

Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council Halls and Grounds Committee held in the Ruby Room of the Jubilee Hall, Bishop's Waltham on Tuesday 18th February 2025 at 7pm.



Present: Cllr Marsh
Cllr Pavey
Cllr Sherwood
Cllr Webb Committee Chairman

In Attendance: Mr S Arthur Estates Manager
Mrs E McKenzie Executive Officer
Mr R Thorne Projects Manager
Mr T Veck Senior Groundsman

Members of the Public: 0

HG254/24 To receive and accept apologies for non-attendance

Cllr Latham – family commitments
Cllr Stallard – family commitments
Cllr Wilson – family commitments

Resolved: To accept apologies for non-attendance

Proposed: Cllr Sherwood

Seconded: Cllr Pavey

All in favour

HG255/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

HG256/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None.

HG257/24 Public Session

No members of the public present.

It was noted that the new Youth Hall, once completed, would be available to any community hire. A query regarding the speed bump at Priory Park had been raised and information provided on the need to control vehicle speed at the site.

A suggestion was made to consider route markers along the Southern Pathway i.e. at Allotments.

HG258/24 To approve the minutes from the meeting of the Halls and Grounds Committee – 21st January 2025

Resolved: To approve minutes of the Halls and Grounds Committee – 21st January 2025

Proposed: Cllr Marsh

Seconded: Cllr Sherwood

All in favour who were present at the meeting of 21st January 2025.

HG259/24 Actions arising from the meeting of the Halls and Grounds Committee – 21st January 2025

Noted. The list was reviewed and updated as per the sheet tabled. Updated list to be circulated with the meeting minutes for reference.

HG260/24 Estates Manager's Report

Noted. Recent issues arising with the electrics to the heating systems were noted with remedial works in progress.

- HG261/24 Senior Groundsperson's Report**
Noted. Current focus was on whole parish grounds, under previous lengthsman scheme tasks, and also work at the Cemetery. The Committee thanked the grounds team for their work at St George's Square bus shelter and also noted compliments received from a member of the public regarding the valued upkeep of the Cemetery grounds.
- HG262/24 Financial Position Year to Date**
The report was duly deliberated and areas of overspend noted for next year's budget setting.
Resolved: To note the financial position year to date.
Proposed: Cllr Pavey
Seconded: Cllr Sherwood
All in favour.
- HG263/24 Capital Control Report**
Noted.
- HG264/24 Ear Marked Reserves Report and Year End 2024/25 Adjustment**
This report with adjustments suggested was duly considered.
Resolved: To approve the tabled adjustments suggested except to retain code 370 to progress the project within 2025.
Proposed: Cllr Pavey
Seconded: Cllr Sherwood
All in favour.
- HG265/24 2025/26 Halls and Grounds Hire Rates (Product Fee Increases) Community Events**
The paper tabled was carefully considered and a recommendation made to be referred to the Finance, Policy and Resources Committee for further deliberation.
Resolved: To recommend to the Finance, Policy and Resources Committee the Approach A tabled with an incremental increase to be planned over the next three years.
Proposed: Cllr Pavey
Seconded: Cllr Sherwood
All in favour. **ACTION: Committees Officer**
- HG266/24 Grant Opportunities**
Noted.
- HG267/24 Priory Park Overflow Car Park Project Update**
The updates presented were positively noted. It was suggested that activity was monitored over the coming weekends to assess the impact of the car park extension.
- HG268/24 Facilities Review Update – Priory Park Clubhouse Redesign**
The Project Manager's update was welcomed and next steps would be progressed in due course.
Resolved: To note the progress in the Priory Park Clubhouse redesign.
Proposed: Cllr Webb
Seconded: Cllr Pavey
All in favour
- HG269/24 Hoe Road Recreation Ground Tennis Benches Update**
Noted. The benches were reportedly heavily weighted and hopefully very durable. The tennis club had thanked the Council in writing for the provision of this courtside seating.
- HG270/24 Jubilee Hall Youth Shelter Update**
The new base resurfacing was positively received and noted as a beneficial improvement.
- HG271/24 Project's Manager Report**
Noted. Projects were highlighted as in progress. Quotations would follow as a future agenda item.

