

## Council Meeting 13<sup>th</sup> December 2021 7.00pm Roy Underdown Pavilion

Item number	Lead	Mins
1. Welcome Apologies for absence Expressions of interest Approve the minutes of 8 <sup>th</sup> November 2021	Chair	5
2. Public participation.		15
<b>Community Issues</b>		
3. Grant Applications – Carols in The Square and Speed Watch	Chair	10
4. Cemex – strategy and next steps	Chair	20
5. Allotments – request to closure allotment pathway	Chair of AMC	5
6. Publication survey – outcome and recommendations	Chair of Comms WG	10
7. Project updates – Foreshore benches, Roy Underdown Works, Digital Transformation – website and migration	Project Manager/Comms Manager	15
8. Purchase of ICT hardware – linked to transformation project	Clerk	15



9. Recommendations from Working Groups and Committees

10. Feedback from EBC Team Meeting                      Chair                      10

**Financial, Risk and Governance**                      Clerk                      20

11. Payments and Bank reconciliation for November 2021

12. Monthly accounting reports

13. Budget scenarios

Signed: *Amanda Jobling*  
Date: 8<sup>th</sup> December 2021  
Clerk and Proper Officer



## Council Meeting 8<sup>th</sup> November 2021

### Minutes

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

Meeting held at the Roy Underdown Pavilion, Baron Road, Hamble.

Present

Members: Cllr Cohen, Cllr Cross, Cllr Dann, Cllr Hand (Chair), Cllr Jones (joined the meeting at 19.19), Cllr Nicholson, Cllr Thompson and Cllr Underdown

Staff: Clerk, Projects Manager and Communications lead

1. Welcome – Chair welcomed all present including four members of the public.
  - a. Apologies – Cllr Lehneis, Rolfe, Palmer and Ryan
  - b. Declarations of interest – Cllr Underdown, Fees and Charges, Dinghy Storage Park and Hire of Pavilion on behalf of the history society.
  - c. Minutes of 11.10.2021  
Proposed: Cllr Underdown  
Seconded: Cllr Nicholson and those present at the meeting in October agreed unanimously.  
Minutes of the Meeting held on the 11.10.2021 were approved subject to the minor changes and would be signed the following day.
2. Public participation – none
3. Competition Outcome for the naming of the electric Vehicle  
Cllr Nicholson confirmed that voting on the name for the vehicle had closed at the end of October and the winning name was Sparky. A foil for the vehicle would be made and the winners invited to come along to have their photos taken with Sparky when it is fixed on
4. S137 Grants  
The Carols in the Square has been received for £500 but it will come to the next meeting as it came too late for this meeting.

Signed

Date

Request in from the Hedge End, Hamble and Hound Speed watch was considered, and it was agreed to defer the application until EBC has resolved the application (December 2021) – the Parish Councils will then reassess the claim. The Community Safety Working Group to also consider when they meet at the start of December.

#### 5. Clerk's report

- a) Councillors noted the information supplied by the Clerk on the Grantham Avenue parking petition. Agreed that they residents could be encouraged to approach the LAC directly. The Clerk will discuss with the Area Manager.
- b) Members sought further information on the impact of the market on local traders before making a final decision although they did not want the Parish Council to take over the running of it.
- c) Councillors supported the idea of submitting the projects set out in the report for funding from EBC. They were invited to rank in order of preference.

#### 6. Project Update

The Project Manager had updated the priority list and had circulated the spreadsheet to councillors for information. Council was asked to note the conclusion of the following projects:

Introduction of the Bin Store and the Foreshore - PP21

Leave and absence software - PP24

CCTV upgrade at RUP and remote access - PP32

Appraisal and Performance Monitoring - PP35

Water Refill point (Grant claim unsuccessful)

#### 7. Performance data noted

8a. Recommendations from Asset Management – fees and charges were taken under item 10 and contract for the Foreshore bench replacement was scheduled for discussion in exempt business

8b. Council considered the Staffing priorities and performance targets for 2022/23 and agreed them.

Council also agreed the expenditure of £1,050 + VAT per annum for the renewal of the Employee Assistance Package

Propose: Cllr Underdown

Seconded: Cllr Hand

All agreed to purchase a further year's support.

Signed

Date

9. Communications' Working Group - website

Cllr Nicholson outlined the work carried out so far in preparing the new website and to sit alongside the MS 365 to provide better services going forward. The intention is to go live at the start of December based on the format attached. Recognising that Members might have issues they wish to raise – Council is asked to give delegation to complete the website build and go live – with a task and finish group set up to consider any changes that are needed.

10. Fees and Charges – accept the recommendation on changes from the AMC as part of the budget building exercise.

11. Bank reconciliations and payments list

The Chair signed the bank reconciliations for October which was £103,256.31 (Business Current Account) and £140,746.80 in the Business Savings Account.

The Payments list showed £35,502.04 is due to be paid and £6,657.02 was received.

Proposed

Seconded and approved the payment list

12. No queries were raised with the monthly reports circulated to members.

13. The Delegated for the additional money for the metal doors was noted.  
20.28

### **Exempt business**

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

Signed

Date

Proposed: Cllr Hand  
to move into exempt business

Seconded Cllr Underdown and all agreed

**14.** Recommendation from AMC for the award of the Contract for enabling works at the Southern Quay. (Cllr Hand left the room 8.38pm for 2 minutes – the vote was taken during this period – the Vice Chair was in the Chair for the item)

Proposed Cllr Thompson and Seconded Cllr Cross and the Council supported the recommendation five in favour and two against

8.54pm

Meeting ended at 20.51.

Signed

Date

Council

13<sup>th</sup> December 2021

Cemex

## **Background**

Hamble Airfield was allocated as a site for gravel and sand extraction in the Hampshire County Council Mineral and Waste Plan (HW&MP) 2013

Hamble Parish Council (HPC) and residents (RAGE (Residents Against Gravel Extraction) - Residents Against Gravel Extraction) opposed the site allocation and made representations at the Public Hearing. Despite this the site was allocated in the Plan. In 2018 Cemex approached HPC to say they were starting to bring the scheme forward and were commissioning studies and collecting evidence and would confirm when they intended to consult with the community.

In November 2021, Cemex issued an online consultation setting out the broad terms of the proposal. Hamble Parish Council's response is attached in appendix 1.

## **Issues for consideration**

### **Technical and support**

The planning application will come in imminently it is assumed. Cemex's agent has declined to confirm the timings. Once the application is in there will be a consultation period for people to respond to the plans and the evidence. Once the deadline has passed, we will still be able to make representations up to the decision date. This will enable an assessment of the application, its weaknesses, technical studies that may need further exploration or work and an opportunity to set out changes that are sought both on the application for extraction and the remediation and use of the site.

To assist with this the Planning Committee approved a budget of up to £10,000 for the appointment of consultant advice. Initially, a consultant will be appointed that will assess the application and the supporting evidence, identify areas for further work, advise on how to appoint technical specialists and liaise with Planners and other technical staff at HCC (Hampshire County Council) as well as how best to frame objections and recommendations. The consultant that authored the

report last time is unable to assist this time due to a conflict of interest. It is hoped a proposal will be available for the meeting.

In addition to the appointment of consultants the Council will need to consider how to work with other stakeholders in particular other parish councils on the peninsula and EBC (Eastleigh Borough Council). EBC have in their emerging plan reflected the HM&WP site allocation and will be a statutory consultee in the process.

Work will also need to happen with the Surface Water Authority (review and advise on the hydrological issues) and the Highways Authority. Both functions are carried out by HCC who is also tasked with determining the application.

## **Governance**

Work on the application will fall into one of four workstreams;

- Infrastructure issues – highways, rail, water quality, biodiversity, and climate change
- Immediate neighbour issues – noise, dust, flood assessment and localised water issues
- Remediation issues – public access, ownership, carbon neutral measures etc.
- Fact finding – other sites, Cemex and the decision-making process.

It is unlikely that the Planning Committee will be able to deal with these issues in addition to their normal workload. It is therefore recommended that several groups are set up following the workstreams listed above. These could draw representatives from other organisations, from other villages or from the community where specialist expertise is available. In terms of the neighbour impacts it is proposed that a group of residents is set up as a “contact group” throughout the period. This means we would keep them briefed on the more detailed points than those going out to the wider community.

In addition to these groups there is a need to also coordinate a fact-finding group that looks at wider research/investigations about how other communities have managed a similar process, where other gravel quarries may be operating and undertaking visits to see it first-hand and speak to local communities. The following are local examples:

Hamer Warren / Bleak Hill Quarry ([Hamer Warren Quarry and Landfill | CEMEX UK](#))( New forest)

Bramshill Quarry ([Bramshill Concrete Plant And Quarry | CEMEX UK](#))  
(East Hants)

Eversley Quarry ([Eversley Concrete Plant Quarry & Landfill | CEMEX UK](#)) (Basingstoke and Deane)

There are also several sites previously worked by Cemex. The following link takes you to a list of all minerals and waste sites in Hampshire and can provide you with a little more information: [Hampshire Minerals and Waste Sites List Oct 2021.xlsx \(hants.gov.uk\)](#)

The work of this group should also look at groups that have set up to challenge similar types of developments nationally – the following are a useful starting point:

<https://www.facebook.com/communityplanningalliance>

<https://grassrootscampaigns.weebly.com>

<https://www.facebook.com/groups/4286629018013916>

Finally, they should look at the work of the Regulatory Committee and the recent decisions it has made. This might give insight into the types of approaches they will be receptive to.

### **Local experts**

Inevitably there will be highly qualified people in the community that will wish to support the work of the Council and the community. This is a privileged position to be in. We must however be cautious about this and issue guidance on how this type of expertise can best be used. People offering specialist or technical support/work must be qualified, hold professional indemnity, and be advised of the methodology needed to commission or critique work. Importantly others in the community may rely on it – so it is important that it is credible and professional.

### **Communication and engagement**

There are some difficult and unappetising messages that the Council will need to manage over the next twelve months. Being honest with people that the presumption is in favour of the site being approved and although we will use our efforts to highlight weaknesses, we will inevitably have to also be negotiating with Cemex about the future of the Airfield and how we can best achieve an outcome beneficial for the community if the

application is approved. We have already committed to a public meeting (which is unlikely now to involve Cemex) and will need to consider how best to keep people abreast of issues especially if there are restrictions imposed on mass gatherings. Options could include blogs/vlogs, online meetings, leaflet drops, surgeries etc. Initially it is suggested that a fact-finding meeting takes place with HCC and other key stakeholders.

