

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 19th September 2017 at 7.30pm

Present: Cllr Mr B Nicholson
Cllr Mrs P Wilson
Cllr Mr T Wilson (Chairman of the Committee)

In attendance: Mrs E McKenzie (Clerk to the Committee)
Mrs F Harris (Halls Manager)

Public: 3

HG68/17 To receive and accept apologies for non-attendance

Cllr Mrs J Marsh – family commitments

Cllr Mr S Miller – family commitments

Resolved: To accept apologies for non-attendance

Proposed: Cllr B Nicholson

Seconded: Cllr Mrs P Wilson

All in favour

Mr T Veck (Senior Groundsman) had also presented his apologies for non-attendance. It was confirmed by the end of the meeting that Cllr Mr A Wright had registered apologies for non-attendance for this meeting due to work commitments.

HG69/17 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

HG70/17 To receive and accept any personal, non-pecuniary interests relating to items on this agenda

None.

HG71/17 To approve the minutes of the Halls & Grounds Committee – 18th July 2017

Proposed: Cllr Mrs P Wilson

Seconded: Cllr B Nicholson

All in favour

HG72/17 Public Session - for information only

The member of the public, present at the beginning of the meeting, was invited to speak. Mrs Quiney stated that she was interested in any developments to the Jubilee Hall, with special regard to the stage area and kitchen. She queried if a cooker would be included in the refurbishment of the kitchen at Priory Park Clubhouse and would therefore have catering kitchen status. The reply given was positive and that the kitchen charge would be included in the hire charge.

Two emails had been received recently. One regarding concern for young children using the outdoor gym equipment at Priory Park and the another relating to the gates at Hoe Road play park. Both issues were being investigated and remedial action necessary undertaken.

It was raised in this session that the Spectators' Toilet at Hoe Road Pavilion had reports of damp and mould. **ACTION: Ongoing monitoring of this room** **ACTION: FH**

Mrs Quiney also noted the work of the Community Payback Scheme that the Parish Council had organised. She felt this initiative was to be commended and recommended that the Parish Council write to the CPS supervisor and express thanks for the good work completed.

ACTION: Letter to be written and sent to the CPS Supervisor **ACTION: Clerk**

- HG73/17** **Actions arising from meeting 18th July 2017- for information only**
 Noted.
 The repairs to the skate park were still being considered by the contractor and a reply due shortly.
 The alarm line was to be moved by AXIS from the payphone line at Jubilee Hall and the payphone then removed. It was hoped AXIS would be undertaking this work before the end of October.
 The second quotation had not been received for the Ground Heat Source Pump which was disappointing. It was considered whether a further company needed to be asked to provide a quote.
 The swing for the disabled was noted as overdue and it was felt that, as the original request for this had brought no further support, this item should be abandoned.
- HG74/17** **Financial Position Year to Date - to note current position**
 Noted.
- HG75/17** **Hall's Manager's written report – for information only**
 Noted.
 The new boiler room ceiling tiles were very smart but one tile would need replacing, that had the smoke detector on it, which was being actioned. Unfortunately, it seemed that there was a leak above this area as damp patches had been found. **ACTION: Seek a roof condition report for the Jubilee Hall, side roof section.** **ACTION: FH**
 Lights in the foyer of the Jubilee Hall were to be put on a timer rather than a sensor.
 Replacement windows at Priory Park Clubhouse were being considered due to the rotting and unsafe nature of many of the units.
- HG76/17** **Senior Groundsman's written report - for information only**
 The pot holes had been filled in at Hoe Road lower car park.
 Current issues were noted.
- HG77/17** **Tennis Courts Projects – for consideration**
 There had been a meeting with a contractor to survey the land for possible additional courts, a report of which would be available at the next meeting.

 The proposal from Active Academy was considered. A Pre-Planning Application had been completed and guidance given for a possible clubhouse and additional courts.

Resolved: To allow Active Academy to apply for planning permission for floodlights, in their company name, with approval of Bishops Waltham Parish Council, on the site as previously agreed.
Chairman's Proposal
All in favour
- HG78/17** **Music Festival Draft Agreement – for consideration**
 Minor amends were suggested. It was noted that initial hire costs had been suggested to the organiser, based on 2017 rates, but that a firm figure for the actual event in 2018 would be finalised when budgets set for the 2018/2019 period.
Resolved: To recommend this agreement to the Finance, Policy and Resources Committee
Proposed: Cllr Mrs P Wilson
Seconded: Cllr B Nicholson
All in favour **ACTION: EMc/LE**
- HG79/17** **Roof Condition Report – Hoe Road Pavilion – for consideration**
 It was noted that leaks had been discovered in the roofing of the Pavilion. The replacement of tiles above the veranda had already been agreed. Quotes were to be sought for a full roof replacement for 2018. This cost would be planned in the budget for 2018/19 but reserves would be requested from the F,P&R Committee to do this work earlier if possible.

Resolved: To accept the roof report and repairs required. To request reserves funding from the F,P&R Committee to undertake this work this financial year or include in budget for 2018/19. To consider two further quotes for the works required.

Chairman's Proposal

All in favour

ACTION: EMc/FH

HG80/17

Meeting Reports

- i) Bishop's Waltham Dynamos 28-9-17 – for information**
- ii) Jubilee Hall Kitchen 11-9-17 – for consideration**
- iii) Country Market – for information**

- i) Cllr Wilson explained the situation arising from the meeting. Now awaiting reply from Dynamos as to Hampshire League requirements in order to progress relevant action points.
- ii) The meeting had been very positive. The storage audit had highlighted opportunities to rationalise and expand storage capability. It was noted that the Lunch Clubs had previously been given Parish Council grants for resources so this should be taken into consideration when items were considered for purchase and compensation deliberated. It was agreed that all items to be retained in the kitchen for hirers would need to be in very good condition. The kitchen units were those of the original buildings and it was decided that a redesign and update was required. The Country Market resources that were not kitchen related could be stored elsewhere. The stage room store needed to be rationalised and cleared as much as possible. The heating in the kitchen was queried and the suggestion of a high wall heater offered. The point of adequate ventilation was raised but clarified as acceptable at present.

Resolved:

- i) To take over the provision of kitchen resources with implementation date of 1st April 2018**
- ii) Gather quotes to replace the three standalone cupboards and the cupboards under the hatches**
- iii) Gather quotes for one high wall heater**

Chairman's Proposal

All in favour

ACTION: FH/EMc

- iii) Noted

HG81/17

Budget Setting - for consideration

Resolved: To appoint Cllr T Wilson, Cllr B Nicholson, the RFO, the Administration Officer, Halls Manager and Senior Groundsman as the working party for budget setting 2018/19

Chairman's Proposal

All in favour

ACTION: To set meeting date

ACTION: EMc

HG82/17

Forward Plan 2014/2018 - for information and update

Noted.

The Pondsides Play Area is due to be monitored over the Winter period prior to any plans for installation of a play park at that site.

An updated Market Town Health Check was suggested to inform the new Forward Plan that would be needed after 2018 to replace the current one.

HG83/17

Councillors/Clerks Reports - for information only

Noted.

HG84/17

Requests for future agenda items – for information only

None.

