

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

## **Asset Management Agenda**

### **Monday 5<sup>th</sup> July 2021 – Roy Underdown Pavilion at 7pm**

This meeting is open to members of the public.

If you wish to participate you contact the Clerk at Parish Office via [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

1. Welcome
  - a. Apologies for absence
  - b. Expressions of interest
  - c. Minutes of the last Meeting
2. Public Session
3. Terms of Reference and ways of working
4. Data Collation – Anti-social Behaviour
5. Foreshore Bin relocation project update
6. Allotment Working Group – Terms of Reference and Work Plan
7. Southern Quay Working Group – new membership
8. Waste and Bins Working Group
9. Dinghy Park Working Group
10. Greening Hamble Working Group
11. Expenditure: -
  - RUP – window replacement update
  - RUP - Security measures and CCTV
  - Mudland Mooring – Task and Finish
  - Bookings and asset management software
  - Flowbird Maintenance charge
  - Tree survey at Heather Gardens

- Hamble River Sailing Club – Use of Foreshore and Donkey Derby Field

#### Exempt business

12. To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of Part 1 of Schedule 12A of the Act.

The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1<sup>st</sup> March 2006.

It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

13. Leases

**Dated:** 29 June 2021

**Signed:** Amanda Jobling, Clerk,

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.

**Minutes of the Asset Management Committee Meeting**  
**Tuesday 3<sup>rd</sup> November 2020 at 08.30am**  
**Held virtually due to coronavirus restrictions.**

Present: Councillors Andy Thompson (Chair), Malcolm Cross, Simon Hand, Sally Schofield and Ian Underdown.

Clerk, Deputy Clerk, Head of Grounds & Assets (HoGA)

Members of the Public: None.

The minute reference for each item is 03.11.2020 + the agenda item number

**1a. Apologies for Absence**

Cllr Cohen and Cllr Dajka

**1b. Declarations of interest and approved dispensations – Cllr Ian Underdown**  
DSP and river moorings

**1c. To approve the Minutes of the previous Asset Management Meeting.**  
**IT WAS RESOLVED TO** approve the Minutes of 1<sup>st</sup> September 2020. The Chair will sign the Minutes at a later date.  
Proposed Cllr Ian Underdown and Seconded Cllr Simon Hand and all agreed

**2. Public Participation - No members of the public joined the virtual meeting**

**3. Project and works list**

The list was accepted by the committee as the priority list of projects subject to the inclusion of the Litter Audit. Proposed Cllr Simon and Seconded Cllr Malcolm Cross and all agreed subject to the addition above.

**4. Allotment Report**

The Committee was invited to comment on the report and in particular the issue of transferring the allotments to a user run association. There were concerns raised about the level of involvement for both the volunteers and the council and

the potential for the arrangements to break down when key users changed or were unable to continue to run the association. The Deputy Clerk had requested that they come up with a formal proposal for the council to consider along with an indication as to the numbers of users supporting the proposal. It is hoped that with a clearer idea of what is it will be possible to evaluate the work involved for both parties.

There was also a discussion about the closure of the southern gate and the risks that might arise from that. HCC have been approached and we await their response. Agreed that we would undertake an update of the Risk Assessment of the allotments including access and bring it back to another meeting.

Also agreed that we would look to standardize the process for calculating additional costs across both the Allotments and the Dinghy Storage Park

Finally, it was agreed that there also needed to be a review of the Tenancy Agreements and Regulations by the end of January 2021 (agreed but not voted on)

Agree rod rent increases for the next 3 years of £1.50 from 2022/23 and then £2.00 per rod per year from the year after for two years. Costs for additional services such as water, pest control, tree works etc. to be charged as separate items when applicable.

Proposed Cllr Malcolm Cross and Seconded Cllr Ian Underdown and all agreed to recommend to Council the increase in charges outlined.

Proposed Cllr Malcolm Cross and Seconded Cllr Ian Underdown and all agreed to approve the pest control contract of up to £1076 as a one-off contract to deal with the current rat problem.

Proposed Cllr Simon Hand and Seconded Cllr Malcolm Cross and all agreed to confirm and publish how additional fees are calculated and will be collected going forward. Where there are existing allotment holders refusing to pay towards the cost, this will be dealt with through our debt recovery procedure.

Proposed Cllr Underdown and Seconded Cllr Andy Thompson and it was agreed to undertake a risk assessment and work with HCC to provide safe access into the allotments and bring the Risk Assessment back for comment. Cllr Underdown did not agree with the closure of the current path meaning people would be forced to use the access points on Hamble Lane.

Proposed Cllr Ian Underdown and Seconded Cllr Malcolm Cross and all agreed to recommend to a council to approve the consultation of with the wider community on the proposed closure of the path way on a temporary 6-month basis through the December edition of the Hamble Newsletter.

