

Tuesday 3rd November 2020 – 8.30am virtual meeting

This meeting is open to members of the public.

If you wish to participate you must contact the Deputy Clerk at Parish Office via deputyclerk@hamblepc.org.uk to confirm any points you would like to raise and/or receive the link to the meeting no later than 10am on Friday 30th October 2020

1. Welcome

- a. Apologies for absence
- b. Declaration of interest and approved dispensations
- c. Approve minutes

2. Public Session

3. Project and works list

4. Allotment Report

5. Officers Report

- a. Dinghy Storage Park - annual renewal and fees
- b. Cemetery - fees

6. Electric Truck Report

7. Head of Grounds and Assets Report

- a. Community Orchard Phase Two
- b. Roy Underdown Pavilion improvements
- c. Tree Survey
- d. Replacement Electric Mower

8. Zurich Inspection Report – for noting and agreeing budget for any works

Dated: 28 /10/2020

Signed: Jeanette Symes Deputy Clerk to Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.

UPCOMING PARISH COUNCIL MEETINGS

Full Council – 9th November 2020 – virtual meeting

Planning Committee - 23rd November 2020 – virtual meeting

Item 1

Minutes of the Asset Management Committee Meeting

Tuesday 1st September 2020 at 08.30am

Held virtually due to coronavirus restrictions.

Present: Councillors A Thompson (Chair), S Cohen, S Hand, and I Underdown. Cllr Schofield joined the meeting later.

Clerk, Deputy Clerk, Head of Grounds & Assets (HoGA)

Members of the Public: None.

The minute reference for each item is 01.09.2020 + the agenda item number

1a. Apologies for Absence

Cllr Dajka, Cross

1b. Declarations of interest and approved dispensations

Cllr Underdown and Cllr Hand: Dinghy storage park and ferry mooring and Cllr Cohen Royal Southern and Cemetery

1c. To approve the Minutes of the previous Council Meeting.

IT WAS RESOLVED TO approve the Minutes of 2nd June 2020. The Chair will sign the Minutes at a later date.

2. Public Participation - No members of the public joined the virtual meeting

3. Project and Task List and verbal updates:

- a. Refurbishment works to Roy Underdown Pavilion – update by Head of Grounds & Assets

R&M been out to cost works to the pavilion to improve energy efficiency. Their response is pending. Other contractors have been approached for the other building works and an update will come forward when this has been received. Contractors, however are very busy and are not responsive at the moment.

- b. Southern Quay seating area - There are 3 stages to complete the project – removal of benches, installation of the concrete pads and fixing of hardware. Need to progress the work as some of the benches are in very poor repair. Agreed to undertake a condition survey with a view to removing dangerous ones after half term. Update to AMC when completed (outside of meeting schedule)
- c. Mount Pleasant – Considered the information provided but agreed to defer the decision until after the next Council meeting given the current work priorities.
- d. Interpretation Boards – Good progress on the design work but the Team Meeting with EBC has flagged up a parallel project. The project is being led by Bursledon PC linking up walk ways across the peninsula and a wider area and supported by developers' contributions. Cllr Cohen to contact EBC members on it.

Cllr Schofield joined the meeting at 08:38

- e. Tennis courts - Problems around keeping the space secured was outlined and it was agreed to reopen and contact the group, explain the problem and ask them to come up with a solution. It was agreed to continue until the end of the season and then complete a review possibly encouraging the formation of a community tennis group.

- 4. **Vandalism** – Outlined the extent of problems across the village and especially those related to our own assets. Members requested that vandalism forms part of any review of anti-social behaviour that takes place and are keen to highlight the problem in the next newsletter.

5. Textile Bank request from Air Ambulance Service

Already two textile recycling points – one at the Fire Service and the other at the School – felt a further one would split the opportunities for income generation. Therefore, agreed that although the cause is worthy there is not capacity for it.

6. Notification of increased charges from:

- a. Opus – gas and electricity
- b. Domestic Darlings – cleaning contractors – agreed to ask them to now start in the mess room and the office.

IT WAS unanimously RESOLVED to accept the increased charges notified by Opus and Domestic Darlings

7. Outdoor events

The update from Eastleigh Borough Council regarding new powers to top tier Authorities was noted. Clerk highlighted that people need to be alive to the requirements and where you are aware of an event to make sure that organisers contacted EBC.

Also highlighted problems with the large groups of young people at RUP. Clerk agreed to raise it with the Police again and ask for patrols to visit the area. Meeting scheduled with EBC and Police for 11th September 2020.

Exempt Business

Cllr Underdown proposed and Cllr Cohen seconded it was resolved to pass a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

8. The committee noted the recommended course of action on a number of lease issues and will await further information.
9. Hamble Aerospace Ltd (HAL formally GE) Planning Application - Heads of Terms for the Playing Pitch mitigation

The Committee considered the issues set out in the paper and the potential timescales involved and the risks associated with the project

It was resolved unanimously to recommend to Council the measures set out in the report.

The Meeting closed at 9.47am

Item 3

Asset Management Committee
6th November 2020
Projects and work priorities

Introduction

1. Our budget priorities fit around the following themes:

- Transport, Infrastructure and Development
- Employment and Business
- Environment and leisure
- Community/leisure
- Asset Renewal

This Committee clearly has a key role in identifying projects that feed into asset renewal. It is important that we agree the priorities for the committee at this stage so that funding can be allocated, they can be fed into appraisals and training to support staff can be identified.

