



**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> October 2018 at 7pm

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

**Non-Committee Members:** 0

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

**Public:** 0

**HG89/18 To receive and accept apologies for non-attendance**  
All present at this meeting.

**HG90/18 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None

**HG91/18 To receive and accept any personal, non-pecuniary interests relating to items on this agenda**  
None

**HG92/18 To approve the minutes of the Halls & Grounds Committee – 18<sup>th</sup> September 2018**  
**Resolved: To accept the minutes of the Halls & Grounds Committee – 18<sup>th</sup> September 2018**  
**Proposed: Cllr Mrs J Marsh**  
**Seconded: Cllr S Miller**  
**All in favour who were present at the meeting**

**HG93/18 Public Session - for information only**  
A request was made to ensure limescale remover was used in the Jubilee Hall toilet sinks.  
**ACTION: Ensure cleaner uses limescale removed in JH toilet sinks once a month**  
**ACTION: Halls Manager**

**HG94/18 Actions arising from meeting 18<sup>th</sup> September 2018- for information only**

The working party reviewing the playground inspection recommended actions were due to meet 23-10-18.  
Discussions with BW Dynamos Football Club were ongoing.  
The area to be resurfaced at Hoe Road extension car park was being measured.  
A report on the Music Festival held in July was still outstanding despite many attempts to request such.  
The portable floodlights were in use at Hoe Road tennis courts and thanks had been given to the Parish Council by Active Academy. Confirmation had been received from Winchester City Council (SDNP department) that these units did not require planning permission and a letter to residents had been delivered to those properties adjoining the tennis courts.

**HG95/18 Financial Position Year to Date - to note current position**  
A favourable position was noted at this time due to planned capital spend not yet purchased.

- HG96/18 Capital Control Report Review – for consideration**  
 Noted.  
 Replacement tables and chairs ordered.  
 Ruby Room and foyer flooring quotes slow to be submitted.  
 Request for more litter bins (replacements) had been made by groundsmen and could be purchased if within budget.  
 The Chairman suggested that the committee consider general waste bins replacing dog waste bins. A review of bins was requested with the findings brought to committee as a future agenda item.  
**ACTION: Chairman/ Senior Groundsman/Admin Officer**  
 Drawings for the internal changes in Priory Park Clubhouse were due to be requested to progress this item. Quotations for the work have to be agreed by March to ensure it was entered into the present financial year.  
 The senior groundsman requested an update on the outside space at the estates shed. The chairman had reviewed the area and felt that the fence needs to be higher for security reasons and that the space needs tidying and rethinking of best use of the area. A second container or extension of the building was considered necessary as a future agenda item.
- HG97/18 Budget Setting 2019-20 – Recommendations from the Working Party - for consideration**  
 Although unbudgeted, it was decided to move £3000 to this financial year for the necessary upgrade to Hoe Road CCTV system.  
 It was felt that further funding would need to be set aside for Pondsides play area.  
**Resolved: To recommend the H&G budget for 2019/10 as tabled to the F,P&R Committee**  
**Chairman's Proposal**  
 All in favour **ACTION: Admin Officer/ Clerk**
- HG98/18 Hall's Manager's written report – for consideration**  
 Noted.  
 Deep clean of Jubilee Hall kitchen due 27.10.18.  
 New blinds have been installed at Priory Park Clubhouse.  
 Keys given to BW Dynamos and replacement charge clearly communicated to the club.
- HG99/18 Senior Groundsman's written report - for consideration**  
 Noted.  
 There is a wet patch at the lower corner of the Claylands play park which is under investigation.  
 The skate park bank needs attention which the Parish Lengthsman had outlined for the Community Payback Scheme to do. Normally the Grounds Staff would do this work so this task would be queried before delegation confirmed.  
 It was noted that any CPS work would be allocated to the relevant cost centre and expense code to show the work completed.
- HG100/18 Health and Safety**  
**Review of Health and Safety Advisor Report (Lawes Marsh) – for consideration**  
 The committee felt that the Parish Council were in a good position and fairly self-sufficient and required minimal visits and consultancy when needed, not a year long contract.  
 It was suggested that NALC/HALC were contacted to seek their advice on appropriate levels of H&S consultancy required, and request information on H&S consultancy from other local Parish Councils as a comparison.  
**Resolved: To compare levels of H&S consultancy and review options, with a view to reduce spend on H&S consultancy.**  
**Chairman's Proposal**  
 All in favour **ACTION: Admin Officer**

**HG101/18**      **Community Infrastructure Levy Projects - for consideration**

The chart of projects was discussed and considered with due deliberation.

