

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

Present: Councillors A Thompson (Chair), M Cross, S Hand, S Schofield and I Underdown.

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

Members of the Public: None.

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

1a. Apologies for Absence

Cllr Cohen and Cllr Dajka

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

1c. To approve the Minutes of the previous Council Meeting.

Proposed Cllr Underdown and seconded Cllr Hand and all resolved to approve the Minutes of 1st September 2020. The Chair will sign the Minutes at a later date.

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

3. Project and works list

The list was accepted with the addition of the bin audit.

Proposed Cllr Hand Seconded Cllr Cross and all resolved to agree the project list with the inclusion of the litter audit

4. Allotment Report

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

back arrangements would be if the association failed in the future. The Deputy Clerk has requested that they submit a proposal for the council to consider and to give an indication as to the numbers supporting the initiative. It is hoped that the process will highlight the extent of the work currently involved in running the service.

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

Also agreed that we would look to standardise the process for calculating additional costs across all our assets where the costs are then charged on to users.

Recommendations taken separately as follows:

Agreed but not voted on to complete a review of the Tenancy Agreements and Regulations by the end of January 2021

Proposed Cllr Cross Seconded Cllr Underdown and all resolved to recommend to Council a rod rent increase for the next 3 years of £1.50 from 2022/23 and then £2.00 per rod per year increase for 2023/4 and 2024/5. Costs for additional services such as water, pest control, tree works etc. to be charged as separate items when applicable.

Proposed Cllr Cross Seconded Cllr Underdown and all resolved to approve the pest control contract of up to £1076 as a one-off contract/expenditure

Proposed Cllr Hand and Seconded Cllr Cross and all resolved to approve and publish how additional charges are calculated and collected going forward. Where water fees remain unpaid, they will be dealt with through our debt recovery procedure.

Proposed Cllr Underdown and Seconded Cllr Thompson and all resolved to approve a review of the allotment risk assessment and work with HCC to provide safe access into the allotments. The Risk Assessment is to come back to the committee when completed

Proposed Cllr Underdown and Seconded Cllr Cross and all resolved to recommend to Council a consultation exercise via the December edition of the Hamble Newsletter on the request from allotment holders to close the footway at the Allotments on a temporary 6-month basis from April 2020

Proposed Cllr Underdown and Seconded Cllr Cross and all resolved to approve the implementation water management practices including prohibiting the use of

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

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

5. Officers Report

Agreement of Dinghy Storage Park Policy for 2021 regarding the allocation of spaces to non-resident permit holders. It was agreed that the DSP group members would be consulted before the approach was agreed. The Committee felt that it would not be acceptable to remove non residents as part of this years allocation process. Cllr Underdown did not take part in the discussion due to his interest.

Proposed Thompson and seconded Schofield and all resolved to recommend to Council for a 2% increase on the 2021 DSP permit fee. Cllr Underdown didn't vote as a user.

Proposed Thompson and seconded Schofield and all resolved to recommend to Council amend fees for interment of cremated remains to £300.00 and exclusive right of burial for ashes plots to £400.00 where funeral directors are not involved.

6. Electric Truck Report:

Proposed Cllr Hand and Seconded Cllr Cross and all resolved to recommend to Council to enter into a 3yr lease at a cost of £188 per week with HTM for a Garia utility vehicle

7. Head of Grounds and Assets Report

Proposed Cllr Underdown and Seconded Cllr Hand and all resolved to purchase twenty fruit trees from Mayfield nursery with protection from Tudor environmental.

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

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

Proposed Cllr Cross and Seconded Cllr Underdown and all approved the budget to purchase the Pelenic raison easy mower at a cost of £1680.00 plus additional battery at a cost of £1650.00. To offset the cost the Iseki SXG15 mower will be disposed of to TH white for £1500.

To postpone volunteer tree planting at CPF until spring and staff to start planting at the Foreshore

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

Exempt Business

It was resolved to pass a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

8. Zurich Inspection Report.

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

The Meeting closed at 9.59