

ASSET MANAGEMENT COMMITTEE

8.30am on Tuesday 5th November 2019

Starting at The Roy Underdown Pavilion, Baron Road, Hamble

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. Roy Underdown Pavilion Upstairs Improvements

4. Report from Head of Grounds and Assets' including:

- a. Truck
- b. Wildflower Areas
- c. Flowering Seeds and Bulbs
- d. Foreshore Benches
- e. Foreshore Toilets
- f. Mount Pleasant Play Area
- g. Trees
- h. Heather Gardens

5. Report from Deputy Clerk, including:

- a. Floodlights at College Playing Fields
- b. St Andrews Cemetery
- c. Telephone line
- d. Waste Reduction
- e. Insurance Claim
- f. Foreshore Parking Permits

6. Lease of Strip of Land (adjacent to Hamble Primary School) to Parish Council

7. Dinghy Storage Park Report

8. The Mercury Library and Community Hub Report

9. Benches on the Southern Quay Report and Tender Specification

10. Events on Parish Council Premises: including:

- a. Fees and charges

11. Use of Sub-Contractors

EXEMPT BUSINESS

12. Dinghy Storage Park

Dated: 31st October 2019

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

UPCOMING PARISH COUNCIL MEETINGS

Full Council – Monday 11th November, 7pm at The Mercury

Planning Committee – Monday 25th November, 7pm at The Mercury

OTHER UPCOMING PUBLIC MEETINGS

Local Area Committee Meetings

Thursday 21st November, 6pm at Hamble Primary School

HAMBLE PARISH COUNCIL

MEETING **ASSET MANAGEMENT COMMITTEE MINUTES**
VENUE **The Mercury, Hamble**
DATE **Tuesday 3rd September 2019**
TIME **8.30am**

PRESENT Councillors: Schofield (Chair), Cross, Dajka, Hand, and Underdown
Clerk, Deputy Clerk and Head of Grounds and Assets

Minute reference for the meeting: 03.09.19 + item number

1a. **Apologies:** Cllrs Cohen and Thompson

1b. **Interests and dispensations:** Cemetery, Foreshore and Dinghy Storage Park – Cllr Underdown and Dinghy Storage Park - Cllr Hand

1c. **Minutes of the previous meeting**

Proposed Cllr Underdown Seconded Cllr Hand

IT WAS RESOLVED that the minutes of the 2nd July 2019 be approved. The minutes were then signed by the Chair.

2. **Public session:** none

3. **Officers' Report**

Pay and display - The committee noted the issues regarding the problems with the upgrade of one machine and installation of another new machine as well as the lost income. Measures to recover some or part of the losses were discussed.

Health and Safety Audit – Although the full report was not available, the salient points were noted. Clarification was sought on what IOSH stood for which is the Institute of Occupational Safety and Health. Members noted the improvements already put in place and agreed the training subject to more detail and asked for further information around out of hours lift services.

Mount Pleasant – Members noted the progress with the lease for the land that currently forms part of our car park as well as the steps to mothball the pavilion over the winter season due to the loss of football teams this season.

Bulb Planting and rewilding – this was welcomed although there was a discussion about the need for more seed than identified. It was agreed that if more was needed it would be purchased and reported back. There was also a discussion about encouraging parishioners to save wild flower seed and donate it to us. It was agreed that the seed should be separated and clearly labelled to avoid us planting invasive specimens which was highlighted as a concern.

Roy Underdown Pavilion Maintenance – Members noted the potential issues identified in the report about the current shower configuration. It was agreed to await the report but if there is a need to undertake works that the preferred option was options 3 that would rationalise the current system replacing the large boilers with electric free-standing showers and a smaller combi boiler. However, Members wanted to see these proposals in the context of the potential GE planning application and the proposals to relocate Folland Cricket Club.

Truck Replacement – At this stage Members asked that further information was sought on extending the lease and the costs to buy outright. This could then enable the decision to be deferred until there was further developments in electric/hybrid vehicles. Also need to consider whether alternative types of vehicles would be a better alternative.

Alarm System Service Line – The Committee approved the switch to supplier and asked that Council be notified as it is a new contract.

Children's Signs - Welcomed signs and locations and agreed to attend school to award prizes

Signed: _____

Date: _____

Page 1 of 3

Christmas Lights – Agreed that in the absence of any confirmation from Eastleigh Borough Council regarding the electrics or the trees themselves that the plans would have to be postponed this year.

IT WAS RESOLVED

To enter into an annual contract with Flowbird to get access to Cale Web to allow auditing and error checking of both pay and display machines at a cost of £408.00+VAT
And

To switch the alarm systems service line in the Parish Office from BT to Axis Fire and Security Services.

Proposed Cllr Underdown Seconded Cllr Schofield

Cllr Dajka left the meeting at 9.25am

4. **Football Season and Training Issues** - The Committee noted the position regarding Bursledon Youth Football Club and the potential loss of income from that. They also discussed the unauthorised use of the playing fields for training by several clubs. Although members understood the concerns outlined, they also were keen to see the fields used. It was agreed that a decision would be made once the legal advice has been received.

5. **Cemetery Audit: Recommendations of Actions**

The Committee welcomed the report and noted the recommendations. Committee congratulated the Deputy Clerk on the progress that had been made in dealing with a number of difficult and historic issues.

Accept that we agree to allow BRAMM and NAMM, when on the Register of Qualified Memorial Fixers (RQMF), stone masons to work in the cemetery.

A discussion took place on setting fees for the scattering of ashes where people made a formal request. The fee of £50.00 was agreed.

Members also approved the use of the Guidance for Families, the Amendments to the Burial and Ashes Internment Regulations and the Burial Application Form. It was also agreed that the undertakers would be asked to confirm the name on the coffin ahead of the service as a further check without the need for staff to be involved.

IT WAS RESOLVED

That the Memorial Regulations, guidance and application form set out in the report were approved.

Agreed that both BRAMM and NAMM registered stone masons should be permitted to work but in the latter case they must be on the RQMF as well.

The revised Fees schedule was recommended to Council.

Proposed Cllr Cross Seconded Cllr Underdown

Cllr Cross and Cllr Hand left the meeting at 10.00am

6. **Foreshore and Dinghy Storage Park Report**

Toilets - The problems with the WCs were noted including the cleaning contract. Agreed that the work should be carried out to enable future maintenance.

On the issue of the showers, the Committee felt that they did not want to take on the responsibility for the showers given the outstanding issues with the doors, issues of charging and the metering of water supplies. Agreed that this would be confirmed to the Harbour Master in a meeting scheduled for later in the week.

Dinghy Storage Park

i. Terms and Conditions

Request came from the Dingy Storage Park Working Group to stop commercial users using it. Agreed no changes will be made this year.

- ii. **Working Group Terms of Reference**
Changes were minor and were accepted
- iii. **Work Programme was agreed**
- iv. **Fees – recommend that fees were not increased this year and that for the year 2021/22 onwards the increases would be pegged to the rate of inflation defined by the CPI in July each year. The Committee was not quorate and Cllr Underdown was not involved in the discussion.**
- v. **Allocations**
- vi. **Priority Spaces** - 16 requests were made for the 6 spaces nearest to the slipway. Given the impact of changes overall it would be difficult to increase the number of spaces for special reasons without disrupting the whole park to reposition them. Committee asked that we investigate that the boats in the special spaces are being used regularly before reporting back.

b) Footpath 15 & Barrier

Agree a meeting with Hamble River Sailing Club (HRSC) and the Pink Ferry to discuss the options along with a separate meeting directly between the Chair of Committee and the Commodore to discuss the issues. There was also a discussion about the gate but the decision was not to progress it until the meeting had taken place with HRSC and the Pink Ferry.

c) Beach Hut Bins

It was agreed that the legal position needs checking before a decision is made.

d) Sin Bin and Hamble River Sailing Club Proposals

Agreed to discuss with HRSC when the meeting takes place.

e) Lifeboat Slipway

No discussion at this stage.

f) Update on Bench Replacements at the Southern and Northern Quays

Agree to replace all 16 seats with new slats. Cllr Underdown requested additional bracing be provided to add support. The cost of the slats is to come from the Reserves and as a result would be a recommendation to Council. The costs would be as set out in the report. No other issues were discussed.

7. Events on Parish Council Premises: Working Group

Agreed that this should be set up under Council not AMC and some of the wording needed to be changed to reflect the processes that need reviewing rather than specific locations.

Exempt Business To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act. (this was moved and dealt with as part of the review of the minutes at the start of the meeting)

Proposed Cllr Hand Seconded Cllr Underdown

It was resolved that in view of the confidential nature of the business to be discussed the public and press be excluded.

8. Exempt Minutes - Approve Exempt Minutes of 2nd July 2019.

Proposed Cllr Hand Seconded Cllr Underdown

IT WAS RESOLVED that the exempt minutes of the 2nd July 2019 be approved. The minutes were then signed by the Chair.

The meeting ended at 10:35

Hamble Parish Council

Asset Management Meeting (date)

Roy Underdown Pavilion (RUP) Upstairs Improvements.

Introduction

The refurbishment of the RUP in general is long overdue with very little improvements having been made since the building was first commissioned, this recently has been due to the uncertainty over the GE proposals. Linked to this has also been the under usage of the building over the years, most recently with council meetings having moved to a different venue and the decreasing need for sports provision. This decrease in usage has inevitably brought with it a significant fall in income. In addition to the council returning to the venue and to enable options to be explored to increase the usage and reverse the income shortfall, changes to the building's provision and an increase in the options available within the building need to be considered.

To be able to promote the venue for business meetings and training and to attract new users there is a need to speculate to accumulate. The question is to what extent?

There are two areas of expenditure to consider: those affected by GE proposals and those that aren't.

Items that wouldn't be affected by the GE proposal would be fixtures and fittings that would fall into the category of general replacements and maintenance. Items that would be affected are more substantial and would fall into the category of renovation and overhaul.

Replacement items not affected by GE proposals;

The current mix of furniture needs to be replaced and upgraded to give a uniform professional appearance and to give a more flexible set of lay out options.

The current refreshment provision also suffers from the same piecemeal adhoc supply, this also needs replacing to give a uniform and professional appearance, there would also be the opportunity to charge for certain refreshment provision.

The fittings that would also fit into this category are the installation of blinds and the replacement of the poorly working taps in the toilets and hand washing basin in the kitchen.

Kitchen utensil costs to include 24 cups, plates, bowls and cutlery:

Suppliers	Nisbets Athena	Pattersons	CS
Total	£109.28	£260.80	£135.29

Blinds:

supplier	Total cost	Work needed
B+Q	£87	Cutting down and fitting
Dunelm	£40	Cutting down and fitting
Blinds 4 uk	£150.63	Fitting only

Replacing tables and chairs.

Tables;- Folding/stackable tables range in price upwards from £39.50 (Ningbo) with good looking ones starting at around £134 (office furniture online).



Chairs;- Stackable conference chairs range in price upwards from £14.45 (Ningbo) dependent on style, colour and number ordered.

Based on the above prices the cost to replace the tables and seating would be £1,671

Taps;- mixer taps have a price range from £50 upwards and the four needed would require fitting by a plumber and dependent on the tap style would cost £400-£600

Total budget needed for these replacement items £3,000

Re-decoration of the whole building from the ground floor entrance throughout would again give the cleaner more appealing look;- for the groundstaff to carry on with the inclement weather painting to brighten up the rooms with the same colour palate will only need some materials giving an overall cost of £500-£600.

To employ contractors to redecorate the whole area from ground floor entrance throughout would take approximately a week to ten days and have an estimated cost of £1,500-£2,500 + materials.

The total budget needed to decorate and resupply/furnish the pavilion would be £6,000.

Replacement items affected by the GE proposals;

Improvements to refresh and improve the kitchen area would be beneficial this would allow for the repositioning of the urn and coffee machine to a more user-friendly location and give a cleaner more appealing look to the area. The replacement of the kitchen would have a cost of between £2500 for a like for like replacement and £10,000 to completely rearrange the configuration of the kitchen and store room area.

Replacing the old and tired looking flooring throughout again giving a cleaner more appealing look. Style, colour and scope will determine the costing of flooring but a guesstimate of £3000-£4000 should be sufficient to replace the flooring throughout.

Handrail for outside steps :- using galvanised tubing and tube clamps giving a finish as the railings next to the lifeboat building, fitted by groundstaff.

Total cost of materials £320

Total cost of these items £15,000 this figure is based on the re-configuration of the meeting room

Recommendation;

Agree a budget figure for the improvements.

Hamble Parish Council

Asset Management Meeting

5th November 2019

Report from Head of Assets and Grounds

Truck.

The council truck will be due for replacement in August 2020, there are two options in replacement, purchase and lease. The current vehicle is on a lease from SHB hire. In addition to the quotes from September's meeting SHB have quoted £7,500+vat to buy our current vehicle which having looked at other vehicles on the AA sales site looks to be an accurate price. Also, a quote for leasing a new vehicle when the current lease ends. The best lease deal is with HTM.

Commercial hybrid vans are starting to be advertised Ford have a hybrid version of the transit custom van available soon, currently you are only able to register interest for when it will be available. Having spoken to Hendy the local Ford dealer I have left details to be kept updated on progress but they don't expect to see the first van in dealership until March next year. Other models will then follow after this. Volkswagon are in a similar position with their hybrid vehicles. Nissan are the only manufacturer to have a fully electric small van available.

Wildflower Areas.

The pooppy trail has had the turf stripped, been dug over and sown with the special mixture bought. This has been achieved by the groundstaff with assistance from the community payback team. Over the course of the coming months we will sow the collected seeds along the banking at Westfield Common hopefully giving a wildflower border the length of the site alongside the road.

Flowering Seeds and Bulbs.

Additional seeds and bulbs are currently in the process of being ordered for sowing and planting in areas including: Poppy Trail, Cemetery and Southern Quay (Dinghy Storage Park border).

Foreshore Benches.

The replacement slats are due to be delivered by the end of October this will be the last of the parts needed for the scheme to commence. We will carry out the work over the course of the next couple of months when the weather is correct for us to be able to paint the seat ends.

Foreshore Toilets.

The cleaning contract with city cleaning was cancelled in the middle of September due to the continuing poor and non-performance of the cleaning staff. The council's groundstaff have been cleaning the toilets and raising the standard of the cleanliness in preparation for appointing new contractors. The only company to quote so far is Atlas cleaning services.

To carry out the daily cleaning to Hamble toilet complex £140.00 + vat per week.

Other companies have been approached but aren't interested currently due to the late cleaning and locking that we are asking for and their inability to guarantee cover seven days a week.

Mount Pleasant Play Area.

The rope parts of the multi-use tower are very worn and will become a safety issue when the metal rope core also starts fraying. This has happened on one of the rope bridge supports. Luckily, we had a couple of replacements left from the previous order so were able to replace the dangerous support ropes. The outer rope covering of the scramble net and the connecting net bridge are also very worn these have been taped up to give slightly longer use until they will need replacing. Unfortunately, the only place that I can source the parts is the original manufacturer and due to the age of the unit they no longer stock the spare parts as standard and will only sell the whole item not just the bits that need replacing. I have found, within the parts saved from Bartletts Field Play Area, some ropes that will repair the scramble net, this will leave only the connecting net (shown on quote as item SR70) that will need to be replaced at this time. The rope bridge (WT250) will need replacing when the next rope supports fray to the point of becoming dangerous, to lengthen this time I can order some specialist repair tape to reinforce the areas that are prone to fraying.

The insurers safety inspection has recently been carried out with the swings needing urgent attention, this work will also be able to be carried out with items saved from Bartletts Field giving a total cost saving so far of £1999.52 by using parts saved when Bartletts field play area was decommissioned.

Trees.

The full set of tree surveys were received at the beginning of September and have been worked through site by site to allocate the work able to be completed by the groundstaff and that which we will need to ask contractors to carry out. There was only one dangerous tree across the whole village in the areas surveyed, this was outside of the allotments and this emergency work was commissioned by the Parish Council despite there being a dispute over boundaries with HCC. The boundary dispute has now been settled with HCC confirming ownership of the row of trees and have since finished off the recommended course of action. We have put in a claim for reimbursement of the cost of the original works carried out by the Parish Council. The groundstaff have started the work that we are able to do and I have submitted a planning application to fell an Ash tree on Green Lane due to it having Ash Die Back. I am currently starting to look for quotes to carry out the most important parts of the work needing contractors and will work down the list.

Heather Gardens.

The tree work advised in the tree report will form the second part of the council's work programme in the heather gardens, the first being the elimination of the Bamboo which has been started with the help of the Hamble conservation volunteers. The work programme will be based around the management plan put forward by the conservation volunteers and the ongoing recommendations of the current and future tree surveys.

The Management Plan for Heather Gardens will come back to the next meeting of AMC for consideration.

RECOMMENDATIONS:

1. To recommend to council to agree to buy the council truck at the end of the lease period (August 2020) for £7,500+vat - this purchase will allow for the hybrid technology to catch up.
2. To recommend to council to enter into a contract with Atlas cleaning for no longer than twelve months at the cost of £140.00+VAT per week.
3. To recommend to council to agree to purchase the connecting scramble net for Mount Pleasant play area at the cost of £1,791.52+VAT.

Appendices.

1. Truck quotes HTM and SHB
2. Playdale Play Equipment Quote
3. Heather Gardens Management Plan (digital packs only)
4. Tree Safety Audit and Tree Works Audit (digital packs only)

Quote

Humble-Le-Rice Parish Council

F.A.O Richard

17th September 2019

Dear Richard

SHB Quote Ref: QSW8453

We thank you for your enquiry and have pleasure in submitting the following quotation for your consideration:

To hire of the following vehicle(s)

Qty	Quote Ref	Description	Minimum Hire Period	Distance Allowance per annum	Excess Mileage charge per mile	Hire Rate per vehicle per month
1	QSW8453	Ford Transit 350 L2 Single Cab Caged Tipper 2.0Ecoblue Diesel 130ps Manual Gearbox in Solid White Paint, Removable Cage, Beacon & Reversing Bleeper	60 Months	45,000 Miles	10 ppm	£622.75
1	QSW8453	Ford Transit 350 L2 Single Cab Caged Tipper 2.0Ecoblue Diesel 130ps Manual Gearbox in Solid White Paint, Removable Cage, Beacon & Reversing Bleeper	60 Months	50,000 Miles	10 ppm	£644.25
1	QSW8453	Ford Transit 350 L2 Single Cab Caged Tipper 2.0Ecoblue Diesel 130ps Manual Gearbox in Solid White Paint, Removable Cage, Beacon & Reversing Bleeper	36 Months	45,000 Miles	10 ppm	£660.75
1	QSW8453	Ford Transit 350 L2 Single Cab Caged Tipper 2.0Ecoblue Diesel 130ps Manual Gearbox in Solid White Paint, Removable Cage, Beacon & Reversing Bleeper	36 Months	50,000 Miles	10 ppm	£687.75

Please Note a telematics system can be installed from £9.75 per month including fitting, and subscription charges.

Our quotations include

- Full maintenance and repair (not including damage above fair wear and tear) [Maintenance On Site]
- Breakdown and recovery
- Tyres (not including damage above fair wear and tear)
- Road Fund Licence
- In the event of a major mechanical breakdown a replacement vehicle will be made available {although this may not be a like for like vehicle and will be subject to availability}

Our quotations do not include

- Transport, which will be charged at cost
- Insurance: Humble-Le-Rice Parish Council must provide fully comprehensive insurance
- Consumables such as fuel, oil, water, screen wash, ad blue, sweeping brushes & skirts, spray hoses & nozzles
- Windscreens and glass
- Damage above fair wear and tear
- Cleaning of the Diesel Particulate Filter (DPF)

Payment profile

- Monthly in advance by Direct Debit (a further deposit maybe required based on credit checks)
- Rates subject to manufacturers price changes, quotes valid for 30 days
- All charges are subject to VAT
- Vehicles cancelled prior to delivery are liable for all costs incurred
- Vehicles terminated earlier than the agreed hire period will be liable for early termination charges
- RFL is shown at current rate

All vehicles hired are done so in accordance with our standard terms and conditions. All lead times quoted are for guideline purposes only and are approximate. They are subject to change by the manufacturer, body and equipment supplier and beyond the control of SHB. Therefore if the contract period is required to be adjusted to reflect a revised contract end date the rates quoted above will have to be re calculated based on the revised term.

