



**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> July 2024 at 7.00pm**

**Present:**

Cllr Homer	Co-opted Member for meeting
Cllr Marsh	
Cllr Nicholson	Co-opted Member for meeting
Cllr Stallard	Vice Chairman
Cllr Webb	Chairman
Cllr Wilson	

**In Attendance:**

Mr Arthur	Estates Manager
Mr Thorne	Project Manager
Mr Veck	Senior Groundsman
Mrs Wilkinson	Administration Officer

**Members of the Public:** 1 (Ex-officio Working Group member)

**HG066/24 To receive and accept apologies for non-attendance.**

Cllr Latham – Work Commitment  
Cllr Pavey – Personal Commitment  
Cllr Smith – Personal Commitment

**Resolved: To accept apologies for non-attendance and to co-opt Councillor Homer and Councillor Nicholson as substitute members of the Committee for this evening's meeting.**

**Proposed: Cllr Stallard**

**Seconded: Cllr Marsh**

**All in favour.**

**HG067/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**HG068/24 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.

**HG069/24 To approve the minutes from the meeting of the Halls & Grounds Committee – 18<sup>th</sup> June 2024**

**Resolved: To approve the minutes of the Halls & Grounds Committee – 18<sup>th</sup> June 2024**

**Proposed: Cllr Wilson**

**Seconded: Cllr Marsh**

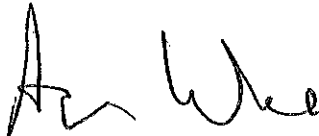
**All in favour who were present at the meeting.**

**HG070/24 Public Session**

Some antisocial behaviour had been reported by a resident living near the Council's play area at Oak Road. Some children had been gathering in the small, wooded area to the rear of the play area during evenings. They had been reported as being quite noisy and having used foul language. The Community Support Officer had been included this area in his rounds, during evening shifts and temporary signage had been put up to ask that nearby residents be considered. The Grounds Team had attended the site and reported that there had not been any damage to the area, and only minimal litter was present.

The foyer lights in the Jubilee Hall had been replaced to improve the light level in this area.

The Committee welcomed Mr S Arthur, the Council's new Estates Manager who had started earlier that same day.

- HG071/24**     **Actions Arising from the meeting of the Halls & Grounds Committee – 29<sup>th</sup> January 2024**  
Noted.
- HG072/24**     **Halls Report**  
Boiler repairs were due to be completed at both the Jubilee Hall and Priory Park Clubhouse.
- HG073/24**     **Senior Groundsman's Written Report**  
On several occasions Dynamos' goal posts had been used without authorisation on the Priory Park football pitches. Dynamos had been asked to secure the posts.
- HG074/24**     **Financial Position Year to Date**  
Noted.
- HG075/24**     **Capital Control and Ear Marked Reserves Reports**  
Noted. 
- HG076/24**     **Grant Opportunities – for information**  
Paperwork had been received in relation to the Rural England Prosperity Fund in order to officially accept the grant for the overflow car park project at Priory Park.
- HG077/24**     **Albany Road Play Area Project Update – for consideration**  
The safety of children entering and exiting the play area at the gate to the top of the track leading to the Cricket Club was being considered with a view to additional signage being installed.  
**Action: Project Manager**  
The Committee requested that bench options and costings be investigated for installation at the site.  
**Action: Project Manager**
- HG078/24**     **Skatepark Project Update – for information**  
The Project Manager reported that the contractor's landscaping work around the Skate Zone had been completed. The new pathway to the facility from the car park had also been completed. The previously considered project of adding a perimeter track to Priory Park was raised, and the Committee requested that it be added to the list of potential projects for future grant funding.  
**Action: Administration Officer**
- HG079/24**     **Shared Southern Pathway Project Update – for information**  
A stretch of the pathway at Priory Park had been repaired where the surface had been washed away. However, the same area had been damaged again in heavy rainfall. The Project Manager was working with a contractor to explore whether drainage could be improved in the area to reduce surface run-off and would be included in a future agenda item.  
  
The phase of work that had been undertaken in the Priory Park car park had also been completed to improve the safety of pathway users across the entrance of the car park. The Project Manager was in the process of investigating costs of installing a bollard to prevent motorists from driving around the newly installed speed bumps.
- HG080/24**     **Facilities Review Project Update – for consideration**  
Following the presentations that had been given by additional architectural firms wishing to quote for the Priory Park redesign project, the Committee discussed the appropriate next steps.  
**Resolved: To task the working group with comparing and evaluating the quotations received and to bring their recommendations to Halls and Grounds Committee for consideration.**  
**Action: Facilities Review Working Group**  
  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Wilson**  
**All in favour**
- HG081/24**     **Report from Meeting with Hampshire Football Association – for consideration**  
The report was considered to provide a fair assessment of the current condition of the pitches and contained useful information about potential maintenance work that could be undertaken to

improve their condition. Further consideration of the report would be required with a view to obtaining financial support by submitting a grant application to the Football Foundation Grass Maintenance Fund as referred to by the Football Association's Facilities and Investment Officer. The contractor who had been appointed to undertake the verti draining of the pitches would be contacted to find out whether they had the required machinery to improve the effectiveness of the hollow tining in line with the recommendations included in the report.

