

Council 7pm on 11th April 2022

Roy Underdown Pavilion, College Playing Fields, Baron Road Hamble

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

- | | |
|-------------------------|--------|
| 1. Welcome | 5 mins |
| Apologies | |
| Declaration of interest | |
| Minutes 14th March 2022 | |

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| 2. Public Session | 15 mins |
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Community issues

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| 3. Future of Hamble Airfield | 20 mins |
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| 4. Annual Parish Council | 5 mins |
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| 5. Grants application - Speed Watch | 5 mins |
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| 6. Project Update | 10 mins |
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Committees and Working Groups

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| 7. Asset Management Committee - | 15 mins |
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- Football season 2022/23 - Solent Vets
- Use of the Foreshore - Ice cream Vending
- Fascia replacement contract at Roy Underdown Pavilion
- Fitting external door handles to Roy Underdown Pavilion
- Mount Pleasant - electrical safety report and works

Finance and Risk

- | | |
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| 8. End of year accounts - key stages and timetable | 10 mins |
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- | | |
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| 9. Monthly transactions and bank reconciliation | 5 mins |
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Clerk and Proper Officer: *Amanda Jobling*
6th April 2022

Minutes of the Council Meeting

14th March 2022

Roy Underdown Pavilion, College Playing Fields, Baron Road Hamble

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

Minutes reference 14032022+ agenda number

Attendance: Cllr Cohen, Cross, Dann, Hand (Chair), Lehneis, Ryan, Thompson and Underdown.

Staff: Clerk

Other: Steve Tilbury - Planning Consultant.

1. Welcome

Apologies for absence - Cllr Jones, Cllr Nicholson, Cllr Rolfe and Cllr Palmer
Dispensations - Cllr Dann, Cllr Lehneis and Cllr Underdown.

Expressions of interest - Cllr Simon Hand - Item 5

Approve the minutes of 14th February 2022

Proposed by Cllr Underdown and seconded by Cllr Cohen and all agreed the minutes of the previous meeting

- Public participation – two members of the community attended the meeting but declined to speak in the public session

Community Issues

- Cemex Quarrying Application – The Chair asked that the Councils thanks to staff and to Steve Tilbury be recorded.

The Council then considered the draft response to the Cemex application prepared by Steve Tilbury. It was agreed that a reference should be made to the impact of the site entrance on the Danni King Cycleway and pedestrians and cyclists that use the section of path every day as well as the need for evidence to show that the dust suppression mitigations will work.

Consultation response doesn't assume a position from HCC on highway issues, but it does cover our key concerns as well as other unique issues that haven't otherwise been raised.

Approve the consultation response with the suggested changes.

Proposed by Cllr Underdown and seconded by Cllr Thompson
All approved the Cemex consultation response unanimously.

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Other measures agreed included:

Republish the Working Groups, who is on what and direct people to those groups.

Set up surgeries from next month to enable a more informal setting for discussions.

Update the timeline to include the outstanding consultations and the date they have arrived and what is outstanding.

Arrange a meeting with Cllr Humby, Paul Holmes, and Cllr Airey.

4. Annual Parish Meeting – The date has been set for Thursday 12th May 2022. Neither of the schools are letting their venues so will look at the Memorial Hall, Hamble Club, and the Priory Centre.
5. Hampshire County Council Voluntary Sector Funding – consultation exercise that will seek to remove funding from several social care service providers. Proposed by Cllr Cohen and seconded by Cllr Underdown and the majority agreed the approach that the Clerk should write to HCC outlining the Councils concerns that the impact of the cuts could result in higher costs in other parts of the social care system. Cllr Hand did not take part in the debate or vote.
6. Project Update – the project list is in the process of being updated with the latest projects. The Clerk confirmed that funding had been secured from EBC's Welcome Back Fund for additional toilet cleaning during covid as well as the cost of Christmas lights this year.
7. Recommendations from Working Groups and Committees:
Asset Management Committee
The new terms for the sponsorship of the new benches at the Southern Quay was agreed and proposed by Cllr Thompson and seconded by Cllr Underdown and unanimously agreed.

Minutes of the Council Meeting

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Personnel Working Group - Recognition and Reward Policy

The policy was recommended to council and proposed by Cllr Cohen and seconded by Cllr Underdown and agreed unanimously.

Delegated decisions from cancelled Planning Committee – 28.02.2022
H/22/92385 - Hamble House, Hamble House Gardens, Hamble.

Retention of fencing (Retrospective application.

“The wall is an important heritage feature of the village and is specifically referenced in the Hamble area appraisal.

Pg 10 “Walls - Within the village there are a number of significant walls that contribute to the character of Hamble. The most significant is the long high brick wall on the north side of the High Street between Hamble House Gardens and School Lane.”

Given this the removal of the top courses and the replacement with fencing is unacceptable and is unsympathetic to the character of the street scene and the wider conservation area. We understand this was a response to stability issues caused by the trees but we would invite the applicant to retain an engineer to provide a solution that would see the reinstatement of the wall in order to protect this important landscape feature.”

Delegation exercised by Cllr Underdown the Chair of Planning and the Clerk on behalf of the Planning Committee.

Financial, Risk and Governance

8. Year-end process 2021/22 – this was noted
9. Payments and Bank reconciliation for February 2022 we proposed by Cllr Cohen and seconded by Cllr Ryan. The reconciliations were signed by the Chair.
10. Monthly Reports – they were noted

Meeting ended 8.17pm

Minutes of the Council Meeting

14th March 2022

Roy Underdown Pavilion, College Playing Fields, Baron Road Hamble

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



*Economy, Transport and Environment
Department*

*Elizabeth II Court West, The Castle
Winchester, Hampshire SO23 8UD*

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Cemex UK Operations Ltd
Cemex House
Evreux Way
Rugby
CV21 2DT

Enquiries to

Peter Bond

My reference

HCC/2021/0787 EA112

Direct Line

03707 794201

Your reference

Date

4 April 2022

Email

planning@hants.gov.uk

Dear Ms Pearman,

Proposed extraction of sand and gravel, with restoration to grazing land and recreation using imported inert restoration materials, the erection of associated plant and infrastructure and the creation of a new footpath and access onto Hamble Lane at Hamble Airfield(Application No. CS/22/92277

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017: Regulation 25 – Further Information and evidence respecting Environmental Statements

I have reviewed the consultation responses received following the submission of the above planning application and require further information to be provided under Regulation 25 of the above regulations.

In order to allow Hampshire County Council, as the Minerals and Waste Planning Authority, to assess the application in the light of a full and robust Environmental Statement, it is considered that the following matters need to be addressed.

Ecology

Natural England (NE) considers that, as submitted, the application could have potential significant effects on designated sites in the Solent including the Solent and Southampton Water Special Protection Area (SPA) and Ramsar site, the Solent Maritime Special Area of Conservation (SAC) and the Solent and Dorset Coast SPA. In addition, the following Sites of Special Scientific Interest (SSSIs) could be impacted:

- Lincegrove and Hacketts Marshes SSSI;
- Hythe to Calshot Marshes SSSI;
- Lee-on-the-Solent to Itchen Estuary SSSI; and
- Upper Hamble Estuary and Woods SSSI.

*Director of Economy, Transport and
Environment*

In order to determine the significance of these impacts and the scope for mitigation, the following information is required:

- A detailed Agricultural Land Classification (ALC) and soil resources survey including the following:
 - Baseline information about agricultural land quality and the amount of best and most versatile (BMV) agricultural land present;
 - Baseline information on soil types and volumes present available for restoration including the identification of any shortfalls, using a 'soil balance'; and
 - Restoration proposals based on the above information for returning the land back to its original quality with the aim of no net loss of BMV agricultural land and the protection and sustainable use of all soils present.
- Updates to, and clarification of, parts of the Landscaping, Restoration and Outline 5 year Aftercare Scheme document to include, as a minimum,
 - An agreed and costed long-term plan that sets out how the management of the site, post-restoration, will be implemented and delivered;
 - Details of which management body(ies) will take long term responsibility for the site, should this be extended beyond five years; and
 - Details of ongoing monitoring of delivery of the agreed management.

With regard to the Habitats Regulation Assessment (HRA), it would be very helpful if the shadow HRA could be amended to consider impacts from the proposal in-combination with other plans/projects in the area, and with Local Plans. Hampshire County Council will consider adopting the shadow HRA once the requested amendments are made.

NE also raises a potential issue of Lincegrove and Hackett's marshes SSSI, which shows a natural transition from unimproved pasture through to saltmarsh, and therefore could potentially be impacted by changes to groundwater flows. While NE tentatively agrees with the Environmental Statement's conclusion in that changes in hydrology are unlikely to impact nearby designated sites, it is considered necessary that further consideration of this SSSI is undertaken.

The full results of the 2021 - 2022 wintering bird surveys, together with a revised impact assessment and mitigation measures (if necessary), will be required to be able to confidently confirm that the proposal will not have an adverse impact on the qualifying features of the Solent and Southampton Water SPA and Ramsar by affecting a potential functionally linked SPA habitat.

Your attention is drawn to the County Ecologist's request for further information regarding potential contamination risks from the proposed development on the nearby international and nationally sites of ecological

interest through both surface and groundwater pathways – see pages 1 and 2 of this response. This information is necessary in order to provide a satisfactory shadow HRA.

Protected Species – further assessment is required with regard to the specific availability of habitats during the life of the development for invertebrates. Further information/clarification is also requested regarding the proposed offset areas and buffer zones for reptiles and also in regard to the nature and number of proposed tunnels to assist reptilian movement. The mitigation strategy proposed for wintering birds is considered inadequate and your attention is drawn to the comments of the County Ecologist in this regard.

Habitats – Lighting - while it is noted that the majority of site operations will take place during daylight hours, it is also evident that there are 9 no. pole-mounted LED lights proposed for the site. Further information in relation to the light spread etc from such lighting is requested and the potential impacts that the lighting may have on the several species of bat identified during the surveys.

Restoration - The proposals will result in the loss of 25 hectares of scrub, with only 3.4 hectares of mixed scrub creation during restoration. Whilst the restoration plan will result in the creation of acid grassland and water features which are of higher ecological value, the impact of such a significant loss of this habitat has not been assessed. For instance, what is the impact of such large-scale scrub reduction on notable invertebrates and birds and what is the justification behind this? In addition to the extent of scrub creation post-operation, I have concerns that the restoration plan has limited any retained scrub and new scrub creation to the site boundaries. The restoration plan has therefore failed to take into account the baseline open grassland/scrub mosaic on site and the importance of such habitat interface for protected species. For instance, as Dartford warbler had previously been recorded on site, would areas of open grassland with scattered scrub not be more suitable to encourage such species? Therefore, it is requested that the concept restoration plan is revised to address these points.

Further information, along with a plan, is required to clarify in detail the habitats that will be restored through the phased restoration, in line with the Working Phased Plan. This information is required to ascertain the extent and type of habitats which will be 'available' at any given phase. The location of the fen/mire area should also be indicated on a revised restoration plan.

It is also noted that a 5-year aftercare scheme has been submitted for the restoration of the site. It is deemed proportionate that a longer-term management plan (for at least 30 years) should be submitted to ensure certainty of delivery of the enhancements.

Biodiversity Net Gain (BNG) - the results of the biodiversity metric calculation have been provided in a table within the Ecology Chapter of the ES. To check the accuracy of this document, I request that the spreadsheet of the

calculations, along with all the pre and post operational habitat condition assessment sheets are submitted.

