



Bishop's Waltham Parish Council
A Meeting of the Halls & Grounds Committee will be held in the
Ruby Room of The Jubilee Hall, Little Shore Lane, Bishops Waltham,
SO32 1ED on Tuesday 23rd January 2024 at 7:00pm

The meeting will be open to the public unless the Committee directs otherwise.
All papers/reports are available from the Council Offices (except where classified as confidential).

1. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, non-pecuniary interests relating to items on this agenda
4. To approve the minutes of the Halls & Grounds Committee – 19th December 2023
5. Public Session – to last no longer than 30 minutes - *for information only*
6. Actions arising from meeting 19th December 2023 - *for information only*
7. Halls Manager's Report – *for information*
8. Senior Groundsman's Report – *for information*
9. Financial Position Year to Date - *to note current position*
10. Capital Control and Ear Marked Reserves Reports – *for information*
11. Quarterly Budget Review – *for consideration*
12. Grant Opportunities – *for information*
13. Go Greener Faster Grant Application – *for consideration*
14. Southern Shared Pathway Update – *for consideration*
15. Montague Road Play Area Project Update – *for information*
16. Facilities Review Project Update - *for consideration*
17. Skatepark Project Update – *for information*
18. 2024/25 Halls and Grounds Hire Rates (Product Fee Increases) – *for consideration*
19. Update from Vehicle Review Working Group – *for consideration*
20. Correspondence – Request from Gardening Club to Install Trophy Cabinet – *for consideration*
21. Ditches Maintenance Schedule – *for consideration*
22. Play Area Safety Inspection Report – *for consideration*
23. Requests for Future Agenda Items – *for information only*
24. Date of next meeting – 20th February 2024
25. **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'.

26. Tenders for Albany Road Play Area Project – *for consideration*
27. Draft Specification and Invitation to Tender for Priory Park Overflow Car Park Extension – *for consideration*
28. Fireworks Event Request from FOBS, Draft Licence and Fee - *for consideration*
29. Correspondence – Hoe Road Lease Request – *for consideration*
30. Correspondence – Montague Road Land Lease Request – *for consideration*

C Wilkinson
Clerk to the Committee
17th January 2024

Bishop's Waltham Parish Council, Parish Office, Jubilee Hall, Little Shore Lane, Bishop's Waltham, Southampton, Hampshire SO32
1ED Tel: 01489 892323 admin@bishopswaltham-pc.gov.uk www.bishopswaltham-pc.gov.uk



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 19th December 2023 at 7.00pm

Present:	Cllr R Latham	
	Cllr J Marsh	
	Cllr B Nicholson	Chairman
	Cllr M Pavey	
	Cllr A Webb	Vice Chairman
	Cllr T Wilson	
Non-Committee Members:	Cllr P Wilson	
In Attendance:	Mr R Thorne	Project Manager
	Mr T Veck	Senior Groundsman
	Mr M Wanstall	Halls Manager
	Mrs C Wilkinson	Administration Officer

Members of the Public: 1

HG216/23 **To receive and accept apologies for non-attendance.**
Cllr R Stallard – Family Commitment.
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour.

HG217/23 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

HG218/23 **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.

HG219/23 **To approve the minutes from the meeting of the Halls & Grounds Committee – 21st November 2023**
Resolved: To approve the minutes of the Halls & Grounds Committee – 21st November 2023
Proposed: Cllr J Marsh
Seconded: Cllr A Webb
All in favour who were present at the meeting.

HG220/23 **Public Session**

The member of the public, the event organiser of Dynamo's Football Tournament, described the changes to the event proposal. This matter was an agenda item for consideration in the confidential section of the meeting. Dynamos had coordinated with the Bowls Club to avoid scheduling concurrent events. Portable toilets would be used for the tournament to remove the need to use the Clubhouse, utilities would still be accessed from the building.

A truck had been parking regularly in Jubilee Hall car park in the season ticket holder spaces. The driver had contacted the office in response to a written request that they stop using this area. It would be suggested again that they consider purchasing a season ticket for the car park.

ACTION: Administration Officer

At this point, the member of the public left the meeting.

The bottle banks at the Jubilee Hall were regularly being completed filled, with area becoming unsightly. The office was in communication with Winchester City Council to discuss means of resolving the issue.

ACTION: Administration Officer/Cllr Nicholson

A comment had been received via the website regarding the condition of the Montague Road bridleway. Options to improve the surface would be investigated, if necessary, after the ditch maintenance work. The ground level could be graded down towards the ditch to improve runoff.

The laurel to the rear of the Oak Road dog walking area had been cut back. One issue remained regarding whether an area of laurel had been missed.

ACTION: Administration Officer

The Community Support Officer had attended football at Priory Park on Saturday 16th December. Spectators were again observed to have taken their dogs onto the football fields, and some had requested dog waste bags from the CSO despite, dogs not being permitted on the pitches. This issue would be raised with Dynamos in writing.

ACTION: Administration Officer

The Gardening Club had requested the Council consider displaying the Club's trophies in one of their buildings. This would form a future agenda item.

ACTION: Administration Officer/Cllr Marsh

HG221/23 **Actions Arising from the meeting of the Halls & Grounds Committee – 21st November 2023**
Noted.

HG222/23 **Halls Manager's Written Report**
Noted. The dementia audit for the Jubilee Hall would be undertaken in January and findings would be brought to the attention of the Committee at their next meeting (action HG066/22).

HG223/23 **Senior Groundsman's Written Report**
Noted. The Play Area Inspection Reports had been received, no urgent actions and very few medium risk items were noted. The reports and their findings would be a future agenda item.

HG224/23 **Financial Position Year to Date**
Noted.

HG225/23 **Capital Control and Ear Marked Reserves Reports**
Noted.

HG226/23 **Grant Opportunities**
Noted. The possibility of seeking grant funding for the overflow car park at Priory Park was raised and would be discussed further as part of the agenda item later in the meeting.

HG227/23 **Albany Road Play Area Project Update – for information**
The public consultation was due to close on Friday 22nd December. Viewing sessions at the Jubilee Hall had been quiet, the Project Manager had begun collating the surveys completed online and in person and the results would be included in the papers for the Committee's January meeting.

HG228/23 **Southern Shared Pathway Update – for consideration**
Work was progressing with phase three of the project. A deeper base had been required to support the path at the bottom of Priory Park (the end nearest Bosworth Gardens). It was anticipated that the base layer of the path would be completed by Friday 22nd December, with the contractor returning in the new year to add the top surfacing to the pathway. The safety of the bridge between Priory Park and Bosworth Gardens had been improved.
Resolved: To recommend to the Finance, Policy and Resources Committee the approval of the additional payment of £1,500 to BQS Management Services Ltd for an additional layer of Type 3 base material for the lower section of the Southern Shared Pathway at Priory Park to reduce the risk of sinkage.

Proposed: Cllr J Marsh

Seconded: Cllr R Latham

All in favour

ACTION: Administration Officer

- HG229/23 Montague Road Play Area Project – for consideration**
Noted. The access gate area to the rear of the play area had become very muddy. Adding surfacing would be considered, this could potentially be installed at the same time as the surfacing work for the football goal. **ACTION: Project Manager**
- HG230/23 Facilities Review Project Update – for information**
A meeting of the WG had taken place earlier in the day to progress with the feasibility study in response to the request received from the Men's Shed. A meeting was to be scheduled with representatives of the Men's Shed in January.
The anticipated quotations from architects for Priory Park Clubhouse redesigns were discussed. Architects' previous projects would be reviewed to evaluate their suitability to the project.
- HG231/23 Skatepark Project Update – for information**
The Project Manager updated the committee regarding recent progress. Investigation was to be continued into whether the haul track could be upgraded to provide a permanent access pathway.
Ancillary items such as seating and bins would be considered in the new year and considerations such as the Make Space for Girls initiative would be taken into account.
- HG232/23 Correspondence: Request for Memorial Plaque or Bench – for consideration**
Further information about the type of bench would be requested, and the ongoing maintenance and location would be discussed with the correspondent. **ACTION: Administration Officer**
Resolved: To respond to the request to the effect that a memorial bench could potentially be installed on Parish Council land and to offer the play area at Albany Road or in the surrounds of the skate park as potential locations for consideration by the correspondent.
Proposed: Cllr B Nicholson
Seconded: Cllr M Pavey
All in favour. **ACTION: Administration Officer**
- HG233/23 Requests for Future Agenda Items**
Request from Gardening Club regarding display of trophies
Dementia Audit
Facilities Review – architects' quotations
- HG234/23 Date of next meeting – Tuesday 23rd January 2024**
Noted.
- HG235/23 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'.
- HG236/23 Priory Park Overflow Car Park Project Update – for consideration**
The tabled high-level costing and methodology received for the project was reviewed. The type of surfacing included would be used to form the basis of the project specification.
The need to demark spaces to ensure efficiency of parking was noted. The barrier or planter used in the centre of the design would need to be slim enough to allow for two rows of parking spaces. The current budgeted funds would need to be supported by additional funding. Grant funding would be sought, and the Committee's capital projects could be reviewed with a view to assessing the priority of the projects currently in plan, if grant funding could not be achieved.
Resolved:
i) **To draft a project specification based on the tabled project design and high-level costing.** **ACTION: Administration Officer**
ii) **To seek grant funding for the Priory Park Overflow Car Park project, applying to the Rural Prosperity funds if the project was found to satisfy the main objectives of the grant scheme.** **ACTION: Administration Officer**
Proposed: Cllr J Marsh

Seconded: Cllr M Pavey
All in favour

HG237/23

Estate Shed Shutter Door Quotations - for consideration

The merits of adding an additional access way to the Estate Shed and the associated costs were discussed. A single entrance with an integrated pedestrian door met the Council's current needs.

Resolved: To recommend to the F,P&R Committee the appointment of Waltham Shutter Door Services to supply and install a new Estate Shed shutter door at a cost of £2,290 excluding VAT.

Proposed: Cllr B Nicholson

Seconded: Cllr R Latham

All in favour

ACTION: Administration Officer

HG238/23

Jubilee Hall Solar Panel Tenders – for consideration

The Committee thanked the working group, including the Halls Manager for the time and effort in collating and summarising the large number of project tenders received.

Elements of the tenders such as the components and their varying capabilities as cost were discussed and evaluated with the working group answering questions and facilitating discussion.

Resolved:

- i) **To shortlist the following contractors to supply and install a solar panel and battery storage system at the Jubilee Hall in order of preference and to seek references for each of these contractors.**
 - **Cinergi (Option 2) Price quoted = £63,770.25 before VAT**
 - **Greener Future (Option 2) Price quoted = £61,635.98 before VAT**
 - **Amptech Price quoted = £64,973.00 before VAT**
- ii) **To recommend the shortlisted contractors to the Finance, Policy and Resources Committee for appointment to supply and install the solar panel and battery storage system at the Jubilee Hall.**

Proposed: Cllr R Latham

Seconded: Cllr A Webb

All in favour
Officer

ACTION: Halls Manager/Administration

HG239/23

Dynamos Tournament Draft Licence Document and Fee – for consideration

The event was discussed in depth the potential issues that could arise from the proposed tournament taking place on the same day as the preexisting all day booking for the Priory Park Clubhouse along with potential mitigating actions. Alternative options to offer Dynamos were suggested.

Parking issues, particularly if ground conditions were unfavourable for parking on the football field, were of significant concern and the impact this could have on the set-up team and attendees at function taking place in the Priory Park Clubhouse.

Resolved:

- i) **To decline Dynamos' request to use the Priory Park football pitches on the morning of Saturday 25th May for their proposed tournament.**
- ii) **To offer Dynamos the use of Priory Park Football pitches on Sunday 26th May and Bank Holiday Monday 27th May, and to waive the bank holiday additional charges in this instance.**
- iii) **To offer Dynamos the alternative venue of the Hoe Road Recreation Ground for the original proposed dates of Saturday 25th May and Sunday 26th May.**
- iv) **To approve the draft licence document and fee tabled for recommendation to the Finance, Policy and Resources Committee.**

Proposed: Cllr T Wilson

Seconded: Cllr A Webb

5 in favour, 1 abstention

ACTION: Administration Officer

There being no further business the meeting closed at 21:07 pm.

