

Minutes: Hamble Parish Council (HPC) Asset Management Committee Meeting 5th November 2019, 8.30am, The Roy Underdown Pavilion, Baron Road, Hamble

Present: Councillors: S Schofield (Chair); M Cross; J Dajka (*arrived at 8.48am*); S Hand (*left at 9.35am*); A Thompson; and I Underdown.

Clerk, Head of Grounds and Assets, and Deputy Clerk

Members of the Public:

Minute reference for the meeting: 05.11.19 + item number

1a. Apologies for absence			
Cllr Cohen. Cllr Dajka arrived at 8.48am. Cllr Hand left at 9.35am.			
1b. Declaration of interest and approved dispensations			
Cllr Underdown – Dinghy Park, Foreshore and History Society			
1.c To approve minutes of previous Council Meetings			
It was RESOLVED that the minutes, including the exempt minutes, of the meeting of 03.09.2019 were accepted as a true record and the minutes were signed by the Chair.			
Proposed	Cllr Underdown	Seconded	Thompson
2. Public Participation			
None.			
3. Roy Underdown Pavilion Upstairs Improvements			
It was RESOLVED to set a budget of £6,000 for the improvements to the Roy Underdown Pavilion.			
Proposed	Cllr Underdown	Seconded	Cllr Hand
4. Report from Head of Grounds and Assets'			
4a. Truck			
<p>Members discussed the possible options open to the Council at the end of the lease period. There was a keenness to look at low carbon options although the market was still undeveloped and might not deliver the vehicle needed. It was agreed to open negotiations on purchasing the truck at £4,500 and to see what develops. In the meantime, the MOT should help to identify any outstanding works prior to the end of the lease period. A figure of £7,000 will be set aside as an earmarked reserve in the 2020/21 budget to facilitate the purchase in August 2020.</p> <p>It was RESOLVED to recommend to council to agree to buy the council truck at the end of the lease period (August 2020) for £4,500+VAT with a budget figure of £7,000.</p>			
4b/c. Wildflower Areas and Flowering Seeds and Bulbs			
<p>The work carried out so far this year was outlined and there is a need for further seed to be purchased in the new year to replenish the poppy trail in case of frost damage to young plants. The cost of additional seed will be approximately £100.00 + VAT.</p> <p>The team were also asked to contact Eastleigh Borough Council (EBC) about planting up Broadway, important as an entrance to the village.</p>			
4d. Foreshore Benches			
Members noted the delay to delivery but agreed that the benches should be completed by Easter.			
4e. Foreshore Toilets			

To reduce the burden of cleaning, a toilet will be kept closed on rotation until Easter. It was also agreed that magnetic closures should be investigated to avoid the need for cleaners to also lock up which was proving unpopular with potential contractors.

It was **RESOLVED** to recommend to council to enter into a contract with Atlas cleaning for no longer than twelve months at the cost of £140.00+VAT per week.

4f. Mount Pleasant Play Area

Although other options were discussed it was agreed to purchase the scramble net from the authorised supplier.

It was **RESOLVED** to recommend to council to agree to purchase the connecting scramble net for Mount Pleasant play area at the cost of £1,791.52+VAT.

4g. Trees

Members noted the outcome of the recent tree surveys and the work pending to recover costs from Hampshire County Council (HCC) for works carried out on a tree on Hamble Lane adjoining the allotments.

4h. Heather Gardens

Members noted the work that was needed at Heather Gardens and the future management plan for the site.

All of the recommendations in this report were taken as a single vote and were approved

Proposed	Seconded
Cllr Underdown	Cllr Schofield

5. Report from Deputy Clerk

5a. Floodlights at College Playing Fields

The cost of the flood lights was discussed and the recommendation amended to seek the replacement of the current lights with LEDs to reduce future costs. Members asked that the work be carried out in 2 months.

It was **RESOLVED** to investigation and report back on the use of low-cost LED bulbs to reduce future costs.