It is understood that Defra's Biodiversity metric 3.0 has been used to calculate a biodiversity net gain of just over 10%. This is welcomed, however, it is understood that these calculations do not meet the trading rules for the metric, and therefore it is requested that these calculations are updated, if possible, in line with the trading rules.

Highway Matters

It is noted that the proposal is for the extraction of ~1.7million tonnes of sand gravel with restoration using imported 'inert' waste material, with a significant overlap of these two processes between years 3 and 7. The Highway Authority has requested more detailed information in regard to the following issues:

Access Junction

- While the junction location and junction form is briefly mentioned in the Transport Assessment (TA), there is no evidence that an optioneering exercise was undertaken fully and this should be provided to enable to rationale of the presented access to be understood.
- The pre-application advice was clear that both County Arboriculturist and Ecologist had genuine concerns regarding the proposed tree loss and set out requirements for the Designer to demonstrate that their loss could not be avoided, and to fully mitigate if their loss was found to be essential. One key element relates to CAVAT (Capital Asset Value for Amenity Trees), the value of these trees is likely to be substantial but this information is missing and needs to be submitted in order to try and address these points. Further information can be found within Hampshire County Council's TG15 Trees, landscape and Ecology and the 2019 Highways Trees Policy <https://documents.hants.gov.uk/transport/TG15-Trees-Landscape-and-Ecology.pdf>
<https://documents.hants.gov.uk/transport/HighwaysTreePolicy.pdf>

Additional information is also required as follows:

- Speed data is provided in a summary table only with no raw data. It is unclear where the measurements were taken, or when. The designer needs to confirm that the speeds are current (within two years) and taken in appropriate locations.
- Visibility to the south (left) can actually be shown to the centreline as there is a physical feature (refuge) which prevents overtaking here.

- Visibility to/from the tactile paving on the southern side of the proposed junction (in particular) may be limited. The designer should demonstrate that ped/cyclist visibility is achieved at all crossing points.
- The RSA requires updating to reflect the changes made since the pre-application design review.
- There is no mention of LTN 1/20. Designs will need to prove compliance. Where possible, the cycleway should be widened to 3.0m and a suitable verge/margin provided for safety – given recorded speeds. The designer also needs to account for ‘shyness’ from the proposed barriers. One section is shown 2.28m wide with barrier adjacent. The effective width becomes minimal here. The crossing refuge in the bellmouth should also be a minimum of 3.0m ‘deep’ to cater for cyclists and the designer needs to check that the barriers do not become a problem for cyclists here too.
- A Walking, cycling and horse-riding assessment and review (WCHAR) has not been provided and is required.
- With regard to vehicle tracking, lock-to-lock times of 6s would be more appropriate than the 3s currently proposed for HGVs.
- Tracking – Speeds are not shown. These should be provided (it should be noted that anything lower than 10mph is not appropriate/realistic).
- All internal tracking uses a 14m HGV, whereas the junction is tracked with the correct 16.5m HGV, please can you clarify why this is inconsistent.
- Also, it is noted that the traffic count data included within the Transport Assessment includes ATC data from 2016/2017 plus growth. A sensitivity test to compare this approach with more recent data (potentially held by Hampshire County Council surveys team) should be undertaken to confirm accuracy.

Your attention is also drawn to the detailed objection from Hamble Parish Council (PC) which raises several concerns regarding the proposal. It is considered appropriate that a detailed response to the highway concerns raised by Hamble PC be submitted by the Applicant – either within the main response to this Reg 25 request or as a separate standalone document.

Hydrology & Hydrogeology

Surface water is proposed to be managed through infiltration, however, there is no information which demonstrates that infiltration is feasible at the application site and an infiltration rate of 1.0 m/hr has been assumed for the calculations, an approach not supported by the LLFA without site specific testing.

Therefore, at this stage Hampshire County Council requests infiltration testing be undertaken in accordance with the BRE365 (2016 publication) methodology at a depth and location commensurate with the proposed infiltration features. Considering the site characteristics and proposals in question, the infiltration testing should be carried out within several trial pits at the proposed lagoons' locations and depth(s), and for each phase location and depth.

It is also requested that an assessment be produced of the likely impacts the infilling operations will have on local flood risk. The introduction of possibly less permeable material to replace the extracted sand and gravel has the potential to affect how groundwater travels through the site post-restoration and a demonstration that this will not generate unacceptable impacts on and off-site is requested.

Noise

The Environmental Health Officer (EHO) notes that background noise monitoring was undertaken in 2018, some four years ago and which may not be reflective of the current position. It is requested that a revised background noise monitoring exercise be undertaken to better reflect current noise levels within an updated NIA.

Dust and Air Quality

It is noted that sand and gravel is largely wet when extracted and dust issues from such operations are rare, although temporary soil moving operations can generate dust emissions that leave a site's boundary depending on local weather conditions and working methods. The EHO has assessed the proposal and notes that the quantity of dust and particulate matter that will be received by residents and dwellings has not been quantitatively predicted/modelled. The EHO requests that quantitative dust and particulate modelling is undertaken to better inform decision making and any scheme of mitigation and future monitoring that may be necessary to ensure that there are no significant impacts on the local community and environment. Your attention is drawn to the specific consultation response of the EHO.

Rights of Way

The County RoW Officer raises an objection based on the current proposal. Please can you review this consultation response and consider the proposed improvements to the local rights of way network requested by the RoW officer? It is also requested that a detailed drawing on the proposed permissive path should be provided to ensure it is safe and accessible to all.

Archaeology

While the County Archaeologist endorses the general approach offered in relation to the archaeological potential of the site, it is requested that the

applicant provides additional details with regard to the military structures at the site and to the site's Palaeolithic archaeological potential. Please see the full response of the officer for further details on this matter.

Landscape & Arboriculture

The County Landscape Architect raises no objection in principle but does make comments on the submitted details. In the light of these comments, it is requested that a revised phasing scheme be prepared that ensures complete phase restoration and bund removal in a sequential manner rather than this being left until the end of the infill operations. Clarification is also sought on the suggested use of lime when the end goal includes an acid grassland, the retention in situ of dead trees and the proposed planting of Aspen instead of willow.

The County Arboriculturist notes that the proposal would result in a relatively low number of trees being removed. However, it is also noted that no positions for utilities, lighting, drainage, soakaways, attenuation tanks, CCTV lines, visibility splays etc have been identified and until this is done, it is impossible to fully determine the potential impact on trees. The AIA must be revised and resubmitted once these routes and services are known and must also take onboard the other concerns raised in the attached officer's response including the need to protect RPAs from compaction, ownership of the trees potentially within the highway boundary along Hamble Lane and a detailed mitigation 'offer'.

Restoration & Aftercare

The key issues regarding restoration and aftercare have been covered above and in the detailed technical consultee responses. There is no objection in principle to the submitted schemes, but clarity and minor amendments to the restoration scheme and its phasing are requested, along with more information relating to groundwater flows post-restoration, improved rights of way and habitat creation. With regard to aftercare, it is requested that as a minimum, an indicative 30-year management plan be prepared. In the event that planning permission is granted it is expected that such a long-term plan will be the subject of a S106 obligation.

Public Representations

The number of public representations received currently exceeds 1,000 and you may wish to prepare a document addressing the concerns and objections raised in these documents. A summary of the main concerns raised includes:

- Impact of HGVs on already busy roads and overcrowded junctions to the north of the site access;
- Loss of trees to facilitate the new access;
- Amenity impacts from noise, dust and on air quality;

- Loss of important habitats and impacts on protected species on the site;
- Potential impacts on designated sites in the wider locality;
- Impacts on rights of way; and
- Duration of the proposals.

Availability of Consultee Responses

Copies of all consultee and public responses can be accessed from the attached link <https://planning.hants.gov.uk/Planning/Display/HCC/2021/0787>

Should you wish to discuss any of the matters raised above then please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Peter Bond', with a stylized flourish at the end.

Peter Bond
Principal Development Management Officer

GRANT APPLICATION FORM

Deadline 31st March and 30th September each year
Please refer to Grants Procedure Notes before completing this form.



Name of organisation making the application: HEDGE END SECTOR COMMUNITY SPEEDWATCH	
Name of person to whom correspondence should be addressed: STEPHEN CLUER	Address for correspondence: 43 HELLYAR RISE HEDGE END
Position within the organisation? SCHEME COORDINATOR	Post Code: SO30 4DP
Email: steve.robin.cluer@btinternet.com	Daytime telephone number: 07831 153466

Details of organisation and its aims or activities
THE VOLUNTARY WORK OF COMMUNITY SPEEDWATCH IS FOCUSED ON EARLY INTERVENTION BY MEANS OF PROACTIVE EDUCATION BEFORE ANYTHING ELSE. VOLUNTEERS CONTRIBUTE THEIR TIME TO MAKE OUR LOCAL ROADS SAFER FOR EVERYONE TO USE.

Amount of grant requested £ **500** Total cost of project or item £ **3000.**

Details of staff employed: N/A	Salaries: £ £
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How many are:

Committee/Board	Employees	Members/Users	Volunteers
—	—	—	12 CURRENTLY

What is the Grant for and who will benefit? (Give details of the specific project or item to be funded)
FIRSTLY OUR EXISTING RADAR DETECTION EQUIPMENT NEEDS UPGRADING AND A NEW SPEED INDICATING DEVICE PURCHASED. SECONDLY OUR RISK ASSESSMENT SHOWS THE NEED FOR VOLUNTEERS TO WEAR HIGH VISIBILITY CLOTHING WHICH WE NEED TO PURCHASE WITH THE COMMUNITY SPEEDWATCH LOGO AFFIXED

How will the people of Hamble benefit from the grant?
ALL RESIDENTS POTENTIALLY WHO WOULD OBSERVE OUR GROUP REGULARLY CONDUCTING SESSIONS ON LOCAL ROADS OF CONCERN

Have you applied to any other body for a grant towards this project? (If yes, please give details)
ALL LOCAL COUNCILS IN THE HEDGE END POLICE SECTOR PLUS EASTLEIGH BOROUGH & HAMPSHIRE COUNTY COUNCIL

From: stephen_robin_cluer
To: [Clerk - Hamble Parish Council](mailto:clerk@hamblepc.org.uk)
Cc: [Geoff Eavis](mailto:Geoff.Eavis)
Subject: Re: Grant Claim
Date: 02 November 2021 17:28:38

Hi Amanda,

I will answer your email as best as I can on behalf of Hedge End Sector Community Speedwatch.

Firstly Hedge End have not asked for any further information except the groups bank account details.

We are a group of volunteers who will be out initially 4 times a month increasing to at least 8 once our existing equipment has been upgraded.

2 of our team live in Hamble and we currently have 1 No police risk assessed site along Hamble Lane.

The police respond to the public's complaints of roads with speeding drivers and also any roads in an area which our team feel need to have speed monitoring sessions.

We shall be producing a monthly report on the sessions undertaken along with it's statistics which will be made available to all local councils.

We are a cross council boundaries operation and therefore have applied for grant funding from each council.

We hope Hamble Parish Council will approve a grant to enable us to have our radar equipment updated and to purchase the high visibility clothing our volunteers require.

Regards

Steve Cluer

07831153466

On 2 Nov 2021, at 15:33, Clerk - Hamble Parish Council
<clerk@hamblepc.org.uk> wrote:

Good afternoon

Thank you for your grant application received earlier today. As confirmed it will go to Council for consideration on Monday evening when we have our meeting. The bit that I think is missing at the moment is how we quantify what Hamble will get in return for any grant funding. Parish Councils raise their funds from their residents and money spent should be for their benefit. We do have a number of cross boundary projects that receive funding from the different parish councils but that is supported with a service level agreement that guarantees a minimum level of service and is then supported by monitoring information. For your application to be successful it would be helpful to have this available for the meeting. I know that Hedge End has approved funding but has not paid it yet pending a similar request. If you can supply it ahead of the meeting it is more likely to be successful.

