



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 18th February 2025 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).

Agenda

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. Public Session – to last no longer than 30 minutes - *for information only*
5. To approve the minutes of the Halls & Grounds Committee - 21st January 2025
6. Actions arising from meeting 21st January 2025 - *for information only*
7. Estate Manager's Report - *for information*
8. Senior Groundsman's Report - *for information*
9. Financial Position Year to Date - *to note current position*
10. Capital Control Report - *for information*
11. Ear Marked Reserves Report and Year End 2024/25 Adjustments - *for approval*
12. 2025/26 Halls and Grounds Hire Rates (Product Fee Increases) Community Events - *for consideration*
13. Grant Opportunities - *for information*
14. Priory Park Overflow Car Park Project Update - *for consideration*
15. Facilities Review Update - Priory Park Redesign - *for consideration*
16. Hoe Road Recreation Ground Tennis Benches Update - *for information*
17. Jubilee Hall Youth Shelter Update - *for information*
18. Project Manager's Report - *for information*
19. Additional Battery Storage for Solar Generated Electricity for Jubilee Hall Update - *for consideration*
20. Memorial Tree Variety List - *for consideration*
21. Memorial Bench List - *for consideration*
22. Hoe Road Recreation Ground Parking and Vehicle Issues - *for consideration*
23. Allotments Fencing Update - *for information*
24. Requests for Future Agenda Items - *for information only*
25. Date of next meeting - 18th March 2025
26. **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'.

27. Quotations for Replacement Lighting at the Estate Shed - *for consideration*
28. Quotations for Repairs or Replacement of the Gate of the Jubilee Hall Bin Store - *for consideration*
29. Quotations for Southern Pathway Ramp between Priory Park and Bosworth Gardens - *for consideration*
30. Quotations for Priory Park Tree Work - *for consideration*
31. Prices for Replacement Cartridges for Hoe Road Recreation Ground Directional Ramps - *for consideration*

C Wilkinson
Clerk to the Committee
12th February 2025

Parish Council Office, The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire, SO32 1ED, Tel: 01489 892323



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 21st January 2025 at 7.00pm

Present:	Cllr Latham	
	Cllr Marsh	
	Cllr Pavey	
	Cllr Smith	
	Cllr Stallard	Vice Chairman
	Cllr Webb	Chairman
	Cllr Wilson	
In Attendance:	Mr S Arthur	Estates Manager
	Mr R Thorne	Project Manager
	Mr T Veck	Senior Groundsman
	Mrs C Wilkinson	Committees Officer

Members of the Public: 0

HG231/24 **To receive and accept apologies for non-attendance.**
All present.

HG232/24 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

HG233/24 **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**
Cllr Latham – Agenda item 18, Meeting with Scouts
Cllr Pavey – Agenda item 18, Meeting with Scouts

HG234/24 **To approve the minutes from the meeting of the Halls & Grounds Committee – 17th December 2025**
Resolved: To approve the minutes of the Halls & Grounds Committee – 17th December 2025
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
All in favour.

HG235/24 **Public Session**

The gap between the Priory Park Skate Zone and its access path was observed to be in poor condition with mud being brought onto the skate park as a result. This Project Manager noted that there was a drain running under this patch of land. Options for improvement for improving the surface were to be considered. **Action: Project Manager**

The planting in the bed to the front of the Jubilee Hall was being given an overhaul. The possibility of Sustainable Bishop's Waltham being involved in some other areas was raised. The Estate Manager would contact the group to determine whether this could be mutually beneficial. **Action: Estate Manager**

It was noted that the street art on the St George's Square bus shelter was being obscured by moss growing behind the protective Perspex. A request was made to the Senior Groundsman to fit a strip to the top of the Perspex to prevent rainwater from getting behind the panel. This would be referred to Planning and Highways. **Action: Committees Officer**

A request had been received from the Town Team to borrow some furniture for the KidsTreat community event, to provide a seating area. This request would be dealt with operationally, in

communication with the Committee Chairman. The Priory Park Clubhouse furniture was best suited to this outdoor use. The Town Team had set aside some funds to be able to pay from Groundsmens' time if required.

In response to some feedback received from a resident about the Council's dog walking area, the Senior Groundsman had reviewed the security of all the Council's dog-walking areas, and where possible steps were being taken to maximise security. It was noted that in some cases, it would not be possible to make them secure due to the style of fencing surrounding the site.

Sustainable Bishop's Waltham had requested permission to put up temporary signage at the Council's play areas to promote the Rethinking Rubbish event being held on 22nd March.

A meeting had been held at the Council's land at Albany Road with a WCC planning officer to discuss potential possibilities for buildings on that site. A report would be provided at Full Council.

HG236/24 **Actions Arising from the meeting of the Halls & Grounds Committee – 17th December 2024**
Noted.

HG237/24 **Estate Manager's Report – for information**
A small number of issues had been flagged by the recently completed hard wire testing and water risk assessments. Remedial works to address these issues were almost complete.

The Estate Manager was continuing to investigate warm air heaters and was working with the Senior Groundsman to identify potential solutions to the flooding problem outside the Estate Shed.

HG238/24 **Senior Groundsman's Report – for information**
Noted.

HG239/24 **Financial Position Year to Date**
Noted.

HG240/24 **Capital Control and Ear Marked Reserves Reports**
Noted.

HG241/24 **Grant Opportunities**
Following the commencement of work by the appointed architect on potential designs for a new Priory Park Clubhouse there was a need to start seeking funding for Priory Park Clubhouse project.

HG242/24 **Play Area Safety Inspection Report Progress Update – for consideration**
The grounds team had progressed well with the small number of recommended actions, some items were being delayed until suitable weather conditions.

HG243/24 **Southern Shared Pathway Project Update – for consideration**
The Estates Manager had commenced obtaining quotations for solution for remedial work required on the bridge between Priory Park and Bosworth Gardens, this would possibly include a ramp to address the level change between the end of the bridge linking into Bosworth Gardens.

Whether tree saplings could be planted in the eastern corner of Priory Park to help consume some of the water in that area was raised. Councillor Latham would consult with Sustainable Bishop's Waltham to see whether any trees were available and would liaise with the Senior Groundsman.

Action: Councillor Latham

HG244/24 **Priory Park Overflow Car Park Project Update – for consideration**
Works were progressing well, the contractor anticipated that their work would be completed by the end of the week commencing 27th January. Each stretch of parking spaces had been divided to form equally sized spaces of the optimum size. All spaces were larger than the legal minimum.

The Bowling Club had asked whether anything could be done to help protect the area outside the accessway onto the overflow car park. The contractor had been asked to use any surplus materials if available, to improve this area.

Options for potentially adding a higher-level demarcation of parking bays were discussed, the Project Manager had requested a quotation from the contractor for future reference.

HG245/24 Facilities Review Update – Priory Park Redesign – for consideration

An initial meeting between the working group and architects had taken place on 20th January. The architects were commencing work on creating preliminary designs. The Project Manager gave a verbal report of the meeting, written notes would be included in the Committee's February meeting papers.

HG246/24 Additional Battery Storage for Solar Generated Electricity for Jubilee Hall – for consideration

DNO permission had not yet been received for the additional batteries, and so, the provisional start date was no longer valid. A revised date had not yet been provided.

