



**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 18<sup>th</sup> June 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. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, non-pecuniary interests relating to items on this agenda
4. To approve the minutes of the Halls & Grounds Committee – 21<sup>st</sup> May 2024
5. Public Session – to last no longer than 30 minutes - *for information only*
6. Actions arising from meeting 21<sup>st</sup> May 2024 - *for information only*
7. Halls Report – *for information*
8. Senior Groundsman's Report – *for information*
9. Financial Position Year to Date - *to note current position*
10. Capital Control and Ear Marked Reserves Reports – *for information*
11. Grant Opportunities – *for information*
12. Albany Road Play Area Project Update – *for consideration*
13. Skatepark Project Update – *for consideration*
14. Suggestion for Permitted Graffiti Space – *for consideration*
15. Facilities Review Project Update - *for consideration*
16. Meeting with Hampshire Football Association regarding Priory Park Football Pitches – *for consideration*
17. Shared Southern Pathway Project Update - *for consideration*
18. Memorial Tree and Bench Policy Draft – *for consideration*
19. Dynamos Event Report – *for consideration*
20. Requests for Future Agenda Items – *for information only*
21. Date of next meeting – 16<sup>th</sup> July 2024
22. **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'.**
23. Quotations for Pipe Replacement Under Priory Park Overflow Car Park - *for consideration*
24. Quotations for Jubilee Hall Kitchen Deep Clean – *for consideration*

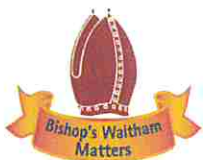
25. Allotment Fencing Update and Price Estimate – *for consideration*

26. Men's Shed Update – *for consideration*

*C Wilkinson*

Clerk to the Committee  
12<sup>th</sup> June 2024

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**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Halls & Grounds Committee**  
**held at the Jubilee Hall on Tuesday 21<sup>st</sup> May 2024 at 7.00pm**

**Present:**

Cllr R Latham	
Cllr M Pavey	
Cllr J Smith	
Cllr R Stallard	New Vice Chairman
Cllr A Webb	Retiring Vice Chairman/New Chairman
Cllr P Wilson	

**Non-Committee Members:** Cllr B Nicholson Retiring Chairman

**In Attendance:**

Mr R Thorne	Project Manager
Mr M Wanstall	Halls Manager
Mrs C Wilkinson	Administration Officer

**Members of the Public:** 1

- HG001/24** To elect the Chairman of the Committee  
**Resolved:** To elect Cllr Webb as Chairman of the Committee  
**Proposed:** Cllr Pavey  
**Seconded:** Cllr Smith  
**All in favour.**
- HG002/24** To elect the Vice Chairman of the Committee  
**Resolved:** To elect Cllr Stallard as Vice Chairman of the Committee  
**Proposed:** Cllr Smith  
**Seconded:** Cllr Webb  
**All in favour.**
- HG003/24** To receive and accept apologies for non-attendance.  
Cllr Marsh – Family Commitment.  
**Resolved:** To accept apologies for non-attendance and to co-opt Cllr Nicholson as a substitute member of the Committee for the evening.  
**Proposed:** Cllr Pavey  
**Seconded:** Cllr Smith  
**All in favour.**  
Apologies had also been received from the Senior Groundsman.
- HG004/24** To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.  
None relating to the business of the meeting.
- HG005/24** To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.  
Cllr Latham - Agenda item 22i (Roynon Performing Arts Search for Premises)  
- Agenda item 24 (Request from WCC to use Jubilee Hall Outdoor Space for Bike Registering Event)  
Cllr Webb - Agenda item 22ii (Request for Memorial Tree at Langton Road)
- HG006/24** To approve the minutes from the meeting of the Halls & Grounds Committee – 16<sup>th</sup> April 2024  
**Resolved:** To approve the minutes of the Halls & Grounds Committee – 16<sup>th</sup> April 2024  
**Proposed:** Cllr Wilson  
**Seconded:** Cllr Smith  
**All in favour who were present at the meeting.**

**HG007/24 Public Session**

The Committee thanked the Halls Manager for his contribution to the Council in recent years, asking that their appreciation for his hard work on the solar panel project, in particular, be noted.

A site visit had been undertaken by Councillor Pavey and the Administration Officer with some neighbouring landowners at Priory Meadow to observe an issue reported with some fence posts in need of replacement. The Administration Officer would refer this information on to the Senior Groundsman so that repairs could be agreed.

**Action: Administration Officer**

Work had been completed successfully on the trees near to the Parish Council's play area at Oak Road.

Bishop's Waltham Gardening Club had requested a meeting to progress with their plans to secure the allotments site, a meeting was to take place in the week commencing 27<sup>th</sup> May.

**HG008/24 Reappointment of Committee Working Groups for 2024/25 – for consideration**

The following Committee working groups were agreed by the Committee.

Budgeting Working Group	Bowls Club Licence Working Group	BWPC Vehicles Working Group
Cllr Stallard	Cllr Pavey	Cllr Latham
Cllr Webb	Cllr Webb	Cllr Stallard
Administration Officer	Administration Officer	Cllr Webb
		Administration Officer

Coronation Hall Working Group	Facilities Review Working Group	Jubilee Hall Car Park Working Group
Cllr Jones	Cllr R Latham	Cllr M Pavey
Cllr Nicholson	Cllr B Nicholson	Finance Manager
Cllr Wilson	Cllr Stallard	Halls Manager
Halls Manager	Mr F Taylor (ex-officio)	
Project Manager	Cllr Webb	
	Cllr P Wilson	
	Administration Officer	
	Halls Manager	
	Project Manager	

Jubilee Hall Solar Project Working Group	Priory Park Licence Working Group	Priory Park Overflow Car Park Working Group
Cllr R Latham	Cllr Marsh	Cllr Marsh
Cllr A Webb	Cllr Nicholson	Cllr Nicholson
Administration Officer	Cllr Pavey	Cllr Webb
Halls Manager	Administration Officer	Administration Officer
		Project Manager

**Resolved:**

- i) To appoint the Committee working groups for 2024/25 as tabled above.
- ii) To dissolve the Community Garden Working Group, Montague Road Working Group, Skatepark Working Group, Shade Working Group, Shared Southern Pathway Working Group and Southwest Leisure Areas Working Group.

**Proposed: Cllr Latham**

**Seconded: Cllr Webb**

**All in favour.**

**HG009/24 Actions Arising from the meeting of the Halls & Grounds Committee – 16<sup>th</sup> April 2024**

Item HG267/23 was agreed for closure, and for that work to be included in the Priory Park Overflow Car Park project.

**HG010/24 Hall Manager's Report – for information only**

The report was received. The Halls Manager and Administration Assistant both thanked the Committee and staff members for their support during their time working for the Council.

The Chair wished to thank the Administration Assistant for their contribution to the work of the Halls and Grounds Committee.

**HG011/24 Senior Groundsman's Written Report – for information only**

The damage due to the continued wet weather at the Hoe Road Recreations Ground during the Garden Fair was discussed. Remedial works would be carried out as necessary after the Rotary's Family Fun Day.

**HG012/24 Financial Position Year to Date – to note current position**

Noted.

**HG013/24 Capital Control and Ear Marked Reserves Reports - for information**

Noted.

**HG014/24 Grant Opportunities - for information**

Noted.

**HG015/24 Albany Road Play Area Project Update – for consideration**

The site setup had been completed and construction had commenced.

**Resolved: To note the construction commencement date of 20.05.24.**

**Proposed: Cllr Pavey**

**Seconded: Cllr Smith**

**All in favour**

**HG016/24 Facilities Review Project Update – for consideration**

The Project Manager was continuing to seek a third architectural company to provide a quotation for the project.

**HG017/24 Skatepark Project Update – for consideration**

The groundworks for the installation of the CCTV extension to cover the Skate Zone was planned to commence on the 1<sup>st</sup> June.

Construction of the pathway from the car park to the Skate Zone was planned to commence on the 17<sup>th</sup> June.

