

Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 21st February 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:	Mr R Thorne	Project Manager
	Mr T Veck	Senior Groundsman
	Mr M Wanstall	Halls Manager
	Mrs C Wilkinson	Administration Officer
Members of the Public:	1	

HG251/22 **To receive and accept apologies for non-attendance.**
All present.

HG252/22 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

HG253/22 **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.

HG254/22 **To approve the minutes from the meeting of the Halls & Grounds Committee – 24th January 2024**
Resolved: To approve the minutes of the Halls & Grounds Committee – 24th January 2024
Proposed: Cllr P Wilson
Seconded: Cllr J Marsh
All in favour.

HG255/22 **Public Session**
Councillor Latham had attended a meeting regarding the Bishop's Waltham to Swanmore footpath. The potential route had been discussed and might be brought to the Parish Council in due course as one of the landowners involved.

Some weekend users of the car park at the Priory Park Clubhouse had been misusing the disabled parking bays. It was noted that the lines were in need of remarking. The Administration Officer was to gather quotes for remarking. **ACTION: Clerk**

The addition of words to encourage hall hirers to minimise their use of single-use plastics was discussed. It was agreed that the terms and conditions of bookings document was the appropriate place for the wording. The request would be phrased to be clear that this was an advisory note rather than a condition of the booking. The prices of reusable plastic plates and cups would be researched as these would be more appropriate for use at children's parties than the crockery and glasses currently available in the halls. **ACTION: Admin Assistant**

A resident had mentioned to a member of the Committee that a small amount of spoil had been left on their allotment following the recent installation of the deer-proof fencing.

HG256/22 **Actions Arising from the meeting of the Halls & Grounds Committee – 24th January 2023**
Noted.

- HG257/22 Halls Manager's Written Report** – for information
Noted. The Halls Manager reported that a couple of alarm call outs had taken place recently.
- HG258/22 Senior Groundsman's Written Report** – for information
The Priory Park MUGA would be moss-treated when the weather forecast was suitable. Some gaps had been left in hedging following the recent installation of the water pipe at Priory Park.
- HG259/22 Tractor and Mower Demonstration Report** – for information
Noted.
- HG260/22 Financial Position Year to Date** – to note current position
Noted.
- HG261/22 Capital Control Report** – for information
Noted.
- HG262/22 Forward Plan 2019-2023** – for information
Noted.
- HG263/22 Grant Opportunities** – for information
Noted.
- HG264/22 Skatepark Project Update** – for consideration
The Project Manager updated the Committee that thus far, two tenders had been received with a third expected to arrive by the end of the week following the extension of the tender deadline. The public consultation for the designs was discussed. Schools and youth groups would be contacted to publicise the sessions.
Resolved: To proceed with public consultation sessions regarding the skatepark designs with sessions to take place on the 10th/11th and 12th March, conditional upon room availability at the Jubilee Hall.
Proposed: Cllr J Marsh
Seconded: Cllr P Wilson
All in favour
ACTION: Project Manager/Clerk
- HG265/22 Montague Road Play Area Project Update** – for information
The Project Manager reported that the meeting with the selected drainage consultant had taken place and that receipt of the drainage plan was expected on, or before, the 17th March.
ACTION: Project Manager
- HG266/22 Churchill Avenue Roundabout Installation Update** – for information
Noted.
- HG267/22 Priory Park Clubhouse Wastewater Drainage** – for consideration
The Halls Manager reported on the recent issues at Priory Park and the results of a recent camera drain inspection. The blockage's location had been confirmed as was described in the meeting paper. Two methods of repairing the pipe were available, installation using boring equipment or by excavating the area to instal a new section of pipe.
Resolved: To authorise the Halls Manager to proceed with gathering quotations for the repair of the collapsed section of pipe for both the available construction methods.
Proposed: Cllr B Nicholson
Seconded: Cllr R Latham
All in favour
ACTION: Halls Manager
- HG268/22 Southern Footpath Update** – for consideration
Photographs were shown to the committee of the recent progress made with the construction of the footbridge between Bosworth Gardens and Priory Park. A staggered gate at the end of the path would be considered if problems were experienced by residents.
- HG269/22 Priory Park Overflow Car Park Extension Update** – for consideration

Research was to be undertaken into the construction options for the revised car park in order to arrive at one or more specifications for use in the tendering process. Clear demarcation of the spaces to encourage efficient parking was discussed.

Resolved: To authorise the Administration Officer to create a project specification with a view to commencing the tender process for the construction of the extended overflow car park at Priory Park.

