



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 16th April 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 March 2024
5. Public Session – to last no longer than 30 minutes - *for information only*
6. Actions arising from meeting 19th March 2024 - *for information only*
7. Clerk'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. Grant Opportunities – *for information*
12. Albany Road Play Area Project Update – *for consideration*
13. Facilities Review Project Update - *for consideration*
14. Skatepark Project Update – *for consideration*
15. Priory Park Overflow Car Park Update and Appointment of a Working Group – *for consideration*
16. Correspondence – Request for Accessible Swing in Planned Play Area at Albany Road – *for consideration*
17. Correspondence – Montague Road/Pondside Bridleway – *for consideration*
18. Coronation Hall – Appointment of Working Group – *for consideration*
19. Requests for Future Agenda Items – *for information only*
20. Date of next meeting – 21st May 2024
21. **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'.
22. Quotations for Drainage Maintenance Work on Priory Park Football Pitches - *for consideration*
23. Proposal for Dog Waste Bin Replacement – *for consideration*
24. Mower Quotations – *for consideration*

25. Jubilee Hall Car Park Financial Review – *for consideration*
26. Proposal for Retrospective Billing for Regular Football Pitch Hirers – *for consideration*
27. Dynamos Licence Renewal – *for consideration*
28. Football Changing Room Facilities – Request for Consideration of Interim Measures – *for consideration*
29. Dynamos Event Licence – *for consideration*
30. Quotations for Additional Surfacing at Montague Road Play Area – *for consideration*
31. Quotations for Phase 4 of the Southern Shared Pathway Project – *for consideration*

C Wilkinson
Clerk to the Committee
10th April 2024

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Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 19th March 2024 at 7.00pm

Present:	Cllr Latham	
	Cllr Marsh	
	Cllr Nicholson	Chairman
	Cllr Pavey	
	Cllr Stallard	
	Cllr Webb	Vice Chairman
Non-Committee Members:	Cllr P Wilson	
In Attendance:	Mr Thorne	Project Manager
	Mr Veck	Senior Groundsman
	Mrs Wilkinson	Administration Officer
Members of the Public:	2	

- HG301/23** **To receive and accept apologies for non-attendance.**
All councillors were present. There was one space on the committee available for a substitute member due to the resignation of a councillor.
Resolved: To accept apologies for non-attendance and to co-opt Cllr P Wilson as a substitute member of the Committee for the evening.
Proposed: Cllr Nicholson
Seconded: Cllr Pavey
All in favour.
- HG302/23** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- HG303/23** **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.
- HG304/23** **To approve the minutes from the meeting of the Halls & Grounds Committee – 20th February 2024**
Resolved: To approve the minutes of the Halls & Grounds Committee – 20th February 2024
Proposed: Cllr Marsh
Seconded: Cllr Wilson
All in favour who were present at the meeting.
- HG305/23** **Public Session**
The two members of the public present were there to represent the Mens Shed, in support of their request to locate an additional portable cabin at Albany Road. They understood the area used by the Cricket Club to have been dismissed as an option and thus were asking that the Committee consider locating a temporary building on the dog walking area. The Chairman replied that all options continued to be under consideration.
- Councillor Wilson spoke to support the recent tree planting, associated with Hampshire County Council's Shoots Along the Routes initiative. The trees planted recently near play areas would provide valuable shade in years to come.
- The Project Manager updated the Committee that he would shortly be meeting with the provider of the Albany Road play area equipment to continue with the planning for the installation of the play area later in the year. Installation was expected to take five weeks.

Active Academy had reported that some issues had been experienced with parking at the Hoe Road Recreation Ground during peak usage periods with the Guides organisation. The Community Support Officer had been attending where possible to encourage drivers to use the lower area of parking instead of stopping on the track on the top section. Parents of members had also been contacted by the organisations to request that they help to avoid further problems.

Two fire doors were due to be replaced at the Priory Park Clubhouse in the coming weeks due to their deteriorations.

Some of the car park lines would shortly be refreshed at the Hoe Road Recreation Ground, the 'No Entry' from Hamble Springs in particular was in poor condition.

The contractor had notified to Council that they would shortly be undertaking the recently approved work on the Hoe Road track lighting.

HG306/23 **Actions Arising from the meeting of the Halls & Grounds Committee – 20th February 2024**
Noted.

HG307/23 **Halls Manager's Written Report**
Noted. The Administration Officer and Administration Assistant has provided an update on recent work in the Halls Manager's absence. Several of the dog waste bins were in need of replacement, these had been reviewed and would gradually be replaced as necessary.

HG308/23 **Senior Groundsman's Written Report**
Noted.

HG309/23 **Financial Position Year to Date**
Noted.

HG310/23 **Capital Control and Ear Marked Reserves Reports**
Noted.

HG311/23 **Grant Opportunities**
The application for funds towards a Skate Jam event had been successful and so planning could now commence for this event. The application for electrical vehicle charging points had not been granted, but the application could potentially be resubmitted for the second round of funding later in the year.

HG312/23 **Southern Shared Pathway Update – for information**
The requested quotations for the remaining work at Priory Park were awaited.
A solution to an issue with surface run off water eroding a join in the path's surface between the stretch through Bishop's Meadow and alongside the allotments was to be investigated. The developer would be approached to see whether they could install a drain at the seam to remove surface water.
Action: Administration Officer
The Senior Groundsman was also notified of some rubbish in the ditch at the same location that needed to be removed.
Action: Senior Groundsman

HG313/23 **Facilities Review Project Update – for consideration**
In accordance with the discussion that had taken place at Full Council, the architects who had provided quotations for supplying the Council with building designs would be asked to present their service offering to all councillors.

HG314/23 **Skatepark Project Update – for consideration**
The Committee deliberated the matter of whether to plan for any type of hedging or fencing of the skatepark facility at this stage in the skatepark project. Local examples of unfenced skateparks were noted and the objective for the facility to be as approachable as possible.

A working group meeting was to be scheduled to discuss seating and other remaining elements of the project.

Action: Project Manager

The area of brambles next to the skatepark was to be cleared.

Action: Senior Groundsman

Resolved: Not to plan for the installation of fencing or hedging around the skatepark facility at Priory Park at this point but to monitor and reassess whether such demarcation was necessary after the skatepark was in use.

Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour

HG315/23 Montague Road Play Area Project Update – for consideration

The tabled update was noted. The final quotation for surfacing work was awaited.

HG316/23 Montague Road Play Area Proposal to Improve Ground Conditions – for consideration

It was raised that the gap between the sides of the play area and hedge had been intended to provide walkers with an alternative route to walking through the play area. However, these paths had become so muddy, walkers had preferred to walk through the play area.

Whether to increase the amount of safety surface within the play area was considered. The particularly wet winter conditions were noted by the Committee.

Resolved: To monitor the ground conditions at the recently installed Montague Road play area for a year before reviewing whether to install additional safety surfacing.

Proposed: Cllr Wilson

Seconded: Cllr Pavey

All in favour

HG317/23 Memorial Tree – for consideration

Resolved: To authorise the Administration Officer and Grounds Team to coordinate planting with the family who would be providing the memorial tree.

Proposed: Cllr Latham

Seconded: Cllr Marsh

All in favour

Action: Administration Officer

HG318/23 Play Area Safety Inspection Report Update – Work Requiring Contractors - for consideration

The items tabled in the Senior Groundsman's report were discussed and some items of work prioritised for progression. The items listed were all assessed as being low risk in the play area safety inspection report.

