

## HAMBLE PARISH COUNCIL

**MEETING** ASSET MANAGEMENT COMMITTEE MINUTES  
**VENUE** Roy Underdown Pavilion, Hamble  
**DATE** Tuesday 06.11 2018  
**TIME** 8.30am

**PRESENT** Councillors: Schofield (Chair), and Thompson  
Cllr Dajka arrived at 9.00am.  
Clerk, Head of Grounds and Assets and Deputy Clerk  
Members of the public: 0

**1a. Apologies for absence**

Cllr Cohen

**1b. Declarations of Interest in items on the agenda and dispensations**

None

**1c. Minutes of Asset Management Committee 04.09.2018**

Proposed: Cllr Schofield          Seconded: Cllr Thompson

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

**2. Public Participation**

None

- 3.** Members were asked to consider if it an additional member should be added to the committee to ensure meetings are quorate. The Clerk suggested that this is added to the Agenda for next full council meeting enabling all members the opportunity to express an interest. The Committee agreed this would be a sensible step.

**4. Donkey Derby Field**

The Clerk reported that all users were invited to attend a meeting which took place recently. It was useful to discuss the issues and in particular the 28 day threshold and ramifications of overstaying allocated days. The organisations with good management procedures in place shared these with other organisations.

Changes to the allocation procedure were also discussed and the Clerk has amended the application form accordingly.

The deposit will be £100 per day plus and an additional £100 per booking. In addition to the costs noted in the report a deposit of £30 will be payable for use of the electricity connector.

There was a discussion about the benefits to the whole community of some events and the problems that often arose. Where events only have a small number of vehicles to accommodate, event organisers have been asked to consider other facilities in order to free space up in the calendar for those that are unable to make alternative arrangements.

The RSYC and RAF yacht club have offered to assist HRSC with additional parking if needed.

**5. Ladders at Southern Quay**

The Clerk advised that a formal complaint has been received about the ladders:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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- querying the decision to replace the ladder next to the pontoon as this encourages swimming in the restricted area
- commenting on the design and aesthetic of the uprights.

The Head Groundsman has been asked to contact the contractor to confirm the specification of the ladders supplied and details of the manufacturer to ensure that they are fit for purpose. Checks can then be undertaken to ensure the ladders are designed for marine use especially as one ladder has been damaged by a boat already.

Cllr Cross suggested the Maritime Agency may be able to offer guidance on appropriate standards if needed.

The Clerk advised that initial advice had been taken from the Harbour Master but the recommended contractor had a 12-week lead time which was felt to be too long. It was agreed that the Head Groundsman would report back.

### **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 they are likely to involve the disclosure of exempt information as defined in paragraph 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 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.

Cllr Dajka proposed and Cllr Thompson seconded the Committee exempt business from 9.20am until 10.00am

Exempt business was concluded and Clerk left the meeting at 10.00am

## **6. Report from Head of Grounds and Assets**

### Bartletts Field

The head groundsman confirmed that the changes identified at Council had now been agreed and a revised quote received that kept the project within the £50,000 budget. The contract needed to be issued with the purchase order.

Pathway to Mercury Mound A formal approach from MDL is awaited following an 'in principle' discussion with the Head Groundsman regarding improved access. It was emphasised that the Council has no budget in place for any works.

The Deputy Clerk raised concerns regarding the close proximity to an SSI and particularly the risk of disturbance to over wintering birds. English Nature and other interested organisations should be consulted before any works are agreed.

Allotment Holders Meeting Options to improve attendance were discussed and the Head Groundsman was asked to make enquiries to establish a time most likely to generate attendance.

It was **RESOLVED:**

To give immediate notice to increase allotment fees by 50p per rod from 1<sup>st</sup> January 2020.

To implement the following immediate changes to the allotment terms and conditions:

Refunds on a pro rata basis will no longer be offered when allotment plots are relinquished.