Proposed Cllr Ian Underdown and Seconded Cllr Malcolm Cross and all agreed to approve the implementation water management practices including

prohibiting the use of sprinklers and fixed, excavated hoses which must be removed by 1st January 2021. After 01.01.2021 HPC will remove any remaining fixed or excavated hoses and the costs incurred (labour at £20 per hour) will be added to the additional services.

Proposed Cllr Ian Underdown and Seconded Cllr Malcolm Cross and all agreed to approve a short survey on the proposal to link future water contributions to plot size/rods.

## 5. Officers Report

Agreement that non residents would still be offered the option to renew tis year ahead of residents on the waiting list. It was agreed that the DSP group members would be consulted but it was felt that it would not be acceptable to remove non residents as part of the allocation process.

The Committee also supported to opt for a cost of living increase which when rounded would equate to £159.00.

Proposed Cllr Andy Thompson and Seconded Cllr Malcolm Cross and it was agreed to Recommend to Council for a 2% increase on the 2021 DSP permit fee. (Cllr Underdown didn't vote) and to also recommed to Council to amend fees for interment of cremated remains to £300.00 and exclusive right of burial for ashes plots to £400.00 where funeral directors are not involved.

## 6. Electric Truck Report:

Members supported the proposal in the report to source the vehicles via HCC given the potential cost saving buying through the consortium.

Proposed Cllr Simon Hand and Second Cllr Malcolm Cross and all agreed to recommend to Council to enter into a 3yr lease with HTM for an electric Garia utility vehicle as set out in the report.

## 7. Head of Grounds and Assets Report

It was proposed Cllr Ian Underdown and Seconded Cllr Simon Hand and all agreed to purchase twenty fruit trees from Mayfield nursery with protection from Tudor environmental.

To note the cost increase of floodlights at CPF and projected cost of replacement lighting at the RUP and to pause these projects pending the GE planning application outcome allowing focus on agreed projects. - noted

Proposed Cllr Malcolm Cross and Seconded Cllr Andy Thompson to appoint Kiss tree management to carry out the remaining surveys for the sum of £1,180.00. The cheapest was not appointed as Kiss was seen to provide better value for money overall.

Proposed Cllr Malcolm Cross and Seconded Cllr Ian Underdown and all agreed to purchase the Pelenic Raison easy mower at a cost of £1680.00 plus additional battery at a cost of £1650.00. Part of the cost of this will be offset through the sale of the Iseki SXG15 to TH white for £1500.

To postpone volunteer tree planting at CPF until spring and staff to start planting at F/S

To note the need for a replacement valve on the gas boiler at RUP at a cost of £300. This will enable the gas safety certificate to be issued.

### **Exempt Business**

Cllr Underdown proposed and Cllr Schofield seconded it was resolved to pass 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.

#### **8. Zurich Inspection Report.**

The report was noted and the swings have been removed at the site and the other items will be attended to comply with the report.

*The Meeting closed at 9.59*

## **HAMBLE PARISH COUNCIL ASSET MANAGEMENT COMMITTEE TERMS OF REFERENCE.**

### **INTRODUCTION**

Asset Management Committee (AMC) has been established by the Council in order to provide proper scrutiny and due diligence regarding the oversight and management of the councils many assets. These include: land and buildings, equipment and vehicles, as well as leases and income generating options. Excluded from the group are issues related to staff.

Much of the work of the Committee will be carried out in working groups with them reporting back to the Committee on progress on a regular basis.

AMC will set out priorities for the Working Groups and then invite them to outline how they intend to address the issues with the creation of a work plan and where appropriate specific project plans. This will help to ensure that work is manageable and deliverable.

AMC will be the Project Board for all workstreams within its remit.

The Committee will also consider data and information about key activities carried out by the Council. This will enable Councillors to be sure that services and facilities are being managed and run appropriately.

The group will also review projects on completion and make recommendations for change to improve practice and learning across the council.

Where appropriate it will respond to issues raised by audit checks where they are related to assets.

### **MEMBERSHIP**

Members and Chairman of the AMC will be appointed by the Council at its Annual Council Meeting. Additional councillors with relevant professional experience may be co-opted as needed and elements of work will be subject to either a short term working party such as the foreshore or a task and finish group that will look at specific issues. An example of this could be the fees and charges set for our various buildings with a view to the budget setting process.

Membership is 5 members.

Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an ad hoc basis.

The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

A quorum of three members is required to transact business.

## **CONFIDENTIALITY**

All members must preserve confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

## **DELEGATED POWERS**

AMC has delegated powers and can make decisions on assets and property related issues up to a value of £10,000.

