



## Hamble-le- Rice Parish Council

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE

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### Asset Management Committee

Monday 16.00pm 30<sup>th</sup> October 2017

#### AGENDA

1. a. Apologies for absence
- b. Declaration of interest and approved dispensations
- c. To approve minutes of the Asset Management Committee 29<sup>th</sup> August 2017
2. Public Session
3. Hamble FC – site modifications
4. Bins at Westfield Common
5. Update on EE and Barclay Bank Leases
6. Renewals programme for grounds equipment
7. Budget setting for key premises: RUP, College Playing Fields, Mount Pleasant

**Exempt Business** - To propose and pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

Amanda Jobling

Clerk to the Parish Council

Date 25.10.17.

**ASSET MANAGEMENT COMMITTEE**  
**Hamble Parish Council Office**  
**29<sup>th</sup> August 2017 at 4pm**

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Present: Cllr Cross (Chairman), Schofield and Underdown

Apologies: Cllr Philips, Cllr Woodall.

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Member of the Public present

1. Minutes from meeting 4<sup>th</sup> July 2017 were agreed.
2. Public session: the member of the public stated that they were in attendance because of the tree survey item. She had raised concerns about trees immediately butting her property and potential damage that was being caused. She also identified that a number of areas were not included in the survey and that this didn't present a comprehensive picture of trees on Council land.
3. The Clerk opened by explaining that the Council had commissioned a survey that identified an approach for the future back in 2015. It was set up on a risk based approach that looked to identify trees that needed work in areas where damage could be most severe. Each year work from the schedule should be carried out to ensure the minimal risk. There had neither been a review of the policy nor the anticipated actions and although the grounds team had undertaken the works identified no further work had happened.
4. The Committee requested that the document be updated so they understood where the gaps were and also to identify those areas missing. They queried why areas were missing and were told that it had been based on the size and age of tree and those areas where there were trees were younger had not been included. Updating the survey was now needed given the time that had elapsed. Approaches to the consultant had not yet resulted in a way forward.
5. Further work was also needed on the council tree policy – to balance the value of our trees from an amenity, biodiversity and residential perspective. It was agreed that the work would come back to a later meeting.
6. Storage shed - Members were updated on work on the storage shed since the last meeting and in particular the fuel storage issue. Options to locate it in a safe compound around the two sheds at CPF had failed as a result of feedback from the fire officer. It would require a separate building 3m away from all others. As a result no further action is proposed at the moment. The small diesel barrel has been relocated and a metal cupboard purchased.

Metal racking is needed to complete the fit out of the shed and enable the remainder of the equipment to be moved.

A further discussion took place regarding an electrical supply to the storage shed and it was agreed that there should be no extension cable used from the garage store to the new store due to the potential risks.

7. Fire Risk Assessments - Identified the need for training to be sorted as part of the Health and Safety work.
8. PAT Testing - An inventory of all appliances is needed and all equipment to be PAT tested. Company identified and will be completed by the end of Septmeber 2017.
9. Play areas - Discussed the inspection regime for play areas and the potential doubling up of some inspections. Agreed that a recommendation to Council should be made to cease the independent inspection.
10. Foreshore Report - Updated the committee on the work so far and the outstanding issues with included the obstruction on the Dinghy Park slip road and the public slipway. Clerk agreed to write/post notices as needed.
11. Audit of street furniture - The Grounds team had completed an audit of street furniture and identified a number of locations where seats needed to be removed. These included Mount Pleasant and the bus stop near the Police College on Hamble Lane. It was agreed that the parts from the Mount Pleasant seat should be used to re-provide for the Hamble Lane seat given it is widely used. Recommendation to be made to Council.

**Recommendation: Agree a list of assets to renew and to work up the costs related to them.**

1. The Council has the opportunity to budget for either replacement equipment where needed or refurbishment of buildings / other assets. Below is an indicative list of assets that are in need of work.

2. Once members have agreed the items to be replaced/renewed indicative costings can be sought. These will be fed back electronically.

