

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 20th February 2018 at 7.30pm

Present: Cllr Mrs J Marsh
Cllr Mr B Nicholson
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)
Mr T Veck (Senior Groundsman)

Public: 1

HG170/17 **To receive and accept apologies for non-attendance**
Cllr Mr S Miller – work commitment
Cllr Mr A Wright – work commitment
Resolved: To accept the apologies for non-attendance
Proposed: Cllr B Nicholson
Seconded: Cllr Mrs J Marsh
All in favour

HG171/17 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None

HG172/17 **To receive and accept any personal, non-pecuniary interests relating to items on this agenda**
None

HG173/17 **To approve the minutes of the Halls & Grounds Committee – 16th January 2018**
Resolved: To accept the minutes of the Halls & Grounds Committee – 16th January 2018
Proposed: Cllr Mrs P Wilson
Seconded: Cllr B Nicholson
All in favour

HG174/17 **Public Session - for information only**
One member of the public was present but did not have any matters to raise.
Cllr Mrs Marsh confirmed that the cupboard space in Jubilee Hall kitchen was to be Parish Council controlled from April 2018.
A report had been received that a dog walker had been carrying their dog through the play area and lifting it over the locked gate to access the parkland.

HG175/17 **Actions arising from meeting 16th January 2018- for information only**
Noted.
The roofing projects at Hoe Road Pavilion and Priory Park Clubhouse were both noted as complete, as was the toilet replacement in the Clubhouse. The youth shelter was due to be installed in week commencing 26th February. The speed ramp at Jubilee Hall would be painted during a Sunday in March by the Community Payback Scheme workers. The condition of the skate park would be reviewed in March as agreed. The Fire Risk Assessment was currently in progress, with input from the Health and Safety Consultant.

HG176/17

Financial Position Year to Date - to note current position

The cost of the professional tree surveyor was queried but it was agreed that this was a necessary spending to ensure the condition of the trees in Parish Council responsibility were sound. The Senior Groundsman requested that the ash tree on the track at Priory Park was re-inspected after the ivy had been removed as he felt the tree was dead and could be a potential danger if branches fell. It was noted that one of the groundsmen was attending a tree survey course in April which would be useful knowledge to have within the team.

ACTION: To organise a reinspection of the ash tree ACTION: EMc

The report showed that, currently, the Committee's spend would reach the end of the financial year under budget. Careful monitoring of the last month of the financial year would be taking place.

HG177/17

Hall's Manager's written report – for consideration

Noted.

Three intruders had been reported in the Jubilee Hall foyer on 15th February. CCTV had captured the event and the ACSO was aware and present at the end of the incident. The Clerk and ACSO had spoken to the individuals concerned reminding them that the hall was for use by hirers only.

A set of hall keys had been reported to the Police as stolen. All external locks and keys had been replaced as a matter of security. Staff were reminded to keep keys in a locked premises at all times when taking them off site.

The Halls Manager was pursuing the one kitchen supplier who had offered a quote but they were not responding so she was now looking into other options.

A contractor was due to visit Priory Park Clubhouse to flush through the system. The Parish Lengthsman had cleared as much as he could, and there had been no further flooding since his work on the area, but it was considered a professional job would remedy any potential further problems in the drainage at the site. The Halls Manager thanked the Parish Lengthsman for his help on this task.

In addition, the Chairman praised the cooperative work between the grounds staff team and the caretaking team, and thanked them for the work completed.

HG178/17

Senior Groundsman's written report - for consideration

Noted.

The contractors undertaking the roofing project were praised as hard working and professional with very good communication skills. There were some nails left behind which the grounds staff had endeavoured to clear up but overall an excellent job completed.

The AXIS engineer had investigated the CCTV cameras at Hoe Road and after careful deliberation had concluded that there was a problem with the main control box. It is aged and worn so now awaiting a recommendation to resolve the ongoing issues.

The tree contractor who caused damage to the trackway at Priory Park will be billed for the remedial works required to flatten the ruts created and reseed the area.

The motorbike activity reported at Priory Park seemed to be a rare occurrence and no further action was to be taken at this time.