HG247/24 2025/26 Halls and Grounds Hire Rates (Product Fee Increases) – for consideration

The Hoe Road and Priory Park hire fees for community events was raised for further consideration to ensure consistency. The Committees Officer would work with the Finance Manager to bring a proposal to the Committee's next meeting. **Action: Committees Officer/Finance Manager**

The parking permit options at the Jubilee Hall car park were felt to be sufficient currently. Any changes would need to be considered alongside the WCC town centre car parks, particularly if control should transition to a different authority.

The rates for all day hires of the Jubilee Hall and Priory Park Clubhouse were not felt to be particularly attractive, compared with the hourly rate and would be recalculated.

Resolved:

- i) **To approve the updated product fees as tabled by the Finance Manager, with the exception of the items below, and to forward to the Finance, Policy and Resources Committee for approval. Action: Committees Officer/Finance Manager**
- ii) **To modify the whole day hire rates for the Jubilee Hall and Priory Park Clubhouse to provide the hirer with a discount to the value of one hour of hire. Action: Finance Manager**
- iii) **To defer approval of the hire rates for the annual community events held at the Hoe Road Recreation Ground and Priory Park football pitches until after further consideration at the Committee's February meeting.**

Proposed: Cllr Pavey

Seconded: Cllr Sherwood

All in favour

HG248/24 Report from Meeting with the Scouts Regarding Potential Building Project – for consideration

The tabled report was received. Should any plans progress, opportunities such as installing an external power supply and making toilets externally accessible should be considered.

Resolved: To forward this report to the Finance, Policy and Resources Committee as a lease matter.

Proposed: Cllr Marsh

Seconded: Cllr Wilson

5 in favour, 2 abstentions

HG249/24 Requests for Future Agenda Items

Bins in hireable halls – to deal with increased number of waste streams.

Bicycle parking

Commercial operations review – community driven requirements

Jubilee Hall refurbishment

Men's sanitary bin provision

HG250/24 Date of next meeting – Tuesday 18th February 2025
Noted.

HG251/24 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'.

HG252/24 Quotations for Water Monitoring Contract – for consideration
The three quotations had been gathered.
Resolved: To recommend to the Finance, Policy and Resources Committee that Commercial Environmental Services Ltd be appointed as the contractor to undertake the water monitoring for the Parish Council's Buildings at a monthly cost of £247.91, excluding VAT.
Proposed: Cllr Marsh
Seconded: Cllr Latham
All in favour
ACTION: Committees Officer

HG253/24 Quotations for Food Waste Contract for the Jubilee Hall – for consideration
It was noted that a food waste receptacle would be required for hirers' use in the Jubilee Hall kitchen. The frequency of collections would be increased to weekly, if this proved necessary.
Resolved: To recommend to the Finance, Policy and Resources Committee that Veolia be appointed as the contractor to undertake fortnightly food waste collections at the annual cost of £120, excluding VAT with an additional one-off delivery cost of £10.00.
Proposed: Cllr Marsh
Seconded: Cllr Wilson
All in favour
ACTION: Committees Officer

There being no further business, the meeting closed at 20:56pm.

Bishops Waltham Parish Council

Actions Arising following the Halls & Grounds Committee for meeting 18.02.25

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	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.
3	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	Work ongoing. Poplar at Priory Park to be pollarded. 3 quotations for Monterey Pine received, see agenda item 30.
4	HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
5	HG165/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	
6	HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	November	Clerk	
7	HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	February	Senior Groundsman	
8	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	
9	HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	April	Halls Manager	
10	HG312/23	Southern Shared Pathway Update	Approach developer to request drain at join between Bishop's Meadow and Allotments stretches of path.	April	Clerk	
11	HG317/23	Memorial Tree	To coordinate planting with family who had requested the tree.	Proposed for closure	Clerk	Email sent to confirm whether the family would still like to proceed.
12	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for replacement gate at Churchill Avenue.	April	Clerk/Senior Groundsman	
13	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for repainting lines at Priory Park MUGA.	April	Clerk/Senior Groundsman	
14	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	
15	HG007/24	Public Session - Rotten fence posts at Priory Meadow	Refer information to Senior Groundsman so that fence repairs can be agreed.	June	Clerk	
16	HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	In progress	Clerk	2 quotations received thus far.
17	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	
18	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	
19	HG057/24	Memorial Tree and Bench Policy Draft	Identify example of suitable benches.	Complete	Cllr Pavey/Clerk	See agenda item 21.
20	HG081/24	Report from Meeting with Hampshire FA	Review Pitch Power Report and make recommendations to the Committee regarding next steps.	August	Priory Park football pitch working group	
21	HG127/24	Grant Opportunities	Request more detailed feedback about unsuccessful grant application to Go Greener Fast Fund	Oct-24	Clerk	
22	HG134/24	Priory Park Parking Issues	Assess scale of parking issue at site during peak usage and report back to Committee	Proposed for closure	PP Car Parking Working Group	Overflow car park now available.
23	HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Ask organisations using site to speak to children about road safety.	In progress	Clerk	See agenda item 22.
24	HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Write letter to parents attending activities emphasising need to drive and park responsibly	In progress	Clerk	See agenda item 22.
25	HG136/24	Correspondence - Montague Road Wildflower Area	Reply to correspondent to clarify designation of area in WCC Open Space Assessment	Oct-24	Clerk	
26	HG137/24	Proposal for Badminton Court Hire Trial	Proceed with organisation and promotion	Oct-24	Clerk	
27	HG157/24	Albany Road Play Area Project Update	Create agenda item for addition of trees at the Albany Road play area for shade.	Nov-24	Cllr Pavey	
28	HG161/24	Winter Tennis Open Session Hours	Investigate automated locking systems for the Hoe Road tennis courts.	Nov-24	Cllr Pavey	Further consideration of wifi internet connection required.
29	HG166/24	Facilities Review Project Update	Confirm ownership of any building designs provided to the council under the quotations received.	Complete	Projects Manager	Rob to included answer in the facilities review update

30	HG169/24	Quotations for Hygeine Waste Contract	Bring information to H&G regarding proposals to increase the number of bins.	Nov-24	Estates Manager	
31	HG170/24	Quotations for Montague Road Tree Work	Supply quotations to FP&R to delegate selection of a contractor to undertake necessary work.	Proposed for closure	Clerk	Quotations will be brought to H&G for consideration.
32	HG189/24	Traffic Calming Measures in Priory Park Car Park	To respond to correspondence.	Closed	Clerk	Minutes available from website.
33	HG192/24	Bishop's Waltham Rotary Family Fun Day 2025 Hire Request	Confirm hire rate and progress with licence document for event. following approval of hire charges for 2025-26	Feb	Clerk	See agenda item 12
34	HG216/24	Southern Shared Pathway Update	Seek quotations for area damaged by water erosion.	In progress	Projects Manager	See agenda item 18 for an update. 1 quotation gathered to date.
35	HG216/24	Southern Shared Pathway Update	Seek quotations for repair to bridge between Priory Park and Bosworth Gardens.	In progress	Projects Manager	In progress by Estates Manager, see agenda item 29.
36	HG217/24	Proposal for Sign at Victoria Road	Order sign to be installed at Victoria Road green space.	Jan-25	Clerk	
37	HG235/24	Public Session - Gap between Skate Zone and access path	Options for improvement to be considered, to resolve muddy area.	In progress	Projects Manager	See agenda item 18, quotations being gathered.
38	HG235/24	Public Session - Jubilee Hall planing	Contact to be made with Sustainable Bishop's Waltham to discuss potential involvement.	Complete	Estates Manager	
39	HG235/24	Public Session - St George's Square wall art	Refer matter of installation of strip required at top of persex panel to P&H.	Complete	Clerk	
40	HG243/24	Southern Shared Pathway Project Update	Contact Sustainable Bishop's Waltham to see whether they had any trees remaining, potentially for PP eastern corner.	Complete	Cllr Latham	
41	HG247/24	2025/26 Halls and Grounds Hire Rates	Bring proposal to H&G regarding hire rates for community events at Hoe Road Recreation Ground and Priory Park.	Complete	Clerk/Finance Manager	See agenda item 12.
42	HG247/24	2025/26 Halls and Grounds Hire Rates	To forward the approved product fees to F.P&R.	Complete	Clerk/Finance Manager	Considered by F,P&R 04.02.25
43	HG247/24	2025/26 Halls and Grounds Hire Rates	To modify whole-day hire rates for Jubilee Hall and PP Clubhouse to provide 1-hour discount to hirer.	Complete	Finance Manager	
44	HG252/24	Quotations for Water Monitoring Contract.	Recommend selected contractor to F,P&R for approval.	Complete	Clerk	Considered by F,P&R 04.02.25
45	HG253/24	Quotations for Food Waste Contract for the Jubilee Hall	Recommend selected contractor to F,P&R for approval.	Complete	Clerk	Considered by F,P&R 04.02.25