**Action: Senior Groundsman**

**Resolved: To appoint Councillor Nicholson, Councillor Webb and the Senior Groundsman to a Priory Park football pitch working group tasked with reviewing the Pitch Power Report and making recommendations to the Committee with regards to next steps.**

**Action: Priory Park football pitch working group**

**Proposed: Cllr Wilson**

**Seconded: Cllr Webb**

**All in favour**



**HG082/24**

**Jubilee Hall Solar Project Update – for consideration**

Confirmation had been received from the internal auditor that no further action was required from the Council in relation to the system changes that were being made in relation to the results of the Jubilee Hall roof survey.

**Resolved:**

- i) **To note the preliminary findings of the roof survey.**
- ii) **To approve the revised quotation for the solar panel project at the Jubilee Hall of £61,374.42, excluding VAT, and forward to the Finance, Policy and Resources Committee to be ratified.**
- iii) **To note that the Administration Officer had sought advice to ensure compliance with the Public Contracts Regulations 2015 and had received confirmation that no further action was required.**
- iv) **To note the proposed provisional start date of Monday 5<sup>th</sup> August for solar project works at the Jubilee Hall.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wilson**

**All in favour**

**HG083/24**

**Coronation Hall Asbestos Survey – for consideration**

The Council's asbestos register would be updated in accordance with the findings of the survey.

**Action: Estates Manager**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Wilson**

**All in favour**

**HG084/24**

**Allotments Tree Meeting Report – for consideration**

- i) **To apply to WCC for permission to undertake small pruning cuts to provide head clearance under oaks encroaching on allotment plots.**
- ii) **To contact the landowner of green space at Bishop's Meadow to request an assessment of oak tree displaying some signs of stress based on advice received from the tree contractor.**

**Proposed: Cllr Wilson**

**Seconded: Cllr Homer**

**All in favour**

**HG085/24**

**Montague Road Ditch Work Update – for consideration**

The Committee received the report regarding the recently completed ditch maintenance work. The ditch would be monitored over the next few months and options for consideration to improve the condition of the bridleway would be brought to the Committee as a future agenda item.

An update regarding the maintenance of the green space at Montague Road would be included in the upcoming edition of the newsletter and notices placed on site to update local residents and users of the space.

**Action: Administration Officer**

- HG086/24** **Proposal for Coronation Hall Adaptations for Storage – for consideration**  
This agenda item was withdrawn.
- HG087/24** **Requests for Future Agenda Items**  
Pathway from Martin Street to Priory Park
- HG088/24** **Date of next meeting – Tuesday 20<sup>th</sup> August 2024**  
Noted.
- HG089/24** **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'.**
- HG090/24** **Priory Park Overflow Car Park Extension Invitation to Tender – for consideration**  
This agenda item was withdrawn.
- HG091/24** **Meeting with Bowling Club Regarding Licence – for consideration**  
The report from the constructive meeting was received. The information would be passed to the Finance, Policy and Resources Committee to progress with the licence renewal.  
**ACTION: Administration Officer**
- HG092/24** **Water Safety Checks Quotations – for consideration**  
Following the collation of the meeting papers an additional quotation had been received for the performance of risk assessments for the buildings that would be covered by the new water monitoring checks contract. The expenditure was of a level that would be approved by the Chair of the Committee.  
**ACTION: Committee Chair**  
Following the completion of the risk assessments an additional quotation for the ongoing monthly water safety checks contract would be sought to be compared with the two quotations already received.  
**ACTION: Administration Officer**
- HG093/24** **Hedge Cutting Quotations – for consideration**  
A third quotation for the annual hedge cutting had been received following the collation of the papers. The need to expedite the acceptance of one of the quotes was noted to facilitate the hedge work being undertaken in the autumn before ground conditions prevented access to all the required areas.  
**Resolved: To delegate the consideration of the three quotations received to the Finance, Policy and Resources Committee.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**All in favour**  
**ACTION: Administration Officer**
- HG094/23** **Electrical Installation Condition Reports Quotations – for consideration**  
A third quotation would be sought for the Electrical Installation Condition Reports and be brought to the Committee for consideration with the two that had already been received.



There being no further business the meeting closed at 8.32pm.