



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 16th July 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 – 18th June 2024
5. Public Session – to last no longer than 30 minutes - *for information only*
6. Actions arising from meeting 18th June 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 information*
14. Shared Southern Pathway Project Update - *for information*
15. Facilities Review Project Update - *for consideration*
16. Report from Meeting with Hampshire Football Association – *for consideration*
17. Jubilee Hall Solar Project Update – *for consideration*
18. Coronation Hall Asbestos Survey – *for consideration*
19. Allotments Tree Meeting Report – *for consideration*
20. Montague Road Ditch Work Update – *for consideration*
21. Proposal for Coronation Hall Adaptations for Storage – *for consideration*
22. Requests for Future Agenda Items – *for information only*
23. Date of next meeting – 13th August 2024
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'.

25. Priory Park Overflow Car Park Expansion Invitation to Tender – *for consideration*
26. Meeting with Bowling Club Regarding Licence – *for consideration*
27. Water Safety Checks Quotations – *for consideration*
28. Hedge Cutting Quotations – *for consideration*
29. Electrical Installation Condition Reports Quotations - *for consideration*

C Wilkinson

Clerk to the Committee
10th July 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 18th June 2024 at 7.00pm

Present: Cllr Latham
Cllr Marsh
Cllr Pavey
Cllr Smith
Cllr Stallard Vice Chairman
Cllr Wilson

In Attendance: Mr R Thorne Project Manager
Mrs C Wilkinson Administration Officer

Members of the Public: 0

HG040/24 To receive and accept apologies for non-attendance.

Cllr Webb – Family Commitment.

Resolved: To accept apologies for non-attendance.

Proposed: Cllr Smith

Seconded: Cllr Marsh

All in favour.

Apologies had also been received from the Senior Groundsman.

HG041/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

HG042/24 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.

HG043/24 To approve the minutes from the meeting of the Halls & Grounds Committee – 21st May 2024

Resolved: To approve the minutes of the Halls & Grounds Committee – 21st May 2024

Proposed: Cllr Pavey

Seconded: Cllr Latham

All in favour who were present at the meeting.

HG044/24 Public Session

A request had been received from a hirer of the Jubilee Hall regarding the policy in place prohibiting the entry of dogs (other than assistance dogs), raising whether the policy might reduce attendance levels at events held at the hall. The Committee did not wish to reconsider the policy at the current time.

An email had been received relating to the Skate Zone. A reply had been sent to inform the resident about the progress with the CCTV extension that was in progress at Priory Park. A further reply would be sent to say that a further review of whether fencing would be installed would follow later in the year, after the facility had been used for six months to see what, if any, issues had arisen.

Action: Administration Officer

Work had commenced at the allotments by Clancy to improve the stability of the vehicle track and onsite parking area. Work has been temporarily halted because the materials that had been delivered to the site had been assessed as unsuitable and would not achieve the stated aims of the work.

Thanks had been received from the Bishop's Waltham Rotary following their Family Fun Day event at Hoe Road Recreation Ground to thank the staff for their work on the licence agreement and in particular, the groundsman who had been on duty for the event.

The request from the Cricket Club, that had been raised at the recent Full Council meeting, for the use of the land at Albany Wood that would be transferred to Parish Council ownership was noted. This matter would be considered as an agenda item at the next Full Council meeting.

The Asbestos survey for the Coronation Hall had been received and would be brought to the Committee as a future agenda item. Asbestos was present in one element of the roof and as such appropriate risk mitigations would be required.
Action: Administration Officer

HG045/24 Actions Arising from the meeting of the Halls & Grounds Committee – 29th January 2024

Item HG73/21, relating to an information board for Priory Park Meadow, was considered for closure and would be removed from the action list since it was not currently regarded as a Council priority.

HG046/24 Halls Report

Noted. The report from the roof survey of the Jubilee Hall was currently awaited and would be brought to the Committee as a future agenda item.

HG047/24 Senior Groundsman's Written Report

Noted. Following a request from a hirer for further consideration by the Council, the recent football team end of season social had been permitted to take place at the Priory Park football pitches. This was as a result of discussion with the hirer to arrive at plan for the social event that would prevent any wear on the pitches.

Winchester City Council would be approached to repair the recent damage to the hedge at the Hoe Road Recreation Ground that resulted from work by a contractor they had employed to undertake work on a neighbouring residence.
Action: Administration Officer

HG048/24 Financial Position Year to Date

Noted.

HG049/24 Capital Control and Ear Marked Reserves Reports

Noted.

HG050/24 Grant Opportunities

Noted. The compilation of a list of potential projects for consideration when grant funding opportunities arose was discussed. The following items were suggested for inclusion in an initial draft; allotments fencing, Montague Road Bridleway, a shelter/shade to be added to a play area (Hoe Road Recreation Ground was suggested), a youth shelter for the Skate Zone.

HG051/24 Albany Road Play Area Project Update – for consideration

The Project Manager reported that the installation of the safety surfaces has been completed earlier in the day and that the safety inspection of the play area would be carried out on Friday 21st June.

All Councillors would be asked to attend the new facility on Friday 21st June if available, to take a photograph that would be used in promotion of the completion of the project.

Action: Administration Officer

HG052/24 Skatepark Project Update – for information

The Project Manager's report was received. The work to install the CCTV coverage of the Skate Zone had commenced and was progressing to plan.

HG053/24 Suggestion for Permitted Graffiti Space – for consideration

The Committee deliberated the proposal and to what extent graffiti would be permitted at the Priory Park Skate Zone.

The resident who had contacted the Council in relation to the graffiti at the Skate Zone would be updated on the Committee's resolutions and the consideration of a further permitted graffiti space to provide a space for creative expression.
Action: Administration Officer

Resolved:

- i) To permit graffiti on the vertical surfaces at the Skate Zone. In line with the policy that was applied for the old Skate Park, such graffiti would not be removed unless offensive.
- ii) To add the provision of a space where graffiti would be encouraged to the Committee's list of projects for consideration when potential grant funding arose.

Action: Administration Officer

Proposed: Cllr Latham

Seconded: Cllr Pavey

All in favour.

HG054/24

Facilities Review Project Update – for consideration

The site visit with an additional architectural firm has been conducted and it was anticipated that this firm would be providing a quotation to the Council.

HG055/24

Meeting with Hampshire Football Association Regarding Priory Park Football Pitches – for consideration

The Project Manager gave a verbal update of the meeting that had taken place the week before on Friday 14th June. Notes from the meeting would be included in the papers for the Committee's July meeting.

Action: Project Manager/Administration Officer

The representative of the Football Association had been invited to visit the Priory Park football pitches with a view to obtaining financial support for their maintenance and future investment in football facilities at Priory Park.

HG056/24

Shared Southern Pathway Project Update – for consideration

Noted. The Bowls Club would be contacted to let them know about the upcoming work being undertaken in the car park.

Action: Administration Officer

HG057/24

Memorial Tree and Bench Policy Draft – for consideration

Some introductory text would be added to the request form.

Action: Cllr Pavey/Administration Officer

Some examples of suitable benches would be identified and made available to people requesting that a memorial bench be located on Parish Council land.

Action: Cllr Pavey/Administration Officer

Resolved:

- i) To forward the draft Memorial Tree and Bench Policy to the Finance, Policy and Resources Committee for consideration and adoption. **Action: Cllr Pavey/Administration Officer**
- ii) To respond to the resident to grant the request for a memorial tree to be planted on Parish Council land and to request more information about the memorial plaque and suggest that an alternative variety of tree be proposed due to the large size of mature silver birch trees. **Action: Cllr Pavey/Administration Officer**

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

HG058/24

Dynamos Event Report – for consideration

The Council was pleased that the tournament had been so successful and had observed that attendees had enjoyed the event. In addition to the tabled report, a larger separation between the morning and afternoon sessions would be raised for considered for future events to avoid the impact of the morning session overrunning.

