

7pm, Monday 10th February 2020, The Roy Underdown Pavilion, Baron Road, Hamble SO31 4RY

1. Welcome

- a. Apologies for absence;
- b. Declaration of interest and approved dispensations; and
- c. To approve minutes of previous Council Meetings (December 2019 (as amended) and January 2020)

2. Public Participation

COMMUNITY

3. Grant Applications and Grant Feedback

- Request for a grant to cover the cost of the deposit for the Roy Underdown Pavilion for Chair aerobics
- Grant Feedback from Hamble River Sailing Club

4. Motion 1/4 -10.02.2020.

“I propose that Hamble Parish Council undertake a project with Hamble Primary School and Hampshire County Council to help improve air quality, encourage fitness for our local children and significantly reduce many school run car journeys, at the Mount Pleasant Car Park during school drop off and pick up times” - Cllr Trevor Dann

5. Eastleigh Borough Council (EBC) Report

6. Election timetable - Confirmation from EBC

7. Report Hamble River Valley Forum

8. Applications and allocation for Use of Parish Council Facilities 2020

PLANNING APPLICATIONS

9. F/20/87197 - 8-9 CORONATION PARADE, HAMBLE, SO31 4JT

Conversion of existing residential flat (Class C3) to retail space (Class A1); the erection of a single storey rear extension with roof mounted plant and alteration to shopfront.
Consultation Ends: 17/02/2020

FINANCE & PAYMENTS

10. Fees and Charges

- a. Roy Underdown Pavilion
 - i. Full Day Rate
 - ii. Minimum Charge
 - iii. Frequent user discount
- b. Village Magazine Advertising Rates

11. Review of Reserve Funds

12. Approve the Following (report):

- a. Petty Cash and Bank Reconciliations;
- b. To Authorise the Schedule of Payments;
- c. New Financial Contracts (Grounds Team Mobiles and iPad data sim) and Increased Costs (River Hamble Harbour Authority);
- d. Contractual Changes (Enterprise's acquisition of SHB Hire Limited and Flowbird change of address);
- e. Cancelled Contracts (iPad support); and

- f. Income and Expenditure Schedule Including Irregular Payments and Receipts.

GOVERNANCE, COMMITTEES AND OTHER MEETINGS

13. Task List

14. Officers' Report, including:

- a. Electrical Costs at Foreshore Toilets for Digital Locking System
- b. VE and VJ Day
- c. Hamble Lifeboat - Harbour Authority request to manage the Showers update
- d. Allotments Meeting Date
- e. Flowers in The Square
- f. Paper free meetings

15. Recommendations from the Personnel Committee

- a. Approve Amended Terms of Reference.
- b. To renew the contract for HR and Health and Safety advice with Ellis Whittam for a further three years subject to a cost of £2,500+vat a year. The contract is not subject to full market testing given the specialist nature of the service and the knowledge of HPC issues over the last 3 years.
- c. To work with other parishes in the borough to see if a cost reduction can be secured.
- d. That the Council runs a Good Neighbour Award programme with work being overviewed by the Communication Working Group. Awards to be granted in September/October time.
- e. That the future HCC Pension Fund costs are noted alongside the decision to remain within the scheme.

16. Issue from the Planning Committee

- a. Local Plan Examination - HA2 - Policy HA2, Mercury Marina and Riverside Camping and Caravan Park.

17. Feedback and updates from Working Groups:

- a. Street Signage
- b. Information Boards
- c. Communications Working Group
- d. Operations Working Group - Purpose and Terms of Reference

Dated: 5th February 2020

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

UPCOMING PARISH COUNCIL MEETINGS

Planning Committee - Monday 24th February, 7pm at The Roy Underdown Pavilion

Personnel Committee - Monday 24th February, 2pm. TBC

Asset Management Committee - Tuesday 3rd March, 8.30am at The Roy Underdown Pavilion

Full Council - Monday 9th March, 7pm at The Roy Underdown Pavilion

OTHER UPCOMING PUBLIC MEETINGS

Eastleigh Borough Council Local Area Committee Meetings

Thursday 16th March, 6pm at Hamble Primary School (proposed venue)

7pm, Monday 13th January 2020, The Roy Underdown Pavilion, Baron Road, Hamble SO31 4RY

Present: Councillors: S Hand (Chair); S Cohen (Vice-Chair); M Cross; J Dajka; T Dann; S Hayward; J Nesbit-Bell; D Rolfe; S Schofield; A Thompson and I Underdown.

Clerk and Deputy Clerk

Members of the Public: One

Minute reference is 13.01.2020 + the agenda item number

1a. Apologies for absence			
None			
1b. Declaration of interest and approved dispensations			
Cllr Underdown Dinghy Park and History Society and Cllr Cross Planning			
1.c To approve minutes of previous Council Meetings			
<p>IT WAS RESOLVED to approve the Minutes of 09/12/2019 subject to the agreed amendments: Item 10 to record 'the reports from Hamble River Valley Forum and Hamble Estuary Partnership were noted'.</p> <p>Item 15d to 15h Resolution 3 correct gou to 'gov'.</p> <p>The above changes would be made and the minutes signed by the Chair before the next meeting.</p>			
Proposed	Cllr Underdown	Seconded	Cllr Cohen
2. Public Participation			
<p>Cllr Nesbit-Bell arrived at 19:08</p> <p>A member of the public spoke to the Council about trees and toxic air, particularly the traffic along Hamble Lane emitting toxic fumes. He requested the Council consider a tree planting scheme on Mount Pleasant Recreation Ground, to plant 1000 saplings, at least two years old, starting in November 2020 and a similar scheme on land close to Hamble School. Funding and support could be sought from large Hamble based companies such as GE Aviation, BP, Coopervision, etc. The Council had also received a letter from another resident with a copy of an article about how a West London school had improved air quality through a local greening project.</p> <p>The Chair asked that Cllrs submit feedback, thoughts and ideas to the Clerk.</p>			
3. Eastleigh Borough Council (EBC) Team Meeting Feedback			
3a. Youth Provision 2020/21			
<p>Youth engagement has been improved by Youth Options and a lot of detached work has been taking place at Hamble Skate Park. Further information around funding for this youth provision to continue will follow but should be broadly in line with last financial year with a payment of £4,000.</p> <p>Cllr Thompson advised Hamble Rideout Group is getting very positive feedback on social media. The group has been set up by young people to promote positive activities particularly cycling.</p> <p>Cllr Schofield highlighted need for maintenance and improvement of the skate park facility which is being used by children from Hound and Bursledon as well as Hamble. Support with funding from the neighbouring Parishes would be very helpful.</p>			

The proposed Winter drop-in sites are in neighbouring Parishes; could Mount Pleasant be offered? Some minor commissioning works would be necessary to bring the Pavilion in to a usable state.

Cllr Dann raised the lack of parental awareness about the activities and support offered by Youth Options and asked how the services are publicised.

3b. Public Art in Bursledon, Hamble and Hound

Developers contributions are available for projects possibly for Way Markers across the Peninsula with a design specific to the particular location. This could also link into Hamble Parish Council's (HPC) current work looking at interpretation and information boards.

Members are very keen to support public art projects incorporating environmental/climate benefits. Cllr Schofield raised the possibility of a living walls across the Peninsula Parishes as public art projects.

3c. Hamble Point Gun Emplacement

The gun will be removed shortly and placed in safe storage. Some of the developer's contributions could be used to design and install a plinth for the gun.

3d. Bursledon, Hamble and Hound Action Plan

At the meeting The Clerk requested two changes to the Action Plan, to include:

- Hamble Station under the Key Project and Priorities
- More detailed SMART measures from the Air Quality Plan

4. Southern Quay Benches Project - verbal update

No tenders were received, the Clerk is awaiting advice from HALC and will report to the Asset Management Committee and Council as soon as possible.

5. VE and VJ Day

Cllr Thompson advised no other local Councils seem to be arranging any celebration events. He asked that the Royal British Legion and Royal Victoria Country Park are contacted again to find out if they are organising events HCP can support or alternatively HPC can offer support to other Hamble based community events.

IT WAS RESOLVED TO: ask the Deputy Clerk establish what local activities are being arranged by the RBL and RVCP and report back.

Cllr Dajka not present for the vote.

Proposed

Cllr Thompson

Seconded

Cllr Underdown

6. Draft Budget, Project List, Fees and Charges and Precept for 2020/21

IT WAS RESOLVED TO:

Approve the budget for 2020/21 including the Earmarked Marked Reserves (EMR) for ongoing and new projects as well as creating a renewal fund for key assets
Agree a 2.5% increase in the parish council tax for 1st April 2020/21 to provide a total precept for the year of £246,187.76
Approve the list of fees and charges for 2020/21

Proposed

Cllr Hand

Seconded

Cllr Cohen

7. Approve the Following:

- a. 5% Retention Payment for Bartletts Field Play Area;
- b. Note Payment Received in Error;
- c. Petty Cash and Bank Reconciliations;
- d. To Authorise the Schedule of Payments;
- e. New Financial Contracts and Increased Costs (Local Eyes and Community Payback); and
- f. Income and Expenditure Schedule Including Irregular Payments and Receipts.

IT WAS RESOLVED TO:

Pay the 5% Retention Payment for Bartletts Field Play Area;
Note Payment Received in Error;
Accept the Petty cash reconciliation at £10.75
The business current account reconciliation was noted as £102,488.22
Authorise the presented schedule of payments
Note the increased costs for Local Eyes and Community Payback
Accept the detailed list of income and expenditure for December 2019 sent separately to all councillors.

Cllr Rolfe had checked the reconciliation statements, bank statements and purchase invoices for payment before the meeting.

Proposed

Cllr Underdown

Seconded

Cllr Schofield

Cllr Rolfe signed the approved documents.

8. Task List

The list was omitted from the pack and will be circulated tomorrow for comments.

The Clerk is also trying to engage with the Neighbourhood Policing Unit based at Hedge End following the recent personnel changes to arrange regular meetings.

9. Flood Sign Protocol

Various options are being investigated with Hampshire County Council.

Cllr Underdown advised previously a small notice was put under the 'Road closed due to flooding' to advise - 'Beware oncoming traffic'. It was suggested high tides are noted on the Parish Council website and Facebook to alert residents.

10. Recommendations from the Asset Management Committee

10a. Donkey Derby Field

i. Approve the amendments to the terms and conditions for use of the Donkey Derby Field for 2020			
The amendments were approved			
10b. Dinghy Storage Park			
i. To request Hampshire County Council to undertake a safety audit on Footpath 15 with a budget not exceeding £2,500 which will come from the earmarked reserve set aside for dinghy storage park improvements			
It was agreed to proceed with the safety audit			
10c. St Andrew's Cemetery			
i. Approve all amendments to the Memorial Regulations and the Memorial Application Form			
ii. Approve the fee of £25+VAT for the Forms of Renunciation with immediate affect			
iii. Approve the Memorial Policy			
Items 10a to 10c were all voted on altogether and the recommendations agreed.			
<u>IT WAS RESOLVED TO:</u>			
<ul style="list-style-type: none"> • Approve the amendments to the terms and conditions for use of the Donkey Derby Field for 2020 • Request Hampshire County Council to undertake a safety audit on Footpath 15 with a budget not exceeding £2,500 which will come from the earmarked reserve set aside for dinghy storage park improvements • Approve all amendments to the Memorial Regulations and the Memorial Application Form • Approve the fee of £25+VAT for the Forms of Renunciation with immediate affect • Approve the Memorial Policy 			
Proposed	Cllr Schofield	Seconded	Cllr Haywood
11. Feedback and updates from Working Groups			
11a. Street Signage			
A proposal will be taken to next Team Meeting at Eastleigh Borough Council.			
11b. Information Boards			
Possible providers are being identified and another meeting of the Working Group will take place shortly.			
11c. New HPC Logo			
The Clerk advised most of work is complete, letter heads and the new logo on the Grounds Team truck etc. Tags or stickers for all assets provided by HPC will be gradually rolled out including the following wording 'Provided for the community by Hamble Parish Council '			
11d. Media/Communication Working Group			
<u>IT WAS RESOLVED TO:</u> approve the amended terms of reference			

Cllr Hayward expecting the Communication Group to meet again shortly to discuss the agreed changes and how to communicate them to the wider community.

Proposed

Cllr Haywood

Seconded

Cllr Cohen

EXEMPT BUSINESS

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

IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

20:45 moved to Exempt Business

Proposed

Cllr Hand

Seconded

Cllr Underdown

12. Update on Insurance Claims

Verbal updates were given by the Deputy Clerk.

The meeting ended at: 20:46


29/1/20

Dear Jeanette,

I've completed the grant form to the best of my ability. It's all a bit personal, but if I can get some help to keep the class going that will be appreciated, although I'm not hopeful.


I thought perhaps I can just leave a £50 cheque with you that you only cash if I damage anything. I do not have spare £50's available. I'm living on a very low income and don't have spare funds.

The members may be prepared to pay extra to help with the rent increase, but they used to get the class free at Hamble Sports complex, so I am reluctant to increase their charge, and some will be upset.



If you can help me to continue my class at the Pavilion, I would be grateful, however I will close it if I cannot afford to keep it going, which will be sad.

I will try my best to come on 13th but cannot guarantee it with family pressures.



3. Grant Application for ChairFit Exercise Class

HAMBLE PARISH COUNCIL - GRANT APPLICATION FORM

Deadline 31st March and 30th September each year

Please refer to Grants Procedure Notes before completing this form.

Name of organisation making the application: Chairfit Exercise Class	
PRIVATE INDIVIDUAL AND PENSIONER	
Name of person to whom correspondence should be addressed:	Address for correspondence:
Position within the organisation?	
Email: N/A	Daytime telephone number: C

Details of organisation and its aims or activities	
I RUN A SEATED EXERCISE CLASS FOR ADULTS OVER 60 WITH MOBILITY ISSUES. MOST OF MY MEMBERS ARE LIVING IN HAMBLE. WE ALSO HAVE REFRESHMENTS AND A CHANCE TO SOCIALISE AS SOME MEMBERS ONLY COME OUT TO CLASS ONCE A WEEK, SO ITS THEIR ONLY OUTING.	
Amount of grant requested £50 deposit Total cost of project or item £ charge and hall rent increase.	
Details of staff employed:	Salaries:
MYSELF	£900/annum approx
	£ STATE PENSION
	£ DUE MARCH.
How many are:	
Committee/Board	Employees
Members/Users	Volunteers
N/A	
What is the Grant for and who will benefit? (Give details of the specific project or item to be funded)	
JUST THE CLASS, TO KEEP IT GOING. THEY ONLY PAY A DISCOUNTED FEE £7.50 class, and I don't take full teaching fee, but need some income from this	
How will the people of Hamble benefit from the grant?	
MOST MEMBERS ARE FROM HAMBLE	
Have you applied to any other body for a grant towards this project? (If yes, please give details)	
NO	
Amounts already donated or granted by other bodies?	
NONE	

3. Grant Application for ChairFit Exercise Class

How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)		
NO OTHER WA-YS APART FROM THEIR CLASS PMT £2-50/CLASS		
What age groups do you cater for?	Total Membership: 12-15 How many Hamble parishioners belong to the organisation? MAJORITY	Are you a registered charity, if yes please provide your number? NO. ATTENDANCE VARIES EACH WK, AS HEALTH SITUATION IS UNPREDICTABLE.
60 - 90+		

Cash in hand available £ NONE	Annual Income £ APPROX £960/ANNUM
Total amount raised last financial year by fundraising? (other than grant applications) £ NONE	Level of reserves: NONE. Unallocated £ Allocated £

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council?

☒ No/ Yes 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) With thanks, [REDACTED] Date: 29.1.20.	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

N/A

Dear Sirs, I do not generate enough income to be audited. I am on a low income living off my savings [REDACTED] until I get my pension in March, and then will still be under tax threshold. I should earn £25/hr ~~each~~.