Following the construction of the Skate Zone, the area immediately surrounding the facility was in need of landscaping. The Project Manager reported that a quotation had been obtained for the work subsequent to the completion of the meeting papers.

Hirers of the Priory Park Clubhouse would be notified as appropriate of any potential disruption due to the construction taking place on site.

**Resolved: To request that FP&R consider the quotation received for the required landscaping of the periphery of the Priory Park Skate Zone.**

**Proposed: Cllr Wilson**

**Seconded: Cllr Webb**

**All in favour**

**Action: Administration Officer**

**HG018/24 Priory Park Car Park (Phase 4) Shared Southern Pathway Update - consideration**

Noted.

**HG019/24 Priory Park Overflow Car Park Update from Working Group and Drainage Issues – for consideration**

The damage to the drain cover and the manhole chamber has considered. Further information about the cost of upgrading the chamber would be requested from the contractor whose vehicles were believed to driven over the drain.

**Action: Project Manager**

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 Wilson**

**Seconded: Cllr Stallard**

**All in favour**

**HG020/24**

**Jubilee Hall Solar Panel Project Update – for consideration**

The report from the meeting that had taken place with the contractor was received.

**HG021/24**

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

The report from the site visit with a member of Hampshire Countryside Access was received.

Confirmation of whether there are any specific requirements for the surface of the bridleway was to be requested. **Action: Administration Officer**

The Local Cycling and Walking Infrastructure Plan (LCWIP) was raised as pertinent as it would provide a means for residents who would like to see this route improved, to voice their opinions. The Planning and Highways Committee would be updated regarding this matter since the stretch of the bridleway that traversed the Council's land was only one section of the bridleway from the Ashton/Dean area, and could potentially be considered as part of the broader picture of improving the town's key paths that provide access to the town centre.

**Action: Administration Officer/Cllr Latham**

An update would be sent to the resident who had originally requested that improvements to the path be considered.

**Action: Administration Officer**

**Resolved: 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

**Proposed: Cllr Latham**

**Seconded: Cllr Nicholson**

**All in favour**

**HG022/24**

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

Whether the Coronation Hall might be suitable for dance hirers was raised, the Halls Manager had considered this, but did not think that the room dimensions or flooring would be conducive to this type of use.

The Committee did not believe that they had a space that would meet the correspondent's current needs.

**Resolved: To reply to the correspondent and ask for more information regarding what type of features were required for their type of usage so that any future facilities could potentially be developed with this information in mind.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Pavey**

**6 in favour, 1 abstention**

**Action: Administration Officer**

**HG023/24**

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

Councillor Pavey was working on the guidelines for memorial trees, and intended to bring a draft for consideration to the next meeting of the Committee.

If the request was granted, it would be advisable to wait until autumn before planting.

**Resolved: To defer further consideration of the request until the Committee's meeting in June so that it could be reviewed within the context of the policy for memorial trees that was currently being drafted and to update the correspondent accordingly.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Pavey**

**6 in favour, 1 abstention**

**Action: Administration Officer**

- HG024/24**      **iii) Request from Hirer to Consider Access to Priory Park Clubhouse During Bookings – for consideration**  
The Halls Manager reported that the Council's alarm and CCTV contractor had been consulted regarding the possibility of installing a keypad access system to resolve the potential safeguarding issue of unauthorised access to the building.  
**Resolved:** To obtain a quotation for the installation of keypad access to restrict access during the hire of the Priory Park Clubhouse and to continue to work with Dynamos to deter football users from attempting to access the main toilet facilities.  
**Proposed:** Cllr Webb  
**Seconded:** Cllr Wilson  
**All in favour** **Action: Administration Officer**
- HG025/24**      **Montague Road Tree Survey – for consideration**  
**Resolved:**  
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. **Action: Administration Officer**  
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. **Action: Administration Officer**  
**Proposed:** Cllr Smith  
**Seconded:** Cllr Webb  
**All in favour**
- HG026/24**      **Request from WCC to use Jubilee Hall Outdoor Space for Bike Registering Event – for consideration**  
A potential date for the event had been proposed but due to a clash with a hall booking was agreed as unsuitable. Sustainable Bishop's Waltham would be made aware of the event. **Action: Cllr Latham**  
**Resolved:** To respond to the request to permit WCC to use the outdoor space to the front of the Jubilee Hall to hold and bike registering event on a mutually convenient date.  
**Proposed:** Cllr Pavey  
**Seconded:** Cllr Wilson  
**All in favour** **Action: Administration Officer**
- HG027/24**      **Request from Bishop's Waltham Guides for Small Scale BBQ Event at Hoe Road Recreation Ground – for consideration**  
**Resolved:** To respond to the request to permit Bishop's Waltham Guides to locate a barbecue on the Hoe Road Recreation Ground for their social evening providing it was sited a safe distance from the building, a risk assessment was performed, and sensible precautions were taken.  
**Proposed:** Cllr Latham  
**Seconded:** Cllr Smith  
**All in favour** **Action: Administration Officer**
- HG028/24**      **Website Draft Specification in relation to Facilities Bookings – for consideration**  
Noted.
- HG029/24**      **Men's Shed Request and Update – for consideration**  
Noted.
- HG030/24**      **Change to Purchase Price of Chairs for Jubilee Hall – for consideration**  
**Resolved:** To ratify the change of supplier of the chairs for the Jubilee Hall to Office Furniture Online at the total price of £874.00 (excluding VAT).  
**Proposed:** Cllr Latham  
**Seconded:** Cllr Pavey  
**All in favour** **Action: Administration Officer**
- HG031/24**      **Requests for Future Agenda Items**  
Draft Memorial Tree Policy

- HG032/24**      **Date of next meeting – Tuesday 18<sup>th</sup> June 2024**  
Noted.
- HG033/24**      **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'.**
- At this point, the member of the public left the meeting.
- HG034/24**      **Jubilee Hall Roof Survey Quotations – for consideration**  
**Resolved: To appoint Wedeman Consulting to perform the survey of the Jubilee Hall roof at the cost of £775 (excluding VAT) and to bring the report to the Committee to consider whether further investigation was warranted of the less accessible areas.**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Pavey**  
**All in favour** **Action: Administration Officer**
- HG035/24**      **Priory Park Floor Polisher – for consideration**  
**Resolved: To purchase the Wipeket SWM20E from Topregal at the cost of £1,399.00 (excluding VAT).**  
**Proposed: Cllr Wilson**  
**Seconded: Cllr Smith**  
**All in favour** **Action: Administration Officer**
- HG036/24**      **Water Testing Quotations – for consideration**  
Noted.
- HG037/24**      **Jubilee Hall Kitchen Deep Clean Quotations – for consideration**  
Noted. Quotations were in the process of being obtained and would be brought to the Committee's June meeting for consideration.
- HG038/24**      **Proposal Regarding Halls Bookings Caretaking Services – for consideration**  
**Resolved: To defer consideration of this matter until the Estates Manager post was filled and potentially until the Council's annual consideration of product fees.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Webb**  
**All in favour**
- HG039/24**      **Request from Lilypad Pre-school to hold a Fundraising Event at Hoe Road Recreation Ground – for consideration**  
**Resolved: To respond to the request to grant permission to hold a fundraising event at Hoe Road Recreation Ground and to request a hire fee consistent with the hire of the equivalent area for football usage.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Stallard**  
**All in favour** **Action: Administration Officer**

There being no further business the meeting closed at 9.30pm.

