



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 21st January 2025 at 7.00pm

Present:	Cllr Latham	
	Cllr Marsh	
	Cllr Pavey	
	Cllr Smith	
	Cllr Stallard	Vice Chairman
	Cllr Webb	Chairman
	Cllr Wilson	
In Attendance:	Mr S Arthur	Estates Manager
	Mr R Thorne	Project Manager
	Mr T Veck	Senior Groundsman
	Mrs C Wilkinson	Committees Officer
Members of the Public:	0	

HG231/24 To receive and accept apologies for non-attendance.
All present.

HG232/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
None relating to the business of the meeting.

HG233/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
Cllr Latham – Agenda item 18, Meeting with Scouts
Cllr Pavey – Agenda item 18, Meeting with Scouts

HG234/24 To approve the minutes from the meeting of the Halls & Grounds Committee – 17th December 2025
Resolved: To approve the minutes of the Halls & Grounds Committee – 17th December 2025
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
All in favour.

HG235/24 Public Session

The gap between the Priory Park Skate Zone and its access path was observed to be in poor condition with mud being brought onto the skate park as a result. This Project Manager noted that there was a drain running under this patch of land. Options for improvement for improving the surface were to be considered. **Action: Project Manager**

The planting in the bed to the front of the Jubilee Hall was being given an overhaul. The possibility of Sustainable Bishop's Waltham being involved in some other areas was raised. The Estate Manager would contact the group to determine whether this could be mutually beneficial. **Action: Estate Manager**

It was noted that the street art on the St George's Square bus shelter was being obscured by moss growing behind the protective Perspex. A request was made to the Senior Groundsman to fit a strip to the top of the Perspex to prevent rainwater from getting behind the panel. This would be referred to Planning and Highways. **Action: Committees Officer**

A request had been received from the Town Team to borrow some furniture for the KidsTreat community event, to provide a seating area. This request would be dealt with operationally, in

communication with the Committee Chairman. The Priory Park Clubhouse furniture was best suited to this outdoor use. The Town Team had set aside some funds to be able to pay from Groundsmens' time if required.

In response to some feedback received from a resident about the Council's dog walking area, the Senior Groundsman had reviewed the security of all the Council's dog-walking areas, and where possible steps were being taken to maximise security. It was noted that in some cases, it would not be possible to make them secure due to the style of fencing surrounding the site.

Sustainable Bishop's Waltham had requested permission to put up temporary signage at the Council's play areas to promote the Rethinking Rubbish event being held on 22nd March.

A meeting had been held at the Council's land at Albany Road with a WCC planning officer to discuss potential possibilities for buildings on that site. A report would be provided at Full Council.

HG236/24 **Actions Arising from the meeting of the Halls & Grounds Committee – 17th December 2024**
Noted.

HG237/24 **Estate Manager's Report – for information**
A small number of issues had been flagged by the recently completed hard wire testing and water risk assessments. Remedial works to address these issues were almost complete.

The Estate Manager was continuing to investigate warm air heaters and was working with the Senior Groundsman to identify potential solutions to the flooding problem outside the Estate Shed.

HG238/24 **Senior Groundsman's Report – for information**
Noted.

HG239/24 **Financial Position Year to Date**
Noted.

HG240/24 **Capital Control and Ear Marked Reserves Reports**
Noted.

HG241/24 **Grant Opportunities**
Following the commencement of work by the appointed architect on potential designs for a new Priory Park Clubhouse there was a need to start seeking funding for Priory Park Clubhouse project.

HG242/24 **Play Area Safety Inspection Report Progress Update – for consideration**
The grounds team had progressed well with the small number of recommended actions, some items were being delayed until suitable weather conditions.

HG243/24 **Southern Shared Pathway Project Update – for consideration**
The Estates Manager had commenced obtaining quotations for solution for remedial work required on the bridge between Priory Park and Bosworth Gardens, this would possibly include a ramp to address the level change between the end of the bridge linking into Bosworth Gardens.

Whether tree saplings could be planted in the eastern corner of Priory Park to help consume some of the water in that area was raised. Councillor Latham would consult with Sustainable Bishop's Waltham to see whether any trees were available and would liaise with the Senior Groundsman.