Best wishes.

Amanda Jobling

Clerk

Hamble Parish Council

Mobile: 07395024940 Office: 02380453422 Email:
clerk@hamblepc.org.uk
www.hambleparishcouncil.gov.uk Address: Parish Office, 2 High
Street, Hamble SO31 4JS

Council 11th April 2022

Asset Management Committee

Football season 2022/23 – Solent Vets

Dear Hamble Parish Council.

Introduction.

I would like to put forward the following proposal to start a new football team in Hamble and use the Roy Underdown Pavilion and College Recreation Ground.

If I start with a brief introduction, I'm Steven Fletcher, I've lived in Hamble for the past 4 years and I'm a teacher at Bitterne Park School.

I started running Recreational Football nights 4 years ago at Hamble school in a bid to make new friends in the area. This night has helped myself and loads of men make new friendships in the area and it's now expanded beyond Hamble and now covers most of Hampshire! Each week I help over 400 men and women get a game of football for their social and mental health.

For next season I'd like to start several league teams which will be based in the village these teams will be called Solent Sports Football Club (Hamble)

Solent Recreational Sports LTD is a company I launched 2 years because the football nights needed a legal structure. The aim of Solent Recreational Sports LTD continues to provide sporting opportunities for all, reducing social isolation and improving physical fitness.

I work with a number of organisations, such as Kick it Out on challenging discrimination, the Campaign against Living Miserably and Andys Man Club which are mental health charities and Netley Royals FC who have assisted me with running free football training for kids.

Proposal

I'll start off by saying I'm not wanting to start another Wessex league team aiming to win titles and be the best in Hamble, I'll leave Follands, Hamble Club and Hamble United to fight it out.

Instead I'm wanting to create a club which is a focal point of the community, based in the heart of the community and most importantly gives more back to the community than it takes.

The College Park football fields are such a lovely space, I often walk my dog there and sit and relax, I think that it's important that the space is protected, want to preserve that by not churning it up by cramming as many matches on there as possible. But at the same time I appreciate that the council need the space to generate funds, I'm sure we can find a way to make this plan suitable for all parties.

This is my vision; I'd like to base the following teams there-

Girls/ Women's Football

I'd like it to become a hub for Girls football as it has decent clean changing rooms and all the provisions that's required to help the girls game flourish

The teams I'd base there are-

- Netley Royals Girls U16. These will form the core of my women's team that I'm aiming to launch in 2024.
- Solent Sports Ladies Charity team, when the pitch is available.

I've also got an ambition to launch a wildcats project in the heart of the village to give every girl a chance to access football and this would complement my recreational pathway for players who just want to play for fun and the social side of the sport.

Men's Football

I'd like to base the following men's teams at the venue.

- Men's Veterans Saturday team. This will depend on the pitch condition as I do have use of a local 3G pitch if it's putting too much pressure on the pitches.
- Men's open age Sunday morning team.

Both teams would be in the Southampton League.

- Men's charity team, when the pitch is available.

Supporting local businesses and Charities.

I'd work with local businesses by approaching them to supply hot food to parents, supporters and players. The Flying Boat Café do delivery and this service could be a game changer.

I'd like to serve hot drinks and cold snacks to fans from by creating a small kiosk/ window/ stall but again this could form part of the longer term plan.

I'd use the charity teams to hold fundraising games for local charities such as the Hamble LifeBoat, WetWheels and the Firestation as well as any the PCC would like to nominate.

Pavilion/ Club House

I'd like to use the Pavilion as a club house, ideally somewhere to serve drinks (see above) but also to hold team meetings after the game. This might not be required every game.

I'd like to have signage installed on the outside of the Pavilion to say it's the home of Solent Sports FC. Make it something to be proud of and this might reduce the damage to the building that occurred last summer especially if the local youth can see its in use.

Other ideas

I'd also like to use the field to run FootGolf and community sports day events. These don't cause any damage to the field and is a great way to get people active any taking part in a sport that's accessible to all, these can also be used as a charity events.

I see this as a long-term project, I'd like to eventually improve the facilities at the site with things like new goals, a defib machine, storage container and facilities which the community would benefit from but these can be discussed at a later time.

Kind Regards

Mr Steven Fletcher

Council 11th April 2022

Asset Management Committee

Football season 2022/23 – Solent Vets

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I started running Recreational Football nights 4 years ago at Hamble school in a bid to make new friends in the area. This night has helped myself and loads of men make new friendships in the area and it's now expanded beyond Hamble and now covers most of Hampshire! Each week I help over 400 men and women get a game of football for their social and mental health.

For next season I'd like to start several league teams which will be based in the village these teams will be called Solent Sports Football Club (Hamble)

Solent Recreational Sports LTD is a company I launched 2 years because the football nights needed a legal structure. The aim of Solent Recreational Sports LTD continues to provide sporting opportunities for all, reducing social isolation and improving physical fitness.

I work with a number of organisations, such as Kick it Out on challenging discrimination, the Campaign against Living Miserably and Andys Man Club which are mental health charities and Netley Royals FC who have assisted me with running free football training for kids.

Proposal

I'll start off by saying I'm not wanting to start another Wessex league team aiming to win titles and be the best in Hamble, I'll leave Follands, Hamble Club and Hamble United to fight it out.

Instead I'm wanting to create a club which is a focal point of the community, based in the heart of the community and most importantly gives more back to the community than it takes.

The College Park football fields are such a lovely space, I often walk my dog there and sit and relax, I think that it's important that the space is protected, want to preserve that by not churning it up by cramming as many matches on there as possible. But at the same time I appreciate that the council need the space to generate funds, I'm sure we can find a way to make this plan suitable for all parties.

This is my vision; I'd like to base the following teams there-

Girls/ Women's Football

I'd like it to become a hub for Girls football as it has decent clean changing rooms and all the provisions that's required to help the girls game flourish

The teams I'd base there are-

- Netley Royals Girls U16. These will form the core of my women's team that I'm aiming to launch in 2024.
- Solent Sports Ladies Charity team, when the pitch is available.

I've also got an ambition to launch a wildcats project in the heart of the village to give every girl a chance to access football and this would complement my recreational pathway for players who just want to play for fun and the social side of the sport.

Men's Football

I'd like to base the following men's teams at the venue.

- Men's Veterans Saturday team. This will depend on the pitch condition as I do have use of a local 3G pitch if it's putting too much pressure on the pitches.
- Men's open age Sunday morning team.

Both teams would be in the Southampton League.

- Men's charity team, when the pitch is available.

Supporting local businesses and Charities.

I'd work with local businesses by approaching them to supply hot food to parents, supporters and players. The Flying Boat Café do delivery and this service could be a game changer.

I'd like to serve hot drinks and cold snacks to fans from by creating a small kiosk/ window/ stall but again this could form part of the longer term plan.

I'd use the charity teams to hold fundraising games for local charities such as the Hamble LifeBoat, WetWheels and the Firestation as well as any the PCC would like to nominate.

Pavilion/ Club House

I'd like to use the Pavilion as a club house, ideally somewhere to serve drinks (see above) but also to hold team meetings after the game. This might not be required every game.

I'd like to have signage installed on the outside of the Pavilion to say it's the home of Solent Sports FC. Make it something to be proud of and this might reduce the damage to the building that occurred last summer especially if the local youth can see its in use.

Other ideas

I'd also like to use the field to run FootGolf and community sports day events. These don't cause any damage to the field and is a great way to get people active any taking part in a sport that's accessible to all, these can also be used as a charity events.

I see this as a long-term project, I'd like to eventually improve the facilities at the site with things like new goals, a defib machine, storage container and facilities which the community would benefit from but these can be discussed at a later time.

Kind Regards

Mr Steven Fletcher

Council 11th April 2022
Asset Management Committee
Use of the Foreshore – Ice cream vending

Good afternoon Amanda

I've been asked by Lizzie Shawcroft of Bonne Bouche Ltd (t/a Jenny's Café) in Hamble to act on the Company's behalf in the administrative process for its application for a Street Trader (Pedlar) License.

From early investigation I understood that the Hamble Parish Council (HPC) requires a form to be completed for approval; however I can find no reference to this on the HPC web-site. Whilst I appreciate that the application has to be made separately and formally through the offices of Eastleigh Borough Council; I am writing to ask if you'd please confirm what information and/or process HPC needs from us to help proceed and support our submission.

To provide a little background information I've set out below in bullet point form the detail of our application:-

Street Trader (Pedlar)

- Italian style ice cream bicycle (single seater with umbrella)
- To sell ice cream and frozen ice lollies from 2 areas on the Hamble Quay
 - By the main slipway/pier front by access pontoon to the Pink Ferry
 - By the smaller slipway next the Hamble River Sailing Club
- To operate 2 or 3 days a week (weather dependant) during the summer months April – October between the hours of 10.00 a.m. – 4.00 p.m.

I trust that the above provides you with enough information, but if you need further detail, please let me know, my contact details are below.

Thank you in advance for your help in this matter. I look forward to hearing from you.

With best wishes

Pennie Hynd

Council

11th April 2022

Fascia replacement project – Roy Underdown Pavilion

Project Request – Budget. v1.2

There is a need to replace the Facia boards, Dorma boards and guttering at RUP. The wood is not in a good state and is starting to rot.

The boards under the walkway will need repainting as will the pillars along with one vented steel door. There is the possibility of replacing these with fascia boarding which will then be maintenance free, but at a cost. I have not had this quoted for as this wood is fine at the moment.

This includes additional costs of scaffolding, owing to the need to secure or possible remove each day for H&S reasons.

Refix have quoted using a Cherry Picker to avoid scaffolding.

In addition to the cost of the works I would also recommend setting aside a contingency figure to cover any unforeseen issues. This should not exceed 20% of the contract value. This will be mitigated by ensuring we have a contract in place stating all eventualities have been considered. The most expensive quote has included contingencies however does not include the painting work we need doing. Only Refix have included decorating.

Council are asked to recommend which contractor they wish to appoint and their reasoning for the appointment if it isn't the cheapest contractor.

