

**ASSET MANAGEMENT COMMITTEE**

**8.30am on Tuesday 2<sup>nd</sup> April 2019**

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

**This meeting is open to members of the public.**

**AGENDA**

**1. Welcome**

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

**2. Public Session**

**3. Hamble to Warsash Ferry (verbal update from owner)**

**4. Donkey Derby Field Application (Deputy Clerk's Report)**

**5. Agree Actions Following the Site Visit at The Foreshore (verbal update with Site Visit schedule and report from Andy McIndoe)**

**6. Memorial Plaque Request (Deputy Clerk's Report)**

**7. Cemetery Audit (Deputy Clerk's Report)**

**8. Head of Grounds and Assets' Report**

- a. Utilities Contract Renewals
- b. Accept Updated Allotment Terms and Conditions
- c. Equipment Replacement
- d. Hamble Halt Water Supply: Decide Whether to Disconnect
- e. CCTV
- f. Slipway Repairs
- g. Dinghy Storage Park Tap
- h. Football
  - i. Bad Debts
  - ii. Changes to Teams using Pitches
- i. Litter and Dog Waste Bins

**9. Mudland Moorings Report**

**Dated:** 26<sup>th</sup> March 2019

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

**UPCOMING PARISH COUNCIL MEETINGS**

Annual Parish Meeting – Thursday 4<sup>th</sup> April, 7pm at Hamble Primary School

Council – Monday 8<sup>th</sup> April, 7pm at The Mercury

Planning Committee – Tuesday 23<sup>rd</sup> April, 7pm at The Mercury

**OTHER UPCOMING MEETINGS**

**Local Area Committee Meetings**

Thursday 28<sup>th</sup> March, 6pm at Hamble Primary School

Thursday 13<sup>th</sup> June, 6pm at Hamble Primary School

## HAMBLE PARISH COUNCIL

**MEETING** ASSET MANAGEMENT COMMITTEE MINUTES  
**VENUE** The Mercury, Hamble  
**DATE** Tuesday 5<sup>th</sup> February. 2019  
**TIME** 8.30am

**PRESENT** Councillors: Schofield (Chair), Thompson, Underdown and Cross  
Cllr Dajka arrived 8:40am  
Clerk  
Deputy Clerk  
Members of the public: 0

1.

**a. Apologies for absence**

Cllr Cohen

**b. Declarations of Interest in items on the agenda and dispensations**

Cllr Underdown declared the following interests:

- A river mooring (not owned by Hamble Parish Council)
- Dinghy Park permit holder

**c. Minutes of Asset Management Committee 08.01.2019**

Proposed: Cllr Thompson

Seconded: Cllr Cross

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

- **Street Signage and Information Board** Cllr Underdown had submitted a report regarding the state of some of the information boards. The Clerk raised a concern that some of the Parish Council signs have been copyrighted by Cllr Underdown apparently to protect the information and photographs as there had been incidents where the photographs on the information boards had been copied and uploaded on to the internet. Cllr Underdown then left the meeting whilst this item was discussed. The Clerk advised that most of the signs highlighted in the report belong to other authorities. The Harbour Master has been contacted regarding the signs at the public hard and these are being reviewed. Cllr Cross offered to contact Eastleigh Borough Council regarding the information board in the car park at The Square and also find out if the Borough Council will contribute to the new village signage necessary following the community governance review. Cllr Thompson suggest there were several issues to be considered and the best way forward would be to set up several working parties.

Proposed Cllr Schofield

Seconded Cllr Dajka

It was **RESOLVED** that three working parties should be set up to review and report back on:

- Street signage
- Content of information boards
- Review of the Parish Council logo

**Merchant Account** The Clerk advised that the new ticket machine has been delivered and installation would take place as soon as the merchant account has been set up. The merchant account provider requires a formal authorisation from a Council Committee to authorise the Clerk to enter in to the contract on behalf of the Council.

Proposed Cllr Underdown

Seconded: Cllr Schofield

It was **RESOLVED** that the Clerk is authorised to enter in to a contract for a Merchant account on behalf of the Council.

The Clerk has received correspondence regarding the commercial waste bins on the Foreshore requesting that they are relocated. The next meeting of the Asset Management Committee will be held at the Foreshore and a visual inspection of the waste bins will be included.

### **Head of Grounds & Assets' Report**

The Head of Grounds & Assets read through his report.

It was agreed that the members of the Local Area Committee will be invited to the formal opening ceremony of the new play area at Bartlett's Field.

A quotation from City Cleaning for £5,720 plus vat per annum to clean the toilets at the Foreshore had been circulated a few days prior to the meeting. At the moment, the toilets are being cleaned by the Grounds Team. Cllr Schofield suggested that one of the toilets is left locked during the winter months as there is much less demand.

The Clerk recommended that City Cleaning is appointed for 12 months and then the contract is reviewed. The same cleaning company has been appointed by the Borough Council to clean The Mercury.

One of the football teams has folded owing the Parish Council a considerable sum in unpaid pitch hire fees. The hire and payment processes are being reviewed and the Head of Grounds & Assets has drafted terms and conditions so that in future a formal contract is in place with football teams. It was agreed that a non-refundable deposit of 50% of the known league matches is put in place for next season.

The Borough Council is unable to carry out any tree surveys until the summer as there is currently only one Tree Officer.

A meeting has taken place with Dick Walters of Eastleigh Tree Partnership and the Head of Grounds & Assets will recruit volunteers to map all the trees on the Parish Council land and also any private land they can gain permission to access. Cllr Schofield suggested approaching the school to see if the children can be involved in the project.

The Allotment Terms and Conditions are being reviewed and will be brought to the Committee to consider at its April meeting. The Head of Grounds & Assets was asked to consult with allotment holders before the April meeting.

### **Deputy Clerk's Report**

The Deputy Clerk took the Committee through her report:

All users of the Dinghy Park have been invited to a meeting on 11<sup>th</sup> February 2019.

A member of the Dinghy Park Working Group has completed a detailed survey of the Dinghy Park, helped to redesign the application form and created a spreadsheet to help the Office better match boats to appropriately sized spaces.

It was recommended in view of the many hours of voluntary specialised work involved that the Committee agree to waive the user's Dinghy Storage Park fee for 2019/20. This was unanimously approved.

A church warden has asked if the 'silent soldier' could be retained by the Church and brought out each year during the annual Remembrance commemoration. Cllr Thompson suggested that the soldier should be displayed permanently and it was

agreed that the Trustees of the Memorial Hall would be approached as it was felt this would be an appropriate location.

The Deputy Clerk will draft an article for the next issue of the Village Magazine to inform residents of the space limitations, parishioner condition and plans for improvement.

Information recommending that the Council enter in to a contract with Nespresso to supply a coffee machine for the Mercury was provided. The contract is on a free loan basis, however there is an obligation to purchase at least 600 capsules per month.

**The meeting closed at 11.30am**

DRAFT

**Donkey Derby Field:**

You are asked to consider a recent application to use the Donkey Derby Field.  
Please see the attached papers

**Memorial Plaque Application**

Depending on the outcome of Agenda Item 5 you are asked to consider a request to install a memorial plaque on a bench at the Foreshore.

**Cemetery Audit:**

It is recommended that an audit of cemetery procedures and practices is carried out by the ICCM which will include historical issues and a review of the current administration process.  
Please see the attached emails.

**Appendices**

1. Donkey Derby Field Table for 2019
2. Donkey Derby Field Application for Hamble Classics Regatta
3. Email from ICCM dated 25<sup>th</sup> March 2019

Appendix 1: Donkey Derby Field and Foreshore Facilities Allocations 2019

Organisation	Event	Com Day	Other	FS	FS CP	DDF	DP	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
HRSC	Hamble Warming Pan & JRN Warming Pan		X			X	X			9									
HRSC	Hamble Warming Pan & JRN Warming Pan									10									
Hampshire Farmers Markets	Hampshire Farmers Market	X			X	X						11							
Hamble River Raid + HRSC Open Day	Hamble River Raid	X		X	X	X						18							
AQ & Art Fairs	Brocant and Marine Memorabilia Market	X		X	X	X	X						1						
HRSC	Womens Open Keel Boat Champs		X			X							2						
HRSC	Womens Open Keel Boat Champs					X							3						
HRSC	Centenary Regatta		X			X							7						
HRSC	Centenary Regatta					X	X						8						
HRSC	Centenary Regatta					X							9						
Britannia	Round the Island Race		X			X							28						
Britannia	Round the Island Race					X							29						
Britannia	Round the Island Race					X							30						
HRSC	SUP For Cancer	X				X	X							7					
HRSC	Founders Day		X			X									6				
Marketing Collective	Hamble Valley Festival of Food 2019	X		X	X	X	X									7			
AQ & Art Fairs	Brocant and Marine Memorabilia Market	X		X	X	X	X									28			
RSYC Ladies Committee	Christmas Fayre	X				X												2	
Organisation	Event	Com Days	Other	FS	FS CP	DDF	DP	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec

7 5 4 5 17 6

Day not used due to weather

Need to agree with the River Raid who will hold the Field

## HAMBLE-LE-RICE PARISH COUNCIL

### APPLICATION FORM FOR USE OF THE COUNCILS FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK AND THE DONKEY DERBY FIELD

Name of event	<b>Hamble Classics Regatta</b>		
Organisation	<b>Hosting Club: RAF Yacht Club</b>		
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	<b>20th - 22nd September 2019</b>		
What is the event?	<b>Classic Yacht Sailing Event</b>		
How many visitors are expected	<b>300 - 350</b>		
How many vehicles are expected?	<b>80 - 100 Some can be accommodated at the RAFYC</b>		
Times of opening/closing the event and the DDF	<b>0800 Friday 20th September 2000 Sunday 22nd September</b>		
Would use of an alternative HPC site be suitable if the DDF is not available?	<b>Possibly Roy Underdown Pavilion Car Park discussed Please advice space availability</b>		
Name	<b>Hamble Classics Event Director</b>		
Contact Details			

**By completing the application, you consent to the terms.**

**From:**

**Sent:** 25 March 2019 15:55

**To:** Assistant Clerk - Hamble Parish Council <[asstclerk@hamblepc.org.uk](mailto:asstclerk@hamblepc.org.uk)>

**Subject:** RE: Hamble le Rice Parish Council

Hi Jeanette,

Julie Callender has forwarded your email to me.

The ICCM would be able to undertake an audit of the procedures and management of your cemetery. The fee for such work would be £500.00 per day, plus travel and accommodation if required. A minimum of 2 days would be required, 1 for a site visit and 1 for report writing.

If you would like to go ahead, please could you give me an indication of what the historical issues are? This would allow me to ascertain if further days would be required.

Thanks very much.

Regards,

Julie



## Site Visit at The Foreshore Friday 22<sup>nd</sup> March

The first half hour of the meeting is to consider the recommendations coming from Andy McIndoe's report. When this has concluded there will be a visit to each of the following:

Schedule for site visit	Time	Purpose
Meet with Andy McIndoe at the Circular bench	12.00 – 12.30	Consider his landscaping recommendations for areas of the Foreshore.
Bin Store	12.30	Consider alternative locations for storage
Foreshore and pontoon	12.35	Understand the principals for the Public Spaces Protection Order and the suggested area.
CCTV	12.40	Site of current cameras and work to upgrade them
Toilets and showers	12.45	Options for commissioning the showers and the need for lighting?
Beach, Foreshore and slipways	12.50	Assess the need to recharge the Foreshore and the condition of both slipways.
Ladders	12.55	Assess any further actions related to the newly installed ladders
Benches and memorial on the Southern Quay	13.00- 13.10	Note the condition, number and the memorials linked to the area
Pink Ferry compound	13.10 - 13.15	Familiarisation with the compound layout ahead of meeting with owner
Dinghy Storage Park <ul style="list-style-type: none"><li>• HRSC – hose</li><li>• Tap replacement</li><li>• Anchor points</li><li>• Sin Bin</li></ul>	13.15 – 13.30	Consider issues arising from the users meeting

**Hamble Foreshore****Initial report****Brief:**

Hamble Parish Council is considering improvements to Hamble Foreshore. The area is used by a wide range of people, both resident and visitor. With expensive housing behind and exclusive moorings to the front it has to cope with a considerable volume of traffic and parking.



The hard landscaping is generally sound, but dated. The same is true of the street furniture and any fittings. A large number of seats have been adopted as memorials which will be a sensitive challenge in terms of change.



The positioning of many of the seats is also inaccessible and creates impossible maintenance issues.

**Issues that have been highlighted as part of the redevelopment process:**

**Area A:** Anti - social behaviour reported potentially due to secluded seating and proximity to jetty in summer. This is also the area closest to main habitation and access.

**Area B:** an area that could be improved to encourage more use by older people and families. Close to toilets and cafe.

**Area C:** The majority of the existing landscaping and verges. Possibly improve the biodiversity.

**Area D:** Open park/green area with existing picnic tables and seats along front. New area for play/picnic/screening for the dinghy park behind.

**Overall observations:**

Cafe sits starkly in the surroundings. The setting could be softened and made more appealing with some surrounding planting. This would suit the character of the area and upmarket sailing fraternity.

Existing planting throughout has suffered from many random additions and inappropriate choices. Some reflects the coastal situation, much does not.



Toilets are very prominent and institutional in character - they are almost the most prominent feature.



All seating arrangements are designed for solitary focus on the sea rather than interaction. There is one rather inaccessible exception in area B.

Existing choice of materials and street furniture create a hard, cold atmosphere. There is little to tempt one to linger.



#### **Considerations:**

The two main considerations have to be

1. **Budget.** Changes to hard landscaping of this type are expensive
2. **Maintenance.** Is the existing maintenance budget sufficient to maintain a more complex environment, or will more money be available?

**More detailed comments:  
Area A.**



The use of hedges of *Elaeagnus x ebbingei* to alcove seats is good. These are well maintained and in good condition. This hedge also does a great job of screening the car park. I do not believe that removing the hedge will make any difference to the existing use of this area.



The large area of setts in front of the seats would lend itself to low, round planters with dramatic planting. This could have a real impact on the initial impression of the area.

**Area B:**

this area is quite bizarre with the row of seats backed by a hedge and the contemporary boat seat marooned on the middle of the grass. This structure could be quite attractive surrounded by planting with access pathways to it inviting exploration.



As it is it results wear to surrounding grass, a challenge when mowing and a very uncomfortable seating area viewed by row of benches. As these are also of a traditional style they clash with the contemporary nature of the central feature.

Area outside toilets:



This is the one area that needs higher screening planting to soften the building and detract from the facilities. Instead it has recently been planted as a suburban flowerbed drawing attention to the toilets and those using them.

Area C:



Some of the planting near the car park is reasonable and just needs rejuvenation and some replanting. Further along the grass verge could be removed and replaced with low level ground cover planting.





A plant selection that is in keeping with the setting could increase the biodiversity and make this area less labour intensive in the long run. A planting palette for the whole site is included later in this report.

#### **Area D:**



This is actually the most attractive area, apart from the rather desolate concrete and timber benches in a line along the path by the water. More grouping of seats, again more appropriate tree and shrub choices and family seating of salt- washed timber would transform the area.





It is important that any planting or structure does not block the views of the houses behind. Therefore it will be impossible to entirely screen the dinghy park, but it could easily be softened.