It was felt that a chart for H&G projects should be kept and regularly considered and reviewed. **ACTION: Create CIL Project Chart for H&G Committee ACTION: Admin Officer**

The projects were given an updated priority order with the first being to develop a MUGA at Hoe Road Recreation Site with consideration for an additional sporting venue alongside it.

The possible plan to reconfigure the layout of the Jubilee Hall was on hold pending any further consideration to move the Parish Council office.

**Resolved:**

**To recommend to the Finance, Policy and Resources Committee that a planning application be considered to present to SDNP to site a MUGA and 4 court sports hall at Hoe Road Recreation Ground. ACTION: Admin Officer/Clerk**

**To request possible funding for such a project from Winchester City Council (sports funding). ACTION: Cllr S Miller**

**To set up a working party of the Chairman and Vice Chairman to reorder the H&G CIL projects under consideration and reassess names of the projects to be more appropriate ACTION: Admin Officer**

**Chairman's Proposal**

**All in favour**

**HG102/18**      **Review of the Jubilee Hall room names – for consideration**

The Chairman explained the changes made to the Silver Room since the office reconfiguration. The location and size of room was considered to be most useful for Parish Council use to ensure privacy on the upper floor area.

The Ruby, Gold and Diamond Suite room names were reviewed but the decision made for them to remain the same.

An idea to partition the Ruby Room to create two smaller rooms when needed was considered but, due to the door positions and ceiling line, it was not a straightforward matter. This idea was therefore deferred to a future time.

**Resolved: To remove the Silver Room as a hireable room from 1 January 2019.**

**Chairman's Proposal**

**All in favour**

**ACTION: Halls Manager**

**HG103/18**      **Review hall hirers charges regarding music rights – for consideration**

The Chairman outlined a review needed to discuss the charges made by PRS (Performing Rights Society) and how hall hirers could be asked to pay for this if they played music for their hire. It was felt by some members of the Committee, and the Halls Manager, that this should be a cost included in the hire as too hard to split cost between hirers and the hall should be available to the community to play music if they wished to as part of the hire. It was agreed to defer this item until further notice.

**HG104/18**      **Register of key holders and replacements – for consideration**

The Chairman wished to bring this to the Committee's attention as an increase of keys had been requested by BW Dynamos Football club. With additional keys came the concern of ensuring security as well as the increase in costs to replace any lost keys.

The Halls Manager noted that a key safe was used for regular hirers at Priory Park Clubhouse. This site was viewed by CCTV and the key safe access was only given to regular, long term hirers.

Dynamos had been reminded of the cost of replacing keys when new keys had been issued. The Halls Manager held a register of key holders and would maintain this going forward.

**Resolved: To ensure a Key Policy was in use (with register of key holders), to ensure all key holders know of the £25 replacement key charge and to change the key safe code at Priory Park Clubhouse every six months.**

**Chairman's Proposal**

**All in favour**

**ACTION: Admin Officer / Halls Manager**

**HG105/18**

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

Noted but no longer relevant as a new plan was being formulated for 2019/2023.

**HG106/18**

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

Noted.

**HG107/18**

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

Review of bins – Councillor Nicholson

Ruby Room and Foyer Flooring Quotes – Halls Manager

H&S consultancy update – Admin Officer

Working party report on Playground Inspection Recommendations – Cllrs Nicholson, Marsh & Miller

**HG108/18**

**Date of next meeting – 20<sup>th</sup> November 2018**

Noted.

Cllr Mrs J Marsh offered her apologies as she would be indisposed to attend this meeting.

**HG109/18**

**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, 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’.**

**HG110/18**

**Quotations for Replacement Toilet Cubicles in Priory Park Clubhouse Changing Rooms – for consideration**

The Committee considered the quotations presented.

**Resolved: To appoint JT Carpentry to replace the toilet cubicles in Priory Park Clubhouse Changing Rooms (with request for total cost for both jobs to be £2,500 + VAT)**

**Proposed: Cllr Mrs P Wilson**

**Seconded: Cllr Mrs J Marsh**

**All in favour**

**ACTION: Admin Officer/Halls Manager**

**HG111/18**

**Quotations for Upgrades in Priory Park Clubhouse Side Kitchen – for consideration**

The Committee considered the quotations presented.

**Resolved: To appoint JT Carpentry to carry out upgrades to Priory Park Clubhouse Side Kitchen (with request for total cost for both jobs to be £2,500 + VAT)**

**Proposed: Cllr Mrs P Wilson**

**Seconded: Cllr Mrs J Marsh**

**All in favour**

**ACTION: Admin Officer/Halls Manager**

**HG112/18**

**Debtors Report - for information only**

Updates were given by the Halls Manager and it was noted that three chase letters had been sent giving 14 days' notice to pay outstanding debts.

There being no other business the meeting ended at 21.00