



## **Council Meeting Agenda**

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

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **ASSETS MANAGEMENT COMMITTEE** on the Monday, July 7, 2025, which will be held at the Roy Underdown Pavilion for the transaction of business as set out in the agenda below.

This meeting is open to members of the public. If you wish to participate you should contact the Clerk at Parish Office via [clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk)

Minute reference for the meeting will follow the following format +item number.

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### **AGENDA**

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#### **1 - Welcome**

*Serena Alexander*

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#### **2 - Minutes of Meeting**

*Serena Alexander*

To approve the minutes from the last Assets Committee meeting held on 6th May 2025.

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#### **3 - Public Participation**

*Serena Alexander*

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#### **4 - Yak Shack Proposal**

*Serena Alexander*

To discuss a proposal from a local Kayaking/Paddle Boarding company for use of Foreshore

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#### **5 - Standing Items**

*Serena Alexander*

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## **5.1 - Assets/Buildings**

*Serena Alexander, Clerk  
- Hamble Parish Council,  
Interim Officer*

To update on any Assets Matters and look at the Annual Programme

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## **5.2 - Health and Safety**

*Serena Alexander*

To update on any H & S matters

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## **5.3 - Insurance**

*Serena Alexander*

Update on Lease of Van and Windscreen on Sparky

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## **5.4 - Leases**

*Interim Officer*

Stays on Agenda for any Updates

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## **6 - Asset Transfer**

*Serena Alexander, Clerk  
- Hamble Parish Council,  
Interim Officer*

Update from Working Group on Asset Transfer with EBC

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## **7 - Benches**

*Serena Alexander, Clerk  
- Hamble Parish Council*

Update on benches and decision on install of new stored benches and quotes. Also consider an idea for a Friendship Bench

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## **8 - Donkey Derby Field Usage**

*Clerk - Hamble Parish  
Council, Serena  
Alexander*

To agree updates to the DDF Terms & Conditions following some hiring concerns.

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## **9 - Mercury Memorial**

*Ian Underdown*

To agree in principal Hamble Parish Council taking over responsibility for the Mercury Memorial

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## **10 - CCTV**

*Serena Alexander*

To review and agree CCTV policy

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## 11 - Exempt Business

*Serena Alexander*

To consider passing a resolution under section 100a(4) of the local government act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of part 1 of schedule 12a of the act. the schedule 12a categories have been amended and are now subject to the public interest test, in accordance with the freedom of information act 2000. this came into effect on 1st March 2006. it is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

[See less](#)

## APPENDICES

[2025-05-06 - Asset Management Committee - Minutes.docx](#)

[AMC Annual Plan 2025 6v250618.docx](#)

[Replacing old foreshore Seats 2025 proposal.doc](#)

[Draft 2025 Donkey Derby Field T+Cs.docx](#)

[Draft 2025 Donkey Derby Field T+Cs Clean Copy.docx](#)

[Draft HPC CCTV policy 250625.docx](#)

**Dated:** Friday, 04 July 2025

**Signed:** Helen Robinson, Clerk,

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton  
SO31 4JE. 023 8045 3422.

## Council Meeting

### Minutes

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

Minutes of the **Asset Management Committee** of **HAMBLE PARISH COUNCIL**  
Meeting held on **Tuesday, May 6, 2025** at **19:00 - 21:30** in the **Meeting Room; Roy Underdown Pavilion**

Present: Chair Serena Alexander, Malcolm Cross, Chris Jones, Ian Underdown

Apologies: Andy Thompson, Michelle Nicholson, Simon Hand, Tony Moody

Staff In Attendance: Clerk

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Minute Reference for this Meeting is following format DD/MM/YYYY + Item Reference

#### **1 WELCOME**

The Chair Welcomed everyone to the meeting

Apologies from Cllr Nicholson, Cllr Hand, Cllr Thompson and Cllr Moody

There were no interests and dispensations

#### **2 MINUTES OF MEETING**

Resolved to approve the minutes of the Assets Management Committee on 3<sup>rd</sup> March 2025. Proposed by Cllr Underdown and seconded by Cllr Alexander and those present in favour.

#### **3 PUBLIC PARTICIPATION**

There were no members of the public present

#### **4 STANDING ITEMS**

##### **4.1 ASSETS/BUILDINGS**

Resolved to approve the Delegated decision made by the Clerk and Chair of Assets to purchase a water bowser for £1200. Cllr Underdown proposed and Cllr Jones seconded and all in favour.

##### **4.2 HEALTH AND SAFETY**

The Chair of AMC asked about the outstanding reports for Fire Risk Assessment. The Clerk would provide.

##### **4.3 INSURANCE**

The Interim Officer had requested Quotes from Zurich, Gallagher and Clear Group. We had received two, the Assets Chair agreed to look through and identify differences and come to Council with observations and a recommendation so that Council can agree. Clerk to send quotes.

## **5 ASSET TRANSFER**

A Working Group Meeting had just taken place and representatives from the Borough had attended. There was nothing to report. The working group would be recommending signing of the Transfer requests and appointment of Solicitor.

## **6 ANNUAL PROGRAMME**

The Chair of Assets had been working on an Annual Programme. Cllr Underdown said it was an excellent document. The Chair of AMC talked members through the document, which was a work in progress and there was acknowledgement due to resource, implementing this would be done in stages.

## **7 REVIEW OF TERMS OF REFERENCE**

The Chair of AMC had reviewed the Terms of Reference and there were a number of minor amendments, the final document would be presented next week at full council for approval. The Chair of Assets will make amends.

## **8 BENCHES**

The Clerk advised that since the review of terms that bench sponsorship and adoption had been popular, however, due to some coding issues the Clerk was unable to give a total figure. However, she advised that the plan was to use some of this income to install 6 of the 7 benches that were currently in storage. The committee were not happy with not installing only 6 benches and wanted to better understand this decision and also Cllr Underdown had concerns over process for installing benches. Cllr Underdown would work with the Grounds Team to come up with an appropriate method statement for install. However, it was noted that this may need to be done by Contractors which would be a larger expense.

## **9 CCTV**

This had been discussed as part of the Annual Programme.