Yours sincerely

Megan Young

For SHB Hire Ltd

Purchase Order

Humble-Le-Rice Parish Council

17th September 2019

SHB Quote Ref: QSW8453

Customer Contact :-

Customer Name :-

Delivery Contact :-

Delivery Address :-

Delivery Address :-

Delivery Address :-

Delivery Address :-

Purchase Order No :-

Please supply the following goods and services as detailed below in accordance with your quotation

Qty	Quote Ref	Description	Minimum Hire Period	Distance Allowance per annum	Excess Mileage charge per mile	Hire Rate per vehicle per month
1	QSW8453	Ford Transit 350 L2 Single Cab Caged Tipper 2.0Ecoblue Diesel 130ps Manual Gearbox in Solid White Paint, Removable Cage, Beacon & Reversing Bleeper	60 Months	45,000 Miles	10 ppm	£622.75
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This Order Schedule sets out the details of the goods that the Customer wishes to hire subject to our Hire terms and conditions. Use of the vehicle without return of the documentation will imply acceptance. Whilst every effort has been taken to ensure the accuracy of the vehicle data; it is the customer's responsibility for any loss, damage or expense incurred as a result of relying on the information contained within this document. All hire charges listed in this document are excluding VAT.

Authorised Buyer / Signatory { } Print Name

Authorised Buyer / Signatory { } Signature

Date { }

CONTRACT HIRE QUOTE



Quotation number: CH1690A-C

Date prepared: 09/05/2019

Valid until: 20/06/2019

Quotation prepared for:

Richard
Hamble-le-Rice Parish Council
SO31 4JE

Contract details: Full maintenance contract with breakdown and recovery provisions.

Vehicle make & model: Ford Transit 350 Tipper

Colour: White

Specification: Air conditioning, Tow bar, Tail lift, Cage Tipper Body.

Insurance: ☐ Included
☒ To be provided by the operator
☐ Included and with private use.

Annual mileage: 10,000

Monthly cost:

6 Year Term	7 Year Term	8 Year Term
£470.00	£441.00	£419.00

This quotation includes:

- ☒ Breakdown/recovery service
- ☒ Mobile tyre replacement
- ☒ Windscreen repair/replacement service
- ☒ Regular 72 point safety inspections
- ☒ Annual service
- ☒ MOT's (where applicable)
- ☒ Courtesy vehicle (subject to availability)
- ☒ Sign writing

Quotation prepared by: Andrew Ellis

Please be aware that there is a minimum lead time on delivery of new vehicles of 12 weeks from the date we received the signed SLA. If you have a requirement for a vehicle earlier than this, please let us know

**Hampshire Transport Management, Building C, Bar End Industrial Estate, Bar End
Road, Winchester SO23 9NR Tel: 01962 873932**

Playdale Playgrounds Ltd

Haverthwaite, Ulverston, Cumbria, LA12 8AE

Tel: 015395 31561

Fax: 015395 31539

E-mail: enquiries@playdale.co.uk

www.playdale.co.uk**Playdale**

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

Quotation**Quotation Number** 0000060723**Quotation Date** 27/09/2019 12:00 AM**Scheme Number****Project For** Parts needed for Woodland Tower unit

Product Code	Product Name	Quantity	Unit Price	Total
SR61	Scramble Net WdInd Twr 1.5m	1.00	438.03	438.03
F600A	Plastic Counterbore Housing Washer	8.00	0.59	4.72
F600B	Plastic Counterbore Plug	8.00	0.27	2.16
F112	M12 Washer 32mm O/D	8.00	0.23	1.84
F115	M12 Washer 24mm O/D	8.00	0.10	0.80
F137	M10 Nylock Nut BZP	8.00	0.19	1.52
WT250	Suspension Bridge Walkway	1.00	1,161.49	1,161.49
F199	M10 x M12 x 30mm Socket Shoulder Bolt	4.00	5.93	23.72
F137	M10 Nylock Nut BZP	4.00	0.19	0.76
F008s	M10 X 90mm S/S Coach Bolt	4.00	1.56	6.24
F601A	Plastic Dome Cap Washer	4.00	0.36	1.44
F601B	Plastic Dome Cap	4.00	0.32	1.28
F121	M10 S/S Washer 21mm OD	4.00	0.06	0.24
F120	M10 S/S Nylock Nut	4.00	0.34	1.36
SR70	WT Incl/Lvl Net Trav (Grn) Ass	1.00	1,762.28	1,762.28
F600A	Plastic Counterbore Housing Washer	34.00	0.59	20.06
F600B	Plastic Counterbore Plug	34.00	0.27	9.18



Directors: John Croasdale, Gillian Croasdale BA FCA
Registered in England No: 525615

Playdale Playgrounds Ltd is part of the Croasdale Family Group

F137	M10 Nylock Nut BZP	34.00	0.19	6.46
F112	M12 Washer 32mm O/D	37.00	0.23	8.51
F115	M12 Washer 24mm O/D	37.00	0.10	3.70
DEL003	Deliver Spares Only	1.00	165.00	165.00

Total	GBP 3,620.79
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All the above prices are subject to VAT and are valid for a period of one month
Please refer to our standard Terms and Conditions and Additional Information
Finance Packages are available



Directors: John Croasdale, Gillian Croasdale BA FCA
Registered In England No: 525615

Playdale Playgrounds Ltd is part of the Croasdale Family Group

Woodland Management Plan

Woodland Property Name	Heather Gardens	
Case Reference		
Plan Period (ten years)	Approval Date: 31/03/2019	To: 2029
Five Year Review Date	2023	

Revision No.	Date	Status (draft/final)	Reason for Revision
The landowner agrees this plan as a statement of intent for the woodland			<input type="checkbox"/>

This plan has been created to assist the Hamble Conservation Volunteers work with Hamble Parish Council (the landowners) to implement a woodland management plan aligned to the Parish biodiversity action plan.

Andrew Balmer
Hamble Conservation Volunteers

Management Planning Criteria

Approval of this plan will be considered against the following UKFS criteria, prior to submission review your plan against the criteria using the check list below.

No.	Management Plan Criteria	Approval Criteria	Applicant Check
1	Forest management plans should state the objectives of management and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)	<input type="checkbox"/>
2	Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.	Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4)	<input type="checkbox"/>
3	In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	Have appropriate designations been identified (section 4.2) if so are these reflected through the work proposals in the management strategy (Section 6)	<input type="checkbox"/>
4	At the time of felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.	Felling and restocking are consistent with UKFS forest design principles (Section 5 of the UKFS)	<input type="checkbox"/>
5	Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	Has consultation happened in line with current FC guidance and recorded as appropriate in section 7	<input type="checkbox"/>
6	Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.	Do the felling and restocking proposals create or improve structural diversity (refer to the plan of operations)	<input type="checkbox"/>
7	Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.	Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)	<input type="checkbox"/>
8	Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	Has a 5 year review period been stated (1st page) and where relevant achievements recorded in section 3	<input type="checkbox"/>
9	New forests and woodlands should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the landscape.	When new planting is being proposed under this plan is it consistent with UKFS and FC guidance on woodland creation	<input type="checkbox"/>

1. Property Details

<u>Woodland Property Name</u>		Heather Gardens	
Name	Hamble Parish Council	Owner <input checked="" type="checkbox"/>	Tenant <input type="checkbox"/>
Email	headgroundsman@hamblepc.org.uk	Contact Number	
Partner Name (if applicable)		Hamble Conservation Volunteers	
Email		Contact Number	
County	Hampshire	<u>Local Authority</u>	Hamble Parish Council
Grid Reference	TBA		
Management Plan Area (Hectares)		0.9 hectares	
Have you included a Plan of Operations with this management plan?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
List the maps associated with this management plan		1) Woodland inventory 2) OS map	

2. Vision and Objectives

To develop your long term vision, you need to express as clearly as possible the overall direction of management for the woodland(s) and how you envisage it will be in the future. This covers the duration of the plan and beyond.

2.1 Vision

Describe your long term vision for the woodland(s).

Heather Gardens will continue to be a natural place, open to public enjoyment. There will be a commitment to the conservation and enhancement of flora and fauna to ensure future generations can enjoy the natural world. Local people will be encouraged to join in with efforts to conserve and celebrate the wood, within a climate of participation and protectiveness.

The overall management will be in line with the Parish Council's Biodiversity Action Plan and will be balanced between work to improve biodiversity, creating a coppice cycle and work to encourage understanding of, respect for and enjoyment of the wood. There will be clear access and interpretation measures enabling visitors to make the most of their visit. These measures will be minimal and in keeping with the nature of the site and the biodiversity objectives for the site. Any recreational activities should co-exist without conflict and without damage to public rights of way, landscape, flora or fauna.

2.2 Management Objectives

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long term vision.

No.	Objectives (include environmental, economic and social considerations)
1	Undertake a complete inventory of tree species
2	Remove non-native species, invasive species and garden escapes (particularly the existing stands of bamboo on the southern boundary and the scattered rhododendron)
3	Manage mixed broadleaves by minimal intervention and some limited selective thinning (particularly of sycamore)
4	Monitor, maintain and conserve veteran and notable trees
5	Retain fallen and standing deadwood to improve habitat for invertebrates, birds and bats.
6	Develop understory and woodland plants with associated planting regime as required
7	Establish clearly defined paths to facilitate access and reduce damage to woodland plants and disturbance to nesting birds
8	Coppice any existing hazel stands. Plant hazel and sweet chestnut for coppicing in future years



No.	Objectives (including environmental, economic and social considerations)
9	Maintain existing bat and bird boxes

No.	Objectives (including environmental, economic and social considerations)

3. Plan Review - Achievements

Use this section to identify achievements made against previous plan objectives. This section should be completed at the 5 year review and could be informed through monitoring activities undertaken.

Objectives	Achievement
Maintain existing bat and bird boxes	HCV have placed two bat boxes and six nest boxes within Heather Gardens and these are part of the annual HCV nest box maintenance project.
Remove non-native species, invasive species and garden escapes	Some initial work has been undertaken on reducing the bamboo stand by HPC

4. Woodland Survey

This section is about collecting information relating to your woodland and its location, including any statutory constraints i.e. designations.

4.1 Description

Brief description of the woodland property



Heather Gardens a small mixed woodland of 0.9 hectares with some very large specimen trees on its boundaries. A full survey of the existing trees will provide a full picture of the current woodland mix.

There are a number of non-native species inhibiting the understory including bamboo, cherry laurel and rhododendron.

There are areas of the woodland floor that show signs of flowering woodland plants such as bluebells and there is potential to improve the habitat to encourage native flowering plants by the removal of non-natives.

The wood has an existing casual circular path with the eastern section overlapping the permissive footpath from Hamble Green (to the north) to Hamble Common (to the south). The western boundary is adjacent to the donkey derby field of approximately 0.7 hectares of amenity grassland. The eastern boundary borders a private property on the Hamble River.

The wood currently supports a reasonable variety of woodland birds within its canopy. Improvements to the understory will increase the number of bird species that inhabit the shrub layer along with invertebrates, woodland flora and small mammals.

The southern half of the wood has existing glades with a sunny aspect that can be improved and maintained. The removal of Sycamore saplings and bamboo, which are prevalent in this area, will create an important opportunity to improve the understory and increase the opportunity for woodland plants to spread (particularly the existing remnant population of bluebells).

4.2 Information

Use this section to identify features that are both present in your woodland(s) and where required, on land adjacent to your woodland. It may be useful to identify known features on an accompanying map. Woodland information for your property can be found on the ['Magic'](#) website or the Forestry Commission [Land Information Search](#).

Feature	Within Woodland(s)		Cpts	Adjacent to Woodland(s)		Map No
Biodiversity - Designations						
Site of Special Scientific Interest	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Special Area of Conservation	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Tree Preservation Order	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Conservation Area	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Special Protection Area	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Ramsar Site	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
National Nature Reserve	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Local Nature Reserve	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Other (please Specify): Local Wildlife Site	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	

		Within Woodland(s)		Cpts	Map No	Notes
Biodiversity - <u>European Protected Species</u>						
Bat	Species (if known) pipistrelle	Yes <input checked="" type="checkbox"/>	No			This species of bat has been seen in the area
Dormouse		Yes	No <input checked="" type="checkbox"/>			
Great Crested Newt		Yes	No <input checked="" type="checkbox"/>			
Otter		Yes	No <input checked="" type="checkbox"/>			
Sand Lizard		Yes	No <input checked="" type="checkbox"/>			
Smooth Snake		Yes	No <input checked="" type="checkbox"/>			
Natterjack Toad		Yes	No <input checked="" type="checkbox"/>			
Biodiversity - <u>Priority Species</u>						
<u>Schedule 1 Birds</u>	Species chiff chaff, black cap, green woodpecker, great spotted woodpecker, jay, nuthatch, mistlethrush, woodcock, nightjar	Yes <input checked="" type="checkbox"/>	No			Currently there are few opportunities for nesting birds that rely on ground cover or the shrub layer. Currently mitigating species offering nest sites holly and ivy with limited bramble
Mammals		Yes	No <input checked="" type="checkbox"/>			No priority species recorded. Grey squirrel and some commoner small mammals in evidence.
Reptiles (grass snake, adder, common lizard etc)		Yes	No <input checked="" type="checkbox"/>			None recorded to date.
Plants		Yes <input checked="" type="checkbox"/>	No			Native woodland species exist within woodland, also some garden escapes.
Fungi/Lichens		Yes <input checked="" type="checkbox"/>	No			
Invertebrates (butterflies, moths, beetles etc)		Yes <input checked="" type="checkbox"/>	No			Butterfly survey to be undertaken
Amphibians (pool frog, common toad)		Yes	No <input checked="" type="checkbox"/>			None recorded to date.
Other (please Specify):		Yes	No			

People					
CROW Access	Yes	No <input checked="" type="checkbox"/>			
Public Rights of Way (any)	Yes	No <input checked="" type="checkbox"/>			
Other Access Provision	Yes <input checked="" type="checkbox"/>	No			Permissive path to Hamble Common. Informal circular path with access to adjacent field. Also gated entrance point from Hamble Green
Public Involvement	Yes <input checked="" type="checkbox"/>	No			Available via HCV task days
Visitor Information	Yes	No <input checked="" type="checkbox"/>			
Anti-social Behaviour	Yes <input checked="" type="checkbox"/>	No			Potential for dog fouling, biking and camping

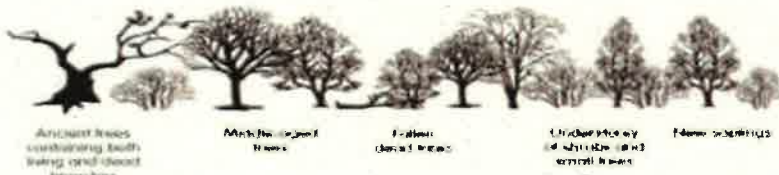

4.3 Habitat Types

This section is to consider the habitat types within your woodland(s) that might impact/inform your management decisions. Larger non-wooded areas within your woodland should be classified according to broad habitat type where relevant this information should also help inform your management decisions. Woodlands should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context of the woodland.

Feature	Within Woodland(s)		Cpts	Map No	Notes
Woodland Habitat Types					
Lowland mixed deciduous woodland	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			

4.4 Structure

This section should provide a snapshot of the current structure of your woodland as a whole. A full inventory for your woodland(s) can be included in the separate Plan of Operations spreadsheet. Ensuring woodland has a varied structure in terms of age, species, origin and open space will provide a range of benefits for the biodiversity of the woodland and its resilience. The diagrams below show an example of both uneven and even aged woodland.

Woodland Type	Percentage of Mgt Plan Area	Age Structure	Notes (i.e. understory or natural regeneration present)
Native Broadleaves	TBA on completion of survey		Sycamore is included - naturalised rather than a native broadleaf.
Coniferous	TBA on completion of survey		
Coppice	TBA on completion of survey		Some overstood
Intimate Mix	TBA on completion of survey		Few scattered conifers can be found throughout.
<div> <div> <p>Uneven-aged woodland – many wildlife habitats because of high diversity</p>  <p>Ancient trees containing both living and dead branches</p> <p>Mature trees</p> <p>Fallen dead trees</p> <p>Understorey of shrubs and small trees</p> <p>New saplings</p> </div> <div> <p>Even-aged woodland – tidy but of low diversity</p>  </div> </div>			

5. Woodland Protection



Woodlands in England face a range of threats; this section allows you to consider the potential threats that could be facing your woodland(s). Using the simple Risk Assessment process below woodland owners and managers can consider any potential threats to their woodland(s) and whether there is a need to take action to protect their woodlands.

5.1 Risk Matrix

The matrix below provides a system for scoring risk. The matrix also indicates the advised level of action to take to help manage the threat.

Impact	High	Plan for Action	Action	Action
	Medium	Monitor	Plan for Action	Action
	Low	Monitor	Monitor	Plan for Action
		Low	Medium	High
Likelihood of Presence				

5.2 Plant Health

Threat	TBA
(Other Please Specify)	
Likelihood of presence 	
Impact	
Response (inc protection measures) 	

5.3 Deer

Likelihood of presence	Low
Impact	Low
Response (inc protection measures)	Monitor

5.4 Grey Squirrels

Likelihood of presence	High
Impact	Medium
Response (inc protection measures)	Conservation outweighs economic interest at site so not a major problem.

5.5 Livestock and Other Mammals

Threat	Dogs
(Other Please Specify)	
Likelihood of presence	High
Impact	Low
Response (inc protection measures)	Implement clear access paths / dog waste bin at Hamble Green entrance

5.6 Water & Soil

Threat	Soil Erosion
(Other Please Specify)	
Likelihood of presence	Low
Impact	Medium
Response (inc protection measures)	Monitor path wear and tear

5.7 Environmental

Threat	Fire
(Other Please Specify)	
Likelihood of presence	Low
Impact	High
Response (inc protection measures)	Signage

Threat	Invasive Species
(Other Please Specify)	
Likelihood of presence	High
Impact	High
Response	Removal and monitor

6. Management Strategy

This section requires a statement of intent, setting out how you intend to achieve your management objectives and manage important features identified within the previous sections of the plan. A detailed work programme can be added as a Plan of Operations. The details below can be used as an outline plan for operations in the interim.

Management Obj/Feature	Management Intention
Undertake a complete inventory of tree species	<p>HCV (BLI) will undertake a tree survey using the protocol supplied by Hamble Parish Council (Richard Clarke).</p> <p>The completed survey will provide an inventory for the existing stock of trees that will help inform the management plan and the resultant actions.</p>
Remove non-native species, invasive species and garden escapes (particularly the existing stands of bamboo on the southern boundary and the scattered rhododendron, laurel and camellia)	<ol style="list-style-type: none"> 1) Bamboo stand will be removed as far as possible by hand/mechanical means (HPC/HCV). This will be followed by spraying undertaken by HPC. 2) Non-native shrubs will be identified and marked for removal. The marked shrubs will be removed by cutting and treating stumps with herbicide (HPC/HCV) 3) Sycamore saplings to be identified for removal, marked and removed by cutting and treating stumps with herbicide (HPC/HCV)
Manage areas of mixed broadleaves by minimal intervention and some limited selective thinning	Minimal intervention and some limited selective thinning particularly of Sycamore and non-native trees (HPC). Some selective felling of Sycamores under 15cms in diameter may be desirable.
Monitor, maintain and conserve veteran and notable trees	Use tree survey to advise the tree warden and enable regular checks by HPC
Control the spread of invasive species: Rhododendron, laurel, camellia and bamboo	Non-natives checked yearly and the regrowth cut and sprayed/treated.
Retain fallen and standing deadwood to improve habitat for invertebrates, birds and bats.	By leaving in situ with minimal intervention, aside from tree safety operations on footpaths.
Develop understory and woodland plants with associated planting regime as required	<ol style="list-style-type: none"> 1) Removal of non-natives and Sycamore saplings will open up the woodland floor to enable a shrub layer to develop and woodland flowers/plants to spread 2) Suitable areas to be identified for planting woodland plants where reduction in canopy allows and natural regeneration would be difficult – bluebells, primroses, wood anemone etc.

	<p>3) Suitable native woodland plants obtained and planting scheme created for areas where natural regeneration will be difficult.</p> <p>4) Identify suitable areas for planting shrub layer plants. Create planting scheme for areas where natural regeneration will be difficult. Plant species such as hazel, honeysuckle, dog rose, guelder rose, wayfaring tree, butchers broom, buckthorn and blackthorn.</p>
Establish clearly defined paths to facilitate access and to reduce damage to woodland plants and disturbance to nesting birds	<p>The existing circular route could be formalised to direct visitors on a recognised route that allows them to enjoy access to the woodland whilst protecting the woodland floor and understory from trampling and disturbance.</p> <p>Brash can be used where necessary to mark path edges (technique used in Upper Hamble and Itchen Valley Country Parks) to reduce unintentional disturbance. Although there will be no restriction of access to any part of the site.</p>
Maintain existing bat and bird boxes	HCV currently maintain 2 bat boxes and 6 nest boxes within the boundaries of Heather Gardens

HCV tasks	All tasks to be agreed by HCV committee and HPC
	Tree survey / inventory
	Bamboo stand removal
	Identify and mark non-native shrubs for removal
	Removal of non-native shrubs – laurels, rhododendrons, camellias and any others identified
	Removal of Sycamore saplings, prunings used for brash to demark path edges
	Mark path edges with brash from prunings
	Planting of native trees and plants to agreed scheme

7. Stakeholder Engagement

Use this section to identify people or organisations with an interest in your woodland and to record any engagement that you have undertaken, relative to activities identified within the plan.

