



**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 18<sup>th</sup> February 2020 at 7pm**



<b>Present:</b>	Cllr Mr R Haysom Cllr Mr B Nicholson Cllr Mr T Wilson Cllr Mrs P Wilson	Chairman Vice Chairman
<b>In attendance:</b>	Mrs E McKenzie Mr T Veck Mr M Wanstall	Deputy Executive Officer Senior Groundsman Halls Manager
<b>Members of the public:</b>	2	

**HG182/19 To receive and accept apologies for non-attendance**  
Cllr Mrs J Marsh – family commitment

**Resolved: to accept apologies for non-attendance**  
**Proposed: Cllr Haysom**  
**Seconded: Cllr T Wilson**  
**All in favour**

**HG183/19 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None

**HG184/19 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**  
None

**HG185/19 To approve the minutes from the Halls and Grounds Committee meeting – 21<sup>st</sup> January 2020**  
**Resolved: to accept the minutes of the Halls and Grounds Committee – 21<sup>st</sup> January 2020**  
**Proposed: Cllr Mrs P Wilson**  
**Seconded: Cllr Haysom**  
**All in favour**

**HG186/19 Public Session**  
The members of the public attending wished to discuss the agenda item on tree planting at Morley Drive. They requested that further trees be considered for the other parcel of land at that site with four fruit trees being planted as a small community orchard. The Committee favoured the idea in principle and would address this matter in the relevant agenda item.

**HG187/19 Actions arising from the meeting of the Halls and Grounds Committee - 21<sup>st</sup> January 2020**  
Further energy efficiency funding ideas were being discussed.  
The smoke alarm at Well House had been fitted.  
The idea of public access to toilets at Priory Park was put on hold due to no viable options available at this time for access or funding.  
Albany Road track upgrade was noted as on hold until the Developer starts work in that area but this was unlikely to be in 2020.  
The Jubilee Hall defibrillator was now installed in its cabinet and the others would be installed by the end of the week.  
The tennis agreement had been passed to the company for signing before the end of March 2020.  
The recycling bin item had been addressed in a recent newsletter article so now complete.  
The S106 agreement funding had been received for the Pondsides (Montague Road) play area.

The results of the councillors' surgery survey on a town barbecue were presented and highlighted a stone unit based at Priory Park as the favoured plan. The committee discussed options and requested that this item be revisited as a future agenda item.

A specification for Parish Council hedges, due for cutting in August, had been created and quotations were being gathered.

The Halls manager had met with a contractor regarding an estimate to change Hoe Road Pavilion upper floor space which would be a future agenda item.

The fencing due at Pondsides by contractors was now in place and to a satisfactory standard.

The estimates for trees had not been obtained from the Tree Wardens and greater clarity was sought as to this project. The committee wished to agree the planting scheme in consultation with the Tree Wardens. It was considered that this matter should be discussed at Finance, Policy and Resources committee as a cross committee initiative to ensure clarity on tree planting schemes. The factors of siting, species choice, community engagement, costs, maintenance, leadership of project and consultation process were listed.

An audit of LED lights in each venue was almost complete and would be brought to committee next month.

**HG188/19 Financial position year to date – to note current position**

Noted.

**HG189/19 Capital Control Report review – for consideration**

Noted.

Staff made aware of projects for 2020-21 and requested to seek quotations to address them.

**HG190/19 Halls Manager's written report – for consideration**

Noted.

New microphones and stands working successfully with hirers' compliments.

The Chairman requested that the Halls Manager check the licensing responsibilities for the Parish Council about events held in the hall and seek clarity of caretaker cleaning activities as a chargeable cost to hirers.

**ACTION: Clarify licensing responsibilities and caretaker clean charges ACTION: Halls Manager**

**HG191/19 Senior Groundsman's written report – for consideration**

Noted.

**HG192/19 Forward Plan 2019-2023 – for consideration**

**i) Forward Plan Projects**

As requested at the last meeting, the master chart had been updated with actions already taken and in progress.

The Chairman requested that each committee member provide a list of projects in priority order for the next meeting so that a consensus can be seen amongst the group for 2020-21 focus.

