



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at Priory Park Clubhouse on Tuesday 8<sup>th</sup> June 2021 at 7.30pm**



**Present:**

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

**In attendance:**

Mrs E McKenzie	Clerk to the Committee
Mrs A Trott	Bookings Clerk
Mr M Wanstall	Halls Manager

**Members of the public:** 0

**HG25/21 To receive and accept apologies for non-attendance.**

All committee councillors present.

Mr T Veck, Senior Groundsman, offered his apologies for non-attendance due to a personal commitment.

**HG26/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**HG27/21 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**

Cllr A Webb – agenda item 16 (HG

M Wanstall, Halls Manager – agenda item 14i) (HG

**HG28/21 To approve the minutes from the meeting of the Halls & Grounds Committee – 18<sup>th</sup> May 2021**

**Resolved: to approve the minutes of the Halls & Grounds Committee – 18<sup>th</sup> May 2021**

**Proposed: Cllr J Marsh**

**Seconded: Cllr T Wilson**

**All in favour**

**HG29/21 Public Session**

It was noted that an individual was using Priory Park for their exercise class business. The Bookings Clerk would investigate this matter and indicate relevant rates applicable.

The overhead rotator piece of play equipment at Priory Park was highlighted as in need of resurfacing at its base. The Clerk to the Committee replied that this was due to be replaced as part of the budgeted resurfacing this summer.

A request for a memorial tree was noted. This would be brought formally to the next meeting.

Winchester City Council were offering free summer sports (weekdays mornings) for three weeks in August. The committee were in favour of these sessions, as previously agreed to for October and Easter holidays.

**HG30/21 Actions arising from the meeting of the Halls & Grounds Committee – 18<sup>th</sup> May 2021**

Noted.

The route of the Southern Footpath had been walked by Cllr Webb and Cllr T Wilson, together with a background talk from the previous project leader. A further meeting would be needed with the Case Officer.

Most of the old floodlights at Priory Park had been removed. The rest was buried under soil so would be costly to be removed.

A site visit had been held to measure up for the dishwasher. Now awaiting delivery and installation.

The play parks inspection was set for mid-June.  
Noticeboard at Priory Park Clubhouse – paper to be prepared for next meeting.

**ACTION: Halls Manager**

**HG31/21**

**Halls Manager's Written Report** – *for consideration.*

Noted.

Awaiting next government update on pandemic situation.

Hirers returning gradually in line with guidance.

Well House lighting problems being resolved – maintenance budget noted. Review year on year costs for this property.

**ACTION: Halls Manager**

**HG32/21**

**Senior Groundsman's Written Report** – *for consideration.*

Noted.

**HG33/21**

**Financial Position Year to Date** – *to note current position*

Noted.

**HG34/21**

**Capital Control Report** – *for consideration*

Many small items purchased and noted as complete.

The solar panels were moved to being a CIL project so should be removed from the committee report.

The preparation for the planning application for the Priory Park car park extension was to be drafted before the next meeting.

**ACTION: Clerk/Chairman**

A water report had been received regarding the open space land at Montague Road. The contractor would be contacted by the end of June to review the play park plan for the lower site with the Clerk/Chairman.

**ACTION: Clerk/Chairman**

**HG35/21**

**Forward Plan 2019-2023** – *for consideration*

Noted items listed for action in 2021-22, in relation to capital control report and the review of halls and grounds facilities.

**HG36/21**

**Grant Opportunities** – *for consideration*

Bookings Clerk to update sheet to flag new grants, detail procedure to follow and number grants.

**ACTION: Bookings Clerk**

Cllr Marsh and the Bookings Clerk would liaise to review grant opportunities and suggest projects, to advise on how to complete and monitor the process.

