



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 20<sup>th</sup> February 2024 at 7.00pm**

<b>Present:</b>	Cllr J Marsh	
	Cllr B Nicholson	Chairman
	Cllr M Pavey	
	Cllr A Webb	Vice Chairman
	Cllr T Wilson	
<b>Non-Committee Members:</b>	Cllr P Wilson	
<b>In Attendance:</b>	Mr R Thorne	Project Manager
	Mr T Veck	Senior Groundsman
	Mr M Wanstall	Halls Manager
	Mrs C Wilkinson	Administration Officer
<b>Members of the Public:</b>	2	

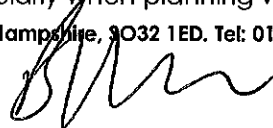
- HG270/23**     **To receive and accept apologies for non-attendance.**  
Cllr R Latham – Family Commitment  
Cllr R Stallard – Work Commitment  
**Resolved: To accept apologies for non-attendance and to co-opt Cllr P Wilson as a substitute member of the Committee for the evening.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Pavey**  
**All in favour.**
- HG271/23**     **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- HG272/23**     **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.
- HG273/23**     **To approve the minutes from the meeting of the Halls & Grounds Committee – 23<sup>rd</sup> January 2024**  
**Resolved: To approve the minutes of the Halls & Grounds Committee – 23<sup>rd</sup> January 2024**  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr M Pavey**  
**All in favour.**
- HG274/23**     **Public Session**  
A meeting had been held with members of the Mens Shed. They had received the letter from the Parish Council relating to their request to lease land at Albany Road. They understood the Council's position and intended to continue to investigate the planning aspects of the proposal.
- Clearance work at the Cricket Ground site was ongoing.
- The Southwest Leisure Areas Working Group was requested to consider the access for the piece of land at Albany Wood as a future agenda item.     **Action: Southwest Leisure Areas Working Group**
- Behind the Oak Road play area, the section of laurel that had been missed during the initial hedging work had been cut back.

A request to hire tables had been received by the Halls Manager. This would be offered on a collection and return basis. The halls team would work with the Chairman to arrive at an appropriate fee as an operation decision.

**Action: Halls Manager/Cllr Nicholson**

The requirement to maintain the Southern Shared Pathway had been raised by a resident at the recent Councillors' Surgery. The Senior Groundsman was aware of the ongoing maintenance requirement. The frequency of tasks such as weed killing would be determined by monitoring the condition of the sections of path.

- HG275/23**     **Actions Arising from the meeting of the Halls & Grounds Committee – 29<sup>th</sup> January 2024**  
Action HG160/22 would be closed as further work on the Jubilee Hall's heating would not be progressed until the solar panels had been installed.
- HG276/23**     **Halls Manager's Written Report**  
Noted. The criminal damage at Priory Park Clubhouse was discussed, the resulting necessary work had been completed.  
Two fire doors at Priory Park Clubhouse required replacement, the cost of this work was being confirmed and would be approvable by the Committee Chairman.
- HG277/23**     **Senior Groundsman's Written Report**  
Noted. The new Estate Shed shutter door had been installed along with a new consumer unit.
- HG278/23**     **Financial Position Year to Date**  
Noted.
- HG279/23**     **Capital Control and Ear Marked Reserves Reports**  
Noted.
- HG280/23**     **Grant Opportunities**  
Noted. Grants received more than 12 months ago would be removed from the summary.
- HG281/23**     **Southern Shared Pathway Update – for information**  
The Project Manager was in the process of obtaining quotations for the remaining elements of the project in the Priory Park car park.
- HG282/23**     **Montague Road Play Area Project Update – for consideration**  
Quotations were awaited for the additional pieces of mulch surfacing.  
The ground conditions on site were currently very wet and areas between surfacing had become muddy, particularly around the gate to the rear of the play area. Further surfacing to improve usability during the wetter months would be considered as a future agenda item.
- HG283/23**     **Skatepark Project Update – for information**  
The concrete pouring phase of the construction of the new facility had commenced. Progress would be weather dependent.
- HG284/23**     **Skatepark Provider and Price Update – for consideration**  
**Resolved: To note the ratification by Full Council of the appointment of Gravity Skateparks to provide the new skatepark facility at Priory Park, at the price of £163,145.00 excluding VAT.**  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr P Wilson**  
**All in favour**
- HG285/23**     **Albany Road Play Area Project Update – for information**  
The tender from HAGS had been formally accepted following the appointment of the contractor by Full Council. The planning for the installation of the play area would now commence.
- HG286/23**     **Buildings Dementia Friendliness Audit – for consideration**  
The Halls Team had found the undertaking of the audit to be very informative and had introduced a useful perspective to be considered, particularly when planning work on the Council's buildings.



Signage had been reviewed as part of the audit and improvements identified.

**Resolved: To implement the short-term actionable items identified in the tabled report and to consider dementia friendliness when ongoing maintenance occurs wherever relevant.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr A Webb**

**All in favour**

**Action: Halls Manager**

**HG287/23**

**Request from Community and Environment Committee to Hold Scam Awareness Session in Parish Council Hall – for consideration**

Such a session was acknowledged to be of potential interest to a wide range of residents.

Time slots were suggested that might allow attendees of the lunch clubs to attend.