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 18th February 2025

7. Estates Manager's Report – *for information*

General

Fire extinguisher & emergency lighting annual servicing at Jubilee Hall, Priory Park & Hoe Rd completed (5.2.25).

Estate Fixed Asset Register audit ongoing.

2025 planned maintenance and refurbishment works for estate property established.

Estates Team H&S training ongoing with updated risk assessments.

Bookings this month: Regular hirers returned after the Xmas break. Royal British Legion Conference. Sustainable BW – Big Garden Birdwatch outside event. BW Minibus Group. HeartStart training for drivers. Pickleball session. X2 Children's birthday parties. Arm knitting workshop. BWIB Quiz Night. Mind, Body and Spirit Fayre.

Jubilee Hall

Replacement of faulty gas boiler: Continuing to gather information on alternative heating solutions.

Review of JH H&S (2022) and Fire Safety (2021) reports (ongoing) with actions to ensure updated compliance.

Raised beds being cleared and replanted ready for spring.

2 future hirer visits.

Installation of safety surfacing under the youth shelter (coordinated by Projects Manager).

Priory Park

Overflow car park works completed (24.01.25).

Review of PP H&S (2022) and Fire Safety (2021) reports (ongoing) with actions to ensure updated compliance.

1 future hirer visit.

Hoe Road & Estates Shed

Contractor site visits ongoing to assess drainage/flooding issue outside Tractor Shed.

Review of HR & ES H&S (2022) and Fire Safety (2021) reports completed.

Coronation Hall

Montessori PAT testing completed (awaiting report).

Estates Manager
11.02.25



Halls and Grounds Committee – 18th February 2025

8. Senior Groundsman's Report – *for information*

Graffiti cleaned in various locations.

Bench renovations and re-treating completed.

Edge tidying on recent new pathways prior to weed treatment in the spring.

Remaining surplus hedging plants used to fill various gaps.

Tractors and ride-on mowers being serviced.

Holes plugged in perimeters of dog walking areas.

Tree transplanted into Queens canopy to replace one that died.

Storage containers tidied and water bowser jet washed.

Various signs cleaned.

Litter picking in various areas.

Hole re-filled in laurel hedge behind Jubilee Hall.

Drip guard fitted to Perspex cover of wall art on bus shelter.

Hedge trimming.

Senior Groundsman
11.02.25

Detailed Income & Expenditure by Phased Budget Heading 31/01/2025

Cost Centre Report

Month No: 10

	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>200 Grounds - General</u>											
4101 Prof Fees - Tree Surveys	0	0	0	(350)	0	350	0		(350)	0.0%	
4157 Vehicle Tax	0	0	0	(2,293)	6,991	9,284	(7,284)		4,991	31.5%	
4290 Contractor - Hedge Cutting	0	0	0	(2,800)	4,000	6,800	(4,000)		1,200	70.0%	
4295 Contractor - Ditch Clearance	0	0	0	(1,250)	0	1,250	0		(1,250)	0.0%	
4303 Fuel Charges - Tractors&Mowers	0	400	400	(2,269)	4,000	6,269	(4,800)		2,531	47.3%	
4304 Fuel Charges - PC Vehicles	(86)	400	314	(1,804)	4,000	5,804	(4,800)		2,996	37.6%	
4305 Op Costs - Tractors&Mowers	0	200	200	(1,007)	2,000	3,007	(2,400)		1,393	41.9%	
4306 Op Costs - P C Vehicles	0	500	500	(2,217)	5,000	7,217	(6,000)		3,783	36.9%	
4309 Materials - Cleaning	0	30	30	(83)	120	203	(120)		37	68.8%	
4310 Materials -Tools / Minor Items	(125)	250	125	(743)	1,000	1,743	(1,000)		257	74.3%	
4311 Materials - Locks and Keys	0	0	0	(13)	0	13	(50)		37	26.3%	
4312 Materials - Ground Maintenance	(47)	625	578	(1,189)	2,500	3,689	(2,500)		1,311	47.6%	
4313 Materials - Signage	0	0	0	(284)	0	284	0		(284)	0.0%	
4319 Materials - Lining Paint	(714)	0	(714)	(2,275)	0	2,275	0		(2,275)	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	1	1	0	1			100.0%	
1115 Land Lease - Scouts Building	0	0	0	2	2	0	2			100.0%	
1127 Contract Hire - Tennis Courts	439	442	3	1,755	1,768	13	1,768			99.3%	
1211 Hire Fees - Grounds	0	0	0	2,077	935	(1,142)	935			222.2%	
1212 Hire Fees - Football Pitches	95	0	(95)	683	0	(683)	0			0.0%	
4270 Contractor - Aboriginal Cultural	0	0	0	(555)	850	1,405	(850)		295	65.3%	
4280 Contractor - Grounds	0	0	0	0	300	300	(300)		300	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2025

Month No: 10

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 EIMR
4296 Contractor - Electrical	0	0	0	(1,341)	0	1,341	0		(1,341)	0.0%	
4331 Mtce - Car Parks	0	0	0	(495)	0	495	0		(495)	0.0%	
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	0	0	0	118	85	(33)	85			138.4%	
1151 Annual Hire - Football Pitches	0	794	794	8,967	5,558	(3,409)	7,146			125.5%	
1212 Hire Fees - Football Pitches	0	164	164	309	1,148	839	1,476			20.9%	
4270 Contractor - Arboricultural	0	0	0	(490)	3,500	3,990	(3,500)		3,010	14.0%	
4280 Contractor - Grounds	0	0	0	(9,050)	8,100	17,150	(8,500)		(550)	106.5%	
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 Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	0	0	0	1,576	1,129	(447)	1,129			139.6%	
4270 Contractor - Arboricultural	0	0	0	0	750	750	(750)		750	0.0%	
4329 Mtce - 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	1	1	0	1			100.0%	
4270 Contractor - Arboricultural	0	0	0	0	850	850	(850)		850	0.0%	
<u>230 Halls/Buildings - General</u>											
1201 Hire Fees - Skittle Alley	0	0	0	35	0	(35)	0			0.0%	
4107 Prof Fees - Health & Safety	0	0	0	(475)	1,000	1,475	(1,000)		525	47.5%	
4170 Advertising - Halls	0	0	0	0	500	500	(500)		500	0.0%	
4309 Materials - Cleaning	(281)	0	(281)	(1,302)	1,000	2,302	(1,200)		(102)	108.5%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2025