2. In discussion with the Chair the following have been identified as priorities for the last two quarters of the year as follows:

Project	Lead and support	Completion
Tree planting	Richard – Plan work and liaise with community groups Jeanette – coordinate volunteer residents Staff team and Members – community planting days	Christmas – subject to weather
Purchase of an additional electric vehicle	Richard – Arrange trial of electric van Invite other Parish Council to inspect vehicle	April 2021

	Jeanette – Insurance and financial aspects	
Foreshore bench replacement	Amanda – Confirm contractor and product. Ensure funding is available and tendering arrangements Richard – secure contractor for enabling works (removal of seats and install concrete pads)	April 2021
Lease negotiation for Pink Ferry	Amanda – appoint HCC surveyor to advise on process and commence negotiation Amanda – Appoint legal advice for lease	?
Allotments	Jeanette - Roll out of report findings	April 2020

In addition to these projects up to the end of the year there is also two other projects as standbys which include the replacement flood lights and internal lights at RUP.

Next year's projects

Mount Pleasant community consultation and mapping out of the project and plan

MiPermit – for car park and dinghy park

RUP and College Playing Field mitigation works

Access for Tennis Courts

Locating shipping containers – Coop Application

Item 4

Hamble Parish Council

Asset Management Meeting

3rd November 2020

Allotments

Background

Allotments were historically created for the benefit on the 'labouring poor' in compensation for the loss of rights of grazing on common fields. Some allotments are provided by private individuals or charities but most are provided by local authorities.

The Parish Council has the power to provide allotment gardens and leases the land, on Hamble Lane, from Hampshire County Council at an annual cost of £40.00. There are 37 plots, of varying sizes from 2 rods to 5 rods. A rod equates to 16 feet 6 inches or roughly 5 meters.

The allotment garden is close to Hamble Primary School, surrounded by trees with a public path contained within the boundary fence. Funding for the boundary fence was obtained by the Hamble Allotment Group through a grant from the National Lottery. The Allotment Group dissolved several years ago.

The maximum amount of rent which can be charged for an allotment tenancy is such rent 'as a tenant may reasonably be expected to pay for the land if let for such use on the terms (other than the rent) on which it is in fact let'. The tenant is obliged to pay the rent, cultivate the land and keep the land tidy.

Feedback from the recent survey:

Apart from growing their own food (100%) the allotments are valued for the health benefits (60%) and social contact (45%)

Some tenants (13 or 65%) would like to create wildlife areas or a pond/wet land habitat (11 or 55%)

The main issues raised by tenants through the survey were:

- Closure of the pathway, provision of CCTV or security lighting to reduce theft of crops and damage to allotments. 85% of tenants supported a temporary closure of the pathway.
- Provision of compost areas or bins (the current regulations stipulate that all materials created on site must be composted on site).
- Improved rubbish collection – more refuse bins, provision of a skip for larger items and a regular general tidy up of the allotment site.

<https://hamblepc.sharepoint.com/Shared%20Documents/Agendas%20&%20Reports/Agendas%2020/3.%20Asset%20Management/6.%20Nov%202020/Allotments%20%20Report%20Nov%202020.docx?web=1>

- Regular site checks by the Grounds Team
- Improved management of the trees
- Pathway Maintenance (access to and around the plots)

HPC response to the survey

Public Pathway

The footpath is not a permissive path. The procedures and notices that would ensure it benefit from this status have not been in place. There are concerns about the suitability and safety of the southern access from the layby outside of the school. It is not land owned by HPC but the surface is uneven and on that basis is not at the moment a suitable access point and we therefore suggest that it is closed until works are carried out to improve it. That leaves the other two access points directly from Hamble Lane.

In principle it is recommended the Council consider a temporary closure but this needs to be subject to a wider consultation, which will be carried out in the December edition of the newsletter. If there are no substantive objections to the closure then a six-month period of closure should be approved to see whether it does reduce the incidence of anti-social behaviour and damage. At the end of the period there will be a review. There will be no commitment to a permanent closure and the proposal does still need to be agreed by the Council as a whole at its November meeting.

Composting

Reports of rats on the allotments has resulted in pest controllers assessing the allotments and making a series of recommendations, including the removal of the HPC compost bins. Although allotment holders are not prohibited from composting on their own plots advice on managing composting areas will be given to reduce the likelihood of further problems.

Removal of rubbish

Currently the on-site bins are emptied every week/10days. Increasing the frequency would increase the cost and should only be introduced if all allotment holders agree to the additional charge. Annual clean up events could be supported through the provision of a small grant towards the cost of a skip if there are allotment holders prepared to make the application and manage the process.

Site inspections

Changes to the inspection process will be introduced and action taken where users are not complying with the regulations. Potentially this could result in tenancies being withdrawn and will cover new activities or unauthorised activities (ponds, submerged hosing etc) as well as a lack of maintenance on for areas covered by the tenancy – (both the plot and common areas). The cost of additional management will be included in future years rent assessment.

Tree works

HPC will undertake dead-wooding of trees overhanging the allotments. Contact will also be made with HCC about the need for more extensive works to the tree canopy. It would be helpful if allotment holders could also lobby HCC for action on this.

Pathway Maintenance

We will continue to ensure that the main footway to the east of the allotment along Hamble Lane is maintained and kept clear. HPC has provided a strimmer for use by allotment holders to help with other areas and will, when the community pay back resumes include it in the works schedule twice a year. Otherwise it remains an area that allotment holders are responsible for.

Engagement and consultation

There is a clear need to improve the messaging with allotment holders. Most have emails and this will be the main form of communication. When emails are sent out, we will ask for someone to post the information on the noticeboard for those without email. We will aim to email at least quarterly with updates on issues such as water use etc.