Quotations were to be gathered for the following work items:

i) A new more accessible gate at the Churchill Avenue play area.

Action: Administration Officer/Senior Groundsman

ii) Repainting the lines on the Multi Use Games Area at Priory Park following the moss killing work being undertaken.

Action: Administration Officer/Senior Groundsman

iii) To install surfacing under the youth shelter at the Jubilee Hall.

Action: Administration Officer/Senior Groundsman

HG319/23 Football at Hoe Road – Request from Hirer – for consideration

The Senior Groundsman were still in place at Hoe Road Recreation Ground to accommodate full size goals.

The multipurpose usage of the green space was discussed and the need for football coaches to check pitches carefully for dog mess was noted.

The Committee had already approved the purchase of full-size goals, in March 2023 when football was reintroduced to the Council's land at Hoe Road. However, the grant funding mentioned by the hirer was to be explored.

Action: Administration Officer

Resolved: To respond to the hirer than the Council would agree to mark out a full-size pitch at the Hoe Road Recreation Ground for hire in the 2024/25 football season.

Proposed: Cllr Pavey

Seconded: Cllr Marsh

6 in favour, 1 abstention

Action: Administration Officer

- HG320/23** **Open Badminton Session Proposal – for consideration**
Resolved: To organise a trial of a designated session whereby residents would be able to hire an individual badminton court at the Jubilee Hall.
Proposed: Cllr Marsh
Seconded: Cllr Webb
All in favour **Action: Administration Officer**
- HG321/23** **Correspondence – Proposal for Amphitheatre – for consideration**
The Committee were pleased to receive the tabled proposal and the resident's consideration of potential uses of the green space for the benefit of the community.
The land was not yet owned by the Parish Council.
The limited vehicle access to the site was noted as a potential barrier to the use of the space for events.
The suggestion within the proposal to hold an event at the location to "gauge feasibility for progress" was agreed to provide a sensible approach. This would also present an opportunity for residents to gather near the recently constructed estate, improving community cohesion.
Resolved: To respond to the correspondence that a small-scale event would be considered at the land at Bishop's Meadow at such a time as it was owned by the Council and the condition of the land was deemed to be acceptable for such an event.
Proposed: Cllr Pavey
Seconded: Cllr Wilson
All in favour **ACTION: Administration Officer**
- HG322/23** **Correspondence – Proposal from Resident Relating to Albany Road Dog Walking Area – for consideration**
The Committee referred to advice received from the Hampshire and Isle of Wight Wildlife Trust during a site visit at the Albany Road SINC. The Council had been advised that to facilitate the rewilding of the area following the damage that had occurred during construction of the new nearby residential estate, dog walking should not be encouraged.
Resolved: To respond to the correspondence that the Committee were not currently minded to permit dog walking at the SINC because of the negative impact this would have on the recovery of the natural environment within this space.
Proposed: Cllr Nicholson
Seconded: Cllr Latham
All in favour **ACTION: Administration Officer**
- HG323/23** **Requests for Future Agenda Items**
Drainage work at the Priory Park football pitches
Quotations for contractors' work in response to the play area safety inspection report
- HG324/23** **Date of next meeting – Tuesday 16th April 2024**
- HG325/23** **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.'
At this point both members of the public left the meeting.
- HG326/23** **Quotations for Permanent Path from Priory Park Clubhouse to Skatepark – for consideration**
The benefit of upgrading the haul road installed by the skatepark contractor to provide a permanent pathway to the skate park to facilitate year-round use of the skatepark was considered as warranting further consideration for funding. The pathway would improve access to the facility for pedestrians and those cycling or on scooters, as well as for residents with disabilities.
The tabled quotations were reviewed. Funding options (including remaining funds for the Southern Shared Pathway project) were considered and were to be investigated further for inclusion in the proposal to the Finance, Policy and Resources Committee. **ACTION: Administration Officer**

Resolved: To recommend to the Finance, Policy and Resources Committee that BQS be appointed by the Council to upgrade the current skatepark haul road to provide a permanent pathway to the new skatepark at the cost of £17,060 (excluding VAT).

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

ACTION: Administration Officer

HG327/23

Quotations for Tree Work at Oak Road – for consideration

Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of Titchfield Tree Services to undertake the tree work at Oak Road at a cost of £2,700.00 (excluding VAT).

Proposed: Cllr Latham

Seconded: Cllr Pavey

All in favour

ACTION: Administration Officer

HG328/23

Quotations for Tennis Court Repainting – for consideration

A third quotation for the work was awaited.

Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of the Chiltern Group to undertake the repainting of the Council's two tennis courts at the Hoe Road Recreation Ground unless the third quotation be received and assessed by the Chairperson as providing a more competitive offering.

Proposed: Cllr Marsh

Seconded: Cllr Wilson

All in favour

ACTION: Administration Officer/Chairperson

HG329/23

Albany Road Facilities – for consideration

The Chairperson informed the Committee that the working group were continuing to work with the Cricket Club regarding the removal of some items currently being stored at their site at Albany Road. To this end a further meeting with the Cricket Club Committee would be requested.

Resolved: To respond to the request to inform the Men's Shed that the Committee were not minded to approve the installation of a portacabin on the Dog Walking Area at Albany Road.

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

ACTION: Administration Officer

HG330/23

Dynamos Licence Renewal – for consideration

A meeting had been held with representatives of the Dynamos Football Club earlier in the evening. Discussions had progressed well. The draft licence and rates had been reviewed and were found by Dynamos to be acceptable.

A request had been received to allow Dynamos to schedule games beyond the season end date specified in the licence agreement, in order for the Club to reschedule some matches that had been cancelled due to recent weather conditions. The Senior Groundsman was to liaise with the Administration Officer and was authorised to permit an extension to the season providing this did not compromise the pitch maintenance work scheduled to take place during the offseason.

Resolved: To forward the tabled draft licence to the Finance, Policy and Resources Committee for approval.

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

All in favour

ACTION: Administration Officer

HG331/23

Dynamos Event Licence – for consideration

Resolved: To approve the additions to the event licence requested by Dynamos Football Club and to forward the updated draft licence to the Finance, Policy and Resources Committee for approval.

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

ACTION: Administration Officer

HG332/23

Tractor Quotations – for consideration

Resolved: To recommend to the Finance, Policy and Resources Committee the initiation of the tender process for the procurement of an Iseki TG6687 Compact Tractor (67hp) and to also offer tenderers the opportunity to provide a second quotation to include the trade-in of the Yanmar tractor.

Proposed: Cllr Stallard

Seconded: Cllr Pavey

All in favour

ACTION: Administration Officer

HG333/23

Request from Bowls Club Regarding Sponsors' Promotional Boards and Licence Update – for consideration

Whilst undertaking a site visit to obtain the details for the proposed boards, the Administration Officer received a request from the Chairperson of the Bowls Club that the Council meet with members of the Committee to discuss the renewal of the licence that was due to expire in 2025.

Resolved:

i) **To approve the request from the Bowls Club to make the tabled changes to their sponsors' promotional boards.** **ACTION:** Administration Officer

ii) **To appoint Councillor Pavey and Councillor Webb to a working group to meet with the Bowls Club to discuss the renewal of their licence.** **ACTION:** Administration Officer

Proposed: Cllr Nicholson

Seconded: Cllr Latham

All in favour

HG300/23

Correspondence from Public Procurement Review Service regarding the Jubilee Halls solar Panel Tender Process – for consideration

Noted. The Council's response to the request for information regarding the tender process had been drafted and would be sent in due course.

There being no further business the meeting closed at 9.30pm.

