

Bishop's Waltham Parish Council
A Meeting of the Halls & Grounds Committee will be held in the
Ruby Room of The Jubilee Hall, Little Shore Lane, Bishops Waltham,
SO32 1ED on Tuesday 21st May 2024 at 7:00pm

The meeting will be open to the public unless the Committee directs otherwise.
All papers/reports are available from the Council Offices (except where classified as confidential).

1. Election of Chairman of the Committee
2. Election of the Vice Chairman of the Committee
3. To receive and accept apologies for non-attendance
4. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
5. To receive and accept any personal, non-pecuniary interests relating to items on this agenda
6. To approve the minutes of the Halls & Grounds Committee – 16th April 2024
7. Public Session – to last no longer than 30 minutes - *for information only*
8. Reappointment of Committee Working Groups for 2024/25
9. Actions arising from meeting 16th April 2024 - *for information only*
10. Halls Manager's Report – *for information*
11. Senior Groundsman's Report – *for information*
12. Financial Position Year to Date - *to note current position*
13. Capital Control and Ear Marked Reserves Reports – *for information*
14. Grant Opportunities – *for information*
15. Albany Road Play Area Project Update – *for consideration*
16. Facilities Review Project Update - *for consideration*
17. Skatepark Project Update – *for consideration*
18. Priory Park Car Park (Phase 4) Shared Southern Pathway Update – *for consideration*
19. Priory Park Overflow Car Park Update from Working Group and Drainage Issues – *for consideration*
20. Jubilee Hall Solar Panel Project Update - *for consideration*
21. Update following Montague Road/Pondside Bridleway Site Visit – *for consideration*
22. Correspondence
 - i) Roynon Performing Arts Search for Premises - *for consideration*
 - ii) Request for Memorial Tree at Langton Road - *for consideration*
 - iii) Request from Hirer to Consider Access to Priory Park Clubhouse During Bookings - *for consideration*
23. Montague Road Tree Survey – *for consideration*

24. Request from WCC to use Jubilee Hall Outdoor Space for Bike Registering Event – *for consideration*
25. Request from Bishop's Waltham Guides for Small Scale BBQ Event at Hoe Road Recreation Ground – *for consideration*
26. Website Draft Specification in relation to Facilities Bookings – *for consideration*
27. Men's Shed Request and Update – *for consideration*
28. Change to Purchase Price of Chairs for Jubilee Hall – *for consideration*
29. Requests for Future Agenda Items – *for information only*
30. Date of next meeting – 18th June 2024
31. **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
32. Jubilee Hall Roof Survey Quotations – *for consideration*
33. Priory Park Floor Polisher – *for consideration*
34. Water Testing Quotations – *for consideration*
35. Jubilee Hall Kitchen Deep Clean Quotations - *for consideration*
36. Proposal Regarding Halls Bookings Caretaking Services – *for consideration*
37. Request from Lilypad Pre-school to hold a Fundraising Event at Hoe Road Recreation Ground – *for consideration*

C Wilkinson

Clerk to the Committee
15th May 2024



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 16th April 2024 at 7.00pm

Present: Cllr J Marsh
Cllr B Nicholson Chairman
Cllr A Webb Vice Chairman

Non-Committee Members: Cllr J Smith
Cllr P Wilson

In Attendance: Mr R Thorne Project Manager
Mr T Veck Senior Groundsman
Mrs C Wilkinson Administration Officer

Members of the Public: 4

- HG335/23 To receive and accept apologies for non-attendance.**
Cllr R Latham – Family Commitment.
Cllr M Pavey – Family Commitment.
Cllr R Stallard – Family Commitment.
Resolved: To accept apologies for non-attendance and to co-opt Cllr Wilson and Cllr Smith as substitute members of the Committee for the evening.
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
All in favour.
- HG336/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- HG337/23 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- HG338/23 To approve the minutes from the meeting of the Halls & Grounds Committee – 19th March 2024**
Resolved: To approve the minutes of the Halls & Grounds Committee – 19th March 2024
Proposed: Cllr Wilson
Seconded: Cllr Marsh
All in favour.
- HG339/23 Public Session**
- Two members of the public were attending in relation to the bin store in Basingwell Street Car Park. They submitted a pack of letters from multiple town centre business owners expressing their views. The Chairman replied that these would be passed to the Clerk for the Planning and Highways Committee who would be considering the matter in their meeting to be held on 23rd April.
- The Committee wished to note their thanks to the Grounds Team for assisting with furniture moves for several weeks to help cover the Halls Manager's duties.
- The South West Leisure Area Working Group, would be meeting to discuss the land at Albany Wood, planned for transferral to Parish Council ownership in due course. Issues such as access would be discussed and would be brought to the Committee for consideration.

Owners of the land neighbouring Priory Meadow had reported that the boundary fence was leaning and required remedial work. A site visit would be organised to assess the cause of the issues and determine further actions.

Action: Administration Officer

Organisers of the Bishop's Waltham Charity Garden Fair had approached the Council to enquire about the use of the Hoe Road Recreation Ground for the event. The regular venue for the event was unavailable and the Recreation Ground would potentially be large enough to include a designated area for car parking. The licence used for the Rotary's Family Fun Day would be used as a basis for a draft agreement document.

HG340/23 Actions Arising from the meeting of the Halls & Grounds Committee – 29th January 2024
Noted.

At this point, two members of the public left the meeting.

HG341/23 Clerk's Report – for information only
Noted. The Halls Manager's had returned to work. Temporary caretaking cover had been obtained via a temp agency for some of the main daytime furniture moves that the Halls Manager would not be undertaking for the time being.

HG342/23 Senior Groundsman's Written Report – for information only
Following the extended period of wet weather, ground conditions had improved and enabled the team to commence grass cutting. The Chairman welcomed the renewal of the team's ROSPA training.

HG343/23 Financial Position Year to Date – to note current position
Noted.

HG344/23 Capital Control and Ear Marked Reserves Reports - for information
Noted.

HG345/23 Grant Opportunities - for information
The successful outcome to the application to the Rural England Prosperity Fund for £49,000 to contribute toward the extension of the overflow car park at Priory Park was noted.

HG346/23 Albany Road Play Area Project Update – for consideration
Resolved: To note the tabled update from the Project Manager and to approve the proposed commencement date of 7th May 2024 for the construction of the play area at Albany Road.
Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour

HG347/23 Facilities Review Project Update – for consideration
The Project Manager reported that an initial meeting had been held with a representative of an additional architectural firm that would be submitting a quote to provide designs for a new Parish Council building.
Resolved: To approve the organisation of the proposed meeting with architectural firms to take place on 30th April and for all Councillors to be invited.
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
All in favour

Action: Project Manager

HG348/23 Skatepark Project Update – for consideration
The construction of the skatepark would be completed in the coming days and the ROSPA inspection had been organised for Monday 22nd April. The main sign for the facility that had been drafted by the skatepark provider was reviewed, including the name of the facility.
Resolved: To approve the draft facility sign with amendments suggested by the Project Manager to name the facility the Priory Park Skate Zone and to add the what3words location.
Proposed: Cllr Webb

Seconded: Cllr Smith
All in favour

- HG349/23** **Priory Park Overflow Car Park Update and Appointment of Working Group – for consideration**
Following the notification that the Council were successful in their application to the Rural England Prosperity Fund, the next step in the project was to finalise the Invitation to Tender document to gather quotations in accordance with financial regulations.
Resolved: To appoint Councillor Marsh, Council Nicholson, Councillor Webb, the Administration Officer and the Project Manager to the Priory Park Overflow Car Park Working Group.
Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour
- HG350/23** **Correspondence – Request for Accessible Swing in Planned Play Area at Albany Road – for consideration**
The feedback received during the public consultation regarding residents' request for a swing to be added to the planned design was revisited alongside the correspondence received. The quotation received for an appropriate swing, from the supplier of the play park, was containable within the existing project budget.
Resolved: To recommend to the Finance, Policy and Resources Committee that approval be given to add a two-seat swing to the play park design, at the additional project cost of £7,800 excluding VAT, with one of the seats being fully accessible for children with additional needs.
Proposed: Cllr Marsh
Seconded: Cllr Smith
All in favour **Action: Administration Officer**
- HG351/23** **Correspondence – Montague Road/Pondside Bridleway – for consideration**
The resident was thanked for their correspondence which was received by the Committee and matched observations that staff and Councillors had made in the past regarding the poor state of the bridleway during periods of wet weather. It was hoped that the maintenance of the ditch that would be undertaken when ground conditions allowed, would have a positive effect on the drainage of the path.
Resolved: To undertake a site visit with the resident to discuss how to maximise the benefit of the planned ditch maintenance and identify any further actions.
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
All in favour **Action: Administration Officer/Cllr Webb**
- At this point, the two remaining members of the public left the meeting.
- HG352/23** **Coronation Hall – Appointment of Working Group – for consideration**
A site visit would be organised for the working group members to view the Coronation Hall.
Action: Administration Officer
Resolved: To appoint Councillor Jones, Councillor Nicholson, Councillor Wilson, the Halls Manager and the Project Manager to the Coronation Hall Working Group.
Proposed: Cllr Wilson
Seconded: Cllr Webb
All in favour
- HG353/23** **Requests for Future Agenda Items**
None
- HG354/23** **Date of next meeting – Tuesday 21st May 2024**
Noted.
- HG355/23** **Motion for Confidential Business**
On completion of the above business the following motion will be moved:

'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

HG356/23

Quotations for Drainage Maintenance Work on Priory Park Football Pitches – for consideration

The difficulties in obtaining quotations for the work were noted and consideration was given to the quotation that had been received. The time sensitivity of being able to proceed with the work during the football off-season was acknowledged.

Resolved: To forward to quotation tabled, along with any additional quotations received, to the Finance, Policy and Resources Committee for consideration. **Action: Administration Officer**

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

HG357/23

Proposal for Dog Waste Bin Replacement – for consideration

Resolved:

i) **To purchase the items required to replace two of the Parish Council's dog waste bins to replace two currently located on Parish Council land.** **Action: Administration Officer**

ii) **To bring feedback regarding quality and ease of installation back to the Committee before considering whether to proceed with the replacement of more bins.**

Action: Snn Groundsman

Proposed: Cllr Marsh

Seconded: Cllr Smith

All in favour

HG358/23

Mower Quotations – for consideration

The additional quotations and leasing information obtained was reviewed by the Committee, along with discussion about the anticipated lifespan of the machinery and favourable residual value of similar assets previously owned by the Council.