Created by Jeanette Symes
22.02.2017

from teaching, but cannot charge this for this discounted class. I cannot afford £50 deposit before each class and the price increase expected, but I don't want to close.

HRSC CLUB REPORT 2019

HPC Oppie Rack Grant Outreach Report

Hamble River Sailing Club (HRSC) is your local family-orientated sailing club and RYA Training Centre which provides on water activities for all. Offering anything from a single first-time sailing experience in a Oppie dinghy to a variety of RYA sailing course, powerboat courses and Paddleboard (SUP) sessions, we are always looking to introduce these great outdoor opportunities to as many children as possible. We also run social events, community talks and support local groups.

Over 1200 children participated in sailing activities at HRSC in 2019. 968 of these tried sailing for the first time. These children were from the local area, including local primary schools, Brownie packs and Scout groups.

Feedback from these children has been overwhelmingly positive with 147 progressing to gaining formal RYA sailing qualifications. Some comments we've received include:

"Wow, it felt like I was in a racing car, going so fast and it was so much fun!"

"So amazing!"

"Best Scout evening ever!"

For HRSC to ensure that sailing is available to all in the community, we aim to keep the costs for trial sessions and starter courses to a minimum. One of the costs for the club is the storage of our boats in the Hamble Parish Council Dinghy Park. In 2019 HPC awarded us a grant towards the cost of storing boats in their Dinghy Park, enabling us to keep our operating costs down and therefore offering on water activities to more children in the local community.

HPC'S generosity in providing this grant has made a real difference to many local children in 2019 and we hope that HPC will be able to continue to support us in the future.

Table 1

Mount Pleasant Car Park - School run users			Tuesday 21.1.2020	Weather fine but cold (-1°C)
	Vehicles entering	Notes 1	Notes 2	Notes 3
Already parked	>	10		
08:00	2			
08:05	1		Staff HY14MHX	
08:10	3	08:14 First School run arrival	Staff S19PAM	Staff HX68JWD
08:15	7			
08:20	15			
08:25	18			
08:30	27	2 Cars using disabled spaces	08:32 Car park saturated, all available spaces used	08:33 Hooting heard
08:35	16	Includes 1 disabled transport minibus who uses 1 disabled space		
08:40	10			
08:45	5			
08:50	3	08:53 Last School run arrival		
08:55	0			
09:00	Survey period ends			
Still parked	>	14		
Entrants	107			
Entrants for School run	102	All vehicles entering from 08:14 to 08:53		
Notes	1	Near miss 1	2 child pedestrians crossing - car reversing	
	2	Near miss 2	1 child on cycle - car reversing	
	3	Other Near misses	Numerous close encounters whilst cars reversing	
	4	Significant number of cars with small children in front seats without child seats		
	5	At least 3 School staff using car park for parking beyond the session, earlier arrivals not counted		
	6	Nil Dog walkers observed during period 08:14 (1st School arrival) to 08:53 (last School arrival)		

Local Government Election Time Table Calculator

Timetable of Proceedings for Thursday 7 May 2020

Publication of Notice of Election	Wednesday 1 April 2020
Receipt of Nominations	4:00 pm Wednesday 8 April 2020
Withdrawal of Candidate	4:00 pm Wednesday 8 April 2020
Appointment of Election Agents	4:00 pm Wednesday 8 April 2020
Publication of Notice of Election Agents	4:00 pm Wednesday 8 April 2020
Publication of Statements of Persons Nominated	4:00 pm Thursday 9 April 2020
Last Date for Registration	Tuesday 21 April 2020
Receipt of Postal Vote Applications	5:00 pm Wednesday 22 April 2020
Publication of Notice of Poll	Wednesday 29 April 2020
Receipt of Proxy Vote Applications	5:00 pm Wednesday 29 April 2020
Appointment of Poll and Count Agents	Thursday 30 April 2020
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 1 May 2020
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 7 May 2020
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 7 May 2020
Day of Poll	7:00 am to 10:00 pm Thursday 7 May 2020
Return of Election Expenses	Thursday 11 June 2020

Hamble River Valley Forum - to receive a report from Cllr Underdown

A representative of the paddle boarding group WeSUP, based at the Universal Marina, was going to give a talk on 'Paddle Boarding on the Hamble River' but unfortunately at short notice was unable to attend as he was in the West Country and unable to travel to the meeting. Jim Chadwick-Williams of Hamble River Rowing Club, who was attending as a member of the public, was able to give a brief but informative description about paddle boarding, its growing popularity on the river and the WeSUP organisation. Aileen Wood gave a brief update on the role of the Hampshire Countryside Access Forum.

The meeting received information regarding the England Coast Footpath. The Calshot to Itchen Bridge and Itchen Bridge to Hamble-Warsash Ferry sections are taking longer for a decision as there was an objection on each of these. The Secretary of State has made a decision on Hamble-Warsash Ferry to Gosport section as no objections were made and it has been approved. Unfortunately, the Secretary of State did not support the alternative route via the A27 Bridge at Bursledon, with a reason given that there would be significant additional costs maintaining it in the future. The Harbour Authority has won the bid to continue to manage the river from the Crown.

As requested by the Parish Council there was an agenda item about issues being raised by some members regarding the forum and these were noted. A report of the recent HEP meeting was given that was mostly about environmental matters and a HRVF member raised concerns about pollution from car exhausts near the river.

Appendix 1: Parish Council Facilities Applications 2020

Organisation	Event	Com Day (DDF)	Other (DDF)	Days Agreed	FS	FS CP	Days Requested	Notes
Brocante Markets	DATE TO BE CONFIRMED	1		1		1	1	Priority given to events that are held on the public foreshore/car park and/or that are charitable and/or are supporting the local economy.
Hamble River Raid	Hamble River Raid	1		1	1	1	1	
Hampshire Farmers Markets	Hamble Spring Festival	1		1	1	1	1	
Hampshire Farmers Markets	Hamble Food Festival	1		1	1	1	1	
River Hamble Games	River Hamble Games	1		1	1	1	1	
Royal Southern Yacht Club	Christmas Fayre	1		1			1	
		6	0	6				
	Total days to allocate (COMMUNITY)			22				
		Days available		16				
Hamble Club Football Club								
Hamble River Sailing Club	HYS Hamble Winter Series (3rd Priority for HRSC)		4				4	Days requested based on HRSC's priority ranking - plus joint use with HRSC for their Classics and RSYC for their J-70.
Hamble River Sailing Club	HYS Hamble Winter Series (4th Priority for HRSC)		4				4	
Hamble River Sailing Club	Hamble Warming Pan (1st Priority for HRSC)		1		1		1	
Hamble River Sailing Club & RSYC	Hamble Classics (HRSC) (2nd Priority for HRSC) & J-70 (RSYC)		4				4	Allocated to those without access to parking and/or ranked higher priority by organisation.
Royal Southern Yacht Club (1st Priority for RSYC)	British Keelboat League Finals		3				3	
	Total Days Requested (OTHER)		16					
	Days available (if above agreed)		0					
Hamble River Sailing Club	Summer Regatta (5th Priority for HRSC)		2				2	Insufficient days use remaining.
Royal Southern Yacht Club (2nd Priority for RSYC)	A Yachts Solent Cup		3				3	Event had scheduled for the weekend and will take priority, but people attending the 21st event on the Saturday, will be able to use the field, but not enough days availability to cover the other two requested by RSYC.
Royal Southern Yacht Club (4th Priority for RSYC)	Women's Open Keelboat Championship		3				3	Insufficient days use remaining.
Royal Southern Yacht Club (3rd Priority for RSYC)	PMN Waterfront Wedding Fayre		1				1	This is a commercial activity and therefore is not appropriate for the use of the DDF.
		Com Day (DDF)	Other (DDF)	Days Agreed	FS	FS CP	Days Requested	

Name of Event Hamble Antiques & Brocante Market

Organisation ACVR Events

Which facilities would you

want to use Foreshore Car Park * Donkey Derby Field

Date To be confirmed (summer)

How many visitors

expected severa hundred

How many vehicles

expected 100-150

Times of opening/closing the event

and/or Donkey Derby Field

Trademan to use from 8am public from 9am - finishing time of market 3.30pm finished by 5.30pm

Would use of an alternative

HPC car park be suitable if not

Donkey Derby Field Not really

Name Jacke Edwards of ACVR Events




Email jackieedwardsmarketing@gmail.com

Tele.No. 07514680872

SignedJackie Edwards I agree to the terms and conditions

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	Hamble River Raid		
Organisation	Hamble River Raid		
Which facilities would you want to use	Foreshore (including Southern Quay) Foreshore Car Park Donkey Derby Field Dinghy Park (including slipway)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Date(s) required	9th May 2020		
What is the event?	Hamble River Raid		
How many visitors are expected	499		
How many vehicles are expected?			
Times of opening/closing the event and/or the Donkey Derby Field	Opening - 9am. Closing - 7pm.		
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	This would be difficult as many cars will be towing trailers.		
Name			
Email address			
Phone number			

Signature ... 

By completing the application, you consent abide by the terms and conditions.

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	HAMBLE SPRING FESTIVAL		
Organisation	HAMPSHIRE FARMERS MARKET		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input checked="" type="checkbox"/>	
	Foreshore Car Park	<input checked="" type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input type="checkbox"/>	
Date(s) required	SATURDAY 2nd MAY 2020		
What is the event?	FARMERS MARKET		
How many visitors are expected	3,000		
How many vehicles are expected?	100		
Times of opening/closing the event and/or the Donkey Derby Field	10am - 16.00pm		
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	NO		
Name	VALERIE NICOL OFFICE MANAGER / DIRECTOR		
Email address	valerie.nicol@hampshirefarmersmarkets.co.uk		
Phone number	01420 388671 / 01990 845833		

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	HAMBLE FOOD FESTIVAL		
Organisation	HAMPSHIRE FARMERS MARKET		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input checked="" type="checkbox"/>	
	Foreshore Car Park	<input checked="" type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input type="checkbox"/>	
Date(s) required	5 th SEPTEMBER 2020 - SATURDAY		
What is the event?	FARMERS MARKET		
How many visitors are expected	3,000		
How many vehicles are expected?	100		
Times of opening/closing the event and/or the Donkey Derby Field	10 am - 16.00 pm		
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	NO		
Name	VALERIE NICKOL OFFICE MANAGER / DIRECTOR		
Email address	valerie.nicol@hampshirefarmersmarkets.co.uk		
Phone number	01420 588671 / 07990 845533		

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	SUMMER REGATTA
Organisation	HAMBLE RIVER SAILING CLUB
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>
Date(s) required	27 th / 28 th JUNE 2020
What is the event?	SAILING REGATTA
How many visitors are expected	50+
How many vehicles are expected?	
Times of opening/closing the event and/or the Donkey Derby Field	7am - 7pm
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	N/A
Name	GIEMMA PAYNE
Email address	ADMIN@H2SC.ORG.UK
Phone number	02380 45 20 70

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	HYS HAMBLE WINTER SERIES
Organisation	HAMBLE RIVER SAILING CLUB
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>
Date(s) required	4 th , 11 th , 18 th , 25 th OCTOBER 8 th , 15 th , 22 ND , 29 th NOVEMBER
What is the event?	OPEN SAILING EVENT
How many visitors are expected	100+
How many vehicles are expected?	25+
Times of opening/closing the event and/or the Donkey Derby Field	7am - 7pm
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	N/A
Name	GEMMA PAYNE
Email address	ADMIN@HRSCLC.ORG.UK
Phone number	02380 45 20 70

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	HAMBLE WARMING PAN		
Organisation	HAMBLE RIVER SAILING CLUB		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input checked="" type="checkbox"/>	
	Foreshore Car Park	<input type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input checked="" type="checkbox"/>	
Date(s) required	29th MARCH 2020		
What is the event?	DINGHY REGATTA		
How many visitors are expected	30 +		
How many vehicles are expected?			
Times of opening/closing the event and/or the Donkey Derby Field	7am - 7pm		
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	NO		
Name	CIEMMA PAYNE		
Email address	ADMIN@H2SC.ORG.UK		
Phone number	02380 45 20 70		

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	HAMBLE CLASSICS		
Organisation	Hamble River Sailing Club.		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input type="checkbox"/>	
	Foreshore Car Park	<input type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input type="checkbox"/>	
Date(s) required	11 th /12 th September.		
What is the event?	Sailing Regatta.		
How many visitors are expected	400+		
How many vehicles are expected?	70+5		
Times of opening/closing the event and/or the Donkey Derby Field	7am - 10pm		
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	NO		
Name	CERMA PAYNE		
Email address	ADMIN@HRLC.ORG.UK		
Phone number	02380 45 20 70		

HAMBLE-LE-RICE PARISH COUNCIL




APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	River Hamble Games		
Organisation	River Hamble Games Ltd		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input checked="" type="checkbox"/>	
	Foreshore Car Park	<input checked="" type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input checked="" type="checkbox"/>	
Date(s) required	6th June 2020		
What is the event?	River Hamble Games		
How many visitors are expected	300-400		
How many vehicles are expected?	100		
Times of opening/closing the event and/or the Donkey Derby Field	9am - 6pm		
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?			

2 / 11 / 2020

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	ROYAL SOUTHERN YC CHRISTMAS FAYRE		
Organisation	ROYAL SOUTHERN YACH CLUB, HAMBLE		
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>		
Date(s) required	SAT. 7 NOVEMBER 2020		
What is the event?	THE CLUB IS TRANSFORMED INTO A BUSY MARKET WITH A		
How many visitors are expected	APPROX 300 - 400		
How many vehicles are expected?	APPROX 50 - 100		
Times of opening/closing the event and/or the Donkey Derby Field	0700 - 1800		
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	NOT REALLY		
Name			
Email address			
Phone number			

Signature

By completing the application, you consent abide by the terms and conditions.

