



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held virtually on Tuesday 17th November 2020 at 7.00pm.



Present:	Cllr B Nicholson	Chairman
	Cllr A Webb	Vice Chairman
	Cllr Mrs L Clarke	
	Cllr Mrs J Marsh	
	Cllr Mrs P Wilson	
	Cllr T Wilson	
In attendance:	Mrs L Edge	Hostess of Online Meeting
	Mrs E McKenzie	Clerk to the Committee
	Mrs A Trott	Bookings Clerk
	Mr T Veck	Senior Groundsman
	Mr M Wanstall	Halls Manager

Members of the public: 2

- HG84/20** **To receive and accept apologies for non-attendance.**
None. All Councillors present.
- HG85/20** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
Cllr A Webb – Agenda Item 16.
- HG86/20** **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.
- HG87/20** **To approve the minutes from the meeting of the Halls & Grounds Committee – 20th October 2020**
Resolved: to approve the minutes of the Halls & Grounds Committee – 20th October 2020
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Wilson
All in favour
- HG88/20** **Public Session.**
Two members of the public were present. One wished to hear the update on progress being made on the tree planting project at Langton Road/Morley Drive green area. The other member of the public spoke in relation to the agenda item of use of Hoe Road Recreation Ground for dog walking. He raised concerns about dogs not being kept under control on this public land. The Committee noted these concerns, which would be considered under the related agenda item following. The Clerk to the Committee had received an email requested a swing set to be installed at Blanchard Road play park. The Chairman stated that this should be a formal agenda item for next month.
- HG89/20** **Actions arising from the meeting of the Halls & Grounds Committee – 20th October 2020.**
Noted.
Renewable Energy Sources – remove from list as no progress made and other ideas being pursued.
Defer item on Scout grass sledges – idea abandoned at present due to Covid 19 pandemic.
Defer contact with Albany Road Tree Committee as not yet formed.
Information Board project – needs reviewing due to plan and costs update

HG90/20 Halls Manager's Written Report – for consideration.
Noted. Thanks were given to the Halls Manager for his work, along with the Halls Assistant and Caretaking Team, during the pandemic in keeping the buildings open safely where possible, and regularly checked.

HG91/20 Senior Groundsman's Written Report – for consideration.
Noted.
The Senior Groundsman reported on unauthorised use of Priory Park football pitches on Sunday afternoon which had led to damage of the ground by the goal mouths. The nets had been removed as a deterrent and the groundsman would monitor usage over the weekend, along with the CSO.

HG92/20 Financial Position Year to Date – to note current position
Noted.

HG93/20 Capital Control Report – for information only
Noted.
The resurfacing works were now all completed. The Committee noted how effective the yellow edging was for the visually impaired. The focus to increase park inclusivity and accessibility for all was highlighted.

HG94/20 Budget Setting 2021/22 – Review - for consideration
Noted.

Resolved: To recommend the budget savings to the Finance, Policy and Resources Committee as below:-

Defer to 2021/22 spend:-

4339 Mtce – External Decoration (PP) £2,500

4358 Additional Mower 2.4 (ES) £10K

4357 Name Sign (JH) £5K

4359 Railings (PP) £5K

4360 Hard Standing Surround (PP) £2K

4401 Roller Mower (ES) £10K

4433 PF – New Pick Up Truck (GD) £13K

Total: £47,500

Proposed: Cllr T Wilson

Seconded: Cllr Mrs Wilson

All in favour

ACTION: DEO/EO

HG95/20 Forward Plan 2019-2023 – for information only
Noted.
Review due to be requested by Parish Council as all plans on hold due to the pandemic at present. Effects of pandemic seen financially and in the lack of ability to action ideas due to social distancing and lockdowns.
It was noted that the resurfacing projects had been completed – HG21
With reference to a following agenda item, HG4 states the plan to designate a dog walking area at Hoe Road Recreation Ground.

HG96/20 Correspondence – for consideration
i) Dogs at Hoe Road Recreation Ground
The Chairman thanked the member of public for raising this matter and added that many of the Committee shared the concerns expressed. It was noted that the Forward Plan 2019-2023 point HG4 has the project to designate an area at this site for dog walking. Unfortunately, financial constraints would mean this project could not be undertaken this year. It was decided to ask the CSO to regularly patrol the site and remind dog owners of responsibilities and to also ask the WCC Dog Warden to visit the site.
ACTION: DEO

ii) Football Team Parking at Leopold Drive

It was stated that the overflow car park was in use during Saturday football so all available parking at the site was open. The inconvenience of residents was noted but the road was part of the public highway, so parking was permissible in this area.
It was decided to note and monitor this issue.

ACTION: Groundsmen / DEO

HG96/20

Emergency Usage of Jubilee Hall – for consideration

The Committee commended the Halls Manager on this proactive thinking. It was noted that, under the Booking Conditions Form, the Parish Council could prioritise bookings as necessary. However, a letter to alert regular hirers of possible emergency use of the Jubilee Hall should be sent as a prudent measure.

Resolved: To send a letter to regular hirers regarding emergency use of Jubilee Hall

Proposed: Cllr Mrs P Wilson

Seconded: Cllr B Nicholson

All in favour

ACTION: Halls Manager/Halls Assistant/DEO

HG97/20

Skate Park – Review - for consideration

The Chairman suggested that the update on the skate park be published on the next newsletter with consultation requested regarding plans for the site.

Resolved: To provide an update on the skate park in the next newsletter, with a request for ideas for the site

Proposed: Cllr B Nicholson

Seconded: Cllr Mrs P Wilson

All in favour

ACTION: DEO/ Admin Assistant

HG98/20

Request for Future Agenda Items

Public Access onto Parish Council land

HG99/20

Date of next meeting – Tuesday 15th December 2020

Noted

HG100/20

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.

The two members of the public left the meeting.

Cllr A Webb abstained from discussions of HG101.

HG101/20

Tree Planting at Langton Road/Morley Drive – for consideration

The site plan and quotations for trees were considered.

Resolved: To approve the site plan as tabled for the trees and to approve the spend on trees as per the quotation from Ashridge Nurseries at a cost of £338.81+ VAT.

Proposed: Cllr Mrs J Marsh

Seconded: Cllr B Nicholson

3 in favour, 2 abstentions, 1 opposed

ACTION: DEO

HG102/20

Quotations for Boiler Replacement at Priory Park Clubhouse – for consideration

The Chairman provided an update on actions from the previous month.

Resolved: To select HES as the contractor to remove the asbestos at a price of £2,450 + VAT

Proposed: Cllr Mrs J Marsh

Seconded: Cllr B Nicholson

All in favour

ACTION: Halls Manager

Resolved: To request that CRS visit the site to provide a consultation on their product to ascertain if appropriate choice for the clubhouse needs

Proposed: Cllr B Nicholson

Seconded: Cllr A Webb

All in favour

ACTION: Chairman/Halls Manager

ACTION: Check shower requirements for senior football to ensure boiler can power these

ACTION: Cllr T Wilson/Halls Manager

There being no further business the meeting closed at 8:23pm.