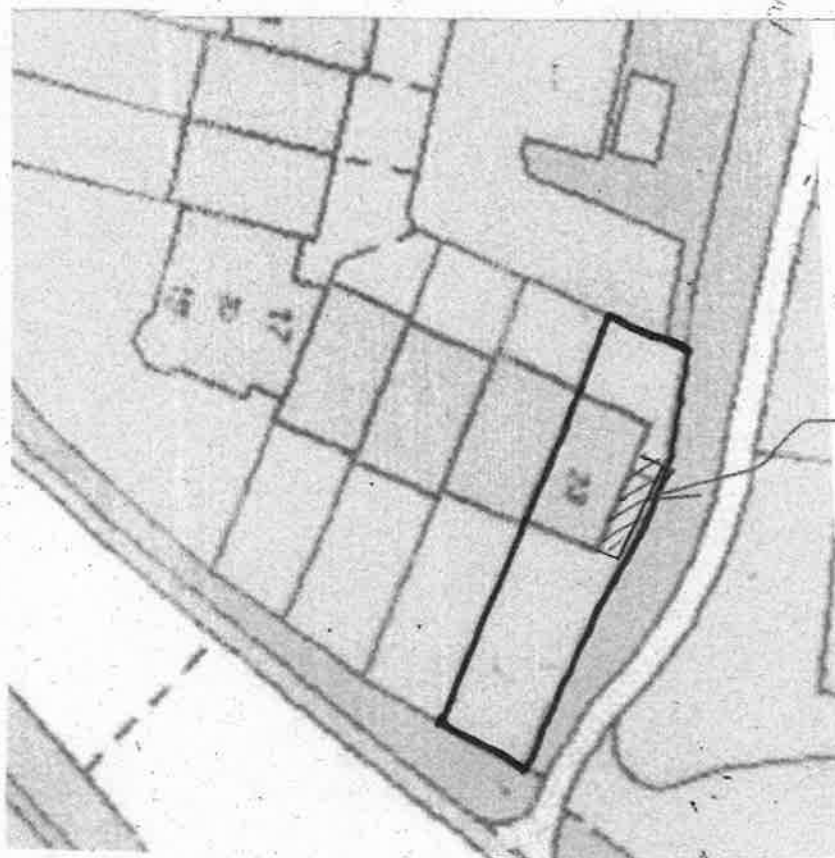
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SITE PLAN  
Scale 1:500 @ A4

Page 1 of 1



**Bank Reconciliation Statement as at: 08/11/2018 for Cash Book 2 Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	08/11/2018	1	67.16
			<u>67.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			67.16
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			67.16
		Balance per Cash Book is :-	67.16
		Difference is :-	0.00

*I. M. Orderson*

8.11.18

Petty cash at 8th November 2018

Voucher

✓ £20	60.00	1
✓ £10		2
✓ £5		3
✓ £2		4
✓ £1		5
✓ 50p		6
✓ 20p	1.60	7
✓ 10p		8
✓ 5p	4.50	9
✓ 2p	0.62	10
✓ 1p	0.44	11
		12

67.16

*I. M. Gordon*  
8.11.18

67.16

**EASTLEIGH**  
BOROUGH COUNCIL

Our Ref: SG/Other loans  
Your Ref: L6111  
Contact: Sam Goulding  
Direct Dial: 02380 688062  
Email: [sam.goulding@eastleigh.gov.uk](mailto:sam.goulding@eastleigh.gov.uk)

Dear Amanda

Please find below details of your loan with the Borough Council.

**Sub Total: £118,498.41**

**Total Interest:** £148.53

<b>Total:</b>	<b>£118,646.94</b>
---------------	--------------------

\*The council policy is to provide interest at 0.75% below the Bank of England Base Rate. As this would currently provide a zero percent interest rate, the Council has opted to pay interest at 0.5% until the base rate exceeds 1.25%, at which point the rate will revert to 0.75% below the base rate.