Bishops Waltham Parish Council

Actions Arising for the Halls & Grounds Committee for meeting 16.04.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
HG10/19, HG7/21/19, HG101/19, 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
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
HG107/22	Playground Inspections	To replace damaged swing at Priory Park play area	Complete	Snr Groundsman	Replacement has been installed
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 gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	January	Clerk	1 quotation obtained.
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	
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
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
HG134/23	Montague Road Ditch Report	Send letter to neighbouring residents informing them of the planned work and Deed of Access.	October	Clerk	
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	Complete	Building Working Group	Report detailing income and expenditure written by Finance Manager agenda item 25
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	
HG185/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	
HG168/23	Proposal for key safe at PP for footballers	To install key safe with risk mitigations in place	Complete	Halls Manager	Many thanks to the Grounds team for installing the key safe
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	
HG187/23	Halls Manager's Written Report	To investigate condition of Jubilee Hall roof	December	Halls Manager	
HG194/23	Southern Shared Pathway Update	To proceed with gathering quotations for phase 1 of Shared Southern Pathway	Complete	Projects Manager	See agenda item 31
HG220/23	Public Session - JH bottle banks	Discuss means of resolving issue (WCC)	December	Cllr Nicholson/Clerk	
HG220/23	Public Session - Dynamos Dogs on pitches	Raise issue with Dynamos	Complete	Clerk	Clause added to licence
HG229/23	Montague Road Play Area Project	Investigate cost of area of surfacing under car gate to play area	Complete	Project Manager	See agenda item 30
HG236/23	Priory Park Overflow Car Park	Draft project specification	December	Clerk	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	February	Senior Groundsman	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	March	Snr Groundsman/Cllr Webb	

HG256/23	Skatepark Project Update	Bring review of remaining elements for the project and budget as future agenda item	February	Project Manager	
HG274/23	Land at Albany Wood	To consider access to the land at Albany Wood.	March	Southwest Leisure Areas Group	
HG274/23	Request to hire tables	To agree an appropriate charge (on collection and return basis).	March	Halls Manager/Cllr Nicholson	
HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	April	Halls Manager	
HG296/23	Facilities Review Update - Architects Quotations for Building Redesign	Request further information from architects and provide opportunity to present quotations to all councillors.	March	Project Manager	
HG300/23	Prices for Jubilee Hall Replacement Chairs	To make purchase of stackable armchairs.	March	Halls Manager	
HG312/23	Southern Shared Pathway Update	Approach developer to request drain at join between Bishop's Meadow and Allotments stretches of path.	April	Clerk	
HG312/23	Southern Shared Pathway Update	Clear rubbish from ditch between allotments and Bishop's Meadow.	April	Senior Groundsman	
HG314/23	Skatepark Project Update	Schedule working group meeting to discuss seating and remaining project elements.	Complete	Project Manager	Meeting held 10.04.24. See agenda item 14.
HG314/23	Skatepark Project Update	Clear brambles next to skate park.	April	Senior Groundsman	
HG317/23	Memorial Tree	To coordinate planting with family who had requested the tree.	April	Clerk	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for replacement gate at Churchill Avenue.	April	Clerk/Senior Groundsman	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for repainting lines at Priort Park MUGA.	April	Clerk/Senior Groundsman	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for surface under your shelter.	April	Clerk/Senior Groundsman	
HG319/23	Football at Hoe Road - Request from Hirer	Investigate Grant Funding for Football Goals	April	Clerk	
HG319/23	Football at Hoe Road - Request from Hirer	Respond to hirers request with Committee's decision	April	Clerk	
HG320/23	Open Badminton Session Proposal	To organise trial session.	April	Clerk	
HG321/23	Correspondence - Proposal For Amphitheatre	To respond to proposer with committee's resolution.	April	Clerk	
HG322/23	Correspondence - Proposal from Resident Relating to Alb Rd Dog Walking Area	To respond to proposer with committee's resolution.	April	Clerk	
HG326/23	Quotations for Permanent Path from Priory Park Clubhouse to Skatepark	To investigate funding options to forward to FP&R alongside quotations.	Complete	Clerk	
HG326/23	Quotations for Permanent Path from Priory Park Clubhouse to Skatepark	To recommend to FP&R that contractor be appointed to provide permanent pathway.	Complete	Clerk	Approved by Full Council 09.04.24.
HG327/23	Quotations for Tree Work at Oak Road	To recommend to FP&R the appointment of Titchfield Tree Services	Complete	Clerk	Contractor notified of appointment.
HG328/23	Quotations for Tennis Court Repainting	To forward the quotations received to FP&R for the appointment of contractor	Complete	Clerk	Approved by Full Council 09.04.24.
HG329/23	Albany Road Facilities	To respond to the request, that Committee are not minded to permit portakabin	April	Clerk	
HG330/23	Dynamos Licence Renewal	To forward the draft licence to FP&R	Complete	Clerk	Approved by Full Council 09.04.24.
HG331/23	Dynamos Event Licence	To forward updated event licence to FP&R	Complete	Clerk	Addition to include marshalling requirement for Elizabeth Way stipulated by FP&R, see agenda item 29.
HG332/23	Tractor Quotations	To recommend to FP&R the initiation of tender process for tractor purchase.	Complete	Clerk	
HG333/23	Request from Bowls Club	To response with Committee resolution.	April	Clerk	
HG333/23	Request from Bowls Club	To organise meeting with Bowls Club to discuss licence renewal.	April	Clerk	

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 16th April 2024

Clerk's Report – *for information*

This report is in lieu of a Halls Manager's report. I would like to thank the Administration Assistant, Caretaker, Cleaner and in particular, the Grounds Team for their flexibility to minimise disruption to halls bookings during the Halls Manager's absence.

Recent items to note:

- Complaint from regular hirer regarding the floor not having been swept prior to their arrival.

A permanent arrangement has now been made with a contract cleaner that will take place immediately before two of this hirer's four bookings that occur during the week. The Council's Cleaner will be asked to visit to sweep the floor immediately before the other two bookings. A Priory Park hirer has been contacted to remind them to sweep after their booking (which precedes dance classes).
- The key safe has been fitted at Priory Park to help with access for regular Sunday hirers of the football facilities.
- Quotations have been obtained for the cleaning of the office carpet at the Jubilee Hall. Approval will be sought from the Committee Chairman.
- Maintenance issues flagging in feedback from the Lunch Club have been actioned. One item remains, to replace a broken lock.
- The Administration Assistant has updated all bookings to reflect the commencement of the 24/25 product fees. Plan put in place to reduce administrative overhead next year.
- Temporary Caretaking assistance currently being sought.

Administration Officer 11.04.24



Halls and Grounds Committee – 16th April 2024

Senior Groundsman's Report – *for information*

No vandalism to report.

I have said in recent reports that we were doing quite well with football cancellations despite the wet weather, however last month has been very bad with more weekends cancelled than played.

Because of the continued wet weather, we are about three weeks behind on our grass cutting. The problem is that whilst not being able to access areas with our machinery, the grass has carried on growing. This means it will take a few weeks to get everything looking as nice as we would like. Yesterday (8th April) we finally managed to get some grass cut (other than strimming) for the first time since the autumn.

We have completed the planting of the Shoots Along the Routes trees. All that remain are the hedging whips. I am expecting to lose some of the trees due to us having to plant them in such wet conditions. It has been mentioned before that the best time to plant is in the Autumn. Most of the trees we have lost over the years are due to us having to plant them in the winter – too wet, or late spring/early summer – too dry. One advantage we do now have in summer dry spells is the water bowser, this will enable us to properly and efficiently water the newer plantings.