## Bishops Waltham Parish Council

### Actions Arising for the Halls & Grounds Committee for meeting 18.06.24

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	Proposed for closure	EM	Agenda item May 21. Board approved. <b>Awaiting final order to be placed.</b> 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	Proposed for closure	Clerk	Gate no longer planned for installation on cricket track- See agenda item 25
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.	In Progress	Halls Manager	See agenda item 23
HG288/22	Public Session - Memorial Trees	To draft some guidelines for memorial trees	Complete	Cllr Pavey	See agenda item 18
HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
HG332/22	Skatepark CCTV proposal	To investigate funding opportunities mentioned in the Southern Parishes minutes	Closed	Project Manager	Installation in progress
HG337/22	Jubilee Hall Car Park Report	Research alternative ticketing solutions.	May	Clerk/Cllr Pavey	
HG019/23	Correspondence Request from BW Gardening Club	Investigate parking location options for future agenda item	Closed	Clerk	Current available parking regarded as sufficient and improvements planned from work currently ongoing.
HG019/23	Correspondence Request from BW Gardening Club	Research permitted uses of SINC land	Complete	Clerk	Area being allowed to recover, dog walking not advised by Hampshire Wildlife Trust
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	
HG220/23	Public Session - JH bottle banks	Discuss means of resolving issue (WCC)	Closed	Cllr Nicholson/Clerk	Problem no longer ongoing, bags next to bins occasionally arise but bins are not getting filled completely
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	Complete	Project Manager	Agreed to review benches and other items as required following initial use.
HG274/23	Land at Albany Wood	To consider access to the land at Albany Wood.	In Progress	Southwest Leisure Areas Group	Relevant to agenda item 25.
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.	Complete	Project 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	Complete	Clerk	Fund identified. Working with football team on application.
HG320/23	Open Badminton Session Proposal	To organise trial session.	April	Clerk	
HG333/23	Request from Bowls Club	To organise meeting with Bowls Club to discuss licence renewal.	April	Clerk	
HG352/23	Coronation Hall	To organise site visit for working group.	May	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	
HG362/23	Football Changing Room Facilities	To organise a meeting with Dynamos to explore interim measures.	May	Clerk	
HG007/24	Public Session - Rotten fence posts at Priory Meadow	Refer information to Senior Groundsman so that fence repairs can be agreed.	June	Clerk	
HG017/24	Skatepark Project Update	Request that FP&R consider the quotation received for the required landscaping.	Complete	Clerk	Approved 11.06.24
HG019/24	Priory Park Overflow Car Park Update and Drainage Issues	Request further information about the cost of upgrading the damaged manhole chamber.	Complete	Project Manager	
HG021/24	Update following Montague Road/Pondside Bridleway Site Visit	Confirm whether there are any specific requirements for the surface of bridleway.	Complete	Clerk	Not currently in breach of any landowner responsibilities. But HCC have advised on recommended surface if upgrade work was undertaken.
HG021/24	Update following Montague Road/Pondside Bridleway Site Visit	Update Planning and Highways Committee with ongoing consideration being given to the bridleway.	June	Clerk	
HG021/24	Update following Montague Road/Pondside Bridleway Site Visit	Update the resident who had originally requested that improvements to the path be considered.	June	Clerk	
HG022/24	Correspondence - Roynon Performing Arts Search for Premises	Reply and request further information regarding what type of features are required for their type of usage.	June	Clerk	
HG023/24	Correspondence - Request for Memorial Tree at Langton Road	Update the correspondent regarding the consideration planned against the draft policy	June	Clerk	
HG024/24	Correspondence - Request from hirer to consider access to PP during bookings	To obtain a quotation for the installation of keypad access to restrict access during hire of Priory Park Clubhouse and work with Dynamos to deter use of the main toilet facilities.	June	Clerk	Quotation awaited.
HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	June	Clerk	
HG025/24	Montague Road Tree Survey	To apply to WCC for permission to carry out the recommended works on the oak tree covered by TPO1189T1.	June	Clerk	
HG026/24	Request from WCC to use Jubilee Hall Outdoor Space for Bike Registering Event	Inform Sustainable Bishop's Waltham of the event.	Complete	Cllr Latham	
HG026/24	Request from WCC to use Jubilee Hall Outdoor Space for Bike Registering Event	To respond to the request to permit the event on a mutually convenient date.	Complete	Clerk	
HG027/24	Request from Guides to locate BBQ on Hoe Rd Recreation Ground	To respond to the request to permit the request	June	Clerk	
HG034/24	Jubilee Hall Roof Survey Quotations	To notify contractor of appointment	Complete	Clerk	Survey visit undertaken, report awaited.
HG035/24	Priory Park Floor Polisher	To purchase selected floor polisher	June	Clerk	
HG039/24	Request from Lilypad Preschool to hold fundraising event on Hoe Road Recreation Ground	To respond to the request to permit the request	Complete	Clerk	

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### Halls Report – *for information*

#### General

Finance Manager currently handling bookings  
Administration Officer cover while recruitment for Estate Manager is ongoing  
Quotations being gathered for hard wire testing of all buildings  
Quotations being gathered for new contract for water monitoring

#### Jubilee Hall

Roof survey undertaken  
Two open leads on regular bookings for Ruby Room  
Awaiting visit from electrician to address some failed foyer lights  
Contractor cleaning scheduled to cover Cleaner's Annual Leave

#### Priory Park

Multiple drain clearing call outs (see agenda item 23)  
Quotation requested for keypad control system  
1 future hirer visit (open lead for regular booking)

#### Coronation Hall

CCTV / Alarm design and price expected from Forward Control following site visit  
Recommendations received regarding fire safety, quotation for new fire extinguishers accepted, and ongoing monitoring quotation accepted  
Asbestos survey undertaken, 1 instance found in roof, recommendations received

#### Hoe Road Pavilion

Used during Rotary's Family Fun Day

Administration Officer  
13.06.24



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### Senior Groundsman's Report – *for information*

I am writing this early, on the 5<sup>th</sup> June because I will be on annual leave at the time of the meeting.

We are starting goalmouth renovations at Priory Park pitches. Also, contractors are due any time to complete the sand dressing and first round of verti draining.

Dynamos tournament went well. In the five-day window we had between the end of their season and the event, we spent a lot of time preparing the pitches for them. Firstly, marking out six new pitches, and cutting the pitches twice. I had to make a call on whether we would allow them to park cars on a part of the top pitches. Based on the ground conditions at the time, I had to say no to this. As it turned out this was clearly the right call. From what we have heard it seems they did a very good job with their Plan B parking arrangements.

Following the above, Dynamos wanted to have a 'Kickabout' come barbeque event on Priory top pitches on the 15<sup>th</sup> June. I was not happy for this to go ahead at Priory Park. It would have further delayed our pitch renovations and resting of the pitches. So, I asked that this be moved to Hoe Rd. The Chairman agreed with my position, so I am assuming it has taken place at Hoe Rd.

We have had two gaps appear recently in our hedge at Hoe Rd. One made by a resident who the Council granted access to the field from their property. They decided to make the access gap a lot larger. The other was by Winchester City Council who were clearing waste from a back garden of one of their properties backing onto the guide hut. They made a hole in the hedge to create access to the garden. No request for permission to the office was made in either case.

This week we have been making preparations for the upcoming Carnival/Fun Day at Hoe Rd.

Senior Groundsman 05.06.24



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### Grant Opportunities – for information

Grants applications submitted by Committees (no updates from last month):

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.

### Upcoming sources of funding:

**Community Green Spaces Fund** - This new fund has been announced in a government press release.

*“The Community Green Spaces Fund will run until the end of March 2025 and eligible applicants will include parish councils serving rural areas, community groups, registered charities, and charitable trusts. Only one application will be accepted per greenspace, however, funding could cover multiple elements such as landscaping projects to create new paths, planting of green spaces, creation of water features, shelters, and seating for people to enjoy their community green spaces. The fund will not cover land purchase.*

*Further details including what can be supported, who can apply and how to apply, will be published by summer 2024.”*

(Information taken from the SLCC website - <https://www.slcc.co.uk/new-community-green-spaces-fund/>).

As has been suggested previously, it would be useful to have a list of projects that are in need of funds which could be considered as and when new funding opportunities occur. The Committee members are requested to contribute their thoughts of any such projects in order that list can be drafted.

