



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 19<sup>th</sup> March 2024 at 7.00pm**

**Present:** Cllr Latham  
Cllr Marsh  
Cllr Nicholson Chairman  
Cllr Pavey  
Cllr Stallard  
Cllr Webb Vice Chairman

**Non-Committee Members:** Cllr P Wilson

**In Attendance:** Mr Thorne Project Manager  
Mr Veck Senior Groundsman  
Mrs Wilkinson Administration Officer

**Members of the Public:** 2

**HG301/23 To receive and accept apologies for non-attendance.**

All councillors were present. There was one space on the committee available for a substitute member due to the resignation of a councillor.

**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.**

**HG302/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**HG303/23 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.

**HG304/23 To approve the minutes from the meeting of the Halls & Grounds Committee – 20<sup>th</sup> February 2024**

**Resolved: To approve the minutes of the Halls & Grounds Committee – 20<sup>th</sup> February 2024**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wilson**

**All in favour who were present at the meeting.**

**HG305/23 Public Session**

The two members of the public present were there to represent the Mens Shed, in support of their request to locate an additional portable cabin at Albany Road. They understood the area used by the Cricket Club to have been dismissed as an option and thus were asking that the Committee consider locating a temporary building on the dog walking area. The Chairman replied that all options continued to be under consideration.

Councillor Wilson spoke to support the recent tree planting, associated with Hampshire County Council's Shoots Along the Routes initiative. The trees planted recently near play areas would provide valuable shade in years to come.

The Project Manager updated the Committee that he would shortly be meeting with the provider of the Albany Road play area equipment to continue with the planning for the installation of the play area later in the year. Installation was expected to take five weeks.

Active Academy had reported that some issues had been experienced with parking at the Hoe Road Recreation Ground during peak usage periods with the Guides organisation. The Community Support Officer had been attending where possible to encourage drivers to use the lower area of parking instead of stopping on the track on the top section. Parents of members had also been contacted by the organisations to request that they help to avoid further problems.

Two fire doors were due to be replaced at the Priory Park Clubhouse in the coming weeks due to their deteriorations.

Some of the car park lines would shortly be refreshed at the Hoe Road Recreation Ground, the 'No Entry' from Hamble Springs in particular was in poor condition.

The contractor had notified to Council that they would shortly be undertaking the recently approved work on the Hoe Road track lighting.

**HG306/23 Actions Arising from the meeting of the Halls & Grounds Committee – 20<sup>th</sup> February 2024**

Noted.

**HG307/23 Halls Manager's Written Report**

Noted. The Administration Officer and Administration Assistant has provided an update on recent work in the Halls Manager's absence. Several of the dog waste bins were in need of replacement, these had been reviewed and would gradually be replaced as necessary.

**HG308/23 Senior Groundsman's Written Report**

Noted.

**HG309/23 Financial Position Year to Date**

Noted.

**HG310/23 Capital Control and Ear Marked Reserves Reports**

Noted.

**HG311/23 Grant Opportunities**

The application for funds towards a Skate Jam event had been successful and so planning could now commence for this event. The application for electrical vehicle charging points had not been granted, but the application could potentially be resubmitted for the second round of funding later in the year.

**HG312/23 Southern Shared Pathway Update – for information**

The requested quotations for the remaining work at Priory Park were awaited.

A solution to an issue with surface run off water eroding a join in the path's surface between the stretch through Bishop's Meadow and alongside the allotments was to be investigated. The developer would be approached to see whether they could install a drain at the seam to remove surface water.

**Action: Administration Officer**

The Senior Groundsman was also notified of some rubbish in the ditch at the same location that needed to be removed.

**Action: Senior Groundsman**

**HG313/23 Facilities Review Project Update – for consideration**

In accordance with the discussion that had taken place at Full Council, the architects who had provided quotations for supplying the Council with building designs would be asked to present their service offering to all councillors.

**HG314/23 Skatepark Project Update – for consideration**

The Committee deliberated the matter of whether to plan for any type of hedging or fencing of the skatepark facility at this stage in the skatepark project. Local examples of unfenced skateparks were noted and the objective for the facility to be as approachable as possible.

A working group meeting was to be scheduled to discuss seating and other remaining elements of the project.

**Action: Project Manager**

The area of brambles next to the skatepark was to be cleared.

