



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 24<sup>th</sup> January 2023 at 7.00pm**

**Present:**

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

**In Attendance:**

Mrs E McKenzie	Executive Officer
Mr R Thorne	Project Manager
Mr T Veck	Senior Groundsman
Mr M Wanstall	Halls Manager

**Members of the Public:** 1

**HG216/22**      **To receive and accept apologies for non-attendance.**  
All present.

**HG217/22**      **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.

**HG218/22**      **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**  
Cllr Pavey and Cllr Latham – Agenda Item 25a

**HG219/22**      **To approve the minutes from the meeting of the Halls & Grounds Committee – 20<sup>th</sup> December 2022**  
**Resolved: To approve the minutes of the Halls & Grounds Committee – 20<sup>th</sup> December 2022**  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr M Pavey**  
**All in favour who were present at the meeting.**

**HG220/22**      **Public Session**  
The member of the public present spoke to the Committee about the work of the Men's Shed and how the group had outgrown their current premises at the Cricket Ground. The group were searching for an alternative location to create a base and requested that any available Parish Council site could be considered for this purpose. The Chairman noted this and stated that the ongoing Facilities Review would include this request.

The member of public left at this point.

The Executive Officer reported on residents noting overgrown laurel hedges on our land that were affecting their properties.

**ACTION: To review Jubilee Hall hedge and Oak Road hedge and seek quotations for remedial work**  
**ACTION: Cllr Nicholson/Admin Officer**

The Halls Manager highlighted a request to maintain the High Street defibrillator.

**ACTION: Clarify the request to be presented to the Planning and Highways Committee**

**ACTION: Check options to support the request**      **ACTION: Halls Manager**  
**ACTION: Exec Officer/Clerk to P&H Committee**

**HG221/22**      **Actions Arising from the meeting of the Halls & Grounds Committee – 20<sup>th</sup> December 2022**  
Noted.

- HG223/22 Halls Manager's Written Report**  
Noted.  
Concerns had been raised regarding ice in the Jubilee Hall car park. The soakaway drainage system was an ongoing issue during times of heavy rain. Consideration was given for the usage of a manual grit trolley.  
**ACTION: Note offer of loan of grit trolley for use when necessary. ACTION: Halls Manager**
- HG224/22 Senior Groundsman's Written Report**  
Noted.
- HG225/22 Financial Position Year to Date**  
Noted.
- HG226/22 Capital Control Report**  
Noted.  
Quotations for the solar panels were being collated with the hope being to bring these as an agenda item for consideration at the next meeting.
- HG227/22 Forward Plan 2019-2023**  
Noted.
- HG228/22 Grant Opportunities**  
Noted.  
Cllr Latham reported back on a recent webinar session and noted that an opportunity for funding may come from the Town and Parishes Grant which was being further investigated.
- HG229/22 Skatepark Project Update**  
The Project Manager updated the Committee with recent actions. He noted that three companies were likely to submit a tender, but one had requested an extension of the deadline, stating a good reason for requesting such. It was decided to allow an extra week for submissions for all companies.  
**Resolved: To extend tender submission date to 10<sup>th</sup> February 2023.**  
**Proposed: Cllr B Nicholson**  
**Seconded: Cllr M Pavey**  
**All in favour ACTION: Project Manager/Clerk**
- HG230/22 Montague Road Play Area Project Update**  
The Project Manager provided the Committee with the progression of plans. It was noted that two residents neighbouring the site had expressed concerns about the drainage and ditches in the area and that these would be addressed within the drainage survey and further suggested actions brought to Committee. The poor condition of the bridleway was also highlighted and contact with Hampshire Countryside Access recommended to seek any advice on improvements that could be made.  
**ACTION: Liaise with HCA regarding poor condition of bridleway and any improvements possible. ACTION: Clerk**
- HG231/22 Halls Terms and Conditions Update**  
The Halls Manager presented the paper tabled, explaining issues arising. The full report would be brought to Committee when all responses collated. It was suggested that only minor amends would be needed in terms of wording to the hire conditions form.
- HG232/22 2023/24 Halls Hire Rates**  
The rates tabled were duly considered. The CPI rate of 9.3% was noted for any staff cost related items and any other to be at 4% (to reflect the needs of the current financial situation). Any hire figures were to be rounded accordingly. The Halls Manager was requested to make adjustments recommended by Committee, with the assistance of the Senior Administration Assistant, and to then refer this paper to the Finance, Policy and Resources Committee.  
**Resolved: To make adjustments to the rates as discussed and refer to the Finance, Policy and Resources Committee**  
**Proposed: Cllr B Nicholson**

**Seconded: Cllr R Latham**  
**All in favour**

**ACTION: Senior Administration Assistant/Clerk**

**HG233/22**

**Southern Footpath Update**

The current completed actions were noted as successful. The links to the footpaths were due to be undertaken in mid-February. The next working group meeting would consider the first stretch of footpath to be tendered, planned to be the allotment pathway. An update on the Tangier Lane footpath was given.

**HG234/22**

**Priory Park Overflow Car Park Extension Update**

Cllr Latham reported that the meeting with the Arboricultural Consultant had been held in January. Details of tree work required and related surfacing were shared.