Detail of Purchase/Project:	Reason:	3 Bids Sought? If Not, Why?	Cost (Ex VAT):	VAT:	Total (Inc VAT):	Cost Centre & Code:	Budget Confirmed:
Replace Facia Boards and Dorma at RUP. Paint pillars and Under Croft	Needed Maintenance	Yes				306-4380 RUP Repairs and Maintenance	TBC
Tenders							
The Fascia Company	Not Inc Painting		£6,695	£1,395	£8,034		
Refix	Inc Painting		£11,406	£2,281	£13,678		
The Fascia Division	Not Inc Painting		£13,799	£2,759	£16,558		

Robin Mason – Projects & Assets Manager



The Fascia Division
Factory 2, Phoenix Park
Chickenhall Lane
Eastleigh
SO506PQ
Phone: 02392-706981 Fax: 08000-924284
Vat Reg No: 245 913 301 Co Reg No: 102 176 91
www.FasciaDivision.co.uk

Client ID: 1647943776
Client: Mr Robin Mason
Roy Underwood Pavillion
Baron Road Hamble
Hants
SO314RN
Client Tel-No: 07488267601

Date: 22/03/2022	Installation Date: To Be Arranged
Ref ID: 1110929633	
Raised Date: 22/03/2022	Installation Address: Mr Robin Mason
Supply: SUPPLY & FIT	Roy Underwood Pavillion
Raised By: Simon Gage	Baron Road Hamble
	Hants

Product	Qty
Pavillion	
ACCESS : B. To supply, erect and dismantle equipment to provide access to the working area.	1
BARGEBOARD (White) : Bargeboards - To remove existing bargeboard(s) and replace them with standard square edge UPVC fascia together with finishing trims and stainless steel fixings.	14
CLADDING (White) : Ceiling cladding (m2) - To supply and fix T&G UPVC cladding and trim as required.	2
CLADDING (White) : Shiplap System - for gables/chamfered edges (m2). To supply and fit UPVC shiplap cladding together with the appropriate finishing trims.	5
CONTINUOUS GUTTERING (Black) : Continuous - Half round gutter (per metre) Extrude on site, leatherette polyester coated zinc lined steel guttering (25 year warranty)	30
FASCIA (White) : Over Fascia Ventilation System - Fitted above the fascia board, hidden away from view. This system complies with the latest building regulations with regards to ventilation.	98.5
FASCIA (White) : Standard UPVC Fascia replacement system (up to 250mm) - To remove existing fascia boards and replace with standard square edge 18mm UPVC fascia. Fix with Marine grade stainless steel fixings and purpose made corner and joint trims.	98.5
GUTTERING (Black) : DEEP FLOW SYSTEM - To remove existing gutter system and supply and fit new Deep Flow Gutters together with all appropriate fixings and brackets.	58.5
GUTTERING (Black) : Down Pipe - ROUND (1 storey) - to supply and install UPVC down pipe(s) together with all fittings required	5

22 March 2022

Page 1 of 2



Mock Tudor - Render board : IVORY - (Per M2) To supply and fit ivory render board (note - panels should not be greater than 2900mm long and/or 1400mm wide)	8.4
Mock Tudor - Replica Wood : BLACK - To supply and fit 'Replica Wood' polyurethane Tudor boards.	25
SOFFIT (White) : Louvre vent - for bathroom/kitchen ducting.	2
SOFFIT (White) : Tongue & Groove (with barges) To supply and 'secret fix' T&G soffits together with edging trims as required.	14
SOFFIT (White) : Tongue & Groove (with fascia) To supply and 'secret fix' T&G soffits together with edging trims as required.	72.5

Location Sub Total: £13,799.00

Sub Total: £13,799.00

Access Charge: £0.00

Total Price (ex Vat): £13,799.00

VAT: £2,759.80

Order Total: £16,558.80

Payments: £0.00

Balance Due: £16,558.80

Customer Acceptance Signature: _____

Date: _____

Terms: BACS: The Fascia Division Holdings Ltd
Sort Code: 60 20 03
Account No: 34663738

22 March 2022

Page 2 of 2



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The Fascia Division is the trading name of The Fascia Division Holdings Ltd

Robin Mason
Hamble Village Memorial Hall
2 High Street
Hamble-le rice
SO31 4JE

9th March 2022

Ref: Roy Underdown Pavilion, Baron Road, Hamble, SO31 4RN.

Dear Robin,

I would like to thank you very much for finding the time to see me recently and for your enquiry into the potential installation of P.V.C.u. Fascia and Guttering to the above property and for the interest you have shown in our Company. It was an absolute pleasure meeting and chatting with you. I am now pleased to provide you with a quotation. I have included a few details of our products and services for your information, which I would be happy to discuss further with you should it be of some interest.

We do always recommend a full removal of all existing Fascia Board wood for the very best installation unless its structural. I appreciate that some of the timbers although not all are completely rotten some have deteriorated slightly due to weather damage and consequently also caused some warping in places. Additionally, the full removal of all the existing timbers will not only give you peace of mind for now but for years to come, plus we, I believe, are the only company that will plum line the rafters and pack out for a straight overall finish, furthermore some of the vent and felt options are only compatible with a full removal.

Once the Fascia and all relevant Soffits have been installed, we would then install our "Top Quality" Standard square line or half round guttering also applying a ridged roofing felt edge allowing rain water direct access into your new guttering thus leaving you with a 10 year guaranteed water tight system. All relevant down pipes are included leaving it fully upgraded.

Once complete the entire installation will then go through the full cleansing treatment leaving it sparkling and something to be proud of and all debris will be removed.

The P.V.C.u Fascia and Soffit system we offer is of the highest standard and quality. All white products have a 20 year Manufacturers colourfast guarantee, all wood grain/rose wood/laminated style products have a 10 year guarantee and the Fascia is also guaranteed against it warping and cracking. You can have a choice of guttering colours being white, brown or black at no additional cost to compliment your roof line.

The Fascia Company is a small local run business that has been established for over 3 years now specialising in P.V.C.u. installations. We pride ourselves in giving a first class service and top of the range products, caring in detail about every installation all at an extremely affordable price additionally all work is installed by dedicated and highly skilled teams of installers.

We offer a written 10 year guarantee on our workmanship to give you complete peace of mind once the installations are complete and as a small local company we feel we are able to give you our undivided personal attention at all times before during and after completion of any works. Additionally to this we will give you an independent insurance backed guarantee for your total peace of mind not only now but for years to come. We are also members of 'Fair Trades' and the consumer information web site 'Checkatrade' and are FENSA registered.

Since 1990 we have provided quality installations for 1000s of satisfied customers that can give a genuine account of our work and because of our high standards a vast majority of our customers are from recommendation alone.

We are so confident that you will be delighted with the work when it is carried out that we do not expect a penny of the balance until you are 100% happy with the job when it is done.

We do our utmost to ensure that our prices are extremely competitive for the quality and service offered, however, I have enclosed a copy of our Company Price Promise in the unlikely event you should receive a cheaper quotation from another reputable company but would still like us to install the work for you. I hope this is of some help to you and very much look forward to speaking to you again soon.

If in the meantime I can be of help to either yourselves or anyone else you may know or you have any further queries regarding the work to be carried out, then please do not hesitate to contact me when I would be happy to assist in any way I can.

Kind Regards

Amy Pilatowski

QUOTATION

- **Fully remove all existing Fascia Board timbers.**
- Check all rafter ends are sound for secure installation, repair as required.
- Plum line all rafter ends and pack out as required for straight overall finish.
- Treat where required.
- Supply and install new 18mm P.V.C.u Jumbo Fascia boards in White.
- Over fascia ventilation and contract underlay support tray (eaves protection).
- Tongue & Groove soffits in White to the rear lift elevation only.
- To include **all elevations** on the property including dormers.
- New guttering in black standard profile with matching downpipes.
- Gable struts to be in white P.V.C.u
- Render between struts on dormers to be painted with colour to match doors.
- Cladding in white to 8 side sections (dormers and lift elevations)
- **Supply all necessary equipment to gain safe access where required.**
- Removal of all debris.
- All mentioned Guarantees including an insurance backed from 'Home Pro'
- Liability insurance cover up to £5,000,000

Would be for the sum of only

£6200 plus vat @20%

*Our prices are fully inclusive of everything with no hidden extras
what-so-ever, however can be adjusted subject to your requirements.*

Deep flow guttering (recommended)

*Would be an additional **£435 plus vat @20%***



ESTIMATE NUMBER: QUO1179GE/HAMB

For the attention of: Robin

Hamble Parish Council
 Memorial Hall
 2 High Street
 Hamble
 Hampshire
 SO31 4JE

Email: projects@HAMBLEPARISHCOUNCIL.GOV.UK

Site address: Roy Underdown Pavilion, Hamble

Date: 25 March 2022

Further to our recent visit to the above site, we have pleasure in offering our estimate for the work as follows:

Estimate Details: Pull Handles

Attend site during normal working hours.

Supply and fit pull handles to the steel doors. The handles are to be the same style as the existing handles previously fitted to the steel faced doors.

On completion, leave site clean and clear.

All Labour and Materials: £480.00 +VAT

Notes:

1. The above prices are subject to VAT at the current rate. This estimate is valid for thirty days from the above date.
2. **Due to the volatile market forces many materials are subject to price increases at short notice. Refix cannot be held to previously agreed material costs and any increases will be charged to the client. These changes may occur prior to or after the order has been received. We will endeavour to notify you of any change.**
3. **Lead times on some materials can become extended at short notice. Refix cannot be held to previously agreed completion dates. We will keep you informed of any change.**
4. We aim to be competitive on all our estimates however, we cannot always guarantee that our estimates are like for like with some of our competitors. For this reason, we would always appreciate feedback from you.
5. If you require any further assistance with this project please feel free to contact the Project Surveyor direct or alternatively contact our office and we will be delighted to help.

Refix Contact for this Estimate: 02380 455250





APPROVED CONTRACTOR

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

This report is not valid if the serial number has been defaced or altered

24822919

IPN18C

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

Registration No: 022054000 Branch No: 000
Trading Title: P & R Electrical Services
Address: The Pine, 36 Bakers Drive, Southampton
Postcode: SO16 8AD Tel No: 02380740800

DETAILS OF THE CLIENT

Contractor Reference Number (CRN): N/A
Name: Hamble Parish Council
Address: Hamble Parish Council Hamble Memorial Hall 2
High Street, Hamble, SOUTHAMPTON
Postcode: SO31 4JE Tel No: 02380 453422

DETAILS OF THE INSTALLATION

Occupier: Hamble Parish Council
Address: Mount Pleasant Pavilion, Hamble, SOUTHAMPTON
Postcode: SO31 4ND Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: Electrical Test & Inspection

Date(s) when inspection and testing was carried out: 09/02/2022 - 10/02/2022
Records available: (✓) Previous inspection report available: (✓) Previous report date: 04/04/2017

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

Overall the electrical installation needs attention to be brought upto a satisfactory condition.

Estimated age of electrical installation: (20) years Evidence of additions or alterations: (✓) Overall assessment of the installation is: ~~Satisfactory~~/Unsatisfactory* (delete as appropriate)

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capital): MARK COOMBS Signature: Date: 20/02/2022

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (capital): MARK COOMBS Signature: Date: 20/02/2022

*An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that further investigation (CODE F1) without delay is required.



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IPN18C

ELECTRICAL INSTALLATION CONDITION REPORT

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PART 7 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the installation covered by this report: 100% Of fixed wiring for the property

(see additional page No. N/A)

Agreed limitations including the reasons, if any, on the inspection and testing: Cables within the building fabric not inspected and no PA testing carried out

Agreed with (print name): CLIENT

(see additional page No. N/A)

Extent of sampling: 100% Tested, 10% accessories removed for inspection

(see additional page No. N/A)

Operational limitations including the reasons: N/A

PART 8 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements

TN-C-S: (✓) TN-S: (N/A) TT: (N/A)

Other (state): N/A

Supply protective device

(BS EN) 88-2

Type: (E) Rated current: (100) A

Number and type of live conductors

AC 1-phase, 2-wire: (N/A) 2-phase, 3-wire: (N/A) 3-phase, 3-wire: (N/A) 3-phase, 4-wire: (✓) Other: (N/A)

DC 2-wire: (N/A) 3-wire: (N/A)

Confirmation of supply polarity:

(✓)

Other sources of supply (as detailed on attached schedule) Page No: (N/A)

Nature of supply parameters

Nominal line voltage, U (1): (400) V

Nominal line voltage to Earth, U_0 (1): (230) V

Nominal frequency, f (1): (50) Hz

Prospective fault current, I_{pf} (1)*: (1.1) kA

External loop impedance, Z_g (1)*: (0.1) Ω

(1) By enquiry, measurement, or by calculation

PART 9 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Means of Earthing

Distributor's facility: (✓)

Installation earth electrode: (N/A)

Where an earth electrode is used insert

Type – rod(s), tape, etc: None

Location: (N/A)

Electrode resistance to Earth: (N/A) Ω

Main protective conductors

Earthing conductor: (material) Copper

Connection / continuity verified: (✓)

Main protective bonding conductors: (material) Copper

Connection / continuity verified: (✓)

Main protective bonding connections

Water installation pipes: (✓)

Gas installation pipes: (N/A)

Structural steel: (N/A)

Oil installation pipes: (N/A)

Lightning protection: (N/A)

Other (state): N/A

Main switch / Switch-fuse / Circuit-breaker / RCD

Type: (BS (EN) 60947-3)

Location: (Committee room cupboard)

No. of poles: (4) Rating / setting of device: (125) A

Current rating: (125) A Voltage rating: (400) V

Where an RCD is used as the main switch

RCD rated residual operating current, $I_{\Delta n}$: (N/A) mA

Measured operating time: (N/A) ms Rated time delay: (N/A) ms

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , and external earth fault loop impedance, Z_g , must be recorded.