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	British Keelboat League Finals
Organisation	Royal Southern Yacht Club
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>
Date(s) required	25th - 27th September 2020
What is the event?	The Final event of the British Keelboat League series which runs throughout the year. There is training on Friday morning and racing Friday afternoon, Saturday and Sunday. As the racing format asks that all teams start from the club, it will be more reliant on parking facilities.
How many visitors are expected	90-110 people total.
How many vehicles are expected?	Up to 30
Times of opening/closing the event and/or the Donkey Derby Field	We would like to offer car parking from 09:00 on Friday morning to 18:00 on Sunday evening.
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	Potentially, depending which site.
Name	Emily Robertson, Sailing Secretary
Email address	sailing@royal-southern.co.uk
Phone number	02380 450302

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	X-Yachts Solent Cup
Organisation	Royal Southern Yacht Club
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>
Date(s) required	8th-10th May 2020
What is the event?	X-Yachts Regatta which mainly attracts families and leisure boats. Gala Dinner held on Saturday night.
How many visitors are expected	150 - 200 people total. The event is on the same weekend as one of our club events so we are expecting increased traffic in the club and the car park.
How many vehicles are expected?	Up to 50ish
Times of opening/closing the event and/or the Donkey Derby Field	We would like to offer car parking from 12:00 on Friday to 18:00 on Sunday evening, but racing takes place on Saturday and Sunday.
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	Potentially, depending which site.
Name	Emily Robertson, Sailing Secretary
Email address	sailing@royal-southern.co.uk
Phone number	02380 450302

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	PMN Waterfront Wedding Fayre		
Organisation	Royal Southern Yacht Club		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input type="checkbox"/>	
	Foreshore Car Park	<input type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input type="checkbox"/>	
Date(s) required	5th July 2020		
What is the event?	Wedding Fayre organised by us and PMN Wedding Fayres Ltd. which is open to members of the public and externally advertised. £3 entry per person, children free of charge.		
How many visitors are expected	Up to 250 people total including visitors, staff and stall-holders.		
How many vehicles are expected?	Up to 70		
Times of opening/closing the event and/or the Donkey Derby Field	We would like to offer car parking from 08:00 on Sunday morning until 19:00 at night, so just one day.		
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	Potentially, depending which site.		
Name	Emily Robertson, Sailing Secretary		
Email address	sailing@royal-southern.co.uk		
Phone number	02380 450302		

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	Women's Open Keelboat Championship		
Organisation	Royal Southern Yacht Club		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input type="checkbox"/>	
	Foreshore Car Park	<input type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input type="checkbox"/>	
Date(s) required	12th - 14th June 2020		
What is the event?	A women only keelboat racing event with training on Friday, sailing Saturday and Sunday, registration and open talk Friday night and evening party on Saturday night.		
How many visitors are expected	150 - 200 people total, some local. The event is on the same weekend as one of our club events so we are expecting increased traffic in the club and the car park.		
How many vehicles are expected?	Up to 50ish		
Times of opening/closing the event and/or the Donkey Derby Field	We would like to offer car parking from 09:00 on Friday morning to 18:00 on Sunday evening.		
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	Potentially, depending which site.		
Name	Emily Robertson, Sailing Secretary		
Email address	sailing@royal-southern.co.uk		
Phone number	02380 450302		

HAMBLE-LE-RICE PARISH COUNCIL

APPLICATION FORM FOR USE OF THE COUNCIL'S FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event	J/70 National Championships
Organisation	Royal Southern Yacht Club
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>
Date(s) required	10th - 13th September 2020
What is the event?	The National Championships for the J/70 type sportsboat, with three days racing from Friday - Sunday and evening events on Thursday, Friday and Saturday nights.
How many visitors are expected	150 - 200 people total, some local. The event is on the same weekend as one of our club events so we are expecting increased traffic in the club and the car park.
How many vehicles are expected?	Up to 50ish
Times of opening/closing the event and/or the Donkey Derby Field	We would like to offer car parking from 18:00 on Thursday evening to 18:00 on Sunday evening.
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?	Potentially, depending which site.
Name	Emily Robertson, Sailing Secretary
Email address	sailing@royal-southern.co.uk
Phone number	02380 450302

Development Management

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

Tel: 023 8068 8264 www.eastleigh.gov.uk

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



Application for Planning Permission. 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. Site Address

Number	<input type="text"/>
Suffix	<input type="text"/>
Property name	8-9
Address line 1	Coronation Parade
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	Hamble-Le-Rice
Postcode	SO31 4JT

Description of site location must be completed if postcode is not known:

Easting (x)	447289
Northing (y)	107180

Description

2. Applicant Details

Title	<input type="text"/>
First name	<input type="text"/>
Surname	N/A
Company name	Co-operative Group Food Ltd
Address line 1	c/o Agent
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text"/>
Country	<input type="text"/>

2. Applicant Details

Postcode

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

Fergus

Surname

Sykes

Company name

Pegasus Planning Group Ltd

Address line 1

First Floor, South Wing

Address line 2

Equinox North, Great Park Road

Address line 3

Almondsbury

Town/city

Bristol

Country

United Kingdom

Postcode

BS32 4QL

Primary number

Secondary number

Fax number

Email

4. Site Area

What is the measurement of the site area?
(numeric characters only).

0.10

Unit

hectares

5. Description of the Proposal

Please describe details of the proposed development or works including any change of use.

If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.

Conversion of existing residential flat (Class C3) to retail space (Class A1); the erection of a single storey rear extension with roof mounted plant; and other external alterations.

Has the work or change of use already started? ☐ Yes ☒ No

6. Existing Use

Please describe the current use of the site

Convenience store (Class A1) and flat (Class C3)

Is the site currently vacant? ☐ Yes ☒ No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated ☐ Yes ☒ No

Land where contamination is suspected for all or part of the site ☐ Yes ☒ No

A proposed use that would be particularly vulnerable to the presence of contamination ☐ Yes ☒ No

7. Materials

Does the proposed development require any materials to be used? ☒ Yes ☐ No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material):

Walls	
Description of existing materials and finishes (optional):	Brick
Description of proposed materials and finishes:	As existing

Doors	
Description of existing materials and finishes (optional):	Glazed door at shopfront
Description of proposed materials and finishes:	Double glazed sliding door at shopfront Steel security door at rear

Windows	
Description of existing materials and finishes (optional):	Aluminium framed shopfront
Description of proposed materials and finishes:	Replacement aluminium framed glazed shopfront

Are you supplying additional information on submitted plans, drawings or a design and access statement? ☒ Yes ☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Please see Covering Letter for details

8. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

Are there any new public roads to be provided within the site? ☐ Yes ☒ No

Are there any new public rights of way to be provided within or adjacent to the site? ☐ Yes ☒ No

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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers

Please Proposed Elevations drawing

9. Vehicle Parking

Is vehicle parking relevant to this proposal?

☐ Yes ☒ No

10. Trees and Hedges

Are there trees or hedges on the proposed development site?

☐ Yes ☒ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

☒ Yes ☐ No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of your local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

11. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

☐ Yes ☒ No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

☐ Yes ☒ No

Will the proposal increase the flood risk elsewhere?

☐ Yes ☒ No

How will surface water be disposed of?

☐ Sustainable drainage system

☐ Existing water course

☒ Soakaway

☐ Main sewer

☐ Pond/lake

12. Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species:

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

b) Designated sites, important habitats or other biodiversity features:

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

c) Features of geological conservation importance:

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

13. Foul Sewage

Please state how foul sewage is to be disposed of:

- ☒ Mains Sewer
- ☐ Septic Tank
- ☐ Package Treatment plant
- ☐ Cess Pit
- ☐ Other
- ☐ Unknown

Are you proposing to connect to the existing drainage system? ☐ Yes ☐ No ☒ Unknown

14. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ☐ Yes ☒ No

Have arrangements been made for the separate storage and collection of recyclable waste? ☐ Yes ☒ No

15. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste? ☐ Yes ☒ No

16. Residential/Dwelling Units

Due to changes in the information requirements for this question that are not currently available on the system, if you need to supply details of Residential/Dwelling Units for your application please follow these steps:

- 1. Answer 'No' to the question below;
- 2. Download and complete this supplementary information template (PDF);
- 3. Upload it as a supporting document on this application, using the 'Supplementary information template' document type.

This will provide the local authority with the required information to validate and determine your application.

Does your proposal include the gain, loss or change of use of residential units? ☒ Yes ☐ No

Please select the proposed housing categories that are relevant to your proposal.

- ☐ Market
- ☐ Social
- ☐ Intermediate
- ☐ Key Worker

Please select the existing housing categories that are relevant to your proposal.

- ☒ Market
- ☐ Social
- ☐ Intermediate
- ☐ Key Worker

Add 'Market' residential units

Market: Existing Housing						
	Number of bedrooms					
	1	2	3	4+	Unknown	Total
Flats/Maisonettes	1	0	0	0	0	1
Total	1	0	0	0	0	1

Total proposed residential units

0

Total existing residential units

1

17. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☒ Yes ☐ No

If you have answered Yes to the question above please add details in the following table:

Use Class	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1 - Shops Net Tradable Area	235	0	135	135
Total	235	0	135	135

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

18. Employment

Will the proposed development require the employment of any staff? ☐ Yes ☒ No

19. Hours of Opening

Are Hours of Opening relevant to this proposal? ☒ Yes ☐ No

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Unknown
A1 - Shops	Start Time: 06:00 End Time: 23:00	Start Time: 06:00 End Time: 23:00	Start Time: 06:00 End Time: 23:00	

20. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Plant equipment associated with convenience store

Is the proposal for a waste management development? ☐ Yes ☒ No

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make it clear what information it requires on its website

21. Hazardous Substances

Does the proposal involve the use or storage of any hazardous substances? ☐ Yes ☒ No

22. 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?

- ☒ The agent
- ☐ The applicant
- ☐ Other person

23. Pre-application Advice

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

☐ Yes ☒ No

24. 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?

25. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE B - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant	
Number	
Suffix	
House Name	c/o Martin Slowe Property Services Limited
Address line 1	Unit 3 Delta
Address line 2	Manor Way
Town/city	Borehamwood
Postcode	WD6 1FJ
Date notice served (DD/MM/YYYY)	10/01/2020

Name of Owner/Agricultural Tenant	
Number	10
Suffix	
House Name	
Address line 1	Queen Street Place
Address line 2	
Town/city	London
Postcode	EC4 1BE
Date notice served (DD/MM/YYYY)	10/01/2020

25. Ownership Certificates and Agricultural Land Declaration

Person role
☐ The applicant
☒ The agent

Title	Mr
First name	Fergus
Surname	Sykes
Declaration date (DD/MM/YYYY)	10/01/2020

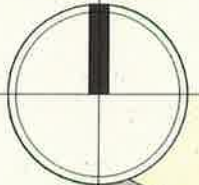
☒ Declaration made

26. 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)	10/01/2020
----------------------------------	------------

NORTH



BLOCK PLAN @ 1:500 SCALE



archers@stevenage | suiteB4 first floor | mindenhall court |
high street | stevenage | SG13UN | 01438 365 968
e:info@archerarchitects.co.uk
www.archerarchitects.co.uk

Important note: This drawing is issued on the condition that it is not reproduced, disclosed or copied to any unauthorised person without written consent. Copyright archerarchitects
All dimensions to be verified on site.

Client: **THE CO-OPERATIVE ESTATES**

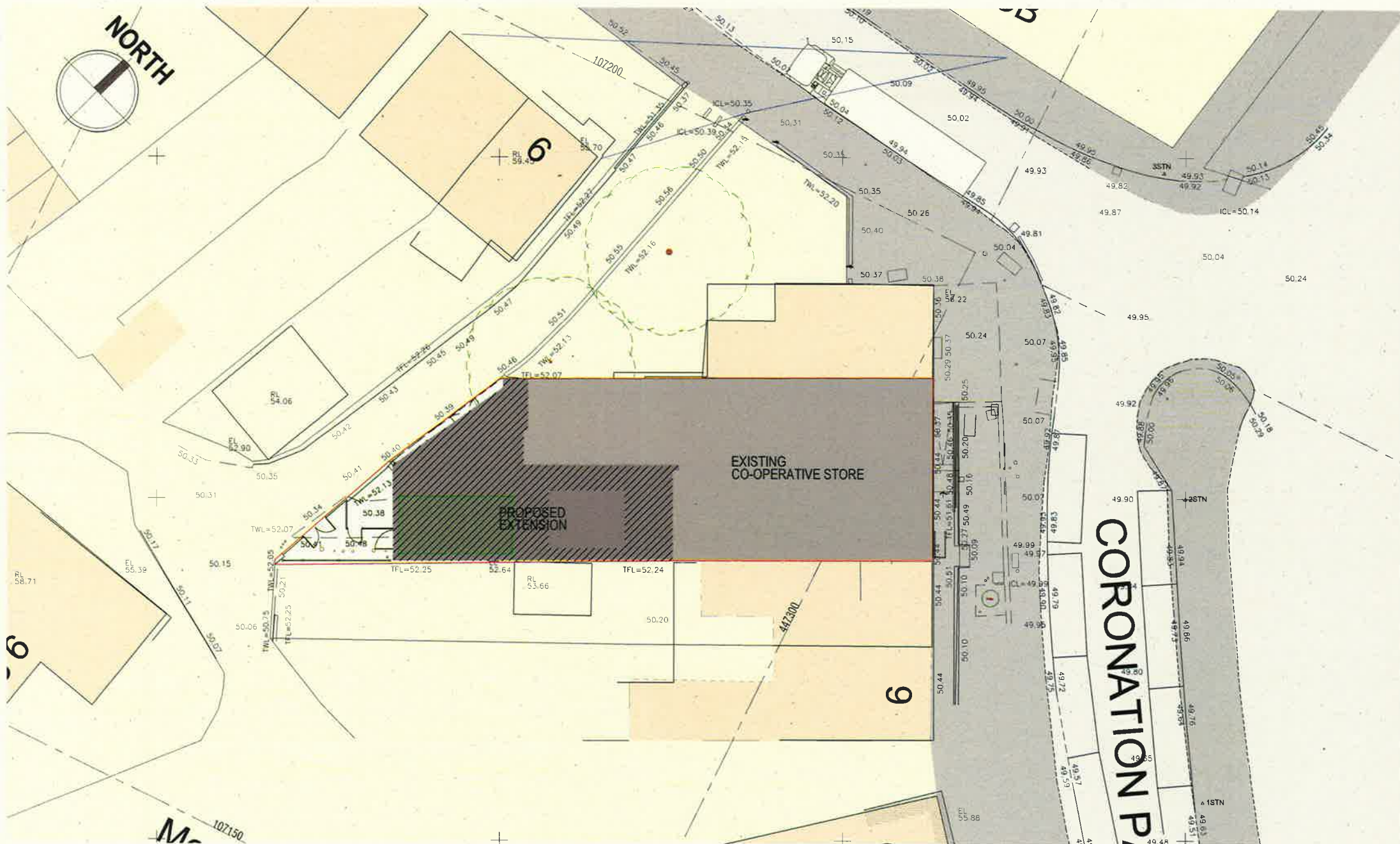
Project: 1 HAMBLE, CORONATION ROAD
THE CO-OPERATIVE, SO31 4JT

Dwg title: BLOCK PLAN

Scale: 1:500@A4
Drawn: AS
Ch.kd: AA

Date: 03.09.2019
Issuing Discipline: architecture

Drawing number: 6735(P)011
Rev. #



PROPOSED SITE PLAN @ 1:200 SCALE



Revision:
A 07.01.2020 UPDATED TO MATCH TENDER PACKAGE

By App.
JL AA



archerinteriors | suite34 first floor | mindenhall court |
high street | stenevage | SG13UN | 01455 392 969
e:info@archerarchitects.co.uk
w:www.archerarchitects.co.uk

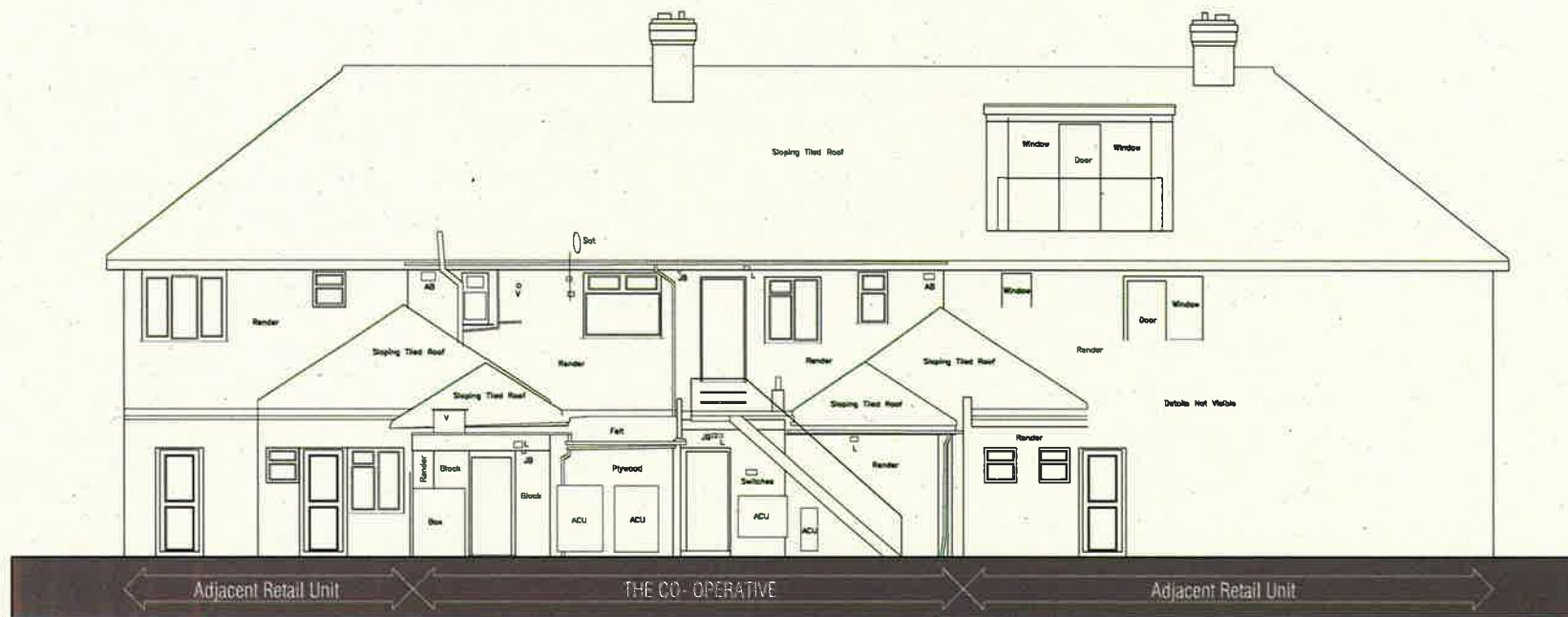
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architect(s). All drawings to be sealed on site.

