



## **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, March 2, 2026, 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 (DD/MM/YYYY)+item number.

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### **AGENDA**

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#### **1 - Welcome**

*Serena Alexander*

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

To approve the Minutes of the Assets Committee on 2nd February 2026

*Serena Alexander*

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

*Serena Alexander*

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#### **4 - Standing Items**

*Serena Alexander*

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## **4.1 - Assets/Buildings**

*Serena Alexander, Clerk  
- Hamble Parish Council,  
Deputy Clerk*

To update on any Assets Matters and look at the Annual Programme  
To review the Asset Register as required

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## **4.2 - Health and Safety**

*Serena Alexander*

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## **4.3 - Insurance**

*Serena Alexander*

Update on any matters in relation to insurance

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## **4.4 - Leases**

*Deputy Clerk*

Stays on Agenda for any Updates

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## **5 - Asset Transfer**

*Serena Alexander, Clerk  
- Hamble Parish Council,  
Deputy Clerk*

Update from Working Group on Asset Transfer with EBC and review draft report from Deputy Clerk

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## **6 - Hire of the Donkey Derby Field**

*Serena Alexander*

To discuss and agree hire rates for Donkey Derby Field

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## **7 - Land at Mount Pleasant**

*Serena Alexander*

To discuss the offer on the strip of land at Mount Pleasant

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## **8 - Smoke Free Park Initiative**

*Serena Alexander*

To agree Eastleigh Borough Council initiative for Smoke free Park signage

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## **9 - CCTV**

*Serena Alexander*

To approve payments including an additional £500 maximum to cover invoices and maintenance

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## **10 - Future Capital Projects**

*Serena Alexander*

To assess community needs and identify capital projects to inform budget

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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](#)

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## **12 - Leases**

***Serena Alexander***

To update on a matter in relation to a Council Lease

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## **13 - Dinghy Park**

***Serena Alexander***

To discuss terms and conditions of Dinghy Park

## APPENDICES

[2026-02-02 - Asset Committee - Minutes.docx](#)  
[AMC - Annual Programme 2026-2027.docx](#)

**Dated:** Thursday, 26 February 2026

**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 **Monday, February 2, 2026** at **19:00 - 21:30** in the **Meeting Room**

Present: Chair Serena Alexander, Simon Hand, Ian Underdown, Andy Thompson.

Apologies: Malcolm Cross, Chris Jones

Staff In Attendance: Clerk and Deputy Clerk

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Minute reference for this meeting is (DD/MM/YYYY) followed by item reference

#### **MINUTES**

### **1 WELCOME**

Cllr Alexander the Chair welcomed everyone to the rescheduled Assets meeting

There were apologies from Cllr Cross and Cllr Jones who joined the meeting remotely

### **2 MINUTES OF MEETING**

**Resolved:** To approve the minutes of the 3<sup>rd</sup> November 2025. Proposed by Cllr Underdown and Seconded by Cllr Thompson and all in favour

### **3 PUBLIC PARTICIPATION**

A representative of the Yak Shack attended the meeting to present a proposal for the continuation of their use of a space at the Dinghy Park. He thanked the Council for their support in enabling the business to commence operations.

It was Proposed by Cllr Hand and Seconded by Cllr Underdown that Item 6 be moved up the agenda.

The Clerk was asked to outline the proposal submitted by the Yak Shack. She explained that the request for a potential new location was not feasible and that the business would therefore remain in its current location.

The proposal included projected costs and anticipated gross and net profits. The Clerk suggested that charging a percentage of the projected net income could be a sensible approach. Following discussion, it was agreed that the Council would instead charge a fixed fee for a double space, payable bi-annually. This would be £430 with immediate effect and a further £430 payable in July, allowing the Yak Shack a full year of trading, after which actual figures could be reviewed.

**Resolved:** To approve an annual charge of £860 for the rental of a Dinghy Park space for the Yak Shack. Proposed by Cllr Underdown, seconded by Cllr Thompson and all in favour.