A simple outdoor exercise trail, similar to those popular in London parks and on the continent would be more attractive in appearance and more appealing for locals of a wide age range. It also seems more in keeping with a waterfront location and would avoid the need to fence



**Proposed planting palette****Trees**

*Carpinus betulus* 'Fastigiata'

*Crataegus monogyna* 'Autumn Glory'

*Crataegus persimilis* 'Prunifolia'

*Pinus pinea*

*Sorbus aria* 'Majestica'

**Shrubs**

*Escallonia* 'Pink Elle'

*Euonymus japonicus* 'Bravo'

*Ceanothus thyrsiflorus* var. *repens*

*Hebe pinguifolia* 'Sutherlandii'

*Hebe vernicosa*

*Griselinia littoralis* 'Green Horizon'

*Griselinia littoralis* 'Variegata'

*Hebe salicifolia*

*Hippophae rhamnoides*

*Lavandula angustifolia* 'Hidcote'

*Olearia macrodonta*

*Phormium* 'Maori Queen'

*Pinus mugo*

*Pittosporum tenuifolium*

*Rosa* 'Kent'

*Rosa rugosa* 'Fru Dagmar Hastrup'

*Rosa* 'Wild Edric'

*Rosmarinus officinalis* 'Tuscan Blue'

**Perennials and grasses**

Calamagrostis 'Karl Foerster'

Festuca 'Intense blue'

Miscanthus sinensis 'Morning Light'

Agapanthus 'northern Star'

Erigeron 'Sea Breeze'

**Andy McIndoe**

**February 2019**

# Head of Grounds and Assets Report April 2019

**Utilities Renewal;** The utility supply contracts for the three areas that we have supplied are due for renewal, included are current costs and recent quotes for renewals, but **these quotes can change on a daily basis, so are for guidance only.**

## Gas RUP

Supplier	Length (years)	Unit Rate (pence)	S/C (p/day)	Cost per Year
Current Opus Prices	?	3.640	27.137	£1,592.65
British Gas Business SC	1	3.929	46.500	£1,781.91
British Gas Business SC	2	3.929	46.500	£1,781.91
British Gas Business SC	3	4.022	46.500	£1,820.07
Opus Energy	2	4.150	21.000	£1,779.52
Opus Energy	3	4.210	21.000	£1,804.14
Opus Energy	4	4.350	23.000	£1,868.89

## Electric RUP

Supplier	Length (years)	Unit Rate (pence)	S/C (p/day)	Cost per Year
Current Opus Prices	N/A	21.158	34.246	£2,743.09
British Gas Business SC	1	16.540	25.990	£2,141.52
British Gas Business SC	2	16.360	25.990	£2,119.25
British Gas Business SC	3	16.710	25.990	£2,162.56
Opus Energy Discounted Renewal Offer	2	16.620	28.000	£2,158.76
Opus Energy Discounted Renewal Offer	3	15.990	30.000	£2,088.10
Opus Energy Discounted Renewal Offer	4	16.960	31.000	£2,211.78

### Electric MP

Supplier	Length (years)	Unit Rate (pence)	S/C (p/day)	Cost per Year
Current British Gas Prices	N/A	23.527	43.024	£468.30
British Gas Discounted Renewal Offer	1	16.370	27.990	£318.74
British Gas Discounted Renewal Offer	2	16.140	27.990	£315.70
British Gas Discounted Renewal Offer	3	16.650	27.990	£322.44
Opus Energy New Customer Offer	2	16.620	28.000	£322.08
Opus Energy New Customer Offer	3	15.990	30.000	£321.05
Opus Energy New Customer Offer	4	16.960	31.000	£337.53

### Electric Foreshore

Supplier	Length (years)	Unit Rate (pence)	S/C (p/day)	Cost per Year
Current Opus Prices	?	13.052	24.120	£306.79
British Gas New Customer Offer	1	16.370	27.990	£376.52
British Gas New Customer Offer	2	16.140	27.990	£372.67
British Gas New Customer Offer	3	16.650	27.990	£381.22
Opus Energy Discounted Renewal Offer	2	16.620	28.000	£380.75
Opus Energy Discounted Renewal Offer	3	15.990	30.000	£377.49
Opus Energy Discounted Renewal Offer	4	16.960	31.000	£397.40

The above costings are liable to change due to fluctuations in prices between quotation and the renewal date.

***Decision;- Members to agree length of term for renewal contract and to authorise officers to accept and enter into a contract for the best quotation for supply available for this period***

**Allotment regulations;** The new regulations have been shared with three allotment holders who were all committee members of the allotment assoc. before it was decided to disband it formally. We agreed on the regulations as set out with a couple of minor changes. These are now ready to be adopted by the Committee.

**Decision;- To adopt the revised allotment regulations.**

**Equipment Replacement;** -The council truck will be due for replacement in August 2020, over the course of the next couple of months prices will be sought for options on the replacement of this vital piece of maintenance equipment. If there are any preferences as to the procurement of the new truck please advise as the search for costings can then be more accurately pinpointed. These costings, when secured, will be able to allow a decision to be made to assist in the budget setting for 2020 later in the year.

Due to there being no vibration ratings for the tractor we are currently having to restrict the usage time. This could become an issue if we have to start using it again regularly for longer periods ie. slipway maintenance and cleaning. As with the ride on mower and other equipment we will soon have to replace the tractor for one with full vibration ratings so that we can properly regulate usage of our machinery each day for each staff member.

**Hamble Halt;** The water supply for Hamble halt is still in place and being charged for despite there being no usage for the last three or more years. A saving can be made each year by having this supply disconnected if there are no plans for future use.

**Decision;- To agree to disconnect the water supply to Hamble Halt**

## CCTV:

We keep the images for a limited period as evidence for our insurances, but prosecutions are potentially difficult due to the quality of the images.

The current CCTV systems in place at Parish Council sites have been in situ for a number of years with some being over ten years old. We keep the images for a limited period as evidence for our insurances, but prosecutions are potentially difficult due to the quality of the images. To rectify this, we have sought quotes from our current supplier and another for comparison to improve the quality of the images produced by the cameras. There is currently CCTV at three council owned sites - Mount Pleasant Recreation Ground, Foreshore and College Playing Fields - with at least two cameras at each site.

In gaining quotes we have sought to both improve the quality of images and enhance the coverage to better suit current requirements. If the quote is accepted, Axis have added in their quote the chance to have a trial of the equipment to check the images are of sufficient quality before we have installation.

Location	ADT		Axis	
	Quote	Annual maintenance	quote	Annual maintenance
Mount Pleasant	£2507	£130	£1795	£63
Foreshore	£3253	£130	£1395	£63
College Playing Fields	£3139.55	£130	£1195	£63

We've not been able to obtain a standard for the quality of images required for prosecution for us to give to suppliers so we have only been able to obtain quotes to upgrade the systems without this knowledge. This could mean that whatever system we would choose to replace the current one may still have the potential to be insufficient for prosecution.

**Decision;- To decide whether to replace CCTV systems and to agree to the supplier of new CCTV equipment and ongoing maintenance**

**Slipway;**- During the mapping of the Dinghy Storage Park we received advice that the slipway here is starting to be undermined. To help restrict this from occurring it would be best to put in place some revetments alongside the slipway as has happened on the lower sections. Tucker and Munday who clean the slipway through the summer months have quoted £458.09 to carry out the works.

**Decision;**- *To appoint Tucker and Munday as contractor for the remedial works to slipway.*

### **Dinghy Storage Park tap;**

Option 1, This would be the cheapest option. To reinforce that the Dinghy Storage Park is a boat storage area only and remove the tap. This would require the pipe and waste inlet to be capped.

Option 2, To replace the tap with a purpose-built replacement to replicate the existing tap, an inline meter can be installed to measure usage. Standpipe purchase Cost £295 + delivery and VAT, groundworks would be extra.

Option 3, To run a metal pipe along the Dinghy Storage Park edge to connect with the Hamble River Sailing Club (HRSC) via a hose and to allow a hose to be attached at the other end to wash the boats. This would give the HRSC control at their events. Pipe purchase cost £146.34

Option 4, to install a purpose built coin operated wash system such as the Karcher SB Wash E 5/10 Fp Ws - purchase cost is awaited. This would need an electric supply which will make the groundworks much more expensive, groundworks cost not included.

**Decision:** *To agree a way forward with the tap*

### **VERBAL UPDATES**

- Football Bad Debts and Changes to Teams using Pitches
- Litter and Dog Waste Bins

### **Appendices:**

1. Allotment Regulations 2019
2. CCTV quotes, (full quotes in digital copies of report only)
3. Tucker and Munday quote
4. Dinghy Storage Park Tap email dated 5<sup>th</sup> March 2019



**RULES AS TO ALLOTMENT GARDENS** made by Hamble-le-Rice Parish Council for allotments in the parish.

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1. Throughout these rules the expression ~~term~~ 'the Council' means Hamble-le-Rice Parish Council and includes any allotment managers appointed by the Council under the Allotment Acts 1908 and 1950.
2. The Council, before giving notice of their intention to let any land for allotment gardens, shall divide the land and shall cause a plan to be prepared showing each allotment garden and distinguishing it by a separate plot number.
3. The Council shall give public notice by bills or placards, posted in some conspicuous place in the parish or otherwise exhibited therein, setting forth the particulars as to any allotment gardens which it proposes to let.
4. The Council shall not let any allotment garden ~~unless and until~~ notice that they propose to let the same has duly been given in pursuance of the rule in that behalf at least two weeks before the last day or receiving an application for such an allotment garden.
5. An agreement to let an allotment garden to any applicant may be signed by the Clerk to the Council on behalf of the Council and may be in the form set out in the schedule to these rules. These rules replace all previous versions, if any exist, between the tenant and the Council.

**GENERAL CONDITIONS UNDER WHICH THE ALLOTMENT GARDENS ARE TO BE CULTIVATED**

6. The tenant of the allotment garden shall comply at all times to the following conditions:

- i) The tenant shall keep the allotment garden clean and in a good state of cultivation and in good condition. Any waste materials created on the allotment garden should be composted on site using a container specifically designed for that purpose.
- ii) The tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden or nearby residents, or obstruct any path set out by the Council for the use of the occupiers of the allotment gardens.
- iii) The tenant shall not underlet, assign, or part with the possession of the allotment garden or any part of it.
- iv) The tenant shall not, without the written consent of the Council, cut or prune any timber or other trees outside of the tenant's plot, or take, sell or carry away any mineral, gravel, sand or clay.
- v) The tenant shall not, without the written consent of the Council, erect any hut, shed-, greenhouse or other building on the allotment gardens. However, if written consent is given to erect a shed or greenhouse it should be no greater than 6 feet by 4 feet (185 by 125 centimetres) in size. Any shed must be purpose built and be a neutral colour throughout. All sheds must stand on a concrete slab or similar hard standing ~~and be located in the back corner of each plot~~. Any greenhouse should not contain glass panels. All sheds and greenhouses are erected and used at the allotment holder's own risk. Any shed and/or greenhouse must be removed at the termination of tenancy. Any shed or greenhouse left after this time will be deemed donated to the next tenant.
- vi) The tenant shall not light any bonfires or barbeques on the allotment gardens. However, the use of a ~~purpose built~~ purpose-built galvanized steel incinerator with funnel lid is permitted under the following circumstances:
  - The written consent of the Council must be requested by all allotment holders wishing to use an incinerator.
  - Fires are not to be lit before midday and are to be disposed of before dusk. Fires will only be permitted between the 1<sup>st</sup> October and the 31<sup>st</sup> March.
  - Fires must be attended at all times.

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vi) ~~•~~ All incinerators are provided and used at the allotment holder's own risk.

- vii) The tenant shall notify the Council in writing of any change of address within one month of any such change.
- viii) The tenant shall not, without the written consent of the Council, keep bees on the allotment gardens.
- ix) The tenant shall not keep any livestock on the allotment gardens.
- x) The tenant shall not bring on to the allotment garden any food, garden or household waste with the exception of manure and compostable materials in such quantities sufficient to make compost for personal use on the Allotment Garden and stored in a small container specifically designed for that purpose.
- xi) The tenant must not deposit or allow to be deposited on the allotment site any household or other rubbish. Rubbish or unwanted materials accumulated on the allotment plot must be removed from the site after each visit. Fly-tippers will be prosecuted and their tenancy will be terminated.
- xii) ~~The Tenant shall observe and perform other conditions which the Council shall consider necessary to preserve the allotment gardens from deterioration, and of which notice to the applicant of an allotment garden is given in accordance with these rules, provided that no special condition made under this paragraph shall have the effect of prohibiting the keeping of hens or rabbits.~~
- xii) ~~\_\_\_\_\_~~
- xiii) Tenants must take all reasonable care when using sprays, fertilizers and chemicals to ensure crops, hedges and trees of other tenants are not affected. Tenants will at all times comply with current legislation and regulations as to the use and storage of any chemical or fertilizer.
- xiv) Tenants may not use barbed wire or razor wire within the allotment site.
- xv) Tenants are strictly prohibited to grow plants, which produce illegal substances or are otherwise proscribed.
- xvi) Tenant's dogs are permitted, but must be kept on a short leash at all times whilst on the allotment site and not be allowed to foul anywhere on the allotment site.
- xvii) Tenants may not place any notices or signs ~~may be~~ on the allotment site other than information and requests regarding vacant plots and Council notifications and publicity, which may be displayed on the Council noticeboard.
- xviii) Tenants may not use any poisons or, baits to kill any wildlife on the allotment site of any kind on the allotment site.
- xviii)xix) The tenant shall keep the boundary fence clear

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#### PAYMENT OF RENT

7. The rent of an allotment garden shall, unless otherwise agreed in writing, be paid yearly on the last working day of September each year. All allotment rentals will be subject to an annual review by the Council.

#### POWER TO INSPECT ALLOTMENT GARDENS

8. Any officer of the Council shall be entitled at any time to enter and inspect an allotment garden.

#### TERMINATION OF A TENANCY OF AN ALLOTMENT GARDEN

9. The tenancy of an allotment garden shall, unless otherwise agreed in writing, be terminated on the half yearly rent day next after the death of a tenant and shall also terminate whenever the tenancy or right of occupation of the Council terminates.

It may also be terminated by the Council by re-entry after 28 days' notice:-

i) ~~if~~ if the rent is in arrears for more than 40 days; or

ii) ~~if~~ if the tenant is not duly observing the rules affecting the allotment gardens or any other term or conditions of ~~his~~ their tenancy, or if the tenant becomes bankrupt or compounds with ~~his~~ their creditors; or

ii)

iii) ~~b~~By resolution of the Council.

The tenancy may be terminated by the Council or tenant by twelve (12) months' notice in writing expiring on last working day of March or the last working day of September each year.

#### EXEMPTION OF CERTAIN LETTINGS FROM THESE RULES

10. These rules shall not apply to any allotment garden which the Council, under special circumstances to be recorded in the minutes, may exempt from these rules.

#### SERVICE OF NOTICE

11. Any notice may be served on a tenant either personally or by recorded letter at their last known place of abode, or by fixing the same in some conspicuous manner on the allotment garden.

#### NON-PARISHIONERS

12. Parishioners of Hamble-le-Rice will normally have priority on the waiting list. If a situation occurs where there are no parishioners on the waiting list then the Council reserves the right to let an allotment garden to a person not normally resident in Hamble-le-Rice.

Parishioners who subsequently move out of the Civil Parish of Hamble-le-Rice may retain their allotment provided that they still adhere to the rules and general conditions contained herein.

Adopted at the Parish Council meeting of ~~by~~ the Asset Management Committee on .

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Block B2 Unit F  
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Hedge End  
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Mount Pleasant Recreation Ground  
Hamble Lane  
Hamble Le-Rice  
Hampshire  
SO31 4ND

Surveyed By: Steve Ball  
Proposal No. 23463

12<sup>th</sup> March 2019

**THE FOLLOWING SYSTEM PROPOSAL IS FOR ALTERATIONS & ADDITIONS TO THE EXISTING SURVEILLANCE SYSTEM. ALL WORK WILL BE IN ACCORDANCE WITH NCP 104. THE EXACT VIEW OF EACH CAMERA IS TO BE AGREED PRIOR TO INSTALLATION.**

### **EXISTING SYSTEM OVERVIEW**

The Pavilion system provides a limited view of the car park, pavilion and play area via three cameras located on a post.

Camera 1 is fixed and looks down towards the entrance of the car park

Camera 2 is fixed and looks towards the front of the pavilion building

Camera 3 is fixed and looks towards the play area

The camera images are average, but Hampshire Constabulary have indicated they do not provide enough detail to be of use.

All three cameras are connected to a hard disc recorder located in a cabinet within the pavilion building. The monitor is an old tube unit that has seen better days.

### **NEW OPERATIONAL REQUIREMENT.**

The client requires a system that will provide recording of 4 fixed cameras simultaneously for a period of not less than 30 days before being automatically overwritten. The system should provide images suitable for general observation purposes, but with a facility to enlarge the image within a given area.

If a specific target has been requested this will be shown under the camera and specify the image type. IE Observation, Recognition, Identification.

Where external cameras are installed and used for general surveillance, they are unlikely to provide number plate or facial recognition. If this level of security is required, the lens configuration will be reduced down to view a specific point and the proposal amended accordingly.

### **SYSTEM PURPOSE**

To provide a visual deterrent.

To provide images of the pavilion

To capture acts of vandalism within the cameras view



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Proposal No: 23463

### **CAMERA OVERVIEW**

Each camera will operate at extra low voltage for additional safety and be fitted with a CMOS Chip Set device having a minimum resolution of 4 Megapixels unless otherwise specified. Each camera will be fitted with an appropriate lens for the field of view required and incorporate Infra-Red illuminators to enhance night time viewing.

