



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held virtually on Tuesday 15<sup>th</sup> September 2020 at 7.00pm.**



**Present:**

Cllr B Nicholson	Chairman
Cllr A Webb	Vice Chairman
Cllr Mrs J Marsh	
Cllr Mrs P Wilson	
Cllr T Wilson	

**In attendance:**

Mrs H Fisher	Hostess of Online Meeting/ Administration Assistant
Mrs E McKenzie	Clerk to the Committee
Mrs A Trott	Bookings Clerk
Mr T Veck	Senior Groundsman

**Members of the public:** None

**HG41/20 To receive and accept apologies for non-attendance.**

Cllr Mrs L Clarke – family commitment  
Cllr Haysom – IT difficulties.

**Resolved: to receive and accept the apologies for non-attendance.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Mrs Marsh**

**All in favour**

The Halls Manager also offered his apologies as he was on annual leave.

**HG42/20 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**HG43/20 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**HG44/20 To approve the minutes from the meeting of the Halls & Grounds Committee – 18<sup>th</sup> August 2020**

**Resolved: to approve the minutes of the Halls & Grounds Committee – 18<sup>th</sup> August 2020**

**Proposed: Cllr Mrs Marsh**

**Seconded: Cllr Mrs Wilson**

**All in favour.**

**HG45/20 Public Session.**

No members of the public were present and no councillors had anything to report at this time.

**HG46/20 Actions arising from the meeting of the Halls & Grounds Committee -18<sup>th</sup> August 2020.**

Noted.

The flow plates for Hoe Road Recreation Ground had arrived and installation would be arranged for within the next month.

The planned annual hedge cutting would be taking place in 3-4 weeks' time.

Tree planting plans were considered to need reviewing and a new schedule drawn up for this project. This would be presented as a future agenda item.

**ACTION: DEO**

- HG47/20 Halls Manager's Written Report – for consideration.**  
 Noted.  
 Quotes for the replacement boiler were being obtained.  
 The cost of the replacement window at Jubilee Hall would be considered against the cost of the new doors due to be installed.
- HG48/20 Senior Groundsman's Written Report – for consideration.**  
 Noted.  
 Graffiti at the skate park and in the play park at Priory Park was seen to be on the increase. The CSO had been asked to increase patrols.  
 TV informed the committee that the mowing deck on the Yamaha tractor was rattling and, despite many repairs, the deck would need replacing imminently. He had investigated replacements which would be taken to the Finance, Policy and Resources Committee for consideration. The Chairman agreed this procedure as an emergency measure.
- HG49/20 Financial Position Year to Date – to note current position**  
 Noted.
- HG50/20 Capital Control Report – for information only**  
 Noted.
- HG51/20 Budget Setting 2021/22 – Appointment of Working Group- for consideration**  
 Noted.
- Resolved: To appoint the working group comprising of Cllr Nicholson, Cllr Webb and Cllr T Wilson, with the Clerk to the Committee, Senior Groundsman and Halls Manager to contribute as necessary.**  
**Proposed: Cllr B Nicholson**  
**Seconded: Cllr Mrs J Marsh**  
**All in favour**
- A meeting date for the working group was set as Monday 21<sup>st</sup> September at 2pm at the Jubilee Hall.
- The Halls Manager and Senior Groundsman were reminded the working group would require a list of items for purchase as new or replacement for the next three years.
- HG52/20 Forward Plan 2019-2023 – for information only.**  
 Noted.  
 The list needed reviewing and projects re-evaluated with budgets required carefully considered.
- HG53/20 Playground Inspection July 2020 – Update from Working Group – for consideration.**  
 The works recommended, and actions taken since previous meeting, were noted.
- Resurfacing works are noted as a confidential agenda item following.
- Resolved:**
- i) To spend the relevant £4,000 from the relevant budget lines (4320 and 4327) on dual swing repairs, cable runway repairs, replacement shackles and swing seat and painting of 10 items of playground equipment.**
  - ii) To spend £250 on a replacement bin as a minor asset for Blanchard Road.**
  - iii) To spend £50 on new willow tree for Claylands Play Park.**
  - iv) To recommend to F,P&R Committee that £17,000 is drawn from Reserves allocated to Playground Equipment to replace the aged and damaged swing set at Claylands Road play park at an estimated cost of £8,000 plus replacement park gates at an estimated cost of £9,000.**
- Proposed: Cllr Nicholson  
 Seconded: Cllr T Wilson  
 All in favour
- Action: Deputy Exec Officer**

It was noted that the fencing in the middle of the play park at Priory Park was in decline as the posts were rotting and wire chain in need of repair in places.

**ACTION: To check requirement for this fencing line with Playground Inspector and report back in next meeting**  
**Action: Deputy Exec Officer**

**HG54/20 Request for Community Use of Lower Meadow Pitches at Priory Park for School Half Term – for consideration**

This request was favourably considered with the notes made on the fact that there may be no hot water in the changing rooms and that the hirer must complete a risk assessment and Covid 19 safety procedure form for this event.

**Resolved: to allow WCC to use the lower meadow football pitches at Priory Park for their October Half Term Football Project**

Proposed: Cllr Nicholson

Seconded: Cllr Mrs P Wilson

All in favour

**HG55/20 Booking Conditions and Rates for 'Pay and Play' at Priory Park Football Pitches – for consideration**

**Resolved: To approve the conditions and rates as tabled for 'Pay and Play' at Priory Park Football Pitches**

Proposed: Cllr Nicholson

Seconded: Cllr Mrs J Marsh

All in favour

**HG56/20 Requests for future agenda items**

Tree Planting Project at Langton Road

Draft Budget 2021-22

**HG57/20 Date of next meeting – Tuesday 20<sup>th</sup> October 2020**

Noted

**HG58/20 Motion for confidential business:**

The Chairman then moved:

**The following motion will be moved on the completion of the above business:**

**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.**

**HG59/20 Quotation for Resurfacing Works at Play Parks – for consideration**

The quotation presented was highlighted with the priorities selected by the working group for resurfacing worn areas across three play parks – Churchill Avenue, Claylands Road and Priory Park. The works outlined were of a lesser price than the budget due to the fact that much of the work was perimeter edging rather than full base coverage.

**Resolved: To approve the highlighted works on the quotation to the total price of £8,710 plus VAT. This item is budgeted as capital spend and the contractor has been selected due to consistency and knowledge of their previous effective and efficient work.**

Proposed: Cllr Nicholson

Seconded: Cllr Mrs J Marsh

All in favour

**HG60/20 Quotation for Swing Set at Claylands Road Play Park – for consideration**

Item withdrawn. Written quotation not available at this time. Estimation from supplier given verbally as approximately £8,000, to include removal of old item, purchase of new swing set, delivery and installation with new surfacing under the unit.

The notes from the meeting of 9.9.20 with Dynamos Club representatives were considered.

The Senior team would be offered use of Hoe Road Recreation Ground pitch and changing rooms whilst Priory Park Clubhouse was out of action due to the boiler being replaced.

Pitch 2 at Priory Park was measured to be that of a senior size and should be recorded as such for hire and rates purposes.

**Resolved:**

- i) To recalculate the rates with the Club's requirements for 2020-21 season and show price differences between licence and 'pay and play' schemes.**
- ii) To communicate price schemes with Dynamos for their consideration and decision for costing of hire 2020-21**

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour.

**Action: Cllr T Wilson/ Deputy Exec Officer**

There being no further business the meeting closed at 8:07pm.