- HG272/24 Additional Battery Storage for Solar Generated Electricity for Jubilee Hall Update**
Noted.
- HG273/24 Memorial Tree Variety List**
The helpful tree guide was welcomed and the catalogue produced with illustrative photographs would be circulated to the Committee. The list was noted for inclusion on the website for the public to refer to.
Resolved: To approve the memorial tree variety list as tabled.
Proposed: Cllr Pavey
Seconded: Cllr Marsh
All in favour
Circulate Tree 'Catalogue' to Committee and upload tree list to the website.
ACTION: Committees Officer
- HG274/24 Memorial Bench List**
Agenda Item withdrawn.
- HG275/24 Hoe Road Recreation Ground Parking and Vehicle Issues**
The issues were duly noted. The Estates Manager added that the football club had been made aware of traffic direction and flow, and they had responded supportively.
It was considered that the parking had not been problematic recently and that remedial actions in progress were addressing issues appropriately. Monitoring was ongoing.
Repairs to the flow plates and new signage regarding the one-way system should be prioritised. Sat Nav companies would be contacted to ensure the one-way system was clearly recorded as such.
ACTION: Estates Manager
- HG276/24 Allotment Fencing Update**
Noted. Quotations for the lower allotment field fence line, with gates, would be presented as a future agenda item.
- HG277/24 Requests for future agenda items**
Review of Premises Licence
Jubilee Hall Intruder Alarm Quotations
Allotment Fencing Quotations
- HG278/24 Date of next meeting – Tuesday 18th March 2025**
Noted.
The Senior Groundsperson left the meeting at 8:25pm.
- HG279/24 Motion for confidential business:** The Chairman then moved:
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.
- HG280/24 Quotations for Replacement Lighting at the Estates Shed**
The three quotations presented were duly considered.
Resolved: To appoint RSW Sound Ltd at a cost of £616.33, excluding VAT, to replace the fluorescent interior lighting with LED lighting at the Estates Shed at Hoe Road Recreation Ground, with ratification by the Finance, Policy and Resources Committee
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour
ACTION: Committees Officer / Estates Manager
- HG281/24 Quotations for Repairs or Replacement of the Gate of the Jubilee Hall Bin Store**
The project was awaiting a third quotation and, as the two quotations tabled greatly varied in price, the three quotations would be referred to the Finance, Policy and Resources Committee to consider.
ACTION: Committees Officer / Estates Manager

- HG282/24** **Quotations for Southern Pathway Ramp between Priory Park and Bosworth Gardens**
The recommendations were carefully deliberated and the possible funding avenues considered. It was hoped that some funds were still available from the Southern Pathway project to undertake this project or relate to Health and Safety code line.
Resolved: To refer the cost avenue to the Finance Manager and appoint Bobs Jobs to repair the ramp edge on the bridge between Priory Park and Bosworth Gardens at a cost of £294.79 excluding VAT.
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
All in favour
ACTION: Check funding avenue for this project **ACTION: Finance Manager**
- HG283/24** **Quotations for Priory Park Tree Work**
The three quotations tabled were considered.
Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of Jack Tosdevine Tree Services for the reduction of the Monterey Pine Tree (no.959) at Priory Park at a cost of £2,600.00 excluding VAT.
Proposed: Cllr Sherwood
Seconded: Cllr Marsh
All in favour **ACTION: Committees Officer / Estates Manager**
- HG284/24** **Prices for Replacement Cartridges for Hoe Road Recreation Ground Directional Ramps**
The quotations tabled were considered and the issue of some vehicles not currently abiding with the one-way system due to the flow plates' deterioration. This purchase was considered necessary as soon as possible as a health and safety concern.
Resolved: To purchase 55 cartridges for the directional ramps at Hoe Road Recreation Ground at a cost of £1,925.00 excluding VAT, with ratification by the Finance, Policy and Resources Committee
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
All in favour **ACTION: Committees Officer / Estates Manager**

There being no further business the meeting ended at 9.01pm.