### **CAMERA 1 PAVILLION**

One bodied CDVI Colour 4-megapixel Camera incorporating a varifocal 2.7 to 12 mm motorised lens is to be fitted in place of the existing unit. The camera will provide a view suitable for detection and view the area immediately to the front of the Pavilion.

### **CAMERA 2 PAVILLION VARANDA (ADDITIONAL CAMERA)**

One Dome CDVI Colour 4-megapixel Camera incorporating a varifocal 2.7 to 12 mm motorised lens is to be fitted at the far end of the veranda angled to view across the doors to the pavilion and towards the car park. The camera will provide a view suitable for recognition when standing at the door to the main room housing the CCTV recorder and facing the camera.

### **CAMERA 3 CAR PARK ENTRANCE**

One bodied CDVI Colour 4-megapixel Camera incorporating a varifocal 7 to 22 mm motorised lens is to be fitted in place of the existing unit. The camera will be angled to view across the car park and towards the entrance providing a more defined view of car park entrance. The view will be suitable for detection unless otherwise requested.

### **CAMERA 4 PLAY AREA**

The existing camera is to be removed and replaced with a bodied CDVI Colour Camera incorporating a varifocal 7 to 22mm motorised lens. The camera will be angled to view the play area equipment. The view will be suitable for detection given the distance of the play equipment from the camera. Other lens types are available.

### **CONTROL EQUIPMENT**

One 4 TB' hard disk recorder is to be fitted in place of the existing unit located within the Pavilion Cabinet.

This unit will allow all cameras to be recorded simultaneously and have the following features.

Various screen viewing formats

Simultaneous recording and playback of cameras

Event search by time and date

Recording at a frame rate of not less than 13 images per second per camera

At least 30 days continuous recording before being overwritten.

### **MONITOR**

The existing unit is to be replaced with a 17" flat screen monitor located within the cabinet.

### **MAINS ELECTRICAL SUPPLIES**

The existing electrical supplies within the cabinet will be reused.



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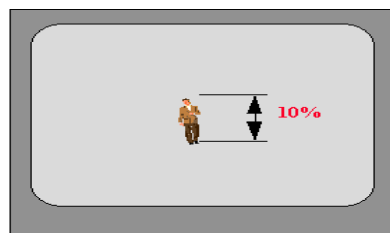


### **EXTRA LOW VOLTAGE SUPPLIES**

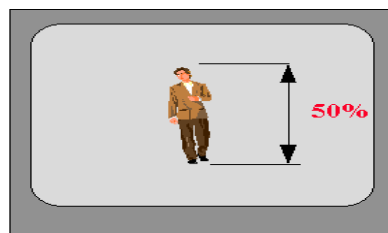
One 5-amp 12-volt DC boxed supply will be located within the cabinet and provide a stable supply to the cameras.

### **RECOGNISED & ACCEPTED VIEWS**

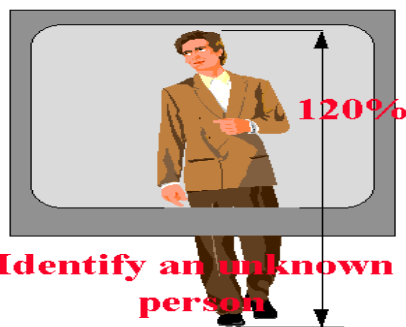
Below are industry standard terms showing the size of an image in respect of each cameras lens type. If the description shown within our proposal does not match your visual requirement this should be rectified before accepting our proposal.



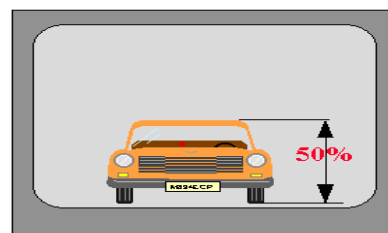
**Detect a person**



**Recognise a known person**



**Identify an unknown person**



**Car Number Plate**

### **SYSTEM ROUTER**

The system has a facility for the cameras to be viewed remotely via a broad band ready PC or hand-held device. In order for this to be achieved we will require the following.

1. The installation of broadband at the site
2. Issue of a suitable fixed external IP for the router (If not already available)
3. The issue of an internal IP address for the digital recorder that can be seen on the client's network

### **CABLE & CONTAINMENT**

All new cable will have adequate conductors suitable for the power and video requirements of the various units. Unless otherwise stated cables will be surface run or concealed within the fabric of the building. Only cable that is liable to accidental or deliberate damage will be contained within plastic mini trunking or metal tube as required.

### **GROUND WORKS**

Not Required



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### **ELAVATING PLATFORM**

Not required.

### **DATA PROTECTION ACT**

This system must be registered with Data protection Registrar, at Wirecliff House, Water Lane, Wilmslow, Cheshire. 5K9 5AF. Full information can be obtained by phoning 01625 545 700

### **PUBLIC NOTIFICATION**

People entering an area where video recording is in operation must be made aware of the equipment by prominent signs displayed at all main entrances to the protected premises or the perimeter of a remote site.

Our proposal assumes existing signs will be reused.

END OF PROPOSAL



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## CCTV INSTALLATION ACCEPTANCE

This is to confirm that I/We have read and are in receipt of a copy of the system proposal number 23463 dated 12<sup>th</sup> March 2019 for the installation of a surveillance system at the installation address shown below. I / We confirm the proposal meets our requirement and the Company Terms & Conditions which accompanied the proposal are acceptable.

I / We understand the system is an outright sale and not part of a lease or rental agreement. Any sum shown under an annual charge is for scheduled maintenance of the system and not rental.

**Installation Cost:** £ 1795.00 plus vat

**Annual Service Charge:** £ 063.00 plus vat

Annual service charge includes one scheduled maintenance visit per annum and access to our 24-hour emergency engineers.

**Annual Monitoring Charge:** £ N/A

**Customers Name:** Hamble Le-Rice Parish Council

**Installation Address.**

Mount Pleasant Recreation Ground  
Hamble Lane  
Hampshire  
SO31 4ND

**Invoice Address (Please change if necessary)**

**Signed**.....

**Print Name**.....

**Date**.....

**Telephone Number**.....

**For and on behalf of Axis Fire & Security.**

**Company Use Only**

**Signed**.....

**System No.**

**Date**.....

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SP203-001278





### **NEW INSTALLATION CCTV TERMS & CONDITIONS**

This agreement supersedes and cancels any previous agreement there may be between the two parties in respect of the CCTV system.

#### **INSTALLATION**

1. The installation will be installed, inspected and tested in accordance with EN50132-7
2. The system design does not include remote monitoring with intent to summon the police. If remote monitoring is shown within our proposal it will be for use with key holders or guarding company only.
3. The installation shall be deemed to be complete on the date at which the equipment is handed over to the subscriber whether or not British Telecom or other third party suppliers have completed all necessary connections.
4. If a permanent video connection is made between two locations using Broadband it should have a connection speed of at least 500kbs with a ratio of not more than 20 to 1. If the line is being ordered by the customer he/she must ask the line provider to supply a fixed IP address at the time of placing the order. Failure to do this will result in the equipment being unable to connect to the remote site.
5. If the system is to connect to the customer's existing local area network they must ensure there is sufficient free bandwidth to accommodate the additional video signal. The Company will not accept responsibility for any failure in the customer's existing system due to the introduction of the video signal.
6. The subscriber when requested in the proposal shall supply at their own cost a permanent supply of electricity suitably fused at all locations specified.
7. All systems require a degree of lighting to ensure picture quality is maintained. Unless otherwise stated each camera will require a minimum light level of 5 lux at the cameras furthest viewing point. Lower light levels may give a poor image.
8. While every effort will be made to leave the premises in a clean and tidy manor, the relaying of carpets remain the responsibility of the subscriber in the event of our engineers being unable to relay the above to your satisfaction.
9. All equipment is specified to operate under normal conditions. The Company reserves the right in the event of the test proving unsatisfactory to remove such equipment and provide a suitable alternative which may incur additional costs

#### **THE COMPANYS OBLIGATIONS:** The Company shall during the guarantee period only,

10. Replace or repair any faulty equipment, remedy any defect in workmanship, without charge, during the guarantee period providing that the equipment is undamaged and used within its limits.
11. Any equipment changed during the service will be replaced on a like for like basis and charged accordingly. If the environment changes due to alterations carried out by the subscriber or his agents the company reserves the right to upgrade the specification of equipment which may incur additional costs.
12. Test and service the system in accordance with EN50132-7:1996. (If applicable/shown on the acceptance paperwork)

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**SUBSCRIBERS OBLIGATIONS:** The subscriber shall,

13. Not tamper with, alter interfere or permit any interference with the installation in its entirety without prior written permission from the Company
14. Permit the Company's servants or agent's access to the premises and any recorded data during normal working hours for the inspection, servicing and repair of the system.
15. Inform the Company of any alterations to the premises, which may affect the performance of the system.
16. Ensure adequate lighting is maintained where cameras are required to give images during hours of darkness where Infra lamps have not been installed

**PAYMENT:** The subscriber shall pay.

17. Fifty percent of the installation charge on confirmation of order unless agreed in writing.
18. The full balance of the installation charge on completion of the system, and the first year's maintenance and monitoring charges if applicable, until which time the equipment and installation remains the property of the company.
19. The annual service charge and any additional monitoring fee if applicable on the anniversary date of completion.
20. The cost of any repairs and replacements outside the guarantee period.
21. Any service charges for repairs carried out due to negligence, damage, fire, flood, or storm whether or not the system is under a service contract.
22. For all charges made by British Telecom or other third party telecommunication companies for installation and on-going charges with regard to the monitoring of the system if applicable.
23. The company shall not be held liable for any negligence on the part of the Subscriber, his servants or agents howsoever caused. Whilst the company will use its best endeavours to design and install equipment appropriate to the needs of the Subscriber, the Company will not be liable to the subscriber, or any other person whose property is upon the subscribers premises, for any loss or damage resulting from any failure of the installation to operate or any inadequacy in the system installed
24. The Company will not be liable for any loss or damage in any circumstances where the Subscriber shall have failed or refused to permit the Company the right to inspect and test the installation. It is the responsibility of the subscriber to notify the Company of any defects between service visits.

**VARIATIONS AND TERMINATIONS**

- A. The annual service charge is based upon existing labour rates, material costs and other expenses. If such costs vary, the company reserves the right to adjust the service charge by giving three calendar months notices in writing to the Subscriber.
- B. The minimum contract period is 12 months from the date of completion, and thereafter run from year to year until terminated by either party by providing one calendar months' notice in writing.
- C. We advise all subscribers in their own interest to ensure the installation is adequately insured.

**END OF TERM & CONDITIONS**

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SP203-001278



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Email: [sales@axissecurityltd.co.uk](mailto:sales@axissecurityltd.co.uk)

Hamble Foreshore Car Park  
The Quay  
Hamble Le-Rice  
SO31 4BQ

Surveyed By: Steve Ball  
Proposal No. 23464

12<sup>th</sup> March 2019

**THE FOLLOWING SYSTEM PROPOSAL IS FOR ALTERATIONS & ADDITIONS TO THE EXISTING SURVEILLANCE SYSTEM. ALL WORK WILL BE IN ACCORDANCE WITH NCP 104. THE EXACT VIEW OF EACH CAMERA IS TO BE AGREED PRIOR TO INSTALLATION.**

### **EXISTING SYSTEM OVERVIEW**

The car park currently has two cameras located on a post.

Camera 1 is fixed and looks down towards the pay machine

Camera 2 is fully functional and provides a fixed tour of the car park and pontoon.

The camera images are average but as the functional camera is roaming it is unlikely to capture anything of significance.

Both cameras are connected to a hard disc recorder located in a cabinet adjacent to the camera post

### **NEW OPERATIONAL REQUIREMENT.**

The client requires a system that will provide recording of 3 fixed cameras simultaneously for a period of not less than 30 days before being automatically overwritten. The system should provide images suitable for general observation purposes.

If a specific target has been requested this will be shown under the camera and specify the image type. IE Observation, Recognition, Identification.

Where external cameras are installed and used for general surveillance, they are unlikely to provide number plate or facial recognition. If this level of security is required, the lens configuration will be reduced down to view a specific point and the proposal amended accordingly.

### **SYSTEM PURPOSE**

To provide a visual deterrent.

To provide images of the pontoon for health and safety reasons

To capture acts of vandalism within the cameras view

### **CAMERA OVERVIEW**

Each camera will operate at extra low voltage for additional safety and be fitted with a CMOS Chip Set device having a minimum resolution of 4 Megapixels unless otherwise stated. Each camera will be fitted with an appropriate lens for the field of view required and incorporate Infra-Red illuminators to enhance night time viewing.



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SP203-001278



Proposal No: 23464

### **CAMERA 1 PAY MACHINE**

One bodied CDVI Colour 4-megapixel Camera incorporating a varifocal 2.7 to 12 mm motorised lens is to be fitted in place of the existing unit. The camera will provide a view suitable for detection.

### **CAMERA 2 TOILET BLOCK**

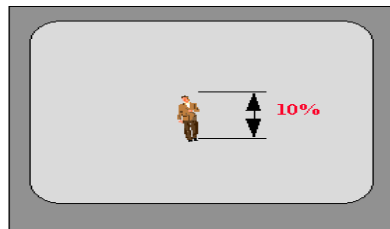
One bodied CDVI Colour 4-megapixel Camera incorporating a varifocal 2.7 to 12 mm motorised lens is to be fitted on the existing post at a height of approximately 2.5 meters. The camera will be angled to view across the car park and provide a view of all the red doors within the block, together with some of the car park spaces and central drive area. The view will be suitable for detection given the distance of the toilet from the camera. Other lens types are available.

### **CAMERA 3 PONTOON**

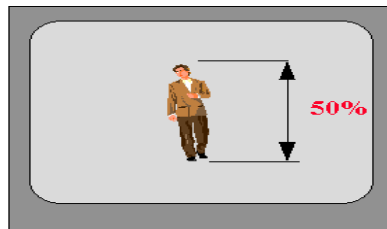
The existing functional camera is to be removed and replaced with a bodied CDVI Colour Camera incorporating a varifocal 7 to 22mm motorised lens. The camera will be angled to view across the car park towards the pontoon and provide a view of the pontoon. The view will be suitable for detection given the distance of the pontoon from the camera. Other lens types are available.

## **RECOGNISED & ACCEPTED VIEWS**

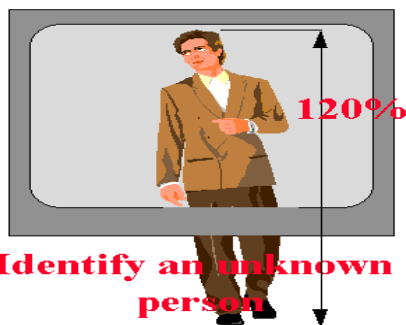
Below are industry standard terms showing the size of an image in respect of each cameras lens type. If the description shown within our proposal does not match your visual requirement this should be rectified before accepting our proposal.



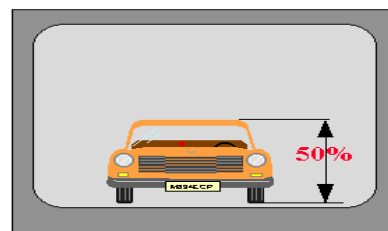
**Detect a person**



**Recognise a known person**



**Identify an unknown person**



**Car Number Plate**



NAC/G/2034



SP203-001278



Proposal No. 23464

### **CONTROL EQUIPMENT**

One 4 TB' hard disk recorder is to be fitted in place of the existing unit located within the cabinet.

This unit will allow all cameras to be recorded simultaneously and have the following features.

Various screen viewing formats

Simultaneous recording and playback of cameras

Event search by time and date

Recording at a frame rate of not less than 13 images per second per camera

At least 30 days continuous recording before being overwritten.

### **SYSTEM ROUTER**

The system has a facility for the cameras to be viewed remotely via a broad band ready PC or hand-held device. In order for this to be achieved we will require the following.

1. The installation of broadband at the site
2. Issue of a suitable fixed external IP for the router (If not already available)
3. The issue of an internal IP address for the digital recorder that can be seen on the client's network

### **MONITOR**

The existing unit is to be replaced with a 17" flat screen monitor.

### **MAINS ELECTRICAL SUPPLIES**

The existing electrical supplies within the cabinet will be reused.