**Resolved: To agree to host a Citizens Advice outreach talk in a Council room, free of charge.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr M Pavey**

**All in favour**

**HG288/23**

**Priory Park Football Pitches Licence Renewal – Appointment of Working Group – for consideration**

A working group meeting would be scheduled progress the matter. **ACTION: Administration Officer**

**Resolved: To appoint Councillor Marsh, Councillor Nicholson and Councillor Pavey to the Priory Park Football Pitches Licence Working Group.**

**Proposed: Cllr T Wilson**

**Seconded: Cllr A Webb**

**All in favour**

**HG289/23**

**Correspondence – Requestion Received from BW Guides – for consideration**

The request was considered fully and consistency with other leases was discussed along with the objective of supporting the community organisation where possible.

The Halls Manager offered to talk with the people running the building to share his experience of obtaining competitive utility contracts. This offer would be relayed in the Council's response.

**Resolved: To recommend to Finance, Policy and Resources Committee that a response be sent to the Bishop's Waltham Guides that the Council are not minded at this time to permit subletting of the building within the organisation's lease. However, ad hoc requests could be brought to the committee for consideration on a case-by-case basis.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr M Pavey**

**All in favour**

**ACTION: Administration Officer**

**HG290/23**

**Requests for Future Agenda Items**

Montague Road play area surfacing

Access to land at Albany Wood

**HG291/23**

**Date of next meeting – Tuesday 19<sup>th</sup> March 2024**

**HG292/23**

**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'.**

At this point both members of the public left the meeting.

**HG293/23**

**Jubilee Hall Diamond Suite Lease – for consideration**

The tenant had reviewed the proposed rent increases tabled to reflect the market value of the facility and no issues had been raised.

**Resolved: To recommend to the Finance, Policy and Resources Committee the tabled schedule of Diamond Suite lease fee increases to reach a rate that more accurately reflects market value.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr J Marsh**

All in favour

**ACTION: Administration Officer**

**HG294/23**

**Quotations for Hoe Road Track Lighting Work – for consideration**

**Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of Bishop's Waltham Electrical to undertake the repairs to the Hoe Road track lighting at a maximum cost of £1,532.94 (excluding VAT).**

**Proposed: Cllr J Marsh**

**Seconded: Cllr B Nicholson**

All in favour

**ACTION: Administration Officer**

**HG295/23**

**Family Fun Day Event Request from Rotary, Draft Licence and Fee – for consideration**

The cost of a larger skip would be investigated with a view to the hirer covering the additional cost in return for usage for their event.

**ACTION: Administration Officer**

**Resolved: To recommend to the Finance, Policy and Resources Committee the tabled draft licence and fee of £937.00 (including VAT) for the usage of Hoe Road Recreation Ground for Bishop's Waltham Rotary Club to hold their Family Fun Day event on Saturday 8th<sup>nd</sup> June 2024.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr A Webb**

All in favour

**ACTION: Administration Officer**

**HG296/23**

**Facilities Review Update – Architects' Quotations for Building Redesign – for consideration**

The Committee discussed the quotations received from architects to provide designs for a redesigned building at Priory Park and the differences in the firms' offerings were considered.

**Resolved: To note the project update tabled and to approve the proposed actions from the Facilities Review Working Group, to request more information from the architects about their service and provide an opportunity for the firms to present their quotations to all councillors.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr P Wilson**

All in favour

**ACTION: Project Manager**

**HG297/23**

**Portable Appliance Testing Quotations – for consideration**

Equipment had been purchased to enable the testing to be carried out in house in the future.

**Resolved: To appoint Elite to undertake Portable Appliance Testing at the Council's buildings at an hourly rate of £45, with an estimated cost of £315.00 (excluding VAT).**

**Proposed: Cllr M Pavey**

**Seconded: Cllr J Marsh**

All in favour

**ACTION: Halls Manager**

**HG298/23**

**Tractor Quotations – for consideration**

The key beneficial attributes of the tractors under consideration were duly considered.

**Resolved: To recommend to the Finance, Policy and Resources Committee the procurement of an Iseki TG6687 Compact Tractor (67hp) and to supply them with procurement options to include outright purchase and leasing alternatives.**

**Proposed: Cllr J Marsh**

**Seconded: Cllr P Wilson**

All in favour

**ACTION: Administration Officer**

**HG299/23**

**Mower Quotations – for consideration**

Further quotations for the selected mower were to be gathered.

**ACTION: Administration Officer**

**Resolved: To recommend to the Finance, Policy and Resources Committee the procurement of a Trimax Stealth S3 Roller Mower and to supply them with procurement options to include outright purchase and leasing alternatives, if available.**

**Proposed: Cllr J Marsh**

**Seconded: Cllr B Nicholson**

All in favour

**ACTION: Administration Officer**

**HG300/23**

**Prices for Jubilee Hall Replacement Chairs – for consideration**

Ease of cleaning had been a key attribute when identifying suitable replacements.



**Resolved: To approve the purchase of 10 Devonshire Vinyl Stacking Armchairs from Best Buy Office Chairs at the cost of £890.00 (excluding VAT).**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr P Wilson**

**All in favour**

**ACTION: Halls Manager**

There being no further business the meeting closed at 8.51pm.