

ASSET MANAGEMENT COMMITTEE

8.30am on Tuesday 5th March 2019

Starting at the **Circular Seat Adjoining the Car Park, The Foreshore, The Quay, Hamble, SO31 4BQ. Continuing 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. Site Visit at The Foreshore

- a. Bin Storage
- b. Public Spaces Protection Order - Area
- c. Planting Scheme – generic
- d. Benches/Memorials
- e. Toilets and Showers.
- f. Pink Ferry
- g. Sin Bin
- h. Ladders
- i. CCTV
- j. Slipway
- k. Dinghy Storage Park
 - i. Users Meeting
 - ii. Tap
- l. Hamble River Sailing Club Hose

The meeting will resume at The Mercury.

4. Head of Grounds and Assets' Report

- a. Accept Updated Allotment Terms and Conditions
- b. Dinghy Storage Park Tap
- c. Energy Price Review
- d. Hamble Halt Water Supply: Decide Whether to Disconnect

5. Mudland Moorings Report

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 of Part 1 of Schedule 12A of the Act.

6. Lease Issue

Dated: 28th February 2019

Signed: *Amanda Jobling* - Clerk to Hamble Parish Council

HAMBLE PARISH COUNCIL

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

PRESENT Councillors: Schofield (Chair), Thompson, Underdown and Cross
Cllr Dajka arrived 8:40am
Clerk
Deputy Clerk
Apologies: Cllr Cohen
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 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 11th 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 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

DRAFT

Subject: Slipway repairs quote

Date: 01/02/2019

Hi Richard

Further to our meeting at the slipway yesterday I enclose a quote for the repair works to the slipway

To reinstall concrete haunching along sections of the slipway on the downstream side , caused by tidal erosion

Supply

1 bulk bag of sand/stone ballast mix	£54
7 x Extra rapid set concrete 25kg bags	£146.09
1 x 5ltr plasterciser	£8.00
Labour to mix and install new concrete	£250

Total	£458.09
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NB You have agreed that we can use your cement mixer which will help reduce costs

Best Regards

Scott

Tucker and Munday Ltd

Dinghy Park User Meeting
Held 5.45pm to 6.30pm on Monday 11th February 2019
at The Mercury, High Street, Hamble le Rice

Cllr Cohen as Chair welcomed everyone and gave an overview of the role of the Dinghy Park Working Group. Cllr Cohen thanked Ken Munro for his work as he is stepping down and Richard Thoroughgood is joining the Working Group to represent Hamble River Sailing Club.

The Chair gave a summary of the work completed over the last 12 months:

- User rep involvement with inspections and contraventions
- Improved communication
- Regular professional slipway cleaning
- New noticeboard
- Unified pricing across the board, flat rate of £3 per week
- Replacement of space numbers on most of the rails
- Review of Terms & Conditions – reworded following feedback at last user meeting
- Increase the maximum allocation from 2 to 3 permits/spaces per household
- Re-design of application forms
- Review of allocation process

Nick O'Donnell, representative of the Foxer fleet, agreed the Working Party was a good opportunity to work together and share information. He praised the great facilities in Hamble and the Dinghy Park should represent the best Hamble can offer as the Dingy sailing community generates a large income for the parish through the rental income from the dinghy park and car parking charges.

The Chair confirmed a project considering a long-term vision for the Foreshore area, including the Dinghy storage park is underway. Some smaller works are starting shortly:

Public spaces protection order

Relocation of HRSC Optimist rack

Tasks suggested by Asset Management Committee for the next 12 months:

- Better utilisation of the sin bin area
- HRSC Optimist rack location – to support sailing for young people and safeguarding requirements
- Management and charging for the showers

Questions were invited from members of the public and the issues raised were:

- Showers
- Sin bin area
- Cycle stands
- Notice of the meeting
- Dinghy Park charges
- Security posts
- Water tap and hose
- Inclusive facilities for disabled sailors

The meeting closed at 6.40pm

The issues raised will be referred to the Asset Management Committee for consideration.