Resolved: To recommend to the Finance, Policy and Resources Committee the procurement of a Trimax Stealth S3 Roller Mower from D.J. Scott, with the stated preference of the Halls and Grounds Committee that the asset be purchased outright at the cost of £17,150 excluding VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour

Action: Administration Officer

HG359/23

Jubilee Hall Car Park Financial Review – for consideration

The report submitted by the Finance Manager was noted. A couple of car park management companies were identified for further research. The issue of the significant business rates compared with lower than anticipated ticket income was noted.

If possible, gather information regarding the business rates of other car parking facilities would be obtained for comparison.

Action: Administration Officer

Whether income from season ticket sales could be increased was explored.

To contact Winchester City Council to again raise the possibility of whether the season ticket spaces, currently located in the Lower Lane car park, could be relocated to the Jubilee Hall Car Park to free up more spaces in the town centre car parks.

Action: Administration Officer

Resolved: To propose to the Finance, Policy and Resources Committee that the season ticket offering at the Jubilee Hall Car Park be restructured to include two tiers and for the price to be reduced. To include a Premium Season Ticket, where the holder had a dedicated parking space (as was currently the case) at the reduced price of £370 per annum and a Standard Season Ticket that entitled the holder to park in any of the available (non-premium) car park spaces at a price of £250 per annum and to review the matter in 6 months' time.

Proposed: Cllr Wilson

Seconded: Cllr Smith

All in favour

Action: Administration Officer

- HG360/23** **Proposal for Retrospective Billing for Regular Football Pitch Hirers – for consideration**
 The administrative overhead involved in revising invoices to reflect football cancellations, combined with the proven track history of prompt payment of the hirers involved was acknowledged.
Resolved: To recommend to the Finance, Policy and Resources Committee that the three tabled football teams to moved to payment in arrears.
Proposed: Cllr Marsh
Seconded: Cllr Nicholson
All in favour **Action: Finance Manager**
- HG361/23** **Dynamos Licence Renewal – for consideration**
 Noted.
- HG362/23** **Football Changing Room Facilities – Request for Consideration of Interim Measures – for consideration**
Resolved: To organise a meeting with Dynamos to further explore options for interim measures in relation to the football facilities at Priory Park.
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
All in favour **Action: Administration Officer**
- HG363/23** **Dynamos Event Licence – for consideration**
 The comments received from the Finance, Policy and Resources Committee regarding the draft event licence were noted. The suggested additions to the agreement would be made regarding the event marshals to be located on Elizabeth Way to avoid inconsiderate parking on the nearby residential roads prior to the document being forwarded to Dynamos for their approval.
Action: Administration Officer
- HG364/23** **Quotations for Additional Surfacing at Montague Road Play Area – for consideration**
 In accordance with the resolution made in the Committee's April meeting in relation to additional surfacing for the play area, the quotations for surfacing to lead to the rear gate in the play area were not considered at this time. These quotations would be revisited later in the year.
- HG365/23** **Quotations for Phase 4 of the Southern Shared Pathway Project – for consideration**
Resolved: To appoint BQS Management Services Limited to undertake the works required in the Priory Park Car Park (Phase 4) of the Shared Southern Pathway project at the cost of £5,882.90 excluding VAT.
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
All in favour

There being no further business the meeting closed at 8.50pm.



Halls and Grounds Committee – 21st May 2024

Reappointment of Committee Working Groups for 2024/25 – for consideration

Committee working groups are appointed annually. The Committee is requested to appoint the working groups for the year ahead or dissolve groups where appropriate.

The tables below show the 2023/24 Halls and Grounds Committee working groups.

Budgeting Working Group
Cllr Nicholson
Cllr Webb
<i>Administration Officer</i>

Facilities Review Working Group
Cllr Latham
Cllr Nicholson
Mr F Taylor (ex-officio)
Cllr Webb
Cllr Wilson
<i>Administration Officer</i>
<i>Halls Manager</i>
<i>Project Manager</i>

Skatepark Working Group
Cllr Pavey
Cllr Stallard
Cllr Webb
<i>Project Manager</i>

Montague Road Working Group
Cllr Pavey
Cllr Stallard
Cllr Webb
<i>Project Manager</i>

Southern Footpath Working Group
Cllr Marsh
Cllr Webb
<i>Project Manager</i>

Jubilee Hall Car Park Working Group
Cllr Pavey
<i>Finance Manager</i>
<i>Halls Manager</i>

Shade Working Group
Cllr Latham
Cllr Pavey
Cllr Wilson

Community Garden Working Group
Cllr Pavey
Cllr Williams
Cllr Wilson

Jubilee Hall Solar Project Working Group
Cllr Latham
Cllr Webb
<i>Halls Manager</i>

Southwest Leisure Areas Working Group
Cllr Latham
Cllr Stallard
<i>Project Manager</i>

BWPC Vehicles Working Group
Cllr Latham
Cllr Stallard
Cllr Webb
<i>Administration Officer</i>

Priory Park Licence Working Group
Cllr Marsh
Cllr Nicholson
Cllr Pavey
<i>Administration Officer</i>

Bowls Club Licence Working Group
Cllr Pavey
Cllr Webb
<i>Administration Officer</i>

Priory Park Overflow Car Park Working Group
Cllr Marsh
Cllr Nicholson
Cllr Webb
<i>Administration Officer</i>
<i>Project Manager</i>



Coronation Hall Working Group
Cllr Jones
Cllr Nicholson
Cllr Wilson
<i>Halls Manager</i>
<i>Project Manager</i>

Proposal: To reappoint Committee working groups for 2023/24.

Administration Officer

15.05.24

Bishops Waltham Parish Council

Actions Arising for the Halls & Grounds Committee for meeting 21.05.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
HG18/19, HG72/19, HG101/19, HG203/19, HG212/19, HG89/20, HG117/20, HG147/20, HG163/20, HG18/21, HG73/21	Priory Meadow Information Board	Order Information Board	Order to be placed	EM	Agenda Item May 21. Board approved. Awaiting final order to be placed. Preferred supplier gone into liquidation, alternative supplier being sought.
HG14/21	BWPC publicity leaflet	To draft a leaflet	Sep-21	AO/Bookings Clerk	In progress
HG057/22	Increasing CCTV coverage	To Investigate possibility of covering i) Hoe Road play area ii) Priory Park football pitches	August	Clerk	i) Quotation received from current supplier
HG191/22	Allotments Fencing Proposal	To gather quotations for fencing required for access to dog-walking area	On hold	Clerk	On hold until fencing along Albany Road is in place gate installed across the track to the Cricket Ground
HG199/22	Antisocial Driving	To gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	January	Clerk	1 quotation obtained.
HG237/22	Tree Survey Report	To gather quotations for tree works identified, including the additional pine at Priory Park, and replace felled trees with new where possible.	February	Clerk	Ongoing. Work complete at Victoria Road, Hoe Road. Quotations being gathered for Priory Park, and Oak Road.
HG267/22	Priory Park Clubhouse Wastewater Drainage	To proceed with gathering quotations for the repair to collapsed section of pipe.	March	Halls Manager	In progress. First quote received, 2 more to follow.
HG288/22	Public Session - Memorial Trees	To draft some guidelines for memorial trees	May	Cllr Pavay	English Heritage document identified to serve as first draft. Proposal planned for September H&G
HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
HG332/22	Skatepark CCTV proposal	To gather quotations for CCTV system	Complete	Project Manager	Quotations considered by Full Council 30.04.24
HG332/22	Skatepark CCTV proposal	To investigate funding opportunities mentioned in the Southern Parishes minutes	May	Project Manager	
HG337/22	Jubilee Hall Car Park Report	Research alternative ticketing solutions.	May	Clerk/Cllr Pavay	
HG019/23	Correspondence Request from BW Gardening Club	Investigate parking location options for future agenda item	July	Clerk	
HG019/23	Correspondence Request from BW Gardening Club	Research permitted uses of SINC land	June	Clerk	Preliminary research undertaken by Project Manager
HG106/23	Southern Footpath	To bring final designs and production and installation costs to committee meeting	September	Projects Manager	To be considered in November committee meeting
HG134/23	Montague Road Ditch Report	Send letter to neighbouring residents informing them of the planned work and Deed of Access.	October	Clerk	
HG150/23	Public Session - Montague Road wildflower area	To bring residents suggestion to the committee as a future agenda item.	November	Clerk	
HG162/23	Montague Road Ditch Report	To consider impact of the ditch on whether Deed of Access could/should be granted to residents alongside bridleway.	November	Clerk	
HG165/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	November	Clerk	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether financial regulations require additional quotations to be obtained.	November	Clerk	
HG187/23	Halls Manager's Written Report	To investigate condition of Jubilee Hall roof	Complete	Halls Manager	See agenda item 32
HG220/23	Public Session - JH bottle banks	Discuss means of resolving Issue (WCC)	December	Cllr Nicholson/Clerk	
HG236/23	Priory Park Overflow Car Park	Draft project specification	December	Clerk	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	February	Senior Groundsman	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	March	Snr Groundsman/ Cllr Webb	
HG256/23	Skatepark Project Update	Bring review of remaining elements for the project and budget as future agenda item	February	Project Manager	
HG274/23	Land at Albany Wood	To consider access to the land at Albany Wood.	March	Southwest Leisure Areas Group	
HG274/23	Request to hire tables	To agree an appropriate charge (on collection and return basis).	Closed	Halls Manager/Cllr Nicholson	
HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	April	Halls Manager	
HG296/23	Facilities Review Update - Architects Quotations for Building Redesign	Request further information from architects and provide opportunity to present quotations to all councillors.	March	Project Manager	
HG300/23	Prices for Jubilee Hall Replacement Chairs	To make purchase of stackable armchairs	Complete	Halls Manager	