Work Proposal	Individual/ Organisation	Date Contacted	Date feedback received	Response	Action
Management proposals	Hamble Parish Council				HPC to agree plan as basis of working relationship with HCV for BAP specific Heather Gardens management
Management tasks	Hamble Conservation Volunteers				Committee to approve plan as basis of working relationship with HPC for Heather Gardens

8. Monitoring

Indicators of progress/success have been defined for each management objective and can be revisited at regular intervals. Other management activities could also be considered within this monitoring section. The data collected will help to evaluate progress.

Management Objective/Activities	Indicator of Progress/Success	Method of Assessment	Frequency of Assessment	Responsibility	Assessment Results
Coppice any existing hazel stands. Plant hazel and sweet chestnut for coppicing in future years	Area of coppicing completed each cycle.	On-site work and mapping	Once yearly		Coppice areas mapped
Retain fallen and standing deadwood	Good proportion of deadwood throughout the woodland	On site walkover	Once yearly		Brief written assessment
Monitor, maintain and conserve veteran and notable trees	Optimal condition of veteran trees, conservation of age structure throughout woodland	On site checks as part of Tree Safety Survey and by volunteer Tree Warden	Once yearly Tree Safety Survey Twice yearly (at least) volunteer monitoring	HPC Volunteer Tree Warden	Up to date map of veteran trees
Undertake a complete inventory of tree species	Completed survey map lodged with plan and shared with HPC and HCV	Review survey against HPC criteria	Initial Tree Survey	Volunteer Tree Warden	Tree species mapped

Management Objective/Activities	Indicator of Progress/Success	Method of Assessment	Frequency of Assessment	Responsibility	Assessment Results
Establish clearly defined paths to facilitate access and reduce damage to woodland plants and disturbance to nesting birds	Evidence of access being gained by use of defined pathway. No evidence of casual access creation.	On site work and surveying	Once yearly		
Develop understory and woodland plants with associated planting regime as required	Evidence of healthy population of woodland plants and understory shrubs	On site work and surveying	Once yearly		Photos monitoring progress. Record number of woodland plant species
Maintain and improve existing glades	Evidence of healthy population of woodland plants and understory shrubs	On site work	At time of work		Photos
Enable species surveying and monitoring as a measure of increasing biodiversity	Bird and butterfly surveys	On site monitoring	Twice yearly	HCV (AB)	BTO Birdtrack and Butterfly Conservation survey site.
Develop opportunities for people to get involved in woodland management, working with local groups	Volunteer tasks undertaken	On site work	Once yearly	HCV	Photos
Improve and maintain interpretation and infrastructure for public engagement, interest and enjoyment	Well maintained on-site interpretation	Review of on-site information and on-site infrastructure	Twice yearly	HPC	



Management Objective/Activities	Indicator of Progress/Success	Method of Assessment	Frequency of Assessment	Responsibility	Assessment Results

Plan approval

Management Plan Criteria	Approval Criteria	Yes	No	Notes
Forest management plans should state the objectives of management, and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)	<input type="checkbox"/>	<input type="checkbox"/>	
Forest management plans should address the forest context and the forest potential, and demonstrate how the relevant interests and issues have been considered and addressed.	Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4)	<input type="checkbox"/>	<input type="checkbox"/>	
In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	Have appropriate designations been identified (section 4.2) if so are these reflected through the work proposals in the management strategy (Section 6)	<input type="checkbox"/>	<input type="checkbox"/>	
At the time of felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.	Felling and restocking are consistent with forest design principles	<input type="checkbox"/>	<input type="checkbox"/>	
Consultation on forest management plans and proposals should be carried out with stakeholders and partners	Has consultation happened in line with current guidance and recorded as appropriate in section 7	<input type="checkbox"/>	<input type="checkbox"/>	
Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.	Do the felling and restocking proposals create or improve structural diversity	<input type="checkbox"/>	<input type="checkbox"/>	
Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.	Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)	<input type="checkbox"/>	<input type="checkbox"/>	
Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	Has a 5 year review period been stated (1st page) and where relevant achievements recorded in section 3	<input type="checkbox"/>	<input type="checkbox"/>	
Approvers name		Plan approved		<input type="checkbox"/>

Arboricultural Record - Tree Safety Audit

& priority work schedules

Sites:

Allotments
Cemetery & Field
College Playing Fields
Hamble Green
Mount Pleasant Playing Field
Sports Ground
Westfield Common

Date: August 2019

Reference KTML-18419

Date: August 2019

Carried out by Sarah Kiss for

Merritt Tree Specialists



Arboricultural
ASSOCIATION

Professional Member

Kiss
Tree
Management
Limited



1. Contents

2.	Summary	2
3.	Methodology.....	3
	General comments on methodology	3
	Recording conventions	3
4.	Findings	3
	Findings - general comments on the trees on site.....	3
	Descriptions of common works:	4
5.	Relevant arboricultural information	25
6.	Relevant legal information.	27
7.	Validation.....	27
8.	Contacts	28

2. Summary.

I was commissioned by Merritt Tree Specialists Ltd. to carry out a tree safety survey for seven sites on behalf of Hamble Parish Council.

For consistency, I have used a very similar reporting format to the previous survey conducted by Eastleigh Borough Council in terms of the data recorded and terminology used.

The Parish has a diverse and well-used network of green spaces and walkways with a good range of species and ages of trees present, including some very important veteran and very large, notable trees.

The coastal nature of the location, though somewhat sheltered by its position on the cusp of the River Hamble and Southampton Water, means trees predominantly tolerant of salt exposure are more likely to thrive. A few trees have failed or need replacing so I have suggested some suitable species. New planting is encouraged for sustainability of the tree population into the future and to help mitigate the effects of climate change.

The site surveys were carried out very shortly after high winds (78 mph recorded on the Needles). This is useful as it gives a benchmark for the current stability of the trees: only a few small branches failed which is a good indicator of a largely well-managed population.

3. Methodology

General comments on methodology

- 3.1 The survey was carried out from the ground. Most trees were accessible with a few exceptions which are noted in the tables.
- 3.2 A system known as visible tree assessment (VTA) was used: only tree with notable defects are recorded and appropriate actions recommended for each. In some cases, this is a record of the tree and its defector potential problem rather than a work instruction. The key exception is where trees of particular importance are noted because of their great age or ecological value (usually both). These trees are rare and of great value so their retention is highly desirable.

Recording conventions

- 3.3 Tree age is classified as young (Y), early mature (EM), mature (M), late mature (LM), veteran (V) and is related to the expected life for the species. Thus a 25-year old birch which may live 60 to 80 years will be recorded as early mature, but for a yew which may live for 400 years, the same 25 years will be recorded as young.
- 3.4 Stem diameter is banded into 30 cm ranges: <30, 30-59, 60-89, 90-119, 120+ which usually relates to a schedule of rates pricing system.
- 3.5 Priority ratings are assigned to works:
 - **Low** is for desirable works if resources allow - these will usually be to prevent future defects becoming problematic or to improve the form of the tree.
 - **Medium** is routine work within 3 months. Most works lie in this range.
 - **High** – urgent works to be done within 2 weeks. *Note: this is different to the EBC survey and allows for some degree of planning &/or notification – e.g. a 5-day notice if trees are subject to statutory protection.*
 - **Emergency** works – these will be communicated to the head grounds person by email or phone call and need immediate attention.

4. Findings

Findings - general comments on the trees on site

- 4.1 There are several very old or veteran trees on site, mostly oaks and one London plane in the churchyard, all of great size. This is a rich population for the Parish to have and are of very high value in terms of landscape and ecosystem services – things like carbon sequestration, ecology and rainwater attenuation. Retention of these trees is highly desirable and their management must be considered carefully. Many of these veterans appear to be ancient boundary trees so are of important cultural and historical importance as well being of arboricultural and ecological significance.
- 4.2 Generally, the population is in reasonable health and condition with the key exception of ash which are showing signs of Ash Die Back (*Hymenoscyphus fraxineus*). There is no effective treatment for this disease and early removal is generally favoured once dieback is confirmed as the characteristics of the wood alter, quickly becoming brittle and prone to unpredictable failure – not ideal conditions for a climbing tree surgeon to encounter. Additional information on the

management of trees with Ash Die Back is available on the Forest Research website (<https://www.forestryresearch.gov.uk/tools-and-resources/pest-and-disease-resources/chalara-ash-dieback-hymenoscyphus-fraxineus/>) and the Forestry Commission website includes videos of how to recognise it. (<https://www.youtube.com/watch?v=8sl7hgFZ-4g>)

- 4.3 There are a few dead elms present and their removal is recommended to interrupt the lifecycle of the beetle rather than because they are dangerous.
- 4.4 Only one high urgency job was identified - a failed ash over a footpath within the allotment gardens and this was duly communicated to the head groundsperson. This has been lodged with HCC under reference 21447215 as the land is under HCC ownership.

Descriptions of common works:

All tree works should be carried out in accordance with the British Standard BS3998:2012 Tree Work – Recommendations.

Deadwood. Remove section of dead wood greater than the diameter specified - usually noted as 'deadwood >25mm' for example. Major deadwood is usually sections of 50mm or greater or those sections that would cause harm if hitting a target. Deadwood over a particular area - e.g. 'over drive' may be specified, but should include all those sections that may fall onto the drive because of strong winds or placement of adjacent branches etc. Caution must be taken if a part of the site changes from caravans to tents as the target is less protected and smaller diameter deadwood will cause harm.

Lift or Crown Lift. Increasing the vertical distance between the ground or other specified structure to increase clearance. Usually removed material is taken back to the largest structure - stem or main branch – to achieve the required clearance. Usually carried out to allow unimpeded access or avoid damage from branches hitting structures.

Proximity prune. The pruning of branch tips or occasionally small self-set stems to give a clearance of a stated distance, usually a metre plus to a permanent structure. Several sites have been done since the previous survey and the vegetation have regrown to the point where the procedure needs repeating. For this reason, the minimum amount for clearance will be 1.5m unless otherwise stated. In some instances, the form and condition of the tree will allow a larger proximity prune to be carried out without undue harm

Localised prune. Pruning of a specific branch or area of a tree to achieve a particular result – usually to improve safety or to remove a lever arm.

Fell. Trees are only recommended for felling where retention is impossible to justify on safety grounds. If felling is undesirable, for example for ecological reasons, then either an exclusion zone must be set up minimum 1.5 x tree height and careful note made of the reason for decision. Where a third party may be affected by tree failure and the reason for retention is lack of resource, the third party should be made aware of the risk and be allowed to assist with management if they wish to reduce the risk. Liability for harm or damage ultimately lies with tree owner under Occupier's Liability Act. In some circumstances, felling of the whole stem may not be necessary: standing dead or decaying wood is a valuable ecological resource and will be encouraged if

appropriate. In this situation a suggested height of retained standing section will be given.

Reduce. Remove live growth from the end of a branch in ne particular area (e.g. in height) or from the whole crown. Specified as the length of branch to remove or a height/width reduction.

Note to tables:

T# denotes an individual tree. Common names have been used throughout to aid identification. Binomial names are included after the first use for each species in the table but not thereafter.

Tables follow each identified by site and followed by a tree location map based on those supplied.

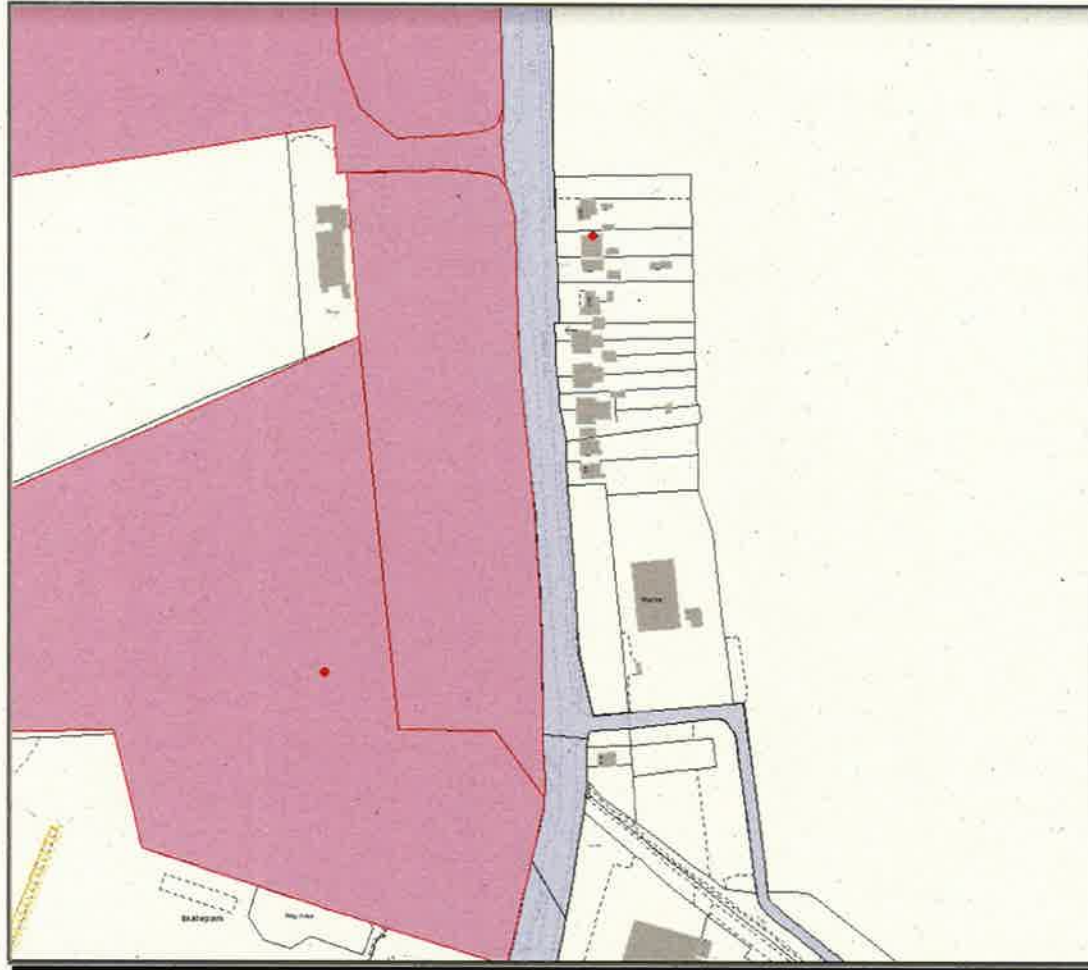
Site: Allotments

Notes:

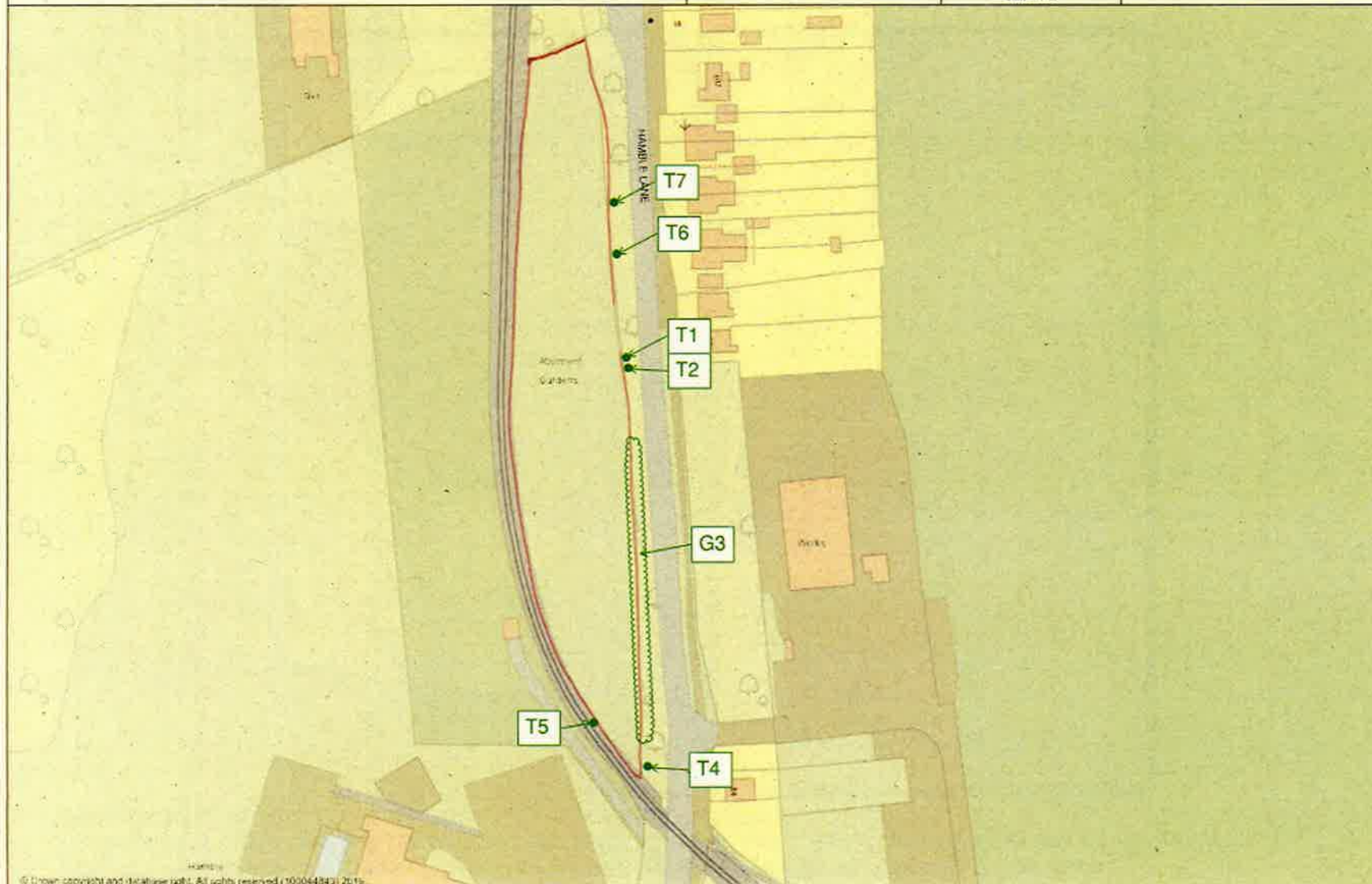
Tree no	Species	Age Class	Size	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
T1	Oak by layby on Hamble Lane	LaMa	60-90	Large section deadwood over pathway & fruit cage.	Fair	Fair	Deadwood in winter	Med- low
T2	Ash	Ma	<30	Looking slightly sparse and leaning heavily over plot to west. Looks to have early onset Ash Die Back	Fair	Fair	Watch for advancing stages of disease and prepare for removal	Med
G3	Group of oak, ash & sycamore	EMa	30-60	Becoming low over allotments which will reduce light levels for allotment holders. No safety issue but will continue to grow low.	Fair - good	Fair - good	Lift to 4.5m -5.0m to increase light levels for allotment holders.	Low
T4	Sycamore	Ema	30-60	Twin stem from 0.8m – appears to be a stable union at present but watch for increment strips indicating movement. Moderate to large deadwood present over path and gate so slightly increased target time.	Fair	Fair	Deadwood over path and gate.	Med.
T5	Ash to west on plot 16b	EMa	30-60*	Extensive dieback at top. Plot beneath drop zone currently looks clear but uncultivated.	Poor	Poor	Fell if target increases – may be third party tree – unable to assess precise location.	Med.
T6	Ash - multistem form grown from stump.	LaMa with Ma regrowth	30-60	Significant recent failure over path – cleared. Remaining holding wood splitting latitudinally. Inonotus hispidus brackets present near union and failure point. Brackets also present on SE stem over road.	Poor to dangerous.	Poor to fair	Fell remainder of damaged stem. Called in as urgent on day of inspection. Determine owner – see following plan. Fell remaining infected stem: consider felling entire tree.	HIGH High – Med.
T7	Oak	LaMa	60-90	Major deadwood over path.	Fair	Good	Deadwood over path only. Stack back by tree	Med

Ownership layer from Hants GIS mapping.

- Pink layer indicates HCC ownership – estates or countryside. The allotments are within this layer.
- Blue layer indicates HCC highways. Highway trees under highways management for safety of road users.
- It is likely that the boundary features such as trees and/or banks are part of the estate land. Either way it's Hampshire's land.
- Management of leased land will depend on lease agreements with HPC.