**Proposal:** To note the above.

Administration Officer 13.06.24

## Detailed Income &amp; Expenditure by Phased Budget Heading 13/06/2024

Month No: 2

## 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 to/from EMR
<u>200 Grounds - General</u>										
4101 Prof Fees - Tree Surveys	0	0	0	(350)	0	350	0	0	(350)	0.0%
4157 Road Tax & Insurance	0	323	323	(1,525)	646	2,171	(7,284)		5,759	20.9%
4290 Contractor - Hedge Cutting	0	0	0	0	0	0	(4,000)		4,000	0.0%
4303 Fuel Charges - Tractors&Mowers	(570)	400	(170)	(570)	800	1,370	(4,800)		4,230	11.9%
4304 Fuel Charges - PC Vehicles	(91)	400	309	(91)	800	891	(4,800)		4,709	1.9%
4305 Op Costs - Tractors&Mowers	(60)	200	140	(60)	400	460	(2,400)		2,340	2.5%
4306 Op Costs - P C Vehicles	(371)	500	129	(708)	1,000	1,708	(6,000)		5,292	11.8%
4309 Materials - Cleaning	0	0	0	0	30	30	(120)		120	0.0%
4310 Materials - Tools / Minor Items	0	0	0	0	250	250	(1,000)		1,000	0.0%
4311 Materials - Locks and Keys	0	0	0	0	0	0	(50)		50	0.0%
4312 Materials - Ground Maintenance	(207)	0	(207)	(207)	625	832	(2,500)		2,293	8.3%
4319 Materials - Lining Paint	(72)	0	(72)	(72)	0	72	0		(72)	0.0%
<u>210 Grounds - Hoe Road</u>										
1103 Land Lease - Guides Building	0	0	0	0	0	0	1			0.0%
1115 Land Lease - Scouts Building	0	0	0	0	0	0	2			0.0%
1127 Contract Hire - Tennis Courts	0	0	0	439	442	3	1,768			24.8%
1211 Hire Fees - Grounds	822	0	(822)	822	0	(822)	935			88.0%
1212 Hire Fees - Football Pitches	0	0	0	71	0	(71)	0			0.0%
4270 Contractor - Aboriginal	0	0	0	(555)	0	555	(850)		295	65.3%
4280 Contractor - Grounds	0	0	0	0	0	0	(300)		300	0.0%
4331 Mice - Car Parks	0	0	0	(495)	0	495	0		(495)	0.0%

Continued over page

## Detailed Income &amp; Expenditure by Phased Budget Heading 13/06/2024

Month No: 2

## 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
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	0	0	0	34	0	(34)	85			39.5%	
1151 Annual Hire - Football Pitches	756	794	38	1,877	1,588	(289)	7,146			26.3%	
1212 Hire Fees - Football Pitches	0	164	164	33	328	295	1,476			2.3%	
4270 Contractor - Arboricultural	0	0	0	(240)	0	240	(3,500)		3,260	6.9%	
4280 Contractor - Grounds	0	0	0	0	0	0	(8,500)		8,500	0.0%	
4295 Contractor - Ditch Clearance	0	400	400	0	400	400	(400)		400	0.0%	
4329 Mice - Fencing	0	0	0	0	0	0	(100)		100	0.0%	
<u>225 Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	0	0	0	456	0	(456)	1,129			40.4%	
4270 Contractor - Arboricultural	0	0	0	0	0	0	(750)		750	0.0%	
4329 Mice - Fencing	0	0	0	0	0	0	(50)		50	0.0%	
<u>226 Grounds - Albany Road Allment</u>											
1102 Land Lease - Allotments	0	0	0	0	0	0	1			0.0%	
4270 Contractor - Arboricultural	0	0	0	0	0	0	(850)		850	0.0%	
<u>230 Halls - General</u>											
4107 Prof Fees - Health & Safety	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4170 Advertising - Halls	0	0	0	0	0	0	(500)		500	0.0%	
4309 Materials - Cleaning	(188)	0	(188)	(273)	200	473	(1,200)		927	22.7%	
4310 Materials - Tools / Minor Items	0	0	0	0	0	0	(150)		150	0.0%	
4311 Materials - Locks and Keys	0	0	0	(32)	0	32	(300)		268	10.7%	
4313 Materials - Signage	(131)	0	(131)	(131)	0	131	(300)		169	43.8%	

Continued over page

## Detailed Income &amp; Expenditure by Phased Budget Heading 13/06/2024

Month No: 2

## 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
4316 Materials - Kitchen Supplies	0	0	0	0	0	0	(100)		100	0.0%	
240 <u>Hoe Road Pavilion</u>											
1131 Contract Hire - Kitchen	0	0	0	123	124	1	496			24.8%	
1132 Contract Hire - Rooms	0	0	0	1,570	1,582	12	6,328			24.8%	
1133 Contract Hire - Storage	0	0	0	26	26	0	104			24.7%	
1223 Hire Fees - Storage	0	0	0	38	0	(38)	0			0.0%	
4102 Prof Fees - P A Testing	(23)	0	(23)	(23)	0	23	(100)		78	22.5%	
4106 Prof Fees - Hardwire Insptions	0	0	0	0	0	0	(375)		375	0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	0	0	0	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	100	100	0	200	200	(1,200)		1,200	0.0%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(250)		250	0.0%	
4332 Mtce - Alarm & CCTV Systems	(51)	100	50	(101)	200	301	(1,200)		1,099	8.4%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(500)		500	0.0%	
4337 Mtce - Building Services	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(74)	74	0	(144)	148	292	(740)		596	19.5%	
4343 Electricity	(904)	0	(904)	(537)	1,000	1,537	(6,500)		5,963	8.3%	
4345 Water	(422)	125	(297)	(355)	250	605	(1,500)		1,145	23.7%	
250 <u>Prory Park Clubhouse</u>											
1158 Annual Hire - Rooms	103	109	6	207	218	11	981			21.1%	
1161 Annual Hire - Storage	46	48	2	91	96	5	432			21.1%	

Continued over page

## Detailed Income &amp; Expenditure by Phased Budget Heading 13/06/2024

Month No: 2

## 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 to/from EMR
1220 Hire Fees - Rooms	0	1,470	1,470	3,874	2,940	(734)	17,640			20.8%
1223 Hire Fees - Storage	0	17	17	33	34	1	204			16.2%
4102 Prof Fees - P A Testing	(90)	0	(90)	(90)	0	90	(75)		(15)	120.0%
4106 Prof Fees - Hardwire Inspections	0	0	0	0	0	0	(630)		630	0.0%
4109 Prof Fees - Safety Inspections	0	0	0	0	0	0	(150)		150	0.0%
4142 Performing Rights - Music Fees	0	0	0	(145)	0	145	(250)		105	58.1%
4158 Premises Licence	0	0	0	(14)	0	14	(21)		7	66.7%
4275 Contractor - Trade Waste	0	0	0	(527)	600	1,127	(1,200)		673	43.9%
4277 Contractor - Water Monitoring	0	100	100	0	200	200	(1,200)		1,200	0.0%
4281 Contractor - Window Cleaning	0	0	0	(50)	100	150	(600)		550	8.3%
4282 Contractor - Cleaning	(324)	350	26	(504)	700	1,204	(4,200)		3,696	12.0%
4285 Contractor - Hygiene Waste	0	0	0	(665)	0	665	(1,140)		475	58.3%
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(250)		250	0.0%
4332 Mtce - Alarm & CCTV Systems	(40)	83	43	(80)	166	246	(1,000)		920	8.0%
4336 Mtce - Building Fabric	(1,460)	0	(1,460)	(1,460)	0	1,460	(600)		(960)	292.0%
4337 Mtce - Building Services	(850)	0	(850)	(850)	0	850	(1,000)		150	85.0%
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%
4341 Non Domestic Rates	(254)	254	0	(513)	508	1,021	(2,545)		2,032	20.2%
4343 Electricity	(199)	0	(199)	(34)	500	534	(4,500)		4,466	0.7%
4344 Gas	(352)	125	(227)	(311)	375	686	(3,000)		2,689	10.4%
4345 Water	0	0	0	(79)	0	79	(500)		421	15.9%

