



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 20th December 2022 at 7.00pm

Present: Cllr B Nicholson Chairman
Cllr A Webb Vice Chairman
Cllr T Conduct
Cllr R Latham
Cllr J Marsh
Cllr M Pavey
Cllr P Wilson

In Attendance: Mr R Thorne Project Manager
Mr M Wanstall Halls Manager
Mrs C Wilkinson Clerk to the Committee

Members of the Public: 3

HG176/22 **To receive and accept apologies for non-attendance.**
All present.

HG177/22 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

HG178/22 **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.

HG179/22 **To approve the minutes from the meeting of the Halls & Grounds Committee – 15th November 2022**
Resolved: To approve the minutes of the Halls & Grounds Committee – 15th November 2022
Proposed: Cllr T Conduct
Seconded: Cllr J Marsh
All in favour who were present at the meeting.

HG180/22 **Public Session**
The three members of the public present were from Bishop's Waltham Gardening Club and spoke in relation to the allotment fencing proposal. They clarified their objectives which included securing the allotments from thefts, prevent deer accessing the site and to reduce dog-fouling. They also updated the Committee regarding the parking areas that they had established on the allotments site at their own expense. They requested that the Committee consider their proposals regarding how members of the public access the dog-walking area, in order to facilitate the installation of a gate across the access track used by the Cricket Club and allotment holders.

A future agenda item was requested to discuss the broken water heater in the Jubilee Hall kitchen.

The Clerk read an email received from Dynamos football club that clarified their relationship with Atalanta Football Club.

HG181/22 **Actions Arising from the meeting of the Halls & Grounds Committee –15th November 2022**
Noted. The two action items relating to drainage at the Cricket Club site would be closed following discussion with members of the Cricket Club Committee. The newly installed drains at the end of Albany Road were functioning well and were felt to have resolved the issue of flooding caused by water running down the access track.

- HG182/22** **Halls Manager's Written Report – for consideration**
Noted. Some issues had been experienced due to the prolonged period of very low temperatures.
- HG183/22** **Senior Groundsman's Written Report – for consideration**
Noted. The new coppice planted as part of the Queen's Canopy at Priory Meadow had been replanted with heavier duty tree guards.
The dead trees in the community orchard were raised. It was agreed that the Clerk contact the Gardening Club to find out whether replacements were planned. **ACTION: Clerk**
- HG184/22** **Financial Position Year to Date – to note current position**
Noted.
- HG185/22** **Capital Control Report – for consideration**
Noted.
- HG186/22** **Forward Plan 2019-2023 – for consideration**
Noted.
- HG187/22** **Grant Opportunities – for consideration**
Noted.
- HG188/22** **Skatepark Project Update – for consideration**
The Project Manager updated the Committee regarding initial responses received following the invitation to tender that had been issued on Thursday 15th December. Thus far, 1 contractor had declined to quote.
- HG189/22** **Montague Road Play Area Project Update – for consideration**
The Project Manager and working group had liaised with the selected contractor to reduce the updated project quotation. By removing some smaller items of play equipment, the quotation was now within budget and totalled £81,112 excluding VAT. The Committee acknowledged that placing the order with the supplier should be expedited in order to avoid further price increases. The Committee requested that the Project Manager confirm how long Wicksteed would be able to store the play equipment for prior to installation. **ACTION: Project Manager**
Resolved:
- i) **To seek further quotations from Drainage Consultants to provide a drainage design for the site of the Montague Road LEAP and also to approach FP&R to see whether the process could be expedited.**
Proposed: Cllr M Pavey
Seconded: Cllr T Conduct
All in favour. **ACTION: Project Manager/Clerk**
 - ii) **To accept the revised quotation for the Montague Road LAP and LEAP from Wicksteed for a total of £81,112 excluding VAT.**
Proposed: Cllr J Marsh
Seconded: Cllr R Latham
All in favour. **ACTION: Project Manager**
 - iii) **To plan to install both the Montague Road Lap and LEAP at the same time, instead of having two phases of construction.**
Proposed: Cllr B Nicholson
Seconded: Cllr A Webb
All in favour.
- HG190/22** **Southern Footpath Project Update - for consideration**
Quotations for work items associated with the Southern Footpath were to be considered as separate agenda items.
- HG191/22** **Allotments Fencing Proposal - for consideration**
The proposal received from the Gardening Club to provide a revised access to the dog-walking area at Albany Road was discussed. It was agreed that their preferred proposal provided a low-

cost solution and would resolve the concerns raised during November's meeting when discussing the request to install a gate across the access track.

Resolved: To approve the Gardening Club's proposal to install a gate across the access track to the Cricket Club and allotments site and to construct the revised access to the dog-walking area as tabled as soon as possible.

Proposed: Cllr B Nicholson

Seconded: Cllr T Conduct

All in favour.

ACTION: Clerk

At this point in the meeting the members of the public left the meeting.

HG192/22

Dynamos Football Club – for consideration

The Committee discussed Dynamos' request to the Parish Council to allow another football team to use the Priory Park football pitches on Saturdays.

Resolved: To write to both football teams involved to request that they attend a meeting with the Halls and Grounds Committee to do discuss the matter in person.

ACTION: Clerk

Proposed: Cllr M Pavey

Seconded: Cllr J Marsh

All in favour.

HG193/22

Atalanta Football Club request for Sunday bookings – for consideration

Resolved: To authorise the Administration Assistant to continue to receive football pitch bookings for Sundays.