Resolution of the drainage issue that had caused issues during the event would be considered under agenda item 23.

HG059/24

Requests for Future Agenda Items

Pathway from Martin Street to Priory Park

HG060/24

Date of next meeting – Tuesday 16th July 2024

Noted.

- HG061/24** **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'.
- HG062/24** **Quotations for Pipe Replacement Under Priory Park Overflow Car Park – for consideration**
 The impact to hirers, hire income and the health and safety of users was noted. As such, the need
 to expedite the repair to the collapsed pipe located underneath the Priory Park overflow car park
 was recognised. It was noted that some funding had been received as part of the Rural English
 Prosperity Fund grant to contribute to the necessary drainage repair.
Resolved: To recommend to the Finance, Policy and Resources Committee that Pure Drainage be
appointed to undertake the repair to the collapsed pipe underneath the Priory Park overflow car
park at the cost of £7,450.00 (excluding VAT), providing another more complete quotation could
not be obtained in the interim.
Proposed: Cllr Wilson
Seconded: Cllr Marsh
All in favour **ACTION: Administration Officer**
- HG063/24** **Quotations for Jubilee Hall Kitchen Deep Clean – for consideration**
Resolved: To appoint AllSeal Cleaning Services Limited to undertake the deep clean of the Jubilee
Hall kitchen at a cost of £618.00 (excluding VAT).
Proposed: Cllr Latham
Seconded: Cllr Smith
All in favour **ACTION: Administration Officer**
- HG064/24** **Allotment Fencing Update and Price Estimate – for consideration**
 The tabled proposal was viewed within the context of need to maintain public access to the track
 to the Cricket Ground as a point of access due to be transferred to Parish Council ownership. If
 grant funding for the project could not be obtained, the project would be considered further
 during the Council's budgeting process for 2025/26 that would commence September.
Resolved: To agree with the tabled fencing layout in principle and to work with the Bishop's
Waltham Gardening Club to seek funding for this unbudgeted project.
Proposed: Cllr Latham
Seconded: Cllr Smith
All in favour **ACTION: Administration Officer**
- HG065/23** **Men's Shed Update – for consideration**
 The tabled updates were noted.

There being no further business the meeting closed at 8.51pm.

Bishops Waltham Parish Council

Actions Arising for the Halls & Grounds Committee for meeting 16.07.24

	Minute Number	Subject	Action	Date for completion	Action by	Notes
1	HG14/21	BWPC publicity leaflet	BWPC publicity leaflet	Sep-21	AO/Bookings Clerk	In progress
2	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
3	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.
4	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.
5	HG267/22	Priory Park Clubhouse Wastewater Drainage	To proceed with gathering quotations for the repair to collapsed section of pipe.	Complete	Clerk	Quotations considered by Full Council 09.07.24, contractor appointed.
6	HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
7	HG337/22	Jubilee Hall Car Park Report	Research alternative ticketing solutions.	May	Clerk/Cllr Pavey	
8	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
9	HG134/23	Montague Road Ditch Report	Send letter to neighbouring residents informing them of the planned work and Deed of Access.	Complete	Clerk	Letter sent to notify of ditch maintenance (24.06.24), letter to be sent to residents who currently have access onto PC land, suggested for new action item. See agenda item 20.
10	HG150/23	Public Session - Montague Road wildflower area	To bring residents suggestion to the committee as a future agenda item.	November	Clerk	
11	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	Complete	Clerk	No points of access are currently in place where the ditch is present. Information regarding access points beyond ditch to be brought to Committee as future agenda item.
12	HG165/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	
13	HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	November	Clerk	
14	HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether financial regulations require additional quotations to be obtained.	November	Clerk	
15	HG236/23	Priory Park Overflow Car Park	Draft project specification	December	Clerk	
16	HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	February	Senior Groundsman	
17	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	
18	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.
19	HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	April	Halls Manager	
20	HG312/23	Southern Shared Pathway Update	Approach developer to request drain at join between Bishop's Meadow and Allotments stretches of path.	April	Clerk	
21	HG312/23	Southern Shared Pathway Update	Clear rubbish from ditch between allotments and Bishop's Meadow.	April	Senior Groundsman	
22	HG314/23	Skatepark Project Update	Clear brambles next to skate park.	July	Senior Groundsman	Work in plan for grounds team.
23	HG317/23	Memorial Tree	To coordinate planting with family who had requested the tree.	April	Clerk	
24	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for replacement gate at Churchill Avenue.	April	Clerk/Senior Groundsman	
25	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for repainting lines at Priory Park MUGA.	April	Clerk/Senior Groundsman	
26	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for surface under your shelter.	April	Clerk/Senior Groundsman	
27	HG320/23	Open Badminton Session Proposal	To organise trial session.	April	Clerk	
30	HG333/23	Request from Bowls Club	To organise meeting with Bowls Club to discuss licence renewal.	Complete	Clerk	Meeting scheduled for Weds 10th July.
31	HG352/23	Coronation Hall	To organise site visit for working group.	May	Clerk	
32	HG359/23	Jubilee Hall Car Park Financial Review	Gather information regarding business rates of other car parking facilities.	May	Clerk	
33	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	
34	HG362/23	Football Changing Room Facilities	To organise a meeting with Dynamics to explore interim measures.	May	Clerk	

35	HG007/24	Public Session - Rotten fence posts at Priory Meadow	Refer information to Senior Groundsman so that fence repairs can be agreed.	June	Clerk	
36	HG021/24	Update following Montague Road/Pondside Bridleway Site Visit	Update Planning and Highways Committee with ongoing consideration being given to the bridleway.	Complete	Clerk	
37	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	
38	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	
39	HG023/24	Correspondence - Request for Memorial Tree at Langton Road	Update the correspondent regarding the consideration planned against the draft policy	June	Clerk	
40	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.
41	HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	June	Clerk	One quotation obtained, 2 more required.
42	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	
43	HG027/24	Request from Guides to locate BBQ on Hoe Rd Recreation Ground	To respond to the request to permit the request.	Complete	Clerk	
44	HG035/24	Priory Park Floor Polisher	To purchase selected floor polisher	Complete	Clerk	Received 02.07.24
45	HG044/24	Skate Zone (Public Session)	Reply to email with update regarding CCTV and fencing review in 6 months.	July	Clerk	
46	HG044/24	Coronation Hall Asbestos Survey (Public Session)	Bring Asbestos survey to committee as future agenda item.	Complete	Clerk	See agenda item 18.
47	HG047/24	Senior Groundsman's Report - HR hedge damage	Approach WCC to repair recent damage to the hedge at Hoe Road Recreation Ground.	July	Clerk	
48	HG051/24	Albany Road Play Area Project Update	Invite Councillors for project completion photograph	Complete	Clerk	
49	HG053/24	Suggestion for Permitted Graffiti Space	Update resident with Committee's resolutions and consideration of graffiti space.	Complete	Clerk	
50	HG053/24	Suggestion for Permitted Graffiti Space	Add graffiti space to Committee's list of project for consideration for grant funding.	July	Clerk	
51	HG055/24	Meeting with Hampshire FA	Include notes from meeting as a future agenda item.	Complete	Clerk/Proj Mngr	See agenda item 16.
52	HG056/24	Shared Southern Pathway	Contact Bowls Club to notify them of upcoming work in PP car park.	Complete	Clerk	
53	HG057/24	Memorial Tree and Bench Policy Draft	To add introductory text to request form.	Complete	Cllr Pavey/Clerk	
54	HG057/24	Memorial Tree and Bench Policy Draft	Identify example of suitable benches.	July	Cllr Pavey/Clerk	
55	HG057/24	Memorial Tree and Bench Policy Draft	To forward the draft Memorial Tree and Bench Policy to FP&R for consideration and adoption.	Complete	Clerk	
56	HG057/24	Memorial Tree and Bench Policy Draft	To respond to the resident to grant the request and obtain more information about the memorial plaque and suggest an alternative variety of tree be proposed.	July	Clerk	
57	HG062/24	Quotations for Pipe Replacement Under PP Overflow Car Park	Recommend to FP&R the appointment of Pure Drainage to undertake repair unless a better value quotation is received.	Complete	Clerk	
58	HG063/24	Quotations for Jubilee Hall Kitchen Deep Clean	To notify contractor of appointment to undertake deep clean of the Jubilee Hall kitchen.	Complete	Clerk	
59	HG064/24	Allotments Fencing Update and Price Estimate	To update BWGC with Committee's agreement in principle and to seek funding for the unbudgeted project.	July	Clerk	