5b. St Andrews Cemetery

It was **RESOLVED** to approve the cost of the Memorial Safety Training at £800+VAT, and the cost of the Bereavement Care Training at £169 per person.

5c. Telephone Line

It was noted that moving of the service from BT to another supplier was now complete, and would see a significant cost saving.

5d. Waste Reduction

It was **RESOLVED** to approve delivery of milk in glass bottles and the additional cost for a trial period of 6 months.

5e. Insurance Claim

The insurance claim was noted.

5f. Foreshore Parking Permits

The Committee noted that the order for parking permits had been placed, at a cost of £350+VAT for 300 clocks.

All the recommendation in this report were taken as a single vote and were approved.

Proposed	Seconded
Cllr Underdown	Cllr Thompson

6. Lease of Strip of Land (adjacent to Hamble Primary School) to Parish Council

Members reviewed the heads of terms for the lease for the strip of land adjoining the school that forms part of the Mount Pleasant Car Park. Although members recognised the concessions made by HCC they remained unhappy about the requirement to include and maintain the gate. The Clerk was to make contact with HCC to see whether there is scope for the gate to be removed from the lease and report back.
Cllr Hand left the meeting at 9.35am

7. Dinghy Storage Park Allocation Process Report

The Committee welcomed the changes being proposed to the allocation process and the associated costs.

It was **RESOLVED** to:

Agree the amended Terms and conditions for 2020;
 Apply a £5 administration charge for cheque payments; and
 Postage to be included in the cost of the Permit for 2020/21

Proposed

Cllr Schofield

Seconded

Cllr Dajka

8. The Mercury Library and Community Hub Report

At the time of the meeting no formal communication had been received from EBC about the operational arrangements for the Mercury Hub although volunteers were now running it without HPC support. Members **RESOLVED** to:

Note the letter sent to Eastleigh Borough Council (EBC) on 18th October 2019;
 Agree hourly charge of £22.48 for Officer handover advice or support over and above that stipulated in the letter of 18th October 2019;
 Note items which will remain at The Mercury on loan; and
 Approach EBC for a retrospective grant to reflect the significant Officer time spent on the project impacting on other functions.

Proposed

Cllr Schofield

Seconded

Cllr Thompson

9. Benches on the Southern Quay Report and Tender Specification

The specification for the project was agreed although members are keen to ensure that the best contractor is not deterred from the tight timescales around Easter. It was agreed that the wording would be amended to reflect this concern.

It was **RESOLVED** to approve the specification, timetable and tender the work.

Proposed

Cllr Schofield

Seconded

Cllr Thompson

10. Events on Parish Council Premises

Papers had been circulated prior to the meeting highlighting some of the issues around the use of our facilities. Cllr Underdown spoke on this issue first highlighting the need to ensure that RUP continued to be available and at a cost that was affordable to local groups. He then left the meeting due to his conflict as the Chair of the History society.

It was agreed that all groups should be able to demonstrate that they used the facilities in a safe and managed manner. Recognising that not all groups had the skills to assess risk and or to put management plans in place it was agreed that One Community would be approached to run a workshop to help organisations address this issue.

It was RESOLVED

To approach One Community to provide a training session to local groups
 That users should have Public Liability Insurance
 The Fees and Charges were agreed as was the use of a deposit at RUP and that all groups would be charged from January 2020.

Proposed

Cllr Schofield

Seconded

Cllr Dajka

11. Use of Sub-Contractors

Cllr Cross raised several concerns with the use of terminology in the report. He was worried that a Permit to Work approach required a high level of competence around the assessment of safety for third parties. It was felt that this was not something HPC should do. An alternative form of words was needed. The issue was deferred for further discussion.

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.

It was resolved that in view of the confidential nature of the business to be discussed the public and press be excluded.

Proposed	Cllr Thompson	Seconded	Cllr Schofield
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12. Dinghy Storage Park

The notes of the meeting that took place with Hamble River Sailing Club on the 10th October were noted.

The meeting ended at: 11.20