Equipment	2017/18	2018/9	2019/20	2020/21
Play areas Bartlets Field Avro Court				
RUP Replace boilers Refurbish building Improvements - veranda				
Mount Pleasant Redevelop with play park and skate ramps				
Foreshore Ladder on southern Quay Benches Signage New fixtures – BBQ's Beach Huts Cycle racks				
Car Park Additional pay and display machine				
Street Furniture Signage Dog bins Rubbish bins Benches and Memorial Benches				
Dinghy Park Fencing Lining Boating washing				

Storage				
Westfield Common Bins Signage BBQ's				
Garage at Bartlets Field??				
Allotments Devise an allotment plan Tree clearance Fencing				
PPE Chain saw protective clothing Head gear Ear defenders Boiler suits				
Other				

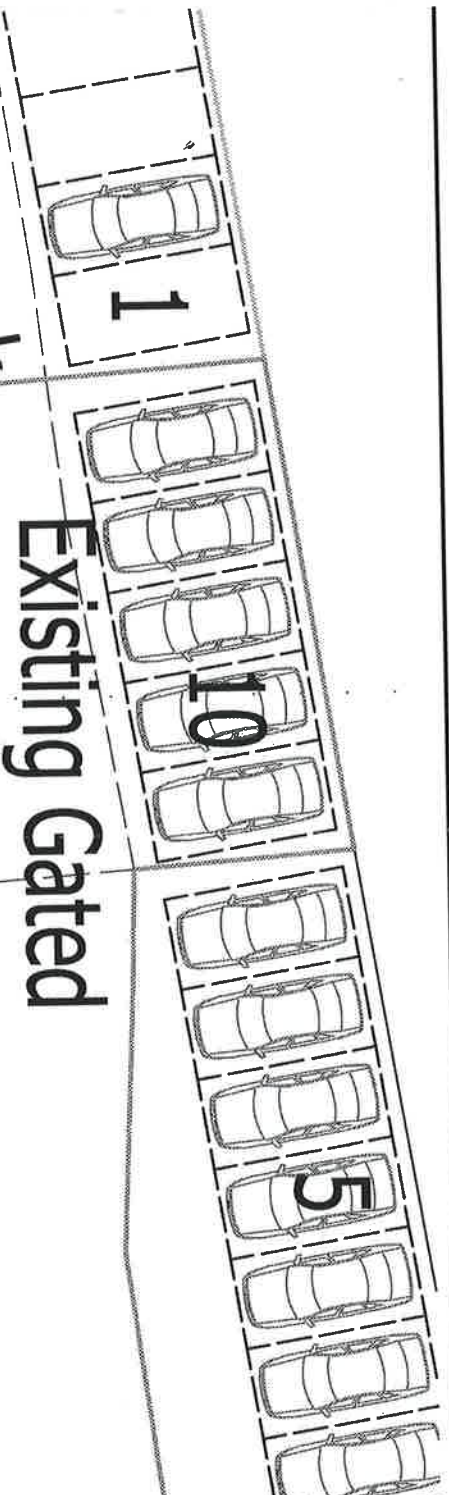
3. Replacement of benches and memorial benches is complicated and very sensitive. Previous practice has been for the parish to allow people to purchase a bench and site it on our land. There have been no payments taken to cover forward maintenance and no agreement about the timescale allowed under the dedication. The effect of this is that some benches need to be replaced but technically do not belong to us. Consent will be required to replace and in some cases contact details are not available.

4. Going forward the Council should only agree to allow the following:

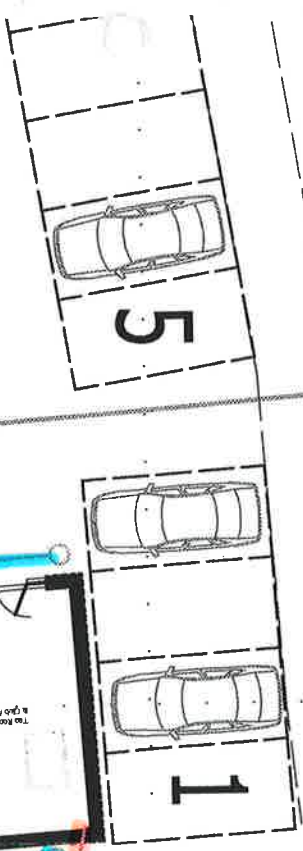
- ! A bench that is to an agreed standard
- ! A contribution made to ongoing maintenance
- ! A time limit of dedication so that they can be removed in the future.

5. Replacing the benches along the foreshore is a priority as are the benches at CPF. There are a number on the Foreshore that are dedicated and replacing them in one go with a new style/brand of bench may prove exceptionally difficult. Members are asked to advise how they wish to proceed

6. A short programme of replacement PPE is recommended. Although not all equipment is failing an inventory has not been kept and it is not possible to be certain about when equipment was purchased. The Chain Saw protective clothing needs to be done this year as it was raised in the audit. Other equipment should be replaced over the next financial year and then a renewed on a scheduled rolling programme.