Head of Grounds and Assets Report March 2019

Utilities renewal; The utility supply contracts for the three areas that we have supplied are due for renewal, included are current costs and replacement costs

Gas RUP

Supplier	Length (years)	Unit Rate (pence)	S/C (p/day)	Cost per Year
Current Opus Prices (Current)	?	3.640	27.137	£1,592.65
British Gas Business SC	1	3.929	46.500	£1,781.91
British Gas Business SC	2	3.929	46.500	£1,781.91
British Gas Business SC	3	4.022	46.500	£1,820.07
Opus Energy	2	4.150	21.000	£1,779.52
Opus Energy	3	4.210	21.000	£1,804.14
Opus Energy	4	4.350	23.000	£1,868.89

Electric RUP

Supplier	Length (years)	Unit Rate (pence)	S/C (p/day)	Cost per Year
Current Opus Prices (Current)	N/A	21.158	34.246	£2,743.09
British Gas Business SC	1	16.540	25.990	£2,141.52
British Gas Business SC	2	16.360	25.990	£2,119.25
British Gas Business SC	3	16.710	25.990	£2,162.56
Opus Energy Discounted Renewal Offer	2	16.620	28.000	£2,158.76
Opus Energy Discounted Renewal Offer	3	15.990	30.000	£2,088.10
Opus Energy Discounted Renewal Offer	4	16.960	31.000	£2,211.78

Electric MP

Supplier	Length (years)	Unit Rate (pence)	S/C (p/day)	Cost per Year
Current British Gas Prices (Current)	N/A	23.527	43.024	£468.30
British Gas Discounted Renewal Offer	1	16.370	27.990	£318.74
British Gas Discounted Renewal Offer	2	16.140	27.990	£315.70
British Gas Discounted Renewal Offer	3	16.650	27.990	£322.44
Opus Energy New Customer Offer	2	16.620	28.000	£322.08
Opus Energy New Customer Offer	3	15.990	30.000	£321.05
Opus Energy New Customer Offer	4	16.960	31.000	£337.53

Electric foreshore

Supplier	Length (years)	Unit Rate (pence)	S/C (p/day)	Cost per Year
Current Opus Prices (Current)	?	13.052	24.120	£306.79
British Gas New Customer Offer	1	16.370	27.990	£376.52
British Gas New Customer Offer	2	16.140	27.990	£372.67
British Gas New Customer Offer	3	16.650	27.990	£381.22
Opus Energy Discounted Renewal Offer	2	16.620	28.000	£380.75
Opus Energy Discounted Renewal Offer	3	15.990	30.000	£377.49
Opus Energy Discounted Renewal Offer	4	16.960	31.000	£397.40

The above costings are liable to change due to fluctuations in prices between quotation and the renewal date.

Decision;- To authorise officers to accept the best quotation for utility supply and to agree the length of term for supply

Dinghy Park tap;

Option 1, This would be the cheapest option. To state that the dinghy park is a boat storage area only and remove the tap. This would require the pipe and waste inlet to be capped.

Option 2, To replace the tap with a purpose-built replacement to replicate the existing tap, an inline meter can be installed to measure usage. Standpipe purchase Cost £295 + delivery and VAT, groundworks would be extra.

Option 3, To run a metal pipe along the dinghy park edge to connect with the Hamble River Sailing Club (HRSC) via a hose and to allow a hose to be attached at the other end to wash the boats. This would give the HRSC control at their events. Pipe purchase cost £146.34

Option 4, to install a purpose built coin operated wash system such as the Karcher SB Wash E 5/10 Fp Ws - purchase cost is awaited. This would need an electric supply which will make the groundworks much more expensive, groundworks cost not included.

Allotment regulations; The new regulations have been shared with three allotment holders who were all committee members of the allotment association before it was decided to formally disband it. We agreed on the regulations as set out with a couple of minor changes. These are now ready to be adopted by the Committee.

Decision;- To adopt the revised allotment regulations.

Equipment replacement;

The council truck will be due for replacement in August 2020, over the course of the next couple of months prices will be sought for options on the replacement of this vital piece of maintenance equipment. If there are any preferences as to the procurement of the new truck please advise so the search for costings can be more accurately pinpointed. These costing, when secured, will be able to allow a decision to be made to assist in the budget setting for 2020 later in the year.

Due to there being no vibration ratings for the tractor, we are currently having to restrict the usage time. This could become an issue if we have to start using it again regularly for longer periods ie. slipway cleaning. As with the ride on mower and other equipment, we will soon have to replace the tractor for one with full vibration ratings so that we can properly regulate usage of our machinery each day for each staff member.

Hamble Halt; The water supply for Hamble halt is still in place and the Council are paying a standing charge, despite there being no usage for the last three or more years. A saving can be made each year by having this supply disconnected if there are no plans for future use.

