

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 15th May 2018 at 7pm

Present: Cllr Mr N Cole
Cllr Mrs J Marsh
Cllr Mr B Nicholson
Cllr Mrs P Wilson
Cllr Mr T Wilson

Non-Committee Members: 0

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

Public: 3

HG01/18 To elect the Chairman of the Committee

Nominated: Cllr Mr B Nicholson
Proposed: Cllr Mrs P Wilson
Seconded: Cllr Mrs J Marsh
All in favour

Cllr Nicholson gave thanks to the retiring Chairman, Cllr T Wilson, for his excellent services as Chairman of the Halls and Grounds Committee.

HG02/18 To elect the Vice Chairman of the Committee

Nominated: Cllr Mr T Wilson
Proposed: Cllr Mrs J Marsh
Seconded: Cllr Mrs P Wilson
All in favour

HG03/18 To receive and accept apologies for non-attendance

Cllr Mr S Miller – work commitments
Cllr Mr A Wright had also tendered his apologies in advance due to work commitments.

Resolved: To accept the apologies for non-attendance
Proposed: Cllr Mrs J Marsh
Seconded: Cllr Mr T Wilson
All in favour

Mrs F Harris (Halls Manager) also had given her apologies for non-attendance at this meeting.

HG04/18 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None

HG05/18 To receive and accept any personal, non-pecuniary interests relating to items on this agenda

None

HG06/18 To approve the minutes of the Halls & Grounds Committee – 17th April 2018

Resolved: To accept the minutes of the Halls & Grounds Committee – 17th April 2018
Proposed: Cllr Mrs J Marsh
Seconded: Cllr Mrs P Wilson

All in favour who were at the meeting on that date

HG07/18

Public Session - for information only

There were three members of the public present but none wished to speak at this time.

Correspondence had been received from a resident requesting to use the Parish Council parkland to hold yoga classes during the summer months. It was noted that free classes could be held but if the venture was of a commercial exercise then a rate would be applied and an insurance plan had to be in place. The area at Jubilee Hall was noted as flat and shaded if appropriate for the class.

ACTION: To reply to the resident inviting them in for a meeting to discuss the venture and rate to be applied if applicable. To check that all risk assessments, insurance plans and health and safety requirements should be undertaken by the organiser of these classes.
ACTION: Admin Officer

An update on the plans for the Music Festival due to take at Hoe Road Recreation Ground in July was presented. A request was made to take down the marquee on Monday instead of Sunday which was agreed to by the Committee with the proviso to the organiser to be mindful of security of the marquee overnight.

ACTION: Reply to Festival organiser

ACTION: Admin Officer

HG08/18

Actions arising from meeting 17th April 2018- for information only

It was noted that the extension to the footpath in Priory Meadow would be undertaken in the next few weeks, that the Oak Road play area had reverted to the original layout for the dog walking area and kickabout and that the Jubilee Hall kitchen plans would start in earnest now that the selected contractor was ready to fit the new cupboards. The Fire Risk Assessments had been completed on all three sites and would be presented at the next meeting. The speed bump was still on the schedule of works to be completed by the Parish Lengthsman and the Community Payback Scheme. The tree surveys were currently being undertaken and a remedial works list would be available for information at the next meeting and requests for quotations would be made to local tree surgeons.

HG09/18

Financial Position Year to Date - to note current position

The report was 'virtually' the final end of year report but still not quite accurate. It was requested that both the Month 12 of the last financial year as well as the Month 1 of the new, to be in the papers for the June meeting.

It was noted that the spending on gas was high but an explanation given that the price had risen in this time as well as greater usage of this energy source.

A discussion was held regarding the land leases, and comparisons between the sites considered, with an explanation of historical agreements.

HG10/18

Capital Control Report 2018-19 – for consideration

This was agreed to be a very useful report. The groundsman stated that he would endeavour to provide quotations, for resources needed by the Parish Grounds Team, for a future meeting.

