



**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 19<sup>th</sup> February 2019 at 7pm

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

**Non-Committee Members:** 0

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

**Public:** 3

**HG181/18 To receive and accept apologies for non-attendance**  
Cllr Mr N Cole – work commitments  
Cllr Mr S Miller– work commitments

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

**HG182/18 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None

**HG183/18 To receive and accept any personal, non-pecuniary interests relating to items on this agenda**  
None

**HG184/18 To approve the minutes of the Halls & Grounds Committee – 22<sup>nd</sup> January 2019**  
**Resolved: To accept the minutes of the Halls & Grounds Committee – 22<sup>nd</sup> January 2019**  
**Proposed: Cllr Mrs P Wilson**  
**Seconded: Cllr T Wilson**  
**All in favour**

**HG185/18 Public Session - for information only**  
A resident spoke about her initiative to set up a 'Men's Shed' for the town to develop a place for men to meet socially and have a purpose in making or repairing items for the community. She sought the committee's support in progressing this idea. The committee were favourable to the idea and would discuss this under the agenda item for the meeting.  
A complaint was heard from a participant at an exercise class at Priory Park Clubhouse where the lack of heating during the class had been uncomfortable and lead to the class changing venue. The Halls Manager had responded to the complaints and reset the heating which was now working effectively. Feedback to the office was taken note of. No other complaints had been received about the heating at the venue.  
The visit, by the Chairman of the Committee and Grounds Staff, to the Cricket Club ground was welcomed by a resident present. He thanked the committee for the suggestion to support grass cutting at the ground and hoped a schedule and plan could be shared to ensure effective management of this task. He thanked the Chairman for responding to points raised but felt the issues should be considered as a full agenda item. The Chairman assured the resident that a specific working group were dedicated to these matters and an agenda item at

the relevant committee would be set when appropriate. The resident asked about progress on the Albany Road track and if a second access to the cricket ground was being considered. The Chairman noted that the track was awaiting further information from the developer working on the site there but that no further progress was expected in the near future unfortunately. The Chairman noted that the cricket club ground representative had suggested that some space or a shed at the ground could be considered for the Men's Shed idea and thanked him for this response.

**HG186/18**

**Actions arising from meeting 22<sup>nd</sup> January 2019 - for information only**

The skate park monitoring was ongoing by the grounds team but no second formal survey had been set up.

The updated design for the changing rooms at Priory Park Clubhouse had been forwarded to the FA for further comment.

The meeting with the football club was to be scheduled to confirm the rates/licence for the 2019/20 season.

The replacement flooring at the Jubilee Hall had been scheduled as February for the ruby Room and April for the entrance foyer (to ensure least disruption to hirers).

A meeting of the Development Strategy working group was to be scheduled for this month.

The report regarding to the North Pond bridge had been passed to WCC Estates team who had given assurance of a timely response to repairing the lighting units.

One contact had been made regarding a legionella audit quotation, with more to follow before presentation to committee.

A letter had been drafted regarding Hoe Road recreation ground and due to be sent out.

The working group had successfully met to discuss the Halls and Grounds aspects of the Forward Plan and the outcomes would be presented at a future meeting for further consideration.

**HG187/18**

**Financial Position Year to Date - to note current position**

Noted.

**HG188/18**

**Capital Control Report Review – for consideration**

Noted.

The senior groundsman would advise on new bins as necessary.

The scrubbing machine had been considered unnecessary by the caretaking team so this expense would be reconsidered for 2020-21.

It was noted that current guidance outlined that projects had to be spent in the allocated budget year.

**HG189/18**

**Hall's Manager's written report – for consideration**

Noted.

The damaged brickwork at Jubilee Hall had been repaired and the bill would now be sent to the hirer who caused it for payment.

It was noted that heating at Priory Park clubhouse had been variable, due to the timer and changes in radiators, but that now the situation was under control and no complaints had been received.

**HG190/18**

**Senior Groundsman's written report - for consideration**

Noted.

The volume of rubbish around the youth shelter was of concern (even with a waste bin situated at the site) which was spreading into the nearby car park too.

The senior groundsman noted that he had met with a number of contractors this month with regard to CCTV supply, ground drainage, fencing, painting and bowsers.

**HG191/18**

**Correspondence**

i) **Allotments Section of Albany Road – Road Condition Concern – for consideration**

ii) **Men's Shed Initiative – for consideration**

iii) **NHS – Location for Breast Screening Unit – for consideration**

**i) Allotments Section of Albany Road – Road Condition Concern – for consideration**

The potholes in the road had been filled with planings which had eased the situation. The whole track site was under review pending the developer's cooperation in resurfacing the whole road as part of the development plan.