A large dead oak tree recently fell into our compound behind the tractor shed. Some damage was caused to our fencing. This is being removed on the day of writing.

We all recently completed a refresher course to update our ROSPA qualifications.

I have spent some time making a pitch plan for the changes required for Dynamos tournament in May.

Most of the lines have been remarked in the Hoe Road car park, including the wording ("No entry"/"Exit") at the Hamble Springs exit.

Senior Groundsman 12.03.24

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

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 Grounds - General</u>											
4276 Contractor - Dog Bins Svcing	(930)	850	(80)	(3,578)	3,400	6,978	(3,400)	(178)	(178)	105.2%	
4290 Contractor - Hedge Cutting	0	0	0	(3,550)	2,250	5,800	(2,250)	(1,300)	(1,300)	157.8%	
4312 Materials - Ground Maintenance	(181)	125	(56)	(1,403)	1,500	2,903	(1,500)	97	97	93.5%	
4315 Materials - Dog Dispenser Bags	0	0	0	(322)	300	622	(300)	(22)	(22)	107.4%	
4319 Materials - Lining Paint	0	0	0	(1,285)	0	1,285	0	(1,285)	(1,285)	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	1	1	0	1			100.0%	
1115 Land Lease - Scouts Building	0	0	0	2	2	0	2			100.0%	
1127 Contract Hire - Tennis Courts	0	0	0	1,684	1,540	(144)	1,540			109.4%	
1211 Hire Fees - Grounds	0	0	0	891	900	9	900			99.0%	
1212 Hire Fees - Football Pitches	80	0	(80)	390	0	(390)	0			0.0%	
4270 Contractor - Arboricultural	0	0	0	(850)	400	1,250	(400)	(450)	(450)	212.5%	
4313 Materials - Signage	0	0	0	(59)	50	109	(50)	(9)	(9)	117.3%	
4326 Mtce - Tennis Courts	0	0	0	0	100	100	(100)	100	100	0.0%	
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	0	(30)	(30)	111	74	(37)	74			150.1%	
1151 Annual Hire - Football Pitches	756	828	72	4,927	7,452	2,525	7,452			66.1%	
1212 Hire Fees - Football Pitches	317	0	(317)	1,449	1,000	(449)	1,000			144.9%	
4270 Contractor - Arboricultural	0	0	0	(350)	800	1,150	(800)	450	450	43.8%	
4280 Contractor - Grounds	0	0	0	(8,900)	6,500	15,400	(6,500)	(2,400)	(2,400)	136.9%	
4291 Contractor - Knowweed Treatment	0	0	0	0	100	100	(100)	100	100	0.0%	
4295 Contractor - Ditch Clearance	0	0	0	(400)	1,125	1,525	(1,125)	725	725	35.6%	

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	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
4311 Materials - Locks and Keys	0	50	50	0	50	50	(50)		50	0.0%	
4312 Materials - Ground Maintenance	0	0	0	(100)	0	100	0		(100)	0.0%	
4313 Materials - Signage	0	0	0	(72)	50	122	(50)		(22)	143.3%	
4319 Materials - Lining Paint	0	500	500	(706)	500	1,206	(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	(405)	(405)	1,471	972	(499)	972			151.3%	
4270 Contractor - Aboricultural	0	0	0	0	50	50	(50)		50	0.0%	
4274 Contractor - Waste Skip Hire	0	0	0	(410)	0	410	0		(410)	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	0	0	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	163	0	(163)	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 Equip Service	0	0	0	(531)	750	1,281	(750)		219	70.8%	
4170 Advertising - Halls	0	0	0	(150)	250	400	(250)		100	60.0%	
4309 Materials - Cleaning	(151)	0	(151)	(1,080)	1,000	2,080	(1,000)		(80)	108.0%	
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%	

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4320 Mtce - H & S Conformances	0	0	0	(82)	0	82	0		(82)	0.0%	
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%	
<u>240 Hoe Road Pavilion</u>											
1131 Contract Hire - Kitchen	0	0	0	473	428	(45)	428			110.5%	
1132 Contract Hire - Rooms	0	0	0	6,028	5,452	(576)	5,452			110.6%	
1133 Contract Hire - Storage	0	0	0	98	88	(10)	88			111.9%	
1223 Hire Fees - Storage	19	0	(19)	19	0	(19)	0			0.0%	
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%	
4277 Contractor - Water Monitoring	(60)	104	44	(926)	1,000	1,926	(1,000)		74	92.6%	
4307 Materials - Defib Equipment	0	500	500	(355)	500	855	(500)		145	71.0%	
4320 Mtce - H & S Conformances	0	0	0	0	250	250	(250)		250	0.0%	
4332 Mtce - Alarm & CCTV Systems	(51)	59	9	(775)	700	1,475	(700)		(75)	110.6%	
4336 Mtce - Building Fabric	0	1,000	1,000	(220)	2,000	2,220	(2,000)		1,780	11.0%	
4337 Mtce - Building Services	0	500	500	(648)	1,000	1,648	(1,000)		352	64.8%	
4338 Mtce - Internal Decoration	(2,000)	1,000	(1,000)	(2,000)	2,000	4,000	(2,000)		0	100.0%	
4339 Mtce - External Decoration	(500)	500	0	(500)	1,000	1,500	(1,000)		500	50.0%	
4341 Non Domestic Rates	0	0	0	(736)	720	1,456	(720)		(16)	102.2%	
4343 Electricity	0	2,227	2,227	417	6,500	6,083	(6,500)		6,917	(6.4%)	
4345 Water	0	199	199	(698)	1,200	1,898	(1,200)		502	58.2%	
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%	
<u>250 Priory Park Clubhouse</u>											
1158 Annual Hire - Rooms	103	(118)	(221)	818	708	(110)	708			115.5%	
1161 Annual Hire - Storage	46	(52)	(98)	361	312	(49)	312			115.7%	

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1220 Hire Fees - Rooms	1,725	1,267	(458)	18,728	15,000	(3,728)	15,000			124.9%
1223 Hire Fees - Storage	16	15	(1)	189	180	(9)	180			105.0%
4102 Prof Fees - P A Testing	0	0	0	0	75	75	(75)		75	0.0%
4142 Performing Rights - Music Fees	0	0	0	(180)	500	680	(500)		320	35.9%
4158 Premises Licence	0	0	0	(35)	21	56	(21)		(14)	166.7%
4275 Contractor - Trade Waste	0	0	0	(1,487)	1,200	2,687	(1,200)		(287)	123.9%
4277 Contractor - Water Monitoring	0	104	104	(725)	1,000	1,725	(1,000)		275	72.5%
4281 Contractor - Window Cleaning	0	49	49	(420)	590	1,010	(590)		170	71.2%
4282 Contractor - Cleaning	(144)	0	(144)	(144)	0	144	0		(144)	0.0%
4285 Contractor - Hygiene Waste	0	(433)	(433)	(1,746)	1,040	2,786	(1,040)		(706)	167.9%
4307 Materials - Defib Equipment	0	0	0	(355)	500	855	(500)		145	71.0%
4311 Materials - Locks and Keys	(45)	50	5	(45)	50	95	(50)		5	90.5%
4313 Materials - Signage	0	100	100	0	100	100	(100)		100	0.0%
4320 Mitce - H & S Conformances	(68)	150	82	(128)	250	378	(250)		122	51.2%
4331 Mitce - Car Parks	0	0	0	(1,100)	500	1,600	(500)		(600)	220.0%
4332 Mitce - Alarm & CCTV Systems	(40)	59	19	(610)	700	1,310	(700)		90	87.1%
4336 Mitce - Building Fabric	0	0	0	(332)	2,000	2,332	(2,000)		1,668	16.6%
4337 Mitce - Building Services	(895)	0	(895)	(1,365)	1,000	2,365	(1,000)		(365)	136.5%
4338 Mitce - Internal Decoration	(2,000)	0	(2,000)	(2,000)	2,000	4,000	(2,000)		0	100.0%
4339 Mitce - External Decoration	(500)	0	(500)	(500)	1,000	1,500	(1,000)		500	50.0%
4341 Non Domestic Rates	0	0	0	(2,545)	2,495	5,040	(2,495)		(50)	102.0%
4343 Electricity	0	264	264	(327)	2,100	2,427	(2,100)		1,773	15.6%
4344 Gas	(471)	431	(40)	(1,680)	2,100	3,780	(2,100)		420	80.0%
4345 Water	0	76	76	(321)	1,000	1,321	(1,000)		679	32.1%