### **EXTRA LOW VOLTAGE SUPPLIES**

One 5-amp 12-volt DC boxed supply will be located within the cabinet and provide a stable supply to the cameras.

### **CABLE & CONTAINMENT**

All new cable will have adequate conductors suitable for the power and video requirements of the various units. Unless otherwise stated cables will be surface run or concealed within the fabric of the building. Only cable that is liable to accidental or deliberate damage will be contained within plastic mini trunking or metal tube as required.

### **GROUND WORKS**

Not Required

### **ELEVATING PLATFORM**

In order to safely access the cameras, we will require a platform. Unless the client has a suitable unit on site Axis Fire & security will provide a suitable manoeuvrable platform. The cost of hiring this device is shown separately within our proposal

### **DATA PROTECTION ACT**

This system must be registered with Data protection Registrar, at Wirecliff House, Water Lane, Wilmslow, Cheshire. SK9 5AF. Full information can be obtained by phoning 01625 545 700



NAC/G/2034



SP203-001278



Proposal No. 23464

**PUBLIC NOTIFICATION**

People entering an area where video recording is in operation must be made aware of the equipment by prominent signs displayed at all main entrances to the protected premises or the perimeter of a remote site.

Our proposal assumes existing signs will be reused.

END OF PROPOSAL



NAC/G/2034



SP203-001278



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Email: [sales@axissecurityltd.co.uk](mailto:sales@axissecurityltd.co.uk)

## CCTV INSTALLATION ACCEPTANCE

This is to confirm that I/We have read and are in receipt of a copy of the system proposal number 23464 dated 12<sup>th</sup> March 2019 for the installation of a surveillance system at the installation address shown below. I / We confirm the proposal meets our requirement and the Company Terms & Conditions which accompanied the proposal are acceptable.

I / We understand the system is an outright sale and not part of a lease or rental agreement. Any sum shown under an annual charge is for scheduled maintenance of the system and not rental.

**Installation Cost:** £ 1395.00 plus vat  
**Lifting Equipment:** £ 350.00 plus vat

**Annual Service Charge:** £ 063.00 plus vat  
Annual service charge includes one scheduled maintenance visit per annum and access to our 24-hour emergency engineers.

**Annual Monitoring Charge:** £ N/A

**Customers Name:** Hamble Le-Rice Parish Council

**Installation Address.**

Foreshore Car Park  
The Quay  
Hamble  
Hampshire  
SO31 4BQ

**Invoice Address (Please change if necessary)**

**Signed**.....

**Print Name**.....

**Date**.....

**Telephone Number**.....

**For and on behalf of Axis Fire & Security.**

**Company Use Only**

**Signed**.....

**System No.**

**Date**.....

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SP203-001278





### **NEW INSTALLATION CCTV TERMS & CONDITIONS**

This agreement supersedes and cancels any previous agreement there may be between the two parties in respect of the CCTV system.

#### **INSTALLATION**

1. The installation will be installed, inspected and tested in accordance with EN50132-7
2. The system design does not include remote monitoring with intent to summon the police. If remote monitoring is shown within our proposal it will be for use with key holders or guarding company only.
3. The installation shall be deemed to be complete on the date at which the equipment is handed over to the subscriber whether or not British Telecom or other third party suppliers have completed all necessary connections.
4. If a permanent video connection is made between two locations using Broadband it should have a connection speed of at least 500kbs with a ratio of not more than 20 to 1. If the line is being ordered by the customer he/she must ask the line provider to supply a fixed IP address at the time of placing the order. Failure to do this will result in the equipment being unable to connect to the remote site.
5. If the system is to connect to the customer's existing local area network they must ensure there is sufficient free bandwidth to accommodate the additional video signal. The Company will not accept responsibility for any failure in the customer's existing system due to the introduction of the video signal.
6. The subscriber when requested in the proposal shall supply at their own cost a permanent supply of electricity suitably fused at all locations specified.
7. All systems require a degree of lighting to ensure picture quality is maintained. Unless otherwise stated each camera will require a minimum light level of 5 lux at the cameras furthest viewing point. Lower light levels may give a poor image.
8. While every effort will be made to leave the premises in a clean and tidy manor, the relaying of carpets remain the responsibility of the subscriber in the event of our engineers being unable to relay the above to your satisfaction.
9. All equipment is specified to operate under normal conditions. The Company reserves the right in the event of the test proving unsatisfactory to remove such equipment and provide a suitable alternative which may incur additional costs

#### **THE COMPANYS OBLIGATIONS:** The Company shall during the guarantee period only,

10. Replace or repair any faulty equipment, remedy any defect in workmanship, without charge, during the guarantee period providing that the equipment is undamaged and used within its limits.
11. Any equipment changed during the service will be replaced on a like for like basis and charged accordingly. If the environment changes due to alterations carried out by the subscriber or his agents the company reserves the right to upgrade the specification of equipment which may incur additional costs.
12. Test and service the system in accordance with EN50132-7:1996. (If applicable/shown on the acceptance paperwork)

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**SUBSCRIBERS OBLIGATIONS:** The subscriber shall,

13. Not tamper with, alter interfere or permit any interference with the installation in its entirety without prior written permission from the Company
14. Permit the Company's servants or agent's access to the premises and any recorded data during normal working hours for the inspection, servicing and repair of the system.
15. Inform the Company of any alterations to the premises, which may affect the performance of the system.
16. Ensure adequate lighting is maintained where cameras are required to give images during hours of darkness where Infra lamps have not been installed

**PAYMENT:** The subscriber shall pay.

17. Fifty percent of the installation charge on confirmation of order unless agreed in writing.
18. The full balance of the installation charge on completion of the system, and the first year's maintenance and monitoring charges if applicable, until which time the equipment and installation remains the property of the company.
19. The annual service charge and any additional monitoring fee if applicable on the anniversary date of completion.
20. The cost of any repairs and replacements outside the guarantee period.
21. Any service charges for repairs carried out due to negligence, damage, fire, flood, or storm whether or not the system is under a service contract.
22. For all charges made by British Telecom or other third party telecommunication companies for installation and on-going charges with regard to the monitoring of the system if applicable.
23. The company shall not be held liable for any negligence on the part of the Subscriber, his servants or agents howsoever caused. Whilst the company will use its best endeavours to design and install equipment appropriate to the needs of the Subscriber, the Company will not be liable to the subscriber, or any other person whose property is upon the subscribers premises, for any loss or damage resulting from any failure of the installation to operate or any inadequacy in the system installed
24. The Company will not be liable for any loss or damage in any circumstances where the Subscriber shall have failed or refused to permit the Company the right to inspect and test the installation. It is the responsibility of the subscriber to notify the Company of any defects between service visits.

**VARIATIONS AND TERMINATIONS**

- A. The annual service charge is based upon existing labour rates, material costs and other expenses. If such costs vary, the company reserves the right to adjust the service charge by giving three calendar months notices in writing to the Subscriber.
- B. The minimum contract period is 12 months from the date of completion, and thereafter run from year to year until terminated by either party by providing one calendar months' notice in writing.
- C. We advise all subscribers in their own interest to ensure the installation is adequately insured.

**END OF TERM & CONDITIONS**

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Block B2 Unit F  
Hamilton Way  
Hedge End  
Southampton  
Hampshire  
SO30 2JR



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Website: [www.axissecurityltd.co.uk](http://www.axissecurityltd.co.uk)  
Email: [sales@axissecurityltd.co.uk](mailto:sales@axissecurityltd.co.uk)

Hamble Le Rice Parish Council  
Groundsman's Area  
Spitfire Way  
Hampshire  
SO31 4RT

Surveyed By: Steve Ball  
Proposal No. 23462

12<sup>th</sup> March 2019

**THE FOLLOWING SYSTEM PROPOSAL IS FOR ALTERATIONS & ADDITIONS TO THE EXISTING SURVEILLANCE SYSTEM. ALL WORK WILL BE IN ACCORDANCE WITH NCP 104. THE EXACT VIEW OF EACH CAMERA IS TO BE AGREED PRIOR TO INSTALLATION.**

### **EXISTING SYSTEM OVERVIEW**

The car park currently has two cameras as follows.

Camera 1 Is fully functional located on a tower and provides a roaming view of the carpark

Camera 2 is fixed on to a lighting column and looks down on to the tennis courts

The camera images in relation to the car park are clear but as this is a functional roaming camera it is unlikely to capture anything of significance.

The fixed camera image is poor and although it provides a general view it will not provide any image suitable for processing.

Both cameras are connected to a hard disc recorder located in the groundman's office. The recorder although relatively modern is not High Definition.

### **NEW OPERATIONAL REQUIREMENT.**

The client requires a system that will provide recording of 4 fixed cameras simultaneously for a period of not less than 30 days before being automatically overwritten. The system should provide images suitable for general observation purposes.

If a specific target has been requested this will be shown under the camera and specify the image type. IE Observation, Recognition, Identification.

Where external cameras are installed and used for general surveillance, they are unlikely to provide number plate or facial recognition. If this level of security is required, the lens configuration will be reduced down to view a specific point and the proposal amended accordingly.

### **SYSTEM PURPOSE**

To provide a visual deterrent.

To provide images of the pontoon for health and safety reasons

To capture acts of vandalism within the cameras view



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Proposal No: 23462

### **CAMERA OVERVIEW**

Each camera will operate at extra low voltage for additional safety and be fitted with a CMOS Chip Set device having a minimum resolution of 4 Megapixels unless otherwise specified. Each camera will be fitted with an appropriate lens for the field of view required and incorporate Infra-Red illuminators to enhance night time viewing.

### **CAMERA 1 EXISTING FUNCTIONAL CAMERA**

The existing camera is to be left in place but reprogrammed to provide a tour of the Groundsman's workshop and tractor store. The camera will be fixed on each premises in turn for a period of approximately 2 minutes.

### **CAMERA 2 AREA BEWTEEN BUILDING & TENNIS COURT**

One bodied CDVI Colour 4 megapixel Camera incorporating a varifocal 2.7 to 12 mm motorised lens is to be fitted on the side of the main building adjacent to the vent outlet. The camera will be angled to view across the path towards the seat and provide a view of the seating area. The view will be suitable for recognition when standing at the seat facing the camera.

### **CAMERA 3 TENNIS COURT**

The existing camera is to be removed and replaced with a 2 Megapixel bodied CDVI Colour Camera incorporating a varifocal 7 to 22mm motorised lens. The camera will be angled to view over the car Tennis Courts and towards the main building. The view will be suitable for detection given the distance of the main building from the camera.

### **CAMERA 4 VERANDA**

One dome CDVI Colour 2 megapixel Camera incorporating a varifocal 2.7 to 12 mm motorised lens is to be fitted under the veranda angled to view along the doors towards the Groundsman's office door. The view will be suitable for recognition when standing at the office door facing the camera.

### **RECOGNISED & ACCEPTED VIEWS**

Below are industry standard terms showing the size of an image in respect of each cameras lens type. If the description shown within our proposal does not match your visual requirement this should be rectified before accepting our proposal.

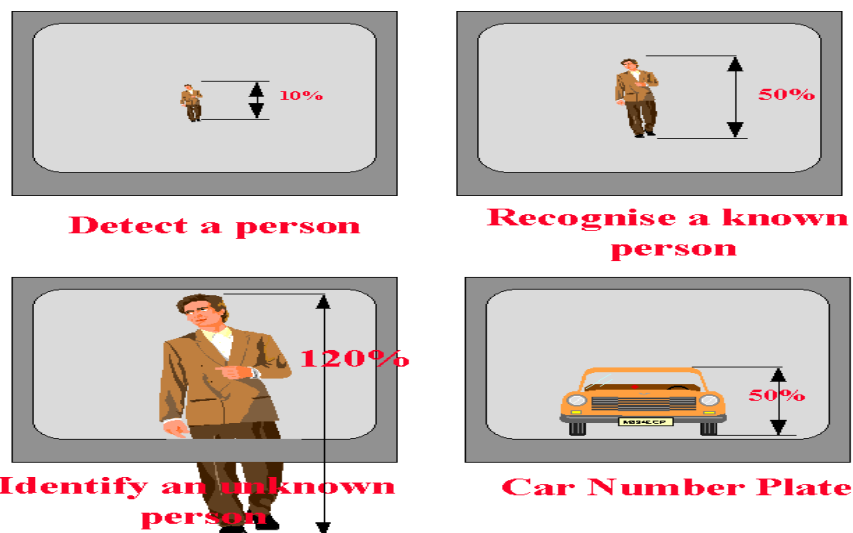


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Proposal No. 23462

### **CONTROL EQUIPMENT**

One 4 TB' hard disk recorder is to be fitted in place of the existing unit located within the groundsman's office.

This unit will allow all cameras to be recorded simultaneously and have the following features.

Various screen viewing formats

Simultaneous recording and playback of cameras

Event search by time and date

Recording at a frame rate of not less than 13 images per second per camera

At least 30 days continuous recording before being overwritten.

### **SYSTEM ROUTER**

The system has a facility to connect to the clients existing broadband located in the groundsman's office. This will allow images from the system to be viewed remotely via another broad band ready PC or hand-held device. In order for this to be achieved we will require the following.

1. Issue of a suitable fixed external IP for the existing router (If not already available)
2. The issue of an internal IP address for the digital recorder that can be seen on the client's network

### **MONITOR**

The existing unit although working well is not compatible with the newer recorders and with be replaced with a 21.5" flat screen unit.

### **MAINS ELECTRICAL SUPPLIES**

The existing electrical supplies within the cabinet will be reused.

### **EXTRA LOW VOLTAGE SUPPLIES**

The existing supply located in the office is to be reused.

### **CABLE & CONTAINMENT**

All new cable will have adequate conductors suitable for the power and video requirements of the various units. Unless otherwise stated cables will be surface run or concealed within the fabric of the building. Only



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cable that is liable to accidental or deliberate damage will be contained within plastic mini trunking or metal tube as required.

### **GROUND WORKS**

Not Required

### **ELEVATING PLATFORM**

Not Required for the car park tower as it lowers. Depending of the ease of installation in respect of camera 3 a safe means of access may be required.

### **DATA PROTECTION ACT**

This system must be registered with Data protection Registrar, at Wirecliff House, Water Lane, Wilmslow, Cheshire. SK9 5AF. Full information can be obtained by phoning 01625 545 700

Proposal No. 23462

### **PUBLIC NOTIFICATION**

People entering an area where video recording is in operation must be made aware of the equipment by prominent signs displayed at all main entrances to the protected premises or the perimeter of a remote site.

Our proposal assumes existing signs will be reused.

END OF PROPOSAL



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Email: [sales@axissecurityltd.co.uk](mailto:sales@axissecurityltd.co.uk)

## CCTV INSTALLATION ACCEPTANCE

This is to confirm that I/We have read and are in receipt of a copy of the system proposal number 23462 dated 12<sup>th</sup> March 2019 for the installation of a surveillance system at the installation address shown below. I / We confirm the proposal meets our requirement and the Company Terms & Conditions which accompanied the proposal are acceptable.

I / We understand the system is an outright sale and not part of a lease or rental agreement. Any sum shown under an annual charge is for scheduled maintenance of the system and not rental.

**Installation Cost:** £ 1195.00 plus vat

**Annual Service Charge:** £ 063.00 plus vat

Annual service charge includes one scheduled maintenance visit per annum and access to our 24-hour emergency engineers.

**Annual Monitoring Charge:** £ N/A

**Customers Name:** Hamble Le-Rice Parish Council

**Installation Address.**

Hamble Le Rice Parish Council  
Groundsman's Area  
Spitfire Way  
Hampshire  
SO31 4RT

**Invoice Address (Please change if necessary)**

**Signed**.....

**Print Name**.....

**Date**.....

**Telephone Number**.....

**For and on behalf of Axis Fire & Security.**

**Company Use Only**

**Signed**.....

**System No.**

**Date**.....

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### **NEW INSTALLATION CCTV TERMS & CONDITIONS**

This agreement supersedes and cancels any previous agreement there may be between the two parties in respect of the CCTV system.