**Action: Senior Groundsman**

**Resolved: Not to plan for the installation of fencing or hedging around the skatepark facility at Priory Park at this point but to monitor and reassess whether such demarcation was necessary after the skatepark was in use.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Wilson**

**All in favour**

**HG315/23 Montague Road Play Area Project Update – for consideration**

The tabled update was noted. The final quotation for surfacing work was awaited.

**HG316/23 Montague Road Play Area Proposal to Improve Ground Conditions – for consideration**

It was raised that the gap between the sides of the play area and hedge had been intended to provide walkers with an alternative route to walking through the play area. However, these paths had become so muddy, walkers had preferred to walk through the play area.

Whether to increase the amount of safety surface within the play area was considered. The particularly wet winter conditions were noted by the Committee.

**Resolved: To monitor the ground conditions at the recently installed Montague Road play area for a year before reviewing whether to install additional safety surfacing.**

**Proposed: Cllr Wilson**

**Seconded: Cllr Pavey**

**All in favour**

**HG317/23 Memorial Tree – for consideration**

**Resolved: To authorise the Administration Officer and Grounds Team to coordinate planting with the family who would be providing the memorial tree.**

**Proposed: Cllr Latham**

**Seconded: Cllr Marsh**

**All in favour**

**Action: Administration Officer**

**HG318/23 Play Area Safety Inspection Report Update – Work Requiring Contractors - for consideration**

The items tabled in the Senior Groundsman's report were discussed and some items of work prioritised for progression. The items listed were all assessed as being low risk in the play area safety inspection report.

Quotations were to be gathered for the following work items:

i) A new more accessible gate at the Churchill Avenue play area.

**Action: Administration Officer/Senior Groundsman**

ii) Repainting the lines on the Multi Use Games Area at Priory Park following the moss killing work being undertaken.

**Action: Administration Officer/Senior Groundsman**

iii) To install surfacing under the youth shelter at the Jubilee Hall.

**Action: Administration Officer/Senior Groundsman**

**HG319/23 Football at Hoe Road – Request from Hirer – for consideration**

The Senior Groundsman were still in place at Hoe Road Recreation Ground to accommodate full size goals.

The multipurpose usage of the green space was discussed and the need for football coaches to check pitches carefully for dog mess was noted.

The Committee had already approved the purchase of full-size goals, in March 2023 when football was reintroduced to the Council's land at Hoe Road. However, the grant funding mentioned by the hirer was to be explored.

**Action: Administration Officer**

**Resolved: To respond to the hirer than the Council would agree to mark out a full-size pitch at the Hoe Road Recreation Ground for hire in the 2024/25 football season.**

**Proposed: Cllr Pavey**

**Seconded: Cllr Marsh**

**6 in favour, 1 abstention**

**Action: Administration Officer**

- HG320/23**      **Open Badminton Session Proposal – for consideration**  
**Resolved: To organise a trial of a designated session whereby residents would be able to hire an individual badminton court at the Jubilee Hall.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Webb**  
**All in favour** **Action: Administration Officer**
- HG321/23**      **Correspondence – Proposal for Amphitheatre – for consideration**  
The Committee were pleased to receive the tabled proposal and the resident's consideration of potential uses of the green space for the benefit of the community.  
The land was not yet owned by the Parish Council.  
The limited vehicle access to the site was noted as a potential barrier to the use of the space for events.  
The suggestion within the proposal to hold an event at the location to "gauge feasibility for progress" was agreed to provide a sensible approach. This would also present an opportunity for residents to gather near the recently constructed estate, improving community cohesion.  
**Resolved: To respond to the correspondence that a small-scale event would be considered at the land at Bishop's Meadow at such a time as it was owned by the Council and the condition of the land was deemed to be acceptable for such an event.**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Wilson**  
**All in favour** **ACTION: Administration Officer**
- HG322/23**      **Correspondence – Proposal from Resident Relating to Albany Road Dog Walking Area – for consideration**  
The Committee referred to advice received from the Hampshire and Isle of Wight Wildlife Trust during a site visit at the Albany Road SINC. The Council had been advised that to facilitate the rewilding of the area following the damage that had occurred during construction of the new nearby residential estate, dog walking should not be encouraged.  
**Resolved: To respond to the correspondence that the Committee were not currently minded to permit dog walking at the SINC because of the negative impact this would have on the recovery of the natural environment within this space.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Latham**  
**All in favour** **ACTION: Administration Officer**
- HG323/23**      **Requests for Future Agenda Items**  
Drainage work at the Priory Park football pitches  
Quotations for contractors' work in response to the play area safety inspection report
- HG324/23**      **Date of next meeting – Tuesday 16<sup>th</sup> April 2024**
- HG325/23**      **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.
- HG326/23**      **Quotations for Permanent Path from Priory Park Clubhouse to Skatepark – for consideration**  
The benefit of upgrading the haul road installed by the skatepark contractor to provide a permanent pathway to the skate park to facilitate year-round use of the skatepark was considered as warranting further consideration for funding. The pathway would improve access to the facility for pedestrians and those cycling or on scooters, as well as for residents with disabilities.  
The tabled quotations were reviewed. Funding options (including remaining funds for the Southern Shared Pathway project) were considered and were to be investigated further for inclusion in the proposal to the Finance, Policy and Resources Committee. **ACTION: Administration Officer**