Council was very supportive of the business, particularly its encouragement of people to get out on the water. The representative thanked the Council again for their support and then left the meeting.

## **4 STANDING ITEMS**

### **4.1 ASSETS/BUILDINGS**

The Chair of Assets presented the Working Plan and highlighted the key points.

Mount Pleasant – Phase 2 was now complete.

CCTV has been installed at the Foreshore and Mount Pleasant. Cllr Underdown asked whether the system covers the jetty and whether appropriate signage is in place. The Deputy Clerk advised that ANPR is in operation at the car park entrance and exit and that the police are able to view the system remotely.

The Chair added that a review of the members of the Foreshore working group would be sensible following the retirement of some of its members.

She confirmed that the Ray Sedgwick Bench had been installed along with the second phase of bench installations.

### **4.2 HEALTH AND SAFETY**

The Clerk advised that disappointingly the We Hopper in the Mount Pleasant Play Park was still out of action, she was in communication with Kompan.

### **4.3 INSURANCE**

No Update

### **4.4 LEASES**

No Update

## **5 CCTV**

The Chair confirmed that the CCTV was now installed from the grant from Police & Crime Commissioners Office who intended to visit.

## **6 YAK SHACK**

Moved up the agenda with Public Participation and resolution above

## **7 LAND AT MOUNT PLEASANT**

There was a discussion regarding the strip of land at Mount Pleasant owned by the Portsmouth Diocese, whom had advised that a value of £5,000 was being sought.

It was stated that any terms agreed should ensure the land remains committed to recreational use.

In light of the restricted budget, a maximum expenditure of £2,500 was suggested. This was proposed by Cllr Alexander, seconded by Cllr Underdown, and agreed by all members, to include all associated fees, as an offer for the strip of land.

It was further agreed that EBC would be asked to advise on the potential land value.

## **8 PHONE KIOSK**

The Clerk advised that a minute item had been found from 2017 that the Parish had agreed to adopt the telephone kiosk in the Square, however, this appeared not to have happened. Therefore, given that the Parish is currently discussing how to utilise this as part of an Arts Project with Eastleigh Borough Council it was agreed that it should now be bought from BT for £1.

**Resolved:** To approve the purchase of the phone kiosk in the Square for £1 by Cllr Alexander and seconded by Cllr Thompson and all in favour

## **9 BUS SHELTER**

There was a short discussion about the bus shelter on Hamble Lane opposite the school and the strip of land that belongs to the Parish.

The Clerk was asked to find out who owned the shelter on the land and that at this stage the Parish would not apply for the grant available to replace bus shelters.

## **10 GAZEBO**

Following a suggestion to purchase a gazebo, the Clerk was asked to come back with costings.

## **11 ASSET TRANSFER**

The Deputy Clerk had previously circulated a report on Asset Transfers this included the recommendation from the Solicitor to carry out searches on two pieces of land, one at Coronation Parade and one East of Coach Road/Westfield Close which are due to be transferred in Tranche 1

**Resolved:** To approve £500 in relation to searches for the two pieces of land. Cllr Hand proposed and Cllr Underdown seconded and all in favour

## **12 FUTURE CAPITAL PROJECTS**

Cllr Alexander advised that officers are in the process of obtaining quotations for the boiler at RUP and intend to submit a grant application to the Borough Council.

It was suggested that an additional £25,000 be included in the budget for the next financial year for the Foreshore Toilets. This matter will be considered at Full Council.

Cllr Alexander also asked whether an allocation of £5,000 for surveys and basic repairs to the Skate Park should be considered.

She further advised that any improvements to the Skate Park, including the potential development of a pump track and outdoor fitness equipment, would be dependent on securing external grant funding.

### **13 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 Underdown and seconded by Cllr Thompson and all in favour.

### **14 LEASES**

Due to the confidential nature of this matter, the minutes of this will be recorded in Exempt minutes.

