



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 15th October 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:

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HG144/24

To receive and accept apologies for non-attendance.

All present. Councillor Latham and Councillor Marsh had both given their apologies for their anticipated late arrival due to family commitments.

HG145/24

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

None relating to the business of the meeting.

HG146/24

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.

HG147/24

Public Session

No members of the public wished to speak.

HG148/24

To approve the minutes from the meeting of the Halls & Grounds Committee – 17th September 2024

Proposed: Cllr Wilson

Seconded: Cllr Stallard

All in favour.

HG149/24

Actions Arising from the meeting of the Halls & Grounds Committee – 17th September 2024

Noted.

HG150/24

Estate Manager's Report – for information

Following the resolution to purchase portable heaters for use in the Parish Council's buildings, an electrician had been consulted about whether seven heaters could be used in the Jubilee Hall concurrently. The initial response was positive, confirmation would be obtained during a site visit.

HG151/24

Senior Groundsman's Written Report

Hedge cutting was due to commence the next day. The grounds team had been joined for a day by an individual who had offered his services to the grounds team and the Senior Groundsman reported that the day had gone well.

HG152/24

Financial Position Year to Date

Noted.

- HG153/24 Capital Control and Ear Marked Reserves Reports**
Noted.
- HG154/24 Draft Budget 2025-2026 & Capital Projects Prioritisation – Update from Working group – for consideration**
The Committee reviewed the draft budget from created by the Finance Manager and Working Group and reviewed the list of projects with funding allocated for the coming financial year. No changes were requested.
A query was raised regarding the double listing of Priory Park in the capital projects that would be resolved with the Finance Manager. **Action: Finance Manager**
Resolved: To consider and approve the draft Halls and Grounds Committee budget for 2025 – 2026 financial year and to forward to the Finance, Policy and Resources Committee for consideration.
Proposed: Cllr Wilson
Seconded: Cllr Pavey
All in favour. **Action: Committees Officer**
- HG155/24 Grant Opportunities**
Noted.
- HG156/24 Shared Southern Pathway Project Update – for information**
The visibility at the entrance to Priory Park had been improved by reducing the height of the hedge. The Projects Manager had chased HCC for permission to locate a lectern with a route map on the railway line footpath.

At this point Councillor Marsh joined the meeting.
- HG157/24 Albany Road Play Area Update – for consideration**
The addition of trees to provide shade to playpark users would be a future agenda item for consideration. **Action: Cllr Pavey**
The speed limit of the track to the Cricket Ground was discussed with a view to being consistent with the track through Hoe Road Recreation Ground.
i) **To note the total purchase price of the two benches and one picnic table as being £1407.00 (excluding VAT).**
ii) **To reduce the speed limit on the track from Albany Road to the Cricket Ground from 10m.p.h. to 5 m.p.h. and to update the signage accordingly.** **Action: Project Manager**
Proposed: Cllr Webb
Seconded: Cllr Wilson
All in favour.
- HG158/24 Montague Road Play Area Update – for consideration**
The additional piece of safety surfacing was planned for installation on Friday 18th October.
- HG159/24 Priory Park Overflow Car Park Project Update – for consideration**
The work to repair the collapsed pipe had been completed and the Invitation to Tender for the expansion and resurfacing of the car park was now live on the Contracts Finder website.
- HG160/24 Expenditure to remove Dead Tree in Jubilee Hall Car Park – for ratification**
Resolved: To ratify the expenditure of £150.00 (excluding VAT) for the removal of a dead tree from the Jubilee Hall Car Park.
Proposed: Cllr Stallard
Seconded: Cllr Marsh
All in favour.
- HG161/24 Winter Tennis Open Session Hours – for consideration**
Whether any suitable automated locking systems were available would be investigated.
Action: Cllr Pavey

Resolved: To change the timings of the tennis public open sessions to 9am – 3.30pm (on Tuesdays and Thursdays) during the winter season, and not open to the courts for the Sunday evening session until the summer season.

Proposed: Cllr Sherwood

Seconded: Cllr Stallard

All in favour.

HG162/24 EV Charger Proposal at Priory Park and Hoe Road – for consideration

The business impact of occupying car parking spaces with EV chargers at these locations would be considered further before proceeding with the EV Charger supplier who had contacted the council with a feasibility study.