Tree location map on following page



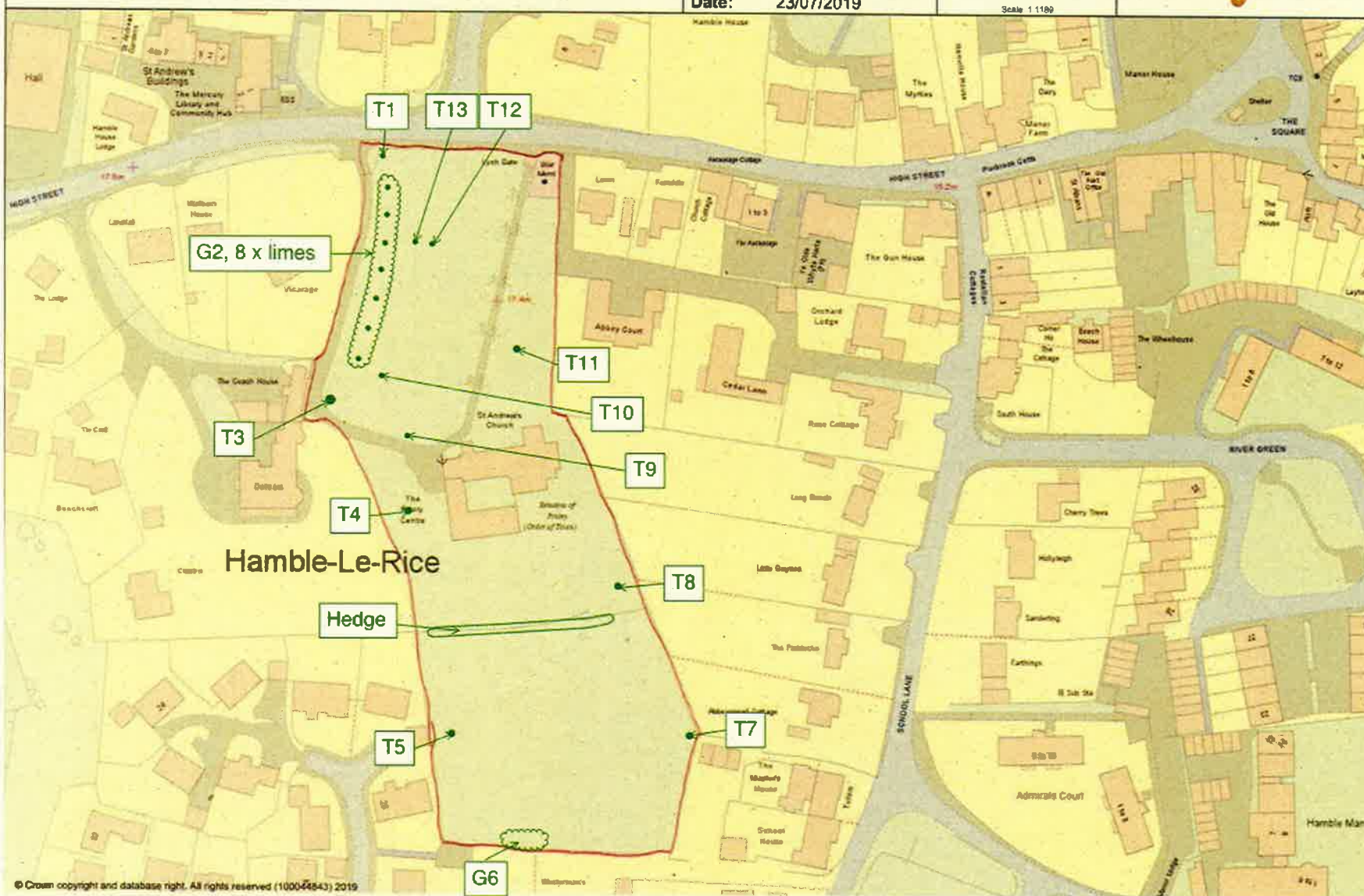
Site: Cemetery & Field

Notes: 1. Cedar T4 measured on a slight spiral at about 1.2 – 1.4m to avoid large lateral branches.

Tree no	Species	Age Class	Size	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
T1	Lime	EMa	30-60	Low over grass and fence	Good	Good	Lift to 2.0m taking small Ø branches back to parent branch or stem	Med
T2	8 x limes	EMa	4 x <30 4 x 30-60	7 of 8 trees becoming low over grass and headstones. Lift whole group to keep uniform shape and consistent work intervals.	Good	Good	Lift to 2.5m over grass, access drive and structures taking small Ø branches back to parent branch or stem.	Med
T3	London Plane	LaMa	1,430	Notable tree. Heavily lifted to c.10m. Scuffing on SW side of root plate where vehicles turning close to stem base run over buttress roots. Fibre-buckling on main stem indicating response to compression loading – not unusual for a tree of these proportions. No visible signs of decay present. Stem has a slight bias to the east; canopy is growing evenly and has been reduced so is relatively small for the size of the stem.	Good	Good	No works required at this time but programme works to maintain crown at similar size to ensure wind loading does not overload stem.	
T4	Cedar of Lebanon	LaMa	1,520 – see note 1	Crown has been moulded by the wind to a consistent angle when viewed from SSE. Short, squat stem with significant, partially occluded pruning wounds present. Few crossing branches supporting a large canopy mass by hedge.	Good	Good	No works required at this time – significant tree to retain & protect.	
T5	Sweet chestnut	Y on Ma stock	c. 10 stems of <40cms.	Multistem form regrown from stump. Old coppice stool. Low over neighbouring property.	Good	Good	Lift to clear neighbouring property by 3.0m taking small Ø branches back to parent branch or stem.	Med
G6	Cherry and sycamore	Y - EMa	Y & EMa	Group of small and medium stems appear to be self-set and establishing a cohesive group. Low over boundary fence.	Good	Good	Lift to clear neighbouring property by 3.0m taking small Ø branches back to parent branch or stem.	Med
T7	Pin Oak	New planting	10-12 nursery stock	Good young tree struggling a little with drought conditions and competition.	Good	Good	Remove turf layer to 1m Ø radius, apply mulch and water well. Do not strim near base of stem.	Med

Tree no	Species	Age Class	Size	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
T8	Cherry	LaMa	30-60	Heavily compromised branch on east side forks to NE and has heavily degraded section on topside of branch near fork. Other sections showing signs of decline. Moderate target due to location of notice board will encourage people to linger. Exposed root to east.	Fair-good	Good	Reduce end weight of damaged branch by 50% shortening in length to nearest good pruning point. Reduce rest of tree to balance canopy c.20% less volume. Plant a successor tree nearby and plan to remove within next decade.	Med
T9	Cherry by railings	Ma	2 x <30	Dead section in SW crown and minor deadwood throughout. Heavy ivy colonisation.	Fair-poor	Good	Sever ivy to check for evidence of pathogens. Deadwood to assess rate of decline over future years.	Med
T10	Yew	LaMa	90-120	Condition appears good but heavy ivy colonisation restricts access for inspection.	Good-fair	Good*	Sever ivy from ground level up to 1m allow full inspection of stem base.	Med
T11	Pine	Y	<30	Wire mesh (presumably to stop animal damage) too tight round stem. Remove mesh and use a spiral tree guard or similar if protection is still required.	Good	Good	Protect using adjustable tree shelter. Do not strim to stem base – mulch as per T7 to avoid mechanical damage and improve rooting area.	Med
T12	Oak	LaMa	60-90	Moderate and major deadwood present.	Good	Good	Remove major deadwood and stack back by tree. Check for future rate of development.	Med
T13	Beech	LaMa	60-90	Back inclusion at fork on south side of stem at 1.2m. No signs of subsidence of section or continuous movement.	Good +	Good	No work required at this time. Check fork for stability in future inspections.	

Map on following page



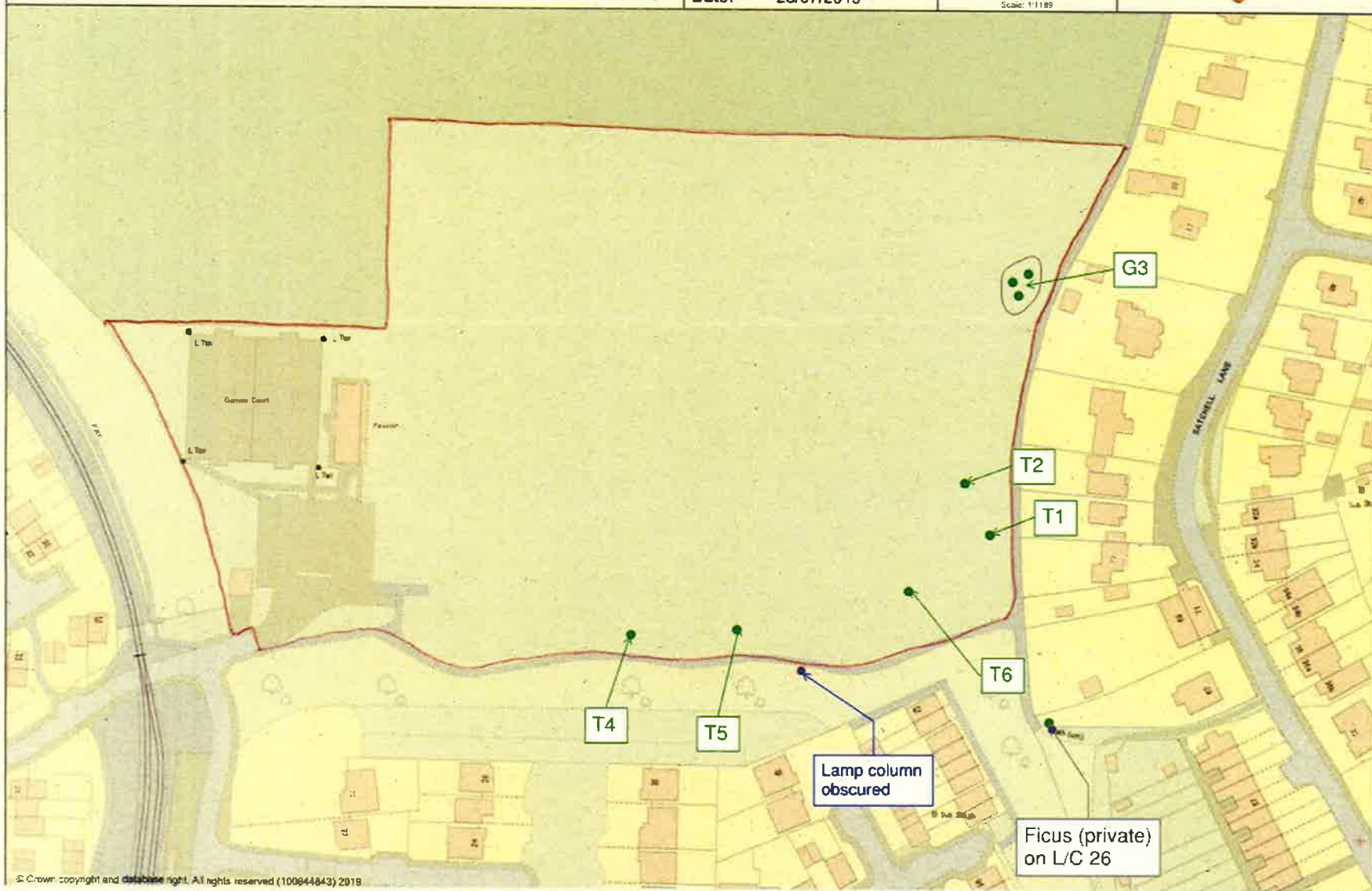
Site: College Playing Fields

Notes: 1. Surveyed 16.08.9 during fine weather with intermittent light showers.

2. On the footpath from the rear of 67, Satchell Lane a privately -owned *Ficus* is growing over the wall and is in light contact with l/c 26. It is not causing damage at present but will engulf the light in the foreseeable future.

Tree no	Species	Age Class	Size	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
T1	Elm	Y	<30cms	Nearly dead	Poor	Poor	Fell to remove food source for larvae.	Med
T2	Ash	Y	Triple stem <30cms	One broken hanging branch on western side	Good	Good	Remove hanger to prevent further damage if pulled off.	Med
G3	Elm	Y	3 x <30cms	Dead	Dead	Dead	Fell to remove food source for larvae.	Med
T4	Alder	Newly planted	10-12 stock	Very poor – very sparse canopy and mosaic pattern on stem possible viral infection.	Fair	Poor	To retain: clear 1m radius round stem, mulch with seasoned bark mulch & sprinkling of Carbon Gold™ permanent fertiliser – see arb note para 4.5. Or fell and replace with alternative species: Aspen - <i>Populus tremula</i> perhaps	Med
T5	Rowan	Y	4-stem form	Sparse. Minor deadwood in crown – shaded by adjacent ash	Offset canopy to west. Fair	Fair - poor	Consider succession planting in case of failure. Mulch 1m radius as T4	Low
T6	Whitebeam	Y	<30cms	Low over grass	Fair	Good	Lift to 2.0m to allow mowing beneath	Med

Map on following page



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Site: Hamble Green & Woodland

Notes: asterisk indicated limited inspection so assessment has been made on what is visible.

Tree no	Species	Age Class	Size	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
T1	Oak	LM	60-89	Generally fair: becoming heavily colonised with ivy which is obscuring the main unions and limiting the inspection. Close to footpath	Good *	Good *	Sever ivy to 1m from ground	Med
T2	Ash	EM	2 x <30	Canopy is sparse and clumpy – typical symptoms of Ash Die Back.	Fair but changeable	Poor	Fell – high target area as immediately behind bench.	Med
T3	Ash	Y	<30	Growing through fence and causing damage. Self-set rather than planted.	Fair	Fair - good	Fell and treat with herbicide.	Med
T4	Lime	Y	30-59	One stem to south side growing through fence.	Fair	Good	Fell stem through fence to avoid future damage.	Med
T5	Scots Pine	M	30-59	Dead	Dead	Dead	Fell to 4m habitat pole	Med
T6	Scots Pine	LM	30-59	Significant deadwood present – usual for species.	Good	Good	Deadwood over path.	Med
T7	Scots Pine	LM	30-59	Ivy colonisation becoming established.	Good	Good	Sever ivy to 1m from ground	Med
T8	Beech	LM+	60-89	<i>Ganoderma resinaceum</i> present at several points on stem base. See arboricultural note at 4.3. Bird box on north side of stem. Signs of bleeding (exudate from a disease) on stem.	Fair	Good	None – continue to assess.	Med
T9	Oak	V	120+	Generally, condition is very good for size and age. Recently dead-wooded over path.	Fair - good	Fair - good	Retain and protect – no action required at this time.	
T10	Oak	LM+	90-119	One section of deadwood 750mm Ø on north side	Good	Good	Test dead section for stability using throwline or similar.	Med
T11	Lime	LM	60-89	One small-moderate branch has broken off (presumably in recent high winds) on west side of upper canopy.	Good	Good	Collect & dispose of branch	Med
T12	Lime	M	30-59	Significant decay present at previous reduction/pollard point at top of main stem. Extensive regrowth on west side becoming established and likely to overload obviously weak union.	Poor	Fair	Reduce/Repollard to previous knuckle and maintain at no more than 2m taller than reduced height. CAUTION WHEN CLIMBING or use alternative access method.	Med
T13	Copper Beech	Y	<30	Low canopy over green.	Good	Good	Lift to 2.5m over grass to allow access for mowing.	Med

Tree no	Species	Age Class	Size	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
T14	Lime	LM	60-89	Extensive decay in north fork. Previously reduced to c 9m. establishing regrowth	Fair - poor	Good	Re-reduce to previous points without damage to reaction wood.	Med
T15	Oak	V	120+	Very large tree in relatively very good condition.	Fair - good	Fair - good	Retain and protect – no action required at this time.	

Map on following page



Site: Mount Pleasant Playing Field

Notes: 1. I wasn't completely sure of extent of the survey area for this site as there is extensive woodland that appears to go beyond the fence – which in turn didn't seem to marry with the line on the map showing the curtilage. If, looking at the tree location pins, you think that I have missed anything please let me now and I will either confirm there are no trees of concern or return to complete. On the other hand, it may be that I have surveyed trees that are not in scope so please disregard the recommendations or advise the owners if known.

2. There is a very large old boundary oak just offsite to the east beyond the pavilion. Worthy of note for your local big tree records – measured at 1,475mm diameter!

Tree no	Species	Age Class	Size	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
G1	Leylandii	EMa	Offsite	2 x dead sections hung over fence – still attached	Good	Good	Advise neighbours or cut/pull out damaged sections.	Low
T2	Oak	Ma	1x30-60 1x60-90	1 small dead tip, 1.2m long hanging over grass.	Good	Good	Trim off dead section to avoid tear damage.	Low
T3	Birch by head wall to drain	EMa	30-60	Significant lean. Historic signs of root heave/exposure into prevailing winds.	Fair - poor	Good	Check condition after high winds	
T4	Willow	Y	<30	Failed over path some time ago - establishing regrowth in vertical orientation.	Poor	Fair	Coppice to stem base/stump to clear path.	Med
T5	Willow West edge by field	Y	<30	Subsiding into recreation ground from edge of woodland	Dead	Dead	Fell & stack back	Med
T6	Willow	Y	<30	Leaning to recreation ground from edge of woodland	Dead	Dead	Fell & stack back	Med
G7	Ash	EMa	30-60	Ash Die Back – group including stems near cycle path	Dead	Dead	Low target but establish ownership and advise or act. Will fail so pre-emptive, controlled felling may be preferable. Arisings can stack back into location for habitat pile.	Med - low
T8	Oak by tarmac cycleway	OM	90-120	Notable tree. Lever arm at top section of canopy over recreation area. Historic topping.	Fair - poor	Good	Check after high winds: consider reduction in length in next few years	Low
T9	Oak c7m along from T8	Ma	60-90	Large dead section of degraded deadwood at top – growing to SE.	Poor	Fair -poor	Fell dead section and remove major & moderate deadwood (>25mm Ø) from remainder of tree.	Med

Tree no	Species	Age Class	Size in cms bandings unless stated	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
T10	Turkey oak by bench	Y	<30	Dead branch over bench.	Fair	Fair -poor	Remove branch, deadwood remainder of tree (>25mm Ø)	Med
G11	Mixed species inc. holly, hawthorn	Y-EMa	<30	In contact with roof of equipment store; accumulating debris.	Fair	Fair	Clear roof by 2m and remaining structure by 1m and clear debris.	Med
T12	Oak on bank, 15m east of mid path tree pit in diamond	Ma	60-90	Developing deadwood. One section 35mm Ø x 4m length over path	Good-fair	Good-fair	Remove dead section. Assess future development of deadwood as an indicator of progressive decline.	Med
T13	Oak	Ma	30-60	Compression fork at 1.3m showing ongoing movement - stem has 60/40 division of mass. Would fail over path to SW so action required.	Fair - poor	Fair-good	Reduce SW stem by 50% in height to make remaining stem dominant and unload union.	Med
T14	Oak (tag 0037) By informal access over bank.	OM	1020mm	Large section deadwood over path and access.	Fair	Fair-good	Deadwood over 25mm	Med
T15	Oak	OM	1020mm	Veteran tree. Recently shed deadwood and a significant limb remains on south side of stem. Becoming over-extended over recreation ground to north. Large area of exposed heartwood. Other historical pruning wounds partially occluded. Previously reduced.	Fair - poor	Fair -poor	Phased reduction due to importance of tree and sensitive balance of energy ratios of trees of this age. Reduce height by 1.5-2.5m first to reduce likelihood of failure of larger section or whole tree. Assess response over next three years. If good (may be weather dependent) reduce level arm by 1.5-2.5m.	Med
G16	Sycamore behind pavilion	Ma	30-60	Clear roof by 2-3m and consider felling some stems to thin and reduce potential for future damage.	Fair - good	Fair - good	Thin group by 30%	Med