Client:
**THE CO-OPERATIVE
ESTATES**

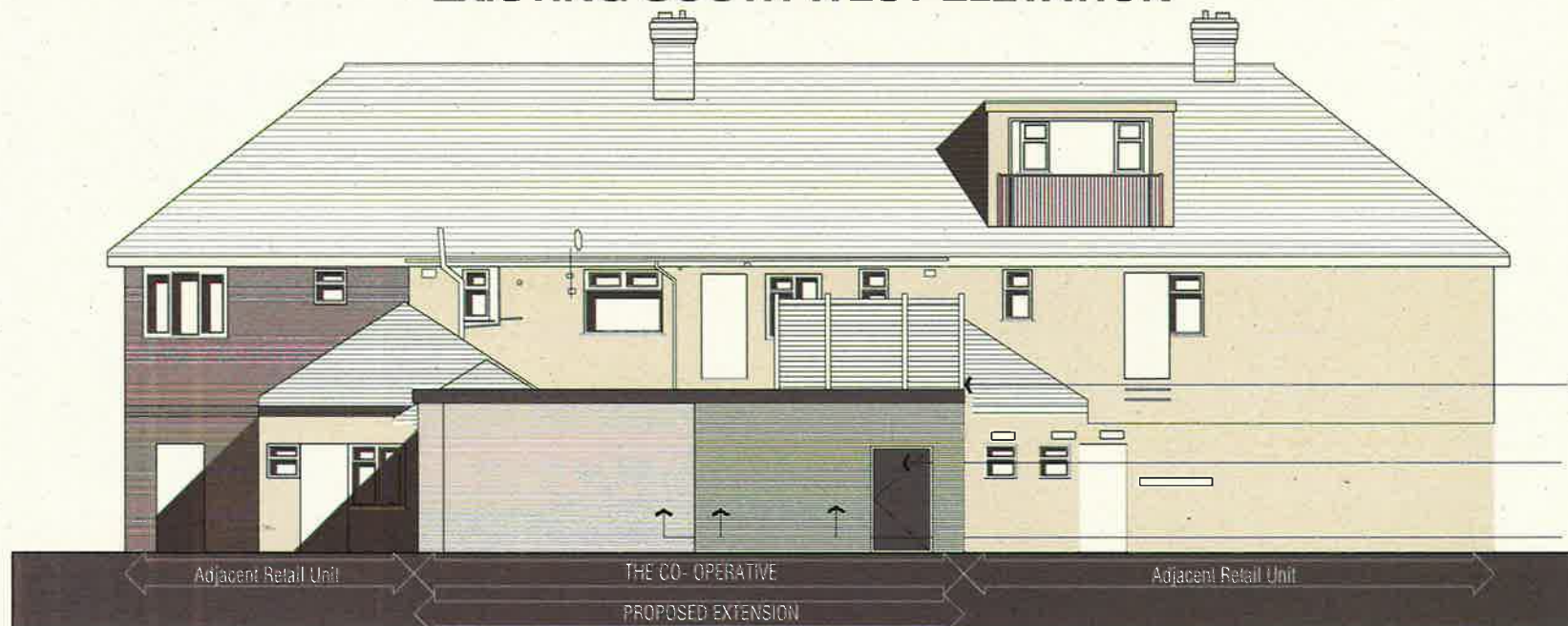
Project
1 HAMBLE, CORONATION ROAD,
THE CO-OPERATIVE, SO31 4JT

Drawing title
PROPOSED SITE PLAN

Scale 1:200@A3	Drawn AS	Checked AA
Date 03.09.2019	Issuing Discipline architecture	Revision A
Drawing number 6735(P)101		



EXISTING SOUTH WEST ELEVATION



PROPOSED SOUTH WEST ELEVATION



Revision:
A 07.01.2020 UPDATED TO MATCH TENDER PACKAGE

By App
JL AA



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Client
**THE CO-OPERATIVE
ESTATES**
Project
1 HAMBLE, CORONATION ROAD,
THE CO-OPERATIVE, SO31 4JT

Drawing title
**COMPARATIVE SOUTH WEST
ELEVATIONS**

Scale 1:100@A3	Drawn AS	Checked AA
Date 03.09.2019	Issuing Discipline architecture	
Drawing number 6735(P)201		Revision A



EXISTING NORTH EAST ELEVATION

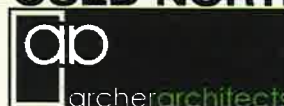


PROPOSED NORTH EAST ELEVATION

SIGNAGE SUBJECT TO SEPARATE PLANNING APPLICATION
EXISTING SHOPFRONT TO BE REPLACED WITH NEW ALUMINIUM CLEAR GLAZING SHOPFRONT, COLOUR RAL 7043
EXISTING DOOR TO BE REPLACED WITH NEW DOUBLE GLAZED SLIDING DOOR, COLOUR RAL 7043.

Revision: A 07.01.2020 UPDATED TO MATCH TENDER PACKAGE

By App. JL AA



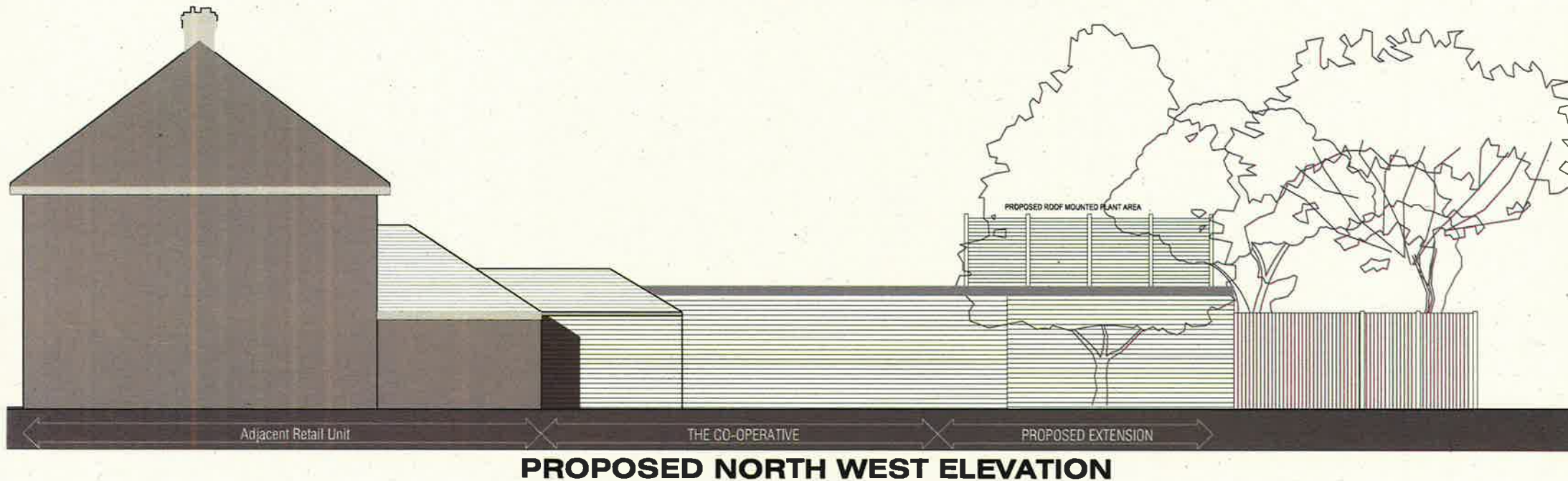
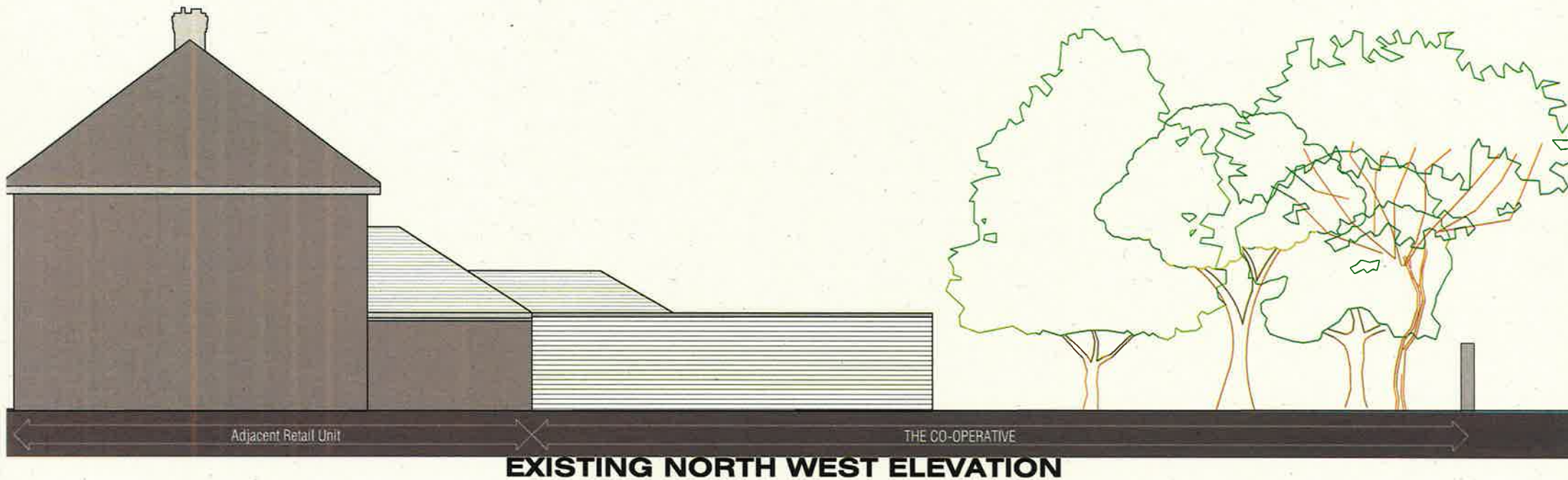
archerarchitects | Suite 04 first floor | mindernhall court | high street | slovenage | SO13JUN | t: 01428 365 966 | e: info@archerarchitects.co.uk | w: www.archerarchitects.co.uk

Client: **THE CO-OPERATIVE ESTATES**
Project: **1 HAMBLE, CORONATION ROAD, THE CO-OPERATIVE, SO31 4JT**

Drawing title: **COMPARATIVE NORTH EAST ELEVATIONS**

Scale: 1:100@A3	Drawn: AS	Checked: AA
Date: 03.09.2019	Issuing Discipline: architecture	Revision: A
Drawing number: 6735(P)200		





Revision:
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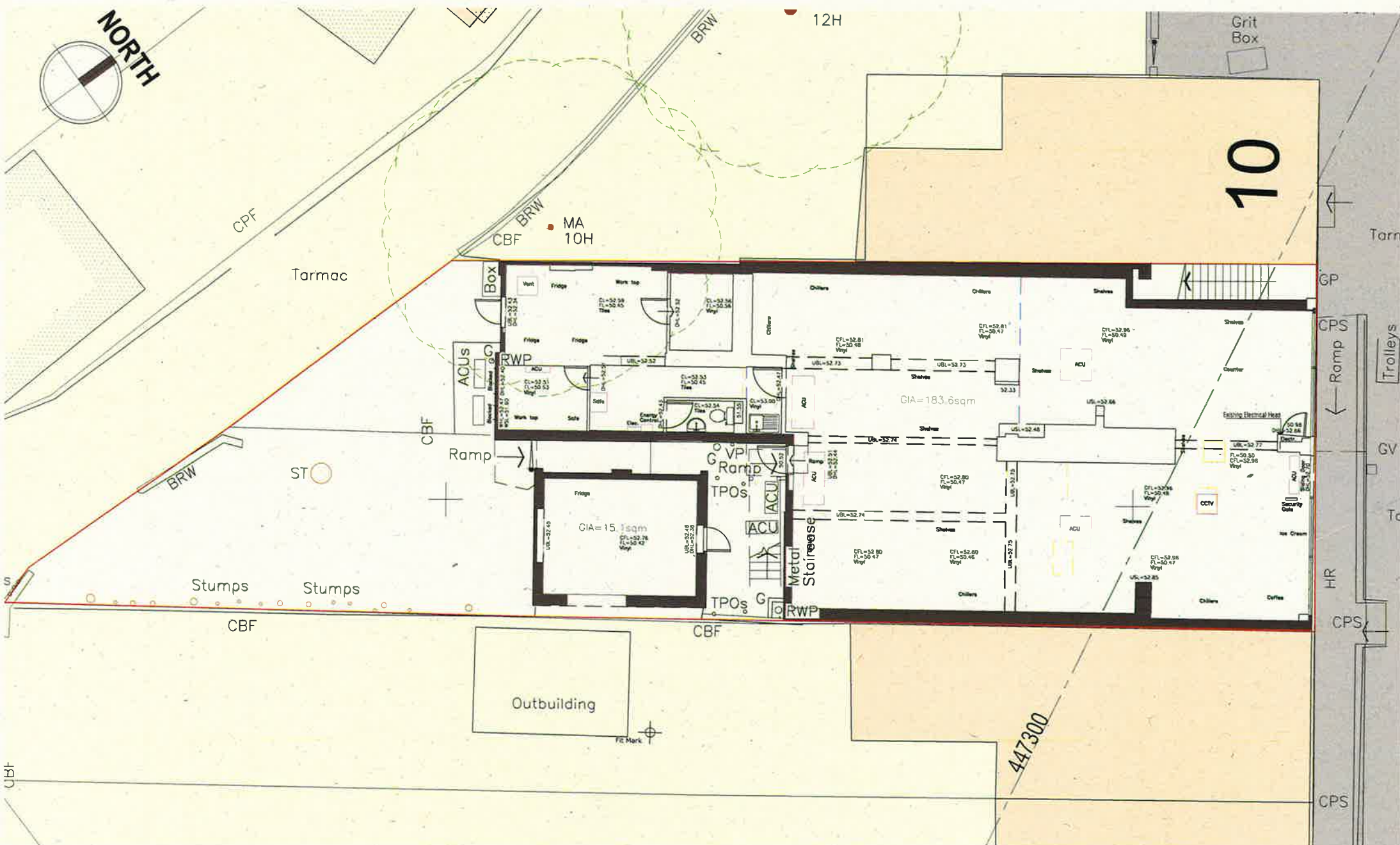
archer@eleonora | suite84 first floor | mindenhall court |
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Client
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 Project
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 THE CO-OPERATIVE, SO31 4JT

Drawing title
 COMPARATIVE NORTH WEST
 ELEVATIONS

Scale 1:100@A3	Drawn AS	Checked AA
Date 03.09.2019	Issuing Discipline architecture	Revision A
Drawing number 6735(P)202		



