



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 20<sup>th</sup> August 2024 at 7.00pm**

<b>Present:</b>	Cllr Latham	
	Cllr Marsh	
	Cllr Pavey	
	Cllr Stallard	Vice Chairman
	Cllr Webb	Chairman
	Cllr Wilson	
	Cllr Wood	Co-opted Member for meeting
<b>In Attendance:</b>	Mr Arthur	Estates Manager
	Mr Thorne	Project Manager
	Mrs Wilkinson	Committees Officer
<b>Members of the Public:</b>	0	

**HG095/24 To receive and accept apologies for non-attendance.**

Cllr Sherwood – Indisposed.

**Resolved: To accept apologies for non-attendance and to co-opt Cllr Wood as a substitute member of the Committee for the evening.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Latham**

**All in favour.**

Apologies had also been received from the Senior Groundsman.

**HG096/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**HG097/24 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.

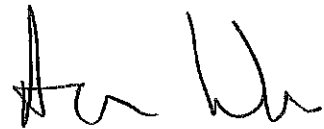
**HG098/24 Public Session**

Councillor Latham informed the Committee that Sustainable Bishop's Waltham were working with the Hampshire and Isle of Wight Wildlife Trust to consider "spaces for nature" as part of the Greening Campaign. Some potential spaces that were under consideration were on Parish Council land. A formal request would be made to the Parish Council as appropriate.

Traffic problems had again been experienced by users of the tennis courts and Guide Hut during evening hours of peak usage. A request received from the Guides would be brought to the Committee as a future agenda item.

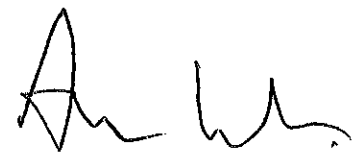
A request had been received from a resident for information regarding the Council's planned maintenance at the wildflower area at Montague Road. This matter would be brought to the Committee for further consideration.

The Finance Manager had received a response from the Valuation Office Agency in response to the challenge that had been raised for the Jubilee Hall car park business rates. A reduction in the rate had been proposed, and the new rate was comparable to a different community hall for which there were no user charges. The Council had been given a limited time to accept the tabled offer.



The Committee welcomed the offer as a significant improvement on the current situation and felt that an appropriate example car park had been used for comparison. The Finance Manager would be informed of the Committee's initial response. **Action: Committees Officer**

- HG099/24** **To approve the minutes from the meeting of the Halls & Grounds Committee – 16<sup>th</sup> July 2024**  
**Resolved: To approve the minutes of the Halls & Grounds Committee – 16<sup>th</sup> July 2024 with the amendment of "personal commitment" to "family commitment" in the apologies section, HG066/24.**  
**Proposed: Cllr Wilson**  
**Seconded: Cllr Stallard**  
**All in favour who were present at the meeting.**
- HG100/24** **Actions Arising from the meeting of the Halls & Grounds Committee – 16<sup>th</sup> July 2024**  
Noted.
- HG101/24** **Estate Manager's Report – for information**  
The Estate Manager advised that he had addressed some issues that he had identified in the Parish Council's buildings.
- A future agenda item would be brought to the Committee concerning how to address the issue of one of the Jubilee Hall's two boilers failing. The need to ensure that the hall was warm enough for hirers was recognised, however, an attempt would be made before the next committee meeting to investigate alternatives to the purchase of a gas boiler that would be more environmentally friendly and potentially utilise electricity generated by the building's solar array.  
**Action: Committees Officer/Estates Manager/Cllr Latham**
- HG102/24** **Senior Groundsman's Written Report**  
The report from the Senior Groundsman was received including the note that the maintenance work at the Cemetery was difficult to accommodate alongside the team's other commitments. Whether additional Grounds staff could be recruited in preference to contracting work out was raised as warranting consideration.
- HG103/24** **Financial Position Year to Date**  
Noted.
- HG104/24** **Capital Control and Ear Marked Reserves Reports**  
Noted.
- HG105/24** **Grant Opportunities**  
Noted. Whether potential applications could be planned to the Winchester City Council schemes that were currently open was raised.
- The coverage of SSE's Resilience Fund had been broadened to include Low Carbon Technology category. The deadline for submissions was at the end of the month. An application to the scheme would be made, if possible, within the timescale available, potentially to add additional battery storage to the Jubilee Hall solar installation.  
**Action: Committees Officer/Cllr Latham**
- HG106/24** **Skatepark Project Update – for information**  
The Project Manager reported that the CCTV system at the Skate Zone was now operational.
- HG107/24** **Shared Southern Pathway Project Update – for information**  
Use of the path by horse riders was raised. The pathway was not of sufficient width to be classed as a bridleway and as such signs would be put in place to show that horses were not permitted on the path.  
**Action: Projects Manager**  
Concerns we raised regarding how the surface of the path would perform should horse riders continue to use the path, this would be monitored going forward and discussed in a future meeting if necessary.