HG312/23	Southern Shared Pathway Update	Approach developer to request drain at join between Bishop's Meadow and Allotments stretches of path.	April	Clerk	
HG312/23	Southern Shared Pathway Update	Clear rubbish from ditch between allotments and Bishop's Meadow.	April	Senior Groundsman	
HG314/23	Skatepark Project Update	Clear brambles next to skate park.	April	Senior Groundsman	
HG317/23	Memorial Tree	To coordinate planting with family who had requested the tree.	April	Clerk	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for replacement gate at Churchill Avenue.	April	Clerk/Senior Groundsman	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for repainting lines at Priory Park MUGA.	April	Clerk/Senior Groundsman	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for surface under your shelter.	April	Clerk/Senior Groundsman	
HG319/23	Football at Hoe Road - Request from Hirer	Investigate Grant Funding for Football Goals	April	Clerk	
HG319/23	Football at Hoe Road - Request from Hirer	Respond to hirers request with Committee's decision	Complete	Clerk	
HG320/23	Open Badminton Session Proposal	To organise trial session.	April	Clerk	
HG321/23	Correspondence - Proposal For Amphitheatre	To respond to proposer with committee's resolution.	Complete	Clerk	
HG322/23	Correspondence - Proposal from Resident Relating to Alb Rd Dog Walking Area	To respond to proposer with committee's resolution.	Complete	Clerk	
HG329/23	Albany Road Facilities	To respond to the request, that Committee are not minded to permit portakabin	Closing	Clerk	Superseded by outcome of Full Council 14.05.24
HG333/23	Request from Bowls Club	To response with Committee resolution.	Complete	Clerk	
HG333/23	Request from Bowls Club	To organise meeting with Bowls Club to discuss licence renewal.	April	Clerk	
HG339/23	Public Session - Boundary Fence at Bishop's Meadow	To organise a site visit to investigate issue and determine actions.	Complete	Clerk	Site visit planned for 15.05.24
HG347/23	Facilities Review Project Update	To organise meeting on the the 30th April to hear from architects who have quoted for PP redesign.	Complete	Project Manager	Meeting held 30.04.24
HG350/23	Correspondence - Accessible Swing in Albany Rd Play Area	To recommend to FP&R that approval be given for the additional cost of £7,800 for a swing to be added to play area design.	Complete	Clerk	
HG350/23	Correspondence - Montague Rd/Pondside Bridleway	To undertake site visit to discuss how to maximise benefit of ditch work and identify further actions.	Complete	Clerk/Cllr Webb	
HG352/23	Coronation Hall	To organise site visit for working group.	May	Clerk	
HG356/23	Quotations for Drainage Maintenance Work on Pitches	To forward quotations to FP&R.	Complete	Clerk	
HG357/23	Dog Waste Bin Replacement	To purchase items to replace 2 bins.	Complete	Clerk	
HG357/23	Dog Waste Bin Replacement	Bring feedback regarding quality and ease of installation before considering whether to replace more.	May	Clerk	
HG358/23	Mower Quotations	To forward recommendation for outright purchase and supplier to FP&R.	Complete	Clerk	
HG359/23	Jubilee Hall Car Park Financial Review	Gather information regarding business rates of other car parking facilities.	May	Clerk	
HG359/23	Jubilee Hall Car Park Financial Review	Contact WCC to raise whether Lower Lane season tickets could be moved to Jubilee Halls.	May	Clerk	
HG359/23	Jubilee Hall Car Park Financial Review	Propose restructuring of JH season ticket pricing to FP&R.	Complete	Clerk	
HG360/23	Proposal for Retrospective Billing for Football Hirers	Recommend to FP&R that the tabled hirers be moved to retrospective billing.	Complete	Clerk	
HG362/23	Football Changing Room Facilities	To organise a meeting with Dynamos to explore interim measures.	May	Clerk	
HG363/23	Dynamos Event Licence	Update licence agreement to specify marshals at end of Elizabeth Way.	Complete	Clerk	

Key

	Agenda Item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 21st May 2024

Halls Manager's Report – *for information*

General

Dementia friendly signage prepared
Carpark permit issued
Archiving of bookings
Water Testing all sites
Annual face-to-face hirer review meetings

Review cost and charges of event set-up and cleardown

Bookings this month

JH 1 party, 1 church event, 1 vintage fair, 1 x meeting, 1 x concert, 1 x Mind & Body fair, Election

PP 1 Family party, 1 x wedding

HR Garden fair

Jubilee Hall

AV system serviced and lapel / headset microphone system replaced
1 set of kitchen taps replaced
2 future hirer site visit

Priory Park

2 fire exit doors replaced due to age, rot and water ingress
Contract cleaner trial continues successfully
Review of access control to hall – safeguarding concern

Coronation Hall

CCTV / Alarm design and price expected from Forward Control following site visit
Added to water safety / legionella testing schedule
Asbestos survey booked

The Administration Assistant and Halls Manager would both like to thank the Committee for their support during their employment with the council.

Halls Manager
14.05.24

Snr Groundsman report May 2024

Skatepark – Now that the job has been completed it is apparent to me that some further landscaping is needed in some of the rough finished areas in order for us to have a realistic surface to get our mowers on. I have discussed this with the Project Manager, and we agreed that when Froud Brothers come to do the pitch work, I ask them to have a look and advise us what could be done and an idea of price so that further discussions can take place.

It has been noticeable that since the completion of the skatepark the amount of litter there has been low, which is a positive start.

The Garden Fair took place at Hoe Road with very short notice. Under a lot of pressure from all sides, and against my better judgment I gave the okay for them to use the field. I was well aware of the benefit of this event to the community. Unfortunately, as I suspected there was significant rutting from vehicles, some of it quite bad. I believe there were over two hundred cars plus stall holders vans on the field. This will have a knock-on effect for the Carnival. If I have time before the carnival, I will get some topsoil and fill in the worst ruts.

With the above in mind, I have had to think about Dynamos tournament at the end of May. They requested use of about a quarter of the top pitches area for car parking. They were looking at a similar number of cars to the garden fair. I said to them right from the start that if I had any doubts about possible damage to the field due to it being too soft, I would have to refuse their request. Unfortunately, we are continuing to get rain which is still stopping the pitches from fully drying out and therefore being hard enough to be used as a car park. In my opinion it is not worth the risk. If there was significant damage, at the very least it would put that area out of use for some months and could potentially cost a lot of money to repair if a contractor was needed. At the time of writing, I stated to the executive and admin officers that I think Dynamos request should be refused.

The goals will be coming down once the season ends on the weekend of the 18th May. We will then commence repair work to the goalmouths, and Froud Brothers will be coming to do the annual pitch drainage work.

Senior Groundsman

Bishop's Waltham Parish Council

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<u>200 Grounds - General</u>											
4276 Contractor - Dog Bins Svcing	(930)	850	(80)	(3,578)	3,400	6,978	(3,400)		(178)	105.2%	
4290 Contractor - Hedge Cutting	0	0	0	(3,550)	2,250	5,800	(2,250)		(1,300)	157.8%	
4312 Materials - Ground Maintenance	(208)	125	(83)	(1,431)	1,500	2,931	(1,500)		69	95.4%	
4315 Materials - Dog Dispenser Bags	0	0	0	(322)	300	622	(300)		(22)	107.4%	
4319 Materials - Lining Paint	0	0	0	(1,285)	0	1,285	0		(1,285)	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	1	1	0	1			100.0%	
1115 Land Lease - Scouts Building	0	0	0	2	2	0	2			100.0%	
1127 Contract Hire - Tennis Courts	0	0	0	1,684	1,540	(144)	1,540			109.4%	
1211 Hire Fees - Grounds	0	0	0	891	900	9	900			99.0%	
1212 Hire Fees - Football Pitches	80	0	(80)	390	0	(390)	0			0.0%	
4270 Contractor - Aboricultural	0	0	0	(850)	400	1,250	(400)		(450)	212.5%	
4313 Materials - Signage	0	0	0	(59)	50	109	(50)		(9)	117.3%	
4326 Mtce - Tennis Courts	0	0	0	0	100	100	(100)		100	0.0%	
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	(34)	(30)	4	77	74	(3)	74			104.7%	
1151 Annual Hire - Football Pitches	756	828	72	4,927	7,452	2,525	7,452			66.1%	
1212 Hire Fees - Football Pitches	317	0	(317)	1,449	1,000	(449)	1,000			144.9%	
4270 Contractor - Aboricultural	0	0	0	(350)	800	1,150	(800)		450	43.8%	
4280 Contractor - Grounds	0	0	0	(8,900)	6,500	15,400	(6,500)		(2,400)	136.9%	
4291 Contractor - Knotweed Tre'ment	0	0	0	0	100	100	(100)		100	0.0%	
4295 Contractor - Ditch Clearance	0	0	0	(400)	1,125	1,525	(1,125)		725	35.6%	

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4311 Materials - Locks and Keys	0	50	50	0	50	50	(50)		50	0.0%	
4312 Materials - Ground Maintenance	0	0	0	(100)	0	100	0		(100)	0.0%	
4313 Materials - Signage	0	0	0	(72)	50	122	(50)		(22)	143.3%	
4319 Materials - Lining Paint	0	500	500	(706)	500	1,206	(500)		(206)	141.1%	
4329 Mtce - Fencing	0	0	0	(33)	100	133	(100)		67	33.3%	
<u>225 Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	(456)	(405)	51	1,015	972	(43)	972			104.4%	
4270 Contractor - Aboricultural	0	0	0	0	50	50	(50)		50	0.0%	
4274 Contractor - Waste Skip Hire	0	0	0	(410)	0	410	0		(410)	0.0%	
4329 Mtce - Fencing	0	0	0	0	50	50	(50)		50	0.0%	
<u>226 Grounds - Albany Road Allment</u>											
1102 Land Lease - Allotments	0	0	0	1	1	0	1			100.0%	
4101 Prof Fees - Tree Surveys	0	0	0	(520)	0	520	0		(520)	0.0%	
4270 Contractor - Aboricultural	0	0	0	(80)	400	480	(400)		320	20.0%	
<u>230 Halls - General</u>											
1201 Hire Fees - Skittle Alley	0	0	0	75	0	(75)	0			0.0%	
1252 Hire Fees - Caretaking Staff	0	0	0	163	0	(163)	0			0.0%	
4107 Prof Fees - Health & Safety	0	0	0	(475)	1,000	1,475	(1,000)		525	47.5%	
4110 Prof Fees - Fire Equip Service	0	0	0	(531)	750	1,281	(750)		219	70.8%	
4170 Advertising - Halls	0	0	0	(150)	250	400	(250)		100	60.0%	
4309 Materials - Cleaning	(151)	0	(151)	(1,080)	1,000	2,080	(1,000)		(80)	108.0%	
4310 Materials - Tools / Minor Items	0	0	0	(72)	100	172	(100)		28	71.9%	
4316 Materials - Kitchen Supplies	0	0	0	(17)	100	117	(100)		84	16.5%	

