



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 17<sup>th</sup> May 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:**

Mrs C Wilkinson	Clerk to the Committee
Mr T Veck	Senior Groundsman

**Members of the Public:** 0

**HG001/22**      **To elect the Chairman of the Committee**  
**Resolved: To elect Cllr B Nicholson as Chairman of the Committee**  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr A Webb**  
**All in favour.**

**HG002/22**      **To elect the Vice Chairman of the Committee**  
**Resolved: To elect Cllr A Webb as Vice Chairman of the Committee**  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr M Pavey**  
**All in favour.**

**HG003/22**      **To receive and accept apologies for non-attendance.**  
All committee councillors present.  
Mr M Wanstall had offered his apologies for non-attendance.

**HG004/22**      **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.

**HG005/22**      **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.

**HG006/22**      **To approve the minutes from the meeting of the Halls & Grounds Committee – 19<sup>th</sup> April 2022**  
**Resolved: To approve the minutes of the Halls & Grounds Committee – 19<sup>th</sup> April 2022**  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr M Pavey**  
**All in favour.**

**HG007/22**      **Public Session**  
The new permissive path at Winters Hill was discussed. How the Parish Council can help to publicise this useful amenity was raised. Advice was to be requested from Hampshire County Council and the Footpath Warden. **ACTION: Clerk**  
The office had been contacted by a local football team, requesting information about booking the pitches on Sunday. This would be brought to a future committee meeting for consideration.

**HG008/22**      **Actions Arising from the meeting of the Halls & Grounds Committee –15<sup>th</sup> March 2022**  
Noted.



receive for the work for the linkage. HCC and WCC Councillors to be copied on the communication and the project's alignment with current environmental policies and inclusion in documents such as the WCC Forward Plan to be noted. **ACTION: Cllr Webb/Cllr T Wilson/Clerk**

**HG018/22**

**Halls Cleaning Charges - for consideration**

Terms and conditions of hire to be updated to state that a security deposit will be charged, the amount to be unspecified.

The Committee asked that the halls team feed back any comments or changes in the amount of bookings received.

Hire rates will undergo annual review in December at which point security deposits can also be reviewed.

**Resolved:**

- i) To approve the introduction security deposits.**
- ii) To approve the changes to the cleaning charges.**
- iii) To authorise staff to make the necessary changes to the terms and conditions for hirers and introduce appropriate changes to operational processes.**

**Proposed: Cllr J Marsh**

**Seconded: Cllr Ritchie Latham**

**All in favour.**

**ACTION: Halls Manager/Bookings Clerk**

**HG019/22**

**Jubilee Bench – for consideration**

The Committee agreed that the bench would be located at the Jubilee Hall site, with the specific location to be determined.

**Resolved: To approve the submission of a grant request to the County Councillor Grant Scheme for a Commemorative Jubilee Bench to be located at the Jubilee Hall site.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr P Wilson**

**All in favour**

**ACTION: Bookings Clerk**

**HG020/22**

**Request for Future Agenda Items**

Room names at The Jubilee Hal

**HG021/22**

**Date of next meeting – Tuesday 21<sup>st</sup> June 2022**

Noted.

**HG022/22**

**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'.**

**HG023/22**

**Drainage work on Football Pitches - for consideration**

The committee considered the quotations tabled.

**Resolved: To select PJ & CM Froud to undertake the annual drainage work on the Priory Park football pitches at a cost of £6,500 + VAT.**

**Proposed: Cllr J Marsh**

**Seconded: Cllr B Nicholson**

**All in favour.**

**ACTION: Clerk to the**

**Committee**

**HG024/22**

**Quotations for Annual Playground Inspection 2022 - for consideration**

The committee considered the quotations tabled.

**Resolved: To select The Play Inspection Company to undertake the annual playground inspection at a cost of £553.50 + VAT.**

**Proposed: Cllr A Webb**

**Seconded: Cllr J Marsh**

**All in favour.**

**HG025/22**

**Quotations for Tree Survey - for consideration**

The committee considered the quotations tabled.

**Resolved:**

- i) To select Titchfield Tree Services Ltd to undertake the tree survey at a cost of £1,260 + VAT.**
- ii) To request a supplementary quotation to include the trees on the recently acquired land at Montague Road in the tree survey.**
- iii) To delegate authority for the additional spend for the Pondsides survey to Cllr B Nicholson providing the quotation is within the budgeted spend of £2,890 + VAT.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr R Latham**

**All in favour.**

**ACTION: Clerk to the Committee**

**HG026/22**

**Health & Safety Consultant Quotations – for consideration**

This agenda item was withdrawn because final quotations had not been received at the point of creating the papers for the meeting.

There being no further business the meeting closed at 8.41pm.