#### **INSTALLATION**

1. The installation will be installed, inspected and tested in accordance with EN50132-7
2. The system design does not include remote monitoring with intent to summon the police. If remote monitoring is shown within our proposal it will be for use with key holders or guarding company only.
3. The installation shall be deemed to be complete on the date at which the equipment is handed over to the subscriber whether or not British Telecom or other third party suppliers have completed all necessary connections.
4. If a permanent video connection is made between two locations using Broadband it should have a connection speed of at least 500kbs with a ratio of not more than 20 to 1. If the line is being ordered by the customer he/she must ask the line provider to supply a fixed IP address at the time of placing the order. Failure to do this will result in the equipment being unable to connect to the remote site.
5. If the system is to connect to the customer's existing local area network they must ensure there is sufficient free bandwidth to accommodate the additional video signal. The Company will not accept responsibility for any failure in the customer's existing system due to the introduction of the video signal.
6. The subscriber when requested in the proposal shall supply at their own cost a permanent supply of electricity suitably fused at all locations specified.
7. All systems require a degree of lighting to ensure picture quality is maintained. Unless otherwise stated each camera will require a minimum light level of 5 lux at the cameras furthest viewing point. Lower light levels may give a poor image.
8. While every effort will be made to leave the premises in a clean and tidy manor, the relaying of carpets remain the responsibility of the subscriber in the event of our engineers being unable to relay the above to your satisfaction.
9. All equipment is specified to operate under normal conditions. The Company reserves the right in the event of the test proving unsatisfactory to remove such equipment and provide a suitable alternative which may incur additional costs

#### **THE COMPANYS OBLIGATIONS:** The Company shall during the guarantee period only,

10. Replace or repair any faulty equipment, remedy any defect in workmanship, without charge, during the guarantee period providing that the equipment is undamaged and used within its limits.
11. Any equipment changed during the service will be replaced on a like for like basis and charged accordingly. If the environment changes due to alterations carried out by the subscriber or his agents the company reserves the right to upgrade the specification of equipment which may incur additional costs.
12. Test and service the system in accordance with EN50132-7:1996. (If applicable/shown on the acceptance paperwork)

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**SUBSCRIBERS OBLIGATIONS:** The subscriber shall,

13. Not tamper with, alter interfere or permit any interference with the installation in its entirety without prior written permission from the Company

14. Permit the Company's servants or agent's access to the premises and any recorded data during normal working hours for the inspection, servicing and repair of the system.

15. Inform the Company of any alterations to the premises, which may affect the performance of the system.

16. Ensure adequate lighting is maintained where cameras are required to give images during hours of darkness where Infra lamps have not been installed

**PAYMENT:** The subscriber shall pay.

17. Fifty percent of the installation charge on confirmation of order unless agreed in writing.

18. The full balance of the installation charge on completion of the system, and the first year's maintenance and monitoring charges if applicable, until which time the equipment and installation remains the property of the company.

19. The annual service charge and any additional monitoring fee if applicable on the anniversary date of completion.

20. The cost of any repairs and replacements outside the guarantee period.

21. Any service charges for repairs carried out due to negligence, damage, fire, flood, or storm whether or not the system is under a service contract.

22. For all charges made by British Telecom or other third party telecommunication companies for installation and on-going charges with regard to the monitoring of the system if applicable.

23. The company shall not be held liable for any negligence on the part of the Subscriber, his servants or agents howsoever caused. Whilst the company will use its best endeavours to design and install equipment appropriate to the needs of the Subscriber, the Company will not be liable to the subscriber, or any other person whose property is upon the subscribers premises, for any loss or damage resulting from any failure of the installation to operate or any inadequacy in the system installed

24. The Company will not be liable for any loss or damage in any circumstances where the Subscriber shall have failed or refused to permit the Company the right to inspect and test the installation. It is the responsibility of the subscriber to notify the Company of any defects between service visits.

**VARIATIONS AND TERMINATIONS**

A. The annual service charge is based upon existing labour rates, material costs and other expenses. If such costs vary, the company reserves the right to adjust the service charge by giving three calendar months notices in writing to the Subscriber.

B. The minimum contract period is 12 months from the date of completion, and thereafter run from year to year until terminated by either party by providing one calendar months' notice in writing.

C. We advise all subscribers in their own interest to ensure the installation is adequately insured.

**END OF TERM & CONDITIONS**

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# SYSTEM DESIGN PROPOSAL FOR THE INSTALLATION OF AN UPGRADED CCTV SYSTEM

FOR

**HAMBLE PARISH COUNCIL**  
(MOUNT PLEASANT)  
THE MEMORIAL HALL  
2 HIGH STREET  
HAMBLE-LE-RICE  
SOUTHAMPTON  
SO31 4JE

**Quotation PB2283CCTV**



Mrs Amanda Jobling  
**Hamble Parish Council**  
The Memorial Hall,  
2 High Street,  
Hamble-Le-Rice,  
Southampton.  
SO31 4JE

15<sup>th</sup> February 2019

Dear Mrs Jobling,

**Proposed replacement CCTV System at Mount Pleasant Recreation Ground – PB2283CCTV**

Following my recent survey, I would like to present our proposal for a CCTV System at the Mount Pleasant Recreation Ground in Hamble-Le-Rice.

**CCTV SYSTEM SUMMARY**

The following proposal is for a 3 camera IP system to give a general coverage of the areas set out below.

We have included a 2TB Network Video Recorder with 8 channels, capable of continuous recording for approximately 24 days at 20 FPS using H.264+ compression.

Cameras will be attached to the existing CCTV pole with old analogue cabling being replaced with Cat5 cable back to new Network Video Recorder located in the pavilion.

**Please note, this quotation is based on the cable duct from the CCTV pole to the pavilion being in a good condition with a draw string installed to allow a new cable to be pulled through.**

**CCTV CAMERA SPECIFICATION**

Type	IP
Camera:	HikVision DS-2CD2645FWD-IZS 4MP IR Vari-focal Bullet Network Camera
FPS:	Up to 30 FPS
Lens:	2.8-12mm Vari-Focal Lens
Resolution:	2688 × 1520
Min Illumination:	Color: 0.008 lux @(F1.2, AGC ON), 0.011 lux @(F1.4, AGC ON), 0 lux with IR
Iris:	F1.4
Power:	12 VDC ± 25%, terminal block for DC input PoE(802.3at, class 4)



<b>Type</b>	<b>IP</b>
<b>Camera:</b>	HikVision DS-2DF8225IX-AELW 25x 2MP Darkfighter Network IR Speed Dome
<b>FPS:</b>	Up to 30 FPS
<b>Lens:</b>	5.7 mm to 142.5 mm, 25× Optical
<b>Resolution:</b>	1920 × 1080
<b>Min Illumination:</b>	Color: 0.002 Lux @(F1.5, AGC ON) B/W: 0.0002 Lux @(F1.5, AGC ON) 0 Lux with IR
<b>Iris:</b>	F1.5 to F3.4
<b>Power:</b>	24 VAC (Max. 60 W) Hi-PoE (Max. 50 W)



## NETWORK VIDEO RECORDER

<b>Recorder:</b>	HikVision DS-7608NI-I2/8P Network Video Recorder
<b>Inputs:</b>	Max 8 Camera Inputs
<b>Max HD Capacity:</b>	2 X 6TB
<b>Duration:</b>	24 days @ 20 FPS with installed 2TB using H.264+ compression.



**Location of NVR:** Mounted in pavilion building

HikVision's proven state of the art digital recording and communications technology takes video surveillance to a new level

The system offers advanced features for viewing and very high flexibility in recording and image access. The real power of a HikVision NVR is fast, convenient accessibility to images and information.

Cameras and viewing modes can be selected manually. Images are displayed with date, time, location, camera name and status of connected devices such as detectors and sensors (If Fitted).

Playback is easy thanks to familiar search and navigation functions. Images are assigned by the systems administrator. Events, such as login, logoff, status change, image transmission and system shutdown are all stored in a database. Video Authentication is built in to ensure that images are not altered in any way.

**MONITOR:** NEON-HD21.5" LED

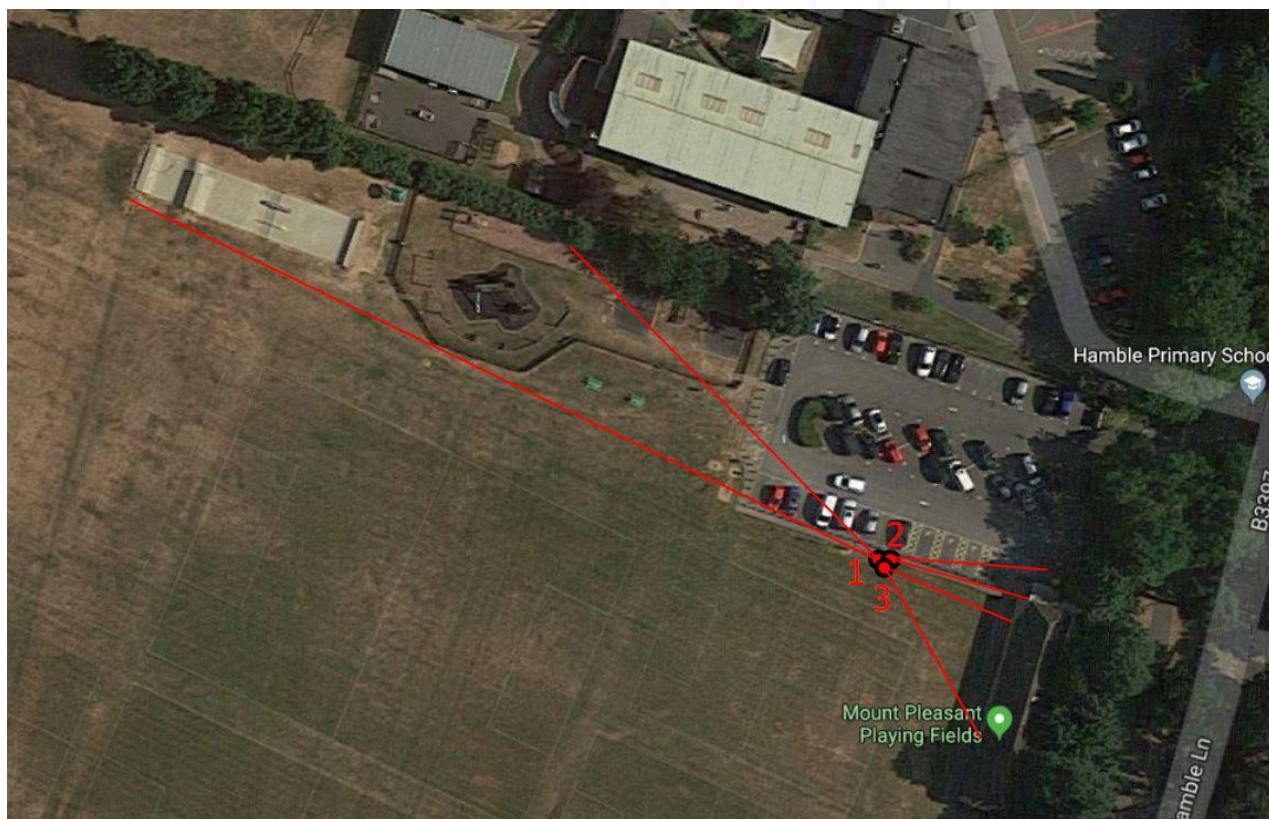
**Purpose:** To allow users to view all cameras in a split screen or single image presentation and allow playback of recorded images on site only.

**Interface:** VGA X 1  
HDMI: 1 X Input (Type A Connector)  
BNC 1 X In 1 X Out





## PLAN



- CAMERA
- GJD MOTION DETECTOR

## CAMERAS, LOCATION AND VIEW

**Camera 1** HikVision DS-2DF8225IX-AELW 25x 2MP Darkfighter Network IR Speed Dome

**Lens:** 5.7 mm to 142.5 mm, 25× Optical

**Location and View:** Mounted on CCTV pole replacing existing bullet camera. Giving a general view over the play area and skate park using 25x optical zoom capability.

**Camera 2** HikVision DS-2CD2645FWD-IZS 4MP IR Vari-focal Bullet Network Camera

**Lens:** 2.8-12mm Vari-Focal Lens

**Location and View:** Mounted on CCTV pole replacing existing bullet camera. Giving a general view of the pavilion building.

**Camera 3** HikVision DS-2CD2645FWD-IZS 4MP IR Vari-focal Bullet Network Camera

**Lens:** 2.8-12mm Vari-Focal Lens

**Location and View:** Mounted on CCTV pole replacing existing bullet camera. Giving a general view of the maintenance shed.

### SYSTEM CERTIFICATION

The CCTV system as detailed above will be installed in accordance with the standard accepted by the British Security Industry Authority (BSIA) and the Security Systems and Alarm Inspectorate Board (SSAIB)

### WARRANTY

The CCTV system and its components are covered under the warranty for a period of 12 months, starting from the completion of the handover. This includes a next working day call out service, 365 days a year to rectify any faults with the system. There will be no callout or labour charges during the warranty period and all parts required to repair the fault will be free of charge providing the fault has not been caused by customer negligence.

### DATA PROTECTION ACT AND ICO CCTV CODE OF PRACTICE

Attention is drawn to the Data Protection Act 1998 and the Information Commissioner's Office (ICO) CCTV Code of Practice 2008. By Law, the customer maybe responsible for registering the CCTV system with the Information Commissioner's Office.

Information can be obtained from the Information Commissioner's Office.  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

The Data Protection Act 1998 applies to all CCTV systems that monitor public spaces, including areas where members of the public may have access including visitors, customers etc, that enter the sites that have CCTV systems.

### CCTV INFORMATION SIGNS

Attention is drawn to the Data Protection Act 1998 and the requirement to provide signs. We can provide these at an additional cost if required.



## OPERATION OF THE CCTV SYSTEM

The client or user of the CCTV system are responsible for the following:

1. To ensure that only individuals trained to operate the system are allowed to operate it and that the CCTV system is operated in accordance with operational instructions or training.
2. To ensure the premises are used and maintained in a manner such as not to cause unwanted system issues, typically door closers, fire strips etc.
3. To report any defects in the CCTV system promptly to the responsible installation company.
4. To report and any changes to the construction or to the use of the premises which might adversely influence the performance of the CCTV.
5. To maintain the documents and records

## CLIENTS RESPONSIBILITIES

The client is responsible for the following:

1. The installation of a dedicated electrical supply as detailed below.  
**A 240v AC mains supply will be required via a 13-amp socket/fuse spur at the location of the NVR**
2. The installation of a network point/router for remote viewing applications if required.
3. To provide reasonable access to all areas where cables and equipment are to be installed.
4. Any necessary groundwork/ducting/conduit (including fittings) required to allow correct installation of site cables.

## LIGHTING

Camera performance at night is dependent on the prevailing light available. We have not specified any additional lighting apart from the integrated IR within some of the cameras where there is no lighting. The Infra-Red lighting will illuminate a limited surrounding area.

## OPERATING CONDITIONS

No allowance has been made nor have we been informed of any abnormal operating conditions (such as extreme R.F. interference). Should it be found that during installation, ground-loop interference exists, it may be necessary to install isolation equipment which may result in an additional charge.

## BRITISH EUROPEAN STANDARD CODE OF PRACTICE BS EN50132-7-2012 FIELD OF VIEW (FOV)

Field of view (FOV) defined in the camera location and the field of view table as described in the code of practice as follows:

To **Identify**, the target should not be less than 100% of the screen height (or more than 4mm per pixel)

To **Recognise**, the target should be not be less than 50% of the screen height (or more than 8mm per pixel)

To **Observe**, the target should be not less than 25% of the screen height (or more than 16mm per pixel)

To **Detect**, the target should not be less than 10% of the screen height (or more than 40mm per pixel)

### ADDITIONAL NOTES

1. Lower light levels at the time of viewing/recording and the distance the object is from the camera's point of focus will also reduce the level of definition. Where the user has identified a specific purpose for the images, then this should be made clear to the surveyor, who will tailor the design to meet this need.
2. Continuous monitoring and recording are dependent upon the provision of a mains electricity supply. No provision has been made for any type of power backup in the event of a mains failure. The quality of images will be entirely dependent upon the standard of the camera, image management and transmission methods used.

## PREVENTATIVE SERVICE MAINTENANCE

Preventative maintenance and corrective maintenance will be provided in accordance with the requirements of DD 263:2010 and the terms and conditions of our maintenance contract. Preventative maintenance will consist of 1 site visit and 1 remote system check to be carried out alternately on a 6-monthly basis.