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4350 Minor Assets	0	0	0	94	250	156	(250)		344	(37.7%)	
<u>260 The Jubilee Hall Building</u>											
1087 Income - PAT Recharge	0	0	0	0	100	100	100			0.0%	
1153 Annual Hire - Diamond Suite	296	275	(21)	3,557	3,300	(257)	3,300			107.8%	
1220 Hire Fees - Rooms	3,696	3,000	(696)	35,981	36,000	19	36,000			99.9%	
1223 Hire Fees - Storage	0	18	18	(25)	200	225	200			(12.6%)	
1225 Hire Fees - Kitchen	179	168	(11)	1,843	2,000	157	2,000			92.1%	
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	500	500	(168)	500	668	(500)		332	33.6%	
4158 Premises Licence	0	0	0	(35)	21	56	(21)		(14)	166.7%	
4270 Contractor - Aboricultural	0	0	0	0	200	200	(200)		200	0.0%	
4275 Contractor - Trade Waste	0	0	0	(3,616)	2,500	6,116	(2,500)		(1,116)	144.7%	
4277 Contractor - Water Monitoring	(60)	104	44	(943)	1,000	1,943	(1,000)		57	94.3%	
4281 Contractor - Window Cleaning	0	67	67	(460)	791	1,251	(791)		331	58.2%	
4282 Contractor - Cleaning	0	0	0	0	750	750	(750)		750	0.0%	
4285 Contractor - Hygiene Waste	0	(1,000)	(1,000)	(3,021)	1,800	4,821	(1,800)		(1,221)	167.8%	
4307 Materials - Defib Equipment	0	500	500	(355)	500	855	(500)		145	71.0%	
4309 Materials - Cleaning	0	0	0	0	200	200	(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	(45)	10	(35)	(137)	50	187	(50)		(87)	273.1%	
4320 Mtce - H & S Conformances	(273)	0	(273)	(273)	500	773	(500)		227	54.6%	

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4332 Mtce - Alarm & CCTV Systems	(40)	68	28	(480)	800	1,280	(800)		320	60.0%	
4336 Mtce - Building Fabric	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4337 Mtce - Building Services	(239)	0	(239)	(2,941)	3,000	5,941	(3,000)		59	98.0%	
4338 Mtce - Internal Decoration	(2,000)	0	(2,000)	(2,000)	2,000	4,000	(2,000)		0	100.0%	
4339 Mtce - External Decoration	(500)	0	(500)	(500)	1,000	1,500	(1,000)		500	50.0%	
4341 Non Domestic Rates	0	0	0	(6,680)	6,500	13,180	(6,500)		(180)	102.8%	
4343 Electricity	0	752	752	(5,082)	6,000	11,082	(6,000)		918	84.7%	
4344 Gas	(1,605)	0	(1,605)	(6,861)	7,250	14,111	(7,250)		389	94.6%	
4345 Water	0	0	0	(755)	800	1,555	(800)		45	94.3%	
4350 Minor Assets	0	250	250	(261)	250	511	(250)		(11)	104.4%	
261 Jubilee Hall Car Park & Ground											
1088 Income - Electric Charge M/C's	0	0	0	574	1,000	426	1,000			57.4%	
1089 Income - Car Parking M/C's	81	209	128	2,809	2,500	(309)	2,500			112.4%	
1152 Annual Hire - Season Tickets	0	0	0	185	1,000	815	1,000			18.5%	
1211 Hire Fees - Grounds	0	0	0	94	42	(52)	42			224.9%	
4150 Ticket M/C Card Charges	(35)	209	174	(1,876)	2,500	4,378	(2,500)		622	75.1%	
4270 Contractor - Aboriginal	0	0	0	(350)	400	750	(400)		50	87.5%	
4281 Contractor - Window Cleaning	0	30	30	(100)	250	350	(250)		150	40.0%	
4286 Contractor - Car Park Tickets	0	0	0	(218)	350	568	(350)		132	62.4%	
4287 Contractor - E'tric Charge Mac	0	130	130	(200)	500	700	(500)		300	40.0%	
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)	0	(197)	(787)	1,200	1,987	(1,200)		413	65.6%	

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4329 Mtce - Fencing	0	250	250	(25)	250	275	(250)		225	9.9%	
4331 Mtce - Car Parks	0	125	125	0	250	250	(250)		250	0.0%	
4341 Non Domestic Rates	0	0	0	(8,252)	8,000	16,252	(8,000)		(252)	103.2%	
4343 Electricity	(55)	67	12	(800)	800	1,600	(800)		(0)	100.1%	
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%	
<u>270 Well House</u>											
1085 Income - Non PC Recharge	0	0	0	2,000	0	(2,000)	0			0.0%	
1126 Contract Hire - Well House	0	(826)	(826)	9,051	10,100	1,049	10,100			89.6%	
4096 Prof Fees - Building Assessment	0	0	0	(150)	0	150	0		(150)	0.0%	
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%	
4320 Mtce - H & S Conformances	0	250	250	0	500	500	(500)		500	0.0%	
4337 Mtce - Building Services	0	250	250	(969)	500	1,469	(500)		(469)	193.7%	
4338 Mtce - Internal Decoration	(4,060)	0	(4,060)	(4,605)	0	4,605	0		(4,605)	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - P A Testing	0	0	0	0	150	150	(150)		150	0.0%	
4157 Road Tax & Insurance	0	(771)	(771)	(4,254)	2,200	6,454	(2,200)		(2,054)	193.4%	
4274 Contractor - Waste Skip Hire	(410)	0	(410)	(3,777)	2,500	6,277	(2,500)		(1,277)	151.1%	
4305 Op Costs - Tractors&Mowers	(1,052)	584	(468)	(7,364)	7,000	14,364	(7,000)		(364)	105.2%	
4306 Op Costs - P C Vehicles	0	500	500	(2,794)	6,000	8,794	(6,000)		3,206	46.6%	
4309 Materials - Cleaning	0	50	50	(107)	150	257	(150)		43	71.4%	
4310 Materials -Tools / Minor Items	0	167	167	(171)	2,000	2,171	(2,000)		1,829	8.6%	
4311 Materials - Locks and Keys	0	25	25	(12)	50	62	(50)		38	24.6%	
4312 Materials - Ground Maintenance	(81)	30	(51)	(247)	360	607	(360)		113	68.5%	