Bishops Waltham Parish Council

Actions Arising for the Halls & Grounds Committee for meeting 23.01.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
HG18/19, HG7/21/19, HG10/1/19, HG203/19, HG212/19, HG89/20, HG117/20, HG147/20, HG163/20, HG18/21, HG73/21	Priority Meadow Information Board	Order Information Board	Order to be placed	EM	Agenda item May 21. Board approved. Awaiting final order to be placed. Preferred supplier gone into liquidation, alternative supplier being sought.
HG14/21	BWPC publicity leaflet	To draft a leaflet	Sep-21	AO/Bookings Clerk	In progress
HG83/21	Ditches Work	iii) To seek quotes for shutter at AR iv) To draw up maintenance schedule	iii) Closing iv) Complete	DEO/TV	See agenda item 21 for ditch maintenance schedule. Shutter for Albany Road need to consider importance action item proposed for closure.
HG194/21	Community Garden	Working group to assess demand for community garden	Proposed for closure	PW/MP/JW	Place included in Feb Bishop's Waltham Matters.
HG057/22	Increasing CCTV coverage	To investigate possibility of covering i) Hoe Road play area ii) Priory Park football pitches	August	Clerk	i) Quotation received from current supplier
HG066/22	Dementia-Friendly Audits of Buildings	To undertake audits at Parish Council buildings	In progress	Halls Manager	Audit undertaken at Priory Park Clubhouse. Will be performed for JH then brought to committee.
HG160/22	Gas Supply to Jubilee Hall	To obtain prices for energy consultant to discuss alternative heating.	December	Halls Manager	Ongoing. Will follow from appointment of a solar supplier.
HG162/22	Portable Appliance Testing	To identify contractor to undertake testing.	December	Halls Manager	2 quotes obtained, third awaited.
HG167/22	Playground Inspections	To replace damaged swing at Priory Park play area	December	Snr Groundsman	Replacement seats added to purchase list originating from the annual play area inspection.
HG191/22	Allotments Fencing Proposal	To gather quotations for fencing required for access to dog-walking area	On hold	Clerk	On hold until fencing along Albany Road is in place gate installed across the track to the Cricket Ground
HG199/22	Antisocial Driving	To investigate whether it would be possible to improve the CCTV provision in the Priory Park car park.	January	Clerk	
HG199/22	Antisocial Driving	To gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	January	Clerk	1 quotation obtained.
HG200/22	Play Area Safety Inspections	To continue to address actions identified in report and to provide progress report to Committee.	Closing	Snr Groundsman/Clerk	Superseded. See agenda item 22 for summary of 2024 reports
HG237/22	Tree Survey Report	To gather quotations for tree works identified, including the additional pine at Priory Park, and replace felled trees with new where possible.	February	Clerk	Ongoing. Work complete at Victoria Road, Hoe Road. Quotations being gathered for Priory Park, and Oak Road.
HG267/22	Priory Park Clubhouse Wastewater Drainage	To proceed with gathering quotations for the repair to collapsed section of pipe.	March	Halls Manager	In progress. First quote received, 2 more to follow.
HG288/22	Public Session - Memorial Trees	To draft some guidelines for memorial trees	May	Cllr Pavey	English Heritage document identified to serve as first draft. Proposal planned for September H&G
HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
HG332/22	Skatepark CCTV proposal	To gather quotations for CCTV system.	May	Project Manager	
HG332/22	Skatepark CCTV proposal	To investigate funding opportunities mentioned in the Southern Parishes minutes	May	Project Manager	
HG337/22	Jubilee Hall Car Park Report	Research alternative ticketing solutions.	May	Clerk/Cllr Pavey	
HG337/22	Jubilee Hall Car Park Report	Investigate high speed charger providers	May	Halls Manager/Cllr Webb	Currently investigating mid speed options. Meeting scheduled with supplier.
HG007/23	Public session - car park solar panels	To investigate whether solar panels could be installed above BWPC car parks	Proposed for closure	Clerk/Halls Manger	Proposed for closure due to progress with current solar project.
HG019/23	Correspondence Request from BW Gardening Club	Investigate parking location options for future agenda item	July	Clerk	
HG019/23	Correspondence Request from BW Gardening Club	Research permitted uses of SINC land	June	Clerk	Preliminary research undertaken by Project Manager
HG082/23	Proposal for display of commemorative paintings	Action proposed display of commemorative paintings	Complete	Halls Manager	Need to add descriptions to show what events were
HG106/23	Southern Footpath	To bring final designs and production and installation costs to committee meeting	September	Projects Manager	To be considered in November committee meeting
HG123/23	Public Session - Dynamos parking	To remind Dynamos to schedule kick-off times with parking and access in mind.	Complete	Clerk	
HG134/23	Montague Road Ditch Report	Send letter to neighbouring residents informing them of the planned work and Deed of Access.	October	Clerk	
HG138/23	Facilities Review Update	To approach architects with initial requirements.	October	Project Manager	2 architects approached.
HG150/23	Public Session - Montague Road wildflower area	To bring residents suggestion to the committee as a future agenda item.	November	Clerk	

HG156/23	Budget Setting 2023-2024	To consider Jubilee Hall car park costs	November	Budgeting Working Group	
HG162/23	Montague Road Ditch Report	To consider impact of the ditch on whether Deed of Access could/should be granted to residents alongside bridleway.	November	Clerk	
HG165/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	In progress, see agenda item 19.
HG166/23	Proposal for key safe at PP for football hirers	To research whether key safe is possible within Council's insurance policy.	November	Clerk	
HG166/23	Proposal for key safe at PP for football hirers	To install key safe with risk mitigations in place.	November	Halls Manager	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	November	Clerk	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether financial regulations require additional quotations to be obtained.	November	Clerk	
HG185/23	Public Session - Priory Park Security	To take necessary action to secure building	December	Halls Manager	
HG187/23	Halls Manager's Written Report	To investigate condition of Jubilee Hall roof	December	Halls Manager	
HG191/23	Grant Opportunities	Consider whether perimeter track project might fit well with Hampshire Active Health Programme grant opportunity	December	Cllr Webb/Cllr Pavey	
HG191/23	Grant Opportunities	Inform community groups of the Hampshire Active Health Programme fund	December	Clerk	
HG192/23	Funding Opportunities	Inform committee of funding opportunities	Closing	Clerk	Closing, REPF application now submitted. Approval received from Council Chair and FP&R.
HG192/23	Funding Opportunities	Subject to Council approval, to apply to the Rural England Prosperity Fund for the decarbonisation of the Jubilee Hall.	Closing	Clerk	Superseded by HG236/23
HG192/23	Funding Opportunities	Subject to Council approval, to apply to the UK Shared Prosperity Fund to help fund electric vehicle chargers.	Closing	Clerk	WCC informed BWPC that fund is oversubscribed. See agenda item 13 for alternative funding option.
HG194/23	Southern Shared Pathway Update	To proceed with gathering quotations for phase 4 of Shared Southern Pathway.	February	Projects Manager	See agenda item 14
HG200/23	Allotments Remedial Work and Vehicle Access Route	To consult with Winchester City Council's Planning Department to confirm whether work could proceed.	December	Clerk	
HG211/23	Request from Men's Shed	To consider request and report back to H&G.	Complete	Facilities Review WG	See Facilities Review agenda item 16
HG220/23	Public Session - JH car park	Contact driver to suggest season ticket	Complete	Clerk	Employer was very helpful, we have requested they complete the form so that invoice can be created.
HG220/23	Public Session - JH bottle banks	Discuss means of resolving issue (WCC)	December	Cllr Nicholson/Clerk	
HG220/23	Public Session - Oak Rd laurel	Resolve with issue raised by resident that area had been missed	December	Clerk	In progress. Contractor due to visit week commencing 22.01.24
HG220/23	Public Session - Dynamos Dogs on pitches	Raise issue with Dynamos	December	Clerk	
HG220/23	Public Session - Gardening Club Request	Bring as future agenda item	Complete	Clerk/Cllr Marsh	See agenda item 20.
HG228/23	Southern Shared Pathway Update	Recommend to FP&R the approval of payment for additional layer of type 3	Complete	Clerk	Approved by FP&R 09.01.24
HG229/23	Montague Road Play Area Project	Investigate cost of area of surfacing under rear gate to play area	December	Project Manager	
HG232/23	Correspondence - Request for memorial bench	Respond to gather information about type of bench and ongoing maintenance	Complete	Clerk	Suggestions supplied, response awaited.
HG232/23	Correspondence - Request for memorial bench	Offer suggested location for bench, near skatepark or Albany Road play area	Complete	Clerk	Correspondent discussing suggestion with family members.
HG236/23	Priory Park Overflow Car Park	Draft project specification	Complete	Clerk	Agenda item 27.
HG236/23	Priory Park Overflow Car Park	Seek grant funding	Complete	Clerk	Grant application to Rural England Prosperity Fund submitted 05.01.24
HG237/23	Estate Shed Shutter Door	Recommend to FP&R the appointment of contractor	Complete	Clerk	Approved by FP&R 09.01.24
HG238/23	Jubilee Hall Solar Panel Tenders	Recommend to FP&R the shortlisted contractors and seek references	Complete	Clerk	Proposed for consideration in Full Council 16.01.24
HG239/23	Dynamos Tournament	Offer use of PP on 26th/27th May or HR 25th/26th May	Complete	Clerk	Event team has moved event dates to 26th/27th to be held at PP and remove clash with booking in the Clubhouse on 25th May.
HG239/23	Dynamos Tournament	To recommend the draft licence fee and agreement to FP&R	Complete	Clerk	Approved by FP&R 09.01.24

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 23rd January 2024

Halls Manager's Report – *for information*

General

Dementia audits

Facilities leaflet

Annual face-to-face hirer review meetings

Review Caretaker Clean content and charges

Review cost and charges of event set-up and clear-down

Bookings this month

JH 1 party, 1 performance, 1 AGM/Social, 1 x quiz

PP 1 Family meal

Fire equipment serviced

Water Testing

Jubilee Hall

Gold room floor resurfaced between Christmas and New Year

2 future hirer site visits

Priory Park

Electric / hot water issue still under investigation

2 future hirer site visits

Hoe Road

Roof repairs conducted

Kitchen light replaced

Well House

2 site visits

Minor maintenance and decorative works started

Plumbing issues addressed

Halls Manager
16.01.24



Halls and Grounds Committee – 23rd January 2024

Senior Groundsman's Report – *for information*

No vandalism to report.

The hedge work that it was possible for the contractor to access has been completed. We are completing other smaller areas.

I have liaised with the Project Manager regarding the new footpath at Priory to try and ensure we are left with a manageable edging of the path in terms of grass maintenance.

I have worked with the Administration Officer to compile a list of the ditches on the grounds, along with a maintenance plan.

We had another ingress of water into the tractor shed last week. This has become a more and more of a problem in recent times. Even when the water does not quite reach the door, we still have a large area of water, inches deep, the width of the shutter door, and as long. This makes for difficult access. Also, once the water dissipates, we are left with a film of slippery mud. In my opinion this is a health and safety issue.

We spent some time investigating the manholes, and we found that the one of them halfway up the bottom car park covers the mains drain. I think that if a channel drain was installed above this manhole and it was piped into the main drain, it might go a long way to alleviating the issue. I spoke to the Admin Officer, and we agreed to obtain quotations for this.

I arranged a viewing with Chase Vans for the Lengthsman's van and we were able to obtain a sale price from them of £1250.00.

Priory Meadow paths - areas of the Priory Meadow path surfacing have been washed away by the heavy rainfall over recent weeks. The total length of the path on both sides is 460 metres. Approximately 80 metres have been badly eroded by the rain and need action as soon as is practicable. These damaged areas are at the very top and very bottom of the meadow.

The remainder of the path is generally in poor condition with some parts partly washed away, it is also uneven and not particularly easy to walk on. This is all due to general wear and tear over the years, along with water erosion. Also, over the years there has been a gradual ingress of soil onto the path from the sides and therefore grass, this section of the path which started at one metre wide is now reduced to one third of that on one side and about half on the other. The lesson learnt from this is the necessity to weed kill any new paths periodically to ensure that this does not re-occur.

At the very least the damaged areas need to be repaired. In my view the time has come for the whole path to be re-done if possible.

I would recommend that any work done here needs to be completed by a contractor. I know from previous experience that us filling in the worst of the washed away areas is almost a waste of time. We have already done this on numerous occasions, a few times on this path, and also on the old path that used to run down to the skatepark. Patch up repairs soon wash away again.



Bishop's Waltham Parish Council

I would also suggest you consider Type1 path material, as used on the recent new paths, rather the current Type 3. This being much smoother and tightly compacted I would imagine will be less likely to wash away.

It would also be a good idea to include a small area around the bench seat/table which gets very muddy.

Senior Groundsman
16.01.24

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200</u> <u>Grounds - General</u>											
4276 Contractor - Dog Bins Sycing	(930)	850	(80)	(2,648)	2,550	5,198	(3,400)		752	77.9%	
4290 Contractor - Hedge Cutting	0	0	0	0	2,250	2,250	(2,250)		2,250	0.0%	
4312 Materials - Ground Maintenance	(31)	125	94	(677)	1,125	1,802	(1,500)		823	45.1%	
4315 Materials - Dog Dispenser Bags	0	50	50	(151)	250	401	(300)		149	50.3%	
4319 Materials - Lining Paint	0	0	0	(638)	0	638	0		(638)	0.0%	
<u>210</u> <u>Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	1	1	0	1			100.0%	
1115 Land Lease - Scouts Building	0	1	1	2	2	0	2			100.0%	
1127 Contract Hire - Tennis Courts	0	0	0	1,263	1,155	(108)	1,540			82.0%	
1211 Hire Fees - Grounds	0	0	0	891	900	9	900			99.0%	
1212 Hire Fees - Football Pitches	153	0	(153)	293	0	(293)	0			0.0%	
4270 Contractor - Aboricultural	0	0	0	0	400	400	(400)		400	0.0%	
4313 Materials - Signage	0	0	0	0	50	50	(50)		50	0.0%	
4326 Mtee - Tennis Courts	0	0	0	0	100	100	(100)		100	0.0%	
<u>220</u> <u>Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	0	0	0	111	104	(7)	74			150.1%	
1151 Annual Hire - Football Pitches	756	828	72	2,659	4,968	2,309	7,452			35.7%	
1212 Hire Fees - Football Pitches	(63)	100	163	784	800	16	1,000			78.4%	
4270 Contractor - Aboricultural	0	0	0	0	800	800	(800)		800	0.0%	
4280 Contractor - Grounds	0	0	0	(8,900)	6,500	15,400	(6,500)		(2,400)	136.9%	
4291 Contractor - Knotweed Treatment	0	0	0	0	100	100	(100)		100	0.0%	
4295 Contractor - Ditch Clearance	0	0	0	(400)	1,125	1,525	(1,125)		725	35.6%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent to/from EMR
4311 Materials - Locks and Keys	0	0	0	0	0	0	(50)		50	0.0%
4312 Materials - Ground Maintenance	0	0	0	(100)	0	100	0		(100)	0.0%
4313 Materials - Signage	0	0	0	0	0	0	(50)		50	0.0%
4319 Materials - Lining Paint	0	0	0	(706)	0	706	(500)		(206)	141.1%
4329 Mtce - Fencing	0	0	0	(33)	100	133	(100)		67	33.3%
<u>225 Grounds - Albany Road Cricket</u>										
1105 Land Lease - Cricket Ground	0	0	0	1,471	1,377	(94)	972			151.3%
4270 Contractor - Aboricultural	0	0	0	0	50	50	(50)		50	0.0%
4329 Mtce - Fencing	0	0	0	0	50	50	(50)		50	0.0%
<u>226 Grounds - Albany Road Allment</u>										
1102 Land Lease - Allotments	0	1	1	1	1	0	1			100.0%
4101 Prof Fees - Tree Surveys	0	0	0	(520)	0	520	0		(520)	0.0%
4270 Contractor - Aboricultural	0	0	0	(80)	400	480	(400)		320	20.0%
<u>230 Halls - General</u>										
1201 Hire Fees - Skittle Alley	0	0	0	75	0	(75)	0			0.0%
1252 Hire Fees - Caretaking Staff	0	0	0	140	0	(140)	0			0.0%
4107 Prof Fees - Health & Safety	0	0	0	(475)	1,000	1,475	(1,000)		525	47.5%
4110 Prof Fees - Fire Risk Assmnt	0	0	0	0	750	750	(750)		750	0.0%
4170 Advertising - Halls	0	0	0	(150)	250	400	(250)		100	60.0%
4309 Materials - Cleaning	(102)	0	(102)	(649)	750	1,399	(1,000)		351	64.9%
4310 Materials - Tools / Minor Items	0	0	0	(72)	100	172	(100)		28	71.9%
4316 Materials - Kitchen Supplies	0	0	0	(17)	100	117	(100)		84	16.5%
4320 Mtce - H & S Conformances	0	0	0	(82)	0	82	0		(82)	0.0%