## **REMIT OF THE COMMITTEE**

AMC will:

- Set priorities for and monitor Working Groups and Task and Finish Groups
- Ensure that priorities are clear and supported by Project Documentation where appropriate
- Ensure that projects are delivered on time and to budget
- Seek information on key council activities and review performance information on them.
- Issue, review, enforce and renewals of leases and requests for land disposals
- Creation of a renewals programme for assets with costs identified for budgeting purposes
- Undertake reviews and evaluations of capital projects with recommendation for learning
- Seek expert advice and guidance on matters related to valuations, asset transfer and other land negotiations to ensure compliance with financial regulations and to ensure that best consideration is secured in commercial transactions.
- Upkeep of the asset register and identify a programme of renewals

- Use of land assets to meet community needs and generate income for reinvestment
- Ensure that user groups are established and linked to key council assets including: allotments, playing pitches and foreshore. Consider fees and charges for the use of council facilities and assets
- Identify budget requirements for assets as part of the budget setting round and to review spending on key assets and projects no less than quarterly.

## **WAYS OF WORKING**

The Committee will produce an annual work plan for consideration by Council. Based on this a programme of meetings will be agreed to deliver the work programme. The Council will identify opportunities for working groups and task and finish groups as appropriate. It will undertake matters or work referred from other committees or council. Will produce regular updates to Council on progress with the delivery of the work programme.

## **RECORDING OF DECISIONS.**

All meetings will have proper minutes taken and other records kept, as required.

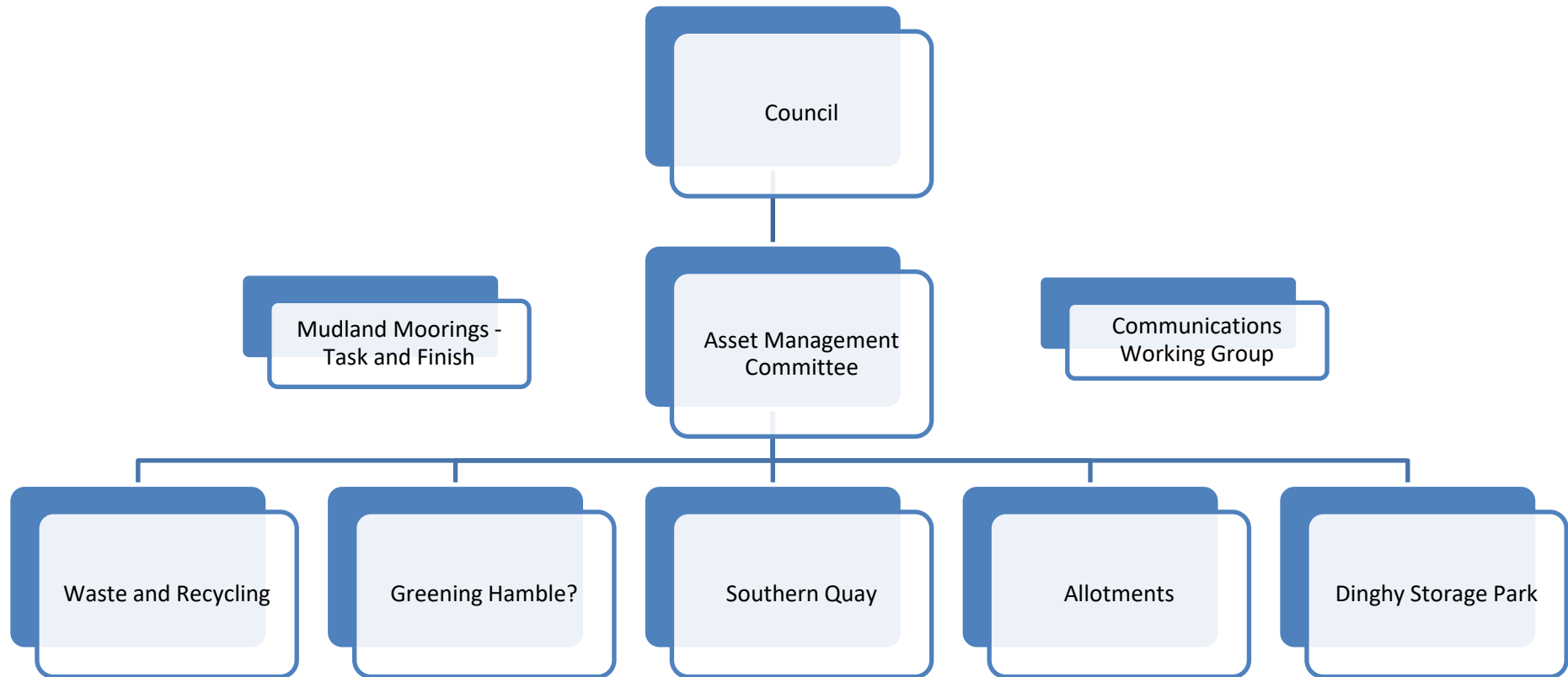
Version 1:Initial Issue

Version 2: revision to reflect existing ToR for Committees 04/0717

Version 3: Increase membership from 6 to 7

Version 4: Changes to remit and purpose, numbers and delegation for spending purposes.