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4320 Mtce - H & S Conformances	0	0	0	(82)	0	82	0		(82)	0.0%	
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%	
<u>240 Hoe Road Pavilion</u>											
1131 Contract Hire - Kitchen	0	0	0	473	428	(45)	428			110.5%	
1132 Contract Hire - Rooms	0	0	0	6,028	5,452	(576)	5,452			110.8%	
1133 Contract Hire - Storage	0	0	0	98	88	(10)	88			111.9%	
1223 Hire Fees - Storage	19	0	(19)	19	0	(19)	0			0.0%	
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%	
4277 Contractor - Water Monitoring	(60)	104	44	(926)	1,000	1,926	(1,000)		74	92.6%	
4307 Materials - Defib Equipment	0	500	500	(355)	500	855	(500)		145	71.0%	
4320 Mtce - H & S Conformances	0	0	0	0	250	250	(250)		250	0.0%	
4332 Mtce - Alarm & CCTV Systems	(51)	59	9	(775)	700	1,475	(700)		(75)	110.6%	
4336 Mtce - Building Fabric	0	1,000	1,000	(220)	2,000	2,220	(2,000)		1,780	11.0%	
4337 Mtce - Building Services	0	500	500	(648)	1,000	1,648	(1,000)		352	64.8%	
4338 Mtce - Internal Decoration	0	1,000	1,000	0	2,000	2,000	(2,000)		2,000	0.0%	
4339 Mtce - External Decoration	0	500	500	0	1,000	1,000	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	0	0	0	(736)	720	1,456	(720)		(16)	102.2%	
4343 Electricity	(367)	2,227	1,860	50	6,500	6,450	(6,500)		6,550	(0.8%)	
4345 Water	(67)	199	132	(765)	1,200	1,965	(1,200)		435	63.8%	
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%	
<u>250 Priory Park Clubhouse</u>											
1158 Annual Hire - Rooms	103	(118)	(221)	818	708	(110)	708			115.5%	
1161 Annual Hire - Storage	46	(52)	(98)	361	312	(49)	312			115.7%	

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1220 Hire Fees - Rooms	1,689	1,267	(422)	18,692	15,000	(3,692)	15,000			124.6%	
1223 Hire Fees - Storage	16	15	(1)	189	180	(9)	180			105.0%	
4102 Prof Fees - P A Testing	0	0	0	0	75	75	(75)		75	0.0%	
4142 Performing Rights - Music Fees	145	0	145	(35)	500	535	(500)		465	6.9%	
4158 Premises Licence	14	0	14	(21)	21	42	(21)		0	100.0%	
4275 Contractor - Trade Waste	527	0	527	(960)	1,200	2,160	(1,200)		240	80.0%	
4277 Contractor - Water Monitoring	0	104	104	(725)	1,000	1,725	(1,000)		275	72.5%	
4281 Contractor - Window Cleaning	0	49	49	(420)	590	1,010	(590)		170	71.2%	
4282 Contractor - Cleaning	(144)	0	(144)	(144)	0	144	0		(144)	0.0%	
4285 Contractor - Hygiene Waste	665	(433)	232	(1,081)	1,040	2,121	(1,040)		(41)	103.9%	
4307 Materials - Defib Equipment	0	0	0	(355)	500	855	(500)		145	71.0%	
4311 Materials - Locks and Keys	(45)	50	5	(45)	50	95	(50)		5	90.5%	
4313 Materials - Signage	0	100	100	0	100	100	(100)		100	0.0%	
4320 Mtce - H & S Conformances	(68)	150	82	(128)	250	378	(250)		122	51.2%	
4331 Mtce - Car Parks	0	0	0	(1,100)	500	1,600	(500)		(600)	220.0%	
4332 Mtce - Alarm & CCTV Systems	(40)	59	19	(610)	700	1,310	(700)		90	87.1%	
4336 Mtce - Building Fabric	0	0	0	(332)	2,000	2,332	(2,000)		1,668	16.6%	
4337 Mtce - Building Services	(895)	0	(895)	(1,365)	1,000	2,365	(1,000)		(365)	136.5%	
4338 Mtce - Internal Decoration	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	1,000	1,000	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	0	0	0	(2,545)	2,495	5,040	(2,495)		(50)	102.0%	
4343 Electricity	(165)	264	99	(492)	2,100	2,592	(2,100)		1,608	23.4%	
4344 Gas	(941)	431	(510)	(2,150)	2,100	4,250	(2,100)		(50)	102.4%	
4345 Water	(60)	76	16	(381)	1,000	1,381	(1,000)		619	38.1%	

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4350 Minor Assets	0	0	0	94	250	156	(250)		344	(37.7%)	
260 The Jubilee Hall Building											
1087 Income - PAT Recharge	0	0	0	0	100	100	100			0.0%	
1153 Annual Hire - Diamond Suite	296	275	(21)	3,557	3,300	(257)	3,300			107.8%	
1220 Hire Fees - Rooms	3,696	3,000	(696)	35,981	36,000	19	36,000			99.9%	
1223 Hire Fees - Storage	0	18	18	(25)	200	225	200			(12.6%)	
1225 Hire Fees - Kitchen	179	168	(11)	1,843	2,000	157	2,000			92.1%	
4102 Prof Fees - P A Testing	0	0	0	0	360	360	(360)		360	0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	(150)	185	335	(185)		35	81.1%	
4142 Performing Rights - Music Fees	28	500	528	(140)	500	640	(500)		360	28.0%	
4158 Premises Licence	14	0	14	(21)	21	42	(21)		0	100.0%	
4270 Contractor - Aboricultural	0	0	0	0	200	200	(200)		200	0.0%	
4275 Contractor - Trade Waste	1,167	0	1,167	(2,450)	2,500	4,950	(2,500)		50	98.0%	
4277 Contractor - Water Monitoring	(60)	104	44	(943)	1,000	1,943	(1,000)		57	94.3%	
4281 Contractor - Window Cleaning	0	67	67	(460)	791	1,251	(791)		331	58.2%	
4282 Contractor - Cleaning	0	0	0	0	750	750	(750)		750	0.0%	
4285 Contractor - Hygiene Waste	1,151	(1,000)	151	(1,870)	1,800	3,670	(1,800)		(70)	103.9%	
4307 Materials - Defib Equipment	0	500	500	(355)	500	855	(500)		145	71.0%	
4309 Materials - Cleaning	0	0	0	0	200	200	(200)		200	0.0%	
4311 Materials - Locks and Keys	0	0	0	0	50	50	(50)		50	0.0%	
4313 Materials - Signage	0	0	0	0	100	100	(100)		100	0.0%	
4316 Materials - Kitchen Supplies	(45)	10	(35)	(137)	50	187	(50)		(87)	273.1%	
4320 Mice - H & S Conformances	(273)	0	(273)	(273)	500	773	(500)		227	54.6%	

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4332 Mice - Alarm & CCTV Systems	(40)	68	28	(480)	800	1,280	(800)		320	60.0%	
4336 Mice - Building Fabric	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4337 Mice - Building Services	70	0	70	(2,632)	3,000	5,632	(3,000)		368	87.7%	
4338 Mice - Internal Decoration	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4339 Mice - External Decoration	0	0	0	0	1,000	1,000	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	0	0	0	(6,680)	6,500	13,180	(6,500)		(180)	102.8%	
4343 Electricity	(1,000)	752	(248)	(6,082)	6,000	12,082	(6,000)		(82)	101.4%	
4344 Gas	(3,110)	0	(3,110)	(8,366)	7,250	15,616	(7,250)		(1,116)	115.4%	
4345 Water	(240)	0	(240)	(995)	800	1,795	(800)		(195)	124.3%	
4350 Minor Assets	0	250	250	(261)	250	511	(250)		(11)	104.4%	
261 Jubilee Hall Car Park & Ground											
1088 Income - Electric Charge M/C's	0	0	0	574	1,000	426	1,000			57.4%	
1089 Income - Car Parking M/C's	81	209	128	2,809	2,500	(309)	2,500			112.4%	
1152 Annual Hire - Season Tickets	0	0	0	185	1,000	815	1,000			18.5%	
1211 Hire Fees - Grounds	0	0	0	94	42	(52)	42			224.9%	
4150 Ticket M/C Card Charges	(335)	209	(126)	(2,178)	2,500	4,678	(2,500)		322	87.1%	
4270 Contractor - Aboricultural	0	0	0	(350)	400	750	(400)		50	87.5%	
4281 Contractor - Window Cleaning	0	30	30	(100)	250	350	(250)		150	40.0%	
4286 Contractor - Car Park Tickets	0	0	0	(218)	350	568	(350)		132	62.4%	
4287 Contractor - E'tric Charge Mac	0	130	130	(200)	500	700	(500)		300	40.0%	
4313 Materials - Signage	0	0	0	0	250	250	(250)		250	0.0%	
4314 Materials - Parking Permits	0	0	0	0	150	150	(150)		150	0.0%	
4325 Mice - Car Park Ticket M/c's	0	0	0	(591)	1,200	1,791	(1,200)		609	49.2%	

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4329 Mtce - Fencing	0	250	250	(25)	250	275	(250)		225	9.9%	
4331 Mtce - Car Parks	0	125	125	0	250	250	(250)		250	0.0%	
4341 Non Domestic Rates	0	0	0	(8,252)	8,000	16,252	(8,000)		(252)	103.2%	
4343 Electricity	(110)	67	(43)	(855)	800	1,655	(800)		(55)	106.9%	
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%	
<u>270 Well House</u>											
1085 Income - Non PC Recharge	0	0	0	2,000	0	(2,000)	0			0.0%	
1126 Contract Hire - Well House	0	(826)	(826)	9,051	10,100	1,049	10,100			89.6%	
4096 Prof Fees - Building Assessmet	0	0	0	(150)	0	150	0		(150)	0.0%	
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%	
4320 Mtce - H & S Conformances	0	250	250	0	500	500	(500)		500	0.0%	
4337 Mtce - Building Services	0	250	250	(969)	500	1,469	(500)		(469)	193.7%	
4338 Mtce - Internal Decoration	(4,060)	0	(4,060)	(4,605)	0	4,605	0		(4,605)	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - P A Testing	0	0	0	0	150	150	(150)		150	0.0%	
4157 Road Tax & Insurance	1,202	(771)	431	(3,052)	2,200	5,252	(2,200)		(852)	138.7%	
4274 Contractor - Waste Skip Hire	(410)	0	(410)	(3,777)	2,500	6,277	(2,500)		(1,277)	151.1%	
4305 Op Costs - Tractors&Mowers	(1,138)	584	(554)	(7,451)	7,000	14,451	(7,000)		(451)	106.4%	
4306 Op Costs - P C Vehicles	(64)	500	436	(2,857)	6,000	8,857	(6,000)		3,143	47.6%	
4309 Materials - Cleaning	0	50	50	(107)	150	257	(150)		43	71.4%	
4310 Materials -Tools / Minor Items	0	167	167	(171)	2,000	2,171	(2,000)		1,829	8.6%	
4311 Materials - Locks and Keys	0	25	25	(12)	50	62	(50)		38	24.6%	
4312 Materials - Ground Maintenance	(81)	30	(51)	(247)	360	607	(360)		113	68.5%	