**ACTION: H&G Committee Councillors**

**HG193/19 Future Projects for Hoe Road Recreation Ground, Victoria Road Green Space, Pondsides/Montague Road Open Space and Albany Farm Open Space – for consideration**

**Resolved: To meet as a working group, before the next meeting, to consider future projects**

**Chairman's Proposal**

**All in favour**

**ACTION: H&G Committee Councillors**

**HG194/19 Correspondence i) Tree Planting at Morley Drive/Langton Road green site – for consideration**

The members of the public requesting additional tree planting at this site were present. They asked that the Committee consider a small community orchard on the parcel of land adjacent to the sites already identified for tree planting. Discussions on species, height and spread were held as well as maturity of the trees at planting time and issues of planned maintenance for the site. The cost of the trees was highlighted, which would be covered by Parish Council, or other funding opportunities from tree suppliers, in consultation with the Halls and Grounds Committee, Planning and Highways Committee and the Parish Council Tree Wardens. The members of the public volunteered to help

with the planting. It was noted that these plans would be confirmed in time for Autumn 2020 planting season.

**Resolved: To support, in principle, the planting of 4-5 small fruit trees on the specified area of between no1 Morley Drive and no13 Langton Road. The final decision regarding the tree types to be purchased, and their positioning, will be taken by the Committee following consultation with the Parish Council Tree Wardens and interested members of the community.**

**Seconded: Cllr Mrs P Wilson**

**All in favour**

**ACTION: Deputy Executive Officer**

**HG195/19 Montague Road Play Areas – Update from Site Visits – for information**  
Noted.

**HG196/19 Skate Park – Update from Site Visits – for consideration**

**Resolved: To liaise with Winchester City Council regarding their strategy in place to repair/upgrade skate parks in the district and seek their advice on options available**

**Chairman's Proposal**

**All in favour**

**ACTION: Deputy Executive Officer**

**HG197/19 Councillors'/Clerk reports - for information only**

Noted. It was clarified that the project completed at Albany Road gateway was a concrete pad rather than slab work.

**HG198/19 Requests for future agenda items - for information only**  
None

**HG199/19 Date of next meeting – 17<sup>th</sup> March 2020**  
Noted

**HG200/19 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.

**HG201/19 Quotations for Remedial Tree Works at Oak Road Play Park – for consideration**  
Three quotations were considered.

**Resolved: To approve Jack Tosdevine Tree Services as the selected contractor to undertake remedial tree works at Oak Road play park at a cost of £850 + VAT**

**Chairman's Proposal**

**All in favour**

**HG202/19 Quotations for Flowplate Replacements at Hoe Road Recreation Ground – for consideration**  
Quotations were presented for consideration.

**Resolved: To recommend to the F,P&R Committee that Flowplates be the selected contractor to replace the flowplates at Hoe Road Recreation Ground at a cost of £3,562.50 + VAT, with removal and installation by Richard Randall at a price of £195 + VAT**

**Chairman's Proposal**

**All in favour**

**ACTION: Deputy Executive Officer**

**HG203/19 Quotations for Information Boards at Priory Meadow – for consideration**  
Quotations were presented for consideration.

**Resolved: To approve the Metrosigns quotation at a cost of £910 + VAT, with artwork organised and supplied by a local expert, to a total budget of £1150 + VAT**

**Proposed: Cllr T Wilson**

**Seconded: Cllr Mrs P Wilson**  
**All in favour**

**ACTION: Deputy Executive Officer**

**HG204/19**

**Quotations for Jubilee Hall Play Park Fencing Extension Project – for consideration**  
Quotations were presented for consideration.

**Resolved: To approve the quotation from Richard Randall at a cost of £1965 + VAT**

**Proposed: Cllr T Wilson**

**Seconded: Cllr Haysom**

**All in favour**

**ACTION: Deputy Executive Officer**

**HG205/19**

**Quotations for Water Testing at Parish Council Venues – for consideration**

It was noted that the Halls Manager and Deputy Executive Office had met twice with the Manager of Aquadition to cover aspects of their service ensuring effective management of water testing and compliance with health and safety regulations. The quotation was presented for consideration.

**Resolved: To approve the quotation from Aquadition as an annual contract at a cost of £810 + VAT per site (Jubilee Hall, Priory Park Clubhouse, Hoe Road Pavilion)**

**Chairman's Proposal**

**All in favour**

**ACTION: Deputy Executive Officer/Halls Manager**

**HG206/19**

**Quotations for Storage Cupboards in Jubilee Hall – for consideration**

Quotations were presented for consideration.

**Resolved: To approve Lee Cooper as the selected contractor to build and install storage cupboards in Jubilee Hall at a cost of £830**

**Proposed: Cllr Mrs P Wilson**

**Seconded: Cllr Haysom**

**All in favour**

**ACTION: Deputy Executive Officer**

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