## **10 EXEMPT BUSINESS**

To consider passing a resolution under section 100a(4) of the local government act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of part 1 of schedule 12a of the act. the schedule 12a categories have been amended and are now subject to the public interest test, in accordance with the freedom of information act 2000. this came into effect on 1st March 2006. it is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

Resolved to move to exempt Business Proposed by Cllr Alexander and Seconded by Cllr Underdown and all in favour.

## **11 COUNCIL LEASES**

The Clerk and Chair of Council gave a brief update in relation to two Council leases at this time there was no resolution required.

Meeting ended at **20:15**

CHAIR \_\_\_\_\_



## **ASSETS MANAGEMENT COMMITTEE ANNUAL PROGRAMME 2025 – 2026**

### **INTRODUCTION**

Hamble Parish Council owns a number of assets. These include land and buildings, equipment and vehicles, as well as leases and income generating options.

Under the terms of reference the Assets Committee is required to produce an annual plan that includes:

- Upkeep of the asset register and identify a programme of renewals
- Create a renewals programme for assets with costs identified for budgeting purposes
- Undertake reviews and evaluations of capital projects with recommendations for learning
- Review use of land assets to meet community needs and generate income for reinvestment
- Issue, review, enforce and renew leases and requests for land disposals
- Seek expert advice and guidance on matters related to valuations, asset transfer and other land negotiations to ensure compliance with financial regulations and to ensure that best consideration is secured in commercial transactions.
- Ensure that user groups are established and linked to key council assets including allotments, playing pitches and foreshore. Consider fees and charges for the use of council facilities and assets
- Identify budget requirements for assets as part of the budget setting round and to review spending on key assets and projects no less than quarterly.

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## HPC AMC - ANNUAL PLAN 2025 – 2026

### 1. ANNUAL PROGRAMME

The annual programme considers all the above and operates on an engage, plan, do, review cycle as follows (the Council Year runs from April to March):

|                    | <b>Capital projects<br/>(over £3000)</b>  | <b>Buildings (and<br/>land occupied<br/>under a lease)</b>  | <b>Land including<br/>signage, benches<br/>and bins.</b>   | <b>Vehicles and<br/>Equipment</b>   |
|--------------------|---|---|--|---|
| April - May        | Engage community at annual meeting.<br>Start capital projects   | Engage community at annual meeting.<br>Implement programme of repairs.  | Engage community at annual meeting.<br>Implement land maintenance programme.   | Repair and renew vehicles and equipment as identified in previous year as budget allows |
| June -Sept         | Implement capital projects  | Implement programme of repairs.   | Implement land maintenance programme.  |   |
| Oct -<br>December  | Review and evaluate capital projects making recommendation for learning.<br>Assess community needs and identify capital projects for next year. | Review repairs programme and evaluate making recommendations for learning   | Review and evaluate land maintenance including performance review of grounds team  |   |
| January -<br>March | Explore and apply for any available grants.   | Review and renew leases.<br>Engage leaseholders on repairs programme.<br>Engage user groups linked to key council buildings including pavilions and foreshore.<br>Explore and apply for any available grants. | Engage user groups linked to key council assets including allotments, playing pitches and foreshore.<br>Plan land maintenance programme for following year.<br>Explore and apply for any available grants. |   |

**HPC AMC - ANNUAL PLAN 2025 – 2026**

|                             | <b>Capital projects<br/>(over £3000)</b>  | <b>Buildings (and<br/>land occupied<br/>under a lease)</b>   | <b>Land including<br/>signage, benches<br/>and bins.</b>   | <b>Vehicles and<br/>Equipment</b>  |
|-----------------------------|---|--|--|--|
| Jan –<br>March<br>continued | Plan, cost and commission contractors for capital projects. Identify budget requirements for next year. | Consider fees and charges for the use of council facilities and assets.<br>Carry out annual inspection of leasehold properties.<br>Prepare renewal and repairs programme (not capital projects) for buildings with costs identified for budgeting purposes including any legal costs relating to leases. | Identify budget requirements for land maintenance:<br>Review current year spending and finalise programme as budget allows<br>Identify budget requirements for next year<br>Consider fees and charges for the use of council facilities and assets | Identify budget requirements for vehicles and equipment:<br>Review current year spending and finalise replacement as budget allows<br>Identify budget requirements for next year with cost of renewals |

## HPC AMC - ANNUAL PLAN 2025 – 2026

### 2. CAPITAL PROJECTS 2025-26

|          |  |  |
|----------|--|--|
| 1.       | Mount Pleasant Play Park (Cllr Nicholson)  | Action   |
| Scope    | Refurbishment of playpark  |  |
| Finance  | Phase 1 Costs being finalised<br>Grant from EBC: £121 000<br>Contractors costs: £116 500 (surplus £4500 for CCTV at MP)<br>HPC costs: £2500<br>Total cost<br>Phase 2<br>Additional equipment for younger children<br>Estimated costs: £16k<br>Grant applied for.       | Costs being finalised                          |
| Progress | End March<br>Construction as per original plan completed. Official opening 31 <sup>st</sup> March.<br>Feedback from parents indicate need for more equipment for younger children and potentially more swings.<br>18/6/25<br>Phase 2 Quote obtained, grant applied for | Phase 1 complete<br>Phase 2<br>Apply for grant |
| Review   | Project was well managed and ran smoothly. Possibly more user engagement over original plan would have identified above feedback at an earlier stage   |  |
| Learning | Engage key users at an early stage   |  |

|          |  |   |
|----------|--|---|
| 2.       | Mount Pleasant Pavilion (Cllr Alexander and WP)  | Action  |
| Scope    | a. Remove lean to<br>b. Repair roof, ceiling<br>c. Electrical inspection<br>d. Legionella test<br>e. Clean and decorate<br>f. Open changing rooms  |   |
| Finance  | HPC to finance estimate £10k<br>Charges for hiring pavilion to be agreed   |   |
| Progress | End March<br>Lean to removed.<br>Quotes for other works awaited<br>RAs and Work schedule needed<br>Key users to be Engaged<br>18/6 Roof work commissioned<br>Dialogue with Solent Sports ongoing as priority user. | Agree fencing<br>18/6 agreed no fencing on permitter required.<br>Assess if concrete posts should be removed. |
| Review   |  |   |
| Learning |  |   |

