



A

Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 17th September 2024 at 7.00pm

Present:

Cllr Latham
Cllr Marsh
Cllr Pavey
Cllr Sherwood
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 Committees Officer

Members of the Public: 0

HG117/24 To receive and accept apologies for non-attendance.
All present.

HG118/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
None relating to the business of the meeting.

HG119/24 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.

HG120/24 Public Session

Work on repainting the tennis courts' surface at Hoe Road Recreation Ground had commenced earlier in the day. It was expected that if the work progressed to plan that the courts would be usable during the coming weekend.

An enquiry has been received from someone who has in the process of setting up a seniors football team who was interested in hiring the Priory Park football pitches and changing rooms on Sundays.

HG121/24 To approve the minutes from the meeting of the Halls & Grounds Committee – 20th August 2024
Proposed: Cllr Wilson
Seconded: Cllr Marsh
All in favour who were present at the meeting.

HG122/24 Actions Arising from the meeting of the Halls & Grounds Committee – 20th August 2024
Clearing the brambles adjacent to the Priory Park Skate Zone was underway.

HG123/24 Estate Manager's Report – for information
The toilet facilities within Dynamos area in the Priory Park Clubhouse had been observed as requiring attention, with some confusion existing regarding the responsibility for cleaning. These facilities would be cleaned at the Council's expense and arrangements made for future cleaning as appropriate.

Arrangements had been made for the deep cleaning of the changing rooms facilities at the Priory Park Clubhouse.

Work to reduce the height of the hedge at the entrance of the Priory Park car park to improve visibility as was discussed in the Committee's August meeting, were ongoing and would be undertaken in due course.

HG124/24 Senior Groundsman's Written Report
Noted.

HG125/24 Financial Position Year to Date
Noted.

HG126/24 Capital Control and Ear Marked Reserves Reports
Noted.

HG127/24 Grant Opportunities
Councillor Latham was thanked for his work on the submission to the SSE Powering Communities to Net Zero Fund.
More detailed feedback would be requested regarding the unsuccessful application to the Go Greener Faster scheme with a view to resubmitting an application in the next round.
Action: Committees Officer

HG128/24 Report from Senior Groundsman relating to the Maintenance of West Hoe Cemetery – for consideration
Resolved: To pass the report from the Senior Groundsman to the Finance, Policy and Resources Committee and the West Hoe Cemetery Management Committee for further consideration of the options available regarding the cemetery maintenance and future resource planning.
Proposed: Cllr Pavey
Seconded: Cllr Webb
All in favour.
Action: Committees Officer

HG129/24 Shared Southern Pathway Project Update – for information
The installation of signage along the path was in progress. The contractor had been prompted by the Project Manager who was awaiting a proposal and price regarding the small stretch of the path at Priory Park that was prone to erosion by heavy rainfall.

HG130/24 Jubilee Hall Solar Project Update – for consideration
The installation of the solar panels had been completed and initial statistics from the reporting system were shared with the committee.
The Community and Environment Committee would be made aware that potential implications on the Community Emergency Plan should be considered.
Action: Committees Officer

HG131/24 Export SEG Progress Update – for consideration
The benches for the play area had been ordered, along with signage to alert motorists using the track to the cricket ground of children crossing the accessway when entering or leaving the play area.

HG132/24 Albany Road Play Area Update – for information
The installation of signage along the path was in progress. The contractor had been prompted by the Project Manager who was awaiting a proposal and price regarding the small stretch of the path at Priory Park that was prone to erosion by heavy rainfall.

HG133/24 Priory Park Overflow Car Park Drainage Report Works – for consideration
The groundworks to repair the collapsed stretch of pipe were underway and the halls team were working with hirers to minimise disruptions to hirers of the Priory Park Clubhouse.

HG134/24 Priory Park Parking Issues – for consideration
The Senior Groundsman was working on the installation of wooden posts to prevent people parking their cars next to the outdoor gym equipment, outside the boundary of the overflow car park.

Resolved:

- i) To appoint Councillor Marsh, Councillor Pavey and Councillor Stallard to a Priory Park Car Parking Working Group.
- ii) To task the working group with the assessment of the scale of the parking issue at Priory Park during peak usage times and to report back to the committee with recommendations as appropriate. Action: Priory Park Car Parking Working Group

Proposed: Cllr Webb

Seconded: Cllr Latham

All in favour.

HG135/24

Correspondence – Traffic Concerns at Hoe Road Recreation Ground – for consideration

The organisations using the site would be asked to make efforts to speak to the children using the site about road safety. Action: Committees Officer

Resolved: To write a letter to parents and guardians of the children attending the various activities at the Hoe Road Recreation Ground to emphasise the need to drive and park responsibly whilst on site and to review the signage to clarify that stopping was not permitted on the access track.

Proposed: Cllr Marsh

Seconded: Cllr Wilson

All in favour. Action: Committees Officer

HG136/24

Correspondence – Montague Road Wildflower Area – for consideration

Resolved: To reply to the correspondent to clarify that the area in question was a designated part of the WCC Open Space Assessment as Informal Green Space and would be maintained as a wildlife habitat in accordance with the original estate design.

Proposed: Cllr Pavey

Seconded: Cllr Wilson

All in favour. Action: Committees Officer

HG137/24

Proposal for Badminton Court Hire Trial – for consideration

Resolved: To approve the tabled format of the badminton court hire trial and to proceed with organisation and promotion.

Proposed: Cllr Stallard

Seconded: Cllr Pavey

All in favour. Action: Committees Officer

HG138/24

Requests for Future Agenda Items

Report from Priory Park Car Parking Working Group

Projects for consideration as part of the budgeting process for 2025/6

HG139/24

Date of next meeting – Tuesday 15th October 2024

Noted.

HG140/24

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'.

HG141/24

Facilities Review Project Update – for consideration

The requested information had been received from Shedfield Parish Council regarding their recent building project and the tender process. This would be brought to the Committee in their next meeting.

HG142/24

Jubilee Hall Heating Options – for consideration

The tabled research was duly considered with regard to the options available for the building's heating system.

- i) To confirm with an electrician whether the electrics at the Jubilee Hall could support the use of seven oil-filled radiators, and if so, to purchase the heaters to support business

continuation following the gathering of quotations and approval from the Finance, Policy and Resources Committee.

- ii) To appoint Councillor Webb, Councillor Latham and the Estates Manager to a Jubilee Hall Heating Working Group.
- iii) For the Jubilee Hall Heating Working Group to continue to investigate low-carbon heating options (to include both infrared heating and an air source heat pump) and to bring proposals back to the Committee for further consideration.

Proposed: Cllr Latham
Seconded: Cllr Wilson
All in favour

Action: Committees Officer

HG143/24

Quotations for Safety Surfacing at Montague Road Play Area – for consideration

Resolved: To recommend the appointment of Infinity Playgrounds Ltd to the Finance, Policy and Resources Committee to install a rubber mulch surface infill at the Montague Road play area at the cost of £2910.00 (excluding VAT).

Proposed: Cllr Latham
Seconded: Cllr Marsh
All in favour

Action: Committees Officer/Projects Manager

HG144/24

Quotations for Annual Play Area Inspections 2024 – for consideration

Two of the three requested quotations had been received. The two quotations tabled were within the budgeted amount for the annual play area inspections.

Resolved: To delegate the acceptance of one of the quotations, after the awaited third quote was received, to the Committee Chairman and Committee Clerk.

Proposed: Cllr Latham
Seconded: Cllr Marsh
All in favour.

Action: Committees Officer

There being no further business the meeting closed at 9:10 pm.