Cost Centre Report

Month No: 10

	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
4310 Materials - Tools / Minor Items	(131)	0	(131)	(272)	75	347	(150)		(122)	181.5%	
4311 Materials - Locks and Keys	0	0	0	(68)	150	218	(300)		232	22.6%	
4313 Materials - Signage	(4)	0	(4)	(215)	150	365	(300)		85	71.7%	
4316 Materials - Kitchen Supplies	0	0	0	0	50	50	(100)		100	0.0%	
<u>240 Hoe Road Pavilion</u>											
1131 Contract Hire - Kitchen	123	124	1	493	496	3	496			99.3%	
1132 Contract Hire - Rooms	1,570	1,582	12	6,281	6,328	47	6,328			99.3%	
1133 Contract Hire - Storage	26	26	0	103	104	1	104			98.7%	
1223 Hire Fees - Storage	19	0	(19)	188	0	(188)	0			0.0%	
4102 Prof Fees - PAT Testing	0	0	0	(23)	100	123	(100)			22.5%	78
4106 Prof Fees - Hardwire Insptions	0	0	0	(600)	375	975	(375)		(225)	160.0%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	0	0	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	100	100	(644)	1,000	1,644	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	0	0	0	(60)	0	60	0		(60)	0.0%	
4285 Contractor - Hygiene Waste	0	0	0	(95)	0	95	0		(95)	0.0%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mtce - H & S Conformances	0	0	0	(520)	125	645	(250)		(270)	207.8%	
4332 Mtce - Fire/Security Sytems	(51)	100	50	(505)	1,000	1,505	(1,200)		695	42.1%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(500)		500	0.0%	
4337 Mtce - Building Services	(95)	0	(95)	(1,074)	0	1,074	(1,000)		(74)	107.4%	
4338 Mtce - Internal Decoration	0	0	0	(240)	0	240	(1,000)		760	24.0%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(74)	74	0	(736)	740	1,476	(740)		4	99.5%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 31/01/2025

Cost Centre Report

Month No: 10

	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 EIMR
4343 Electricity	0	2,500	2,500	(1,396)	6,500	7,896	(6,500)		5,104	21.5%	
4345 Water	0	125	125	(730)	1,250	1,980	(1,500)		770	48.7%	
<u>250 Priory Park Clubhouse</u>											
1085 Income - Non PC Recharge	0	0	0	161	0	(161)	0			0.0%	
1158 Annual Hire - Rooms	0	109	109	1,176	763	(413)	981			119.9%	
1161 Annual Hire - Storage	0	48	48	519	336	(183)	432			120.1%	
1220 Hire Fees - Rooms	1,808	1,470	(338)	18,001	14,700	(3,301)	17,640			102.0%	
1223 Hire Fees - Storage	17	17	1	165	170	5	204			80.9%	
4102 Prof Fees - PAT Testing	0	0	0	(90)	75	165	(75)		(15)	120.0%	
4106 Prof Fees - Hardwire Insptions	0	0	0	(720)	630	1,350	(630)		(90)	114.3%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	0	0	(150)		150	0.0%	
4142 Performing Rights - Music Fees	(215)	0	(215)	(361)	250	611	(250)		(111)	144.2%	
4158 Premises Licence	(21)	0	(21)	(35)	21	56	(21)		(14)	166.7%	
4275 Contractor - Trade Waste	0	0	0	(1,054)	1,200	2,254	(1,200)		146	87.8%	
4277 Contractor - Water Monitoring	0	100	100	(644)	1,000	1,644	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	(50)	0	(50)	(350)	500	850	(600)		250	58.3%	
4282 Contractor - Cleaning	(324)	350	26	(3,273)	3,500	6,773	(4,200)		927	77.9%	
4285 Contractor - Hygiene Waste	0	0	0	(1,178)	1,140	2,318	(1,140)		(38)	103.4%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mtce - H & S Conformances	0	0	0	(275)	125	400	(250)		(25)	110.0%	
4332 Mtce - Fire/Security Systems	(40)	84	44	(509)	832	1,341	(1,000)		491	50.9%	
4336 Mtce - Building Fabric	0	0	0	(1,460)	0	1,460	(500)		(960)	292.0%	
4337 Mtce - Building Services	0	0	0	(3,148)	0	3,148	(1,000)		(2,148)	314.8%	

Month No: 10

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 EMIR
4338 Mtce - Internal Decoration	0	0	0	(161)	0	161	(1,000)		839	16.1%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(254)	255	1	(2,545)	2,545	5,090	(2,545)		0	100.0%	
4343 Electricity	0	1,750	1,750	(151)	4,500	4,651	(4,500)		4,349	3.3%	
4344 Gas	(445)	550	105	(1,734)	2,100	3,834	(3,000)		1,266	57.8%	
4345 Water	(137)	0	(137)	(1,023)	450	1,473	(500)		(523)	204.6%	
<u>260 The Jubilee Hall Building</u>											
1087 Income - PAT Testing Recharge	0	0	0	23	100	78	100			22.5%	
1153 Annual Hire - Diamond Suite	331	400	69	3,175	4,000	825	4,800			66.2%	
1220 Hire Fees - Rooms	3,098	2,800	(298)	34,251	28,000	(6,251)	33,600			101.9%	
1225 Hire Fees - Kitchen	181	175	(6)	1,968	1,750	(218)	2,100			93.7%	
4102 Prof Fees - PAT Testing	(30)	0	(30)	(156)	360	516	(360)		204	43.4%	
4106 Prof Fees - Hardwire Insptions	0	0	0	(960)	650	1,610	(650)		(310)	147.7%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	200	200	(200)		200	0.0%	
4142 Performing Rights - Music Fees	0	0	0	(224)	0	224	(500)		276	44.8%	
4158 Premises Licence	(21)	0	(21)	(35)	21	56	(21)		(14)	166.7%	
4275 Contractor - Trade Waste	(26)	35	9	(2,662)	2,680	5,342	(2,750)		88	96.8%	
4277 Contractor - Water Monitoring	0	100	100	(644)	1,000	1,644	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	(60)	0	(60)	(420)	600	1,020	(720)		300	58.3%	
4282 Contractor - Cleaning	0	0	0	(1,140)	750	1,890	(750)		(390)	152.0%	
4285 Contractor - Hygiene Waste	0	0	0	(2,002)	1,972	3,974	(1,972)		(30)	101.5%	
4307 Materials - Defib Equipment	0	0	0	(150)	0	150	(300)		150	50.0%	
4316 Materials - Kitchen Supplies	0	0	0	(75)	0	75	0		(75)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2025