## Detailed Income &amp; Expenditure by Phased Budget Heading 13/06/2024

Month No: 2

## 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
260 The Jubilee Hall Building											
1087 Income - PAT Recharge	0	0	0	0	0	0	100			0.0%	
1153 Annual Hire - Diamond Suite	0	400	400	618	800	182	4,800			12.9%	
1220 Hire Fees - Rooms	0	2,800	2,800	6,432	5,600	(832)	33,600			19.1%	
1225 Hire Fees - Kitchen	0	175	175	385	350	(35)	2,100			18.4%	
4102 Prof Fees - P A Testing	(126)	0	(126)	(126)	0	126	(360)		234	35.0%	
4106 Prof Fees - Hardwire Inspections	0	0	0	0	0	0	(650)		650	0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	0	0	0	(200)		200	0.0%	
4142 Performing Rights - Music Fees	0	0	0	(28)	0	28	(500)		472	5.6%	
4158 Premises Licence	0	0	0	(14)	0	14	(21)		7	66.7%	
4275 Contractor - Trade Waste	(54)	35	(19)	(1,244)	1,235	2,479	(2,750)		1,506	45.2%	
4277 Contractor - Water Monitoring	0	100	100	0	200	200	(1,200)		1,200	0.0%	
4281 Contractor - Window Cleaning	0	0	0	(60)	120	180	(720)		660	8.3%	
4282 Contractor - Cleaning	0	0	0	0	0	0	(750)		750	0.0%	
4285 Contractor - Hygiene Waste	0	0	0	(1,151)	0	1,151	(1,972)		821	58.3%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4316 Materials - Kitchen Supplies	(75)	0	(75)	(75)	0	75	0		(75)	0.0%	
4320 Mtce - H & S Conformances	(261)	0	(261)	(261)	0	261	(500)		239	52.3%	
4332 Mtce - Alarm & CCTV Systems	(40)	66	26	(80)	132	212	(800)		720	10.0%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(500)		500	0.0%	
4337 Mtce - Building Services	(110)	0	(110)	(419)	0	419	(1,000)		581	41.9%	
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Phased Budget Heading 13/06/2024

Month No: 2

## 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 to/from EMR	Transfer to/from EMR
4341 Non Domestic Rates	(735)	668	(67)	(1,468)	1,336	2,804	(6,680)		5,212	22.0%	
4343 Electricity	(1,228)	0	(1,228)	(228)	0	228	(6,500)		6,272	3.5%	
4344 Gas	(1,211)	1,000	(211)	(1,211)	2,000	3,211	(8,900)		7,689	13.6%	
4345 Water	0	0	0	(109)	230	339	(920)		811	11.9%	
<u>261 Jubilee Hall Car Park &amp; Ground</u>											
1087 Income - PAT Recharge	23	0	(23)	23	0	(23)	0			0.0%	
1088 Income - Electric Charge M/C's	484	0	(484)	484	250	(234)	1,000			48.4%	
1089 Income - Car Parking M/C's	747	115	(632)	834	230	(604)	1,380			60.4%	
1152 Annual Hire - Season Tickets	175	0	(175)	867	0	(867)	1,138			76.2%	
1211 Hire Fees - Grounds	0	0	0	33	0	(33)	42			79.4%	
4150 Ticket M/C Card Charges	(39)	185	146	(225)	370	595	(2,220)		1,995	10.1%	
4270 Contractor - Aboricultural	0	0	0	0	0	0	(350)		350	0.0%	
4281 Contractor - Window Cleaning	0	0	0	(20)	40	60	(240)		220	8.3%	
4286 Contractor - Car Park Tickets	0	0	0	0	0	0	(300)		300	0.0%	
4287 Contractor - E'tric Charge Mac	0	0	0	0	0	0	(150)		150	0.0%	
4325 Mtce - Car Park Ticket M/c's	0	0	0	(329)	0	329	(788)		459	41.8%	
4329 Mtce - Fencing	0	0	0	0	0	0	(250)		250	0.0%	
4341 Non Domestic Rates	(908)	825	(83)	(1,813)	1,652	3,465	(8,252)		6,439	22.0%	
4343 Electricity	(50)	30	(20)	(86)	65	151	(712)		626	12.1%	
<u>270 Well House</u>											
4337 Mtce - Building Services	(122)	0	(122)	(122)	0	122	0		(122)	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Phased Budget Heading 13/06/2024

Month No: 2

## 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
<u>275 Coronation Hall</u>											
1131 Contract Hire - Kitchen	0	50	50	0	100	100	600			0.0%	
1132 Contract Hire - Rooms	0	500	500	1,150	1,000	(150)	6,000			19.2%	
1133 Contract Hire - Storage	0	25	25	0	50	50	300			0.0%	
4102 Prof Fees - P A Testing	0	0	0	0	0	0	(100)		100	0.0%	
4106 Prof Fees - Hardwire Inspections	0	0	0	0	0	0	(375)		375	0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	0	0	0	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	63	63	0	166	166	(1,000)		1,000	0.0%	
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(250)		250	0.0%	
4332 Mtce - Alarm & CCTV Systems	0	100	100	0	200	200	(1,200)		1,200	0.0%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(500)		500	0.0%	
4337 Mtce - Building Services	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	0	74	74	0	144	144	(736)		736	0.0%	
4343 Electricity	0	0	0	0	500	500	(4,500)		4,500	0.0%	
4344 Gas	0	125	125	0	375	375	(3,000)		3,000	0.0%	
4345 Water	0	125	125	0	250	250	(1,500)		1,500	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - P A Testing	(90)	0	(90)	(90)	0	90	(150)		60	60.0%	
4106 Prof Fees - Hardwire Inspections	0	0	0	0	0	0	(190)		190	0.0%	
4274 Contractor - Waste Skip Hire	(410)	0	(410)	(410)	455	865	(2,730)		2,321	15.0%	
4332 Mtce - Alarm & CCTV Systems	(23)	40	18	(45)	80	125	(500)		455	9.0%	

Continued over page

## Detailed Income &amp; Expenditure by Phased Budget Heading 13/06/2024

Month No: 2

## Cost Centre Report

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4336 Mtce - Building Fabric	0	0	0	0	0	0	(250)		250	0.0%	
4337 Mtce - Building Services	0	0	0	0	0	0	(500)		500	0.0%	
4343 Electricity	(642)	0	(642)	603	0	(603)	(6,000)		6,603	(10.0%)	
<u>290 Playgrounds &amp; Leisure Areas</u>											
4109 Prof Fees - Safety Inspections	0	0	0	0	0	0	(850)		850	0.0%	
4144 Lease - Oak Road Play Area	0	0	0	(60)	0	60	(145)		85	41.7%	
4270 Contractor - Aboricultural	(2,700)	0	(2,700)	(2,700)	0	2,700	(3,500)		800	77.1%	
4280 Contractor - Grounds	0	0	0	0	0	0	(3,000)		3,000	0.0%	
4313 Materials - Signage	(137)	0	(137)	(137)	0	137	(300)		163	45.8%	
4320 Mtce - H & S Conformances	0	0	0	(278)	0	278	(2,000)		1,722	13.9%	
4327 Mtce - Play & Leisure Equipmnt	0	0	0	0	1,125	1,125	(4,500)		4,500	0.0%	
4329 Mtce - Fencing	0	0	0	0	0	0	(1,000)		1,000	0.0%	
<u>299 Capital - Halls &amp; Grounds</u>											
1336 WCC CIL Funding 2024-25	0	40,000	40,000	0	40,000	40,000	40,000			0.0%	
1368 WCC Open Space Fund	0	18,797	18,797	0	18,797	18,797	18,797			0.0%	
4350 Minor Assets	0	0	0	(396)	0	396	(2,500)		2,104	15.8%	
4390 Replace Skate Park	0	0	0	(43,145)	0	43,145	0		(43,145)	0.0%	43,145
4393 Solar Panels on JH Roof	0	0	0	0	99,750	99,750	(99,750)		99,750	0.0%	
4398 Resurface Play Areas	0	0	0	0	0	0	(2,000)		2,000	0.0%	
4410 Replace Play Area Equipment	0	0	0	0	0	0	(4,000)		4,000	0.0%	
4412 Resurface Car Parks	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4414 Bldings Replace /Refurb	0	0	0	0	0	0	(5,000)		5,000	0.0%	
4415 Tennis Court Maintenance	0	0	0	0	6,000	6,000	(8,000)		8,000	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Phased Budget Heading 13/06/2024

