



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 17th October 2023 at 7.00pm

Present:	Cllr B Nicholson	Chairman
	Cllr R Latham	
	Cllr M Pavey	
	Cllr R Stallard	
	Cllr A Webb	Vice Chairman
	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:	3	

HG146/23 To receive and accept apologies for non-attendance.

Cllr J Marsh – Family Commitment.

Resolved: To accept apologies for non-attendance.

Proposed: Cllr R Latham

Seconded: Cllr A Webb

All in favour.

Apologies had also been received from the Halls Manager.

HG147/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

HG148/23 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.

HG149/23 To approve the minutes from the meeting of the Halls & Grounds Committee – 19th September 2023

Resolved: To approve the minutes of the Halls & Grounds Committee – 19th September 2023

Proposed: Cllr A Webb

Seconded: Cllr R Stallard

All in favour.

HG150/23 Public Session

A member of the public who lives on the Montague Road estate spoke about the wildflower area on the Parish Council's land at this site. The reported that creeping thistle present was encroaching onto footways are requested that a strip be mown alongside the pavements to prevent this. The resident was happy to work with Parish Council to formulate some suggestions for the management of the area to enhance its environmental benefit, and manageability. This would be considered further as a future agenda item. **Action: Admin Officer**

Another resident of the Montague Road estate spoke to confirm their interest in purchasing a small piece of land owned by the Parish Council, that was to be considered later in the meeting.

A request to site a clothing collection bank in the Priory Park Clubhouse car park had been received. The Committee wished to consider this further as a future agenda item.

Action: Admin Officer

A member of the Dynamos organisation had been in touch to discuss potential plans and options for Dynamos to host a tournament in May of 2024. The council were pleased to have received plenty of notice to allow for the planning process and further reports would be brought to the committee for consideration as necessary.

At his point, two members of the public left the meeting.

- HG151/23** **Actions Arising from the meeting of the Halls & Grounds Committee – 17th September 2023**
A meeting had been held earlier in the day regarding a memorial bench that would be located at the green space at Montague Road. A report would be brought to the Committee as a future agenda item to confirm the specific location and aspects such as ongoing maintenance.
- HG152/23** **Halls Manager’s Written Report**
Noted.
- HG153/23** **Senior Groundsman’s Written Report**
Noted. The hedging contractor was expected to arrive in the week commencing 23rd October.
- HG154/23** **Financial Position Year to Date**
Noted.
- HG155/23** **Capital Control and Ear Marked Reserves Reports**
Noted.
- HG156/23** **Budget Setting 2024-2025 Draft Budget – for consideration**
The Finance Manager had suggested that the costs associated with the Jubilee Hall car park be revisited to investigate potential cost savings, this would be considered in November’s meeting. It was suggested that Hampshire County Council be asked how many households would form the basis of the precept calculation to give the Parish Council a clearer indication of how the budget would impact residents. **ACTION: Finance Manager**
Resolved: To forward the draft budget with a budgeted total net committee expenditure of £178,250, to the Finance, Policy and Resources Committee for their review whilst continuing to review the costs for the Jubilee Hall Car Park.
Proposed: Cllr T Wilson
Seconded: Cllr Latham
All in favour. **ACTION: Budgeting Working Group**
- HG157/23** **Grant Opportunities**
Noted. Confirmation of the CIL funding from Winchester City Council had been received. The Invitation to Tender document had been drafted for the solar panels at the Jubilee Hall, this material would be used in the associated grant application.
- HG158/23** **Skatepark Project Update**
The Committee were updated with the timescales provided by the contractor. The expectation was that the facility would be completed by Easter 2024. Pedestrian access to Priory Park would be maintained via the area fenced off from construction traffic for the protection of nearby trees. The Project Manager was to confirm Construction, Design and Management Regulations (CDM) implications on site access. **Action: Project Manager**
- HG159/23** **Albany Road Play Area Project Update**
Consideration was to be given to whether local schools could be involved in the public consultation for the play area designs. **Action: Project Manager**
Resolved: To approve the proposed time period and plan for public consultation to take place from Friday 8th December to Friday 22nd December.
Proposed: Cllr M Pavey
Seconded: Cllr A Webb
All in favour