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2023

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>240 Hoe Road Pavilion</u>											
1131 Contract Hire - Kitchen	0	0	0	355	321	(34)	428			82.8%	
1132 Contract Hire - Rooms	0	0	0	4,521	4,089	(432)	5,452			82.9%	
1133 Contract Hire - Storage	0	0	0	74	66	(8)	88			83.9%	
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%	
4277 Contractor - Water Monitoring	(60)	64	4	(703)	728	1,431	(1,000)		297	70.3%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(500)		500	0.0%	
4320 Mtce - H & S Conformances	0	0	0	0	250	250	(250)		250	0.0%	
4332 Mtce - Alarm & CCTV Systems	(51)	59	9	(623)	523	1,146	(700)		77	89.0%	
4336 Mtce - Building Fabric	0	0	0	0	1,000	1,000	(2,000)		2,000	0.0%	
4337 Mtce - Building Services	(233)	0	(233)	(648)	500	1,148	(1,000)		352	64.8%	
4338 Mtce - Internal Decoration	0	0	0	0	1,000	1,000	(2,000)		2,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	500	500	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	(74)	72	(2)	(662)	648	1,310	(720)		58	91.9%	
4343 Electricity	29	0	29	1,866	4,273	2,407	(6,500)		8,366	(28.7%)	
4345 Water	0	100	100	(492)	801	1,293	(1,200)		708	41.0%	
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>250 Priory Park Clubhouse</u>											
1158 Annual Hire - Rooms	103	0	(103)	508	649	141	708			71.7%	
1161 Annual Hire - Storage	46	0	(46)	224	286	62	312			71.8%	
1220 Hire Fees - Rooms	1,166	1,250	84	13,422	11,233	(2,189)	15,000			89.5%	
1223 Hire Fees - Storage	16	15	(1)	142	135	(7)	180			78.8%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent to/from EMR
4102 Prof Fees - P A Testing	0	0	0	0	75	75	(75)		75	0.0%
4142 Performing Rights - Music Fees	0	0	0	14	500	486	(500)		514	(2.8%)
4158 Premises Licence	0	0	0	(14)	21	35	(21)		7	66.7%
4275 Contractor - Trade Waste	0	0	0	(960)	1,200	2,160	(1,200)		240	80.0%
4277 Contractor - Water Monitoring	(60)	64	4	(562)	728	1,290	(1,000)		438	56.2%
4281 Contractor - Window Cleaning	0	49	49	(320)	443	763	(590)		270	54.2%
4285 Contractor - Hygiene Waste	0	0	0	(1,746)	1,473	3,219	(1,040)		(706)	167.9%
4307 Materials - Defib Equipment	0	0	0	0	500	500	(500)		500	0.0%
4311 Materials - Locks and Keys	0	0	0	0	0	0	(50)		50	0.0%
4313 Materials - Signage	0	0	0	0	0	0	(100)		100	0.0%
4320 Mtce - H & S Conformances	0	0	0	(60)	100	160	(250)		190	24.0%
4331 Mtce - Car Parks	0	0	0	(1,100)	500	1,600	(500)		(600)	220.0%
4332 Mtce - Alarm & CCTV Systems	(40)	59	19	(360)	523	883	(700)		340	51.4%
4336 Mtce - Building Fabric	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%
4337 Mtce - Building Services	(160)	0	(160)	(470)	1,000	1,470	(1,000)		530	47.0%
4338 Mtce - Internal Decoration	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%
4339 Mtce - External Decoration	0	0	0	0	1,000	1,000	(1,000)		1,000	0.0%
4341 Non Domestic Rates	(254)	250	(4)	(2,291)	2,245	4,536	(2,495)		204	91.8%
4343 Electricity	0	0	0	1,607	1,311	(296)	(2,100)		3,707	(76.5%)
4344 Gas	(363)	0	(363)	(655)	1,144	1,799	(2,100)		1,445	31.2%
4345 Water	0	0	0	(207)	674	881	(1,000)		793	20.7%
4350 Minor Assets	0	0	0	94	0	(94)	(250)		344	(37.7%)

Detailed Income & Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

260 The Jubilee Hall Building

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1087 Income - PAT Recharge	0	0	0	0	100	100	100			0.0%	
1153 Annual Hire - Diamond Suite	296	275	(21)	2,688	2,475	(193)	3,300			80.8%	
1220 Hire Fees - Rooms	2,337	3,000	663	26,028	27,000	972	36,000			72.3%	
1223 Hire Fees - Storage	0	18	18	(25)	146	171	200			(12.6%)	
1225 Hire Fees - Kitchen	134	168	34	1,318	1,496	178	2,000			65.9%	
4102 Prof Fees - P A Testing	0	0	0	0	360	360	(360)		360	0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	(150)	185	335	(185)		35	81.1%	
4142 Performing Rights - Music Fees	0	0	0	(168)	0	168	(500)		332	33.6%	
4158 Premises Licence	0	0	0	(14)	0	14	(21)		7	66.7%	
4270 Contractor - Aboricultural	0	0	0	0	200	200	(200)		200	0.0%	
4275 Contractor - Trade Waste	(24)	0	(24)	(2,396)	2,500	4,896	(2,500)		104	95.8%	
4277 Contractor - Water Monitoring	(60)	64	4	(720)	728	1,448	(1,000)		280	72.0%	
4281 Contractor - Window Cleaning	0	67	67	(340)	590	930	(791)		451	43.0%	
4282 Contractor - Cleaning	0	750	750	0	750	750	(750)		750	0.0%	
4285 Contractor - Hygiene Waste	0	0	0	(3,021)	2,800	5,821	(1,800)		(1,221)	167.8%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(500)		500	0.0%	
4309 Materials - Cleaning	0	0	0	0	150	150	(200)		200	0.0%	
4311 Materials - Locks and Keys	0	0	0	0	50	50	(50)		50	0.0%	
4313 Materials - Signage	0	0	0	0	100	100	(100)		100	0.0%	
4316 Materials - Kitchen Supplies	0	0	0	(43)	40	83	(50)		7	86.8%	
4320 Mice - H & S Conformances	0	0	0	0	500	500	(500)		500	0.0%	
4332 Mice - Alarm & CCTV Systems	(40)	68	28	(360)	596	956	(800)		440	45.0%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4336 Mtce - Building Fabric	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4337 Mtce - Building Services	(936)	0	(936)	(2,011)	3,000	5,011	(3,000)		989	67.0%	
4338 Mtce - Internal Decoration	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	1,000	1,000	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	(668)	650	(18)	(6,012)	5,850	11,862	(6,500)		488	92.5%	
4343 Electricity	0	0	0	(3,646)	3,248	6,894	(6,000)		2,354	60.8%	
4344 Gas	(657)	0	(657)	(2,702)	5,250	7,952	(7,250)		4,548	37.3%	
4345 Water	0	0	0	(498)	600	1,098	(800)		302	62.2%	
4350 Minor Assets	0	0	0	(202)	0	202	(250)		48	80.8%	
<u>281 Jubilee Hall Car Park & Ground</u>											
1088 Income - Electric Charge M/C's	0	0	0	294	750	456	1,000			29.4%	
1089 Income - Car Parking M/C's	73	209	136	760	1,873	1,113	2,500			30.4%	
1152 Annual Hire - Season Tickets	0	0	0	185	1,000	815	1,000			18.5%	
1211 Hire Fees - Grounds	0	0	0	42	42	0	42			99.2%	
4150 Ticket M/C Card Charges	(185)	209	24	(1,657)	1,873	3,530	(2,500)		843	66.3%	
4270 Contractor - Aboricultural	0	0	0	(350)	400	750	(400)		50	87.5%	
4281 Contractor - Window Cleaning	0	20	20	(80)	180	260	(250)		170	32.0%	
4286 Contractor - Car Park Tickets	0	0	0	(415)	275	690	(350)		(65)	118.6%	
4287 Contractor - E'tric Charge Mac	0	0	0	0	370	370	(500)		500	0.0%	
4313 Materials - Signage	0	0	0	0	250	250	(250)		250	0.0%	
4314 Materials - Parking Permits	0	0	0	0	150	150	(150)		150	0.0%	
4325 Mtce - Car Park Ticket M/C's	(197)	200	3	(394)	1,000	1,394	(1,200)		806	32.8%	
4329 Mtce - Fencing	(25)	0	(25)	(25)	0	25	(250)		225	9.9%	

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent to/from EMR
4331 Mtce - Car Parks	0	0	0	0	125	125	(250)		250	0.0%
4341 Non Domestic Rates	(825)	800	(25)	(7,427)	7,200	14,627	(8,000)		573	92.8%
4343 Electricity	(87)	67	(20)	(555)	599	1,154	(800)		245	69.4%
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%
<u>270 Well House</u>										
1126 Contract Hire - Well House	0	0	0	9,051	8,401	(650)	10,100			89.6%
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%
4320 Mtce - H & S Conformances	0	0	0	0	250	250	(500)		500	0.0%
4337 Mtce - Building Services	(130)	0	(130)	(969)	250	1,219	(500)		(469)	193.7%
<u>280 Grounds Management</u>										
4102 Prof Fees - P A Testing	0	0	0	0	150	150	(150)		150	0.0%
4157 Road Tax & Insurance	0	0	0	(4,254)	2,971	7,225	(2,200)		(2,054)	193.4%
4274 Contractor - Waste Skip Hire	0	418	418	(1,729)	2,082	3,811	(2,500)		771	69.2%
4305 Op Costs - Tractors&Mowers	(423)	584	161	(5,104)	5,248	10,352	(7,000)		1,896	72.9%
4306 Op Costs - P C Vehicles	(65)	500	435	(2,576)	4,500	7,076	(6,000)		3,424	42.9%
4309 Materials - Cleaning	0	0	0	(107)	100	207	(150)		43	71.4%
4310 Materials - Tools / Minor Items	(33)	167	134	(120)	1,499	1,619	(2,000)		1,880	6.0%
4311 Materials - Locks and Keys	0	0	0	(12)	25	37	(50)		38	24.6%
4312 Materials - Ground Maintenance	0	30	30	(160)	270	430	(360)		200	44.3%
4332 Mtce - Alarm & CCTV Systems	(23)	25	3	(1,761)	225	1,986	(300)		(1,461)	587.1%
4337 Mtce - Building Services	0	0	0	(492)	1,000	1,492	(1,000)		508	49.2%
4343 Electricity	0	0	0	(654)	2,611	3,265	(5,000)		4,346	13.1%
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>290 Playgrounds & Leisure Areas</u>											
4109 Prof Fees - Safety Inspections	(608)	0	(608)	(608)	750	1,358	(750)		143	81.0%	
4144 Lease - Oak Road Play Area	0	0	0	(205)	229	434	(145)		(60)	141.7%	
4270 Contractor - Arboricultural	(1,700)	0	(1,700)	(6,560)	3,000	9,560	(3,000)		(3,560)	218.7%	
4280 Contractor - Grounds	0	0	0	(245)	3,200	3,445	(3,200)		2,955	7.7%	
4283 Contractor - Weed Killing	0	0	0	0	650	650	(650)		650	0.0%	
4313 Materials - Signage	0	0	0	(203)	250	453	(500)		297	40.6%	
4320 Mtce - H & S Conformances	0	0	0	0	1,500	1,500	(2,000)		2,000	0.0%	
4327 Mtce - Play & Leisure Equipmnt	0	0	0	(1,853)	3,375	5,228	(4,500)		2,647	41.2%	
4329 Mtce - Fencing	0	0	0	(595)	1,000	1,595	(1,000)		405	59.5%	
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>299 Capital - Halls & Grounds</u>											
1099 Income - Asset Disposals	303	0	(303)	303	0	(303)	0			0.0%	
1334 WCC CIL Funding 2023-24	45,000	0	(45,000)	95,000	45,000	(50,000)	45,000			211.1%	95,000
1335 WCC S106 Funding 2023-24	0	0	0	0	50,000	50,000	50,000			0.0%	
4350 Minor Assets	0	0	0	(1,011)	750	1,761	(750)		(261)	134.8%	
4364 Southern Footpath Cycleway	0	0	0	(41,938)	105,000	146,938	(105,000)		63,062	39.9%	41,938
4381 Replace Pick Up Truck	0	0	0	0	17,000	17,000	(17,000)		17,000	0.0%	
4386 Floor Polisher JH	0	0	0	0	1,500	1,500	(1,500)		1,500	0.0%	
4388 CCTV Hoe Road	0	0	0	0	5,000	5,000	(5,000)		5,000	0.0%	
4390 Replace Skate Park	(53,000)	0	(53,000)	(57,863)	195,000	252,863	(195,000)		137,137	29.7%	57,863
4393 Solar Panels on JH Roof	0	0	0	0	60,000	60,000	(60,000)		60,000	0.0%	
4398 Resurface Play Areas	0	0	0	(5,165)	10,000	15,165	(10,000)		4,835	51.6%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Replace Play Area Equipment	0	0	0	(10,256)	0	10,256	0		(10,256)	0.0%	10,256
4420 Costs-Purchase of Community	0	0	0	(2,174)	0	2,174	0		(2,174)	0.0%	2,174
4432 Montague rd Play Areas	(660)	0	(660)	(106,758)	135,557	242,315	(135,557)		28,799	78.8%	106,758
4450 Extend Parking PP	0	0	0	0	57,849	57,849	(57,849)		57,849	0.0%	
4487 Building Maintenance	0	0	0	0	11,000	11,000	(11,000)		11,000	0.0%	
4500 Albany Road Play Park	0	0	0	0	59,401	59,401	(59,401)		59,401	0.0%	
4501 Resurface Golf Room Floor	(1,955)	0	(1,955)	(1,955)	4,000	5,955	(4,000)		2,045	48.9%	
4505 Costs-Sale of Community Asset	0	0	0	(150)	0	150	0		(150)	0.0%	150
4507 Bin Store (JH)	0	0	0	(2,787)	0	2,787	0		(2,787)	0.0%	
Grand Totals:- Income	50,320	5,865	(44,455)	162,559	164,370	1,811	185,352			87.7%	
Expenditure	64,628	6,361	(58,267)	316,039	788,771	472,732	819,235	0	503,196	38.6%	
Net Income over Expenditure	(14,308)	(496)	13,812	(153,480)	(624,401)	(470,921)	(633,883)				
plus Transfer from EMR	53,660			219,139							
less Transfer to EMR	45,000			95,000							
Movement to/(from) Gen Reserve	(5,648)			(29,341)							

Bishop's Waltham Parish Council
Halls and Grounds Committee
Capital Projects Control 2023-24 Budget
Month 9