### **Lobbying**

Paul Holmes MP is already actively involved in the process and has stated his opposition to the application. Nearer to the time, work will be needed to lobby those decision makers on the Regulatory Committee and to ensure that they understand the local issues and the community objectives.

### **Capacity**

The Project Manager will continue to work on the priority projects as we move into 2022. The Clerk will focus on Cemex and the preparatory work on Mount Pleasant will need to be paused for the moment.

This is a big piece work and falls not just on staff but will require every member of the council to take part in some aspects of it. It is important that work does not fall on experienced members that are already heavily committed with Committees and support in running the organisation day to day.

This will present opportunities for Councillors who wish to take on a portfolio or have ambitions to become a Chair of a Committee or Council especially in the period after 2024. This creates scope for succession planning.

Council

13<sup>th</sup> December 2021

Allotments – Request for permanent closure of the path

Allotment holders have over the last few years experienced regular damage to their plots and produce. Users believed that in part this was due to the public path running through the allotments and they requested that the path be closed.

Asset Management Committee and Council considered the requested and consulted residents of the request for closure. The path is neither a public nor permissive right of way, but has been used by people over a period of time.

An article was included in the newsletter at the end of last year and three objections were lodged – two of which were from serving councillors. Among the grounds for objecting to its closure were that people had enjoyed the right over time and closing it would not necessarily stop the vandalism and this could be achieved differently. It was also seen as a link to the station for those not wishing to use the rail trail that adjoins the site.

Following the consultation it was decided to agree to a temporary closure to assess the impact. Locks were placed on gates from April and have remained in place since.

In September a survey of allotment holders was carried out with overwhelming support for the permanent closure of the path to the public. Again a consultation was carried out with residents during November via the newsletter with two responses both of which were objections. One was from an existing opponent; the other raised objections as they saw the route as quick, quiet, and direct route and that they enjoyed seeing the allotments throughout the year.

Although the number of objections are small the council should weigh up the issues raised by those opposing it against the request from the allotment holders before arriving at a decision.

# Results of Publication Review Survey

Nov 2021

## Purpose of Survey:

- To identify whether the community wanted the Parish Council-led publication to continue, and if so, in what format/size, and with what kind of content.
- It was important that the survey results were representative of the community, and that the method of response did not discriminate against any particular age group.
- The results of the Survey will inform our Parish publication strategy over the next 18 - 24 months.

## Where the Surveys Were Distributed:

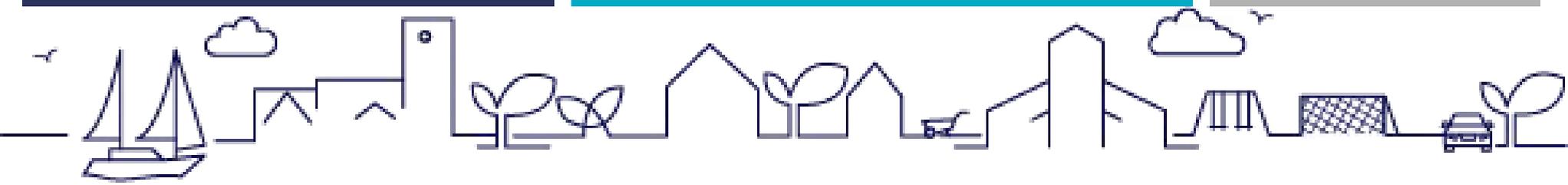
- Newsletter - delivered to 2,500 homes
- Social Media - posts uploaded to HPC's Facebook page, and other community Facebook groups
- Outreach - emails sent to all current contributors and advertisers
- In Person - 'interviews' at Hamble Village Market and the Primary School
- Hard copies left at:
  - The Mercury Hub
  - Father Graham (St. Andrew's)
  - Follands/Hambleside
  - Post Office, Chip Shop, Co-Op
  - Jenny's Cafe

## Methods Available for Form Completion

- Via paper copy - the survey was included in the November newsletter, and copies placed around the Village. Hard copies were then returned to the PC offices and data-keyed onto the online form
- Online, via QR code or URL

## Dates for Survey Responses:

1 - 30 November 2021



## Summary of Results

87

Responses received

95.5%

Primary objective of the publication is to inform Hamble residents about community news and events

97.7%

Read the Parish publication and think it should continue

47.5%

Advertising should be 10 - 25%

44.3%

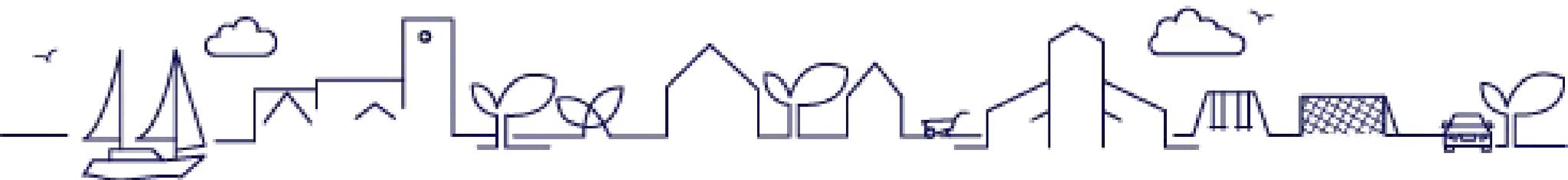
Prefer A4 size. 28.4% had no preference

84.1%

Want to receive a printed copy (not email/digital), and 54.5% want door-to-door delivery to continue

63.6%

Want to retain the current Village Newsletter. 27.3% want to return to the Magazine



## Recommendations

01

Insert a Hamble Business Directory and Useful Contacts into every edition.

02

Restrict ads to Hamble-based businesses.

Stop running full page ads.

Retain current newsletter format 03

- A4, extend pages from 8 to 12
- Introduce business directory, useful numbers, and community general interest info (i.e., footpaths)
- Introduce general themes - e.g., Sports Focus in summer, budget in February

### Proposed Content Structure:

- Page 1: Update from Chair
- Pages 2 - 4: Council-led updates
- Pages 5 - 7: Community group updates
- Pages 8 - 9: Subject focus, general community info
- Pages 10 - 11: Business directory
- Page 12: Useful numbers

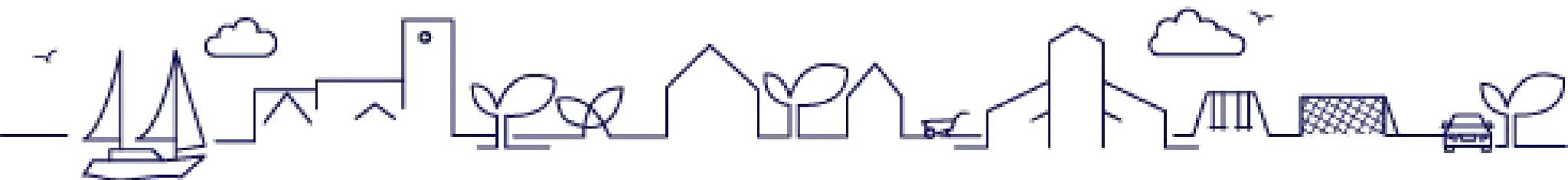
04

Consider using recycled paper (but this is likely to double print costs)

05

Improve comms in other areas identified by the survey as regularly used by the community:

- Make better use of notice boards
- Ensure newsletter content and events are shared on community Facebook pages



## Proposed P&L Based on Recommendations

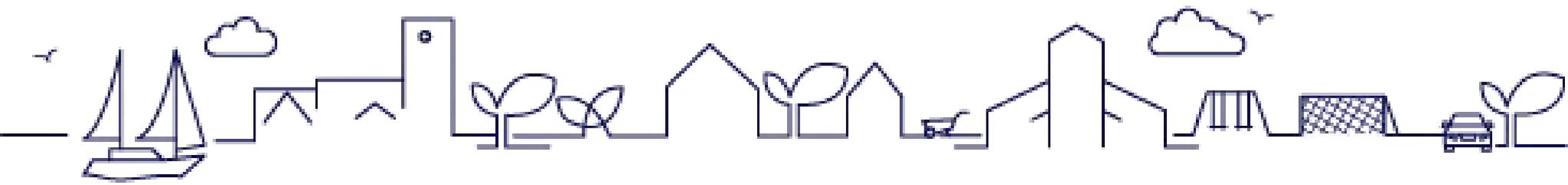
# £460

Current (estimated) loss  
per Newsletter edition

# £230

Estimated loss per  
Newsletter edition if  
recommendations are  
followed

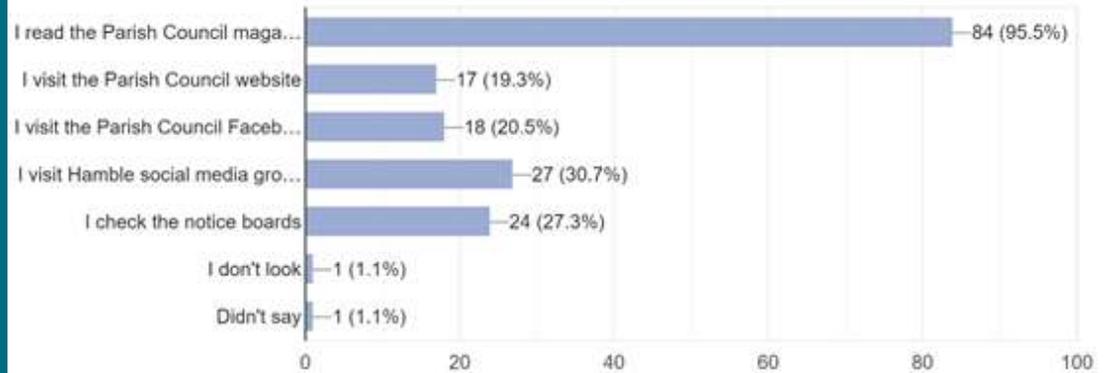
	Printing Cost	Content Creation Cost	Advertising Sales Cost	Distribution Cost	Total Cost	Advertising Income	Profit/ Loss per Issue	Annual Profit/Loss (10 issues)	Annual Profit/Loss (6 issues)
Current HPC newsletter (8pp, A4, full colour, stapled)	£ 565	£ 200	£ 75	£ 330	£ 1,170	£ 710	-£ 460	-£ 4,600	-£ 2,760
Larger version of the current newsletter (12pp)	£ 725	£ 300	£ 125	£ 330	£ 1,480	£ 1,250	-£ 230	-£ 2,300	-£ 1,380



