

**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 23<sup>rd</sup> January 2024 at 7.00pm**

|                       |                 |                        |
|-----------------------|-----------------|------------------------|
| <b>Present:</b>       | Clr R Latham    |                        |
|                       | Clr J Marsh     |                        |
|                       | Clr B Nicholson | Chairman               |
|                       | Clr M Pavey     |                        |
|                       | Clr R Stallard  |                        |
|                       | Clr A Webb      | Vice Chairman          |
|                       | Clr T 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:** 1

**HG240/23**      **To receive and accept apologies for non-attendance.**  
All present.

**HG241/23**      **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.

**HG242/23**      **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.

**HG243/23**      **To approve the minutes from the meeting of the Halls & Grounds Committee – 19<sup>th</sup> December 2023**  
**Resolved: To approve the minutes of the Halls & Grounds Committee – 19<sup>th</sup> December 2023**  
**Proposed: Cllr J Marsh**  
**Seconded: Cllr A Webb**  
**All in favour who were present at the meeting.**

**HG244/23**      **Public Session**

The member of the public, the tenant of the Jubilee Hall's Diamond Suite gave some background to their microbusiness and expressed their interest in the annual increase in hire rates for halls and grounds. The increase arising from inflation last year had been significant and made for a challenging business environment.

Wickham Community Centre was discussed as offering an interesting example of a community hall in terms of the range of the facilities and activities on offer. A councillor had recently visited and had been interested to note the social club that was operated on the premises. This was to be discussed as a future agenda item, with thought given to the differences in hall management.

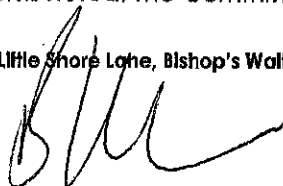
The Clerk was continuing to work with a resident who had previously been using the Jubilee Hall car park without paying. Their employer had agreed to purchase a season ticket on their behalf and payment was being pursued.

A resident of Gunner's Mews had been granted permission to undertake the coppicing of a tree that was on Parish Council land. The resident was paying for this work to be done themselves.

Quotations were being gathered for work that was required on the street lighting at Hoe Road Recreation Ground. These would be brought to the committee as a future agenda item.

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

- HG245/23** **Actions Arising from the meeting of the Halls & Grounds Committee – 19<sup>th</sup> December 2023**  
HG194/21 - This action to assess demand for a community garden was to be closed and a new action created if it was considered that any of the new land soon to be owned by the Parish Council would potentially make a good site for such an amenity. At this point current interest in the project would be assessed.
- HG246/23** **Halls Manager's Written Report – for information**  
After the production of the report, a pipe had burst above the kitchen at the Jubilee Hall, due to it freezing. The water leak was swiftly dealt with, with the cancellation of only one hall hire. Repairs were to be made to the ceiling tiles. The Halls Manager was considering whether a repeat event could be avoided. The Halls Manager was thanked for their swift action to clear the water.
- HG247 /23** **Senior Groundsman's Written Report – for information**  
Councillor Webb had walked the path at Priory Meadow with the Senior Groundsman to better understand the current condition and scale of work required. The barest sections of the path were to be topped up using materials currently being stored. **Action: Senior Groundsman**  
A high-level costing and specification would be sought for making the path more durable so that the work could be considered for future budgeting and sources of grant funding investigated.  
**Action: Senior Groundsman/Cllr Webb**
- HG248/23** **Financial Position Year to Date – to note current position**  
Noted.
- HG249/23** **Capital Control and Ear Marked Reserves Reports – for information**  
Noted.
- HG250/23** **Quarterly Budget Review – for consideration**  
The Committee noted the Finance Manager's Report and the higher income and lower expenditure than anticipated.
- HG251/23** **Grant Opportunities – for information**  
Noted.
- HG252/23** **Go Greener Faster Grant Application – for consideration**  
**Resolved:**
- i) To submit a grant application to the Go Greener Faster Fund for the installation of electrical vehicle charging infrastructure at both the Jubilee Hall and the Hoe Road Recreation Ground.
  - ii) To add to the grant application if possible, the installation of an external plug at the Hoe Road Recreation Ground in order to reduce the use of generators at events held on site, thereby reducing carbon emissions.
- Proposed: Cllr M Pavey**  
**Seconded: Cllr R Latham**  
**All in favour.** **Action: Administration Officer**
- HG253/23** **Southern Shared Pathway Update – for consideration**  
The Project Manager reported that the stretch of the pathway running through Priory Park was due for completion by the end of the week.
- HG254/23** **Montague Road Play Area Project Update – for Information**  
The Project Manager was in the process of seeking quotations for the additional pieces of surfacing required on site.
- HG255/23** **Facilities Review Project Update – for consideration**  
The Project Manager had recently publicised the Priory Park Clubhouse project on some architectural websites, two firms had already made contact with the Council.  
The tabled statement in response the Men's Shed request was considered, and suggestions of minor amendments noted. The Committee Chair was to review the amended draft upon completion. **Action: Cllr Nicholson**



**Resolved:** To approve the tabled statement regarding the request from the Men's Shed, and following the minor amendments being made, for the statement to be forwarded to Full Council for consideration.

**Proposed:** Cllr B Nicholson

**Seconded:** Cllr J Marsh

All in favour

**Action:** Administration Officer

**HG256/23**

**Skatepark Project Update – for information**

A review of elements remaining for the project, for example, CCTV, fencing and seating were to be included as a future agenda item and project budget reviewed.

