



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 21st October 2025 at 7pm.

Present:	Cllr Latham	
	Cllr Nicholson	
	Cllr Sherwood	Vice Chairperson of 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	

- HG134/25** **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 Miller – work commitment
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Nicholson
Seconded: Cllr Sherwood
All in favour
- HG135/25** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- HG136/25** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- HG137/25** **Public Session**
Jubilee Hall car park users had been observed not complying with the one-way system.
Cllr Sherwood had decided to step down from the role as Vice-Chair of the Committee due to work commitments. An agenda item would be included in the next meeting to appoint a new Vice Chair.
- HG138/25** **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 Wilson
Seconded: Cllr Latham
All in favour who were present at the meeting of 15th August 2025.
- HG139/25** **Actions arising from the meeting of the Halls and Grounds Committee – 15th July 2025**
Noted. A heat loss survey quotation had been accepted and would be undertaken shortly.
- HG140/25** **Financial Position Year to Date**
Resolved: To note the financial position year to date.
Proposed: Cllr Nicholson
Seconded: Cllr Sherwood
All in favour.
- HG141/25** **Capital Control and Ear Marked Reserves Report**
Noted.

- HG142/25 Grant Opportunities**
Noted. The site visit to produce the updated PitchPower assessment was due to take place at Priory Park the next day, the 22nd October.
- HG143/25 Estates Manager's Report**
The Jubilee Hall kitchen extractor fan deep clean had taken place earlier in the day and the protective covers for the new solar batteries had also been fitted, completing the work associated with the installation of the additional batteries.
- HG144/25 Senior Groundsperson's Report**
The new tractor had arrived and was already in service. Permanent signage was to be installed alongside the track on the top section of the Hoe Road Recreation Ground to deter parking on the grass verge.

Given that the full-size pitch at Priory Park was receiving more use, and showing signs of wear, the Senior Groundsman raised whether bookings requiring a full-size pitch could be routed more toward the pitch at Hoe Road Recreation Ground.
- HG145/25 Project Manager's Report**
The work to install the new stretch of ditch at Priory Park was now complete following the installation of the pipe to allow water to flow under the access way leading to Martin Street.

The Project Manager was asked to undertake a site visit to the overflow car park at Priory Park to assess whether additional stone was required to top up the surface and protect the plastic grid system.
Action: Project Manager
- HG146/25 Priory Park Clubhouse Project – Public Consultation Update - for consideration**
The Project Manager updated the Committee with feedback received thus far in the ongoing public consultation.

Hirers would be emailed to encourage them to participate in the consultation and also the consultation would be mentioned in the email due to be sent to community groups to invite them to the volunteer Thank You event.
Action: MCEM/Project Manager

The consultation information boards had been on permanent display in the foyer of the Jubilee Hall as well as the Priory Park Clubhouse.
- HG147/25 Report Regarding Priory Park Saturday Car Parking Issues - for information**
The meeting held earlier in the evening had proven productive with several actions discussed to alleviate the recent issues experienced on and around Elizabeth Way.

The kick-off time for the later morning matches was to be modified to a later time and the soccer school start time would be investigated with a view to avoiding the arrival of those children happening at the same time as the players for the matches with the early kick off. Dynamos management team had agreed to reinstate the practice of placing cones out along Elizabeth Way to deter on street parking.

Whether alternative access routes to Priory Park could be created was raised for consideration as well as the usage of the football Hoe Road Recreation Ground pitches.

Notes from the meeting would be included in the papers for the Committee's November meeting.
ACTION: Committees Officer
- HG148/25 Request for Dynamos Football Club For Burger Van at Priory Park - for consideration**
The specific location for the burger van had been discussed in the meeting with representatives of the Dynamos Football Club earlier in the evening.
Resolved: To permit the use of a burger van on Saturdays to be positioned to the rear of the Priory Park Clubhouse building.
Proposed: Cllr Latham
Seconded: Cllr Nicholson
All in favour

