

## Bishop's Waltham Parish Council

Minutes of the Halls & Grounds Committee Meeting  
held in the Jubilee Hall, Little Shore Lane, Bishops Waltham SO32 1ED  
On Tuesday 16<sup>th</sup> January 2018 at 7.30pm

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

**Non-Committee Members:** 0

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

**Public:** 0

**HG153/17** **To receive and accept apologies for non-attendance**  
Cllr Mr A Wright – work commitment  
**Resolved: To accept the apologies for non-attendance**  
**Proposed: Cllr S Miller**  
**Seconded: Cllr B Nicholson**  
**All in favour**

**HG154/17** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None

**HG155/17** **To receive and accept any personal, non-pecuniary interests relating to items on this agenda**  
None

**HG156/17** **To approve the minutes of the Halls & Grounds Committee – 19<sup>th</sup> December 2017**  
**Resolved: To accept the minutes of the Halls & Grounds Committee – 19<sup>th</sup> December 2017**  
**Proposed: Cllr Mrs P Wilson**  
**Seconded: Cllr B Nicholson**  
**All in favour who were present at the meeting of 19<sup>th</sup> December 2017**

**HG157/17** **Public Session - for information only**  
No members of the public were present.

**HG158/17** **Actions arising from meeting 19<sup>th</sup> December 2017 - for information only**  
Noted.  
The telephone box at Jubilee Hall has now been removed. Redecoration to follow in due course.  
Scaffolding was in place to commence the works to replace the flat roof at Priory Park Clubhouse. This was estimated to take two weeks. A price reduction had been negotiated for one company to do both roofing projects. The works at Hoe Road Pavilion would be undertaken in February-April when the contractors could fit it into their schedule. It was suggested that the Community Payback Scheme cover the redecoration at Priory Park Clubhouse changing rooms, to be reimbursed by Dynamos who caused the damage. A request was made to show the comparison of using the Community Payback Scheme for projects versus Parish Council precept funding. It was noted that the Scheme were grateful for the meaningful community projects that their workers could undertake. This would have to be routed through the PH&E committee who manage the Community Payback Scheme. Consideration suggested for replacing old toilets with new modern, water saving units which would be more efficient.

**HG159/17 Financial Position Year to Date - to note current position**

A good financial position was noted.

The spending planned for the Access Track in Priory Meadow could be accrued into the next financial year if need be. The plans for the wildflower meadow would be reviewed to ensure the budget was sound and if any extra money was available then pathways could be considered.

**HG160/17 Hall's Manager's written report – for information only**

Noted.

The boilers have been serviced and issues with the ignition being investigated.

A new class that was planned has been cancelled due to lack of interest sadly.

It was reported that non-hall users had entered the building on Monday evening (15<sup>th</sup> Jan) and caused disruption. A letter would be sent to all hall hirers alerting them to this issue and reminding them to ensure that all doors and windows are locked before leaving the premises.

**ACTION: Halls Manager**

No letter had been received from the HRMC to confirm the VAT status of Priory Park Clubhouse by the new year but the Finance Officer had pursued this matter and it was now confirmed as VAT registered from January 1<sup>st</sup> 2018.

Following breakages on delivery, a voucher had been received from the crockery supplier for future further purchases.

Four new classes had requested space at the PC venues but all at times already booked unfortunately. This highlighted the success of the venues and the price stability.

**HG161/17 Senior Groundsman's written report - for information only**

Current issues were noted. A discussion over dog walking at Hoe Road recreation ground followed. The history of fencing at Hoe Road recreation ground was confirmed as the Guides requesting fencing near their hut for security and to deter dog walkers walking past the hut onto the recreation area. The grounds were designated as solely recreation grounds for football, other sports, Guiding and Scouting activities, and therefore dog walking had never been permitted. However dog walkers were noted as walking around the perimeter of the land as a link between the Moors and the meadow open space on Hoe Road. It was firmly felt that dog walking over the grounds was not permissible due to the designated nature of the land use and health and safety concerns.

It was decided to lock the field gate from the enclosed play park as one gateway was sufficient from the car park and the field gate was causing a health and safety issue as dog walkers were reportedly using the play park as a short cut to the field, ignoring the 'no dogs allowed' sign. New signage to be organised. This action would be monitored.