# Detailed Results

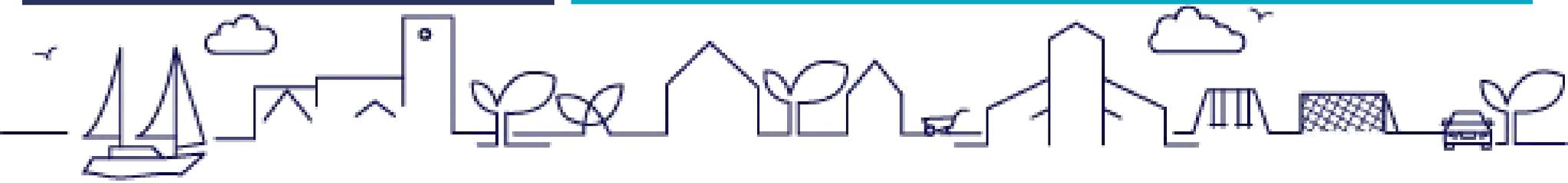
How do you access Parish Council news and community information? [tick all that apply]

88 responses



Do you read the Hamble Parish Council newsletter/magazine?

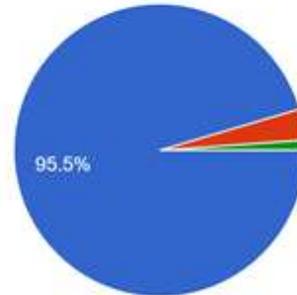
88 responses



# Detailed Results

What do you think the main purpose of Hamble Parish Council's monthly publication should be?

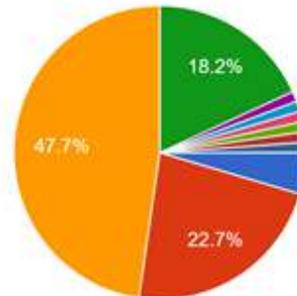
88 responses



- Informing Hamble residents about community news and events
- Supporting local businesses and helping them to reach out to residents
- Generating an income/profit through advertising
- All three

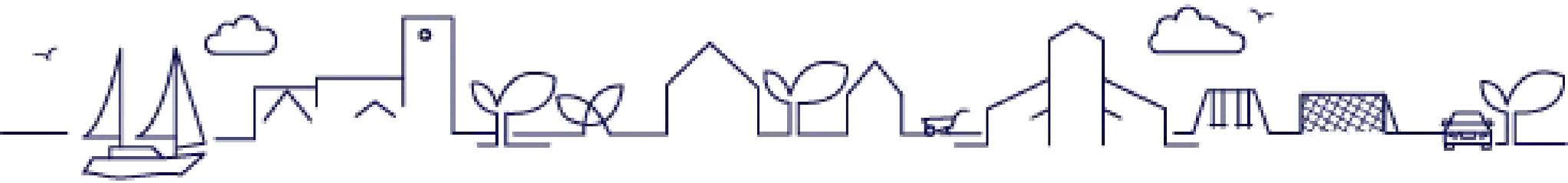
The newsletter/magazine provides advertising space to help support local businesses. What percentage of content would you like to see allocated to advertising?

88 responses



- None
- Less than 10% (around 1 page in total)
- 10% - 25% (up to 2 pages in total)
- 25% - 50% (2 - 4 pages)
- 50% +
- Keep the two sections separate- I love...
- What is required to support costs not...
- Enough to cover the cost of production

▲ 1/2 ▼

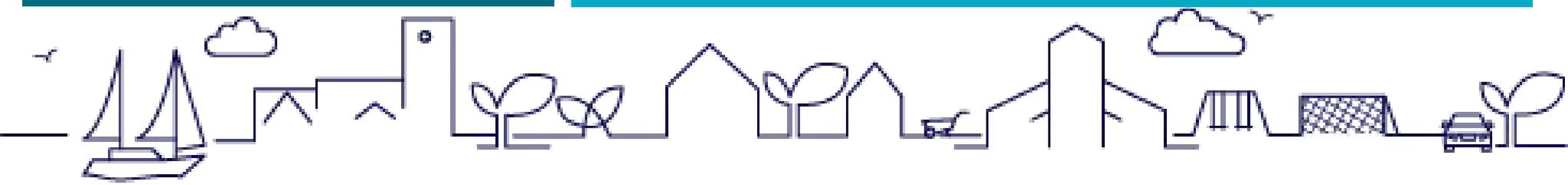


# Detailed Results

**What articles or information from either the newsletter or the magazine would you like to see in a future edition?  
Summary of responses....**



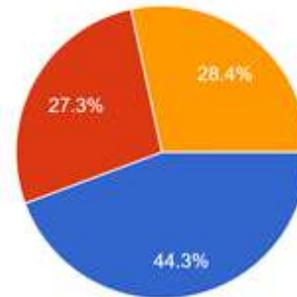
- Eco Friendly Articles
- Local information that is relevant to the village
- Markets, sports events and local companies, especially the smaller ones
- More about the overbuilding and the effect on the community
- Parish Council activities & decisions. Reports from local community groups.
- Local events, tide times, local news. Articles from local people, perhaps a story from a child of Hamble, or pictures and artwork. Photos from local residents of the area or of events taken place.
- Walks and more about local events. History of the area. Reader input on the above.
- Perhaps a youth/children focus area. Potentially a Hamble business directory that is published 2x per year as an insert.
- Local sporting team news?
- Would love a section on walks around Hamble. Only recently moved into the area and find new areas/paths all the time.
- List of footpaths and cycle routes
- Social and community groups and clubs
- More about the river , sustainability in Hamble
- Events, volunteering opportunities
- History & general interest articles
- Parish strategy and progress towards achieving it. Current topics such as planning applications impacting on Hamble residents.
- Community news, engaging people in village, profiling people our community heroes, Cllr information



# Detailed Results

Do you have a preference as to the newsletter/magazine's size?

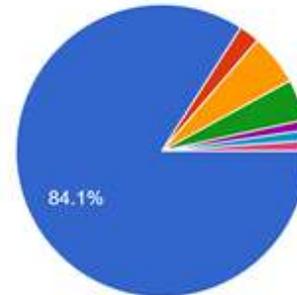
88 responses



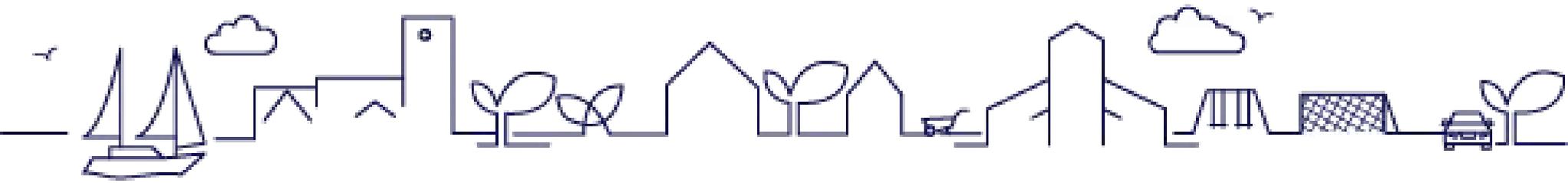
- A4 booklet (current newsletter - 8 - 12 pages)
- A5 booklet (old style magazine - 28 - 34 pages)
- I don't have a preference

Do you have a preference to the newsletter/magazine's format and how you can access it?

88 responses



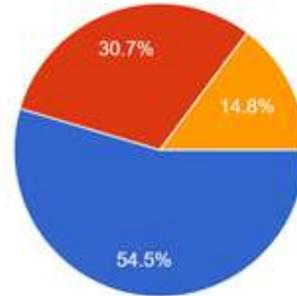
- Printed copy - delivered to my door
- PDF digital copy - accessed via social media
- PDF digital copy - emailed
- I have no preference
- My son likes picking it up and reading it
- Printed copy and access via social media. Look at demographics of the p...
- Printed copy but should also be available online.



# Detailed Results

We have considered different options to help ensure our newsletter/magazine is sustainable. How would you like to see the monthly publication distributed in the future?

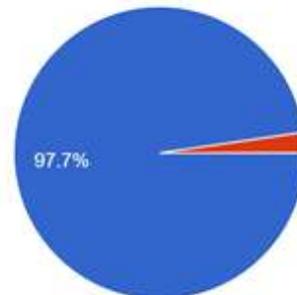
88 responses



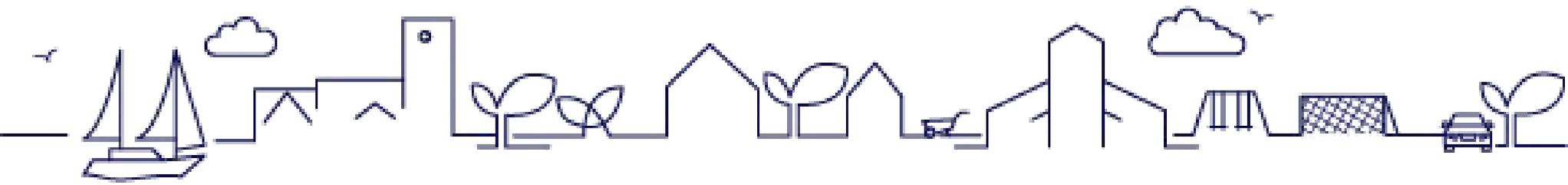
- Distribution to continue as it is now - printed copy, delivered to my door (no change)
- Distribution to continue as it is now, but with residents able to sign up for an emailed digital copy too with a view to phasing out printed copies in the long...
- Distribution of printed copies to key points around the village, from where residents can collect their copy from shops, GP office, Mercury Hub etc. Di...

Do you think the Hamble Parish newsletter/magazine should continue in the long-term?