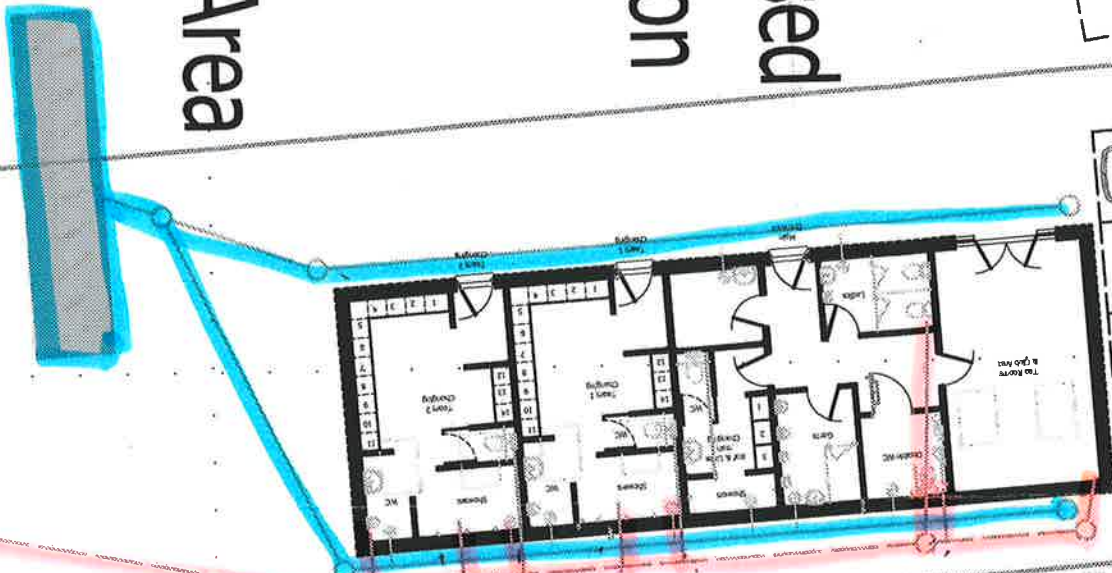
Access track  
Access



Proposed  
Pavillion

Storm

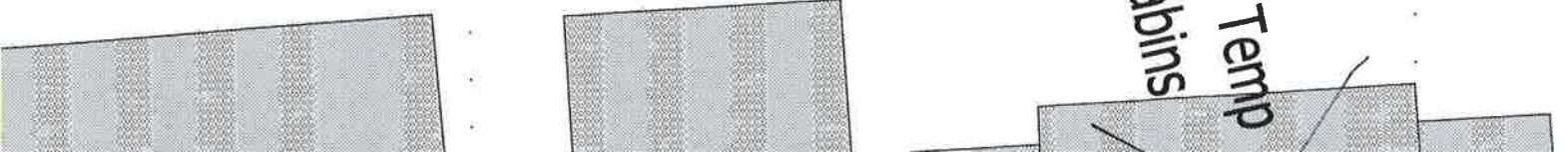
Drainaway Area



Drainaway  
RIME™ Aquacells  
0m wide x 9.0m long x 2 cells  
in trench with gravel bed and  
wrapping  
6.0m away from building)

Existing Access & Par

Extg Temp  
Cabins



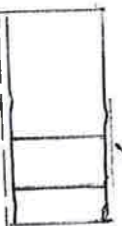


EXISTING  
TEA HUT

ENTRANCE

Double gates

SITE FOR  
TIMBER  
HOSPITALITY  
BUILDING



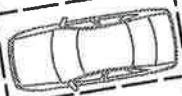
FOOTBALL  
PITCH

EXISTING FENCE

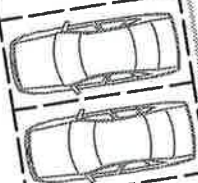
Double  
Gates

EXISTING FENCE

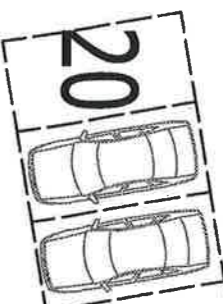
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15