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'F' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

This report is based on the model forms shown in Appendix 6 of BS 7671

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PART 10 : SCHEDULE OF ITEMS INSPECTED

ELECTRICAL INSTALLATION CONDITION REPORT

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1. External condition of electrical intake equipment (visual inspection only) (If inadequacies are identified with the intake equipment, it is recommended the person ordering the report informs the appropriate authority.)		4. Other methods of protection Details should be provided on separate sheets:	Page No. (N/A)
1.1 Service cable: (.....) ✓	1.2 Service head: (.....) ✓	5. Distribution equipment	(N/A)
1.3 Earthing arrangement: (.....) ✓	1.4 Meter tails: (.....) ✓	5.1 Adequacy of working space / accessibility of equipment	(.....) ✓
1.5 Metering equipment: (.....) ✓	1.6 Isolator (where present): (N/A)	5.2 Security of fixing:	(.....) ✓
2. Presence of adequate arrangements for parallel or switched alternative sources		5.3 Condition of insulation of live parts:	(.....) ✓
2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply: (N/A)		5.4 Adequacy / security of barriers:	(.....) ✓
2.2 Adequate arrangements where generating set operates in parallel with the public supply: (N/A)		5.5 Condition of enclosure(s) in terms of IP rating:	(.....) ✓
2.3 Presence of alternative / additional supply arrangement warning notice(s) at or near equipment, where required: (N/A)		5.6 Condition of enclosure(s) in terms of fire rating:	(.....) ✓
3. Automatic disconnection of supply		5.7 Enclosure not damaged / deteriorated so as to impair safety:	(.....) ✓
3.1 Main earthing and bonding arrangements		5.8 Presence and effectiveness of obstacles:	(N/A)
a) Presence and condition of distributor's earthing arrangement: (.....) ✓		5.9 Presence of main switch(es), linked where required:	(.....) ✓
b) Presence and condition of earth electrode arrangement, if present: (N/A)		5.10 Operation of main switch(es) <i>functional check</i> :	(.....) ✓
c) Adequacy of earthing conductor size: (.....) ✓		5.11 Correct identification of circuit protective devices:	(.....) ✓
d) Adequacy of earthing conductor connections: (.....) ✓		5.12 Adequacy of protective devices for prospective fault current:	(.....) ✓
e) Accessibility of earthing conductor connections: (.....) ✓		5.13 RCD(s) provided for fault protection – includes RCBOs:	(C2)
f) Adequacy of main protective bonding conductor sizes: (.....) ✓		5.14 RCD(s) provided for additional protection – includes RCBOs:	(N/A)
g) Adequacy of main protective bonding conductor connections: (.....) ✓		5.15 RCD(s) provided for protection against fire – includes RCBOs:	(N/A)
h) Accessibility of main protective bonding connections: (.....) ✓		5.16 Manual operation of circuit-breakers and RCDs to prove disconnection: (.....) ✓	
i) Accessibility and condition of other protective bonding connections: (.....) ✓		5.17 Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (.....) ✓	
j) Provision of earthing / bonding labels at all appropriate locations: (.....) ✓		5.18 Presence of RCD six-monthly retest notice at or near equipment, where required: (.....) ✓	
3.2 FEELV		5.19 Presence of diagrams, charts or schedules at or near equipment, where required: (.....) ✓	
a) Source providing at least simple separation: (N/A)		5.20 Presence of non-standard (mixed) cable colour warning notices at or near equipment, where required: (.....) ✓	
b) Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises: (N/A)		5.21 Presence of next inspection recommendation label: (.....) ✓	
		5.22 All other required labelling provided: (.....) ✓	
		5.23 Compatibility of protective device(s), base(s) and other components: (.....) ✓	
		5.24 Single-pole switching or protective devices in line conductors only: (.....) ✓	
		5.25 Protection against mechanical damage where cables enter equipment: (.....) ✓	
		5.26 Protection against electromagnetic effects where cables enter ferromagnetic enclosures: (.....) ✓	
		6. Distribution / final circuits	
		6.1 Identification of conductors: (.....) ✓	
		6.2 Cables correctly supported throughout their length: (.....) ✓	
		6.3 Condition of insulation of live parts: (.....) ✓	
		6.4 Non-sheathed cables protected by enclosures in conduit ducting or trunking: (N/A)	
		6.5 Suitability of containment systems for continued use (including flexible conduit): (.....) ✓	
		6.6 Cables correctly terminated in enclosures (indicate extent of sampling in PART 7 of report): (.....) ✓	
		6.7 Indication of SPD(s) continued functionality confirmed: (N/A)	
		6.8 Adequacy of AFDD(s), where specified: (N/A)	
		6.9 Confirmation that conductor connections, including connections to busbars are correctly located in terminals and are tight and secure: (.....) ✓	
		6.10 Examination of cables for signs of unacceptable thermal and mechanical damage / deterioration: (C2)	
		6.11 Adequacy of cables for current-carrying capacity with regard to the type and nature of installation: (.....) ✓	
		6.12 Adequacy of protective devices; type and rated current for fault protection: (.....) ✓	
		6.13 Presence and adequacy of circuit protective conductors: (C3)	
		6.14 Co-ordination between conductors and overload protective devices: (.....) ✓	
		6.15 Cable installation methods / practices appropriate to the type and nature of installation and external influences: (.....) ✓	
		6.16 Cables where exposed to direct sunlight, of a suitable type or adequately protected against solar radiation: (.....) ✓	
		6.17 Cables adequately protected against damage and abrasion: (.....) ✓	

All fields must be completed. Enter either, as appropriate: ✓ if Acceptable condition; N/A if Not applicable; LIM if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'FV' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)



This report is not valid if the serial number has been defaced or altered

24822919

IPN18C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

PART 12: SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuits/equipment vulnerable to damage when testing: N/A

Circuit number	Circuit description	Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Circuit conductor csa Type (mm ²) cpc (mm ²)	Max. disconnection time (BS 7671)	Protective device			RCD Operating current I _{Δn} (mA)	Maximum permitted Z _s for installed protective device* (Ω)	Circuit impedances (Ω)			Insulation resistance		Polarity	Max. measured earth fault loop impedance, Z _s (Ω)	RCD operating time (ms)	Test buttons		
							BS (EN)	Type	Rating (kA)			Short-circuit capacity (kA)	R ₁ (Live) (Ω)	R _n (Neutral) (Ω)	R ₂ (Loop) (Ω)	Live / Live (MΩ)				Live / Earth (MΩ)	Test voltage DC (V)	RCD (✓)
L1	Shower Ch/Room 1	A	100	1	6	2.5	0.4	BS0898	C	32	10	N/A	0.68	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L12	Shower Ch/Room 2	A	100	1	6	2.5	0.4	BS0898	C	32	10	N/A	0.68	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L13	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
L21	Shower Ch/Room 1	A	100	1	6	2.5	0.4	BS0898	C	32	10	N/A	0.68	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L22	Shower Ch/Room 2	A	100	1	6	2.5	0.4	BS1009	B	32	10	30	1.37	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L23	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
L31	Shower Ch/Room 1	A	100	1	6	2.5	0.4	BS0898	C	32	10	N/A	0.68	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L32	Shower Ch/Room 2	A	100	1	6	2.5	0.4	BS1009	B	32	10	30	1.37	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L33	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
L41	Shower Ch/Room 1	A	100	1	6	2.5	0.4	BS0898	C	32	10	N/A	0.68	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L42	Shower Ch/Room 2	A	100	1	6	2.5	0.4	BS1009	B	32	10	30	1.37	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L43	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
L51	Shower Officials	A	100	1	6	2.5	0.4	BS0898	C	32	10	N/A	0.68	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L52	Shower Ch/Room 3	A	100	1	6	2.5	0.4	BS0898	C	32	10	N/A	0.68	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L53	Garage	A	100	1	6	2.5	0.4	BS0898	C	32	10	N/A	0.68	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L61	CCTV Sockets + Spur	A	100	2	2.5	1.5	0.4	BS0898	C	16	10	N/A	1.37	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L62	Shower Ch/Room 3	A	100	1	6	2.5	0.4	BS0898	C	32	10	N/A	0.68	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A
L63	Lights Ch/Rooms 1 & 2	A	100	10	1.5	1	0.4	BS0898	C	6	10	N/A	3.64	N/A	N/A	N/A	200+	200+	250	(✓)	(✓)	N/A

DISTRIBUTION BOARD (DB) DETAILS DB designation: DB1 Location of DB: Committee Room Cupboard
TESTED BY Name (capital): MARK COOMBS Signature: *[Signature]* Position: QS Date: 20/02/2022

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: N/A
 Overcurrent protection device for the distribution circuit Type: BS EN N/A
 Associated RCD (if any) Type: BS EN N/A No. of poles: N/A Rating: N/A A
 Characteristics at this DB Confirmation of supply polarity: N/A Phase sequence confirmed (where appropriate): N/A Z_s: N/A I_{pn}: N/A I_{pr}: N/A

TEST INSTRUMENTS (enter serial number against each instrument used)
 Multi-function: 227387 Continuity: N/A
 Insulation resistance: N/A Earth fault loop impedance: N/A
 Earth electrode resistance: N/A RCD: N/A



APPROVED CONTRACTOR

24822919

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Original (to the person ordering the work)

