



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 20th May 2025 at 7pm.

Present:

Cllr Nicholson	
Cllr Stallard	Vice Chairperson
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: 3

HG001/25 To elect the Chairman of the Committee
Resolved: To elect Cllr Webb as Chairman of the Committee.
Proposed: Cllr Nicholson
Seconded: Cllr Stallard
All in favour.

HG002/25 To elect the Vice Chairman of the Committee
Resolved: To elect Cllr Stallard as Vice Chairman of the Committee.
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
All in favour.

HG003/25 To receive and accept apologies for non-attendance
Cllr Latham – family commitments
Cllr Sherwood – family commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Nicholson
Seconded: Cllr Stallard
All in favour

HG004/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None.

HG005/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda
None.

HG006/25 Reappointment of Committee Working Groups for 2025/26 – for consideration
The following Committee working groups were agreed.

Budgeting Working Group
Cllr Stallard
Cllr Webb
<i>Committees Officer</i>
<i>Also advised by Estates Manager, Finance Manager, Senior Groundsperson</i>

PP Football Pitch WG
Cllr Nicholson
Cllr Webb
<i>Senior Groundsperson</i>
<i>Projects Manager</i>



Facilities Review Working Group
Cllr Latham
Cllr Nicholson
Mr F Taylor (ex-officio)
Cllr Stallard
Cllr Webb
Cllr Wilson
<i>Committees Officer</i>
<i>Estates Manager</i>
<i>Project Manager</i>

JH Heating WG
Cllr Latham
Cllr Webb
<i>Estates Manager</i>

Resolved:

- i) To appoint the Committee working groups for 2025/26 as tabled above.
- ii) To dissolve the Coronation Hall Working Group, the Jubilee Hall Car Park Working Group, the Jubilee Hall Solar Project Working Group, the BWPC Vehicles Working Group, the Priory Park Licence Working Group, the Bowls Club Licence Working Group (the group under the Halls and Grounds Committee only), the Priory Park Overflow Car Park Working Group and the Priory Park Car Parking Working Group.

Proposed: Cllr Webb

Seconded: Cllr Wilson

All in favour.

HG007/25

Public Session

Residents of Claylands Court reported that the manhole cover to the road's storm water drain was prone to overflowing, indicated a blockage or collapse of some sort in the onward pipe that routes under Claylands Road play area. The Committee addressed this matter under agenda item 19, Drainage Under Claylands Road Play Area.

HG008/25

To approve the minutes from the meeting of the Halls and Grounds Committee – 15th April 2025

Resolved: To approve minutes of the Halls and Grounds Committee – 15th April 2025

Proposed: Cllr Wilson

Seconded: Cllr Webb

All in favour who were present at the meeting of 15th April 2025.

HG009/25

Actions arising from the meeting of the Halls and Grounds Committee – 15th April 2025
Noted.

HG010/25

Financial Position Year to Date

Resolved: To note the financial position year to date.

Proposed: Cllr Webb

Seconded: Cllr Nicholson

All in favour.

HG011/25

Capital Control and Ear Marked Reserves Report
Noted.

HG012/25

Grant Opportunities

Installation of the additional batteries to store more of the electricity generated by the Jubilee Hall solar panels, funded by the grant from SEE, was currently underway.

The Police Commissioner's Fund would be looked at with a view to considering BWPC projects.

Action: Committees Officer/Cllr Stallard

HG013/25

Estates Manager's Report

Congratulations and thanks were offered to the Grounds team for their shortlisting for the Hampshire Football Association's Grass Pitch(es) of the Year award.



HG014/25

Senior Groundsperson's Report

Subsequent to the tabled report some additional graffiti had occurred at the new Albany Road play area which had been swiftly dealt with by the Grounds Team.

HG015/25

Project Manager's Report

The Project Manager shared photographs of the recently completed repairs and small additional section at of the Shared Southern Pathway at Priory Park and the replacement Churchill Road play area gates.

The investigation into the Priory Meadow pathway would help supply the Committee with useful information to be referred to during the budgeting process later in the year.

HG016/25

Disabled Car Parking Provision at the Jubilee Hall Car Park – for consideration

Resolved: To gather quotations for the relining necessary for the creation of two additional disabled parking spaces and to request the inclusion of directional arrows on the car park surface to encourage drivers to take note of the one-way traffic flow.

Proposed: Cllr Stallard

Seconded: Cllr Nicholson

All in favour

Action: Projects Manager

HG017/25

Advertising of Parish Council Hireable Facilities in the Parish News Magazine – for consideration

It was noted that where possible it would be useful to gather information about how hirers came to be aware of the Parish Council's hireable facilities.

Resolved: To integrate the content of the previously used advertisement into the Parish Council's monthly article in the magazine as space allowed.

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour

HG018/25

DNO Fee for Additional Batteries to Accompany the Jubilee Hall Solar Panels – for ratification

Resolved: To recommend to the Finance, Policy and Resources Committee the ratification of the payment of £300 (without VAT) to Cinergi Ltd for the Distribution Network Operator's inspection of the installation of the additional batteries at the Jubilee Hall.