**Resolved: To use the Community Payback Scheme Team to dig a side ditch to alleviate flooding issues and to purchase a grit bin with rock salt to ease any ice problems**

**Chairman's Proposal**

**All in favour**

**ACTION: Admin Officer**

**ii) Men's Shed Initiative – for consideration**

The committee supported this idea in principle and would endeavour to seek a suitable piece of land for consideration. More work would be needed to progress this idea. It was suggested that the resident approach the Meon Valley Active Retirement Association (MVARA) whom, it was felt, could support this idea as part of their remit of providing activities for the retired community. Two sites were considered as initial ideas – one at Hoe Road Recreation Ground and the other at the Cricket Club ground. A further venue was suggested as the old physiotherapy hut on the Malt Lane site – even a one-year lease may be useful in starting this project up. It was noted that any permissions on Parish Council land would require a lease or contract for use.

**ACTION: Consider sites for positioning of the shed and discuss idea with relevant groups (Parish Council, Scouts, Cricket Club, Owners of the Elms Hut at the Malt Lane site)**

**ACTION: Admin Officer/ Chairman**

**iii) NHS – Location for Breast Screening Unit – for consideration**

The NHS van had requested positioning in the town for six months for community benefit. The Halls Manager had liaised with the organiser and agreed that the Hoe Road site was the preferred venue which would enable the van to park, visitors to park, had toilet facilities and access to power. A quote was being sought to create an external power access that any events could then benefit from. The question was raised over the charge for electricity and also if this would impact on the Carnival use of the hard-standing area but it was felt that the van only took up three car parking places so would be of minimal impact.

**ACTION: Measure area available to ensure van position safe**

**ACTION: Snr Groundsman/Halls Manager**

**Resolved: Subject to contract and costings, to allow the NHS van to be positioned at Hoe Road Recreation Ground for six months (April-September 2019)**

**Chairman's Proposal**

**All in favour**

**ACTION: Admin Officer/ Halls Manager**

**HG192/18 Draft Forward Plan 2019-2023- for consideration**

It was noted that the committee working group had met on 13-2-19 and prioritised the projects ready for the full working group to collate within the Council's plan. The final version would be presented and considered at committee level in due course.

**HG193/18 Councillors/Clerks Reports - for information only**

Noted.

**HG194/18 Requests for future agenda items – for information only**

None highlighted at this time.

**HG195/18 Date of next meeting – 19<sup>th</sup> March 2019**

Noted.

- HG196/18 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’.**
- HG197/18 Quotations for upgrade to CCTV system at Hoe Road site – for consideration**  
The committee considered the two quotations presented to resolve the long running issues with the old system. Only one company had suggested a cable system rather than the sole wireless system and it was decided that the other companies contacted should be requested to submit a quote using a cable system to compare systems more closely.
- Resolved: To ask each of the three companies to submit a quotation for a cable system for the CCTV provision at the Hoe Road site.**  
**Chairman’s Proposal**  
All in favour **ACTION: Admin Officer**
- HG198/18 Renewal of Health and Safety Consultancy Contract – Update – for consideration**  
The updated contract was considered.
- Resolved: To approve a one-year contract at £95 + VAT per month**  
**Chairman’s Proposal**  
All in favour **ACTION: Admin Officer**
- HG199/18 Planned Purchase of Bowser – Update – for consideration**  
The Chairman and Senior Groundsman provided an explanation for the update on the purchase of a bowser for Parish Council use. The version presented would be a more flexible item for use at the various sites.
- Resolved: To purchase the Bowser Honda GX Petrol Powered Pressure Washer at a price of £1313.76 included VAT**  
**Proposed: Cllr Mrs P Wilson**  
**Seconded: Cllr Mrs J Marsh**  
All in favour **ACTION: Admin Officer**
- HG200/18 Playground Inspection Report – Update with quotations for recommended works – for consideration**  
The committee considered the report updates, with quotations gathered for recommended works. The budget available was allocated to one park for necessary resurfacing. It was requested that the remaining projects be listed into categories for further consideration.
- Resolved:**  
**To resurface the areas under the Jubilee Hall play park equipment at a cost of £3,888.59 + VAT by Vita Play Limited**  
**ACTION: Admin Officer**
- To analyse and prioritise the recommended actions from the Playground Inspection report, to be undertaken by the Development Strategy working group**  
**ACTION: Admin Officer and Development Strategy working group**
- Chairman’s Proposal**  
All in favour
- HG201/18 Debtors Report - for information only**  
Noted.  
The Halls Manager verbally updated the report for the committee.

There being no other business the meeting ended at 21.06