## Asset Management Committee and its sub groups



Asset Management Committee will set the objectives and areas of work for each Working Group in consultation with them. It should agree the purpose of each group, what it hopes to achieve, identify and prioritise projects and to oversee the delivery of work to agreed timescales. Each Working Group should create a work plan and draft PIDs for work that requires either financial or officer support. This work should be completed by September each year to feed into the Budget for the following year.

# Allotment Working Group (AWG) Meeting

Wednesday 23rd June 2021 – 4pm

## Attendees

*Councillor Trevor Dann (Chair)*

*Councillor Andrew Thompson*

*Lisa Bradley Knight- Operations Manager*

*Amanda Jobling - Clerk*

## Agenda

Background, history and issues – All

Terms of Reference for the working group (document attached)

Action Plan from Asset Management Committee (October 2021 – document attached)

Where are we with the action plan?

What to prioritise from it?

What else should we consider?

Other items – from correspondence etc....

- Review of path closure
  - Access points and parking areas improvements – from Risk Assessment
  - Liaison arrangements with the allotment holders and identifying representatives
  - Signage outside of the allotments
-

- Fencing and gates
- Concession's policy new line
- Charging structure

Date of first meeting

Agenda items

## **Allotments Liaison Working Group**

### **Terms of reference and scope**

#### **Membership**

The Working Group will comprise of six members which will include:

2 councillors usually appointed at the Annual Council Meeting

1 officer

2 user representatives who are allotment holders and are appointed by the majority of allotment holders on an annual basis

Members must declare interests and representation of special interest groups.

#### **Objective**

The purpose of this Working Group is to enable discussions to take place with representatives of the allotments and to use this information to help improve the management and use of the Hamble Lane allotments. It will replace the annual meeting with allotment holders although elected members of the group are encouraged to meet with allotment holders at their monthly site meetings. The Asset Management Committee may ask the Working Group to consider or explore specific issues and will consider requests from the Working Group for expenditure and/or projects.

#### **Aims**

To ensure the allotments are maintained in good order,

Improve communication and listen equally to all users

Explore opportunities to improve the allotments for the benefit of all allotment holder as well as the wider community

#### **Meetings**

The Group will be free to arrange meetings as and when necessary but the presumption will be that they are held virtually other than when site visits are needed.

#### **Documentation**

Agendas will not be published ahead of the meeting although representatives will be expected to make users aware of issues and to feedback to users after meetings. A notes of the meeting will be taken, reported to AMC and published on the website.

#### **Accountability**

The Working Group has no decision-making or budgetary powers delegated to it. It can make recommendations to Committees and Council as needed.

#### **Key areas of work:**

Review of the Terms and Conditions and the agreement for the Hamble Allotments

Consider reports on key aspects of the allotments such as income, usage, voids and enforcement action

Identify improvements to the allotments. This could include maintenance schedules, user agreements, facilities and management practice. It should also consider funding sources such as grants where expenditure is over and approve that budgeted

Review annually the rental set for the allotments and charging for other services or facilities to ensure that it is cost neutral

Carry out regular inspections of the allotments and action any contraventions or safety issues

Improve communication and representation with all allotment holders. Representatives will be challenged as to how this will happen and information feedback (both ways)

Ensure the character of the allotments is protected and users can continue to safely enjoy it.

Consider serious anonymised contravention cases and make recommendations to the Asset Management Committee or Council.

The Group will not consider suggestions or recommendations that are not supported by all users. It is recognised that there are a wide variety of views about the management of the site and these need careful consideration to balance all interests.

### **Ways of Working**

The Group can co-opt others on the Group that will bring skills expertise or insight, with the approval of the Asset Management Committee.

The Group can invite others to attend meetings where appropriate or where there are special interest items on the Agenda.

Work in partnership with other groups where needed.