**Resolved: To recommend to the Finance, Policy and Resources Committee that BQS be appointed by the Council to upgrade the current skatepark haul road to provide a permanent pathway to the new skatepark at the cost of £17,060 (excluding VAT).**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Administration Officer**

**HG327/23**

**Quotations for Tree Work at Oak Road – for consideration**

**Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of Titchfield Tree Services to undertake the tree work at Oak Road at a cost of £2,700.00 (excluding VAT).**

**Proposed: Cllr Latham**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Administration Officer**

**HG328/23**

**Quotations for Tennis Court Repainting – for consideration**

A third quotation for the work was awaited.

**Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of the Chiltern Group to undertake the repainting of the Council's two tennis courts at the Hoe Road Recreation Ground unless the third quotation be received and assessed by the Chairperson as providing a more competitive offering.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wilson**

**All in favour**

**ACTION: Administration Officer/Chairperson**

**HG329/23**

**Albany Road Facilities – for consideration**

The Chairperson informed the Committee that the working group were continuing to work with the Cricket Club regarding the removal of some items currently being stored at their site at Albany Road. To this end a further meeting with the Cricket Club Committee would be requested.

**Resolved: To respond to the request to inform the Men's Shed that the Committee were not minded to approve the installation of a portacabin on the Dog Walking Area at Albany Road.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Stallard**

**All in favour**

**ACTION: Administration Officer**

**HG330/23**

**Dynamos Licence Renewal – for consideration**

A meeting had been held with representatives of the Dynamos Football Club earlier in the evening. Discussions had progressed well. The draft licence and rates had been reviewed and were found by Dynamos to be acceptable.

A request had been received to allow Dynamos to schedule games beyond the season end date specified in the licence agreement, in order for the Club to reschedule some matches that had been cancelled due to recent weather conditions. The Senior Groundsman was to liaise with the Administration Officer and was authorised to permit an extension to the season providing this did not compromise the pitch maintenance work scheduled to take place during the offseason.

**Resolved: To forward the tabled draft licence to the Finance, Policy and Resources Committee for approval.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Administration Officer**

**HG331/23**

**Dynamos Event Licence – for consideration**

**Resolved: To approve the additions to the event licence requested by Dynamos Football Club and to forward the updated draft licence to the Finance, Policy and Resources Committee for approval.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Stallard**

**All in favour**

**ACTION: Administration Officer**

**HG332/23**

**Tractor Quotations – for consideration**

**Resolved: To recommend to the Finance, Policy and Resources Committee the initiation of the tender process for the procurement of an Iseki TG6687 Compact Tractor (67hp) and to also offer tenderers the opportunity to provide a second quotation to include the trade-in of the Yanmar tractor.**

**Proposed: Cllr Stallard**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Administration Officer**

**HG333/23**

**Request from Bowls Club Regarding Sponsors' Promotional Boards and Licence Update – for consideration**

Whilst undertaking a site visit to obtain the details for the proposed boards, the Administration Officer received a request from the Chairperson of the Bowls Club that the Council meet with members of the Committee to discuss the renewal of the licence that was due to expire in 2025.

**Resolved:**

- i) To approve the request from the Bowls Club to make the tabled changes to their sponsors' promotional boards. **ACTION: Administration Officer****
- ii) To appoint Councillor Pavey and Councillor Webb to a working group to meet with the Bowls Club to discuss the renewal of their licence. **ACTION: Administration Officer****

**Proposed: Cllr Nicholson**

**Seconded: Cllr Latham**

**All in favour**

**HG300/23**

**Correspondence from Public Procurement Review Service regarding the Jubilee Halls solar Panel Tender Process – for consideration**

Noted. The Council's response to the request for information regarding the tender process had been drafted and would be sent in due course.

There being no further business the meeting closed at 9.30pm.