



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 18<sup>th</sup> July 2023 at 7.00pm**

<b>Present:</b>	Cllr B Nicholson	Chairman
	Cllr R Latham	
	Cllr J Marsh	
	Cllr M Pavey	
	Cllr R Stallard	
	Cllr A Webb	Vice Chairman
	Cllr T Wilson	
<b>Non-Committee Members:</b>	Cllr E Jelf	
	Cllr P Wilson	
<b>In Attendance:</b>	Mr T Veck	Senior Groundsman
	Mr M Wanstall	Halls Manager
	Mrs C Wilkinson	Administration Officer
<b>Members of the Public:</b>	3	

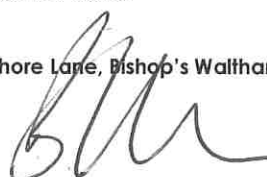
- HG060/23**     **To receive and accept apologies for non-attendance.**  
All councillors present. Apologies had been received from the Project Manager.
- HG061/23**     **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- HG062/23**     **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**  
Cllr Latham – Member of archery club (agenda item 20, minute HG079/23).
- HG063/23**     **To approve the minutes from the meeting of the Halls & Grounds Committee – 20<sup>th</sup> June 2023**  
**Resolved: To approve the minutes of the Halls & Grounds Committee – 20<sup>th</sup> June 2023**  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr R Stallard**  
**All in favour who were present at the meeting.**

**HG064/23**     **Public Session**  
Two representatives of the Merdon Bowman Archery Club spoke to the Committee regarding their search for a new location for the Club, having been given notice by their current landlord. They gave an outline of their Club's activities, and the benefits of participating in their sessions. They had supplied the office with information about their requirements in advance of the meeting and reported that they have constant access to their current site along with some facilities for parking, storage, changing and meeting.

A representative of Dynamos Football Club updated the Committee, following the recent promotion of the Seniors team. They had organised a meeting with a local representative of the Football Association to review the Priory Park and Hoe Road facilities to consider whether either site could be made compliant with the requirements of the senior team's league. Members of the Parish Council would be present at the meeting.

Councillor Wilson passed on feedback from a resident who attended the table tennis session at Priory Park Clubhouse. The resident requested that the floor was not polished. The Halls Manager clarified that the floor was scrubbed regularly but not polished apart from once a year.

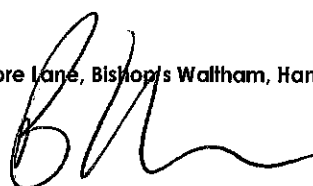
Councillor Latham reported that an area classified as a Site of Special Scientific Interest (SSSI), on the outskirts of the town, was being advertised for sale.

  
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A tree had fallen at the South Pond. Initially just the section of the tree that was obstructing the pavement was removed. Further work required a digger and had been undertaken that evening.

Love Parks week was starting on 28<sup>th</sup> July. The Council would promote the initiative alongside an update regarding the Montague Road play area construction phase. **ACTION: Clerk**

- HG065/23 Actions Arising from the meeting of the Halls & Grounds Committee – 20<sup>th</sup> June 2023**  
Following a site visit with a WCC Tree Officer by the Clerk, permission to fell an ash tree would be removed from the planning application. It was expected, that following this change, permission for the remainder of the tree work at that location would soon be received.
- HG066/23 Halls Manager's Written Report – for information**  
Noted. The Halls Manager reported that they had undertaken some preliminary research into the draft legislation known as Martyn's Law. This would potentially have a significant impact on the Council and the Halls Manager would bring the matter to the Committee as a future agenda item.
- HG067/23 Senior Groundsman's Written Report – for information**  
The Senior Groundsman reported that the replacement part required for the alarm at the Estate Shed had been installed.
- HG068/23 Grounds Team and Lengthsman Workload Proposal – for consideration**  
This item was moved to the confidential section of the meeting. See minute HG087/23.
- HG069/23 Financial Position Year to Date – to note current position**  
Noted.
- HG070/23 Quarterly Budget Review – to consideration**  
Noted.
- HG071/23 Capital Control and Ear Marked Reserves Reports – for information**  
Noted.
- HG072/23 Forward Plan 2019-2023 – for information**  
Noted.
- HG073/23 Grant Opportunities – for information**  
Feedback had been received by the Community Support Officer that some younger members of the community would like a social space such as a youth shelter at the planned skatepark. This might be a good subject for a future grant application. A member of the Skatepark Working Group, reported that this kind of ancillary item had already been considered and would be discussed further as the skatepark project progressed.
- HG074/23 Montague Road Play Area Project Update – for information**  
The Project Manager's progress report was noted, and the imminent start of the project's construction phase was positively anticipated.
- HG075/23 Skatepark Project Update – for consideration**  
Noted. The Committee would be updated in future meetings regarding the progress of the planning application that had been submitted.
- HG076/23 Albany Road Play Area – for consideration**  
The report from the Project Manager and working group was discussed. Clarification was requested regarding the buyback option available to the property developer of the Bishop's Meadow estate. **ACTION: Project Manager/South West Leisure Area Working Group**
- HG077/23 Jubilee Hall Car Park Electrical Vehicle Charging Points – for consideration**  
Noted.
- HG078/23 Deed of Access Proposal – for consideration**  
**Resolved:**

  
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- i) To forward the tabled changes to the Deed of Access Policy and the Deed document for consideration and adoption by Finance Policy and Resources Committee (FP&R). ACTION: Clerk
- ii) To recommend that FP&R reconsider the Deed of Access Application received and accept the request following the requested adoption of the tabled policy and deed changes. ACTION: Clerk

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

**HG079/23**

**Request for Assistance from Archery Club** – for consideration

The Committee discussed the matter, focusing on the Club's requirements. The Committee considered whether any Parish Council owned sites might make a suitable location. None were currently thought to meet the Club's needs. This could be revisited should the situation change. The Committee agreed to publicise the Club's search on social media. ACTION: Clerk  
 The Club were appreciative of Councillors' offers to make local landowners aware of their search.

