

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 March 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)
Cllr Mr A Wright

Non-Committee Members: 1 - Cllr Mr A Webb

In attendance: Mrs E McKenzie (Clerk to the Committee)
Mrs F Harris (Halls Manager)
Mr T Veck (Senior Groundsman)

Public: 0

HG191/17 **To receive and accept apologies for non-attendance**
No apologies received.

HG192/17 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None

HG193/17 **To receive and accept any personal, non-pecuniary interests relating to items on this agenda**
None

HG194/17 **To approve the minutes of the Halls & Grounds Committee – 20th February 2018**
Resolved: To accept the minutes of the Halls & Grounds Committee – 20th February 2018
Proposed: Cllr Mrs P Wilson
Seconded: Cllr Mrs J Marsh
All in favour who were at the meeting on that date

HG195/17 **Public Session - for information only**
No members of the public were present and no matters were raised.

HG196/17 **Actions arising from meeting 20th February 2018- for information only**
It was noted that it was good to see some actions completed. Some funding was highlighted for renewable energy sources which would be further investigated
ACTION: To investigate 'Carbon Smart' funding.
ACTION: Cllr B Nicholson/ Admin Officer
The speed bump marking had been delayed due to poor weather conditions but was hoped to go ahead as soon as possible.
The retrieval of debt owed by a long-standing debtor was noted as successful.

HG197/17 **Financial Position Year to Date - to note current position**
The position was noted as good as funding released in a timely manner.

HG198/17 **Hall's Manager's written report – for consideration**
Noted.
Some refunds had been given due to the exceptional weather conditions experienced.
The new water boiler was working well at Jubilee Hall and so the urn could be left for use in Priory Park Clubhouse.
The costing for the windows project would be accrued.
Increased bookings noted as a positive

- HG199/17 Senior Groundsman's written report - for consideration**
 Noted.
 The ongoing issues with the CCTV system was discussed and an alternative contractor considered. **ACTION: Investigate alternative CCTV services** **ACTION: Admin Officer**
 The quest to find the water pipe location at Hoe Road Recreation Ground was reported as largely unsuccessful. An alternative method would be tried. **ACTION: Groundsmen to locate water pipe at Hoe Road Recreation Ground** **ACTION: Groundsmen**
 The Oak Road play area was discussed as, since the kickabout area had been moved and displaced the dog walking area, the concern had been raised of children having to walk through an open area rather than 'dog free' area. It was agreed to monitor this area and report back at the next meeting. **ACTION: Monitor Oak Road play area for conflicts of use**
ACTION: Groundsmen
- HG200/17 Correspondence – Request for Bench at Hoe Road Recreation Ground - Update – for consideration**
 Four sites were considered and issues arising discussed.
Resolved: To position a bench in the top section of the park, alongside the hedgerow, using ground anchors.
Proposed: Cllr Mrs J Marsh
Seconded: Cllr A Wright
All in favour
- ACTION: To gather examples of benches and prices, with costs for ground anchors and installation**
ACTION: Admin Officer
- HG201/17 Health and Safety – Review of Health and Safety Advisor Report (Lawes Marsh)– for consideration**
 The report was noted. One action for the Diamond Suite area was discussed to move one self closing door arm from the closed double doors, that are no longer used, to the kitchen door to ensure safety in that area. A smoke detector in the corridor would be purchased too.
- ACTION: To move one self closing door arm from the closed double doors to the kitchen door of the Diamond Suite. To purchase and install a smoke detector in the corridor in this area.** **ACTION: Admin Officer/Halls Manager**
- HG202/17 Storage Shed at Priory Park – for consideration**
 The usage of the shed had been queried. Currently the local football team stored equipment in the shed but they have also purchased a large container unit in the same location. It was considered that the equipment could all be stored in this container and the smaller shed be used by the Parish Council. The Groundsmen and Parish Lengthsman would be able to utilise this facility for their equipment whilst in this large parkland. The shed was noted as in disrepair with worn fascia and brickwork but the groundsmen could undertake necessary remedial works.
- Resolved: To request that Dynamos use the container unit for all their equipment storage and clear the storage shed for repairs and future PC use**
- Proposed: Cllr Mrs P Wilson**
Seconded: Cllr B Nicholson
All in favour
- ACTION: Inform Dynamos of storage facilities plans** **ACTION: Admin Officer**
ACTION: Make necessary repairs to the shed **ACTION: Groundsmen**

- HG203/17 Meeting Notes regarding Trees on Parish Council land – for consideration**
 The notes were said to be very clearly written with concise findings and therefore very useful in the discussions on trees on Parish Council land. The actions recommended for grounds staff and office personnel were considered sensible and further professional arboricultural work would be discussed at the next meeting when quotations for tree surveys would be presented.
ACTION: Follow up on recommendations for PC workers to undertake in parks
ACTION: Grounds Staff / Admin Officer
- HG204/17 Forward Plan 2014/2018 - for information and update**
 Noted.
- HG205/17 Councillors/Clerks Reports - for information only**
 Noted.
- HG206/17 Requests for future agenda items – for information only**
 None.
- HG207/17 Date of next meeting – 17th April 2018**
 Noted.
- HG208/17 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’.
- HG209/17 Quotations for Resurfacing at Hoe Road Play Park Area– for consideration**
 The Committee discussed the quotations presented and gave each due consideration.
Resolved: To select VitaPlay as the contractor for the resurfacing at Hoe Road Play Park Area at a price of £12,337.15 + VAT
Proposed: Cllr Mrs J Marsh
Seconded: Cllr A Wright
All in favour
ACTION: Confirm warranty and guarantees. Inform contractors of decision.
ACTION: Admin Officer
- HG210/17 Quotation for Extension to Footpath at Priory Meadow – for consideration**
 The Committee considered the project as necessary and in agreement with the specification provided.
Resolved: To select Frouds as the contractor for the extension of footpath, with geotextile membrane, at a cost of £3,850 + VAT
Proposed: Cllr A Wright
Seconded: Cllr Mrs J Marsh
All in favour
ACTION: Inform contractors of decision **ACTION: Admin Officer**
- HG211/17 Debtors Report - for information only**
 Noted.
ACTION: Follow up on debtors **ACTION: Halls Manager/Clerk**

There being no other business the meeting ended at 8.50pm.