



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 July 2025 at 7pm.

Present:

Cllr Latham	
Cllr Nicholson	Chaired the meeting
Cllr Sherwood	
Cllr Wilson	

In Attendance:

Mr S Arthur	Estates Manager
Mr T Jolly	Work Experience Student
Mr R Thorne	Projects Manager
Mr T Veck	Senior Groundsman
Mrs C Wilkinson	Committees Officer

Members of the Public: 1

- HG059/25 Election of the Vice Chairman of the committee**
Resolved: To elect Councillor Sherwood as Vice Chairman of the Committee.
Proposed: Cllr Latham
Seconded: Cllr Nicholson
All in favour
Councillor Sherwood requested that Councillor Nicholson preside over the meeting for the evening in light of the fact that, as the newly appointed Vice Chair of the Committee, she had not had time, prior to the meeting, to prepare to preside.
- HG060/25 To receive and accept apologies for non-attendance**
Cllr Webb – family commitments
Resolved: To accept apologies for non-attendance
Proposed: Cllr Nicholson
Seconded: Cllr Latham
All in favour
- HG061/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- HG062/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- HG063/25 Public Session**
No members of the public wished to speak.
- HG064/25 To approve the minutes from the meeting of the Halls and Grounds Committee – 17th June 2025**
Resolved: To approve the minutes of the Halls and Grounds Committee – 17th June 2025
Proposed: Cllr Wilson
Seconded: Cllr Latham
All in favour who were present at the meeting of 17th June 2025.
- HG065/25 Actions arising from the meeting of the Halls and Grounds Committee – 17th June 2025**
Noted.
- HG066/25 Financial Position Year to Date – to note current position**
Resolved: To note the financial position year to date.
Proposed: Cllr Nicholson
Seconded: Cllr Latham
All in favour.

- HG067/25 Capital Control and Ear Marked Reserves Report – for information**
Noted. Clarification was requested regarding the Bank Street item in CIL receipts, information would be requested from the Finance Manager.
Action: Finance Manager
- HG068/25 Grant Opportunities – for information**
Noted. Potential subjects raised for a grant application included accessible play equipment and an additional youth shelter.
- HG069/25 Estates Manager's Report – for information**
A suspected timer issue with the hot water system at Priory Park had been acted upon and it was thought that this had resolved the issue.
Allotments fencing issues had been resolved and the work completed.
The exterior painting to the Priory Park Clubhouse veranda had been completed and had successfully made a significant improvement in the building's appearance.
- HG070/25 Senior Groundsperson's Report – for information**
Since the report had been written a water leak had occurred to the front of the Priory Park Clubhouse and the Estate Manager was in the process of resolving that issue with the assistance of the Grounds Team.
- HG071/25 Project Manager's Report – for information**
This agenda item had been withdrawn.
- HG072/25 Priory Park Clubhouse Project Update – for consideration**
The working group were to meet to discuss the next stage of the project, consultation with parishioners using current plans as a basis for gathering feedback.
Resolved: To note the tabled update received and for the working group to bring recommendations regarding plans for public consultation to a future Committee Meeting.
Proposed: Cllr Sherwood
Seconded: Cllr Nicholson
All in favour
Action: Facilities Review Working Group
- HG073/25 Report from Jubilee Hall internal Decorations Works Working group – for consideration**
Resolved: To approve the colour proposed by the Jubilee Hall Internal Decorations Works Working Group, conditional upon a tester patch being tried.
Proposed: Cllr Wilson
Seconded: Cllr Latham
All in favour
- HG074/25 Report from the Jubilee Hall Heating Working Group – for consideration**
The Estates Manager was awaiting the contact name for the contractor that had been recommended to undertake the heat loss survey for the Jubilee Hall.
Resolved: To undertake a heat loss survey and to gather further quotations for each type of heating system under consideration so that they can be brought before the Committee for the preferred method to be identified.
Proposed: Cllr Latham
Seconded: Cllr Sherwood
All in favour
Action: Estates Manager
- At this point the member of the public left the meeting.
- HG075/25 Proposal to Purchase Bleed Kits for Parish Council Land - for consideration**
It was noted that under Martyn's Law these types of supplies were recommended as appropriate for premises to have on hand in case of medical emergencies. Approval for these purchases would be actioned as part of the health and safety budget with approval to be sought from the Committee Chairman as appropriate.
Resolved: To authorise the halls team to investigate options available of the market and for these to be located at the Priory Park Clubhouse, Jubilee Hall and Hoe Road Pavilion.
Proposed: Cllr Sherwood
Seconded: Cllr Latham
All in favour
Action: Committees Officer