Meeting ended at **20:20**

CHAIR \_\_\_\_\_

DRAFT MINUTES TO BE SIGNED AT THE NEXT COUNCIL MEETING



**ASSETS MANAGEMENT COMMITTEE**

**ANNUAL PROGRAMME 2026 - 2027**

**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 that quarterly.

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2. CAPITAL PROJECTS 2025-26 .....

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5. BUILDINGS (and land occupied under a lease) .....

6. LAND (see map) .....

7. MAP: Land owned by HPC April 2025 .....

8. VEHICLES AND EQUIPMENT .....



# 1. Annual Programme (Council Year: April-March)

## Annual Programme by Asset Type

Period	Capital Projects (over £3,000)	Buildings (Inc. leased land)	Land (signage, benches, bins)	Vehicles & Equipment
<b>April-May</b>	Engage community at annual meeting ✓ Start capital projects ✓	Engage community at annual meeting ✓ Implement repairs programme ✓	Engage community at annual meeting ✓ Start capital projects ✓	Engage community at annual meeting ✓ Implement repairs programme ✓
<b>June-Sept</b>	Implement capital projects: Review & evaluate projects	Implement repairs programme ✓	Implement land maintenance programme ✓	
<b>Oct-Dec</b>	Community feedback incorporated Identify next year's projects ✓	Review repairs programme Recommendations for future leases ✓	Review land maintenance ✓ Grounds team performance review (due March)	
<b>Jan-March</b>	Apply for grants CCTV grants obtained; others ongoing	Review & renew leases Engage leaseholders & user groups	Engage user groups 3G pitch consultation ongoing Plan next year's maintenance	Update asset register ✓ No renewals identified (possible future vehicle need)



**January–March (Continued – Budget Planning)**

<b>Asset Area</b>	<b>Key Actions</b>	<b>Status</b>
<b>Capital Projects</b>	Plan, cost, commission contractors Identify next year's budget Review fees & charges	Ongoing
<b>Buildings</b>	Annual inspections Prepare repairs programme with costs	Inspections in progress
<b>Land</b>	Review spending Finalise maintenance programme Identify next year's budget	Ongoing
<b>Vehicles &amp; Equipment</b>	Review spending Plan replacements Identify renewal costs	Ongoing



## 2. Capital Projects 2025–26

### Summary Table

Project	Scope	Finance	Progress	Review/Learning
<b>Mount Pleasant Play Park</b>	Refurbish play park (Phase 1 & 2)	EBC Grant £121k Contractors £116.5k HPC £2.5k Phase 2 est. £16k	Phase 1 complete (31/3) Phase 2 equipment installed, awaiting sign-off	Earlier user engagement recommended
<b>Mount Pleasant Pavilion</b>	Remove lean-to, roof repair, inspections, decoration, reopen changing rooms	HPC est. £10k	Roof works ongoing Fire safety requirements nearly complete	Community involvement has been helpful in reducing costs
<b>CCTV (MP &amp; Foreshore)</b>	Replace/install CCTV	HPC £4.5k + grants	Grants obtained Installation started Jan 26	CCTV policy approved
<b>Sports Area Car Park</b>	Resurface car park	£8.5k (£5k Network Rail, £3.5k lessees)	Completed; payments received	Additional repair needed – 2026
<b>Foreshore Toilets &amp; Showers</b>	Refurbishment & reorganisation	HCC Grant £5.6k + HPC	Deferred to 2026–27	Need to review membership of working group
<b>Interpretation Boards</b>	Repair, replace & add boards	EBC Grant £33k	Awaiting artwork	Standardise specs & quotes



### 3. Annual Programme 2026–27

(Flexible, outcome-led delivery model)

