



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 March 2025 at 7pm.

Present: Cllr Latham
Cllr Marsh
Cllr Sherwood
Cllr Stallard Vice Chairperson
Cllr Webb Chairperson

Non-Committee Member: Cllr Nicholson

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

- HG285/24 To receive and accept apologies for non-attendance**
Cllr Pavey – family commitments
Cllr Wilson – family commitments
Resolved: To accept apologies for non-attendance and to co-opt Councillor Nicholson on to the Halls and Grounds Committee for meeting.
Proposed: Cllr Sherwood
Seconded: Cllr Latham
All in favour
- HG286/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
Cllr Stallard – Agenda item 17 (Dynamos Football Tournament Draft Licence and Fee)
Cllr Webb – Agenda item 14 (Facilities Review – Priory Park Redesign Update and Funding Request)
- HG287/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- HG288/24 Public Session**
Some feedback from Priory Park Clubhouse hirers was passed to the Estates Manager that supplies such as hand towels were not always restocked as necessary.
- HG289/24 To approve the minutes from the meeting of the Halls and Grounds Committee – 18th February 2025**
Resolved: To approve minutes of the Halls and Grounds Committee – 18th February 2025 pending the addition of proposer and seconder names under item HG273/24 (Memorial Tree Variety List).
Proposed: Cllr Marsh
Seconded: Cllr Latham
All in favour who were present at the meeting of 18th February 2025.
- HG290/24 Actions arising from the meeting of the Halls and Grounds Committee – 18th February 2025**
Noted. The work on the relining of the Priory Park Multi-Use Games Area was due to commence later in the week.

- HG291/24 Financial Position Year to Date**
Resolved: To note the financial position year to date.
Proposed: Cllr Latham
Seconded: Cllr Webb
All in favour.
- HG292/24 Capital Control Report**
Noted.
- HG293/24 Ear Marked Reserves Report and Year End 2024/25 Adjustments**
This report with adjustment suggested was duly considered.
Resolved: To approve the tabled adjustment and the creation of an Earmarked Reserve of £2,500 for the upgrade of the Jubilee Hall alarm.
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
All in favour.
- HG294/24 Grant Opportunities**
Noted. CIL opportunities would be explored with Winchester City Council in due course in light of the draft findings of the Playing Pitch Strategy, Councillor Latham was involved in his capacity as Winchester City Councillor and would notify the Committee when the report was generally available.
- HG295/24 Estates Manager's Report**
It had been confirmed that there was no damp problem in the Ruby Room, the variation in wall colour was purely due to paint colour.
Work had been completed on the ramp to address the change in levels at the entry onto the bridge leading into Priory Park from Bosworth Gardens.
The lighting upgrade at the Estates Shed had been completed.
- HG296/24 Senior Groundsperson's Report**
Noted. Installation of the recently purchased replacement dog waste bins (that were dual use) had been completed. Information about dugout seats was being located to facilitate the necessary replacement following the reported vandalism.
The Grounds Team were thanked for their hard work maintaining the West Hoe Cemetery, which had been the subject of recent positive feedback from a member of the public.
- HG297/24 Project Manager's Report**
Compliments had been received by councillors on the recently completed overflow car park at Priory Park. Notable improvements had been observed in the quantity of vehicles parked on Elizabeth Way on Saturdays.
- HG298/24 Facilities Review Update – Priory Park Clubhouse Redesign Update and Funding Request**
The topographical survey was planned to take place on Wednesday 19th March.
Resolved: To note the progress in the Priory Park Clubhouse redesign and to send a letter to St Peter's Parochial Church Council (PCC) to investigate potential funding from the monies transferred from the Bishop's Waltham Education Institute.
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
5 in favour, 1 abstention **ACTION: Committees Officer/Cllr Marsh**
- HG299/24 Hedgerow Planting at Montague Road**
Noted. A draft risk assessment had been created and would be approved by the Committee Chair and Clerk prior to the event taking place. Members of SBW and local residents.
ACTION: Committees Officer/Cllr Webb
Resolved: To approve Sustainable Bishop's Waltham's proposal to organise a hedgerow planting event to plant hedgerow whips at the tabled location on the Parish Council's land at Montague Road on Saturday 29th March.