Decision;- To agree to disconnect the water supply to Hamble Halt

Appendices;

1. Allotment Regulations 2019

RULES AS TO ALLOTMENT GARDENS made by Hamble-le-Rice Parish Council for allotments in the parish.

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1. Throughout these rules the expression ~~term~~ 'the Council' means Hamble-le-Rice Parish Council and includes any allotment managers appointed by the Council under the Allotment Acts 1908 and 1950.
2. The Council, before giving notice of their intention to let any land for allotment gardens, shall divide the land and shall cause a plan to be prepared showing each allotment garden and distinguishing it by a separate plot number.
3. The Council shall give public notice by bills or placards, posted in some conspicuous place in the parish or otherwise exhibited therein, setting forth the particulars as to any allotment gardens which it proposes to let.
4. The Council shall not let any allotment garden ~~unless and~~ until notice that they propose to let the same has duly been given in pursuance of the rule in that behalf at least two weeks before the last day or receiving an application for such an allotment garden.
5. An agreement to let an allotment garden to any applicant may be signed by the Clerk to the Council on behalf of the Council and may be in the form set out in the schedule to these rules. These rules replace all previous versions, if any exist, between the tenant and the Council.

GENERAL CONDITIONS UNDER WHICH THE ALLOTMENT GARDENS ARE TO BE CULTIVATED

6. The tenant of the allotment garden shall comply at all times to the following conditions:
 - i) The tenant shall keep the allotment garden clean and in a good state of cultivation and in good condition. Any waste materials created on the allotment garden should be composted on site using a container specifically designed for that purpose.
 - ii) The tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden or nearby residents, or obstruct any path set out by the Council for the use of the occupiers of the allotment gardens.
 - iii) The tenant shall not underlet, assign, or part with the possession of the allotment garden or any part of it.
 - iv) The tenant shall not, without the written consent of the Council, cut or prune any timber or other trees outside of the tenant's plot, or take, sell or carry away any mineral, gravel, sand or clay.
 - v) The tenant shall not, without the written consent of the Council, erect any hut, shed, greenhouse or other building on the allotment gardens. However, if written consent is given to erect a shed or greenhouse it should be no greater than 6 feet by 4 feet (185 by 125 centimetres) in size. Any shed must be purpose built and be a neutral colour throughout. All sheds must stand on a concrete slab or similar hard standing ~~and be located in the back corner of each plot~~. Any greenhouse should not contain glass panels. All sheds ~~and~~ greenhouses are erected and used at the allotment holder's own risk. Any shed ~~and/or~~ greenhouse must be removed at the termination of tenancy. Any shed ~~or~~ greenhouse left after this time will be deemed donated to the next tenant.
 - vi) The tenant shall not light any bonfires or barbeques on the allotment gardens. However, the use of a ~~purpose built~~ purpose-built galvanized steel incinerator with funnel lid is permitted under the following circumstances:
 - The written consent of the Council must be requested by all allotment holders wishing to use an incinerator.
 - Fires are not to be lit before midday and are to be disposed of before dusk. Fires will only be permitted between the 1st October and the 31st March.
 - Fires must be attended at all times.

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- vi) ~~All incinerators are provided and used at the allotment holder's own risk.~~
- vii) The tenant shall notify the Council in writing of any change of address within one month of any such change.
- viii) The tenant shall not, without the written consent of the Council, keep bees on the allotment gardens.
- ix) The tenant shall not keep any livestock on the allotment gardens.
- x) The tenant shall not bring on to the allotment garden any food, garden or household waste with the exception of manure and compostable materials in such quantities sufficient to make compost for personal use on the Allotment Garden and stored in a small container specifically designed for that purpose.
- xi) The tenant must not deposit or allow to be deposited on the allotment site any household or other rubbish. Rubbish or unwanted materials accumulated on the allotment plot must be removed from the site after each visit. Fly-tippers will be prosecuted and their tenancy will be terminated.
- xii) ~~The Tenant shall observe and perform other conditions which the Council shall consider necessary to preserve the allotment gardens from deterioration, and of which notice to the applicant of an allotment garden is given in accordance with these rules, provided that no special condition made under this paragraph shall have the effect of prohibiting the keeping of hens or rabbits.~~
- xiii) Tenants must take all reasonable care when using sprays, fertilizers and chemicals to ensure crops, hedges and trees of other tenants are not affected. Tenants will at all times comply with current legislation and regulations as to the use and storage of any chemical or fertilizer.
- xiv) Tenants may not use barbed wire or razor wire within the allotment site.
- xv) Tenants are strictly prohibited to grow plants, which produce illegal substances or are otherwise proscribed.
- xvi) Tenant's dogs are permitted, but must be kept on a short leash at all times whilst on the allotment site and not be allowed to foul anywhere on the allotment site.
- xvii) Tenants may not place any notices or signs ~~may be~~ on the allotment site other than information and requests regarding vacant plots and Council notifications and publicity, which may be displayed on the Council noticeboard.
- xviii) Tenants may not use any poisons or, baits to kill any wildlife on the allotment site of any kind on the allotment site.
- xviii)xix) The tenant shall keep the boundary fence clear