## HPC AMC - ANNUAL PLAN 2025 – 2026

|          |  |  |
|----------|--|--|
| 3.       | CCTV (Cllr Alexander)  | Action   |
| Scope    | Replace CCTV at MP, playing fields and install elsewhere   |  |
| Finance  | HPC to finance estimate £4.5k for MP   |  |
| Progress | An overall HPC CCTV policy to be drawn up identifying the purpose and scope of CCTV taking into account insurance and GDPR and exploring effective technology that would serve HPC needs in a cost-effective manner.<br>Quotes awaited<br>18/6<br>CCTV policy in process<br>Ops to review previous quotes and any other relevant info<br>Info and advice received from Foreshore ASB group. Grant applied for. | Write draft policy<br>Chase quotes for MP and foreshore<br>Apply for grant |
| Review   |  |  |
| Learning |  |  |

|          |   |                                       |
|----------|---|---------------------------------------|
| 4.       | Resurface sports area car park (Cllr Hand)  | Action                                |
| Scope    | Resurface car park  |                                       |
| Finance  | Cost of £8500 agreed with Talisman,.<br>£5k received from Network Rail<br>Balance of £3500 to be raised from lessees  |                                       |
| Progress | Work to start 7 <sup>th</sup> May.<br>Lessees have been written to and invoices sent.<br>18/6<br>Completed bar payment from all lessees.<br>n.b area had since had additional work from Southern Water and is due from City Fibre | Chase lessees for payment by end May. |
| Review   |   |                                       |
| Learning |   |                                       |

|          |  |        |
|----------|--|--------|
| 5.       | Refurbish Foreshore Toilets and shower (Cllr Kendall and WP)   | Action |
| Scope    | Refurbish toilets ensuring fit for purpose and enabling access for maintenance.<br>Reorganise shower to allow Hamble lifeboat access for first aid needs                               |        |
| Finance  | Grant of £5600 from HCC<br>Balance from HPC – still being reviewed   |        |
| Progress | End March<br>Inspection of premises and meeting scheduled May.<br>Decision to be made on exact scope and timing.<br>18/6<br>Meting to be scheduled<br>Card operated locks investigated |        |
| Review   |  |        |
| Learning |  |        |

## HPC AMC - ANNUAL PLAN 2025 – 2026

|          |  |  |
|----------|--|--|
| 6.       | Interpretation and information boards (Cllr Underdown and WP)  | Action   |
| Scope    | Repair and replace existing boards as required.<br>Erect additional boards to enhance visitor experience as ELP.   |  |
| Finance  | Grant from EBC of £33000<br>Spending will be determined by grant.  |  |
| Progress | End April<br>Grant application successful. Plan to be drawn up.<br>18/6<br>First 5 boards to be renewed identified.<br>Broad agreement on style, font etc made | Put agreement<br>of style font<br>etc in writing<br>and obtain<br>quotes |
| Review   |  |  |
| Learning |  |  |

## HPC AMC - ANNUAL PLAN 2025 – 2026

### 3. BUILDINGS (and land occupied under a lease)

|           |   |                   |
|-----------|---|-------------------|
| 1.        | Roy Underdown Pavilion (HPC lease from Persimmon)   | Action            |
| R and M   | Annual inspection for repairs and maintenance<br>Date to be set when HandS RA and FRA received<br>18/6<br>Ch of AMC to be sent RAs<br>Recommended actions completed | Date to be agreed |
| Lease     | None  |                   |
| Hire fees |   |                   |
| Review    |   |                   |
| Learning  |   |                   |

|           |  |                   |
|-----------|--|-------------------|
| 2.        | Mount Pleasant Pavilion (owned by HPC)   | Action            |
| R and M   | Annual inspection for repairs and maintenance<br>Date to be set when HandS RA and FRA received<br>See Capital projects | Date to be agreed |
| Lease     | None   |                   |
| Hire fees |  |                   |
| Review    |  |                   |
| Learning  |  |                   |

|          |  |                   |
|----------|--|-------------------|
| 3.       | Scout Hut (leased from HPC)  | Action            |
| R and M  | Annual inspection for repairs and maintenance<br>Date to be set when HandS RA and FRA received | Date to be agreed |
| Lease    | 8 <sup>th</sup> July 2013 for 25 years   |                   |
| Fees     | £1 per annum due 1 <sup>st</sup> April   |                   |
| Review   |  |                   |
| Learning |  |                   |

|          |  |                   |
|----------|--|-------------------|
| 4.       | Squash Club (leased from HPC)  | Action            |
| R and M  | Annual inspection for repairs and maintenance<br>Date to be set when HandS RA and FRA received | Date to be agreed |
| Lease    | 1 <sup>st</sup> August 2013 for 25 years   |                   |
| Fees     | £1 per annum due 1 <sup>st</sup> April   |                   |
| Review   |  |                   |
| Learning |  |                   |

|         |  |                   |
|---------|--|-------------------|
| 5.      | Football Club (leased from HPC)  | Action            |
| R and M | Annual inspection for repairs and maintenance<br>Date to be set when HandS RA and FRA received | Date to be agreed |
| Lease   |  |                   |

## HPC AMC - ANNUAL PLAN 2025 – 2026

|           |  |  |
|-----------|--|--|
| Hire fees |  |  |
| Review    |  |  |
| Learning  |  |  |

|           |   |                         |
|-----------|---|-------------------------|
| 6.        | Foreshore Café and facilities (land owned by and leased from HPC, building owned by lessee)     | Action                  |
| R and M   | Annual inspection for repairs and maintenance<br>Date to be set when HandS RA and FRA received  | Date to be agreed       |
| Lease     | Overdue for renewal<br>New lease under review<br>18/6<br>See minutes of planning/full committee | In dialogue with lessee |
| Hire fees |   |                         |
| Review    |   |                         |
| Learning  |   |                         |

|           |   |                         |
|-----------|---|-------------------------|
| 7.        | Foreshore boat yard (land owned by and leased from HPC)   | Action                  |
| R and M   | Annual inspection for repairs and maintenance<br>Date to be set when HandS RA and FRA received  | Date to be agreed       |
| Lease     | Overdue for renewal<br>New lease under review<br>18/6<br>See minutes of planning/full committee | In dialogue with lessee |
| Hire fees |   |                         |
| Review    |   |                         |
| Learning  |   |                         |

|           |  |                   |
|-----------|--|-------------------|
| 8.        | Lifeboat station (land owned by and leased from HPC, building owned by lessee) | Action            |
| R and M   | By owner   | Date to be agreed |
| Lease     |  |                   |
| Hire fees |  |                   |
| Review    |  |                   |
| Learning  |  |                   |

|          |  |                   |
|----------|--|-------------------|
| 9.       | Garage, sheds and store (owned by HPC)   | Action            |
| R and M  | Annual inspection for repairs and maintenance<br>Date to be set when HandS RA and FRA received | Date to be agreed |
| Review   |  |                   |
| Learning |  |                   |

|     |   |        |
|-----|---|--------|
| 10. | Council Offices Memorial Hall (site owned by HPC, building owned by mem hall Trust, offices leased by HPC from MHT) | Action |
|-----|---|--------|

