



**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 15<sup>th</sup> April 2025 at 7pm.**

**Present:** Cllr Marsh  
Cllr Sherwood  
Cllr Webb Chairperson  
Cllr Wilson

**In Attendance:** Mr S Arthur Estates Manager  
Mr R Thorne Projects Manager  
Mr T Veck Senior Groundsman  
Mrs C Wilkinson Committees Officer

**Members of the Public:** 0

**HG316/24 To receive and accept apologies for non-attendance**

Cllr Latham – family commitments  
Cllr Pavey - family commitments  
Cllr Stallard – family commitments

**Resolved: To accept apologies for non-attendance.**

**Proposed: Cllr Sherwood**

**Seconded: Cllr Marsh**

**All in favour**

**HG317/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**

None.

**HG318/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**

Cllr Webb and Cllr Marsh – Agenda Item 13 – Correspondence: Request for Dedicated Jubilee Hall Car Park Space for Community Minibus

**HG319/24 Public Session**

A request had been received for an outdoor tap, or alternatively a water butt, at the Jubilee Hall. This would be handled operationally to provide a means of watering the beds to the front of the building.

**HG320/24 To approve the minutes from the meeting of the Halls and Grounds Committee – 18<sup>th</sup> March 2025**

**Resolved: To approve minutes of the Halls and Grounds Committee – 18<sup>th</sup> March 2025**

**Proposed: Cllr Marsh**

**Seconded: Cllr Sherwood**

**All in favour who were present at the meeting of 18<sup>th</sup> March 2025.**

**HG321/24 Actions arising from the meeting of the Halls and Grounds Committee – 18<sup>th</sup> March 2025**

Noted.

**HG322/24 Financial Position Year to Date**

The Finance Manager was currently working on the annual return and the closure of the financial year would follow shortly.

**Resolved: To note the financial position year to date.**

**Proposed: Cllr Wilson**

**Seconded: Cllr Sherwood**

**All in favour.**

- HG323/24 Capital Control and Ear Marked Reserves Reports**  
Noted.
- HG324/24 Grant Opportunities**  
Noted.
- HG325/24 Estates Manager's Report**  
The tabled report was noted. Various maintenance improvements had been completed and quotations for other building maintenance works were in the process of being gathered and would form future agenda items.
- HG326/24 Senior Groundsperson's Report**  
Noted. The weed treatment on the Priory Park football pitches and the cricket ground was planned to be completed later in the week, subject to conducive weather conditions.
- HG327/24 Project Manager's Report**  
Further to the completion of the topographical survey at Priory Park, refined plans were anticipated from the appointed architect.  
  
Further to the exploration of the Priory Park drainage issue, the Project Manager was instructed to gather quotations to create a ditch to transport storm water to the existing ditch running to the south-eastern boundary of Priory Park. **Action: Projects Manager**
- HG328/24 Correspondence: Request for Dedicated Jubilee Hall Car Park Space for Community Minibus**  
The need to maintain a good quantity of disabled parking spaces was raised as was whether the vehicle could be parked at the Hoe Road Recreation Ground. This option would be raised with the Minibus Group. **Action: Committees Officer**  
Further consideration would be deferred until a future meeting of the Committee.
- HG329/24 Priory Park Clubhouse Building Maintenance**  
The Committee noted the need to balance the maintenance of the appearance of the building whilst keeping financial outlay at a reasonable level in light of the potentially limited remaining lifespan of the building.  
**Resolved: To progress with the tidying of the surrounds of the building and to proceed with the cleaning and painting with operational approval to be given by the Committee Chair in line with financial regulations.** **Action: Estates Manager**  
**Proposed: Cllr Wilson**  
**Seconded: Cllr Sherwood**  
**All in favour**
- HG330/24 Requests for future agenda items**  
Buildings Maintenance Works Quotations
- HG331/24 Date of next meeting – Tuesday 20<sup>th</sup> May 2025**  
Noted.
- HG332/24 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.**
- HG333/24 Pitch Drainage Quotations**  
The quotations obtained were duly considered and the difficulties in obtaining quotations for comparison was noted. The time constraints involved and the need to complete this work during the football off-season necessitated the swift progression of this matter.  
**Resolved: To accept the quotation received from PJ and CM Froud Ltd to undertake the required drainage works on the Priory Park football pitches at the cost of £15,275.00, excluding VAT and to**

seek ratification from the Finance, Policy, and Resources Committee for this expenditure which was within the budgeted funds.

Proposed: Cllr Sherwood

Seconded: Cllr Marsh

All in favour

**ACTION: Committees Officer**

**HG334/24**

**Request from Dynamos Football Club for Sunday Usage of Priory Park Football Pitches**

It was noted that booking a pitch on a Wednesday would currently be possible given current Sunday usage levels of the football pitches.

**Resolved: To respond to the request that Priory Park football pitches would be available of a pay per play basis.**

Proposed: Cllr Wilson

Seconded: Cllr Sherwood

All in favour

**ACTION: Committees Officer**

*At this point the Senior Groundsperson left the meeting.*

**HG335/24**

**FOBS Fireworks Event Draft Licence and Fee**

**Resolved: To approve the draft licence and charge of £235.80 for the usage of Hoe Road Recreation Ground for Friends of Bishop's Waltham Junior School to hold their Fireworks event on Saturday 8<sup>th</sup> November 2025, for recommendation to the Finance, Policy and Resources Committee.**

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour

**ACTION: Committees Officer**

**HG336/24**

**Actual Cost of Dual-Use Bins Purchase**

**Resolved: To ratify the purchase of four new dual waste wheelie bins from Yellow Shield Ltd at a total cost of £188.00 (excluding VAT), and the associated fixing posts from Earth Anchors Ltd at a total cost of £536.00 (excluding VAT) and to forward to the Finance, Policy and Resources Committee.**

Proposed: Cllr Marsh

Seconded: Cllr Wilson

All in favour

**ACTION: Committees Officer**

**HG337/24**

**Jubilee Hall Alarm Upgrade Report**

The current system was effective and neither the Estates Manager nor Caretaker had experienced any issues.

The Estates Manager was requested to investigate alternative providers for the ongoing maintenance contract for the buildings' alarms to check for competitiveness.

**Action: Estates Manager**

**Resolved: To continue with the current functioning alarm system at the Jubilee Hall, and to continue to hold an Ear Marked Reserve within the Committee's budget for such a time as a replacement system becomes necessary.**

Proposed: Cllr Sherwood

Seconded: Cllr Wilson

All in favour

**HG338/24**

**Advertising of Parish Council Halls in the Parish News Magazine**

Further consideration of advertising of Halls and Grounds would be deferred to a future meeting.

The matter of a contribution of £100 for the Parish Council's monthly full-page article in the Parish News would be referred to Full Council for consideration since it related to the communication of Parish Council news rather than the advertising of facilities.

**ACTION: Committees Officer**

There being no further business, the meeting ended at 20:34pm.