88 responses



- Yes
- No



# Detailed Results

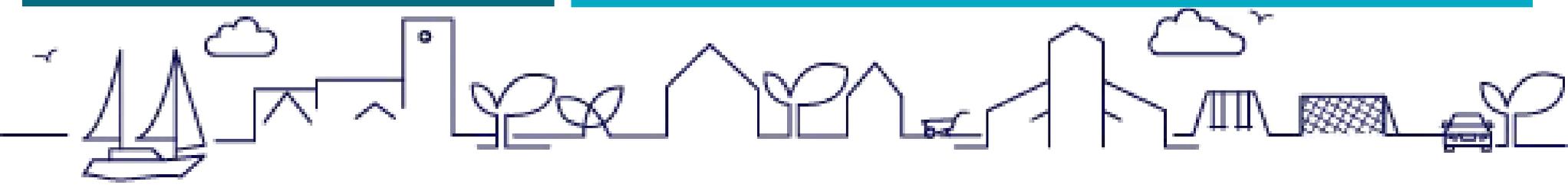
Are there any elements of the magazine that you miss and would like to see re-introduced to the monthly Council publication?  
Summary of Results...

“

- Hamble history
- This time 24, 50, 100 years ago
- Contact details for local clubs
- The local businesses directory
- The business directory and contact numbers - needs a comprehensive and helpful list of the local businesses with hours, website, numbers etc.
- More detail as the current newsletter is lightweight due to length of articles word restrictions.
- More details on the foxer sailors - and more pride in the ailing centre that is Hamble
- Local interest stories, but realise it is up to us locals to help contribute this.
- Contacts page in every issue.
- Local football clubs fixtures and results.
- Bigger photos, too small to view properly if you keep to this size.
- More coverage of PCC Minutes
- I support the current balance of content
- Lovely pictures of the village on the covers
- Not that I can think of - as long as tide times continue
- Recipes

”

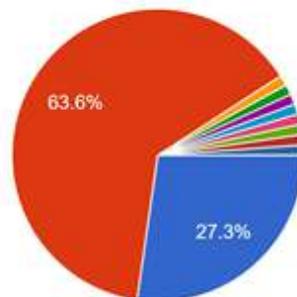
**68/87** responses stated that there were no elements of the magazine that they would like to see re-introduced



# Detailed Results

In terms of future publications, which of the following would be your preference?

88 responses

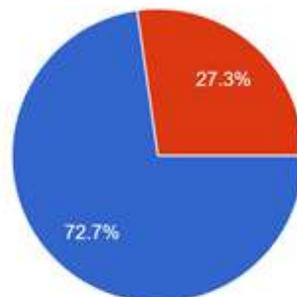


- Return to the Village Magazine
- Retain the current Village Newsletter
- Stop the monthly community publicati...
- I wasn't here for the magazine so I do...
- Abc
- I like the current format and particularl...
- I didn't see the previous format
- either village magazine or newsletter

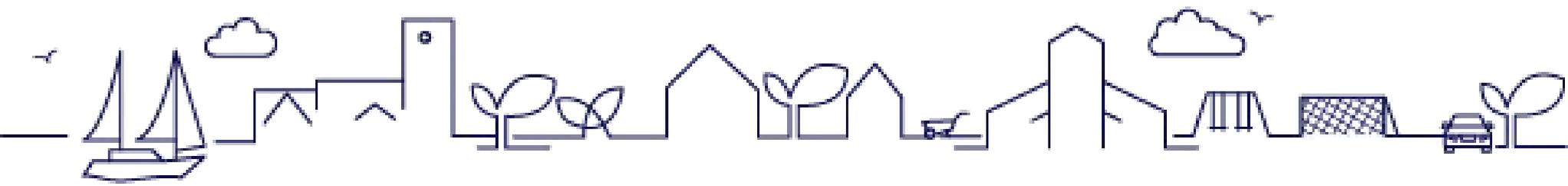
▲ 1/2 ▼

We may get in contact with residents for further feedback as part of this review. Would you be happy for us to contact you for further comment?

88 responses



- Yes
- No

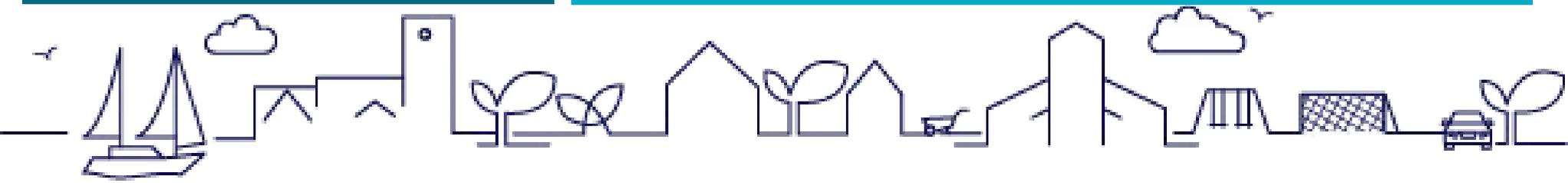


# Detailed Results

**Do you have any other comments regarding the Hamble Parish Council newsletter/magazine, or other suggestions on how Hamble Parish Council can further improve how we communicate with residents in Hamble? (1 of 5)**



- The magazine should be a mix of local news and events as well as supporting local business.
- Just keep the local information that's what I want to see
- Keep up the good work
- More on the building onslaught and how the council has leverage to stop the nonsense of building.
- Think you do a great job at comms, well done.
- I do not use Facebook nor do most young people (I'm not young!) and the newsletter is read and shared in homes. From my youngest child- complaining old people on facebook should not dictate how the village progresses. As a linked comment does the council have any temporary junior members?
- None - the Newsletter is very welcome
- Only just moved into the area and I love the newsletter, never lived anywhere before where there is such a community vibe. Newsletter is great and covers all the main areas.
- i think the move to digital in the long term is a good idea as it should be more current. Might be resistance from some but i am 67 and think most of us oldies are fairly computer literate!
- We think the current format and content is good
- I really like the Parish Newsletter
- If the current magazine lands back page up on the doormat, it looks like expensive junk mail. I almost binned it!
- Perhaps a note of 'apologies' from Council meetings or a note of attendees



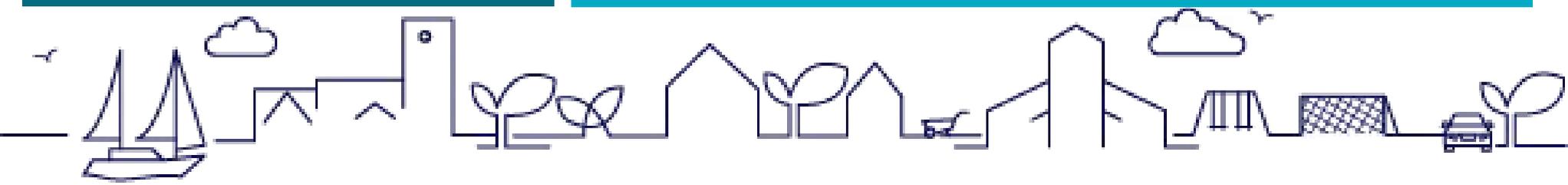
## Detailed Results

**Do you have any other comments regarding the Hamble Parish Council newsletter/magazine, or other suggestions on how Hamble Parish Council can further improve how we communicate with residents in Hamble? (2 of 5)**

“

- I have found it invaluable as a newcomer to the village for finding out about available services, social groups etc. Making sure residents know what is available and what events are upcoming would be great.
- Maybe some local sporting news. For example Hamble Football Club put on a great free fireworks event. They deserve a mention and support from the community
- I like it very much as it is. I'm a new resident and I found it invaluable to help me settle in. I'm put off by the little commercially produced magazines that come through the door with all the adverts and too many pages - you have to take time to sift through a load of rubbish before you find anything important. I can find what I want in a jiffy with yours.
- Could include the list of contacts in every copy if possible. Apart from that I think the coverage is adequate.
- I feel A5 size is preferable as it is more user friendly when reading it and more likely to be placed on a coffee side table to be read at leisure. The A5 feels more of a book. The A4 feels more of a leaflet. However both are good.
- Please use recycled paper
- A mix of Print and digital so as to cover most generations
- I find it easy to read. Continue as you are now - clear and to the point!
- Stories of people's lives in Hamble
- Liked the magazine because of the history - e.g., what happened 25, 50 years ago.
- Newsletter could be a campaign leaflet. We often miss it.  
Magazine stood out more
- Needs a good art/designer to modernise

”



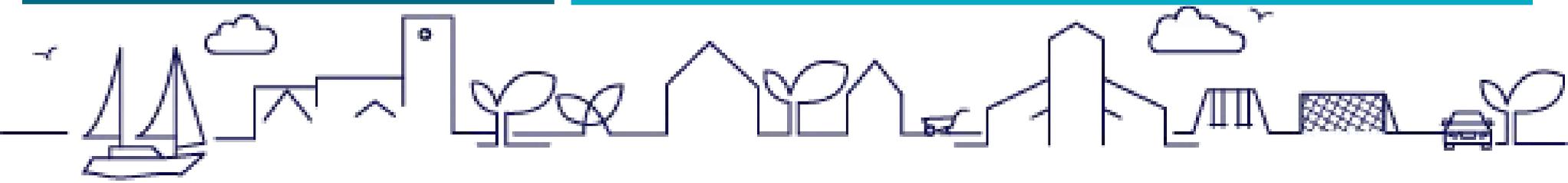
## Detailed Results

**Do you have any other comments regarding the Hamble Parish Council newsletter/magazine, or other suggestions on how Hamble Parish Council can further improve how we communicate with residents in Hamble? (3 of 5)**

“

- It would be good to understand how Hamble's Parish Newsletter is used and read in relation to other local magazines (eg Scene and 1 other (Name TBC) which are published by local media outlets and have a wider presence and are funded by advertising.
- I love it - it makes me feel part of the village. Excellent updates from the chair. Well done.
- Great to include local photography - why not have a competition for best of the year or similar? Ask children to get involved with projects too which could be mentioned and promoted. Clearer information on how the public are able to get their views across and how the HPC works on their behalf, so that public can work WITH council on projects and get them interested in their village. From a design point of view, I don't think the front cover is prominent enough - looks like its missing! The back page ought to be used for the local events/diary/contacts etc - not advertising because if people see the advert first, it looks like a flyer and would go into the bin! Especially since its not a local business!!! Ask local businesses for content and advertising!! But definitely an improvement!!! Well done!
- I think they are an excellent way to inform all Hamble residents (particularly the older residents and those that do not have access to computers/smart phones) about what is happening in the parish and if it costs some money to publish and deliver to every household it is well worth it.
- I really like the Parish Newsletter
- Think you do a good job, enough information with links to further info if interested
- No I welcome the new format.
- It's an important lifeline to many who live locally and should continue.

