



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



Present: Cllr B Nicholson Chairman
Cllr R Latham
Cllr J Marsh
Cllr R Stallard
Cllr T Wilson

Non-Committee Members: Cllr P Wilson

In Attendance: Mr R Thorne Project Manager
Mr T Veck Senior Groundsman
Mrs C Wilkinson Administration Officer

Members of the Public: 0

HG030/23 To receive and accept apologies for non-attendance.

Cllr A Webb – Family Commitment.

Cllr M Pavey – Indisposed.

Resolved: To accept apologies for non-attendance.

Proposed: Cllr J Marsh

Seconded: Cllr R Latham

All in favour.

Apologies had also been received from the Halls Manager.

HG031/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

HG032/23 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.

HG033/23 To approve the minutes from the meeting of the Halls & Grounds Committee – 23rd May 2023

Resolved: To approve the minutes of the Halls & Grounds Committee – 23rd May 2023

Proposed: Cllr J Marsh

Seconded: Cllr B Nicholson

All in favour.

HG034/23 Public Session

The Senior Groundsman reported that following recent prolonged dry weather and subsequent rainfall, the Estate Shed had been at risk of flooding and a large amount of mud had to be cleared from outside of the front of the building where the water had collected. The Senior Groundsman requested that the drainage provision at the site be evaluated and suggestions for improvement be sought.

ACTION: Senior Groundsman/Clerk

Councillor Stallard was reviewing the wording of the licence agreement for hirers of Parish Council grounds to ensure that electrical equipment being used by hirers was required to meet an appropriate standard.

The Tree Warden had suggested that the copse at Victoria Road could be considered as a play space for children following the planned tree work, if some additional clearance of undergrowth could be undertaken. Further consideration was to wait until the completion of the tree work recommended in the recent survey.

HG035/23

Reappointment of Committee Working Groups – for consideration

The following Committee working groups were agreed by the Committee.

Facilities Review Working Group	Skate Park Working Group	Montague Road Working Group
Cllr R Latham	Cllr M Pavey	Cllr M Pavey
Cllr B Nicholson	Cllr R Stallard	Cllr R Stallard
Cllr A Webb	Cllr P Webb	Cllr P Webb
Cllr P Wilson	<i>Project Manager</i>	<i>Project Manager</i>
Cllr T Wilson		
<i>Administration Officer</i>		
<i>Halls Manager</i>		
<i>Project Manager</i>		

Southern Footpath Working Group	Jubilee Hall Car Park Working Group	Shade Working Group
Cllr J Marsh	Cllr M Pavey	Cllr R Latham
Cllr A Webb	<i>Finance Manager</i>	Cllr M Pavey
<i>Executive Officer (to handover to Project Manager)</i>	<i>Halls Manager</i>	Cllr P Wilson
	<i>Finance Manager</i>	

Community Garden Working Group
Cllr M Pavey
Cllr Jonathan Williams
Cllr P Wilson

Resolved: To appoint the Committee working groups for 2023/24 as tabled above.

Proposed: Cllr B Nicholson

Seconded: Cllr J Marsh

All in favour.

HG036/23

Actions Arising from the meeting of the Halls & Grounds Committee – 23rd May 2023

Noted.

HG037/23

Halls Manager's Written Report – for information

Noted.

HG038/23

Senior Groundsman's Written Report – for information

The recent vandalism to some of the surfacing in the Priory Park play area was discussed by the committee, who agreed that an insurance claim should not be lodged in this instance because of concern over the effect this might have on future insurance premiums.

The Senior Groundsman reported to the Committee that by combining efforts with the Parish Lengthsman, the Grounds Team were managing to cope with the current workload and maintain the West Hoe Cemetery effectively.

HG039/23

Financial Position Year to Date – to note current position

Noted.

HG040/23

Capital Control Report – for consideration

Noted.

HG041/23

Forward Plan 2019-2023 – for information

Noted.

HG042/23

Grant Opportunities – for information

Noted.



- HG043/23 Montague Road Play Area Project Update** – for information
The Committee was encouraged by the planned dates for the drainage groundworks to be installed and looked forward to seeing physical project progress.
- HG044/23 Skatepark Project Update** – for consideration
The Committee were updated by the Project Manager and pleased to hear that the Planning Application was expected to be submitted in the next week or two.
- HG045/23 Albany Road Play Area** – for consideration
The Project Manager briefly outlined the project for the Committee and gave some examples of the types of play equipment that could be considered for the play area.
Resolved:
i) **To appoint Councillor Latham and Councillor Stallard to a South West Leisure Areas Working Group to work with the Project Manager to progress with the project.**
ii) **For the SINC on Albany Road and green space at Bishop's Meadow to also be included in the South West Leisure Areas Working Group's remit.**
Proposed: Cllr J Marsh
Seconded: Cllr R Latham
All in favour.
- HG046/23 Southern Footpath – Update from Working Group** – for consideration
The Committee were shown photographs taken earlier in the day of the new path being installed alongside the allotments.
- HG047/23 Allotments Car Parking** – for consideration
The update from the meeting with the Gardening Club was noted and potential options for consideration would be brought to a future meeting. One such option would be to consider extending the existing car parking at Bishop's Meadow.
- HG048/23 Land at Bishop's Meadow** – for consideration
This land would be considered as part of the project remit of the newly formed South West Leisure Areas Working Group.
- HG049/23 Jubilee Hall Car Park Report** – for consideration
The Committee were updated that the Challenge process had been reinitiated by the Finance Manager.
- HG050/23 Jubilee Hall Gas Supply** – for consideration
Noted.
- HG051/23 Deed of Access** – for consideration
Councillor Latham was to work with the Administration Officer to draft a reworded policy for consideration by the Committee at a future meeting. **ACTION: Clerk/Cllr Latham**
- HG052/23 Priory Park Overflow Car Park Update** – for consideration
The Administration Officer reported that a decision regarding the planning application was expected from WCC imminently.
- HG053/23 Request from CEC regarding Coronation Big Lunch Painting** – for consideration
Resolved: To approve the request received from the Community and Environment Committee to display a painting of Bishop's Waltham's Coronation Big Lunch event at the Jubilee Hall.
Proposed: Cllr J Marsh
Seconded: Cllr R Latham
All in favour.
- HG054/23 Request for Memorial Bench** – for consideration
Location of the bench at Hoe Road Recreation Ground was agreed to be appropriate by the Committee.

Resolved: To approve the request for a memorial bench in memory of J Rushton and for the cost of the purchase and maintenance of the bench to be paid by the Parish Council.

Proposed: Cllr J Marsh

Seconded: Cllr R Stallard

All in favour.

ACTION: Clerk/Snr Groundsman

HG055/23

Correspondence - Request from Slimming World Hirer – for consideration

The Administration Officer reported that the office we working with the hirer to resolve the matter and would bring the matter back to the Committee for further consideration if necessary.

HG056/23

Request for Future Agenda Items – for information

Grounds Team workload management
Drainage at Hoe Road

HG057/23

Date of next meeting – Tuesday 18th July 2023

Noted.

HG058/23

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'.

HG059/23

Quotations for Remarking Priory Park Car Park – for consideration

Resolved: To recommend to the Finance, Policy and Resources Committee that South Coast Line Marking Limited be selected to undertake the remarking of the lines in the main Priory Park Clubhouse car park at the price of £1,100.00 excluding VAT.

Proposed: Cllr J Marsh

Seconded: Cllr R Latham

All in favour.

ACTION: Clerk

There being no further business the meeting closed at 8.18pm.