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 16th July 2024

Halls Report – *for information*

General

- Estate Manager recruited, start date Tuesday 16th July
- Monthly water monitoring completed
- Quotations being gathered for hard wire testing of all buildings
- Quotations gathered for new contract for water monitoring

Jubilee Hall

- Roof survey preliminary findings received
- Boiler service completed, repair required, visit from engineer awaited
- Issue with flue from boiler located in the main kitchen, required further remedial action
- Quotation received for remedial work on foyer lights
- Deep clean of kitchen booked to take place Saturday 20th July
- Loss of one regular hire for the Ruby Room
- Several ad hoc bookings received
- Repair required to alarm system, quotation awaited

Priory Park

- Boiler service completed, repair required, visit from engineer awaited
- No drain clearing call outs during this month
- Quotation still awaited for keypad entry control system

Coronation Hall

- Request relating to storage awaited
- 2 engineer call outs for the boiler

Hoe Road Pavilion

- No items to report



Halls and Grounds Committee – 16th July 2024

Senior Groundsman's Report – *for information*

No vandalism to report.

The skatepark continues to be keeping relatively free of litter which is nice.

The majority of our time as you would expect has been spent on grass cutting and strimming of all areas.

Despite a number of requests to Dynamos to chain and padlock their portable goals at Priory, they have still failed to do so. We regularly find goals set up on the top pitch area by (presumably) kids.

Our goalmouth repairs are completed albeit later than normal. The recent rain has aided the germination of the seed.

We took the bowser round and watered all of the recent tree plantings during the recent dry spell.

We have trimmed the hedges and overhanging brambles etc and strimmed the edges of the new footpaths.

Once the contractors have finished the path and final top soiling around the skatepark we will tackle the brambles and long grass around the surrounding banks.

One of the groundsmen attended and helped with the Fun Day/Carnival. I was on holiday.

We have installed the new bench at Pondsides next to the play area. We are missing some parts on the goal but hope to get that put up soon.

We have either repaired or replaced the goal nets on all of our kickabout goals.

We have caught members of the public on a number of occasions recently with their dogs inside the new play areas at both Albany and Pondsides. We advised them that this was not allowed. 'No dogs allowed' signs are now in place at both locations.

Following complaints of kids congregating in the wooded area behind Oak Rd from a resident, we have cleared the area of rubbish. The CSO also cut down a rope swing.

Senior Groundsman 11.07.24

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 11/07/2024

Month No: 3

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
200 Grounds - General											
4101 Prof Fees - Tree Surveys	0	0	0	(350)	0	350	0		(350)	0.0%	
4157 Road Tax & Insurance	0	0	0	(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	0	400	400	(570)	1,200	1,770	(4,800)		4,230	11.9%	
4304 Fuel Charges - PC Vehicles	0	400	400	(91)	1,200	1,291	(4,800)		4,709	1.9%	
4305 Op Costs - Tractors&Mowers	(318)	200	(118)	(377)	600	977	(2,400)		2,023	15.7%	
4306 Op Costs - P C Vehicles	(568)	500	(68)	(1,276)	1,500	2,776	(6,000)		4,724	21.3%	
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	0	0	0	(207)	625	832	(2,500)		2,293	8.3%	
4319 Materials - Lining Paint	(41)	0	(41)	(113)	0	113	0		(113)	0.0%	
210 Grounds - Hoe Road											
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	848	786	(62)	1,670	786	(884)	935			178.6%	
1212 Hire Fees - Football Pitches	0	0	0	71	0	(71)	0			0.0%	
4270 Contractor - Aboricultural	0	0	0	(555)	0	555	(850)		295	65.3%	
4280 Contractor - Grounds	0	300	300	0	300	300	(300)		300	0.0%	
4331 Mtce - Car Parks	0	0	0	(495)	0	495	0		(495)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 11/07/2024

Month No: 3

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</u>	<u>Grounds - Priory Park</u>											
1106	Land Lease - Bowls Facility	0	0	0	34	0	(34)	85			39.5%	
1151	Annual Hire - Football Pitches	0	0	0	1,877	1,588	(289)	7,146			26.3%	
1212	Hire Fees - Football Pitches	26	0	(26)	59	328	269	1,476			4.0%	
4270	Contractor - Arboricultural	0	0	0	(240)	0	240	(3,500)		3,260	6.9%	
4280	Contractor - Grounds	(100)	6,800	6,700	(100)	6,800	6,900	(8,500)		8,400	1.2%	
4295	Contractor - Ditch Clearance	0	0	0	0	400	400	(400)		400	0.0%	
4329	Mtce - Fencing	0	0	0	0	0	0	(100)		100	0.0%	
<u>225</u>	<u>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	Mtce - Fencing	0	0	0	0	0	0	(50)		50	0.0%	
<u>226</u>	<u>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</u>	<u>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	(102)	200	98	(375)	400	775	(1,200)		825	31.2%	
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	0	0	0	(131)	0	131	(300)		169	43.8%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 11/07/2024

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 Hoe Road Pavilion											
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	19	0	(19)	56	0	(56)	0			0.0%	
4102 Prof Fees - P A Testing	0	0	0	(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	(291)	100	(191)	(291)	300	591	(1,200)		909	24.2%	
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	(152)	300	452	(1,200)		1,049	12.6%	
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	(218)	222	440	(740)		522	29.5%	
4343 Electricity	0	0	0	(537)	1,000	1,537	(6,500)		5,963	8.3%	
4345 Water	211	125	336	(144)	375	519	(1,500)		1,356	9.6%	
250 Priory Park Clubhouse											
1158 Annual Hire - Rooms	0	0	0	207	218	11	981			21.1%	
1161 Annual Hire - Storage	0	0	0	91	96	5	432			21.1%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 11/07/2024