Programme Phase	Capital Projects (over £3'000)	Buildings (Inc. Leased land)	Land (signage, benches, bins)	Vehicles & Equipment
<b>Programme Initiation &amp; Readiness</b>  (For list see page 7)	<ul style="list-style-type: none"> <li>• Confirm 26–27 capital priorities ✓</li> <li>• Community engagement on agreed projects</li> <li>• Prepare grant applications (RUP boiler, skate park, <b>Shingle Recharge</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspections</li> <li>• Identify priority repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Engage user groups on land &amp; <b>Shingle Recharge</b> issues</li> <li>• Seasonal maintenance planning</li> </ul>	<ul style="list-style-type: none"> <li>• Condition &amp; usage review</li> </ul>
<b>Delivery (Funding &amp; Prerequisite Dependent)</b>	<ul style="list-style-type: none"> <li>• Deliver approved projects as funding allows:               <ul style="list-style-type: none"> <li>– Foreshore Toilets &amp; Showers</li> <li>– Interpretation Boards installation</li> <li>– <b>Shingle Recharge</b> (subject to approvals)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Implement repairs programme</li> <li>• Energy efficiency improvements where identified</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver maintenance &amp; minor improvement works</li> </ul>	<ul style="list-style-type: none"> <li>• Approved replacements</li> </ul>
<b>Development &amp; Feasibility</b>	<ul style="list-style-type: none"> <li>• Skate park survey &amp; options appraisal</li> <li>• Pump track options appraisal</li> <li>• RUP boiler feasibility &amp; procurement</li> </ul>	<ul style="list-style-type: none"> <li>• MP Pavilion Phase 2 (subject to scope &amp; funding)</li> </ul>	<ul style="list-style-type: none"> <li>• Identify future enhancement &amp; resilience projects</li> </ul>	
<b>Review, Decision &amp; Forward Planning</b>	<ul style="list-style-type: none"> <li>• Review capital delivery &amp; learning</li> <li>• Mount Pleasant 3G pitch – progress next steps <b>when outcome known</b></li> <li>• Identify 27–28 capital priorities</li> </ul>			



## 4. Capital Projects 2026–27 -Summary Table

Project	Scope	Finance	Planned Timescale	Rationale/Learning	Completion Date
<b>Foreshore Toilets &amp; Showers</b>	Refurbishment, reconfiguration, accessibility improvements	HCC Grant £5.6k + HPC contribution	April–Sept 2026	Deferred from 25–26; priority public facility	
<b>Recharge Shingle – Foreshore</b>	Shingle recharge to protect foreshore and adjacent assets	External funding / HPC	2026–27	Coastal resilience and asset protection	
<b>Mount Pleasant Pavilion – Phase 2</b>	Internal improvements, energy efficiency, user facilities	HPC est. £8–12k	Summer 2026	Builds on roof & safety works completed	
<b>Sports Area Car Park – Repairs</b>	Localised resurfacing & drainage	HPC est. £3–5k	Autumn 2026	Identified post-completion review	
<b>Interpretation Boards (Installation)</b>	Install new & replacement boards	EBC Grant £33k	Spring–Summer 2026	Artwork completed in 25–26	
<b>RUP Building – Boiler Replacement</b>	Replace end-of-life boiler; improve efficiency	Grant funding (application)	2026–27	Asset condition priority; grant-led approach	
<b>Skate Park – Condition Survey &amp; Feasibility</b>	Technical survey, user consultation, cost options	Grant funding (application)	2026–27	Evidence-led approach before committing capital	
<b>Pump Track – Options Appraisal</b>	Explore locations, costs, delivery models & funding	To be identified	2026–27	Demand identified; feasibility required	
<b>Mount Pleasant 3G Pitch &amp; Pavilion</b>	Await outcome of external process; next steps to inform pavilion / building requirements	External funding	2026–27	Decision-led progression avoids abortive spend	
<b>Car Park Machine – Foreshore</b>	Replace two updated ticket machines at Foreshore	HPC £8.5k	April – June 2026	Protects Income and resilience of Asset	
<b>Play Areas – Condition Improvements</b>	Minor works responding to increased use & feedback	HPC	As required	Post-investment asset protection	



