



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 15<sup>th</sup> August 2023 at 7.00pm**

**Present:**

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

**Non-Committee Members:** 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

**HG091/23 To receive and accept apologies for non-attendance.**

All councillors present. Apologies had been received from the Clerk to the Committee.

**HG092/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**HG093/23 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**

Cllr Nicholson – Agenda Item 27 – HG117/23

**HG094/23 To approve the minutes from the meeting of the Halls & Grounds Committee – 18<sup>th</sup> July 2023**

**Resolved: To approve the minutes of the Halls & Grounds Committee – 18<sup>th</sup> July 2023**

**Proposed: Cllr Marsh**

**Seconded: Cllr Webb**

**All in favour.**

**HG095/23 Public Session**

There were no matters arising from the member of the public present, councillors or staff.

**HG096/23 Actions Arising from the meeting of the Halls & Grounds Committee – 18<sup>th</sup> July 2023**

Noted.

It was queried if the clearance of ditches at Pondsides/Montague Road estate would include the swales. It was confirmed that this work was only for the ditches as the swales did not require such clearance.

**HG097/23 Halls Manager's Written Report**

Noted. The aim to promote hall hire was being focused upon with good initial response. Bin store construction commenced 18<sup>th</sup> August. Flooring contractor for the Gold Room had visited the site and confirmed works for 27-29<sup>th</sup> December 2023.

**HG098/23 Senior Groundsman's Written Report**

Noted. Some increase in vandalism of play areas, litter and dumping of items reported.

**HG099/23 Financial Position Year to Date**

Noted.

**HG100/23 Capital Control and Ear Marked Reserves Reports**

Noted.

**HG101/23 Forward Plan 2019-2023**

Noted.

**HG102/23 Grant Opportunities**

Noted.

It was explained that Winchester City Council had recently offered a new grant opportunity for funding solar panels, which was noted as a little late considering the previous work the Parish Council had done but could still be an additional funding pot to apply for.

**HG103/23 Montague Road Play Area Project Update**

The Project Manager's progress report was noted. A query arising from HSE had been satisfactorily dealt with.

**HG104/23 Skatepark Project Update**

Noted. A positive news article was highlighted. Discussions with the Landscape Officer were ongoing and SSP had offered support to progress the plans accordingly.

**HG105/23 Albany Road Play Area**

Noted. Some additional funding was available from a previous contribution from Winchester City Council to sports and play facilities, this would be added to the funding from the Developer.

**Resolved: To instruct the Projects Manager to continue their work with the working group to produce proposals for consideration by the committee regarding the type of equipment to include in the tender specification.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour**

The second proposal to allow a play equipment supplier to undertake public consultation was not carried forward. It was concluded that the Council had sufficient plans in place to consider equipment needed with the Projects Manager and the various companies offering tenders, with a public consultation to follow when designs were available.

**HG106/23 Southern Footpath Update**

Cllr Webb provided an update on the project. Queries were raised on the gates on the section between Priory Park and Tangier Gardens. This was clarified as the old gate by Tangier Gardens being no longer needed, as it used to lead into a livestock field and is now a housing estate, so will be removed. The metal chicane gates by Priory Park car park would be adjusted to ensure the width was to appropriate modern standards.

**Resolved: To approve signage style as tabled with wording 'Shared Use Path' and simple symbols to highlight usage**

**Proposed: Cllr Latham**

**Seconded: Cllr Stallard**

**All in favour**

**ACTION: To bring back final designs and related production and installation costs to next meeting**  
**ACTION: Projects Manager (Southern Footpath)**

**HG107/23 Request to Consider Open Tennis Court Session Times**

Discussions were held over usage and how to monitor such, on promotion of facilities and how to support the sport for the community and company.

**Resolved: To continue with agreement as stands, promote facility further and monitor open court session for remainder of season**

**Proposed: Cllr Latham**

**Seconded: Cllr Stallard**

All in favour

**ACTION: Admin Officer / Cllr Latham**

**HG108/23**

**Priory Park Overflow Car Park Update**

Noted. It was agreed that spaces needed to be clearly marked and some means of speed control placed within car park (such as posts or mini ramps).