Month No: 3

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
1220 Hire Fees - Rooms	2,217	1,470	(747)	5,891	4,410	(1,481)	17,640			33.4%	
1223 Hire Fees - Storage	17	17	0	50	51	2	204			24.3%	
4102 Prof Fees - P A Testing	0	0	0	(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	(291)	100	(191)	(291)	300	591	(1,200)		909	24.2%	
4281 Contractor - Window Cleaning	0	100	100	(50)	200	250	(600)		550	8.3%	
4282 Contractor - Cleaning	0	350	350	(504)	1,050	1,554	(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	(120)	249	369	(1,000)		880	12.0%	
4336 Mtce - Building Fabric	0	0	0	(1,460)	0	1,460	(500)		(960)	292.0%	
4337 Mtce - Building Services	(500)	0	(500)	(1,350)	0	1,350	(1,000)		(350)	135.0%	
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	(767)	762	1,529	(2,545)		1,778	30.1%	
4343 Electricity	0	0	0	(34)	500	534	(4,500)		4,466	0.7%	
4344 Gas	(173)	25	(148)	(484)	400	884	(3,000)		2,516	16.1%	
4345 Water	0	175	175	(79)	175	254	(500)		421	15.9%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 11/07/2024

Month No: 3

Cost Centre Report

260 The Jubilee Hall Building

	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
1087 Income - PAT Recharge	23	0	(23)	23	0	(23)	100			22.5%	
1153 Annual Hire - Diamond Suite	309	400	91	927	1,200	273	4,800			19.3%	
1220 Hire Fees - Rooms	3,506	2,800	(706)	9,938	8,400	(1,538)	33,600			29.6%	
1225 Hire Fees - Kitchen	189	175	(14)	574	525	(49)	2,100			27.3%	
4102 Prof Fees - P A Testing	0	0	0	(126)	0	126	(360)		234	35.0%	
4106 Prof Fees - Hardwire Insptions	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	0	35	35	(1,244)	1,270	2,514	(2,750)		1,506	45.2%	
4277 Contractor - Water Monitoring	(291)	100	(191)	(291)	300	591	(1,200)		909	24.2%	
4281 Contractor - Window Cleaning	0	120	120	(60)	240	300	(720)		660	8.3%	
4282 Contractor - Cleaning	(162)	0	(162)	(162)	0	162	(750)		588	21.6%	
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	0	0	0	(75)	0	75	0		(75)	0.0%	
4320 Mtce - H & S Conformances	0	0	0	(261)	0	261	(500)		239	52.3%	
4332 Mtce - Alarm & CCTV Systems	(243)	66	(177)	(323)	198	521	(800)		477	40.4%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(500)		500	0.0%	
4337 Mtce - Building Services	0	0	0	(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%	

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Detailed Income & Expenditure by Phased Budget Heading 11/07/2024

Month No: 3

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
4341 Non Domestic Rates	(735)	668	(67)	(2,203)	2,004	4,207	(6,680)		4,477	33.0%	
4343 Electricity	0	2,000	2,000	(228)	2,000	2,228	(6,500)		6,272	3.5%	
4344 Gas	(718)	600	(118)	(1,929)	2,600	4,529	(8,900)		6,971	21.7%	
4345 Water	0	0	0	(109)	230	339	(920)		811	11.9%	
<u>261 Jubilee Hall Car Park & Ground</u>											
1087 Income - PAT Recharge	(23)	0	23	0	0	0	0			0.0%	
1088 Income - Electric Charge M/C's	0	0	0	484	250	(234)	1,000			48.4%	
1089 Income - Car Parking M/C's	149	115	(34)	983	345	(638)	1,380			71.2%	
1152 Annual Hire - Season Tickets	0	406	406	867	406	(461)	1,138			76.2%	
1211 Hire Fees - Grounds	0	42	42	33	42	9	42			79.4%	
4150 Ticket M/C Card Charges	0	185	185	(375)	555	930	(2,220)		1,845	16.9%	
4270 Contractor - Aboricultural	(150)	0	(150)	(150)	0	150	(350)		200	42.9%	
4281 Contractor - Window Cleaning	0	40	40	(20)	80	100	(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	(213)	197	(16)	(542)	197	739	(788)		246	68.8%	
4329 Mtce - Fencing	0	0	0	0	0	0	(250)		250	0.0%	
4341 Non Domestic Rates	(908)	825	(83)	(2,721)	2,477	5,198	(8,252)		5,531	33.0%	
4343 Electricity	(74)	65	(9)	(160)	130	290	(712)		552	22.5%	
<u>270 Well House</u>											
4337 Mtce - Building Services	0	0	0	(122)	0	122	0		(122)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 11/07/2024

Month No: 3

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
275	Coronation Hall											
1131	Contract Hire - Kitchen	0	50	50	0	150	150	600			0.0%	
1132	Contract Hire - Rooms	575	500	(75)	1,725	1,500	(225)	6,000			28.8%	
1133	Contract Hire - Storage	0	25	25	0	75	75	300			0.0%	
4102	Prof Fees - P A Testing	0	0	0	0	0	0	(100)		100	0.0%	
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	(60)	103	43	(60)	269	329	(1,000)		940	6.0%	
4320	Mtce - H & S Conformances	0	0	0	0	0	0	(250)		250	0.0%	
4332	Mtce - Alarm & CCTV Systems	0	100	100	0	300	300	(1,200)		1,200	0.0%	
4336	Mtce - Building Fabric	(355)	0	(355)	(355)	0	355	(500)		145	71.0%	
4337	Mtce - Building Services	(65)	0	(65)	(65)	0	65	(1,000)		935	6.5%	
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	218	218	(736)		736	0.0%	
4343	Electricity	0	0	0	0	500	500	(4,500)		4,500	0.0%	
4344	Gas	0	25	25	0	400	400	(3,000)		3,000	0.0%	
4345	Water	0	125	125	0	375	375	(1,500)		1,500	0.0%	
280	Groundsman Building											
4102	Prof Fees - P A Testing	0	0	0	(90)	0	90	(150)		60	60.0%	
4106	Prof Fees - Hardwire Insptions	0	0	0	0	0	0	(190)		190	0.0%	
4274	Contractor - Waste Skip Hire	(455)	455	0	(865)	910	1,775	(2,730)		1,866	31.7%	
4332	Mtce - Alarm & CCTV Systems	(23)	40	18	(68)	120	188	(500)		433	13.5%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 11/07/2024

Month No: 3

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
4336 Mice - Building Fabric	0	0	0	0	0	0	(250)		250	0.0%	
4337 Mice - Building Services	0	0	0	0	0	0	(500)		500	0.0%	
4343 Electricity	0	0	0	603	0	(603)	(6,000)		6,603	(10.0%)	
<u>290 Playgrounds & 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 - Arboricultural	0	0	0	(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	0	0	0	(137)	0	137	(300)		163	45.8%	
4320 Mice - H & S Conformances	0	0	0	(278)	0	278	(2,000)		1,722	13.9%	
4327 Mice - Play & Leisure Equipmnt	0	0	0	0	1,125	1,125	(4,500)		4,500	0.0%	
4329 Mice - Fencing	0	0	0	0	0	0	(1,000)		1,000	0.0%	
<u>299 Capital - Halls & Grounds</u>											
1336 WCC CIL Funding 2024-25	0	0	0	0	40,000	40,000	40,000			0.0%	
1368 WCC Open Space Fund	0	0	0	0	18,797	18,797	18,797			0.0%	
4350 Minor Assets	(197)	0	(197)	(593)	0	593	(2,500)		1,907	23.7%	
4386 Floor Polisher JH	(1,166)	0	(1,166)	(1,166)	0	1,166	0		(1,166)	0.0%	1,166
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%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 11/07/2024

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
4415 Tennis Court Maintenance	0	0	0	0	6,000	6,000	(8,000)		8,000	0.0%	
4417 Upgrade Intruder Alarm (JH)	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4420 Costs-Purchase of Community	(75)	0	(75)	(3,311)	0	3,311	0		(3,311)	0.0%	3,311
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)	0	0	0	(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	0	0	0	(450)	78,198	78,648	(78,198)		77,748	0.6%	450
Grand Totals:- Income	7,853	6,786	(1,067)	28,172	81,341	53,169	148,585			19.0%	
Expenditure	8,479	16,109	7,630	80,707	220,830	140,123	425,539	0	344,832	19.0%	
Net Income over Expenditure	(626)	(9,323)	(8,697)	(52,535)	(139,489)	(86,954)	(276,954)				
plus Transfer from EMR	1,241			48,946							
Movement to/(from) Gen Reserve	616			(3,589)							



Halls and Grounds Committee – 16th July 2024

Capital Control and Ear Marked Reserves Report – *for information*

These reports are unchanged from those included in the June meeting papers, due to the Finance Manager's annual leave.