Committee	G L Code	Description	Month Budgeted	EMR			Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
				Capital Budget £'s	Funding Budget £'s	Budget £'s				
Income	1099	Income - Asset Disposals	January	0	0	0	303	0	EMR 352 Well House	
	1334	WCC CIL Funding 2023-24	March	45,000	0	45,000	45,000	0	EMR 374 Replace Skate Park	
	1334	WCC CIL Funding 2023-24	March	50,000	0	50,000	50,000	0	EMR 373 SFC	
	1334	WCC CIL Funding 2023-24	24/25	0	0	0	0	40,000	EMR 376 Solar Panels £40,000	
	1334	WCC CIL Funding 2023-24	January	0	0	0	0	40,000	EMR 351 Purchase of Community Asset	
	1341	WCC S106 Funding 2023-24	November	0	0	0	0	25,815	EMR 373 SFC £25,815	
	1400	New Capital Receipt	November	0	0	0	0	0	EMR 353 (Well House) £335,000	
		Total Committee Income		95,000	0	95,000	95,303	105,815		
Expenditure	4350	Minor Assets	Apr/Jun/Sep	750	0	750	1,011	0	PAT Testing Machine/Goal Sockets/Teak Bench/Plaque	
	4357	Name Sign (JH)	February	0	0	0	0	5,000	EMR 380	
	4364	Southern Footpath / Cycleway	Jun-Feb	105,000	55,000	50,000	41,938	54,625	EMR 373	
	4365	Replace Tractor	24/25	0	0	0	0	0	EMR 330 (£33,500)	
	4368	Replace Topper/Mower	24/25	0	0	0	0	0	EMR 340 (£33,500)	
	4371	Electric Shutter Door (ES)	February	0	0	0	0	2,000	EMR 385	
	4381	Replacement Pick-Up Truck	Not expected	17,000	17,000	0	0	0	EMR 320	
	4386	Floor Polisher (JH)	February	1,500	1,500	0	0	1,500	EMR 375	
	4388	CCTV Hoe Road	February	5,000	5,000	0	0	5,000	EMR 370	
	4390	Replace Skatepark	May-Dec	195,000	150,000	45,000	57,863	110,145	EMR 374	
	4393	Solar Panels On Roof (JH)	24/25	60,000	60,000	0	0	0	EMR 376	
	4398	Resurface Play Areas	June	10,000	0	10,000	5,165	0	PP Resurfacing	
	4410	Resurface Play Area Equipment	April	0	0	0	10,256	0	EMR 325 CA Roundabout	
	4415	Resurface Tennis Courts	February	0	0	0	0	0	£6,000	
	4419	Purchase of Community Asset	December	0	0	0	0	180,000	EMR 351	
	4420	Costs - Purchase of Community Asset	Oct-Dec	0	0	0	2,174	8,576	EMR 351	
	4432	Montague rd Play Areas	Sep-Nov	135,557	135,557	0	106,758	0	EMR 315	
	4450	Extend Parking (PP)	March	57,849	57,849	0	0	0	EMR 377	
	4484	Stackable Chairs (JH)	February	0	0	0	0	1,800	EMR 390	
	4487	Building Maintenance	24/25	11,000	11,000	0	0	0	EMR 379	
	4500	Albany Road Play Park	24/25	59,401	59,401	0	0	0	EMR 378 (+£18,797 WCC-OSF)	
	4501	Resurface Gold Room Floor	January	4,000	0	4,000	1,955	0		
	4505	Costs - Sale of Community Asset	Jul-Dec	0	0	0	0	0	£15,000	
	4507	Bin Store (JH)	August	0	0	0	2,787	0		
		Total Committee Expenditures		662,057	552,307	109,750	229,907	368,646		
EMR Movements				0	0	0	124,139	262,831		
Total Net Committee Expenditures				567,057	552,307	14,750	10,465	0		

Ear Marked Reserves
2023-2024

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual Total Year	Budget Total Year	Closing Balance
315 EMR - Montague Road Play - S106/CIL	£0	£0	£0	£0	£22,437	£80,740	£525	£2,396	£25,660	£458	£0	£0	£132,216	£135,557	£491
316 EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
320 EMR - Replace Pick Ups - CYF	£0	£0	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£0
325 EMR - Replace Play Area Equipment - CYF	£10,256	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£0
330 EMR - Replace Tractor - CYF	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,256	£4,744	£4,744
335 EMR - Replace Transit Van - CYF	£0	£0	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,500	£3,500
340 EMR - Replace Topper / Mower - CYF	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,500	£11,000
341 EMR - Replace IT Equipment - CYF	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,500	£3,500
345 EMR - Election Expenses - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,580
350 EMR - Buildings Replace / Re/urb - CYF	£0	£0	£77,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
351 EMR - Purchase of Community Asset	£0	£0	£190,000	£0	£1,424	£0	£750	£40,000	£77,000	£4,000	£0	£0	£4,000	£2,000	£81,000
352 EMR - Sale of Asset	£0	£0	£0	£150	£0	£0	£0	£0	£0	£180,000	£32,174	£0	£0	£0	£0
353 EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
355 EMR - Resurface Tennis Courts - CYF	£0	£0	£14,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
360 EMR - Replace Bus Shelters - CYF	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£16,000
370 EMR - CCTV (HR) - CYF	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
371 EMR - Planter - HCC Grant	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
372 EMR - BW to Botley Brideway - CIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
373 EMR - Southern Footpath - CIL/WCIL/S106	£0	£0	£250	£11,870	£0	£671	£28,197	£49,050	£22,500	£19,068	£13,057	£0	£20,748	£55,000	£16,752
374 EMR - Replace Skate Park (PP) - CIL/WCIL	£147,446	£0	£680	£3,946	£284	£333	£0	£0	£25,000	£0	£0	£110,145	£140,008	£150,000	£7,438
375 EMR - Floor Polisher (JH) - CYF	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£0	£1,500	£1,500	£0
376 EMR - Solar Panels (JH) - CIL/WCIL	£59,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
377 EMR - Extend Parking (PP) - CIL	£55,178	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
378 EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
379 EMR - Building Maintenance - CYF	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
380 EMR - Name Sign (JH) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
385 EMR - Electric Shutter Door (ES) - CYF	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
390 EMR - Stackable Chairs (JH) - CYF	£1,800	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
391 EMR - WCC CIL Receipts 2019-20	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
392 EMR - WCC CIL Receipts 2020-21	£1,500	£0	£0	£0	£0	£0	£0	£0	£1,500	£0	£0	£0	£1,500	£0	£0
393 EMR - WCC CIL Receipts 2021-22	£22,011	£0	£0	£0	£0	£0	£0	£0	£17,000	£0	£0	£0	£17,000	£0	£5,011
394 EMR - WCC CIL Receipts 2022-23	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
395 EMR - WCC CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
396 EMR - SDNP CIL Receipts 2021-22	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
397 EMR - SDNP CIL Receipts 2022-23	£1,810	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
398 EMR - SDNP CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	£798,146	£9,595	£930	£15,066	£24,145	£81,744	£27,812	-£59,521	£53,660	£203,376	-£3,817	-£11,222	£342,288	£592,307	£500,858

Notes

Replace EMR's £20k - have historically come from general reserves - from 24/25 these will be budgeted for in the precept



Halls and Grounds Committee – 23rd January 2024

Quarterly Budget Review – *for consideration*

Each committee will review its actual expenditure against budgeted expenditure every quarter. Material variances over 25% should be detailed as per the Financial Regulations. Once each committee has reviewed the budget, any actions to modify the budget will need to be approved by the Finance, Policy and Resources Committee.

The Halls & Grounds Quarterly Budget Review is attached. This shows income has been higher than budgeted and expenditure lower than budgeted for the period October to December 2023.

Proposal: To consider the Halls and Grounds Committee Quarterly Budget Review as tabled.

Finance Manager
15.01.24

Halls and Grounds Committee

Code	Description	7 Oct	8 Nov	9 Dec	Actual Total Qtr	Budget Total Qtr	Variance	Change %	Material Variance Reason - over 25% of £2,000
Budget Total Year									
CC200 General Grounds									
Income									
Total Income									
4101	Prof Fees - Tree Surveys	£0	£0	£0	£0	£0	£0	N/A	
4276	Contractor - Dog Bins Svcing	£0	£0	£0	£0	£0	£0	N/A	
4290	Contractor - Hedge Cutting	£3,400	£0	£930	£930	£850	£80	9%	
4308	Materials - Flower Beds	£2,250	£0	£0	£0	£2,250	£2,250	100%	Not expected this Qtr
4312	Materials - Ground Maintenance	£1,500	£0	£0	£0	£0	£0	0%	
4315	Materials - Dog Dispenser Bags	£300	£47	£31	£91	£375	£284	76%	Expenditure lower than expected
4319	Materials - Lining Paint	£638	£0	£0	£0	£100	£638	100%	Not expected this Qtr
	Total Expenditure	£7,450	£47	£961	£1,659	£3,575	£1,916	54%	Moved from 220
	Total Net Expenditure over Income	£7,450	£47	£961	£1,659	£3,575	£1,916	54%	As above
CC210 Hose Road Grounds									
Income									
1103	Land Lease - Guides Building	£1	£1	£0	£1	£1	£0	0%	
1115	Land Lease - Scouts Building	£2	£1	£0	£1	£1	£0	0%	
1127	Contract Hire - Tennis Courts	£1,540	£0	£0	£421	£385	£36	9%	
1211	Hire Fees - Grounds	£900	£142	£0	£142	£150	£8	5%	
1212	Hire Fees - Football Pitches	£0	£13	£153	£293	£0	£293	Unbudgeted	New hirer unbudgeted
	Total Income	£2,443	£157	£153	£858	£537	£321	60%	Unbudgeted new hirer and Lease/Hire increases
Expenditure									
4101	Prof Fees - Tree Surveys	£0	£0	£0	£0	£0	£0	0%	
4270	Contractor - Aboricultural	£400	£0	£0	£0	£400	£400	100%	Not expected this Qtr
4313	Materials - Signage	£50	£0	£0	£0	£50	£50	100%	Not expected this Qtr
4326	Mice - Tennis Courts	£100	£0	£0	£0	£100	£100	100%	Not expected this Qtr
	Total Expenditure	£550	£0	£0	£0	£550	£550	100%	Not expected this Qtr
	Total Net Expenditure over Income	-£1,893	-£157	-£153	-£858	£13	£871	6700%	New hirer/increases and expenditure not required in this Qtr
CC220 Priory Park Grounds									
Income									
1106	Land Lease - Bows Facility	£74	£0	£0	£0	£0	£0	0%	
1151	Annual Hire - Football Pitches	£7,452	£756	£0	£2,268	£2,484	£216	9%	
1212	Hire Fees - Football Pitches	£1,000	£222	£63	£191	£300	£109	36%	Cancelled matches in November/December due to weather
	Total Income	£8,526	£978	£693	£2,459	£2,784	£325	12%	
Expenditure									
4101	Prof Fees - Tree Surveys	£0	£0	£0	£0	£0	£0	0%	
4270	Contractor - Aboricultural	£800	£0	£0	£0	£800	£800	100%	Not expected this Qtr
4280	Contractor - Ground Works	£6,500	£0	£0	£1,800	£6,500	£4,700	72%	Main expenditure in earlier Qtr
4291	Contractor - Knotweed Treatment	£100	£0	£0	£0	£100	£100	100%	Not longer required
4295	Contractor - Ditch Clearance	£1,125	£0	£0	£0	£1,125	£1,125	100%	Not expected this Qtr
4311	Materials - Locks & Keys	£50	£0	£0	£0	£0	£0	0%	
4313	Materials - Signage	£50	£0	£0	£0	£0	£0	0%	
4319	Materials - Lining Paint	£500	£0	£0	£0	£0	£0	0%	
4329	Mice - Fencing	£100	£0	£0	£0	£100	£100	100%	Not expected this Qtr
	Total Expenditure	£9,225	£0	£0	£1,800	£8,625	£6,825	79%	Expenditure not required in this Qtr
	Total Net Expenditure over Income	£699	-£788	-£693	-£659	£5,841	£6,500	111%	As above
CC225 Grounds - Albany Road (Cricket)									
Income									
1105	Land Lease - Cricket Ground	£972	£0	£0	£0	£0	£0	0%	
	Total Income	£972	£0	£0	£0	£0	£0	0%	
Expenditure									
4101	Prof Fees - Tree Surveys	£0	£0	£0	£0	£0	£0	0%	
4270	Contractor - Aboricultural	£50	£0	£0	£0	£50	£50	100%	Not expected this Qtr
4280	Contractor - Ground Works	£0	£0	£0	£0	£0	£0	0%	
4329	Mice - Fencing	£50	£0	£0	£0	£0	£0	0%	
	Total Expenditure	£100	£0	£0	£0	£50	£50	100%	As above
	Total Net Expenditure over Income	-£872	£0	£0	£0	£50	£50	100%	As above

CC226 Grounds - Albany Road (Allotments)

Income	£1	£0	£0	£0	£0	£0	£0	£0	0%	0%
1102 Land Lease - Allotments										
Total Income	£1	£0	£0	£0	£0	£0	£0	£0	0%	0%
Expenditure										
4101 Prof Fees - Tree Surveys	£0	£520	£0	£520	£0	£520	£0	£520	Unbudgeted	Unbudgeted for this Cost Centre
4270 Contractor - Arboricultural	£400	£80	£0	£80	£0	£80	£400	£320	80%	Not expected this Qtr
Total Expenditure	£400	£600	£0	£600	£0	£600	£400	£200	50%	As above
Total Net Expenditure over Income	£399	£600	£0	£600	£0	£600	£400	£200	50%	As above

