



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 17th June 2025 at 7pm.

Present: Cllr Latham
Cllr Webb Chairperson
Cllr Wilson

In Attendance: Mr S Arthur Estates Manager
Mr R Thorne Projects Manager
Mrs C Wilkinson Committees Officer

Members of the Public: 0

- HG033/25 To receive and accept apologies for non-attendance**
Cllr Nicholson – family commitments
Cllr Sherwood – family commitments
Cllr Stallard – resignation submitted
Resolved: To accept apologies for non-attendance and to co-opt Councillor Marsh as a substitute member Committee for the evening.
Proposed: Cllr Webb
Seconded: Cllr Marsh
All in favour
Apologies had also been received from the Senior Groundsman.
- HG034/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- HG035/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- HG036/25 Public Session**
No member of the public present.
- HG037/25 To approve the minutes from the meeting of the Halls and Grounds Committee – 20th May 2025**
Resolved: To approve minutes of the Halls and Grounds Committee – 20th May 2025
Proposed: Cllr Wilson
Seconded: Cllr Webb
All in favour who were present at the meeting on 20th May 2025.
- HG038/25 Actions arising from the meeting of the Halls and Grounds Committee – 20th May 2025**
Noted. It was agreed to that item HG161/24, relating to investigation of automated closure mechanisms for the tennis courts at the Hoe Road Recreation Ground would be closed. No issues were currently being experienced with security.
- HG039/25 Financial Position Year to Date**
Noted.
Resolved: To note the financial position year to date.
Proposed: Cllr Wilson
Seconded: Cllr Latham
All in favour.



- HG040/25 Capital Control and Ear Marked Reserves Report**
Noted.
- HG041/25 Grant Opportunities – for information**
Noted. The importance of maintaining a list of potential subjects of grant application was raised. The Committees Clerk would refresh the existing list, and the Estates Manager would also be consulted for any other items should be added.
Action: Committees Officer/Estates Manager
- HG042/25 Estates Manager's Report – for information**
The fencing works at the allotments at Albany Road was continuing to progress.
- HG043/25 Senior Groundsperson's Report – for information**
Subsequent to the report being written there had been some antisocial driving in the Priory Park overflow car park. The responsible parties had made themselves known to the Council and a mutually agreeable plan arranged to make amends. Any other instances would be brought to the Committee to facilitate consideration of whether to install an entrance barrier.
- HG044/25 Project Manager's Report – for information**
The preliminary costings being gathered by the Projects Manager would help to inform the Committee's prioritisation and budgeting process later in the year.
- HG045/25 Facilities Review Update – for information**
The revised set of drawings following the completion of the topographical survey had now been received and a working group meeting would be scheduled to review their content before an update being brought to the Committee in the next meeting.
Action: Facilities Review Working Group
The Projects Manager gave a verbal report following the meeting that had taken place earlier in the day that had been organised by Dynamos Football Club with representatives from the Football Association to discuss the possibility of the Senior Team being able to play at Priory Park. To expedite the process an agenda item would be taken to Full Council to approve reasonable measures to support the return of the senior team to Priory Park.
Action: Projects Manager/Estates Manager/Committee Officer
- HG046/25 Drainage Under Claylands Road Play Area – for consideration**
Any updates received from the residents of Claylands Court would be brought to the Committee. The intention was that when more was known about the nature of the issue, an agenda item would be created for consideration of potential resolutions.
- HG047/25 Proposal from Sustainable Bishop's Waltham for Area of Unkept Land at Montague Road – for consideration**
The wording of any sign would be given further consideration to show that it was a space for nature and to show that there is no through road.
Resolved:
i) To approve the proposal received from Sustainable Bishop's Waltham, that they be permitted to tidy up the area marked in red on the tabled map and to plant suitable wildflowers, with the neighbouring residents to receive appropriate communication.
ii) To provide the materials required, with the relevant minor expenditure to be approved by the Committee Chairperson and the Committees in accordance with the Council's Financial Regulations.
Proposed: Cllr Latham
Seconded: Cllr Marsh
All in favour



HG048/25

Appointment of Jubilee Hall Internal Decoration Works Working Group – for consideration

The working group were to meet with the Estates Manager to consider potential paint colours for use in the upcoming works.