”



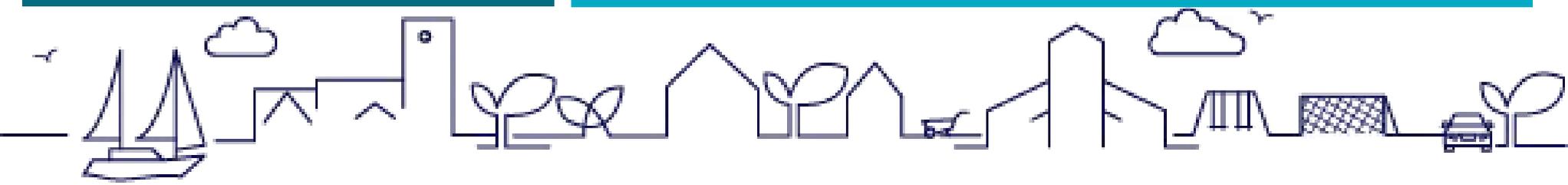
## Detailed Results

**Do you have any other comments regarding the Hamble Parish Council newsletter/magazine, or other suggestions on how Hamble Parish Council can further improve how we communicate with residents in Hamble? (4 of 5)**

“

The advertising page at the back is so prominent that should it land on the doormat that way up, it would instantly end up in the bin because it looks like junk Mail. I want to see Hamble News promoted in the back, not the advertising and I am against any full page adverts. Put the advertising inside, contact LOCAL businesses for their advertising and schedules - feature them and promote them, rather than estate agents that aren't even based in the village! The two examples in the current copy set a good standard for the scale of advertising (versus news content) that should be included in the future. The front cover and back cover are the two most important faces representing and promoting the HPC newsletter - these should be simple area of text with two or more well taken photos which link to articles inside. Keep a fresh clean look - at present, it looks cluttered. The title 'Update from the chair' is an editorial comment that ought to be inside the magazine, not on the front cover. With the layout, let the text and content breathe by not coming so close to the edges of the pages. Add pages if you need to! I suggest 'Hot Gossip!' as a strap line which could contain residents suggestions and information, local news, creative ideas from members of the public e.g Calshot Chimney coming down! Spring Tides Alert! Yacht Club Open Days! Market Days! Otherwise the new format is a big improvement on the former smaller village magazine which was helpful for letting my fire!

”



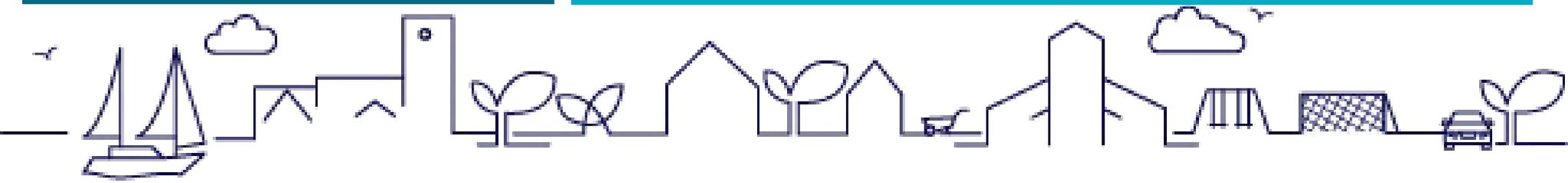
# Detailed Results

**Do you have any other comments regarding the Hamble Parish Council newsletter/magazine, or other suggestions on how Hamble Parish Council can further improve how we communicate with residents in Hamble? (5 of 5)**

“

- Only local news I get these days. Nothing from the borough...
- As well as delivery to local resident's homes, to place some in local venues.
- Minimise use of paper
- More transparency of priorities, spend and actions without having to Wade through minutes I.e great news re RU repairs, great news about RU as a youth hub a few nights a week, really demonstrates listening. Councillors to attend more community events, visibility is important to engagement. The Carols are a great opportunity for this given the past 2 years, this would give so much goodwill and pay dividends.
- The old style magazine was easy to keep and refer to. The essential thing is to get it delivered promptly! There is usually at least one event over by the time we receive our copy. When we delivered the magazine it was always delivered during the week prior to the publication month.
- Bring back the magazine. I am part of the Flower Club and our details are a lot smaller now in the newsletter
- I am very grateful for the magazine
- Bring back the magazine - it was more inviting
- I think the proposal to retain hard copy but avoid the expense of house delivery by placing it frequently visited locations such as the Coop is appropriate.
- I enjoy receiving and reading the magazine. How about a Letters from Residents page?
- This is an incredibly important communication for the village

”



How do you access Parish Council news and community information? [tick all that apply]	Do you read the Hamble Parish Council newsletter/magazine?
I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly;I visit Hamble social media groups;I check the notice boards	Yes
I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly;I visit Hamble social media groups	Yes
I read the Parish Council magazine/newsletter regularly;I visit the Parish Council website;I visit the Parish Council Facebook page;I visit Hamble social media groups	Yes
I read the Parish Council magazine/newsletter regularly;I visit the Parish Council Facebook page;I visit Hamble social media groups	Yes
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I read the Parish Council magazine/newsletter regularly;I visit the Parish Council Facebook page;I visit Hamble social media groups	Yes

I read the Parish Council magazine/newsletter regularly;I visit the Parish Council website;I check the notice boards	Yes
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I read the Parish Council magazine/newsletter regularly;I check the notice boards	Yes
I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly	Yes

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I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly;I visit the Parish Council Facebook page	Yes
I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly	Yes
Didn't say	Yes
I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly	Yes
I don't look	No
I read the Parish Council magazine/newsletter regularly	Yes
I read the Parish Council magazine/newsletter regularly;I visit the Parish Council Facebook page;I visit Hamble social media groups	Yes
I read the Parish Council magazine/newsletter regularly;I check the notice boards	Yes
I read the Parish Council magazine/newsletter regularly	Yes
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I read the Parish Council magazine/newsletter regularly;I check the notice boards	Yes
I read the Parish Council magazine/newsletter regularly;I visit the Parish Council website	Yes

**What do you think the main purpose of Hamble Parish Council's monthly publication should be?**

Informing Hamble residents about community news and events

Supporting local businesses and helping them to reach out to residents

Informing Hamble residents about community news and events

Informing Hamble residents about community news and events

All three

Informing Hamble residents about community news and events



Informing Hamble residents about community news and events

Informing Hamble residents about community news and events

Informing Hamble residents about community news and events

Informing Hamble residents about community news and events

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Supporting local businesses and helping them to reach out to residents
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**What articles or information from either the newsletter or the magazine would you like to see in a future edition? Please state below:**

Na

Eco friendly articles

Local information that is relevant to the village

Markets, sports events and local companies, especially the smaller ones

More about the overbuilding and the effect on the community... and what the Parish Council has to influence the EBC plan - as for many years we didn't have a plan which has resulted in choking the 'peninsular'

Happy with current content

Local clubs and events

Parish Council activities & decisions. Reports from local community groups. Updates from Hamble conservation group.

Local events, tide times, local news. Articles from local people, perhaps a story from a child of hamble, or pictures and artwork. Photos from local residents of the area or of events taken place.

Hopefully groups running and dates etc.
A swan update from Tony who feeds them would be nice!
Walks and more about local events. History of the area. Reader input on the above.
cant think of any
Maybe more info. on planning applications
Perhaps a youth/children focus area. Potentially a Hamble business directory that is published 2x per year as an insert.
Local sporting team news?
Would like details of local business. What they do, who they are, prices etc. Would love a section on walks around hamble. Only recently moved into the area and find new areas/paths all the time.
List of footpaths and cycle routes
More News
News of plans to ease Hamble Lane traffic
News on planning, whatâ€™s on, local people and groups. Things to do / join.
Social and community groups and clubs
General info
N/A

Local Dates for events/meetings/courses etc to be in a more prominent position and more information.

Event and diary list. Business directory.

Information about community groups activities and updates of Parish Council business.

more about the river , sustainability in hamble

No answer provided

No answer provided

The balance seems right as it is. Even my husband reads it now!

Local news, coming events

No answer provided
Fine as it is.
As being done at present
Parish council news
Local groups, local people doing interesting things for community as a whole, e.g. COP26, or more local in Solent region
<p>Firstly well done for moving the communications on progressively. Social media so so much better!.. some ideas to collaborate with other parishes that do this well. Hound, West End great examples of community engagement.</p> <p>Community news, engaging people in village, profiling people our community heroes (as long as they agree) there are lots of people who are the face of our community!.. be inclusive Bring back the history updates people love them, lan's your man</p> <p>Less formal council blurb, more community updates</p> <p>Preferred the size of previous newsletter - people like coffee table size and more likely to keep</p> <p>Loved the useful contacts page in the previous newsletter</p> <p>Opportunity for local businesses to advertise all on a page, plus you generate some revenue too!..</p> <p>Following the pandemic people want good news, heartfelt news, progressive news, community engagement and a sense of belonging. Style and content really improving but less bureaucratic council style please, not reflected at editor's %.</p> <p>Why not profile your councillors and what they are doing as volunteers in their role, more transparency, less risk adverse. We are all human beings not human doings! their work deserves recognition and profile.</p> <p>Priorities, decisions and budgets. More on accounts and how public purse is being decided and spent. communicated in a positive way, you will always have moaners! ,</p> <p>Keep it simple, we don't want to read through the detail of the PC minutes to try to find updates, why not have a small summary of key points and actions so parishioners can see after each meeting?</p> <p>Photos of community events bringing people together example:- Panto, Christmas tree in Square, Church Xmas lunch for villagers, children sailing clubs, carols on the square, Village market, big sailing events going on and in and out of village. Beautiful pictures of our</p>
St Andrews church news
A regular 'what's on' - that is a reminder of all the groups and clubs that meet on certain days of the week with phone numbers of contacts

The contacts page for names and phone numbers of different community groups in every edition. River tide times. Community news and events. Outcomes of Parish Council meetings. Local football clubs fixtures and results. Planning applications and outcomes
No answer provided
Happy with the information and details that are already in the publications
No answer provided
Diary of community events in the village
No answer provided
Those that effect the Quality of life for the residents in Hamble
Hamble parish news
Updates on the gravel pits
Upcoming events
No answer provided
No answer provided
No answer provided

No
It's all in there
Magazine had more news
Building consent/planning, new businesses
No answer provided
No answer provided
Local news
No
Local events/news. What's happening in the village.
Events, volunteering opportunities
No answer provided
No answer provided
No need for one
No answer provided
No answer provided
History & general interest articles
None
No answer provided
No answer provided

Parish strategy and progress towards achieving it. Current topics such as planning applications impacting on Hamble residents. Profile for local voluntary groups.