Month No: 2

## 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 to/from EMR	Transfer to/from EMR
4417 Upgrade Intruder Alarm (JH)	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4420 Costs-Purchase of Community	(3,236)	0	(3,236)	(3,236)	0	3,236	0		(3,236)	0.0%	3,236
4422 Replace Paving Stones (JH)	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4423 EV Chargers	0	0	0	0	0	0	(11,000)		11,000	0.0%	
4484 Stackable Chairs (JH)	(874)	0	(874)	(874)	0	874	0		(874)	0.0%	874
4487 Building Maintenance	0	0	0	0	0	0	(24,500)		24,500	0.0%	
4500 Albany Road Play Park	(450)	0	(450)	(450)	78,198	78,648	(78,198)		77,748	0.6%	450
Grand Totals:- Income	3,156	65,464	62,308	20,319	74,555	54,236	148,585			13.7%	
Expenditure	20,251	6,970	(13,281)	72,079	204,721	132,642	425,539	0	353,460	16.9%	
Net Income over Expenditure	(17,095)	58,494	75,589	(51,760)	(130,166)	(78,406)	(276,954)				
plus Transfer from EMR	4,560			47,705							
Movement to/(from) Gen Reserve	(12,535)			(4,055)							

**Bishop's Waltham Parish Council**  
**Halls & Grounds Committee - Capital Projects Control 2024-25**  
**Month 1**

Income	Code	Description	Month Budgeted	EMR		Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
				Capital Budget £'s	Funding Budget £'s				
	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	
	1336	WCC CIL Funding 2024-25	Sep	40,000	40,000	0	0	40,000	EMR 376 Solar Panels
	1337	WCC S106 Funding 2024-25	Jul	0	0	0	0	25,815	EMR 373 Southern Footpath
	1368	WCC Open Space Fund	Jul	18,797	18,797	0	0	18,797	EMR 315 Montague Rd/378 Albard Rd
	1400	WCC Rural England PF	Oct	0	0	0	0	49,000	EMR 377 Extend Parking PP
		<b>Total Gross Committee Income</b>		<b>58,797</b>	<b>58,797</b>	<b>0</b>	<b>0</b>	<b>133,612</b>	
<b>Expenditure</b>	4350	Minor Assets	Oct	2,500	0	2,500	396	2,104	Replacement Bins (red)
	4364	Southern Footpath/Cycleway	Jul	0	0	0	0	5,883	EMR 373
	4365	Replace Tractor	Sep	0	0	0	0	33,500	EMR 330
	4368	Replace Topper/Mower	Sep	0	0	0	0	17,150	EMR 340
	4390	Replace Skate Park	Apr/Jul/Aug	0	0	0	43,145	32,736	EMR 374
	4393	Solar Panels On Roof (JH)	Sep	99,750	99,750	0	0	63,770	EMR 376
	4415	Tennis Court Maintenance	Jul	6,000	6,000	0	0	4,900	EMR 355
	4417	Upgrade Intruder Alarm (JH)	Oct	2,500	0	2,500	0	2,500	
	4420	Costs - Purchase of Community Asset	May/Jun	0	0	0	3,236	75	EMR 351 (£3,311)
	4422	Replace Paving Stones	Oct	2,500	0	2,500	0	2,500	
	4423	EV Chargers	Jan	11,000	11,000	0	0	11,000	EMR 336
	4432	Montague Rd Play Areas	Jul	0	0	0	0	2,820	EMR 315 (£2,820 incl £2,397 WCC-OSF)
	4450	Extend Parking (PP)	Sep	0	0	0	0	0	EMR 377
	4484	Stackable Chairs (JH)	May	0	0	0	874	0	EMR 390
	4487	Building Maintenance	Oct	18,500	18,500	0	0	18,500	EMR 379
				78,198	78,198	0	450	73,196	
	4500	Albany Road Play Park	May/Jul	<b>220,948</b>	<b>213,448</b>	<b>7,500</b>	<b>48,101</b>	<b>270,634</b>	EMR 378 (£73,196 inc £16,500 WCC-OSF)
		<b>Total Gross Committee Expenditures</b>							
		<b>EMR Movements</b>		<b>154,651</b>	<b>154,651</b>	<b>0</b>	<b>47,705</b>	<b>129,918</b>	
		<b>Total Net Committee Expenditures</b>		<b>7,500</b>	<b>0</b>	<b>7,500</b>	<b>396</b>	<b>7,104</b>	

Ear Marked Reserves  
2024-2025

		Opening Balance	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 Areas - S106/CIL/OSF	£548	£0	£0	£2,820	£2,297	£0	£0	£0	£0	£0	£0	£0	£0	£523	£0	£25 May £2,297 WCC-OSF 24/25
316	EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£65,472	£0	£0	£0	£0	£0	£0	£0	£0	£55,472	£0	£85,472
325	EMR - Replace Play Area Equipment - PC	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£8,744
330	EMR - Replace Tractors - PC	£33,500	£0	£3,175	£0	£0	£0	£36,375	£0	£0	£0	£0	£0	£0	£33,200	£4,000	£300
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£0	£0	£0	£0	£0
340	EMR - Replace Topper / Mower - PC	£33,500	£0	£3,175	£10,000	£0	£0	£17,150	£0	£0	£0	£0	£0	£0	£30,325	£0	£3,175
341	EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£3,078
345	EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£2,500	£2,500
350	EMR - Bidings Replace / Refurb - PC	£85,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£2,500	£90,000
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£3,311	£0	£3,236	£75	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,311	£0	£0
352	EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
355	EMR - Tennis Court Maintenance - PC	£16,000	£0	£0	£0	£4,900	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
356	EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£4,000	£13,100
357	EMR - Resurface Play Areas - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£2,500	£2,500
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£2,000	£2,000
370	EMR - CCTV (HR) - PC	£5,000	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
373	EMR - Southern Footpath - CIL/WCIL/S106	£9,063	£0	£10,000	£0	£19,982	£0	£0	£0	£0	£0	£0	£0	£0	£1,848	£0	£3,152
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£50,583	£43,145	£10,000	£15,298	£17,060	£15,676	£0	£0	£0	£0	£0	£0	£0	£9,982	£0	£919 Jul £25,815 Open Space Fund
375	EMR - Floor Polisher (JH) - PC	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
376	EMR - Solar Panels on Roof (JH) - CIL/WCIL	£59,750	£0	£0	£0	£0	£0	£63,770	£40,000	£0	£0	£0	£0	£0	£23,770	£59,750	£1,500
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£54,678	£0	£0	£3,450	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,450	£0	£35,980 Oct WCC-CIL £40,000
378	EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£450	£73,196	£16,500	£0	£0	£0	£0	£0	£0	£0	£0	£57,146	£59,401	£51,228 £49,000 Rural England PF
379	EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£18,500	£0	£0	£0	£0	£0	£12,500	£12,500	£2,255 Jul £16,500 WCC-OSF 24/25
380	EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,000
390	EMR - Stackable Chairs (JH) - PC	£1,800	£0	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£874	£0	£5,000
393	EMR - WCC OIL Receipts 2021-22 (End 31/03/27)	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,011
394	EMR - WCC OIL Receipts 2022-23 (End 31/03/28)	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062
395	EMR - WCC OIL Receipts 2023-24 (End 31/03/29)	£12,867	£0	£30,022	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£30,022	£30,022	£42,889
396	EMR - SDNP OIL Receipts 2021-22 (End 31/03/27)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481
397	EMR - SDNP OIL Receipts 2022-23 (End 31/03/28)	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471
398	EMR - SDNP OIL Receipts 2023-24 (End 31/03/29)	£1,660	£661	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£661	£0	£2,321
399	EMR - WCC OIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
400	EMR - SDNP OIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£331	£331	£331
401	EMR - WCC S106 Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
		£472,382	£42,484	£25,462	£76,091	£82,291	£15,676	£117,295	£21,831	£0	£0	£11,000	£0	£25,000	£107,962	£99,298	£364,420



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### Albany Road Play Area Project – *for consideration*

#### Current Status

- The HAGS construction start date for this project was the 20<sup>th</sup> May.
- All of the equipment has now been installed – the mulch safety surface laying will be completed by w/e 21<sup>st</sup> June after which the RoSPA inspection can take place.



