



**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 15<sup>th</sup> October 2019 at 7pm

**Present:** Cllr Mr N Cole  
Cllr R Haysom  
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 E McKenzie (Clerk to the Committee)

**Public:** 0

**HG91/19** **To receive and accept apologies for non-attendance**  
All present.

**HG92/19** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None

**HG93/19** **To receive and accept any personal, non-pecuniary interests relating to items on this agenda**  
None

**HG94/19** **To approve the minutes of the Halls & Grounds Committee – 17<sup>th</sup> September 2019**

**Resolved: To accept the minutes of the Halls & Grounds Committee – 17<sup>th</sup> September 2019**

**Proposed: Cllr Mrs P Wilson**

**Seconded: Cllr R Haysom**

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

**HG95/19** **Public Session - for information only**  
There were no members of the public present and no matters were raised by councillors at this time.

**HG96/19** **Actions arising from meeting 17<sup>th</sup> September 2019- for information only**  
Noted and reviewed.  
A telephone conference was being arranged with regard to an energy feasibility study being undertaken for the Parish Council venues.  
The sites were due for routine legionella testing in November 2019.  
The side panels of the football dugouts were reported as vandalised. The groundsmen had made them safe for use and noted that the top frame was providing adequate shelter.  
Continue to monitor situation.  
The request by one resident to raise the height of the fencing at Oak Road play area had been investigated in terms of cost. A quotation submitted by Hampshire County Council was agreed as not cost effective to undertake any additional fencing works.  
The additional storage container at Priory Park was queried and it was requested that the club are made aware that the unit was granted in line with the licence agreement.  
The owner of the logs currently stored at the allotments was being informed of the tree works.

**HG97/19** **Financial Position Year to Date - to note current position**  
The budget charge for the service van at Priory Park was queried with an explanation given that the agreement spans two financial years, hence the budget plan is for 24 months.

The overtime payments were considered and it was noted that the caretaker was covering for the halls manager role until the post was filled.

**HG98/19**

**Capital Control Report Review – for consideration**

Noted.

The upgrade to the toilets had been approved by the F,P&R Committee.

The defibrillators were due for installation but were awaiting a quote for such from an electrician.

A grant was required to assist with the upgrade to the changing rooms project at Priory Park but it was noted that match funding would be necessary.

A meeting had been held on 15-10-19 at the Pondsides area to discuss the handover of land management and steps forward were now being taken to bring this under Parish Council control. The pre-planning application condition regarding a designated wildflower area was being discussed with the suggestion to replace this area with tidier flower beds in keeping with the residential area. A leaflet drop was planned to inform residents of these updated actions and plans.

**HG99/19**

**Budget Setting 2020/21 –Recommendation from the Working Group – for consideration**

Noted.

The Chairman explained the recommended increase in budget request in terms of the planned capital spend. A working group was considering all Parish Council projects outlined for CIL funding and would inform committees of priorities and whether the project could expect a CIL funding allowance, whether committee funding would be required or if the project would have to be set aside for a future year.

Other considerations discussed were regarding arboricultural works, Priory Park ground works and Jubilee Hall maintenance.

**Resolved: To recommend to the Finance, Policy and Resources Committee the proposed revenue budget and the non CIL capital, with one amend to the arboricultural budget.**

**Chairman's Proposal**

**All in favour**

**HG100/19**

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

Noted.

**HG101/19**

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

Noted.

Disappointment was expressed that the planned works to Priory Meadow had not been completed at the designated time. **ACTION: Contact contractor and request information on effect of works not been completed on next year's meadow. ACTION: DEO**

The artificial cricket strip was noted as damaged and discussions over a replacement were taking place.

**HG102/19**

**Forward Plan 2019-2023 – for consideration**

**i) Forward Plan – for consideration**

**ii) Items Not Included in the Forward Plan– for consideration**

**i) Forward Plan Projects**

The overflow car park resurfacing and extension at Priory Park was still under consideration with alternative surfaces being sought with one specification to quote against.

An agenda item to discuss options for a barbeque would be brought to a future meeting with styles outlined, locations suggested and costs estimated.

Monitoring of the CIL funding list was vital in planning projects to ensure available funding was in place.

