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Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 21st May 2024 at 7.00pm

Present:

Cllr R Latham	
Cllr M Pavey	
Cllr J Smith	
Cllr R Stallard	New Vice Chairman
Cllr A Webb	Retiring Vice Chairman/New Chairman
Cllr P Wilson	

Non-Committee Members: Cllr B Nicholson Retiring Chairman

In Attendance:

Mr R Thorne	Project Manager
Mr M Wanstall	Halls Manager
Mrs C Wilkinson	Administration Officer

Members of the Public: 1

HG001/24 To elect the Chairman of the Committee
Resolved: To elect Cllr Webb as Chairman of the Committee
Proposed: Cllr Pavey
Seconded: Cllr Smith
All in favour.

HG002/24 To elect the Vice Chairman of the Committee
Resolved: To elect Cllr Stallard as Vice Chairman of the Committee
Proposed: Cllr Smith
Seconded: Cllr Webb
All in favour.

HG003/24 To receive and accept apologies for non-attendance.
Cllr Marsh – Family Commitment.
Resolved: To accept apologies for non-attendance and to co-opt Cllr Nicholson as a substitute member of the Committee for the evening.
Proposed: Cllr Pavey
Seconded: Cllr Smith
All in favour.
Apologies had also been received from the Senior Groundsman.

HG004/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
None relating to the business of the meeting.

HG005/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.

Cllr Latham	- Agenda item 22i (Roynon Performing Arts Search for Premises)
	- Agenda item 24 (Request from WCC to use Jubilee Hall Outdoor Space for Bike Registering Event)
Cllr Webb	- Agenda item 22ii (Request for Memorial Tree at Langton Road)

HG006/24 To approve the minutes from the meeting of the Halls & Grounds Committee – 16th April 2024
Resolved: To approve the minutes of the Halls & Grounds Committee – 16th April 2024
Proposed: Cllr Wilson
Seconded: Cllr Smith
All in favour who were present at the meeting.

The Committee thanked the Halls Manager for his contribution to the Council in recent years, asking that their appreciation for his hard work on the solar panel project, in particular, be noted.

A site visit had been undertaken by Councillor Pavey and the Administration Officer with some neighbouring landowners at Priory Meadow to observe an issue reported with some fence posts in need of replacement. The Administration Officer would refer this information on to the Senior Groundsman so that repairs could be agreed.

Action: Administration Officer

Work had been completed successfully on the trees near to the Parish Council's play area at Oak Road.

Bishop's Waltham Gardening Club had requested a meeting to progress with their plans to secure the allotments site, a meeting was to take place in the week commencing 27th May.

Reappointment of Committee Working Groups for 2024/25 – for consideration

The following Committee working groups were agreed by the Committee.

Budgeting Working Group	Bowls Club Licence Working Group	BWPC Vehicles Working Group
Cllr Stallard	Cllr Pavey	Cllr Latham
Cllr Webb	Cllr Webb	Cllr Stallard
<i>Administration Officer</i>	<i>Administration Officer</i>	Cllr Webb
		<i>Administration Officer</i>

Coronation Hall Working Group	Facilities Review Working Group	Jubilee Hall Car Park Working Group
Cllr Jones	Cllr R Latham	Cllr M Pavey
Cllr Nicholson	Cllr B Nicholson	<i>Finance Manager</i>
Cllr Wilson	Cllr Stallard	<i>Halls Manager</i>
<i>Halls Manager</i>	Mr F Taylor (ex-officio)	
<i>Project Manager</i>	Cllr Webb	
	Cllr P Wilson	
	<i>Administration Officer</i>	
	<i>Halls Manager</i>	
	<i>Project Manager</i>	

Jubilee Hall Solar Project Working Group	Priory Park Licence Working Group	Priory Park Overflow Car Park Working Group
Cllr R Latham	Cllr Marsh	Cllr Marsh
Cllr A Webb	Cllr Nicholson	Cllr Nicholson
<i>Administration Officer</i>	Cllr Pavey	Cllr Webb
<i>Halls Manager</i>	<i>Administration Officer</i>	<i>Administration Officer</i>
		<i>Project Manager</i>

Resolved:

- i) To appoint the Committee working groups for 2024/25 as tabled above.
- ii) To dissolve the Community Garden Working Group, Montague Road Working Group, Skatepark Working Group, Shade Working Group, Shared Southern Pathway Working Group and Southwest Leisure Areas Working Group.

Proposed: Cllr Latham

Seconded: Cllr Webb

All in favour.



Item HG267/23 was agreed for closure, and for that work to be included in the Priory Park Overflow Car Park project.