Costs and income

The rent is charged per 'rod'. The Council has to give allotment holders 12 months notice of a rent increase and post details on its notice boards. The rent per rod from January 2020 was £7.50, total income was £1068.00. From January 2021 the rent will increase to £8.00 per rod (the total income will be £1141). The running cost of the allotments include:

- Annual tenancy renewal – sending emails/letters, processing payments, sending reminders etc. (equivalent to 1 week of Officer time per annum)
- Investigating unworked plots and reletting vacated plots – arranging viewings, collecting rent and deposits, issuing tenancy agreement, issuing a tap key and collecting deposit. (half hour per month Officer time = 6 per annum)
- General queries, damage reports, complaints (2 hours per month = 12 per annum)
- Grass cutting, rubbish collection, monthly inspections, tidying plots to re-let (2.5 to 3 hours per month = 33 per annum)

Total Officer time per annum = 88 hours

Officer time at £20 per hour x 7% on costs = £20.14

Total Officer costs per annum £1,772.32

Administration/other ad hoc costs

- £40.00 Annual lease from Hampshire County Council
- Postage – as needed
- Bank charges – 35p each receipt or payment and around £5 for each cheque
- Community Pay Back Team - £85 per day for ad hoc tasks

<https://hamblepc.sharepoint.com/Shared%20Documents/Agendas%20&%20Reports/Agendas%2020/3.%20Asset%20Management/6.%20Nov%202020/Allotments%20%20Report%20Nov%202020.docx?web=1>

Site Services

- Water rates – £300.72 last year. £645 – January 2020 to July 2020.
- Litter disposal – included in HPCs Suez contract 1 month = £214.06 (ex VAT)

Other costs

- Pest control £1076 one-year contract
- Tree works removal of deadwood £400 to £600

To summarise, the expected income for the year from 29th September 2020 to 28th September 2021 will be £1141 but the costs for providing and maintaining the allotments will exceed £4,698.00.

If this were divided equally across the 37 plots – 149 rods the annual rental per rod would be £31.53. However, some of the costs are one off or unpredictable and it is therefore fairer and more transparent to separate contributions towards costs such as water, pest control and tree works from the basic allotment rent.

It is recommended that the rent increase for plots along over the next 3 years is agreed at: £1.00, £1.50 or £2 per rod per year based on the calculation below.

Officer time £1772.32

HCC Lease £40.00

Postage and bank charges £10.00

Total £1822.32 Divided across 149 rods = £12.23 per rod

During a recent inspection it was discovered hosepipes have been run from the taps and excavated underground to service various allotments. Permission for this has not been requested or granted by HPC. Whilst this does not actually contravene the current regulations it may help to explain the significant increase in water costs.

These hoses are also a potential trip hazard as they run under the pathways and hidden leaks could lead to water wastage or contribute to unexpected costs. It is recommended that the regulations are revised to stipulate that this is an unacceptable practice and tenants are asked to remove these hoses by the end of December 2020.

The water supplier calculated the average daily cost from 22 January to 2 July 2020 as £3.59. This equates to an annual cost of £1,310.35. Divided equally = £34.48.

The annual rent notices were sent to allotment holders on 29th September 2020 requesting a separate contribution towards water costs of £25 per plot. The response has been mixed.

It is recommended that the revised regulations stipulate water usage will be monitored and further contribution may be collected if the contribution falls short of the actual costs.

A £25 contribution towards water costs will be collected from all new tenants.

<https://hamblepc.sharepoint.com/Shared%20Documents/Agendas%20&%20Reports/Agendas%2020/3.%20Asset%20Management/6.%20Nov%202020/Allotments%20%20Report%20Nov%202020.docx?web=1>

Administration

The Tenancy Agreements which have not been updated for a long time should be changed to shape and change behaviour going forward. Amendments to current Tenancy Agreement could involve giving notice to tenants and asking them to transfer to a new agreement. The new Tenancy Agreement and Regulations could be based on the National Association of Local Councils template, other local authorities or national organisations.

Allotment holders have been encouraged to form an Allotment Association to take over some limited decision making, maintenance tasks and apply for grants to enhance and improve the facility. In between writing this report and the AMC meeting there has been an approach from allotment holders who are keen to set up an Association and a meeting will be arranged shortly to discuss their proposals.

Three allotment holders have disputed the £25 water charge and have either offered £10 instead or refused to contribute. You are asked to consider what steps should be taken in these circumstances:

- Termination of tenancy
- Treat as a bad debt
- other

It is recommended that allotment holders are consulted, via a short survey, on the proposal to link water contributions to plot size. The water costs will be divided by the total number of rods and plot holders charged accordingly.

Recommendations

1. A review of the Tenancy Agreements and Regulations to be completed which may include:
 - water usage – limitations and promotion of sustainable sources
 - contributions for additional services
 - Responsibility to minimize vermin
 - Composting
 - Individual plot security
 - Grounds for terminating agreements – non cultivation, bad debt, excessive water use, poor allotment management

A draft of the proposed Tenancy Agreements and Regulations will be circulated by email to allotment holders for comment.

2. Agree plot rent increases for the next 3 years of £1, £1.50 or £2.00 per year. Costs for additional services such as water, pest control, tree works etc. to be charged as separate items when applicable.

