

ASSET MANAGEMENT COMMITTEE

8.30am on Tuesday 7th May 2019

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

This meeting is open to members of the public.

AGENDA

1. Welcome

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

2. Public Session

3. Proposals from the Hamble River Sailing Club

4. Agree Membership of Task and Finish Groups and Creation of Project Initiation Documents for:

- a. Landscaping in Area of Circular Bench
- b. Bin Storage
- c. Lighting Outside Public Toilets
- d. Recharging the Beach
- e. Slipways
- f. Dinghy Storage Park
- g. Sin Bin Area
- h. Barrier behind the Lifeboat Station
- i. Benches on Southern Quay
 - i. Contacting Donors
 - ii. Specification
 - iii. Public Consultation

5. Report on Damage and Vandalism

6. CCTV (verbal update)

7. Mount Pleasant: Engaging with Community Planning Organisations

8. Foreshore Report, including:

- a. Repairs to Slipway
- b. Dinghy Storage Park Tap
- c. Service Road Access and Safety

EXEMPT BUSINESS

9. Proposals from the Hamble River Sailing Club

Dated: 29th April 2019 **Signed:** *Amanda Jobling* – Clerk to Hamble Parish Council

UPCOMING PARISH COUNCIL MEETINGS

Annual Council Meeting - Monday 13th May, 7pm at The Mercury
Planning Committee – Tuesday 28th May, 7pm at The Mercury

OTHER UPCOMING MEETINGS

Local Area Committee Meetings

Thursday 13th June, 6pm at Hamble Primary School

Hamble-le-Rice Parish Council

**Minutes of the Asset Management Committee Meeting, held at 8.30am on Tuesday 2nd April 2019
8.30am at The Mercury Library and Community Hub, High Street, Hamble SO31 4JE**

Present; Councillors Schofield (chair), Thompson, Cross, Cohen, Dajka, Deputy clerk, Head of Grounds and Assets

Mike Lindsell Hamble/Warsash ferry.

1. **A, Apologies for absence,** Cllr Underdown
B, Declarations of interest none
C, Minutes of asset management committee 5/2/19
Proposed Cllr Cohen Seconded Cllr Cross Minutes agreed and signed by the Chair
2. **Public session.** None in attendance
3. **Hamble/Warsash ferry,** Mike Lindsell gave an update of the removal of container and ongoing tidying of site.
4. **DDF application,** Application received from RAF yacht club
Acceptance (subject to previous sanctions being checked first) Proposed Cllr Schofield
Seconded Cllr Dajka
5. **Actions following Foreshore meeting,** To prioritise the work into groupings starting with the Relocating of the café bin, slipway repairs, tap replacement, improvements to circular bench, installing extra railings.
To set up a Task and finish group consisting of Cllrs Thompson, Cohen, Schofield, Dajka and head of Grounds and assets to look into a PID for all work.
6. **Memorial plaque application: IT WAS RESOLVED** To approve, in principle, the placement of a memorial plaque with the proviso that it will likely moved when the benches are replaced
Proposed Cllr Thompson Seconded Cllr Cohen
7. **Cemetery Audit, IT WAS RESOLVED** to appoint the ICCM to carry out an independent audit of the cemetery management for a maximum of three days £1500
Proposed Cllr Cohen Seconded Cllr Schofield
8. **Head of Grounds & Assets Report**
Utilities: It was agreed that prices for a 3 year contract should be obtained and taken to the next full Council meeting on Monday 8th April 2019 if at all possible. If this is not possible **IT WAS RESOLVED** that the Clerk and Head of Grounds and Assets are authorised to proceed on the basis of best value.
Proposed: Cllr Cohen Seconded: Cllr Dajka

Allotment Regulations: **IT WS RESOLVED** to approve the draft regulations
Proposed by Cllr Cross Seconded Cllr Dajka

Hamble Halt: The Head of Grounds was asked to investigate and report back the disconnection cost for the water meter, re-connection charge and check if permission is required from Hampshire County Council before any further action is taken.

Equipment Replacement: A Task and Finish will be formed to draw up a PID for a replacement truck and tractor consisting of Cllr Cross and the Head of Grounds.