### HPC AMC - ANNUAL PLAN 2025 – 2026

|          |          |                   |
|----------|----------|-------------------|
| R and M  | By owner | Date to be agreed |
| Review   |          |                   |
| Learning |          |                   |

## HPC AMC - ANNUAL PLAN 2025 – 2026

### 4. LAND (see map)

**As at end April HPC are awaiting land transfer from EBC which may include some staff transfer under TUPE)**

|           |   |                   |
|-----------|---|-------------------|
| 1.        | Mount Pleasant (owned by HPC)   | Action            |
| R and M   | Mowing, planting and pruning as required.<br>Repairs to car park as required<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |
| Play park | Quarterly H and S inspection by ground team trained in play park maintenance. R and M as required.  |                   |
| Pitches   | Regular inspection, line painting as required. Engage with regular users.   | Pitches           |
| Hire fees | Annually reviewed   | Hire fees         |
| Review    | At annual grounds team performance review   |                   |

|           |  |                              |
|-----------|--|------------------------------|
| 2.        | Allotments (leased by HPC from HCC)  | Action                       |
| R and M   | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed            |
| Renters   | Sign agreement and then pay annually   |                              |
| Hire fees | Reviewed annually and paid yearly on the last working day of September   |                              |
| Lease     | Leased from HCC  |                              |
| Review    | At annual grounds team performance review<br>Allotment Rules to be reviewed every five years                       | Last rules review 2024 (tbc) |

|         |  |                   |
|---------|--|-------------------|
| 3.      | Westfield Common (owned by HPC)  | Action            |
| R and M | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |
| Review  | At annual grounds team performance review  |                   |

|          |   |                   |
|----------|---|-------------------|
| 4.       | Avro Court (owned by HPC)   | Action            |
| R and M  | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required.<br>Engage with residents group | Date to be agreed |
| Playpark | Quarterly H and S inspection by ground team trained in play park maintenance. R and M as required.  |                   |
| Review   | At annual grounds team performance review   |                   |

|         |  |                   |
|---------|--|-------------------|
| 5.      | Copse Lane /Sylvan Lane / Meadow Lane (owned by HPC)   | Action            |
| R and M | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |

### HPC AMC - ANNUAL PLAN 2025 – 2026

|        |   |  |
|--------|---|--|
| Review | At annual grounds team performance review |  |
|--------|---|--|

|         |  |                   |
|---------|--|-------------------|
| 6.      | Village Green / Heather gardens (owned by HPC) / Donkey Derby Field (leased from EBC)                              | Action            |
| R and M | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |
| Review  | At annual grounds team performance review  |                   |

|             |  |                   |
|-------------|--|-------------------|
| 7.          | Hamble foreshore (owned by HPC)  | Action            |
| R and M     | Mowing, planting and pruning as required.<br>Repairs to hard standing / car park as required.<br>Annual inspection of sea wall, steps and water access and repairs as required.<br>Engage user groups (including Lifeboat, HRSC, Foxers) | Date to be agreed |
| Dinghy Park | Permits applied for from 1 <sup>st</sup> January and issued annually.  |                   |
| Hire fees   | Dinghy permits £215 per permit<br>Car parking.<br>Reviewed annually.   |                   |
| Review      | At annual grounds team performance review  |                   |

|           |  |                   |
|-----------|--|-------------------|
| 8.        | Bartletts and other land to the west of college playing fields (owned by HPC)                                      | Action            |
| R and M   | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |
| Play park | Quarterly H and S inspection by ground team trained in play park maintenance. R and M as required.                 |                   |
| Review    | At annual grounds team performance review  |                   |

|           |  |                   |
|-----------|--|-------------------|
| 9.        | College playing fields (leased from Persimmon)   | Action            |
| R and M   | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |
| Pitches   | Regular inspection, line painting as required. Engage with regular users.  |                   |
| Hire fees | Annually reviewed  |                   |
| Lease     | Leased from land owner (Persimmon Homes)   | Lease             |
| Review    | At annual grounds team performance review  |                   |

|         |  |                   |
|---------|--|-------------------|
| 10.     | Mercury Marshes (owned by HPC)   | Action            |
| R and M | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |

### HPC AMC - ANNUAL PLAN 2025 – 2026

|        |   |  |
|--------|---|--|
|        | Engage with residents group.              |  |
| Review | At annual grounds team performance review |  |

|         |  |                   |
|---------|--|-------------------|
| 11.     | Hamble Halt (former allotment site) (leased by HPC from HCC and allocated as potential car park for rail station)  | Action            |
| R and M | Mowing, planting and pruning if required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |
| Lease   | Leased from HCC  |                   |
| Review  | At annual grounds team performance review  |                   |

|           |  |                   |
|-----------|--|-------------------|
| 12.       | Hamble Sports area (owned by HPC)  | Action            |
| R and M   | Mowing, planting and pruning if required.<br>Annual inspection of boundary fence / hedges and repairs as required.<br>Repairs / resurfacing of car park when required (see Capital projects)<br>Engage with users (Scouts, Squash Club, Football Club) | Date to be agreed |
| Lease     | See buildings. Leaseholders undertake maintenance of grounds.  |                   |
| Hire fees | In lease   |                   |
| Review    | At annual grounds team performance review  |                   |

|         |  |                   |
|---------|--|-------------------|
| 13.     | St Andrews cemetery – rear area (owned by HPC)   | Action            |
| R and M | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |
| Review  | At annual grounds team performance review  |                   |

|         |  |                   |
|---------|--|-------------------|
| 14.     | Footpaths (owned by HPC)   | Action            |
| R and M | Mowing, planting and pruning as required.<br>Annual inspection of boundary fence / hedges and repairs as required. | Date to be agreed |
| Review  | At annual grounds team performance review  |                   |

HPC AMC - ANNUAL PLAN 2025 – 2026

5. MAP: Land owned by HPC April 2025



## **HPC AMC - ANNUAL PLAN 2025 – 2026**

### **6. VEHICLES AND EQUIPMENT**

These are listed on the full asset list which is updated annually.