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4332 Mitce - Alarm & CCTV Systems	(226)	25	(201)	(2,032)	300	2,332	(300)		(1,732)	677.2%
4336 Mitce - Building Fabric	0	0	0	(290)	0	290	0		(290)	0.0%
4337 Mitce - Building Services	0	0	0	(1,448)	1,000	2,448	(1,000)		(448)	144.8%
4343 Electricity	0	389	389	(1,411)	5,000	6,411	(5,000)		3,589	28.2%
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%
<u>290 Playgrounds & Leisure Areas</u>										
4109 Prof Fees - Safety Inspections	0	0	0	(608)	750	1,358	(750)		143	81.0%
4144 Lease - Oak Road Play Area	0	(84)	(84)	(205)	145	350	(145)		(60)	141.7%
4270 Contractor - Aboricultural	0	0	0	(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	(40)	250	210	(302)	500	802	(500)		198	60.4%
4320 Mitce - H & S Conformances	84	0	84	(1,354)	2,000	3,354	(2,000)		646	67.7%
4327 Mitce - Play & Leisure Equipmmt	(125)	0	(125)	(1,978)	4,500	6,478	(4,500)		2,522	44.0%
4329 Mitce - Fencing	0	0	0	(595)	1,000	1,595	(1,000)		405	59.5%
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%
<u>299 Capital - Halls & Grounds</u>										
1099 Income - Asset Disposals	0	0	0	303	0	(303)	0			0.0%
1334 WCC CIL Funding 2023-24	40,000	0	(40,000)	135,000	95,000	(40,000)	95,000			142.1%
4350 Minor Assets	0	0	0	(1,011)	750	1,761	(750)		(261)	134.8%
4364 Southerm Footpath Cycleway	0	0	0	(74,063)	105,000	179,063	(105,000)		30,937	70.5%
4371 Electric Shutter Door (ES)	0	0	0	(2,000)	0	2,000	0		(2,000)	0.0%
4381 Replace Pick Up Truck	0	0	0	0	17,000	17,000	(17,000)		17,000	0.0%

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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	0	0	0	(124,863)	195,000	319,863	(195,000)		70,137	64.0%	124,863
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%	
4410 Replace Play Area Equipment	(4,000)	0	(4,000)	(14,256)	0	14,256	0		(14,256)	0.0%	10,256
4414 Bidings Replace /Refurb	(8,000)	0	(8,000)	(8,000)	0	8,000	0		(8,000)	0.0%	
4415 Tennis Court Maintenance	(2,000)	0	(2,000)	(2,000)	0	2,000	0		(2,000)	0.0%	
4420 Costs-Purchase of Community	0	0	0	(6,089)	0	6,089	0		(6,089)	0.0%	6,089
4432 Montague rd Play Areas	0	0	0	(107,159)	135,557	242,716	(135,557)		28,398	79.1%	107,159
4450 Extend Parking PP	0	0	0	(500)	57,849	58,349	(57,849)		57,349	0.9%	500
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 Gold Room Floor	0	0	0	(1,955)	4,000	5,955	(4,000)		2,045	48.9%	
4507 Bin Store (JH)	0	0	0	(2,787)	0	2,787	0		(2,787)	0.0%	
Grand Totals:- Income	47,314	4,349	(42,965)	229,251	185,352	(43,899)	185,352			123.7%	
Expenditure	32,994	13,441	(19,553)	486,068	819,235	333,167	819,235	0	333,167	59.3%	
Net Income over Expenditure	14,319	(9,092)	(23,411)	(256,818)	(633,883)	(377,065)	(633,883)				
plus Transfer from EMR	0			324,930							
less Transfer to EMR	40,000			135,000							
Movement to/(from) Gen Reserve	(25,681)			(66,888)							

Bishop's Waltham Parish Council
Halls and Grounds Committee
Capital Projects Control 2023-24 Budget
Month 12

Committee	G L Code	Description	Month Budgeted	Capital		EMR		Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
				Budget £'s	Budget £'s	Funding Budget £'s	Approved £'s				
Income											
1099		Income - Asset Disposals	Dec/Jan	0	0	0	0	303	0	0	Skate Park Fencing
1334		WCC CIL Funding 2023-24	March	45,000	0	0	45,000	45,000	0	0	EMR 374 Replace Skate Park
1334		WCC CIL Funding 2023-24	24/25	50,000	0	0	50,000	50,000	0	0	EMR 373 SFC
1334		WCC CIL Funding 2023-24	24/25	0	0	0	0	0	0	0	EMR 376 Solar Panels £40,000
1334		WCC CIL Funding 2023-24	March	0	0	0	0	40,000	0	0	EMR 351 Purchase of Community Asset
1341		WCC S106 Funding 2023-24	24/025	0	0	0	0	0	0	0	EMR 373 SFC (£25,815)
1400		New Capital Receipt	24/25	0	0	0	0	0	0	0	EMR 353 (Well House) £335,000
		Total Committee Income		95,000	0	0	95,000	135,303	0	0	
Expenditure											
4350		Minor Assets	Apr/Jun/Sep	750	0	0	750	1,011	0	0	PAT Testing Machine/Goal Sockets/Teak Bench/Plaque
4357		Name Sign (JH)	24/25	0	0	0	0	0	0	0	EMR 380 (£5,000)
4364		Southern Footpath / Cycleway	Jun-Feb	105,000	55,000	0	50,000	74,063	0	0	EMR 373
4365		Replace Tractor	24/25	0	0	0	0	0	0	0	EMR 330 (£33,500)
4368		Replace Topper/Mower	24/25	0	0	0	0	0	0	0	EMR 340 (£33,500)
4371		Electric Shutter Door (ES)	February	0	0	0	0	2,000	0	0	EMR 385
4381		Replacement Pick-Up Truck	Not expected	17,000	0	0	0	0	0	0	EMR 320
4386		Floor Polisher (JH)	24/25	1,500	1,500	0	0	0	0	0	EMR 375 (£1,500)
4388		CCTV Hoe Road	24/25	5,000	5,000	0	0	0	0	0	EMR 370 (£5,000)
4390		Replace Skatepark	23/24&24/25	195,000	150,000	0	45,000	124,863	0	0	EMR 374 (£43,145)
4393		Solar Panels On Roof (JH)	24/25	60,000	60,000	0	0	0	0	0	EMR 376
4398		Resurface Play Areas	June	10,000	0	10,000	0	5,165	0	0	PP Resurfacing
4410		Replace Play Area Equipment	April	0	0	0	0	14,256	0	0	EMR 325 CA Roundabout
4415		Building Replace/Refurb	March	0	0	0	0	8,000	0	0	EMR 350
4415		Resurface Tennis Courts	March	0	0	0	0	2,000	0	0	EMR 355
4419		Purchase of Community Asset	March	0	0	0	0	180,000	0	0	EMR 351
4420		Costs - Purchase of Community Asset	23/24&24/25	0	0	0	0	6,689	0	0	EMR 351 (£3,310)
4432		Montague Rd Play Areas	Sep-Jan	135,557	135,557	0	0	107,159	0	0	EMR 315
4450		Extend Parking (PP)	24/25	57,849	57,849	0	0	500	0	0	EMR 377
4484		Stackable Chairs (JH)	24/25	0	0	0	0	0	0	0	EMR 390 (£1800)
4487		Building Maintenance	24/25	11,000	11,000	0	0	0	0	0	EMR 379
4500		Albany Road Play Park	24/25	59,401	59,401	0	0	0	0	0	EMR 378 (+£18,797 WCC-OSF)
4501		Resurface Gold Room Floor	January	4,000	0	4,000	0	1,955	0	0	
4505		Costs - Sale of Community Asset	Not expected	0	0	0	0	0	0	0	EMR 353 (Well House £15,000)
4507		Bin Store (JH)	August	0	0	0	0	2,787	0	0	
		Total Committee Expenditures		662,057	552,307	109,750	109,750	530,448	0	0	
		EMR Movements		0	0	0	0	384,530	0	0	
		Total Net Committee Expenditures		567,057	552,307	14,750	14,750	10,615	0	0	