CCTV: A Task and Finish Group will be formed to draw up a PID and put forward recommendations for the upgrade of the CCTV. Cllrs Cohen, Dajka will form the Task and Finish Group, they will also seek support from experts outside the Council.

Slipway Maintenance: **IT WAS RESOLVED** to accept the submitted estimate on the basis that all the materials meet the marine environmental requirements.

Proposed: Cllr Cohen Seconded: Cllr Dajka

Dinghy Park Storage Tap: The Head of Grounds was asked to contact Cllr Underdown and/or Ken Munro to find out details of the tap or recommended following their report to the Dinghy Park Working Group. The electricity supply should be left in place until a final decision has been reached. If necessary, an interim tap should be installed by the end of April.

Football: The Head of Grounds gave an update on steps being taken to recover moneys owed by two football teams.

Litter and Dog Waste Bins: Suggestions for new bins has been received from members of the Hamble Conservation Volunteers. Most of the locations are not on land owned by the Parish Council. Cllr Cross will take the list to Eastleigh Borough Council for its consideration.

9. Mudland Moorings

IT WAS RESOLVED that the mooring should be given over to a commercial operator.

Proposed Cllr Cohen

Seconded: Cllr Cross

The meeting closed at 10:35am

From: Stephanie Merry
Sent: 29 April 2019 13:23

Dear Amanda,

Please find attached an illustrative diagram of the size of the space within the current Sin Bin we envisage for HRSC storage needs. The features that may be of interest to HPC are:

1. A "living green roof" on top of the storage facility, to minimize visual impact on local residents who have a view over the Sin Bin and dinghy park
2. Convenient and unobtrusive space for storage of HRSC rubbish bins, which are currently located on the lane next to Peter Nicholson's garden gate.
3. Sufficient space remaining for HPC to use as a "Sin Bin" accommodating up to 3 dinghies and perhaps the rubbish bins of the beach café, if that should be deemed appropriate.

All details in the diagram are open for negotiation. I trust that the Asset Management Committee will give this proposal serious consideration and look forward to our further discussions.

Best regards,

Steph

Commodore, HRSC

From: Clerk - Hamble Parish Council
Sent: 31 March 2019 22:34

Good evening

I'll forward your letter to the Asset Management Committee for their consideration. Unfortunately it's too late for next Tuesdays meeting, but will be taken to the May meeting. In the meantime if you have any more details about the size of the space etc please send them on. An indication of what you're after will aid their decision making.

Regards

Amanda

From: Stephanie Merry
Sent: Sunday, March 31, 2019 8:17:55 PM

Dear Amanda,

Please find attached a proposal from Hamble River Sailing Club for constructive use of the 'Sin Bin' area of the Dinghy Park, as requested at the meeting of the Dinghy Park Users Forum in February.

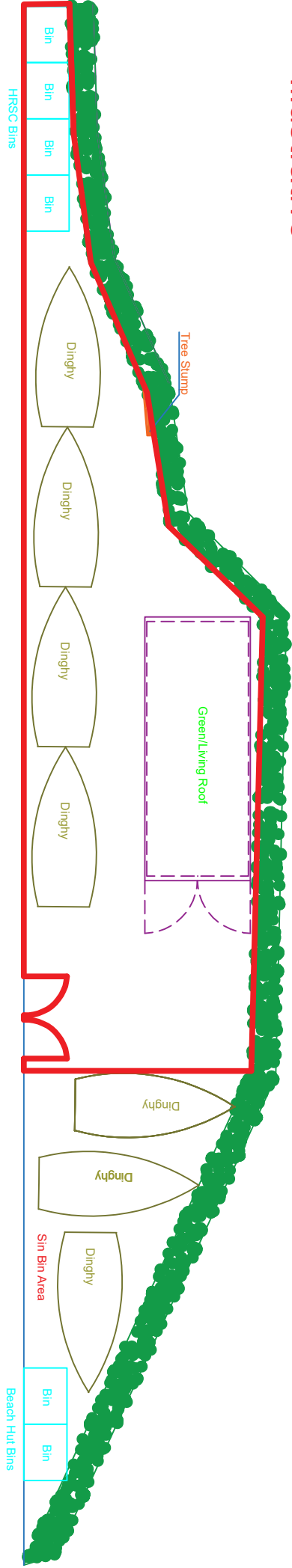
I do hope that this proposal meets with your approval.