**HG080/23**

**Priory Park Overflow Car Park Update** – for consideration

The project update was discussed. Considerations such as the need to get a power supply across the overflow car park, and for the repairs to the drainage pipe located under the existing car park to be undertaken during the construction phase, were noted.

**HG081/23**

**Dynamos Update and Proposal** – for consideration

Clarification was requested regarding the nature of the Linked Clubs status being sought by Dynamos and Atalanta Football Clubs. ACTION: Clerk  
 Following consideration of the tabled update and the information received from the Dynamos Club representative received in the public session, the following resolutions were made.

**Resolved:**

- i) To forward Dynamos' request to the Finance, Policies and Resources Committee (FP&R) that the annual licence fee increase associated with CPI be reconsidered. ACTION: Clerk  
**Proposed: Cllr B Nicholson**  
**Seconded: Cllr R Stallard**  
**5 in favour, 2 abstentions**
- ii) To work with Dynamos to confirm in what regards the facilities at Priory Park and Hoe Road do not comply with FA regulations and to consider whether any short-term action could be taken to meet these specifications. ACTION: Clerk  
**Proposed: Cllr B Nicholson**  
**Seconded: Cllr R Stallard**  
**All in favour.**
- iii) To recommend the tabled suggested amendment to the licence agreement relating to Dynamos' partnership with their linked club, Atalanta Football Club, to be passed to FP&R for approval. ACTION: Clerk  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr M Pavey**  
**6 in favour, 1 abstention**
- iv) To organise a meeting of the Facilities Review Working Group and to discuss prioritisations and next steps. ACTION: Clerk  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr M Pavey**  
**All in favour.**

**HG082/23**

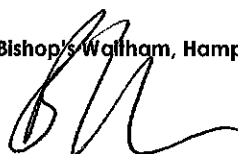
**Proposal for Display of Commemorative Paintings** – for consideration

The Committee was minded to reinstate the larger painting, currently being stored at the Jubilee Hall, at such a point as the Ruby Room was being redecorated so that the rails currently located on the walls could be removed and the painting installed.

**Resolved: To approve the proposed display of the Coronation and Diamond Jubilee paintings.**

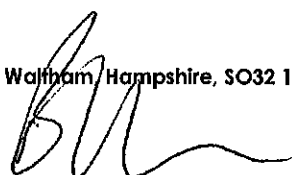
**Proposed: Cllr M Pavey**  
**Seconded: Cllr R Stallard**  
**All in favour.**

**ACTION: Halls Manager**

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- HG083/23** **Priory Park Football Pitch Drainage Work** – for consideration  
**Resolved:** To request approval from FP&R for the spend of £1,850 (excluding VAT) for a second round of Verfi-Draining on the Priory Park football pitches.  
**Proposed:** Cllr B Nicholson  
**Seconded:** Cllr R Stallard  
**All in favour.** **ACTION: Clerk**
- HG084/23** **Request for Future Agenda Items** – for information  
 Facilities Review Update  
 Martyn's Law  
 Electrical Vehicle Charging Points
- HG085/23** **Date of next meeting – Tuesday 15<sup>th</sup> August 2023**  
 Noted.
- HG086/23** **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'.
- HG087/23** **Grounds Team and Lengthsman Workload Proposal** – for consideration  
 i) To pass the tabled proposal to the Staffing Sub-Committee of the Finance, Policies and Resources Committee for further consideration. **ACTION: Clerk**  
 ii) To forward the proposal to the Planning and Highways Committee and the West Hoe Cemetery Management Committee for their consideration. **ACTION: Clerk**  
**Proposed:** Cllr B Nicholson  
**Seconded:** Cllr J Marsh  
**All in favour.**
- HG088/23** **Quotations for Southern Footpath, Priory Park Car Park to Tangier Gardens** – for consideration  
 The completion of the first stage of the path was discussed and the Southern Footpath Working Group noted that the contractor that had installed the first section had been very professional, and that the pathway was finished to a very high standard.  
 i) To contact BQS to request whether their quotation could be reduced to bring their quoted price closer to the other quotation tabled. **ACTION: Clerk**  
 ii) To select BQS as the preferred supplier of the pathway to be installed from Priory Park Car Park to Tangiers Gardens and to recommend to FP&R that they be instructed to install the path. **ACTION: Clerk**  
**Proposed:** Cllr B Nicholson  
**Seconded:** Cllr A Webb  
**All in favour.**
- HG089/23** **Quotations for Resurfacing of Gold Room, the Jubilee Hall** – for consideration  
**Resolved:** To select KSI Technical Management to scrub and seal the Gold Room floor at the Jubilee Hall at the price of £2,355 (company not VAT registered).  
**Proposed:** Cllr R Latham  
**Seconded:** Cllr J Marsh  
**All in favour.** **ACTION: Halls Manager**
- HG090/23** **Health and Safety Consultant Renewal** – for consideration  
 To renew the Parish Council's contract with Solent Safety Services at the quoted price of £475 excluding VAT. **ACTION: Clerk**  
**Proposed:** Cllr J Marsh  
**Seconded:** Cllr R Latham  
**All in favour.**

There being no further business the meeting closed at 9pm.

  
 15.8.23