Ear Marked Reserves
2023-2024

	Opening Balance	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	£401	£0	£0	£132,189	£135,557	£548	
316	EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Add £3,797 WCC-OSF 24/25
320	EMR - Replace Pick Ups - CYF	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£0	
325	EMR - Replace Play Area Equipment - CYF	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£0	
330	EMR - Replace Tractor - CYF	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£33,500	£0	
335	EMR - Replace Transat Van - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£5,000	£0	
336	EMR - EV Chargers	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
340	EMR - Replace Topper / Mower - CYF	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£33,500	£0	
341	EMR - Replace IT Equipment - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
345	EMR - Election Expenses - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
350	EMR - Bldings Replace / Refurb - CYF	£77,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£77,000	£77,000	£0	
351	EMR - Purchase of Community Asset - CYF/CIL/WCIL	£0	£0	£0	£0	£1,424	£0	£750	£40,000	£0	£3,916	£0	£140,600	£3,310	£0	£0	Feb £40,000 WCIL
352	EMR - Sale of Asset	£0	£0	£0	£150	£0	£0	£0	£0	£0	£0	£0	£0	£150	£0	£0	£0 Well House £15,000
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0 Well House £335,000
355	EMR - Tennis Court Maintenance - CYF	£14,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£14,000	£14,000	£0	
360	EMR - Replace Bus Shelters - CYF	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£10,000	£0	
370	EMR - CCTV (HR) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£5,000	£0	
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 Bridleway - CIL	£50,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£50,000	£50,000	£0	
373	EMR - Southern Footpath - CIL/WCIL/S106	£37,500	£0	£0	£250	£11,870	£0	£28,197	£49,050	£22,500	£32,125	£0	£0	£46,563	£55,000	£9,063	Nov £50,000 WCIL / Mar 25,815 S106
374	EMR - Replace Skate Park (PP) - CIL/WCIL	£147,446	£0	£520	£680	£3,046	£333	£0	£0	£25,000	£0	£87,000	£0	£96,863	£150,000	£50,583	Jan £45,000 WCIL
375	EMR - Floor Polisher - CYF	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£1,500	£0	
376	EMR - Solar Panels (JH) - CIL/WCIL	£89,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£89,750	£89,750	£0	
377	EMR - Extend Parking (PP) - CIL	£55,178	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£55,178	£55,178	£0	
378	EMR - Albany Road Play Park - S106/OSF	£89,401	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£89,401	£89,401	£0	
379	EMR - Building Maintenance - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£5,000	£0	
380	EMR - Name Sign (JH) - CYF	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£2,000	£0	
385	EMR - Electric Shutter Door (ES) - CYF	£1,800	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,800	£1,800	£0	
390	EMR - Stackable Chairs (JH) - CYF	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£1,500	£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	£22,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£22,011	£22,011	£0	
393	EMR - WCC CIL Receipts 2021-22	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062	£3,062	£0	
394	EMR - WCC CIL Receipts 2022-23	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481	£481	£0	
395	EMR - WCC CIL Receipts 2023-24	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471	£2,471	£0	
396	EMR - SDNP CIL Receipts 2021-22	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
397	EMR - SDNP CIL Receipts 2022-23	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
398	EMR - SDNP CIL Receipts 2023-24	£798,807	£10,256	£520	£930	£15,066	£81,744	£27,812	£59,521	£8,660	£36,792	£89,000	£111,022	£326,426	£592,307	£472,361	£12,867 £30,022 Abbey Mill expected 24/25

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 – 16th April 2024

Grant Opportunities – *for information*

Grants applications submitted by Committees (updates in **bold**):

Grant Scheme	Purpose – Committee	Status
WCC Community Infrastructure Levy (CIL)	Solar Panels – H&G	£40k Granted
WCC Community Infrastructure Levy (CIL)	Purchase of building	£40k Granted
Rural England Prosperity Fund (WCC)	Priory Park Overflow Car Park Extension and improvement	£49k Granted
Go Greener Faster – (WCC)	Electric vehicle charging point for Hoe Road and the Jubilee Hall.	Declined (scheme opening again later this year).
District Small Grants Scheme (WCC)	Skate Jam - CEC	Granted.

Grants being investigated/in progress:

Grant Scheme	Purpose - Committee	Status
HCC Parish and Town Council Investment Fund	Solar Panels – H&G	Application not yet submitted.

Proposal: To note the above.

Administration Officer 08.04.24



Halls and Grounds Committee – 16th April 2024

Albany Road Play Area Project – *for consideration*

Current Status:

- At the Full Council meeting held on February 13th, full approval was given to accept the HAGS tender for the Albany Road playpark project.
- Project budget and agreed cost of play equipment - £65,000.
- A 'pre-build' onsite meeting was held with a representative from HAGS on Monday 18th March at mid-day, to discuss timing plans and start up details.
- HAGS have sent all of the relevant pre-start up information that we require (RAMS, COSSH etc) and have proposed a start date of 7th May.
- See agenda item 16, where a resident has contacted the office to request that the Council consider adding swings to the playpark equipment.

Proposal: To note the above and to approve the proposed commencement date of 07.05.24.

Project Manager 10.04.24



Halls and Grounds Committee – 16th April 2024

Facilities Review Project Update – *for consideration*

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.

A meeting of the working group was held on Wednesday 14th February. The three quotations received were considered. It was agreed that the service being offered by one architect involved far more of the project process than the other quotations received.

Further to the Full Council meeting held on 12.03.24, a representative from each architectural business will be invited to attend a meeting to discuss their ideas and processes. All councillors will be invited to attend.

Current Status:

- One of our initial architects who had quoted, has withdrawn his services due to other business commitments.
- A meeting with another architect was held on the morning of 25th March with Cllr Latham in attendance. This progressed the following day into a site visit of the Priory Park facility with the Project Manager. We are now awaiting a quote.
- Tuesday 30th April is suggested as a date to invite the architects to present their quotations to the Council in person.

Proposal: To note the above and approve the organisation of the proposed meeting with architectural firms to take place on 30th April and for all Councillors to be invited.

Project Manager/Administration Officer 10.04.24



Halls and Grounds Committee – 16th April 2024

Skatepark Project Update – *for consideration*

Current Status:

Gravity started construction of the new skatepark at Priory Park on 20th November 2023 – the image below shows the progress so far.



Image taken 10.04.24.

- We are now in the closing stages of work for the skatepark, which will include returning the site as closely as possible, back to its previous condition.
- The working group met onsite on the morning of 10th April to discuss the final stages which included potential seating positions, landscaping and waste bins and signage.
- At the Full Council meeting held on 9th April, a contractor was appointed for the installation of a pathway from the overflow car park at Priory Park to the skatepark. The successful contractor will now be notified and the planning for this work can commence.

Proposal: To note the above.



Halls and Grounds Committee – 16th April 2024

Priory Park Overflow Car Park Update and Appointment of a Working Group – *for consideration*

On Friday 5th April, the office received notification from WCC that the grant application to the Rural England Prosperity Fund (for £49,000) has been successful.