Best regards,

Steph

Commodore, HRSC

Illustrative





10 Glasshouse Studios
Fryern Court Road
Fordingbridge SP6 1QX, UK

Project:

HRSC Storage

Title:

SinBin HPC

Dr. No.:

Version B

File name:

SinBin HPC.dwg

Scale:

Not to scale

Dirr:

DD

Date:

Chkd:

KM

Rev.

A

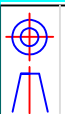
28-04-2019

Draft

DD

Sheet size:

A4



Mount Pleasant – Planning for Real

Recommendation to Council

To undertake a Planning for Real programme with the community regarding the future use and development of buildings and land at Mount Pleasant

To recommend a way forward regarding the appointment of a contractor.

1. At the Council meeting on the 8th April the decision to seek further information from the Neighbourhood Plan Working Group before coming to a decision on the Neighbourhood Plan.
2. In the light of this it is recommended that feasibility work starts on Mount Pleasant looking at a community engagement exercise that uses Planning for Real techniques to look at options for the site.
3. Planning for Real is a technique/process (as well as the name of the company) that is rooted in community engagement that helps residents to explore options and start to develop proposals. Appendix 1(in digital packs only) contains information relating to what the process involves, how it's applied and a case study that relates to the redevelopment of a couple of sports pavilions. The technique is also often used as a basis for Neighbourhood Planning and may provide a solution to the capacity issues that have so far dogged the decision on the Neighbourhood Plan.
4. The cost of work outlined by Planning for Real ranges from £2,000 for training up to £10,000 for them to do the work.
5. Other companies can do this work but this is company with a proven pedigree and a well-developed technique and skilled staff to do this work. That said they focus on the use of a 3D model and paper-based exercises; others may use technology to facilitate a higher spec programme.
6. Under Financial Regulations we can opt to appoint without market testing, where we are seeking specialist skills. I would suggest that this would be a reasonable approach in this case. Working with them might also give insight into the wider work that might be required for the neighbourhood plan.
7. The EMR is £30,000. We have commitments outstanding of £2,100 and it is reasonable to assume that further expense will be incurred in drawing up the technical specification. I would at this stage recommend that £10,000 should be set aside for professional fees for RUP which would cover refurbishment works. If improvements are agreed then the cost of these should be covered as part of the wider discussions on the relocation of Folland Cricket Club. This leaves £20,000 to support this work.

Asset Management Committee – May 2019

Foreshore Report from the Head of Grounds and Assets and the Deputy Clerk.

Head of Grounds and Assets

1. Dinghy Storage Park (DSP) Railings

The railings in the sin bin, having been in situ for twenty plus years, are rusted up and would need cutting up to be moved. Due to this, there would be little that could be re-used in a new location.

For the installation of three new railings for the rows of boats that have none, the cost would be £802.84 +delivery and vat for the supply of the required parts and materials.

This includes the tubing and fittings, ballast to concrete in posts, tarmac to finish the surface and tools needed to complete job.

The work will take 2-3 days to complete and due to other work, it is likely that we would have to split the job into three sections, to be completed separately.

Gecko Projects have given a guide price of £3200 to supply and carry out all works in one go over a three-day period.

2. Village Litter Picks

The two litter picks organised with Hamble Conservation Volunteers as part of the national Keep Britain Tidy campaign were very successful with seventy-two bags of rubbish collected over the two dates and a good number of parishioners taking part. As this has been a successful venture, I am in discussions with the conservation volunteers about making this a regular autumn and spring feature.

3. Vandalism

With the improvement in the weather there has been an increase in vandalism across the village, this has taken the form of damage being caused to fences, seats and plants from the allotments right through the village to the foreshore. Although none of this damage has been severe or overly costly to repair it does mean that staff time is being occupied in carrying out repairs rather than more constructive work and less of the council budget is then able to be spent on positive things. We are trying to report incidents to the police but are usually met with indifference.

