

## **Asset Management Committee 6<sup>th</sup> September 2021**

### **7.00pm Roy Underdown Pavilion**

1. Welcome
  - Apologies for absence
  - Expressions of interest
  - Approve the minutes of 02.07.21
2. Public participation.
3. License, leases and other requests for use:
  - Coffee Shack, Mount Pleasant
  - Ice cream vending at the Foreshore
  - Mudland Moorings
  - Policy on the use of HPC land
4. Project Update:
  - CCTV upgrade at College Playing Fields
  - Foreshore Bins
  - Foreshore Seats
  - Interpretation Boards
  - Improvements to paths/parking bays at the allotments
  - Sponsor a tree
5. New Projects
6. Updates from Working Groups
  - Allotment Working Group
  - Waste and Recycling Working Group
  - Communications Working Group
  - Foreshore Seats Working Group
7. Accidents and incidents:
  - Staffing issue

Insurance claim – Court case

8. Performance Information

Allotments

Burial

Bookings at RUP

Parking Permits

Anti-Social behaviour

Dinghy Park

9. Toilets at the Foreshore

10. Reopening the High Street Fund

11. Delegated decisions since 02.07.2021 meeting

Signed: *Amanda Jobling*  
Clerk and Proper Officer

Date: 1<sup>st</sup> September 2021

## Minutes of meeting of Asset Management Committee

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

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

Present: Councillor Hand, Jones, Thompson (Chair) and Underdown  
Clerk and Projects Manager

### 1. Welcome

a. Apologies for absence – Cllr. Malcolm Cross

b. Expressions of interest –

Cllr Underdown - Dinghy Park and Mooring with the Pink Ferry

Cllr Hand - Mooring with the Harbour Board

c. Minutes of the last Meeting – Proposed Cllr Underdown  
Seconded Cllr Hand and all agreed the Minutes of the 7<sup>th</sup>  
November 2020

### 2. Public Session – Two residents attended the meeting – one from Spitfire Way and the other from The Quay.

Resident addressed the Committee and asked that secure windows should be installed and the CCTV upgraded to enable the Police to prosecute those that are causing Anti-Social Behaviour(ASB) in and around the Roy Underdown Pavilion (RUP). If RUP is to continue to be used then there needs to be Police and Parish Patrols. Also asked to have confirmation clarification of how bookings for the Multi Use Games Area and Tennis court are managed.

Is the Roy Underdown Pavilion address recognised as a formal facility with the Police? HPC should consider measures that will help safeguard facilities and also neighbours.

Another resident addressed the Committee regarding the movement of the bin store at the Foreshore. Raised concerns about the visual impact of the proposed location and the size and volume of the new store.

3. Terms of Reference and ways of working –

The Terms of Reference were Proposed by Cllr Underdown and Seconded Cllr Jones and all agreed to approve them.

4. Data Collation – Anti-social Behaviour

Information will be provided to the Committee and to the Police on a monthly basis. Also asked whether we can publish a list of ASB so people understand what it is. Home Office definition to be sent out.

5. Foreshore Bin relocation project update

Queries raised about the extent of the works proposed in the quote and the issues arising from the works.

Agreed a list of options for site mitigations to address the concerns raised by the local resident. These options would be discussed with the resident and if agreement is reached the order would be placed having agreed it under delegated powers of the Chair of Assets and Council along with the Clerk.

6. Allotment Working Group – Terms of Reference and Work Plan

Concern were considered. Concerns were raised that the nature of the group with two community representatives would not be representative of the of all allotment holders. Concerns were raised based on experience at the Dinghy Storage Park Working Group. Recognising the concerns raised it was agreed to continue seek representatives but to keep the situation under review. The terms of reference were Proposed by Cllr Thompson and seconded by Cllr Jones and were agreed.

7. Southern Quay Working Group – new membership

Cllr Jones to join the Group and Janine Dajka would continue to serve on the group as a community representative.

8. Waste and Bins Working Group

It was agreed that the Group would focus on concluding the Audit for all bins across the parish. A meeting of the group would be convened before the next meeting.

9. Dinghy Park Working Group

Report back on the way forward in September.

10. Greening Hamble Working Group

Terms of reference for the Group to Council.

11. Expenditure: -

Expenditure on the following items was Proposed by Cllr Underdown and Seconded Cllr Thompson and approved with the

exception of the Mudland Mooring. Further work was requested on this.

- 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.

Propose Cllr Hand seconded Cllr Underdown.

13. Leases

Authorised legal costs for the provision of the license for use of the bin store by the the Beach Hut on terms set out in the report.

Expenditure on the legal agreement as set out was proposed by Cllr Thompson and Seconded Cllr Hand and all agreed.

Meeting ended at 20.34

## **Asset Management Committee - 7<sup>th</sup> September 2021**

### **Agenda item 3 - License, leases and other requests for use.**

The Committee is asked to comment on the following:

#### **Coffee Shack, Mount Pleasant**

CoffeeCommotion approached the Council in July asking for permission to trade from Mount Pleasant. Proposed trading hours would be Thursday, Friday, Saturday and Sunday from 8.30am or slightly earlier to 4.30pm. The provision of the Van would provide a service for those on the school run, walkers, users of the play area and teams hiring the pitches. The Van would likely occupy 1.5 spaces and ideally would need to be located in a position that could be reached without having to cross the parking area.

