

# **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 17<sup>th</sup> September 2019 at 7pm

**Present:** Cllr R Haysom

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)

Public: 4

HG67/19 To receive and accept apologies for non-attendance

Cllr Mr N Cole Cllr Mrs J Marsh

Resolved: To accept apologies for non-attendance

Proposed: Cllr R Haysom Seconded: Cllr B Nicholson

All in favour

HG68/19 To receive and accept declarations of disclosable pecuniary interests relating to items

on this agenda

None

HG69/19 To receive and accept any personal, non-pecuniary interests relating to items on this

**agenda** None

HG70/19 To approve the minutes of the Halls & Grounds Committee – 16<sup>th</sup> July 2019

Resolved: To accept the minutes of the Halls & Grounds Committee - 16th July 2019

Proposed: Cllr Mrs P Wilson Seconded: Cllr T Wilson

All in favour who were present at the meeting

**HG71/19** Public Session - for information only

There were four members of the public present, who were residents of Montague Road, attending in relation to the agenda item in the Capital Control report regarding the Pondside development. They requested an update on the Parish Council plans to take over the management of the site as it was felt that the nature and character of the site is not being properly maintained as promised by the developer. The Chairman offered thanks for attending this meeting and stated that the Parish Council had been trying to arrange a meeting with the developer but as yet had had no date set. In the meanwhile, the drainage problems were being investigated but at present no contractor had been secured to undertake the necessary study. The Chairman of the Parish Council had recommended that the Finance, Policy and Resources Committee that the Parish Council do now take over management of this land but, although WCC have accepted the land, the PC need a formal offer from the developer.

HG72/19 Actions arising from meeting 16<sup>th</sup> July 2019- for information only

Noted and reviewed.

The Changing Room project can now be progressed as the club have signed their continued licence agreement.

Regarding the Albany Road track, the new developer can be contacted for an update on upgrade of the road surface.

Follow up on Priory Meadow – information board and wildflower meadow cutting. Ask F,P&R Committee to review debtors' list and advise on hirer issues if and when appropriate.

# **HG73/19** Financial Position Year to Date - to note current position

New report format noted.

# **HG74/19** Capital Control Report Review – for consideration

Noted.

Concerns over Pondside area highlighted with comment on the land condition and weeds in the swales.

# HG75/19 Budget Setting 2020/21 – Appointment of Working Group – for consideration

Noted.

Resolved: To appoint Cllr T Wilson, Cllr Nicholson, Cllr Cole, Cllr Haysom as the working group for committee budget setting.

Chairman's Proposal

All in favour

#### **HG76/19 Hall's Manager's written report –** for consideration

Noted.

The request for a recycling bin at the Jubilee Hall should be an agenda item at next month's meeting.

A query was raised about if the hirer, who had decided not to continue their hire, had received a grant recently.

ACTION: DEO

# **HG77/19** Senior Groundsman's written report - for consideration

The upgraded CCTV system at Hoe Road Recreation Ground was noted as a great improvement.

The annual hedge cutting was still in progress. A tender for these works for 2020 was advised to ensure a competitive service.

## HG78/19 Fireworks Display 2019 – Licence and Rates for FOBS Event – for consideration

The licence was agreed with minor wording amendment to point 18.

The rates were agreed with inclusion of two hours groundsman's time.

It was noted that the overall rate had increased due to the skip charge increase.

Resolved: To recommend to the Finance, Policy and Resources Committee the licence and rates as amended above.

Proposed: Cllr Mrs P Wilson Seconded: Cllr R Haysom

All in favour ACTION: DEO/EO

# HG79/19 Future Community Plans for Victoria Road Green Space – Appointment of Working Group - for consideration

Resolved: To appoint Cllr T Wilson, Cllr Mrs P Wilson and Cllr Haysom as the working group for this project.

Chairman's Proposal

All in favour

# HG80/19 Request for Community Use of Lower Meadow Pitches at Priory Park for School Half

**Term-** for consideration

Resolved: To approve the request for community use of the lower meadow pitches at Priory Park for School Half Term

Chairman's Proposal

All in favour ACTION: DEO

#### HG81/19 Use of Hoe Road Recreation Ground for Football 2019/20 – for consideration

The cost of staff time versus income received was highlighted.

Resolved: To inform users of the football area that, as of the end of the football season 2019/20, no further organised football would be permitted at Hoe Road Recreation Ground.

Proposed: Cllr T Wilson Seconded: Cllr R Haysom

All in favour ACTION: DEO

HG82/19 Reports received – Fire Risk Assessments, Asbestos Reports, Playground Inspections – Appointment of Working Group to Review Reports – for consideration

#### Resolved:

- i) To appoint CIIr Haysom and the DEO as the working group to review the Fire Risk Assessments and Asbestos Reports
- ii) To appoint Cllr Nicholson and Cllr Mrs P Wilson as the working group to review the Playground Inspection Reports

Chairman's Proposal

All in favour ACTION: DEO

# **HG83/19** Forward Plan 2019-2023 – for consideration

- i) Forward Plan for consideration
- ii) Items Not Included in the Forward Plan- for consideration

Review projects at the forthcoming Budget Setting meeting.

Ensure CIL list still relevant and up to date

Consider siting of public toilet at Priory Park

ACTION: CIIr T Wilson/EO

# HG84/19 Councillors/Clerks Reports – for information only

Logs at Allotment noted. ACTION: Confirm landowner's position ACTION: DEO

Well House i) replace rotten doorstep

ii) inform CA of surveyor's comments regarding wall and monitor situation

**ACTION: DEO** 

## **HG85/19** Requests for future agenda items – for information only

Budget Setting outcomes Men's Shed updates

Community Discount Scheme – review and clarify

ACTION: Cllr T Wilson /
Temporary Bookings Clerk

# HG86/19 Date of next meeting – 15<sup>th</sup> October 2019

Noted.

#### **HG87/19** 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'.

#### HG88/19 Quotations for Legionella Risk Assessments – for consideration

Resolved: To approve Dynamika to undertake the legionella risk assessment testing at the Parish Council venues at a cost of £900 + VAT, to be undertake within the next three weeks

Chairman's Proposal All in favour

HG89/19 Quotations for Repairs to Hoe Road Tennis Courts Retaining Wall – for consideration

Resolved: To recommend to the Finance, Policy and Resources Committee Jay's Groundworks for the works to repair the retaining wall at Hoe Road tennis courts at a

cost of £2,315 + VAT Chairman's Proposal

All in favour ACTION: DEO

**HG90/19 Debtors Report** - for information only

Noted.

Query first hirer on debtor report.

Chase payment for the H&S tree works at the South Pond.

Review invoice sent to BWGC. ACTION: Cllr T Wilson/Admin Assistant

There being no other business the meeting ended at 8.45pm