Should you require any help or assistance please call our 24-hour office on 01730 26 15 10

### Service Includes:

- Check the installation, location and siting of all equipment and devices against the system record.
- Check the satisfactory operation of all detection devices.
- Inspect all connections.
- Check mains and standby power supplies including correct charging rates
- Check control unit for correct operation.
- Check video images for night and day time vision.
- Test (where possible) remote signalling equipment to RVRC, if applicable
- Check accuracy of recorded data.
- Check all lighting, including infrared
- Check the system is fully operational.
- Annual Preventative Service Maintenance Cost

The annual cost of the Preventative Service Maintenance agreement is **£130.00 + VAT**

### Engineering call out charges for unscheduled service/faults.

- Minimum call out charge £95.00 which includes the first hour on-site and thereafter:
- Normal hours: Mon-Fri 0800-1700 is £65.00 per hour
- Out of hours : Evenings, Weekends and Bank Holidays is £80.00 per hour
- Parts and materials extra as required.

## OPTIONAL MOBILE PATROLS

ADP Security Systems Ltd can provide additional mobile patrols of your business/residential site.

Please ask for further information.



## CCTV – GENERAL INSTALLATION NOTES

This specification has been prepared taking into account all information available to the surveyor at the time and is considered to be the best suited to this application within the limitations of cost. Should the client consider that the degree of coverage is in excess of requirements or, alternatively, that greater coverage is required, the company surveyor will be pleased to discuss the matter further.

The installation will be carried out during normal working hours (08:30 - 17:30, Monday - Friday), unless alternative arrangements have been agreed with the client and confirmed in writing. Any waiting or down tools time will be charged for at our current day work hourly rate.

The installation shall be carried out in accordance with the requirements of the Regulations for the Electrical Equipment of Buildings, issued by the Institution of Electrical Engineers and in accordance with the BSIA code of practice.

Where we are taking over or utilising existing equipment/cabling, our quotation is based upon a visual inspection, and the assumption that the aforementioned items are in a satisfactory working condition. However, should our engineers find this not to be the case, any necessary remedial works or replacement of equipment would be chargeable, strictly on a time and materials basis. We would point out that these additional works would not be carried out without prior consultation and the consent of the client.

The customer is asked to advise the representative of ADP Security Systems Ltd of the location of concealed water, gas, Electricity, telephone or any other services before work commences.

In the absence of such advice ADP Security Systems Ltd cannot accept any liability for damage to these services or any consequential damage.

Our engineers are experienced in lifting and re-fitting carpets where it is necessary to route cables. No extra charge is made for this service, since a professional standard for this particular work cannot be guaranteed. Clients may, at their own additional expense, employ a professional carpet fitter to work in conjunction with our engineers, to lift and re-fit carpets where necessary.

The quotation provides for all necessary wiring to be run neatly and hidden where possible. If practicable, and at the engineer's discretion, best use will be made of existing ducts, voids, service channels, etc or under carpets and flooring. It is the client's responsibility to move all stock or any other obstructions that may impede our engineers during the installation work.

The installation and method of operating the system will be demonstrated to the customer's authorised representatives and operating instructions will be handed over upon completion.

These General Installation notes should be read in conjunction with any attached 'CLIENTS RESPONSIBILITIES' Notes.

\*Full Payment should be made upon completion of the installation.

## QUOTATION

**System Designer:** Paul Bennett

**Specification Reference:** PB2283CCTV

**Quotation date:** 15/02/2019

**Client:** Hamble Parish Council

**Address:** The Memorial Hall, 2 High Street, Hamble-Le-Rice, Southampton. SO31 4JE

## **MAIN EQUIPMENT SPECIFICATION**

2 X HikVision DS-2CD2645FWD-IZS 4MP IR Vari-focal Bullet Network Camera  
1 X HikVision DS-2DF8225IX-AELW 25x 2MP Darkfighter Network IR Speed Dome  
1 X HikVision DS-7608NI-I2/8P 2TB Network Video Recorder  
1 X Swan Neck PTZ Camera Mount  
1 X Cable replacement to Cat5

## **SUPPLY AND INSTALLATION OF AN IP CCTV SYSTEM**

All costs quoted are subject to VAT at the prevailing rate and are valid for 30 days

System Installation:	£ 2,507.81 + VAT
Annual Service & Maintenance:	£ 130.00 + VAT
Total:	£ 2,637.81 + VAT

For and on behalf of 'The Company' *Paul Bennett* Date... 15/02/2019

## **ACCEPTANCE**

I/we accept your quotation Ref: **PB2283CCTV** subject to the terms and conditions attached.

You are now authorised to proceed with the installation at the total cost of:

**£2,637.81 + VAT**

Name..... Signature..... Date: .....

**PLEASE SEE ACCEPTANCE NOTES BELOW**

## ACCEPTANCE NOTES

1. The acceptance must be signed by a Director, Company Secretary or other authorised person in the case of a limited company, A Partner of the Proprietor in every other case or by the owner of the property into which the system is to be installed or the lease holder or the official tenant in the case of a domestic installation.
2. This quotation is based on the attached Design Proposal and associated notes, drawings and is subject to the terms and conditions of the attached acceptance agreement, which should be signed and returned to ADP Security Systems Ltd.
3. Prices quoted assume the quotation is ordered in its entirety for installation at the same time. Where part of the quotation is ordered, prices may be adjusted.
4. A 33% deposit is required with acceptance and should be returned with the documents above and cheques made payable to ADP Security Systems Ltd alternatively, payment by card is acceptable via our Accounts department, available on 01730 261510
5. This quotation is valid for 6 months from the above date. After this time your quotation, enquiry and survey form will be deleted as in accordance with our privacy policy.

## PRIVACY POLICY

ADP Security Systems Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information within this quotation, then you can be assured that it will only be used in accordance with this privacy policy. To view our full privacy policy, please visit [www.adpsecurity.com](http://www.adpsecurity.com)

If you have any queries regarding your quotation or if you require any further information please do not hesitate to contact us on 01730 261510, quoting: **PB2283CCTV**

Yours sincerely

*Paul Bennett*

Paul Bennett  
Sales Manager





# SYSTEM DESIGN PROPOSAL FOR THE INSTALLATION OF AN UPGRADED CCTV SYSTEM

FOR

**HAMBLE PARISH COUNCIL**  
(FORESHORE CARPARK)  
THE MEMORIAL HALL  
2 HIGH STREET  
HAMBLE-LE-RICE  
SOUTHAMPTON  
SO31 4JE

**Quotation PB2281CCTV**



Mrs Amanda Jobling  
**Hamble Parish Council**  
The Memorial Hall,  
2 High Street,  
Hamble-Le-Rice,  
Southampton.  
SO31 4JE

14<sup>th</sup> February 2019

Dear Mrs Jobling,

### **Proposed replacement CCTV System at the Foreshore Carpark – PB2281CCTV**

Following my recent survey, I would like to present our proposal for a CCTV System at

### **CCTV SYSTEM SUMMARY**

The following proposal is for a 3 camera IP system to give a general coverage of the areas set out below.

We have included a 2TB Network Video Recorder with 8 channels, capable of continuous recording for approximately 24 days at 20 FPS using H.264+ compression.

Cameras will be attached to the existing CCTV pole with old analogue cabling being replaced with Cat5 cable back to new Network Video Recorder located in the containment box next to the CCTV pole.

### **CCTV CAMERA SPECIFICATION**

<b>Type</b>	IP
<b>Camera:</b>	HikVision DS-2CD2645FWD-IZS 4MP IR Vari-focal Bullet Network Camera
<b>FPS:</b>	Up to 30 FPS
<b>Lens:</b>	2.8-12mm Vari-Focal Lens
<b>Resolution:</b>	2688 × 1520
<b>Min Illumination:</b>	Color: 0.008 lux @(F1.2, AGC ON), 0.011 lux @(F1.4, AGC ON), 0 lux with IR
<b>Iris:</b>	F1.4
<b>Power:</b>	12 VDC ± 25%, terminal block for DC input PoE(802.3at, class 4)



<b>Type</b>	<b>IP</b>
<b>Camera:</b>	HikVision DS-2DF8225IX-AELW 25x 2MP Darkfighter Network IR Speed Dome
<b>FPS:</b>	Up to 30 FPS
<b>Lens:</b>	5.7 mm to 142.5 mm, 25× Optical
<b>Resolution:</b>	1920 × 1080
<b>Min Illumination:</b>	Color: 0.002 Lux @(F1.5, AGC ON) B/W: 0.0002 Lux @(F1.5, AGC ON) 0 Lux with IR
<b>Iris:</b>	F1.5 to F3.4
<b>Power:</b>	24 VAC (Max. 60 W) Hi-PoE (Max. 50 W)



## NETWORK VIDEO RECORDER

<b>Recorder:</b>	HikVision DS-7608NI-I2/8P Network Video Recorder
<b>Inputs:</b>	Max 8 Camera Inputs
<b>Max HD Capacity:</b>	2 X 6TB
<b>Duration:</b>	24 days @ 20 FPS with installed 2TB using H.264+ compression.



**Location of NVR:** Mounted in containment box next to CCTV pole.

HikVision's proven state of the art digital recording and communications technology takes video surveillance to a new level

The system offers advanced features for viewing and very high flexibility in recording and image access. The real power of a HikVision NVR is fast, convenient accessibility to images and information.

Cameras and viewing modes can be selected manually. Images are displayed with date, time, location, camera name and status of connected devices such as detectors and sensors (If Fitted).

Playback is easy thanks to familiar search and navigation functions. Images are assigned by the systems administrator. Events, such as login, logoff, status change, image transmission and system shutdown are all stored in a database. Video Authentication is built in to ensure that images are not altered in any way.

**MONITOR:** Monitor not required in this design proposal

**Purpose:** To allow users to view all cameras in a split screen or single image presentation and allow playback of recorded images on site only.

**Interface:** VGA X 1  
HDMI: 1 X Input (Type A Connector)  
BNC 1 X In 1 X Out



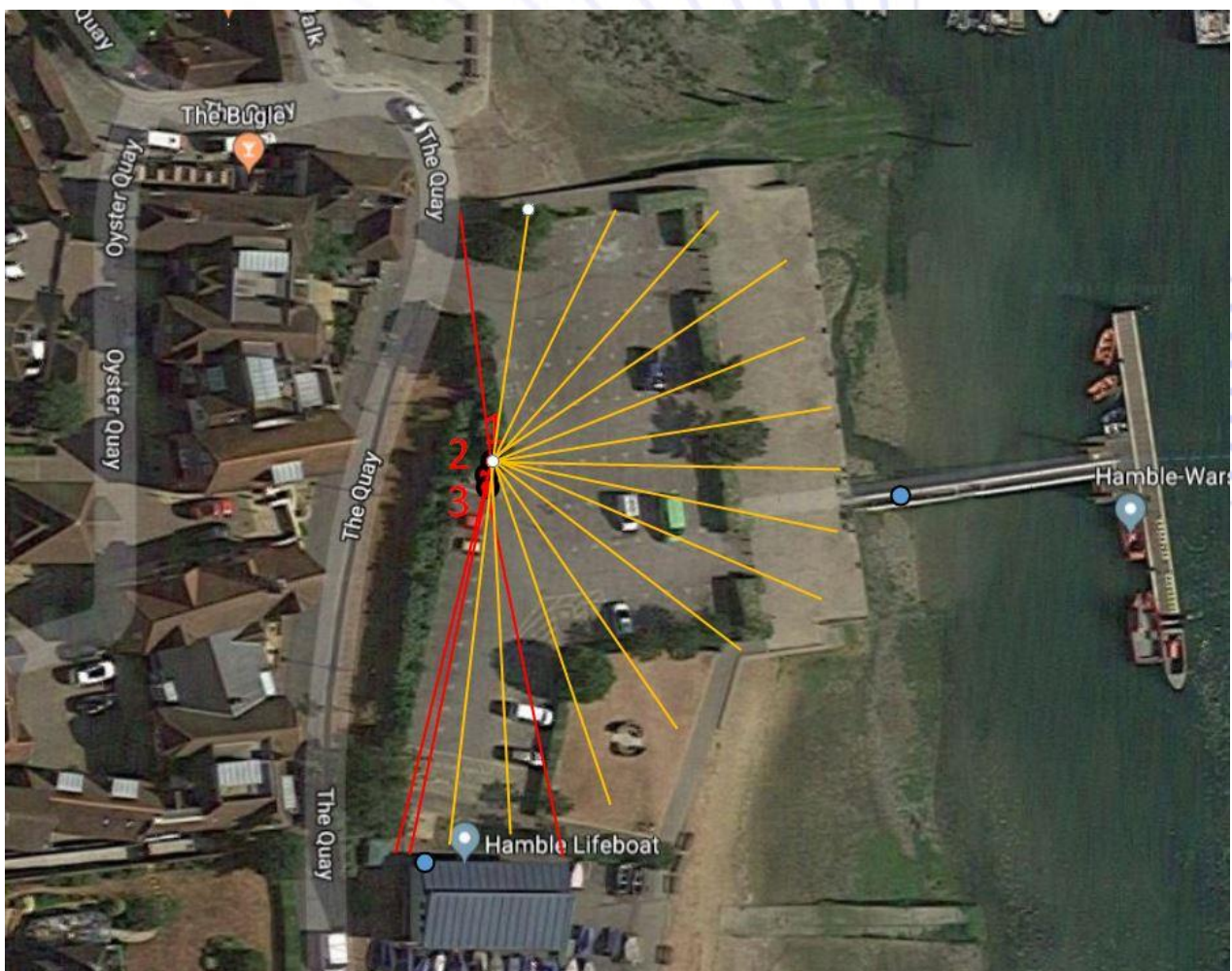
## GJD 430 D-TECT MOTION DETECTION

Up to 50m Wireless Detection

The BS8418 compliant D-TECT X MKIII detectors all feature quad PIR sensor modules, stylish plastic IP65 fully tampered housings with a discreet internal antenna. 500m RF transmission range on 868MHz and individual code for pairing to the receiver.



## PLAN



- CAMERA
- GJD MOTION DETECTOR

## CAMERAS, LOCATION AND VIEW

**Camera 1** HikVision DS-2DF8225IX-AELW 25x 2MP Darkfighter Network IR Speed Dome

**Lens:** 5.7 mm to 142.5 mm, 25× Optical

**Location and View:** Replacing existing PTZ camera mounted on CCTV pole.  
Giving a general view over the entire carpark site on guard tour setting.  
Combined with GJD motion detection to drive the camera into the pontoon area and toilet/shower block area if motion is detected.

**Camera 2** HikVision DS-2CD2645FWD-IZS 4MP IR Vari-focal Bullet Network Camera

**Lens:** 2.8-12mm Vari-Focal Lens

**Location and View:** Mounted on CCTV pole replacing existing bullet camera.  
Giving a detailed view of the parking machine and anyone operating it.

**Camera 3** HikVision DS-2CD2645FWD-IZS 4MP IR Vari-focal Bullet Network Camera

**Lens:** 2.8-12mm Vari-Focal Lens

**Location and View:** Mounted on CCTV pole.  
Giving a fixed general view towards the toilet/shower block area.  
This camera will stay fixed on the toilet/shower block area.  
This will provide footage of this area if the PTZ camera is looking at another area.

## SYSTEM CERTIFICATION

The CCTV system as detailed above will be installed in accordance with the standard accepted by the British Security Industry Authority (BSIA) and the Security Systems and Alarm Inspectorate Board (SSAIB)

## WARRANTY

The CCTV system and its components are covered under the warranty for a period of 12 months, starting from the completion of the handover.

This includes a next working day call out service, 365 days a year to rectify any faults with the system. There will be no callout or labour charges during the warranty period and all parts required to repair the fault will be free of charge providing the fault has not been caused by customer negligence.



## DATA PROTECTION ACT AND ICO CCTV CODE OF PRACTICE

Attention is drawn to the Data Protection Act 1998 and the Information Commissioner's Office (ICO) CCTV Code of Practice 2008. By Law, the customer maybe responsible for registering the CCTV system with the Information Commissioner's Office.

Information can be obtained from the Information Commissioner's Office.  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

The Data Protection Act 1998 applies to all CCTV systems that monitor public spaces, including areas where members of the public may have access including visitors, customers etc, that enter the sites that have CCTV systems.

## CCTV INFORMATION SIGNS

Attention is drawn to the Data Protection Act 1998 and the requirement to provide signs. We can provide these at an additional cost if required.