If members wish to permit use can they set out the terms to be offered either on a permanent or a temporary basis. These should include: duration of the agreement, charges, specific conditions, exclusions and meeting fees etc.

#### **Ice Vending at the Foreshore**

EBC notified us that an application had been submitted for trading from a cycle on the Foreshore. As land owner we requested that consent should be secured first before applying for the license. As yet no approach has been made. Committee are asked to advised on the likely response should it come forward.

#### **Mudland Moorings**

A number of people have approached us wishing to use our Mudland Moorings. We have a number that we have owned and managed and a number that have previously been managed by the Hamble and Warsash Ferry. This came back to us in the new year.

The ground chain on the moorings has been inspected and needs replacement. Two options exist – clear the current chain and then replace or let the moorings without a chain on a fore and aft arrangement. This would cost less but would reduce the number of moorings ion the trot from 5 to 4.

The current charge is £458.33 although I would recommend that the charge is increased to £500.00 to better reflect the charges of other moorings.

The cost of removing and replacing the ground chain is likely to be in the region £1,000 but the cost will be confirmed at the meeting.

A separate exercise will be carried out to establish whether all or part of the cost can be recovered

**Asset Management Committee - 7<sup>th</sup> September 2021**

**Agenda item 3** - License, leases and other requests for use.

**Policy on the use of HPC land**

A draft policy is attached for consideration for the use of council land by commercial users. This is would not apply to charitable and community groups and has been drafted following several approaches since the relaxation of lockdown.

## **Draft Policy on the commercial use of assets**

### **Aim**

To set out the circumstances in which HPC will consider the disposal of its land or assets for use by commercial third parties.

### **Objective**

HPC Mission statement identifies the importance of supporting the long-term well-being and prosperity of the community. This means using our assets to support this objective where it is seen as appropriate. This is should not be seen in terms of the betterment to an individual or a company but to the wider community.

### **Legislative context**

A local council can dispose of any land that they hold under the Local Government Act 1972 ss127(1) and 131 (3). If the land to be disposed of is disposed of for less than its market value then consent is needed from the Secretary of State. A disposal is a lease of 7 years or more.

### **Disposal of Open Space**

A council cannot dispose of an open space without first advertising its intention for two consecutive weeks in a local newspaper and consider any objections.

### **Form of use**

The Council can permit use via a license, lease or sale.

### **Basic conditions for disposals:**

All arrangements for use will be subject to a legal agreement – the cost of which will be paid for by the vendor (including valuation fees).

License will be the preferred option

Must be a registered company or organisation

Have Public Liability Insurance

Agreements for nil consideration must be subject to valuation supported by a decision to discount the fee and the reasons for the discount.

Any consents must be provided prior to completion of any agreements

### **Locational issues**

The Council will consider entering into an agreement for use in the following locations (delete as needed) :

Foreshore Car Park – one off events  
Quayside  
Donkey Derby Field  
Heather Gardens  
Village Green  
College Playing Fields  
College Playfields Car Park  
Roy Underdown Pavilion  
Mount Pleasant Playing Field  
Mount Pleasant Pavilion  
Mount Pleasant Car park  
Hamble Lane Sports and community facility  
Hamble Lane Allotments – disused  
Mercury Gardens Foreshore  
Well Lane?  
Miscellaenous land parcels

**Activities it will consider**

Retail and hospitality – non licensed  
Sports and activities  
Other

**One off**

Resident requests – weddings etc

**Decision making**

The decision will be made by Asset Management Committee unless the value of the decision exceeds £10,000 in a single year. Review Committee will hear appeals if made but decisions would have to be endorsed by council.

## Cemetery

Activity/Month	August	Sept	Oct	Nov	Dec
Cemetery					
Ashes Internments		2			
Burials		1			
Number of planned inspections					
Unsafe Memorials		8			
Action to remedy Unsafe memorials		1			
Exclusive Right of Burials		2			

## Allotments

Activity/Month	Aug	Sept	Oct	Nov	Dec
<b>Allotments</b>					
Total number of allotments	40				
Number allocated	39				
Under Offer	1				
Improvement Action pending	6				
relinquishing	1				
Further inspection	2				
No response	2				
Numbers on waiting list	30				

Activity /Month	May	June	July	Aug	Sept	Oct	Nov	
Bookings								
RUP			1	1			2	1
DDF			5	1		1		
Foreshore				1	1	1		
Pavilion/Playing Fields				4				

Dec

## Grounds team - time allocation

Activity in hours	July	Aug	Sept	Oct	Nov	Dec
ASB						
Fly Tipping						
Graffiti						
Repairs						
Toilets						

## Dinghy Storage Park

Activity/Month	Aug	Sept	Oct	Nov	Dec
Dinghy Storage Park					
Total Spaces		200			
Let		200			
Waiting List		38			
Action Pending					