Proposed: Cllr Latham
Seconded: Cllr Webb
All in favour

HG300/24

Bishop's Waltham Rotary Family Fun Day Draft Licence and Fee

The clause relating to the removal of rubbish would be modified to be more consistent with the licence for the Dynamos Tournament.

ACTION: Committees Officer

The progress of Martyn's Law would be determined, and if the legislation was now in effect appropriate additions would be made to the draft licence.

ACTION: Committees Officer

The Rotary would be asked to observe generator usage during the 2025 event, for future consideration.

ACTION: Committees Officer

Resolved: To recommend to the Finance, Policy and Resources Committee the tabled draft licence and fee of £583.20 (including VAT) for the usage of Hoe Road Recreation Ground for Bishop's Waltham Rotary Club to hold their Family Fun Day event on Saturday 14th June 2025, with the amendments requested by the Committee during the meeting.

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

ACTION: Committees Officer

HG301/24

Dynamos Football Tournament Draft Licence and Fee

Senior Groundsman raised that consideration must be given to how marking the pitches could be accommodated between the season end and the tournament.

As was raised in the previous agenda item, appropriate amendments would be added prior to the review of the document by the Finance, Policy and Resources Committee if Martyn's Law would be in effect at the point of the event taking place.

Resolved: To recommend to the Finance, Policy and Resources Committee the tabled draft licence and fee of £587.03 (including VAT) for the usage of Priory Park Football pitches for Bishop's Waltham Dynamos Football Club to hold their 2-day Football Tournament event on Saturday 24th and Sunday 25th May 2025 with the addition requested in the meeting, if appropriate.

Proposed: Cllr Latham

Seconded: Cllr Marsh

5 in favour, 1 abstention

ACTION: Committees Officer

HG302/24

Pondside Lane Bridleway

The tabled report was noted and was agreed that quotations sought for remedial works and redirecting surface run-off water into the existing swales. However, it was also noted that a larger project to improve this well-used bridleway might make a suitable subject for a grant application in relation to active travel routes.

Resolved: To authorise the Project Manager to continue to investigate the potential cost of remedial works to the Pondside Lane bridleway, and to request quotations from contractors to include profiling work or alternative drainage provision to the top of the pathway to redirect surface water to the nearby swales.

Proposed: Cllr Webb

Seconded: Cllr Nicholson

All in favour

ACTION: Projects Manager

HG303/24

Montague Road Wildflower Area Meeting

The Head Groundsperson updated the committee that following the site meeting with local residents, the wildflower area had been topped. Going forward the perimeter of the area would be regularly mown to improve the appearance and reduce the occurrence of vegetation growing into the adjacent pavement. The area would be observed during the spring and summer months to see how it responded. It was anticipated that the area would be topped again in the autumn.

Resolved: To receive the update following the meeting with residents and the plan to regularly mow a strip around the edge of the Montague Road wildflower area adjacent to the pavement and to top the area annually to improve the appearance of this designated informal green space.

