



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 19th July 2022 at 7.00pm

Present:

Cllr B Nicholson	Chairman
Cllr R Latham	Vice Chairman
Cllr J Marsh	
Cllr M Pavey	
Cllr A Webb	
Cllr P 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

HG050/22 **To receive and accept apologies for non-attendance.**
All committee councillors present.

HG051/22 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

HG052/22 **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.

HG053/22 **To approve the minutes from the meeting of the Halls & Grounds Committee – 21st June 2022**
Resolved: To approve the minutes of the Halls & Grounds Committee – 21st June 2022
Proposed: Cllr P Wilson
Seconded: Cllr M Pavey
All in favour.

HG054/22 **Public Session**
Councillor Webb had recently observed some speed bumps in a car park outside the parish to prevent its use for anti-social driving. It was suggested that such a measure could be considered at the car park at Hoe Road Recreation Ground if appropriate.

A request had been received by the office for a memorial tree to be planted on the green space on Victoria Road. This request was received positively. The Clerk was requested to liaise with the resident to give careful consideration to the precise location and variety of the tree, which should be planted later in the year when conditions were appropriate. **ACTION: Clerk**

A letter had been received from one of the badminton groups that hire the Jubilee Hall requesting a discount as a result of the temporary absence of blinds at the windows.

HG055/22 **Actions Arising from the meeting of the Halls & Grounds Committee –15th March 2022**
Noted.

HG056/22 **Halls Manager's Written Report – for consideration**
The new blinds for the Jubilee Hall had been ordered approximately a fortnight ago. A lead time of five weeks had been supplied at the point of placing the order. The badminton groups had been inconvenienced and had requested a discount on their hire. The office had advised that should the hirers wish to cancel their bookings, the usual notice period be waived, but that no discount would be issued. The Committee were in agreement with this approach.

The Halls Manager raised the issue of regular hirers who had to cancel at relatively short notice due to illness such as covid. It was considered unlikely that the owners of small businesses would be able to insure themselves against this situation. A future agenda item was requested for this matter to be discussed further.

ACTION: Clerk/Halls Manager

HG057/22 Senior Groundsman's Written Report – for consideration

Since writing the report, further vandalism had been experienced. Earlier in the week, faeces had been removed from play equipment in the Hoe Road play park.

The Committee requested that options to extend the CCTV coverage of the play area at Hoe Road and the football pitches at Priory Park continue to be investigated and be brought to the Committee as a future agenda item.

ACTION: Clerk

It was agreed that the sections of tree trunks which had severely rotten at Priory Park Meadow be moved into the wooded area to provide a wildlife habitat. Other logs to be left in situ for now.

ACTION: Groundsmen

HG058/22 Financial Position Year to Date – to note current position

Noted.

HG059/22 Capital Control Report – for consideration

It was clarified that the water bowser was still required.

HG060/22 Forward Plan 2019-2023 – for consideration

Noted.

HG061/22 Grant Opportunities – for information

Noted. Councillor Latham reported that he was progressing with the organisation of the energy audits but that a registration number for the Parish Council had been requested. The clerk was to assist with finding out whether such a number was available.

ACTION: Clerk/Admin Assistant

HG062/22 Facilities Review - Update from Working Group – for information

A working group meeting was agreed to be scheduled for Tuesday 26th July.

ACTION: Clerk

HG063/22 Southern Footpath - Update from Working Group – for information

No meetings of the Working Group had been held since the previous committee meeting. Councillor Wood would like to join the group. A future agenda item was requested to approve this.

ACTION: Clerk

During a recent meeting with Crest Nicholson on a different matter, the Southern Footpath was raised, and whether enforcement action would be required, in order to ensure the conditions of the planning permission were met with regards to the footpath/cycleway.

HG064/22 Children in Dog Walking Area - for consideration

The Committee considered how to balance the needs of dog-walkers and children who enjoyed adventurous play in the tree line. It was noted that children can also be in the dog-walking area when walking their family's pets. It was felt that removal of the dog-walking area should be avoided if possible. It was agreed that additional signage be installed to inform users of the area that children might be at play.