4. Dinghy Storage Park Tap

The new tap was fitted on the 24/4/19 with the cabinet to be fitted on arrival to protect the meter and stop valve

5. Slipway Repairs

The repair work to the slipway was scheduled to be completed on the 2/5/19, but due to the contractor not being physically well enough to undertake the work will be rescheduled once the contractor is in a position to be able to do so.

Deputy Clerk

6. Access & Safety on Service Road

Access is not restricted now and members of the public often mistakenly travel along the service road with vehicles travelling at inappropriate speeds. The relocation of the Optimist racks belonging HRSC means that children and young people are frequently crossing the service road to access the sail store. HRSC have confirmed that they have undertaken a risk assessment and introduced management arrangements to reduce the risk.

Members are asked whether they wish to consider these possible solutions:

- A barrier restricting access to the service road

- Speed bumps
- Signage e.g. 'children crossing'

Alternatively, access to the service road could be combined with a larger piece of work to enclose the Dinghy Storage Park with more effective/prominent fencing. This will have several benefits: -

- Clearly separating the Dinghy Storage Park from the open public areas such as the slipway and footways through the area
- Clearly defining the area as part of the Parish Council's estate
- Improved security for users – boats could be secured to the fencing
- More effective access management - replacing the barrier with a gate or gates to prevent unauthorised access of boats or vehicles
- Reducing potential conflict between pedestrians when dinghies are being moved or launched
- Well chosen, low maintenance, fencing suitable for public spaces would enhance the character of the area (such as bow top galvanised steel fencing)

If the decision was made to do this it would also be timely to review the current parking arrangements for the Council's tenant. Dropping off of supplies blocks the walkway for pedestrians and dinghy users, creating a solid perimeter would mean that an alternative would have to be found. This could be at the entrance to the DSP.

<https://www.fenandleisure.co.uk/products/steel-bow-topped-fencing>

<https://www.jacksons-security.co.uk/playground-fencing/anti-trap-bow-top.aspx>

<https://www.playdale.co.uk/playground/playground-extras/fencing/bow-top-steel-fencing.html>

7. Foreshore – Feature Seating

Large 'pebble' style seats, examples attached, placed in two small groups on the grassed area at the Southern Quay will: -

- add interesting focal points
- be in keeping with the coastal location
- offer an attractive low maintenance alternative to some wooden benches.
- Encourage families to use this area

Smaller pebbles sited on the corners of the footpath below the circular bench grassed area would: -

- Protect the grass corners from unsightly wear
- Frame the river view from the seats and the bench from the shore
- Provide additional, low maintenance seating