News and updates from all local organisations

Events and achievements

-

Up coming events, village relevant updates such as key housing developments and gravel pit situation, summary from council meetings, relevant borough and county decisions as pertinent to hamble

Transparency over the funding of the environmental changes to Coronation Parade and why mistakes were allowed to happen.

Events happening in the village

Response to outside pressures on the Village and highlighting local positive initiatives

Advertising by local businesses

No answer provided

No answer provided

Same format as now

Perhaps some local history.

The newsletter/magazine provides advertising space to help support local businesses. What percentage of content would you like to see allocated to advertising?	Do you have a preference as to the newsletter/magazine's size?
Less than 10% (around 1 page in total)	A4 booklet (current newsletter - 8 - 12 pages)
10% - 25% (up to 2 pages in total)	I don't have a preference
25% - 50% (2 - 4 pages)	A5 booklet (old style magazine - 28 - 34 pages)
25% - 50% (2 - 4 pages)	I don't have a preference
keep the two sections separate- I love to see local businesses, but I like to read the news - Keep up to date with Hamble... then have a whole section on those that support the mag.... and where residents can go to look for services - rather than flick through journalism - win:win	A4 booklet (current newsletter - 8 - 12 pages)
10% - 25% (up to 2 pages in total)	A5 booklet (old style magazine - 28 - 34 pages)
Less than 10% (around 1 page in total)	A4 booklet (current newsletter - 8 - 12 pages)
10% - 25% (up to 2 pages in total)	I don't have a preference
Less than 10% (around 1 page in total)	I don't have a preference

What is required to support costs not as income generating. Maybe some local sponsors	A4 booklet (current newsletter - 8 - 12 pages)
10% - 25% (up to 2 pages in total)	I don't have a preference
10% - 25% (up to 2 pages in total)	A4 booklet (current newsletter - 8 - 12 pages)
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Less than 10% (around 1 page in total)	A4 booklet (current newsletter - 8 - 12 pages)
None	A5 booklet (old style magazine - 28 - 34 pages)
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Enough to cover the cost of production	A5 booklet (old style magazine - 28 - 34 pages)
10% - 25% (up to 2 pages in total)	I don't have a preference
10% - 25% (up to 2 pages in total)	I don't have a preference
None	I don't have a preference
25% - 50% (2 - 4 pages)	I don't have a preference
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Less than 10% (around 1 page in total)	A4 booklet (current newsletter - 8 - 12 pages)
Less than 10% (around 1 page in total)	A4 booklet (current newsletter - 8 - 12 pages)
As much as possible to sponsor the newsletter	I don't have a preference
None	I don't have a preference
As little as possible, but I suppose some in order to cover edition and publication costs	A4 booklet (current newsletter - 8 - 12 pages)
50% +	I don't have a preference
Less than 10% (around 1 page in total)	A4 booklet (current newsletter - 8 - 12 pages)
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**Do you have a preference to the newsletter/magazine's format and how you can access it?**

PDF digital copy - emailed

Printed copy - delivered to my door

PDF digital copy - accessed via social media

Printed copy - delivered to my door

Printed copy - delivered to my door

Printed copy - delivered to my door

My son likes picking it up and reading it
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
PDF digital copy - emailed
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door

Printed copy - delivered to my door

Printed copy - delivered to my door
Printed copy - delivered to my door
PDF digital copy - emailed
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy and access via social media. Look at demographics of the parishioners and the generations for your reach. That will help guide you on channels
Printed copy - delivered to my door
Printed copy - delivered to my door

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Printed copy - delivered to my door
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Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
I have no preference
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door

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Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
PDF digital copy - emailed
Printed copy - delivered to my door
Printed copy - delivered to my door
I have no preference
Printed copy - delivered to my door
Printed copy - delivered to my door
I have no preference
Printed copy - delivered to my door
Printed copy - delivered to my door
I have no preference

Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
PDF digital copy - emailed
Printed copy but should also be available online.
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door
PDF digital copy - accessed via social media
Printed copy - delivered to my door
Printed copy - delivered to my door
Printed copy - delivered to my door

**We have considered different options to help ensure our newsletter/magazine is sustainable. How would you like to see the monthly publication distributed in the future?**

Distribution of printed copies to key points around the village, from where residents can collect their copy from shops, GP office, Mercury Hub etc. Digital copies also available to residents who would like to receive their newsletter by email, via the website, or on social media

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**Are there any elements of the magazine that you miss and would like to see re-introduced to the monthly Council publication? Please state below:**

Na

I don't know what was in before as I moved to Hamble Sep 2020

Not that I can think of

No

no

None

Can't think of any

None

Don't think so

No
Unsure
Recipes
can think of any
None
Hamble history
No
NA
None
nothing i can recall
No
This time 24, 50, 100 years ago
Contact details for local clubs
None
N/A

The local businesses directory.

The business directory and contact numbers - needs a comprehensive and helpful list of the local businesses with hours, website, numbers etc.

More detail as the current newsletter is lightweight due to length of articles word restrictions.

more details on the foxer sailors - and more pride in the ailing center that is hamble

No answer provided

No answer provided

No answer provided

No answer provided

No answer provided
No
I have not lived here previous to change in 2020 so cannot compare.
Can't think
Local interest stories, but realise it is up to us locals to help contribute this. E.g. I cycled to COP26 to raise awareness of climate change
See comments above
St Andrews church news
No

Contacts page in every issue. Local football clubs fixtures and results. Bigger photos, too small to view properly if you keep to this size.
No answer provided
None that I can think of.
No answer provided
More coverage of PCC Minutes
No answer provided
No answer provided
None
Na
none
No
No answer provided
No answer provided
No answer provided



I support the current balance of content
Lovely pictures of the village on the covers
n/a
Minutes from historical council meetings
Unsure
No.
N/A
Not that I can think of - as long as tide times continue
Local businesses
No answer provided
No answer provided
No answer provided
Perhaps a more local cover picture of the village.

**Do you think the Hamble Parish newsletter/magazine should continue in the long-term?**

Yes



Yes

Yes

Yes

No

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

**In terms of future publications, which of the following would be your preference?**

Retain the current Village Newsletter

I wasn't here for the magazine so I don't know its format

Return to the Village Magazine

Abc

I like the current format and particularly the style under Simon Hand

Retain the current Village Newsletter

Retain the current Village Newsletter
I didn't see the previous format
Retain the current Village Newsletter
either village magazine or newsletter
Retain the current Village Newsletter
Return to the Village Magazine
Retain the current Village Newsletter
Retain the current Village Newsletter
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Retain the current Village Newsletter

Retain the current Village Newsletter

Retain the current Village Newsletter

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Return to the Village Magazine



Retain the current Village Newsletter
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Retain the current Village Newsletter
Retain the current Village Newsletter
Return to the Village Magazine
Retain the current Village Newsletter

**We may get in contact with residents for further feedback as part of this review. Would you be happy for us to contact you for further comment?**

Yes

Yes

Yes

Yes

No

Yes

No

Yes

Yes

Yes

Yes

Yes

No

Yes

Yes

Yes

Yes

No

Yes

No

Yes

Yes

No

Yes

No

Yes

No

No



Yes

Yes

Yes

No

Yes

Yes

No

Yes

Yes

No

Yes

Yes

Yes

**Do you have any other comments regarding the Hamble Parish Council newsletter/magazine, or other suggestions on how Hamble Parish Council can further improve how we communicate with residents in Hamble?**

Na

The magazine should be a mix of local news and events as well as supporting local business. I recently reached out and offered to write free articles and only asked for my business name to be acknowledged. I wasn't even looking for the website to be included. Instead you offered me advertising space at a charge which is simply too much for my business to afford. My business is an eco friendly business and whilst local councils etc claim to support local businesses and address climate change I fall into both categories and receive no support. My previous parish really appreciated my eco friendly articles and tips (I still write for them from time to time). It takes time to write articles and I don't look to be paid for them but an acknowledgment is appreciated.

Just keep the local information that's what I want to see

Keep up the good work

More on the building onslaught and how the council has leverage to stop the nonsense of building.

No

Not at the moment

Think you do a great job at comms, well done.

Not at the moment

<p>I do not use Facebook nor do most young people (Iâ€™m not young!) and the newsletter is read and shared in homes. From my youngest child- complaining old people on facebook should not dictate how the village progresses. As a linked comment does the council have any temporary junior members?</p>
<p>Thank you for putting it together</p>
<p>Needs a good art/designer to modernise</p>
<p>cant think of any</p>
<p>None - the Newsletter is very welcome</p>
<p>It would be good to understand how Hambleâ€™s Parish Newsletter is used and read in relation to other local magazines (eg Scene and 1 other (Name TBC) which are published by local media outlets and have a wider presence and are funded by advertising.</p>
<p>No</p>
<p>Only just moved into the area and I love the newsletter, never lived anywhere before where there is such a community vibe. Newsletter is great and covers all the main areas.</p>
<p>None</p>
<p>i think the move to digital in the long term is a good idea as it should be more current. Might be resistance from some but i am 67 and think most of us oldies are fairly computer literate!</p>
<p>We think the current format and content is good</p>
<p>I love it - it makes me feel part of the village. Excellent updates from the chair. Weâ€™ll done.</p>
<p>No</p>
<p>None</p>
<p>N/A</p>

Great to include local photography - why not have a competition for best of the year or similar? Ask children to get involved with projects too which could be mentioned and promoted.

