



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held virtually on Tuesday 18th May 2021 at 7.00pm



Present:	Cllr B Nicholson	Chairman
	Cllr A Webb	Vice Chairman
	Cllr J Marsh	
	Cllr 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	

- HG01/21** **To elect the Chairman of the Committee**
Resolved: To elect Cllr B Nicholson as Chairman of the Committee
Proposed: Cllr J Marsh
Seconded: Cllr A Webb
All in favour
- HG02/21** **To elect the Vice Chairman of the Committee**
Resolved: To elect Cllr A Webb as Vice Chairman of the Committee
Proposed: Cllr T Wilson
Seconded: Cllr J Marsh
All in favour
- HG03/21** **To receive and accept apologies for non-attendance.**
Cllr L Clarke had offered apologies for non-attendance due to a family commitment
Resolved: To accept apologies for non-attendance
Proposed: Cllr J Marsh
Seconded: Cllr A Webb
All in favour
- HG04/21** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- HG05/21** **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.
- HG06/21** **To approve the minutes from the meeting of the Halls & Grounds Committee – 20th April 2021**
Resolved: to approve the minutes of the Halls & Grounds Committee – 20th April 2021
Proposed: Cllr J Marsh
Seconded: Cllr B Nicholson
All in favour

- HG07/21 Public Session**
Compliments had been received from the public regarding the new picnic benches. Requests had been made for public sessions at the tennis courts and for booking open court sessions. It was felt this was due to lockdown easing and exercise interest increasing. A concern raised about anti-social behaviour in Hoe Road recreation ground car park was referred to the CSO in the first instance and to monitor for further updates. Both the Bowls Club and Dynamos Football Club had noted how crowded the car park was on Saturdays, and the importance of keeping emergency access clear. A further request for Sunday football had been received but there was no availability for next season due to other bookings. Dynamos Football Club Chairman requested an update on whether Hoe Road football pitch would be available for next season. The committee considered the pitch only temporary as an overflow from Priory Park where all organised football was now based.
- HG08/21 Actions arising from the meeting of the Halls & Grounds Committee – 20th April 2021**
Noted.
The Deputy Executive Officer read out a reply from Linden Homes regarding the land condition at the play park site at Montague Road which stated that the developer considered the land fit for purpose and no further work would be undertaken by them. The Chairman requested a visit by the playground supplier to review the plan for the social area in the lower section of the site which could go ahead as planned hopefully. The upper site would be visited to consider the land condition there.
The Senior Groundsman stated that the soakaway at Hoe Road was working currently but a review needed. The Chairman agreed to meet at the site to consider this.
The CIL application for the skate park had been submitted to WCC and awaiting an answer. Skate park site repairs were now complete and the site reopened to the public as an open space venue.
No further unauthorised use of football pitches but possibly due to poor weather and fewer people outdoors this month.
Old floodlights to be removed in June.
- HG09/21 Halls Manager's Written Report – for consideration.**
Noted.
A requested private hire of the petanque area and toilet facilities had been made. An appropriate charge rate would be considered at the next meeting.
The CCTV at Hoe Road Estates Shed was being reviewed after a fault had been found.
- HG10/21 Senior Groundsman's Written Report – for consideration.**
Noted.
The entrance flower bed at Jubilee Hall was agreed to be an agenda item for the next meeting. In the interim, a site visit would take place and photographs of the area taken.
- HG11/21 Financial Position Year to Date – to note current position**
Noted.
A new code for fencing maintenance had been added.
- HG12/21 Capital Control Report – for consideration**
Noted.
Some small tool items had been purchased by the grounds team.
The dugout materials were now on order.
The solar panels were moved to being a CIL project so should be removed from the committee report.
- HG13/21 Forward Plan 2019-2023 – for consideration**
Noted.

HG14/21

Review of Priory Park Facilities – Update from Working Group – for consideration

The committee reviewed the summary of action points as the Chairman presented them.