CC230 Halls - General

Income	£0	£38	£0	£76	£0	£0	£0	£76	Unbudgeted	Unbudgeted income
1201 Hire Fees - Skittle Alley	£0	£38	£0	£76	£0	£0	£0	£76	Unbudgeted	Unbudgeted income
1202 Hire Fees - Tables / Chairs	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
1252 Hire Fees - Caretaking Staff	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
1253 Hire Fees - WHC Open/Closing	£0	£38	£0	£76	£0	£0	£0	£76	Unbudgeted	As above
Total Income	£0	£38	£0	£76	£0	£0	£0	£76	Unbudgeted	As above
Expenditure										
4000 Basic Salaries	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4001 Overtime Payments	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4002 Co Pension Contributions	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4003 Co Nat'l Ins'nce Contributions	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4008 Training Costs - Non Adm Staff	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4009 Expenses - Non Adm Staff	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4021 Mobile Telephone Hire & Calls	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4106 Prof Fees - Hardware Insp'ions	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4107 Prof Fees - Health & Safety	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4109 Prof Fees - Safety Inspections	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4110 Prof Fees - Fire Risk Assmnt	£1,000	£0	£0	£1,000	£0	£0	£0	£1,000	100%	Not expected this Qtr
4141 Safety, 1'st Aid & PPE	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4170 Advertising - Halls	£750	£0	£0	£750	£0	£0	£0	£750	100%	Not expected this Qtr
4309 Materials - Cleaning	£250	£150	£0	£100	£250	£100	£0	£750	40%	Budget remaining for further advertising
4310 Materials - Tools / Minor Items	£1,000	£51	£0	£251	£102	£250	£1	£1	2%	0%
4316 Materials - Kitchen Supplies	£100	£0	£0	£50	£0	£50	£0	£50	100%	Not expected this Qtr
4320 Mice - H & S Conformances	£250	£0	£0	£0	£0	£0	£0	£0	0%	0%
4350 Minor Assets	£350	£0	£0	£0	£0	£0	£0	£0	0%	0%
Total Expenditure	£3,450	£350	£0	£452	£2,350	£2,350	£0	£1,898	81%	As above
Total Net Expenditure over Income	£3,450	£312	£0	£376	£102	£102	£0	£1,974	84%	As above

CC240 Hoe Road Pavilion

Income	£428	£118	£0	£118	£107	£11	£11	£11	10%	10%
1131 Contract Hire - Kitchen	£428	£118	£0	£118	£107	£11	£11	£11	10%	10%
1132 Contract Hire - Rooms	£5,452	£1,507	£0	£1,507	£1,363	£144	£144	£144	11%	11%
1133 Contract Hire - Storage	£88	£25	£0	£25	£22	£3	£3	£3	14%	14%
1220 Hire Fees - Rooms	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
Total Income	£5,968	£1,650	£0	£1,650	£1,492	£158	£158	£158	11%	11%
Expenditure										
4096 Prof Fees- Halls Assessments	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4102 Prof Fees - P-A Testing	£100	£0	£0	£0	£100	£0	£0	£100	100%	Not expected this Qtr
4106 Prof Fees - Hardwire Inspections	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4277 Contractor - Water Monitoring	£1,000	£256	£60	£376	£230	£146	£146	£146	63%	Sep expenditure in October
4307 Materials - Defib equipment	£500	£0	£0	£0	£0	£0	£0	£0	0%	0%
4309 Materials - Cleaning	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4313 Materials - Signage	£0	£0	£0	£0	£0	£0	£0	£0	0%	0%
4320 Mice - H & S Conformances	£250	£0	£0	£0	£250	£0	£0	£250	100%	Not expected this Qtr
4332 Mice - Alarm & CCTV Systems	£700	£51	£51	£153	£175	£22	£22	£22	13%	Not expected in this Qtr
4336 Mice - Building Fabric	£2,000	£0	£0	£233	£0	£0	£0	£233	Unbudgeted	Not budgeted in this Qtr
4337 Mice - Building Services	£1,000	£0	£0	£0	£0	£0	£0	£0	0%	0%
4338 Mice - Internal Decoration	£2,000	£0	£0	£0	£0	£0	£0	£0	0%	0%
4339 Mice - External Decoration	£1,000	£0	£0	£0	£0	£0	£0	£0	0%	0%
4341 Non Domestic Rates	£74	£74	£74	£222	£216	£6	£6	£6	3%	3%
4343 Electricity	£6,500	£734	£0	£705	£2,500	£1,795	£1,795	£1,795	72%	Smart meter installed - expenditure lower than budgeted
4345 Water	£1,200	£197	£0	£197	£300	£103	£103	£103	34%	Expenditure lower than budgeted
Minor Assets	£250	£0	£0	£0	£0	£0	£0	£0	0%	0%
Total Expenditure	£17,220	£381	£1,116	£389	£3,771	£1,885	£1,885	£2,043	50%	As above
Total Net Expenditure over Income	£11,252	-£1,269	£1,116	£389	£2,279	£2,236	£2,043	£2,043	90%	As above

4381	Replace Pick Up Truck	£17,000	£0	£0	£0	£0	£0	£0	£0	0%	Not expected in this Qtr
4382	Replace Windows (JH)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4384	Water Bowser (ES)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4385	12 Tables & Trolley (FPCHSE)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4386	Floor Polisher (JH)	£1,500	£0	£0	£0	£0	£0	£0	£0	0%	
4387	Floor Scrubber - Ride on (JH)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4388	CCTV Hoie Road	£5,000	£0	£0	£0	£0	£0	£0	£0	0%	
4390	Replace Skate Park	£195,000	£0	£53,000	£0	£0	£0	£0	£53,000	Unbudgeted	Not expected in this Qtr
4391	Perimeter Track	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4393	Solar Panels on JH Roof	£60,000	£0	£0	£0	£0	£0	£0	£0	0%	
4394	Upgrade CCTV (JH)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4395	Upgrade Car Park & Track (HR)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4396	Extend ES Building	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4398	Resurface Play Areas	£10,000	£0	£0	£0	£10,000	£0	£0	£0	100%	Expenditure in Q1
4410	Window Blinds (JH)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4411	Replace Play Area Equip	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4414	Upgrade CCTV (PP)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4415	Building Replace / Refurb	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4415	Resurface Tennis Courts	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4418	Cordless Air Gun (ES)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4420	Cosis - Purchase of Community Asset	£0	£750	£0	£0	£0	£0	£0	£750	Unbudgeted	Unbudgeted in this Qtr
4426	Multi-tool, Battery & Charger	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4432	Montague rd Play Areas	£135,557	£525	£2,396	£660	£0	£0	£0	£3,581	Unbudgeted	Unbudgeted in this Qtr
4450	Extend Parking PP	£57,849	£0	£0	£0	£0	£0	£0	£0	0%	
4480	Sports Size MUGA (HR)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4481	Natural Wood Play Area	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4482	Water Based Play Area	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4483	5 Folding Tables (JH)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4484	Stackable Chairs (JH)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4485	Replace Clubhouse PP	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4487	Building Maintenance	£11,000	£0	£0	£0	£0	£0	£0	£0	0%	
4500	Albany Road Play Park	£59,404	£0	£0	£0	£0	£0	£0	£0	0%	
4501	Resurface Gold Room Floor (JH)	£4,000	£0	£0	£0	£0	£0	£0	£0	0%	
4502	Replace Goals (PP)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
4503	Replace Roundabout (CA)	£0	£0	£0	£0	£0	£0	£0	£0	0%	
	Total Capital Expenditure	£662,057	£29,472	£3,450	£55,615	£88,537	£119,750	£31,213	£76,516	26%	As above
	Total Net Capital Expenditure over Income	£567,057	£29,472	-£46,550	£10,312	-£6,766	£69,750	£76,516	£110%	110%	Expenditure less than expected in this Qtr
	Total Committee										
	Total Income	£90,352	£9,558	£9,645	£5,017	£24,220	£22,738	£1,482	£1,482	7%	Income higher than budgeted in this Qtr
	Total Expenditure	£157,178	£12,671	£4,097	£9,015	£25,783	£73,667	£47,884	£47,884	65%	Expenditure less than budgeted in this Qtr
	Total Net Revenue Expenditure	£66,826	£3,113	-£5,548	£3,998	£1,563	£50,929	£49,386	£49,386	97%	As above
	Total Capital Income	£95,000	£0	£50,000	£45,303	£95,303	£50,000	£45,303	£45,303	91%	Income higher than budgeted in this Qtr
	Total Capital Expenditure	£662,057	£29,472	£3,450	£55,615	£88,537	£119,750	£31,213	£105,988	26%	Expenditure less than budgeted in this Qtr
	Total Net Capital Expenditure	£567,057	£29,472	-£46,550	£10,312	-£36,238	£69,750	£105,988	£152%	152%	As above
	Total Net Committee Expenditure	£633,883	£32,585	-£52,098	£14,310	-£5,203	£120,679	£125,882	£125,882	104%	As above
	EMR Movements	£552,310	£29,472	-£46,654	£8,660	-£8,522	£55,000	£61,870	£61,870	112%	As above
	Total Revenue Expenditure	£81,573	£3,113	-£5,444	£5,850	£3,319	£65,679	£64,012	£64,012	97%	As above



Halls and Grounds Committee – 23rd January 2024

Grant Opportunities – *for information*

Grants applications submitted by Committees:

Grant Scheme	Purpose – Committee	Status
Heritage Fund	Telephone Box – CEC	Declined
County Councillor Grant	Warm Space Sessions – H&G	Granted
Cost of Living Fund (WCC)*	Thermal Imaging Cameras – CEC	Granted
District Small Grants Scheme	Coronation event – CEC	Granted
WCC Community Infrastructure Levy (CIL)	Solar Panels – H&G	£40k Granted
WCC Community Infrastructure Levy (CIL)	Purchase of building	£40k Granted

Grants being investigated/in progress:

Grant Scheme	Purpose - Committee	Status
HCC Parish and Town Council Investment Fund	Solar Panels – H&G	Invitation to Tender document being worked on by Halls Manager as it includes much of the same material required for the grant application for this fund.
Rural England Prosperity Fund	Priory Park Overflow Car Park Extension and improvement	Submitted, additional information requested.
Go Greener Faster - WCC		See agenda item 13.

Proposal: To note the above.

Administration Officer 17.01.24



Halls and Grounds Committee – 23rd January 2024

Go Greener Faster Grant Application – *for consideration*

The Go Greener Faster Grant Scheme being administered by Winchester City Council closes for the current round of applications on Wednesday 31st January. Information about the scheme can be found on WCC's website. The following is taken from that information:

“Outcomes and impacts of funded projects will need to demonstrate they can deliver one or more of the five pathways set out in the Winchester District Carbon Neutrality Action Plan (Revised Sept 2023)”.

The second of these five pathways is “Reduce transport carbon emissions” and the scheme information lists the installation of electrical vehicle charging points as an example of a potential project activity.

Applicants are permitted to apply for sums between £5,000 and £10,000 and organisation are required to secure a minimum of 25% of the total project cost in funding from other sources. The council have an EMR for the installation of EV chargers of £11,000 so this match funding is already in place.

A quotation has been obtained for the installation of electrical vehicle charging points at both the Jubilee and the Estate Shed at Hoe Road. The high-level estimated cost of the project is £10,000. Further quotations are being sought to support the grant application.

Proposal: To submit an application for £7,500 to the Go Greener Faster grant scheme.

Administration Officer 18.01.24



Halls and Grounds Committee – 23rd January 2024

Southern Footpath Update – *for information*

Phase 3 - Footpath stretch between Priory Park car park and Bosworth Gardens Estate

- Phase 3 started on 4th December.

Current Status:

- The stretch of path from Priory Park car park to Bosworth Gardens is due for completion - 24th January 2024.
- An additional 2 days has been added into the programme to allow BQS to finish the outer edge satisfactorily, feathering more topsoil into the ground at a gentle slope to facilitate the grass cutting with our mobile equipment.



Project Manager 17.01.24



Halls and Grounds Committee – 23rd January 2024

Montague Road Play Area Project Update – *for information*

Current Status

- The picnic bench has been delivered – ground conditions will dictate when it is placed and fixed in situ.
- Quotes are being sought to rubber mulch the grass pathway to the gate area at the rear of the play area (see below) and to include costing for the goalmouth mulch area.



Project Manager 17.01.24



Halls and Grounds Committee – 23rd January 2024

Facilities Review Project Update – *for consideration*

Update from Projects Manager

Background

At the committee meeting held on the 19th September, the Committee resolved to approach architects to provide quotations for providing building designs based on the agreed initial requirements.

Current Status

- An onsite meeting at Priory Park was held on 9th November with a representative from the Trinity Rose group. I am awaiting their quote.
- I have received a quote from Unsted Design following a meeting with them on 20th November.
- Another onsite meeting was conducted on 26th November with LMD Design's Ltd and I have now received their quote.
- Additional architects will be identified and approached in order to obtain new quotations for the committee's consideration.

Project Manager 17.01.24

Update from Administration Officer

The following meetings have taken place since the last committee meeting, meeting notes are included overleaf.

Facilities Review Meeting 19.12.23

Meeting with the Men's Shed 11.01.24

Facilities Review Meeting 15.01.24

Following these meetings the statement below has been prepared to provide a formal reply to the request received from the Men's Shed to be permitted to construct a new building on Parish Council land. When this request was discussed by Full Council on the 14th November 2023, it was resolved that a formal response would be provided within three months.

The objective of this statement is to allow the Men's Shed to progress with the investigations into the feasibility of their proposal (e.g. whether planning permission could potentially be achieved), should they wish, whilst also clarifying the reasons why the Facilities Review Working Group recommend that the Council are not currently in a position to make a firm commitment to lease the land to the community group.

- Proposal:**
- i) To consider the draft statement overleaf and agree amendments**
 - ii) To forward the agreed statement to Full Council for approval prior to it being sent to the Men's Shed.**

Administration Officer 18.01.24



Draft Council response to the Men's Shed proposal

(drafted by the Administration Officer to reflect the Facilities Review Working Group's discussions):

This letter has been written to provide a formal response to the request received from the Men's Shed, that the Parish Council lease an area of land at Albany Road to the Men's Shed upon which the Men's Shed propose to construct a new building to provide improved facilities for their community group, funded by themselves.

Firstly, the Parish Council would like to thank the Men's Shed for their ongoing contribution to Bishop's Waltham's community and voice their support for the group as part of the rich variety of organisations that exist in Bishop's Waltham to provide valuable social and practical opportunities to residents.

The Men's Shed's proposal has been discussed at length by the Council, however arriving at a conclusive response to the request is particularly challenging at this time. As we have discussed with your representatives, the Parish Council's land both on and around Albany Road will be undergoing several changes in the coming months/years. Three nearby areas of green space are planned for transferral to the Parish Council's ownership in due course. Several questions are yet to be resolved in relation to this land. For example, how the land will be used to provide amenities to residents, and practical issues such as how these areas will be accessed. The Council has also recently completed the tender process for the new play area nearby and will shortly be selecting the final design for installation on the area previously used as a kickabout space at Albany Road.

In addition to these changes, other facilities owned by the Parish Council will require renovation in the next few years, and it is quite possible that the form and functions of some of the Parish Council's buildings will change in the medium term. The planning stage for this has begun, the Council is currently being supplied with quotations from architects to provide schemas for a resigned Priory Park Clubhouse. The options currently being considered might result in other potential locations that warrant consideration when evaluating proposals such as yours.

