



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held virtually on Tuesday 19<sup>th</sup> January 2021 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	Executive Officer and 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:** 0

- HG127/20**     **To receive and accept apologies for non-attendance.**  
None. All Councillors present.
- HG128/20**     **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- HG129/20**     **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**  
Cllr A Webb – Agenda Item on Trees at Langton Road
- HG130/20**     **To approve the minutes from the meeting of the Halls & Grounds Committee – 15<sup>th</sup> December 2020**  
**Resolved: to approve the minutes of the Halls & Grounds Committee – 15<sup>th</sup> December 2020**  
**Proposed: Cllr Mrs Wilson**  
**Seconded: Cllr Mrs Marsh**  
**All in favour**
- HG131/20**     **Public Session**  
Councillors raised the issue of dog waste bins not being emptied at the end of last week. The Deputy Executive Officer reported that she had been in contact with the contractor. They had explained that there were some delays in service, due to the pandemic, but that the schedule was still in place.  
It was noted that the Jubilee Hall was available as a vaccination centre but that, at this current time, the cluster of doctors' surgeries had located this service in Colden Common.
- HG132/20**     **Actions arising from the meeting of the Halls & Grounds Committee – 15<sup>th</sup> December 2020**  
Noted.  
Many items were on hold due to the pandemic. Working group site meetings had had to be postponed until lockdown restrictions have eased.  
The repairs to the Priory Meadow fencing was due to take place next week if weather conditions were favourable.  
The boiler replacement was scheduled in for the end of January.  
Linden Homes and WCC had received the letter outlining the concerns at the Montague Road land. WCC had replied stating that they were willing to meet to review the land. No answer had been received from Linden Homes as yet.

- HG133/20 Halls Manager's Written Report – for consideration.**  
Noted.  
The internal doors were due to be installed by the end of January so this project was nearly complete.
- HG134/20 Senior Groundsman's Written Report – for consideration.**  
Noted.  
The senior groundsman reported that the team were working alone to ensure restrictions adhered to and were doing what they could of their usual tasks whilst mindful of the current circumstances. Progress being made with regard to materials to repair dugouts via telephone calls/internet research.  
The tree planting project would be considered once a delivery date was known. It was recommended to push date to early March if possible when restrictions more likely to be lifted and the weather more favourable.  
Tennis courts were noted as locked due to restrictions.  
Dog waste bin collections were to be monitored.
- HG135/20 Financial Position Year to Date – to note current position**  
Noted.
- HG136/20 Capital Control Report – for information only**  
Noted.  
Query regarding Artificial Cricket Pitch.  
DEO to ask contractor for estimated date for installation of park gates.  
Committee to review capital projects outlined for 2021/22 spend at next meeting.
- HG137/20 Skate Park Site – Summary of Responses from Public Survey - for consideration**  
The Committee noted that the majority of responses had requested an upgraded skate park for the site.  
It was agreed to further investigate options for funding and budgeting, as well as possible sponsorship. **ACTION: DEO**
- HG138/20 Correspondence – for consideration**
- i) **Request for Running Track at a Parish Council parkland**  
This request was noted and it was a reminder that a perimeter track was already on the Forward Plan for future consideration.
- ii) **Request for Perimeter Path and Sunshades at Priory Park**  
The request was considered. The path was requested now when the land was muddy but, it was noted, the area is accessible the rest of the year. It was also noted that the pandemic had led to a rise in walkers and land use. Both ideas were noted for further consideration when funds allowed.
- For both of these requests it was noted that the Southern Footpath/Cycleway would provide an all-weather pathway and this project was progressing well at present.
- Resolved: To reply to the correspondents stating that these projects for a running track and perimeter track were already on the Forward Plan but no funds had been allocated to them as yet due to budget availability, priority listing and effects of the pandemic.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr T Wilson**  
**All in favour** **ACTION: DEO**
- iii) **Request for Allotment Hedge Cutting**  
The request to obtain a quote for the additional cutting was agreed. Clarification on responsibility of hedge maintenance at this site to be clarified. **ACTION: DEO**

Noted. The plan was reviewed with comments as below.

HG1 – Additional Play Facilities

Remains on plan to consider as and when possible. Albany Farm play area due as development continues.

HG2 – Additional Hoe Road Tennis Courts

Remains on plan. Doubtful if can be considered for action 2021-23 due to pandemic.

Next items HG3-HG7 Low priority. Pandemic delay. Likely move to next Forward Plan in 2024.

HG3 – Provide Running/Walking Track

HG4 – Provide Dog Walking Area at Hoe Road

HG5 – Replace Hoe Road Pavilion

HG6 – Install Natural Wood Play Area

HG7 – Install a MUGA at Hoe Road

HG8 – Upgrade car park extension – Hoe Road. Medium priority – By 2023

HG9 – Extend Estates Shed – Hoe Road. Medium priority – By 2023

HG10 – Additional Car Parking – Priory Park. Medium priority. By 2023

HG11 – Priory Meadow – Provide vehicle access. Low priority. Likely move to next Forward Plan in 2024.

HG12 – Victoria Road

Remove word 'staging' but keep focus on providing improved park area  
Raised flower beds and benches to be considered.

Low priority but within current Forward Plan to be considered before 2023.

HG13 – Consider provision of water park

Low priority. Pandemic delay. Likely move to next Forward Plan in 2024.

HG14 – Provide a Barbecue Area

Low priority. Pandemic delay. Likely move to next Forward Plan in 2024.

HG15 – Provide a Leisure Centre

Low priority. Pandemic delay. Likely move to next Forward Plan in 2024. To be considered in conjunction with plans for redesign of Jubilee Hall or the securing of a new site for such a facility.

HG16 – Priory Park Clubhouse Renovations

High priority. Long term project that needs planning and scheduling. Action to be taken before 2024.

HG17 – Jubilee Hall – redesign lower floor

Medium Priority.

HG18 – Jubilee Hall – renovations

Doors have been replaced and upgraded.

Window upgraded postponed at present. Low priority.

HG19 – Albany Farm – Fencing at Allotments

This should be linked in with Southern Pathway project. Clarify where fencing actually required.  
Low priority.

HG20 – Montague Road Play Area  
Currently in progress

HG21 – Play Areas – Replace Safety Surfaces  
Ongoing project but all parks have been actioned with majority now completed.

HG22 – Hoe Road Pavilion – reconfigure internal structure  
Low priority. Likely move to next Forward Plan in 2024.

HG23-26 to be defined further by the Community Development Committee and recommendations made to the Halls and Grounds Committee. Ideas could be sought from the community via the newsletter.

HG23 – PC Halls – Increase facilities for young people  
HG24 – PC Halls – Increase evening entertainment opportunities  
HG25 – PC Halls – Provide additional indoor sports facilities  
HG26 – PC Halls – Plan to incorporate a wider range of interests

HG27 – Investigate renewable energy supplies at PC Halls  
High Priority. To be considered in connection with any replacement or upgrades to systems.

Additional Environment Issues/Climate Change note – to consider the environmental impact in any PC action, to make responsible purchases, careful use of materials and to ensure continued planting of trees and flowers on PC land wherever possible.

**Resolved: To recommend review notes to Parish Council as noted above for the overall review and update to the Forward Plan 2019-2023**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr T Wilson**

**All in favour**

**ACTION: DEO/EO**

**HG140/20 Request for Future Agenda Items**  
None

**HG141/20 Date of next meeting – Tuesday 16<sup>th</sup> February 2021**  
Noted

There being no further business the meeting closed at 8:50pm.