

## HAMBLE PARISH COUNCIL

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

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

1.

**a. Apologies for absence**

Cllr Cohen

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

Cllr Underdown declared the following interests:

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

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

Proposed: Cllr Thompson

Seconded: Cllr Cross

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

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

Proposed Cllr Schofield

Seconded Cllr Dajka

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

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

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

Proposed Cllr Underdown

Seconded: Cllr Schofield

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

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

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

The Head of Grounds & Assets read through his report.

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

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

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

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

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

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

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

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

The Deputy Clerk took the Committee through her report:

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

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

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

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

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

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

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

**The meeting closed at 11.30am**