At a recent meeting held with representatives of your organisation on Monday 15th January, we discussed how to facilitate the Men's Shed to progress with investigating the feasibility of your proposal whilst stating clearly that currently the Council are unable to make a commitment to leasing the land at Albany Road as per your proposal. We understand that in order to confirm whether such a project is feasible, you will have to investigate whether planning consent could be achieved. Whilst the Parish Council are unable at this point to approve your proposal, they are happy to grant the Men's Shed permission to continue to investigate the feasibility of your proposal and to find out whether planning permission could be obtained. However, such investigations would have to be done at the Men's Shed's own cost and would involve a level of risk given that the council are unable to approve your proposal at this time.

We kindly request that all your members are supplied with this statement and are in full knowledge of the Council's stated position when considering whether to proceed with further investigating the feasibility of your proposal.

We also request that you communicate with your neighbouring community groups such as the Cricket Club and the Gardening Club when developing your ideas further with the aim of achieving maximum community benefit and efficiency in your planned proposal. We request that you keep us abreast of any progress in this matter and the Council commit to communicate with you further as the Parish Council's situation evolves.

Finally, our apologies for not being able to provide a definitive answer to whether your proposal is accepted or not at this time. However, we hope the members of the Men's Shed are sympathetic to the challenging and changing context within which the Parish Council are currently operating. We understand that the Men's Shed's need for space has increased along with your membership and are committed to facilitating short term options to assist your group where possible.

Men's Shed Meeting 11.01.24 Meeting Notes

Present: [REDACTED] (Men's Shed Rep x 2), Cllr Nicholson, C Wilkinson

Where: Silver Room, Jubilee Hall, 10am, Thursday 11th January 2024

Meeting Purpose: To discuss Men's Shed (MS) request to build new facility on BWPC land at Albany Rd

- BN described current BWPC **context of facilities review**, consideration that is being given to the Men's Shed's request and difficulty in giving an immediate response due to additional land being transferred to PC ownership and potential for changes in PC facilities, e.g. location of machinery potentially moving to PP from HR being considered as part of a redesign of Priory Park Clubhouse.

Background of Facilities Review - Range of solutions, from single site, to multiple site. Considering our options, the Men's Shed have proposed one option. BWPC have to ensure all options are considered and evaluated.

- Mentioned potential **future option of Estate Shed**. BWPC requested that the Men's Shed give consideration to whether this site would meet their needs. – Men's Shed noted that this had been discussed before and would be worth consideration, particularly taking into account the space to the rear of the buildings, that might allow for storage/shed/newer building with increased footprint.
- **BWPC land at Albany Road** subject to some change due to new land being transferred to BWPC alongside Bishop's Meadow and Bishop's Wood developments. Need to consider the MS request in the context of community needs and maximising benefit. For example, if such a building were to receive approval from BWPC and planning consent could additional community needs be met? e.g. - Could toilet facilities be externally accessible for use by allotment holders or generally public using play area? - Could social area be used by other community groups? – Could further joint use space with Cricket Club facilities be achieved?
- Discussed **shorter term options** and recent progress with tidying Cricket Club site, and whether there is sufficient space to have containers installed that would serve them in the shorter term. This would be dependent on Cricket Club approval. Men's Shed mentioned an option that had been discussed with the Cricket Club, to take out right hand most shed to install additional portakabin to add social space now that the site is being gradually cleared up, such options might be more feasible. This would have to be agreed between MS and Cricket Club.
- Currently the Cricket Club permit the MS to use a changing room in the pavilion, MS contribute to electricity costs and offered manpower to help with maintenance at the pavilion.
- MS have short term need for storage of woodworking equipment – Could the PC help to store in a meantime? Storage space required for large pieces of equipment. MS suggested a 20ft container for storage. - Potential solution offered by BN.

- BWPC noted that the MS had explained the proposed facility would be funded by the MS. BWPC asked MS to supply a little more information about funding for the project, MS confirmed that the project will be funded by grants. Potential sources of funding included options such as Help for Heroes, corporate funds etc. Architect has already looked at the site and the MS have received a quotation for a shell of a shed.

Next steps:

Action: Need a scale drawing of Albany Road site to be able to accurately assess the impact of proposal on the land and facilities (dog-walking area, play area etc). BWPC Projects Manager to work with Men's Shed to draw up plan. **(Projects Manager and MS)**

Discussed Full Council resolution to provide Men's Shed with official response (February). Raised option of whether BWPC would be in a position to reply to the Men's Shed, giving blessing to them investigating their options further but clarifying that no firm commitment has been made by the BWPC at this stage, due to context of changes to BWPC land and buildings. This would allow MS to further explore planning issues should they wish. BWPC concerned that if they were to give their blessing to the request, funds would begin to be spent on planning, so would like their statement to be clearly communicated to all MS members i.e. that this 'blessing' doesn't constitute formal approval or any level of commitment at this point, and explain reasons behind that.

MS suggested they could take the outcome of the meeting to their Trustees' meeting, then potentially to an all-hands meeting, and vote on whether to proceed with a planning application, following consideration of the Parish Council's position on the matter.

Action: Meeting notes to be written up and approved by BWPC and MS. **(Admin Officer)**

Action: Meeting notes to be submitted to next H&G meeting and H&G agenda item to consider whether a written statement to clarify the Council's position should be supplied to MS as approved next step. **(Admin Officer)**



Halls and Grounds Committee – 23rd January 2024

Skatepark Project Update – *for information*

Current Status: -

Gravity started this project on 20th November – the image below shows the progress so far.

- The anticipated completion date for the skatepark is still mid March.
- Costing is being investigated into utilising the haul road as a permanent pathway down to the skatepark.
- Quotations to be sought for CCTV coverage.



Project Manager 17.01.24



Halls and Grounds Committee – 23rd January 2024

2024/25 Halls and Grounds Hire Rates (Product Fee Increases) – for consideration

The Committee is requested to consider the proposed hire rates to be charged from April 1st 2024 to March 31st 2025

The suggested rates overleaf were arrived at by applying the rate of CPI to the 2023/2024 rates. The annual rate of CPI used was 4.2% (this was the rate released by The Office for National Statistics on 20th December 2023, which is based on the previous 12 months).

In August 2023, a resolution was recorded to review the Diamond Suite lease fee ahead of the 24/25 financial year (minute HG118/23). The Finance Manager has reviewed similar offices and has supplied the following information:

Since July 2016 the Diamond Suite has been licenced to a tenant as a facility (room, kitchen, toilet).

An agreement was signed on 20th June 2017 for one year, which detailed the costs as £12.00 per square foot (304sqft), total £3648.00 per annum, £304.00 per month. This agreement was not renewed, and the tenant has remained on a rolling month by month tenure.

With CPI increases, the tenants annual licence charge for 2023-24 is £3556.92 plus VAT (£4268.30), which is invoiced monthly at £296.41 plus VAT (£355.69). This equates to £14.04 per square foot.

I have looked at similar properties to rent in the local area and their costs. Information regarding three such properties is included overleaf.

	Lease per annum (before VAT)	Rate per square foot
Example 1 Sheardley Lane, Droxford	£5,400	£15.08
Example 2 Itchen Building, Droxford	£3,000	£16.13
Example 3 High Street, Bishop's Waltham	£6,050	£23.45

In the tabled list of price increases for 2024/25 I have included a suggested increased annual price of £4,800 (before VAT). This equates to £15.79 per square foot (before VAT), giving a monthly cost to the hirer of £400 plus VAT, (£480).

Proposal: To consider the proposed Halls and Grounds hire rates for 2024/25 overleaf and to forward the proposed rates to the Finance, Policy and Resources Committee for ratification.

Finance Manager & Administration Officer
17.01.24

Product Fee Increases 2024-2025

Code	Description	2023-24	Dec-23	2024-25	VAT Value	VAT	Total	Total (Rounded)	Qty	Unit
		Net Selling Price	CPI 4.2%	Net Selling Price				Inc VAT		
6MTH SEASON TICKET	6 Months Season Ticket - JHCP	£185.00	£7.77	£192.77	20%	£38.55	£231.32	£232	6 Months	
ADMIN FEE	Administration Fee	£20.00	£0.00	£20.00	20%	£4.00	£24.00	£24	Item	Set charge
ADMIN FEE LEASES	Administration Fee Leases	£20.00	£0.00	£20.00	20%	£4.00	£24.00	£24	Item	Set charge
ADMIN FEE LICENCES	Administration Fee - Temp Licences	£5.00	£0.00	£5.00	20%	£1.00	£6.00	£6	Item	Set charge
ANNUAL SEASON TICKET	Annual Season Ticket - JHCP	£333.33	£14.00	£347.33	20%	£69.47	£416.80	£417	Year	
BAD DEBTS/WRITE OFF	Bad Debts/Write Off	£0.00	£0.00	£0.00	0%	£0.00	£0.00	£0.00	Item	
CONT - ACTIVE AC	Contract Hire - 2 Tennis Courts	£1,684.39	£70.74	£1,755.13	20%	£351.03	£2,106.16	£2,106.16	Quarter	
CONT - HRROOM-LP	Contract Hire - Rooms - LILYPAD	£6,027.50	£253.16	£6,280.66	20%	£1,256.13	£7,536.79	£7,536.79	Quarter	
CONT - HRSTORE-LP	Contract Hire - Storage - LILYPAD	£98.46	£4.14	£102.60	20%	£20.52	£123.11	£123.11	Quarter	
CONT - KITCHEN - HR	Contract Hire - Kitchen - LILYPAD	£472.73	£19.85	£492.58	20%	£98.52	£591.10	£591.10	Quarter	
CONT - CA	Contract Hire - Well House	£10,954.22	£460.08	£11,414.30	0%	£0.00	£11,414.30	£11,414.30	Quarter	*Not currently used
DEEDOFACCESS	Deed of Access	£10.00	£0.00	£10.00	0%	£0.00	£10.00	£10.00	Item	Set charge
FBHIRE - HRGD - JNR	Hire Football Pitch - H rd - Junior	£31.66	£1.33	£32.99	20%	£6.60	£39.59	£40	Pitch	
FBHIRE - HRGD - MIN	Hire Football Pitch - H rd - Mini	£13.33	£0.56	£13.89	20%	£2.78	£16.67	£17	Pitch	
FBHIRE - HRGD - SNR	Hire Football Pitches - H rd - Senior	£63.33	£2.66	£65.99	20%	£13.20	£79.19	£79	Pitch	
FBHIRE - HRRM - JNR	Hire Changing Rooms - H rd - Junior	£14.16	£0.59	£14.75	20%	£2.95	£17.71	£18	Booking	
FBHIRE - HRRM - SNR	Hire Changing Rooms - H rd - Senior	£24.16	£1.01	£25.17	20%	£5.03	£30.21	£30	Booking	
HIRE - HR - GD - CAR	Hire - Hoe Road Grounds - Carnival	£749.17	£31.47	£780.64	20%	£156.13	£936.76	£937	Item	
HIRE - HR - GD - FWK	Hire - Hoe Road Grounds - Fireworks	£141.67	£5.95	£147.62	20%	£29.52	£177.14	£177	Item	
HRKITP	Hoe Road Pavillion - Kitchen	£8.33	£0.35	£8.68	20%	£1.74	£10.42	£11	Booking	
HRMOPNS	Hoe Road Pavillion	£14.16	£0.59	£14.75	20%	£2.95	£17.71	£18	Hour	
HRSTORE	HR Storage	£40.83	£1.71	£42.54	20%	£8.51	£51.05	£51	Month	
JHC	JH Caretaker Cleaning	£23.33	£0.98	£24.31	20%	£4.86	£29.17	£29	Booking	
JHDAY	JH Day Rate	£460.83	£19.35	£480.18	20%	£96.04	£576.22	£576	Day	
JHNS	JH Gold Non-Sport	£22.50	£0.95	£23.45	20%	£4.69	£28.13	£28	Hour	
JHNS BH/AFTER 12AM	JH Gold Non-Sport - BH/After 12am	£42.50	£1.79	£44.29	20%	£8.86	£53.14	£53	Hour	
JHGS	JH Gold Sport	£22.50	£0.95	£23.45	20%	£4.69	£28.13	£28	Hour	
JHCK	JH Kitchen Catering	£14.16	£0.59	£14.75	20%	£2.95	£17.71	£18	Booking	
JHKL	JH Kitchen Light	£8.33	£0.35	£8.68	20%	£1.74	£10.42	£11	Booking	
JHRNS	JH RUBY Non-Sport	£14.16	£0.59	£14.75	20%	£2.95	£17.71	£18	Hour	
JHRNS BH/AFTER 12AM	JH Ruby Non-Sport - BH/After 12AM	£26.66	£1.12	£27.78	20%	£5.56	£33.34	£34	Hour	
JHRS	JH RUBY Sport	£14.16	£0.59	£14.75	20%	£2.95	£17.71	£18	Hour	
JHSTORE	JH Storage - Per Cupboard	£4.16	£0.17	£4.33	20%	£0.87	£5.20	£5	Week	
LEASE - BW CRICKET	Land Lease - Cricket Ground	£1,074.66	£45.14	£1,119.80	0%	£0.00	£1,119.80	£1,119.80	Item	Peppercorn rent
LEASE - BW G CLUB	Land Lease - Allotments	£1.00	£0.00	£1.00	0%	£0.00	£1.00	£1.00	Item	Peppercorn rent
LEASE - BW GUIDES	Land Lease - Guides Building	£1.00	£0.00	£1.00	0%	£0.00	£1.00	£1.00	Item	Peppercorn rent
LEASE - BW SCOUTS	Land Lease - Scouts Building	£1.00	£0.00	£1.00	0%	£0.00	£1.00	£1.00	Item	Peppercorn rent
LEASE - BW SCOUTS ES	Land Lease - Scouts Equipment Store	£1.00	£0.00	£1.00	0%	£0.00	£1.00	£1.00	Item	Peppercorn rent
LEASE - MORLEY DRIVE	Land Lease - Morley Drive Area	£3.88	£0.16	£4.04	0%	£0.00	£4.04	£4.04	Year	
LEASE - MV BOWLS	Land Lease - Bowls Facility	£80.66	£3.39	£84.05	0%	£0.00	£84.05	£84.05	Item	
LIC - HR - TEMP	License - Hoe Road - Temporary	£10.00	£0.00	£10.00	20%	£2.00	£12.00	£12	Session	Set charge
LIC - JHALL - NHS VI	License - J Hall Gold Room NHS	£0.00	£0.00	£0.00	0%	£0.00	£0.00	£0.00	Month	*Not currently used
LIC - JHALL - SCLARK	License - J Hall Diamond Suite	£3,556.97	£0.00	£4,800.00	20%	£960.00	£5,760.00	£5,760.00	Month	Budgeted increase outside of CPI Increase
LIC - Mowing	License - Mowing	£5.00	£0.21	£5.21	20%	£1.04	£6.25	£6.25	Item	North side Hoe Road
MILEAGE - LENGTHSMAN	Lengthsman Mileage	£0.45	£0.00	£0.45	20%	£0.00	£0.45	£0.45	Mile	Government set
PAT RECHARGE	PAT recharge	£3.00	£0.13	£3.13	20%	£0.63	£3.75	£4	Item	