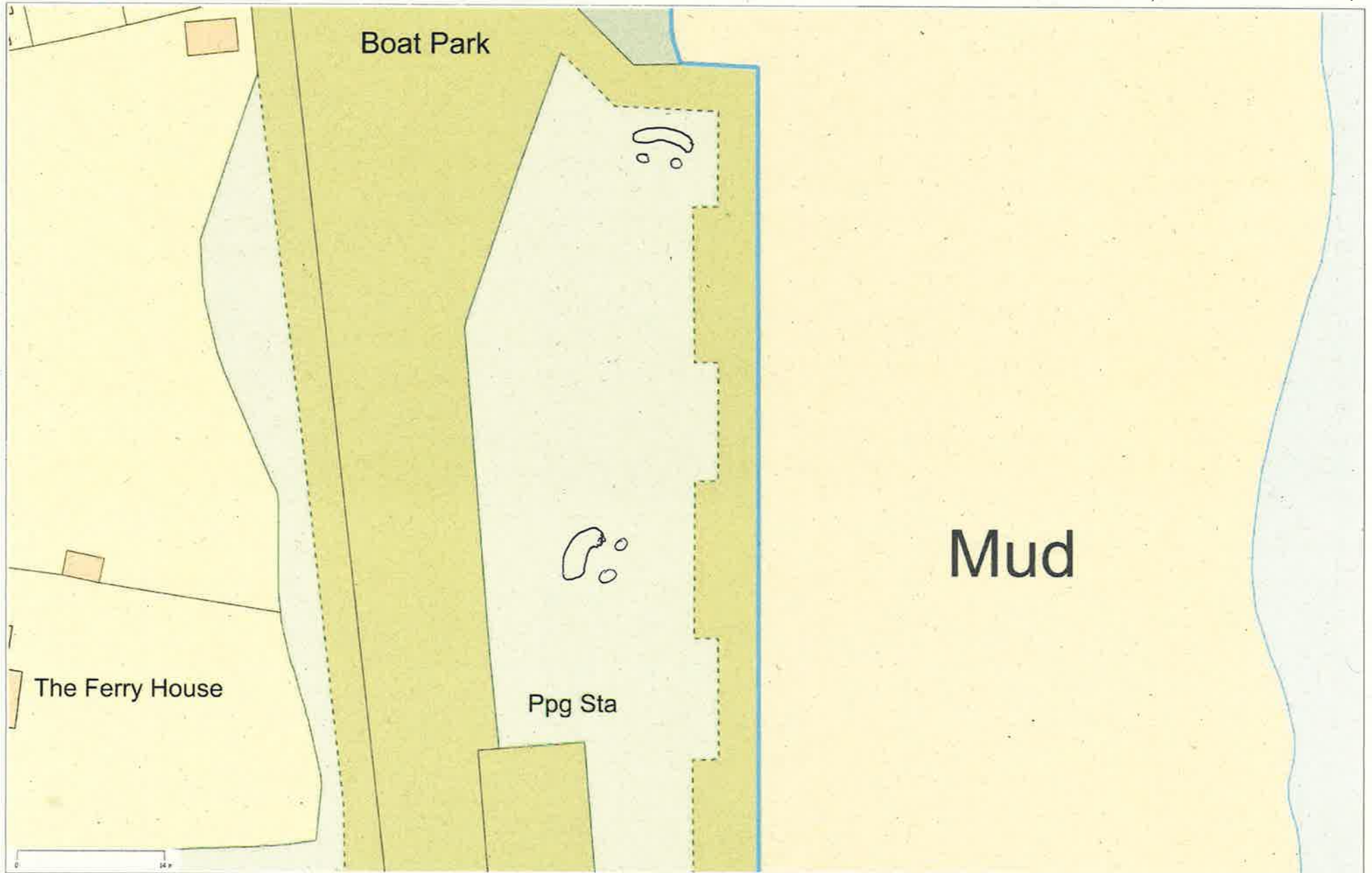
Some examples are attached and more information can be found at:

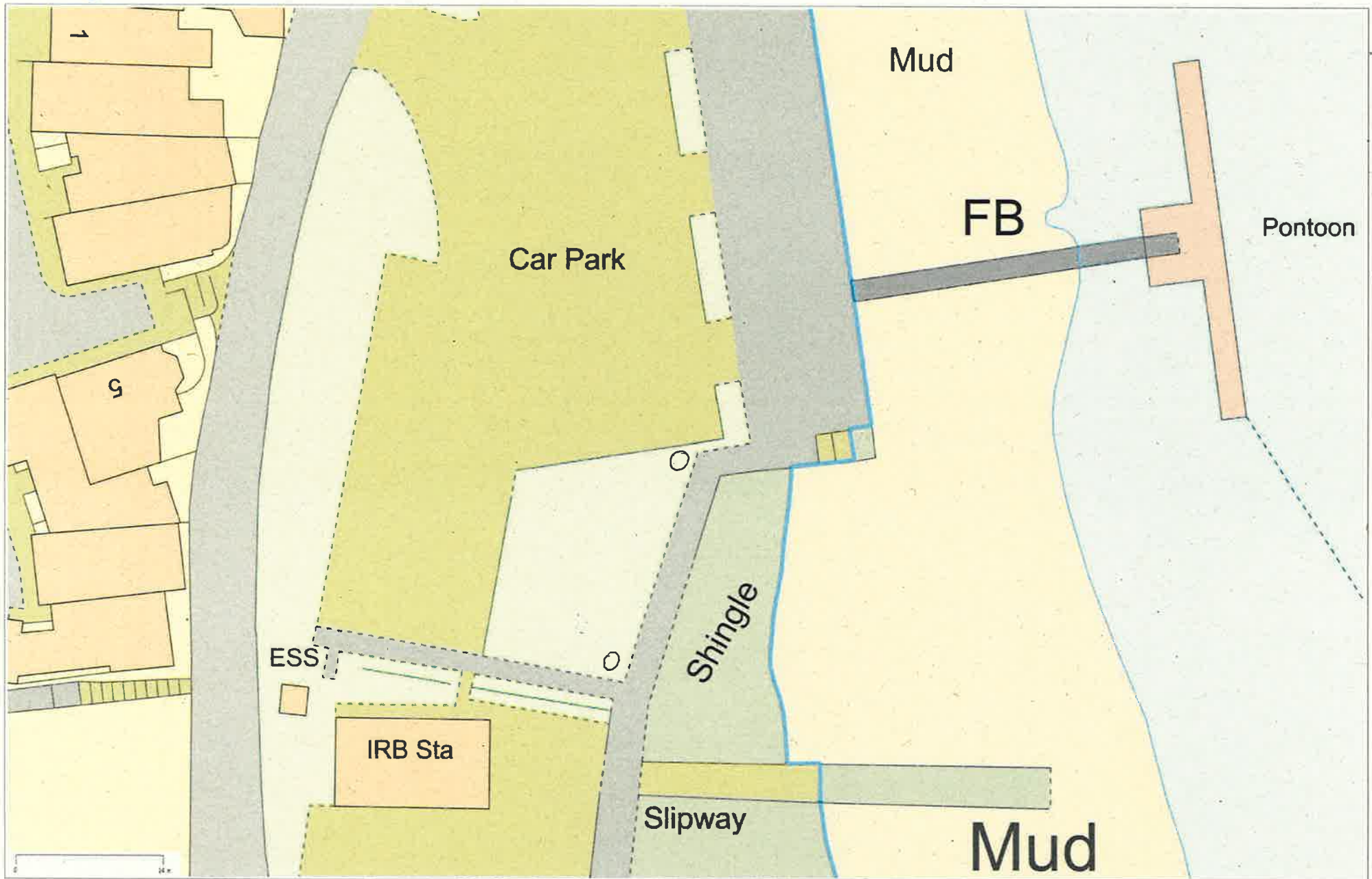
<https://www.barrellsculpture.co.uk/pebble-seat-products/pendeen/>

<http://oneartisan.co.uk/home/pebble-seat/>

It is quite probable that funding for pebbles could be obtained by:

- Sponsorship from local businesses or other organisations
- Applying for public art grants
- Seeking Grant funding from other sources





What we do

Planning for Real is both the name of our organisation as well as the nationally renowned community planning process which is exclusive to our organisation.

We work with communities to help them have a real say about what happens in their neighbourhoods. We help communities design and run programmes of community engagement so that their voice can be heard on topics such as neighbourhood planning, new housing and regeneration projects and the provision of services.

We are commissioned by local authorities, housing providers and community groups to design and run programmes of community engagement. We offer a range of techniques all of which are visual, tactile, participatory and community-led.

We are most well known for our exclusive Planning for Real® model. This is a community planning process based on a 3D model which allows residents to register their views on a range of issues, to work together to identify priorities, and in partnership with local agencies go on to develop an action plan for change.

Our other techniques include ideas walls, aspiration trees and planning and evaluation tools. We provide training for communities wishing to use our techniques and we can facilitate entire programmes of community engagement.

We offer different levels of support for clients to choose from, which can be tailored to meet the needs of the project.

Contact us

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Our offer

We are most well known for our exclusive Planning for Real® model but we also offer a range of other techniques for community engagement all of which are visual, tactile, participatory and community-led.