EXISTING GROUND FLOOR PLAN @ 1:100 SCALE



Revision:
A 07.01.2020 UPDATED TO MATCH TENDER PACKAGE

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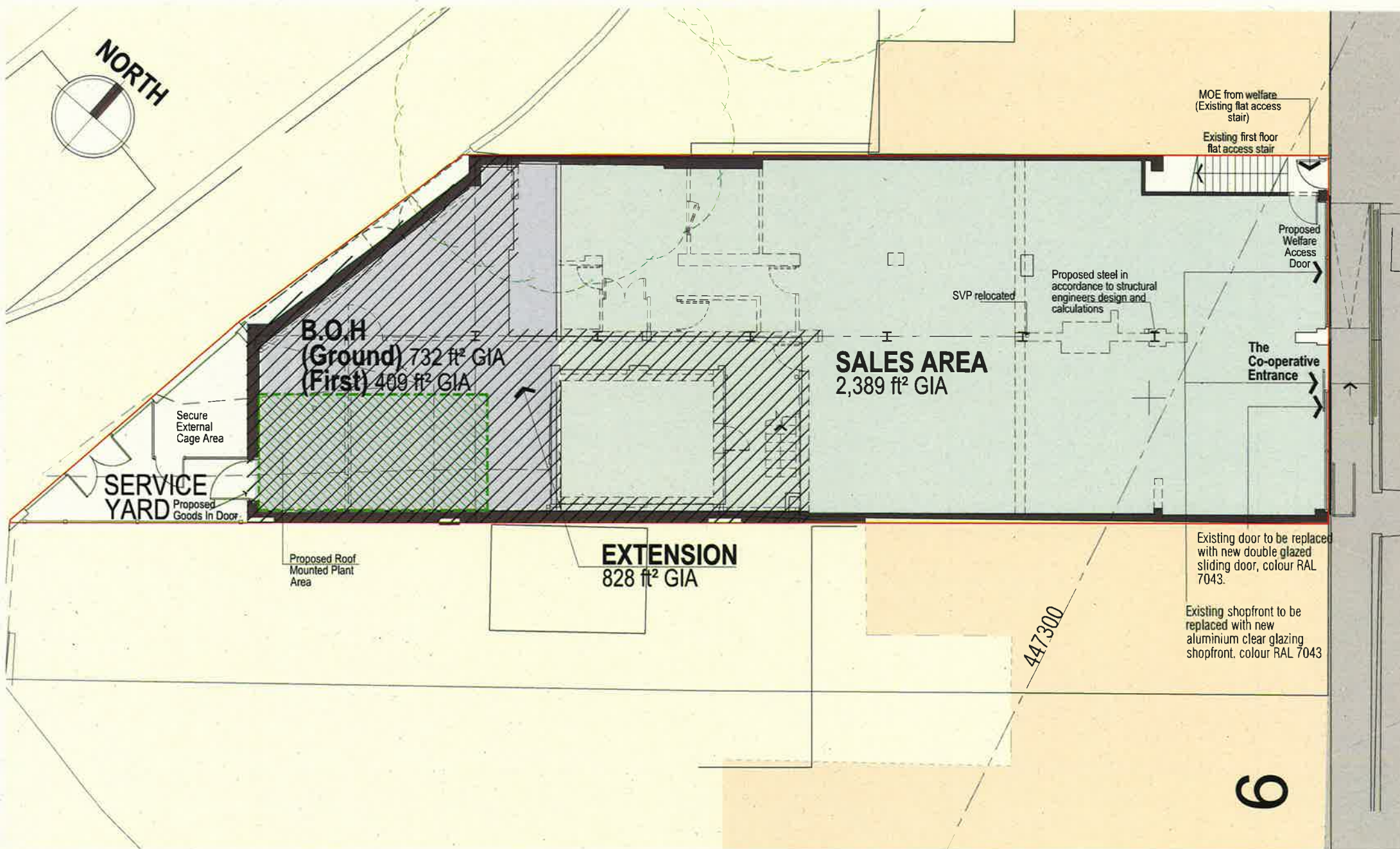
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Drawing title
EXISTING GROUND FLOOR PLAN



Scale 1:100@A3	Drawn AS	Checked AA
Date 03.09.2019	Issuing Discipline architecture	Revision A
Drawing number 6735(P)102		

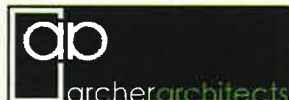


PROPOSED GROUND FLOOR PLAN @ 1:100 SCALE



Revision:
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JL AA

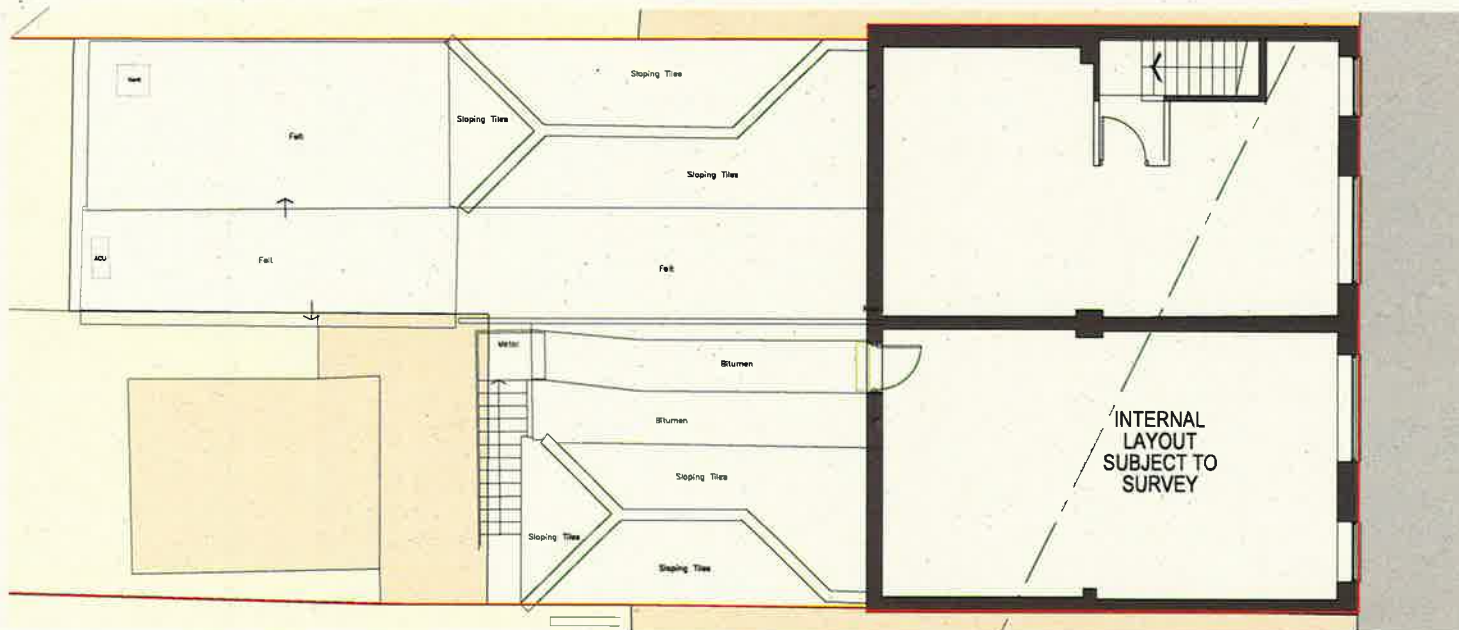
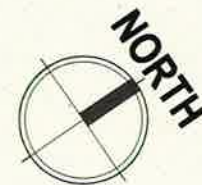


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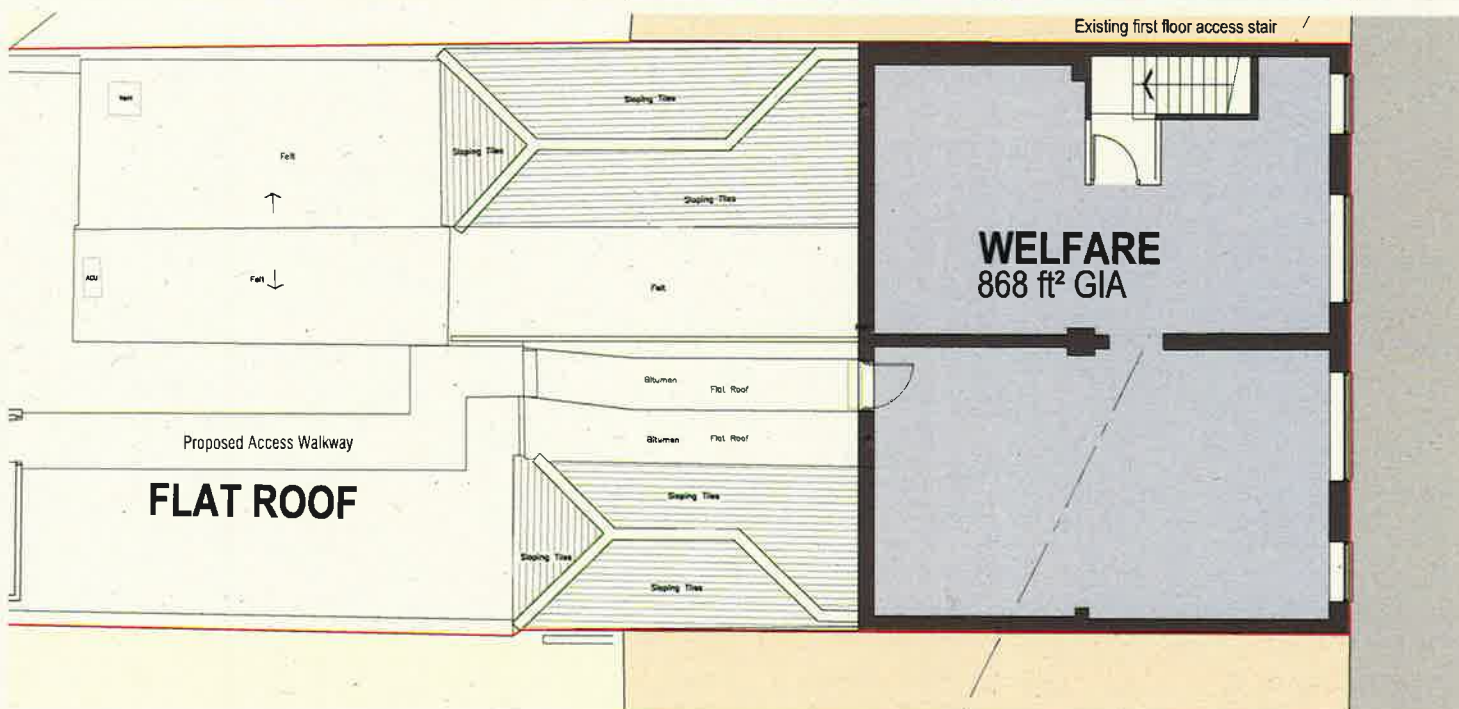
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Client
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Project
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Drawing title
PROPOSED GROUND FLOOR PLAN 1:100 @ A3
Scale
1:100 @ A3
Date
03.09.2019
Drawing number
6735(P)103
Drawn
AS
Issuing Discipline
architecture
Checked
AA
Revision
A



**EXISTING FIRST FLOOR
PLAN @ 1:100 SCALE**

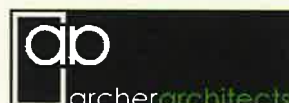


**PROPOSED FIRST FLOOR
PLAN @ 1:100 SCALE**



Revision:
A 07.01.2020 UPDATED TO MATCH TENDER PACKAGE

By App.
JL AA



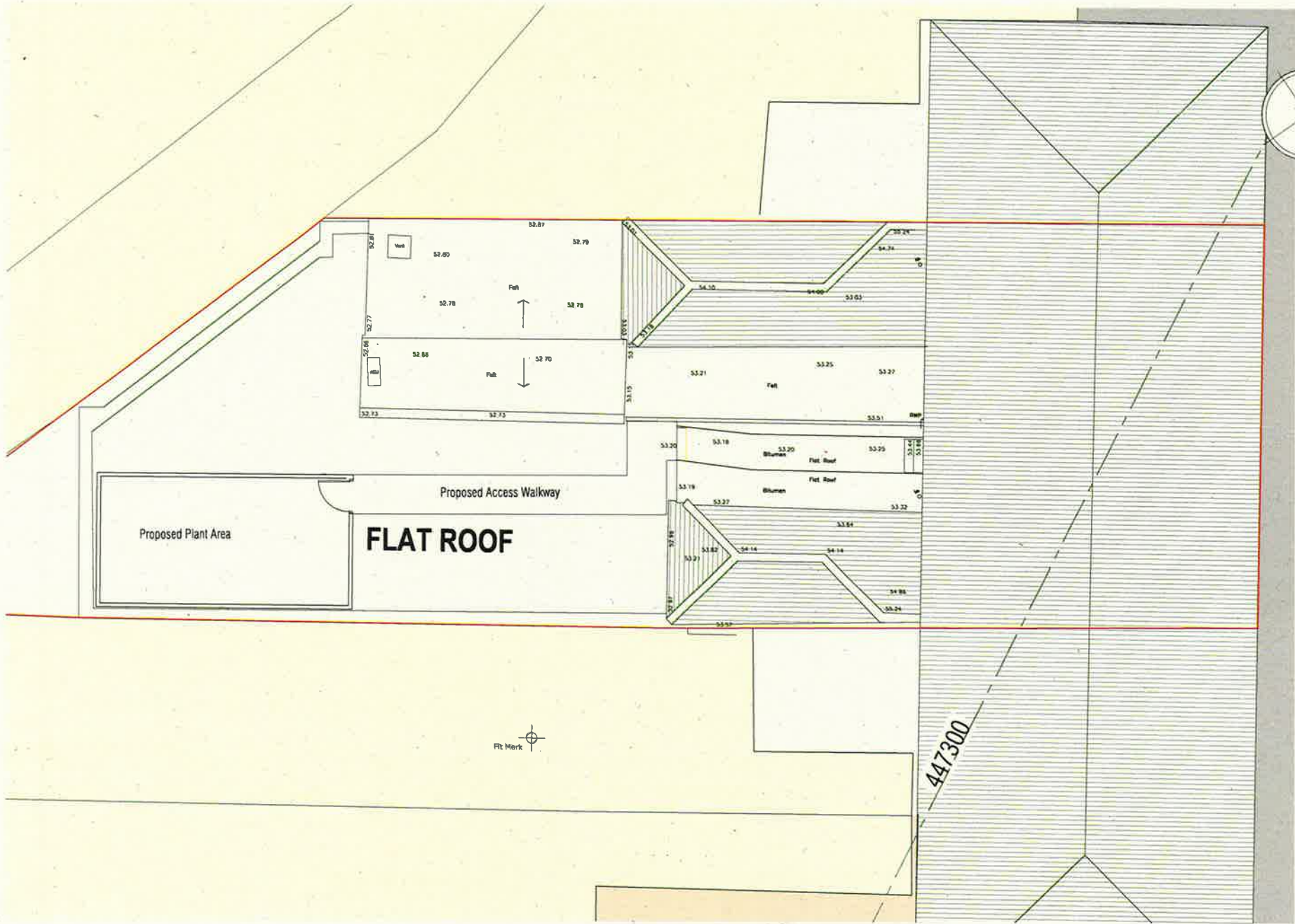
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Client:
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ESTATES**
Project:
1 HAMBLE, CORONATION ROAD,
THE CO-OPERATIVE, SO31 4JT

Drawing title:
**EXISTING & PROPOSED FIRST
FLOOR PLAN**

Scale: 1:100@A3	Drawn: AS	Checked: AA
Date: 03.09.2019	Issuing Discipline: architecture	Revision: A
Drawing number: 6735(P)104		



Hamble Parish Council

Council Meeting 10th February 2020

Fees and Charges

Roy Underdown Pavilion Committee Room

At the meeting on 13th January 2020 the Council Resolved to increase the charges for the Committee room to £10 hour from 1st April 2020. To avoid any confusion some additional clarification is recommended, the Council is asked to:

Apply minimum charge of 2 hours (£10) which is applicable to all hirers - to include setting up and clearing up.