# Hamble Parish Council

## Asset Management Meeting 6/7/21

### College playing fields/ RUP safety and security

To accept quotes for replacing faulty CCTV camera

To accept quote to fit new fire alarm call points as recommended in the FRA

Over the last six months a number of issues with the security and safety arrangements at CPF/RUP have either been found or flagged up by external inspectors,

The CCTV camera on a tour round the facility has due to its age stopped moving as with the similar camera on the foreshore this is due to the camera's motors not working. Our Security provider Axis fire and security have been out and looked at the most cost effective way to get the coverage needed and this will be to replace the existing 'tour' camera with two fixed ones. This also gives the added benefit of increased coverage of the areas needed ie. Pavilion and storage buildings although this will come with reduced coverage elsewhere over the site. Total cost; £971+vat an option to give increased coverage by adding an additional camera covering the car park to the stores is also included at a cost of £345+vat This is probably overkill as the other new cameras will cover most of this area.

The storage building alarm was for a short while continually being set off by somebody kicking the outside of one of the store buildings and setting off the alarm, Axis sent out an engineer who was able to find the faulty sensor via the systems own diagnostics and found some loose wires which when rattled from the outside lost connection for long enough to set off the system. This appears to have solved the problem for the moment. It is possible that in the longer term that some of these old sensors will need replacing to avoid similar issues in the future.

In December last year we undertook the legally required fire risk assessment of the council's buildings, most of the easily done items have been completed, the last of these are manual call points for the fire alarm system, I have a quote from P&R electrical to fit these at £180.64 plus VAT £ 36.13 Total £ 216.77



Flowbird Smart City UK Ltd  
Discovery Court Business Centre  
551-553 Wallisdown Road  
Poole, Dorset  
BH12 5AG  
Tel : +44 (0)1202 022 850

E-mail : [SalesAdmin@flowbird.group](mailto:SalesAdmin@flowbird.group)  
Web : [www.flowbird.group](http://www.flowbird.group)

Hamble-le-Rice Parish Council  
Memorial Hall  
2 High Street  
Hampshire  
SO31 4JE

For the attention of **Jackie Bevis**

E-Mail: [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

22nd June 2021

Dear Jackie,

**Maintenance Renewal - Contract Number CUK20-883**

The next maintenance invoice for your Car Park Pay & Display Machines, is due to be raised in **August 2021**. Please see below details:

Maintenance Expiry Date: **31 August**  
Equipment Location: **Hamble Foreshore Car Park**  
Number of Pay & Display Machines: **2**  
Maintenance Cost for **2021/2022: £1,342.90 +VAT**

To enable us to raise our invoice and provide you with continuous service, I would be grateful if you could arrange to have a purchase order number forwarded to [uk-salesadmin@flowbird.group](mailto:uk-salesadmin@flowbird.group).

Should you have any queries please do not hesitate to contact me on 01202 022 850 or send an email to [uk-salesadmin@flowbird.group](mailto:uk-salesadmin@flowbird.group).

Yours sincerely,

**Zoe Chappell**  
Service Administrator

*Please note that prices quoted do not include VAT and remain firm for 60 days.*

## **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.

**From:** [Head Groundsman - Hamble Parish Council](#)  
**To:** [Clerk - Hamble Parish Council](#)  
**Subject:** FW: tree survey  
**Date:** 02 June 2021 13:13:06  
**Attachments:** [image002.png](#)

---

Hi Amanda,

Price and availability of arboricultural consultant for the survey on the Heather gardens and village green.

Many Thanks,

Richard Clarke

Head of Grounds and Assets.

Hamble-le-Rice Parish Council  
Memorial Hall  
2 High Street  
Hamble-le-Rice  
Southampton  
SO31 4JE