**ACTION: Lock play park gate and erect signage.**

**ACTION: TV / EMc**

The lower car park gate was increasingly muddy and slippery and it was considered whether to close this gate to the public for health and safety reasons. It was felt that access was only required for those using the pitches officially. The groundsman had suggested opening another point in the fence line to relieve the grass by the main gate. The Committee agreed to lock this car park gate and monitor the situation. **ACTION: Lock gate and monitor**

**ACTION: TV**

It was also felt that the top entrance on the grounds between the guide hut and hedgerow should be monitored and a fencing line considered.

**ACTION: TV**

A designated dog walking area was considered for the top section of Hoe Road recreation ground and a section of fencing considered.

**ACTION: To seek an estimation for a line of fencing**

**ACTION: EMc/TV**

**HG162/17 Use of Section 106 Funding – for consideration**

i) Project 1 – Youth Shelter

ii) Project 2 – Additional Piece of Play Equipment at Blanchard Road

It was explained that half of the pot of Section 106 Funding money available had been designated to the roofing projects at the two Parish Council venues relating to sport. The other half had been designated to the planned Pondsides play areas but, as this was not

expected to go ahead in the near future, the funding could be used for projects needing monies at this current time for play and youth projects.

**Resolved: To approve the use of Section 106 Funding for two current play and youth projects**

**Project 1 – Youth Shelter – approved to total cost of project**

**Project 2 – Additional Piece of Play Equipment at Blanchard Road – approved to total cost of project**

**Proposed: Cllr Mrs P Wilson**

**Seconded: Cllr Mrs J Marsh**

**All in favour**

**ACTION:**

**1) To present no more than 6 pieces of play equipment, with costs for supply and installation, for final choice selection**

**2) To submit form for Open Space Funding (Section 106) for these projects**

**ACTION: EMc**

**HG163/17**

**Purchase of Jubilee Hall Kitchen Resources – for consideration**

The audit was considered and the focus was taken on the necessities for hall hirers being that of crockery, cutlery and glassware.

It was suggested that one of the new cupboards should be for BWPC use and remaining cupboards for the two lunch clubs to store their regularly required resources.

**Resolved:**

**i) To offer the Country Market group storage space for their resources in the Gold Room storage areas at the current storage rate for hire;**

**ii) To purchase 60 place settings to provide adequate crockery, cutlery and glassware;**

**iii) To allocate revised cupboard space for the current kitchen users of the Jubilee Hall kitchen**

**Chairman's Proposal**

**All in favour**

**ACTION: i) Discuss storage review with Country Market**

**ACTION: EMc/FH**

**ACTION: ii) Purchase resources**

**ACTION: FH**

**ACTION: iii) Allocate cupboard space and write letter to hirers**

**ACTION: EMc/FH**

**HG164/17**

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

Noted. New plan pending survey.

HQE14 to be updated to 'new play areas at Pondsides unlikely to be installed in the foreseeable future'

**HG165/17**

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

Noted.

A resident had complained about parking on the pavement during a Saturday football match at Priory Park and this matter was due to be discussed with Dynamos and monitored by the ACSO.

The erection of scaffolding at Priory Park Clubhouse was noted with the added precaution of locking the perimeter gates as an additional health and safety measure. Hirers had been made aware of this project.

The proposed extension of wiring for the heaters at the Estates Shed had two quotes for the works to be considered.

**HG166/17**

**Requests for future agenda items – for information only**

None.

**HG167/17**      **Date of next meeting – 20<sup>th</sup> February 2018**  
Noted.

**HG168/17**      **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'.**

**HG169/17**      **Debtors Report - *for information only***  
Noted.

**Resolved:**

**i)        To follow up on contacts with Sainsbury's to try to gain the outstanding payment**

**Proposed: Cllr S Miller**

**Seconded: Cllr Mrs J Marsh**

**All in favour**

**ii)        To write off debt of Bee Creative where no contact could be sought**

**Proposed: Cllr S Miller**

**Seconded: Cllr Mrs P Wilson**

**All in favour**

**ACTION: i) To follow up contact with Sainsbury's to gain outstanding payment**

**ACTION: SM/JM**

**ACTION: ii) To write off debt of Bee Creative from May 2017**

**ACTION: FH/TW/JS**

There being no other business the meeting ended at 8.45pm.