<https://hamblepc.sharepoint.com/Shared%20Documents/Agendas%20&%20Reports/Agendas%2020/3.%20Asset%20Management/6.%20Nov%202020/Allotments%20%20Report%20Nov%202020.docx?web=1>

3. Approve the pest control contract at £1076 as a one-off contract/expenditure
4. Confirm the procedure that Officers should follow when allotment holders refuse to contribute towards reasonable water costs – termination of tenancy, bad debt or another procedure?
5. Approve the consultation of the wider community on the proposal to close the path way on a temporary 6-month basis through the December edition of the Hamble Newsletter.
6. Approve the implementation water management practices including prohibiting the use of sprinklers and fixed, excavated hoses which must be removed by 1st January 2021. After 01.01.2021 HPC will remove any remaining fixed or excavated hoses and the costs incurred (labour at £20 per hour) will be added to the additional services.
7. Approve a short survey on the proposal to link future water contributions to plot size/rods.

Customer reference / statement no
2766026 / 9**Statement / tax point date:** 4 July 2020**Supply address:** ALLOTMENTS, HAMBLE LANE,
SOUTHAMPTON, SO31 4JR**Supply point ID:** 3019046203W15**Our VAT number:** 945 8508 85

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HAMBLE-LE-RICE PARISH COUNCIL
FAO MR BRENDAN GIBBS
MEMORIAL HALL
HIGH STREET
HAMBLE-LE-RICE
SO31 4JE

Your water services statement

22 January – 2 July 2020 (162 days, average £3.59 per day)


YOUR ACCOUNT SUMMARY

Your previous balance	£20.68
Payments received	£20.68 CREDIT

Your balance brought forward **£0.00**

YOUR CHARGES THIS PERIOD (see page 2 for details)

Water services charges	£582.27
VAT	£0.00

Total charges this period **£582.27****Your new account balance** **£582.27** **Thanks for paying by direct debit.** You don't need to do anything - we'll collect £582.27 from your account on 18 July 2020.**A**

Actual meter read

This statement is based on an actual read. To ensure the accuracy of future bills, you can submit your own readings, as long as it's safe to access your meter, on **business-stream.co.uk/meter-reading**. If your water is not provided by us, we will receive reads from your other supplier.

The water experts

Unless otherwise agreed, Scottish Water Business Stream Ltd provides services to you in accordance with our standard terms and conditions, a copy of which is available here: www.business-stream.co.uk/EnglandWalesTerms. Copies are also available on request. Through your continued receipt and acceptance of our services, you are deemed to have accepted our standard terms and conditions. Scottish Water Business Stream Limited, 7 Lochside View, Edinburgh, EH12 9DH. Registered in Scotland SC294924. Ofwat (the Water Services Regulation Authority) is the regulator of the water sector in England and Wales. For more information visit www.ofwat.co.uk

Your charges in detail

Meter number / meter size: 99AQ489687 KENT / 20mm

Water charges		Units	Rate	VAT	Charge
Fixed water charge					
Yearly fee £45.33	22 Jan 20 – 31 Mar 20	70 days	0.123852	Z	£8.67
Yearly fee £47.60	1 Apr 20 – 1 Jul 20	92 days	0.130411	Z	£12.00
Volumetric water charge					
Actual reading	2 Jul 20	1146			
Actual reading	22 Jan 20	746			
= Volume used this period		400.00 m ³			
Charges	22 Jan 20 – 31 Mar 20	173.00 m ³	1.379700	Z	£238.69
Charges	1 Apr 20 – 2 Jul 20	227.00 m ³	1.422500	Z	£322.91
Total water charges					£582.27
Subtotal					£582.27
VAT					£0.00
Total charges this period					£582.27

A yearly fee for the upkeep of external pipes and pumps that supply water to your property.

The charge for the recorded amount of water you've used, measured by your meter.

VAT on our charges

Most of our services are zero rated (Z) but some are standard rate (S) or outside scope (O). See business-stream.co.uk/vat for more information.



Need help?

Complaints

If for any reason you feel your query hasn't been resolved as expected, you can make a complaint and escalate your concerns to our customer relations team:

Post: Customer relations team, Business Stream, 7 Lochside View, Edinburgh EH12 9DH.

Online: Via our website business-stream.co.uk

The Consumer Council for Water

If you have followed our complaints process but are still unhappy, the Consumer Council for Water offers free independent advice. You can visit their website ccwater.org.uk, call them on 0300 034 2222, or write to them at Consumer Council for Water, c/o 1st Floor, Victoria Square House, Victoria Square, Birmingham, B2 4AJ

Item 5

Hamble Parish Council

Asset Management Meeting

3rd November 2020

Officers Report

Dinghy Storage Park

Renewal Process

The Council has already decided to reduce the administration associated with annual renewal process for 2021 by waiving application forms for current permit holders who want to retain their current space.

The current allocation policy is

Up to 3 spaces per household are allocated in the following order:-

- *to boat owners who are resident in the parish and on the electoral register for completed applications received by HPC by 31st January 2020.*
- *to non-resident applicants, residents not on the electoral roll and residents' applications received after 31st January 2020.*
- *to residents requesting fourth or fifth permits*

Spaces are allocated on the basis of date of receipt, size of dinghy/space availability and the allocation of spaces may change each year.

The Committee is asked to decide whether the same policy should be followed for 2021 or if non-residents will be allowed retain their current space even if this means some residents will remain on the waiting list.

Currently there are 7 residents on the waiting list and 7 non residents

	Small	Medium	Large
Resident	1	3	3
Non-resident	1	1	5

There are fewer medium and large size spaces so people needing these spaces are likely to wait. Longer. In an effort to reduce the waiting list some larger dinghies are being offered a block of 2 or 3 small spaces.