Proposed: Cllr B Nicholson

Seconded: Cllr J Marsh

All in favour

ACTION: Clerk

- HG270/22 Facilities Review Update** – for consideration
The project manager was to continue to familiarise themselves with the project and schedule a working group meeting in due course.
ACTION: Project Manager
- HG271/22 Halls Health and Safety Reports** – for information
The update from the Halls Manager was noted.
- HG272/22 Plastic Free Communities Commitment** – for consideration
How to reduce single use plastics in the Committee's work was discussed. The planned changes to the Bookings Terms and Conditions would proceed with a view to reducing the amount of single-use plastic used by halls hirers. The Halls Manager reported that they were investigating concentrated cleaning materials in order to reduce the amount of plastic packaging received.
- HG273/22 Annual meeting of the Parish – Request for input from Standing Committees** – for consideration
The Committee discussed the display materials to create for the Annual Meeting of the Parish. The importance of posters being bold and large enough to be read easily was highlighted.
- HG274/22 Environmental Action Plan** – for consideration
The suggested actions for inclusion in the Environmental Action Plan were given consideration. The action regarding biodiversity would not include a quantified target because of the difficulty in measuring this aspect. Instead, the action would be amended to commit the Parish Council to improving biodiversity when undertaking projects.
Energy performance certificates for Priory Park Clubhouse or Hoe Road Pavilion, not yet obtained.
Resolved: To provide the tabled actions to the Community and Environment Committee for inclusion in the Environmental Action Plan, amended as described above.
Proposed: Cllr R Latham
Seconded: Cllr Micky Pavey
All in favour
ACTION: Clerk
- HG275/22 Correspondence** – Request from Department of Work and Pensions
Resolved: To grant the request to make a room available, if possible alongside existing bookings, to the Department of Work and Pensions, free of charge, as an outreach venue for local residents.
Proposed: Cllr B Nicholson
Seconded: Cllr J Marsh
All in favour
ACTION: Halls Manager
- HG276/22 Request for Future Agenda Items** – for information
None.
- HG277/22 Date of next meeting** – Tuesday 21st March 2023
Noted.
- HG278/22 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.'
The member of public left at this point.

HG279/22

Lilypads Licence Renewal - for consideration

Three suggested improvements received:-

2.1 - Add 'coat storage area'.

4.1- Remove the first two sentences from this clause.

9 - Change 'three months' to 'three years'.

Resolved: To recommend to the Finance, Policy and Resources Committee the approval of the Lilypad Licence and conditional upon approval being given, to forward the agreement to Lilypad for their consideration.

Proposed: Cllr M Pavey

Seconded: Cllr P Wilson

All In favour

ACTION: Clerk

HG280/22

Jubilee Hall Solar Panels – for consideration

The Committee discussed whether additional funding could be provided by businesses, who might have funds available for community projects.

Resolved:

- i) **To appoint Councillor Latham and Councillor Webb to a Solar Panels Working Group to work with the Halls Manager on the project to install solar panels at the Jubilee Hall.**
- ii) **To authorise the Halls Manager and Administration Officer to commence work on the project specification and to proceed with the tender process for the supply and installation of solar panels at the Jubilee Hall with the support of the Solar Panels Working Group.**

ACTION: Halls Manager

- iii) **To recommend to the Finance, Policy and Resources Committee that the solar panels project be considered for a grant application for CIL funding.**

ACTION: Clerk

Proposed: Cllr J Marsh

Seconded: Cllr M Pavey

All in favour.

HG281/22

Play Park Resurfacing Quotations – for consideration

Full consideration was given to the quotations received and the urgency of the various areas being considered for new surfacing or repairs and replacement of existing surfacing.

Resolved:

- i) **To accept the elements of the quotation from Vitaplay for the replacement of the surface under the rocket rocker at Claylands play area at the cost of £4,355.20 before VAT, and the repair to the rotator swing surface at Priory Park at the cost of £1,179.68 before VAT.**
- ii) **To accept the elements of the quotation from Redlynch for the repair of the surface under the spinning bowl at Priory Park play area at the cost of £300 before VAT, and the new path to be installed at the entrance of the Priory Park play area at the cost of £2,310 before VAT. To accept that there would be an accompanying cost of up to £550 relating to heras fencing and welfare measures while work was undertaken on site.**

Proposed: Cllr B Nicholson

Seconded: Cllr A Webb

All in favour

ACTION: Clerk

HG282/22

Dynamos Football Club Update – for consideration

Noted.

HG283/22

Portable Appliance Testing Training and Equipment – for consideration

Resolved:

- i) **To authorise the Halls Manager to look into the available dates for in-person PAT training to be undertaken and to select a supplier following approval from the Committee Chairperson.**
- ii) **To purchase a MemoryPAT Tester a cost of £279, excluding VAT.**


ACTION: Halls Manager

ACTION: Halls Manager

Proposed: Cllr R Stallard

Seconded: Cllr R Latham

All in favour


There being no further business the meeting closed at 9.24pm.