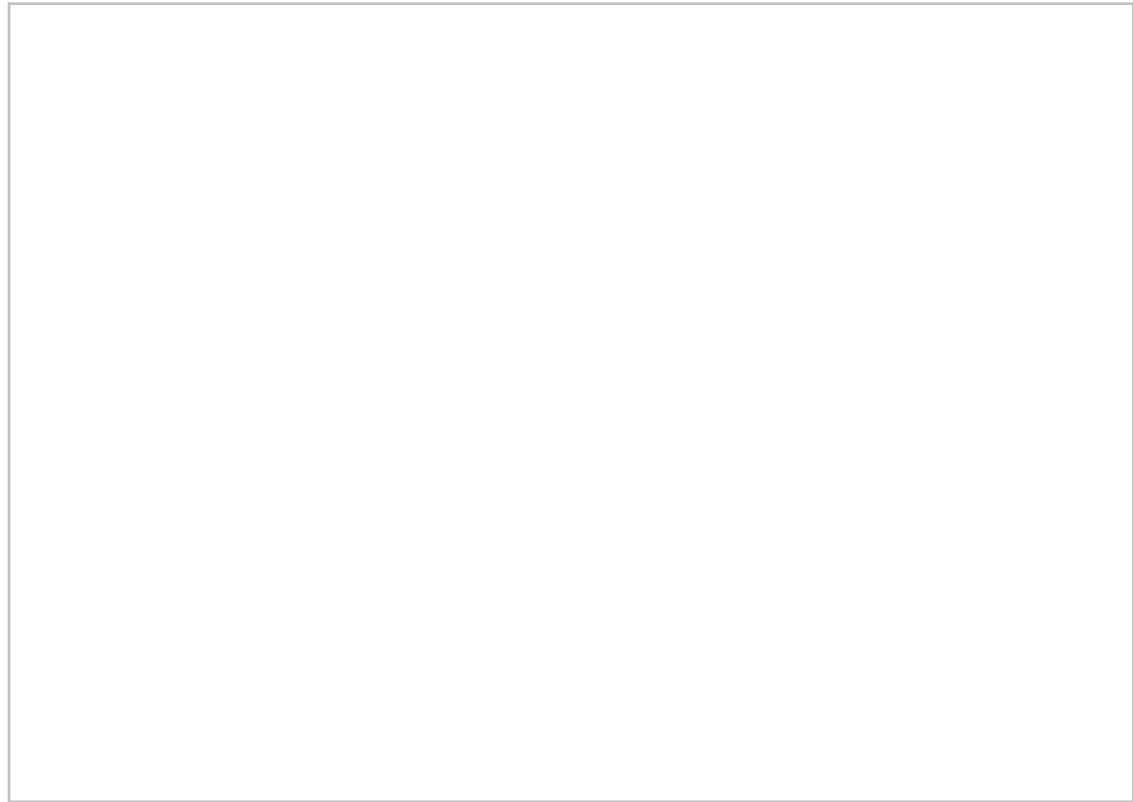
---

**From:** Sarah Kiss <sarahlkiss@gmail.com>  
**Sent:** 02 June 2021 12:46  
**To:** Head Groundsman - Hamble Parish Council <HeadGroundsman@hamblepc.org.uk>  
**Subject:** Re: tree survey

Hi Richard,

I'd be very happy to help, thank you for thinking of me.

For the whole site (as below, including the woodland) you'd be looking at about 2 days surveying and a day's reporting/management plan writing, so in the region of £525 - £600. This is the plan from the survey 0 north to the top so you can check which boundary and which neighbours.



I'd not be able to do anything before August, but if that's OK I'd be very happy to help.

Kind regards,

Sarah

On Wed, Jun 2, 2021 at 9:45 AM Head Groundsman - Hamble Parish Council

<[HeadGroundsman@hamblepc.org.uk](mailto:HeadGroundsman@hamblepc.org.uk)> wrote:

Hi Sarah,

I am looking into a cost for a one site survey of the Green site that you have looked at previously but with some different objectives.

For this site survey we would like to look at tree safety, health quality of stock and advice on management going forward for the whole site.

Also as this has been triggered by the neighbour continually asking for trees along the boundary to be felled a specific survey of the safety and health of the tree along the eastern boundary ( I am sure that is the correct side). We will then look to claim the cost back.

If you would like to discuss or need any me information please let me know.

Many Thanks,

Richard Clarke

Head of Grounds and Assets.

Hamble-le-Rice Parish Council

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

--

Sarah Kiss, *MICFor, Dip Arb (RFS), F.Arbor.A.*  
Kiss Tree Management Ltd  
07800 575552

*Changing times; time to change*

Kiss Tree Management Limited is a registered Limited Company, number 6946973 registered in England and Wales. Registered address: 18, High Street, West End, SO30 3AA



---

QUOTATION

**Prepared for Hamble Parish Council**

**Dated 21<sup>st</sup> June 2021**

**1a. Purchase of Rialtas Suite Asset Inventory**

Purchase Installation of the following:

Asset Inventory Management Software	£ 295
25% Discount Available until 31 <sup>st</sup> July 2021	- £ 73.50
<b>Purchase of Software</b>	<b>£ 221.25</b>
1 <sup>st</sup> Year Annual Support and Maintenance Single User Licence*	£119
<b>Total Costs 1<sup>st</sup> Year for Purchase of Software</b>	<b>£ 340.25</b>

**1b. Ongoing costs**

Annual Support and Maintenance Single User Licence*	£119 per annum
Annual Support and Maintenance 5 User Licence*	£165 per annum

**2. Training**

We recommend 2 hours on line training for the above module:

Online Training per hour	£ 35 per hour
--------------------------	---------------

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.



If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name: .....

Position (Clerk/RFO): .....

Signature: .....



---

### **Software Purchase Terms and Conditions**

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.



