

**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 18<sup>th</sup> June 2024 at 7.00pm**

**Present:** Cllr Latham  
Cllr Marsh  
Cllr Pavey  
Cllr Smith  
Cllr Stallard Vice Chairman  
Cllr Wilson

**In Attendance:** Mr R Thorne Project Manager  
Mrs C Wilkinson Administration Officer

**Members of the Public:** 0

**HG040/24 To receive and accept apologies for non-attendance.**

Cllr Webb – Family Commitment.

**Resolved: To accept apologies for non-attendance.**

**Proposed: Cllr Smith**

**Seconded: Cllr Marsh**

**All in favour.**

Apologies had also been received from the Senior Groundsman.

**HG041/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**HG042/24 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.

**HG043/24 To approve the minutes from the meeting of the Halls & Grounds Committee – 21<sup>st</sup> May 2024**

**Resolved: To approve the minutes of the Halls & Grounds Committee – 21<sup>st</sup> May 2024**

**Proposed: Cllr Pavey**

**Seconded: Cllr Latham**

**All in favour who were present at the meeting.**

**HG044/24 Public Session**

A request had been received from a hirer of the Jubilee Hall regarding the policy in place prohibiting the entry of dogs (other than assistance dogs), raising whether the policy might reduce attendance levels at events held at the hall. The Committee did not wish to reconsider the policy at the current time.

An email had been received relating to the Skate Zone. A reply had been sent to inform the resident about the progress with the CCTV extension that was in progress at Priory Park. A further reply would be sent to say that a further review of whether fencing would be installed would follow later in the year, after the facility had been used for six months to see what, if any, issues had arisen.

**Action: Administration Officer**

Work had commenced at the allotments by Clancy to improve the stability of the vehicle track and onsite parking area. Work has been temporarily halted because the materials that had been delivered to the site had been assessed as unsuitable and would not achieve the stated aims of the work.

Thanks had been received from the Bishop's Waltham Rotary following their Family Fun Day event at Hoe Road Recreation Ground to thank the staff for their work on the licence agreement and in particular, the groundsman who had been on duty for the event.

The request from the Cricket Club, that had been raised at the recent Full Council meeting, for the use of the land at Albany Wood that would be transferred to Parish Council ownership was noted. This matter would be considered as an agenda item at the next Full Council meeting.

The Asbestos survey for the Coronation Hall had been received and would be brought to the Committee as a future agenda item. Asbestos was present in one element of the roof and as such appropriate risk mitigations would be required. **Action: Administration Officer**

- HG045/24 Actions Arising from the meeting of the Halls & Grounds Committee – 29<sup>th</sup> January 2024**  
Item HG73/21, relating to an information board for Priory Park Meadow, was considered for closure and would be removed from the action list since it was not currently regarded as a Council priority.
- HG046/24 Halls Report**  
Noted. The report from the roof survey of the Jubilee Hall was currently awaited and would be brought to the Committee as a future agenda item.
- HG047/24 Senior Groundsman's Written Report**  
Noted. Following a request from a hirer for further consideration by the Council, the recent football team end of season social had been permitted to take place at the Priory Park football pitches. This was as a result of discussion with the hirer to arrive at plan for the social event that would prevent any wear on the pitches.  
Winchester City Council would be approached to repair the recent damage to the hedge at the Hoe Road Recreation Ground that resulted from work by a contractor they had employed to undertake work on a neighbouring residence. **Action: Administration Officer**
- HG048/24 Financial Position Year to Date**  
Noted.
- HG049/24 Capital Control and Ear Marked Reserves Reports**  
Noted.
- HG050/24 Grant Opportunities**  
Noted. The compilation of a list of potential projects for consideration when grant funding opportunities arose was discussed. The following items were suggested for inclusion in an initial draft; allotments fencing, Montague Road Bridleway, a shelter/shade to be added to a play area (Hoe Road Recreation Ground was suggested), a youth shelter for the Skate Zone.
- HG051/24 Albany Road Play Area Project Update – for consideration**  
The Project Manager reported that the installation of the safety surfaces has been completed earlier in the day and that the safety inspection of the play area would be carried out on Friday 21<sup>st</sup> June.  
All Councillors would be asked to attend the new facility on Friday 21<sup>st</sup> June if available, to take a photograph that would be used in promotion of the completion of the project. **Action: Administration Officer**
- HG052/24 Skatepark Project Update – for information**  
The Project Manager's report was received. The work to install the CCTV coverage of the Skate Zone had commenced and was progressing to plan.
- HG053/24 Suggestion for Permitted Graffiti Space – for consideration**  
The Committee deliberated the proposal and to what extent graffiti would be permitted at the Priory Park Skate Zone.  
The resident who had contacted the Council in relation to the graffiti at the Skate Zone would be updated on the Committee's resolutions and the consideration of a further permitted graffiti space to provide a space for creative expression. **Action: Administration Officer**



**Resolved:**

- i) **To permit graffiti on the vertical surfaces at the Skate Zone. In line with the policy that was applied for the old Skate Park, such graffiti would not be removed unless offensive.**
- ii) **To add the provision of a space where graffiti would be encouraged to the Committee's list of projects for consideration when potential grant funding arose.**

**Action: Administration Officer**

**Proposed: Cllr Latham**

**Seconded: Cllr Pavey**

**All in favour.**

**HG054/24 Facilities Review Project Update – for consideration**

The site visit with an additional architectural firm has been conducted and it was anticipated that this firm would be providing a quotation to the Council.

