



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee held**  
**at The Jubilee Hall, Little Shore Lane, Bishop's Waltham, SO32 1ED**  
**on Tuesday 19<sup>th</sup> November 2019 at 7pm**



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

**In attendance:** Mrs E McKenzie Deputy Executive Officer

**Members of the public:** 0

**HG116/19 To receive and accept apologies for non-attendance**

Cllr Mr R Haysom- indisposed

Resolved: to accept apologies for non-attendance as tabled  
Proposed: Cllr Mrs J Marsh  
Seconded: Cllr Mr T Wilson  
All in favour

**HG117/19 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**

None

**HG118/19 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**

None

**HG119/19 To approve the minutes from the meeting of the Halls and Grounds Committee – 15<sup>th</sup> October 2019**

Resolved: to accept the minutes of the Halls and Grounds Committee – 15<sup>th</sup> October 2019  
Proposed: Cllr Mrs P Wilson  
Seconded: Cllr Mrs J Marsh  
All in favour

**HG120/19 Public Session**

The Vice Chairman gave thanks to the Parish Council staff who enabled the Remembrance event to take place.

The Chairman noted that he had attended an exhibition recently and had seen examples of dugouts that would be worthy of future consideration for Priory Park.

**HG121/19 Actions arising from the meeting of the Halls and Grounds Committee - 15<sup>th</sup> October 2019**

The Chairman suggested putting any projects reliant on CIL funding to be placed on a separate list for consideration as and when CIL funding was available to the H&G Committee. This was agreed as an action.

**ACTION: List projects requiring CIL funding separately to the Action List**

**ACTION: DEO**

The tennis court haunching was due to be undertaken this week.

An update on works to the Hoe Road Pavilion toilets was provided – slight delay noted due to the drying time required for the plaster work.

The logs cut at the Allotments were to be offered to the Allotment Group.

**HG122/19 Financial position year to date – to note current position**

Noted.

- HG123/19 Capital Control Report review – for consideration**  
 Noted.  
 The new fencing installed at Pondsides was noted as inadequate and the contractor would be contacted to review the project. **ACTION: Exec Officer**  
 It was requested that the amount of \$106 funding for the play area equipment for Pondsides be confirmed by WCC. **ACTION: Exec Officer**
- HG124/19 Halls Manager’s written report – for consideration**  
 Noted. Thanks were given to the Halls Booking Assistant who had submitted this report.  
 The new Halls Manager was due to start the role on Monday 25<sup>th</sup> November 2019.
- HG125/19 Senior Groundsman’s written report – for consideration**  
 Noted.  
 Mixed weather was affecting football play.
- HG126/19 Forward Plan 2019-2023 – for consideration**  
**i) Forward Plan Projects**  
 Many of these projects would be considered by the working groups being set up:-  
 Hoe Road Recreation Ground Working Group – HG2,3,4,6,7  
 Victoria Road Working Group HG12  
 Pondsides Working Group HG20  
  
 HG14 Barbecue area discussed – further ideas for consideration to be brought to the next meeting
- ii) Items Not Included in Forward Plan**  
 Responses noted on the spreadsheet, which would be collated for a future newsletter article. An area on the website was also suggested for this purpose.
- HG127/19 Carnival 2020 – Licence and Costs – for consideration**  
 The requested date for the Carnival was noted as Saturday 13<sup>th</sup> June 2020.  
 Resolved: to agree the date for the event as Saturday 13<sup>th</sup> June 2020 and to recommend the licence to the Finance, Policy and Resources Committee, with charges to be approved in line with the 2019 rate with annual adjustment applied.  
 Proposed: Cllr N Cole  
 Seconded: Cllr Mrs J Marsh  
 All in favour **ACTION: DEO**
- HG128/19 Correspondence – Request to Hold Fitness Class at Priory Park – Agreement and Rates – for consideration**  
 It was noted that the Parish Council has to make a charge for business use of Parish Council land.  
  
 Resolved: To offer a trial period of April-end of September 2020 for Buggy Fit classes held on Priory Park at a charge based on the size of a mini soccer pitch (approximately £10+ VAT per session).  
 Proposed: Cllr N Cole  
 Seconded: Cllr T Wilson  
 All in favour **ACTION: DEO**
- HG129/19 Hoe Road Recreation Ground – Future Projects – Appointment of Working Group – for consideration**  
 As below
- HG130/19 Pondsides Play Park Area – Future Project – Appointment of Working Group – for consideration**  
 Resolved: To draw up schedules of work for future projects for the four sites (Albany Farm, Hoe Road Recreation Ground, Pondsides and Victoria Road) during working group sessions consisting of as many committee members as possible  
 Chairman's Proposal  
 All in favour  
  
 A first meeting was set as Thursday 28<sup>th</sup> November at 6:30pm in the Parish Council office.

- HG131/19 Hedge Cutting 2020 – for consideration**  
The current contractor has reconsidered his decision not to offer his services in 2020. He is now able to tender for the works in Autumn next year.
- Resolved: To gather quotations, based on specification drawn up by the senior groundsman, for hedge cutting Autumn 2020  
Chairman's Proposal  
All in favour
- ACTION: TV to annotate maps of Parish Council land where hedge cutting is necessary to create a specification of works required. TV to gather quotations from three companies willing to site visit and consider the project to then present to the Committee in January 2020. ACTION: TV**
- HG132/19 Councillors'/Clerk reports - for information only**  
Noted.  
The Clerk to the Committee noted that she had undertaken many actions this month to cover for the Halls Manager role which had taken a significant amount of her time. The new member of staff would be starting at the end of November which would hopefully be of much assistance to the caretaking, office and grounds staff.
- HG133/19 Requests for future agenda items - for information only**  
Halls and Grounds hire rates 2020/21  
Jubilee Hall Play Area Extension
- HG134/19 Date of next meeting – 17<sup>th</sup> December 2019**
- HG135/19 Motion for confidential business:**  
**The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving commercially sensitive business, legal and staffing 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.**
- HG136/19 Quotations for Hard Wire Remedial Works – for consideration**  
Following this initial quotation for remedial work, it was decided that two further quotations would be required.
- Resolved: To gather two further quotations, based on the initial specification, for remedial works required at Jubilee Hall and Hoe Road Pavilion.  
Chairman's Proposal  
All in favour
- ACTION: DEO**
- HG137/19 Tennis Court Management – for consideration**  
The matter of tennis court management at Hoe Road Recreation Ground was discussed.
- Resolved: To agree an appropriate commercial rate be devised and offer the interested companies an opportunity to tender for the management of the tennis courts.  
Chairman's Proposal  
All in favour
- ACTION: TW/DEO**
- HG138/19 Debtors' Report**  
Two debtors were noted for further action by the Administration Assistant and Executive Officer
- ACTION: HF/EO**

There being no further business the meeting closed at 8:35pm