Last update 24/11/24

#### **April 2025**

Implement programme of inspection and replacement of:

Vehicles

Office Equipment

Ground maintenance equipment

Sports equipment

Other equipment

#### **November 2025**

Update asset list

#### **Jan - March**

Identify budget requirements for next year of vehicles and equipment including cost of any renewals

**HPC AMC - ANNUAL PLAN 2025 – 2026**

**APPENDIX 1: Annual premises Inspection checklist**

| <b>General Health and Safety</b>  |  |
|---|--|
| 1 <b>Security:</b> adequate security? CCTV; door locks; gates; fencing?                                     |  |
| 2 <b>Vehicles:</b> safe movement around the site;   |  |
| 3 <b>Hall:</b> clutter, emergency exits   |  |
| 4 <b>Kitchen:</b> EHC cert? Clean? Locked?  |  |
| 5 <b>Electrical safety:</b> evidence of risk-based testing regime. (NB yearly PAT testing is not mandatory) |  |
| 6 <b>Other:</b>   |  |

| <b>Fire</b>   |  |
|---|--|
| 7 <b>Exit signage:</b> are exit routes clearly marked?                                      |  |
| 8 <b>Fire extinguishers:</b> evidence that they have been serviced regularly?               |  |
| 9 <b>Fire exits:</b> fire doors closed (or automatic door closers) and escape routes clear? |  |
| 10 <b>Fire alarms:</b> appropriately situated and properly maintained?                      |  |

| <b>Toilet and washing facilities</b>                      |  |
|---|--|
| 11 <b>Suitable:</b> clean? Children separate from adults? |  |

| <b>Maintenance</b>  |  |
|---|--|
| 12 <b>Condition:</b> premises clean and well maintained?                  |  |
| 13 <b>Health and safety:</b> nothing which compromises health and safety? |  |

| <b>Lighting</b>  |  |
|--|--|
| 1 <b>Internal:</b> adequate?                           |  |
| 2 <b>External:</b> to ensure safe movement after dark. |  |

| <b>Water</b>   |  |
|--|--|
| 3 <b>Drinking water:</b> separate from toilet facilities, clearly marked?              |  |
| 4 <b>Water supply:</b> adequate hot and cold for washing facilities, no scalding risk? |  |



## Replacing old foreshore Seats

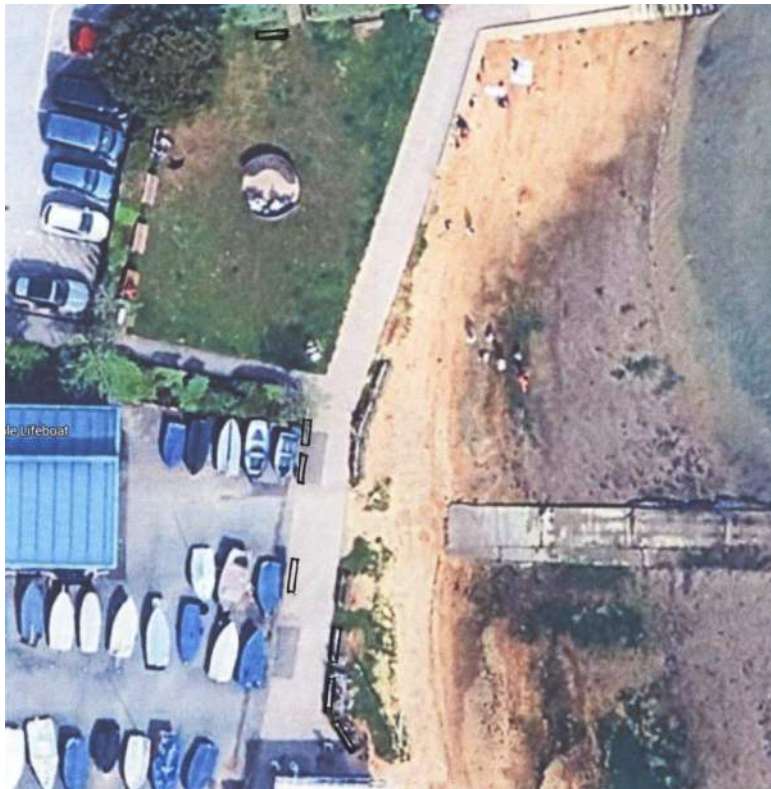
There are 7 old remaining foreshore seats and HPC has 7 new ones in storage to replace them to match the rest of the foreshore.

It is important to retain the grass in the shingle that is holding the beach together. Some of the existing seats have a large drop due to the shingle being washed away and not being replaced.

The new seats will need concrete foundations to secure the fixing bolts so they do not topple over but not a slab, unless in grass area, as this will undermine.

Suggested size – 500 x 300 x 500mm for the 2 seat legs.

If located in a tarmac area, concrete foundation to be 50mm below surface with a top surface of tarmac to match the surrounding area.



Leave the 3 seats by the Beach Hut Café in the same position and move 3 seats to rear of pathway. This would necessitate the recycling bins being moved to dinghy space 28 (rail need to be removed to allow emptying access) and locating the dog bin bag dispenser to a slightly different position.

Locate the remaining seat to the grass area by the car park to complete the seating there and provide a good wide-ranging view. This would need a full concrete slab similar to the other existing seats in this area.

# HAMBLE-LE-RICE PARISH COUNCIL

## Donkey Derby Field Terms and Conditions of Use

### Deposit

A deposit of £150 per day is payable, in cash, for the use of the Donkey Derby Field. In addition, an administration fee of £50 is payable for each booking which is non-refundable.