HG163/24 Requests for Future Agenda Items

Tree Planting for shade in Albany Road Play Area
Automatic locking systems for Hoe Road Recreation Ground Tennis Courts
EV chargers in Parish Council car parks
Additional sanitary bins in Parish Council buildings

HG164/24 Date of next meeting – Tuesday 19th November 2024

Noted.

HG165/24 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 Mr Veck left the meeting.

HG166/24 Facilities Review Project Update – for consideration

- i) To note the working group meeting notes and the recommendations included.
- ii) To instruct the Projects Manager to approach the architectural firms who have provided quotations to date, to refine their quotations to include completion of RIBA steps 0-2 only.
Action: Projects Manager
- iii) To confirm the ownership of any building designs provided to the council under the quotations received.
Action: Projects Manager

Proposed: Cllr Wilson

Seconded: Cllr Sherwood

All in favour

At this point Councillor Latham joined the meeting.

HG167/24 Jubilee Hall Heating Options – for consideration

Noted. The Estates Manager was in the process of confirming that seven oil-filled radiators could be safely used in the Jubilee Hall without overloading the electrical system.

HG168/24 Request to continue Programme of Replacement of Dog Waste Bins – for consideration

A list of proposed bin locations and details of their current condition would be supplied to the Finance, Policy and Resources Committee.

Resolved: To request approval from the Finance, Policy and Resources Committee to purchase four new wheelie bins for dog waste (along with the posts and slabs required for installation) and 1 new post-mounted bin to continue the programme of replacement for damaged and unsightly bins at an approximate total cost of £700 (excluding VAT), subject to delivery costs.

Proposed: Cllr Stallard

Seconded: Cllr Sherwood

All in favour

Action: Committees Officer

HG169/24 Quotations for Hygiene Waste Contract – for consideration

The appropriate level of provision across the Parish Council's buildings including whether to locate bins inside men's toilets was given consideration. Proposals for increasing the number of bins would be brought to a future Committee meeting with costing information. **Action: Estates Manager**
Resolved: To accept the quotation received from Personal Hygiene Services Ltd for the 3-year contract for hygiene services for bins located at the Hoe Road Pavilion, Jubilee Hall and Priory Park Pavilion at the price of £467.00 (excluding VAT) per annum.
Proposed: Cllr Latham
Seconded: Cllr Marsh **Action: Estates Manager**

HG170/24 **Quotations for Montague Road Tree Work – for consideration**
Two of the three requested quotations had been received. The third would be obtained if possible, and selection of a contractor would be delegated to the Finance, Policy and Resources Committee.
Resolved: To supply the quotations obtained to the Finance, Policy and Resources Committee and to delegate to them the selection of a contractor to undertake the necessary tree work on the Parish Council's land at Montague Road.
Proposed: Cllr Pavey
Seconded: Cllr Marsh
All in favour. **Action: Committees Officer**

HG171/24 **Replacement Benches for Hoe Road Tennis Courts – for consideration**
Prices would be obtained for backless courtside benches.
Resolved: To supply some options for backless benches to be purchased to the Finance, Policy and Resources Committee for their consideration.
Proposed: Cllr Marsh
Seconded: Cllr Wilson
All in favour. **Action: Committees Officer**

HG172/24 **Coronation Hall Water Leak Report – for consideration**
The Estates Manager summarised the current situation and the available options for repair.
Resolved:
i) **To select the approach of rerouting the hot water pipe within the Coronation Hall to be above the floor in order to avoid the suspected leaking section.**
ii) **To accept the quotation received for £1,875.00 (excluding VAT) from Regal Environmental Services Ltd for the necessary plumbing work, to expedite the repair as far as possible, to properly reinstate the hot water supply to the building and protect the business continuity of the tenant preschool.**
Proposed: Cllr Marsh
Seconded: Cllr Wilson
All in favour. **Action: Estates Manager**

HG173/24 **Staffing Matters – for consideration**
The Senior Groundsman had reported the successful completion of a trial earlier in the day.
Resolved: To recommend to the Staffing Sub-Committee that, following the trial day held in w/c 14th October, an initial short term employment contract for grounds work be offered to the suitably qualified candidate.
Proposed: Cllr Latham
Seconded: Cllr Sherwood
All in favour. **Action: Committees Officer**

There being no further business the meeting closed at 8:50 pm.