Under the current fees the full day charge is £90. This was historically defined as morning and afternoon combined or afternoon and evening combined.

Some possible options for the Council's consideration are to:

- Change the definition to morning, afternoon and evening
- Maintain at the current full day fee of £90
- Reduce the fee to attract more family users e.g. £70
- Increase the full day fee e.g. to £100
- Charge the standard hourly rate of £10 for any period of hire
- Charge the full day fee in addition to pitch hire for sports users e.g. a cricket club
- Authorise the Clerk to negotiate a reasonable discounted hire rate with any commercial hirer wanting to book at least one-half day (4 hours) per 14 days for a period of no less than 3 months paid in advance?

We have a current booking for continuous hire over two days, would the newly agreed fees and new day rate (if set) apply to this booking?

Coffee Machine

The Nesspresso coffee machine has been moved to RUP from The Mercury and will be available for RUP users to hire. The coffee pods cost between 33p to 39p each plus delivery. Whilst the machine was available at The Mercury, the Council approved a charge of £1 per pod to recoup costs.

The expected overheads will be:

- Showing hirers how to set up the machine or the Grounds Team will set it up ready for hirers
- Cleaning the machine after use
- Consumables provided by HPC - straws, nozzles, coffee pods, milk, sugar and tea bags
- The machine must be descaled regularly and will need to be serviced
- Repair charges will apply if there is any accidental or misuse damage

Possible options

A hire charge inclusive of the machine and consumables with:

- 10 coffee pods - £15
- 20 coffee pods - £20
- 30 coffee pods £30

Or hire of the machine £10 plus £1 per coffee pod - (number of pods stipulated in advance by the hirer) no refunds.

It is recommended the agreed hire charge is trialed for 6 months and reviewed at the end of September 2020.

Hamble Village Magazine

Advertising rates were looked at in depth at the most recent meeting and it was suggested a good way forward is as follows:

- **Back Cover:** There had been an increase in demand for businesses wanting the back cover, so the working group considered how best to ensure that maximum value for money was gained from this space. A sealed bid auction was considered but ruled out as the group felt the current advertiser should get first refusal as this was usually standard practice across publications and given they've had the space for a number of years. It was felt that including a higher premium on the rate for this page would be a better option and suggest an increase of 30% above the current rate.
- **Inside Covers:** An increase of 20% above the current rate is suggested for the inside cover pages, as this again increases the premium for these sought-after spaces.
- **Regular adverts:** With all other rates, increases of 5% for eighth pages and 10% for all other sizes is suggested.

Size	Current Rates		Suggested Rates		% Increase
	One-Off	Annual	One-Off	Annual	
Eighth	£15.58 (min 3 editions)	£94.72	£16.36 (min 3 editions)	£99.46	5
Quarter	£29.15	£180.83	£32.07	£198.91	10
Half	£59.48	£361.65	£65.43	£397.82	10
Full	£118.37	£724.50	£130.21	£796.95	10
Inside Cover	£123.68	£757.05	£148.42	£908.46	20
Back Cover	£139.78	£903.84	£181.71	£1,174.99	30

Further work is needed to determine rates for the centre-page calendar adverts and the rate charged for listings in the regular events section.

Recommendations: -

To amend the Roy Underdown Pavilion fees from 1st April 2020 to:

Amend the definition of full day to

Full day charge of £ to apply

This (does/does not) apply to current two-day booking

Full day fee to be charged in addition to pitch hire for sports users

Authorise the Clerk to negotiate a reasonable discount hire rate with any commercial hirer booking at least one-half day (4 hours) per 14 days at least for a period of no less than 3 months paid in advance. Not to exceed ? %

To agree the hire charge for the Nesspresso Coffee machine and consumables to be reviewed at the end of September 2020.

Agree the above suggested rates for the Hamble Village Magazine, to take effect from the 1st April 2020.

Hamble Parish Council

Council Meeting 10th February 2020

Review of Reserve Funds

Current Account

Currently the Council has reserve funds held by:

Barclays	£141,684.11	earning 0.2% pa
----------	-------------	-----------------

Eastleigh Borough Council (EBC)	£118,942.74	earning 0.5% pa
---------------------------------	-------------	-----------------

The Council passed a resolution in July 2016 to move some of the reserves from Barclays to two new accounts in order to safeguard them under the FSCS scheme guaranteeing deposits, at the time up £75,000 now £85,000 because of the short period products have been available, but because quickly changing interest rates and the lack of Officer capacity this was not progressed.

CCLA - Local Authority Property Fund

The CCLA fund has been considered:

- The Fund is unregulated - there's no protection under the Compensation Scheme or under the FCA
- The Fund is invested in UK commercial properties - the risk isn't diversified
- The Fund is targeted at investors with an understanding or previous experience of investing in similar types of Fund
- Investors must have the ability to bear loss - there's no guarantee the amount invested will be recovered

The minimum recommended investment term is 5 years and it's expected funds will be needed for re-development of Mount Pleasant in the fairly near future.

<https://www.ccla.co.uk/investment-solutions/fund/the-local-authorities-property-fund>

Fact Sheet (appendix A) and Key Information Document (appendix B) attached

Deposit Accounts

Deposit accounts suitable for Local Authorities are limited and the Council is asked to decide if it wants to:

- Spread the financial risk or
- Obtain a better return on its deposits

If the Council wishes to spread the financial risk but have access to the funds, Royal Bank of Scotland (Lloyds Bank) offer deposit accounts with varying notice periods or some fixed term accounts. All of these accounts are detailed in Appendix B. or at <https://business.bankofscotland.co.uk/25m-plus-turnover/products-and-services/deposits/deposit-products/local-authority-rates.html>

(The minimum investment is £10,000)

If the priority is to receive a better return, Cambridge & Counties Bank offer two fixed term bonds, but no withdrawals can be made during the term of the bond.

Cambridge & Counties	Gross AER	Min investment
2 year fixed rate bond	1.8%	£10,000
5 year bond rate bond	2.5%	£10,000

<https://ccbank.co.uk/help-centre/savings-help/savings-interest-rates/>

Recommendations: -

To approve the transfer of £(amount to be agreed) from the Barclays Reserve account or the EBC loan to (provider/product to be agreed) for a period of (term to be agreed) as soon as possible. The Clerk and Chair to be the primary nominated signatories.

Appendices

- A. The Local Authorities' Property Fund: Fund Fact Sheet - 30 September 2019
- B. CCLA Key Information Document
- C. Royal Bank of Scotland - Deposit Accounts

The Local Authorities' Property Fund

Fund Fact Sheet – 30 September 2019

Investment objective

The Fund aims to provide investors with a high level of income and long-term capital appreciation.

Investment policy

The Fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets.

Suitability

The Fund is suitable for the long-term funds of any local authority seeking exposure to UK commercial property.

Independent Governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT) a body controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund.

Who can invest?

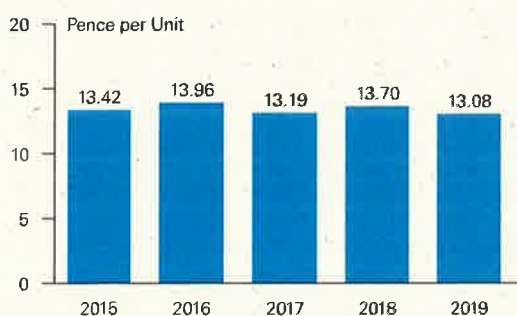
Any local authority in England, Wales, Scotland and Northern Ireland.

Income

Gross dividend yield	4.35% *
MSCI/AREF UK Other Balanced Quarterly Property Fund Index yield	3.69%
Official Bank Rate	0.75%

* Based upon the net asset value and historic gross annual dividend of 13.2222p.

Rolling 12 month distributions to 31st March:

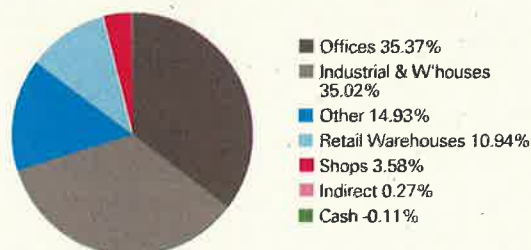


Fund update

The Fund continued to experience positive cash inflows over the quarter. There was one significant acquisition, a prime office building in Bristol, acquired on a 5.1% yield with reversionary potential. This purchase was balanced by the sale of a development site in Glasgow, at a price substantially above book cost. There were a number of rental increases which supported Fund income, as did the successful letting of the vacant unit on the Beckton retail park. At the end of the period the void rate was 7.5% of which 4.2% was necessarily empty due to improvement activity.

Activity in the period saw the purchase of an office in Bristol at a total cost of some £35m. The asset was acquired on a yield of 5.1% and has attractive reversionary potential. We sold a site in Glasgow for development. The asset, which had been acquired over time, was sold at a substantial premium to book costs. There were a number of helpful lease events which will support income, the most important news is that the Beckton retail park redevelopment opportunity continued to progress.

Asset allocation at 30 September 19



The Fund has credit facilities which, at quarter end, were not utilised.

Discrete year total return performance (net)

12 months to 30 September	2019	2018	2017	2016	2015
The Local Authorities' Property Fund	+4.46%	+7.64%	+9.36%	+2.93%	+15.25%
Benchmark	+2.82%	+9.47%	+9.47%	+4.31%	+14.78%

Annualised total return performance (net)

Performance to 30 September 2019	1 year	3 years	5 years
The Local Authorities' Property Fund	+4.46%	+7.13%	+7.84%
Benchmark	+2.82%	+7.20%	+8.09%

Benchmark – MSCI/AREF UK Other Balanced Quarterly Property Fund Index. Net performance shown after management fees and other expenses. Past performance is no guarantee of future returns. Source: CCLA

Top ten property holdings at 30 September 19 – total 35.09%

London, Beckton Retail Park	Elstree, Centennial Park
London, Kingsway	Leeds, Park Row
London, Palace House	Bristol, Kings Orchard
London, Goodman's Yard	Bracknell, The Arena
London, Stockley Park, Longwalk	Coventry, Torrington Avenue

Key facts

Total fund size	£1173m
Current borrowing	£0m
Number of holdings	75
Income units	
Offer (buying) price	324.35p (xd)
Net asset value	303.84p (xd)
Bid (selling) price	299.13p (xd)
Launch date	18 April 1972
Unit types	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month end valuation day*
Sedol & ISIN numbers	0521664, GB0005216642
Dividend payment dates	End January, April, July & October
Annual management charge (taken 100% from income)	0.65%

* Instructions for the issue or redemption of units must be received by CCLA no later than 5pm on the business day prior to the Valuation Date. If the valuation day is a bank holiday, the dealing day will be the previous working day. Units are only realisable on each monthly dealing date and redemptions may not be readily realisable; a period of notice not exceeding six months may be imposed for the redemption of units.

Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. To ensure you understand whether our product is suitable, please read the Scheme Particulars and the risk factors identified therein. We strongly recommend you seek independent professional advice prior to investing. Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward looking statements are based upon our current opinions, expectations and projections. We undertake no obligations to update or revise these. Actual results could differ materially from those anticipated. Investment in the Fund is for Eligible Local Authorities only. Holders of the Fund are not covered by the Financial Services Compensation Scheme (FSCS). The Fund is an unauthorised Alternative Investment Fund and an Unregulated Collective Investment Scheme established under a Scheme approved by H M Treasury under Section 11 of the Trustee Investments Act 1961 and is subject to provisions of a Trust Deed dated 6 April 1972 and a supplemental Trust Deed dated 13 September 1978. The Fund operates as an open-ended Fund under Part IV of the schedule to the Financial Services and Markets Act 2000 (Exemption) Order 2001. The company CCLA Fund Managers Limited (registered in England & Wales No. 8735639 at Senator House, 85 Queen Victoria Street, London, EC4V 4ET) is authorised and regulated by the Financial Conduct Authority and is the manager of the Local Authorities Property Fund. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

KEY INFORMATION DOCUMENT

CCLA

Purpose

This document provides you with key information about this investment product. It is not marketing material. The information is required by law to help you understand the nature, risks, costs, potential gains and losses of this product and to help you compare it with other products.

Product

Fund Name	The Local Authorities' Property Fund
Income Units (ISIN)	GB0005216642
Name of manufacturer	CCLA Fund Managers Limited (the "Manager")
Website	www.ccla.co.uk
Client Services	0800 022 3505

The Manager is authorised and regulated by the Financial Conduct Authority.

This document is dated 9 December 2019.

What is this product?

Type

The Local Authorities' Property Fund (the "Fund") is an open-ended, Unregulated Collective Investment Scheme established under a Scheme. The Fund is an Alternative Investment Fund and is managed by the Manager as an Alternative Investment Fund Manager in accordance with the FCA Regulations and the Alternative Investment Fund Managers Directive (AIFMD) Legislation as defined in the Scheme Information.

Objectives

- The Fund aims to provide a high level of income and long-term capital appreciation.

Investment Policy

- The Fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties but may invest in other assets, which may be both liquid and illiquid in nature.
- For certain purposes set out in the Scheme Information, and with the prior written approval of the Trustee, the Manager may borrow up to the limit of 50% of the net asset value of the Fund.
- The return achieved by the Fund is dependent on the performance of the assets that the Fund invests in after deducting the costs, expenses and fees of running the Fund.

Intended retail investor

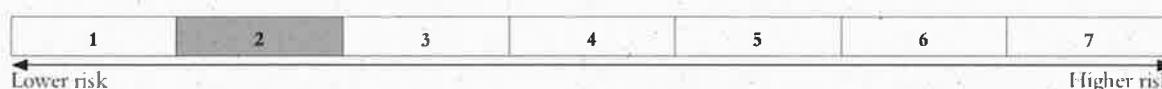
The Fund is intended for local authorities, with an understanding or previous experience of investing in similar types of fund, who are seeking exposure to UK commercial property. Investors should be looking to invest for five years or more and appreciate that the value of their investment and any derived income may fall as well as rise. Investors should also note that their capital may be at risk and therefore must have the ability to bear losses.

Term

The Fund has no fixed maturity date and cannot be terminated unilaterally by the Manager. The Fund may be wound up if the Trustee holds the opinion that winding up the Fund is in the interests of investors.

What are the risks and what could I get in return?

Risk indicator



The risk indicator assumes you keep the product for the recommended holding period (RHP) of five years. The actual risk can vary significantly if you cash in at an early stage and you may get back less.

- The summary risk indicator is a guide to the level of risk of this product compared to other products. It shows how likely it is that the product will lose money because of movements in the markets or because we are not able to pay you. The risk of the Fund may be significantly higher than the one represented in the summary risk indicator where the Fund is not held for the recommended holding period.
- The Fund should be considered illiquid as it is not admitted to trading on a secondary market and no alternative liquidity facility is promoted by the Manager or a third party. Property is recognised as an illiquid asset and is thus most suited to long-term investment.
- We have classified this product as 2 out of 7, which is a low risk class. This rates the potential losses from future performance at a low level, and poor market conditions are very unlikely to impact the capacity of the Manager to pay you. This classification is not guaranteed and may change over time and may not be a reliable indication of the future risk profile of the Fund. The lowest category does not mean risk free.
- A more detailed description of risk factors that apply to this product is set out in the latest Scheme Information, which is available on the Manager's website or by request.
- This product does not include any protection from future market performance, so you could lose some or all of your investment.
- If we are not able to pay you what is owed, you could lose your entire investment.
- However, you may benefit from a consumer protection scheme (see the section 'What happens if the Manager is unable to pay out?'). The indicator shown above does not consider this protection.