Map on following page

Mount Pleasant Playing Field - Tree Condition Survey August 2019

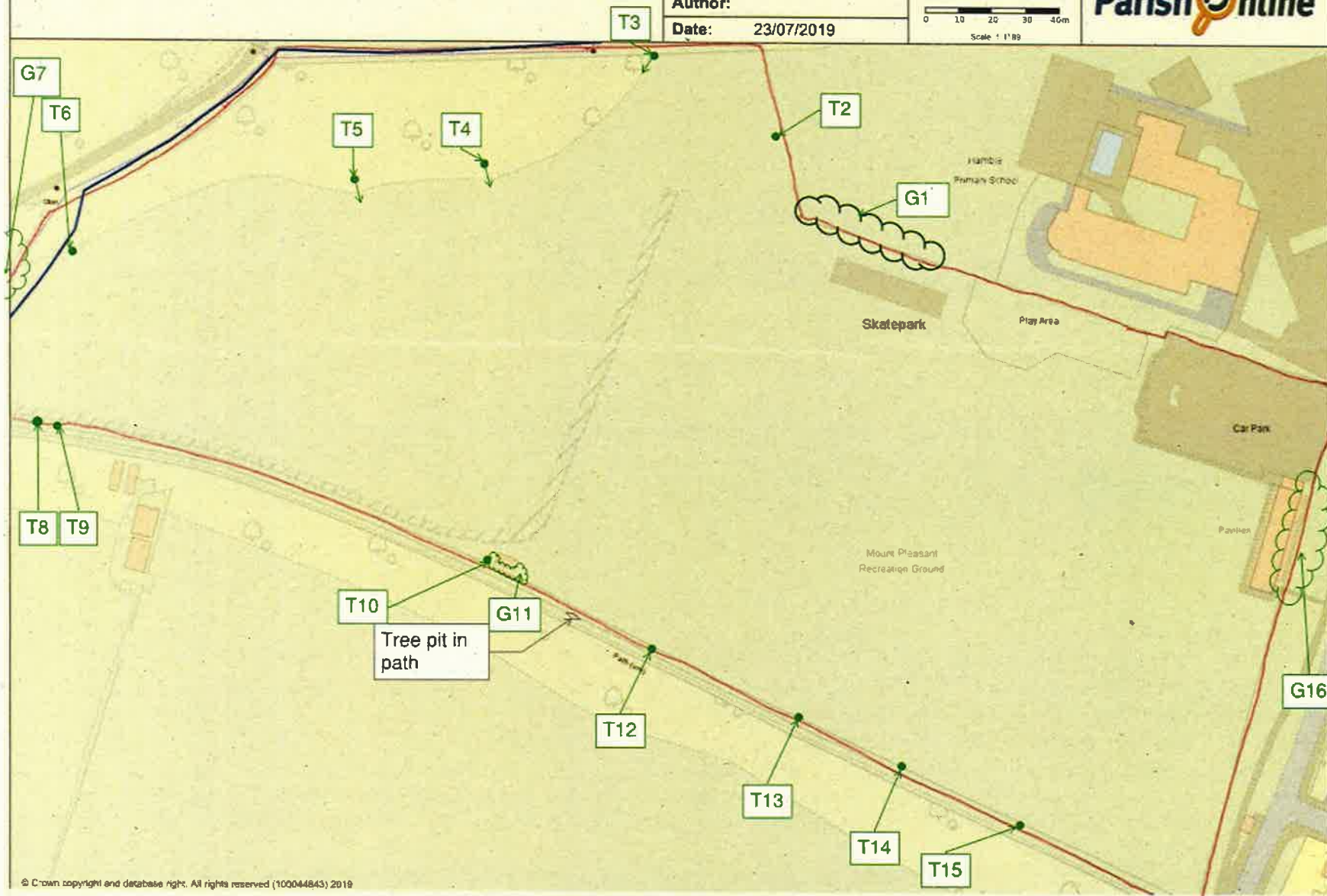
Hamble-le-Rice CP

Author:

Date: 23/07/2019

0 10 20 30 40m
Scale 1:1'89

ParishOnline



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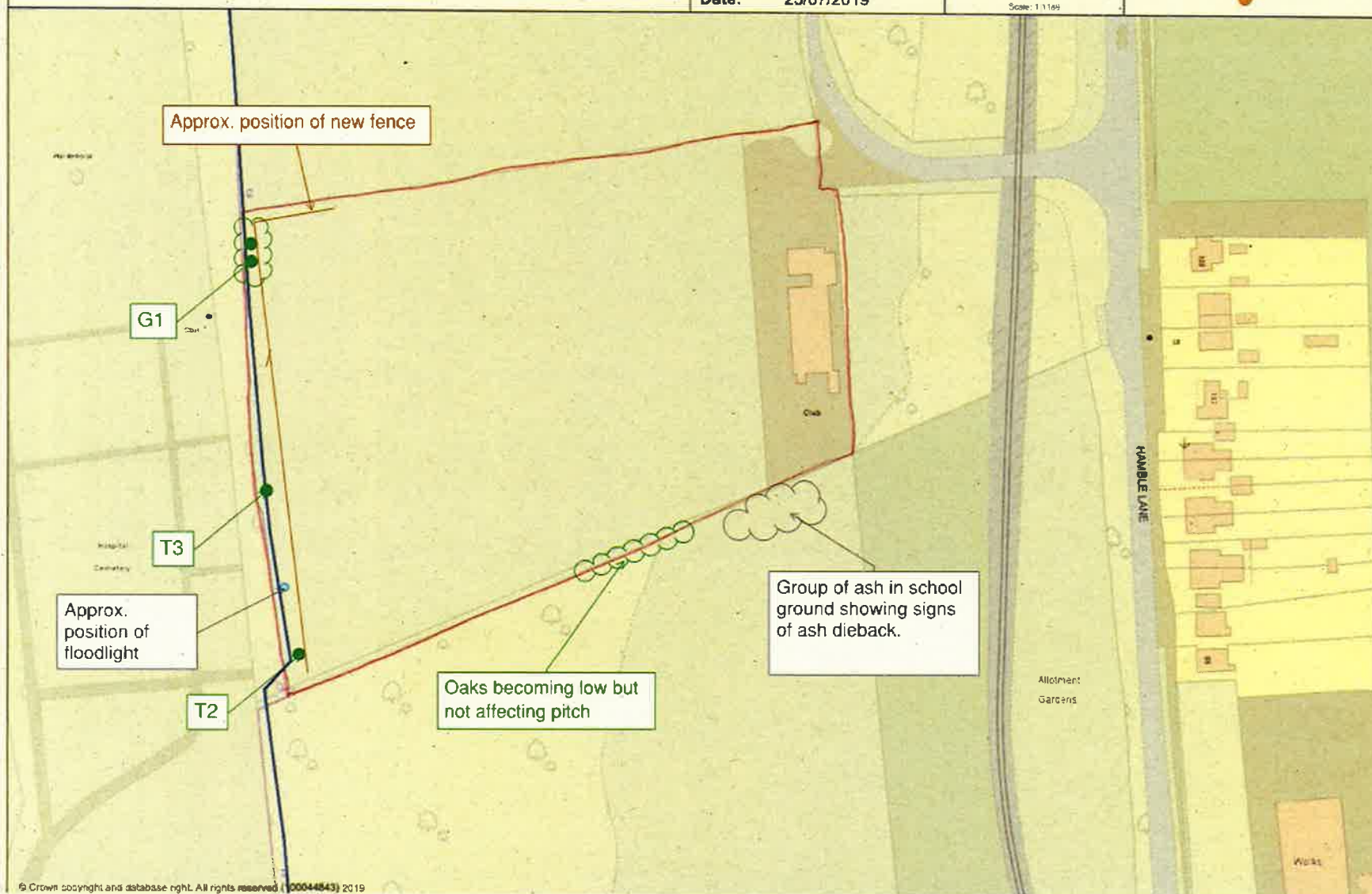
Site: Sports Ground

Notes:

1. The western and, to a lesser extent, the southern boundaries to this site have undergone soil level changes within the last 5 years when the fencing was installed and the pitch levelled/lifted to improve drainage and play surface. This has led to some obvious and not insignificant damage to the roots of nearby trees. Some of the damage is within 1m of the stem base. The new fence does restrict access so the target is reduced but the need to keep a careful watch on the trees' condition is increased for the future due to the likelihood of pathogen ingress through the damaged roots. This can take many years to manifest.
2. I had a brief chat with one of the site managers who gave me the dates of installing in the fence. He also indicated that the light splay from the floodlights is only needed on the pitch and that the proximity of the branches on T3 is not an issue at this time.
3. There is a group of ash trees in the school grounds next door showing signs of ash dieback. No immediate threat but may fall onto sports ground. Check school are aware.

Tree no	Species	Age Class	Size	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
G1	Oak - assumed to be within the Sports Field curtilage – new fencing has created a second boundary	LaMa	90-120	Significant deadwood present. Very low target. Very sparse canopy for size of stem	Fair	Fair -poor	Noted for size and age of tree – future veteran. No works at this time as the deadwood is over the area behind the fence.	Note
T2	Oak (5 fence panels from south end of fence)	LaMa	90-120	Degrading deadwood over fence line. Canopy is slightly sparse. Slight lean to NE.	Good	Good - fair	Deadwood over fence line – stack back behind fence near base of tree. Future veteran.	Med.
T3	Sycamore - by southernmost light column	EMa	30-60	Close to light column.	Good	Good	Note may need to clear lamp column in future years.	Note
T4	Oak - behind fence, 11 panels south of access gate	Ma	30-60	Becoming close to roof of stands/bench.	Good	Good	Clear roof by 2.5-3m to good pruning points. Note – awkward climb as no main leader.	Med.

Map on following page



Site: Westfield Common

Notes: exposure to maritime conditions can cause leaf scorch from salt-laden winds: several trees looking sparse could be a combination of drought conditions and recent windy conditions.

Tree no	Species	Age Class	Size	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
T1	Holm oak - 8m E of slip	EMa	4 x <30	Four convoluted stems with compression unions at main contact points.	Fair-poor	Fair	Noted. No safety issues at this time.	-
T2	Corsican pine	Ma	30-60	Moderate lean to E with compensatory stem thickening. Offset crown to ENE. Moderate deadwood present.	Fair	Fair-good	Noted. No safety issues at this time.	-
T3	Oak	OM	1220mm@1.2m	Notable tree	Good for age	Good for age	Notable tree – retain & protect	-
T4	Holm oak	Ma	60-90	Open 'U' shaped fork at 1.3m. ¼-¾ mass imbalance.	Poor	Fair	Noted. No safety issues at this time.	-
T5	Holm oak	Ma	30-60	Historic lean: prostrate stem has significant decay. Informal swing attached at lateral at 4.5m to a live but untested branch.	Mostly fair except one decay	Fair-poor	Check swing in line with Parish policy.	-
T6	Beech. NWN of large oak	Ema	30-60	Significant bark disruption through torsion with decay. Unoccluded cavity @2m on E side. Possible failure onto path but a lot of holding wood at present. Inaccessible to full inspection but clearing base will give access for others.	Poor	Fair	Regular (annual or after extreme weather events) assessment of condition of tree: if physiological condition seems to be deteriorating consider reduction on path side.	Med
T7	Oak	Ma	30-60	Chicken-of-the-Woods (<i>Laetiporus sulphureus</i>) on north side of stem at wound site at 1.5m. See arb note 4.4. Central column of decay. Potential bat-roost features present. Within falling distance of path. Very little crown remaining.	Poor	Poor	Soft fell to 4m standing stem using lowering kit or careful check for signs of bats before felling. Stack sections carefully near tree but away from path.	Med
T8	Sycamore	Ma	4 x <30, 1 x 30-60	Several stems regrown from stump. Compression union present on stem leaning to north over path. No indications of ongoing instability at present.	Poor	Good	Noted. No safety issues at this time. Plan future management as northern stem will eventually be pushed out to a point of failure.	-
T9	Oak by remains of brick wall	Ma	30-60	Twin stem at 1.2m. Close to undercut of cliff edge so may fail after strong storms. May have chance to adapt – no signs of instability at time of inspection.	Fair	Fair-good	Check after extreme weather events in case of heave or partial failure.	-

Tree no	Species	Age Class	Size band or measurement in cms	Condition comments	Overall structural cond.	Overall physiological cond.	Work Recommendations	Priority
T10	Oak by dragon's teeth	LaMa	970mm	Notable tree. Historical failure of large limb at fork. Major pruning wound to large lateral to north (roadside), responded by thickening. Minor deadwood throughout crown and several more, large pruning wounds partially occluded.	Fair	Fair	Future veteran already displaying many characteristics through management works. Protect and retain. No safety concerns at this time.	
T11	Beech NE side of main parking area	Ma	60-90	Damage on south side of stem with detached bark. Corresponding deadwood path to parking. Whole tree is leaning but there is no target to the direction of lean.	Fair	Fair	Deadwood over path to parking.	Med.
T12	Oak N side of path 4m from pill box	Ma	30-60	Fire damage to east side of stem	Good	Good	Noted: no safety issues at this time.	
T13	Oak (tag 0021)	Ma	60-90	Leaning north over path. Longitudinal decay cavity on top side and well-developed reaction wood. Cavity between buttresses to west side. Good level of new growth.	Fair	Good	Noted. No safety issues at this time.	
T14	Oak, West side of path opposite green	Vet	1310mm	Historic removal of very large limb on east side - associated decay present. Pollarded c.10 years ago. Extensive necrotic bark on east side. Small canopy remains for stem size, sheltered position on north side of woodland.	Good	Good	Notable veteran tree: retain & protect.	
T15	Oak (tag 0020) E side of path c 8m from road	Vet	1010mm	Veteran tree by characteristics rather than size. One main stem to west 'topped' historically at 4.5-5.0m. Column of decay present and likely connects to decay at base of stem. Bark necrosis on NNE side – stem weighted to that side. Small canopy for stem size, very little windage or exposure makes it and unlikely to fail. Residual intact wood soundings are reasonable on remaining circumference.	Good - fair	Fair	Notable veteran tree: retain & protect.	
T16	Oak	LaMa	90-120	Very sparse canopy. Large dead stub to south at 0.6m – historic pruning with poor cut placement. Much deadwood present of all sizes including a large lateral dead branch to north over informal path with a shear split through branch.	Fair - poor	Fair	Fell dead stem. Stack deadwood nearby. Plan for future reduction of whole crown or carry out and replant nearby.	Med.
T17	Oak	LaMa	3 x 30-60	One dead stem to east (signs of vandalism) and central 1.5m long stub. Cavity at base on ESE side.	Fair - poor	Fair: 1 dead stem.	Fell dead stem. Remove moderate and major deadwood over path.	Med.

Map on following page



5. Relevant arboricultural information

5.1 Any tree works should be carried out by qualified professionals in accordance with British Standard 3998 'Recommendations for Tree Works 1989 (under revision)

5.2 Mulch. The addition of a layer of mulch of a suitable organic material can have many beneficial effects that may help prolong the life and improve the health of a tree, especially where the soil has been compacted. The most usual and readily available mulch is a seasoned bark or wood chip. The key benefits are:

- Aids decompaction by the addition of organic material into the soil layers – this may take some time to happen as the microbial soil organisms re-establish
- Provides a soft-footfall layer which helps reduce subsequent compaction
- Suppresses weeds and competition from other plants
- Holds moisture in the soil for longer – reduces evaporation from the soil surface and reduces run-off from compacted surfaces so water has time to soak into the soil
- Increases soil temperatures during cold weather – acts as an insulating layer
- Improves the nutrient value of the soil

A 50mm deep layer of mulch in the form of seasoned wood bark or chip extending to the canopy spread of the tree is recommended. Do not pile mulch around the base of the stem as it can hold moisture and cause rotting or activate root nodes: the layer should taper down to nothing right by the stem. If the area is in regular use, apply mulch in later autumn so it can start to 'settle' over winter and cause less mess than when residents want to use the garden.

5.3 *Ganoderma* species fungi including *Ganoderma resinaceum*. *Ganoderma* is a fungal pathogen of trees that produces a white rot in trees. This can, over time, cause hollowing of the stem as the fungus preferentially degrades the lignin component of wood, leaving a stringy white mass of cellulose. In advanced stages, the compressive strength of the wood is significantly reduced. Prior to this, the partially decayed wood retains tensile strength for considerable time, so trees colonised with *Ganoderma* can become hollowed but the sapwood is relatively unaffected meaning trees can thrive for many generations after colonisation. Trees will often respond to localised decay laying down additional wood to strengthen potential weak points. Over time, a tree may develop a 'life belt' of buckled wood as the tree sinks under its own compressive weight. There are several species of *Ganoderma* with varying rates of degradation but should rarely trigger an immediate response to fell.

5.4 Chicken-of-the-Woods – *Laetiporus sulphureus*. Fungal pathogen that causes a brown cubical rot in a wide range of host species including oak, sweet chestnut and is the only key pathogen that affects yew. Affects principle roots and heartwood. Presents as an annual fruiting body resembling builders' foam in early stages then a gold or creamy layered, soft-edged and crinkled frond, eventually dropping to a grey-white as the bracket ages over a few weeks. Occasionally the bracket will persist if it dries before it disintegrates.



5.5 Carbon Gold™ or BioChar is a soil improver based on charcoal and organic content that field trials have shown to improve the structure, aeration and water-holding capacity and nutrient retention of soils while encouraging the presence of beneficial microbiology. It is a trade name, and other products are available but check the content: the blend this product seems to offer an enhanced mix including seaweed and inoculants that mean one application is sufficient for a good number of years, if not permanently.

5.6 Significant defects such as those referred to in the report may be referenced using David Lonsdale's 'Hazards From trees': a version may be obtained either from the Forestry Commission or is downloadable without charge from

[http://www.forestry.gov.uk/PDF/fcpg13.pdf/\\$FILE/fcpg13.pdf](http://www.forestry.gov.uk/PDF/fcpg13.pdf/$FILE/fcpg13.pdf)

and with reference to 'The Body Language of Trees' by Claus Mattheck and Helge Breloer available from the HMSO bookshops ISBN No. 0-11-753067-0

5.7 The following trees are tolerant of salt-exposure:

Common name	Botanical name	Characteristics
Acers	<i>Acer pseudoplatanus</i> vars: 'Atropurpureum' 'Brilliantissimum' 'Leopoldii' <i>Acer negundo</i>	Many <i>Acer pseudo Platanus</i> varieties are tolerant of maritime exposure and offer a range of attributes: Reddish purple under-leaf From pale pink through yellow & orange to bright green Green leaves stippled white & yellow in summer. Attractive 3lobed leaf, striped bark and pink-winged fruit in summer.
Box elder		
Alder - red	<i>Alnus rubra</i>	Longer woody seed 'cones', tolerant of wet and dry soil conditions
Aspen	<i>Populus tremulus</i>	'Quivering' leaves with attractive silver underside. Can become statuesque tree.
Garrya	<i>Garrya spp. esp 'James Roof'</i>	Evergreen large shrub or small tree. Evergreen with silver grey leaves. Tolerates salt but requires a bit of shelter from cold & strong winds. Male plants bear impressive catkins on last season's wood – so catkins will not appear if plant is trimmed as a hedge.
Raoul	<i>Griselinia littoralis</i>	Large shrub or small tree with leathery apple-green leaves. Slow growing but tolerant of maritime climate. Native to New Zealand.
Holm Oak	<i>Quercus ilex</i>	Evergreen oak species. Impressive structural form with craggy bark and open framework to mature trees. Long-lived and robust tree.
Magnolia	<i>Magnolia virginiana</i>	Semi-evergreen in warmer spots; range of flower colours available with a faint lemon fragrance.
Sea buckthorn	<i>Hippophae rhamnoides</i>	Evergreen. Useful habitat and food source for birds and small mammals. Bright orange berries have very high vitamin C content.

Strawberry Tree	<i>Arbutus unedo</i>	Evergreen with glossy leaves and red bark becoming shaggy with age. Round fruits ripen red and resemble strawberries, but not quite so palatable! Not suitable near paths as fruit causes a bit of a mess if trodden in, but a beautiful tree for an open space or wider verge.
Swedish Whitebeam	<i>Sorbus intermedia</i>	White – grey underside to deeply lobed leaves. Small to medium tree. Red-orange berries popular with birds. Creamy white clusters of flowers in spring.

6. Relevant legal information.

6.1 Occupiers' Liability Act. The law requires tree owners to behave reasonably and to uphold their Duty of Care under the Occupiers Liability Act 1984. This requires tree owners to take action where damage or harm is foreseeable or actual, for example the total failure of a long-dead tree where it is leaning towards an adjacent property.

6.2 Reinspection schedule. There is no legal requirement for reinspection intervals. The National Tree Safety Group (NTSG – part of the Forestry Commission) offers some guidance on who may carry out inspections and how often:

"Simple, formal inspection, through ground level visual checks in the course of walk-over surveys, provides a useful, cost-effective means of identifying clear and present signs of immediate instability (uprooting or other structural failure)."

and

"Formal inspection will be undertaken as part of the implementation of the ...management plan for the site. Their frequency will be determined as a consequence of the zoning of the site together with the consideration of the prioritisation of the risk and the resources available to manage that risk. The decision is a judgement for the owner, agent or advisor. Applying sensible reasonable behaviour in taking account of the site circumstances as a basis for good practice."

6.3 Given these provisos, taking into account the fair health of the trees on site and the relatively aging character of the larger trees, I recommend a formal reinspection schedule of 3.5 years to be carried out by a suitably qualified professional supplemented by advising residents to advise the managing agents of any significant changes in tree health and structure. The half-yearly inspection allows trees to be inspected at different times of year so different seasonal features can be assessed.

6.4 A summary of the NTSG advice entitled 'Common sense risk management of trees' is available to download from www.ntsg.org follow the links to 'guidance'. This may help you form your own opinion of what reinspection schedule you are comfortable with.