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4332 Mtce - Alarm & CCTV Systems	(226)	25	(201)	(2,032)	300	2,332	(300)		(1,732)	677.2%	
4336 Mtce - Building Fabric	0	0	0	(290)	0	290	0		(290)	0.0%	
4337 Mtce - Building Services	0	0	0	(1,448)	1,000	2,448	(1,000)		(448)	144.8%	
4343 Electricity	(1,245)	389	(856)	(2,656)	5,000	7,656	(5,000)		2,344	53.1%	
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%	
<u>290 Playgrounds & Leisure Areas</u>											
4109 Prof Fees - Safety Inspections	0	0	0	(608)	750	1,358	(750)		143	81.0%	
4144 Lease - Oak Road Play Area	60	(84)	(24)	(145)	145	290	(145)		0	100.0%	
4270 Contractor - Arboricultural	0	0	0	(6,560)	3,000	9,560	(3,000)		(3,560)	218.7%	
4280 Contractor - Grounds	0	0	0	(245)	3,200	3,445	(3,200)		2,955	7.7%	
4283 Contractor - Weed Killing	0	0	0	0	650	650	(650)		650	0.0%	
4313 Materials - Signage	(40)	250	210	(302)	500	802	(500)		198	60.4%	
4320 Mtce - H & S Conformances	84	0	84	(1,354)	2,000	3,354	(2,000)		646	67.7%	
4327 Mtce - Play & Leisure Equipmnt	(125)	0	(125)	(1,978)	4,500	6,478	(4,500)		2,522	44.0%	
4329 Mtce - Fencing	0	0	0	(595)	1,000	1,595	(1,000)		405	59.5%	
4350 Minor Assets	0	250	250	0	250	250	(250)		250	0.0%	
<u>299 Capital - Halls & Grounds</u>											
1099 Income - Asset Disposals	0	0	0	303	0	(303)	0			0.0%	
1334 WCC CIL Funding 2023-24	40,000	0	(40,000)	135,000	95,000	(40,000)	95,000			142.1%	135,000
4350 Minor Assets	0	0	0	(1,011)	750	1,761	(750)		(261)	134.8%	
4364 Southern Footpath Cycleway	0	0	0	(74,063)	105,000	179,063	(105,000)		30,937	70.5%	74,063
4371 Electric Shutter Door (ES)	0	0	0	(2,000)	0	2,000	0		(2,000)	0.0%	2,000
4381 Replace Pick Up Truck	0	0	0	0	17,000	17,000	(17,000)		17,000	0.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4386 Floor Polisher JH	0	0	0	0	1,500	1,500	(1,500)		1,500	0.0%	
4388 CCTV Hoe Road	0	0	0	0	5,000	5,000	(5,000)		5,000	0.0%	
4390 Replace Skate Park	0	0	0	(124,863)	195,000	319,863	(195,000)		70,137	64.0%	124,863
4393 Solar Panels on JH Roof	0	0	0	0	60,000	60,000	(60,000)		60,000	0.0%	
4398 Resurface Play Areas	0	0	0	(5,165)	10,000	15,165	(10,000)		4,835	51.6%	
4410 Replace Play Area Equipment	0	0	0	(10,256)	0	10,256	0		(10,256)	0.0%	10,256
4419 Purchase of Community Asset	(180,000)	0	(180,000)	(180,000)	0	180,000	0		(180,000)	0.0%	180,000
4420 Costs-Purchase of Community	(600)	0	(600)	(6,689)	0	6,689	0		(6,689)	0.0%	6,689
4432 Montague rd Play Areas	0	0	0	(107,159)	135,557	242,716	(135,557)		28,398	79.1%	107,159
4450 Extend Parking PP	0	0	0	(500)	57,849	58,349	(57,849)		57,349	0.9%	500
4487 Building Maintenance	0	0	0	0	11,000	11,000	(11,000)		11,000	0.0%	
4500 Albany Road Play Park	0	0	0	0	59,401	59,401	(59,401)		59,401	0.0%	
4501 Resurface Gold Room Floor	0	0	0	(1,955)	4,000	5,955	(4,000)		2,045	48.9%	
4507 Bin Store (JH)	0	0	0	(2,787)	0	2,787	0		(2,787)	0.0%	
Grand Totals:- Income	46,788	4,349	(42,439)	228,725	185,352	(43,373)	185,352			123.4%	
Expenditure	192,267	13,441	(178,826)	645,341	819,235	173,894	819,235	0	173,894	78.8%	
Net Income over Expenditure	(145,479)	(9,092)	136,387	(416,616)	(633,883)	(217,267)	(633,883)				
plus Transfer from EMR	180,600			505,530							
less Transfer to EMR	40,000			135,000							
Movement to/(from) Gen Reserve	(4,879)			(46,086)							

Bishop's Waltham Parish Council
Halls and Grounds Committee
Capital Projects Control 2023-24 Budget
Month 12

Committee	G L Code	Description	Budgeted	Budget £'s	Budget £'s	Approved £'s	Spend £'s	Approvals £'s	Comments
Income	1099	Income - Asset Disposals	Dec/Jan	0	0	0	303	0	Skate Park Fencing
	1334	WCC CIL Funding 2023-24	March	45,000	0	45,000	45,000	0	EMR 374 Replace Skate Park
	1334	WCC CIL Funding 2023-24	March	50,000	0	50,000	50,000	0	EMR 373 SFC
	1334	WCC CIL Funding 2023-24	24/25	0	0	0	0	0	EMR 376 Solar Panels £40,000
	1334	WCC CIL Funding 2023-24	March	0	0	0	40,000	0	EMR 351 Purchase of Community Asset
	1341	WCC S106 Funding 2023-24	24/025	0	0	0	0	0	EMR 373 SFC (£25,815)
	1400	New Capital Receipt	24/25	0	0	0	0	0	EMR 353 (Well House) £335,000
		Total Committee Income		95,000	0	95,000	135,303	0	
Expenditure	4350	Minor Assets	Apr/Jun/Sep	750	0	750	1,011	0	PAT Testing Machine/Goal Sockets/Teak Bench/Plaque
	4357	Name Sign (JH)	24/25	0	0	0	0	0	EMR 380 (£5,000)
	4364	Southern Footpath / Cycleway	Jun-Feb	105,000	55,000	50,000	74,063	0	EMR 373
	4365	Replace Tractor	24/25	0	0	0	0	0	EMR 330 (£33,500)
	4368	Replace Topper/Mower	24/25	0	0	0	0	0	EMR 340 (£33,500)
	4371	Electric Shutler Door (ES)	February	0	0	0	2,000	0	EMR 385
	4381	Replacement Pick-Up Truck	Not expected	17,000	17,000	0	0	0	EMR 320
	4386	Floor Polisher (JH)	24/25	1,500	1,500	0	0	0	EMR 375 (£1,500)
	4388	CCTV Hoe Road	24/25	5,000	5,000	0	0	0	EMR 370 (£5,000)
	4390	Replace Skatepark	23/24&24/25	195,000	150,000	45,000	124,863	43,145	EMR 374
	4393	Solar Panels On Roof (JH)	24/25	60,000	60,000	0	0	0	EMR 376
	4398	Resurface Play Areas	June	10,000	0	10,000	5,165	0	PP Resurfacing
	4410	Replace Play Area Equipment	April	0	0	0	10,256	0	EMR 325 CA Roundabout
	4415	Building Replace/Refurb	March	0	0	0	0	0	EMR 350
	4415	Resurface Tennis Courts	March	0	0	0	0	0	EMR 355
	4419	Purchase of Community Asset	March	0	0	0	180,000	0	EMR 351
	4420	Costs - Purchase of Community Asset	23/24&24/25	0	0	0	6,689	3,311	EMR 351
	4432	Montague Rd Play Areas	Sep-Jan	135,557	135,557	0	107,159	0	EMR 315
	4450	Extend Parking (PP)	24/25	57,849	57,849	0	500	0	EMR 377
	4484	Stackable Chairs (JH)	24/25	0	0	0	0	0	EMR 390 (£1800)
	4487	Building Maintenance	24/25	11,000	11,000	0	0	0	EMR 379
	4500	Albany Road Play Park	24/25	59,401	59,401	0	0	0	EMR 378 (+£18,797 WCC-OSF)
	4501	Resurface Gold Room Floor	January	4,000	0	4,000	1,955	0	
	4505	Costs - Sale of Community Asset	Not expected	0	0	0	0	0	EMR 353 (Well House £15,000)
	4507	Bin Store (JH)	August	0	0	0	2,787	0	
	Total Committee Expenditures		662,057	552,307	109,750	516,448	46,456		
EMR Movements									
	Total Net Committee Expenditures		567,057	552,307	14,750	10,615	0		