---

QUOTATION

**Prepared for Hamble Parish Council**

**Dated 21<sup>st</sup> June 2021**

**1a. Purchase of Facilities Booking Software**

Purchase Installation of the following:

Facilities Booking Software	£ 330
Online install and set up of solution	£ 200
<b>Purchase of Software</b>	<b>£ 530</b>
1 <sup>st</sup> Year Annual Support and Maintenance Multi 5 User Licence	£ 296
<b>Total Costs 1<sup>st</sup> Year for Purchase of Software</b>	<b>£ 826</b>

**1b. Ongoing costs**

Annual Support and Maintenance Single User Licence	£197 per annum
Or	
Annual Support and Maintenance Multi 5 User Licence	£296 per annum
Or	
Annual Support and Maintenance Multi 10 User Licence	£395 per annum

**1c. Optional Modules**

Annual Support and Maintenance - Website Integration Module	£75 per annum
Annual Support and Maintenance - Excel Advanced Analysis Reporting	
Single User	£123 per annum
5 Users	£143 per annum

**2. Training**

We recommend one days training for the above module, which is invoiced as taken:

Online Training per day	£399
-------------------------	------

All of the above prices are subject to VAT at the standard rate.



---

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name: .....

Position (Clerk/RFO): .....

Signature: .....



---

### **Software Purchase Terms and Conditions**

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.

Block B2 Unit F  
Hamilton Way  
Hedge End  
Southampton  
Hampshire  
SO30 2JR



Tel: (01489) 786 555  
Fax: (01489) 786 699  
Website: [www.axissecurityltd.co.uk](http://www.axissecurityltd.co.uk)  
Email: [sales@axissecurityltd.co.uk](mailto:sales@axissecurityltd.co.uk)

Mr Richard Clark  
Hamble-Le-Rice Parish Council  
2 High Street  
Hamble-Le-Rice  
Southampton  
Hampshire  
SO31 4JE

Proposal No: 25055

1<sup>st</sup> December 2020

Dear Richard

RE: Roy Underwood Pavilion, Baron Road, Hamble Lee Rice, SO31 4RJ

Further to our meeting at the above premises I have pleasure in enclosing our proposal for alterations to the existing system.

As mentioned previously the existing functional camera is no longer produced and although there are a limited number of spare units, they are incredibly expensive and cost prohibitive. I have therefore allowed for two fixed cameras that will be fitted to the top of the existing tower. Each camera will be fitted with infra-red illuminators that will enhance night-time recording.

With regard to Camera 4 I have shown this as an option within our proposal for your consideration.

I trust the attached is self-explanatory but if clarification is required on any point please contact me on 01489 786555 or email [steve.ball@axissecurityltd.co.uk](mailto:steve.ball@axissecurityltd.co.uk)

Yours sincerely

Steve Ball



NAC/G/2034



SP203-001278



Block B2 Unit F  
Hamilton Way  
Hedge End  
Southampton  
Hampshire  
SO30 2JR



Tel: (01489) 786 555  
Fax: (01489) 786 699  
Website: [www.axissecurityltd.co.uk](http://www.axissecurityltd.co.uk)  
Email: [sales@axissecurityltd.co.uk](mailto:sales@axissecurityltd.co.uk)

Roy Underwood Pavilion  
Baron Road  
Hamble Lee Rice  
Southampton  
Hampshire  
SO31 4RJ

Surveyed By: Steve Ball

Proposal No. 25055

1st December 2020

**THE FOLLOWING PROPOSAL IS FOR ALTERATIONS TO THE EXISTING CCTV SYSTEM. ALL WORK WILL BE CARRIED OUT IN ACCORDANCE WITH NCP 104. ALL EXISTING CAMERAS AND CABLING WILL BE REUSED.**

### **SYSTEM PURPOSE**

To provide a visual deterrent.  
To provide a wide-angle view of the car park entrance and as much of the outbuildings as possible.  
To reduce vandalism

### **CAMERA OVERVIEW**

The system currently comprises of two cameras connected to a 1TB 4 input hard disk recorder.  
Camera 1 Was originally functional but is now providing a fixed image due to a fault  
Camera 2 Is fixed and provides a view of the Tennis courts. The camera is difficult to maintain due to its location and at the time of my visit the image was poor.  
Camera Inputs 3 & 4 are not used

The client would like to keep the existing recorder and camera 2 but replace the functional camera with two fixed units.

### **PROPOSAL**

#### **CAMERA 1.**

The existing functional dome camera is to be removed.  
One Bodied camera incorporating a 2.7 to 12mm lens is to be mounted on the existing tower angled to view the entrance and as much of the adjacent buildings as possible.  
The camera will provide an image suitable for detection when standing at the entrance facing the camera

#### **CAMERA 2.**

One Bodied camera incorporating a 2.7 to 12mm lens is to be mounted on the existing tower angled to view the across the car park and towards the pavilion.  
The camera will provide an image suitable for detection when standing at the pavilion facing the camera



NAC/G/2034



SP203-001278



Proposal No. 25055

### CAMERA 3 (Old Camera 2).

The existing camera originally showing the tennis courts will be moved to camera 3 input. The image will remain unchanged.