HG010/24 Hall Manager's Report – for information only

The report was received. The Halls Manager and Administration Assistant both thanked the Committee and staff members for their support during their time working for the Council.

The Chair wished to thank the Administration Assistant for their contribution to the work of the Halls and Grounds Committee.

HG011/24 Senior Groundsman's Written Report – for information only

The damage due to the continued wet weather at the Hoe Road Receptions Ground during the Garden Fair was discussed. Remedial works would be carried out as necessary after the Rotary's Family Fun Day.

HG012/24 Financial Position Year to Date – to note current position

Noted.

HG013/24 Capital Control and Ear Marked Reserves Reports - for information

Noted.

HG014/24 Grant Opportunities - for information

Noted.

HG015/24 Albany Road Play Area Project Update – for consideration

The site setup had been completed and construction had commenced.

Resolved: To note the construction commencement date of 20.05.24.

Proposed: Cllr Pavey

Seconded: Cllr Smith

All in favour

HG016/24 Facilities Review Project Update – for consideration

The Project Manager was continuing to seek a third architectural company to provide a quotation for the project.

HG017/24 Skatepark Project Update – for consideration

The groundworks for the installation of the CCTV extension to cover the Skate Zone was planned to commence on the 1st June.

Construction of the pathway from the car park to the Skate Zone was planned to commence on the 17th June.

Following the construction of the Skate Zone, the area immediately surrounding the facility was in need of landscaping. The Project Manager reported that a quotation had been obtained for the work subsequent to the completion of the meeting papers.

Hirers of the Priory Park Clubhouse would be notified as appropriate of any potential disruption due to the construction taking place on site.

Resolved: To request that FP&R consider the quotation received for the required landscaping of the periphery of the Priory Park Skate Zone.

Proposed: Cllr Wilson

Seconded: Cllr Webb

All in favour

Action: Administration Officer

HG018/24 Priory Park Car Park (Phase 4) Shared Southern Pathway Update - consideration

Noted.

HG019/24 Priory Park Overflow Car Park Update from Working Group and Drainage Issues – for consideration

The damage to the drain cover and the manhole chamber has been considered. Further information about the cost of upgrading the chamber would be requested from the contractor whose vehicles were believed to have driven over the drain.

Action: Project Manager



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 Wilson

Seconded: Cllr Stallard

All in favour

HG020/24 Jubilee Hall Solar Panel Project Update – for consideration

The report from the meeting that had taken place with the contractor was received.

HG021/24 Update following Montague Road/Pondside Bridleway Site Visit – for consideration

The report from the site visit with a member of Hampshire Countryside Access was received. Confirmation of whether there are any specific requirements for the surface of the bridleway was to be requested. **Action: Administration Officer**

The Local Cycling and Walking Infrastructure Plan (LCWIP) was raised as pertinent as it would provide a means for residents who would like to see this route improved, to voice their opinions. The Planning and Highways Committee would be updated regarding this matter since the stretch of the bridleway that traversed the Council's land was only one section of the bridleway from the Ashton/Dean area, and could potentially be considered as part of the broader picture of improving the town's key paths that provide access to the town centre.

Action: Administration Officer/Cllr Latham

An update would be sent to the resident who had originally requested that improvements to the path be considered. **Action: Administration Officer**

Resolved: To bring to the Committee the awaited costing information for remedial work on the bridleway to improve its condition during periods of wet weather, so that further consideration can be given to:

- what work if any should be undertaken
- funding of this work/project
- the timing of any planned work

Proposed: Cllr Latham

Seconded: Cllr Nicholson

All in favour

HG022/24 i) Correspondence – Roynon Performing Arts Search for Premises – for consideration

Whether the Coronation Hall might be suitable for dance hirers was raised, the Halls Manager had considered this, but did not think that the room dimensions or flooring would be conducive to this type of use.

The Committee did not believe that they had a space that would meet the correspondent's current needs.

Resolved: To reply to the correspondent and ask for more information regarding what type of features were required for their type of usage so that any future facilities could potentially be developed with this information in mind.

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

6 in favour, 1 abstention

Action: Administration Officer

HG023/24 ii) Correspondence – Request for Memorial Tree at Langton Road – for consideration

Councillor Pavey was working on the guidelines for memorial trees, and intended to bring a draft for consideration to the next meeting of the Committee.

If the request was granted, it would be advisable to wait until autumn before planting.

Resolved: To defer further consideration of the request until the Committee's meeting in June so that it could be reviewed within the context of the policy for memorial trees that was currently being drafted and to update the correspondent accordingly.