## OPERATION OF THE CCTV SYSTEM

The client or user of the CCTV system are responsible for the following:

1. To ensure that only individuals trained to operate the system are allowed to operate it and that the CCTV system is operated in accordance with operational instructions or training.
2. To ensure the premises are used and maintained in a manner such as not to cause unwanted system issues, typically door closers, fire strips etc.
3. To report any defects in the CCTV system promptly to the responsible installation company.
4. To report and any changes to the construction or to the use of the premises which might adversely influence the performance of the CCTV.
5. To maintain the documents and records

## CLIENTS RESPONSIBILITIES

The client is responsible for the following:

1. The installation of a dedicated electrical supply as detailed below.

**A 240v AC mains supply will be required via a 13-amp socket/fuse spur at the location of the NVR**

2. The installation of a network point/router for remote viewing applications if required.
3. To provide reasonable access to all areas where cables and equipment are to be installed.
4. Any necessary groundwork/ducting/conduit (including fittings) required to allow correct installation of site cables.

## LIGHTING

Camera performance at night is dependent on the prevailing light available. We have not specified any additional lighting apart from the integrated IR within some of the cameras where there is no lighting. The Infra-Red lighting will illuminate a limited surrounding area.

## OPERATING CONDITIONS

No allowance has been made nor have we been informed of any abnormal operating conditions (such as extreme R.F. interference)  
Should it be found that during installation, ground-loop interference exists, it may be necessary to install isolation equipment which may result in an additional charge.

## BRITISH EUROPEAN STANDARD CODE OF PRACTICE BS EN50132-7-2012 FIELD OF VIEW (FOV)

Field of view (FOV) defined in the camera location and the field of view table as described in the code of practice as follows:

To **Identify**, the target should not be less than 100% of the screen height (or more than 4mm per pixel)

To **Recognise**, the target should be not be less than 50% of the screen height (or more than 8mm per pixel)

To **Observe**, the target should be not less than 25% of the screen height (or more than 16mm per pixel)

To **Detect**, the target should not be less than 10% of the screen height (or more than 40mm per pixel)

### ADDITIONAL NOTES

1. Lower light levels at the time of viewing/recording and the distance the object is from the camera's point of focus will also reduce the level of definition. Where the user has identified a specific purpose for the images, then this should be made clear to the surveyor, who will tailor the design to meet this need.
2. Continuous monitoring and recording are dependent upon the provision of a mains electricity supply. No provision has been made for any type of power backup in the event of a mains failure. The quality of images will be entirely dependent upon the standard of the camera, image management and transmission methods used.



## PREVENTATIVE SERVICE MAINTENANCE

Preventative maintenance and corrective maintenance will be provided in accordance with the requirements of DD 263:2010 and the terms and conditions of our maintenance contract. Preventative maintenance will consist of 1 site visit and 1 remote system check to be carried out alternately on a 6-monthly basis.

**Should you require any help or assistance please call our 24-hour office on 01730 26 15 10**

### Service Includes:

- Check the installation, location and siting of all equipment and devices against the system record.
- Check the satisfactory operation of all detection devices.
- Inspect all connections.
- Check mains and standby power supplies including correct charging rates
- Check control unit for correct operation.
- Check video images for night and day time vision.
- Test (where possible) remote signalling equipment to RVRC, if applicable
- Check accuracy of recorded data.
- Check all lighting, including infrared
- Check the system is fully operational.
- Annual Preventative Service Maintenance Cost

The annual cost of the Preventative Service Maintenance agreement is **£130.00 + VAT**

### Engineering call out charges for unscheduled service/faults.

- Minimum call out charge £95.00 which includes the first hour on-site and thereafter:
- Normal hours: Mon-Fri 0800-1700 is £65.00 per hour
- Out of hours : Evenings, Weekends and Bank Holidays is £80.00 per hour
- Parts and materials extra as required.

## OPTIONAL MOBILE PATROLS

ADP Security Systems Ltd can provide additional mobile patrols of your business/residential site.

Please ask for further information.

## CCTV – GENERAL INSTALLATION NOTES

This specification has been prepared taking into account all information available to the surveyor at the time and is considered to be the best suited to this application within the limitations of cost. Should the client consider that the degree of coverage is in excess of requirements or, alternatively, that greater coverage is required, the company surveyor will be pleased to discuss the matter further.

The installation will be carried out during normal working hours (08:30 - 17:30, Monday - Friday), unless alternative arrangements have been agreed with the client and confirmed in writing. Any waiting or down tools time will be charged for at our current day work hourly rate.

The installation shall be carried out in accordance with the requirements of the Regulations for the Electrical Equipment of Buildings, issued by the Institution of Electrical Engineers and in accordance with the BSIA code of practice.

Where we are taking over or utilising existing equipment/cabling, our quotation is based upon a visual inspection, and the assumption that the aforementioned items are in a satisfactory working condition. However, should our engineers find this not to be the case, any necessary remedial works or replacement of equipment would be chargeable, strictly on a time and materials basis. We would point out that these additional works would not be carried out without prior consultation and the consent of the client.

The customer is asked to advise the representative of ADP Security Systems Ltd of the location of concealed water, gas, Electricity, telephone or any other services before work commences.

In the absence of such advice ADP Security Systems Ltd cannot accept any liability for damage to these services or any consequential damage.

Our engineers are experienced in lifting and re-fitting carpets where it is necessary to route cables. No extra charge is made for this service, since a professional standard for this particular work cannot be guaranteed. Clients may, at their own additional expense, employ a professional carpet fitter to work in conjunction with our engineers, to lift and re-fit carpets where necessary.

The quotation provides for all necessary wiring to be run neatly and hidden where possible. If practicable, and at the engineer's discretion, best use will be made of existing ducts, voids, service channels, etc or under carpets and flooring. It is the client's responsibility to move all stock or any other obstructions that may impede our engineers during the installation work.

The installation and method of operating the system will be demonstrated to the customer's authorised representatives and operating instructions will be handed over upon completion.

These General Installation notes should be read in conjunction with any attached 'CLIENTS RESPONSIBILITIES' Notes.

\*Full Payment should be made upon completion of the installation.

## QUOTATION

**System Designer:** Paul Bennett

**Specification Reference:** PB2281CCTV

**Quotation date:** 15/02/2019

**Client:** Hamble Parish Council

**Address:** The Memorial Hall, 2 High Street, Hamble-Le-Rice, Southampton. SO31 4JE

## **MAIN EQUIPMENT SPECIFICATION**

2 X HikVision DS-2CD2645FWD-IZS 4MP IR Vari-focal Bullet Network Camera  
1 X HikVision DS-2DF8225IX-AELW 25x 2MP Darkfighter Network IR Speed Dome  
1 X HikVision DS-7608NI-I2/8P 2TB Network Video Recorder  
1 X Swan Neck PTZ Camera Mount  
2 X GJD 430 Motion Detectors  
1 X GJD Reciever  
1 X Cable replacement to Cat5

## **SUPPLY AND INSTALLATION OF AN IP CCTV SYSTEM**

All costs quoted are subject to VAT at the prevailing rate and are valid for 30 days

System Installation:	£ 3,253.00 + VAT
Annual Service & Maintenance:	£ 130.00 + VAT
Total:	£ 3,383.00 + VAT

For and on behalf of 'The Company'

*Paul Bennett*

Date... 15/02/2019

## **ACCEPTANCE**

I/we accept your quotation Ref: **PB2281CCTV** subject to the terms and conditions attached.

You are now authorised to proceed with the installation at the total cost of:  
**£3,383.00 + VAT**

Name..... Signature..... Date: .....

**PLEASE SEE ACCEPTANCE NOTES BELOW**



## ACCEPTANCE NOTES

1. The acceptance must be signed by a Director, Company Secretary or other authorised person in the case of a limited company, A Partner of the Proprietor in every other case or by the owner of the property into which the system is to be installed or the lease holder or the official tenant in the case of a domestic installation.
2. This quotation is based on the attached Design Proposal and associated notes, drawings and is subject to the terms and conditions of the attached acceptance agreement, which should be signed and returned to ADP Security Systems Ltd.
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5. This quotation is valid for 6 months from the above date. After this time your quotation, enquiry and survey form will be deleted as in accordance with our privacy policy.

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If you have any queries regarding your quotation or if you require any further information please do not hesitate to contact us on 01730 261510, quoting: **PB2281CCTV**

Yours sincerely

*Paul Bennett*

Paul Bennett  
Sales Manager



# **SYSTEM DESIGN PROPOSAL FOR THE INSTALLATION OF AN UPGRADED CCTV SYSTEM**

**FOR**

**HAMBLE PARISH COUNCIL  
(ROY UNDERDOWN PAVILION)  
THE MEMORIAL HALL  
2 HIGH STREET  
HAMBLE-LE-RICE  
SOUTHAMPTON  
SO31 4JE**

**Quotation PB2282CCTV**





Mrs Amanda Jobling  
**Hamble Parish Council**  
The Memorial Hall,  
2 High Street,  
Hamble-Le-Rice,  
Southampton.  
SO31 4JE

14<sup>th</sup> February 2019

Dear Mrs Jobling,

**Proposed replacement CCTV System at the Roy Underdown Pavilion – PB2281CCTV**

Following my recent survey, I would like to present our proposal for a replacement CCTV System at the Roy Underdown Pavilion in Hamble-Le-Rice.

**CCTV SYSTEM SUMMARY**

The following proposal is for a 5 camera HD Turbo Analogue system to give a general coverage of the areas set out below.

We have included a 5TB Network Video Recorder with 8 channels, capable of continuous recording for approximately 26 days at 20 FPS.

Cameras will be attached to the existing CCTV pole.

**Due to the cable ducts on this site being of a great age and complicated, re-cabling this site would not be cost effective. Due to this reason we have opted to use the existing analogue cabling.**

**CCTV CAMERA SPECIFICATION**

Type	Analogue
Camera:	HikVision DS-2CE16D8T-IT3ZE Turbo HD 2MP Ultra Low-Light VF PoC EXIR Bullet Camera
FPS:	Up to 30 FPS
Lens:	2.8 mm to 12 mm motorized vari-focal lens
Resolution:	1920 x 1080
Min Illumination:	Color: 0.005 Lux @ (F1.8, AGC ON), 0 Lux with IR
Iris:	F1.8
Power:	12 VDC±25%/ PoC.at -A: 12 VDC±25%, 24 VDC±25%/ PoC.at





Video Authentication is built in to ensure that images are not altered in any way.



**MONITOR:** NEON-HD21.5" LED

**Purpose:** To allow users to view all cameras in a split screen or single image presentation and allow playback of recorded images on site only.

**Interface:** VGA X 1  
HDMI: 1 X Input (Type A Connector)  
BNC 1 X In 1 X Out



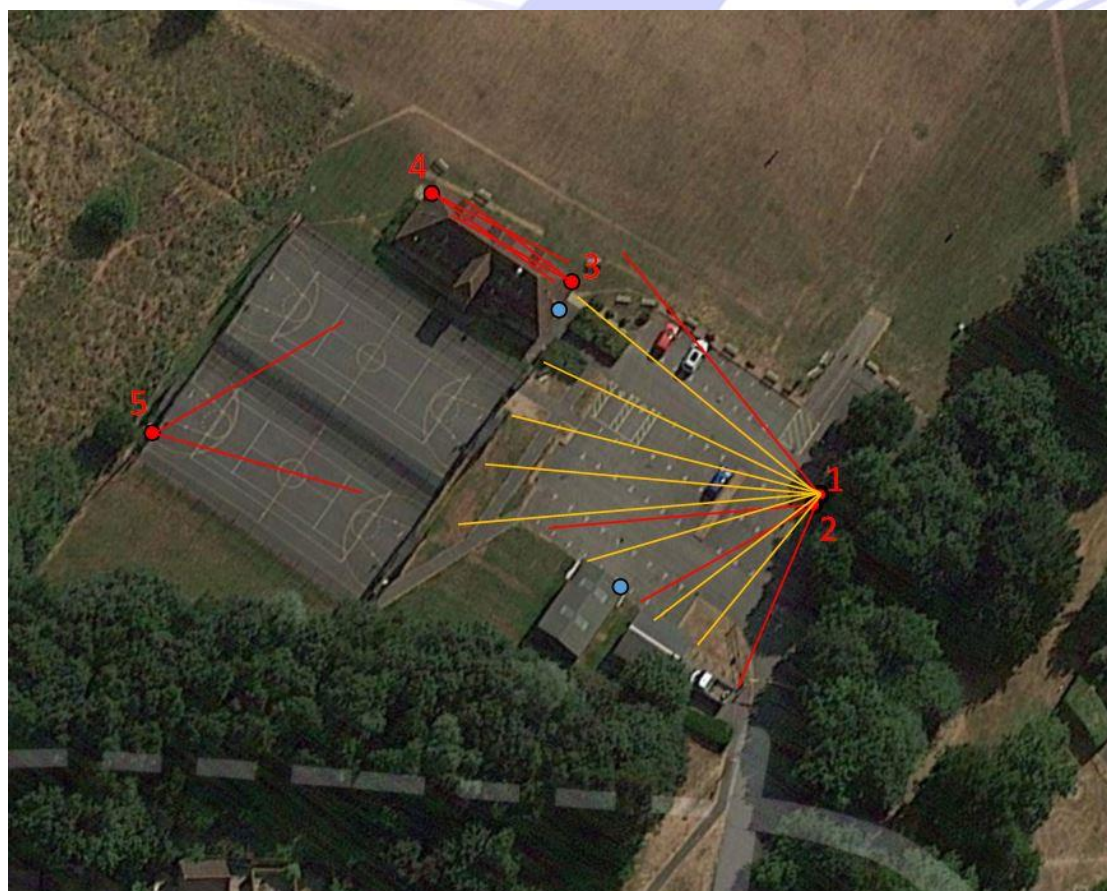
### GJD 430 D-TECT MOTION DETECTION

Up to 50m Wireless Detection

The BS8418 compliant D-TECT X MKIII detectors all feature quad PIR sensor modules, stylish plastic IP65 fully tampered housings with a discreet internal antenna. 500m RF transmission range on 868MHz and individual code for pairing to the receiver.



### PLAN



● CAMERA

● GJD MOTION DETECTOR

## CAMERAS, LOCATION AND VIEW

<b>Camera 1</b>	HikVision DS-2AE5232TI-A Turbo HD 4in1, 2MP 32x IR Turbo 5" Speed Dome
<b>Lens:</b>	4.8 mm to 153 mm, 32× optical
<b>Location and View:</b>	Replacing existing PTZ camera mounted on CCTV pole. Giving a general view over the entire carpark site on guard tour setting. Combined with GJD motion detection to drive the camera into the pavilion building and maintenance shed if motion is detected.
<b>Camera 2</b>	HikVision DS-2CE16D8T-IT3ZE Turbo HD 2MP Ultra Low-Light VF PoC EXIR Bullet Camera
<b>Lens:</b>	2.8 mm to 12 mm motorized vari-focal lens
<b>Location and View:</b>	Mounted on CCTV pole replacing existing bullet camera. Giving a fixed view of the maintenance shed. This camera will stay fixed on the maintenance shed area. This will provide footage of this area if the PTZ camera is looking at another area.
<b>Camera 3</b>	HikVision DS-2CE5AD8T-AVPIT3ZF Turbo HD 2MP Ultra-Low Light Anti-Vandal Dome Camera
<b>Lens:</b>	2.7 mm to 13.5 mm motorized, auto focus
<b>Location and View:</b>	Mounted under carpark end of pavilion canopy Giving a fixed general view along the front of the pavilion.
<b>Camera 4</b>	HikVision DS-2CE5AD8T-AVPIT3ZF Turbo HD 2MP Ultra-Low Light Anti-Vandal Dome Camera
<b>Lens:</b>	2.7 mm to 13.5 mm motorized, auto focus
<b>Location and View:</b>	Mounted under west end of pavilion canopy Giving a fixed general view along the front of the pavilion.
<b>Camera 5</b>	HikVision DS-2CE16D8T-IT3ZE Turbo HD 2MP Ultra Low-Light VF PoC EXIR Bullet Camera
<b>Lens:</b>	2.7 mm to 13.5 mm motorized, auto focus
<b>Location and View:</b>	Mounted on floodlight column on the furthest corner of the football pitches from the carpark and pavilion. Giving a fixed general view of the football pitches.



## SYSTEM CERTIFICATION

The CCTV system as detailed above will be installed in accordance with the standard accepted by the British Security Industry Authority (BSIA) and the Security Systems and Alarm Inspectorate Board (SSAIB)

## WARRANTY

The CCTV system and its components are covered under the warranty for a period of 12 months, starting from the completion of the handover.

This includes a next working day call out service, 365 days a year to rectify any faults with the system. There will be no callout or labour charges during the warranty period and all parts required to repair the fault will be free of charge providing the fault has not been caused by customer negligence.