Ear Marked Reserves

2023-2024

		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual Total Year	Budget Total Year	Closing Balance	
315	EMR - Montague Road Play - S106/CIL	£0	£0	£0	£0	£22,437	£80,740	£525	£2,396	£25,660	£401	£0	£0	£0	£135,557	£548	Add £3,797 WCC-OSF 24/25
316	EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
320	EMR - Replace Pick Ups - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
325	EMR - Replace Play Area Equipment - CYF	£10,256	£0	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£4,744	
330	EMR - Replace Tractor - CYF	£33,500	£0	£33,500	£0	£0	£0	£0	£0	£13,500	£0	£0	£0	£0	£0	£0	
335	EMR - Replace Transit Van - CYF	£5,000	£0	£5,000	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£0	£0	
336	EMR - EV Chargers	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
340	EMR - Replace Topper / Mower - CYF	£33,500	£0	£33,500	£0	£0	£0	£0	£0	£13,500	£0	£0	£0	£0	£0	£0	
341	EMR - Replace IT Equipment - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
345	EMR - Election Expenses - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
350	EMR - Bldings Replace / Refurb - CYF	£77,000	£0	£77,000	£0	£0	£0	£0	£0	£77,000	£0	£0	£0	£0	£0	£0	
351	EMR - Purchase of Community Asset - CYF/CIL/WCIL	£0	£0	£190,000	£0	£1,424	£0	£750	£40,000	£0	£3,915	£0	£140,600	£3,311	£0	£0	Feb £40,000 WCIL
352	EMR - Sale of Asset	£0	£0	£0	£150	£0	£0	£0	£0	£0	£-150	£0	£0	£0	£0	£0	£0 Well House £15,000
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0 Well House £335,000
355	EMR - Tennis Court Maintenance - CYF	£14,000	£0	£14,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
360	EMR - Replace Bus Shelters - CYF	£10,000	£0	£10,000	£0	£0	£0	£0	£0	£-14,000	£0	£0	£-2,000	£-2,000	£-2,000	£16,000	
370	EMR - CCTV (HR) - CYF	£5,000	£0	£10,000	£0	£0	£0	£0	£0	£-10,000	£0	£0	£0	£0	£0	£0	
371	EMR - Planter - HCC Grant	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
372	EMR - BW to Botley Bridleway - CIL	£50,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
373	EMR - Southern Footpath - CIL/WCIL/S106	£37,500	£0	£250	£11,870	£0	£671	£28,197	£0	£22,500	£32,125	£0	£0	£0	£0	£0	Nov £50,000 WCIL / Mar 25.815 S106
374	EMR - Replace Skate Park (PP) - CIL/WCIL	£147,446	£0	£680	£3,046	£284	£333	£0	£0	£25,000	£0	£0	£0	£0	£0	£0	Jan £45,000 WCIL
375	EMR - Floor Polisher - CYF	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
376	EMR - Solar Panels (JH) - CIL/WCIL	£59,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
377	EMR - Extend Parking (PP) - CIL	£55,178	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
378	EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	
379	EMR - Building Maintenance - CYF	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Add £40,000 WCIL 24/25
380	EMR - Name Sign (JH) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Grant in progress £49,000
385	EMR - Electric Shutter Door (ES) - CYF	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Add £15,000 WCC-OSF 24/25
390	EMR - Stackable Chairs (JH) - CYF	£1,800	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
391	EMR - WCC CIL Receipts 2019-20	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	
392	EMR - WCC CIL Receipts 2020-21	£1,500	£0	£0	£0	£0	£0	£0	£0	£1,500	£0	£0	£0	£0	£0	£0	
393	EMR - WCC CIL Receipts 2021-22	£22,011	£0	£0	£0	£0	£0	£0	£0	£17,000	£0	£0	£0	£0	£0	£0	
394	EMR - WCC CIL Receipts 2022-23	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
395	EMR - WCC CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
396	EMR - SDNP CIL Receipts 2021-22	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£12,867 £30,022 Abbey Mill expected 24/25
397	EMR - SDNP CIL Receipts 2022-23	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
398	EMR - SDNP CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
		£798,807	£10,256	£520	£930	£15,066	£81,744	£27,812	£-59,521	£8,660	£36,791	£69,000	£111,022	£326,425	£592,307	£472,382	

Notes

Replace EMR's £20k - have historically come from general reserves - from 24/25 these will be budgeted for in the precept



Halls and Grounds Committee – 21st May 2024

Grant Opportunities – *for information*

Grants applications submitted by Committees (updates in **bold**):

Grant Scheme	Purpose – Committee	Status
WCC Community Infrastructure Levy (CIL)	Solar Panels – H&G	£40k Granted
WCC Community Infrastructure Levy (CIL)	Purchase of building	£40k Granted
Rural England Prosperity Fund (WCC)	Priory Park Overflow Car Park Extension and improvement	£49k Granted
Go Greener Faster – (WCC)	Electric vehicle charging point for Hoe Road and the Jubilee Hall.	Declined (scheme opening again later this year).
District Small Grants Scheme (WCC)	Skate Jam - CEC	Granted.

Grants being investigated/in progress:

Grant Scheme	Purpose - Committee	Status
HCC Parish and Town Council Investment Fund	Solar Panels – H&G	Application not yet submitted.

Potential sources of grant funding will now also be investigated in relation to the Priory Park Clubhouse redesign project (action recorded at Full Council 30.04.24).

Proposal: To note the above.

Administration Officer 16.05.24

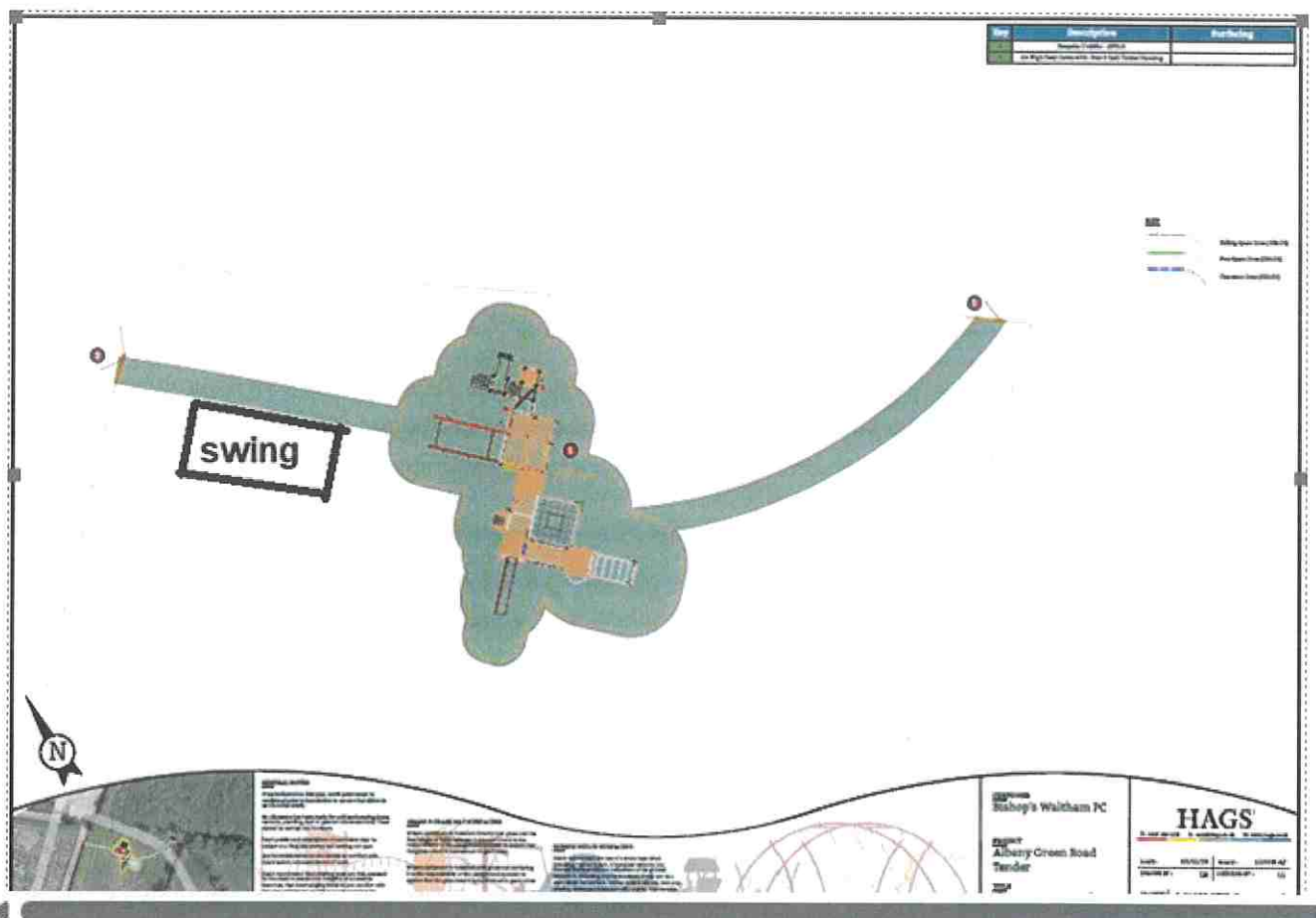


Halls and Grounds Committee – 21st May 2024

Albany Road Play Area Project – *for consideration.*

Current Status

- At the Full Council meeting held on February 13th, full approval was given to accept the HAGS tender for the Albany Road playpark project.
- Agreed cost of play equipment = £65,000.
- At April's H&G meeting the addition of an inclusive swing unit was approved and has now been added into the build plan (an additional costing of £7,965 excluding VAT).
- HAGS start date is now planned for 20/05/24.



Proposal: To note the above and the proposed start date of 20/05/24.

Project Manager 15.05.24



Halls and Grounds Committee – 21st May 2024

Facilities Review Project Update - *for consideration*

Background

At the committee meeting held on the 19th September, the Committee resolved to approach architects to provide quotations for providing building designs based on the agreed initial requirements.

A meeting of the working group was held on Wednesday 14th February. The three quotations received were considered. It was agreed that the service being offered by one architect involved far more of the project process than the other quotations received.

Further to the Full Council meeting held on 12.03.24, a representative from each architectural business will be invited to attend a meeting to discuss their ideas and processes. All councillors were be invited to attend.

Current Status

- Prior to the meeting of architects in front of the Full Council another one of our initial architects who had quoted, withdrew their services due to other business commitments.
- Two architects gave short presentations to Full Council on 30th April.
- As there were only two architects quotes now available, it was agreed that another quote should be sought.
- A further action was recorded at the meeting (30.04.24) that investigation into funding for the project should now proceed in parallel to obtaining a third quotation.

Proposal: To note the above.

Project Manager/Administration Assistant 15.05.24

Halls and Grounds Committee – 21st May 2024

Skatepark Project Update – *for consideration*

Current Status:

Construction of the skatepark was completed on 22.04.24 with the information sign being added to the site on 6.05.24.



- Quotes will now be sought to landscape the periphery of the skating area.



- Approval for the haul road to be adapted into a pathway was approved at April's Halls & Grounds meeting, and the contractor was appointed at the Finance, Policy and Resources Committee meeting that took place on 02.05.24.
- Work on the pathway is due to commence on 17th June and will last approximately 10 working days.
- The CCTV extension to cover the Skate Zone was approved at Full Council on 30th April 2024, the contractor has been informed and a projected start date has been requested.