PP JUNIOR CHANGING	PP Junior Changing Room	£14.16	£0.59	£14.75	20%	£2.95	£17.71	£18	Booking
PP PITCH 1	PP Football Pitch 1 Senior	£63.33	£2.66	£65.99	20%	£13.20	£79.19	£79	Pitch
PP PITCH 2	PP Football Pitch 2 Junior	£31.66	£1.33	£32.99	20%	£6.60	£39.59	£40	Pitch
PP PITCH 3	PP Football Pitch 3 Junior	£31.66	£1.33	£32.99	20%	£6.60	£39.59	£40	Pitch
PP PITCH 4	PP Football Pitch 4 Junior	£31.66	£1.33	£32.99	20%	£6.60	£39.59	£40	Pitch
PP PITCH 5	PP Football Pitch 5 Mini	£13.33	£0.56	£13.89	20%	£2.78	£16.67	£17	Pitch
PP PITCH 6	PP Football Pitch 6 Mini	£13.33	£0.56	£13.89	20%	£2.78	£16.67	£17	Pitch
PP PITCH 7	PP Football Pitch 7 Mini	£13.33	£0.56	£13.89	20%	£2.78	£16.67	£17	Pitch
PP PITCH 8	PP Football Pitch 8 Mini	£13.33	£0.56	£13.89	20%	£2.78	£16.67	£17	Pitch
PP SENIOR CHANGING	PP Senior Changing Room	£24.16	£1.01	£25.17	20%	£5.03	£30.21	£30	Booking
PP-LICENSE-PITCHES	Priority Park - Licence - Pitches	£755.96	£31.75	£787.71	20%	£157.54	£945.25	£945.25	9 monthly
PP-LICENSE-CR	Priority Park - Licence - Changing Rooms	£103.34	£4.34	£107.68	20%	£21.54	£129.22	£129.22	Monthly
PP-LICENSE-STORAGE	Priority Park - Licence - Storage	£45.61	£1.92	£47.53	20%	£9.51	£57.03	£57.03	Monthly
PPCLEAN	PP Caretaker Cleaning	£23.33	£0.98	£24.31	20%	£4.86	£29.17	£29	Booking
PPDAY	PP - Day Rate - H&K (Adult Events)	£315.00	£13.23	£328.23	20%	£65.65	£393.88	£394	Day
PPDAYJR	PP - Day Rate - H&K (Junior Events)	£162.50	£6.83	£169.33	20%	£33.87	£203.19	£203	Day
PPNS	PP Non-Sport	£15.00	£0.63	£15.63	20%	£3.13	£18.76	£19	Hour
PPNS BH/AFTER 12AM	PP Non-Sport - BH/After 12am	£29.16	£1.22	£30.38	20%	£6.08	£36.46	£37	Hour
PPS	PP Sport	£15.00	£0.63	£15.63	20%	£3.13	£18.76	£19	Hour
PPSTOR	PP Storage	£35.00	£1.47	£36.47	20%	£7.29	£43.76	£44	Month
SKITTLEALLEYDEL	Skittle Alley Delivery	£37.50	£1.58	£39.08	20%	£7.82	£46.89	£47	Booking
STAFF HIRE - ADMIN	Hire Fees - Administration Staff	£15.83	£0.66	£16.49	20%	£3.30	£19.79	£20	Item
STAFF HIRE - HALLS	Hire Fees - Halls Staff	£15.00	£0.63	£15.63	20%	£3.13	£18.76	£19	Hour
STAFF HIRE - LMAN	Hire Fees - Lengthsman	£15.00	£0.63	£15.63	20%	£3.13	£18.76	£19	Hour
STAFF HIRE -GNDS	Hire Fees - Grounds Staff	£15.83	£0.66	£16.49	20%	£3.30	£19.79	£20	Hour

Licence/Lease/Peppercorn - cannot be rounded
Query

1



£5,400 pa
(£15.08/sq. ft. pa)
Office to let
Sheardley Lane, Droxford, Southampton, Itchen VII SO32

Features

- Thriving rural business park
- Superfast Broadband available
- Good communications links
- Included within South Downs National Park

This property is one of a number on this thriving rural business park which has been created within recent years. The standard of renovation and reconstruction is exemplary with suspended ceilings, category II lighting, carpeted floors, etc. There is also a quality communal kitchen and WCs.

Services available

Mains Electricity, Color Gas, Private Water, Private Drainage. Color gas fired central heating system.

Tenure

By lease. Duration to be agreed between Landlord and tenant.

Rent

£5,400 plus VAT per annum inclusive of rent, business rates, light, heat, cleaning of the communal areas, parking spaces, water and drainage charges.

Legal costs

The incoming tenant will be responsible for the payment of the landlord's reasonable legal costs in association with the preparation of the legal documentation for this agreement.

2



£3,000 pa
(£16.13/sq. ft. pa)
Office to let
Office V, Itchen Building, Droxford SO32

Features

- Thriving rural business park
- Parking

Services available

Mains Electricity, Mains Water, Private Drainage. Calor gas fired central heating system.

Tenure

By licence or lease. Duration to be agreed between Landlord and tenant.

Rent

£4,000 per annum inclusive of rent, business rates, light, heat, cleaning of the communal areas, parking spaces, water and drainage charges.

Legal costs

Tenant to be responsible for payment of the landlord's reasonable legal costs, in association with the preparation of the documentation.



From
 £6,050 pa
 (£23.45/sq. ft. pa)
 Office to let
 Office Suites, Merchants House, High Street, Bishops Waltham, Hampshire SO32

Features

- NIA: 258 sq.ft (23.95 sq.m) to 1,030 sq.ft (95.69 sq.m)
- Ground and first floor office suites available separately or combined
- Communal kitchen and WC facilities
- 100% Small Business Rates Relief
- Attractive affluent medieval market town
- Good internet connection

Office 1 258 sq.ft (23.97 sq.m)

Office 2 - let

Office 3 287 sq.ft (26.66 sq.m)

Office 4 - let

Office 5 242 sq.ft (22.48 sq.m)

Total Internal Area 258 - 1,030 sq.ft (23.97 - 95.69 sq.m)

Available by way of effectively Full Repairing and Insuring leases for terms to be agreed at initial rents of:

Office 1 (ground floor): £6,000 per annum (£500 per calendar month)

Office 2 (first floor) : £10,500 per annum (£875 per calendar month)

Office 3 (first floor): £6,500 per annum (£541.67 per calendar month)

Combined: £23,000 per annum (£1,916.67 per calendar month)

All rents are exclusive of rates, VAT (if applicable) and all other outgoings. There is a service charge to cover communal costs.



Halls and Grounds Committee – 23rd January 2024

Update from Vehicle Review Working Group – *for consideration*

Below are the notes from the meeting of the Vehicle Review Working Group that took place on Wednesday 10th January.

Vehicle Review Working Group meeting notes – 10.01.24

Lengthman's Van sale nearing completion (£1,250)

Grant application for EV infrastructure

- **Action:** Identify fund for grant application (Admin Officer)

Could consider whether we could easily include a space for community vehicles to be charged in longer term (e.g. community minibus or BW In Bloom van)

Discussion of vehicle lease schemes

- Cllr Stallard outlines the **spreadsheet of lease options**, populated with example vehicles/
 - Miles per year to be confirmed to provide accurate figures. (**Action:** AO to obtain)
 - Model of vehicle to use as strong example, think about depreciation over the planned period of having the van. **Action:** Suggest some vehicles to Senior Groundsman for consideration - WG
 - Wear and tear policy worth checking because if there is damage to the vehicle that would have to be paid to fix when the vehicle is returned.
 - Services cost isn't included in the lease fees that is an 'additional maintenance fee' that would include annual servicing.
 - Create a couple of example of case studies to present to FP&R
 - Vehicle range is key criteria to consider e.g. VW Transporter 21 plate £12,000 37kwh Range 82 miles
 - Remit of H&G to approve the specification and ideally types of models that would meet the needs of the Grounds Team when passing info/options to FP&R (**Action:** Create vehicle specification for van e.g. 80 mile range, dimensions x by x, sliding door. AO and Senior Groundsman)
-

Proposal: To note the above and make relevant recommendations.



Bishop's Waltham Parish Council

Halls and Grounds Committee – 23rd January 2024

Correspondence: Request from Gardening Club to Install Trophy Cabinet – *for consideration*

A request has been received from the Gardening Club to locate a cabinet to store the Club's trophies in a Parish Council building. Please see the letter overleaf.

Proposal: To consider the request and agree a response.

Administration Officer 17.01.24



Bishop's Waltham Gardening Club



BWGC

Registered Charity No.
1169353

Bishop's Waltham Parish Council
Halls and Grounds Committee
Jubilee Hall
Little Shore Lane
Bishop's Waltham SO32 1ED

Chair
Bishop's Waltham Gardening Club
1 Shore Lane
Bishop's Waltham SO32 1DY

Dear Committee

I would like your permission to install a cabinet on the Jubilee Hall, to contain the Gardening Club's trophies.

We have found it impractical to give the trophies to individual winners to retain for a year because of the effort needed to have them returned in time for the next annual show. We therefore would like to leave them somewhere where they will be visible to citizens of Bishop's Waltham, but reasonably safe from thieves. After discussions with Judy Marsh we concluded that a cabinet affixed to the far wall of the Gold Room in Jubilee Hall would be perfect for our needs, and also enhance the hall itself.

The Gardening Club's insurance covers the trophies regardless of their location (providing it is a secure location) so there should be no financial risk to the Parish Council. If the Council is minded to approve this proposal we will ask the Men's Sheds to build the cabinet. We would ensure it is not only an aesthetically pleasing item of furniture but also suitably secure with the keys held by the Secretary of the Gardening Club, [REDACTED]. We envisage the cabinet being approximately 150cm wide and 200 high, but we are open to discussions regarding suitable dimensions.

Thank you in anticipation,

[REDACTED]
Chair, Bishop's Waltham Gardening Club



Halls and Grounds Committee – 23rd January 2024

Ditches Maintenance Schedule – *for consideration*

The location of the parish grounds ditches are as follows and these are also highlighted on the plans overleaf.

Number	Location	Description/notes	Last Maintained	Date for next maintenance/ Review
1	Priory Park	The whole length of the football pitches on the far side	2021	* 2025
2	Priory Park	Either side of the bridge accessing the meadow.	Unknown	* 2024
3	Priory Park	The bottom of the kickabout area below the skatepark	2023	* 2027
4	Allotments	There is a ditch running the whole length of the allotments on the far side. This has not been cleared for many years. The problem with this is the restricted access, due to deer fencing and hedging on one side, and the line of oak trees and roots on the other.	Unknown	** 2024
5	Cricket Ground	There is a ditch running the whole length of the far side of the ground.	2022	* 2026
6	Pondside/ Mont Rd	The ditch runs about halfway along the bridleway. At the time of writing this is due to be cleared in January 2024.	N/A	Planned Jan 2024

Next steps/Conclusions

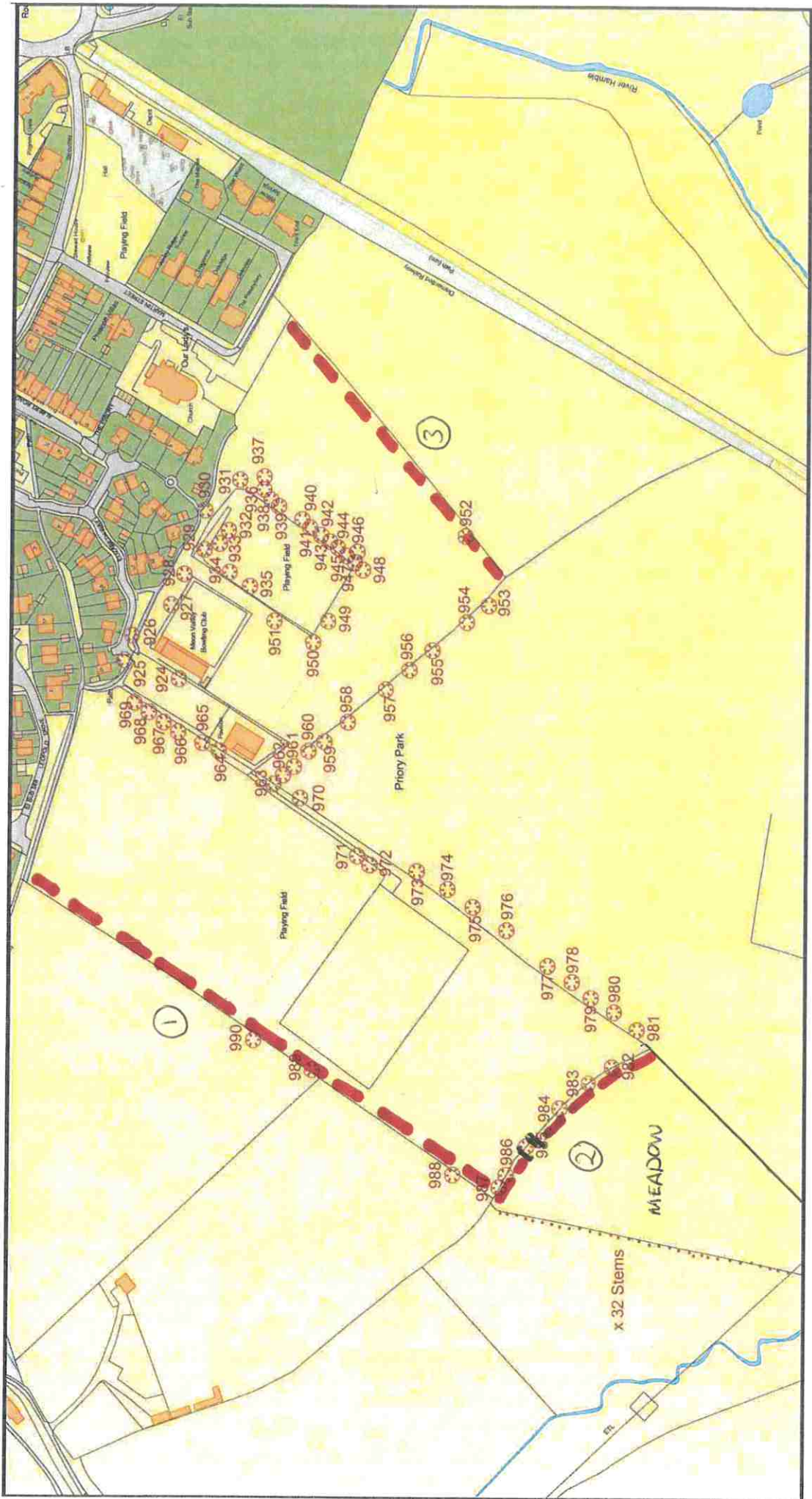
*The suggested maintenance plan is for each ditch to be cleared every four years.