- HG076/25 Report from Councillors Visit to Bishops Waltham Infant School - for information**
The report was received with interest, and it was felt that this engagement with the pupils at Bishop's Waltham Infant School was very valuable.
It was noted that a trampoline was one of the items that was of particular interest to the children present, these types of play equipment would be investigated as a potential future purchase or basis for a grant application.
Action: Committees Officer
- HG077/25 Use of Hoe Road Pavillion Changing Rooms for Football Bookings - for consideration**
Resolved: To note the football bookings received and the actions planned to prepared the changing rooms in the Hoe Road Pavillion for use.
Proposed: Cllr Sherwood
Seconded: Cllr Latham
All in favour
- HG078/25 Requests for future agenda items**
Jubilee Hall Heating – Update from working group
Priory Park Clubhouse Project – Proposal regarding public consultation
- HG079/25 Date of next meeting – 19th August 2025**
Noted.
- HG080/25 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.
- HG081/25 Proposal for Hedge Work 2025 (Options and Costings) - for consideration**
Temporary insurance would be investigated for use if the machinery owner did not provide coverage.
ACTION: Committees Officer/Finance Manager
Resolution: To approve the proposal to hire the required equipment to enable the Grounds Team to undertake the annual hedge cutting work due to be completed in the autumn.
Further quotations would be gathered and forwarded to the Finance, Policy and Resources Committee for a hirer to be selected.
Proposed: Cllr Nicholson
Seconded: Cllr Latham
All in favour
ACTION: Committees Officer/Senior Groundsman
- At this point the Senior Groundsperson left the meeting.*
- HG082/25 Quotations for Relining works in the Jubilee Hall car park - for consideration**
Resolved: To recommend to the Finance, Policy and Resources Committee that M&B Road Marking be appointed to undertake the tabled relining works in the Jubilee Hall car park at a cost of £1,050.00, excluding VAT.
Proposed: Cllr Latham
Seconded: Cllr Sherwood
All in favour
ACTION: Committees Officer
- HG083/25 Quotations for Drainage Investigations at the Estate Shed at Hoe Road Recreation Ground - for consideration**
Resolved: To select A1 Drainage to undertake the drains investigation work around the Estate Shed at a cost of £950.00 excluding VAT.
Proposed: Cllr Latham
Seconded: Cllr Sherwood
All in favour
- HG084/25 Quotations for the Priory Park Clubhouse Adaptations for Dynamos Senior Team - for consideration**
Following the resolution passed at the recent Full Council meeting, the quotations for the necessary works were considered by the Committee.



Resolved:

- i) To appoint Blacks Bespoke to undertake the modifications to the Priory Park Clubhouse required by the Hampshire Football Association at a cost of £1,829.00, excluding VAT.
- ii) To authorise the Estates Manager to gather quotations for hardstanding to be installed alongside the Priory Park full-size football pitch. Action: Estates Manager

Proposed: Cllr Sherwood

Seconded: Cllr Latham

All in favour

HG085/25

Quotations for Tree Conditions Surveys - *For consideration*

Resolved: To appoint One, Two, Tree Care Limited to undertake tree condition surveys for the trees on Parish Council land at the cost of £700.00 excluding VAT.

Proposed: Cllr Wilson

Seconded: Cllr Latham

All in favour

HG086/25

Preliminary Costing for Path Works in Priory Meadow - *for consideration*

The value of the exercise to obtain the high-level costing for this potential project was noted.

Resolved: To note the preliminary costing for this project and to refer to this information when undertaking budget setting work later in the year.

Proposed: Cllr Sherwood

Seconded: Cllr Latham

All in favour

HG087/25

Preliminary Costing for Remedial Works on Montague Road Bridleway - *for consideration*

The importance of improving this important connecting pathway between Beeches Hill and the town centre and access route to the South Downs National Park was acknowledged.

Resolved:

- i) To note the preliminary costing for this project and to proceed to gather competitive quotations for further consideration by the Committee. ACTION: Projects Manager
- ii) To write to Hampshire County Council to bring this matter to their attention and state the importance in terms of connectivity with residences along Beeches Hill.

ACTION: Committees Officer

Proposed: Cllr Latham

Seconded: Cllr Sherwood

All in favour

HG088/25

Ratification of Cost of Skip for Albany Road Cricket Ground - *for consideration*

Resolved: To ratify the cost of a skip supplied for the clearance work at the Albany Road Cricket Ground, hired from Ace Liftaway at a cost of £486.00, excluding VAT and to forward this matter to the Finance, Policy and Resources Committee and Full Council for full ratification of this unbudgeted expenditure.

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour

ACTION: Committees Officer

There being no further business the meeting ended at 8.25pm.