After an initial discussion of your requirements we will develop a proposal explaining the techniques and programme which we think would be most effective and a quotation for our involvement. In terms of techniques, it could be that a pure Planning for Real® exercise would suit your needs best, or an adaptation of it, depending on the specific brief and the level of influence held by the community

Our techniques include:

- Planning For Real® – our exclusive community planning process, for which we are best known
- Building Design – a visual process to enable local residents to be involved in the design of a new building or the renovation of an existing one
- Evaluation for Real – a process which draws on the experience of a range of community based evaluations and uses a variety of participative tools and techniques
- Ideas walls
- Planning and evaluation tools – including the Yellow Brick Road, weather maps and rainbow maps.



Our creative way of working and our innovative techniques set us apart. We are continually developing our way of working, trying out new techniques and updating our methods. Through our work with young people and partnership with the youth engagement site Social Breakfast, we are developing a social networking and online element to some of our techniques.

The Planning for Real® process involves running community events to gather peoples' opinions, prioritisation workshops and action planning sessions. We also have a great deal of experience in running focus groups, facilitated stakeholder workshops, design workshops, masterplanning community engagement sessions, mapping exercises and photo surveys.

We can develop an interactive, visual and inclusive programme to meet your needs. Get in touch with us to discuss your plans, we're here to help and what's more, it will probably cost less than you think.

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What sets us apart

Our creative way of working and our innovative techniques set us apart.

Individuals and communities who use our techniques find that they build their own skills and confidence through the engagement process. Many residents who have been involved with Planning for Real® (PFR) have gone on to become more active within their communities, and community groups develop a renewed sense of purpose and momentum.

We have an excellent track record in engaging with all sections of communities, and in particular under-represented groups. Our PFR process is known for its portable 3D models, and we pride ourselves on building relationships with communities and reaching out to engage with all stakeholders. We use all forms of consultation including leafleting, public events and activities, informal groups, displays and media publicity. All of it is designed to involve people in shaping and bringing about change in their neighbourhoods.



Community engagement is not just about consultation and the provision of information, important as these are. It should also be a means by which local people can be fully involved in the process of change, interacting equally with other stakeholders and wielding real power. Anything less is unlikely to result in the development of sustainable communities or effective neighbourhood planning.

For over 25 years, the PFR team has helped residents throughout the UK to play an active part in the regeneration of their neighbourhoods and the development of their communities. Our aim for every project is to empower local residents so that they are fully involved in the process of change, their voices are heard and they have an active role to play. Our skill is in bringing people together and using genuinely collaborative methods to bring about locally-led solutions.

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Prices

We offer different levels of support for clients to choose from, which can be tailored to meet the needs of the project.

For that reason it is difficult to give anything but a general outline of prices. After an initial discussion about your requirements, we will develop a proposal explaining the techniques and programme which we think would be most effective and a quotation for our involvement.

For clients looking to run a Planning for Real® (PFR) process, a typical quotation might include scoping and familiarisation, early meetings with key stakeholders, one day's initial training on PFR and a combination of arms length and more hands on support at key points through the process such as the first day of model building, the first community event, crunching the data, facilitation of prioritisation and action planning workshops and writing the final report.

Depending on the level of support prices start from around £2,500 (exc. VAT) for the lowest level of support, where the community are trained in PFR and facilitate the process themselves, to around £10,000 (exc. VAT) where the PFR team take responsibility for delivering each stage of the process. There is flexibility though, and scope to keep costs down if the group or client are able to take on more responsibility, for example, data crunching the event results and writing up the final report.

For clients using our other techniques, prices are dependent on the number of days of training or support required. Prices start from as low as £400 for designing and running a full day event. Contact us at info@planningforreal.org.uk or call us on 0121 568 7070 to discuss your requirements in more detail.

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Parks masterplanning in Leighton Linslade

A consultation exercise for Leighton Linslade Town Council on what improvements were needed to Pages Park and Mentmore Road Memorial Gardens

[View project images »](#)



Introduction

Planning for Real was appointed in September 2011 by Leighton Linslade Town Council to undertake a consultation exercise about what improvements were needed to Pages Park and Mentmore Road Memorial Gardens. The town council was reviewing the facilities in both of these parks to inform the production of a long term 20 year plan for future leisure and recreational development in these locations.