Proposed: Cllr M Pavey

Seconded: Cllr J Marsh

All in favour.

HG194/22

Winter Warmer Session Update – for consideration

The Committee noted that the first Winter Warmer session would be held Wednesday 28th December.

It was agreed that Bishop's Waltham library be contacted to find out whether they as a registered warm space had received additional visitors.

ACTION: Cllr Latham

HG195/22

Priory Park Overflow Car Park Extension Update – for consideration

The Clerk reported that the meeting with the Arboricultural Consultant had been cancelled due to illness but would be rescheduled for January.

Resolved: To authorise the Administration Officer to resubmit the planning application when the documentation requested by Winchester City Council had been received.

Proposed: Cllr R Latham

Seconded: Cllr B Nicholson

All in favour.

HG196/22

Hall Hire Rates Review – for consideration

The Committee considered the data that had been collated. Further information would be gathered regarding other local halls for consideration when discussing the Hall Hire rates for 2023/4 in the Committee's January meeting.

HG197/22

Facilities Review – Update from working group - for information

Resolved: To approve the draft survey to collect information from users of Parish Council facilities.

Proposed: Cllr P Wilson

Seconded: Cllr T Conduct

All in favour.

HG198/22

Halls Health and Safety Reports – for consideration

The reports for buildings other than the Jubilee Hall had been omitted from the papers in error. These would be brought to the Committee's January meeting for consideration. The Halls Manager reported that all high priority items had already been resolved.

- HG199/22** **Antisocial Driving in Parish Council Car Parks – for consideration**
The Clerk was requested to investigate whether it would be possible to create a budget to improve the CCTV coverage of the Priory Park car park. **ACTION: Clerk**
Resolved: To gather quotes from contactors to upgrade the Hoe Road CCTV system to include car number plate recognition.
Proposed: Cllr M Pavey
Seconded: Cllr T Conduct
All in favour. **ACTION: Clerk**
- HG200/22** **Play Area Safety Inspections – for consideration**
The report of actions required and items to be monitored in the Parish Council's play areas was noted. The Groundsmen and the Clerk were to progress with the action items and provide a progress report to the Committee. **ACTION: Snr Groundsman/Clerk**
- HG201/22** **Tree Survey Report – for consideration**
The Committee were pleased with the level of detail included in the report. The Clerk was to create a list of high priority work and gather quotations from contractors to undertake the work. **ACTION: Clerk**
- HG202/22** **Lengthsman's Store at Priory Park – for consideration**
Noted.
- HG203/22** **Playground Shade – for consideration**
Resolved: To create a working group to investigate options for adding shade to Parish Council owned play areas and to appoint Councillor Latham, Councillor Pavey and Councillor Wilson to the working group.
Proposed: Cllr B Nicholson
Seconded: Cllr R Latham
All in favour.
- HG204/22** **Request for Future Agenda Items**
Jubilee Hall kitchen water heater
Health and Safety Reports
- HG205/22** **Date of next meeting – Tuesday 24th January 2023**
Noted.
- HG206/22** **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'.
- HG207/22** **Edington Close/Montague Road Tree Work Quotations – for consideration**
Resolved: To select JTS Tree Services Ltd to undertake the tree work on the trees between Edington Close and Montague Road for £2700 excluding VAT.
Proposed: Cllr J Marsh
Seconded: Cllr B Nicholson
All in favour.
- HG208/22** **Estate Shed Fencing Repair Quotations – for consideration**
Resolved: To select Beeline Fencing Ltd to undertake the repair to the Estate Shed fence for £428 excluding VAT.
Proposed: Cllr J Marsh
Seconded: Cllr T Conduct
All in favour.
- HG209/22** **Quotations for Deer Fencing Alongside Allotments – for consideration**
Resolved: To select Bridges Fencing to supply and install the deer proof fencing and gate along the north eastern boundary for the allotments for £4,500 including VAT.

Proposed: Cllr B Nicholson
Seconded: Cllr R Latham
All in favour.

HG210/22 **Quotations for Fencing for Southern Footpath near Tangier Lane - for consideration**
Resolved: To select Bridges Fencing to supply and install the fencing for the Southern Footpath near Tangier Lane for £1,990 including VAT. Work to be undertaken pending receipt of written approval from the landowner.
Proposed: Cllr B Nicholson
Seconded: Cllr M Pavey
All in favour.

HG211/22 **Suspension of Standing Orders**
Resolved: To suspend Standing Order 3.x to allow the meeting to exceed 2.5 hours.
Proposed: Cllr B Nicholson
Seconded: Cllr P Wilson
All in favour.

HG212/22 **Southern Footpath Footbridges Quotations – for consideration**
Resolved: To select Aquascience Ltd Bridges Fencing to undertake the work to construct the Southern Footpath linkages for £15,739 excluding VAT.
Proposed: Cllr J Marsh
Seconded: Cllr M Pavey
All in favour.

HG213/22 **Water Bowser Purchase – for consideration**
Resolved: To purchase a Western Global Poly Highway H250P -1100 Litre Highway Legal Water Bowser at the cost of £2,442 excluding VAT.
Proposed: Cllr M Pavey
Seconded: Cllr T Conduct
All in favour.

ACTION: Snr Groundsman

HG214/22 **Quotations for Drainage Consultation for Montague Road Play Area - for consideration**
This agenda item was withdrawn and would be considered in a future meeting.

HG215/22 **Hirer Accident - for consideration**
The report from the Halls Manager was noted.

There being no further business the meeting closed at 9.38pm.