## DATA PROTECTION ACT AND ICO CCTV CODE OF PRACTICE

Attention is drawn to the Data Protection Act 1998 and the Information Commissioner's Office (ICO) CCTV Code of Practice 2008. By Law, the customer maybe responsible for registering the CCTV system with the Information Commissioner's Office.

Information can be obtained from the Information Commissioner's Office.

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

The Data Protection Act 1998 applies to all CCTV systems that monitor public spaces, including areas where members of the public may have access including visitors, customers etc, that enter the sites that have CCTV systems.

## CCTV INFORMATION SIGNS

Attention is drawn to the Data Protection Act 1998 and the requirement to provide signs. We can provide these at an additional cost if required.

## OPERATION OF THE CCTV SYSTEM

The client or user of the CCTV system are responsible for the following:

1. To ensure that only individuals trained to operate the system are allowed to operate it and that the CCTV system is operated in accordance with operational instructions or training.
2. To ensure the premises are used and maintained in a manner such as not to cause unwanted system issues, typically door closers, fire strips etc.
3. To report any defects in the CCTV system promptly to the responsible installation company.
4. To report and any changes to the construction or to the use of the premises which might adversely influence the performance of the CCTV.
5. To maintain the documents and records

## CLIENTS RESPONSIBILITIES

The client is responsible for the following:

1. The installation of a dedicated electrical supply as detailed below.

**A 240v AC mains supply will be required via a 13-amp socket/fuse spur at the location of the NVR**

2. The installation of a network point/router for remote viewing applications if required.
3. To provide reasonable access to all areas where cables and equipment are to be installed.
4. Any necessary groundwork/ducting/conduit (including fittings) required to allow correct installation of site cables.
5. Cherry Picker or man lift to be provided if camera on floodlight pole is too high for conventional ladders, unless pole can be lowered.

## LIGHTING

Camera performance at night is dependent on the prevailing light available. We have not specified any additional lighting apart from the integrated IR within some of the cameras where there is no lighting. The Infra-Red lighting will illuminate a limited surrounding area.

## OPERATING CONDITIONS

No allowance has been made nor have we been informed of any abnormal operating conditions (such as extreme R.F. interference)

Should it be found that during installation, ground-loop interference exists, it may be necessary to install isolation equipment which may result in an additional charge.

## BRITISH EUROPEAN STANDARD CODE OF PRACTICE BS EN50132-7-2012 FIELD OF VIEW (FOV)

Field of view (FOV) defined in the camera location and the field of view table as described in the code of practice as follows:

To **Identify**, the target should not be less than 100% of the screen height (or more than 4mm per pixel)

To **Recognise**, the target should be not be less than 50% of the screen height (or more than 8mm per pixel)

To **Observe**, the target should be not less than 25% of the screen height (or more than 16mm per pixel)

To **Detect**, the target should not be less than 10% of the screen height (or more than 40mm per pixel)

### ADDITIONAL NOTES

1. Lower light levels at the time of viewing/recording and the distance the object is from the camera's point of focus will also reduce the level of definition. Where the user has identified a specific purpose for the images, then this should be made clear to the surveyor, who will tailor the design to meet this need.
2. Continuous monitoring and recording are dependent upon the provision of a mains electricity supply. No provision has been made for any type of power backup in the event of a mains failure. The quality of images will be entirely dependent upon the standard of the camera, image management and transmission methods used.



## PREVENTATIVE SERVICE MAINTENANCE

Preventative maintenance and corrective maintenance will be provided in accordance with the requirements of DD 263:2010 and the terms and conditions of our maintenance contract. Preventative maintenance will consist of 1 site visit and 1 remote system check to be carried out alternately on a 6-monthly basis.

**Should you require any help or assistance please call our 24-hour office on 01730 26 15 10**

### Service Includes:

- Check the installation, location and siting of all equipment and devices against the system record.
- Check the satisfactory operation of all detection devices.
- Inspect all connections.
- Check mains and standby power supplies including correct charging rates
- Check control unit for correct operation.
- Check video images for night and day time vision.
- Test (where possible) remote signalling equipment to RVRC, if applicable
- Check accuracy of recorded data.
- Check all lighting, including infrared
- Check the system is fully operational.
- Annual Preventative Service Maintenance Cost

The annual cost of the Preventative Service Maintenance agreement is **£130.00 + VAT**

### Engineering call out charges for unscheduled service/faults.

- Minimum call out charge £95.00 which includes the first hour on-site and thereafter:
- Normal hours: Mon-Fri 0800-1700 is £65.00 per hour
- Out of hours : Evenings, Weekends and Bank Holidays is £80.00 per hour
- Parts and materials extra as required.

## OPTIONAL MOBILE PATROLS

ADP Security Systems Ltd can provide additional mobile patrols of your business/residential site.

Please ask for further information.



## CCTV – GENERAL INSTALLATION NOTES

This specification has been prepared taking into account all information available to the surveyor at the time and is considered to be the best suited to this application within the limitations of cost. Should the client consider that the degree of coverage is in excess of requirements or, alternatively, that greater coverage is required, the company surveyor will be pleased to discuss the matter further.

The installation will be carried out during normal working hours (08:30 - 17:30, Monday - Friday), unless alternative arrangements have been agreed with the client and confirmed in writing. Any waiting or down tools time will be charged for at our current day work hourly rate.

The installation shall be carried out in accordance with the requirements of the Regulations for the Electrical Equipment of Buildings, issued by the Institution of Electrical Engineers and in accordance with the BSIA code of practice.

Where we are taking over or utilising existing equipment/cabling, our quotation is based upon a visual inspection, and the assumption that the aforementioned items are in a satisfactory working condition. However, should our engineers find this not to be the case, any necessary remedial works or replacement of equipment would be chargeable, strictly on a time and materials basis. We would point out that these additional works would not be carried out without prior consultation and the consent of the client.

The customer is asked to advise the representative of ADP Security Systems Ltd of the location of concealed water, gas, Electricity, telephone or any other services before work commences.

In the absence of such advice ADP Security Systems Ltd cannot accept any liability for damage to these services or any consequential damage.

Our engineers are experienced in lifting and re-fitting carpets where it is necessary to route cables. No extra charge is made for this service, since a professional standard for this particular work cannot be guaranteed. Clients may, at their own additional expense, employ a professional carpet fitter to work in conjunction with our engineers, to lift and re-fit carpets where necessary.

The quotation provides for all necessary wiring to be run neatly and hidden where possible. If practicable, and at the engineer's discretion, best use will be made of existing ducts, voids, service channels, etc or under carpets and flooring. It is the client's responsibility to move all stock or any other obstructions that may impede our engineers during the installation work.

The installation and method of operating the system will be demonstrated to the customer's authorised representatives and operating instructions will be handed over upon completion.

These General Installation notes should be read in conjunction with any attached 'CLIENTS RESPONSIBILITIES' Notes.

\*Full Payment should be made upon completion of the installation.

## QUOTATION

**System Designer:** Paul Bennett

**Specification Reference:** PB2282CCTV

**Quotation date:** 15/02/2019

**Client:** Hamble Parish Council

**Address:** The Memorial Hall, 2 High Street, Hamble-Le-Rice, Southampton. SO31 4JE

## **MAIN EQUIPMENT SPECIFICATION**

2 X HikVision DS-2CE16D8T-IT3ZE Turbo HD 2MP Ultra Low-Light VF PoC EXIR Bullet Camera  
1 X HikVision DS-2AE5232TI-A Turbo HD 4in1, 2MP 32x IR Turbo 5" Speed Dome  
2 X HikVision DS-2CE5AD8T-AVPIT3ZF Turbo HD 2MP Ultra-Low Light Anti-Vandal Dome Camera  
1 X HikVision DS-7208HUHI-K2 Digital Video Recorder  
1 X Swan Neck PTZ Camera Mount  
2 X GJD 430 Motion Detectors  
1 X GJD Reciever

## **SUPPLY AND INSTALLATION OF AN IP CCTV SYSTEM**

All costs quoted are subject to VAT at the prevailing rate and are valid for 30 days

System Installation:	£ 3,139.55 + VAT
Annual Service & Maintenance:	£ 130.00 + VAT
Total:	£ 3,269.55 + VAT

For and on behalf of 'The Company' *Paul Bennett* Date... 15/02/2019

## **ACCEPTANCE**

I/we accept your quotation Ref: **PB2282CCTV** subject to the terms and conditions attached.

You are now authorised to proceed with the installation at the total cost of:  
**£3,269.55 + VAT**

Name..... Signature..... Date: .....

**PLEASE SEE ACCEPTANCE NOTES BELOW**

## ACCEPTANCE NOTES

1. The acceptance must be signed by a Director, Company Secretary or other authorised person in the case of a limited company, A Partner of the Proprietor in every other case or by the owner of the property into which the system is to be installed or the lease holder or the official tenant in the case of a domestic installation.
2. This quotation is based on the attached Design Proposal and associated notes, drawings and is subject to the terms and conditions of the attached acceptance agreement, which should be signed and returned to ADP Security Systems Ltd.
3. Prices quoted assume the quotation is ordered in its entirety for installation at the same time. Where part of the quotation is ordered, prices may be adjusted.
4. A 33% deposit is required with acceptance and should be returned with the documents above and cheques made payable to ADP Security Systems Ltd alternatively, payment by card is acceptable via our Accounts department, available on 01730 261510
5. This quotation is valid for 6 months from the above date. After this time your quotation, enquiry and survey form will be deleted as in accordance with our privacy policy.

## PRIVACY POLICY

ADP Security Systems Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information within this quotation, then you can be assured that it will only be used in accordance with this privacy policy. To view our full privacy policy, please visit [www.adpsecurity.com](http://www.adpsecurity.com)

If you have any queries regarding your quotation or if you require any further information please do not hesitate to contact us on 01730 261510, quoting: **PB2282CCTV**

Yours sincerely

*Paul Bennett*

Paul Bennett  
Sales Manager

## Repairs to Slipway

**From:** [moorings@tuckermundayltd.co.uk](mailto:moorings@tuckermundayltd.co.uk) <[moorings@tuckermundayltd.co.uk](mailto:moorings@tuckermundayltd.co.uk)>

**Sent:** 01 March 2019 08:36

**To:** Head Groundsman - Hamble Parish Council <[HeadGroundsman@hamblepc.org.uk](mailto:HeadGroundsman@hamblepc.org.uk)>

**Subject:** Slipway repairs quote

Hi Richard

Further to our meeting at the slipway yesterday I enclose a quote for the repair works to the slipway

To reinstall concrete haunching along sections of the slipway on the downstream side, caused by tidal erosion

### Supply

1 bulk bag of sand/stone ballast mix	£54
7 x Extra rapid set concrete 25kg bags	£146.09
1 x 5ltr plasterciser	£8.00
Labour to mix and install new concrete	£250
Total	£458.09

NB      You have agreed that we can use your cement mixer which will help reduce costs

## **Hamble Parish Council - Office**

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**From:** Head Groundsman - Hamble Parish Council  
**Sent:** 05 March 2019 14:12  
**To:** Clerk - Hamble Parish Council; Assistant Clerk - Hamble Parish Council; Hamble Parish Council - Office  
**Subject:** TAP

Hi All,

I have looked into putting together a purpose-built water supply in a locked cabinet.

The plumbing will cost around £150 to include meter, non-concussive control, two valves, pipe and fittings.

The cabinet I have looked at is £400+vat delivered.

Labour cost will be extra dependant on who carries out the work.

Many Thanks

Richard



# Hamble Parish Council

## Mudland Mooring Task and Finish Group

Cllrs Hand, Thompson and Underdown met on Friday 12th October, Thursday 25th October and 13th November.

Cllr Underdown declared he rented a mooring from the Hamble-Warsash Ferry but not on the Council's mudland.

The group initially worked through its terms of reference.

Cllr Underdown went through the history of the moorings on its mudland and current arrangements with the Pink Ferry. See 'HPC Mooring History' attached. There are 18 moorings in the Council's control, 14 of which are allocated to the Pink Ferry that were traditionally their own before the Council took over receiving rent for moorings on its mudland. Previously it has been seen that these moorings help subsidise the ferry operation through the winter months when there are very few passengers but at present there is very little to no subsidy being given, just the discount of raising the annual rental fee by inflation similar to the parishioners' moorings. The remaining 4 are for the beneficial use of parishioners.

The current location of the moorings for parishioner's use is further inshore than their original location hence of limited use. One mooring is much closer to the dinghy slipway than previously so can hinder access to it. The Parish Council had required the moorings to be fore and aft, not swinging moorings as they have been laid by the Pink Ferry. As they are on sinkers that are on the surface of the mud it is believed they would be insecure in winter gales. Therefore, they are very difficult to rent as they are of very limited use.

The charges the Council makes for its moorings is for renting the mudland site (not the mooring equipment) and it has to charge for harbour dues which have to be passed to the Harbour Authority. This applies to the 14 Pink Ferry and 4 moorings rented to parishioners. Although parishioners only pay for mudland site rental they have taken over the mooring equipment that had been previously there and were responsible for its maintenance. The 4 moorings allocated to parishioners previously had usable mooring equipment/chains.

The Council made the decision when it took over the moorings from HCC that it would put up the rent only by inflation. The Council now charges the same as the dinghy park fee £144 for site rental and £122.84 Harbour Dues while those on Crown slightly deeper moorings are charged £176.66 site rental and £137.18 Harbour Dues.

The option of doing nothing is not a viable proposition as the Council will still be paying Harbour Dues on 4 moorings that are not being used, unless they are removed. There are 650 people on the Hamble Authority's waiting list so they are a valuable asset and a means of parishioners having a mooring in their own village. (It must be noted that the Council's moorings are only suitable for certain types of boats that can sit on the mud and many on the Harbour Authority's waiting list would not be suitable for HPC's moorings.)

To maximise the use of HPC's moorings is best achieved by getting the Pink Ferry to implement its proposal of how to solve the problem. (Diagrams attached.) This to include moving the inshore mooring to its original position so it does not interfere with the access to the dinghy slipway.

The option to block contract with a third party for a fixed fee or in-house operation of the moorings the group envisages a number of problems. In-house management is the current situation and at times it does not have the necessary expertise but with the support of Councillors or others with the knowledge moorings it can be achieved. The option on taking back all the moorings and managing the moorings

itself, the task and finish group believe the Council has a wide range of important parish priorities to undertake which places a great work load on its staff and should not be in the business of operating a mooring business that has risks and no guarantee of financial gain.

Handing the moorings to an outside block contractor would cause significant difficulties especially conflict with the Pink Ferry who would claim the 14 moorings that they rent from the Council have always been traditionally its moorings and should not be controlled by another mooring contractor. If the moorings are block contracted to the Pink Ferry the valuable benefits would be taken away from parishioners. With an arrangement such as this there would be no advantages to parishioners, instead of paying £267 parishioners for HPC's moorings they could be paying £1,000+ the price the Pink Ferry charges its customers.

## **Mudland Moorings – Addendum to report**

This document gives further information and clarity to the original report previously submitted to the Asset Management Committee by the Mudland Moorings Working Party, hopefully providing a way forward.

- The Parish Council has the following options regarding the mudland moorings adjacent to the Southern Quay
  1. Do nothing. The Council still pays the harbour dues on the moorings and receives no income from them.
  2. Adopt the plan submitted by Hamble-Warsash Ferry owner which relocates the moorings to a usable location and removes the obstruction to the Public Slipway. The moorings can then potentially be let. Harbour dues will still be paid but rental income will be received.
  3. Abandon the moorings and remove them, no harbour dues will be paid and no income received.
- The review group recommends option 2 for the following reasons.
  1. The original plan submitted by the Hamble-Warsash Ferry owner would be carried out at no cost to the Parish. Admin costs would remain the same as now and the Harbour dues would be a neutral cost as although officially paid by the Parish they are met by those renting the moorings as part of their fees to the Parish. Therefore the Parish could potentially make a profit on this asset.
  2. The convenience of moorings easily accessible from the public slipways will be available to parishioners (and possibly others).
- The historic reasons for how the present situation came about are unclear and do not merit further discussion. We need to resolve the issue as it presents itself now.
- It is understood that the original proposal for the relocation as submitted by and agreed with Mike Lindsell would be followed and that reinstatement costs would be met by him. The maintenance costs of rising chains would be met by those renting the moorings.
- A decision by The Council must be made soon to avoid the loss of a further seasons rental income should these proposals be adopted.