CONTINUATION SHEET: ELECTRICAL INSTALLATION CERTIFICATES & ELECTRICAL INSTALLATION CONDITION REPORTS

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

Circuit number	Circuit description	Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Circuit conductor size		Max. disconnection time (BS 7671) (s)	Protective device	RCD	Circuit impedances (Ω)		Insulation resistance		Polarity	RCD operating time (ms)	Test buttons
					Live (mm ²)	cpc (mm ²)				Ring final circuits only (measured end to end)	All circuits (completes at least one column)	Live / Live (MΩ)	Live / Earth (MΩ)			
7L1	Old warmair supply and loft lights	A	100	4	1.5	1	0.4	C 6	N/A	(Line) r _l	(R ₁ + R ₂)	200+	250	✓	N/A	AFDD (✓)
7L2	Shower Ch/Room 3	A	100	1	6	2.5	0.4	C 32	N/A	(Neutral) r _n	R ₂	200+	250	✓	N/A	N/A
7L3	Sockets Ch/Rooms 3 & 4	A	100	2	2.5	1.5	0.4	C 16	N/A	Short-circuit capacity		200+	250	✓	N/A	N/A
8L1	Lights Ch/Rooms 3 & 4	A	100	10	1.5	1	0.4	C 6	N/A	Rating		200+	250	✓	N/A	N/A
8L2	Shower Ch/Room 3	A	100	1	6	2.5	0.4	C 32	N/A	Type		200+	250	✓	N/A	N/A
8L3	Sockets Ch/Rooms 1 & 2	A	100	2	2.5	1.5	0.4	C 16	N/A	BS (EN)		200+	250	✓	N/A	N/A
9L1	Lights Ladies & Gents Public WCs	A	100	4	1.5	1	0.4	C 6	N/A	Maximum permitted Z _s for installed protective device (Ω)		200+	250	✓	N/A	N/A
9L2	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Departing current, I _{Δn} (mA)		N/A	N/A	✓	N/A	N/A
9L3	O/S Light	A	100	1	1.5	1	0.4	C 6	N/A	Rating		N/A	N/A	✓	N/A	N/A
10L1	Hand Dryer Gents	A	100	1	2.5	1.5	0.4	C 16	N/A	Short-circuit capacity		200+	250	✓	N/A	N/A
10L2	Hand Dryer Ladies	A	100	1	2.5	1.5	0.4	C 16	N/A	Type		200+	250	✓	N/A	N/A
10L3	Lights Committee & Officials	A	100	9	1.5	1	0.4	C 6	N/A	BS (EN)		200+	250	✓	N/A	N/A
11L1	RCD Sockets Committee	A	100	3	4	2.5	0.4	C 32	N/A	Maximum permitted Z _s for installed protective device (Ω)		200+	250	✓	N/A	N/A
11L2	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Departing current, I _{Δn} (mA)		N/A	N/A	✓	N/A	N/A
11L3	Old Water Heater Spur	A	100	1	2.5	1.5	0.4	B 16	N/A	Rating		200+	250	✓	N/A	N/A
12L1	RCD Sockets Committee	A	100	3	4	2.5	0.4	C 32	N/A	Short-circuit capacity		200+	250	✓	N/A	N/A
12L2	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Type		N/A	N/A	✓	N/A	N/A
12L3	DB/Showers	A	100	1	16	4	0.4	C 63	N/A	BS (EN)		200+	250	✓	N/A	N/A

DISTRIBUTION BOARD (DB) DETAILS DB designation: DB1. Name (capital): MARK COOMBS. Position: OS. (to be completed in every case) Location of DB: Committee Room Cupboard. Signature: [Signature]. Date: 20/02/2022

TESTED BY Name (capital): MARK COOMBS. Position: OS. Signature: [Signature]. Date: 20/02/2022

TEST INSTRUMENTS (enter serial number against each instrument used)

Multi-function: (227387) Continuity: (N/A)

Insulation resistance: (N/A) Earth fault loop impedance: (N/A)

Earth electrode resistance: (N/A) RCD: (N/A)

Supply to DB is from: (N/A) Nominal voltage: (N/A) V No. of phases: (N/A)

Overcurrent protection device for the distribution circuit Type: (BS EN N/A) Rating: (N/A) A

Associated RCD (if any) Type: (BS EN N/A) No. of poles: (N/A) I_{Δn}: (N/A) mA Operating time: (N/A) ms

Characteristics at this DB Confirmation of supply polarity: (N/A) Phase sequence confirmed (where appropriate): (N/A) Z_s: (N/A) Ω I_{pf}: (N/A) I_{ka}



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CONTINUATION SHEET:

ELECTRICAL INSTALLATION CERTIFICATES & ELECTRICAL INSTALLATION CONDITION REPORTS

Issued in accordance with BS 7671:2018 - Requirements for Electrical Installations

24822919

ISN18C

UK / IPN : SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuits/equipment vulnerable to damage when testing: N/A

Circuit number	Circuit description	Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Circuit conductor csa		Max. disconnection time (BS 7671)	BS (EN)	Protective device			RCD Operating current, I _{Δn} (mA)	Maximum permitted Z _s for installed protective device* (Ω)	Circuit impedances (Ω)			Insulation resistance		Polarity	Max. measured earth fault loop impedance, Z _s (Ω)	RCD operating time (ms)	Test buttons			
					Live (mm ²)	opc (mm ²)			Type	Rating (A)	Short-circuit capacity (kA)			R ₁ (Line)	R _n (Neutral)	R ₂ (opc)	(R ₁ + R ₂)	R ₂				Live / Live (MΩ)	Live / Earth (MΩ)	Test voltage DC (V)	RCD (✓)
1	Shower Ch/Room 4	A	100	1	6	2.5	0.4	61009	B	40	6	30	1.09	N/A	N/A	N/A	N/A	200+	200+	250	✓	0.23	30	✓	N/A
2	Shower Ch/Room 4	A	100	1	6	2.5	0.4	61009	B	40	6	30	1.09	N/A	N/A	N/A	N/A	200+	200+	250	✓	0.23	29	✓	N/A

DISTRIBUTION BOARD (DB) DETAILS DB designation: DB Showers (L3) TESTED BY: MARK COOMBS
 Location of DB: Committee Room Cupboard Name (capital): MARK COOMBS
 Signature: *[Signature]* Position: QS
 Date: 20/02/2022

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (DB1 - 12L3) Nominal voltage: (230) V No. of phases: (1)
 Overcurrent protection device for the distribution circuit Type: (BS EN 60898) Rating: (63) A
 Associated RCD (if any) Type: (BS EN N/A) No. of poles: (N/A) I_{Δn}: (N/A) mA Operating time (N/A) ms
 Characteristics at this DB Confirmation of supply polarity: (✓) Phase sequence confirmed (where appropriate): (N/A) Z_s: (0.13) Ω I_{pf}: (N/A) KA

TEST INSTRUMENTS (enter serial number against each instrument used)

Multi-function: (227387) Continuity: (N/A)
 Insulation resistance: (N/A) Earth fault loop impedance: (N/A)
 Earth electrode resistance: (N/A) RCD: (N/A)

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serial number has been defaced or altered

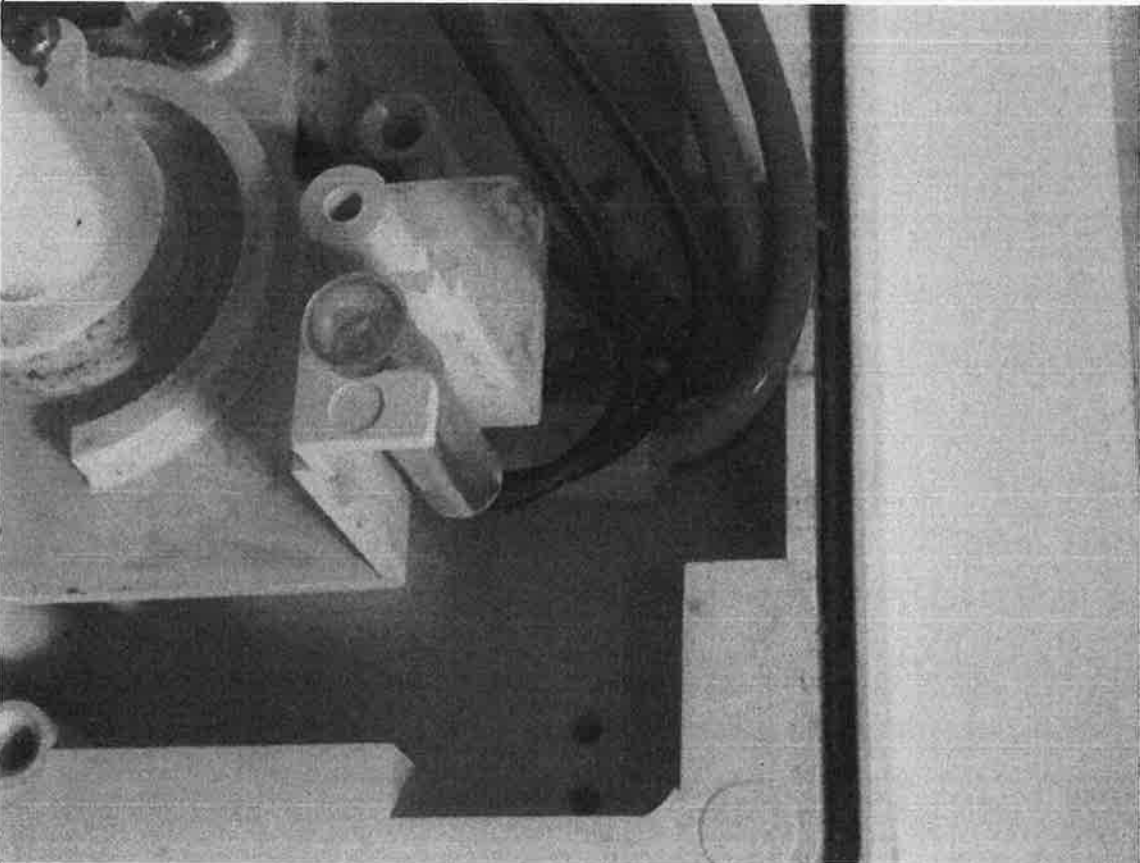
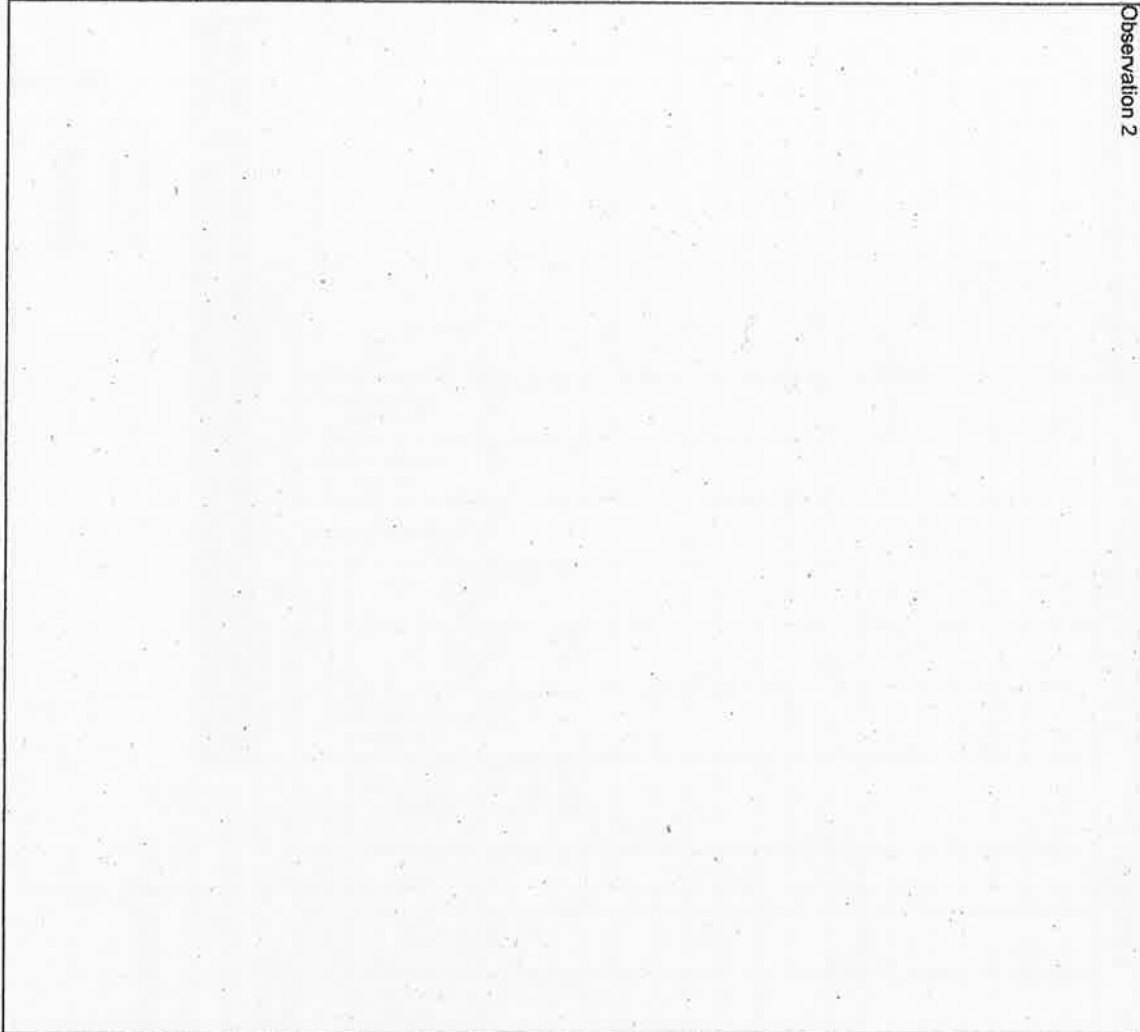
24822919