HG108/24

**Correspondence – Feedback regarding Priory Park Speed Bumps – for consideration**

The three items of correspondence received by the office were considered.

The Project Manager had measured the speed bumps that were found to be compliant and of a size that was intended to slow motorists to a speed of no more than 5mph when entering or exiting the Priory Park car park. This speed was regarded as appropriate to fulfilling the Council's duty of care to users of the Southern Pathway that crosses the car park entrance.

The possibility of a reduction to the hedge at the car park entrance would also be reviewed, to improve the visibility of the entrance.

**Action: Estate Manager**

All committee members were requested to drive over the speed bumps themselves in advance of the matter being given further consideration.

**Action: All committee members**

**Resolved: For the Committee to give further consideration to potential changes to the speed bumps at the Priory Park Car in three months' time and to collate any correspondence relating to the matter to be tabled with that agenda item.**

**Proposed: Cllr Latham**

**Seconded: Cllr Pavey**

**All in favour**

**Action: Committees Officer**

HG109/24

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

The Estates Manager updated the Committee with the current project status, the expected timescale for completion of the project was two weeks.

Feed-in tariffs would be researched for any electricity generated, surplus to what could be used or stored for the hall.

**Action: Estate Managers/Committees Officer**

HG110/24

**Requests for Future Agenda Items**

Traffic concerns at Hoe Road Recreation Ground

Jubilee Hall Heating

Montague Road Wildflower Area

HG111/24

**Date of next meeting – Tuesday 16<sup>th</sup> September 2024**

Noted.

HG112/24

**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'.**

HG113/24

**Albany Road Play Area Project Update – for consideration**

The remaining project budget of £2817 was noted as being sufficient to accommodate the purchase of three benches. The benches with backs were felt to be preferable for older and disabled visitors to the play area.

**Resolved: To approve the purchase of two benches with backs and one picnic bench to be located at the Albany Road play area, selection of the supplier was delegated to the Committees Officer (within the costings obtained for Marmax and VP Recycled Plastics) dependent on any discount that could be obtained for the bulk purchase of three items.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wilson**

**All in favour**

**Action: Committees Officer**

HG114/24

**Facilities Review Project Update – for consideration**

**Resolved:**

- i) To note the working group meeting notes and comparison summary.
- ii) To authorise the Project Manager to continue to investigate the complexities of the quotations process, with a view to ensuring compliance with financial regulations when selecting an architect.

**Proposed: Cllr Pavey**

**Seconded: Cllr Stallard**

**All in favour**

**Action: Projects Manager**

- HG115/24** **Priory Park Overflow Car Park Expansion Invitation to Tender – for consideration**  
**Resolved:** To approve the draft of the Priory Park Overflow Car Park Expansion Invitation to Tender document and to forward to the Finance, Policy and Resources Committee for approval.  
**Proposed:** Cllr Webb  
**Seconded:** Cllr Wilson  
**All in favour** **Action: Committees Officer**
- HG116/24** **Electrical Installation Condition Reports Quotations – for consideration**  
**Resolved:** To recommend to the Finance, Policy and Resources Committee the appointment of RSW Sound Ltd to provide the Council with electrical installation condition reports for the Estate Shed, Hoe Road Pavilion, Jubilee Hall and Priory Park Clubhouse at a cost of £2,580.00 (excluding VAT).  
**Proposed:** Cllr Wilson  
**Seconded:** Cllr Latham **Action: Committees Officer**

There being no further business the meeting closed at 8:52 pm.