Clearer information on how the public are able to get their views across and how the HPC works on their behalf, so that public can work WITH council on projects and get them interested in their village.

From a design point of view, I don't think the front cover is prominent enough - looks like it's missing!

The back page ought to be used for the local events/diary/contacts etc - not advertising because if people see the advert first, it looks like a flyer and would go into the bin! Especially since it's not a local business!!! Ask local businesses for content and advertising!!

But definitely an improvement!!! Well done!

The advertising page at the back is so prominent that should it land on the doormat that way up, it would instantly end up in the bin because it looks like junk Mail. I want to see Hamble News promoted in the back, not the advertising and I am against any full page adverts. Put the advertising inside, contact LOCAL businesses for their advertising and schedules - feature them and promote them, rather than estate agents that aren't even based in the village!

The two examples in the current copy set a good standard for the scale of advertising (versus news content) that should be included in the future.

The front cover and back cover are the two most important 'faces' representing and promoting the HPC newsletter - these should be simple area of text with two or more well taken photos which link to articles inside. Keep a fresh clean look - at present, it looks cluttered.

The title 'update from the chair' is an editorial comment that ought to be inside the magazine, not on the front cover. It also should just say 'update' and then, 'from the chair' should be associated with the signature at the bottom of the article only - it seems to stuffy and inappropriate.

With the layout, let the text and content breathe by not coming so close to the edges of the pages. Add pages if you need to!

I suggest 'Hot Gossip!' as a strap line which could

Contain residents suggestions and information, local news, creative ideas from members of the public e.g Calshot Chimney coming down! Spring Tides Alert! Yacht Club Open Days! Market Days!

I think they are an excellent way to inform all Hamble residents (particularly the older residents and those that do not have access to computers/smart phones) about what is happening in the parish and if it costs some money to publish and deliver to every household it is well worth it.

consider video blogs and v short twitter clips ..

I really like the Parish Newsletter

If the current magazine lands back page up on the doormat, it looks like expensive junk mail. I almost binned it!

Perhaps a column of useful numbers? About the same size as upcoming dates

No email. Telephone 8045 2877

Perhaps a note of 'apologies' from Council meetings or a note of attendees
No. The newsletter works well
I have found it invaluable as a newcomer to the village for finding out about available services, social groups etc. Making sure residents know what is available and what events are upcoming would be great.
Maybe some local sporting news. For example Hamble football club put on a great free fireworks event. They deserve a mention and support from the community
Think you do a good job, enough information with links to further info if interested
<p>More transparency of priorities, spend and actions without having to Wade through minutes I.e great news re RU repairs, great news about RU as a youth hub a few nights a week, really demonstrates listening.</p> <p>Councillors to attend more community events, visibility is important to engagement. The Carols are a great opportunity for this given the past 2 years, this would give so much goodwill and pay dividends.</p>
No I welcome the new format.
I like it very much as it is. I'm a new resident and I found it invaluable to help me settle in. I'm put off by the little commercially produced magazines that come through the door with all the adverts and too many pages - you have to take time to sift through a load of rubbish before you find anything important. I

The old style magazine was easy to keep and refer to.

The essential thing is to get it delivered promptly! There is usually at least one event over by the time we receive our copy. When we delivered the magazine it was always delivered during the week prior to the publication month.

No answer provided

Could include the list of contacts in every copy if possible. Apart from that I think the coverage is adequate.

Comment only: I feel A5 size is preferable as it is more user friendly when reading it and more likely to be placed on a coffee side table to be read at leisure. The A5 feels more of a book. The A4 feels more of a leaflet. However both are good.

No answer provided

No answer provided

No answer provided

Please use recycled paper

I think this is doing well!

A mix of Print and digital so as to cover most generations

I find it easy to read – continue as you are now - clear and to the point!

None

No

Keep it as now

No answer provided

Stories of people's lives in Hamble



I think the proposal to retain hard copy but avoid the expense of house delivery by placing it frequently visited locations such as the Coop is appropriate.

I enjoy receiving and reading the magazine. How about a Letters from Residents page?

This is an incredibly important communication for the village

Minimise use of paper

Not at the moment

It's an important lifeline to many who live locally and should continue.

N/A

Only local news I get these days. Nothing from the borough...

No

No answer provided

No

No answer provided

As well as delivery to local resident's homes, to place some in local venues.

Council

13<sup>th</sup> December 2021

Cloudy IT – purchase of equipment

## **Introduction**

The Digital Transformation Project (31) is progressing well with the following having been completed:

- Staff email domains changed to @hambleparishcouncil.gov.uk
- Staff and Members moved to new Microsoft licenses
- Staff training completed
- First training course for Members completed
- Remote access to RBS system giving remote access to accounts and allotments software
- Website has been rebranded and rebuilt
- Installation of Decisions software to manage meetings
- Purchase and set up of 3 x Member laptops

The initial project excluded decisions around hardware. It is timely to review that decision now.

## **Outstanding actions include:**

Final member training session for use of Microsoft Teams (planned for January)

Use of Decisions software – training for Staff and Members

Decision about the use of technology for facilitating hybrid meeting and options to broadcast

## **Next steps**

The original project did not include a review of hardware. However, part of the cost review has identified the potential savings in moving to a single supplier. Savings are not just monetary; moving to Cloudy IT would bring all equipment under their support function and would half the equipment currently lease while still enabling remote working. This not only reduces cost in the long term but also reduces the workstation space required with bulky handsets being removed. A particular benefit would be the use of teams to make calls. Teams will provide an ans-

phone service, a ghost number for all calls and will also transcribe voice messages into an email.

A full cost breakdown is set out in the attached quote 1998. If the work is approved, it will be scheduled for the last two weeks in January with the contract terminated with Carrera at the end of the January. The monthly saving from this will be £368.00 which will pay for the capital expenditure within the period of 27 months. The laptops should be fit for use for 60 months.

### **Financial Information**

£10,000 was set aside as an Ear Marked Reserve in September to enable the project. There is £4010.80 remaining.

The Council still needs to decide on the purchase of equipment to enable hybrid meetings. With a high level of interest in the Cemex meeting and an increase in Covid restrictions it might be timely to conclude this as well. There are two choices the standard model for £6,004.40 (-1993.60) or the superior model for £7,084.49

(-3073.69)

To make the one-off purchases needed in quote 1998 attached further £10,902.90 is needed from reserves plus with a further £1993.60 or £3073.69 to complete the project

### **Recommendation**

To approve the acquisition of new office equipment including Microsoft Business Voice (telephony) outlined in quote 1998 for £10,902.90

To terminate the current contract with Carrera and transfer the surface to Cloudy IT

To make a recommendation on the purchase of equipment for hybrid meetings.

To approve a top up to the Ear Marked Reserve to fund the expenditure.



# Quote

Quote Number: 1998

Payment Terms:  
Expiration Date: 12/18/2021

## Quote Prepared For

**Amanda Jobling**  
**Hamble-le-Rice Parish Council**  
Hamble Village Memorial Hall  
2 High Street Hamble-le-ric  
Southampton, Hampshire SO31 4JE  
United Kingdom  
Phone:023 8045 3422  
clerk@hamblepc.org.uk

## Quote Prepared By

**Dan Beecher**  
**Cloudy IT**  
8 Homeground, Buckingham Industrial Estate  
Buckingham, Buckinghamshire MK18 1UH  
United Kingdom  
Phone:  
Fax:  
[dan.beecher@cloudyit.co.uk](mailto:dan.beecher@cloudyit.co.uk)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>Monthly Items</b>					
1)	5	Microsoft 365 Business Voice Cloud-based phone system with advanced features including call transfer, multi-level auto attendants, and call queues.  Includes a domestic calling plan3 with 1,200 minutes1 per user, per month within UK.  Dial-in audio conferencing for up to 250 people per meeting.  Call from anywhere, on any device through the Microsoft Teams app on desktop, mobile, web, and desk phones.  x4 staff x1 Pavillion	£9.00	£9.00	£45.00
2)	2	Cloudy Wifi Internet Cloudy Wifi Internet  (12 month contract)  x1 Main Office x1 Pavillion	£40.00	£40.00	£80.00
<b>Monthly Total</b>					<b>£125.00</b>
<b>One-Time Items</b>					
3)	1	Microsoft Business Voice Telephone System Setup and Training Microsoft Business Voice Telephone System Setup and Training, this includes the following  - Acquisition of number(s) - Setup of phone line	£295.00	£295.00	£295.00

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
		- Training - Applying licences - Telephony Architecture Call - Building of call queues - Voicemail setup - Customised hold music (if required)			
4)	5	Dell Vostro 3510 laptop UK BTS Vostro 3510 Core i5-1135G7 8GB 256GB SSD 15.6" FHD Intel Iris Xe Cam & Mic WLAN + BT Kb 3 Cell W10Pro 1Y Coll&Rtn	£675.00	£675.00	£3,375.00
5)	5	Dell Docking Station WD19S Dell Docking Station WD19S  Docking station USB-C HDMI, 2 x DP, USB-C GigE 130 Watt	£210.00	£210.00	£1,050.00
6)	5	Dell E2422HN Monitor Dell E2422HN Monitor  Dell E2422HN LED monitor 24" (23.8" viewable) 1920 x 1080 Full HD (1080p) @ 60 Hz IPS 250 cd/m <sup>2</sup> 1000:1 5 ms HDMI, VGA	£169.00	£169.00	£845.00
7)	2	DrayTek Vigor 2766 DrayTek Vigor 2766 Triple-WAN G.Fast/VDSL2/ADSL2+ Broadband Router w/ VPN & 3G/4G USB Modem Support	£159.00	£159.00	£318.00
8)	2	Ubiquiti UniFi NanoHD WiFi 5 PoE Access Point (2033Mbps AC) Ubiquiti UniFi NanoHD WiFi 5 PoE Access Point (2033Mbps AC)	£145.00	£145.00	£290.00
9)	4	Jabra Evolve 65 Wireless Bluetooth Stereo Headset Jabra Wireless Bluetooth stereo headset with Jabra Link 360 USB adapter for VoIP softphone Leatherette ear cushions Busy light signals user availability	£110.00	£110.00	£440.00
10)	1	Yealink T55A Microsoft Teams VoIP/SIP Phone, Yealink T55A Microsoft Teams VoIP/SIP Phone, 2 x Gigabit Ports, PoE, 4.3-inch Touchscreen Display	£195.00	£195.00	£195.00
11)	1	Yealink UK Power Supply for IP Phones (PSUUK) Yealink UK Power Supply for IP Phones (PSUUK)	£1,199.00	£1,199.00	£1,199.00