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PAYMENT OF RENT

7. The rent of an allotment garden shall, unless otherwise agreed in writing, be paid yearly on the last working day of September each year. All allotment rentals will be subject to an annual review by the Council.

POWER TO INSPECT ALLOTMENT GARDENS

8. Any officer of the Council shall be entitled at any time to enter and inspect an allotment garden.

TERMINATION OF A TENANCY OF AN ALLOTMENT GARDEN

9. The tenancy of an allotment garden shall, unless otherwise agreed in writing, be terminated on the half yearly rent day next after the death of a tenant and shall also terminate whenever the tenancy or right of occupation of the Council terminates.

It may also be terminated by the Council by re-entry after 28 days' notice:-

i) if the rent is in arrears for more than 40 days; or

ii) if the tenant is not duly observing the rules affecting the allotment gardens or any other term or conditions of his-~~their~~ tenancy, or if the tenant becomes bankrupt or compounds with his-~~their~~ creditors; or

iii)

By resolution of the Council.

The tenancy may be terminated by the Council or tenant by twelve (12) months' notice in writing expiring on last working day of March or the last working day of September each year.

EXEMPTION OF CERTAIN LETTINGS FROM THESE RULES

10. These rules shall not apply to any allotment garden which the Council, under special circumstances to be recorded in the minutes, may exempt from these rules.

SERVICE OF NOTICE

11. Any notice may be served on a tenant either personally or by recorded letter at their last known place of abode, or by fixing the same in some conspicuous manner on the allotment garden.

NON-PARISHIONERS

12. Parishioners of Hamble-le-Rice will normally have priority on the waiting list. If a situation occurs where there are no parishioners on the waiting list then the Council reserves the right to let an allotment garden to a person not normally resident in Hamble-le-Rice.

Parishioners who subsequently move out of the Civil Parish of Hamble-le-Rice may retain their allotment provided that they still adhere to the rules and general conditions contained herein.

Adopted at the Parish Council meeting of by the Asset Management Committee on,

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Mudland Moorings – Addendum to report

This document gives further information and clarity to the original report previously submitted to the Asset Management Committee by the Mudland Moorings Working Party, hopefully providing a way forward.

- The Parish Council has the following options regarding the mudland moorings adjacent to the Southern Quay
 1. Do nothing. The Council still pays the harbour dues on the moorings and receives no income from them.
 2. Adopt the plan submitted by Mike Lindsell (Pink Ferry) which relocates the moorings to a usable location and removes the obstruction to the Public Slipway. The moorings can then potentially be let. Harbour dues will still be paid but rental income will be received.
 3. Abandon the moorings and remove them, no harbour dues will be paid and no income received.
- The review group recommends option 2 for the following reasons.
 1. The original plan submitted by Mike Lindsell would be carried out at no cost to the Parish. Admin costs would remain the same as now and the Harbour dues would be a neutral cost as although officially paid by the Parish they are met by those renting the moorings as part of their fees to the Parish. Therefore the Parish could potentially make a profit on this asset.
 2. The convenience of moorings easily accessible from the public slipways will be available to parishioners (and possibly others).
- The historic reasons for how the present situation came about are unclear and do not merit further discussion. We need to resolve the issue as it presents itself now.
- It is understood that the original proposal for the relocation as submitted by and agreed with Mike Lindsell would be followed and that reinstatement costs would be met by him. The maintenance costs of rising chains would be met by those renting the moorings.
- A decision by The Council must be made soon to avoid the loss of a further seasons rental income should these proposals be adopted.