



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 15th February 2022 at 7.00pm



Present:	Cllr B Nicholson	Chairman
	Cllr A Webb	Vice Chairman
	Cllr R Latham	
	Cllr J Marsh	
	Cllr M Pavey	
	Cllr P Wilson	
	Cllr T Wilson	
In Attendance:	Mr T Veck	Senior Groundsman
	Mr M Wanstall	Halls Manager
	Mrs C Wilkinson	Clerk to the Committee

Members of the Public: 0

HG202/21 **To receive and accept apologies for non-attendance.**
None.

HG203/21 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

HG204/21 **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**
Councillor Webb declared a non-pecuniary interest in item 22ii in the agenda.

HG205/21 **To approve the minutes from the meeting of the Halls & Grounds Committee – 18th January 2022**
Resolved: To approve the minutes of the Halls & Grounds Committee – 18th January 2022
Proposed: Cllr P Wilson
Seconded: Cllr J Marsh
All in favour.

HG206/21 **Public Session**
A pest problem had been reported by a resident of Langton Road. The North Pond Conservation group had been made aware of the issue.

A resident had contacted the office, commenting that they were surprised to be informed when using the mobile Breast Screening unit in Wickham, that they were not able to locate themselves in Bishop's Waltham due to a lack of appropriate space. It was agreed that contact be made with the unit to inform them that the extension to the Jubilee Hall car park was now complete and that the Parish Council would welcome enquiries from them regarding whether they could visit Bishop's Waltham.

ACTION: Clerk & Bookings Clerk

The Chairman reported that at a recent meeting, they had the chance to speak to the developer at the Bishop's Meadow site regarding a gap in the hedge that had been made when a culvert was installed. The developer was made aware of the need to reinstate this hedge. A representative from the Planning Department of WCC had also attended the meeting and they had been made aware of the parking problems being experienced at the allotments. Further advice from this planning officer would be sought in relation to possible car parking solutions.

ACTION: Clerk

A visit by the City Council's drainage specialist had been requested to discuss flooding issues being experienced by a local farmer who had contacted the Chairman and by other land users near to the new Bishop's Meadow development.

- HG207/21** **Actions arising from the meeting of the Halls & Grounds Committee –18th January 2022**
 The Committee were asked by a member of the Community Garden working group whether they could contact a company known to the Parish Council help to set up Community Gardens in order to gather more information. No objections were raised. It was suggested that the working group also make contact with the Gardening Club. The contact details for the Gardening Club representative were requested. **ACTION: Clerk**
 Contact had already been made with the In Bloom community group.
- HG208/21** **Halls Manager’s Written Report – for consideration**
 The Hall Manager reported that the work to upgrade the Jubilee Hall CCTV had commenced ahead of schedule. A potential benefit of the new system was that the police could be given direct access to the camera footage. This would be a future agenda item.
 A date for the work on the Jubilee Hall windows was in the process of being organised.
- HG209/21** **Senior Groundsman’s Written Report – for consideration**
 The Senior Groundsman reported that despite several attempts to contact a contractor who had been selected to undertake some minor grounds work, the contractor could not be reached. The Senior Groundsman and clerk would be reviewing quotes from alternative contactors.
- HG210/21** **Financial Position Year to Date – to note current position**
 Noted.
- HG211/21** **Capital Control Report – for consideration**
 Noted.
- HG212/21** **Forward Plan 2019-2023 – for consideration**
 Noted.
- HG213/21** **Facilities Review Update – for information**
 Suggestions were made of additional companies to be contacted to request a price for providing buildings valuations. It was agreed that although valuations had not been received, the Facilities Review working group would progress with their work.
Resolved: To proceed with the Facilities Review without the Building Valuations.
Proposed: Cllr B Nicholson
Seconded: Cllr M Pavey
All in favour.
- HG214/21** **Grant Opportunities – for consideration**
 The way grants information was reported was to be made more efficient, so that only changes from the previous month would be included in the meeting’s papers. It was noted that the application window for the County Councillor Grant would be closing soon.
- HG215/21** **Southern Footpath Update – for information**
 Noted. The open space at the Bishop’s Meadow development was discussed and the Committee were reminded of the buyback clause in place on the land that was to be signed over to the Parish Council’s ownership.
 Map to be created to show the development either side of Tangier Lane and difficult linkage between sites. **ACTION: Clerk**
- HG216/21** **Allotments parking update - for consideration**
 The map showing the suggested areas of temporary parking was to be sent to the Winchester City Council (WCC) Planning Officer who was present at the recent Bishop’s Meadow meeting for consideration. **ACTION: Clerk**
 The need to discuss what timescale might be considered by WCC as temporary was noted. Permanent parking solutions should also be discussed with WCC. The option of trackside parking and a land drain to bridge the gap between allotment areas and enable vehicle access were to be included in communication with WCC. **ACTION: Clerk**
 Allotments lease to be checked for clauses relating to vehicle access. **ACTION: Clerk**

Resolved: To approach WCC Planning Department to consider the available options for temporary and permanent car parking.

