

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: _____

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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 Dinghy 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