Proposed: Cllr Webb

Seconded: Cllr Stallard

All in favour

Action: Committees Officer

HG019/25

Drainage Under Claylands Road Play Area – for consideration

Resolved: To report the urgent problem to Southern Water and request that they expedite further investigations into the blocked drain.

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

Action: Committees Officer

At this point the three members of the public left the meeting.

HG020/25

Correspondence – Request to Hire Parish Council Land for Stay and Play Sessions – for consideration

This agenda item was withdrawn.

HG021/25

Correspondence – Request for Football Pitch Hire for School Holiday Goal-keeper camp – for consideration

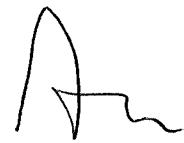
The Committees Officer was working with the correspondent to ensure that appropriate insurance was put in place by the hirer and that they had a safeguarding policy.

Resolved: To approve in principle the usage of the kickabout area of Priory Park for the provision of a Goal-Keeper Camp to take place in the summer school holidays and for the Committee Officer to progress with the potential booking.

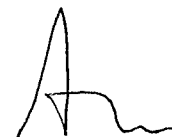
Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour



- HG022/25 Saturday Usage of Full-Size pitch – for consideration**
If an arrangement could be established with the additional football team, the matter of responsibility for the facilities would require careful clarification along with logistics for pitch access. Information would be requested regarding whether the team would require the use of the changing rooms.
Action: Committees Officer
Resolved: To recommend to the Finance, Policy and Resources Committee that temporary permission be granted to Dynamos Football Club to sublet to the Bishopstoke Football Club and for them to manage an arrangement between themselves for usage of the full-size Priory Park football pitch on Saturday afternoons only.
Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour
- HG023/25 Correspondence – Request to Hold Dog Show on Parish Council Land – for consideration**
Dates would be suggested that were within the football offseason (if a Saturday was preferred), or at other times of the year on a Sunday. Other community event dates would also be avoided.
Resolved: To permit in principle a community dog show event to be held at Hoe Road Recreation Ground and for Estates Manager to progress with potential hirer regarding this event.
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour
Action: Estates Manager
- HG024/25 Requests for future agenda items**
None.
- HG025/25 Date of next meeting – Tuesday 15th April 2025**
Noted.
The Senior Groundsperson left the meeting at 8.19pm.
- HG026/25 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.
- HG027/25 Quotations for Repairs and External Decoration of the Veranda at the Hoe Road Pavilion – for consideration**
The three quotations presented were duly considered with the façade of the building recognised as an important aspect of the building. Sufficient funds were available for these works within the Committee's approved budget.
Resolved: To appoint Bob's Jobs to complete the cleaning, repairs and repainting of the tabled areas of the east elevation of the Hoe Road Pavilion during the summer of 2025 at a total cost of £1,770.95 (without VAT).
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
All in favour
- HG028/25 Quotations for Internal Decoration Working Within the Jubilee Hall – for consideration**
A total of £4,500 was budgeted for internal decoration and general repair and maintenance.
Resolved: To appoint Ian Linford Decorating to complete the internal decoration tasks at the Jubilee Hall as tabled by the Estates Manager (Ruby Room and doors and ceiling in the builder foyer) at a cost of £1,490, excluding VAT, excluding the cost of the paint required to complete the works.
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour
- HG029/25 Quotations for Refurbishment of Children's Toilets in the Coronation Hall – for consideration**
A total of £4,500 was budgeted for internal decoration and general repair and maintenance.
Resolved:



- i) To appoint Craig Wheatley Decorating to undertake the painting and decorating work in the children's toilets at the Coronation Hall at a cost of £772.00, excluding VAT.
- ii) To recommend to the Finance, Policy and Resources Committee that Regal Environ Ltd be appointed to complete the plumbing works in the children's toilets at the Coronation Hall at a cost of £2,045.00, excluding VAT.

ACTION: Committees Officer

Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour

HG030/25

Quotations for PP Veranda – for consideration

The Grounds Team were thanked for their hard work tidying the building's surrounds.

A total of £1,500 was budgeted for general maintenance and external decoration.

Resolved: To appoint Bob's Jobs to undertake the repairs and external decoration tasks as tabled to the veranda of the Priory Park Clubhouse the cost of £1,379.19, without VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

HG031/25

Quotations for Priory Park Additional Ditch – for consideration

Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of BWTS to be considered in combination with any other quotations received subsequent to the Halls and Grounds Committee meeting.

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

ACTION: Committees Officer

HG032/25

Gates for Albany Road Allotments

Resolved:

- i) To agree in principle to the request for the additional allotments gates, providing the items requested could be purchased and installed within the original £10,000 project budget.
- ii) In principle to agree to the installation of a storage container next to the allotments shed, subject to the provision of a plan showing its precise location and information about the size. The Gardening Club would be asked to make the container look attractive as possible.

ACTION: Committees Officer

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

There being no further business the meeting ended at 8.51pm.