Fees

Last year the DSP fees were not increased from £3 per week (£156 per annum). The Committee is asked to consider whether it wishes to recommend an increase to the annual fee for the coming year? Some options you may wish to consider are:

- £159.12 2% increase
- £160 .00 round up by £4
- £163.80 5% increase
- £161.20 10p per week

Cemetery - fees

The Deputy Clerk is now supporting many families to arrange the interment of cremated remains without the involvement of funeral directors. This means there is a lot of additional time spent:

- Explaining the process
- Helping to complete application forms
- Explaining and setting up or transferring exclusive right of burial
- Dealing more directly with grave diggers and stone masons.

It is recommended that the fees for the interment of cremated remains and the exclusive right of burial for ashes plots are increased reflect the actual work involved: -

Exclusive right of burial currently £250.00 to £300.00

Interment of ashes currently £300.00 to £400.00

Recommendations:

Agreement of DSP Policy for 2021 regarding the allocation of spaces to non-resident permit holders

Recommendation to Council for the 2021 DSP permit fee.

Recommendation to Council to amend fees for interment of cremated remains to £300.00 and exclusive right of burial for ashes plots to £400.00.

Item 6

Hamble Parish Council

Asset Management Meeting 3/11/20

Electric truck

Recommendation,

To look to enter into a 3yr lease with HTM for a Garia utility vehicle.

truck	supplier	cost	capacity	Towing	range	Top speed	Charging needs	location
John Deere Gator	Hunts farm and forest	£13,750	227KG flatbed	Y		14mph	Standard three pin plug	Ringwood Hants
EP map	E power trucks	£11,875	400kg flatbed 200kg tipper	Y	30miles	24mph	Would require a 16amp three pin blue exterior socket	Oldham lances
Alke atx330e	E power trucks	£24,200 +£1200 tipper	1200kg flatbed	Y	39miles	27mph	Charge point needed	Oldham lances
Saturn city van	Go green autos	£16,975 Battery upgrade £4145	500kg flatbed	*	65 miles	50mph	Standard three pin plug	Wantage Oxford
Garia utility vehicle	Ability handling	£17,409.60	620kg flatbed	Y £223 as an option	37 miles	40mph	Standard three pin plug	Sheffield Yorks
Bradshaws Goupil G4	Bradshaws electric vehicles	£26,100-£31,400	1100kg tipper	Y	50 miles	31` mph	Charge point needed	Peterborough Cambs
Garia utility vehicle	SHB leased option	£188 per week based on 3 yr lease	620kg flatbed	Y	37 miles	40mph	Standard three pin plug	Romsey Hants
EP map	Hampshire Transport Management	£261 per month 3 yr lease £295 5yr lease	400kg	Y	30 miles	24mph	Would require a 16amp three pin blue socket	Bishops Waltham Hants
Garia		£435 per month 3yr lease	620kg Flatbed	Y	37 miles	40mph	Standard three pin plug	

Nissan env200 tipper		£381 per month 5yr lease £563 per month 3yr lease £474 per month 5yr lease £434 per month 7yr lease	750kg	Y	187 miles	60mph	Charge point needed 3 pin plug can be used 21 hr to full charge	
P2000 A/C Platform Truck with tipping body"	Towrite	£37,200	1000kg	Y	50 miles	25mph	Charge point needed 3 pin plug can be used	Market Harborough, Leics,

*Can tow but option not yet available from dealer, being looked into by dealer hopefully available by time of order will likely add cost

Having obtained all of the above information on vehicles available, the process of finding a recommended product was commenced, this involved discarding the two vehicles that were deemed unsuitable due to size and low speed (John Deere Gator and EP map) and also those that would have been over budget (Alke, Goupil and Towrite) and the Nissan and Towrite that would need a wall mounted charging unit fitted which we are currently unable to have as capacity has been reached in the supply at the RUP. This leaves the Saturn city and the Garia utility vehicle as the two front runners. For both of these a demo and brief trial was arranged with Cllrs Hand and Thompson and myself being present for the Saturn city van at the dealer and the clerk, groundsman and myself present for the Garia at college playing fields.

Both demos were very good and incredibly informative with both trucks being of a higher standard than was expected and both having major plus points in their favour. The Saturn trucks plus points being speed, range and spec of vehicle. The Garias being payload, lease dealer backup and location of dealer.

The two trucks would both be able to carry out the work needed around the village with also the capability of short journeys to collect items possible such as to Hedge end where we collect most items from. Both trucks are considerably lower than a transit so will be easier to lift items onto the back of they are also much smaller overall so can access areas the transit can't, with both having the option of a tow hitch to increase bulk capacity.

Overall on stand alone specifications the Saturn would be the best truck but is strongly held back by being imported from China in small amounts and the lack of mechanical/electrical dealer back up. The Garia would be the slightly second truck based on the specifications but with local dealer back up and as a leased option any mechanical/electrical issues would be sorted out by the dealer giving greater peace of mind and business continuity.

SHB were looking into when there would be a possibility to hire a truck for a week to try out in the real world to make sure we are happy with it's capabilities before the meeting, but unfortunately at the moment there is not a vehicle able to be offered on short term hire.

With these electric vehicles being very new to this country and the speed of advancement of the technology over recent months/years going for the safer local lease option would be my recommendation giving the vehicle sector the time to advance technology wise and for the council to pin point exactly what vehicles will be required to fulfil their requirement going forward to aim for a full electric truck fleet at the end of the diesel transit lease in three years time.

