



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 17th March 2020 at 7pm



Present:	Cllr Mr R Haysom Cllr Mrs J Marsh Cllr Mr B Nicholson	Chairman
In attendance:	Mrs E McKenzie Mr M Wanstall	Deputy Executive Officer Halls Manager
Members of the public:	3	

HG207/19 To receive and accept apologies for non-attendance

Cllr Mr T Wilson - indisposed
Cllr Mrs P Wilson - indisposed

Resolved: to accept apologies for non-attendance
Proposed: Cllr Mrs J Marsh
Seconded: Cllr R Haysom
All in favour

Mr T Veck, Senior Groundsman, had also submitted his apologies for attendance as he was indisposed.

HG208/19 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None

HG209/19 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda
None

HG210/19 To approve the minutes from the Halls and Grounds Committee meeting –18th February 2020

Resolved: to accept the minutes of the Halls and Grounds Committee – 18th February 2020
Proposed: Cllr B Nicholson
Seconded: Cllr R Haysom
All in favour

HG211/19 Public Session

Two members of the public attending expressed great concern at the situation at the SINC (Site of Importance for Nature Conservation) on Albany Road, opposite the Allotments. The Chairman stated that he would investigate this matter and report back. The members also requested that, as part of the Allotments Committee, if the access road could be moved away from the Allotments Shed then that would be appreciated to ensure the protection of the shed and car parking in that area.

A councillor raised a concern from one car owner about car parking during the car park extension works. This concern was noted as a very rare occurrence and the situation was explained. A member of the public highlighted the concern of residents in Montague Road regarding the new play park and anticipated increase in roadside parking because of this facility. The Chairman explained issues regarding Highways and gave reassurance that this was a park to serve the local estate and aimed at those within walking distance of the venue.

- HG212/19** **Actions arising from the meeting of the Halls and Grounds Committee - 18th February 2020**
A reply from Winchester City Council with regard to skate park repairs outlined that there was no funding available other than those sources already known.
The Halls Manager explained that booking conditions for the halls was under consideration and a paper would be presented as an update at the next meeting.
The information board for Priory Meadow was awaiting confirmation of a design cost for the artwork but action was in progress.
- HG213/19** **Financial position year to date – to note current position**
Noted.
- HG214/19** **Capital Control Report review – for consideration**
Noted. It was clear that most 2019-20 projects had been successfully completed. The new play area project was now well on track, considering years of delay due to land transfer issues.
Staff made aware of projects for 2020-21 and were gathering quotations to address them. The Halls Manager gave an update on new entrance doors proposed for Jubilee Hall.
- HG215/19** **Halls Manager's written report – for consideration**
Noted.
A reminder was given that the cooker hood in the Jubilee Hall kitchen is due for updating when a new cooker is required. The cost of this should be anticipated for 2020/2021. Ongoing issues with the dishwasher at Jubilee Hall was also being monitored and quotations were being sought for a replacement.
Uneven slabs outside the Jubilee Hall front entrance had been noted and a contractor called to undertake remedial works.
- HG216/19** **Senior Groundsman's written report – for consideration**
Noted.
- HG217/19** **Forward Plan 2019-2023 – for consideration**

The Chairman had requested at the last meeting 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. This action was carried over to the April meeting.
ACTION: H&G Committee Councillors
- HG218/19** **Recommendations from the Community Development Committee – for consideration**
i) **Fritillary Area in Priory Meadow**
ii) **Tree Planting at Hoe Road Recreation Ground and Priory Park**
iii) **Insect Hotel in Priory Meadow/Park**

i) **Fritillary Area in Priory Meadow**
Resolved: To plant fritillaries area within Priory Meadow
Proposed: Cllr B Nicholson
Seconded: Cllr Mrs J Marsh
All in favour **ACTION: CDC Committee/DEO**

ii) **Tree Planting at Hoe Road Recreation Ground and Priory Park**
Resolved: To defer this project due to projects pending at these locations
Proposed: Cllr B Nicholson
Seconded: Cllr Mrs J Marsh
All in favour

iii) **Insect Hotel in Priory Meadow/Park**
Resolved: To site an insect hotel in Priory Meadow/Park
Proposed: Cllr B Nicholson
Seconded: Cllr R Haysom
All in favour **ACTION: CDC Committee/DEO**

HG219/19 **Requests for future agenda items - for information only**
None

HG220/19 **Date of next meeting – 21st April 2020**
Noted

HG221/19 **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.

HG222/19 **Quotation for Water Testing at Parish Council Venues – Updated - for consideration**
It was explained that the quotation brought to the last meeting had not included the additional service to ensure the testing met new regulation requirements. An updated quotation was presented.

Resolved: To approve the updated quotation from Aquadition as an annual contract at a cost of £950.62 + VAT per site (Jubilee Hall and Hoe Road Pavilion) and a cost of £866.25 + VAT per site (Priory Park Clubhouse)

Proposed: Cllr B Nicholson

Seconded: Cllr Mrs J Marsh

All in favour

ACTION: Deputy Executive Officer/Halls Manager

HG223/19 **Quotations for Supply and Installation of Two Play Areas at Montague Road – for consideration**
Quotations, accompanying documentation and designs were presented for consideration. A review of comments, gathered from the Public Display of Designs, as well as three emails regarding the site from residents, were also presented to the committee for their consideration.

Resolved:

- i) **To note three shortlisted companies, whose design most appropriately suits the site within the budget set, and to give opportunity to now offer adjustments to the design based on a refined specification to ensure spacing, balance of site and appropriate use of materials was confirmed.**
- ii) **To seek quotations for groundworks at the site to target an appropriate drainage solution**
- iii) **To recommend Community Development Committee consider appropriate trees and planting at the site to enhance the area for residents and as part of the environmental initiative**

Proposed: Cllr B Nicholson

Seconded: Cllr Mrs J Marsh

All in favour

ACTION: Deputy Executive Officer

There being no further business the meeting closed at 8:50pm