Performance scenarios

Market developments in the future cannot be accurately predicted. The scenarios shown are only an indication of some of the possible outcomes based on recent returns. Actual returns could be lower.

Investment of £10,000 Scenarios		1 year	3 years	(RHP) 5 years
Stress scenario	What you might get back after costs	£9,265	£11,150	£12,840
	Average return each year	-7.35%	3.70%	5.13%
Unfavourable scenario	What you might get back after costs	£9,497	£10,687	£12,146
	Average return each year	-5.03%	2.24%	3.97%
Moderate scenario	What you might get back after costs	£9,884	£11,476	£13,324
	Average return each year	-1.16%	4.70%	5.91%
Favourable scenario	What you might get back after costs	£10,314	£12,355	£14,654
	Average return each year	3.14%	7.30%	7.94%

- This table shows the money you could get back over the next 1, 3 and 5 years, under different scenarios, assuming that you invest £10,000.
- The scenarios shown have been prepared as required under EU regulatory rules and illustrate how your investment could perform. You can compare them with the scenarios of other products.
- The scenarios presented are an estimate of future performance based on evidence from the past on how the value of this investment varies and are not an exact indicator. As future returns are unlikely to mirror the last 5 years, investors should treat these illustrations with caution. What you get will vary depending on how the market performs and how long you keep the product.
- The stress scenario shows what you might get back in extreme market circumstances, and it does not take into account the situation where we are not able to pay you.
- The figures shown include all the costs of the product itself but may not include all the costs that you pay to your advisor or distributor. The figures do not take into account your personal tax situation, which may also affect how much you get back.

What happens if the Manager is unable to pay out?

The assets of the Fund are held for the benefit of investors by HSBC Bank plc (the "Depository"), who have been appointed by the Local Authorities' Mutual Investment Trust (the "Trustee") and the Manager and so are held separately from the assets of the Manager. In the event of insolvency of the Manager, the Fund's assets in the safekeeping of the Depository will not be affected. However, in the event of insolvency of the Depository, or its delegates, the Fund could suffer a loss. With regards to deeds, leases and other physical documents relating to the properties owned by the Fund, the Trustee has appointed independent property lawyers to hold such documents in safekeeping.

The Fund is not covered by the Financial Services Compensation Scheme (FSCS).

Investors may however be eligible for compensation up to a maximum of £85,000 per claim under the FSCS if they have claims against the Manager, Trustee or other service provider to the Fund which is unable or likely to be unable to pay claims against it (for example where the Manager has stopped trading and has insufficient assets to meet claims). Further information about who is eligible and what is covered by the FSCS can be found on their website www.fscs.org.uk.

What are the costs?

Presentation of costs

The Reduction in Yield (RIY) shows what impact the total costs you pay will have on the investment return you might get. The total costs take into account one-off, ongoing and incidental costs.

The amounts shown here are the cumulative costs of the Fund itself, for three different holding periods. The figures assume you invest £10,000. The figures are estimates and may change in the future.

Costs over time

The person selling you or advising you about this product may charge you other costs. If so, this person will provide you with information about these costs and show you the impact that all costs will have on your investment over time.

Investment of £10,000			
Scenarios	If you cash in after 1 year	If you cash in after 3 years	If you cash in after 5 years (RHP)
Total costs	£948	£1,184	£1,420
Impact on return (RIY) per year	9.48%	3.95%	2.84%

Composition of costs

The table below shows the impact each year of the different types of costs on the investment return you might get at the end of the recommended holding period and the meaning of the different cost categories:

This table shows the impact on return per year			
One-off costs	Entry costs	6.75%	The impact of the costs you pay when entering your investment. These are already included in the price.
	Exit costs	1.55%	The impact of the costs you pay when exiting your investment. These are already included in the price.
Ongoing costs	Portfolio transaction costs	0.46%*	The impact of the costs of us buying and selling underlying investments for the product.
	Other ongoing costs	0.72%*	The impact of the costs that we take each year for managing your investments including custody costs.
Incidental costs	Performance fees	N/A	The impact of performance fees on your investment.
	Carried interests	N/A	The impact of carried interests on your investment.

*This figure is calculated from annualised historical data and therefore the actual costs paid by an investor may differ.

How long should I hold it and can I take money out early?

Recommended holding period is at least five years.

The Fund is intended for long-term investors with an investment horizon of five years or more. This reflects the investment objective of the Fund and the likely strategies used by the Manager and the costs of dealing in the asset class. There is no minimum holding period and investors can request redemption of their units to be carried out on any valuation date without penalty.

The Fund deals on the last business day of the month. Redemption requests must be received no later than 5.00pm on the business day prior to the valuation date.

Investors are reminded that commercial property can be an illiquid asset class and the Manager has the discretion to defer redemptions if it believes doing so is in the interest of investors and the good management of the Fund. Investors should also be aware that where a unitholder makes an application to redeem or cancel units the Manager may, with the agreement of the Trustee and in consultation with the redeeming unitholder, arrange to transfer fund property out of the Fund in place of payment in cash for the units, but only if it is judged by the Manager not to disadvantage the remaining unitholders.

How can I complain?

Complaints concerning the Fund and/or Manager should be referred to Client Services at CCLA, Senator House, 85 Queen Victoria Street, London EC4V 4ET or by email to client.services@ccla.co.uk. The Complaints handling procedure is available on the Manager's website.

If you were advised on investing into the Fund, any complaints regarding that advice should be taken up with the party who provided it.

Other relevant information

Income units only are available for investment.

Income is paid for the preceding quarter at the end of January, April, July and October.

The minimum initial investment is £25,000; the minimum subsequent investment is £10,000.

CCLA have not considered the suitability of this investment against your individual needs and risk tolerance. To ensure you understand whether our product is suitable, please read the Scheme Information for the Fund which is available on the Manager's website or by request.

As set out in the Scheme Information, investment in the Fund is only available to local authorities as defined in chapter 3 of the Local Government Act 2003. If you are unsure of your eligibility, please contact Client Services on 0800 022 3505 or by email to client.services@ccla.co.uk.

This Key Information Document is updated at least every twelve months.

Royal Bank of Scotland – Deposit Accounts

32 Day Notice Call Account**	No set term 32 days' notice required to make withdrawals or close the account	0.90% (Bank of England Bank Rate (BoE) 0.75% (variable) plus 0.15% (fixed))	Calculated and paid daily
95 Day Notice Call Account**	No set term 95 days' notice required to make withdrawals or close the account	1.10% (Bank of England Bank Rate 0.75% (variable) plus 0.35% (fixed))	Calculated and paid daily
175 Day Notice Call Account**	No set term 175 days' notice required to make withdrawals or close the account	1.13% (Bank of England Bank Rate (BoE) 0.75% (variable) plus 0.38% (fixed))	Calculated and paid daily
3 Month Fixed Term Deposit (FTD)	3 months	0.75% (fixed)	At maturity
6 Month Fixed Term Deposit (FTD)	6 months	0.80% (fixed)	At maturity
9 Month Fixed Term Deposit (FTD)	9 months	0.85% (fixed)	At maturity
12 Month Fixed Term Deposit (FTD)	12 months	1.10% (fixed)	At maturity

AER - The AER stands for Annual Equivalent Rate and is the notional rate which illustrates the gross rate as if paid and compounded on an annual basis. As every advert for a savings product will contain an AER you will be able to compare more easily what return you can expect from your savings over time.

Gross Rate – Gross rate means that no tax will be automatically deducted from interest on your behalf. You are responsible for paying any tax due to HM Revenue and Customs.

****Product is linked to the current Bank of England Bank Rate. If you make a Withdrawal from your Notice Account, the Interest Rate applied to the funds to be withdrawn will be the Reversion Rate. The Reversion Rate will apply for the duration of the notice period, from the date we receive your Withdrawal Instruction. Interest on the funds to be withdrawn will be paid at the end of the notice period.**

*****Rates stated are available as at 20/12/2019 and expire on 30/01/2020. Lloyds Banking Group maintains the right to withdraw rates at our discretion during the offer period.**

Interest accrued on our Term Deposits are paid on maturity, unless the Term Deposit has a term of more than one year, in which case, accrued interest is paid annually and any remaining interest is paid at maturity.

Hamble Parish Council

Council Meeting 10th February 2020

Finance Report for January 2020

Current Account

Exceptional Income:

- £839.60 3C Income
- £98.21 iZettle income

Exceptional Expenditure

- £2,355.70 Harbour Dues
- £1,056.00 Works following legionella testing
- £3,000.00 Wicksteed - retention following replacement of Barletts Field play equipment

Outstanding Purchase invoices

Disputed Invoice: EBC - £158.40

Outstanding Sales invoices

None

Deposit Arrangements

We've been advised that Barclays are introducing a Business Deposit Card to use when making deposits from 31st March 2020. We will continue to use the paying-in slips for our records and auditing purposes. The letter will be circulated only to members.

New Financial Contracts

The grounds team's mobiles contract has expired, it is recommended to look for a new contract up to the value of £48+VAT (current cost) for all 3 mobiles.

In addition, the iPads which were purchased for The Mercury have been returned to the Parish Council. One of this is intended to be used by the grounds team to aid with completing check forms. To do so, the iPads will need a mobile data sim card to enable use outside. It is suggested to approve a monthly cost of up to £15+VAT to find the best deal to enable this.

We received the invoice from the River Hamble Harbour Authority for Harbour Dues. This year the cost was increased by 5% to £1,963.08+VAT.

Contractual Changes

SHB Hire Ltd have written to inform us that the business has been acquired by Enterprise Rent-A-Car UK Limited. Unless we notify in writing by 29th February 2020, the transfer of our agreement to Enterprise will be effective from 31st March 2020.

Flowbird have changed their registered address from: 10 Willis Way, Fleets Industrial Estate, Poole BH153SS to the new address as follows: Flowbird Smart City UK Ltd, Discovery Court Business Centre, 551-553 Wallisdown Road, Bournemouth BH12 5AG

The new address will now be used as the correspondence address for all previous correspondence sent to 10 Willis Way details for their other offices have not changed.

Cancelled Contracts

The three iPads currently have a support package attached to them at a cost of £15+VAT per month. As the devices are standalone and not connected to our current IT, this support package will be cancelled, but can be reviewed should there be any need for the packages again in the future.

Recommendations: -

Note the letter from Barclays dated January 2020 re the introduction of Business Deposit Cards.

Approve expenditure of up to £48+VAT per month total for the 3 grounds team mobiles

Approve expenditure of up to £15+VAT per month for a data sim for one iPad

Note the increase in Harbour Due fees

Note the acquisition of SHB Hire Ltd by Enterprise Rent-A-Car UK Limited

Note the change of registered address for Flowbird

Note the cancellation of the iPad support packages at £15+VAT per month

Finance Overview – January 2020

Bank Balance – main account	£79,140.61
Money in	£6,256.11
Money Out	£29,603.72
Debit card payments	£2484.95
Total salaries	£9,881.84
Employer Nat Insurance	£3,340.01
Employer Pension Contributions	£3,487.00
Petty cash balance	£10.75
Balance – reserve account	£141,684.11

Debit Card Payments

[illegible]



By Appointment to Her
Majesty The Queen
Supply Repair &
Maintenance of Buggies
SHB Hire Ltd Romsey



SHB Hire Ltd
18 Premier Way Abbey
Park Ind. Estate
Romsey
Hampshire
SO519DQ

Tel: 01794 511458

Fax: 01794 511468

Email: enquiries@shb.co.uk

Website: www.shb.co.uk

Dear Legal Team,

We are excited to inform you of an important milestone that we believe will be of great benefit to you.

Following Enterprise Rent-A-Car-UK Limited's ("**Enterprise**") recent acquisition of **S.H.B. Hire Limited ("SHB")**, Enterprise has decided to implement a full legal integration of the business of SHB into Enterprise, combining it with Enterprise's Flex-E-Rent business. Therefore, SHB will transfer its entire business (other than the regulated consumer hire business) to Enterprise (the "**Transfer**"). The Transfer will include all agreements and relationships with suppliers and customers and is effective from 31 March 2020.

What does that mean for you as our customer?

The advantages of the new, combined business include:

- **A far bigger network, with a larger fleet and an extended team of dedicated employees.** The combined business has 28 depots, a fleet of approximately 45,000 commercial vehicles and more than 950 employees. That means faster service and better logistics.
- **The best service.** These two privately held companies are built on delivering excellent customer service with great employees that are dedicated to exceeding our customers' expectations. We intend to leverage the extensive knowledge and best practice throughout the business to create an industry leading partner for our customers.
- **Greater choice of vehicles and technologies.** Customers can now access a greater diversity of services, expertise and proprietary technologies, which means that customers have more options - whatever the vehicle, whenever they need it, for however long they need it for. With our One Enterprise concept, you can access Flex-E Rent, daily rental, month or more, and car share services.
- **Increased efficiencies.** The combined entity is able to offer increased value and choice to customers and once the technology is integrated will be able to offer you increased convenience with one combined invoice for all services.

We wanted to inform you first-hand about this great news and we hope this letter has left you with a strong impression of how the joining of SHB and Enterprise will bring many advantages to your business.

The terms of your agreement are unaffected by this Transfer. Enterprise will manage all personal data in accordance with its privacy policy which can be found at <https://privacy.ehi.com/en-gb/home.html>.

Following the Transfer, Enterprise will assume all obligations and liabilities of SHB.

SHB will be integrated into the Enterprise Flex E Rent division under Enterprise Rent A Car UK Ltd

Beginning 1st April 2020, all payments should be made to the following account:



SHB HIRE LTD IS AUTHORISED AND REGULATED BY THE FINANCIAL
CONDUCT AUTHORITY FOR CREDIT-RELATED REGULATED ACTIVITIES
VAT REG NO 320 5672 82 REG IN ENG LAND NO 1381731



OHS 565115, EN15 585414, ES 20166





By Appointment to Her
Majesty The Queen
Supply Repair &
Maintenance of Buggies
SHB Hire Ltd Romsey



SHB Hire Ltd
18 Premier Way Abbey
Park Ind. Estate
Romsey
Hampshire
SO519DQ

Tel: 01794 511458

Fax: 01794 511468

Email: enquiries@shb.co.uk

Website: www.shb.co.uk

Bank name	HSBC UK Bank PLC
Account name	UB-Enterprise Flex-E-Rent
Account number	22762315
Sort code	40-14-13
BIC	HBUKGB4B
IBAN	GB58HBUK40141322762315

All invoices after that date will be issued by Enterprise.

Please email shbnovationqueries@ehi.com with any questions or queries.

Unless you notify us in writing to the contrary before 29 February 2020, we will assume that you acknowledge the assignment of your agreement to Enterprise.

Enterprise Rent-A-Car UK Limited is the parent company of S.H.B. Hire Limited. Enterprise Rent-A-Car UK Limited has the company registration number 02946689 and VAT number GB 215 5573 14.

Best regards,

Nicky Simpson
Commercial Director
SHB Hire Limited

Michael Marshall
Director of Finance
UK & Ireland
Enterprise Rent-A-Car UK Limited



SHB HIRE LTD IS AUTHORISED AND REGULATED BY THE FINANCIAL
CONDUCT AUTHORITY FOR CREDIT-RELATED REGULATED ACTIVITIES
VAT REG NO 320 5672 82 REG IN ENG LAND NO 1391731



GB5 563415, EMS 585114, FS 201936



Flowbird Smart City UK Ltd
Discovery Court Business Centre
551-553 Wallisdown Road
Poole, Dorset
BH12 5AG

Tel: 01202 853340



3rd January 2020

Change of Registered and Correspondence address

Dear Sirs,

We are writing to you to notify you that Flowbird Smart City UK Ltd has changed its registered address from;

**10 Willis Way
Fleets Industrial Estate
Poole
BH153SS**

To the new address as follows;

**Flowbird Smart City UK Ltd
Discovery Court Business Centre
551-553 Wallisdown Road
Bournemouth
BH12 5AG**

The new address will now be used as the correspondence address for all previous correspondence to 10 Willis Way, if you hold contact details for any of our other offices please note these details have not changed and there is no need to change the correspondence address.