7. Validation.

I confirm that the findings and opinions contained in this report are those based on my own judgement and experience and after careful inspection of the tree in person. I hold the following relevant qualifications:

- Professional Diploma in Arboriculture (RFS) level 6.
- Technician's Certificate in Arboriculture. Level 4.
- Certificate in Professional Tree Inspection awarded By Lantra Awards, refreshed April 2018
- Licensed QTRA tree assessment system user
- I am currently working towards chartered status with the Institute of Chartered Foresters.



Signed by Sarah Kiss on the 03.09.19

8. Contacts

- 8.1 Client: Hamble Parish Council, Richard Clarke, HeadGroundsman@hamblepc.org.uk.
07949 160 885
- 8.2 Author: Sarah Kiss, 18, High Street, West End, Hants, SO30 3AA. Mobile: 07800 575552
Email: sarahlkiss@gmail.com.
- 8.3 Arboricultural Association: The Malthouse, Stroud Green, Standish, Stonehouse, Glos.,
GL10 3DL Tel: 01242 522 152 Website: www.trees.org
- 8.4 Local Planning Authority: Eastleigh Borough Council. Trees@eastleigh.gov.uk 02380
- 8.5 Local Highway Authority: Hampshire County Council, 0300 555 1386 and ask for the tree team.

Tree Works Audit For Hamble Parish Council

Sites:

Aquila Way
Bartlett's Field
Mercury Gardens
The Foreshore
Woodpecker Walk

Date: August 2019

Carried out by Sarah Kiss for

Merritt Tree Specialists



Kiss
Tree
Management
Limited



1. Summary.

Five sites were audited over two visits for works raised in an earlier tree survey "Hamble Parish Council Tree Survey" of January 2018 carried out by Eastleigh Borough Council.

The works were generally complete and to specification but the intervening period of around 18 months has allowed regrowth to a point where several operations need redoing. Suggest a slightly more vigorous cutting back is done to achieve three years clearance for trees to both recover and to reduce budgetary demands.

A healthy tree will usually be better able to respond to fewer, **slightly** larger cuts than many smaller, distal cuts where the works will need to be done much more frequently. Suggest allowing slightly larger clearances for future works to clear structures: 1m is often only one growing season for healthy trees. Having said this, works must not disfigure or imbalance the tree or remove an unreasonable amount of live canopy. The British Standard recommends no more than 30% of live canopy is ever removed for management practices and this is an absolute upper limit, not a target unless safety factors are in play.

A couple of sites noted would benefit from replanting or new planting of suitable species – this is best done in winter when trees are largely dormant. A range of maritime climate-tolerant trees is given at the end of the audit.

2. Findings

The following tables detail the works done with any relevant comments.

Site	Audit dates: 15.08.19, 16.08.19 & 21.08.19	
Aquila Way	Works completed	All works completed except T19 – see below
	Works outstanding	T19 – beech. Clear building by 3m & crown lift over garden by 4.m still to do. Sever ivy up to 1m has been completed.
	Works that need redoing	Crown lifting for clearance works to the following trees were done but need redoing: T10 - at 3.5m over carriageway. T11 - within 0.5m over roof T12 - within 0.5m of roof T13 - now at 2.0m over grass T15 - in contact with roof T16 - within 0.2m of roof T17 - now at 2.0m over grass T35 - one branch now at 2m above ground level.
	Other comments	T22 - ash. Southern stem of pair has possible <i>Inonotus hispidus</i> remains on top side at 4.5m. T24a - ash with cavity: not found in plotted location so may have been felled following inspection – update to records may be required. T27 - willow. Works done but historical pollard re-establishing. Recent winds detached 2 small diameter branches: consider repollarding. This would help reduce the incremental damage to the pavement he roots are causing. T28 - (misidentified as blackthorn – it a cherry plum <i>Prunus cerasifera</i>) Works done but now obscuring L/C 13 along with neighbouring ash. T29 - poplar. Few low branches on west side – possibly branch has subsided following strong winds.

Site	Audit date: 15.08.19	
Bartlett's Field	Works completed	All works completed
	Works outstanding	None
	Works that need redoing	None
	Other comments	T2 elder is in poor form. There is a <i>Buddleja</i> on the southern boundary a few metres east of T2 that has collapsed – not dangerous but could do with clearing.

Site	Audit date: 16.08.19	
Hamble Foreshore	Works completed	All works completed
	Works outstanding	T6 rowan has been removed but not replanted. Consider using sea buckthorn (<i>Hippophae rhamnoides</i>) - Hilliers supply a standard form called 'Streetwise' for example – they are very salt tolerant and good for wildlife.
	Works that need redoing	T3 holm oak is at 2m over car park.
	Other comments	There is a rowan a few metres south of T2 and east of T3 on the front that is looking very sparse – consider removal and replacement. T5 ash – crown is still very sparse, continue to inspect or programme removal and replacement.

Site	Audit date: 15.08.19	
Wood-pecker Walk	Works completed	All works completed
	Works outstanding	None
	Works that need redoing	Crown lifting for clearance works to the following trees were done but need redoing: G1 - now in contact with building G2 re-growing: fell and treat with herbicide – e.g. Ecoplugs™. T1 ash – within 0.5m of building.
	Other comments	T2 – multiple cankers and poor form. Consider felling and replacement. T3 birch no longer standing - they degrade very quickly. T4 silver maple – was probably done but recent strong winds have broken a moderately small branch off (on ground by path) and a couple of hangers are present. L3 cherry was pruned but regrowth from stub has obscured lamp. Cut back to target pruning point further away – 2.5-3.0m

Site	Audit date:	
Mercury Gardens	Works completed	All works completed
	Works outstanding	None
	Works that need redoing	Crown lifting for clearance works to the following trees were done but need redoing: T1 - at 2.5m over road, needs to be 4.5 for refuse vehicles. G1 hazel - few small diameter branches are low over road – not a safety issue at present as very thin and whippy so unlikely to cause harm or damage.
	Other comments	T1 - silver maple. Condition check required: there is a lever arm to the northeast over the road which shows signs of compromise and subsidence. May need removing back to stem and then careful watching. Between T8 and T9 a willow has split and is resting over the path above head height: stable but will need removing as will continue to settle over time - presently supported by laurel and shrubs. T2 dead rowan not present but another nearby rowan is looking very sparse – near salt bin. T3 - cherry is obscuring lamp column 12 needs cutting back 1-1.5m behind lamp head. T4 Protect and retain. <i>Ganoderma</i> brackets removed but attachment points just visible. T6 is taken to be one of two oaks in G2 as only 2 trees are present. Base mostly clear. T8 - willow is re-growing vigorously from cut points. T11 - pear: not found but a similar tree is leaning away from path into an oak: no safety issue at this point. T12 - willow: not visible from end of fence so assume this is done but the location is inaccessible. T13 to 15 inclusive - no location plan supplied so unable to audit. If you can let me have a plan, I will check them.

Trees and large shrubs tolerant of a maritime climate:

Common name	Botanical name	Characteristics
Acers	<i>Acer pseudoplatanus</i> vars: 'Atropurpureum' 'Brilliantissimum' 'Leopoldii'	Many <i>Acer pseudo Platanus</i> varieties are tolerant of maritime exposure and offer a range of attributes: Reddish purple underleaf From pale pink through yellow & orange to bright green Green leaves stippled whit & yellow in summer.
Box elder	<i>Acer negundo</i>	Attractive 3lobed leaf, striped bark and pink-winged fruit in summer.
Alder - red	<i>Alnus rubra</i>	Longer woody seed 'cones', tolerant of wet

		and dry soil conditions
Common name	Botanical name	Characteristics
Aspen	<i>Populus tremulus</i>	'Quivering' leaves with attractive silver underside. Can become statuesque tree.
Garrya	<i>Garrya spp. esp</i> 'James Roof'	Evergreen large shrub or small tree. Evergreen with silver grey leaves. Tolerates slat but requires a bit of shelter from cold & strong winds. Male plants bear impressive catkins on last season's wood – so catkins will not appear if plant is trimmed as a hedge.
Raoul	<i>Griselinia littoralis</i>	Large shrub or small tree with leathery apple-green leaves. Slow growing but tolerant of maritime climate. Native to New Zealand.
Holm Oak	<i>Quercus ilex</i>	Evergreen oak species. Impressive structural form with craggy bark and open framework to mature trees. Long-lived and robust tree.
Magnolia	<i>Magnolia virginiana</i>	Semi-evergreen in warmer spots; range of flower colours available with a feint lemon fragrance.
Sea buckthorn	<i>Hippophae rhamnoides</i>	Evergreen. Useful habitat and food source for birds and small mammals. Bright orange berries have very high vitamin C content.
Strawberry Tree	<i>Arbutus unedo</i>	Evergreen with glossy leaves and red bark becoming shaggy with age. Round fruits ripen red and resemble strawberries, but not quite so palatable! Not suitable near paths as fruit causes a bit of a mess if trodden in, but a beautiful tree for an open space or wider verge.
Swedish Whitebeam	<i>Sorbus intermedia</i>	White – grey underside to deeply lobed leaves. Small to medium tree. Red-orange berries popular with birds. Creamy white clusters of flowers in spring.

Hamble Parish Council

Asset Management Meeting

5th November 2019

Deputy Clerk's Report

Floodlights at College Playing Fields

Historically the floodlights are switched on at the MUGA, College Playing Fields - 5pm until 8pm from 31st October until 1st March annually. There is a corresponding increase in the electricity consumption, the additional costs last year amounted to approximately £1,200.

The approximate average monthly costs are:

- £30 summer
- £300 winter

A graph of energy data illustrating the actual annual consumption/and kWh cost is attached for your information.

It is recommended that either:

- The floodlights are not switched on until low energy bulbs (or similar) are sourced.
- The lit hours are reduced e.g. 5pm to 7pm or 6pm to 8pm.
- The floodlights are switched on Friday to Sunday only.
- Stakeholders are consulted and proposals invited.
- Funding is sought to contribute to the cost e.g. LAC, Police and Crime Commissioner, EBC or other organisations.

St Andrews Cemetery

Memorial Management Training is booked for 17th December 2019 for the Grounds Team, Clerk and Deputy Clerk, the cost will be £800 plus VAT and cost of lunch. Some costs will be offset by delegates from other local parishes.

Memorials needing attention have been staked, bound to make safe and notices posted on each one asking families to contact the Parish Office. Where contact details are known letters have been sent to families but so far there have been no responses.

Best practice is to wait for 9 to 12 months to allow plenty of time for families to come forward, some may visit the grave on the birthday or another anniversary linked to the deceased. However, it may be necessary to lay the memorials down if repair work isn't completed. We have asked that the process and for laying down memorials is covered during the Memorial Management Training course.

The Deputy Clerk and Admin Assistant have been booked on a Bereavement Care Training course offered by Cruse on 11th February 2020 at a cost of £169 each.

Telephone Line

The BT contract for the service telephone line has been cancelled and moved to another provider as already agreed which will result a significant saving.

Waste Reduction

Currently milk in plastic cartoons is purchased on a weekly basis for both the office and the Grounds Team. A more environmentally friendly, plastic-free option is to arrange for milk to be delivered in glass bottles however, there is an additional cost but this is balanced by a time saving.

90p two pints in a plastic carton

81p one pint in glass bottle

Changing to glass bottles will reduce plastic waste by at approximately 80-85 cartons per year. It is therefore recommended that delivery of milk in glass bottles, probably from 'Milk & More' or a similar supplier, is trialed for 6 months and then reviewed.

Insurance claim

Documents have been circulated for information only and for noting only at this time.

Foreshore Parking Permits

300 permits for 2020 have been ordered at a cost of £350 plus vat. - For noting only.

Foreshore Water Supply

Protracted discussions have been taking place over several years with Southern Water and, more recently, with Business Stream, querying the charge for waste water. A site meeting and inspection took place on 13th August 2019, as a result a refund of £1,782.59 has been received and the water supply re-categorised as 'not commercial' which means the supply is being transferred back to Southern Water.

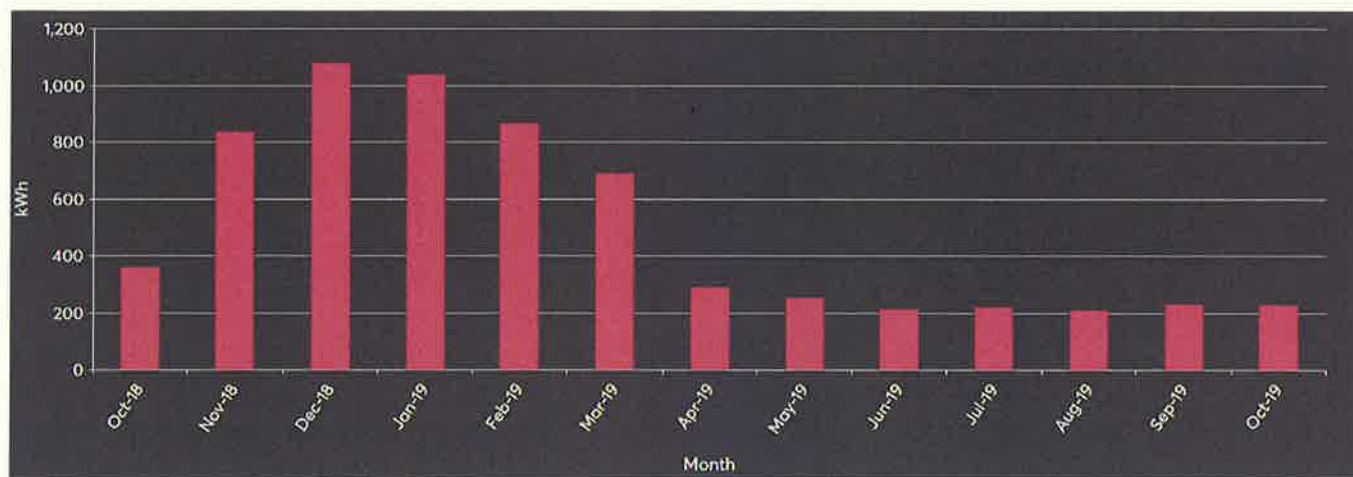
Recommendations:

1. The Flood lights at College Playing Fields:
 - are not switched on until low energy bulbs or similar are sourced
 - The lit hours are reduced e.g. 5pm to 7pm or 6pm to 8pm
 - The floodlights are switched on Friday to Sunday only
 - Stakeholders are consulted and proposals invited.
 - Funding is sought to contribute to the cost e.g. LAC, Police and Crime Commissioner, EBC.
2. Approve the cost of the Memorial Safety Training at £800 plus vat
3. Approve the cost of the Bereavement Care Training at £169 per person. Total £338
4. Approve delivery of milk in glass bottles and the additional cost for a trial period of 6 months.
5. Note the potential insurance claim.
6. Note order for 2020 parking permits at a cost of £350+VAT.

Appendices

1. College Playing Fields electricity use 2019/20 (as of 31/10/2019)

College Playing Fields electricity use 2019/20 (as of 31/10/2019)



Consumption (kWh)	Month
361.9	Oct-18
836.19	Nov-18
1079.07	Dec-18
1036.91	Jan-19
866.14	Feb-19
688.71	Mar-19
289.31	Apr-19
252.42	May-19
212.89	Jun-19
221.96	Jul-19
210.28	Aug-19
232.72	Sep-19
230.15	Oct-19

Current Cost: 13.920p kWh

Hamble Parish Council (HPC)

Asset Management Meeting

15th November 2019

Lease of Strip of Land to PC adjacent to Hamble Primary School

The Heads of Terms and diagram from Hampshire County Council are attached for your consideration.

In addition to the peppercorn rent HPC has agreed to meet 50% of the legal costs for the lease.

If the Terms are acceptable please grant approval for the Clerk to sign on behalf of the Parish Council.

Recommendation:

1. Approve the Heads of Terms for the lease of the strip of Land adjacent to Hamble Primary School and that the Clerk can sign on behalf of the Council.

Heads of Terms

Proposed

Lease

Demised Premises

Strip of Land adjacent to Hamble Primary School

Subject to Contract and Without Prejudice

Subject to Executive Member Approval

- 1 **Landlord:** Hampshire County Council
- 2 **Tenant:** Hamble-le-Rice Parish Council
- 3 **Premises:** Land adjoining Hamble Primary School
- 4 **Demised Premises:** Strip of Land adjoining Hamble Primary School, forming part of Mount Pleasant Car Park outlined in red on the attached plan
- 5 **Term:** The Lease will be granted for a term of 25 years from 16 June 2019
- 6 **Right to Terminate:** The Lease will be determinable by the Landlord giving 12 months prior written notice in writing at any time during the term.
- 7 **Rent:** The rent to be One Peppercorn
- 8 **Insurance:** The Tenant will be responsible for holding adequate Public Liability insurance as per the terms of the current lease dated 16/6/1998.
- 9 **Repairs and Maintenance:**

Keep the Demised Premises, (including boundary fences) in good repair and a clean and tidy condition and to make good any damage caused to the Demised Land by the Tenant or its servants or agents.

Maintain in good repair and condition the pedestrian access gate at the point marked 'X' on the attached plan annexed to the Landlords property known as Hamble Primary School. The key to the access gate shall be held by the caretaker of Hamble Primary School for use by the pupils during normal operating hours of Hamble Primary School.
- 10 **Permitted Use:** Parking of motor vehicles only in connection with the Tenants adjoining Mount Pleasant Recreation Ground or by those people taking children and collecting children from the Hamble Primary School.

Heads of Terms

- 11 **Development:** If the Landlord shall desire at any time during the lease term to develop, alter or rebuild the adjoining property known as Hamble Primary School. The Landlord shall give the Tenant not less than three months' notice in writing ("the Notice") of the desire to do so.
- 12 **Alienation:** The Tenant is not to assign or underlet the whole or part of the Demised Land
- 13 **Alterations:** Tenant not to erect any building or other structure on the Demised Land or to carry out any Landscaping to the Demised Land without obtaining the prior written consent of the Landlord
- 14 **Signs and Advertisements:** No signs or advertisements are to be displayed without the Landlord's prior written consent, Including Advertisement, hoarding, fascia, placard, bill notice poster or other notification whatsoever.
- 15 **Security of Tenure:** This Lease will not have protection within the Security of Tenure provisions of Section 24-28 Landlord and Tenant Act 1954.
- 16 **Legal Costs:** Each side shall bear its own legal and professional fees. The documentation will be prepared by the County Council's Legal Practice and other reasonable terms and conditions may be included.

We hereby agree to these Heads of Terms.

Signed:

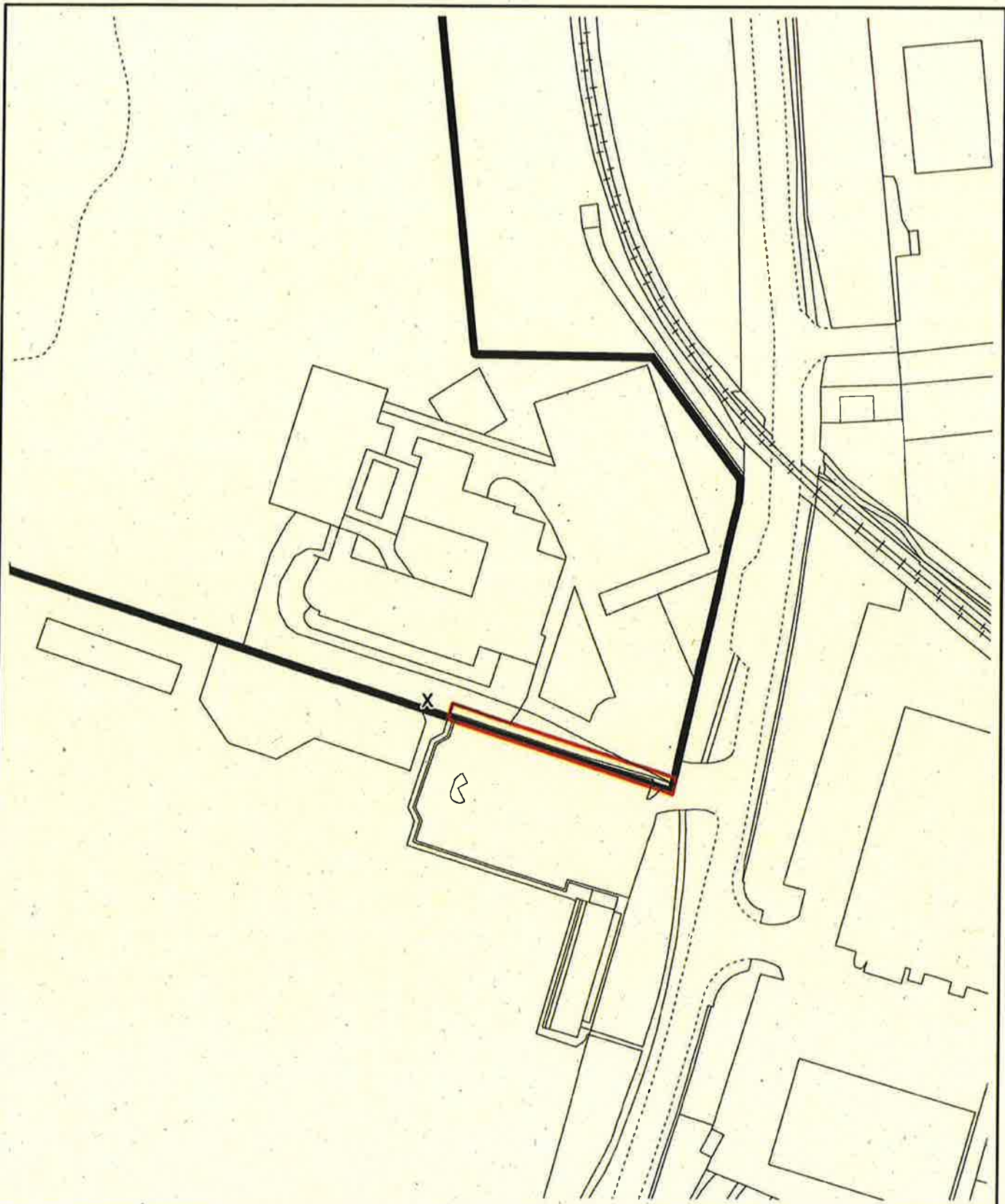
For and on behalf of the Landlord
Hampshire County Council

Dated:

Signed:

For and on behalf of the Tenant
Hamble-Le-Rice Parish Council

Dated:



**HAMBLE LE-RICE PARISH COUNCIL
LEASE OF LAND ADJOINING
HAMBLE PRIMARY SCHOOL**



Hampshire
County Council

**Property
Services**

PLAN NO.

