



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 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

The incidents of litter at the football pitches, reported on Saturday 17th 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 8th 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 17th 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

Colour samples to be requested.

ACTION: Halls Manager

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

There being no other business the meeting ended at 20.57