This deposit will be refunded when the key is safely returned to the Hamble Parish Council Office. However, the whole deposit will be forfeited if:

- the agreed allocation of days is exceeded (if any vehicle is left in the field after midnight another user day is automatically deducted);
- there is damage to the DDF Fence;
- the gate is left unlocked overnight;
- no other mechanism has been put in place which enables the user to return the facility to us in an empty and clean condition;
- Hamble Parish Council's Out of Hours phone number is called, requiring attendance by a representative of Hamble Parish Council; and/or
- any person is found to have been camping overnight on the Donkey Derby Field, the act of which is strictly prohibited under the terms of use.

### Responsible Key Holder

The User will nominate a named key holder (the Responsible Key Holder) and notify their name and mobile phone number to the Parish Council by email before collecting the key.

The Responsible Key Holder will accept overall responsibility for:

- Opening the gate and ensuring the Donkey Derby Field is locked no later than 11.00pm in the evening;
- Ensuring that signage is placed in a prominent place or places, giving information regarding the opening and closing times of the Donkey Derby Field and providing the User's contact phone number to call in the event of any problems and/or if a vehicle needs to be removed outside of the open hours;
- Ensuring that the Donkey Derby Field is litter picked and cleared of all rubbish at the end of each day of hire; and
- Closing or removing the directional and other signs at the end of the day.

In addition, Hamble Parish Council recommends that where possible, the User and/or the Responsible Key Holder:

- Ensures that someone is in attendance at all times when the Donkey Derby Field is open and unlocked, and that such person takes an inventory of each car entering the field, to include the registration plate, driver's name and driver's contact telephone number; and
- Reminds all users of the Donkey Derby Field of the opening and closing times of the Field and provides the User's contact phone number to call if any vehicle needs to be removed outside of those hours (under no circumstances should this be Hamble Parish Council's out of Hours phone number), which may be by way of a leaflet or note given to each vehicle as it enters.

Any vehicles remaining in the field after it is locked must be photographed and contact details of the Responsible Key Holder must be:

- displayed on the field gate;
- left on the vehicle; and
- available at the User organisation and / or premises.

**General**

The hire period of the Donkey Derby Field must end by 11:59pm on the last day of hire.

The User shall take steps to ensure that no person or persons shall camp overnight in the Donkey Derby Field.

The User shall send a text message or WhatsApp message to the Hamble Parish Council Out of Hours phone number at the end of the hire period to confirm that the gate to the Donkey Derby Field has been locked. If the hire period is for more than one consecutive day, a text message or WhatsApp message shall be sent to the Hamble Parish Council Out of Hours phone number at the end of each day of hire, confirming that the gate has been locked.

The User must notify Hamble Parish Council immediately of any vehicles left parked in the Donkey Derby Field at the end of the hire period by either calling, texting or WhatsApping the Hamble Parish Council Out of Hours phone. The Out of Hours phone number should not under any circumstances be advertised as the contact number for anyone other than the User to call.

The User shall use all endeavours to ensure that any vehicles left parked in the Donkey Derby Field at the end of the hire period are contacted and asked to remove their vehicle immediately. Hamble Parish Council will not be involved in the release or removal of any vehicles left in the Donkey Derby Field.

The User will be responsible for the full cost of any repairs to the Donkey Derby Field or fencing occurring during the allocated day(s) of usage or overnight if a vehicle causes damage in order to exit the locked field.

The User may be responsible for covering the legal fees incurred by Hampshire Parish Council in the event that unauthorised traveller encampments take place at the Donkey Derby Field as a result of the Donkey Derby Field being left unlocked by the User.

The Parish Council is not responsible and accepts no liability for loss or damage to any vehicles or any other property whilst in the Donkey Derby Field.

If the Hamble Foreshore car park is closed as a result of the User's event or function, the User must allow legitimate vehicles to park in the Donkey Derby Field, regardless of their reason for parking there. There is no requirement for any vehicle parking in the Donkey Derby Field to be attending the User's event or function.

The User must not charge for parking at the Donkey Derby Field.

I confirm I have read the above Terms and Conditions and accept on behalf of (name of organisation)

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

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

Name: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

# HAMBLE-LE-RICE PARISH COUNCIL

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I confirm I have read the above Terms and Conditions and accept on behalf of (name of organisation)

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

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

Name: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

## **CCTV Policy**

**For review: July 2025**

### **1. MANAGING THE POLICY**

#### **(a) Compliance**

This policy applies to all staff, whether permanent or temporary, council members and contractors.

#### **(b) Advice and Training**

If you do not understand anything in this policy or feel you need specific training to comply with it, you should bring this to the attention of your manager.

#### **(c) Equality and Diversity**

Every policy must consider equality and identify any potential barriers or discrimination faced by people protected by equality legislation.

### **2. INTRODUCTION**

The purpose of this policy is to provide Hamble Parish Council (the “Parish Council”) with guidance in order to comply with relevant legislation relating to the use of Closed Circuit Television (“CCTV”) in Hamble. It will enshrine within the Council’s practices the surveillance camera code of practice and data protection code of practice for surveillance cameras and personal information to ensure the Council meets its statutory obligations, and to ensure that individuals and the wider community have confidence that surveillance cameras are deployed to protect and support them rather than spy on them.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference with the recording equipment. With advanced technology CCTV is being replaced with VSS, or Video Surveillance Systems. For the purposes of this policy CCTV includes any installed VSS.

This Policy is designed to control the management, operation, use and confidentiality of the CCTV systems at the Roy Underdown Pavilion and playing fields, the Mount Pleasant pavilion and playing fields and the foreshore. A list of camera locations is held by the Parish Clerk.

The definition of CCTV in this policy is “equipment used to capture and store images, potentially including those of persons”.

VSS refers to a more comprehensive and complex system of cameras, sensors, and software that capture, analyse and record video footage in a particular area.

### **3. PURPOSE AND OBJECTIVES**

The purpose of the CCTV installed by the Parish Council is to provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- to monitor the security of premises or equipment;
- to ensure public safety;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the Police and other local enforcement bodies in the identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime or public order;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and prominent signs on display; and
- to assist all emergency services to carry out their duties.

