



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 18th June 2019 at 7pm

Present: Cllr Mr N Cole
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)

Public: 0

HG26/19 To receive and accept apologies for non-attendance
Cllr R Haysom – family commitments

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

Mr T Veck (Senior Groundsman) also offered his apologies for non-attendance at this meeting.

HG27/19 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None

HG28/19 To receive and accept any personal, non-pecuniary interests relating to items on this agenda
None

HG29/19 To approve the minutes of the Halls & Grounds Committee – 21st May 2019

Resolved: To accept the minutes of the Halls & Grounds Committee – 21st May 2019
Proposed: Cllr Mrs P Wilson
Seconded: Cllr Mrs J Marsh
All in favour

HG30/19 Public Session - for information only

There were no members of the public present.

A resident had requested that the long grass in the field below the play park at Priory Park was cut. The senior groundsman had stated that this one section was left intentionally long as a natural meadow area but had mown paths around and through it for walkers. It was noted that there were many mown areas and paths in the area that were available for walkers. The bin at Victoria Road green area had been reported as open topped and vulnerable to crows emptying it. The groundsmen would investigate this issue and report back on suggestions to ease this problem.

ACTION: Investigate bin styles and siting at Victoria Road

ACTION: Snr Grndsmn/DEO

Active Academy had reported loose edging at the bottom of the fencing.

ACTION: To review fencing and recommend actions as a result

ACTION: Snr Grndsmn /DEO

An email had been received from the Chairman of Bishop's Waltham Dynamos Football Club which had been circulated to the committee.

ACTION: To send a letter to the Club

ACTION: Chairman/DEO

HG31/19

Actions arising from meeting 21st May 2019 - for information only

Noted.

Changing Rooms – high costs indicated from quotations for work, on hold until grant opportunities clarified to enable funding of the project and confirmation of club wishing to proceed.

Meadow footpath – awaiting favourable weather

Gold Room quotations for work – selected company adjusted cost due to less work being required than initially thought. Halls Manager felt this was an appropriate update and was happy to proceed with this company and the project.

Smoke alarm for Well House and Legionella survey costs to be reviewed at July meeting.

Dugouts – replacement panel quotes still needed but project on hold pending talks with Dynamos club.

Dynamos Storage – Advise F,P&R Committee that grant can be considered in principle, pending July H&G committee meeting and further talks with Dynamos club.

Skate Park upgrade – awaiting Playground Inspection report 2019 for status update.

Outdoor toilets – monitoring effectiveness of those at Swanmore PC

Defibrillator – to be discussed as agenda item

Art work in Gold Room – the Halls Manager confirmed that the Art club would repair this

HG32/19

Financial Position Year to Date - to note current position

Noted.

Hire Rates look favourable. The Halls Manager explained that some regular hirers were paying in advance new bookings were being taken on and some last minute bookings had been made recently due to poor outside weather bringing hirers inside.

HG33/19

Capital Control Report Review – for consideration

Noted.

Roller mower considered as not urgent at this time but monitor need over summer period.

Defibrillator budgeted for Priory Park Clubhouse – agenda item this month.

Hoe Road toilet upgrade quotations currently being gathered.

HG34/19

Hall's Manager's written report – for consideration

Noted.

Gold Room floor upgrade - as discussed in Actions Arising. Updated quotation from selected contractor to be taken as a recommendation to the F,P&R Committee meeting in July.

ACTION: Updated quotation to be taken to F,P&R Committee **ACTION: DEO**

The room hire rate for Hoe Road Pavilion was discussed, a price of £12 plus VAT, per hour, was suggested and the recommendation made to request that F,P&R Committee considered this as an agenda item at their July meeting.

ACTION: Ask F,P&R Committee to consider hall hire rate for Hoe Road Pavilion to be priced at £12 plus VAT per hour **ACTION: Halls Manager/DEO**

It was noted that the maintenance outlined in the report had now been completed.

HG35/19

Senior Groundsman's written report - for consideration

Noted.

The current flow plates were recommended by the senior groundsman to be replaced by the more effective 'dragon teeth' system. White painted 'no entry' was also suggested at the Hamble Springs driveway.

ACTION: Gather quotes for 'dragon teeth' **ACTION: DEO**

ACTION: Paint 'No entry' wording **ACTION: Groundsmen**

Active Academy's usage of the tennis courts was noted.

ACTION: To send a letter to the group suggesting alternative public week day session
ACTION: DEO

- HG36/19** **Lilypad Pre-School – Renewal of Agreement (due January 2020) – for consideration**
 The Chairman of the Pre-School had confirmed that the group wished to continue with the hire and would appreciate discussions about maintenance.
- Resolved: To recommend to the F,P&R Committee the agreement as tabled with an amend to point 4.4 to reflect CIP as below**
Proposed: Cllr T Wilson
Seconded: Cllr N Cole
All in favour **ACTION: DEO**
- "The Annual charge from January to December 2022 will be £5,792 plus VAT at the appropriate rate, currently 20%.
- The Annual charge from January in each year will be adjusted by the CIP rate for the previous 12 months as published in December.
- i.e. The January 2020 charge will be adjusted by the CIP rate for 2019 published in December 2019."*
- HG37/19** **Forward Plan - for consideration**
 Noted projects in progress.
 Plans for a barbecue area to be outlined and developed as an action for next spring/summer 2020.
 With regard to the Pondsides play area, a small amount of progress had been made in the wildflower area by the management company.
- HG38/19** **Councillors/Clerks Reports - for information only**
 Noted.
 i) Meeting notes from Active Academy – *for information*
 Noted.
 Awaiting 'running plan' and cost sheets from Active Academy as a basis for the schedule of the projects under discussion and related funding application.
- HG40/19** **Requests for future agenda items – for information only**
 Defibrillator at Jubilee Hall
- HG41/19** **Date of next meeting – 16th July 2019**
 Noted.
- HG42/19** **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'.
- HG43/19** **Quotations for Defibrillator to be sited at Priory Park Clubhouse – for consideration**
- Resolved: To purchase a Rescue Sam Primary Care defibrillator at a cost of £1,269 + VAT, with installation cost of £150**
Chairman's Proposal
All in favour **ACTION: DEO**
- HG44/19** **Debtors Report - for information only**
 Noted.
 Cllr T Wilson and the Halls Manager had reviewed the report and clarified items as appropriate. No concerns were highlighted.

There being no other business the meeting ended at 8.08pm