Administration Officer 11.07.24

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 Alband Rd
	1400	WCC Rural England PF	Oct	0	0	0	0	49,000	EMR 377 Extend Parking PP
		Total Gross Committee Income		58,797	58,797	0	0	133,612	
Expenditure	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	220,948	213,448	7,500	48,101	270,634	EMR 378 (£73,196 inc £16,500 WCC-OSF)
		Total Gross Committee Expenditures							
EMR Movements				154,651	154,651	0	47,705	129,918	
Total Net Committee Expenditures				7,500	0	7,500	396	7,104	

		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	£65,472	£0	£65,472
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	£0	£300
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£0	£0	£11,000	£11,000	£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	£0	£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 - Blings Replace / Refurb - PC	£85,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£5,000	£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	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,900	£4,000	£13,100
356	EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£4,900	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£2,500	£2,500
357	EMR - Resurface Play Areas - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£2,000	£2,000
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
370	EMR - CCTV (JH) - PC	£5,000	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,848	£0	£3,152
373	EMR - Southern Footpath - CIL/WCIL/S106	£9,063	£0	£10,000	£0	£19,982	£0	£0	£0	£0	£0	£0	£0	£0	£9,982	£0	£919 Jul £25,815 Open Space Fund
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	£50,583	£0	£0
375	EMR - Floor Polisher (JH)-PC	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500
376	EMR - Solar Panels on Roof (JH) - CIL/WCIL	£99,750	£0	£0	£0	£0	£0	£63,770	£40,000	£0	£0	£0	£0	£0	£23,770	£59,750	£35,980 Oct WCC-CIL £40,000
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	£51,228 £49,000 Rural England PF
378	EMR - Albany Road Play Park - S106/OSF	£99,401	£0	£450	£73,196	£16,500	£0	£0	£0	£0	£0	£0	£0	£0	£7,146	£59,401	£2,255 Jul £16,500 WCC-OSF 24/25
379	EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£18,500	£0	£0	£0	£0	£0	£12,500	£12,500	£6,000
380	EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000
390	EMR - Stackable Chairs (JH) - PC	£1,800	£0	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£874	£0	£926
393	EMR - WCC CIL 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 CIL 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 CIL 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 CIL 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 CIL 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 CIL 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 CIL 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 CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
401	EMR - WCC S106 Receipts 2024-25	£472,382	£42,484	£25,462	£76,091	£582,291	£15,676	£117,295	£21,831	£0	£0	£11,000	£0	£25,000	£107,962	£99,298	£364,420



Halls and Grounds Committee – 16th July 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.

Proposal: To note the above.

Administration Officer 11.07.24



Halls and Grounds Committee – 16th July 2024

Albany Road Play Area Project Update – *for consideration*

Current Status

- The HAGS construction start date for this project was the 20th May.
- The project is now complete.



- Following a small amount of vandalism to the safety harness located in the disabled use swing, another harness has been ordered.
- There has been a request from the public for seating to be installed in the area.
- A member of the allotment group has pointed out that the park entrance onto the cricket ground track is partially obscured to cars moving in both directions. Signage is being sought as an alert to this hazard and the adjacent hedgerows may have to be reduced to improve all round visibility for both drivers and park users.

Proposal: To note the above.

Project Manager 10.07.24



Halls and Grounds Committee – 16th July 2024

Skatepark Project Update – *for information*

Current Status:



- Landscaping the periphery of the skatepark was approved by Full Council on 11th June and is included in the work by the contractor installing the access pathway and main car park works (part of the Southern Pathway Project) – which commenced on the 24th June.



- Work on the footpath started on 24th June and is now complete.



- The CCTV extension to cover the Skate Zone was approved at Full Council on 30th April 2024, All groundworks were completed on Sunday 16th June.
- The CCTV support pole is due for delivery on 11th July.
- I am now waiting for timings for the next stages of the build.

Proposal: **To note the above.**

Project Manager 10.07.24



Halls and Grounds Committee – 16th July 2024

Shared Southern Pathway Project Update – *for information*

Priory Park Car Park (Phase 4)

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

Proposed Layout for Priory Park Car Park Entrance.



- Work on this project started on 24th June, in parallel with the work on the pathway to the skatepark from the overflow car park.
- The car park entrance modifications, as shown above, are due for completion on Friday 12th July.

Proposal: To note the above.

Project Manager 10.07.24



Halls and Grounds Committee – 16th July 2024

Facilities Review Update – Architects' Quotations for Building Redesign - *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.
- 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 processes. 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 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.
- An onsite meeting at Priory Park was held with a third architect on 17th June, where our ideas were outlined to him. Members of the working group were in attendance.

Current Status

- A fourth architect has now been sourced and shown an interest in the project. An onsite meeting at Priory Park, was held on Thursday 11th July to discuss our preliminary ideas. Members of the working group were offered the opportunity to attend.
- Each of the latest interested architects will be giving a short presentation before the H&G meeting (16/07/24). All councillors will be invited to attend.

Proposal: To note the above.

Project Manager 10.07.24



Halls and Grounds Committee – 16th July 2024

Report from Meeting with Hampshire Football Association

– for consideration

On Friday 14th June the Hampshire Football Association's (FA) Facilities and Investment Officer and another representative of the FA met with a representative from Dynamos Football Club, along with Councillor Nicholson and the Project Manager. This meeting was organised by the representative from Dynamos Football Club. The objective of the meeting was to investigate what funding might be available from the Football Association in the relation to the maintenance of the football pitches, with a longer-term objective of potentially applying for financial support for any future improvements to the Priory Park Clubhouse.

At the meeting the representatives of the FA observed the condition of the football pitches and took soil samples and measurements, with a view to providing the Council with a formal report regarding the pitches' condition and further recommendations if applicable. They were also able to observe some maintenance work that has recently been undertaken by a contractor.

This report was received on Monday 8th July and will be supplied separately to councillors due to its size.

In summary, the report assesses the condition of the majority of the pitches as "good", and two as "basic" and makes recommendations in relation to a number of actions/groundworks that could be undertaken to further improve the pitches along with estimated costings.

In the email to which the report was attached, the FA's Facilities and Investment Officer supplied a link to the Football Foundation Grass Maintenance Fund which provides six-year tapered grants (of up to £12,000) to help eligible organisations enhance or sustain the quality of their grass pitches.

<https://footballfoundation.org.uk/grant/grass-pitch-maintenance-fund>

The Senior Groundsman has been able to make an initial review of the report and has responded that he believes the report to provide an accurate assessment. He is in agreement with the various works that are recommended, noting that he is aware of these types of work and would be happy to recommend some of them should the Council's maintenance budget permit. He is pleased to see that many of the works advised in the report are already routinely being performed by the Council's grounds team. He advises that the next step is to further review the report with a view to deciding which, or how many of the report's recommendations the Council pursues in any grant application.