HG179/17

Bishop's Waltham Dynamos – Request for use of Priory Park facilities for Tournament and Presentation Awards – for consideration

The dates requested were outside the football season and therefore outside the licence agreement. This means that the request would be subject to rates for pitch hire as appropriate. The Chairman explained the background to the events and how Hoe Road had been the preferred site due to the traffic and parking arrangements but that, with the lower pitch out of action, Priory Park offered greater playing space now. The groundsmen agreed that Priory Park would be more suitable for the tournament this year. The Football Club had presented a Risk Assessment and Events Management Plan and were aware of key issues such as parking, traffic and access. The Bowls Club had informed the Parish Council that no events were planned at their site on these key dates.

Resolved: To allow BW Dynamos Football Club to hold events at Priory Park on 19th May and 9th June 2018, to be charged at the day rate applicable to the site. To allocate the top pitches only for these events.

Chairman's Proposal
All in favour

ACTION: To inform BW Dynamos of the decision and the rates to be charged
ACTION: EMc/FH

HG180/17 **Correspondence – Request for Bench at Hoe Road Recreation Ground – for consideration**

The request was discussed, and possible locations considered.

Resolved: To seek bench location suggestions from those requesting it and report back to Committee

Chairman's Proposal
All in favour

ACTION: To discuss location suggestions with those requesting it **ACTION: EMc**

HG181/17 **Review of Frequency, Day and Timing of Committee Meetings – for consideration**

A request had been made by the Finance, Policy and Resources Committee that each Committee reviews the frequency, day and timing of their meetings. It was felt that the Halls and Grounds Committee had enough business to deal with to continue to hold monthly meetings. Discussed variants of starting times. Considered the idea of having all meetings in a one week block.

Resolved: To recommend to F,P&R Committee that the Halls and Grounds Committee meets once a month, on a Tuesday, commencing at 7pm

Chairman's Proposal
All in favour

ACTION: Inform F,P&R of this recommendation **ACTION: EMc**

HG182/17 **Forward Plan 2014/2018 - for information and update**

Noted. No changes. New plan to be considered by the nominated working party in due course.

HG183/17 **Councillors/Clerks Reports - for information only**

Noted.

It was reported that the meeting regarding Pondsides still had not taken place so further updates would follow as appropriate.

HG184/17 **Requests for future agenda items – for information only**

None.

HG185/17 **Date of next meeting – 20th March 2018**

Noted.

HG186/17 **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'.

HG187/17 **Quotations for replacement windows at Priory Park Clubhouse – for consideration**

The Committee discussed the quotations presented and gave each due consideration.

Resolved: To select SAJE as the contractor for the replacement windows project at Priory Park Clubhouse at a price of £15,465.84 + VAT

Proposed: Cllr B Nicholson

Seconded: Cllr Mrs J Marsh

All in favour

ACTION: Inform contractors of decision. Monitor project.

ACTION: FH

HG188/17 **Quotation for extension to footpath at Priory Meadow – for consideration**

The Committee considered the project as necessary and in agreement with the specification provided. Two further quotes would be required.

ACTION: To gather two quotations for works to extend the footpath at Priory Meadow

ACTION: EMc

HG189/17 **Report of Choice of Play Equipment at Blanchard Road and Quotation for Associated Costs – for consideration**

It was reported that the Reception year classes of Bishop's Waltham Infant School had selected the 'Driving with Mirrors' play panel as the new piece of equipment for the Blanchard Road play area. The costs associated with the purchase, delivery and installation were discussed.

Resolved: To purchase the 'Driving with Mirrors' play panel from HAGS SMP, with associated delivery and installation costs, to a total of £887, noting that this installation was into a grass surface. To compare installation costs into the current wet pour surface and select the most cost effective method of installation. To recommend this spending to the F,P&R Committee, with note to use Open Space Funding.

Proposed: Cllr Mrs J Marsh

Seconded: Cllr B Nicholson

All in favour

ACTION: Gather and compare installation costs and select most cost effective. Recommend spending to F,P&R Committee.

ACTION: EMc/TW

HG190/17 **Debtors Report - for information only**

Noted. A contact for Sainsburys had been provided and a letter sent to chase outstanding payments. Statements to other debtors were also being sent.

ACTION: Follow up correspondence to be sent to debtors

ACTION: FH/LE

There being no other business the meeting ended at 8.48pm.