



Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council Halls and Grounds Committee held in the Gold Room of the Jubilee Hall, Bishop's Waltham on Tuesday 16th September 2025 at 6pm.

Present:

Cllr Latham	
Cllr Miller	(Joined at 6.50pm)
Cllr Nicholson	
Cllr Sherwood	Vice Chairperson on the Committee
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

- HG110/25** **To receive and accept apologies for non-attendance and to co-opt Councillor Miller as a substitute member of the Committee for the evening.**
No apologies had been received.
- HG111/25** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- HG112/25** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- HG113/25** **Public Session**
No members of the public were present.
- HG114/25** **To approve the minutes from the meeting of the Halls and Grounds Committee – 19th August 2025**
Resolved: To approve minutes of the Halls and Grounds Committee – 19th August 2025
Proposed: Cllr Latham
Seconded: Cllr Wilson
All in favour who were present at the meeting of 19th August 2025.
- HG115/25** **Actions arising from the meeting of the Halls and Grounds Committee – 19th August 2025**
Noted. A third quotation had been requested for a sunken trampoline.
- HG116/25** **Financial Position Year to Date**
Resolved: To note the financial position year to date.
Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour.
- HG117/25** **Capital Control and Ear Marked Reserves Report**
Noted.
- HG118/25** **Parish Council Budget Setting 2026-2027**
Resolved: To appoint Councillor Sherwood and Councillor Steve Miller as additional members of the Committee's Budgeting Working Group.
Proposer: Cllr Wilson
Seconder: Latham
All in favour.

- HG119/25 Grant Opportunities**
Noted.
- HG120/25 Estates Manager's Report**
A small section of fencing had been replaced to the rear of the Coronation Hall.
A request had been received from the Montessori Preschool for a storage container and fixed fencing to be located to the front of the Coronation Hall, this would be a future agenda item.
- HG121/25 Grounds Report**
The Senior Groundsman reported that the annual hedge works had been going well and were almost complete.
- HG122/25 Project Manager's Report**
Noted. The Jubilee Hall car park relining works, had been rescheduled due to the heavy rainfall, and were now planned to take place on Thursday 18th September.
An additional quotation has been received for the remedial works required at for the Montague Road bridleway.
Councillor Latham would contact the South Downs National Park to update them regarding the quotations received for the bridleway works. **Action: Cllr Latham**
The Committees Officer was to review the Committee's unspent budgeted funds to see whether these could be considered for redirection to this project. **Action: Committees Officer**
- HG123/25 Priory Park Clubhouse Project Update**
The minor design change received from the architect was reviewed by the Committee.
A local dance/performance business had contacted Councillor Latham to contribute their input regarding building facilities that would be useful should they become a future hirer.
Resolved: To approve the proposed design refinement to the western gable end roof to provide a larger sheltered area to the side of the building.
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour
- HG124/25 Report from Meeting with Dynamos**
Following the discussion with Dynamos' representatives regarding hard-standing for spectators the Football Association would be contacted to request permission for the hard-standing be of a semi-permanent nature. Whether this requirement could also be delayed until the next season would also be requested in light of the fact that the layout of the pitches was likely to change so that the full-size pitch would be closer to the Priory Park building.
Action: Committees Officer
The Senior Groundsman reported the full-size pitch was already showing signs of wear from an increased number of bookings that had been received since the beginning of the season.
- HG125/25 Next Stage of Shared Southern Pathway**
Resolved: To appoint a working group of Councillor Webb, Councillor Latham and the Project Manager to investigate the viability the progression of the Southern Shared Pathway project to improve the route for pathway users wishing to cross Tangier Lane.
Proposed: Cllr Sherwood
Seconded: Cllr Nicholson
All in favour **Action: Southern Pathway Working Group**
- HG126/25 Correspondence – Request for Cricket Club**
The Committee were mindful of the need to take a reasoned approach to the land usage in this area in light of the land's multiple potential uses and user groups. The practicality of relocating the dog-walking area or moving the current area's boundaries would need to be included in the options considered.
At 6.50pm Councillor Miller joined the meeting.
Additional car parking, if installed, should be made available for the use of multiple groups to maximise the benefit to as broad a section of the community as possible. Potentially

additional car parking could facilitate public access the green space at Albany Wood, soon to be managed by the Parish Council. The appointed working group were asked to consider whether there was an appropriate allocation of dog-walking areas for settlements.

Resolved: To appoint a working group, to include Councillor Nicholson, Councillor Latham and Councillor Miller to consider the request received from the Cricket Club for an additional parking area for community use and make recommendations to the Committee.

Proposed: Cllr Sherwood

Seconded: Cllr Latham

All in favour

Action: Albany Road Facilities Working Group

HG127/25

Approval of Remedial Works to the Priory Park Clubhouse Showers

The Estates Manager had resolved the issues with some of the shower controls not functioning properly and the works by the contractor had now also been completed.

Resolved: To ratify the appointment of Regal Environmental Services Limited to carry out the remedial works to the Priory Park Clubhouse showers at a cost of £395.00, excluding VAT and to forward to the Finance, Policy and Resources Committee for ratification.

Proposed: Cllr Latham

Seconded: Cllr Nicholson

All in favour

Action: Committees Officer

HG128/25

Requests for future agenda items

HG129/25

Date of next meeting – 21st October 2025

Noted.

HG130/25

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.

HG131/25

Quotations for Tree and Hedging Work at Hoe Road Recreation Ground

This agenda item had been withdrawn.

HG132/25

Quotations for a Heat Loss Survey of the Jubilee Hall (Gold and Ruby Rooms)

A Heat Loss Survey was recognised as a crucial element, required to progress with gathering quotations for an effective new heating system for the Jubilee Hall.

A third quotation for a heat loss survey was to be obtained.

Action: Estates Manager

Resolved: To delegate the acceptance of one of the quotations to the Committee Chair and Committees Officer in compliance with the Council's Financial Regulations.

Proposed: Cllr Miller

Seconded: Cllr Latham

All in favour

Action: Committees Officer/Committees Officer

HG133/25

Dynamos Tournament 2026 – Licence Request for Event at Priory Park

A meeting had been requested with the main tournament organiser, no response had yet been received. The licence fee for the event would not be available until the fees for next year's events had been considered and approved by Full Council.

Resolved: To accept the booking request for the Priory Park Clubhouse and Football Pitches for Saturday 23rd and Sunday 24th May 2026 for Dynamos' Tournament with confirmation of the licence fee to follow.

Proposed: Cllr Wilson

Seconded: Cllr Sherwood

All in favour

There being no further business the meeting ended at 7:17pm.