



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 16<sup>th</sup> April 2024 at 7.00pm**

**Present:** Cllr J Marsh  
Cllr B Nicholson Chairman  
Cllr A Webb Vice Chairman 

**Non-Committee Members:** Cllr J Smith  
Cllr P Wilson

**In Attendance:** Mr R Thorne Project Manager  
Mr T Veck Senior Groundsman  
Mrs C Wilkinson Administration Officer

**Members of the Public:** 4

**HG335/23 To receive and accept apologies for non-attendance.**  
Cllr R Latham – Family Commitment.  
Cllr M Pavey – Family Commitment.  
Cllr R Stallard – Family Commitment.  
**Resolved: To accept apologies for non-attendance and to co-opt Cllr Wilson and Cllr Smith as substitute members of the Committee for the evening.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**All in favour.**

**HG336/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.

**HG337/23 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.

**HG338/23 To approve the minutes from the meeting of the Halls & Grounds Committee – 19<sup>th</sup> March 2024**  
**Resolved: To approve the minutes of the Halls & Grounds Committee – 19<sup>th</sup> March 2024**  
**Proposed: Cllr Wilson**  
**Seconded: Cllr Marsh**  
**All in favour.**

**HG339/23 Public Session**

Two members of the public were attending in relation to the bin store in Basingwell Street Car Park. They submitted a pack of letters from multiple town centre business owners expressing their views. The Chairman replied that these would be passed to the Clerk for the Planning and Highways Committee who would be considering the matter in their meeting to be held on 23<sup>rd</sup> April.

The Committee wished to note their thanks to the Grounds Team for assisting with furniture moves for several weeks to help cover the Halls Manager's duties.

The South West Leisure Area Working Group, would be meeting to discuss the land at Albany Wood, planned for transferral to Parish Council ownership in due course. Issues such as access would be discussed and would be brought to the Committee for consideration.

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Owners of the land neighbouring Priory Meadow had reported that the boundary fence was leaning and required remedial work. A site visit would be organised to assess the cause of the issues and determine further actions.

**Action: Administration Officer**

Organisers of the Bishop's Waltham Charity Garden Fair had approached the Council to enquire about the use of the Hoe Road Recreation Ground for the event. The regular venue for the event was unavailable and the Recreation Ground would potentially be large enough to include a designated area for car parking. The licence used for the Rotary's Family Fun Day would be used as a basis for a draft agreement document.

**HG340/23 Actions Arising from the meeting of the Halls & Grounds Committee – 29<sup>th</sup> January 2024**  
Noted.

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

**HG341/23 Clerk's Report – for information only**

Noted. The Halls Manager's had returned to work. Temporary caretaking cover had been obtained via a temp agency for some of the main daytime furniture moves that the Halls Manager would not be undertaking for the time being.

**HG342/23 Senior Groundsman's Written Report – for information only**

Following the extended period of wet weather, ground conditions had improved and enabled the team to commence grass cutting. The Chairman welcomed the renewal of the team's ROSPA training.

**HG343/23 Financial Position Year to Date – to note current position**

Noted.

**HG344/23 Capital Control and Ear Marked Reserves Reports - for information**

Noted.

**HG345/23 Grant Opportunities - for information**

The successful outcome to the application to the Rural England Prosperity Fund for £49,000 to contribute toward the extension of the overflow car park at Priory Park was noted.

**HG346/23 Albany Road Play Area Project Update – for consideration**

**Resolved: To note the tabled update from the Project Manager and to approve the proposed commencement date of 7<sup>th</sup> May 2024 for the construction of the play area at Albany Road.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Webb**

**All in favour**

**HG347/23 Facilities Review Project Update – for consideration**

The Project Manager reported that an initial meeting had been held with a representative of an additional architectural firm that would be submitting a quote to provide designs for a new Parish Council building.

**Resolved: To approve the organisation of the proposed meeting with architectural firms to take place on 30<sup>th</sup> April and for all Councillors to be invited.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour**

**Action: Project Manager**

**HG348/23 Skatepark Project Update – for consideration**

The construction of the skatepark would be completed in the coming days and the ROSPA inspection had been organised for Monday 22<sup>nd</sup> April. The main sign for the facility that had been drafted by the skatepark provider was reviewed, including the name of the facility.

**Resolved: To approve the draft facility sign with amendments suggested by the Project Manager to name the facility the Priory Park Skate Zone and to add the what3words location.**

**Proposed: Cllr Webb**



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Seconded: Cllr Smith  
All in favour

HG349/23

**Priory Park Overflow Car Park Update and Appointment of Working Group – for consideration**

Following the notification that the Council were successful in their application to the Rural England Prosperity Fund, the next step in the project was to finalise the Invitation to Tender document to gather quotations in accordance with financial regulations.

**Resolved: To appoint Councillor Marsh, Council Nicholson, Councillor Webb, the Administration Officer and the Project Manager to the Priory Park Overflow Car Park Working Group.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Webb**

**All in favour**

HG350/23

**Correspondence – Request for Accessible Swing in Planned Play Area at Albany Road – for consideration**

The feedback received during the public consultation regarding residents' request for a swing to be added to the planned design was revisited alongside the correspondence received. The quotation received for an appropriate swing, from the supplier of the play park, was containable within the existing project budget.

**Resolved: To recommend to the Finance, Policy and Resources Committee that approval be given to add a two-seat swing to the play park design, at the additional project cost of £7,800 excluding VAT, with one of the seats being fully accessible for children with additional needs.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Smith**

**All in favour**

**Action: Administration Officer**

HG351/23

**Correspondence – Montague Road/Pondside Bridleway – for consideration**

The resident was thanked for their correspondence which was received by the Committee and matched observations that staff and Councillors had made in the past regarding the poor state of the bridleway during periods of wet weather. It was hoped that the maintenance of the ditch that would be undertaken when ground conditions allowed, would have a positive effect on the drainage of the path.