Please update your records to reflect the change.

Yours faithfully

A handwritten signature in black ink, appearing to read "Hassett".

Danny Hassett
Managing Director

Council Task list

Task	Who	Officer support	When	Completed
Electronic banking for payments	Cllrs Hand and Cohen	No	July 2019	August 2019
VE celebrations – Project plan?	Cllrs Thompson and Ryan	No		On agenda for Jan 2020
Signage project - assessment	Cllr Thompson and Dajka	No	EBC team meeting – Feb2020	July 2019
Signage Project Project team	Cllr Thompson	Yes	Nov 2019	
Meeting with EBC on Car Park Permits	Cllr Hand	Yes	Aug 2019	Aug 2019
Review of the HRVF constitution	Cllr Underdown	No	Sept 19	Jan 2020
Christmas Lighting at Coronation Parade	Cllr Cross	No	Sept AMC 2019	Lighting checked but not working
Village Magazine	Cllrs Nesbitt-Bell, Dann and Thompson	Yes JEH	Oct Council 2019	Dec 2019
Environmental Signage	Cllr Ryan	Yes AJ	Sept 2019	Sept 2019
Information Boards	Cllr Cohen	No	July 2019 PID completed Dec 2019	
Meeting with Stakeholders – Footpath 13	Cllr Schofield and Hand	Yes AJ	Sept 19	31 st Sept with HRSC
Logo and branding	?	Yes AJ & JEH	Dec 2019	Launched 1.01.2020 – signage and assets to be tagged
Meeting at Cemetery –and action plan	Cllrs Schofield and Underdown	Yes JS	July 19	Completed
Well Lane footpath	???	Yes AJ, JS	Emails to EBC chasing – latest Jan 2020	
CCTV	Cllr Dajka and Cohen	No	??	
Southern Quay bench replacement	Cllrs Underdown, Schofield and Dajka	Yes AJ, RC	Tender concluded without submissions. PID to be amended	TBA
Notify EBC of the recent GE redundancies and sale of business	AJ		9 th September 2019	10 th September 2019

Task	Who	Officer support	When	Completed
Letter to HCC regarding the reinstatement of lining at Shore Road to enable parking enforcement	AJ		9 th September 2019	10 th September 2019. Chased in Dec 2019
Install new "Welcome to Hamble" sign at Mallards Way	AJ		9 th September	Letter to HCC 10/9/19
Write to EBC given written notice that from 31/10/19 HPC would limit its support for The Mercury	JS		14 th October 2019	18 th October 2019
Draft a statement regarding the management and handover of the Mercury to the new provider or EBC			14 th October 2019	Complete
Order wreaths for Remembrance events	JS		14 th October 2019	Completed 16 th October
Contact other local councils to assess what events they have planned for VE/VJ days next year	Cllr Thompson	JS	14 th October 2019	No response from those contacted
Progress report on H&S Audit	RC		November (will bring back in December)	
Bursledon Doctors Surgery Merger with Blackthorn	JS		November 2019	Awaiting responses from WHCGG but have asked Borough Councillors to give details at November Council meeting
Write to HCC and EBC regarding progress of Hamble Halt Car Park	AJ		28 th October 2019	
Air Quality Plan Response	AJ		28 th October 2019	October 2019
Quotes for RUP improvements	RC		5 th November 2019	

Task	Who	Officer support	When	Completed
Negotiate price for truck	RC		5th November 2019	
Flowers, bulbs or seeds for the Broadway	RC		5th November 2019	
Replacement slats on foreshore benches	RC		October/November	
Foreshore toilets: investigate digital timed locks	RC		5th November 2019	
Mount Pleasant, replace scramble net – approach LAC for grant funding	RC		5th November 2019	
Cleaning contract for FS Toilets	RC		5th November 2019	
Floodlights at RUP: Source LED bulbs or look at changing lights – seek grant from LAC	RC		5th November 2019	
Milk deliveries for office and mess room, to reduce waste	JS		5th November 2019	7 th November 2019
FS water supply: arrange for a meter for the lifeboat supply	RC		5th November 2019	
Contact HCC re queries on lease for strip of land adjacent Hamble Primary Revised on 9th December to specify: Schools security protocol and inspection regime Limit future liability with regard to security Protect HPC's right to charge for parking	AJ		5th November 2019	
DSP: Arrange user meeting and proceed with allocation process	JS&JEH		5th November 2019	User meeting taking place 9th Dec. Applications sent to all

Task	Who	Officer support	When	Completed
and issue new Ts&Cs				permit holders and those on waiting list 29th Nov 2019.
Mercury: advise EBC of hourly rate			5th November 2019	Sent 15 th November 2019
Labels/notices for HPC assets to show who's provided them	JEH/RC			
Memorial Safety: Training organised and work undertaken to trace families	JS		Training taking place 17 th December. All unstable graves staked with notices, where addresses known letters sent to grave owner.	Training delivered 17.12.2019 New Memorials Policy drafted Updates to Memorial Regs and application form will be recommended to AMC at 7 th Jan 2020 Meeting
Write to local residents regarding Christmas lighting	JEH		November	
Write to EBC with stakeholder feedback on the Coronation Project and requesting a formal response to the points raised	AJ			
To amend the LAC Project List to add Mount Pleasant as a separate item and remove <ul style="list-style-type: none"> • Bartletts Field • Avro Court • New Library • Gun Emplacement 	AJ			
Clerk to attend the Vision for Hampshire briefing by HCC and report back.	AJ			Clerk didn't attend
Instruct TWC to carry out works stemming from Legionella Risk Assessment £880	RC			

Task	Who	Officer support	When	Completed
Order the 'Welcome to Hamble' sign Cost £486.20				
Arrange to hold the Annual Parish Meeting on 21 st May 2020	AJ/JS/JEH			RUP booked
Order 30mph signs for wheelie bins	AJ/JEH			Dec 2019
Raise restoration of public landing ladder at RSYC at meeting with Harbour Master	Cllr Hand			
Report on HRVF	Cllrs Cohen, Underdown & Clerk	Clerk		
Pursue HCC for payment of invoice for emergency tree works	AJ			
Website Accessibility - draw up PID and present at Jan 2020 meeting	AJ		13 th Jan 2020	
Installation of locks on Foreshore toilets Costs not to exceed £2550 + vat EAR - Commissioning costs	AJ			
Delegation of Planning decisions to Clerk and Cllr Underdown over Christmas period. Record decisions at Jan 2020 meeting	Cllr Underdown Clerk			Dec 19 / Jan 20
Meeting 13 th Jan 2020				
Check if Planning Permission is needed for a 'wood'	AJ			
What is EBC's Climate Emergency Policy	AJ			
Youth Provision	AJ			

Task	Who	Officer support	When	Completed
Offer Hamble sites for Winter and activity provision				
Can public art funds be used to design a plinth for the gun? Perhaps a living wall	AJ			
VE & VJ Day Contact RBL and RVCP to establish what local activities are being arranged	JS			14 th Jan 2020 Update circulated to all Cllrs
Write to EBC to confirm the precept	AJ			
Post details of flood alerts on facebook and HPC website	JEH			
Circulate new DDF terms & conditions and applications	JEH			Jan 2019
Contact HCC to arrange safety audit of junction at Quay road and DSP. Budget £2500 - 2020 EAR for DSP improvements	JS			Spoke to Daniel Hutchings from HCC 28 th Jan. 2020 He will investigate options and come back to me shortly.

Hamble Parish Council (HPC)

Report to Full Council

10th February 2020

Officer's report

- 1. Installation of magnetic locks on the Foreshore toilets** - The site survey by Healthmatic took place in January and highlighted the need for a consumer unit to be installed in the store cupboard to support the locking system. This has been commissioned and completed so as not delay the project further. The works have been completed at a cost of £80.00 +vat totalling £96.00. Works to install the locks should be carried out within the next 4 weeks and then a new cleaning contractor will be appointed.
- 2. Commissioning the showers at Hamble Lifeboat** - The Harbour Master has written to confirm that there is, in principal, agreement with HLB about the installation of new locks on the showers to enable them to take them over. The issue of water and electricity has been discussed and at the moment the costs are so low that HLB have not sought to recharge us for them. If Council agree to passing the showers over to the Harbour Authority a form of words will need to be agreed that use the current costs/usage as a baseline with an agreed sharing formula. It is recommended that Heads of Terms are agreed in principal once formal notification is received from the Harbour Authority. These will be reported back at the appropriate stage.
- 3. Allotment Users Meeting** - Correspondence has been received from a number of allotment holders about concerns regarding the damage to the plots last year. It is suggested that we hold a meeting with the users to discuss the issue and to understand what can be done to assist. If members are happy it is proposed to arrange the meeting prior to a scheduled Council Meeting.
- 4. RUP additional costs** - Further work is recommended to complete the mini refurbishment. This includes the replacement of carpet in the Committee Room, replacement cupboard fronts and removal of a kitchen unit for the storage of the hoover. Work to the sockets has already been completed and we do expect top still need a booster for the wifi signal.

Task	Cost	Supplier
Remove and relay carpet	£1602.50 no vat	Carpet 4 you
Replace kitchen unit doors and tile paint	£250.00 inc vat	B&Q
Paint outside doors	£513.39 no vat	CBS decor
Replacement sockets to include USB points	£228.00 inc vat	P&R electrical
Total	£2593.89	

- 5. The PID for the major capital spending on boiler replacements** will go to the next AMC for consideration. In addition to the boilers and works to the external paint work, there is a need to also commission a survey and undertake repairs (and or replacement) of at least 3 velux windows to

the changing rooms that have been damaged in the past. To protect them in the future it is likely that metal cages will be needed to cover the windows to deter future efforts to get in.

6. **VE and VJ day** - Following the last discussion Cllr Thompson has contacted Eastleigh Borough Council (EBC) to establish what is being organised to mark the 75th Anniversary of VE day at a borough level. A reply is still pending. Contact has been made with the local Royal British Legion who expect to receive information packs about how to organize and mark the occasion and I have asked them to confirm whether they will be hosting an event. We could support it with grant funding.
VJ day will be marked nationally between the 14th-16th August. National Memorial Arboretum on Saturday 15 August.
7. **Planters** - Last year for the first time we ordered three planters for the village from EBC. The cost of the planters (which formed part of the D-day 75th Memorial Event) came to £2,304.00 and were supplied from Holland. Feedback on the planters was good and they created a decorative feature at both the Foreshore and the Office.

This year we are looking to reduce the cost of the planters and the carbon footprint by buying them more locally. We have approached Mayfield Nursery (registered charity) in Woolston to price for them. If Mayfield are unable to provide them, the Council will need to decide if they wish to purchase them again this year and if so the number, colour and location of the planters.

8. **Paper usage** - There has been an off line discussion between members about reducing the use of paper by moving to paperless meetings. As with previous discussions there has been a range of views expressed about this. Given the increasing focus on tree planting in the village the parish should continue to explore ways of reducing consumption across the board.

Given the mixed views it would be sensible to wait until the new council is formed, but as part of the information provided to potential candidates, we make it clear that meetings will be paperless. This may require us to provide tablets for members to use for HPC work. For those unable to work off of screen, a payment towards printing and paper costs could be provided.

Recommendations

1. To approve the following works and expenditure:
£80.00 + vat for electrical works at the Foreshore Toilets
£2593.89 for the works at RUP outlined in paragraph 4

1. Introduction

The Personnel Committee has been established by the Council to provide better management of the Council's employees and members with regard to their welfare, recruitment, appraisal and salary reviews. Council also delegates disciplinary and grievance issues to the Personnel Committee.

2. Membership

Members and the Chairman of the Committee will be appointed in accordance with Standing Order 4.d.vi. Additional, Councillor or Non-Councillor member(s) with relevant professional experience may be co-opted, but such Non-Councillor member(s) will not have voting rights and are subject to item 4 in the same way as councillors.

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

The Committee will comprise 4 members.

3. Meetings

The committee will meet at least four times a year.

All meetings are meetings that by law must be advertised with 3 days' notice and open to the public. They can be held anywhere in the public domain, and at any reasonable time.

A quorum of three members is required to transact business.

4. Confidentiality

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

5. Delegated Powers

Subject to agreement by the full Council, the Committee will hold delegated powers to deal with all personnel, employment and recruitment issues necessary with reports and recommendations being made to the full Council.

In cases of emergency that will not wait until the next Council meeting, the Committee will have full powers to act on behalf of the Council.

6. Remit of the Committee

The Committee has delegated authority to;

- Advertise for, and recruit staff as directed by the Council
- Recommend changes in staffing
- Review and ensure all current employment legislation is met
- Review contracts of employment
- Review salaries
- Deal with disciplinary and grievance issues
- Review and ensure compliance with Health and Safety law, and matters.
- Any other personnel action as directed by the Council

In addition to these functions the Committee will also be responsible for recognising and rewarding outstanding community endeavour through the nomination of individuals for honours and awards either locally, within the Borough/County and at a national level.

7. Disciplinary and Grievance

The Committee will deal with any initial disciplinary or grievance issues including investigations and approving/agreeing sanctions. Any appeal against a decision of the Committee will be heard by the Review Panel which for the purposes of the staff handbook will be the Appeals Panel.

Serious breaches of the Council Staff Handbook Policy that could result in dismissal will be reported to Council.

8. Appraisals.

The Committee will receive a summary of annual appraisals undertaken by the line managers (the Chairman for the Clerk and the Clerk for other members of staff) and consider issues raised within them.

9. Recording of decisions.

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

10. Amendment Record

Version 1: Initial Issue

Version 2 Updated membership and clarity around the roles of Council Personnel Committee and the Review (Appeals Panel) in relation to disciplinary, grievance and misconduct issued Dec 2019.

Also includes a new section on the functioning of the Committee in the spotting and reward of outstanding community service.

1. Purpose

The group will meet on a regular basis - likely to be monthly - to consider operational issues. The group will ensure that committee leads are fully aware of issues and projects that might impact on the functioning of their committee as well as having oversight of new areas of work and existing staff workloads. It will also be an opportunity for staff and members to explore issues of concern and to problem solve with a view to managing a coherent message to the community about the work of the Council. It will have overlaps in this area with the Communications Working Group.

2. Membership

The group will consist of the Chairs of Committees and the Chair of the Council appointed at the Annual Council Meeting. The Clerk and Deputy Clerk will support the working group and other officers as needed.

3. Confidentiality

All information should be treated as confidential unless told otherwise and should not be shared.

4. Delegation

The group is not a committee and as such has not decision making or spending powers. It is an advisory group that supports the work of the committees and the Council as a whole.

5. Remit

Operations Working Group will consider the following:

- Oversight of key work priorities - both day to day work and projects
- Own the annual work programme, review the task list and ensure work is prioritised to reflect the council's objectives. This will include considering the project programme and issues linked to spending.
- Awareness of issues of concerns or problems with advancing key areas of work
- Consider operational difficulties and or complaints and explore options to resolve them
- Identify the best route via the committee structure to make decisions and make available resources in a timely way
- Forum for discussing issues at an early stage to ensure that the right options and choices are laid before Council
- Work with the Comms Working Group to deliver a clear and positive message about the work of the council and to ensure that negative coverage is addressed quickly and appropriately

6. Ways of working

The meetings will be informal and will not be subject to the same requirements of committees and councils in terms of the publication scheme.

Notes will be kept and may be the basis for discussion in Committees and Council.

They should be available to all members on request except where the information relates to a confidential staffing matter.

10. Amendment Record

Version 1: Initial Issue (February 2020)