Item 7

Hamble Parish Council

Asset Management Meeting 3/11/20

Recommendations;

- 1, To and purchase twenty fruit trees from Mayfield nursery with protection from Tudor environmental.
- 2, To note the cost increase of floodlights at CPF and projected cost of replacement lighting at the RUP and to pause these projects pending the GE planning application outcome allowing focus on agreed projects.
- 3, To appoint Kiss tree management to carry out surveys.
- 4, To agree a budget to purchase an electric pedestrian mower of £2000 to purchase the best value mower fit for purpose and to sell the unused Iseki SXG15 to TH white for £1500 to increase budget.
- 5, To postpone volunteer tree planting at CPF until spring and staff to start planting at F/S

Orchard phase two;

supplier	Tree type	cost	Total
Southern fruit trees*	Bare root	£30 each	25 trees £750 20 trees £600
Frank P Matthews	Bare root	£22.95- £29.95 ^v	25 trees between £573.75 and £748.75

	container	£37.95- £43.95^	20 trees between £459 and £599
			25 trees between £948.75 and £1098.75
Mayfield nurseries	10L container	Apple/ cherry £24.95ea Pear/plum/damson £28.00ea Quince £22.95 (bush)	20 trees between £759 and £879
			20 trees £529.50
			25 trees £ 659.40
			Likely to be slightly smaller trees
Landford trees	container	£35 each	25 trees £875
			20 trees £700
Coles nurseries		Apple, Pear & Cherry Maidens~ @£6.50 Apple, Pear & Cherry Bush @ £7.50	25 £162.50+ 67.50 delivery 20 £130 +67.50
			25 £187.5+ 67.50
			20 £150 +67.50

*Supplied first set of trees

^ dependant on species and variety

~A maiden is approximately one full seasons growth after budding the previous July/August. It is a single stem with light feathered lateral buds/shoots.

These are approximately 60-100cm in height depending on variety and growth

A shrub is a 2-3 year old plant that has been topped to reduce height and then allowed to feather to produce more lateral stems and a bushy form. These are approximately 80/120cm in height depending on variety and growth

To match the existing tree protection will cost £518.30 for 25 trees and £450.80 for 20 trees supplied by Tudor environmental, we can reduce the costs by purchasing posts locally from Golden larch fencing who have supplied us before at £488.3 for 25 trees and £422.3 for 20 trees

£1000 in budget already this will cover twenty trees and protection.

CPF improvement projects,

Floodlights and RUP,

The cost for fitting the floodlights has gone up from previously with the agreed amount of £5000 no longer sufficient for the installation, this is due to a slight increase in cost and some misunderstanding of requirements with the initial cost being supply only and not including fitting.

supplier	cost
R&M electrical	£6751.87+vat
Lightwave	£7164+vat
DH group	£9795.00+ vat

RUP works,

The survey undertaken by R&M highlighted a number of fitting changes that would be able to reduce the energy consumption of the building, this is achieved by replacing fittings with different bulb types and sensors to automatically turn on/off the lights.

supplier	cost
R&M electrical	£4733.79+vat
Lightwave	
P&R electrical	

The replacement showers with electrical looks like it would be very expensive as the current supply and fuse board is too small to take the additional load for the showers. This would require either a second supply or increased supply and new fuse board. The initial costing for this is £3393.46 plus works by SSE no cost currently and the plumbing works involved in replacing pipe work no cost currently. A quote for an easy option gas alternative will be sought when the gas safety service is carried out.

We will replace bulbs with LED as a stop gap measure as needed

Tree surveys,

Every year we undertake surveys of around 50% of the council's sites on a biannual rota to cover all sites over a two-year period. This year it is the turn of the Mercury estate, Woodpecker walk, Bartletts field, Spitfire estate, Copse lane around the dentist surgery and the Foreshore.

This work is carried out to determine the state of the tree stock under the council's care and to plan the years tree work for the following twelve months. Over the six or seven years we have been following this routine generally the amount of work required has been reducing each year, also with a marked decrease in the extreme emergency work ie. Fallen trees we have had to deal with in the past and which caused this work to start initially. This is a sign that the quality of the council's tree stock is generally good.

Quotes received.

Kiss tree management £1,180.00 no Vat Carried out work last year and has included to look at those sites to determine outstanding work.

Arboreo consultancy £1170.00 no Vat

Shawyers £1,440.00 inc VAT

Electric mower;

The next logical step to take in moving to electric tools is to replace the existing mowers over time with a Battery equivalent starting with one and replacing as needed there after as the existing petrol machines break down, below are some of the most appropriate models with petrol equivalent for comparison. Electric machines are considerably more costly upfront with the expectation of reaching a break even point after two-three years, then running on a cost saving provided all is working adequately well.

The Husqvarna has been trialled and has cut the cemetery completely in perfect grass cutting conditions with all the battery power that we currently have. This would mean that an extra battery would be needed to allow other tasks to take place the same day. We have the Pellenc Rasion to trial this week before AMC (a verbal update on this mower at meeting) this would leave the capability for our Husqvarna batteries to run the other tools throughout the day.