Proposal: **To receive the Football Assessment Report for the football pitches at Priory Park and make recommendations accordingly.**

Administration Officer/Senior Groundsman 11.07.24



Halls and Grounds Committee – 16th July 2024

Jubilee Hall Solar Project Update – *for consideration*

Although the full report is awaited at the point of producing these meeting papers, preliminary findings from the recently conducted roof survey of the Jubilee Hall have been received. The structural engineer has advised the following:

I have finalised my structural calculations and found that approx 90% of the roof is capable of supporting the additional loads from the solar panels. The only area that is not capable of supporting a complete covering of panels is over the 1st floor office area. The purlins that support the roof here, span approximately 1.9m further than the remainder of the building. This is due to the distance between the main steel portal frames that form the main structure of the hall. For some reason the original design adopted one wider bay at the reception end of the building.

Therefore, the end bay over the first floor office can support a slightly reduced number of solar panels. I have marked up the roof plan to indicate this.

This information and plan was passed to the contractor appointed to install the solar panels and supporting system, who undertook a site visit to further observe the roof and to gather information to help them determine the exact method of affixing the panels to the roof.

The contractor has adapted their system design accordingly with the slightly reduced number of panels and have provided an updated quotation to reflect these changes, which is included overleaf.

The Administration Officer has reviewed the Public Contracts Regulations 2015 to investigate the impact of this project change in relation to the tender process and compliance with legislation. The extract overleaf (see highlighted sections) is believed to be relevant however further advice will be sought to confirm that this is the case.

The contractor has informed the Council that they wish to commence work on Monday 5th August. They have provided plans to show the location of the scaffolding and have provided example of how they intend to preserve the access points to the building. The contractor will also be fencing off the scaffolding to deter unauthorised access.

Proposal:

- i) **To note the preliminary findings of the roof survey.**
- ii) **To approve the revised quotation for the solar panel project at the Jubilee Hall of £61,374.42, excluding VAT, and forward to the Finance, Policy and Resources Committee to be ratified.**
- iii) **To note that the Administration Officer will seek further advice in order to ensure compliance with the Public Contracts Regulations 2015, and the potential need to post a public notice of this change to the project contract.**
- iv) **To note the planned start date of Monday 5th August for solar project works at the Jubilee Hall.**



Extract of Public Contracts Regulation 2015

PART 2 – RULES IMPLEMENTING THE PUBLIC CONTRACTS DIRECTIVE

CHAPTER 2 – RULES ON PUBLIC CONTRACTS

SECTION 6 – Contract Performance

Modification of contracts during their term

72.—(1) Contracts and framework agreements may be modified without a new procurement procedure in accordance with this Part in any of the following cases:—

(a) where the modifications, irrespective of their monetary value, have been provided for in the initial procurement documents in clear, precise and unequivocal review clauses, which may include price revision clauses or options, provided that such clauses—

(i) state the scope and nature of possible modifications or options as well as the conditions under which they may be used, and

(ii) do not provide for modifications or options that would alter the overall nature of the contract or the framework agreement;

(b) for additional works, services or supplies by the original contractor that have become necessary and were not included in the initial procurement, where a change of contractor—

(i) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, services or installations procured under the initial procurement, or

(ii) would cause significant inconvenience or substantial duplication of costs for the contracting authority,

provided that any increase in price does not exceed 50% of the value of the original contract;

(c) where all of the following conditions are fulfilled:—

(i) the need for modification has been brought about by circumstances which a diligent contracting authority could not have foreseen;

(ii) the modification does not alter the overall nature of the contract;

(iii) any increase in price does not exceed 50% of the value of the original contract or framework agreement.

(d) where a new contractor replaces the one to which the contracting authority had initially awarded the contract as a consequence of—

(i) an unequivocal review clause or option in conformity with sub-paragraph (a), or

(ii) universal or partial succession into the position of the initial contractor, following corporate restructuring, including takeover, merger, acquisition or insolvency, of another economic operator



that fulfils the criteria for qualitative selection initially established, provided that this does not entail other substantial modifications to the contract and is not aimed at circumventing the application of this Part;

(e) where the modifications, irrespective of their value, are not substantial within the meaning of paragraph (8); or

(f) where paragraph (5) applies.

(2) Where several successive modifications are made:—

(a) the limitations imposed by the proviso at the end of paragraph (1)(b) and by paragraph (c)(iii) shall apply to the value of each modification; and

(b) such successive modifications shall not be aimed at circumventing this Part.

(3) Contracting authorities which have modified a contract in either of the cases described in paragraph (1)(b) and (c) shall send a notice to that effect, in accordance with regulation 51, for publication.

(4) Such a notice shall contain the information set out in part G of Annex 5 to the Public Contracts Directive.

(5) This paragraph applies where the value of the modification is below both of the following values:—

(a) the relevant threshold mentioned in regulation 5, and

(b) 10% of the initial contract value for service and supply contracts and 15% of the initial contract value for works contracts,

provided that the modification does not alter the overall nature of the contract or framework agreement.

(6) For the purposes of paragraph (5), where several successive modifications are made, the value shall be the net cumulative value of the successive modifications.

(7) For the purpose of the calculation of—

(a) the price mentioned in paragraph (1)(b) and (c), and

(b) the values mentioned in paragraph (5)(b),

the updated figure shall be the reference figure when the contract includes an indexation clause.

(8) A modification of a contract or a framework agreement during its term shall be considered substantial for the purposes of paragraph (1)(e) where one or more of the following conditions is met:—

(a) the modification renders the contract or the framework agreement materially different in character from the one initially concluded;



(b) the modification introduces conditions which, had they been part of the initial procurement procedure, would have—

(i) allowed for the admission of other candidates than those initially selected,

(ii) allowed for the acceptance of a tender other than that originally accepted, or

(iii) attracted additional participants in the procurement procedure;

(c) the modification changes the economic balance of the contract or the framework agreement in favour of the contractor in a manner which was not provided for in the initial contract or framework agreement;

(d) the modification extends the scope of the contract or framework agreement considerably;

(e) a new contractor replaces the one to which the contracting authority had initially awarded the contract in cases other than those provided for in paragraph (1)(d).

(9) A new procurement procedure in accordance with this Part shall be required for modifications of the provisions of a public contract or a framework agreement during its term other than those provided for in this regulation.

From: [REDACTED]
 Sent: Tuesday, July 9, 2024 9:42 AM
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: RE: Urgent attn of Catherine - Solar Panel Layout

Hi [REDACTED],

I hope you and the team are well? Please see below our updated costs for the revised scheme (following the structural calcs). What I have decided is the best option is listed and explained below:

- I have moved away from a combine of 3 phase and single phase inverters. We previously reduced the size of the 3 phase inverter in order to be able to add the single phase inverter (to give us a PV system that would still produce power in the even of a power cut). I have opted for 3 single phase inverters instead (due to the reduced number of panels, this worked most effectively). This means we now have 3 inverters (1 on each phase) which balances each phase more evenly. This also keeps the DNO happier!
- I have reduced the number of panels down to the 106 that we can fit in the permitted area
- I have added in the export limitation equipment that the DNO has requested (see attached e-mail – option 1 is what we have worked towards)
- The above yields a net saving to yourselves of £2,395.84 + VAT from the previous scheme
- I have also attached the SolarEdge design for your information

Qty.	Item	Price Ex VAT	VAT	Price Inc VAT
106	Jinko 435W Solar Panels	£10,916.08	£2,183.22	£13,099.30
106	Solar Edge S440 Optimisers	£5,900.01	£1,180.00	£7,080.02
1	On-Roof Rail Mounting Kits - Tiled Roof	£11,983.30	£2,396.66	£14,379.96
3	SolarEdge 10kW Single Phase Inverter	£4,339.13	£867.83	£5,206.95
1	DNO Imposed G100 export limitation scheme	£665.00	£133.00	£798.00
1	Installation materials	£1,995.00	£399.00	£2,394.00
		£35,798.52	£7,159.70	£42,958.22