**ii) Items Not Included in the Forward Plan**

It was noted that many of these points were often only one person's opinion, but the items should be reviewed and comments brought to the next meeting to form a final response.

**HG103/19**      **Priory Park Meadow – proposed maintenance charge for 2020-21 and provision of Information Board – *for consideration***

**Resolved:**

i)      **To postpone decision on maintenance charge for 2020-21 pending decision on current year's outstanding maintenance;**

ii)     **To gather additional quotes for an information board**

**Chairman's Proposal**

**All in favour**

**ACTION: DEO**

**HG104/19**      **Quotation for Recycling Bin at Jubilee Hall - *for consideration***

A discussion was held on how waste was dealt with by Winchester City Council, how to report this information to residents and how this could be dealt with by the Environmental Working Group of the Community Development Committee.

**Resolved:**

i)      **To report to residents how WCC deals with waste from Bishop's Waltham**

ii)     **To refer the suggestion for recycling bins at Parish Council venues to the Environmental working group of the Community Development Committee.**

**Proposed: Cllr N Cole**

**Seconded: Cllr B Nicholson**

**All in favour**

**ACTION: DEO**

**HG105/19**      **Correspondence – Request to Hold Fitness Class at Priory Park – *for consideration***

The correspondence was noted.

**Resolved: To clarify with the proposed hirer if their activity is a commercial enterprise and if so, calculate the appropriate hire charge**

**Proposed: Cllr T Wilson**

**Seconded: Cllr B Nicholson**

**All in favour**

**ACTION: DEO**

**HG106/19**      **Review of Community Discount Scheme – *for consideration***

The application of the discount to many hirers was noted. It was agreed that any new hirers must be considered for the discount only if they have a Bishop's Waltham address and only if over 50% of their group membership live in Bishop's Waltham. A record of this must be kept by the Bookings Assistant which will be reviewed again by the Committee in October 2020.

**Resolved: To ensure the discount was applied appropriately and to review the scheme again in October 2020**

**Proposed: Cllr N Cole**

**Seconded: Cllr Mrs J Marsh**

**All in favour**

**ACTION: DEO/ Bookings Assistant**

**HG107/19**      **Parish Council Venues – Storage Space for Hirers – *for consideration***

The storage spaces were reviewed by the Committee. It was noted that any items stored by third parties in a Parish Council venue would not be covered by Parish Council insurance.

**Resolved: To seek clarification of what the hirer wished to store on site, and for how long, before advising on availability on storage space at Jubilee Hall**

**Chairman's Proposal**

**All in favour**

**HG108/19 Jubilee Hall – Request for Priority Booking for Community Use – *for consideration***

The Committee considered the matter.

**Resolved: To note that bookings could be made in advance, with the required standard deposit, in line with the published booking conditions. No case for priority booking would be considered.**

**Proposed: Cllr N Cole**

**Seconded: Cllr Mrs P Wilson**

**All in favour**

**HG109/19 Dynamos Football Club Priory Park Pitch Hire Rates 2020-23 – *for consideration***

The rates were agreed as tabled and it was considered important that the club recognise the grant for the second container was awarded as part of the rates and licence agreement.

**Resolved:**

**i) To recommend to the F, P&R Committee the hire rates as tabled**

**ii) To ensure Dynamos note these hire rates include storage and relate to their own storage containers as part of the agreed licence conditions**

**Proposed: Cllr N Cole**

**Seconded: Cllr B Nicholson**

**All in favour**

**ACTION: DEO**

**HG110/19 Councillors/Clerk Reports - *for information only***

Noted.

**HG111/19 Requests for future agenda items – *for information only***

To appoint a working group for the Pondsides Play Park Area Development

**HG112/19 Date of next meeting – 19<sup>th</sup> November 2019**

Noted.

**HG113/19 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’.**

**HG114/19 Quotations for Replacement Flow Plates at Hoe Road Recreation Ground – *for consideration***

**Resolved:**

**To gather quotations for removal of old flow plates and installation of new. To seek updated quotation to include locking plate and end caps.**

**Chairman’s Proposal**

**All in favour**

**HG115/19 Debtors’ Report - *for information only***

Noted.

Refer report to F, P&R Committee for consideration

Note that no further tree work will be undertaken by the Parish Council on land owned by Sainsbury’s.

There being no other business the meeting ended at 9.23pm