A deposit of £20 to be collected for all new agreements subject to allotments being relinquished in a well maintained, immediately re lettable condition

Proposed by Cllr Dajka and seconded by Cllr Schofield

Foreshore Pay & Display machine The electricity supply is in place and the new machine will be stored by the Grounds Team ready for installation. The actual date of installation is awaited.

## 7. Dinghy Park Working Group Recommendations

It was **RESOLVED** to recommend the Council initially limit allocation to 3 permits per household. Any additional applications will be considered on a case by case basis

Proposed by Cllr Dajka Seconded Cllr Schofield

Provision of Boat Washing Facility The Parish Council is not in a position to take forward the suggestion for installation of boat washing facilities at this time due to budget and time constraints. This is likely this request will be picked up during the wider project to create a long-term design vision for the Foreshore area. However, the Council would consider a detailed proposal from a user group subject to completion of a consultation of all users and funding sources.

There has been a history of under charging at the dinghy park when the permit fees did not reflect the true running costs of the facility, Installation of a boat washing facility is likely to increase water usage considerably and this will have to be reflected in the permit fees.

The Head Groundsman reported that the tap in the dinghy park is being dismantled regularly over weekends. It is thought this is probably to overcome the percussion mechanism regulating water usage. The Committee asked that he photograph the incidents to build a log.

User Meeting It was agreed that a dinghy park user meeting could be held early in 2019 to discuss the improvements made over the last 12 months. It is hoped more users will take up the invitation to attend.

## 8. Mercury Hub Update

The online training modules have been trialled by Cllrs Schofield, Cohen and the Deputy Clerk. They are all agreed that the Council should proceed with the purchase.

It was **RESOLVED** to approve the purchase of the online training package for volunteers.

Proposed by Cllr Cross Seconded by Cllr Dajka

The proposed book cataloguing and borrowing software has been rejected by Eastleigh Borough Council on GDPR grounds. Other options will now be researched but the final decision will rest with Eastleigh Borough Council who have been advised that this is critical to opening to the public.

The display case is too small for the model of the TS Mercury. It has been confirmed that the correct measurements were forwarded to EBC and they have been asked to seek a solution with the manufacturer.

The sapling trees have been planted in accordance with the landscape design but one of the trees is overshadowed by a large existing tree and close to the pathway so unlikely to thrive and this has been pointed out to EBC.

The wi-fi is not yet connected and as a consequence the Barclays Tea and Teach arranged for 14<sup>th</sup> November has had to be cancelled.

A community Christmas decoration workshop has been arranged for 1<sup>st</sup> December and it is hoped some Councillors will be available to support the event.

Several suppliers have been approached regarding high end hot drink provision but only one supplier has provided a quotation so far. Depending on the level of usage its possible this could generate a small amount of income. The Deputy Clerk was asked to make some further enquiries and look at the contract offered to see if there is a break clause.

The Parish Council's insurers have provided a quotation of £90.54 to cover liability for 30 volunteers at the Mercury. The Deputy Clerk was asked to obtain an alternative quotation for 50 volunteers and also look in to cover the personal effects of volunteers.

## 9. Cemetery Management

In view of the volume of information submitted and follow work required it was agreed to pass some of the recommendations with immediate effect with the remaining items being taken to the Task and Finish Group.

The application for Membership of the Institute of Cemetery and Crematorium Managers was noted.

It was **RESOLVED** to recommend to Council that with immediate effect it should:  
Require Exclusive Right of Burial to be purchased when applications are received to re-open a grave or ashes plot.  
Stipulate a minimum depth for all new graves of 7 feet (double depth)  
Stipulate that only BRAMM registered stonemason may install memorials at the cemetery.  
Set up a Task & Finish Group to consider all the remaining recommendations

Consisting of Cllrs Cohen, Schofield and Cross with Cllr Thompson as reserve.

Proposed by Cllr Dajka      Seconded Cllr Schofield