Cost Centre Report

Month No: 10

	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
4320 Mice - H & S Conformances	0	0	0	(386)	250	636	(500)		114	77.2%	
4332 Mtce - Fire/Security Systems	(40)	68	28	(775)	664	1,439	(800)		26	96.8%	
4336 Mice - Building Fabric	0	0	0	(5)	0	5	(500)		495	1.1%	
4337 Mtce - Building Services	(858)	0	(858)	(3,952)	0	3,952	(1,000)		(2,952)	395.2%	
4338 Mice - 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	(735)	668	(67)	(7,348)	6,680	14,028	(6,680)		(668)	110.0%	
4343 Electricity	0	0	0	(2,591)	4,500	7,091	(6,500)		3,909	39.9%	
4344 Gas	(3,191)	1,500	(1,691)	(8,514)	6,300	14,814	(8,900)		386	95.7%	
4345 Water	0	230	230	(1,008)	920	1,928	(920)		(88)	109.5%	
<u>261 Jubilee Hall Car Park & Ground</u>											
1088 Income - Electric Charge M/C's	170	250	80	1,138	1,000	(138)	1,000			113.8%	
1089 Income - Car Parking M/C's	442	115	(327)	3,201	1,150	(2,051)	1,380			232.0%	
1152 Annual Hire - Season Tickets	0	366	366	1,375	772	(603)	1,138			120.8%	
1211 Hire Fees - Grounds	0	0	0	33	42	9	42			79.4%	
4150 Ticket M/C Card Charges	(258)	185	(73)	(1,890)	1,850	3,740	(2,220)		330	85.1%	
4270 Contractor - Arboricultural	0	0	0	(650)	350	1,000	(350)		(300)	185.7%	
4281 Contractor - Window Cleaning	(20)	0	(20)	(100)	200	300	(240)		140	41.7%	
4286 Contractor - Car Park Tickets	0	0	0	(178)	150	328	(300)		122	59.5%	
4287 Contractor - Electric Charge Mac	0	0	0	(240)	150	390	(150)		(90)	160.0%	
4325 Mtce - Car Park Ticket M/c's	(213)	0	(213)	(967)	591	1,558	(788)		(179)	122.7%	
4329 Mtce - Fencing	0	0	0	0	0	0	(250)		250	0.0%	
4341 Non Domestic Rates	(276)	825	549	(2,083)	8,252	10,335	(8,252)		6,169	25.2%	

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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
4343 Electricity	(107)	55	(52)	(843)	642	1,485	(712)		(131)	118.5%	
<u>270 Well House</u>											
4337 Mice - Building Services	0	0	0	(302)	0	302	0		(302)	0.0%	
4341 Non Domestic Rates	(329)	0	(329)	(2,304)	0	2,304	0		(2,304)	0.0%	
4343 Electricity	(26)	0	(26)	(492)	0	492	0		(492)	0.0%	
4344 Gas	(48)	0	(48)	(321)	0	321	0		(321)	0.0%	
<u>275 Coronation Hall</u>											
1131 Contract Hire - Kitchen	0	50	50	0	500	500	600			0.0%	
1132 Contract Hire - Rooms	575	500	(75)	5,750	5,000	(750)	6,000			95.8%	
1133 Contract Hire - Storage	0	25	25	0	250	250	300			0.0%	
4102 Prof Fees - PAT Testing	0	0	0	0	100	100	(100)		100	0.0%	
4106 Prof Fees - Hardwire Insptions	0	0	0	0	375	375	(375)		375	0.0%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	0	0	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	63	63	(414)	832	1,246	(1,000)		586	41.4%	
4281 Contractor - Window Cleaning	0	0	0	(50)	0	50	0		(50)	0.0%	
4320 Mice - H & S Conformances	0	0	0	(655)	125	780	(250)		(405)	261.9%	
4332 Mice - Fire/Security Sytems	0	100	100	(130)	1,000	1,130	(1,200)		1,070	10.8%	
4336 Mice - Building Fabric	0	0	0	(356)	0	356	(500)		144	71.3%	
4337 Mice - Building Services	0	0	0	(2,884)	0	2,884	(1,000)		(1,884)	288.4%	
4338 Mice - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mice - External Decoration	0	0	0	(50)	0	50	(500)		450	10.0%	
4341 Non Domestic Rates	0	74	74	0	736	736	(736)		736	0.0%	
4343 Electricity	(218)	1,750	1,532	(1,401)	4,500	5,901	(4,500)		3,099	31.1%	

Month No: 10

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
4344 Gas	(302)	550	248	(1,961)	2,100	4,061	(3,000)		1,039	65.4%	
4345 Water	0	125	125	0	1,250	1,250	(1,500)		1,500	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - PAT Testing	0	0	0	(90)	150	240	(150)		60	60.0%	
4106 Prof Fees - Hardwire Inspctions	0	0	0	(300)	190	490	(190)		(110)	157.9%	
4274 Contractor - Waste Skip Hire	(486)	0	(486)	(3,202)	2,275	5,477	(2,730)		(472)	117.3%	
4277 Contractor - Water Monitoring	0	0	0	(88)	0	88	0		(88)	0.0%	
4305 Op Costs - Tractors&Mowers	(283)	0	(283)	(283)	0	283	0		(283)	0.0%	
4332 Mitce - Fire/Security Sytms	(23)	45	23	(287)	410	697	(500)		213	57.5%	
4336 Mitce - Building Fabric	0	0	0	0	0	0	(250)		250	0.0%	
4337 Mitce - Building Services	0	0	0	(145)	0	145	(500)		355	29.0%	
4343 Electricity	0	0	0	(711)	3,500	4,211	(6,000)		5,289	11.8%	
<u>290 Playgrounds & Leisure Areas</u>											
4109 Prof Fees - H&S Bldg Report	0	0	0	(700)	850	1,550	(850)		150	82.4%	
4144 Lease - Oak Road Play Area	0	0	0	(205)	145	350	(145)		(60)	141.7%	
4270 Contractor - Aboricultural	(125)	0	(125)	(3,275)	3,500	6,775	(3,500)		225	93.6%	
4280 Contractor - Grounds	0	0	0	(2,303)	3,000	5,303	(3,000)		697	76.8%	
4313 Materials - Signage	0	0	0	(278)	150	428	(300)		22	92.6%	
4320 Mitce - H & S Conformances	0	0	0	(278)	1,000	1,278	(2,000)		1,722	13.9%	
4327 Mitce - Play & Leisure Equipmnt	0	1,125	1,125	(525)	4,500	5,025	(4,500)		3,975	11.7%	
4329 Mitce - Fencing	0	0	0	0	500	500	(1,000)		1,000	0.0%	

Bishop's Waltham Parish Council
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Month No: 10

	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
299 Capital - Halls & Grounds											
1079 Income - Compensation	0	0	0	250	0	(250)	0			0.0%	
1336 WCC CIL Funding 2024-25	0	0	0	40,000	40,000	0	40,000			100.0%	40,000
1368 WCC Open Space Fund	0	0	0	19,637	18,797	(840)	18,797			104.5%	19,637
1400 WCC Rural England PF	49,000	0	(49,000)	49,000	0	(49,000)	0			0.0%	49,000
1403 SSEN Grant - Solar Batteries	16,060	0	(16,060)	16,060	0	(16,060)	0			0.0%	16,060
4350 Minor Assets	(42)	0	(42)	(2,836)	2,500	5,336	(2,500)		(336)	113.4%	
4364 Southern Footpath Cycleway	0	0	0	(6,146)	0	6,146	0		(6,146)	0.0%	6,146
4386 Floor Polisher PP	0	0	0	(1,166)	0	1,166	0		(1,166)	0.0%	1,166
4390 Replace Skate Park	0	0	0	(77,271)	0	77,271	0		(77,271)	0.0%	75,881
4393 Solar Panels on JH Roof	(4,015)	0	(4,015)	(66,164)	99,750	165,914	(99,750)		33,586	66.3%	66,164
4398 Resurface Play Areas	0	0	0	0	0	0	(2,000)		2,000	0.0%	
4410 Replace Play Area Equipment	(641)	0	(641)	(641)	0	641	(4,000)		3,360	16.0%	641
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	(4,900)	6,000	10,900	(8,000)		3,100	61.3%	4,900
4417 Upgrade Intruder Alarm (JH)	0	0	0	0	2,500	2,500	(2,500)		2,500	0.0%	
4420 Costs-Purchase of Community	0	0	0	(3,311)	0	3,311	0		(3,311)	0.0%	3,311
4422 Replace Paving Stones (JH)	0	0	0	(252)	2,500	2,752	(2,500)		2,248	10.1%	
4423 EV Chargers	0	0	0	0	11,000	11,000	(11,000)		11,000	0.0%	
4432 Montague rd Play Areas	0	0	0	(2,911)	0	2,911	0		(2,911)	0.0%	2,911
4450 Extend Parking PP	0	0	0	(98,350)	0	98,350	0		(98,350)	0.0%	98,350
4484 Stackable Chairs (JH)	0	0	0	(874)	0	874	0		(874)	0.0%	874

