

## **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 20<sup>th</sup> November 2018 at 7pm

Present: Cllr Mr N Cole

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: 1

HG113/18 To receive and accept apologies for non-attendance

Cllr Mrs J Marsh – indisposed

Resolved: To accept the apologies for non-attendance

Proposed: Cllr S Miler Seconded: Cllr T Wilson

All in favour

HG114/18 To receive and accept declarations of disclosable pecuniary interests relating to items

on this agenda

None

HG115/18 To receive and accept any personal, non-pecuniary interests relating to items on this

**agenda** None

HG116/18 To approve the minutes of the Halls & Grounds Committee – 16th October 2018

Resolved: To accept the minutes of the Halls & Grounds Committee - 16th October

2018

Proposed: Cllr Mrs P Wilson Seconded: Cllr N Cole

All in favour who were present at the meeting

**HG117/18** Public Session - for information only

One member of the public was present and gave the Committee a paper to consider regarding Bishop's Waltham Cricket Club. The Chairman thanked the attendee and informed him that there was a Parish Council working party set up to work on matters related to the Cricket Club and he would refer these points to them for their attention. The Chairman added that he was aware of the funding request from the club which would be considered by the Committee as a future agenda item.

Three pieces of communication had been received from the public in the last month:-

- 1) Lack of lighting at Priory Park car park this had been investigated with the outcome of new bulbs being installed and a new timer planned for the units:
- 2) Complaint regarding fireworks night in terms of consultation and noise affecting pets it was felt that the publicity of the event had been given well in advance and that the noise was expected on this evening for a short period of time
- 3) Continued smoking in the youth shelter the ACSO had spoken to the resident regarding this matter

#### HG118/18 Actions arising from meeting 16th October 2018- for information only

The skate park was to be discussed as an agenda item.

The draft of the venue advertising leaflet was in progress by the Halls Manager.

The architect had visited Priory Park clubhouse last week and drawn up new plans for the changing room reconfiguration. This would be further discussed as a future agenda item. A quote for new health and safety service had been received which would be presented at the

next meeting.

The rails at Priory meadow bridge were due to be installed very soon.

With regard to the car park extension plans, the senior groundsman had measured up the areas to be given to the contractors as a specification to work from.

Playground inspection report had been addressed by the working party and their findings followed as an agenda item.

The review of bins on Parish Council land required a date for the site tours to be set.

#### **HG119/18** Financial Position Year to Date - to note current position

Noted

The dental van was noted as being invoiced once a year. They were a reliable hirer who always paid promptly.

### **HG120/18** Capital Control Report Review – for consideration

Noted.

Replacement tables and chairs had been received and stored at Priory Park Clubhouse. The storage container was still under consideration as part of the review of the Estates Shed area.

The new tables and chairs at Priory Park clubhouse had arrived and ready for use.

The replacement CCTV system needed was an agenda item following.

## **HG121/18** Budget Setting 2019-20 – Recommendations from the Working Party - for consideration

In view of the Cricket Club's funding request, it was decided to defer the final recommendation of this committee so as to consider items requested that may need budgeting for. The working party will also reconsider all sections of the budget as the F, P&R committee had asked all committees to review their proposals to reduce overall expected spend. It was noted that some CIL money may be received but this could not be guaranteed for any specific project at this time.

Resolved: To delay recommendation of the H&G Committee budget 2019-20 until December 2018, with the working party reviewing anticipated spend in the meantime Chairman's Proposal

All in favour ACTION: Admin Officer/ Clerk

#### **HG122/18** Halls and Grounds Hire Rates 2019-20 – for consideration

It was decided, in principle, to increase rates based on CPI but noted this was dependent on budget review.

Portable Appliance Testing had been carried out in August 2018 and hirers had been offered the chance to test their own units and ensure the label was present or pay for the Parish Council contractor to test items. This procedure is to continue for the 2019 tests.

The cleaning and storage charges were still appropriate and should continue for next year.

## **HG123/18** Hall's Manager's written report – for consideration

Noted.

Fortunately, Priory Park Clubhouse flooring dried out after the second flood at the end of October. Thanks were given to the groundsman on duty for spotting the fault and taking immediate action, and to the Halls Manager and family for tackling the surface water.

The deep clean of the kitchen at the Jubilee Hall had been completed to a high standard and a certificate on display for reference.

## **HG124/18** Senior Groundsman's written report - for consideration

Noted.