Action: Councillor Latham

HG244/24 **Priory Park Overflow Car Park Project Update – for consideration**
Works were progressing well, the contractor anticipated that their work would be completed by the end of the week commencing 27th January. Each stretch of parking spaces had been divided to form equally sized spaces of the optimum size. All spaces were larger than the legal minimum.



The Bowling Club had asked whether anything could be done to help protect the area outside the accessway onto the overflow car park. The contractor had been asked to use any surplus materials if available, to improve this area.

Options for potentially adding a higher-level demarcation of parking bays were discussed, the Project Manager had requested a quotation from the contractor for future reference.

HG245/24 Facilities Review Update – Priory Park Redesign – for consideration

An initial meeting between the working group and architects had taken place on 20th January. The architects were commencing work on creating preliminary designs. The Project Manager gave a verbal report of the meeting, written notes would be included in the Committee's February meeting papers.

HG246/24 Additional Battery Storage for Solar Generated Electricity for Jubilee Hall – for consideration

DNO permission had not yet been received for the additional batteries. and so, the provisional start date was no longer valid. A revised date had not yet been provided.

HG247/24 2025/26 Halls and Grounds Hire Rates (Product Fee Increases) – for consideration

The Hoe Road and Priory Park hire fees for community events was raised for further consideration to ensure consistency. The Committees Officer would work with the Finance Manager to bring a proposal to the Committee's next meeting. **Action: Committees Officer/Finance Manager**

The parking permit options at the Jubilee Hall car park were felt to be sufficient currently. Any changes would need to be considered alongside the WCC town centre car parks, particularly if control should transition to a different authority.

The rates for all day hires of the Jubilee Hall and Priory Park Clubhouse were not felt to be particularly attractive, compared with the hourly rate and would be recalculated.

Resolved:

- i) **To approve the updated product fees as tabled by the Finance Manager, with the exception of the items below, and to forward to the Finance, Policy and Resources Committee for approval. Action: Committees Officer/Finance Manager**
- ii) **To modify the whole-day hire rates for the Jubilee Hall and Priory Park Clubhouse to provide the hirer with a discount to the value of one hour of hire. Action: Finance Manager**
- iii) **To defer approval of the hire rates for the annual community events held at the Hoe Road Recreation Ground and Priory Park football pitches until after further consideration at the Committee's February meeting.**

Proposed: Cllr Pavey

Seconded: Cllr Sherwood

All in favour

HG248/24 Report from Meeting with the Scouts Regarding Potential Building Project – for consideration

The tabled report was received. Should any plans progress, opportunities such as installing an external power supply and making toilets externally accessible should be considered.

Resolved: To forward this report to the Finance, Policy and Resources Committee as a lease matter.

Proposed: Cllr Marsh

Seconded: Cllr Wilson

5 in favour, 2 abstentions

HG249/24 Requests for Future Agenda Items

Bins in hireable halls – to deal with increased number of waste streams.

Bicycle parking

Commercial operations review – community driven requirements

Jubilee Hall refurbishment

Men's sanitary bin provision



HG250/24 **Date of next meeting – Tuesday 18th February 2025**
Noted.

HG251/24 **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

HG252/24 **Quotations for Water Monitoring Contract – for consideration**
The three quotations had been gathered.
Resolved: To recommend to the Finance, Policy and Resources Committee that Commercial Environmental Services Ltd be appointed as the contractor to undertake the water monitoring for the Parish Council's Buildings at a monthly cost of £247.91, excluding VAT.
Proposed: Cllr Marsh
Seconded: Cllr Latham
All in favour **ACTION: Committees Officer**

HG253/24 **Quotations for Food Waste Contract for the Jubilee Hall – for consideration**
It was noted that a food waste receptacle would be required for hirers' use in the Jubilee Hall kitchen. The frequency of collections would be increased to weekly, if this proved necessary.
Resolved: To recommend to the Finance, Policy and Resources Committee that Veolia be appointed as the contractor to undertake fortnightly food waste collections at the annual cost of £120, excluding VAT with an additional one-off delivery cost of £10.00.
Proposed: Cllr Marsh
Seconded: Cllr Wilson
All in favour **ACTION: Committees Officer**

There being no further business, the meeting closed at 20:56pm.