Proposal: To note the above and that quotations will be gathered for landscaping around the Skate Zone perimeter.

Project Manager 15.05.24



Halls and Grounds Committee – 21st May 2024

Priory Park Car Park (Phase 4) of the Southern Shared Pathway Update – *for information*

Approval for this phase of the project was given at the April Halls & Grounds meeting and a contractor was selected.

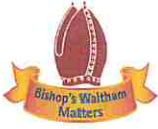
Proposed Layout for Priory Park Car Park Entrance.



Work on this project will commence on 17th June in parallel with the work on the pathway to the skatepark from the overflow car park.

Proposal: To note the above.

Project Manager 15.05.24



Halls and Grounds Committee – 21st May 2024

Priory Park Overflow Car Park Update from Working Group and Drainage Issues – *for consideration*

Overleaf is a Site Visit Report from the Halls Manager of some damage that has occurred to the drain access point (under a man hole cover) in the Priory Park Overflow Car Park. The halls team became aware of this damage after issues with the drains from the Clubhouse were experienced and thus investigated.

This damage was likely caused by one of the heavy vehicles that accessed the overflow car park during the construction of the Skate Zone at Priory Park. The Project Manager has informed the contractor of the damage and has asked them to address the matter of repairs. They have responded that they believe that the current construction of the drain access point is inadequate and would be easily damaged if simply reinstated in its existing form. They have asked whether a small budget might be available in order for them to replace the existing access with something more durable at below cost price.

This issue is in addition to the partial drain collapse that is known of under the Priory Park Overflow Car Park (that was reported and considered in the Committee's meeting in February 2023). It is hoped that the groundworks required to replace the pipe will be carried out at the same time as the expansion and resurfacing of that same car park later this year, since the performance of the drain (prior to the additional damage reported above) had proved to be adequate.

Proposal: **To note the above.**

Halls Manager/Administration Officer 16.05.24

Priory Park Drainage

Site Visit Report 07/05/2024

Following a second instance of sewage backing up into the Priory Park changing rooms on Saturday 4th May I contacted A1 drainage for a site visit. The last drainage contractor was unable to resolve the issue but A1 have worked successfully for us in the past.

When trying to inspect the drains it was identified that a grab bag of gravel had been placed on the manhole cover located approximately 10m into the overflow carpark. The bag was far too heavy to move by hand but A1 and I managed to link the handles of the bag to his towbar and drag the bag away. Whilst appearing to be intact the manhole seemed to be more sunken into the carpark surface than either of us remembered but we assumed that there had been additional gravel put down to raise the level.

When we opened the cover it became clear that the drainage issues were caused by someone filling the drain with brick, cement and other matter.



Upon further inspection it became evident that someone had caused significant damage to the drain shaft with a heavy vehicle. The top level of broken brickwork had been carefully cleared away and, incredibly, pushed into the drain rather than removed; the metal frame and cover had been properly placed onto the breeze blocks below so all of this 'repair' work was clearly thought about.

The following picture does not show the damage clearly but there are fractures in the breeze blocks on all levels and all 4 sides of the shaft and I believe that the whole drain shaft needs to be replaced.



Below shows the material pulled from the drain which was causing all of the issues and the sunken nature of the drain cover.



Halls Manager

08.05.24



Halls and Grounds Committee – 21st May 2024

Jubilee Hall Solar Panel Project Update – *for consideration*

A meeting was held with representatives of the contractor appointed for this project on Thursday 25th April to discuss next steps. Councillor Latham, Councillor Webb, the Halls Manager and the Administration Officer were present. Below are notes from the meeting.

Meeting with JH Solar PV Contractor 25.04.24 - Meeting Notes

The specification and requirements of the system were revisited.

Small change to inverters included in design:

Slight adjustments were considered to facilitate some Solar PV generation input to the battery when the hall is off-grid and in backup mode (for example if being used as a Prepared Rest Centre).

Originally system design included the following pair of inverters:

- 1 x SolarEdge 25kW Three Phase Inverter
- 1 x SolarEdge 16kW Three Phase Inverter

To achieve the goal of maintaining a good portion of solar PV input on the backed-up circuits the contractor recommended that we change to this pair of inverters:

- 1 x SolarEdge 6kW Home Wave Single Phase Inverter
- 1 x SolarEdge 33kW Three Phase Inverter

The contractor believed that this combination of equipment would achieve the goal, and still deliver a very well-balanced and efficient system.

Scaffolding was discussed. Level of disturbance to hirers would be minimal. Weekend assembly of scaffolding would be ideal, to be discussed again closer to installation.

The addition of bird net was also requested.

Distribution Network Operator (DNO) solar application will be submitted by contractor as soon as go ahead is given by BWPC.

Additional information was requested regarding EV charging points that could potentially be added on to the system

Following the meeting, the contractor confirmed in writing that the changes and additions discussed in the meeting can be achieved with no cost changes, but the model of solar panels will change due to supply issues. The working group have been asked to confirm their approval of this outcome.

The contractor has also now submitted the DNO Solar Application for the necessary permission prior to the commencement of the installation.

Proposal: To note the above.



Halls and Grounds Committee – 21st May 2024

Update following Montague Road/Pondside Bridleway Site Visit – *for consideration*

Following the correspondence considered in the Committee's April meeting (Action HG350/23) Councillor Webb met with the resident on 23rd April. A report is included below.

Site Visit – Pondside Bridleway 23.04.24 (Cllr Webb, resident of Morley Rd)

The resident had very similar views to myself in how to tackle the issues with the drainage issues with the Pondside bridleway leading off Langton Road.

There might be a possible solution with an understanding of limited funds to improve the lane during the wet times of the year. Due to the underlying soil makeup (mainly clay) this footpath it is never going to be perfect without a lot of money being spent.

Suggested actions from resident (low-cost option) :-

1. Clear ditch (*this work has already been agreed upon and approved by the Committee*)
2. Concentrate on the three areas of the path where the water pools.
3. Level ground at these three areas.
4. Remove any excess clay (the very uneven surface once the clay dries is both a trip and ankle twister hazard).
5. Possibly, install french drain/drains from these three areas into the ditch.
6. Finish with a top dressing of scalpings over these three areas.

I would recommend that we also ask for a quote as above plus to lay scalpings over the full length of the path/lane we own. The reason being that the total cost may be cheaper than we think (it would also stop the Council being accused of doing half a job).

Councillor Webb

Further Updates

- Subsequent to the meeting with the resident, the Project Manager viewed the area with a contractor (13.05.24) already undertaking some work for the Council for advice regarding how the condition of the bridleway could be improved and for high level costing information. This information is awaited. A range of options has been requested from short term, lower cost remedial work through to more substantial improvement.
- A meeting has also been scheduled for Tuesday 21st May with a member of the Hampshire County Council's Countryside Access team so that they can advise the Council on what involvement they would have in any proposed works.
- An email was received from the resident, expressing disappointment with the recent hedge planting alongside the fence line alongside the bridleway, with the resident expressing that this reduces the accessibility of a current alternative route (while the bridleway itself is so wet). A response has been sent to confirm that the Council are continuing to investigate the costs of the improvements they have suggested, and that it is not the Council's intention to prevent walkers from accessing this land.



Proposal: To bring to the Committee the awaited costing information for remedial work on the bridleway to improve its condition during periods of wet weather, so that further consideration can be given to:

- what work if any should be undertaken
- funding of this work/project
- the timing of any planned work

Councillor Webb/Administration Officer

15.05.24





Halls and Grounds Committee – 21st May 2024

Correspondence i) Roynon Performing Arts Search for Premises – *for consideration*

The following correspondence was received from Roynon Performing Arts.

Good morning,

I am writing with reference to Roynon Performing Arts wishing to show interest in premises.

I have taught at the local dance school for 20 years and I have owned it for 14. The school has served the local community with classes for all ages in a plethora of styles in that time and I've been lucky enough to see it grow substantially.

I believe this has been through hard work and passion to the arts and the local area.

The school was initially based in Bishops Waltham in local halls and the junior school and moved to Swanmore College when their new 'community' facilities were opened.

In the time of owning the school I have been on the lookout for a premises that we could make our own but not only that, to incorporate a hub of local fitness facilitators to use.

I would like to be considered for any current or future property that might arise in the area. I believe it could be mutually beneficial for Roynon to work with the local council in finding us a home and I would be open to discussions.

We are a Bishops Waltham family and attend and support local events with dancers and the samba band too.

We work tirelessly to give the local area top training in the Arts and opportunities for the local children. We offer so much but could offer even more with facilities that allow us access when needed.

If you feel a meet might be beneficial, please do not hesitate to contact and of course I look forward to hearing from you soon with your thoughts.

Kind regards,

Sarah Munday DDE

www.roynonperformingarts.co.uk

Proposal: To consider the correspondence received from Roynon Performing Arts and to make relevant recommendations.



Bishop's Waltham Parish Council

Halls and Grounds Committee – 21st May 2024

Correspondence ii) Request for Memorial Tree at Langton Road – *for consideration*

A request for a memorial tree to be located on the Parish Council's land on Montague has been received, see overleaf for the correspondence.

Proposal: To consider the request received to plant a memorial tree on the Parish Council's land at Montague Road and to agree a response.

Administration Officer

15.05.24

[REDACTED]
BISHOPS WALTHAM
Southampton
Hampshire SO32 1LZ
[REDACTED]
[REDACTED]

10 APR 2024

Bishops Waltham Parish Council
Jubilee Hall, Little Shore Lane.
BISHOPS WALTHAM
Hants SO32 1ED

9TH April 2024

Dear Sirs,

Langton Estate, Bishops Waltham

My son, [REDACTED], who died last month, lived at No [REDACTED] Merlin Close for approximately 10 years [REDACTED].

I am writing to enquire whether you would be agreeable to me planting a tree in his memory on the grass bank at the top of Langton Road on the left hand side, by the Morley Drive road sign. I had in mind a silver birch, and a little plaque commemorating his life, similar to the one by the North Pond.

I am a member of the Bishops Waltham in Bloom Committee and so I have the contacts to help me plant the tree if you are agreeable, so there would be no cost to you, but it would enhance the area and be a fitting memorial for all those who knew him in and around the area.

I look forward to your response.

Yours hopefully

[REDACTED]
[REDACTED]



Halls and Grounds Committee – 21st May 2024

Correspondence iii) Request from Hirer to Consider Access to Priory Park Clubhouse During Bookings – *for consideration*

A hirer of Priory Park Clubhouse has had ongoing issues where people using the football pitches have entered the building via the main doors to use the toilets whilst the hirer is holding their sessions in the hall. The organisers of the football have attempted to make participants aware that the toilets are not available for general use, plus signage (including an A-board) has been put up to attempt to stop members of the public using the facilities.