The incidents of litter at the football pitches, reported on Saturday 17<sup>th</sup> November, were uncommon as the grounds team did an inspection each Saturday morning, as part of their usual morning inspections. The litter found, it was noted, was under leaves and therefore only discovered when the leaves moved.

The wildflower meadow had successfully taken the seed sown and the area was showing good signs of growth. Signage was considered to indicate flowers to be seen as well as other flora and fauna in the meadow. This would be discussed as a future agenda item.

### HG125/18 Carnival 2019 – for consideration

The date requested by the Bishop's Waltham branch of the Rotary Club was considered.

#### Resolved:

- i) To approve the date for the 2019 Carnival as Saturday 8<sup>th</sup> June 2019
- ii) To consider the licence, terms and costs for this event in January 2019

**Chairman's Proposal** 

All in favour ACTION: Admin Officer

#### HG126/18

Playground Inspection Report - for consideration

- i) Review from the working party
- ii) Skate Park Survey

The review was considered by the committee.

Resolved: For the working party to create a priority list, with estimates/quotations as possible for budgeting purposes

Chairman's proposal

All in favour ACTION: BN/JM/EM/TV

With regard to the skate park, continued monitoring would be required, and another review of usage and state of the area should be a future agenda item in three months' time.

ACTION: Continue monitoring of skate park usage and state 
ACTION: Groundsmen

It was noted that the skate park bank had been cleared by the Community Payback Scheme and looked much improved. The groundsmen would now keep it maintained to this level. It was suggested that more facilities were considered for Priory Park in terms of toilets, a café and lighting. The skate park could also be enhanced and made a feature of with professional graffiti. These items would be raised as future agenda items.

## HG127/18

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

All issues addressed in the review of this document.

A new plan was nearly ready for discussion, with the anticipated launch scheduled for March 2019.

### HG128/18

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

Noted

The Chairman had visited Priory Park on Saturday 17<sup>th</sup> November to view the use of the pitches, clubhouse and car park.

#### HG129/18

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

Skate Park review

Signage at Priory Meadow

Review of Development Plan for all Parish Council sites

## HG130/18

### Date of next meeting - 18th December 2018

Noted.

#### HG131/18

#### **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'.

## HG132/18 Quotations for Jubilee Hall Replacement Flooring – Reception Area and Ruby Room– for consideration

The Committee considered the quotation presented and acknowledged the Halls Manager's attempts to gather more quotations. The contractor who had submitted a quotation was of known good reputation and quality of work.

Resolved: To appoint Freeway Flooring to replace the flooring in the reception area and ruby room of the Jubilee Hall at a total cost of £5,052 plus VAT

Proposed: Cllr Mrs P Wilson Seconded: Cllr S Miller

All in favour ACTION: Admin Officer

**ACTION: Halls Manager** 

Colour samples to be requested.

#### **HG133/18** Quotations for Priory Meadow – Extension of Footpath – for consideration

The Committee considered the quotation presented. The contractor had an excellent knowledge of the land and had undertaken two footpaths in this area which had been completed to a high standard. The Committee had funds available from the Solafields Grant award to spend on 'improving access for the community' and this was felt to be a suitable project to fit the criteria.

Resolved: To appoint Paul Froud to extend the footpath at Priory Meadow at a total

cost of £4,250 + VAT Proposed: Cllr S Miller Seconded: Cllr T Wilson

All in favour ACTION: Admin Officer/Groundsmen

# HG134/18 Quotation for new CCTV system at Parish Council owned buildings at Hoe Road Recreation Ground – for consideration

The Committee considered the quotation presented and requested that further quotations were gathered for a comparison.

Resolved: To seek two further quotations for a new CCTV system for the Hoe Road

Recreation Ground buildings Proposed: Cllr S Miller Seconded: Cllr Mrs P Wilson

All in favour ACTION: Admin Officer

### **HG135/18 Debtors Report** - for information only

Updates were given by the Halls Manager and it was noted that two bookings that had not taken place were being chased for payment. A final letter was due to be sent noting that, if no payment was received, these hirers would not be permitted to hire any Parish Council facilities in the future. If no reply was forthcoming, the committee would write off the debt at the next meeting. The process of deposits submitted and period of cancellation was discussed and an update on procedure considered necessary to cover costs of hall hire and loss of business if cancellation given at short notice.

Resolved: To charge hirers a deposit of half the cost of the total hire with immediate

effect.

Proposed: Cllr N Cole Seconded: Cllr S Miller

All in favour ACTION: Halls Manager