10



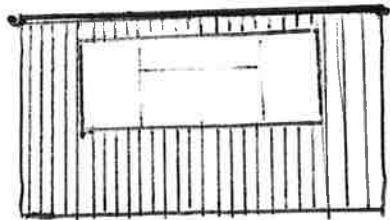
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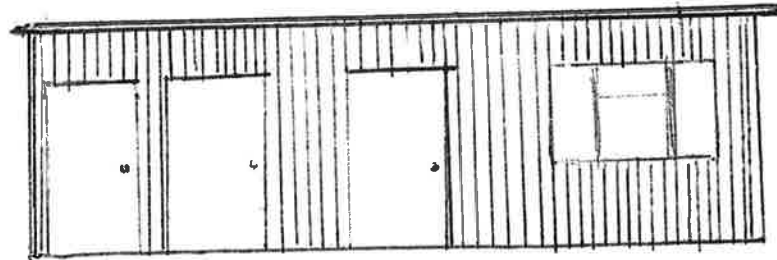
Additional overfl  
park if required,  
to ground conditi

Training  
( & MiniYO

FOR THE ATTENTION OF HAMBLE LE RICE COUNCIL



SIDE VIEW FACING  
PITCH



VIEW FACING TEA HUT

THE 2 OTHER ELEVATIONS  
HAVE NO DOORS OR  
WINDOWS



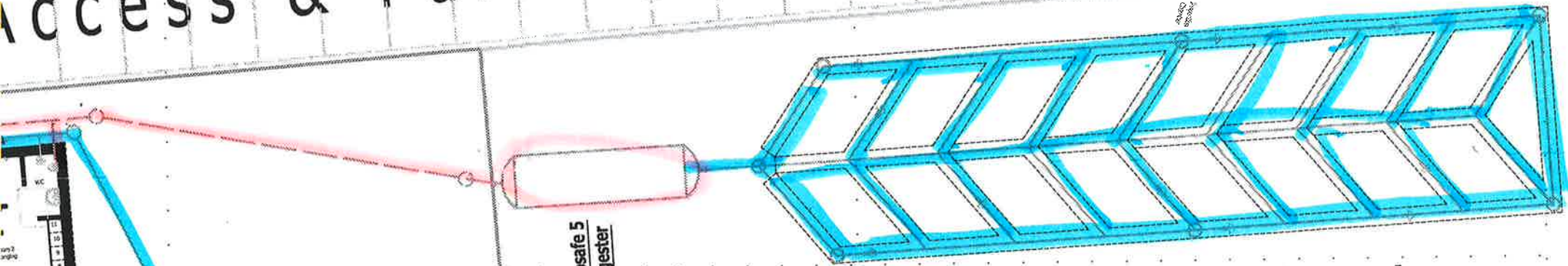
CONCRETE BASE  
WITH TIMBER STUDS  
+ BLACK CLADDING  
FLAT ROOF  
NO BUILDING REGS  
REQUIRED CLASSIFIED AS  
TEMPERARY BUILDING  
ONLY THING REQUIRED  
IS ELECTRICAL  
CERTIFICATE ON  
COMPLETION  
AND YOUR CONSENT  
TO BUILD

THANK YOU  
MICK CLARKE  
CHAIRMAN H.L.R.C



Existing Buildings

Access & Parking Area



**Kingspan Biosafe 5  
Unit by Klargester**

**Typical to drainage field**  
100  $\phi$  PVCu pipe (1:200)  
(perforated) laid in 600mm wide  
trench with gravel bed and  
geotextile wrapping

**Proposed Foul Drainage  
Field Area**

orm  
way Area

h long x 2 cells  
ravel bed and

(building)

a

**Recommendation:**

1. AMC should recommend to Council whether consent should be given or not to the proposed changes and the terms of the approval.

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1. Hamble FC have approached the Council to request consent to erect further structures on the site. Copies of the Plans are attached.
2. The plans involve the siting of a new Pavilion building as well as a small timber hospitality building.
3. The lease for the site was issued in 2016 for 25years. The consideration for the lease was £1. It is not clear what valuation advice was sought in relation to this.
4. HFC will need to secure a Planning Consent for the works and will be expected to cover our fees and expenses. The consent if given will be in the form of a License to execute works.
5. A rent review will take place 3 years after the original lease was signed which was May 2016. These changes will form part of any review.
6. A recommendation from the AMC is needed to Council about whether consent should be given or not and the terms of the approval.

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**Recommendation:**

To consider the 4 options outlined and which they wish to recommend to Council.

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Over the Bank Holiday August weekend a large contingent of anglers met on Westfield Common for a competition. There were reportedly nearly 100 people taking part in the event and not surprisingly there was a significant amount of rubbish generated.