Background

Planning for Real® (PFR) is a versatile and flexible method for community engagement, which can be used to look at wide ranging issues. For this project, rather than using a 3D model of the area, an aerial photograph of each of the parks was used. This allowed people to see an exact photograph of the park and the location of existing facilities. Rather than using the standard set of PFR suggestion cards, the focus for this project was on those that were relevant to an open space consultation. Additional tools were also used including questionnaires for the numerous interest groups and large visual pin board questionnaires for members of the public.

The project

The consultation events were promoted by the town council through the local paper, their website and leaflets. The process began with a visioning workshop in October 2011 which gave town councillors the opportunity to identify some of the issues that needed to be addressed and the potential that both parks could offer in the future. This exercise was important in determining the scope of the consultation and starting to explore the potential funding arrangements for improvements to the parks given the difficult economic situation.

A number of events were organised to maximise participation in the consultation process. These included an event for interest groups who use the facilities in both of the parks and having stalls at a number of public events including the local Christmas Lights celebration and the Christmas Fair. A final event was held in March 2012 to give people an opportunity to look at the issues raised during the consultation and think about what the priorities should be.

Outcomes

It was apparent during the consultation events that residents and park users were very concerned about the future of both parks and were suspicious that a consultation exercise was being carried out. This requires a clear message to be sent out by the town council informing people that there is no intention to build or sell off either of these sites.

The consultation included many of the user groups and sports organisations who use the facilities in the parks. Information was gathered on the needs of these groups and their plans for the future. All of the clubs are mindful of the rapid expansion in the town and the additional interest that the Olympics will generate in sport and they want to be sure they can accommodate a rising demand in their sports.

Whilst sports facilities alone should not determine the total future development of these parks it is crucial that their needs are considered as they attract many people to their activities. The consultation highlighted that young people need to be encouraged to participate in sports activities and a good range of facilities should be offered in each of the parks.

The consultation results suggest that it would be sensible, before any decisions are made about how to improve facilities at both of these parks, for a sports strategy to be developed for the town. This could take a more holistic view and look at all the parks in the town and decide which facilities would be best sited where, what facilities already exist and what improvements would need to be made to achieve everyone's aspirations. It is important that this strategy is developed quickly so that organisations that need to develop their plans are not delayed by this process.

In addition to the sports provision, other key issues which came out of the consultation were the future of the two pavilions, anti-social behaviour (specific locations and possible solutions), lighting and seats placement, access, parking and café / refreshment facilities.

Overall the exercise showed that many of the people who attended the consultation were on the whole quite happy with the parks apart from some of the key issues mentioned above.

It was evident from the consultation that a number of the issues raised could be dealt with more quickly whilst a long term plan is being decided. This would mean that people who have been involved in the consultation process feel that their views have been listened to and that some progress is made quite quickly. Examples of 'quick wins' which could be dealt with more quickly are:

- Tackle some of the issues of anti social behaviour that affect residents who live near the park

- Reassure members of the public that the town council have no intention to allow housing to be built on these parks
- Negotiate with the police to get a greater presence in both parks during the evenings, especially in the summer time
- Set up a 'Friends of park group' for each of the parks. This would enable members of the public who have an interest in these parks to set up a constituted group that could liaise with the town council and apply for funding for small improvements to the park
- Advertise more widely what is happening in the parks, particularly Pages Park and informing people how they can book space in the pavilions for their groups
- Pilot street snooker in both parks possibly during the school holidays when there is greater usage of the parks
- Organise some events that attract more families into the park – this could be done via local arts organisations, community organisations or Groundwork
- Improve signage to Pages Park
- Organise for dog bins to be emptied more regularly in each of the parks
- Keep people informed about future plans for each of the parks.

We asked Lisa Jarvis, senior operations and administration manager at Leighton Linlade Town Council for her impressions of the PFR approach. She said:

” The Planning for Real consultation was an interesting and unique process to be involved with, it helped us focus on and prioritise what is important to local residents and regular users of the parks. We had very positive feedback to this method of consultation from members of the public who said they enjoyed the process and really felt they were contributing to the consultation. “

Project Gallery



1 2 3 4 5

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