**Resolved: To adopt scheme concept as tabled and ensure suitable means of speed control are included within the parking plan**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Pavey**

**All in favour**

**HG109/23**

**Dynamos Update and Proposal**

A request from the Senior Team Captain to join the Facilities Review working group was favourably noted and would be tabled at next month's meeting.

Cllr Nicholson gave an update following a meeting with the FA representative, the Senior Team Captain, Admin Officer and himself. A report was due which aimed to offer options and suggestions to support football provision going forward. It was noted that both council sites were not suitable as they currently stand but modifications could be considered. It was clarified that due to time scales, enhancements could not be facilitated until next season, which was acknowledged by the Dynamos Team Captain present.

**Resolved: To agree in principle to further investigate opportunities to provide enhanced football provision at Priory Park**

**Proposed: Cllr Pavey**

**Seconded: Cllr Stallard**

**All in favour**

**HG110/23**

**Request from Cricket Club Relating to Outfield Maintenance**

The senior groundsman noted that he was in regular contact with the Cricket Club representatives about outfield cutting requirements.

**Resolved: To cut the outfield grass during winter, weather permitting.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Webb**

**All in favour.**

**Resolved: To cover the cost of one treatment of weed control every other year, in line with other council areas, and remind club of grant opportunities for grounds maintenance.**

**Proposed: Cllr Latham**

**Seconded: Cllr Marsh**

**All in favour.**

It was noted that weed control should be mindful of environmental impact, particularly bees, and timing of treatment should be carefully considered. With regard to moss treatment, it was noted that the grounds would benefit from aerating or additional fertiliser so this recommendation would be passed to the club.

**ACTION: To pass updates and recommendations to the Cricket Club**

**ACTION: Clerk to the Committee**

**HG111/23**

**Room Request from Community and Environment Committee**

Cllr Latham presented this request and highlighted it as of positive benefit to the community and Parish Council.

**Resolved: To approve the use of a room in a Parish Council building, free of charge, to hold an Event Planning Workshop**

**Proposed: Cllr Latham**

**Seconded: Cllr Marsh**

**All in favour**

**HG112/23**

**Request for Future Agenda Items**

Southern Footpath signage

**HG113/23 Date of next meeting – Tuesday 19<sup>th</sup> September 2023**

Noted.

**HG114/23 Motion for Confidential Business**

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'.**

**HG115/23 Correspondence – Request to Purchase Land**

It was noted that the land in question was under consideration by the Facilities Review project, and also that pedestrian access had already been granted via a Deed of Access.

**Resolved: To respond to the applicant stating that the Deed of Access was in place for pedestrian access and a nearby parking space could be obtained via the Season Ticket Holders Scheme.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Pavey**

**All in favour**

**HG116/23 Quotations for Play Park Inspections**

**Resolved: To appoint Okay Inspection Company for the annual play park inspection 2023 at a price of £607.50 exc. VAT.**

**Proposed: Cllr Pavey**

**Seconded: Cllr Marsh**

**All in favour**

Cllr Nicholson refrained from the next agenda item and handed over Chairmanship to the Vice Chairman, Cllr Webb.

**HG117/23 Quotations for Hedge Cutting**

**Resolved: To appoint Nick Menjou Agricultural Services for the annual hedging cutting work 2023 at a price of £3,600.00 exc. VAT.**

**Proposed: Cllr Latham**

**Seconded: Cllr Marsh**

**6 in favour (1 abstention as not voting)**

Cllr Nicholson rejoined the meeting and returned to the Chairman's role.

**HG118/23 Diamond Suite Lease Rate**

It was noted that a same office space in town was set at a higher rate so a comparison and review was due.

**Resolved: To agree in principle to note the comparison price presented and review rate, not just CPI, each ahead of April's new financial year.**

**Proposed: Cllr Latham**

**Seconded: Cllr Webb**

**All in favour.**

There being no further business the meeting closed at 8.38pm.