A / 09 / 1064

FILE REF.

09/E/055.000.0

DATE

September 2019

SCALE

1:1250 @ A4

REV.

A

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Hamble Parish Council

Asset Management Meeting

5th November 2019

Dinghy Storage Park Allocation Process

Last year the Dinghy Storage Park was carefully mapped and spaces allocated matched to boat size. This meant most boats moved to a new location however, this year it is expected to keep upheaval to a minimum and, apart from a few exceptions, most Hamble resident permit holders are likely to be allocated the same space, provided applications are received before 31st January. There are currently 13 on the waiting list as medium and large sized spaces are over-subscribed.

Flow charts detailing the new application process are attached. Email reminders will be sent out during December 2019 and January 2020. The draft Terms and Conditions with suggested amendments shown in red are attached for consideration and approval.

Applications from non-residents and Hamble residents' applications received after 31st January 2020 will be allocated in date order subject to boat size/space availability.

Expected Milestones

Date	Action	
1 st December 2019	Open applications - an email will be sent to all existing permit holders and those on waiting list Information and application forms will be published on the HPC website	Brief online application for current users: <ul style="list-style-type: none"> • who are Hamble residents on electoral roll • No changes to details submitted on 2019 application • Don't need to change space Standard application form for: <ul style="list-style-type: none"> • New applicants • Anyone needing to change details • Those needing to change space.
9 th December 2019	Dinghy Storage Park User Meeting	Prior to Council meeting
31 st January 2020	Application priority guarantee for Hamble residents ends	After this date ALL applications actioned on basis of date of receipt only, subject to boat size and space availability
First week of February 2020	Payment requests emailed to applicants	Payments by BACS or iZettle (in person) Apply a £5 admin charge for cheques
w/c 17 th February 2020	Begin dispatching permits	Apply postage fee?
April 2020	Inspection	First inspection just after Easter

Payment by cheque involves considerable additional administration and incurs bank charges whereas BACS payments do not. It is therefore recommended that a £5 fee is introduced for cheque payments to reflect the additional costs and time involved.

Postage

Historically applicants have been asked to provide a stamped addressed envelope with application forms so permits can be sent out. Under the proposed on-line application process requesting envelopes will not be practical. The estimated costs will be:

- £ 129.32 Postage 61p x 212 (second class)
- £ 5.00 envelopes
- £ 3.60 address labels

Total £137.92 (approx. 65p per permit) plus Officer time.

Recommendations:

1. Agree the amended Terms and conditions for 2020.
2. To apply a £5 administration charge for cheque payments
3. To absorb DSP permit postage costs or add £1 per permit to cover costs

Appendices

1. Flow charts detailing the new application process
2. Draft DSP Terms and Conditions

Hamble Parish Council – Dinghy Storage Park

Process for residents on electoral roll with no material changes



Hamble Parish Council – Dinghy Storage Park



Terms and conditions for the storage of small craft in the Dinghy Storage Park, Hamble Foreshore

The Foreshore is a valuable public open space and an asset belonging to the whole community. The Foreshore provides public access to the water and is valued by the whole community. It also provides storage for over 200+ boats providing quick and easy access to the water via a public slipway and wash off facilities through an on-site water tap. At certain times of the year there will be large numbers of people, **including pedestrians**, in the area and these terms and conditions are designed to ensure that everyone can enjoy the space safely.

General

- 1.1 A plan of the dinghy storage park is available on the Parish Council website.
<http://www.hambleparish.gov.uk>
- 1.2 Only boats with a valid permit sticker can use the dinghy storage park.
- 1.3 Dinghies are stored at their owners' own risk and Hamble Parish Council (HPC) will not be responsible for any loss and damage, however it may occur.
- 1.4 Only vehicles authorised by the parish office are only allowed in to the dinghy storage park.
- 1.5 Access to the dinghy storage park is via a lockable barrier. **The access code** A key is available on payment of a refundable deposit of £20 as long as it is returned within 48 hours of issue. **the barrier is securely locked immediately and access has not been misused or misrepresented.**
- 1.6 Boats or equipment will only be moved by Hamble Parish Council staff for safety reasons or to manage a contravention of the terms and conditions.
- 1.7 Please help to protect the local environment and biodiversity by not using anti-fouling or other substances which may contaminate either land or water. Helpful information about best practice is available from the RYA at <https://www.thegreenblue.org.uk/Boat-Users>. Potential or actual contamination of the foreshore will be treated as a serious contravention and the Council reserves the right to cancel a permit with immediate effect.

Allocation Process

- 2.1 Spaces are let on an annual basis starting on 1 March for single hull boats under 16ft (4.8m) length with a beam of no more than 6'3" (1.9m). Trailers or trolleys should not exceed the overall boat length by more than half a metre. Boats with a fixed keel, cabin or inboard engine are not permitted. **Permits obtained by misrepresenting boat or trolley dimensions will be withdrawn immediately and no refund given.**
- 2.2 Complete and return the dinghy storage park application form **on** from the Parish Council website. <http://www.hambleparish.gov.uk>
- 2.3 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
- 2.4 ~~Applicants who have caused or permitted serious or persistent contraventions during the previous 12 months (serious includes impounded boats or failing to pay levied fines) will only be considered when all of the above have been allocated spaces.~~
- 2.5 Spaces are allocated on the **basis of date of receipt, size of dinghy/space availability** and the allocation of spaces may change each year.
- 2.6 If a specific space is needed due to mobility issues please contact the office.
- 2.7 ~~All users will be asked to provide a digital photo of their boat once the sticker is attached and the boat has been moved to its correct space.~~

Conditions of Use

- 3.1 Ensure your boat, trailer and associated equipment is totally contained within your space; not your neighbour's!
- 3.2 Remember that the dinghy storage park is a public area **enjoyed by pedestrians** so keep the walkways free of obstructions and in a clean and tidy condition for everyone to enjoy.
- 3.3 Permit stickers enable Hamble Parish Council to identify boat owners in an emergency and must be clearly displayed on the transom. Please ensure the permit stickers are in a visible position and not obscured by boat covers.
- 3.4 Permits are not transferable between boats or owners.
- 3.5 All boats must be insured by the permit holder for Public Liability.
- 3.6 When not in use the boat should have its mast stepped back unless it can be stored within the length of the dinghy. Please also remove drain plugs to immobilise the boat and so it doesn't fill with water making it difficult to move in an emergency.
- 3.7 As boats may need to be moved in an emergency **permit holders must ensure** that trolley/trailer tyres and wheels are in a serviceable condition.
- 3.8 The cost of water use is reflected in the cost of the annual charge – so save water and save money. **Please report any leaks or other issues to us immediately on 07949 160885.**
- 3.9 Keep your contact details up to date so we can contact you in an emergency.

Enforcement

Hamble Parish Council has consulted users of the dinghy park on these terms and conditions. Where people are either ignoring the conditions or are not authorised to be there the Council will take all reasonable steps to resolve the situation but will use a combination of fines and removals **other actions. These are designed to achieve a speedy end to any breaches.**

- 4.1 Only boats **displaying** an authorised permit sticker are permitted in the dinghy storage park. If a sticker is not displayed it is assumed that the boat is not authorised to be there **and the contravention procedure will be implemented. (see 4.3 below)**
- 4.2 Boats and trailers will be subject to periodic inspections to ensure these terms and conditions are being complied with.
- 4.3 If a contravention is found the following measures will be taken:
- (i) the owner will be **emailed** contacted by the parish office, informed of the contravention and given 14 days to rectify it;
 - (ii) if the contravention is not rectified a fine of £50 will be levied. This is payable within 14 days and the contravention must be rectified;
 - (iii) If no action has been taken the permit **will be withdrawn, no refund will be given and we will not consider any future applications from the permit holder concerned, other members of the same household or for the same dinghy.** ~~boat will be removed from the dinghy storage park and a supplementary storage fee of £50 per week or part of week will be levied in addition to the unpaid fine.~~
 - ~~(iv) if the boat has not been claimed after 6 weeks in storage then arrangements will be made for its disposal.~~
 - ~~(v) If the boat has not been claimed after 6 weeks in storage and the outstanding fee paid in full then arrangements will be made for its disposal.~~
- 4.4 ~~Where a boat has been impounded and the storage fee paid the boat owner must contact the Council to arrange collection of the boat. Failure to collect a boat within 10 days will result in the reinstatement of the steps above.~~
- 4.5 The Council reserves the right to refuse to issue a further permit where any of the following apply:
- Money/fines remain outstanding
 - Damage or misuse to the dinghy storage park, tap, Foreshore, slipway or other Council facilities including the toilets
 - **Persistent and unresolved contraventions**
 - Abuse or threatening behavior to other dinghy storage park users, **members of the public** or members of Hamble Parish Council (staff and or Councillors)
- 4.6 A person who places an unauthorised boat in the dinghy storage park or obtains a permit by misrepresentation will not be considered for a permit for 5 years from the date of Hamble Parish Council's formal decision.

Charges

Dinghy storage park permit: £3 per week payable as a one-off bank transfer of £156.
Minimum fee of £78 applies (Subject to the decision regarding postage costs.)

Replacement of permits: £10

Hamble Parish Council (HPC)

Asset Management Meeting

5th November 2019

The Mercury Library and Community Hub Report

As agreed at the Council meeting on 14th October the attached letter was sent to Eastleigh Borough Council (EBC) confirming the Parish Council's limited support for the Mercury from 31st October 2019.

Officers have met to discuss some handover arrangements with EBC. HPC will transfer all keys it holds for the Mercury to EBC on 31st October however, it has been agreed that Parish Council meetings can continue at the Mercury until the end of the calendar year.

It's not yet clear what level of HPC involvement may be required when the new provider is appointed. Bearing in mind the significant level of officer time involved in resolving pre-opening issues, researching and devising practices and procedures it is recommended that from 31st October any HPC officer time specifically involved in Mercury related issues or advice, outside of those stipulated in the letter, is charged at an hour rate of £ TBA . This is midway between the Clerk and Deputy pay rate.

A short inventory of the HPC assets which will remain at The Mercury on loan for community use will be sent to EBC and provisionally agreed. This includes the:

- Nespresso coffee machine (subject to maintenance and cleaning in accordance with manufacturers guidelines and payment of the service contract - £200 plus vat),
- Crockery,
- Three iPads (subject to adequate support package),
- TS Mercury model and reference books.

An agreement regarding the remaining stock of coffee pods will be reached once there is more clarity around the new provider and the Local Area Committee has discussed with the volunteers.

It is recommended to approach EBC for a retrospective grant to reflect the significant officer time spent on the project, roughly 2.5 days per week over the past 12 months (925 hours). Over the preceding 12 months the time commitment was also significant given the work during the build, fit out, pre-opening preparations and liaising with EBC on:-

- Extensive input on design of fixtures and fittings to ensure end user needs would be met
- resolving the significant shortfall with the book stock
- devising library operating practices and procedures (cataloging, membership and borrowing)
- reporting numerous snagging issues with the building and fittings
- providing access for contractors and hirers
- Sourcing a suitable volunteer training package

Trees

The two trees planted by EBC as a planning condition between The Mercury and 'Roosters' didn't survive the summer. Two replacements have been planted with water tubes so it is hoped these will now thrive.

Recommendations:

- 1 Note the letter sent to Eastleigh Borough Council on 18th October 2019.
- 2 Agree hourly charge for Officer handover advice or support over and above that stipulated in the letter of 18th October 2019.
- 3 Note items which will remain at The Mercury on loan.
- 4 To approach EBC for a retrospective grant to reflect the significant Officer time spent on the project impacting on other functions.

Appendices

1. Letter from HPC to EBC dated 18th October 2019.

HAMBLE-LE-RICE PARISH COUNCIL



Parish Council Office
2 High Street
Hamble-Le-Rice
Southampton S031 4JE
deputyclerk@hamblepc.org.uk
02380 453422

Sarah King
Corporate Director
Eastleigh Borough Council
Eastleigh House
Eastleigh
Hants

18th October 2019

Dear Sarah

We are delighted at the success of The Mercury which has become a well-regarded resource in the village. There is lots of potential to develop the project further and we would like to be involved however, the setting up and day to day running has been a much bigger undertaking than anyone imagined especially without the infrastructure and backing of Hampshire Library Services. Indeed, EBC originally stated the Parish Council's role would be limited to finding and supporting the volunteers. Whilst many issues have been resolved there is still a great deal of work to do to ensure the day to day running of the building and the services is appropriate and compliant.

Whilst a group of very dedicated, enthusiastic volunteers are supporting the Mercury good practice requires thorough recruitment procedures and appropriate training to ensure compliance with regulatory requirements, policies and procedures.

We continue to be interested in running the library if there is an appropriate financial package to reflect the time and commitment involved. Should the offer of £10,000 be reviewed in recognition of the resource required we would request that you talk to us again.

Naturally we want to be involved with the facility but not at the cost of other functions and in the absence of any further negotiations it is not possible at this time. We trust you will be able to find another provider quickly as it is with great regret that we now give notice that from 31st October 2019 HPC's support for the Mercury will be limited to:

- Continuing to source and support community outreach services
- Officer attendance at monthly Board Meetings or volunteer meetings
- Funding, from existing grants, of a Children's story writing competition organised by volunteers

Yours sincerely

Simon Hand,
Chair, Hamble-le-Rice Parish Council.

Jeanette Symes
Deputy Clerk

HAMBLE LE RICE PARISH COUNCIL

INFORMATION AND INSTRUCTIONS FOR

TENDERING

INVITATION TO TENDER – replacement of benches at the Southern Quay Hamble.

Tenders must be submitted in accordance with the following instructions. Tenders not complying with these instructions, in any particular way, may be rejected by the Council, whose decision on the matter is final.

Invitation to Tender

Hamble Parish Council (HPC) is seeking to invite tenders for the design and replacement of public seating and public waste and dog bins.





Location:

<https://www.google.com/maps/place/50%C2%B051'23.5%22N+1%C2%B018'45.5%22W/@50.85653,-1.3132106,184m/data=!3m2!1e3!4b1!4m6!3m5!1s0x0:0x0!7e2!8m2!3d50.8565299!4d-1.3126289>

OVERVIEW OF PROJECT

The Foreshore at Hamble is owned by Hamble Parish Council and is zoned as a conservation area. The area comprises of a number of discrete areas including:

- Foreshore seating area and Quay
- Car Park
- Mid seating area
- Lifeboat Station and public facilities
- Dinghy storage park
- Southern Quay Green and quayside
- Beach Hut Cafe.

HPC will be undertaking a wider improvement programme that embraces the whole site, but ahead of that wants to kick start the programme by replacing the current benches, including the picnic benches, that have been on site since 1988, along with 3 general waste bins and a dog waste bin. Adjoining the Southern Quay are a further 3 benches which will also be included but will be subject to available resources.

The Council has set aside £37,000 for seating and other furniture across the Southern Quay and another site elsewhere in the Village. In addition, sponsorship is being sought from local businesses. Value for money an important component of the bid although we will also want to ensure that there is a warranty arrangement in place and that the seating can be maintained. The site is exposed both in terms of physical conditions as well as vandalism and anti-social behaviour so the product must be robust and any tenders must be supported by 3 reference sites and contact details that demonstrate the performance of the product.

Officers will be available on the 4th December to facilitate a site visit and to address any queries. All queries will be recorded and shared with other tenderers. Tenders are actively encouraged to attend site to ensure familiarity with the location and the setting.

Design

The Foreshore is loved by residents and visitors alike. It has an international reputation within the sailing community and punches above its weight as a day trip destination. It is recognised as a

friendly and traditional setting in which people can enjoy a range of pastimes throughout the whole year.

The Southern Quay sits at the most southernly point of the foreshore and is accessible only by foot. The area comprises of a grassed area backed by the Councils Dinghy Park and fringed at the front by a promenade which currently houses the 16 benches. The grassed area accommodates a number of wooden picnic benches which will be removed as part of the contract.

Historically the focus has been on river views which has meant that the grassed area is underutilised. Although river views remain important we are keen to encourage families to use the space more, to relieve pressure on space at the main Foreshore. With the removal of the existing picnic benches designs must include options for this activity. The grassed area nearest to the slipway is infrequently used for boat storage and must be avoided at a seating location.

Although we do not have a detailed design specification, we are looking for the following features:

- Seating that is variable in length and design
- Sections with and without back rests to enable people to sit and look at the river or the grassed area
- Use of curved sections to add interest and echo site features
- Provide sociable spaces that aid interaction between different users of the Foreshore, including cross-generational
- The use of some arm or end stops to prevent or deter running or skateboard/bmx use as well as providing support for those that need it.
- Consideration should be given to the seating design on the main Foreshore. Seats in this area are cast iron Baltimore wooden slatted seats. Although we want to see a different and unique design in this area, it is important that there is a common theme across the whole space. A design statement should support the bid.

Materials

For comfort the seating element will not be metallic and bidders must avoid single use plastics. Where metal is used it will be galvanised and powder coated and fixing will be bolted into the concrete pad. Use of recycled materials is encouraged.

Materials should be specifically suitable for use in a marine environment. A description of how the materials are treated to be resistant to corrosion should be given and their expected life span. Where protection can be reapplied this should be highlighted along with the method of repair and replacement as needed. Materials and the design must be resistant to vandalism and abuse

We will be looking for a minimum warranty of 15 years. Tenders should included in their statements how their product can be recycled or reused at the end of life to avoid materials going to land fill.

Removals

All existing benches must be removed from site and the price will include the additional 3 benches on the adjoining site. Where benches are removed and not replaced bids must include a cost for breaking up the remaining concrete pad and making good the surface. A decision will be made based on the design as to whether or not redundant concrete pads will be removed.

Surfacing

Currently all the seating sits on a concrete pad flush with the ground level. New locations for benches/seating will also be on concrete flush pads. Construction details and materials of new surfaces must be stated.

Additional street furniture

There are currently three waste bins and one dog bin. Replacement bins must match the design of the bench/seats but will, if possible, enable waste to be separated into general waste,

recycled and glass. Bins must not be located in a position that would interrupt views of the river from the grassed area. If bins are post mounted the cost of the posts and installing them must be included in the bid.

Memorials and dedications

Plaques and Memorials

The current benches were purchased and donated to the Parish in return for a plaque. These plaques should be retained and be included and reaffixed in the new scheme. If the design of the seats are such that plaques cannot be attached to them, the tender should suggest how plaques can be accommodated in the new scheme. The Council will wish to allow further memorials as a source of income so this should also be considered.

Concepts

There will inevitably be a mix of views about what is an appropriate replacement for the existing site furniture. The shortlist of 3 will be subject to a public consultation exercise. The final decision will be taken by the Council but regard will be given to the views and preferences expressed as part of the consultation. Bids will be supported by a minimum of two A1 presentation boards showing both the layout in plan form and a concept representation of the finished scheme.

Value Added

The council encourages any additional value-added options within the proposal. These will be set out and costed separately in the tender proposals.

Working safely

The council will require a specific risk assessment for the site and method statement about how the project will be managed to keep people safe. This should be included as a specific section in the tender documents.

Storage

A requirement for site compound, vehicle access, parking and welfare facilities should be clearly identified. The security of plant, tools and materials will be the sole responsibility of the contractor and HPC will not be liable for any loss or damage.

Disposal of materials

All waste and surplus materials removed from the site should ideally be recycled. Tenders should include arrangements for waste disposal and reuse. All areas should be restored prior to the end of the contract.