Skate Park upgrade – WCC CIL funding – application in progress, awaiting consideration

Moveable goals – Football Foundation and Sports England – BWPC to draft application

Southern Footpath – BWPC to check with PROW Officer and consider National Lottery CFE

Solar Panels – CIL funding allocated and/or application to RCEF

**Resolved: to draft applications and inform F, P&R Committee of grant opportunities for H&G Committee projects**

**Proposed: Cllr P Wilson**

**Seconded: Cllr T Wilson**

**All in favour**

**ACTION: Bookings Clerk/ Clerk**

**HG37/21**

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

The committee reviewed the notes of the working group meeting as the Chairman presented them. The next working group meeting was set as 15<sup>th</sup> June at 10am.

**HG38/21**

**Correspondence** – *for consideration*

i) Request for Use of Priory Park Clubhouse Changing Room Facility

ii) Request for Hire of BWPC Football Pitches

iii) Request for Hire of Petanque Terrain and Toilet Facilities with Recommendation of Hire Rate

**i) Request for Use of Priory Park Clubhouse Changing Room Facility**

The request was favourably considered in principle. An agreement would need to be outlined to the hirer by the halls manager to ensure compliance with current covid guidance.

**Resolved: To approve the request for use of the Priory Park Clubhouse changing room facilities for five mornings 23<sup>rd</sup>-27<sup>th</sup> August 2021 at a cost of £22.26+ VAT per day, with community discount.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr P Wilson**

**All in favour**

**ACTION: Clerk/Halls Manager**

**ii) Request for Hire of BWPC Football Pitches**

It was noted that there was no space on the Sunday schedule at Priory Park for further football teams other than at 8:30am as there was only one senior pitch available.

**Resolved:**

**i) To review the possibility of enlarging Pitch 2 at Priory Park to allow for two senior pitches at the site**

**ii) To offer the Horton Hawks football club the use of Pitch 1 at Priory Park at 8:30am on Sundays**

**Proposed: Cllr P Wilson**

**Seconded: Cllr A Webb**

**All in favour**

**ACTION: Clerk/Snr Groundsman**

**iii) Request for Hire of Petanque Terrain and Toilet Facilities with Recommendation of Hire Rate**

A full discussion considered all aspects of this request.

**Resolved:**

**i) To position a sign at the terrain stating that this area is a bookable facility**

**ii) To recommend to F,P&R Committee a charge of £34.60+ VAT per hire session for the terrain, plus a charge for toilet and changing room facilities at the caretaker clean rate of £13.42, and the standard admin charge of £20.00**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr J Marsh**

**All in favour**

**ACTION: Clerk**

**HG39/21**

**Jubilee Hall Grounds – for consideration**

The committee reviewed the illustrative photographs in relation to this matter arising.

**Resolved: To weed and focus on key shrubs, to mulch and regularly maintain flower bed area**

**Proposed: Cllr P Wilson**

**Seconded: Cllr J Marsh**

**All in favour**

**ACTION: GrndsTeam/Cllr P Wilson**

**Resolved: To remove the old circular bench.**

**i) To consider moving bench from Free Street to Jubilee Hall green area**

**ii) To consider cost to replace with new circular bench and grant opportunities for such**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr A Webb**

**All in favour**

**ACTION: GrndsTeam/Bookings Clerk**

Cllr A Webb left the meeting.

**HG40/21**

**Men's Shed Building – for consideration**

This request would be further considered in line with the current Facilities Review.

**Resolved: To invite a representative of Men's Shed for a site visit**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr J Marsh**

**All in favour**

**ACTION: Clerk/ Cllrs Nicholson and T Wilson**

Cllr A Webb returned to the room.

**HG41/21**

**Request for Future Agenda Items**

None at this time.

**HG42/21**

**Date of next meeting – Tuesday 20<sup>th</sup> July 2021**

Noted.

**HG43/21**

**Motion for confidential Business**

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

**'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.**

**HG44/21**

**Quotations for Petanque Repairs – *for consideration***

The committee considered the quotations tabled. The repair cost would be allocated to the maintenance budget.

**Resolved:**

**i) To agree the preferred choice of Oak edging at a cost of £1,040.00 + VAT**

**ii) To gather a quotation for delivery and installation**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr A Webb**

**All in favour**

**ACTION: Clerk**

There being no further business the meeting closed at 9:46pm.