



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held virtually on Tuesday 16th February 2021 at 7.00pm



Present:

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| 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:

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| 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: 2

HG142/20 **To receive and accept apologies for non-attendance.**
None. All Councillors present.

HG143/20 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

HG144/20 **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.

HG145/20 **To approve the minutes from the meeting of the Halls & Grounds Committee – 19th January 2021**
Resolved: to approve the minutes of the Halls & Grounds Committee – 19th January 2021
Proposed: Cllr Mrs Wilson
Seconded: Cllr Webb
All in favour

HG146/20 **Public Session**
Councillors raised the issue of glass recycling banks in the town – their availability to every homeowner and the banks temporarily situated in the Jubilee Hall car park. A member of the public in attendance also added that only one box was collected per household per month and breakages had been experienced. It was agreed that this would be an agenda item at the next meeting.
Cllr Webb mentioned finances involved in the creation of the facilities at Swanmore and the offer of assistance from the Parish Council there in planning similar in Bishop's Waltham.

HG147/20 **Actions arising from the meeting of the Halls & Grounds Committee – 19th January 2021**
Noted.
The Information Board project was awaiting a working group meeting to finalise the design plan in order to progress this. An online meeting was planned for March.
The replacement noticeboard at Priory Park was part of ongoing discussions with Dynamos Football Club.
The Montague Road Play Area project was awaiting a reply from Linden Homes with regard to the drainage issues still affecting the area prior to installation of play equipment at the site.
The planned painting of equipment at two play parks was hopefully being scheduled for mid-March when the weather was more clement.

A number of items were noted as complete which was pleased to see (Priory Meadow fencing, new boiler at Priory Park Clubhouse, new internal doors at Jubilee Hall, Replies to Correspondence, Allotment Hedging Cut and the Forward Plan Review).

HG148/20 Halls Manager's Written Report – for consideration.

The report listed that the annual servicing had been completed and the two projects, at Priory Park Clubhouse (boiler renewal) and Jubilee Hall (replacement doors), had been progressed and finalised.

The Deputy Executive Officer expressed her thanks to the Halls Manager for this month's work as it had involved much consultation and working around contractors to ensure projects were progressed to completion. The Committee echoed these thanks.

HG149/20 Senior Groundsman's Written Report – for consideration.

Noted.

HG150/20 Financial Position Year to Date – to note current position

Noted.

HG151/20 Capital Control Report – Review of 2020-2021 Plan and Draft Plan for 2021-2022 – for consideration

Noted.

The 2020-21 report was noted with much completed, but also many items delayed to 2021-22 due to the pandemic. Some items would be further delayed until 2022-23 as funds would still be delicate due to recovery following easing of lockdown in Summer 2021 hopefully. The report next month would finalise the status of this 2020-21 report ready to progress to the plan for 2021-22.

The 2021-22 report was considered in terms of a schedule of work for each month to ensure targets were tracked and completed. It was noted that some items could easily be achieved in Spring 2021 such as small items due for replacement such as the Jubilee Hall dishwasher and small tools for the Grounds Team. Large projects such as Montague Road Play Area, Car Park Extension at Priory Park, Extension of Estates Shed and the Southern Footpath project would need plans drawn up by working groups. These projects would be further considered at next month's meeting.

The Chairman requested the relevant paperwork regarding the Southern Footpath project to be available to him from the Parish Council's working group, who were now passing this project to the Halls and Grounds Committee. He requested an initial site meeting with the Deputy Executive Officer to consider actions required ahead of next month's meeting. **ACTION: DEO**

HG152/20 Correspondence – for consideration

i) Request for Business Use of Hoe Road Recreation Ground Car Park

The correspondence request was considered with due deliberation. It was felt that Hoe Road Recreation Ground car park was not a suitable site for dog walking activities as it was an area for recreation where dogs were discouraged. It was also noted that activities allowed in the car park would be subject to health and safety concerns and therefore not encouraged either. It was agreed that Priory Park/Meadow would be a safer and more appropriate location for such activities.

It was noted that, as standard policy for business use of Parish Council land, an agreement would be needed, with documentation required (event management plan, risk assessment and public liability), for a trial period of six months at a charge of £10+ VAT per session.

Resolved: To reply to the correspondent informing them that the request for business use of Hoe Road Recreation Ground was not approved but that authorisation could be given for use of Priory Park/Meadow. An agreement would be made to proceed with classes to be held on Parish Council land (Priory Park/Meadow parkland only) for a trial period of six months. Documents required would be an event management plan, risk assessment and copy of public liability. The charge would be, as standard policy, of £10 + VAT per session.

Proposed: Cllr Nicholson
Seconded: Cllr Mrs P Wilson
All in favour

ACTION: DEO

- HG153/20** **Forward Plan 2019-2023 - Review** – *for consideration*
The projects were listed in priority order for clarity.
The Plan would be considered at next meeting to be aligned with the Capital Control Report and project plans for 2021-22.
- HG154/20** **Request for Future Agenda Items**
Glass Recycling in Bishop's Waltham
Information Board for Priory Meadow
Appointment of Working Groups for Capital Control/Forward Plan Projects 2021-22
- HG155/20** **Date of next meeting – Tuesday 16th March 2021**
Noted
- HG156/20** **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 Chairman thanked the two members of the public for their attendance, and interest in becoming a potential Parish Councillor. The two then left the meeting.
- HG157/20** **Quotations for Repairs to Football Pitch Dug Outs** – *for consideration*
The quotations gathered by the Senior Groundsman and Cllr A Webb were considered. It was noted that, sadly, these repairs had to be suitable to withstand possible future vandalism.
- Resolved: To approve the spend of £1,917 + VAT for the Cut My Plastic 15mm Marine Plywood for backs and sides of the dugouts, plus 6mm Polycarbonate for the roof panels from the same company**
Proposed: Cllr B Nicholson
Seconded: Cllr A Webb
All in favour
- ACTION: Snr Groundsman**

It was noted that this spend would be drawn from the play area maintenance budget.

There being no further business the meeting closed at 8:00pm.