This grant, combined with the Parish Council's Funds (EMR 377) gives a current total project budget of £54,678. Due to the value of this project, to comply with the Council's Financial Regulations the formal tender process used to obtain quotations via the Contracts Finder website.

The Committee are requested to appoint a working group to create the Invitation to Tender Document, work on which has been commenced by the Administration Officer and to evaluate the quotations when they are received and provide recommendation to the Committee.

Proposal: To note the update above and appoint a working group for the expansion of the Priory Park Overflow Car Park project.

Administration Officer
10.04.24



Halls and Grounds Committee – 16th April 2024

Correspondence – Request for Accessible Swing in Planned Play Area at Albany Road - *for consideration*

The following email was received by the office.

To support the consideration of this correspondence, the Project Manager has requested a price for a swing set to include an accessible seat from the company appointed by the Council to provide the play equipment at Albany Road. A verbal update will be given at the meeting if a response has been received.

Date: Mon, 11 Mar 2024, 13:14

Subject: Albany Road Playground

Hi [REDACTED]. We spoke last week re playground equipment.

Please pass on my comments to the relevant committee members:

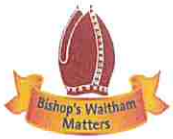
I was not able to see the plans displayed for the new playground for Albany Road. Having had high expectations of the new play area in Abbey Gardens, Winchester, and being really quite disappointed in that it is sadly lacking in accessibility and inclusive play equipment for children with physical disabilities, and those children with additional needs, I am now rather concerned that this new play area in Albany Road will similarly disadvantage these children. I am wondering who has been consulted about accessible equipment? It is so very important for children, especially those who attend Special Schools, such as Shepherds Down - our nearest Specialist school - to be able to have the opportunity to socialise with mainstream children and there is no better place than a playground for all, but it does need to have inclusive equipment. I believe a swing has not been included in the plans, and yet, so much advice for children with disabilities is the importance of an accessible swing. The swinging motion effect is both calming and immensely enjoyable for children. Sad to say that there is not one inclusive full support swings in any of the playgrounds in Bishop's Waltham which surely must be a huge oversight. I know there are round nest swings, but this is not at all the same as one designed for children with disabilities.

It is very much my hope that this issue can be rectified and added to the plans. I will await your response.

Thank you

Proposal: To consider the correspondence received and to make any relevant recommendations.

Administration Officer 10.04.24



Halls and Grounds Committee – 16th April 2024

Correspondence – Montague Road/Pondside Bridleway - for consideration

The following email was received by the office. The photographs referred to by the resident have been included in the meeting papers following the email.

Although the resident originally thought that the bridleway was the responsibility of HCC, the Administration Officer has since clarified that as the landowner, the Parish Council are responsible for the bridleway.

Sent: Monday, February 26, 2024 1:09 PM

To: <admin@bishops-waltham-pc.gov.uk>; <projects@bishops-waltham-pc.gov.uk>

Subject: Pondside path condition

Dear Parish Council,

(I had a word with [REDACTED] and he said to drop you a note.)

Please refer to the attached PDF which show the areas in question and some recent photos.

By way of background : I live in Morley Drive and regularly walk dogs in the South Downs National Park which involves walking along the section of Pondside from Langton Road, Past the Hampshire County Council field and along the paths around the fields ETC. My background is building construction. I have worked in the industry from 1982 to Feb 2023 when I retired.

You've done a great job on the playground. The Drainage to the park area appears to have worked (quite a challenge bearing in mind how saturated it was before the work) and it is well used.

In undertaking the work the contractors were really pleasant with people passing the working area and got on well with everyone. This was a good project.

On to the main point which is the section of path on the attached plans – illustrated by photographs. *(I do have several more photographs taken at various stages during and after the playground construction as I am over in the fields twice a day on average – walking my dogs).*

- The Path is really an HCC responsibility as it is a bridle path.
- It has always suffered from some puddling in three particular locations – so it was never perfect.
- During the installation of the playground the contractors used the Bridleway for vehicular access and the vehicles did enhance the damage. Discussion with the



contractors confirmed that the Bridle Path would be made could at the conclusion of the work.

- They did put down three patches of yellow clay towards the end of the works. In the heat of the summer this was 'brick hard'
- They returned to the site during wet weather to install the bins to the play area, when the path was particularly muddy and this caused further damage to the Bridle path – vehicles damaged the path again including tearing up the clay.
- On completion of the work it would be normal to expect the path to be returned to its original condition – as this was imperfect I anticipate that this would be based on an original schedule of condition (photos etc). Remedial work has not taken place. The yellow clay is not really an appropriate repair – Those experienced in Ground Works will understand that this sort of clay:
 - Is rock hard when dry
 - Takes up water and becomes a slippery but fairly waterproof slurry when wet. (See pictures – The yellow clay areas are clearly visible).
- The clay has therefore enhanced the original ponding/ mud situation – This does not really constitute 'Making good' after the works. Something other than the yellow clay would be more appropriate. I had assumed this was a temporary measure and other works would follow, but this has not occurred.
- People are not able to use this area at present so they are :
 - Walking around the sides of the playpark
 - I have even met some dog walkers who insist on walking through the playpark with their dogs in protest about the failure to deal with the path – I don't agree with this. This should not happen as the playpark is fenced off to prevent entry of dogs and it is clearly signed. (personally I walk down the side of the playpark. Outside the fence.).

Being realistic, its not a clear cut situation and I am just attempting to bring about some improvement:

- HCC have not had funds to maintain or improve the path – they are fairly impoverished at present, mainly due to many years of reducing Government Grant.
- The path was therefore not in brilliant condition before the works took place.
- What is required is
 - Some scalplings (stones similar to the entrance from Langton Road) – not for the full length of the path but just in the three main area of ponding/ puddling.
 - Some drainage channels cut from these ponding areas down the adjacent ditches - so that they are not the 'lowest point' and most of the water drains away (we are not after perfection here).

Is there any chance of getting this work deployed, possibly by a combination of 'making good' associated with the playground contract, and a small amount of funding to undertake the above work ?

I am sure there would be people willing to help spread the scalplings etc if they could be supplied.

The benefits would be :

- Returning the path to use by; dog walkers, Walkers, ramblers, bike and horse riders Etc (elderly people are particularly vulnerable because the surface is so slippery). (There are significant numbers – I cannot quantify them).
- Avoiding people walking through the playpark



- This would be something for Bishops Waltham Residents other than just young people who have benefited recently from playparks ETC

I am aware that HCC Councillors have, in the past been allocated a small amount of money to support local schemes. I am not sure this is still the case, but I will also write to Cllr Humby to see if this might be supported. Maybe this could be a joint mini project ? I fully understand the financial limitations here and I'm just trying to catalyse a solution.

Any assistance that you can give on this would be appreciated. I would be happy to discuss this further if that would assist.

Regards,

[Redacted signature block]

Proposal: To consider the correspondence received and to make any relevant recommendations.

Administration Officer

10.04.24



The photographs supplied by the resident.





Bishop's Waltham Parish Council





Bishop's Waltham Parish Council

Halls and Grounds Committee – 16th April 2024

Coronation Hall – Appointment of Working Group – *for consideration*

The Committee are requested to appoint a working group to proceed with the management of the Parish Council's newly acquired Coronation Hall. The Working Group will be asked to review the current state of the building along with the survey of the building condition to arrive at a schedule of required maintenance.

Proposal: To appoint a working group for the management of Coronation Hall.

Administration Officer
10.04.24