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

6 in favour, 1 abstention

Action: Administration Officer



- HG024/24** **iii) Request from Hirer to Consider Access to Priory Park Clubhouse During Bookings – for consideration**
The Halls Manager reported that the Council's alarm and CCTV contractor had been consulted regarding the possibility of installing a keypad access system to resolve the potential safeguarding issue of unauthorised access to the building.
Resolved: To obtain a quotation for the installation of keypad access to restrict access during the hire of the Priory Park Clubhouse and to continue to work with Dynamos to deter football users from attempting to access the main toilet facilities.
Proposed: Cllr Webb
Seconded: Cllr Wilson
All in favour **Action: Administration Officer**
- HG025/24** **Montague Road Tree Survey – for consideration**
Resolved:
i) **To gather quotations for the high and moderate importance recommendations included in the Tree Condition Survey for the trees on the Parish Council's land at Montague Road.** **Action: Administration Officer**
ii) **To apply to Winchester City Council for permission to carry out the recommended works on the oak tree that is covered by Tree Protection Order 1189T1.** **Action: Administration Officer**
Proposed: Cllr Smith
Seconded: Cllr Webb
All in favour
- HG026/24** **Request from WCC to use Jubilee Hall Outdoor Space for Bike Registering Event – for consideration**
A potential date for the event had been proposed but due to a clash with a hall booking was agreed as unsuitable. Sustainable Bishop's Waltham would be made aware of the event.
Action: Cllr Latham
Resolved: To respond to the request to permit WCC to use the outdoor space to the front of the Jubilee Hall to hold and bike registering event on a mutually convenient date.
Proposed: Cllr Pavey
Seconded: Cllr Wilson
All in favour **Action: Administration Officer**
- HG027/24** **Request from Bishop's Waltham Guides for Small Scale BBQ Event at Hoe Road Recreation Ground – for consideration**
Resolved: To respond to the request to permit Bishop's Waltham Guides to locate a barbecue on the Hoe Road Recreation Ground for their social evening providing it was sited a safe distance from the building, a risk assessment was performed, and sensible precautions were taken.
Proposed: Cllr Latham
Seconded: Cllr Smith
All in favour **Action: Administration Officer**
- HG028/24** **Website Draft Specification in relation to Facilities Bookings – for consideration**
Noted.
- HG029/24** **Men's Shed Request and Update – for consideration**
Noted.
- HG030/24** **Change to Purchase Price of Chairs for Jubilee Hall – for consideration**
Resolved: To ratify the change of supplier of the chairs for the Jubilee Hall to Office Furniture Online at the total price of £874.00 (excluding VAT).
Proposed: Cllr Latham
Seconded: Cllr Pavey
All in favour **Action: Administration Officer**
- HG031/24** **Requests for Future Agenda Items**
Draft Memorial Tree Policy



HG032/24 **Date of next meeting – Tuesday 18th June 2024**
Noted.

HG033/24 **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'.

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

HG034/24 **Jubilee Hall Roof Survey Quotations – for consideration**
Resolved: To appoint Wedeman Consulting to perform the survey of the Jubilee Hall roof at the cost of £775 (excluding VAT) and to bring the report to the Committee to consider whether further investigation was warranted of the less accessible areas.
Proposed: Cllr Latham
Seconded: Cllr Pavey
All in favour **Action: Administration Officer**

HG035/24 **Priory Park Floor Polisher – for consideration**
Resolved: To purchase the Wipeket SWM20E from Topregal at the cost of £1,399.00 (excluding VAT).
Proposed: Cllr Wilson
Seconded: Cllr Smith
All in favour **Action: Administration Officer**

HG036/24 **Water Testing Quotations – for consideration**
Noted.

HG037/24 **Jubilee Hall Kitchen Deep Clean Quotations – for consideration**
Noted. Quotations were in the process of being obtained and would be brought to the Committee's June meeting for consideration.

HG038/24 **Proposal Regarding Halls Bookings Caretaking Services – for consideration**
Resolved: To defer consideration of this matter until the Estates Manager post was filled and potentially until the Council's annual consideration of product fees.
Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour

HG039/24 **Request from Lilypad Pre-school to hold a Fundraising Event at Hoe Road Recreation Ground – for consideration**
Resolved: To respond to the request to grant permission to hold a fundraising event at Hoe Road Recreation Ground and to request a hire fee consistent with the hire of the equivalent area for football usage.
Proposed: Cllr Nicholson
Seconded: Cllr Stallard
All in favour **Action: Administration Officer**

There being no further business the meeting closed at 9.30pm.