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/01/2025

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
4487 Building Maintenance	0	0	0	0	18,500	18,500	(24,500)		24,500	0.0%	
4500 Albany Road Play Park	0	0	0	(75,668)	78,198	153,866	(78,198)		2,530	96.8%	75,668
Grand Totals:- Income	73,952	9,457	(64,495)	218,471	134,885	(83,586)	148,585			147.0%	
Expenditure	15,464	15,891	427	462,651	369,112	(93,539)	425,539	0	(37,112)	108.7%	
Net Income over Expenditure	58,487	(6,434)	(64,921)	(244,180)	(234,227)	9,953	(276,954)				
plus Transfer from EMR	4,655	0	(4,655)	336,011	0	(336,011)	0				
less Transfer to EMR	65,060	0	(65,060)	124,697	0	(124,697)	0				
Movement to/(from) Gen Reserve	(1,917)	(6,434)	(4,517)	(32,866)	(234,227)	(201,361)	(276,954)				

Bishop's Waltham Parish Council
Halls & Grounds Committee - Capital Projects Control 2024-25
Month 10

Income	Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding Budget £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
	1079	Income - Compensation	Dec	0	0	0	250	0	Total Gas & Power - fund Minor Assets (Heaters)
	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	
	1336	WCC CIL Funding 2024-25	Sep	40,000	40,000	0	40,000	0	EMR 376 Solar Panels
	1337	WCC S106 Funding 2024-25	Jan	0	0	0	0	74,110	EMR 373 Southern Footpath
	1368	WCC Open Space Fund	Aug	18,797	18,797	0	19,637	0	EMR 315 Montague Rd/378 Albard Rd
	1400	WCC Rural England PF	Feb	0	0	0	49,000	0	EMR 377 Extend Parking PP
	1403	SSEN Grant - Solar Batteries	Mar	0	0	0	16,060	0	
		Total Gross Committee Income		58,797	58,797	0	124,947	74,110	
Expenditure	4350	Minor Assets	Oct	2,500	0	2,500	2,836	0	Bins/Ladder/Blower Kit/Tennis Net/Goals/A2 Board/Heaters/
	4364	Southern Footpath/Cycleway	Jul/Aug	0	0	0	6,146	0	EMR 373
	4365	Replace Tractor	Mar	0	0	0	0	33,500	EMR 330
	4368	Replace Topper/Mower	Mar	0	0	0	0	17,150	EMR 340
	4386	Floor Polisher PP	-	0	0	0	1,166	0	EMR 375
	4390	Replace Skate Park	Apr/Jul/Dec	0	0	0	77,271	0	EMR 374 (£1,390 committee exp)
	4393	Solar Panels On Roof (JH)	Jul/Aug Jan/Feb	99,750	99,750	0	62,149	12,045	EMR 376
	4410	Replace Play Area Equipment	Feb	0	0	0	641	0	EMR 325 (Tennis court benches)
	4415	Tennis Court Maintenance	Sep	6,000	6,000	0	4,900	0	EMR 355
	4417	Upgrade Intruder Alarm (JH)	Feb	2,500	0	2,500	0	2,500	EMR 351
	4420	Costs - Purchase of Community Asset	May/June	0	0	0	3,311	0	
	4422	Replace Paving Stones	Jan	2,500	0	2,500	252	0	EMR 336
	4423	EV Chargers	Not expected	11,000	11,000	0	0	0	EMR 315
	4432	Montague Rd Play Areas	Oct	0	0	0	2,911	0	EMR 377
	4450	Extend Parking (PP)	Oct/Jan	0	0	0	98,350	0	EMR 390
	4484	Stackable Chairs (JH)	May	0	0	0	874	0	EMR 350 Architect costs
	4485	Replace Clubhouse (PP)	-	0	0	0	0	17,545	EMR 379
	4487	Building Maintenance	Feb	18,500	18,500	0	0	18,500	EMR 378
	4500	Albany Road Play Park	May-Oct	78,198	78,198	0	75,668	0	
		Total Gross Committee Expenditures		220,948	213,448	7,500	336,475	101,240	
		EMR Movements		154,651	154,651	0	207,302	(27,130)	
		Total Net Committee Expenditures		7,500	0	7,500	4,226	54,260	



Halls and Grounds Committee – 18th February 2025

11. Ear Marked Reserves Report and Year End 2024/25 Adjustments – for approval

As we approach year end, I would like make adjustments to the following EMR codes (see the H&G EMR Report – Mth 10 overleaf and those items in red): -

Code	Description	Balance
315	EMR-Montague Road Play Areas-S106/CIL/OSF	£42
370	EMR-CCTV (HR)-PC	£3,152
375	EMR-Floor Polisher (PP)-PC	£334
376	EMR-Solar Panels on Roof (JH)	£37,601
378	EMR-Albany Road Play Park-S106/OSF	£965
380	EMR-Name Sign (JH)-PC	£5,000
390	EMR-Stackable Chairs (JH)-PC	£926

Move remaining funds from 315 and 378 to 325 EMR-Replace Play Area Equipment – to fund any equipment that may need replacing in the future.

Move remaining funds from 375 and 390 to 377 EMR-Extend Parking (PP) – to fund additional works required to complete the overflow car park extension.

Move remaining funds from 380 to 379 EMR-Building Maintenance – EMR 380 has been available since 2023 with no expectation of completion. I would propose that these funds are made available for necessary maintenance works in all buildings in 25/26.

Approve for funds held in 370 to be used for the necessary upgrade of JH Intruder Alarm System which is expected to exceed £2,500 already budgeted in 24/25.

Rename 376 to EMR-Building Decarbonisation (JH) – remaining funds will be used to fund future works required to the heating system.

Proposal: To approve the tabled adjustments.

