

**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 Tuesday, May 5, 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 and future projects  
To review the Asset Register as required

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#### **4.2 - Health and Safety**

*Serena Alexander*

Update on any H & S matters

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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 - Solent Sports Proposal**

*Serena Alexander*

To receive a proposal from Solent Sports

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#### **7 - Use of Foreshore Car Park**

*Serena Alexander*

To agree the use of part of the Foreshore Car Park for an hour on Saturday 11th September for a Charity Event for the Hamble Lifeboat

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#### **8 - Boiler Grant**

*Serena Alexander*

To recommend to Full Council the 50% contribution towards the boiler replacement at RUP of £13,631

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#### **9 - Westfield Common**

*Serena Alexander*

To agree a contribution to the upkeep of the private access road to the car parks at Westfield Common.

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#### **10 - Land at Mount Pleasant**

*Serena Alexander*

To update

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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 any matters in relation to a Council Leases

## APPENDICES

[2026-03-02 - Asset Management Committee - Minutes.docx](#)  
[AMC - Annual Programme 2026-2027.docx](#)

**Dated:** Friday, 01 May 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, March 2, 2026** at **19:00 - 21:30** in the **Roy Underdown Pavilion**

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

Apologies: Chris Jones, Malcolm Cross

Staff In Attendance: Clerk and Deputy Clerk

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Minute reference for this meeting is following format (DD/MM/YYYY) + Item Reference

### MINUTES

#### 1 WELCOME

The Chair welcomed all to the meeting.  
There was one member of the public present.  
Apologies for absence from Cllr Cross and Cllr Jones  
There were no Interests and Dispensations

#### 2 MINUTES OF MEETING

**Resolved** to approve the minutes of the Assets Committee Meeting of 2<sup>nd</sup> February 2026 by Cllr Underdown and seconded by Cllr Thompson and all in favour

#### 3 PUBLIC PARTICIPATION

The member of the Public was present on behalf of Hamble River Sailing Club and spoke in relation to the new charging structure for the Donkey Derby Field.

He explained his concerns to the Assets Committee, which had been previously outlined in an email (circulated by the Clerk).

Cllr Alexander proposed that Item 6 Hire of the Donkey Derby Field be brought up the agenda for discussion, this was seconded by Cllr Underdown and all in favour

The member of the public left the meeting.

## **4 STANDING ITEMS**

### **4.1 ASSETS/BUILDINGS**

The Chair went through the Annual Programme, confirming that all the projects were complete for 25/26.

Cllr Thompson raised that a member of the public had raised that the Play equipment in Avro Court was getting old. The Clerk advised that this had passed the required safety checks carried out by Zurich.

Cllr Underdown advised that the area referred to as Hamble Sports Area is formally called the Hamble Community Facilities and this should be changed on the document.

### **4.2 HEALTH AND SAFETY**

The new piece of toddler equipment in Mount Pleasant is currently out of use due to the broken bridge. Signage is in place and the contractor has been contacted.

### **4.3 INSURANCE**

Due to the new grounds employee the Parish Council will be hiring a vehicle which will be added to the insurance.

### **4.4 LEASES**

Nothing to update

## **5 ASSET TRANSFER**

There was an update from the earlier Assets Working Group meeting in relation to the earlier meeting.

## **6 HIRE OF THE DONKEY DERBY FIELD**

Cllr Underdown stated that when these new charges were implemented in September it had always been subject to a review.

The Clerk outlined the document that she had produced which recommended decisions on the following:-

1. Agree the revised pricing tier structure and terminology.
2. Confirm whether all stated charges are inclusive or exclusive of VAT.
3. Consider the introduction of a consecutive-day discount.
4. Confirm the VAT status of the Foreshore Car Park hire charge

Councillor Underdown proposed that the Committee approve items 2 and 4 and confirm that VAT should be included in all advertised prices. The Clerk sought clarification regarding the Hire of the Foreshore Car Park, noting that the current fees of £225 and £275 were advertised exclusive of VAT to ensure members were fully aware. The Committee confirmed that these fees should also be advertised inclusive of VAT.

**Resolved:** That the hire charges for both the Donkey Derby Field and the Foreshore Car Park be advertised as inclusive of VAT. Proposed by Councillor Underdown and seconded by Councillor Hand.

**Resolved:** Cllr Alexander then said she would like to make a proposal in relation to item 3 and proposed a 50% discount for consecutive days on the hire of the Donkey Derby Field, Cllr Underdown seconded and all in favour and it was resolved to agree

Further discussion took place regarding the tiered charging structure, with Councillor Alexander expressing the view that it should be limited to two tiers. The Clerk reminded the Assets Committee of the rationale for introducing the charging system and clarified the distinction between activities classified as direct public participation and those considered indirect, providing examples as outlined in her report.

It was agreed that Councillor Alexander would review the matter with the Clerk and present a proposal to Full Council at the meeting next week for Item 1 ***Agree the revised pricing tier structure and terminology.***

## **7 LAND AT MOUNT PLEASANT**

Cllr Alexander outlined the position.

Cllr Underdown agreed that we should try and purchase the land.

**Resolved** to agree to increase the offer to £5,000, excluding the other parties costs by Cllr Hand and seconded by Cllr Underdown and all favour

## **8 SMOKE FREE PARK INITIATIVE**

The Borough Council had asked permission to erect signage in the Play Parks belonging to Hamble Parish Council as part of their KS1 and KS2 smoke free park initiative with schools.

**Resolved** Proposed Cllr Underdown and seconded by Cllr Alexander and all in favour to allow the Borough to erect signage

## **9 CCTV**

The Deputy Clerk explained that there may be an outstanding amount required for CCTV following the grant from the Police and Crime Commissioners office as this amount was to be confirmed

**Resolved** that Assets Committee agreed up to £500 Cllr Hand proposed and Cllr Underdown seconded and all in favour to approve this additional spend

## **10 FUTURE CAPITAL PROJECTS**

The Chair of Assets reported that a member of the public had contacted the Council regarding the toilets located at the far end of the Mount Pleasant building. Cllr Underdown clarified that these facilities were not public toilets, but had previously been made available during football matches and other events held on the field.

Members agreed that the matter would be considered as part of wider discussions about the Pavilion and the Mount Pleasant site as a whole. However, due to their current poor condition as a result of vandalism, it was agreed that this issue would not be addressed in the short term.

## **11 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 by Cllr Alexander and seconded Cllr Underdown and all in favour

## **12 LEASES**

There was a brief discussion and update in relation to a lease.

## **13 DINGHY PARK**

There was a discussion in relation to a Dinghy Park matter. Due to its confidential nature the minutes of this discussion are recorded separately.

Meeting ended at **20:10**

CHAIR \_\_\_\_\_



**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.

**CONTENTS**

1. ANNUAL PROGRAMME 2025 -26 .....

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

3. ANNUAL PROGRAMME 2026 -27.....

4. CAPITAL PROJECTS 2026-27.....

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)

Asset Area	Key Actions	Status
<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