**Action:** Project Manager

**HG257/23**

**2024/25 Halls and Grounds Hire Rates (Product Fee Increases) – for consideration**

The tabled fee increases showing the usual annual increases in line with CPI were considered. Full consideration was given to the market comparison information provided regarding the Diamond Suite that suggested the current rate had fallen behind market value.

**Resolved:**

i) To approve the tabled 4.2% CPI related increases to all produce fees and to forward the new rates to the Finance, Policy and Resources Committee for approval.

**Action:** Administration Officer

ii) To meet with the hirer of the Diamond Suite to discuss how to increase the lease fee beyond the CPI increase to address the difference between the current rate and the market value.

**Action:** Cllr Nicholson/Administration Officer

**Proposed:** Cllr B Nicholson

**Seconded:** Cllr Judy Marsh

All in favour

**HG258/23**

**Update from Vehicle Review Working Group – for information**

The actions from the working group were noted and progress would be reported at the next committee meeting.

Information regarding the lease of a tractor had been obtained by Councillor Nicholson, who reported that the total lease fee over three years was comparable to the outright purchase price.

**HG259/23**

**Correspondence – Request from Gardening Club to Install Trophy Cabinet – for consideration**

Potential locations for the cabinet were considered. The Ruby Room was felt to provide a satisfactory location. The Chairmans board was to be relocated within the room, to accommodate the cabinet in that position.

**Resolved:** To approve the request from the Gardening Club, conditional upon the suggested location being agreed, insurance coverage being confirmed, the cabinet being fronted with safety glass and the Council being supplied with a copy of the cabinet design for final approval.

**Proposed:** Cllr B Nicholson

**Seconded:** Cllr R Stallard

All in favour

**HG260/23**

**Ditches Maintenance Schedule – for consideration**

The schedule was positively received and noted. The Senior Groundsman was requested to provide further information about the maintenance work he suggested be prioritised at a future meeting.

**Action:** Senior Groundsman

The ancient lug ditch at Montague Road was to be given consideration for the addition to the schedule.

**Action:** Senior Groundsman

A ditch shutter at Albany Road was not considered necessary by the Senior Groundsman.

**HG261/23**

**Play Area Safety Inspection Report – for consideration**

Noted. Work that would require the use of contractors was to be compiled by the Senior Groundsman so that the necessary quotations could be gathered.

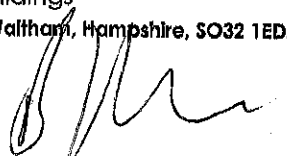
**Action:** Senior Groundsman

**HG262/23**

**Requests for Future Agenda Items**

Skatepark ancillary items

Comparison with other community buildings



- HG263/23** Diamond Suite report following meeting with hirer  
**Date of next meeting – Tuesday 20<sup>th</sup> February 2024**  
 Noted.
- HG264/23** **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'.**
- HG265/23** **Tenders for Albany Road Play Area Project – for consideration**  
 The Committee reviewed the results of the public consultation and the recommendation from the working group.  
**Resolved: To recommend to the Finance, Policy and Resources Committee that the tender submitted by HAGS be selected for the Albany Road play area at a cost of £65,000 (before VAT).**  
**Proposed: Cllr R Latham**  
**Seconded: Cllr R Stallard**  
**All in favour** **ACTION: Administration Officer**
- HG266/23** **Draft Specification and Invitation to Tender for Priory Park Overflow Car Park Extension – for consideration**  
 This agenda item was withdrawn.
- HG267/23** **Fireworks Event Request from FOBS, Draft Licence and Fee – for consideration**  
**Resolved: To approve the draft licence document and hire fee of £177 including VAT (with an additional administration fee and cleaning charge to be invoiced) and to forward these to the Finance, Policy and Resources Committee for approval.**  
**Proposed: Cllr B Nicholson**  
**Seconded: Cllr R Latham**  
**All in favour** **ACTION: Administration Officer**
- HG268/23** **Correspondence – Hoe Road Lease Request – for consideration**  
 The storage areas in the pavilion were being used as storage for grounds materials. There was no vacant garage on site. The parking area was required for users of the football pitches and tennis courts and would not allow for the installation of a container on the site for the proposed business.  
**Resolved: To respond to the correspondent that there was not space available at the Hoe Road site at this time.**  
**Proposed: Cllr M Pavey**  
**Seconded: Cllr R Latham**  
**All in favour** **ACTION: Administration Officer**
- HG269/23** **Correspondence – Montague Road Land Lease Request – for consideration**  
 The amenity value of the small piece of land was discussed. The Senior Groundsman advised that it would be beneficial not to have to mow this sloped piece of land. The access to the remaining areas beyond the land was raised during discussion.  
 The Committee were not minded to sell the piece of land in question, however the option of leasing was considered.  
 If agreed to be leased, stipulations about the use of the land would have to be considered.  
**Resolved: To support the request received to lease the small piece at Montague Road to the correspondent, and to pass to the Finance, Policy and Resources Committee for consideration.**  
**Proposed: Cllr R Latham**  
**Seconded: Cllr B Nicholson**  
**4 in favour, 3 objections** **ACTION: Administration Officer**

There being no further business the meeting closed at 9.11pm.