**Proposal:** To note the above and consider any recommendations relevant to the public prior to opening.

Project Manager 12.06.24



## Halls and Grounds Committee – 18<sup>th</sup> June 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.

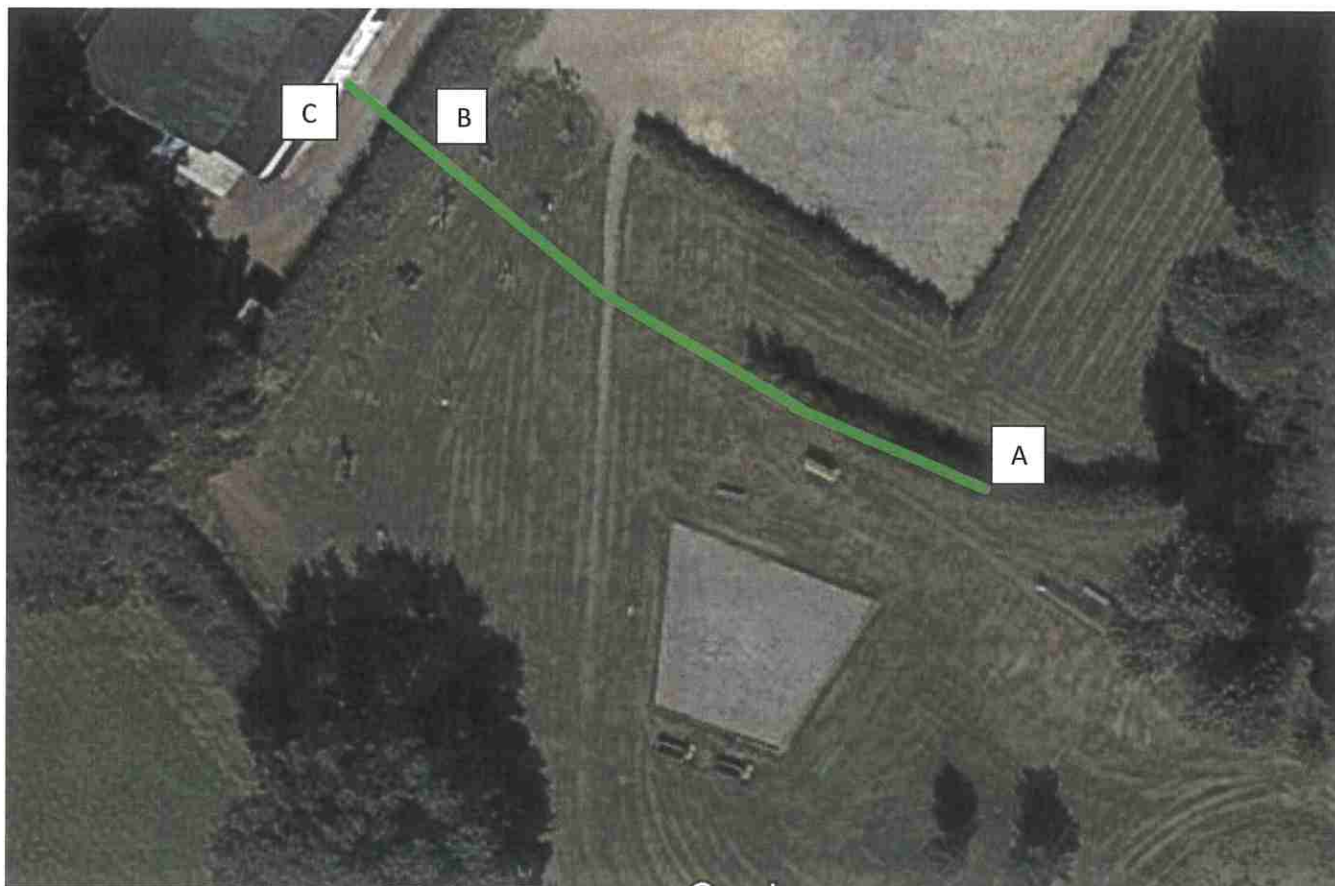


- Landscaping the periphery of the skatepark was approved by Full Council on 11<sup>th</sup> June and will be included in the work by the contractor installing the access pathway and main car park works (part of the Southern Pathway Project) – commencing on the 24<sup>th</sup> June.





- Approval for the haul road to be adapted into a pathway was approved at April's Halls & Grounds meeting with a contractor being selected.
- Work on the footpath is now due to commence on 24<sup>th</sup> June and will last approximately 10 working days.



- The CCTV extension to cover the Skate Zone was approved at Full Council on 30<sup>th</sup> April 2024, Initial groundworks started on 26<sup>th</sup> May with conduit being laid between points A and B (see below). Ground-works between points B and C will be fulfilled on Sunday 16<sup>th</sup> June.

**Proposal:** To note the above.

Project Manager 12.06.24



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### Suggestion for Permitted Graffiti Space – *for consideration*

At the Full Council meeting held on Tuesday 11<sup>th</sup> June, the issue of graffiti at the newly constructed Skate Zone was raised. During the discussion, the idea of having an area where graffiti was permitted and that could be repainted periodically was raised.

The Committee are requested to consider this matter further and to determine whether this matter should be progressed.

**Proposal:** To consider the suggestion that the Parish Council designate or create an area where graffiti is permitted and to make relevant recommendations.

Administration Officer

13.06.24



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### Facilities Review Update

#### Architects' Quotations for Building Redesign - *for consideration*

##### Background

- At the committee meeting held on the 19<sup>th</sup> 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 14<sup>th</sup> 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 was invited to attend a meeting to discuss their ideas and process's. All councillors were invited to attend.
- Prior to the meeting, one of the initial architects who had quoted, withdrew their services due to other business commitments. Two architects gave short presentations to Full Council on 30<sup>th</sup> 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.

##### Current Status

- A third architect has shown an interest in the project and an onsite meeting at Priory Park, has been planned with him to discuss our outline ideas, for Monday 17<sup>th</sup> June. Members of the working group have been invited to attend.

**Proposal: To note the above.**

Project Manager 12.06.24



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### Meeting with Hampshire Football Association regarding Priory Park Football Pitches – *for consideration*

A representative from Dynamos Football Club has organised a meeting with the Facilities and Investment Officer from the Hampshire Football Association to explore potential funding to assist with the Priory Park Football Pitch maintenance with the future likelihood that we will also be seeking funding to contribute towards new changing facilities etc.

Information about the maintenance work that is carried out for the Priory Park pitches was requested and has been supplied. The Senior Groundsman will be asked to add any additional input required, upon his return from annual leave.

This meeting is planned to take place on Friday 14<sup>th</sup> June. Representatives of the Halls and Grounds Committee will be attending the meeting along with the Project Manager. A verbal report will be given in the meeting, and any notes will be included in the papers for the Committee's meeting in July.

**Proposal:** To note the above and make relevant recommendations.

Administration Officer

13.06.24



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### Shared Southern Pathway Project Update – *for consideration*

#### Phase 4 (Priory Park car park)

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

Proposed Layout for Priory Park Car Park Entrance.