Proposed: Cllr B Nicholson

Seconded: Cllr J Marsh

All in favour.

HG217/21

Bowls Club gate request – for consideration

Resolved: To recommend to the Finance, Policy and Resources Committee that the Meon Valley Bowls Club be granted permission to install the additional emergency exit gate as requested.

Proposed: Cllr J Marsh

Seconded: Cllr R Latham

All in favour.

ACTION: Clerk

HG218/21

Cricket Club meeting update – for consideration

The report was noted. The Senior Groundsman reported information to the Committee that had been gathered earlier in the day during a site visit to deliver and set out sandbags to mitigate risk of flooding posed by the high levels of rainfall forecast for the week. A ditch that has been installed a number of years ago next to the allotments shed was now completed filled in. In addition, a ditch near the entrance to the Cricket Club had deteriorated.

The increase in mowing frequency discussed at the meeting and use of the slitter on the outfield was agreed by the Committee and would be communicated to the Cricket Club. **ACTION: Clerk**

Resolved:

i) To clear the ditch near the entrance of the Cricket Club car park.

ii) To pursue the reinstatement of the ditch adjacent to the allotments shed.

Proposed: Cllr B Nicholson

Seconded: Cllr M Pavey

All in favour.

ACTION: Clerk

HG219/21

Priory Park car park extension – for consideration

The pre-planning documents were discussed, these documents were considered to include a comprehensive rationale for the car park extension. An amendment to the location of the existing hedge between the car park and Bowls Club was requested. The area in the car park outside the Bowls Club to be kept clear for emergency access, car parking spaces shown on the plan in this area, were to be removed. **ACTION: Clerk**

The Committee discussed whether to proceed straight to a formal planning application, or whether to continue with the pre-planning stage.

Resolved: To instruct the planning consultants to proceed with creating the planning application documents without submitting the pre-planning documents.

Proposed: Cllr B Nicholson

Seconded: Cllr A Webb

All in favour.

ACTION: Clerk

HG220/21

Play Park resurfacing – for consideration

The high-traffic area at the entrance of the Priory Park play area was noted as requiring work on both sides of the gate. Options for how to protect this area, should be discussed with contractors.

Resolved: To permit the Parish Council Officers to proceed with gathering quotations for resurfacing work in play areas.

Proposed: Cllr P Wilson

Seconded: Cllr J Marsh

All in favour.

ACTION: Clerk

HG221/21

Jubilee Hall car park sign – for consideration

The Committee agreed that the sign would be a sensible addition.

Resolved: To recommend to FP&R that the proposed sign be purchased for the Jubilee Hall car park.

Proposed: Cllr R Latham

Seconded: Cllr P Wilson

All in favour.

ACTION: Clerk

- HG222/21 Jubilee Hall recycling bin – for consideration**
A Councillor requested that the policy for hall hirers regarding the removal of rubbish be checked. The general understanding was that hall hirers were instructed to take their rubbish with them. As such, a recycling bin if installed, would be for the use of the Parish Council and hall hires where a caretaker clean is requested.
Resolved: To recommend to FP&R that a recycling bin be installed at the Jubilee Hall.
Proposed: Cllr J Marsh
Seconded: Cllr M Pavey
6 in favour, 1 against. **ACTION: Clerk**
- HG223/21 Correspondence**
- i) Scouts tree planting request – *for consideration*
The request was considered by the Committee. Before further consideration was given, more information was to be requested from the Scouts regarding the number of trees, their proposed location, and their variety. **ACTION: Clerk**
- ii) Langton Road fence update – *for consideration*
Councillor Webb abstained from the vote.
Resolved: To contact the residents to confirm that the Committee did not object to the proposed materials and to specify that the replacement fence was to be no higher than five foot tall.
Proposed: Cllr B Nicholson
Seconded: Cllr T Wilson
6 in favour, 1 abstention. **ACTION: Clerk**
- iii) Slimming World Banner request – *for consideration.*
Resolved: To give permission for the banner to be put up outside the Priory Park building.
Proposed: Cllr B Nicholson
Seconded: Cllr J Marsh
All in favour. **ACTION: Clerk**
- HG224/21 Request for Future Agenda Items**
None
- HG225/21 Date of next meeting – Tuesday 15th March 2022**
- HG226/21 Motion for Confidential Business – for consideration**
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’.
- HG227/21 Appointment of alternative contractor for Roller Shutter supply and installation - for consideration**
In light of difficulties experienced with the contractor that was originally appointed, the alternative quotations were considered.
Resolved: To appoint Absolute Shutters to supply and install the Roller Shutter at the Jubilee Hall.
Proposed: Cllr J Marsh
Seconded: Cllr R Latham
All in favour.

There being no further business the meeting closed at 9.28pm.