- HG149/25 Proposal for Tree Planting on Parish Council Land – for consideration**
 The planting proposal was considered by the Committee. The suggestion of planting additional trees along the Southern Shared Pathway was welcomed but to be more spaced out than on the proposed scheme. Any trees to be located near the path in the future should be planted a sufficient distance away so that the trees' root systems or leaf fall did not lead to deterioration of the path's surface.
- The timing of the planting was noted as sensitive since additional tree planting would likely be included in the consideration of any planning application that might be submitted in relation to the Clubhouse building.
- Resolved: To respond to the Tree Officer to thank her for submitting the proposal for additional trees to be planted at Priory Park, and to revisit at such a point as was appropriate to the Priory Park Clubhouse project.**
Proposed: Cllr Latham
Seconded: Cllr Sherwood
All in favour
- HG150/25 Hall and Grounds Future Projects and Budget Setting Update – for consideration**
 The financial benefit of decarbonising the Parish Council's buildings was noted. Projects with this objective were also more likely to make suitable candidates for grant applications.
- The Committee recognised the need to focus on the current large project of the Priory Park Clubhouse whilst also addressing urgent projects that had an impact on health and safety and ensuring that the Council's facilities did not deteriorate in condition. The tabled list of projects would be given further consideration by the Facilities Review Working Group.
- Resolved: To hold a meeting of the Facilities Working Group with the focus of considering this matter in greater depth.**
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour
- HG151/25 Requests for future agenda items**
 Tree Survey Report
 Play Area Inspection Report
- HG152/25 Date of next meeting – 17th November 2025**
 Noted.
- HG153/25 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.
- HG154/25 Quotation for the Replacement Screen for a Jubilee Hall Car Park Ticket - for consideration**
Resolved: To propose to the Finance, Policy and Resources Committee that a replacement screen be purchased for the tickets machine located to the rear of the Jubilee Hall car park at a total cost of £554.62, excluding VAT.
Proposed: Cllr Wilson
Seconded: Cllr Sherwood
All in favour
- HG155/25 Quotations for New Electricity Contract for Council - for consideration**
 The Estate Manager cautioned that electricity prices change often and contracts can take some time to put into place. The consideration of the various suppliers was acknowledged to be a complex matter with no one or two suppliers providing the lowest quotations across all the Council's different buildings. As such, the Committee decided to recommend that the best value supplier be selected on a case-by-case basis.

The matter of the contract for the Jubilee Hall would be returned to at a future meeting to allow some further modelling of what the balance of export and import of electricity might be following the likely installation of a new method of heating for the building.

The Committee thanked the Estates Manager for his hard work in gathering and collating the data for this matter.

Resolved:

- i) **To authorise the Estates Manager to work with the Finance Manager to make recommendations to the Finance, Policy and Resources Committee to propose the lowest priced supplier for each site, for one-year electricity contracts.**
- ii) **To defer a decision regarding the contract for the Jubilee Hall to allow for further consideration of the import and export tariffs.**

Proposed: Cllr Latham

Seconded: Cllr Webb

All in favour

ACTION: Estates Manager

HG156/25

Proposal for Purchase of Replacement Mobile Projector - for consideration

Resolved: To delegate to the Committee Chair and Committees Officer the selection of a replacement projectors appropriate for use in a meeting room setting in accordance with the budgeted funds for minor assets and in compliance with the Council's Financial Regulations.

Proposed: Cllr Wilson

Seconded: Cllr Latham

All in favour

ACTION: Committees Officer/Chair

HG157/25

Quotations for Pondside Lane Bridleway Remedial Works - for consideration

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. A reply had been received stating that all funding for the current financial year had already been allocated.

The Committee were minded to request approval to proceed with the remedial works to this important route for connectivity within the town, since it was regarded as a high importance pathway which had an associated cost that could potentially be progressed.

Resolved: To request approval from the Finance, Policy and Resources Committee to proceed with this unbudgeted work and to appoint Infinity to undertake the necessary remedial groundworks at a cost of £8240.63, excluding VAT.

Proposed: Cllr Latham

Seconded: Cllr Sherwood

All in favour

ACTION: Committees Officer

There being no further business the meeting ended at 20:48pm.