



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 19th August 2025 at 7pm.

Present:

Cllr Latham	
Cllr Miller	Substitute member (Co-opted)
Cllr Nicholson	
Cllr Webb	Chairperson of the Committee
Cllr Wilson	

Also in attendance:

Mr S Arthur	Estates Manager
Mr R Thorne	Projects Manager
Mr T Veck	Senior Groundsman
Mrs C Wilkinson	Committee Clerk/Committees Officer

Members of the Public: 0

- HG089/25** **To receive and accept apologies for non-attendance and to co-opt Councillor Miller as a substitute member of the Committee for the evening.**
Cllr Sherwood – family commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Webb
Seconded: Cllr Nicholson
All in favour
- HG090/25** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- HG091/25** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- HG092/25** **Public Session**
Nothing was raised.
- HG093/25** **To approve the minutes from the meeting of the Halls and Grounds Committee – 15th July 2025**
Resolved: To approve minutes of the Halls and Grounds Committee – 15th July 2025
Proposed: Cllr Nicholson
Seconded: Cllr Latham
All in favour who were present at the meeting of 15th July 2025.
- HG094/25** **Actions arising from the meeting of the Halls and Grounds Committee – 15th July 2025**
Noted.
- HG095/25** **Financial Position Year to Date**
Resolved: To note the financial position year to date.
Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour.
- HG096/25** **Capital Control and Ear Marked Reserves Report**
Noted.
- HG097/25** **Grant Opportunities**
Noted.

- HG098/25 Estates Manager's Report**
The alternative cartridge of the directional flow ramps at Hoe Road Recreation Ground had been received and the Estate Manager would shortly be assessing whether it would provide a suitable alternative to the previous model used to control the flow of vehicles on site.
Action: Estates Manager
Work was progressing well the obtaining quotations for the supply of electricity for all the Council's buildings, this would be brought to the Committee as a future agenda item.
Action: Estates Manager
- HG099/25 Senior Groundsperson's Report**
The tabled report was noted. In addition, the Senior Groundsman reported to the Committee that the football off-season work to get the pitches up to first rate condition had been a challenge due to the very dry and hot summer which had meant that some of slits made in the ground during sand banding had not yet sealed up. Sustained rainfall would be required to fully solve the issue. Goal mouth repairs had also not been as successful as usual because of the lack of rain for improving the grass coverage following reseeding.
- HG100/25 Project Manager's Report**
Noted. The only remaining work to complete the new stretch of ditch at Priory Park was to install a pipe through the access way leading to Martin Street.
Councillor Latham had made contact with the South Downs National Park Authority to find out whether they could provide expertise and funding for potential works being investigated for the Montague Road bridleway. He would continue to keep the lines of communication open to identify whether they could provide assistance.
- HG101/25 Priory Park Clubhouse Project Update – Proposals for Public Consultation - for consideration**
The content of the consultation survey was discussed, with importance placed on giving parishioners the opportunity to review and feedback regarding the draft plans whilst making the volume of data manageable and actionable.
The survey would be modified to increase emphasis on the increasing maintenance costs of the current building, and to clarify that grant funding would make up the larger part of the project funding.
Action: Project Manager/MCE Manager
Resolved:
i) **To approve the consultation survey for the Priory Park Clubhouse Project as proposed by the working group with amendments as agreed at the meeting, to be hosted online and for copies to accompany the physical display of the plans.**
ii) **To approve the locations of the physical consultation displays at the Jubilee Hall with a start date of the 8th September, lasting until the end of October with additional sessions to also be held at the Priory Park Clubhouse (and plans to be displayed in the foyer of the Clubhouse also).**
Action: Project Manager
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour
- HG102/25 Requests for future agenda items**
Quotations for heat loss survey for the Jubilee Hall
Dynamos request to hold 2-day tournament
Report from meeting with Dynamos
- HG103/25 Date of next meeting – 16th September 2025**
Noted.
- HG104/25 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.

- HG105/25** **Quotations for Remedial Work to Shared Southern Pathway in Priory Park - For consideration**
The surface of the stretch of path under consideration had been further damaged during heaving rainfall a fortnight before the meeting. Accordingly, this area had been cordoned off because of the deep ruts that had been worn into the path's surface.
Resolved:
i) **To select Infinity Playgrounds Ltd as the preferred contractor to undertake the repair to the tabled section of the Shared Southern Pathway in Priory Park that had been damaged by surface water run-off, at a cost of £3,990.04 excluding VAT and to refer to the Finance, Policy and Resources Committee for approval.**
ACTION: Committees Officer
ii) **To request that this work be expedited in light of the impact on the health and safety of path users.**
ACTION: Committees Officer
Proposed: Cllr Webb
Seconded: Cllr Nicholson
All in favour
- HG106/25** **Quotations for the Purchase of a New Mowing Deck - for consideration**
The corresponding benefits of the alternative models of mower were summarised and discussed fully. Potential efficiency gains were considered alongside the views of the grounds team in terms of the practical aspects of working on the Council's land.
Resolved: To recommend to the Finance, Policy and Resources Committee that a Trimax Procut 237 Roller Mower be purchased from Mike Garwood at a cost of £9,300.00, excluding VAT, conditional upon confirmation of a comparable warranty period.
Proposed: Cllr Latham
Seconded: Cllr Miller
4 in favour, 1 abstention
ACTION: Committees Officer
- HG107/25** **Proposal for a New Bin for Priory Meadow - for consideration**
Resolved: To purchase a 120 litre metal Derby Standard Litter Bin from Broxap at a cost of £329.00, excluding VAT for installation at Priory Meadow.
Proposed: Cllr Latham
Seconded: Cllr Miller
All in favour
ACTION: Committees Officer
- HG108/25** **Trampoline Preliminary Costings - for consideration**
The Committee were minded to pursue grant funding for what was anticipated to be a very well received potential new piece of equipment with a view to drawing the remainder of the necessary funds from the Committee's Earmarked Reserve for replacement play equipment.
Resolved: To pursue grant funding for a trampoline from the Unity Impact Grant Fund.
Proposed: Cllr Latham
Seconded: Cllr Webb
All in favour
ACTION: Committees Officer
- HG109/25** **Quotations for Tree and Hedge Work at Hoe Road Recreation Ground - for consideration**
This agenda item had been withdrawn.

There being no further business the meeting ended at 20:52pm.