### CONTROL EQUIPMENT

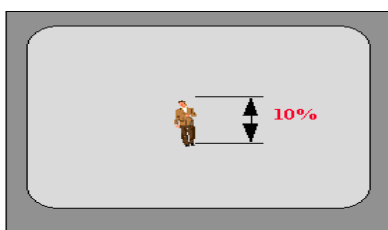
The existing One 1 TB' hard disk recorder will remain in place.

### NOTE

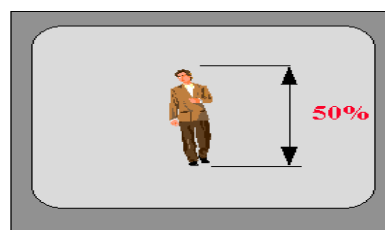
As additional cameras are being added the length of recording will reduce to 7 days.

### RECOGNISED & ACCEPTED VIEWS

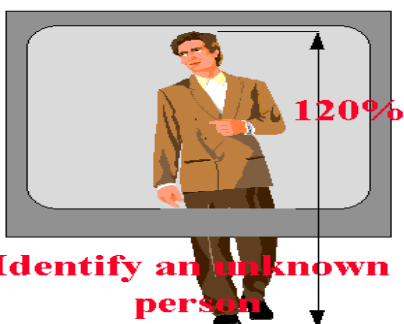
Below are industry standard terms showing the size of an image in respect of each cameras lens type. If the description shown within our proposal does not match your visual requirement this should be rectified before accepting our proposal.



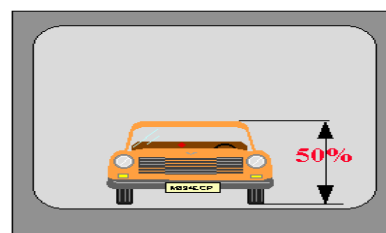
**Detect a person**



**Recognise a known person**



**Identify an unknown person**



**Car Number Plate**

### REMOTE VIEWING

The system is not set up for remote viewing.

### MONITOR

The existing monitor is to remain in place.

### ELECTRICAL SUPPLIES

The existing mains electrical supply will be reused.

### CABLE & CONTAINMENT

We do not envisage having to replace any cable because of this work.

END OF MAIN PROPOSAL



NAC/G/2034



SP203-001278



Proposal No. 25055

**OPTION.**

**CAMERA 4**

One turret camera is to be fitted on the pavilion building on the side closest to the car park. The camera is to be angled towards the garage and provide a view suitable for detection when standing at the garage facing the camera.

The image will progressively improve as the target moves closer to the camera.

The camera will be located inside a vandal resistant cage to minimise damage by vandals

END OF OPTION



NAC/G/2034



Modular Scheme  
Schema SP203

SP203-001278



Proud members of



Block B2 Unit F  
Hamilton Way  
Hedge End  
Southampton  
Hampshire  
SO30 2JR



Tel: (01489) 786 555  
Fax: (01489) 786 699  
Website: [www.axissecurityltd.co.uk](http://www.axissecurityltd.co.uk)  
Email: sales@axissecurityltd.co.uk

### EXTRA WORKS CCTV INSTALLATION ACCEPTANCE

This is to confirm that I/We have read and are in receipt of a copy of the system proposal number 25055 dated 1<sup>st</sup> December 2020 for alterations to the existing system. I / We confirm the proposal meets our requirement and the Company Terms & Conditions which accompanied the proposal are acceptable.

I / We understand the system is an outright sale and not part of a lease or rental agreement. Any sum shown under an annual charge is for scheduled maintenance of the system and not rental.

**Installation Cost:** £ 971.00 plus vat

**Annual Service Charge:** £ 070.00 plus vat if required  
Annual service charge includes one scheduled maintenance visit per annum and access to our 24-hour emergency engineers.

**Option 1 Camera 4 If Required:** £ 345.00 plus vat

**Customers Name:** Hamble Lee Rice Parish Council

**Installation Address.**  
Roy Underwood Pavilion  
Baron Road  
Hamble Lee Rice  
SO31 4RJ

**Invoice Address (Please change if necessary)**  
Hamble-le-Rice Parish Council  
2 High Street  
Hamble-le-Rice  
Hampshire  
SO31 4JE

**Signed**.....

**Print Name**.....

**Date**.....

**Telephone Number**.....

**For and on behalf of Axis Fire & Security.**

**Company Use Only**

**Signed**.....

**System No.**

**Date**.....

**SF82 rev 2 1014**



NAC/G/2034



SP203-001278