## 5. Buildings (and Land Occupied Under a Lease)

Building	Ownership/Lease	R&M Status	Lease/Fees	Notes
<b>Roy Underdown Pavilion</b>	Leased from Persimmon	FRA actions nearly complete	No lease fees	Boiler replacement 2026-27
<b>Mount Pleasant Pavilion</b>	Owned by HPC	See capital projects	None	
<b>Scout Hut</b>	Leased from HPC (25 yrs from 2013)	Inspection to be agreed	£1 p.a.	
<b>Squash Club</b>	Leased from HPC (25 yrs from 2013)	Inspection to be agreed	£1 p.a.	
<b>Football Club</b>	Leased from HPC	Inspection completed, actions noted		
<b>Foreshore Cafe</b>	Land leased from HPC	Inspection Pending	Lease overdue	In dialogue
<b>Foreshore Ferry Land</b>	Land leased from HPC	Inspection Pending	New lease signed (awaiting land tidying)	
<b>Lifeboat Station</b>	Land leased from HPC	Maintained by owner		
<b>Yak Shak</b>	Temp Lease	Operative	Seasonal Agreement	New proposal 2026-27
<b>Memorial Hall/Offices</b>	Leased from Trust	Maintained by owner		
<b>Garages/Sheds</b>	Owned by HPC	Inspection to be agreed		
<b>Foreshore &amp; Other Benches</b>	Owned by HPC	All benches installed	Including memorial bench	



## 6. Land Assets

Note: The transfer of additional land assets is in discussion with EBC and this list is expected to be updated in 2026 - 7

Site	Ownership	Key R&M Activities	Lease/Fees	Review
<b>Mount Pleasant</b>	Owned by HPC	Grounds maintenance, play park & pitches	Hire fees reviewed annually	Annual performance review
<b>Allotments</b>	Leased from HPC	Grounds & boundary maintenance	Rent & fees annual	Rules review every 5 yrs
<b>Westfield Common</b>	Owned by HPC	Grounds & Boundary maintenance		Annual
<b>Avro Court</b>	Owned by HPC	Grounds & Play Park maintenance		Annual
<b>Copse/Sylvan/Meadow Lane</b>	Owned by HPC	Grounds & Boundary Maintenance		Annual
<b>Village Green/Heather Gardens/Donkey Derby Field</b>	HPC/EBC	Grounds & Boundary Maintenance		Annual
<b>Hamble Foreshore</b>	Owned by HPC	Grounds, seawall, steps, parking	Dinghy Permits £215	Annual
<b>Bartletts &amp; West of College Fields</b>	Owned by HPC	Grounds & Play Park		Annual
<b>College Playing Fields</b>	Leased from Persimmon	Grounds & Pitches	Hire fees annual	Annual
<b>Mercury Marshes</b>	Owned by HPC	Grounds & Engagement		Annual
<b>Hamble Halt</b>	Leased from HPC	Grounds & Boundary		Annual
<b>Hamble Sports Area</b>	Owned by HPC	Grounds & car park	In leases	Annual
<b>St Andrews Cemetery (rear)</b>	Owned by HPC	Grounds & Boundary		Annual
<b>Footpaths</b>	Owned by HPC	Grounds & Boundary		Annual



7.



## 8. Vehicles and Equipment

Item	Details
<b>Asset Register</b>	Vehicles and equipment are recorded on the full asset list, updated annually
<b>Last Asset List Update</b>	12 <sup>th</sup> January 2026
<b>April 2025 Actions</b>	Implement inspection and replacement programme for: <ul style="list-style-type: none"> <li>• Vehicles</li> <li>• Office equipment</li> <li>• Ground maintenance equipment</li> <li>• Sports equipment</li> <li>• Other equipment</li> </ul>
<b>November 2025 Actions</b>	Update full asset list
<b>January-March Actions</b>	Identify budget requirements for the next financial year, including costs of any vehicle or equipment renewals