N18C

GENERAL CONTINUATION SHEET

NOTES

Observation 2

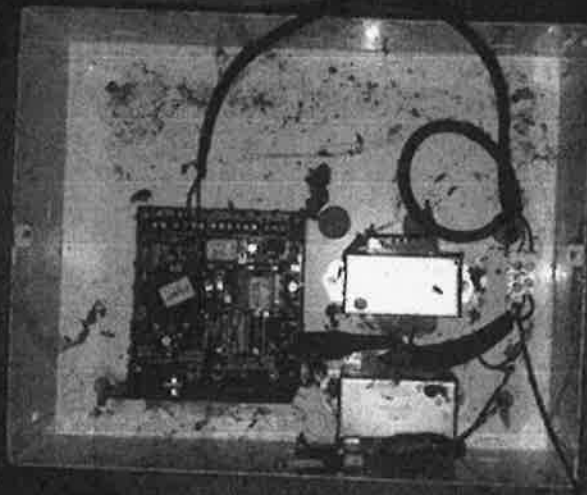


Original (to the person ordering the work)

GENERAL CONTINUATION SHEET

NOTES

Observation 5



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24822919

N18C

GENERAL CONTINUATION SHEET

NOTES

Observation 6



NOTES FOR RECIPIENT

THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018 – Requirements for Electrical Installations*.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see PART 6), together with any items for which improvement is recommended. If you were the person ordering this report, but not the user of the installation, you should pass this report, or a full copy of it including these notes, the schedules and additional pages (if any), immediately to the user.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

Where the installation incorporates a residual current device (RCD) there should be a notice at or near the device stating that it should be tested every six months. For safety reasons it is important that this instruction is followed.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. NICEIC* recommends that you engage the services of an NICEIC Approved Contractor for the inspection.

The recommended date by which the next inspection should be carried out is stated in PART 5 of this report. There should also be a notice at or near the main switchboard or distribution board/consumer unit indicating when the next inspection of the installation is due.

Only an NICEIC Approved Contractor or Conforming Body is authorised to issue this NICEIC Electrical Installation Condition Report. You should have received the report marked 'Original' and the Approved Contractor should have retained the report marked 'Duplicate'.

This report form is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least six numbered pages. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. For installations having more than one distribution board or more circuits than can be recorded on PART 12, one or more additional *Schedules of Circuit Details and Test Results* should form part of the report. The report is invalid if any of the schedules identified in PART 10 are missing. The report has a printed serial number, which is traceable to the Contractor to which it was supplied.

PART 7 (Details and limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 7. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 6. Where one or more observations have been made in PART 6, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) **the safety of those using the installation is at risk**. Wherever practicable, items classified as (C1) should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) **the safety of those using the installation may be at risk**, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 8 *Supply Characteristics and Earthing Arrangements*, and the *Schedules of Circuit Details and Test Results* (PART 12) compiled accordingly.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 10), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the Approved Contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

* NICEIC is operated by Certsure LLP, a partnership between the *Electrical Contractors' Association* and the *charity, Electrical Safety First*. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).

For further information about electrical safety and how NICEIC can help you, visit www.niceic.com

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

Only one Classification code should be given for each recorded Observation

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given at PART 5 of this report (Next Inspection) for the maximum interval until the next inspection is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively. It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Classification code C3 (Improvement recommended)

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

Code F1 (Further investigation required without delay)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where 'F1' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing, could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (F1) the overall assessment of the installation (PART 3) should be marked as 'Unsatisfactory'.

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC Approved Contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide No 4 *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*. The guide can be viewed or downloaded free of charge from www.electricalsafetyfirst.org.uk

For further information about electrical safety and how NICEIC can help you, visit www.niceic.com



P & R ELECTRICAL SERVICES
ELECTRICAL CONTRACTORS & ENGINEERS

The Pine
36 Bakers Drove
Rownhams
Southampton
SO16 8AD
Telephone: 023 8074 0800
Fax: 023 8074 0300

Hamble Parish Council
Parish council Office
Memorial Hall
Hamble-Le-Rice
SO31 4JE

25th February 2022

Re: Electrical Installation Condition Report

Dear Sirs

Following our Electrical Installation Condition Reports we are pleased
To quote as follows :-

ROYUNDERDOWN PAVILLION

24822667

Recommendations on Page 2

Item 4 - Boiler Room single insulated cables showing from wiring centre.

Item 5 - No earthing to shed Light

These items were rectified at time of test to give a satisfactory condition
At No Charge.

We would be pleased to quote for Items 1 and 2 if required.

MOUNT PLEASANT PAVILLION

24822919

- 1) To supply and Install a new Distribution Board with all necessary RCBO and MCB1 (This would rectify Items 1,4 and 9)
- 2) Disconnect Shower in changing Room 1 showing signs of overheating (Item 2 on report)
- 3) To supply Lid to electrical box in loft or remove if redundant and Isolate live cables (Item 5 on report)
- 4) To provide box lids to Conduit boxes in Loft (Item 6 on report)
- 5) To disconnect old warm air supply and remove and to rewire Loft light supply (Item 7 and 8 on report)

£ 1,819.96 + VAT

page 1 of 2

Page 2 of 2

R. coombs
P & R Electrical Services.

C. Coombs

PP

Assuring you of our best attention at all times.

All for the sum of £1819.96 VAT 363.99 Total £2183.95

To provide Completion Certificate.



HALC Guidance Note – 2021/22 Year End and Audit

Parish and town councils are approaching the financial year end on 31st March 2022. This document sets out the responsibilities of councils, clerks and RFOs to meet the requirements of the external audit regime.

PKF Littlejohn were appointed as the external auditors for 36 areas across the country on a 5-year contract starting in 2017. The external auditors will send out detailed instructions to all parish and town councils around the middle of March 2022 so clerks and RFOs should look out for the email, and do remember to check your spam folders.

It is the council's responsibility to complete the audit process so if you do not hear from the auditor, are new to the role, or do not know if the auditor has the correct email address for you, email them at SBA@pkf-l.com by Monday 28th March.

The key dates that councils need to comply with are as follows:

Activity	Dates
End of year/close accounts	31 st March
Bank reconciliation	As at 31 st March
Internal audit	Between March & June
If income/expenditure below £25k certify as exempt	By Friday 1 st July
Approve & submit AGAR to external auditor	By Friday 1 st July
Publish on website Section 1 Annual Governance Statement approved and signed	Before 1 st July
Publish on website Section 2 Accounting Statements approved and signed	Before 1 st July
Publish declaration of unaudited accounting statements	Before 1 st July
Publish Notice of the period for the Exercise of Public Rights	Before 1 st July
Exercise of Public Rights starts	Starts by 1 st July
Publish external auditor's report, certificate, sections 1 & 2 of AGAR and notice of conclusion of audit	No later than 30 th September

Changes to AGAR this year

There are two changes to the AGAR forms that you should be aware of this year. The Annual Internal Audit Report, internal control objective L has been reworded as follows:

The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.

In order for the internal auditor to answer Yes to this question, do ensure that your website meets with transparency regulations. If you require further advice on this please contact us.

Section 2, Accounting Statements, now contains an extra box at statement 11. This allows you to select N/A rather than simply Yes or No.

Preparation for Year End 31st March

- Ensure all receipts and payments are recorded in your accounts before year end
- Ensure all outstanding banking is completed
- Make sure all bank accounts are reconciled
- Ensure all approved minutes are appropriately signed
- Ensure that a Risk Management Schedule has been reviewed, approved and minuted prior to 31st March *
- Update the Asset Register prior to 31st March ensuring any capital items purchased in year are added and disposals are removed. This should be reviewed, approved and minuted by the council prior to 31st March *

**** the final two items above will allow the council to say 'Yes' to Assertions 5 and 6 of the AGAR Section 1 Governance Statement***

Key documents

The key document to use during the end of year/audit period is the Practitioners Guide which can be downloaded [here](#) and guides you through the steps you'll need to take in order to comply with all audit requirements. The Guide has been updated for 2021/22 so do make sure you are using the most up to date version. We would urge all clerks and RFOs to familiarise themselves with this document.

Clerks/RFOs may also find it beneficial to share the guide with councillors, particularly those carrying out internal control functions, so that they can gain a full understanding of the audit process.

The external auditor has also produced a useful instruction booklet which can be found here: [PKF Instructions](#).

External Auditors

PKF Littlejohn's website contains all the instructions and paperwork you will need in order to complete the external audit. More information can be found at: <https://www.pkf-l.com/services/limited-assurance-regime/>

Parish Meetings

Parish Meetings have their own set of forms and these can also be accessed here: <https://www.pkf-l.com/services/limited-assurance-regime/submission-requirements-parish-meetings/>

Internal Audit Visit

Your internal auditor should by now have arranged your end of year internal audit visit with you. Their role is to ensure that the council has all the correct internal controls in place and is working correctly to help prevent and detect error, fraud or theft.

Once the auditor has completed their checks, they will complete and sign the relevant part of the AGAR.

Any report from your auditor should be taken to a council meeting and noted before the council approves the AGAR. It is advisable to devise an action plan on any points raised by your auditor to ensure that your council has the correct internal controls in place as recommended.

Councils with no financial transactions

Councils who have had no financial transactions during the financial year should complete the AGAR Part 1. This should be taken to a meeting and approved by the council prior to 1st July and submitted to the external auditor by 1st July.

This must be published on your website.

Certifying as Exempt from External Audit

Some smaller parish councils with income and expenditure below £25,000 can choose to certify themselves as exempt from external audit.

The council should make the decision to certify as exempt based on the requirements set out in Part 2 of the AGAR. This should take place at a council meeting prior to 1st July with the Exemption Certificate submitted to the auditor by 1st July.

Councils declaring themselves as exempt from external audit must still:

- Have an internal audit
- Approve the AGAR at a meeting
- Send the Exemption Certificate to the external auditor
- Publish the AGAR and associated documents before 1st July
- Allow for the Exercise of Public Rights

Councils with income and expenditure exceeding £25,000

All other parish and town councils with income and expenditure exceeding £25,000, or councils that do not wish to declare themselves exempt, should complete the AGAR part 3.

This must be submitted to the external auditor by 1st July.

