



**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 22<sup>nd</sup> January 2019 at 7pm

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

**Non-Committee Members:** 0

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

**Public:** 1

**HG160/18 To receive and accept apologies for non-attendance**  
All councillors present.

Apologies had been sent by Mrs F Harris (Halls Manager) due to a family commitment.

**HG161/18 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None

**HG162/18 To receive and accept any personal, non-pecuniary interests relating to items on this agenda**  
None

**HG163/18 To approve the minutes of the Halls & Grounds Committee – 18<sup>th</sup> December 2018**

**Resolved: To accept the minutes of the Halls & Grounds Committee – 18<sup>th</sup> December 2018**

**Proposed: Cllr Mrs P Wilson**

**Seconded: Cllr T Wilson**

**All in favour who were present at the meeting**

**HG164/18 Public Session - for information only**

One member of the public was present who queried the lack of sufficient heat in the main hall of Priory Park Clubhouse for a Tuesday morning exercise class two weeks in a row.

Unfortunately, as the Halls Manager was not present, a precise answer was not currently available. The Admin Officer would call with a reply, as requested, by the end of the week.

A resident of Martin Street had queried some branch conditions in the coppice at Victoria Road as well as the boundary fencing. On investigation the branches had been recently surveyed by the arboriculture consultant and remedial works had been completed. The deeds for the boundary were consulted and stock proof fencing was required. This style fencing was indeed in place and adequately met the council's obligation. As a gesture of goodwill, it was agreed to place additional wire netting in one exposed area, within the normal stock fencing, in front of the house.

**ACTION: Add additional wire netting to fence**

**ACTION: Grounds Team**

**HG165/18 Actions arising from meeting 18<sup>th</sup> December 2018- for information only**

Skate park was being monitored.

Venue leaflet idea abandoned for time being as no marketing required on the halls at present.

Priory Park Clubhouse changing rooms were an agenda item at this meeting.

The renewable energy project was ongoing.  
 The Jubilee Hall side roof project was abandoned as the Halls Manager said they were no further issues arising on the side nearest the St John Ambulance building.  
 The high wall heater for the Jubilee Hall kitchen was due to be installed imminently.  
 Priory Park Clubhouse changing rooms redecoration to be abandoned due to current plans to reconfigure the area. The side kitchen had been updated and looked very smart. The actions for the football club were now all complete. It was noted that a recent meeting with the club representatives had been held and the plans for the upgrade had been favourably received. Rates had been presented to the club for the 2019/20 season which were due to be considered by their committee and a response given by the end of the month.  
 The car park extension resurfacing project at Hoe Road had been noted as deferred and priority given to Priory Park overflow car park. A meeting held been held on 21-1-19 with a contractor who would be submitting a quotation in due course.  
 Invoice Procedure still under review but limitations with the system were noted. Update the completion date to June 2019.  
 The road planings required for Albany Road allotments site had been delivered and six holes filled.  
 The Ruby Room and Foyer flooring was scheduled for replacement this spring. It was also noted that the Gold Room was showing signs of deterioration and quotes would be needed for upgrade. **ACTION: Gather quotes for Gold Room flooring upgrade** **ACTION: FH**  
 Cllr Miller recommended that any projects we considered for CIL money be listed and sent to WCC to keep them aware of our priorities and plans.  
 Cllr Cole noted that the lights on the North Pond bridge needed cleaning and fixing. A reply stated that this was the responsibility of the Estates Department of WCC and we would report this matter to them for their attention.  
**ACTION: Refer action to the Clerk** **ACTION: Admin Officer**  
 Site meetings to look at the CCTV system at Hoe Road had been arranged and submissions of quotations would follow for consideration at the February meeting.  
 It was noted that the working group looking at the Forward Plan projects also need to consider the CIL projects listed for this committee and the development strategy plan.

- HG166/18** **Financial Position Year to Date - to note current position**  
 Noted.
- HG167/18** **Capital Control Report Review – for consideration**  
 Noted.  
 The Chairman outlined the current position of the capital projects.  
 The new scrubbing machine budgeted for would be purchased after consultation with the caretaker.  
 With regard to litter bins, it is confirmed that parish council staff empty all waste bins on parish council land, except dog waste bins. Some additional bins could be purchased as requested by the grounds team.
- HG168/18** **Hall’s Manager’s written report – for consideration**  
 Noted. It was noted that the buildings were listed for non-domestic rates.
- HG169/18** **Senior Groundsman’s written report - for consideration**  
 Noted. The bowser, as now approved, was due to be purchased before the end of the financial year.
- HG170/18** **Health and Safety – Review of Health and Safety Advisor Report – (Lawes Marsh) – for consideration**  
 The report was noted.  
 Additional quotes for the smoke detection units was requested. **ACTION: Admin Officer**
- HG171/18** **Requirement for Updated Legionella Report - for consideration**  
 The report was noted.  
 Additional quotes for a legionella report (audit) was requested. **ACTION: Admin Officer**

- HG172/18 Plans for Priory Park Clubhouse changing rooms - Update - for consideration**  
 The Chairman outlined the outcomes of the recent meetings with the Hampshire FA Ground Grading Team, Architect and the FA League representative. The two plans were presented and discussed.
- Resolved:**
1. To request an update of the plans by the architect (for fee as expected)
  2. To request site visits by contractors to undertake the works
  3. To present quotations for work at the next meeting
- Chairman's Proposal**  
**All in favour** **ACTION: Admin Officer**
- HG173/18 Football Usage at Hoe Road Recreation Ground 2019 Onwards – for consideration**  
 It was highlighted how football subsidies were high and the prices set for football matches could not rise as they were consistent with other local charges being made. The pitches at Priory Park were the main site for football and therefore, by removing organised football matches at the Hoe Road site, the subsidy could be reduced to a more manageable level. The teams currently playing at Hoe Road were not Bishop's Waltham based and could possibly be offered alternative space at Priory Park if the main user of that site did not want a licence for the whole area.
- Resolved:**  
**To give notice to current football teams using Hoe Road Recreation Ground that the area would not be used or maintained for organised football for the next season.**  
**To monitor usage and revisit as necessary.**
- Proposed; Cllr T Wilson**  
**Seconded: Cllr Mrs P Wilson**  
**All in favour** **ACTION: Admin Officer**
- HG174/18 Draft Forward Plan 2019-2023- for consideration**  
 The points were presented.
- Resolved: To appoint a working group of Cllr Cole, Cllr Mr T Wilson and Cllr Mrs P Wilson to review the projects listed and rank them in order of priority with a year of completion and budget for each.**  
**Proposed: Cllr T Wilson**  
**Seconded: Cllr Mrs P Wilson**  
**All in favour**
- HG175/18 Councillors/Clerks Reports - for information only**  
 Noted.
- HG176/18 Requests for future agenda items – for information only**  
 None highlighted at this time.
- HG177/18 Date of next meeting – 19<sup>th</sup> February 2019**  
 Noted.
- HG178/18 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'.**
- HG179/18 Quotation for New Consumer Unit At Priory Park Clubhouse– for consideration**  
 The Committee considered the quotation but felt that any potential works should be discussed after the Hard Wire Condition Report had been submitted in February which would bring to light any other defects or recommendations.

**Resolved: To defer installing a new consumer unit at Priory Park Clubhouse until the Hard Wire Condition Report had been received.**  
**Proposed: Chairman's Proposal**  
**All in favour**

**HG180/18**      **Debtors Report - *for information only***  
Noted.

There being no other business the meeting ended at 20.30