**HG055/24 Meeting with Hampshire Football Association Regarding Priory Park Football Pitches – for consideration**

The Project Manager gave a verbal update of the meeting that had taken place the week before on Friday 14<sup>th</sup> June. Notes from the meeting would be included in the papers for the Committee's July meeting.

**Action: Project Manager/Administration Officer**

The representative of the Football Association had been invited to visit the Priory Park football pitches with a view to obtaining financial support for their maintenance and future investment in football facilities at Priory Park.

**HG056/24 Shared Southern Pathway Project Update – for consideration**

Noted. The Bowls Club would be contacted to let them know about the upcoming work being undertaken in the car park.

**Action: Administration Officer**

**HG057/24 Memorial Tree and Bench Policy Draft – for consideration**

Some introductory text would be added to the request form.

**Action: Cllr Pavey/Administration Officer**

Some examples of suitable benches would be identified and made available to people requesting that a memorial bench be located on Parish Council land.

**Action: Cllr Pavey/Administration Officer**

**Resolved:**

- i) **To forward the draft Memorial Tree and Bench Policy to the Finance, Policy and Resources Committee for consideration and adoption.** **Action: Cllr Pavey/Administration Officer**
- ii) **To respond to the resident to grant the request for a memorial tree to be planted on Parish Council land and to request more information about the memorial plaque and suggest that an alternative variety of tree be proposed due to the large size of mature silver birch trees.** **Action: Cllr Pavey/Administration Officer**

**Proposed: Cllr Pavey**

**Seconded: Cllr Marsh**

**All in favour**

**HG058/24 Dynamos Event Report – for consideration**

The Council was pleased that the tournament had been so successful and had observed that attendees had enjoyed the event. In addition to the tabled report, a larger separation between the morning and afternoon sessions would be raised for considered for future events to avoid the impact of the morning session overrunning.

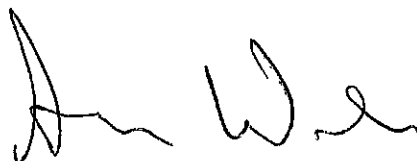
Resolution of the drainage issue that had caused issues during the event would be considered under agenda item 23.

**HG059/24 Requests for Future Agenda Items**

Pathway from Martin Street to Priory Park

**HG060/24 Date of next meeting – Tuesday 16<sup>th</sup> July 2024**

Noted.



- HG061/24 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'.**
- HG062/24 Quotations for Pipe Replacement Under Priory Park Overflow Car Park – for consideration**  
 The impact to hirers, hire income and the health and safety of users was noted. As such, the need to expedite the repair to the collapsed pipe located underneath the Priory Park overflow car park was recognised. It was noted that some funding had been received as part of the Rural English Prosperity Fund grant to contribute to the necessary drainage repair.  
**Resolved: To recommend to the Finance, Policy and Resources Committee that Pure Drainage be appointed to undertake the repair to the collapsed pipe underneath the Priory Park overflow car park at the cost of £7,450.00 (excluding VAT), providing another more complete quotation could not be obtained in the interim.**  
**Proposed: Cllr Wilson**  
**Seconded: Cllr Marsh**  
**All in favour** **ACTION: Administration Officer**
- HG063/24 Quotations for Jubilee Hall Kitchen Deep Clean – for consideration**  
**Resolved: To appoint AllSeal Cleaning Services Limited to undertake the deep clean of the Jubilee Hall kitchen at a cost of £618.00 (excluding VAT).**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Smith**  
**All in favour** **ACTION: Administration Officer**
- HG064/24 Allotment Fencing Update and Price Estimate – for consideration**  
 The tabled proposal was viewed within the context of need to maintain public access to the track to the Cricket Ground as a point of access due to be transferred to Parish Council ownership. If grant funding for the project could not be obtained, the project would be considered further during the Council's budgeting process for 2025/26 that would commence September.  
**Resolved: To agree with the tabled fencing layout in principle and to work with the Bishop's Waltham Gardening Club to seek funding for this unbudgeted project.**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Smith**  
**All in favour** **ACTION: Administration Officer**
- HG065/23 Men's Shed Update – for consideration**  
 The tabled updates were noted.

There being no further business the meeting closed at 8.51pm.