Finance Manager
11.02.25

Ear Marked Reserves
2024-2025

	Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Actual Total Year	Budget Total Year	Closing Balance
315	EMR - Montague Road Play Areas - S106/CIL/OSF	£548	£0	£0	£0	£0	£0	£2,911	£0	£0	£0	£0	£506	£0	£42
316	EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
317	EMR - Allotment Fencing - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
318	EMR - Coronation Hall Renovations - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
320	EMR - Replace Pick up Truck - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
325	EMR - Replace Play Area Equipment - PC	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£641	£0	£0	£0	£15,000
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£8,103
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
340	EMR - Replace Topper / Mower - PC	£33,500	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000
341	EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,350
345	EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,078
350	EMR - Bldings Replace / Refurb - PC	£85,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£3,311	£0	£3,236	£75	£0	£0	£0	£0	£0	£0	£17,545	£0	£0	£72,455
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
354	EMR - Fencing Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£198,000
355	EMR - Tennis Court Maintenance - PC	£16,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000
356	EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£0	£4,900	£0	£0	£0	£0	£0	£0	£0	£14,100
357	EMR - Resurface Play Areas - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
358	EMR - Southern Footpath Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000
359	EMR - HR Drainage - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£20,000
370	EMR - CCTV (HR) - PC	£5,000	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
373	EMR - Southern Footpath - WCIL/S106	£9,063	£0	£10,000	£6,006	£140	£0	£0	£0	£0	£0	£0	£0	£0	£3,152
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£50,583	£43,145	£0	£15,298	£17,060	£0	£0	£0	£15,676	£0	£0	£0	£0	£48,901
375	EMR - Floor Polisher (PP) - PC	£1,500	£0	£0	£1,166	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
376	EMR - Solar Panels on Roof (JH) - CIL/WCIL	£59,750	£0	£0	£0	£42,962	£0	£0	£0	£0	£0	£0	£0	£0	£334
377	EMR - Extend Parking (PP) - CIL/WCC REFP	£54,678	£0	£0	£3,450	£0	£0	£8,850	£0	£0	£0	£0	£0	£0	£37,601
378	EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£450	£73,196	£170	£1,779	£73	£0	£0	£0	£0	£0	£0	£1,878
379	EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£965
380	EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000
389	EMR - Parish Council Website - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
390	EMR - Stackable Chairs (JH) - PC	£1,800	£0	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,000
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	£926
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	£5,011
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£12,867	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062
396	EMR - SDNP CIL Receipts 2021-22 (End 31/03/27)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£42,889
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	£481
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£1,660	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,321
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
401	EMR - WCC S106 Receipts 2024-25	£472,382	£43,145	£25,462	£74,437	£42,423	£23,598	£7,282	£0	£105,176	£60,404	£26,020	£234,350	£99,298	£556,672

Approved transfers
PC321/231
PC347/23



Halls and Grounds Committee – 18th February 2025

12. 2025/26 Halls and Grounds Hire Rates (Product Fee Increases) **Community Events – *for consideration***

This agenda item has been moved to the confidential section of the meeting.

Committees Officer
13.02.25



Halls and Grounds Committee – 18th February 2025

13. Grant Opportunities – *for information*

Grant applications submitted by the H&G Committee (updates shown in **bold**):

Grant Scheme	Purpose	Status
WCC Community Infrastructure Levy (CIL)	Solar Panels	£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 Funds now received
Go Greener Faster – (WCC)	Electric vehicle charging point for Hoe Road and the Jubilee Hall.	Declined (Fund closed)
SEE Powering Communities to Net Zero Fund	Battery storage at Jubilee Hall	Granted. Funds now received

Proposal: To note the updates above.

Committees Officer 13.02.25



Halls and Grounds Committee – 18th February 2025

14. Priory Park Overflow Car Park Project Update - *for consideration*

Current Status

- The overflow car park project was completed on 31st January.



- However, following a full inspection on completion, a snag list was set up for areas that were deemed to be of an unsatisfactory standard. The contractor returned on Thursday 6th February and corrected the items on the list.
- Quotes have since been sought to upgrade the area adjoining the two car parks using Tarmacadam and a contractor was given approval for this work at the Full Council meeting on 11th February. The appointed contractor has scheduled the work to take place over two days commencing on Monday 24th February.
- The Grounds Team has grass seeded around the perimeter of the car park. The Senior Groundsman has notified the office that the bund created to the right side of the car park (as viewed from the entrance) will require some removal of stone prior to the application of grass seed. Some grading of the area toward the start of the pathway to the Skate Zone has also been requested to facilitate the ongoing maintenance of the area. As such, quotations will be gathered.

Proposal: To note the update above and make any recommendation for further actions deemed necessary.



Halls and Grounds Committee – 18th February 2025

15. Facilities Review Update – Priory Park Redesign - *for consideration*

Current Status

- A project start-up meeting took place on Monday 20th January with members of the architect's team and the Councils working group in attendance. Notes from that meeting are overleaf.
- An additional meeting has also taken place on Monday 10th February, again with the working group and members of Axis architecture in attendance. This meeting was to view and discuss the initial artists impressions and feasibility designs. Notes from this meeting are also overleaf.
- Following the Full Council meeting on 11th February, approval was given to appoint a Topographical surveyor, as requested by Axis.
- For information - overleaf is a list of the expected surveys / consultants to be used throughout the build process for Priory Park.
- The initial drawings and plans for the new clubhouse will be available to view at the H&G meeting.

Proposal: To receive the working group meeting notes and to note the above.

Project Manager 12.02.25

Minutes from BWPC Facilities Review working group meeting with Axis Architects – 20.01.25

Attendees

For BWPC

Cllr Nicholson

Cllr Webb

Cllr Latham

Cllr Wilson

For Axis

[REDACTED]

[REDACTED]

Project Manager

- The meeting opened with reference to the Councils previous listing of requirements for consideration in the new design.
- As back up to the above, schematics of the current building were also displayed.
- Various discussions took place around the requirements of the original listing.
- Discussion also took place around how the new changing room set up had to be in line with the Football Associations standard for the resident team's usage.
- Axis were fully aware of the Councils requirement for a 'self-sustained – green energy' building.
- Axis made the Council aware of some of the surveys that would be required to take place at the outset of the project.
- At the end of the meeting Axis requested a site visit to the Priory Park building to take some dimensions of the building to verify to the plans given to them.

R.Thorne

Project Manager

**Minutes from BWPC Facilities Review working group 2nd meeting
with Axis Architects - 10.02.25**

Attendees

For BWPC

Cllr Nicholson

Cllr Webb

Cllr Latham

Cllr Wilson

Estate Manager

Project Manager

For Axis

[REDACTED]

[REDACTED]

- The meeting opened with Axis issuing copies of the artists impression and design drawings for the new building, for all to review.
- The general opinion from the group was that the design shown was pretty much in line with what had been envisaged.
- Discussions then led into looking at the detail of the internal layouts, number of changing rooms and requirements of the groundsmen's work and storage area.
- Ideas were exchanged on varying alterations that could be made to the design to accommodate the above details. However potential additional costs were mentioned if further excavation work was to be considered.
- Approval for the topographic survey finances are for review on 11th February at the Full Council meeting. On approval, Axis will progress the survey to assist them in understanding the natural features of the land in the build area.

R.Thorne

Project Manager

List of expected Surveys / Consultants to be used through the build process for Priory Park.

Surveys

- TOPO survey @ RIBA Stage 1 / 2
- Drainage Survey @ RIBA Stage 2/4
- Ecology Survey @ RIBA Stage 2 / 3
- Arboricultural Survey @ RIBA Stage 3
- Asbestos Survey @ RIBA Stage 4

Consultants

- Energy Consultant @ RIBA Stage 3
- Structural Engineer @ RIBA Stage 4
- M&E Engineer @ RIBA Stage 4

Project Manager



Halls and Grounds Committee – 18th February 2025

16. Hoe Road Recreation Ground Tennis Benches Update – *for information*

Two 'Torbay' leisure benches, as shown below, were delivered on 11th February and have now been installed at the tennis courts. An email thanking the Parish Council has been received from Active Academy.



Project Manager
12.02.25



Halls and Grounds Committee – 18th February 2025

17. Jubilee Hall Youth Shelter – *for information*

Current Status

This project was completed on 31st January.