Qty.	Labour	Item Cost	VAT	Gross
12	Roof installation	£7,980.00	£1,596.00	£9,576.00
	Access Scaffold - working platform to gutter at the front of the property with a tower on each gable to support the edge protection. Fully insured.	£4,029.90	£805.98	£4,835.88
5	Electrical installation	£3,325.00	£665.00	£3,990.00
		£15,334.90	£3,066.98	£18,401.88

Qty.	Battery & Car Charger	Item Cost	VAT	Gross
	13.5kWh Tesla Powerwall with Powercut Backup			
1	supplied, installed and commissioned	£9,576.00	£1,915.20	£11,491.20
1	External cage for battery	£665.00	£133.00	£798.00
		£10,241.00	£2,048.20	£12,289.20
		£61,374.42	£12,274.88	£73,649.30

Please let me know if you have any questions at all and I'll do my best to assist. If the above is okay with you, then we can proceed with the installation as planned 😊

Many thanks,



Commercial Director & CEO

0800 321 3142

dan@cinergi.co.uk

www.cinergi.co.uk

12 Belbins Business Park, Cupernham Lane, Romsey, SO51 7JF



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304751 - BISHOPS WALTHAM JUBILEE HALL (1PH)
Little Shore Lane, Bishop's Waltham, SO32 1ED, United Kingdom | 9 Jul 2024



SYSTEM OVERVIEW

 106 PV modules

 3 Inverters

 106 Optimizers

SIMULATION RESULTS



Installed DC Power
46.11 kWp



Max Achieved AC Power
30.00 kW



Annual Energy Production
45.14 MWh



CO2 Emission Saved (Annually)
8.73 t



Equivalent Trees Planted (Annually)
401



Max Achieved DC Power
44.80 kW



DC/AC Oversizing
149 %



Max Active AC Power
30.00 kW



Performance Ratio
87 %



Performance Index
979 kWh/kWp

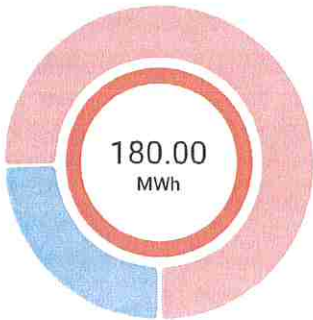
SYSTEM PRODUCTION

- Total Production - 100 %
45.14 MWh
- Self-consumption - 98 %
44.20 MWh
- Export - 2 %
939.64 kWh



CONSUMPTION



- Total Consumption - 100 %
180.00 MWh
- Self-consumption - 25 %
44.20 MWh
- Import - 75 %
135.80 MWh














304751 - BISHOPS WALTHAM JUBILEE HALL (1PH)
Little Shore Lane, Bishop's Waltham, SO32 1ED, United Kingdom | 9 Jul 2024



PV MODULES

# Module	Model	Peak power	Racking type	Orientation	Azimuth	Tilt
106	JA Solar, JAM54D40-435/GB blackframe	46.1 kWp			128°	24°
Total: 106		46.1 kWp				

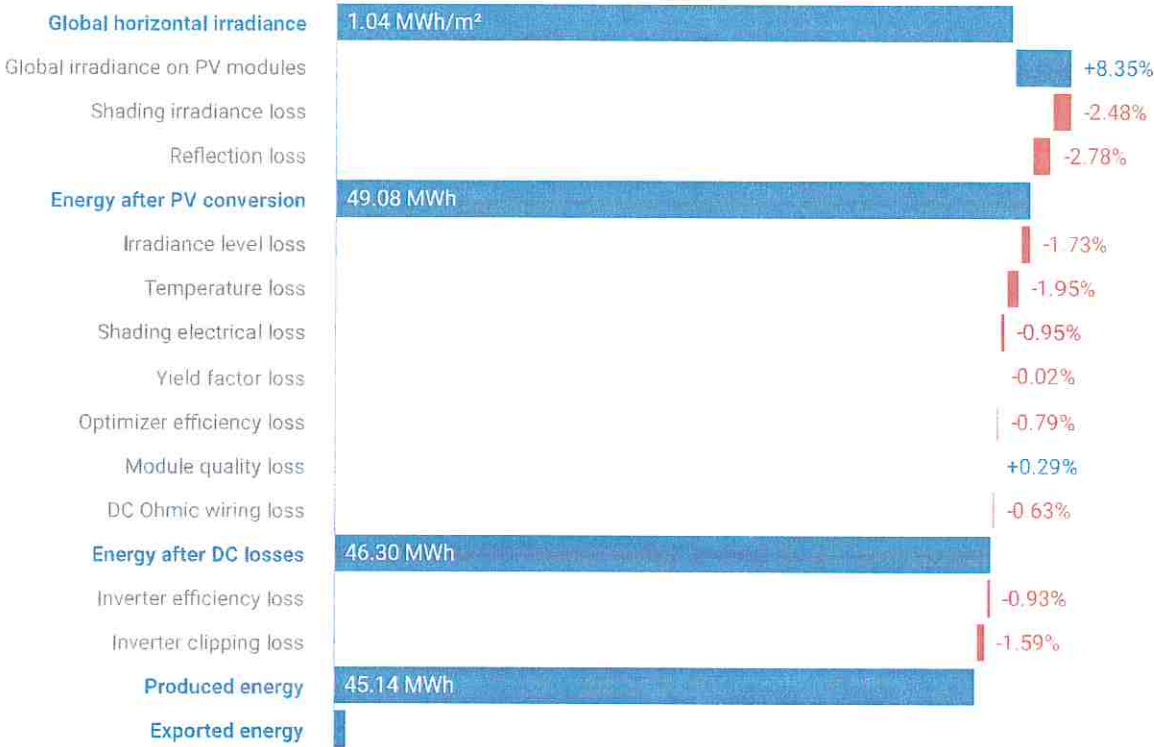
ELECTRICAL DESIGN

Inverters & Storage	Strings per inverter	Optimizers per string	PV modules per string
 1 xSE10000H Home Wave 15.21kW 152% Oversizing	 3 x strings	 12 x S440	 12
 2 xSE10000H Home Wave 14.79kW 148% Oversizing	 1 x string	 11 x S440	 11
	 2 x strings	 12 x S440	 12

304751 - BISHOPS WALTHAM JUBILEE HALL (1PH)
Little Shore Lane, Bishop's Waltham, SO32 1ED, United Kingdom | 9 Jul 2024



