

## Bishop's Waltham Parish Council

A Meeting of the

**Parish Council Halls & Grounds Committee will be held in the  
Jubilee Hall, Little Shore Lane, Bishops Waltham SO32 1ED**

**On Tuesday 20<sup>th</sup> June 2017 at 7.30pm**

**Present:** Cllr Mrs J Marsh  
Cllr Mr S Miller  
Cllr Mr B Nicholson  
Cllr Mrs P Wilson  
Cllr Mr T Wilson (Chairman of the Committee)  
Cllr Mr A Wright

**In attendance:** Mrs E McKenzie (Clerk to the Committee)  
Mr T Veck (Senior Groundsman)  
Mrs F Harris (Halls Manager)

**Public:** 0

**HG24/17 To receive and accept apologies for non-attendance**  
None.

**HG25/17 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None.

**HG26/17 To receive and accept any personal, non-pecuniary interests relating to items on this agenda**  
Cllr Mr S Miller – Agenda Item 13.

**HG27/17 To approve the minutes of the Halls & Grounds Committee – 16<sup>th</sup> May 2017**  
**Proposed: Cllr Mrs P Wilson**  
**Seconded: Cllr Mr B Nicholson**  
**All in favour who were present at the meeting on 16<sup>th</sup> May 2017**

**HG28/17 Public Session - for information only**  
No members of the public were present.

**HG29/17 Actions arising from meeting 16<sup>th</sup> May 2017 - for information only**  
Noted.  
Meeting with Playground Equipment Supplier regarding repairs required to the Skate Park scheduled for early July. Architect surveying Priory Park Clubhouse to create drawing plans at the end of June. It was confirmed by the Clerk that negotiations with contractors regarding quotations was permitted.

**HG30/17 Financial Position Year to Date - to note current position**  
Noted.  
Some invoices were still outstanding and awaiting input.  
Open Space Funding was noted as being held back for Pondsides Play Equipment due to be installed in 2018, hopefully.

**HG31/17 Hall Hire Report - for information only**

It was noted that only two groups have been offered the annual hire rate. **ACTION: Annual Hire Discount Rate to be discussed at the July meeting.** **ACTION: Admin Officer**  
Country Market are currently on a three-month trial period in the Gold Room. **ACTION: Remind Country Market for a report on usage following the three-month trial period.** **ACTION: Admin Officer**

The necessity of a Safeguarding Policy should be discussed with the Clerk, along with the issue of DBS checks for PC staff, which should be referred to the F,P&R Committee for appropriate action. **ACTION:** Admin Officer

**HG32/17**

**Hall's Manager's written report – for information only**

Noted.

The leak in the Boiler Room had been fixed.

A broken window at the Jubilee Hall kitchen was noted. Camera footage was not clear enough to see the incident. The security light at the side of the hall needs checking.

**ACTION: Caretaking Team**

A start date for the works to the flooring at Priory Park Clubhouse had been provided by the contractor and the duration of two weeks' work noted.

**HG33/17**

**Senior Groundsman's written report - for information only**

Noted.

No further incidents with motorbikes on Parish Council land had been reported. The Committee decided that the chains currently on the side gates should remain on and locked, unless Dynamos requested any change to this plan.

**HG34/17**

**Carnival 2017 – Report from Senior Groundsman – for consideration**

Substantial damage had been made by the Fun Fair vehicles to the ground which had now hardened due to the hot weather. Two 'dragon teeth' plates have also been damaged at the entry/exit road. A contractor would be asked to provide a quote to undertake verti-draining at an angle, then rolling, to return the ground to its original condition. It means the full-size pitch will be out of action throughout June and July with works being undertaken in the Autumn when the ground softer. **ACTION: Dynamos Chairman to be informed of this situation.**

**ACTION: Admin Officer**

The positioning of the Parish Council stand at the Carnival, along with others in the same location, was noted as 'hidden' and not a good site for visitors.

**Proposal:**

- 1) To inform the Rotary Club by letter explaining costs incurred due to damage to the 2 'dragon teeth' and the lower football pitch ground. The bills would be sent on when invoices received.**
- 2) To inform the Rotary Club that any future events need to have detailed plans presented to the Parish Council one month before the event for final approval. Fairground rides would be limited to small rides only. The Parish Council stand must also be sited near the main arena, not behind other stalls.**

**Proposed: Cllr Mrs J Marsh**

**Seconded: Cllr Mrs P Wilson**

**All in favour**

**ACTION: Admin Officer**

**HG35/17**

**Meon Valley Bowls Club – Request for Expansion – for consideration**

The Chairman explained the discussions of the meeting held on 30<sup>th</sup> May 2017.

**Proposal: To recommend approval to Council the Bowls Club proposal to extend the current clubhouse, subject to sight and agreement of final drawings.**

**Chairman's Proposal**

**All in favour**

**ACTION: Admin Officer/LE**

**HG36/17**

**Active Academy – Request for Additional Facilities – for consideration**

The proposals presented by Active Academy were discussed at length.

**Proposal: To agree in principle to all three proposals for a clubhouse, flood lighting and 2 additional tennis courts, subject to appropriate Grant funding being obtained. Final details to be clarified in further discussions with Active Academy.**

**Chairman's Proposal**

**4 in favour, 1 abstention**

**HG37/17**      **Increasing Utilisation of the Parish Council Halls During the Summer – Paper from Councillor Wright – for consideration**

This paper was withdrawn and deferred to a future meeting. The development of a marketing strategy was currently in progress and being collated for presentation in Autumn 2017.

**HG38/17**      **Annual Playground Inspection Reports – for consideration**

The Action Report was discussed.

**Proposal:**

- 1) To prioritise works required and categorise work to be allocated to the Groundsmen or Contractor**
- 2) To ask Suppliers for views on safety inspectors comments regarding step and hand rail gaps**

**Chairman's Proposal**

All in favour

**ACTION: T Veck/ Admin Officer**

**HG39/17**      **Update to 2014 Development Plan for All Buildings and Sites – for consideration**

The Chairman presented the Development Strategy to the Committee. Winchester City Council's LPT1 & 2 standards were highlighted.

**Proposal: To accept the Strategy as tabled.**

**Chairman's Proposal**

All in favour

**HG40/17**      **Forward Plan 2014/2018 - for information and update**

Noted.

With regard to HQE1 and the Ground Heat Source Quotations, a response would be requested.

**ACTION: Admin Officer**

**HG41/17**      **Councillors/Clerks Reports - for information only**

The report from Cllr Mrs P Wilson and Cllr Mr T Wilson, following their visit to the local Infant School, was presented. The Cllrs noted the playground models were of a high standard and the design of equipment and layout very interesting. The classes had worked hard on this project and presented it with enthusiasm.

The report from the Chairman and Clerk to the Committee was noted for information.

**HG42/17**      **Requests for future agenda items – for information only**

Annual Hire Discount Rate

**HG43/17**      **Date of next meeting – 18<sup>th</sup> July 2017**

**HG44/17**      **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 as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.**

**HG45/17**      **Debtors Report - for information only**

Two reports were presented and duly noted.

There being no other business the meeting ended at 9:15pm.