Approval of AGAR

The AGAR must be approved at a council meeting prior to 1st July. The Council should receive the internal audit report which will have been signed by the internal auditor. Then the following steps should be taken:

- Approval of Section 1 – the governance statements should be read out and approved one by one. The Clerk/RFO is advised to provide supporting evidence for each statement (i.e. statement 5, evidence that a risk management schedule was approved by council during the year). The Practitioners' Guide contains an explanation of each assertion and you may wish to provide these explanations in advance to your councillors so that they understand what they are approving
- Section 1 should then be signed by both the Clerk and the Chairman of the meeting (not necessarily the Chairman of the council if they are not present)
- Approval of Section 2 – this should be completed in advance of the meeting and signed by the RFO **before** being presented to the council
- Section 2 should be signed by the Chairman of the meeting once approved by the council

Submitting documents to external auditor

The following documents must be submitted to the external auditor by 1st July:

- Internal Auditors Report (as part of AGAR)
- AGAR Section 1, Annual Governance Statement
- AGAR Section 2, Accounting Statements
- Certificate of Exemption (for those authorities declaring themselves exempt)
- Bank Reconciliation

- Analysis of Variances
- Confirmation of dates for the Exercise of Public Rights
- Contact Details form
- Any other documents required by the auditor

If you are unable to meet the submission deadline of 1st July, contact PKF Littlejohn as soon as possible and request an extension. This will avoid you having to pay fines. Please note that the latest you will be able to submit, where an extension has been agreed, is 15th September.

Exercise of Public Rights

This period gives members of the public the right to inspect the records relating to the audit. The period runs for 30 working days and must include the first 10 working days of July. It must commence as soon as possible after the AGAR has been approved.

The external auditor provides a draft notice for completion that must be published at least the day before the period commences and this should go on the website and on noticeboards along with the Statement of Accounts (from the AGAR) and the document describing how to inspect the accounts.

Public rights are the right to inspect but not the right to ask questions, although it is advisable for the Clerk/RFO to be prepared to answer questions if they can. Members of the public can raise questions with the external auditor about matters of concern relating to the records but must do so within the public rights period. More information about public rights can be found in this useful publication from the National Audit Office: [Local Authority Accounts: A guide to your rights](#).

There is no right to inspect personal information relating to individual members of staff so when preparing the records for public inspection this information should be redacted.

External Auditors Report

Once you have received the external auditors report and certificate, they must be published, including on the council's website, by 30th September along with the AGAR Section 1 Annual Governance Statements, AGAR Section 2 Accounting Statements and the notice of conclusion of audit.

Essential Resources

[Local Authority Accounts: A guide to your rights](#) (National Audit Office publication)

[JPAG Practitioners' Guide March 2021](#)

<https://www.pkf-l.com/services/limited-assurance-regime/> (PKF Littlejohn website)

This document reflects our advice based on our understanding of the current legislation and guidance and our knowledge of the sector. It is not however intended to be formal legal advice.

For more complex issues we are able to obtain initial specialist advice on legal, employment, financial and planning matters as part of your membership fee. Please contact us to access this service.

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

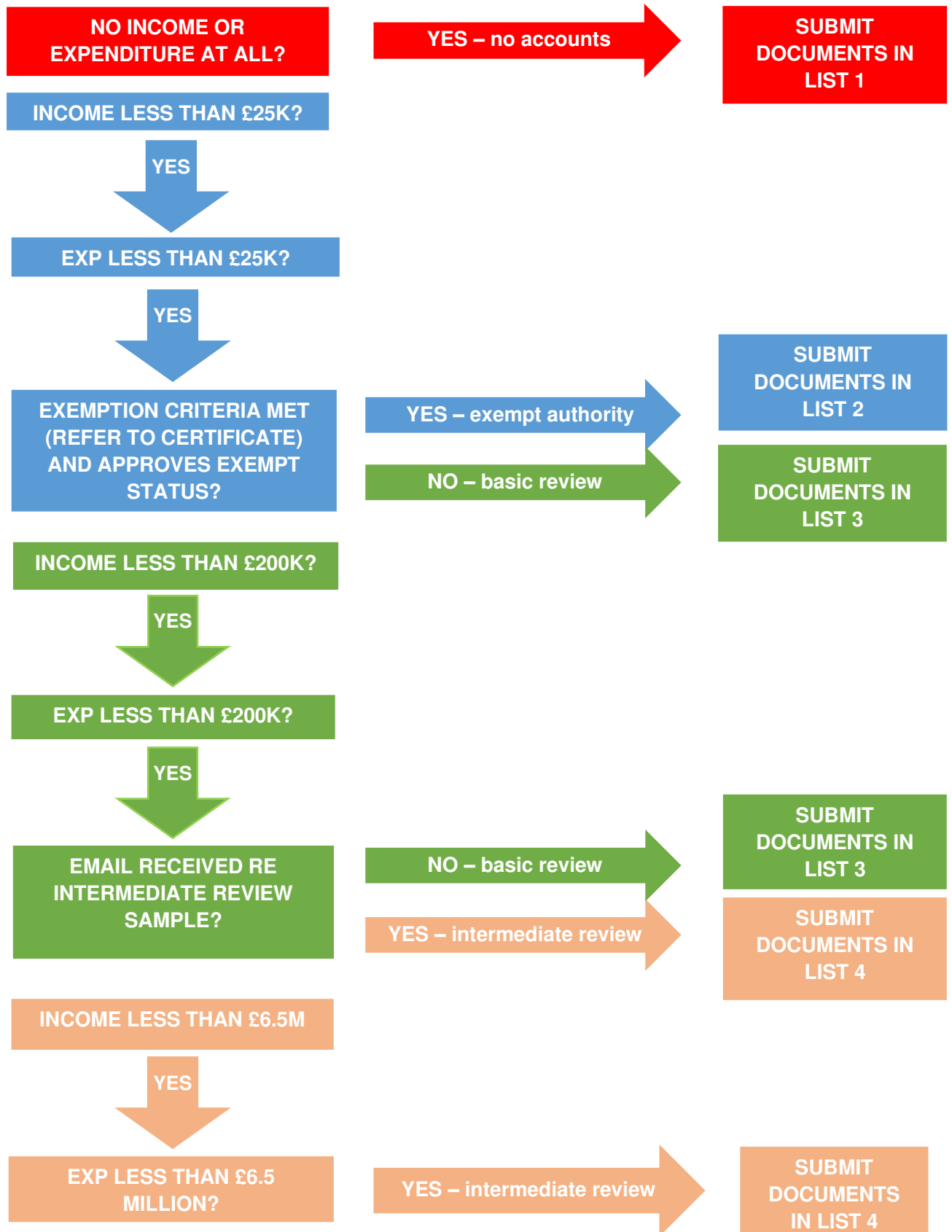
SIGNATURE REQUIRED

Date

DD/MM/YY

Which AGAR do I complete and which documents do I need to submit?

Consider the total gross income and expenditure for the period between 1 April 2021 and 31 March 2022 and answer the following questions. If you answer 'No' to the income and expenditure questions, please move down to the next colour band. Please note that the document lists are on the next page.



List 1 – SMALLER AUTHORITY WITH NO ACCOUNTS

1. Completed & signed [AGAR Form 1](#) Exemption Certificate (AGAR [Form 1PM](#) for parish meetings)
2. Completed [contact details form](#)

NB: A financial transaction is **any form** of income or expenditure received or incurred by the smaller authority. This includes precept, donations made to the smaller authority, fund raising income, interest earned or paid, purchase of services/assets, etc.

List 2 – EXEMPT AUTHORITY

1. Completed & signed [AGAR Form 2](#) Exemption Certificate ([AGAR Form 2PM](#) for parish meetings) i.e. page 3 of the form **ONLY**.
2. Completed [contact details form](#)

List 3 – BASIC LEVEL REVIEW

1. Completed and signed [AGAR Form 3](#) (Sections 1 & 2 and the Annual Internal Audit Report) ([AGAR Form 3PM](#) for parish meetings)
2. Explanations of the reasons for any 'No' responses on Section 1.
3. Completed confirmation of dates of period for the provision of public rights form – see [pro forma](#)
4. Bank reconciliation – see [pro forma](#)
5. Explanation of any significant variances – see [pro forma](#)
6. Reconciliation between Section 2, Boxes 7 and 8 – see [pro forma](#) (**ONLY** for those smaller authorities preparing Section 2 on an income and expenditure basis)
7. Copy of the separate internal audit report (**ONLY** for those smaller authorities whose internal auditor has referred to a separate report on the Annual Internal Audit Report)
8. **IDBs only:** Copy of the 2021/22 Section 48 notice, together with a reconciliation and explanations from the notice to the amount stated in Section 2, Box 2 if these two figures are not the same (**ONLY** for those smaller authorities that are **Internal Drainage Boards**)
9. Completed [contact details form](#)

List 4 – INTERMEDIATE LEVEL REVIEW

1. Completed and signed [AGAR Form 3](#) (Sections 1 & 2 and the Annual Internal Audit Report) ([AGAR Form 3PM](#) for parish meetings)
2. Explanations of the reasons for any 'No' responses on Section 1.
3. Completed confirmation of dates of period for the provision of public rights form – see [pro forma](#)
4. Bank reconciliation – see [pro forma](#)
5. Explanation of any significant variances – see [pro forma](#)
6. Reconciliation between Section 2, Boxes 7 and 8 – see [pro forma](#) (**ONLY** for those smaller authorities preparing Section 2 on an income and expenditure basis)
7. Copy of the separate internal audit report (**ONLY** for those smaller authorities whose internal auditor has referred to a separate report on the Annual Internal Audit Report)
8. **IDBs only:** Copy of the 2021/22 Section 48 notice, together with a reconciliation and explanations from the notice to the amount stated in Section 2, Box 2 if these two figures are not the same (**ONLY** for those smaller authorities that are **Internal Drainage Boards**)
9. if the authority acts as sole managing trustee of a local trust or trusts, the charity commission filing documents submitted during 2021/22 in respect of the 2020/21 reporting year
10. if the 2020/21 external auditor report included any 'except for' matters, copies of minutes and any agreed plan showing the corrective action taken to address these matters
11. if the authority has income or expenditure of more than £2,000,000, the detailed internal audit report regardless of whether there were issues or recommendations raised
12. Completed [contact details form](#)

Amanda Jobling
Parish Clerk
Hamble-Le-Rice Parish Council
Memorial Hall
Hamble-Le-Rice
Southampton
Hampshire
SO31 4JE

Our Ref: RM/Other Loans
Your Ref: L5386
Contact: Rebecca Moore
Direct Dial: 02380 688282
Email: rebecca.moore@eastleigh.gov.uk

01/04/2022

Dear Amanda

Temporary Loan L5386

Please find below details of your loan with the Borough Council.

Opening balance as at 01/10/21	£120,439.45
Sub Total:	£120,439.45
Interest at 0.50% from 01/10/21 to 31/03/22	£300.27
Total Interest:	£300.27
Total:	£120,739.72

Your new balance is £120,739.72 as at 1st April 2022.

*The council policy is to provide interest at 0.75% below the Bank of England Base Rate. As this would currently provide a zero percent interest rate, the Council has opted to pay interest at 0.5% until the base rate exceeds 1.25%, at which point the rate will revert to 0.75% below the base rate.

Yours sincerely



Rebecca Moore
Case Management Officer
Support Services

raised invoice

ACCRUED INTEREST CALCULATOR

Hamble

01/10/2021

Amount	Number of days since last entry	% rate	Enter date ranges below			Total simple interest
			day	month	year	
120439.45	182	0.500	1	10	121	300.27
0.00	0	0.500	1	4	122	300.27
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00
0.00	0	0.500	1	4	122	0.00

120,439.45

182

Sum of the interest

300.27
120,439.45
120,739.72

01/10/2021

31/03/2022