- Work on this project will now commence on 24<sup>th</sup> June not the 17<sup>th</sup> as previously stated, in parallel with the work on the pathway to the skatepark from the overflow car park.
- Works notice's will be posted to neighbours / bowls club in advance and the halls team are working with the Project Manager to inform hirers as required.

**Proposal:** To note the above.

Project Manager 12.06.24



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### **Memorial Tree and Bench Policy Draft – *for consideration***

Overleaf is a draft of a Memorial Tree and Bench Policy to cover requests that are made to the Parish Council for commemorative trees or benches to be located on Parish Council land. This policy does not cover West Hoe Cemetery.

Following the draft policy is a request for a tree that was considered by the Committee in their May meeting. The Committee resolved to delay further consideration until the draft policy was being discussed.

#### **Proposal:**

- i) **To consider the draft policy, consider any modifications considered necessary and forward to the Finance, Policy and Resources Committee for approval and adoption.**
- ii) **To consider the request received from a resident for a memorial tree to be located on Parish Council land.**

Administration Officer/Cllr Pavey

13.06.24

# **Memorial Tree and Bench Policy**

Bishops Waltham Parish Council

Date adopted :

## **SCOPE OF THE POLICY**

1.1 When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory but provides a beautiful and functional improvement to the local environment.

1.2 This policy sets out how we approve memorial benches and trees; who is responsible for their upkeep; and what is expected from the donor and the Council. The Council will always endeavour to be respectful, sympathetic, and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

## **WHAT AND WHO IS COVERED BY THE POLICY**

2.1 The policy covers any memorial bench, tree, or other lasting item placed on Bishops Waltham

Parish Council-owned land or property and is relevant to anyone who has commissioned or is thinking of commissioning a memorial tree or bench.

2.2 For the purpose of this document anyone who requests a memorial bench or tree is referred to as 'the donor'.

## **LEGAL FRAMEWORK**

3.1 The planting of trees or installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial, and the landowner. As such, the Council can only approve memorials on Parish Council-owned land.

3.2 Generally-speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Council is unable to install benches for such reasons.

3.3 Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.

3.4 When the Council agrees to install a bench or tree, the cost of the bench or tree is borne by the Donor. The tree or bench is the property of the Council, and the Donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly maintained and cared for.

## POLICY STATEMENT

### Determining requests

4.1 Enquiries for a memorial bench or tree should be made by the Donor to the Council. The request shall then be brought for consideration before the appropriate Committee. These requests will be considered on a case by case basis. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees or benches, or any other material factors.

4.2 The Council will endeavour to accommodate any reasonable requests for the planting of memorial trees or installation of memorial benches on Council-owned property only.

4.3 Only trees and benches suitable, in-keeping to the immediate surrounds, and benches of a robust design will be used.

4.4 The Council will approve the style and make of bench in advance. To ensure the health and safety of the public the Council will only approve of high quality / durable benches

4.5 The Council will supply a list of preferable trees and may also suggest an appropriate location. The size and type of tree will be agreed on in advance of planting.

4.4 The exact location of the tree or bench will be agreed with Council staff. It is the Donor's responsibility to ensure that the location is well-communicated to the Council and confirmed in writing, by letter or email, with an accompanying sketch if needed.

4.5 Memorial benches and trees will only be considered from people that can demonstrate a close tie with the person being commemorated and a local link to the parish. The Council reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin or the memorialisation cause offence to the wider community. The Council reserves the right to refuse a memorial bench or tree for other reasons. The reasons will be supplied to the applicant if requested.

### Costs

4.6 The cost of the tree or bench and any installation costs will be borne by the Donor.

### Commissioning

4.7 Tree planting will usually only be permitted between late autumn and early spring, in line with the tree-planting season.

4.8 Trees can be planted by donors after approval has been given by the council. A member of the Council staff will mark the site with a stake to ensure that it is planted in the pre-agreed place.

4.9 Donors can request that the tree is planted by a Parish Council contractor or staff, however we reserve the right to invoice the donor on a time cost basis for the time taken to complete this by any member of the Council staff. Donors are welcome to be present at the tree planting and carry out a small ceremony if they wish.

4.10 No scattering of ashes of humans or pets at any site either at the time or a later date will be permitted.

#### Plaques

4.11 Commemorative plaques can be affixed to a memorial bench, or placed next to a memorial tree, subject to agreeing a size, wording, and specification with the Council. No plaque may be affixed to a tree itself.

#### Maintenance

4.12 Donors should also be aware that benches or young trees in public areas may be subject to vandalism, and the Council will not be held responsible for any costs in replacing them.

4.13 The Council shall endeavour to maintain and care for a memorial tree and bench for as long as possible. However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable, or other reasons. A replacement tree or bench may be considered at the cost of the donor should they wish to at that time.

4.14 Whilst the council understand that this can be a sensitive time for Donors, we also need to consider the impact of the wider community and the environment. Therefore, no placing of flowers or other objects at memorials will be permitted, except with the permission of the Council.

4.15 The donor shall not be permitted to undertake any maintenance of the memorial tree or bench without the permission of the Council.

4.16 The council would welcome the Donors participation in watering a memorial tree in the initial stages to ensure it has the best chance of survival.

#### Memorial duration

4.17 The Council cannot guarantee a length of time a bench or tree can remain in situ. Whilst the Council will do its best to preserve a memorial tree and/or bench for as long as possible there will come a time when these reach the end of their lifespan. Once a tree or bench is deemed unfit and in order to protect the health and safety of the public it will be removed. If the Donor is still local, (or can be contacted) they will be offered the opportunity to replace an existing memorial bench or tree with a new replacement at that time. This replacement cost would be borne by the Donor.

## Memorial Tree and Bench Request Form

Name of person you wish to commemorate	
How was your loved one linked to Bishop's Waltham	
What would you like to request to commemorate	

### Memorial Bench

Type of bench (picture or link to type of bench sourced)	
Do you have a preferred location?	
Would you accept an alternative site if this was not deemed suitable	

### Memorial Tree

Type of tree preferred	
Do you have a preferred location?	
Would you accept an alternative site if this was not deemed suitable	

10 APR 2024

9<sup>TH</sup> April 2024

Langton Estate, Bishops Waltham

Yours hopefully

[REDACTED]

~~MAINTENANCE~~



## Halls and Grounds Committee – 18<sup>th</sup> June 2024

### Dynamos Event Report – *for consideration*

Dynamos held a two-day tournament at the Priory Park football pitches on the Sunday 26<sup>th</sup> May and Monday 27<sup>th</sup> May (which was a bank holiday).

During the event several member of the Halls and Grounds Committee and staff visited the site to see how the event was running and to capture an lessons learned for any such future events.

#### Observations from the event:

- An area of the top football field was originally planned to contact car parking, however, due to recent continued wet weather the ground conditions did not enable this to be permitted. The event team loaned additional car parking spaces from the nearby catholic church and marshalled the main car park and overflow car park at Priory Park to maximise the parking that was available. Nearby residential roads were monitored, and parking on these streets remained at a sensible level generally speaking. Given concerns regarding parking, and the lack of parking on the pitches, this aspect of the event went very smoothly.
- The football pitches did show some wear following the event, the second afternoon of the tournament was rainy.
- One of the most significant problems during the weekend resulted from the collapsed pipe underneath the overflow car park causing the manhole cover next to the Clubhouse to overflow. The drain was cleared prior to the weekend of the event and then again early on Monday morning, before attendees of the tournament arrived. See agenda item 23 for quotations to resolve this issue.
- The main Clubhouse toilet facilities were used and had to be restocked during the event. This should be scheduled in should a similar event be held in the future.
- Initially the hirer did not provide for the rubbish from the event to be removed from site. However, this was required under the licence agreement, and the hirer organised for the rubbish to be taken away on Wednesday 29<sup>th</sup> May. Should the event be repeated, the hirer could be asked to clarify what arrangements they have made for waste disposal.

**Proposal:** To note the above, add any further observations and make relevant recommendations.

Administration Officer

13.06.24