1. Progress Planning Application for **Priory Park overflow car park – to be actioned via Committee**
2. Progress plans for **Montague Road lower social area – to be actioned via Committee**
3. Consider plans for **upper site at Montague Road – to be actioned via Committee**
4. Feasibility study for **solar panels on Jubilee Hall – to be investigated by Halls Manager**
5. Review plans for **Southern Footpath** now with H&G Committee – **working group to be appointed**
6. **Advertise PC venues and facilities – to be drafted by Administration Assistant/Deputy Executive Officer**
7. Consider **running/walking track at HR Recreation Ground – to be considered by Committee**
8. Keep **skate park upgrade** in progress – **to be actioned and monitored by Deputy Executive Officer and Committee**

Resolved: To note the actions tabled and draft a letter to residents regarding the opportunities of the upper green site at Montague Road

Proposed: Cllr B Nicholson

Seconded: Cllr P Wilson

All in favour

ACTION: DEO

A further meeting of the working group was to be arranged as soon as possible.

HG15/21

Southern Footpath – Appointment of Working Group – for consideration

The Chairman stated that the developer was holding a meeting on the site on the 19th of May to consider the route.

Resolved: To appoint Cllrs Marsh, Webb and T Wilson as the working group

Proposed: Cllr B Nicholson

Seconded: Cllr P Wilson

All in favour

HG16/21

Tree Planting – Review of Site Proposals and Further Additional Sites – for consideration

The committee considered the sites and it was highlighted that the Woodland Trust were giving away a tree pack as part of the Queen's Platinum Jubilee this year. This agenda item was deferred to consider how trees could be purchased in line with the Woodland Trust offer.

Resolved: To defer tree purchases until Woodland Trust offer announced

Proposed: Cllr B Nicholson

Seconded: Cllr P Wilson

All in favour

HG17/21

Charge for 'Deed of Access' onto Parish Council Land – for consideration

The Chairman explained that the Finance, Policy and Resources Committee were currently reviewing the policy but had asked the committee to recommend a charge to be applied for this agreement. Cllr Webb also felt that any access onto Parish Council land ought to be of a set style or material.

Resolved:

- i) **To recommend to the Finance, Policy and Resources Committee a charge of £10.00 per annum, plus £20 admin charge per annum, for a Deed of Access onto Parish Council land.**
- ii) **To ensure the policy stated that any access onto Parish Council land ought to be of a set style or material.**

Proposed: Cllr B Nicholson

Seconded: Cllr P Wilson

All in favour

ACTION: DEO

HG18/21

Priory Meadow Information Board - Update - for consideration

The draft information was presented.

Resolved:

- i) **To proceed with the information on the board as tabled**
- ii) **To site further information boards in the meadow if appropriate**

Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour

ACTION: DEO

HG19/21

Annual Health and Safety Report from Lawes Marsh – for consideration

The Halls Manager explained that the audit had been submitted to the H&S consultant and the report based on the replies. Much of the outstanding actions had now been completed such as hard wire remedial works and asbestos removal at The Jubilee Hall. The Deputy Executive Officer stated that the policies review had been delayed from 2020 due to the pandemic. The Finance, Policy and Resources Committee were aware of this as a need by the end of 2021. The Chairman requested that the Halls Manager provide an update on this report at the next meeting.

Resolved: To provide an update reply to the H&S report

Proposed: Cllr B Nicholson

Seconded: Cllr P Wilson

All in favour

ACTION: Halls Manager

HG20/21

Request for Future Agenda Items

Facilities Working Group Update

H&S Update

Southern Footpath Update

Grants

Jubilee Hall Flowerbed

Petanque Hire Charge

HG21/21

Date of next meeting – Tuesday 8th June 2021

A discussion followed on whether the location for this meeting should be remote or in person. The meeting location would be confirmed by Tuesday 2nd June.

HG22/21

Motion for confidential Business

HG23/21

Quotations for Annual Playground Inspection 2021 – for consideration

The committee considered the quotations tabled.

Resolved: To select GB Sport and Leisure as the Playground Inspection for 2021 at a cost of £720.00 + VAT

Proposed: Cllr B Nicholson

Seconded: Cllr J Marsh

All in favour

ACTION: DEO

HG24/21

Quotations for a Replacement Dishwasher for The Jubilee Hall Kitchen – for consideration

The committee considered the quotations tabled.

Resolved: To select the WMCE Maidaaid C515WSD dishwasher at a cost of £2,145.00 + VAT

Proposed: Cllr B Nicholson

Seconded: Cllr A Webb

All in favour

ACTION: Halls Manager

There being no further business the meeting closed at 8:42pm.