Resolved: To regularly review this report throughout the financial year

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mrs P Wilson

All in favour

ACTION: Admin Officer

HG11/18

Hall's Manager's written report – for consideration

Noted.

The request for small hooks for the Jubilee Hall was agreed so that hirers could decorate the hall sensibly without their own wall attachments.

The side kitchen of Priory Park Clubhouse was to be greater used by BW Dynamos in their next football season so a small renovation of the room was to be undertaken.

The lack of a hot water supply at Hoe Road Pavilion children's toilets was noted and the Halls Manager was asked to investigate this further with the aim to resolve this issue.

HG12/18 **Senior Groundsman's written report - for consideration**
Noted.

HG13/18 **Bishop's Waltham Dynamos Football Club – for consideration**
Three main points were discussed.

- 1) BW Dynamos stated that they did not want the main hall included in their agreement for the next season as they had decided to use the serving hatch from the side kitchen for their hot drinks and tuck shop. They would also move their tuck shop supplies from the CCTV room to the side kitchen. **ACTION: To remove the main hall from the agreement and ensure the side kitchen is in the agreement and in good working order.**
ACTION: Admin Officer/ Halls Manager
- 2) It was requested that the pitch rental of Priory Park should be all year round as the poor weather meant the pitches were often out of use for a lot of the season. The Senior Groundsman explained that the pitches needed some weeks for essential pitch maintenance and recovery time. It was agreed that that top pitches could be used for training on Saturdays during the summer months of 2018, if there was no maintenance scheduled for that time. This arrangement would be monitored and reviewed. It was noted that Priory Park had all the necessary kit on site, as opposed to Hoe Road.
ACTION: Monitor arrangement and report back **ACTION: Snr Groundsman**
- 3) The storage 'bunker' was highlighted as an essential resource to the BW Dynamos teams, especially for training evenings. The Parish Council could find no record of an agreement to use this facility and no charge is currently in place for this storage unit. It was felt that it could possibly be a shared storage space. **ACTION: Chairman of H&G Committee, Senior Groundsman, Parish Lengthsman and BW Dynamos Representative to meet on site to review storage situation and consider an agreeable outcome for both sides.**
ACTION: Admin Officer

The draft agreement would be redrafted in view of the points discussed above and a meeting held to ensure an updated agreement was clear before presentation at the next H&G Committee meeting. The relevant rates would be also be discussed.

Resolved:

- i) **To redraft the agreement removing the use of the main hall and ensuring the side kitchen is included in the hire**
- ii) **To monitor agreed usage of the pitches over Summer 2018**
- iii) **To meet to consider usage of the storage bunker**

Proposed: Cllr Mrs P Wilson

Seconded: Cllr Mrs J Marsh

All in favour

HG14/18 **Play and Leisure Area Signage– for consideration**

The Administration Officer explained that the Playground Inspector, on his last visit, had noted that the signage at each park could include the name and address of the park as well as emergency contact details. Currently each park had map information but not as specific as the Inspector considered advisable.

Resolved: To update the play park signs with additional standard safety information
Chairman's Proposal

All in favour

ACTION: Admin Officer

HG15/18 **Forward Plan 2014/2018 - for information and update**

Noted.

A new plan was being drawn up, by the designated working party, for implementation aimed for 2019.

HG16/18 **Councillors/Clerks Reports - for information only**

Noted.

The Senior Groundsman added that the CCTV was still not working effectively at Hoe Road. It was decided that a new service provider should be used. A quotation had been submitted for

these works and it was felt that this new company should be asked to resolve these ongoing issues. The cost was within current budget plans.

HG17/18 **Requests for future agenda items – *for information only***
None.

HG18/18 **Date of next meeting – 19th June 2018**
Noted.

HG19/18 **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’.

HG20/18 **Debtors Report - *for information only***
It was noted that the report was not fully up to date due to the end of year transfer of files.

There being no other business the meeting ended at 8.08pm.