CCTV will only be installed at publicly accessible premises owned or administered by Hamble Parish Council in the first instance. At a later date, CCTV provision may be extended only following a comprehensive review, the granting of appropriate permissions and an evidential justification. Each installation will need to be justified, normally as a result of logged incidents where CCTV can be judged to be appropriate in order to deter or prevent future incidents.

#### **4. ROLES AND RESPONSIBILITIES**

Responsibility for the management of the CCTV and compliance with the ICO will lie with the Parish Council. The following people and organisations are covered by this policy:

- a) Data controller and data owner – meaning Hamble Parish Council
- b) System manager – meaning the Parish Clerk
- c) System user – meaning such councillors, officers, or other individuals from designated bodies authorised to use the surveillance equipment
- d) Data subject – meaning any such individual whose personal information is captured by the surveillance equipment

Any breach of this policy shall be investigated by the Clerk to the Council and reported to the Parish Council.

From 25 May 2018, the Data Protection (Charges and Information) Regulations 2018 requires every organisation or sole trader who processes personal information to pay a data protection fee to the ICO, unless they are exempt.

A VSS system may need to be registered by notifying the Information Commissioner at <https://ico.org.uk/for-organisations/data-protection-fee/> or telephone 0303 123 1113. The notification period is for one year which should be renewed annually.

## 5. LEGISLATIVE REQUIREMENTS

The Parish Council shall comply fully with the requirements of relevant legislation and guidance in the consideration and possible use of CCTV.

<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/>

The Parish Council accepts the principles of that data must be:

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with these purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights; and
- held securely;

The Parish Council shall comply fully with General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA18) in respect of use of any VSS system. The Act applies to all types of VSS systems and is enforceable where a VSS system obtains, records, or stores personal data in the form of video images

- From 25 May 2018, the Data Protection (Charges and Information) Regulations 2018 requires every organisation or sole trader who processes personal information to pay a data protection fee to the ICO, unless they are exempt. The power for a parish council to install CCTV and other surveillance equipment is conferred under Local Government and Rating Act 1997 s.31:

(1) A parish council or community council may, for the detection or prevention of crime in their area –

- (a) install and maintain any equipment,
- (b) establish and maintain any scheme, or
- (c) assist others to install and maintain any equipment or to establish and maintain any scheme.

The Council also has a duty to consider crime and disorder implications of their functions, under the Crime and Disorder Act 1998 s.17:

(1) ...It shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonable can to prevent:

- (a) crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and
- (b) the misuse of drugs, alcohol and other substances in its area; and

(c) re-offending in its area

The Parish Council shall comply with all legislation, and resultant codes, apply to gathering and use of data.

The Parish Council recognises that images captured by CCTV may have to be released following a request made under the Freedom of Information Act 2000 (“FOIA”) and receipt of a completed subject access request form.

## **6. SURVEILLANCE CAMERA CODE OF PRACTICE**

The Surveillance Camera Code of Practice was issued in 2013 following the introduction of the Protection of Freedoms Act 2012 and further updated in 2014. The Code provides guidance on the appropriate and effective use of surveillance camera systems.

The code provides 12 guiding principles which the council has adopted. These are:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must consider its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held, and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim and there is a pressing need for its use, it should then be used in the most effective way to

support public safety and law enforcement with the aim of processing images and information of evidential value.

- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

## **7. ACCESS**

The CCTV installation company are appointed to carry out regular checks of the CCTV and can access the system to carry out essential maintenance repairs when requested by the Clerk and/or the Police.

Only those appointed by the Parish Council may access the cameras, monitors and associated systems, the following points must be understood and strictly observed by those persons:

- they must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual;
- the position of cameras and monitors have been agreed following consultation with the Police and other relevant bodies;
- no public access will be allowed to the monitor except with the express approval of the Clerk and with a written and justified reason;
- the Police and other enforcement bodies will be permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Any visit by an enforcement body to view images or retrieve evidence will be logged;
- the accuracy of the date/time displayed will be checked on each occasion that the system is accessed;
- digital records and images shall be securely stored to comply with data protection and should only be handled by specifically designated persons. Records and images will normally be erased after a certain period, but may be retained for longer because of a known incident and required for the apprehension or prosecution of offenders;
- digital records or images shall not be supplied to the media, except on the advice of the Police. Such a decision will be taken by the Parish Council;
- as records may be required as evidence in a court of law, each person handling a digital record may be required to make a statement to a Police Officer and sign an exhibit label. Any extracted data that is handed to a Police Officer should be signed for by the Police Officer and information logged to identify the recording, and showing the Officer's name and police station. The log should also show when such information is returned and/or the outcome of its use;
- any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including crime numbers if appropriate;
- any damage to equipment or malfunction discovered should be reported immediately to the Parish Clerk who will contact the CCTV Contractor responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion;

- any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. If there is any doubt concerning the legitimacy of any request then the Clerk will seek advice from the Information Commissioners Office and/or the Surveillance Camera Commissioner.

**8. ACCOUNTABILITY**

Copies of this policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council, providing that does not breach security needs.

The Police and other local enforcement bodies will be provided with a copy of this policy.

Any written concerns or complaints regarding the Parish Council's use of the system will be considered under the Parish Council's existing complaints policy.

The CCTV system installed and used by the Parish Council does not require it to be registered with the Information Commissioner due to its static nature. The Parish Council is registered with the Information Commissioner as a data handler for the processing of the data collected.

One or more signs (black and yellow) shall be displayed in the vicinity of where the CCTV is deployed. One or more laminated notices shall be erected providing the following information:

- purpose of CCTV
- who manages the CCTV;
- contact details for the organisation(s) responsible should anyone want to find out more about the scheme or request access to their CCTV images.

**9. REVIEW**

This policy, together with the continued need for CCTV usage, will be reviewed by the Parish Council on an annual basis.

I have read the above policy and agree to abide by these instructions and the information contained within it. I will discuss any concerns with the Parish Clerk and/or Chairman at any time.

Signed ..... Print Name .....

Date ...../...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

## **APPENDIX A HAMBLE PARISH COUNCIL: CCTV SYSTEMS IN PLACE JULY 2025**

### **Roy Underdown Pavilion and playing fields**

There are 3 CCTV cameras in place.

Equipment is in the grounds team office in RUP pavilion

The equipment is satisfactory but would benefit from updating.

