



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 21st January 2020 at 7pm



Present:	Cllr Mr R Haysom Cllr Mr B Nicholson Cllr Mr T Wilson Cllr Mrs P Wilson	Chairman Vice Chairman
In attendance:	Mrs E McKenzie Mr M Wanstall	Deputy Executive Officer Halls Manager
Members of the public:	1	

HG162/19 To receive and accept apologies for non-attendance

Cllr Mrs J Marsh – family commitment

Resolved: to accept apologies for non-attendance – 17th December 2019

Proposed: Cllr R Haysom

Seconded: Cllr T Wilson

All in favour

The Senior Groundsman had sent his apologies for non-attendance, also due to a family commitment.

HG163/19 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None

HG164/19 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None

HG165/19 To approve the minutes from the Halls and Grounds Committee meeting – 17th December 2019

Resolved: to accept the minutes of the Halls and Grounds Committee – 17th December 2019

Proposed: Cllr T Wilson

Seconded: Cllr Mrs P Wilson

All in favour

HG166/19 Public Session

The member of the public stated that he had no matter to bring to the committee's attention at this time.

The Deputy Executive Officer noted that two complaints had been made about parking at Priory Park car park on Saturday 16th January 2020. One regarding volume of cars and inconsiderate parking; the other regarding improper use of the disabled parking bays. The football club had been asked to ensure its members parked sensibly and used car sharing opportunities whenever possible. The remarking of the disabled parking bays, with signage, was considered.

HG167/19 Actions arising from the meeting of the Halls and Grounds Committee - 17th December 2019

The upgrade to the Gold Room flooring was complete. A review was scheduled in six months' time to ensure the covering was still effective during its warranty period. Many compliments had been received regarding the new surface.

Two site visits had been undertaken at the skate park with contractors to quote for an upgraded facility. An update on progress would be presented at next month's meeting.

The defibrillators would be installed in the cabinets as soon as the Ambulance Service provided security codes for them.

Three site visits to Pondsides play area had taken place, with tenders being gathered for the March meeting.
Fencing due at Pondsides by contractors was still not in place but would hopefully be sited once the weather improves.
Next month's meeting would include items on quotations for the replacement Flowplates, further consideration of 'Future Projects' (as outlined in previous meetings), Jubilee Hall play area fencing extension and quotations for tree works at the Allotments and Oak Road play area.

HG168/19

Financial position year to date – to note current position

Noted.

Spend was due against the arboriculture cost centre – to be confirmed at next month's meeting.

HG169/19

Capital Control Report review – for consideration

Check needed on when the \$106 funding due for the Pondsides project has reached our accounts.

ACTION: DEO

Carry out an audit on LED lights in each building to ascertain where next upgraded needed.

ACTION: Halls Manager

HG170/19

Halls Manager's written report – for consideration

Noted. The Chairman congratulated the Halls Manager on successfully passing his Fire Warden training.

The Halls Manager provided an update on quotations regarding the proposed replacement front doors at Jubilee Hall, which would be presented as an agenda item in due course.

Two requests had been made to replace the removed noticeboard at Priory Park Clubhouse so the Halls Manager would look at locations and costs for this project. **ACTION: Halls Manager**

HG171/19

Senior Groundsman's written report – for consideration

Noted.

The Senior Groundsman had provided the Chairman with a month by month plan of contractor work for reference as requested.

The Chairman highlighted the training courses been undertaken as part on ensuring regular staff development.

HG172/19

Forward Plan 2019-2023 – for consideration

i) Forward Plan Projects

Many projects to be addressed within 'Future Projects' agenda item next week.

Noted, as last month, that a lot of projects required CIL funding in order to progress them.

Update master chart, with actions already taken and in progress, ready for next month.

HG173/19

Correspondence

i) WCC request to hold Easter Holiday Football Club at Priory Park – for consideration

Resolved: To approve the WCC request to hold Easter Holiday Football Club at Priory Park Lower Meadow Football Pitches on Tuesday 14th, Wednesday 15th and Thursday 16th April 2020

Proposed: Cllr T Wilson

Seconded: Cllr R Haysom

All in favour

ii) Scouts Request for Occasional Use of Victoria Road Green Space – for consideration

The request was discussed with regard to land use, health and safety and risk assessment. The idea was favourably considered in principle. It was agreed to invite the scout leader to undertake a trial session, under Parish Council observation, in order to review site suitability and compliance with health and safety/risk management procedures. No charge would be made for using the land for this activity at this time.

Resolved: To invite the Scout Leader to undertake a trial session of grass sledging, under Parish Council observation, at Parish Council sites to review suitability of activity at selected grounds.

Chairman's Proposal

All in favour

ACTION: DEO

- HG174/19 Health and Safety**
Review of Health and Safety Advisor Report (Lawes Marsh) – for consideration
 The visit was noted as very positive with procedures clear and well managed.
 Actions were in progress to address remedial points raised in the Fire Risk Assessment, Hard Wire Conditioning Reports, Asbestos Report and Legionella Risk Assessment.
 With regard to the Asbestos report the matter was highlighted in the next agenda item.
- HG175/19 Asbestos Reports – for consideration**
 The reports were considered with pricing provided by the specialist asbestos company and floor covering company – both were aware of the safety elements regarding working with this material.
 Action agreed for the two internal areas at the Jubilee Hall.
Resolved: To confirm agreed companies to remove the asbestos in two areas of the Jubilee Hall and make good the surfaces to a total cost of not more than £1100 + VAT.
Chairman’s Proposal
All in favour **ACTION: Halls Manager**
- With regard to Priory Park Clubhouse, all areas were low risk or not accessible to general public so it was agreed for the Halls Manager to regularly monitor as recommended by specialist company.
 The toilet seat being monitored for possible asbestos (none detected at last inspection) was agreed to be replaced for completeness. **ACTION: Halls Manager**
- With regard to Hoe Road Pavilion, all areas were low risk or not accessible to general public so it was agreed for the Halls Manager to regularly monitor as recommended by specialist company.
- There was only one area of asbestos detected at Well House, in the roofing eaves, well away from public access. This would be monitored by specialist company at agreed intervals.
- HG176/19 Councillors’/Clerk reports - for information only**
 Noted.
- HG177/19 Requests for future agenda items - for information only**
 Quotations for Flowplates for Hoe Road Recreation Ground
 Future Projects planning review
- HG178/19 Date of next meeting – 18th February 2020**
 Cllr Mrs J Marsh had offered her apologies for this meeting due to a family commitment.
- HG179/19 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.
- HG180/19 Quotations for Replacement Boiler Room Doors at Jubilee Hall – for consideration**
 Three quotations were considered.
Resolved: To approve P.A. Cooper as the selected contractor to replace the Boiler Room Doors at the Jubilee Hall at a cost of £580
Proposed: Cllr Mrs P Wilson
Seconded: Cllr T Wilson
All in favour
- HG181/19 Tennis Court Management – Rates and Licence Agreement - for consideration**
 The rates and draft licence agreement were considered in light of new information presented by Active Academy.
Resolved: To recommend to the Finance, Policy and Resources Committee the lease rate for the courts as tabled and the hire rates increases over three years:-

2020/21	£974 + VAT per annum with CPI annual adjustment
2021/22	£1157 + VAT per annum with CPI annual adjustment
2022/23	£1524 + VAT per annum with CPI annual adjustment

To amend the licence, section 2x to reflect the hire rates as outlined above

Proposed: Cllr T Wilson
Seconded: Cllr R Haysom
All in favour

ACTION: DEO

There being no further business the meeting closed at 8:06pm