Correspondence from a local resident was received regarding the rubbish complaining that the provision was bins was inadequate as was the speed of removal.

As you will see I also have copied my response which highlighted the wider problem that resulted in the rubbish removal not being sorted out on the Monday morning.

In short the problem was that the bins that the grounds staff move the rubbish to for collection by EBC were full and could not accommodate the extra rubbish that was generated across the whole village that weekend. The trade waste bins were emptied on the Tuesday by EBC and once they were emptied the rubbish at Westfield Common was collected. This occurrence was unusual in scale and had we been made aware of the competition arrangements could have been made to deal with it more effectively.

Increasing the number of bins at Westfield Common will not in itself deal with the issues that arise at Westfield Common during fine weather weekends. To be effective it would require both additional bins and increasing the number/ size of the trade waste collection that we have during the busy summer period (Whit Week Bank Holiday – August Bank Holiday).

Given the time taken to clear the foreshore on these weekends there will always be an inevitable delay in getting to Westfield Common unless the priority for rubbish clearance moves from the Foreshore to Westfield Common.

If we do increase the number and size of bins at Westfield Common there is an additional time commitment for the Grounds Team throughout the year in having to visit more sites and empty bins. In many cases the bins will have little rubbish in them outside the periods identified.

Cllr Cross having raised the issue at the AMC in August requested that the item come back to this meeting.

The following options exist:

1. Install additional bins at Westfield Common. Should this wait until the Branding work is completed? This was the agreement at the last meeting?
2. Agree additional collections of our trade waste bins with EBC over the summer period (Whit Week Bank Holiday – August Bank Holiday)
3. Review the priority of the rubbish clearance to Westfield Common over the Foreshore during the summer months
4. Identify the budget implications of the options agreed.

Hi

Although we are all entitled to a holiday do we not move forward with modern times if we want people to be recreational. We can't one minute blame people for dumping rubbish and then the next not do our job of picking it up. From the picture you can see this is a disgrace. Good weather, bank holiday weekend and people have nowhere to put their rubbish and we the locals have to put up with it looking like a free for all rubbish tip. I would like to know why this is a continuous problem at this time of the year. I would like this passed on to my so called councillors.

Yours



Sent from my iPhone

Good morning

Jeanette has forwarded me your email about the rubbish left at Westfield Common over the weekend. I understand from local residents that there was an unusually large gathering at Westfield Common over the weekend which generated an exceptional amount of rubbish. Even without this event there would have been difficulties as there were large numbers of people in the village over the weekend leaving a trail of rubbish in their wake.



On Tuesday staff did prioritise getting to Westfield Common to clear the surplus rubbish but the holding bins that take our rubbish to, were full and until the bins were emptied we had no way of taking any more. Hence the fact that the bins could not be properly emptied. Our bins were emptied this morning and staff went to collect the outstanding rubbish from Westfield Common. With the accumulated rubbish from across the village the large commercial bins are again already nearly full. I hope this gives you some idea as to the scale of the problem that the team faced following a long hot weekend.

We will look to see what changes could be made to predict and address this type of issue occurring in the future. The Grounds Team work exceptionally hard to maintain the village in a pristine state and are as disheartened when confronted with scenes such as these. They are rare and I am sure that you would acknowledge that generally they do an excellent job in maintaining these areas.

I will of course forward your correspondence onto Members so they are aware of your views and I appreciate your time in making us aware of the issue.

Regards.

Hi Amanda

Thank you for your reply but it runs very short of dealing with a problem week in and week out. There was no event this weekend gone and regards large numbers of people in the village this is normal this time of the year with good weather. As regards me having an idea of the scale of the problem from a long weekend makes it sound that I'm blind to what goes on. I've lived by Westfield common for 28 years and the problems getting worse. Those bins were not collected for 3 days with photographs on my iPhone to prove with date and time. I walk my dog generally 3 times a day pass those car parks at Westfield common so I'm not short of what goes on. We need to move with modern times as I put in my first email and your reply is just a poor excuse. The event at Westfield common was a neighbourhood gathering on the green the weekend previous.

Yours

Sent from my iPad

On 30 Aug 2017, at 12:33, Clerk - Hamble Parish Council <[clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)> wrote:

Hi Amanda

As discussed on Tuesday at the AMC, my request for larger bins.

This is not a rare occurrence, this happens quite regularly.

As the response about tidying up the bins on the foreshore smacks of us and them.

I have been asking for extra bins in the two car parks for years.

It is getting worse, the bins are not large enough.

Malcolm