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

**Proposed: Cllr M Pavey**

**Seconded: Cllr R Latham**

**All in favour**

**ACTION: Clerk**

**HG235/22**

**Facilities Review Update**

Cllr Nicholson requested the Projects Manager's guidance on the next stages of the review process. The Project Manager would study the steps thus far taken and meet with the Chairman and Clerk to consider the direction of the project, how to schedule the next strategic stages and possible projects arising, and set next working group meeting date.

**ACTION: Evaluate Facilities Review so far**

**ACTION: Meet with Chair and Clerk to offer scheduling for next stages of project & set date for next working group meeting**

**ACTION: Projects Manager**

**ACTION: Projects Manager**

**HG236/22**

**Halls Health and Safety Reports**

The Committee valued these reports and noted them as very worthwhile as a 'living document'. It was requested that these become a standing agenda item to review monthly (with colour coding on sheet).

**HG237/22**

**Tree Survey Report – for consideration**

The Committee discussed the reports tabled.

It was agreed that, in the spirit of the Environment Policy of the Council, it was publicised to residents that remedial trees works identified were undertaken to ensure safe and healthy tree stocks on Parish Council land. It was suggested that an equalization policy be in place so that any tree felled was replaced by a similar tree in the same or, if not possible, an agreed alternative location.

**Resolved: To gather quotations for tree works identified, including the additional pine tree at Priory Park, and replace felled trees with new where possible.**

**Proposed: Cllr M Pavey**

**Seconded: Cllr R Latham**

**All in favour**

**ACTION: Clerk**

**HG238/22**

**Jubilee Hall Car Park Report – for consideration**

Paper withdrawn.

**HG239/22**

**Winter Warmer Sessions Update – for consideration**

Noted.

**HG240/22**

**Football at Hoe Road Recreation Ground – for consideration**

The Senior Groundsman explained the steps to reinstate the senior pitch and the required purchase of new goal posts. The committee considered the possibility of reinstating the pitch for organised football bookings and community use.

**Resolved: To discontinue the policy to discontinue the provision of football at Hoe Road Recreation Ground.**

**Proposed: Cllr B Nicholson**

**Seconded: Cllr J Marsh**

6 in favour, 1 against.

**ACTION:** Obtain quotations for goal posts

**ACTION:** Senior Groundsman

**HG241/22**

**Correspondence – for consideration**

i) Request from Beavers Group

**Resolved:** To apply a 4% CPI rate to the booking and authorise the Administration Assistant to proceed with the booking as requested.

**Proposed:** Cllr B Nicholson

**Seconded:** Cllr P Wilson

5 in favour, 2 abstentions

**ACTION:** Admin Assistant

ii) Futsal Pitch Proposal

**Resolved:** To note the idea and inform the correspondent there is no Parish Council land available at this time for such a building but consider the opportunity for such within the ongoing Facilities Review

**Proposed:** Cllr B Nicholson

**Seconded:** Cllr R Stallard

All in favour

**ACTION:** Clerk

**HG242/22**

**Request for Future Agenda Items**

Line marking at car parks (i.e. yellow hatching and by Bowls Club gateway – Priory Park) (No Entry marking at Hoe Road)

**HG243/22**

**Date of next meeting – Tuesday 21<sup>st</sup> February 2023**

Noted.

**HG244/22**

**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'.

**HG245/22**

**Bishop's Waltham Rotary Carnival 2023 – for consideration**

Two suggested improvements made:-

19 – include 'in accordance with BS7909'

20 – include the word 'competent'.

**Resolved:** To recommend to the Finance, Policy and Resources Committee the approval of the Carnival Licence for Bishop's Waltham Rotary on Saturday 10<sup>th</sup> June 2023 with a 4% increase from the previous year and two minor wording inclusions as noted.

**Proposed:** Cllr M Pavey

**Seconded:** Cllr R Latham

All in favour

**ACTION:** Clerk

**HG246/22**

**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 J Marsh

All in favour.

**HG247/22**

**Dynamos Football Club – for consideration**

The season's review was duly considered, with additional deliberations following the recent meeting with the club and its associates.

**Resolved:** To write and send a letter to Dynamos Football Club

**Proposed:** Cllr B Nicholson

**Seconded:** Cllr R Latham

All in favour

**ACTION:** Clerk

**HG248/22**

**Jubilee Hall Kitchen Water Heater – for consideration**

**Resolved:** To purchase the LincatEB3FX at a cost of £486.99

Proposed: Cllr J Marsh  
Seconded: Cllr R Stallard  
All in favour

**ACTION: Halls Manager**

**HG249/22**

**Replacement Roundabout for Churchill Avenue Play Area – for consideration**  
**Resolved: To recommend to the Finance, Policy and Resources Committee the purchase of a Redlynch VINCI Play DDA Roundabout – 1.75 at a cost of £10,256 (excluding VAT) including delivery and installation, and replacement surfacing**

Proposed: Cllr R Stallard  
Seconded: Cllr J Marsh  
All in favour

**ACTION: Projects Manager**

**HG250/22**

**Quotations for Drainage Consultation for Montague Road Play Area – for consideration**  
**Resolved: To recommend to the Finance, Policy and Resources Committee to instruct Fernbrook Consulting Engineering to undertake the drainage survey for Montague Road Play Area at a cost of £3,200.00 (excluding VAT)**

Proposed: Cllr M Pavey  
Seconded: Cllr R Latham  
All in favour

**ACTION: Projects Manager**

There being no further business the meeting closed at 9.45pm.