**Resolved: To undertake a site visit with the resident to discuss how to maximise the benefit of the planned ditch maintenance and identify any further actions.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Wilson**

**All in favour**

**Action: Administration Officer/Cllr Webb**

At this point, the two remaining members of the public left the meeting.

HG352/23

**Coronation Hall – Appointment of Working Group – for consideration**

A site visit would be organised for the working group members to view the Coronation Hall.

**Action: Administration Officer**

**Resolved: To appoint Councillor Jones, Councillor Nicholson, Councillor Wilson, the Halls Manager and the Project Manager to the Coronation Hall Working Group.**

**Proposed: Cllr Wilson**

**Seconded: Cllr Webb**

**All in favour**

HG353/23

**Requests for Future Agenda Items**

None

HG354/23

**Date of next meeting – Tuesday 21<sup>st</sup> May 2024**

Noted.

HG355/23

**Motion for Confidential Business**

**On completion of the above business the following motion will be moved:**

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'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'.

HG356/23

**Quotations for Drainage Maintenance Work on Priory Park Football Pitches – for consideration**

The difficulties in obtaining quotations for the work were noted and consideration was given to the quotation that had been received. The time sensitivity of being able to proceed with the work during the football off-season was acknowledged.

**Resolved: To forward to quotation tabled, along with any additional quotations received, to the Finance, Policy and Resources Committee for consideration. Action: Administration Officer**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour**

HG357/23

**Proposal for Dog Waste Bin Replacement – for consideration**

**Resolved:**

i) **To purchase the items required to replace two of the Parish Council's dog waste bins to replace two currently located on Parish Council land. Action: Administration Officer**

ii) **To bring feedback regarding quality and ease of installation back to the Committee before considering whether to proceed with the replacement of more bins.**

**Action: Snr Groundsman**

**Proposed: Cllr Marsh**

**Seconded: Cllr Smith**

**All in favour**

HG358/23

**Mower Quotations – for consideration**

The additional quotations and leasing information obtained was reviewed by the Committee, along with discussion about the anticipated lifespan of the machinery and favourable residual value of similar assets previously owned by the Council.

**Resolved: To recommend to the Finance, Policy and Resources Committee the procurement of a Trimax Stealth S3 Roller Mower from D.J. Scott, with the stated preference of the Halls and Grounds Committee that the asset be purchased outright at the cost of £17,150 excluding VAT.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Wilson**

**All in favour**

**Action: Administration Officer**

HG359/23

**Jubilee Hall Car Park Financial Review – for consideration**

The report submitted by the Finance Manager was noted. A couple of car park management companies were identified for further research. The issue of the significant business rates compared with lower than anticipated ticket income was noted.

If possible, gather information regarding the business rates of other car parking facilities would be obtained for comparison.

**Action: Administration Officer**

Whether income from season ticket sales could be increased was explored.

To contact Winchester City Council to again raise the possibility of whether the season ticket spaces, currently located in the Lower Lane car park, could be relocated to the Jubilee Hall Car Park to free up more spaces in the town centre car parks.

**Action: Administration Officer**

**Resolved: To propose to the Finance, Policy and Resources Committee that the season ticket offering at the Jubilee Hall Car Park be restructured to include two tiers and for the price to be reduced. To include a Premium Season Ticket, where the holder had a dedicated parking space (as was currently the case) at the reduced price of £370 per annum and a Standard Season Ticket that entitled the holder to park in any of the available (non-premium) car park spaces at a price of £250 per annum and to review the matter in 6 months' time.**

**Proposed: Cllr Wilson**

**Seconded: Cllr Smith**

**All in favour**

**Action: Administration Officer**



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- HG360/23** **Proposal for Retrospective Billing for Regular Football Pitch Hirers – for consideration**  
The administrative overhead involved in revising invoices to reflect football cancellations, combined with the proven track history of prompt payment of the hirers involved was acknowledged.  
**Resolved: To recommend to the Finance, Policy and Resources Committee that the three tabled football teams to moved to payment in arrears.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Nicholson**  
**All in favour** **Action: Finance Manager**
- HG361/23** **Dynamos Licence Renewal – for consideration**  
Noted.
- HG362/23** **Football Changing Room Facilities – Request for Consideration of Interim Measures – for consideration**  
**Resolved: To organise a meeting with Dynamos to further explore options for interim measures in relation to the football facilities at Priory Park.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**All in favour** **Action: Administration Officer**
- HG363/23** **Dynamos Event Licence – for consideration**  
The comments received from the Finance, Policy and Resources Committee regarding the draft event licence were noted. The suggested additions to the agreement would be made regarding the event marshals to be located on Elizabeth Way to avoid inconsiderate parking on the nearby residential roads priory to the document being forwarded to Dynamos for their approval.  
**Action: Administration Officer**
- HG364/23** **Quotations for Additional Surfacing at Montague Road Play Area – for consideration**  
In accordance with the resolution made in the Committee's April meeting in relation to additional surfacing for the play area, the quotations for surfacing to lead to the rear gate in the play area were not considered at this time. These quotations would be revisited later in the year.
- HG365/23** **Quotations for Phase 4 of the Southern Shared Pathway Project – for consideration**  
**Resolved: To appoint BQS Management Services Limited to undertake the works required in the Priory Park Car Park (Phase 4) of the Shared Southern Pathway project at the cost of £5,882.90 excluding VAT.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**All in favour**

There being no further business the meeting closed at 8.50pm.