



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 19<sup>th</sup> September 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 P Wilson	
<b>In Attendance:</b>	Mr R Thorne	Project Manager
	Mr T Veck	Senior Groundsman
	Mr M Wanstall	Halls Manager
	Mrs C Wilkinson	Administration Officer

**Members of the Public:** 2

**HG119/23**      **To receive and accept apologies for non-attendance.**  
All councillors present.

**HG120/23**      **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.

**HG121/23**      **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.

**HG122/23**      **To approve the minutes from the meeting of the Halls & Grounds Committee – 15<sup>th</sup> August 2023**  
**Resolved: To approve the minutes of the Halls & Grounds Committee – 15<sup>th</sup> August 2023**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Pavey**  
**All in favour.**

**HG123/23**      **Public Session**  
A member of the public who managed a children's football club spoke about the club and their interest in hiring pitches at the Hoe Road Recreation Ground. Their focus was on girls' football and they were currently without a home ground and require junior pitch or pitches. They shared information about their requirements and anticipated level of usage.

Councillor Stallard had attended the recent WCC Climate Crisis meeting, he had found it to be a useful session and encouraged other interested councillors to attend future sessions.

The Community Support Officer (CSO) had reported to the office that they had observed an issue with a large number of dogs being brought onto the Priory Park football pitches on both match days and in one case, for a training session. The CSO had received some negative comments from spectators when he had asked them to take their dogs away. Signage had been checked and was in place.

Parking at Priory Park on Saturday morning was an ongoing problem. The Clerk was to remind Dynamos to schedule kick-off times with parking and access issues in mind.      **Action: Admin Officer**

Committee members had observed these issues in person and encouraged other councillors to visit Priory Park during peak times. A meeting was to be scheduled with Dynamos to discuss the current challenges and remedial steps they could take.

**Action: Admin Officer**

A member of the public had reported difficulties with using the parking machines at the Jubilee Hall car park and requested that a means of paying via a mobile phone app be introduced. The Committee responded that this option would be considered alongside the review of the machines currently in use.

There had been some unauthorised use of the Priory Park football pitches. This was swiftly reported by the CSO, and apologies had been received from the management of the teams involved. This play had not been organised by the team management and resulted from an informal arrangement. Requests for future bookings had been received as a result of these teams being advised of available Parish Council facilities.

The Committee were reminded that the land at Albany Wood would be transferred to the Parish Council in due course, and that this would be discussed as a future agenda item.

Correspondence had been received from a resident at Montague Road who reported that the swales were looking untidy and requested that they received some attention. It was noted that other positive feedback had been received in the past from residents who appreciated the more natural areas and their environmental value. It was noted that by keeping the grass and plants in the swales tall, children were discouraged from entering these areas. A gentle topping was advised by the Senior Groundsman.

**Action: Snr Groundsman**

The Administration Officer reported that the Coronation Living Heritage Fund gave a potential opportunity for funding for Micro Forest projects. The upcoming application deadline was noted, an application was to be submitted if possible.

**Action: Admin Officer**

- HG124/23**     **Actions Arising from the meeting of the Halls & Grounds Committee – 15<sup>th</sup> August 2023**  
Noted.
- HG125/23**     **Halls Manager's Written Report**  
Noted.
- HG126/23**     **Senior Groundsman's Written Report**  
Noted. The Senior Groundsman was concerned about ongoing delays to the hedge cutting work which was now becoming urgent. A discussion followed regarding how to proceed should the selected contractor not be able to undertake the work.
- HG127/23**     **Financial Position Year to Date**  
Noted.
- HG128/23**     **Capital Control and Ear Marked Reserves Reports**  
Noted.
- HG129/23**     **Budget Setting 2024-2025 Appointment of Working Group – for consideration**  
**Resolved: To appoint Councillor Nicholson and Councillor Webb to the working group and authorise them to prepare a draft budget to be brought to the Halls and Grounds Committee for consideration at their next meeting.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Latham**  
**All in favour.**
- ACTION: Budgeting Working Group**
- HG130/23**     **Grant Opportunities**  
Noted. Councillor Latham had met with the Halls Manager, Administration Assistance and Administration Officer earlier in the day to progress with the application to the HCC Parish and Town Council Investment Fund.



HG131/23

**Skatepark Project Update**

The Committee were pleased to receive the news that planning permission for the refurbishment of the facility had been received. The next phase of work for this project would be to set up the site and to ensure the necessary steps were taken to protect nearby trees.

**Resolved:**

- i) **To approve the cost of the heras fencing as tree root protection in line with the Arboriculturalist's Method Statement relating to Skatepark project.**

**Proposed: Cllr Latham**

**Seconded: Cllr Marsh**

**All in favour.**

- ii) **To approve the removal of approximately two metres of the pétanque mound for vehicle access and to return it to its original condition prior to contract completion.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Latham**

**All in favour.**

HG132/23

**Albany Road Play Area Project Update**

The Committee noted the Invitation to Tender document that had been drafted by the Projects Manager. The committee requested that a minor amendment be made to section 4.9 of the document to remove the requirement that pathways be surfaced using tarmac so that other surfaces could be considered, such as mulch or the material used for the Priory Park play area entrance path.