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
12)	1.75	Setup and Configuration Setup and Configuration	£450.00	£450.00	£787.50
		x5 laptops Installation and provision of wireless access points Setup of firewall Tidying of cabling Setup of pavilion			
<b>One-Time Total</b>					<b>£8,794.50</b>
<b>Subtotal</b>					<b>£8,919.50</b>
<b>Total Taxes</b>					<b>£1,783.90</b>
<b>Total</b>					<b>£10,703.40</b>

**Optional Items**

13)	5	Dell Pro KM5221W Keyboard and Mouse Set Dell Pro KM5221W Keyboard and mouse set wireless 2.4 GHz QWERTY UK black	£33.25	£33.25	£166.25
<b>Optional Total</b>					<b>£166.25</b>
<b>Subtotal</b>					<b>£166.25</b>
<b>Total Taxes</b>					<b>£33.25</b>
<b>Total</b>					<b>£199.50</b>
<b>Including Optional Quote Items</b>					
<b>Subtotal</b>					<b>£9,085.75</b>
<b>Total Taxes</b>					<b>£1,817.15</b>
<b>Total</b>					<b>£10,902.90</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

# INVOICE

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

**Invoice Date**  
15 Nov 2021

**Invoice Number**  
143323

**VAT Number**  
675716108

Carrera (UK) Limited  
1000 Lakeside North  
Harbour  
Western Road  
Cosham  
Portsmouth  
PO6 3EN

Description	Quantity	Unit Price	VAT	Amount GBP
#1 Computer system lease including full on site support	1.00	43.33	20%	43.33
#2 Computer system lease including full on site support	1.00	43.33	20%	43.33
#3 Computer system lease including full on site support	1.00	43.33	20%	43.33
HP mini laptop Computer system lease including full on site support	1.00	43.33	20%	43.33
Desktop Computer system lease including full on site support - Hall	1.00	43.33	20%	43.33
Laptop Computer system lease including full on site support - Hall	1.00	43.33	20%	43.33
9 x Hosted email accounts @ £7 each per month	1.00	63.00	20%	63.00
Services covering November				
Laptop Computer Lease - Lisa	1.00	43.33	20%	43.33
Printer lease @ £10 per week	1.00	43.33	20%	43.33
Laptop Computer Lease including full on site support - Robin	1.00	43.33	20%	43.33
Fully Supported Laptop System Lease - Simon	1.00	43.33	20%	43.33
Services covering 19th November to 18th December				
			Subtotal	496.30
			TOTAL VAT 20%	99.30
			<b>TOTAL GBP</b>	<b>595.60</b>

**Due Date: 15 Dec 2021**

Internet Banking and Bacs payments please send to:  
Santander Commercial Bank, Bootle, Merseyside, L30 4GB  
Account Name: Carrera (UK) Ltd  
Sort Code: 09-01-55  
Account Number: 89343688  
Please enter Inv no for reference

Cheques payable to Carrera (UK) Ltd

Debit and Credit Cards by phoning 02392610123

BIC: ABBYGB2LXXX  
IBAN: GB 49 ABBY09015589343688

All goods remain the property of Carrera (UK) Ltd until paid for in full.

T: 02392610123  
F: 08453024867  
[accounts@carrera-uk.com](mailto:accounts@carrera-uk.com)



CloudyIT Ltd  
8 Homeground  
Buckingham Industrial Estate  
Buckingham, MK18 1UH

Tel: 01280 814 684  
cloudygroup.co.uk

# INVOICE

## INVOICE TO

Hamble-le-Rice Parish Council  
Hamble Village Memorial Hall  
2 High Street Hamble-le-ric  
Southampton, Hampshire  
SO31 4JE

**INVOICE NO.** 20528ab  
**TERMS** Due on receipt  
**DATE** 01/12/2021  
**DUE DATE** 08/12/2021

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
1		<b>CloudyIT:CSP Licenses:MSBPREM</b> Microsoft Business Premium This months usage	4	12.83	20.0% S	51.32
2		<b>CloudyIT:CSP Licenses:Microsoft Defender Advanced Threat Protection</b> Defender for Endpoint This months usage	4	3.90	20.0% S	15.60
3		<b>CloudyIT:CSP Licenses:Communication and Productivity:Office 365 - Small Business Essentials</b> Office 365 - Small Business Basic This months usage	17	3.23	20.0% S	54.91
4		<b>CloudyIT:Backup &amp; Disaster Recovery:Datasafe Cloud</b> Datasafe Cloud 5 Users 1 Sharepoint site This months usage	5	4.20	20.0% S	21.00
5		<b>CloudyIT:Support</b> CloudyIT Support 4 Office based staff This months usage	4	20.00	20.0% S	80.00
6		<b>CloudyIT:Support</b> CloudyIT Support 3 Non office based staff, discounted to £10 This months usage	3	10.00	20.0% S	30.00
7		<b>CloudyIT:Server Hosting</b> Virtual Machine RBS Rialtas licences x4 users	1	120.00	20.0% S	120.00

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your **direct debit** with us

GOCARDLESS



PAYMENT METHODS



Cheques to be made payable to  
CLOUDY GROUP LTD.  
Bank Transfer  
Sort Code: 40-33-33  
Account: 41649272

Please visit  
<https://pay.gocardless.com/AL00006VHYA750>  
to fill in a direct debit mandate

SUBTOTAL	372.83
DISCOUNT	
VAT	74.56
TOTAL	447.39

**BALANCE DUE £447.39**



# Quote

Quote Number: 2000

Payment Terms:  
Expiration Date: 12/18/2021

## Quote Prepared For

**Amanda Jobling**  
**Hamble-le-Rice Parish Council**  
Hamble Village Memorial Hall  
2 High Street Hamble-le-ric  
Southampton, Hampshire SO31 4JE  
United Kingdom  
Phone:023 8045 3422  
clerk@hamblepc.org.uk

## Quote Prepared By

**Dan Beecher**  
**Cloudy IT**  
8 Homeground, Buckingham Industrial Estate  
Buckingham, Buckinghamshire MK18 1UH  
United Kingdom  
Phone:  
Fax:  
[dan.beecher@cloudyit.co.uk](mailto:dan.beecher@cloudyit.co.uk)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	1	Logitech Rally Bar USB Plug-and-Play Appliance mode All-in-one design RightSense technologies Adaptive beamforming mic array Ultra HD video Expansive room coverage	£3,599.00	£3,599.00	£3,599.00
2)	2	Logitech Rally Mic Pod Logitech Rally Mic Pod Microphone for Rally Plus 3m	£349.00	£349.00	£698.00
3)	1	Rally Mic Pod Extension Cable White Rally Mic Pod Extension Cable White 10m	£219.00	£219.00	£219.00
4)	1	Optoma ZH403 DLP Projector Optoma ZH403 DLP projector laser 3D 4000 ANSI lumens Full HD (1920 x 1080) 16:9 1080p	£874.99	£874.99	£874.99
5)	1	Metroplan Professional Tripod Screen Metroplan Professional Tripod Screen Projection screen 16:9 / 4:3 / 1:1	£99.25	£99.25	£99.25

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
		Matte White			
		Variable format from square to video or widescreen by simply raising the case on the mast			
		Integral keystone eliminator for OHP use			
		Positive lock height adjustment			
		Durable matte white cloth is washable			
		Black vertical borders, black case and top bar create a visual frame to your image			
6)	1	Setup and Configuration	£450.00	£450.00	£450.00
		Setup and configuration:			
		- Setup of conference room system, training, testing			
				<b>One-Time Total</b>	<b>£5,940.24</b>
				<b>Subtotal</b>	<b>£5,940.24</b>
				<b>Total Taxes</b>	<b>£1,144.25</b>
				<b>Total</b>	<b>£7,084.49</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



# Quote

Quote Number: 1793

Payment Terms:  
Expiration Date: 10/01/2021

## Quote Prepared For

**Amanda Jobling**  
**Hamble-le-Rice Parish Council**  
Hamble Village Memorial Hall  
2 High Street Hamble-le-ric  
Southampton, Hampshire SO31 4JE  
United Kingdom  
Phone:023 8045 3422  
clerk@hamblepc.org.uk

## Quote Prepared By

**Dan Beecher**  
**Cloudy IT**  
8 Homeground, Buckingham Industrial Estate  
Buckingham, Buckinghamshire MK18 1UH  
United Kingdom  
Phone:  
Fax:  
[dan.beecher@cloudyit.co.uk](mailto:dan.beecher@cloudyit.co.uk)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	1	Logitech Rally Bar Mini USB mode Appliance mode Cable management Simple to use Looks true-to-life Stays focused Sounds awesome Sound optimization Adaptive beamforming AI-driven insights Simple to manage	£2,699.00	£2,699.00	£2,699.00
2)	2	Logitech Rally Mic Pod Logitech Rally Mic Pod Microphone for Rally Plus 3m	£349.00	£349.00	£698.00
3)	1	Rally Mic Pod Extension Cable White Rally Mic Pod Extension Cable White 10m	£219.00	£219.00	£219.00
4)	1	Optoma ZH403 DLP Projector Optoma ZH403 DLP projector laser 3D 4000 ANSI lumens Full HD (1920 x 1080) 16:9 1080p	£874.99	£874.99	£874.99

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
5)	1	Metroplan Professional Tripod Screen Metroplan Professional Tripod Screen Projection screen 16:9 / 4:3 / 1:1 Matte White  Variable format from square to video or widescreen by simply raising the case on the mast Integral keystone eliminator for OHP use Positive lock height adjustment Durable matte white cloth is washable Black vertical borders, black case and top bar create a visual frame to your image	£99.25	£99.25	£99.25
6)	1	Setup and Configuration Setup and configuration:  - Setup of conference room system, training, testing	£450.00	£450.00	£450.00
				<b>One-Time Total</b>	<b>£5,040.24</b>
				<b>Subtotal</b>	<b>£5,040.24</b>
				<b>Total Taxes</b>	<b>£964.25</b>
				<b>Total</b>	<b>£6,004.49</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.