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

- HG304/24 Memorial Bench List**
 The draft document tabled was considered and a clause would be added to the main policy to state that benches should be installed on concrete slabs, to be installed at the requester's expense.
Resolved: To approve the tabled additions to the Parish Council's Memorial Tree and Bench Policy for recommendation to the Finance, Policy and Resources Committee with an addition of clause to require a slab to be installed for benches to be installed upon. **ACTION: Committees Officer**
Proposed: Cllr Marsh
Seconded: Cllr Webb
All in favour
- HG305/24 Requests for future agenda items**
 Fireworks event licence
 Annual pitch drainage works
 Quotations for tree condition surveys
- HG306/24 Date of next meeting – Tuesday 15th April 2025**
 Noted.
At this point the Senior Groundsperson left the meeting.
- HG307/24 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.
- HG308/24 Proposal for Half Day Halls Hire Rate**
Resolved: To recommend the introduction of a Half Day Hire Rate for the Jubilee Hall and Priory Park Clubhouse to the Finance, Policy, and Resources Committee.
Proposed: Cllr Sherwood
Seconded: Cllr Marsh
All in favour **ACTION: Committees Officer**
- HG309/24 Quotations for Trade and Recycling Waste Services at the Jubilee Hall and Priory Park**
 Veolia would be approached to check whether their quoted price could be reduced in light of their appointment to handle food waste for the Parish Council's buildings. **ACTION: Estates Manager**
Resolved: To recommend to the Finance, Policy and Resources Committee that Veolia be appointed to provide trade and recycling waste services at the Jubilee Hall and Priory Park Clubhouse, with confirmation of price to be obtained by the Estates Manager.
Proposed: Cllr Sherwood
Seconded: Cllr Marsh
All in favour **ACTION: Committees Officer**
- HG310/24 Quotations for Jubilee Hall Alarm Upgrade**
 The Estates Manager outlined the range of systems that had been proposed for installation. Introducing control via an app would require the system to be connected to the internet, the associated security implications would have to be taken into consideration.
Resolved: To defer further consideration of this matter to a future meeting until such a point as more information had been obtained about problems with the current system. **ACTION: Estates Manager**
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
All in favour
- HG311/24 Quotations for Skatepark surfacing**
 This agenda item had been withdrawn.
- HG312/24 Southern Footpath Remedial Works Quotations**
 The Projects Manager was asked to contact the Environment Agency and to approach the Planning Office to discuss whether permission was granted to install the drain that was the source of excess water that had caused the erosion of the path's surface. **ACTION: Projects Manager**

Resolved: To recommend to the Finance, Policy and Resources Committee that Infinity Playgrounds Ltd be appointed to install two areas of permeable surfacing to the Southern Pathway, near the Priory Park Skate Zone and to the entrance of the path from the Priory Park overflow car park at a combined cost of £7,126.09, excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Sherwood

All in favour

ACTION: Committees Officer

HG313/24

Quotations for Churchill Avenue Play Area Replacement Gates

Resolved: To recommend to the Finance, Policy and Resources Committee that Infinity Playgrounds Ltd be appointed to supply and install three replacement gates at the Churchill Avenue play area at a cost of £6,725.00, excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Sherwood

All in favour

ACTION: Committees Officer

HG314/24

Quotations for Fencing at Albany Road Allotments

Further information would be supplied to the Finance, Policy and Resources Committee to ensure that value for money was being obtained for the supply of the gates and locks required as part of the project.

ACTION: Committees Officer

Resolved:

i) To recommend to the Finance, Policy and Resources Committee that D Mooney Fencing Ltd be appointed to supply and install the fencing as tabled at the lower section of the Albany Road allotments at a cost of £3,800.00, excluding VAT, with the gates to be purchased by the Parish Council.

ACTION: Committees Officer

ii) To delegate further consideration of the supply of the gates and locks to the Finance, Policy & Resources Committee following the supply of additional pricing information.

Proposed: Cllr Sherwood

Seconded: Cllr Latham

All in favour

HG315/24

Quotation for Change of Payment Processor for Jubilee Hall Car Park Ticket Machines

Resolved:

i) To recommend to the Finance, Policy and Resources Committee that the Council give the required 3-month notice to Network Merchants (NMI) of the termination of the contract for the processing of card payment transactions for the Jubilee Hall car park.

ii) To recommend to the Finance, Policy and Resources Committee that the two Jubilee Hall car park ticket machines be updated to hardware that will support the migration to Windcave for the processing of card payment transactions at a cost of £800 excluding VAT, (with ongoing associated fees of 14p per transaction processed).

Proposed: Cllr Latham

Seconded: Cllr Sherwood

All in favour

ACTION: Committees Officer

There being no further business the meeting ended at 9.00pm.