supplier	manufacturer	model	fuel	Width of cut	Weight kg	Vibration rating	Noise level	propulsion	cost	Run time (Expected)	Life span (Expected)
TH white	Pelenc	Rasion basic	Battery	60cm	Total-33 No batt- 25	1.5msq	84dB	push	£1399 Batt £1650.00	4-8hrs	5-10yr Four year expected
TH white	Pelenc	Rasion easy	Battery	60cm	Total- 36.5 No batt- 29	1.5msq	84db	Self propelled	£1680.00 Batt £1650.00	4-8hrs	5-10yr Four year expected
Stiga	Stiga	Multiclip 47	petrol	45cm	Total 23	5msq	93dB	push	£269inc vat	1hr per tank	3-5yr
Stiga	Stiga	Multiclip S	petrol	45cm	Total 25	5msq	93db	Self propelled	£329	1hr per tank	3-5yr
Carters of Swanwick	Husqvarna	LC551iV	Battery	51cm	Total 53 with batt	0.3msq	83dB	Self propelled	£900.00 Batt £900	1.5 Hrs	5-10yr 3 yr
Carters of Swanwick	EGO	LM2120e	Battery	52cm	28kg	1.0msq	87dB	Self propelled	£699	50 mins Batt	3-5 yr 2 yr
Carters of Swanwick	Honda	HRH 536HX	Petrol	53cm	32kg	3.8msq	98dB	Self propelled	£1795	1hr per tank	3-5yr
Stihl	Stihl	RM412T	Petrol	53cm	35kg	3.33msq	82dB	Self propelled	£639	1hr per tank	3-5yrs

TH white have offered £1500 to purchase our unused Iseki SXG15 This can then be used with the £2000 to purchase whichever mower is deemed most suitable after demo usage.

Tree planting;

The trees have been dispatched by the woodland trust and are on the way, this leaves a decision on whether to run a volunteer event this winter with the prospect of tightening restrictions or postponing until the spring with staff starting the planting when the trees arrive. Currently the brownies, and a few

parishioners have expressed an interest in helping. The primary school will only participate if they could plant a few on the school site, this is due to the extra work in taking pupils off site.

My proposal would be to offer the primary school 10-20 trees for planting on the school site, HPC staff to plant the hedge at the foreshore and for 200-300 trees be heeled in (temporary storage method, we could possibly use plot 17b on the allotments) ready to hold a spring planting event restrictions allowing.

Item 8

22 OCT 2020



MR BRENDAN GIBBS - CLERK TO THE COUNCIL
HAMBLE LE RICE PARISH COUNCIL
MEMORIAL HALL
HIGH STREET
HAMBLE-LE-RICE
SOUTHAMPTON
SO31 4JE

Inspection address

HAMBLE-LE-RICE PARISH COUNCIL
MOUNT PLEASANT RECREATION
GROUND
HAMBLE
SOUTHAMPTON
SO31 4ND

Schedule Inspection Summary

Policy/Contract No: YLL2720065983000 Schedule No: L0001

Date: 13-10-2020

In accordance with the above Policy/Contract, please find enclosed reports regarding equipment at the above inspection address. A summary is provided below:-

Number of item reports indicating no defects apparent, 19

Number of item reports indicating no defects apparent - but see observations, 0

Number of item reports with defects affecting continued safe usage (EA Copy), 0

Number of item reports with defects affecting continued safe usage (Not requiring copy to EA), 0

Number of item reports with other defects, 7

P1 - General Play Area

P3 - Playground Equipment:- 4 of Play Walls

P2 - Set of Swings toddlers - 2 cradle 2 flat

P4 - Set of Swings - 4 Flat seats

P10 - Playground Equipment:- Description Chain Traverse

P13 - Multi Activity Units (playgrounds) 6 - 10 activities

BB3 - Playground Equipment:- Description Basketball Goal

Number of item reports indicating 'not available', 0

Number of item reports indicating 'not located', 0

Number of customer advice reports, 0

Total number of item reports, 26

There were no items added to the schedule.

REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL2720065983000 Schedule: L0001

Policy / Contract Name: HAMBLE LE RICE PARISH COUNCIL

Name of Occupier: HAMBLE-LE-RICE PARISH COUNCIL

Address: MOUNT PLEASANT RECREATION GROUND HAMBLE SOUTHAMPTON SO31 4ND

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
BB3	BB3 BB3 Playground Equipment:- Description Basketball Goal Not known	Mount Pleasant, Basketball Area SO31 4ND	Not known
373260662/2	(a) None. (b) The damaged backing board should be repaired.	None.	08-10-2020

BB4	BB4 BB4 Playground Equipment:- Description Wooden Wall Not known	Mount Pleasant, Basketball Area SO31 4ND	Not known
373270662/2	(a) None. (b) None.	None.	08-10-2020

P10	P10 P10 Playground Equipment:- Description Chain Traverse Not known	Mount Pleasant, SO31 4ND	Not known
958558203/40	(a) None. (b) The worn chains links should be renewed. The clearance under the lower chain should be increased.	None.	08-10-2020

P11	P11 P11 Playground Equipment:- Description Swinging Steps Not known	Mount Pleasant, SO31 4ND	Not known
958568203/40	(a) None. (b) None.	None.	08-10-2020

P5	P5 P5 Playground Equipment:- Description Stepping stones (14 off) Not known	Mount Pleasant, SO31 4ND	Not known
958468203/40	(a) None. (b) None.	None.	08-10-2020

The equipment has been examined in accordance with the requirements of BSEN1176 Part 7 section 6(2)c and unless otherwise indicated was found to be free from any defect likely to affect its' continued safe usage. The above item was not in any way dismantled for the purpose of the examination but where it

REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL2720065983000 Schedule: L0001