This issue presents a problem for the hirer because they need to be able to guarantee the safety of any children who go to the toilet during the hirer's session at the Clubhouse, thus creating a safeguarding issue. The hirer does not wish to lock the door of the building because access needs to be available for children and parents arriving for the hirers next session.

The correspondence below was received to report that this issue is ongoing. The Halls Manager has been considering other actions that the Committee could consider to address the hirer's security concerns.

From: [REDACTED]
Sent: Tuesday, April 30, 2024 9:24 PM
To: <halls@bishopswaltham-pc.gov.uk>
Subject: Toilets

Hi [REDACTED],

As football has moved back up to Priory I'm unfortunately back to people coming into the hall to access the toilets. The A board doesn't always prove effective as people just ignore it. Please can you advise me on how we can ensure the safety of my students? If you have any thoughts I'd really appreciate hearing them.

Kind regards
[REDACTED]

Proposal: To consider the correspondence received and potential actions to resolve the issue and to agree a response.

Administration Officer

15.05.24



Halls and Grounds Committee – 21st May 2024

Montague Road Tree Survey – *for consideration*

The Tree Condition Survey for the trees on the Parish Council's land at Montague Road has been received. This will be sent to councillors as a separate document due to its size.

Some of the recommendations within the report are classified as of high and moderate importance. The information relating to these items has been extracted from the full report and is included overleaf.

Proposal:

- i) **To gather quotations for the high and moderate importance recommendations included in the Tree Condition Survey for the trees on the Parish Council's land at Montague Road.**
- ii) **To apply to Winchester City Council for permission to carry out the recommended works on the oak tree that is covered by Tree Protection Order 1189T1.**

Administration Officer

15.05.24

Titchfield Tree Services Ltd. Tree condition survey.

Tree no	Species	Location	Height (M) Approximate	Spread (M)			Age Class	Condition (vitality, defects, fruiting bodies)	Recommendations	Informed by risk	
				N	E	W				Work Priority	Inspection frequency
T1	Oak TPO 1189T1	Western Boundary adjacent lamp column No4 ///freely.bulge.rainy	22	1 3	9	1 3	Mature	Vitality is fair with poor upper crosstown by sparse bud and twig structure A secondary inner crown is forming (critical for the trees survival) Ganodurma Applanatum (white rot) apparent on south east buttress sounding hollow when tapped with acoustic mallet. staying localised stem extend to 5m where crown breaks with 2 x large primary limbs 1 x North 1 x south stem bifurcated at 8m. Extensive deadwood throughout crown. With the occasional windblown small diameter branch Multiple hazard beams present. 1 x on lowest Southern lateral with a crack 1m from stem	Remove all major deadwood with the potential to fail and strike footpath or neighbouring property only as it holds good habitat value and prevents unnecessary wounding to the tree. Carry out a selective crown reduction by Shortening Northern lateral by up to 2m including the removal of 1 x 150mm branch as no growth points are available. Shorten lowest C5 Western lateral tertiary branches by no more than 2m or to Nearest suitable growth point Shorten lowest Southern lateral by 1m. This is the first phase of a retrenchment process.	High Complete works by July 24	09/25

250 Botley Road Burridge Southampton SO311BL

matt@titchfieldtreeservices.com

01489571103

Titchfield Tree Services Ltd. Tree condition survey.

T3	Willow	East of ditch ///shadow.depend d.collapsed	8m						On the lowest Northern later a large cavity is present ,currently occupied by nesting Black bird. This branch extends over the footpath Lowest Western lateral has a large hazard beam present branch extends over neighbouring property	To encourage epicormic growth within the main stems to form a new crown, the retention of this tree is paramount to the landscape, and holds very high habitat value.		
									Good vitality Poor visibility of stem from ground level due to ivy clad stem Trifurcates from ground level,showing weak included unions . Long lever arm extending over neighbouring garage Center stem has a large legion on south Western Probability of branch failure is high	Carry out full crown reduction Reduce to a final height of 5m and radial spread of 4m shorten Eastern limb back to boundary line	Moderate Works carried out by septembe r	September 27
T7	Willow	Western copse ///bound.recaptu re.breathed							Good vitality Excessive lean over path Slight root heave	Coppice at 200mm from ground level	Moderate August 24	
T8	Willow	Western Copse ///hips.breeze.wi sdom							Good vitality Excessive lean over path Slight root heave	Coppice at 200mm from ground leve	Moderate August 24	

250 Botley Road Burrridge Southampton SO311BL

matt@titchfieldtreeservices.com

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 01489571103



Halls and Grounds Committee – 21st May 2024

Request from WCC to use Jubilee Hall Outdoor Space for Bike Registering Event – *for consideration*

A request has been received from the Sustainable Travel Officer at Winchester City Council, who would like to run a Bike Register event in Bishop's Waltham.

The organiser outlined how they run the event:

- "We promote the event in advance with local residents and workers.
- We offer free security marking of bikes and registration onto [BikeRegister](#)'s online database. If someone registers their bike it helps police and retailers identify a stolen bike. And it helps determine the legitimate owner of stolen bikes that have been found or stolen bikes that someone is attempting to sell.
- We also offer advice on bikes locks and the best ways to lock your bike.
- People don't need to book with us in advance. It's a drop in event. The bike marking only takes a few minutes."

WCC are hoping to hold the event during June or July.

Proposal: To consider the request received from Winchester City Council's Sustainable Travel Officer to be allowed to use the outdoor space to the front of the Jubilee Hall to hold a bike register event.

Administration Officer

15.05.24



Halls and Grounds Committee – 21st May 2024

Request from Bishop's Waltham Guides for Small Scale BBQ Event at Hoe Road Recreation Ground – *for consideration*

The following request was received from the Bishop's Waltham Girlguiding organisation to be allowed to use a small area of land immediately adjacent to the Guide Hut during an evening BBQ that they will be holding for their members and their families.

From: [REDACTED]
Sent: Thursday, May 2, 2024 3:50 PM
To: Cathy Wilkinson <admin@bishopswaltham-pc.gov.uk>
Subject: Guide Hut Fundraiser

Hello

Further to my telephone call earlier I write to ask if we can have permission (weather permitting) to use the top corner of the ground immediately behind our Guide HQ to have a BBQ for parents and girls on Friday 5th July 5-7 pm to raise funds for our HQ?

We are hoping that Meon Valley Lions will help us with the BBQ.

Kind regards

[REDACTED]

Rainbow Guider

[REDACTED]

Proposal: To consider the request received and to agree a response.

Administration Officer

16.05.24



Halls and Grounds Committee – 21st May 2024

Website Draft Specification in relation to Facilities Bookings – for consideration

At the Full Council meeting held on Tuesday 14th May a draft specification for a revised Parish Council website was considered. Potential additions are being discussed with Councillor Stallard prior to the specification being used to gather quotations for the project.

The Committee are asked to note that this project will potentially have an impact on the booking process for the Parish Council halls and facilities, since the following content is included in the draft website specification.

“Calendar to allow users interested in booking a BWPC room/facility to see availability and potentially to make a provisional booking request. This will involve integration with third party applications, for example document storage and viewing room availability via integration with the bookings calendar. The capability to allow users to submit provisional requests for room bookings would be desirable.”

Currently two members of the Website Working Group are also members of the Halls and Grounds Committee and will report back regarding any elements of the project that will impact the Halls and Grounds processes and staff.

Proposal: To note the above.

Administration Officer

16.05.24



Halls and Grounds Committee – 21st May 2024

Men's Shed Request and Update – *for consideration*

The extract of minutes below should be noted by the Halls and Grounds Committee.

Minutes of the Annual Meeting of the Parish Council held on Tuesday 14th May 2024 at The Jubilee Hall commencing at 7pm

PC28/24 Review of Men's Shed Request and Current Situation

It was confirmed that the Parish Council wish for the Men's Shed to remain in Bishop's Waltham and they offered any support possible to facilitate this. It was noted that an offer of help had been made by a member of the public which would be followed up as appropriate.

Resolved:-

i) To write a letter to the Men's Shed and confirm active support for the group to remain in BW
ACTION: Executive Officer

ii) To pursue the planning application to site a community building at Albany Road and create a robust reply to WCC outlining PC plans for the site, addressing their concerns and highlighting community need/benefit. (Long term plan for Men's Shed location) **ACTION: Executive Officer/Working Group**

iii) To pursue the idea of siting portacabins at the rear of the Scout Hut in Hoe Road Recreation Ground (Temporary plan for Men's Shed location) and check planning requirements with SDNP for such. **ACTION: Executive Officer/ Working Group (Re Point 3 also need to liaise with Scouts/Grounds team)**

iv) To appoint Cllr Marsh, Cllr Pavey, Cllr Webb, Mr Mike Homer and Mr Chris Barfoot to a working group to advise on this project and make recommendations to the H&G Committee and PC as appropriate
ACTION: Executive Officer

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

Proposal: To note the actions above and monitor the working group recommendations for Parish Council halls and grounds.

Executive Officer

16.05.24



Halls and Grounds Committee – 21st May 2024

Change to Purchase Price of Jubilee Hall Chairs – *for consideration*

In the meeting of the Committee that took place on 20th February 2024, the following was resolved.

HG300/23	<p>Prices for Jubilee Hall Replacement Chairs – <i>for consideration</i></p> <p>Ease of cleaning had been a key attribute when identifying suitable replacements.</p> <p>Resolved: To approve the purchase of 10 Devonshire Vinyl Stacking Armchairs from Best Buy Office Chairs at the cost of £890.00 (excluding VAT).</p> <p>Proposed: Cllr B Nicholson</p> <p>Seconded: Cllr P Wilson</p> <p>All in favour</p> <p>ACTION: Halls Manager</p>
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When the Halls Manager proceeded to buy the chairs, the purchase price had increased beyond the total that had been approved. The alternative suppliers, whose chairs were identical, was checked and due to a promotion, the total purchase price was lower, at £874.00 (excluding VAT), as such the chairs were purchased in order to secure the reduced price.

Proposal: To ratify the change of supplier of the chairs for the Jubilee Hall. The chairs were purchased from Office Furniture Online at the total price of £874.00 (excluding VAT).

Administration Officer

15.05.24