- HG160/23 Southern Footpath Update – for consideration**
 The path linking Priory Park with the Tangier Gardens estate had been completed. Traffic calming measures were to be proposed for the entrance to the Priory Park Clubhouse car park, to reduce risk to users of the shared used path.
 The committee discussed the next stage of the project and how to expedite progress while ground conditions were still favourable.
Resolved: To authorise the Finance, Policy and Resources Committee to select a contractor for the installation of Phase 3, Section 1 of the Southern Shared Pathway, from Bosworth Gardens to the Priory Park play area to facilitate installation within 2023.
Proposed: Cllr B Nicholson
Seconded: Cllr R Stallard
All in favour
- HG161/23 Montague Road Play Area Project Update**
 The remaining items for completion at the site were discussed by the Committee, this included the installation of a football goal in the space beyond the play area.
 At this point, the remaining member of the public present, left the meeting.
- HG162/23 Montague Road Ditch Report**
 The report was noted by the Committee. Residents with access gates to the Parish Council's land at Montague Road were to be contacted regarding the Deed of Access policy. Whether access could safely be obtained given the location of the ditch would be considered further.
ACTION: Admin Officer
- HG163/23 Facilities Project Update**
 Noted.
- HG164/23 Allotments Remedial Work and Vehicle Access Route – for consideration**
 The quotation from the Arboricultural Consultant was awaited to provide advice to the Council regarding the location of the proposed access track.
- HG165/23 Proposal for Review of Parish Council Owned Vehicles – for consideration**
Resolved: To appoint a working group to conduct a review of the Council's vehicles. Members of the working group were Councillor Latham, Councillor Stallard, Councillor Webb and the Senior Groundsman.
Proposed: Cllr B Nicholson
Seconded: Cllr M Pavey
All in favour **ACTION: Vehicle Review Working Group**
- HG166/23 Proposal for Key Safe to be Installed at Priory Park Clubhouse for Football Hirers – for consideration**
 The Committee discussed the proposal with consideration given to the security of the Council's property. Risk mitigations were suggested such as the removal of the key from the safe in between bookings, regular changes to the code and CCTV coverage.
 Whether the addition of a key safe would be possible within the Council's insurance policy was to be confirmed.
ACTION: Admin Officer
Resolved: To approve the installation of a key safe for the use of regular hirers of the football facilities, and for the available risk mitigations to be put in place to maximise security.
Proposed: Cllr M Pavey
Seconded: Cllr R Latham
All in favour **ACTION: Halls Manager**
- HG167/23 Additional Staffing Costs Incurred Following Hall Booking – for consideration**
 The issues resulting from the recent hall booking were discussed. Until this matter was fully resolved with the hirer, only a provisional booking for future hire would be accepted.
 The option of requesting deposits for bookings was requested for further consideration as a future agenda item.

Resolved: To contact the hirer to request reimbursement for costs incurred and to include a list of costs as tabled in the correspondence. **ACTION: Admin Assistant/Admin Officer**
Proposed: Cllr Pavey
Seconded: Cllr Latham
All in favour

HG168/23 Request for CCTV Coverage of the Scout Hut – for consideration
The Committee determined to explore whether the request for the additional CCTV coverage could be resolved by the extension to the system that was already being investigated by committee members. Confirmation would be sought of what could be achieved under an existing quotation. **ACTION: Admin Officer**
The Financial Regulations were to be referred to, to confirm whether additional quotations would be required in this circumstance where there was an incumbent supplier. **ACTION: Admin Officer**

HG169/23 Request from Hirer for Banner at Priory Park Clubhouse – for consideration
Resolved: To approve the request from a hirer that they be permitted to put up a promotional banner on the fence in front of the Priory Park Clubhouse, providing there the necessary space is available.
Proposed: Cllr B Nicholson
Seconded: Cllr M Pavey
All in favour

HG170/23 Water Monitoring Contract Renewal – for consideration
Noted.

HG171/23 Requests for Future Agenda Items
Jubilee Hall Car Park Costs
Deed of Access – alongside Montague Road bridleway
Montague Road Wildflower Area
Hoe Road CCTV
Deposits for Hall Bookings

HG172/23 Date of next meeting – Tuesday 21st November 2023
Noted.

HG173/23 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’.

HG174/23 Priory Park Overflow Car Park Update – for consideration
The recent quotation received was noted. Other options would continue to be explored to identify any means of increasing the area available for parking at a lower project cost.

HG175/23 Quotations for Reduction of Laurel at Oak Road – for consideration
Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of MC Tree Care to undertake a reduction of the laurel hedge bordering the land leased by the Parish Council at Oak Road.
Proposed: Cllr B Nicholson
Seconded: Cllr R Latham
All in favour

HG176/23 Request to Purchase Parish Council-owned Land – for consideration
It was raised that the Council were currently in the process of developing a land disposal policy, the outcome of which would be relevant to this matter. Options for the land were discussed including the possibility of land being leased. The discussion also included the importance of green spaces to serve as wildlife corridors.

Resolved: To respond to the resident to inform them that whilst the Parish Council is not pre-disposed to selling land, the Committee would wait until the Land Disposal Policy had been written and approved before determining whether to proceed further with the request.

Proposed: Cllr R Latham

Seconded: Cllr R Stallard

All in favour

HG177/23 **Tractor Quotations** – *for consideration*
This agenda item was withdrawn.

HG178/23 **Mower Quotations** – *for consideration*
This agenda item was withdrawn.

HG179/23 **Estate Shed Shutter Door Quotations** – *for consideration*
The decision was made to postpone the consideration of the quotations received until quotations could be obtained for the addition of a pedestrian entry door at the Estate Shed. This would impact whether integrated pedestrian access would be required for any new shutter door.

There being no further business the meeting closed at 9.15pm.

DRAFT