A full discussion took place regarding the type of play equipment that would be desirable for the play area whilst also leaving contractors room to prepare creative designs that were in keeping with the local environs.

**Resolved:**

- i) **To approve the project limit included in the Invitation to Tender document as £65,000 (with a total budget of £78,198 for the project).**

- ii) **To approve the work specifications for the play area, with the addition to section 4 of the document, to invite designs that were sympathetic to the location's surrounds and in keeping with the natural environment.**

**ACTION: Project Manager**

**Proposed: Cllr Pavey**

**Seconded: Cllr Latham**

**All in favour**

HG133/23

**Montague Road Play Area Project Update**

The Committee thanked the Project Manager for the near completion of the project and were pleased with the new addition to the town's play amenities. The Project Manager reported that work would continue on additional and ancillary items for the site such as bins, benches and potentially a goal post for installation beyond the LEAP. The Senior Groundsman had been shown the key points in the new drainage system that would require periodic maintenance going forward.

HG134/23

**Montague Road Ditch Report**

The Committee received the report regarding the work that was required to reinstate the ditch. A letter would be sent to neighbouring residents informing them of the planned work and draw their attention to the Deed of Access policy.

**Action: Admin Officer**

HG135/23

**Priory Park Cleaning Report**

The particular challenges in maintaining the floor at this building were discussed. The use of tap dancing shoes in the hall necessitated a regular program of cleaning in the building.

**Resolved: To request that the Finance, Policy and Resources Committee consider the recommendation that additional contracted cleaning support be sought for Priory Park Clubhouse on a trial basis.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Admin Officer**



- HG136/23 Southern Footpath Update**  
The challenging situation regarding the crossing of Tangier Lane was revisited and recognised by the working group. The next phase of construction was to continue in the coming weeks.
- HG137/23 Request to Join the Facilities Working Group**  
**Resolved: To appoint F Taylor as an ex-officio member of the Facilities Review Working Group.**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Pavey**  
**All in favour**
- HG138/23 Facilities Review Update from Working Group – for consideration**  
The Committee discussed the tabled draft initial requirements to be provided to architects when requesting quotations. The Committee requested amendments, including increasing the number of changing rooms required to four, and removing the bullet point relating to solar panels but including that strong consideration should be given to renewable energy sources.  
**Resolved: To authorise the Projects Manager to approach architects for quotations for providing building designs and to provide them with the initial requirements (with the amendments agreed during the meeting).**  
**Proposed: Cllr Webb**  
**Seconded: Cllr Wilson**  
**All in favour** **ACTION: Project Manager**
- HG139/23 Hoe Road Recreation Ground Football Booking Enquiry – for consideration**  
The Committee were supplied with information about the additional workload involved in providing bookable football pitches at Hoe Road by the Senior Groundsman. He reported that the pitches could be ready for use in approximately three to four weeks.  
It was requested that care be taken when planning kick-off times to minimise the impact of an increased number of cars accessing and parking at Hoe Road.  
It was suggested that any clubs booking the facilities, advertise the increased potential to play football within the town via schools and using social media.  
It was noted that multiple teams had contacted the office. The members of the football club who had attended the meeting were thanked for their attendance and the information they had provided.  
The need to consider the additional expenditure resulting from the maintenance of the pitches was raised as was the extent to which providing the additional facilities would benefit local residents.  
**Resolved: To authorise the office to take football bookings for Hoe Road Recreation Ground, including junior pitches.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**5 in favour, 1 objection, 1 abstention**

At this point, one member of the public left the meeting.

- HG141/23 Food Vendor at Eco-Event – for consideration**  
**Resolved: To approve the inclusion of a mobile food catering unit in the Eco-Event and the suggested location within the Jubilee Hall car park, and to request that the event team liaise with the Halls Manager regarding appropriate safety provisions regarding the electrical supply to the unit.**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Stallard**  
**All in favour**

At this point, the remaining member of the public left the meeting.

- HG142/23 Requests for Future Agenda Items**  
Seating on grass bank alongside Priory Park for football spectators



**HG143/23**      **Date of next meeting – Tuesday 17<sup>th</sup> October 2023**  
Noted.

**HG144/23**      **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'.**

**HG145/23**      **Priory Park Overflow Car Park Update**  
The Committee discussed the initial high-level pricing that had been received for the project and the higher than anticipated cost of the project. The need to investigate alternative surfacing approaches was agreed upon. A costing for a predominantly gravel surface was awaited. Other approaches that might reduce the project cost, such as whether the Parish Council staff could undertake some of the preparatory work required at the site, were discussed.

**ACTION: Admin Officer**

There being no further business the meeting closed at 9.07pm.

A handwritten signature in black ink, appearing to be 'B. M.', is located at the bottom center of the page.