SYSTEM LOSS DIAGRAM



SIMULATION PARAMETERS



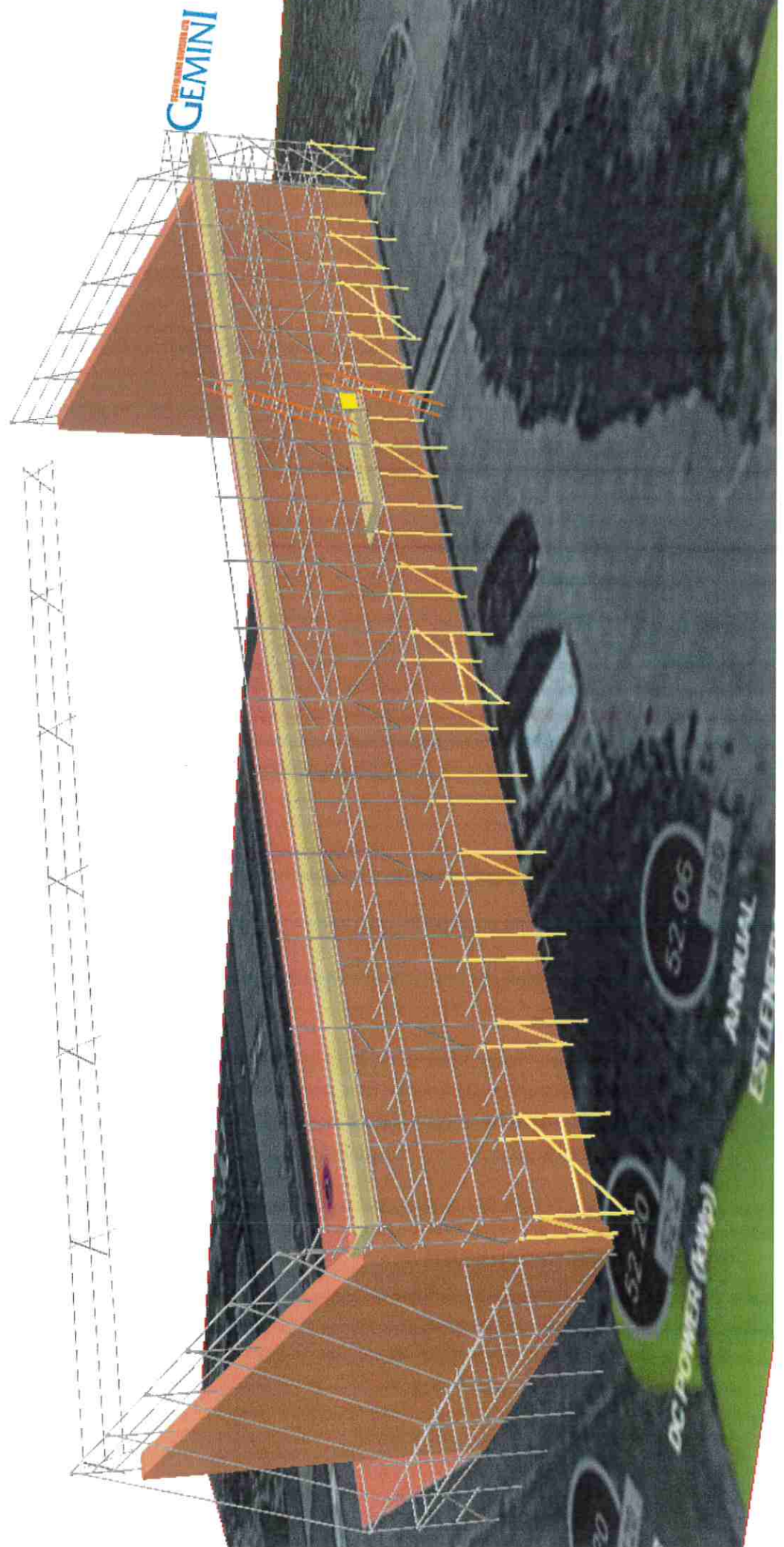
LOCATION & GRID

Time zone	BST (London)
Weather station	Southampton (14.54 km away)
Station altitude	6 m
Station data source	Meteonorm 7.1
Grid	230V L-N



LOSS FACTORS

Near shading	Enabled
Albedo	0.20
Bi-Facial Albedo	0.30
Soiling/Snow	0%
Incidence angle modifier (IAM), ASHRAE b0 param.	0.05
Thermal loss factor Uc (const) Flush mount	20
Thermal loss factor Uc (const) Tilted	29
LID loss factor	0%
System unavailability	0%





Halls and Grounds Committee – 16th July 2024

Coronation Hall Asbestos Survey – *for consideration*

The report from the Asbestos Survey of the Coronation Hall has been received and will be sent to Councillors separately due to its size.

Asbestos was found to be present in one element of the building, in the cement in the undercloak of the gable end at the front of the building (see page 10 of the report).

The recommendations (see page 11 of the report) in relation to this finding were to:

- Carry out an annual asbestos survey on the items identified in the survey report.
- Carry out an Asbestos Refurbishment & Demolition work on any part of the building before work commences.
- Advise trades when entering the building that asbestos is present.

Proposal: **To note the report and recommendations therein and to agree appropriate actions.**

Administration Officer 11.07.24



Halls and Grounds Committee – 16th July 2024

Allotments Tree Meeting Report – *for consideration*

Representatives of Bishop's Waltham Gardening Club met with the Administration Officer and a tree works contractor, who has previously undertaken the condition surveys of the trees on Parish Council land, to discuss the encroachment of one of the neighbouring veteran oak trees on two of the adjacent plots. This tree line is protected by a group Tree Protection Order.



Figure 1: Low hanging branches obstructing plots

The lower branches of the trees were so low that anyone tending the plot would not be able to stand underneath them. The contractor advised that an application be made to Winchester City Council to enable the Gardening Club to make minimal pruning cuts to provide head clearance for the owners of the plots.

Whilst onsite the tree contractor observed some fungus to the base of one of the oak trees that he viewed as a cause for concern. The tree was also displaying a significant amount of epicormic growth (sprouting of new growth from the main trunk), suggesting that the tree might be under some stress.

The contractor advised that the

landowner be contacted to convey the Council's concerns and to request that the condition of the tree be assessed.



Figure 2: Fungus to base of Oak Tree

- Proposal:**
- i) To apply to WCC for permission to undertake small pruning cuts to provide head clearance under oaks encroaching on allotment plots.
 - ii) To contact the landowner of green space at Bishop's Meadow to request an assessment of oak tree displaying some signs of stress based on advice received from the tree contractor.



Halls and Grounds Committee – 16th July 2024

Montague Road Ditch Work Report – *for consideration*



Figure 1: Before maintenance

The contractor appointed by the Council to undertake the maintenance of the ditch running alongside the Pondsides Bridleway on the Parish Council's land at the Montague Road estate undertook the work over two days commencing Tuesday 25th June.

A letter was delivered to neighbouring residents to give notice of the work. One resident contacted the Council, and a site meeting was conducted on Tuesday 25th June for the resident to share their concerns regarding the importance of not damaging the bank of the ditch that provided flood protection to the residences that border the Parish Council's land. These concerns were relayed to the contractor. The resident also supplied the Administration Officer with their views regarding the condition of the bridleway, and a measure that local residents had undertaken in previous years to dig a small trench from the bridleway (towards the top end of the Council's land) to divert surface run off from flowing down the track into the nearby swale. The resident advised that the Council

consider formalising this drainage to see to what extent this could help the condition of the lower section of the bridleway in the winter months.

When the contractor was on site they firstly, cleared the vegetation that had grown up on the nearside of the ditch and in the ditch itself. On the second day the ditch was re-dug and due care was taken not to damage the far bank of the ditch.

The ditch is now clearly visible, and it will be much easier to observe its performance after heavy rainfall in the coming months to understand where the water level typically reaches. The Grounds Team will keep the near side of the ditch mown and the hedge alongside the ditch will be added to the specification for the annual hedge cutting contract.

The Project Manager is continuing to work with a contractor to arrive at a costing for improving the three clay patches in the track that drain particularly poorly and to potentially formalise the drain into the swale.



Figure 2: After maintenance

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



Halls and Grounds Committee – 16th July 2024

Proposal for Coronation Hall Adaptations for Storage – *for consideration*

This agenda item has been withdrawn and will be included in a future meeting.

WITHDRAWN