Resolved: To install signs warning residents that children might be playing in the area and that parents should be aware that dogs using the area may be off the lead.

Proposed: Cllr B Nicholson

Seconded: Cllr R Latham

All in favour.

ACTION: Clerk

HG065/22 Pondsides Ditch Work – for consideration

Resolved: To gather quotations to clear the ditch running alongside the eastern edge of the land at Montague Road.

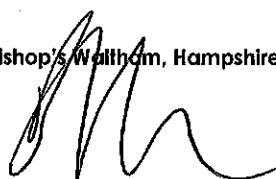
Proposed: Cllr J Marsh

Seconded: Cllr M Pavey

All in favour.

ACTION: Clerk/Senior Groundsman

- HG066/22** **Dementia-Friendly Audits of Buildings – for consideration**
Resolved: To undertake audits at Parish Council buildings to identify any improvements that could be made for residents with dementia.
Proposed: Cllr B Nicholson
Seconded: Cllr P Wilson
All in favour. **ACTION: Halls Manager**
- HG067/22** **Electric Car Chargers at Jubilee Hall – for consideration**
The Committee requested further information about the current electricity rate. **ACTION: Clerk**
The Committee agreed that GeniePoint would continue to be used until alternative car charging apps could be fully reviewed.
Resolved: To maintain charges for use of electric car charges at their current rate and to review the situation in three months' time.
Proposed: Cllr B Nicholson
Seconded: Cllr P Wilson
All in favour. **ACTION: Clerk**
- HG068/22** **Priory Park Overflow Car Park Extension update – for information**
The Committee reviewed the planning application documentation. No issues were raised.
- HG069/22** **Love Parks Week – for consideration**
Resolved: To register to participate in national Love Parks Week.
Proposed: Cllr A Webb
Seconded: Cllr R Latham
All in favour. **ACTION: Halls Manager**
- HG070/22** **Priory Park Dug Outs – for consideration**
A request to the CSO was to be made that they visit the football pitches periodically to monitor whether gatherings were taking place at the dug outs.
A meeting had been requested with the police with a view to improving communication.
The committee agreed to delay repairing the dugouts until CCTV coverage was investigated and ideally installed.
The Clerk was to update Dynamos regarding the agreed course of action. **ACTION: Clerk**
- HG071/22** **Correspondence**
- i) Request for memorial bench – for consideration**
The Committee agreed in principle with the request. It was agreed that the correspondent be offered the option of locating the bench on the land at Montague Road or at Priory Meadow, depending on their preference.
Councillor Pavey was to work with the Clerk to set out the details of the agreement, regarding the type of bench and its future maintenance. **ACTION: Clerk/Cllr Pavey**
- ii) Dog Training Class hire request – for consideration**
Resolved: To proceed with the booking enquiry and that a cleaning charge is applied initially to cover any associated additional workload.
Proposed: Cllr P Wilson
Seconded: Cllr J Marsh
All in favour. **ACTION: Administration Assistant**
- HG072/22** **Request for Future Agenda Items**
Late cancellation of halls hirers due to illness
CCTV coverage of the football pitches at Priory Park
CCTV coverage of the play area at Hoe Road Recreation Ground
Additional member of the Southern Footpath Working Group
Installing air conditioning in the Ruby Room
Community Garden Report
Electric Car Chargers (October)



HG073/22 **Date of next meeting – Tuesday 16th August 2022**

Noted.

HG074/22 **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'.

HG075/22 **Quotations for Jubilee Hall Solar Panels – for consideration**

The committee considered the three types of solar panels installation as tabled by the Halls Manager.

Resolved: To proceed with seeking quotations for the supply and installation of solar panels at the Jubilee Hall along with a battery installation for use to reduce running costs of the building.

Proposed: Cllr B Nicholson

Seconded: Cllr A Webb

All in favour.

ACTION: Halls Manager

HG076/22 **Quotations for Hedge Cutting - for consideration**

This agenda item was withdrawn to be included in a future meeting.

HG077/22 **Land on Victoria Road - for consideration**

The covenants of the land were discussed. The Committee was content that the current land use was appropriate.

There being no further business the meeting closed at 9.30pm.