Action: Jubilee Hall Internal Decoration Works Working Group

Resolved: To appoint Councillor Wilson and Councillor Webb to a Jubilee Hall Internal Decoration Works Working Group to work alongside the Estates Manager.

Proposed: Cllr Latham

Seconded: Cllr Marsh

All in favour

HG049/25

Dynamos Football Tournament Report – for information

The success and general smooth-running of the tournament was noted. The feedback from the Councillors who visited the site and nearby residents was noted. The event organisers would be contacted to ask them to consider increasing the gap between sessions to ease this part of the day when vehicle movements were at the highest level and to notify them that the licence agreement would be updated to state that residents of Elizabeth Way should be leafleted a fortnight before the event to give them prior warning.

Action: Committees Officer

HG050/25

Requests for future agenda items

Tree Survey Quotations

Facilities Review Update – Updated Plans

Coronation Hall modifications to access loft storage

HG051/25

Date of next meeting – Tuesday 15th July 2025

Noted.

HG052/25

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.

HG053/25

Quotations for the Replacement of Front and Rear Playroom Flooring in Coronation Hall – for consideration

The three quotations presented were duly considered, and the need for a practical easy to clean flooring appropriate to the building's usage.

Resolved: To recommend to the Finance, Policy and Resources Committee that Tony Robb be appointed to supply and install replacement flooring in both the front and rear playrooms in Coronation Hall at a cost of £3,625.00, excluding VAT.

Proposed: Cllr Wilson

Seconded: Cllr Latham

All in favour

ACTION: Committees Officer

HG054/25

Quotations for Cleaning of Jubilee Hall Stage Curtains

It was noted that since the curtains had not been cleaned for some time, that the contractor who would remove, clean and inspect the curtains off site was preferred and would be recommended to the Finance, Policy and Resources Committee on this occasion.

Resolved: To recommend to the Finance, Policy and Resources Committee that Camstage be appointed to remove, clean and treat the curtains offsite, prior to their reinstallation at a cost of £2,636.52, excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour

ACTION: Committees Officer



HG055/25

Tractor Quotations – for consideration

The Finance Manager would be consulted to ensure that the closed tender process permitted by Public Procurement Regulations was completed as required.

Resolved: To recommend to the Finance, Policy and Resources Committee that the new Iseki TG6687 67hp (with 7 front weights) tractor be purchased from T H White at the cost of £36,457.00 excluding VAT.

Proposed: Cllr Wilson

Seconded: Cllr Webb

All in favour.

ACTION: Committees Officer

HG056/25

Quotations for Repairs to Hoe Road Recreation Ground Track – for consideration

The Estates Manager explained his reasoning for seeking to progress with these unbudgeted remedial works for the vehicle track at the Hoe Road Recreation Ground.

Resolved: To recommend to the Finance, Policy and Resources Committee that Meon Valley Surfacing Ltd be appointed to undertake the remedial works on the track at Hoe Road Recreation Ground at a cost of £2,750.00, excluding VAT.

Proposed: Cllr Wilson

Seconded: Cllr Marsh

All in favour

ACTION: Committees Officer

HG057/25

Remaining Gates and Fencing Work for Albany Road Allotments – for consideration

Resolved:

- i) To ratify the purchase of additional gates and locks from First Fence Ltd to the value of £1,620.82 plus a £90 delivery charge and to refer to the Finance, Policy and Resources Committee for their ratification.
- ii) To ratify the appointment of D.Mooney to install the additional gates and fencing at the cost of £400.00, excluding VAT and to refer to the Finance, Policy and Resources Committee for their ratification.

Proposed: Cllr Marsh

Seconded: Cllr Latham

All in favour

ACTION: Committees Officer

HG058/25

Quotations for Relining Works in the Jubilee Hall Car Park

The matter of reducing the number of permit holder spaces was raised as it would be efficient to get this work completed at the same time as the lining works. The contractors would be asked to update their quotations accordingly for consideration at the Committee's next meeting.

ACTION: Projects Manager

There being no further business the meeting ended at 9:05pm