Restrictions

The area is not directly served by vehicles although access can be arranged via a footpath. Any method statements will need to address the safe movement of vehicles in a pedestrian environment. Given the proximity to property and businesses the hours of operation will be restricted within the range 0800-1700hrs although hours of daylight may restrict safe working further. This should be considered.

CONTRACT ISSUES AND TENDER PROCESS

Performance of contract and after Sales and Service Level Agreements

Suppliers must be able to respond quickly and effectively to any post installation maintenance requirements. Tenderers will confirm that they are able to meet the conditions and the penalties set out in the table below:

Requirement	Details	Penalty
Completion of project on time	Other than delays due to aspects not within the control of the contractor, completion of 2 weeks beyond stated completion date	2% of value of Project (£740.00) Longer than 2 weeks - 3% of value of Project (£1,110.00)
Resolution of Warranty related defects	Beyond 4 weeks of notified defect if item is not safe to be used	5% listed value of equipment in question
Retention	Any defects or quality issues within 12 months of installation	5% of the value of the project to be withheld until 12 months following completion of the project

Project Completion

The project will not be deemed complete until all snagging issues are resolved and the Post Installation Inspection is complete and satisfactory.

Financial Assessment

The Council will carry out an independent appraisal of the 3 shortlisted tenders to assess their financial strength.

Tender Evaluation

Tenders will be evaluated in-line with the table below. Each category has a total number of points available which reflect the importance of the activity. Tenderers will therefore identify within their tender how they meet each of the categories.

Item	Score	Detail
Overall Design	45%	Meeting the brief, design layout, aesthetics of equipment and surfacing
Quality of Materials and environmental sustainability	30%	Maintenance, expected longevity of equipment and materials that are recycled or repurposed
Warranties	10%	What is covered in the warranty, length of warranty for each type of material
Health and Safety	5%	
Presentation	5%	Quotation, quality of the visuals, general information included and format of response
Time Table and Service Levels	5%	Can you meet the time frames and agree to the services levels detailed in this document

Scoring System

Quality	Points	Criteria
Superior	4	Exceptional demonstration of the relevant ability, understanding, Experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
Good	3	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
Below Expectations	2	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
Poor to deficient	1	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading
Unacceptable	0	Totally deficient and non-compliant for that criterion.

The Questionnaire will be assessed on a Pass/Fail basis, and only those organisations that pass this stage will be considered for the project.

This evaluation exercise will be used to select no more than three tenders. These will go forward to a decision-making stage involving a public consultation and then onto a Council Meeting. The Council will then confirm the successful bidder having considered the community feedback.

Project timeline

Below is the project timeline. **Suppliers will need to provide confirmation (or Programme of Works) that these dates for starting and finishing the project can be met within their tender response:**

Action:	Date Due By:
Invitation to tender	18.11.19
Tender Site Meeting – time to be confirmed	04.12.19
Deadline for submission of Invitation to Tender Acknowledgement Form (Appendix 1)	29.11.19
Deadline for submission of tender clarification questions	06.12.19
HPC to answer outstanding questions	13.12.19
Tender Response Due	17.12.19
Shortlist confirmation	08.01.20
Consultation Event over 1 week	w/c 13.01.20
Tender selected and decision notified	12.02.20
Order Date and Contract signed	24.02.20
Completion Date	30.04.20
All snagging / ROSPA issues resolved, fencing and storage removed.	
Invoice for Payment (5% retention till the end of defects period)	

Preparation of Tender and Tender Duties.

Tenderers will be asked to complete 3 key documents as part of their tender submission. These are attached in the appendices. They are as follows:

- **Invitation to Tender Acknowledgement – Appendix A**
- **Form of Tender – Appendix B**
- **Qualification Questionnaire (plus associated documents (Appendix C))**

The Tender must be made in ink on the Form of Tender enclosed.

The Form of Tender must be signed where the Tenderer is an individual, by that individual. Where the Tenderer is a partnership, by two duly authorised partners. Where the Tenderer is a company, by two directors or by a director and company secretary, such persons to be duly authorised for the purpose.

Qualification Questionnaire will be completed and the following attached:

- Health & Safety Policy, Risk Assessments and Safe Working Procedures
- Proof of public liability, professional liability, product liability and employer's liability
- Insurance, all of which must identify the level of indemnity
- Proposals for undertaking the replacement of the Southern Quay Benches
- Organisation and method of working
- Analysis of resources

- Details of any part of the replacement programme of the new play/recreation space to be sub-contracted
- A scale drawing of the proposed scheme 1:100
- Two A1 Colour presentations of the proposed scheme
- An outline schedule of works detailing the anticipated delivery and installation period
- Copies of the company's certificates in relation to BSEN1176 & 1177
- Details of any proposed sub-contractors
- Details of any added value the proposals and how they might impact on whole life costs.

Total cost and detailed breakdown of prices showing:

- Unit price per item of equipment
- Detailed costs of all sundry items, including surfacing, bins, signage and fixings
- Installation costs per item of equipment and of sundry items
- Details of any additional items /costs such as security, delivery and storage

Site Visit

Before submitting a tender for the service, bidders are advised to visit the site to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the project.

Tender Questions, Clarifications and Site Visit

Tenderers are advised to study the Conditions of Contract and Specification. Tenderers will seek to clarify any points of doubt or difficulty (including any apparent ambiguities, errors and omissions in the tender documents) with the Council prior to submitting a tender. A site visit will be arranged for the 04.12.19.

Any Questions or matters of clarification regarding the ITT procedure, contract documentation, Specification or requests for further information will be submitted by e-mail to office@hamblepc.org.uk. The deadline for submission of tender clarification questions is 06.12.19.

The week beginning the 13.12.19, all questions raised and the Council's responses will be circulated to all Tenderers who confirm their intention to submit a bid via completion and submission of the form enclosed at Appendix 1.

Except in response to a query as set out above, no-one has any authority to make any representation or explanation to Tenderers as to the meaning of any aspect of this ITT pack or of anything to be done or not to be done by the successful Contractor.

Tenderers must be deemed to have satisfied themselves before submitting their Tender as to the accuracy and sufficiency of the rates and prices stated by them in their proposal, which must, (except in so far as it is otherwise provided for in the Contract), cover all their obligations under the Contract, and must be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their proposal.

Period of Validity

Tenderers are required to keep Tenders valid for acceptance for a period of 60 days from the closing date for receipt of tenders.

Submission of Tender

Tenders must be submitted in a plain sealed envelope/package clearly marked "**Tender for Southern Quay Bench Replacement Programme**"; in large bold print, by registered post, recorded delivery service or delivered by hand to:

Amanda Jobling

Clerk

Hamble Le Rice Parish Council Parish

Office

Hamble Memorial hall

2 High Street

**Hamble
Hants
SO31 4JE**

The envelope must not bear any name or mark indicating the identity of the Tenderer.

Tenders must be received by no later than 12.00 noon on 17.12.19.

No Tender will be considered if it is received after this date and time specified, unless the Council at its sole discretion extends the closing date and time specified in writing.

Information supplied by Tenderers will be treated as contractually binding subject to the conditions and requirements laid down in this Invitation to Tender. The Council reserves the right to engage in a tender clarification process with one or more of the organisations who submit a proposal.

All unit rates and prices must be quoted in £ Sterling, exclusive of VAT and inclusive of all costs associated with the service.

The prices/fees to be inserted in the Form of Tender must be the full inclusive value of the goods, works and services described (The Services). They must represent all costs and expenses which may be incurred in order to provide the Services in accordance with the Conditions and Specification and to assume all express and implied risks, liabilities and obligations imposed by the Conditions, the Specification and all other documents forming part of the contract.

Tenderers must note that the council reserves the right to exchange certain priced items after receipt of tenders and may agree the same with the preferred bidder.

Bidders must be deemed to have satisfied themselves before submitting their Tender as to the accuracy and sufficiency of the rates and prices stated by them in their Tender, which, must (except in so far as it is otherwise provided for in the contract), cover all their obligations under the contract, and must be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their tender. The Council is not bound to accept the lowest or any tender.

Scope of Tender

Tenders are being invited on the basis of undertaking the whole of the Services.

Contract Period

Tenders are invited for Services which are to be completed by 30.04.20. There will be no extension to this date under any circumstances and it is a key condition of contract that the entire works and services are completed by this date.

Tender Acknowledgement & Confirmation of Intention to Submit a Tender

Please acknowledge receipt of this ITT Pack and confirm your intention or otherwise to submit a Tender by returning the form enclosed as Appendix 1

If you decide not to submit a proposal please complete and return the form enclosed as Appendix 1 stating your reasons for not submitting a proposal in the space provided or on a separate letter.

Please note that only those companies who confirm their intention to bid as above by 29.11.19 will be sent any future correspondence relating to this tender including clarification information.

Tender Costs

The Council will not be liable in respect of any costs, expenses or losses incurred (of whatever nature) by Tenderers in the preparation of Tenders or any associated work effort in connection with this tender process.

Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with the Councils will disqualify your proposal from being considered and may constitute a criminal offence.

Payments

Payments will be made within 28 days of receipt of an invoice subject to all Services being completed to the satisfaction of the Clerk for Hamble Le Rice Parish Council.

Sub-contracting

When submitting its Tender, the Tenderer must notify the Council of any parts of the services which it proposes to sub-contract. Failure to do so will invalidate any such tender.

The Council's prior written approval must be obtained before any part of the services is sub-contracted.

The Council reserves the right to refuse such approval as its absolute discretion.

An approved sub-contractor must give a direct warranty and undertaking to the Council but the Contractor will nonetheless remain primarily liable for the provision of the Services.

Award of Contract

The Council expect to award the Contract on or about 12.02.20.

The successful Tenderer will be required to execute a formal contract and until such execution the successful Tender together with the Council's written acceptance must constitute the contract.

Health and Safety

Tenderers will be required to comply with the Health and Safety at Work etc Act 1974 and all other regulation made under the Act.

Accuracy

Information supplied to Tenderers by the Council (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information obtained by Tenderers.

Confidentiality

All information supplied by the Council in connection with this invitation to tender must be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Any data provided by the Council may only be used for the purposes of providing the Services and may not be used for any other purpose without the prior written consent of the Council

Freedom of Information

The Council is a public authority within the meaning of the Freedom of Information Act 2000. Information in relation to this Tender and all correspondence received may be made available on demand in accordance with the Freedom of Information Act 2000. Tenderers will state if and why any of the information supplied by them in response to this Tender is confidential or commercially sensitive or exempt from disclosure under the aforementioned Act. Notwithstanding the foregoing, unless an exemption under the aforementioned Act or a duty of confidence applies, information must be disclosed in accordance with the Freedom of Information Act 2000 in response to a freedom of information request where the public interest in favour of disclosure outweighs a Tenderer's commercial interests in maintaining non-disclosure.

Publication of Successful Tender

The Council may publish the amount of the successful tender and the name of the successful Tenderer.

Appendix A

INVITATION TO TENDER ACKNOWLEDGEMENT

TENDER FOR BENCH REPLACEMENT AT SOUTHERN QUAY HAMBLE

*I/ We intend to submit a tender by the required date and confirm that all of the information required, will be enclosed with our formal submission.

* I/We are unable / do not wish to submit a tender and our reasons for this are set out below.

Please insert here your reasons for not submitting a tender, or include in a separate letter:

We confirm that we will treat all information supplied by the Councils as confidential and will not communicate any of that information to any other party or make use of that information for any purpose other than preparation of a response to the Invitation to Tender.

Signed: _____ Date: _____

On behalf of: _____

Address: _____

Name (Block Capitals) _____

Position: _____

E-mail address for further Correspondence: _____

**Delete as appropriate*

This form must be returned by no later than XXX to ensure receipt of any further correspondence including clarification responses.

To be returned by e-mail to:

clerk@hamblepc.org.uk

Or by post to:

Amanda Jobling

Clerk

Hamble Le Rice Parish Council

Parish Office

Hamble Memorial hall

2 High Street

Appendix B FORM OF TENDER

TO:

Amanda Jobling

Clerk

Hamble Le Rice Parish Council

Parish Office

Hamble Memorial hall

2 High Street

Hamble

SO31 4JE

I/We,

(insert full legal name of tenderer including 'Ltd' or 'plc' or as the case may be – **please note:** if the legal name is a business name not followed by 'Ltd' or 'plc' or a similar expression, please state the legal nature of the tenderer, e.g. partnership or incorporated unlimited company) hereby offer to provide the works, services and goods ('the Services') in accordance with the Conditions of Contract and Specification Brief for the Fixed Sum of £.....

1. I/We hereby warrant and represent to, and undertake with the Council that:-

- a) I/We have not directly or indirectly canvassed any Member or Official of the Council with a view to gaining more favourable consideration of my/our Tender;
- b) All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by myself/ourselves my/our employees or agents in connection with the Form of Tender (and without prejudice to the generality hereof) are true, complete and accurate in all respects;
- c) I/We have not submitted the Form of Tender or entered into the Contract in reliance upon any representations or statement (whether made orally or in writing) which may have been made by the Council or on the Council's behalf;
- d) I/We have full power and authority to enter into the Contract and to provide the Service;
- e) I/We have sound financial standing and have sufficient working capital available to perform the contract in accordance with the conditions for the entire duration of the contract period;

2. I/We agree that:

- a) This tender must be kept open for 60 days from 17th December 2019
- b) The Contract must become binding upon the Council's written acceptance of the Tender
- c) The Council is under no obligation to accept this or any other Tender

Dated this _____ day of _____ 20__

(1) Signature:

Name:

Authority:

(2) Signature:

Name:

Authority:

Please complete this form in full and return it with all other items referred to in the Instructions to Tenderers. (Words defined in the Conditions of Contract and Specification must have the same meaning in this Form of Tender)

Appendix c

QUALIFICATION QUESTIONNAIRE

Suppliers will provide the following information to determine their financial and technical competence/suitability to supply the tendered Service. Please note the Council may obtain an independent appraisal of financial strength.

1. Trading Name of Contractor: _____
2. Full Name of Contractor: _____
3. Address of Registered Office: _____

4. Address and telephone number of office from where the Council's work would be carried out:

5. Person applying on behalf of the Contractor: _____
Position in Company: _____
Tel No: _____

e-mail: _____
6. Date of Formation of Company: _____
7. Registration Number where a limited Company: _____
8. **Health & Safety**

Hamble Le Rice Parish Council firmly believes that successful Health & Safety management is integral to the efficiency and effectiveness of any organisation. It is therefore essential that the following questions are fully completed.

- (i) Number of people employed by your organisation: _____
- (ii) Name and designation of person responsible for Health & Safety within your organisation:

- (iii) Do you have a Health & Safety Policy? If yes please enclose. **YES/NO**
- (iv) Do you have risk assessments for the Services to be provided to Hamble Le Rice Parish Council? If yes, please enclose **YES/NO**
- (v) Do you have Safe Working Procedures for the Service to be provided to Hamble Le Rice Parish Council? If yes please enclose **YES/NO**

(vi) Please provide the name and qualifications of the person used for competent health & safety advice to your organisation.

(vii) Please list any improvement notices, prohibition notices or prosecutions served on your organisation within the last 5 years.

(viii) How many accidents or near misses (if any) have been reported to you, by members of your staff in the last 12 months? Please detail below:

(viii) How many RIDDOR reportable accidents (if any) have there been in the last 12 months? Please detail below:

11. Insurance

(i) Name and address of Insurance Broker

(ii) Employers Liability Insurance - **Please enclose a copy of your current policy.**

Limit of Cover _____

Insurer _____

Policy No _____

Expiry Date _____

(iii) Public Liability (Third Party) Insurance - **Please enclose a copy of your current policy.**

Limit of cover _____

Insurer _____

Policy No _____

Expiry Date _____

(iv) If your Public and Employers Liability Insurance cover is for less than £5 million, please confirm that you would be prepared to make cover of this amount available in the event of your being awarded a contract.

YES/NO

(v) Professional Liability Insurance – Please enclose a copy of your current policy

Limit of Cover:

Insurer:

Policy Number:

Expiry Date:

(vi) Product Liability Insurance – Please enclose a copy of your current policy

Limit of Cover:

Insurer:

Policy Number:

Expiry Date:

12. Previous Experience

Please give details of three of your most recent or current contracts that we can contact, preferably with the public sector in the South East area. By giving these details you consent to us contacting them.

Organisation and Address	Contact Name Telephone No & e-mail	Date	Contract Value	Contract Description
	Name: Tel: e-mail:			
	Name: Tel: e-mail:			
	Name: Tel: e-mail:			

13. Has your company had a contract terminated or its employment determined within the last three years?

If yes, please give details below:

KEY CONTACTS

Richard Clarke, Head of Grounds and Assets

Technical aspects and site visit

HeadGroundsman@hamblepc.org.uk / 07949 160 885

Amanda Jobling, Clerk

Contract and specification issues

clerk@hamblepc.org.uk / 023 8045 3422

Jack Emerson-Heaney, Admin Assistant

Day-today contact, including management of the tender process

office@hamblepc.org.uk / 023 8045 3422

In addition there is a small project team who will make recommendations to the Parish Council's Asset Management Committee and Full Council

Project Initiation Document	
Project Name: Southern Quay Bench Replacement and Associated Bins etc.	
Project Objectives: Replacement and reconfiguration of seating on the Southern Quay as part of a wider improvement plan for the area.	
Problem to be solved (or opportunity): Old seating that is past its shelf life and needs replacing. The quality of the existing does not reflect the value attached to the Foreshore by residents and visitors both of whom identify it as a quality environment that should be maintained to a high standard. Although the We R Hamble traditional nature of the area as its attraction this is more about the undeveloped nature of the foreshore and the activities such as sailing, walking and crabbing that take place there. New equipment should not only add to the visual impact of the area but also create more flexible seating that different groups of people feel comfortable using.	
Project Deliverables: A high-quality environment. Seating suitable for all ages and abilities. Minimal maintenance and reasonable levels of longevity – 15 years.	Scope (inside/outside): Southern Quay and potentially the 3 benches along the foreshore adjoining the Southern Quay.
Assumptions: work will be completed within the timescales of this Council. That plaques on existing benches might need to be part of the new scheme and will need to be accommodated as part of the design.	Key Stakeholders: All residents and HRSC (due to the use of the green during the warming pan events)
Project Sponsor: Asset Management Committee	Project Manager: Clerk/Cllr Schofield
Team Members: Cllrs Schofield, Underdown and Dajka + Richard Clarke	

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KEY MILESTONES	DATE
Pre-Tender Work	
Letters to bench sponsors	July 2019
PID sign off	July 2019 November 2019
Draft Specification and consult with stakeholders	July 2019 November 2019
Advance warning of tender on Contract Manager	July 2019

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Commented [aj1]: Specification drafted but consultation will happen after tenders are in

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Commented [aj2]: No time to place advance warning about tender. Will move directly to inviting expressions of interest Shouldn't be a problem as not during peak holidays etc

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Agree criteria for bid assessment	August- September 2018 November 2019
Tender Process	
Post Invitation to tender and issue specification	September 2019 November 2019
Receive and open tenders in accordance with FR/SO	October 2019 December 2019
Assess bids against criteria, draw up shortlist and notify unsuccessful (including keeping a log)	December 2019/January 2020
Shortlist (include site visit) and take references	
Consultation – Late October	
Formally Agree shortlist via AMC/Council	
Publicise in Magazine the shortlisted tender and invite responses on the best four <u>three</u> submissions	December edition Not feasible with timeline
Council Decision	January February 2020
Contracts	
Financial checks on final contractor	February 2020
Appoint Contractor and agree terms	February 2020
Site Works (March-April)	
Preliminary site works (decommission existing site)	March-April 2020
Bring facilities to site including welfare and on site storage	March-April 2020
Start on site	March-April 2020
Handover over scheme	March-April 2020
Post completions inspection – retention payment trigger	
Payment	
Review and close project	

Commented [aj3]: Agree criteria with Working Group while out for Tender. AJ to arrange meeting.

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Risks:

Poor response to tender – retender?

Contractor doesn't perform – Stage payments

Poor quality product/installation – retention on contract

Bad weather delays work – fix a contract period

Cost overrun- contingency

Contractor goes bust – staged payments

Community divided over plans – importance of wider consultation to highlight ambitions for the whole parish

Site subject to flooding during critical stages – accept contract overrun

Loss staff to manage contract - ensure more than one officer involved to enable hand over if needed

Challenge from original bench donor – early notifications where donors can be tracked

Budget, Resources or Constraints:

£50,000 in total £37,000 in total

Grants total Grants to be explored and sponsorship from Businesses considered – in principle support from a number of companies/donor subject to confirmation of costs when known.-

Project Approval Date:

Signed:

Schedule of site visit for quality checks

Log of grounds for dismissing tender

Risk log and update it

Issues log

Project Plan

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