### **Mount Pleasant Pavilion and playing fields**

There are xx cameras in place.

The equipment is based in MP Pavilion??

The equipment is outdated and not fit for purpose. Quotes are being obtained for updating working with Solent Sports.

Quotes obtained from

GTS 21/1/25; Installation not including excavation: £3,801.60 inc Annual maintenance  
£184.80 inc

Inspired projects Ducting excavation only 1,825.00 no VAT

### **Hamble Foreshore**

There are xx cameras in place.

The equipment is based in Hamble Lifeboat station??

The equipment is outdated and not fit for purpose. The situation is being reviewed in the light of recent Anto Social behaviours with the assistance of the Police.

Quotes are being obtained and a grant being applied for.

## APPENDIX B HAMBLE PARISH COUNCIL: CCTV SYSTEM ANNUAL REVIEW

This CCTV system and images produced by it are controlled by Hamble Parish Council who are responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose.

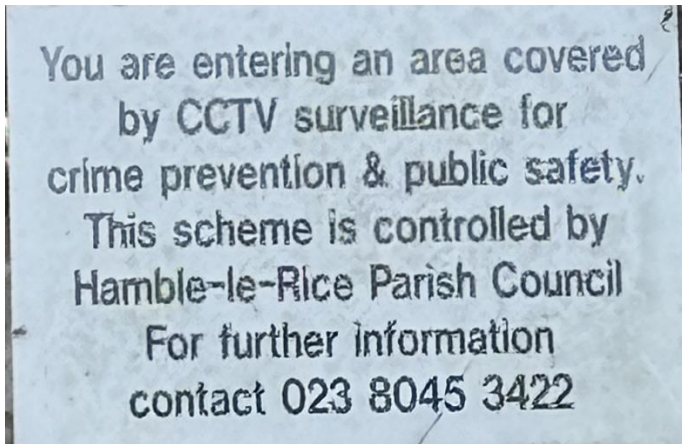
Hamble Parish Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes.

| The Parish Council will conduct an annual review of the use of CCTV in Hamble.  | Checked (Date) By | Date of next review |
|---|-------------------|---------------------|
| Notification has been submitted to the Information Commissioner and the next renewal date recorded.   |                   |                     |
| There is a named individual who is responsible for the operation of the system.   |                   |                     |
| A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.                    |                   |                     |
| Cameras have been sited so that they provide clear images.  |                   |                     |
| Cameras have been positioned to avoid capturing the images of persons not visiting specific premises or locations.  |                   |                     |
| There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).  |                   |                     |
| Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.  |                   |                     |
| An incident log is kept and all access to the system is reported including the date, time, reason, by whom and the outcome  |                   |                     |
| The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.   |                   |                     |
| Except for law enforcement bodies, images will not be provided to third parties   |                   |                     |
| The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made. |                   |                     |
| Regular checks are carried out to ensure that the system is working properly and produces high quality images.  |                   |                     |
| The Council has reviewed the use of the system, its management, policies and procedures and its overall appropriateness for continued use   |                   |                     |



## APPENDIX C: SIGNAGE TO BE USED

Signage used to indicate CCTV coverage in Hamble College Playing Fields - current



Needs to be replaced with



## APPENDIX D: SUBJECT ACCESS REQUEST FORM

Subject Access Request Form – Hamble Parish Council CCTV

This form is intended to support individuals requesting access to images of themselves captured by CCTV cameras on the Hamble Parish Council CCTV network. Please note: CCTV footage from Hamble Parish Council is normally retained for a maximum of 28 days

To enable us to respond to your request promptly, please ensure that you provide us with:

- The relevant date, location and approximate time
- A description of what is happening in the footage
- A detailed description of what you were wearing/carrying at the time;
- A recent full-length colour photograph of you

The completed form should be sent to the Clerk at Hamble Parish Council using the details provided at the end of the form. If you need further assistance, please e-mail: [clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk). You are not required to complete this form however it may help you set out your request.

### 1. Your details

|                   |  |
|-------------------|--|
| Name:             |  |
| Address:          |  |
| Postcode:         |  |
| Telephone number: |  |
| Email address:    |  |

### 2. Are you the Data Subject (the individual whose personal data is being requested)?

|      |  |
|------|--|
| Yes: | Please provide proof of your identity, for example a photocopy of a valid passport or photocard driving licence; We may also request proof of address, if required.. <b>Please go straight to section 5 of this form</b>   |
| No:  | Are you acting on behalf of the Data Subject with their explicit consent, or with the appropriate legal authority? If so, this must be evidenced in writing and enclosed with this form. You must also enclose proof of the Data Subject's identity and address as described above. <b>Please ensure that you complete sections 3 and 4 of this form</b> |

**3. Details of the Data Subject** *(If different to those provided in section 1)*

|                   |  |
|-------------------|--|
| Name:             |  |
| Address:          |  |
| Postcode:         |  |
| Telephone number: |  |
| Email address:    |  |

**4. Legal status in relation to the Data Subject** *(If you are not the data subject please briefly describe your relationship with them (eg legal adviser, spouse, parent, carer, etc) and explain why you are making this subject access request on their behalf)*

**5. Personal information required** *(Please describe as precisely as possible the nature of the images you are requesting; providing details of the exact date and location involved, together with an approximate time. Please also describe your appearance and what you were doing at the time you believe your image was captured. Please continue on a separate sheet if necessary)*

**6. Submitting your request**

Please email your completed copy marked 'Private and Confidential' to [clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk)

Or send the completed copy of this form in a securely sealed envelope marked 'Private and Confidential' to the following address:

Hamble Parish Council  
Memorial Hall,  
2 High St,  
Hamble-le-Rice,  
Southampton SO31 4JE

Remember to include:

- Proof of your identity (or, if you are not the Data Subject: proof of the Data Subject's identity and address; and any relevant documents which give you the legal authority to make this request)
- A recent full-length colour photograph of
- A recent full-length colour photograph of you

I understand that it may be necessary for me to provide additional information in order for Hamble Parish Council to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. The statutory response period of one month specified in data protection legislation will not commence until Hamble Parish Council is satisfied in this regard and has received any additional information it has requested in order to process this request.

..... (signature) ..... date of signature