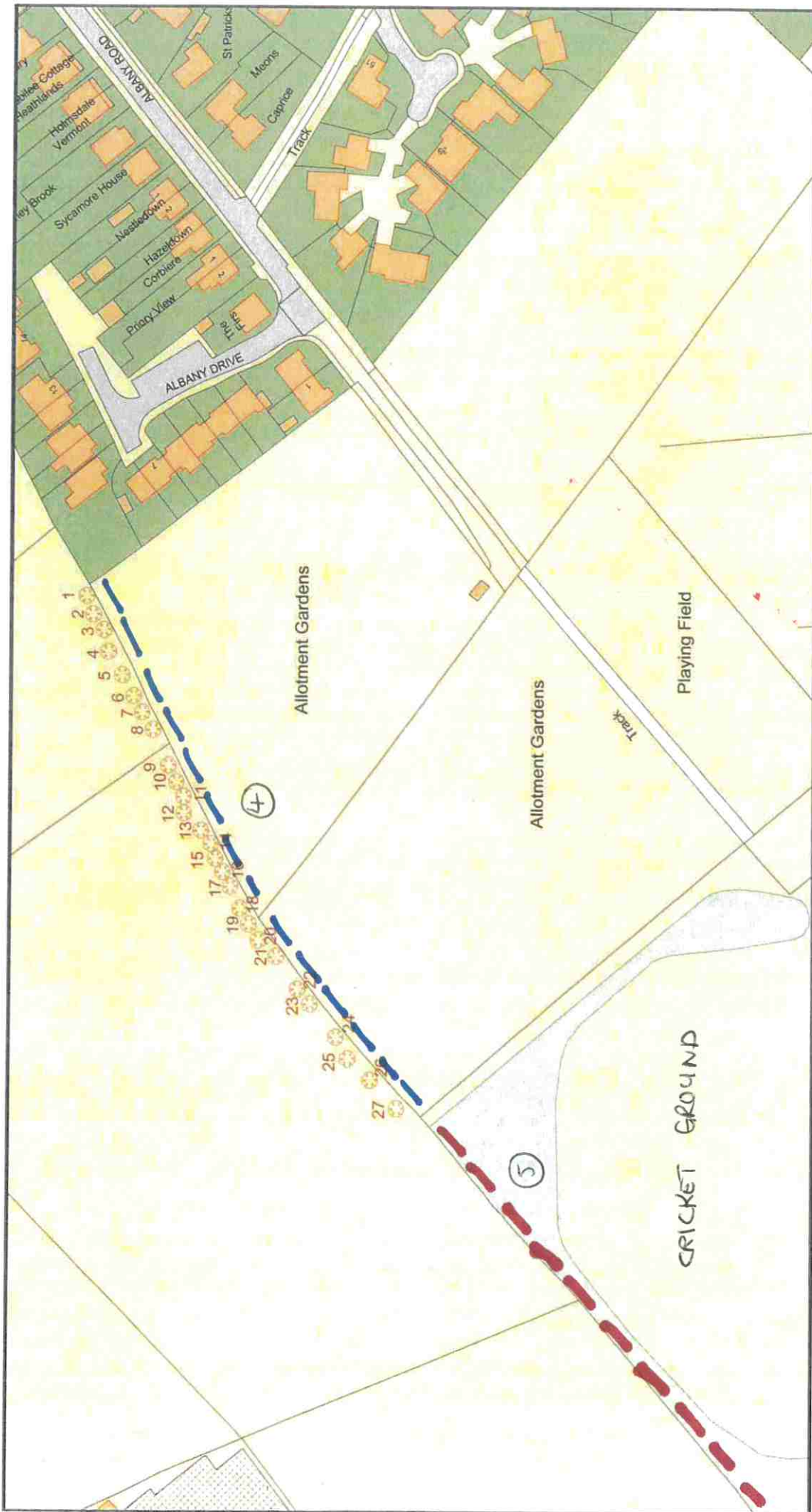
**The allotment ditch is clearly also due. This however is almost impossible to do due to the restricted access and tree roots. Maybe a new ditch on the allotment side of the deer fence should be considered?

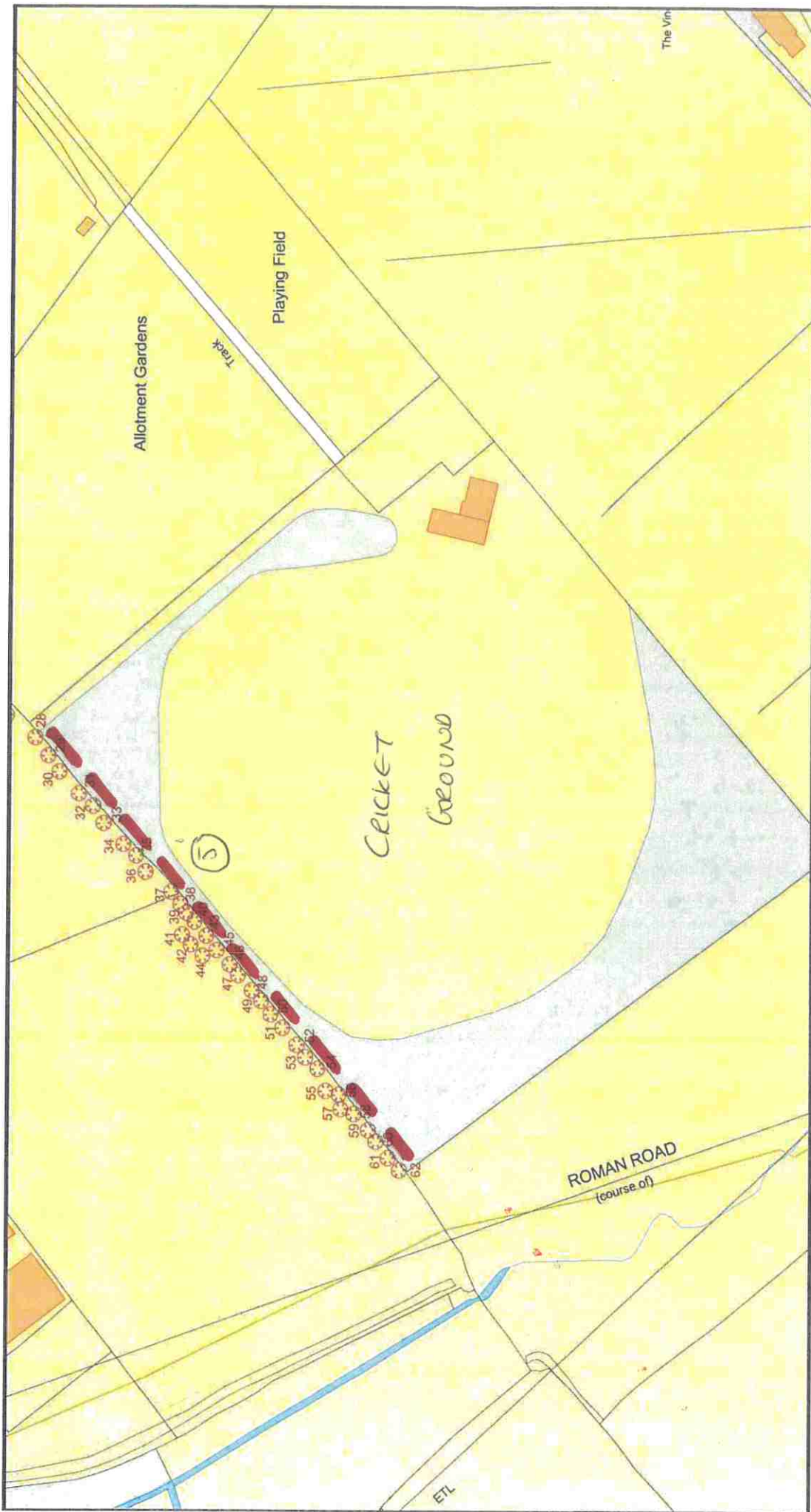
Senior Groundsman 15.01.24

Proposal: To review the information and advice of the Senior Groundsman and to receive the tabled Ditch Maintenance Plan.

Administration Officer 18.01.24







Allotment Gardens

Playing Field

Track

CRICKET
Ground

ROMAN ROAD
(course of)

The Vin





ETL

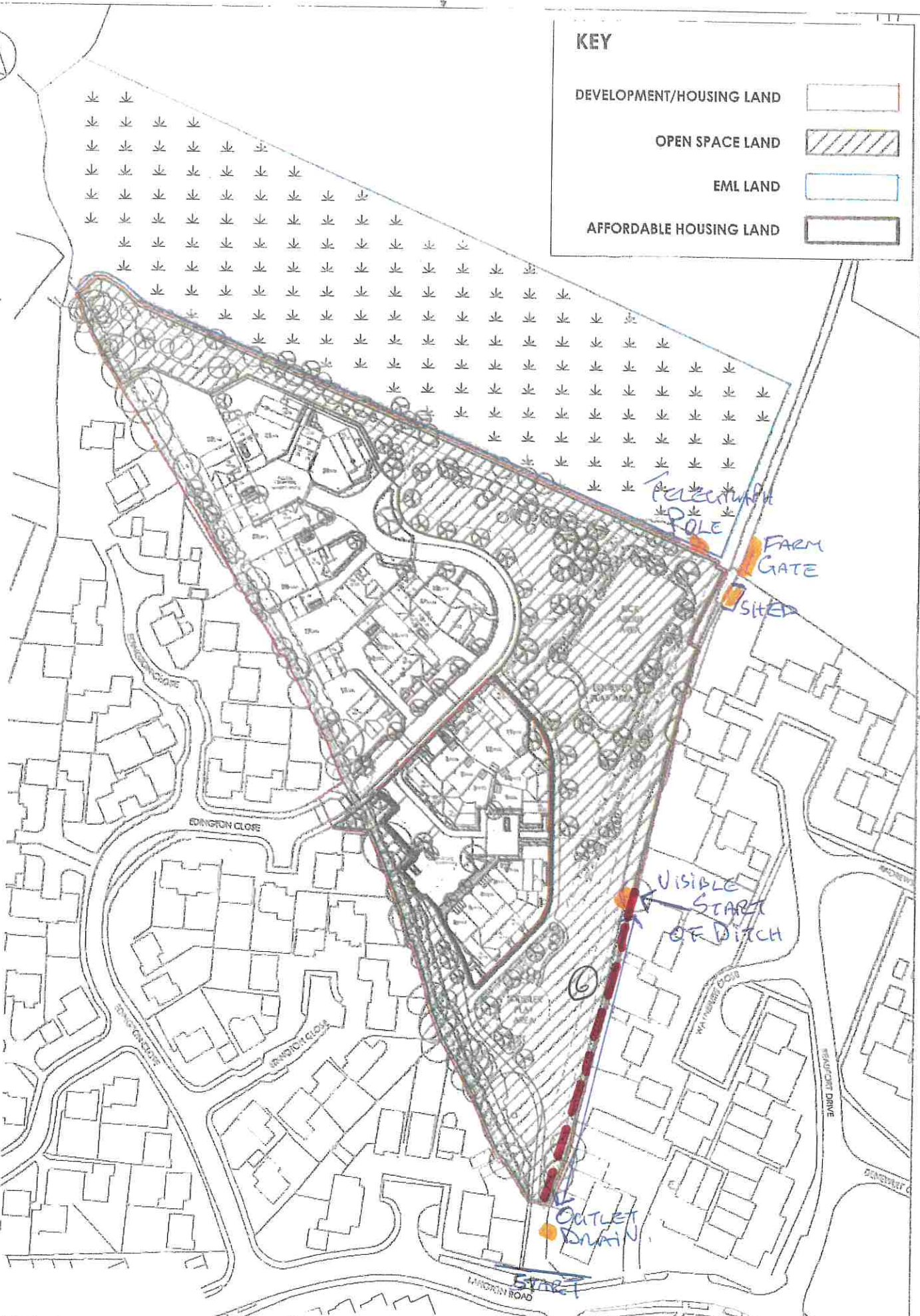
- 28
- 30
- 32
- 34
- 36
- 37
- 38
- 39
- 41
- 42
- 44
- 47
- 49
- 51
- 53
- 55
- 57
- 59
- 61
- 62

5



KEY

- DEVELOPMENT/HOUSING LAND 
- OPEN SPACE LAND 
- EML LAND 
- AFFORDABLE HOUSING LAND 



**DRAWING BASED ON APPROVED
SITE PLAN PP1078-101-00 P11**

Judy Mand

POPE LAWRENCE ARCHITECTS
 1111 10th Street, NW
 Seattle, WA 98107
 PHONE: 206.461.1111
 FAX: 206.461.1112
 WWW: POPELAWRENCEARCHITECTS.COM

SECTION 105 PLAN
 PP1078/ 101-53 | P2



Halls and Grounds Committee – 23rd January 2024

Play Area Safety Inspection Report – *for consideration*

The annual inspections of the Parish Council's play areas were carried out in December 2023. The reports will be sent to members of the committee as separate documents, below is a summary of the findings.

The overall ratings on all of our play areas are as follows:

- No high risk items.
- 2 x medium risk.
- Otherwise, all other items are rated either low or very low risk.

Of the items listed for attention, the majority of actions can be completed by the grounds staff.

There are however some items that will require a contractor. These consist of a few surfacing repairs, complete or part re-painting of items, a new surface for the youth shelter, and a concrete repair at Churchill Avenue play area.

The remaining items are to monitor only.

We will be working our way through the items we can do over the coming weeks.

The Administration Officer and I will collate a list of items where a contractor will be required, and these will be brought to the attention of the committee in February.

Proposal: To note the above.

Senior Groundsman 16.01.24