Policy / Contract Name: HAMBLE LE RICE PARISH COUNCIL

Name of Occupier: HAMBLE-LE-RICE PARISH COUNCIL

Address: MOUNT PLEASANT RECREATION GROUND HAMBLE SOUTHAMPTON SO31 4ND

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
P7	P7 P7 Playground Equipment:- Description Parallel Chains Not known	Mount Pleasant, SO31 4ND	Not known
958488203/40	(a) None. (b) None.	None.	08-10-2020
P2	P2 P2 Set of Swings toddlers - 2 cradle 2 flat Not known	Mount Pleasant, SO31 4ND	Not known
958438203/40	(a) None. (b) The missing swings should be replaced.	None.	08-10-2020
P4	P4 P4 Set of Swings - 4 Flat seats Not known	Mount Pleasant, SO31 4ND	Not known
958448203/40	(a) None. (b) The missing swings should be replaced. The damaged swings should be replaced.	None.	08-10-2020
BB1	BB1 BB1 General Play Area Not applicable	Mount Pleasant, Basketball Area SO31 4ND	Not applicable
373240662/2	(a) None. (b) None.	We advise that dog proof fencing be fitted around the play area.	08-10-2020
BB2	BB2 BB2 Teen Shelter Not known	Mount Pleasant, Basketball Area SO31 4ND	Not known
373250662/2	(a) None. (b) None.	None.	08-10-2020

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REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL2720065983000 Schedule: L0001

Policy / Contract Name: HAMBLE LE RICE PARISH COUNCIL

Name of Occupier: HAMBLE-LE-RICE PARISH COUNCIL

Address: MOUNT PLEASANT RECREATION GROUND HAMBLE SOUTHAMPTON SO31 4ND

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
SP1	SP1 SP1 General Play Area Not known	Mount Pleasant, Scate Park SO31 4ND	Not known
119810650/30	(a) None. (b) None.	We advise that dog proof fencing be fitted around the play area.	08-10-2020

SP2	SP2 SP2 Teen Shelter Not known	Mount Pleasant, Scate Park SO31 4ND	Not known
373230662/2	(a) None. (b) None.	None.	08-10-2020

SP4	SP4 SP4 Playground Equipment:- Single Grind Rail Not known	Mount Pleasant, Scate Park SO31 4ND	Not known
53200571/24	(a) None. (b) None.	None.	08-10-2020

SP5	SP5 SP5 Playground Equipment:- Grind box Box Not known	Mount Pleasant, Scate Park SO31 4ND	Not known
90470571/17	(a) None. (b) None.	None.	08-10-2020

SP7	SP7 SP7 Playground Equipment:- Quarter Pipe Not known	Mount Pleasant, Scate Park SO31 4ND	Not known
90450571/17	(a) None. (b) None.	None.	08-10-2020

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Policy / Contract No: YLL2720065983000 Schedule: L0001

Policy / Contract Name: HAMBLE LE RICE PARISH COUNCIL

Name of Occupier: HAMBLE-LE-RICE PARISH COUNCIL

Address: MOUNT PLEASANT RECREATION GROUND HAMBLE SOUTHAMPTON SO31 4ND

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
SP8	SP8 SP8 Playground Equipment:- 1/4 Pipe Not known	Mount Pleasant, Scate Park SO31 4ND	Not known
90460571/17	(a) None. (b) None.	None.	08-10-2020
P1	P1 P1 General Play Area Not applicable	Mount Pleasant, SO31 4ND	Not applicable
232680626/33	(a) None. (b) One gate does not self close and the gate should be repaired to auto close.	None.	08-10-2020
P3	P3 P3 Playground Equipment:- 4 of Play Walls Not known	Mount Pleasant, SO31 4ND	Not known
85800571/18	(a) None. (b) None. The damaged and missing protective capping on the various fixing bolts should be replaced.	None.	08-10-2020
P6	P6 P6 Balance Beams Either side of sides of parallel chains. Not known	Mount Pleasant, SO31 4ND	Not known
958478203/40	(a) None. (b) None.	None.	08-10-2020
P8	P8 P8 Burma Bridge Not known	Mount Pleasant, SO31 4ND	Not known
958518203/40	(a) None. (b) None.	None.	08-10-2020

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Name of Occupier: HAMBLE-LE-RICE PARISH COUNCIL

Address: MOUNT PLEASANT RECREATION GROUND HAMBLE SOUTHAMPTON SO31 4ND

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
P9	P9 P9 Balance Beams Spring mounted beam. Not known	Mount Pleasant, SO31 4ND	Not known
958538203/40	(a) None. (b) None.	None.	08-10-2020

P13	P13 P13 Multi Activity Units (playgrounds) 6 - 10 activities Not known	Mount Pleasant, SO31 4ND	Not known
958588203/40	(a) None. (b) The missing capping blanks should be replaced.	None.	08-10-2020

P12	P12 P12 Aerial Runway Not known	Mount Pleasant, SO31 4ND	Not known
958458203/40	(a) None. (b) None.	None.	08-10-2020

SP3	SP3 SP3 Skateboard Ramp Small 1/4 Pipe Not known	Mount Pleasant, Scate Park SO31 4ND	Not known
90480571/17	(a) None. (b) None.	None.	08-10-2020

SP6	SP6 SP6 Skateboard Ramp Not known	Mount Pleasant, Scate Park SO31 4ND	Not known
90490571/17	(a) None. (b) None.	None.	08-10-2020

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1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
SP9	SP9 SP9 Skateboard Ramp Ramp between 1/4 Pipes Not known	Mount Pleasant, Scate Park SO31 4ND	Not known
53190571/24	(a) None. (b) None.	None.	08-10-2020

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Authenticated by: Ian Stewart
Designation: Engineer Surveyor

Contact: ian.stewart@uk.zurich.com
Telephone: 07764 149432

Date: 12-10-2020