**Sam Goulding**  
Case Management Officer  
Support Services

## Hamble

43191

								Total simple interest
Amount	Number of days since last entry		% rate	day	Enter date ranges below			148.53
					month	year	Interest	
118498.41	43374	183	0.250	1	4	118	118498.41	148.53
0.00	43374	0	0.500	1	10	118	118498.41	0.00
0.00	43374	0	0.500	1	10	118	118498.41	0.00
0.00	43374	0	0.500	1	10	118	118498.41	0.00
0.00	43374	0	0.500	1	10	118	118498.41	0.00
0.00	43374	0	0.500	1	10	118	118498.41	0.00
0.00	43374	0	0.500	1	10	118	118498.41	0.00
0.00	43374	0	0.500	1	10	118	118498.41	0.00
0.00	39904	0	0.500	1	10	118	118498.41	0.00
0.00	39904	0	0.500	1	10	118	118498.41	0.00
118,498.41	183		Sum of the interest					148.53
								118498.41

Items marked with a \* are disputed invoices.

<u>Date</u>	<u>Invoice</u>	<u>Supplier</u>	<u>Account</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
12/09/18	DDE2010205744	ALLIANCE UK	AL01	74.08	14.82	88.90	88.90
21/09/18	BT3910026874	HCC	H04	40.00	0.00	40.00	40.00
24/09/18	BT0914880179	TRADE UK (B&Q)	T02	15.00	3.00	18.00	18.00
27/09/18	BT402033480	CANON	C07	72.59	14.52	87.11	87.11
27/09/18	BT3720	DALE VALLEY	D010	468.00	93.60	561.60	561.60
01/10/18	BT4036932	ALLIANCE UK	AL01	424.92	84.98	509.90	509.90
01/10/18	BT232497	TUDOR	T010	213.30	42.66	255.96	255.96
02/10/18	BT02453681	EBC	E02	35.04	7.01	42.05	42.05
04/10/18	BT388365	GOPAK	G020	63.40	12.68	76.08	76.08
04/10/18	BTV01544225714	TMOBILE	T06	60.02	12.00	72.02	72.02
09/10/18	BT1377654	EMO	E08	235.75	11.79	247.54	247.54
10/10/18	B3740	DALE VALLEY	D010	438.00	87.60	525.60	525.60
12/10/18	BT02456753	EBC	E02	863.52	0.00	863.52	863.52
12/10/18	BT58096097	HCC	H04	32.01	6.40	38.41	38.41
13/10/18	BT131599	CARRERA	C010	321.98	64.40	386.38	386.38
15/10/18	BT131494	CARRERA	C010	127.00	25.40	152.40	152.40
17/10/18	BT2845	HALC	H07	40.00	8.00	48.00	48.00
18/10/18	BT1462	SURREY HILLS	SH01	599.00	115.00	714.00	714.00
18/10/18	BT41799	CLASSIC FIRE	CF01	590.00	118.00	708.00	708.00
18/10/18	18102018	BARCLAYS BANK	BB01	50.65	0.00	50.65	50.65
19/10/18	BT58096928	HCC	H04	33.53	6.71	40.24	40.24
23/10/18	BT328118	SAFETEC	ST01	101.50	20.30	121.80	121.80
25/10/18	BT2171	J HUMPHRY ASSOC	HU01	30.00	6.00	36.00	36.00
26/10/18	BTASI1810400	HILLIERS	H01	428.40	85.68	514.08	514.08
30/10/18	99	TUCKER & MUNDAY	TU01	500.00	100.00	600.00	600.00
30/10/18	BT1110	KIEVEL GAD LTD	KE01	290.00	58.00	348.00	348.00
31/10/18	BT130504	LOCAL EYES	LE01	455.00	91.00	546.00	546.00
31/10/18	BT17-18/19	JACKIE PANAKIS	J02	60.00	0.00	60.00	60.00
31/10/18	BT1810/038	DESIGN & PRINT	D04	840.00	0.00	840.00	840.00
31/10/18	DD3E2010394001	ALLSTAR	A05	80.33	16.07	96.40	96.40
				<b>7,583.02</b>	<b>1,105.62</b>	<b>8,688.64</b>	<b>8,688.64</b>