Before



After



Halls and Grounds Committee – 18th February 2025

18. Project Manager's Report – *for information*

Skate Zone Footpath

Quotes are being sought to join the footpath from where it currently ends up to the skatepark itself, to enable a safer and cleaner mounting point onto the concrete surface. One quotation has been received so far.



Southern Pathway

Suggestions and quotes are being sought to repair the washed away area on pathway adjacent to Martin Street church. Tarmacadam along the length of the bend has been suggested – one quotation has been received so far. However, we are also seeking quotes for other permeable surfaces such as Agriflex or Conipave. A site visit with a contractor for these surfaces to take place on Monday 17th February.

Project Manager
12.02.25



Halls and Grounds Committee – 18th February 2025

19. Additional Battery Storage for Solar Generated Electricity for Jubilee Hall – *for consideration*

The contract for this work has now been signed and an initial deposit paid to the contractor.

An update has been requested from the contractor. The most recent status reported to us was that they were still awaiting a response from the DNO, which is required before the work can proceed.

Proposal: **To note the above.**

Committees Officer
13.02.25



Halls and Grounds Committee – 18th February 2025

20. Memorial Tree Variety List – *for consideration*

The following draft list was collated by Councillor Pavey, to provide suggestions of potential appropriate tree varieties for residents who have requested memorial trees. If approved, this list will be provided to residents who request a tree, to accompany the Council's Memorial Tree and Bench Policy.

The specific variety of tree selected by residents would still have to be assessed in relation to the proposed location to ensure suitability.

Proposal: To consider and approve the list of draft memorial tree variety list.

Committees Officer
13.02.25

Suggested Tree Varieties for Memorial Trees

This list is to be used in conjunction with Bishop's Waltham Parish Council's *Memorial Tree and Bench Policy*. The variety of tree should be selected with the proposed location in mind.

1. Hawthorn (*Crataegus monogyna*)

- **Maximum Height:** 15 metres
- **Age:** Can live up to 400 years
- **Seasons of Interest:** Spring (white flowers), Autumn (red berries)
- **Wildlife Benefits:** Birds like thrushes and blackbirds enjoy the berries; provides shelter for small mammals

2. Rowan (*Sorbus aucuparia*)

- **Maximum Height:** 15 metres
- **Age:** Can live up to 200 years
- **Seasons of Interest:** Spring (white flowers), Autumn (red berries)
- **Wildlife Benefits:** Birds like waxwings and thrushes enjoy the berries; supports various insects

3. Hazel (*Corylus avellana*)

- **Maximum Height:** 12 metres
- **Age:** Can live up to 80 years
- **Seasons of Interest:** Spring (catkins), Autumn (nuts)
- **Wildlife Benefits:** Nuts are a food source for squirrels and dormice; supports various insects

4. Holly (*Ilex aquifolium*)

- **Maximum Height:** 10 metres
- **Age:** Can live up to 300 years
- **Seasons of Interest:** Winter (red berries)
- **Wildlife Benefits:** Berries are a food source for birds like thrushes; provides shelter for small mammals

5. Elder (*Sambucus nigra*)

- **Maximum Height:** 10 metres
- **Age:** Can live up to 60 years
- **Seasons of Interest:** Summer (white flowers), Autumn (black berries)
- **Wildlife Benefits:** Berries are a food source for birds like blackbirds; flowers attract pollinators

6. Crab Apple (*Malus sylvestris*)

- **Maximum Height:** 10 metres
- **Age:** Can live up to 100 years
- **Seasons of Interest:** Spring (pink/white flowers), Autumn (small apples)
- **Wildlife Benefits:** Apples are a food source for birds and mammals; flowers attract pollinators

7. Bird Cherry (*Prunus padus*)

- **Maximum Height:** 15 metres
- **Age:** Can live up to 60 years
- **Seasons of Interest:** Spring (white flowers), Summer (black cherries)
- **Wildlife Benefits:** Cherries are a food source for birds; flowers attract pollinators

8. Goat Willow (*Salix caprea*)

- **Maximum Height:** 10 metres
- **Age:** Can live up to 50 years
- **Seasons of Interest:** Spring (catkins)
- **Wildlife Benefits:** Catkins provide early nectar for bees; supports various insects

9. Guelder Rose (*Viburnum opulus*)

- **Maximum Height:** 5 metres
- **Age:** Can live up to 30 years
- **Seasons of Interest:** Summer (white flowers), Autumn (red berries)
- **Wildlife Benefits:** Berries are a food source for birds; flowers attract pollinators

10. Downy Birch (*Betula pubescens*)

- **Maximum Height:** 15 metres
- **Age:** Can live up to 100 years
- **Seasons of Interest:** Spring (catkins), Autumn (yellow leaves)
- **Wildlife Benefits:** Supports various insects; provides habitat for birds

11. Field Maple (*Acer campestre*)

- **Maximum Height:** 15 metres
- **Age:** Can live up to 350 years
- **Seasons of Interest:** Autumn (golden leaves)
- **Wildlife Benefits:** Supports aphids, ladybirds, hoverflies, and birds; flowers provide nectar for bees

12. Whitebeam (Sorbus aria)

- **Maximum Height:** 15 metres
- **Age:** Can live up to 100 years
- **Seasons of Interest:** Spring (white flowers), Autumn (red berries)
- **Wildlife Benefits:** Berries are a food source for birds; leaves support caterpillars

13. Wayfaring Tree (Viburnum lantana)

- **Maximum Height:** 5 metres
- **Age:** Can live up to 50 years
- **Seasons of Interest:** Spring (cream flowers), Autumn (red to black berries)
- **Wildlife Benefits:** Berries are a food source for birds; flowers attract pollinators

14. Blackthorn (Prunus spinosa)

- **Maximum Height:** 7 metres
- **Age:** Can live up to 100 years
- **Seasons of Interest:** Spring (white flowers), Autumn (blue-black sloes)
- **Wildlife Benefits:** Provides nectar and pollen for bees in spring; berries are a food source for birds; dense thickets provide shelter for small mammals and nesting sites for birds



Halls and Grounds Committee – 18th February 2025

21. Memorial Bench List – *for consideration*

This agenda item has been withdrawn.

Committees Officer
13.02.25



Halls and Grounds Committee – 18th February 2025

22. Hoe Road Recreation Ground Parking and Vehicle Issues – *for consideration*

Active Academy and the ACSO have reported that some problems are continuing to arise at the Hoe Road Recreation Ground during periods of peak usage. These include evenings when the Guide Hut and tennis courts are both in use and Saturday mornings when Active Academy holds tennis sessions and the football pitches are also in use.

The issues involved are shown below, along with remedial action being taken.

Issue	Remedial action and notes
Speed of vehicles on site	<ul style="list-style-type: none">• Letter from BWPC to parents/guardians.• ACSO presence on site when practicable.• Traffic cones are being placed to right of track to deter stopping.• Visit to Guide/Brownie groups offered by ACSO to encourage children to take additional care on site (hoping to have PCSO also at visit).
Cars stopping on the top section of access track whilst collecting children from the Guide Hut or tennis rather than parking on the bottom section and walking up	
Flow and quantity of vehicles on site (Saturday mornings)	<ul style="list-style-type: none">• Request to football hirer to space matches out.• Replacement of cartridges in directional ramps. To be accompanied by communication to inform hirers/site users (to include a social media post), and appropriate signage.

Future actions for potential further consideration:

- Adding another speed bump in between the direction ramp and bump further down the track to prevent vehicles from picking up speed on the top section of the track.

Proposal: To note the above and agree any other relevant actions.

Committees Officer
12.02.25



Halls and Grounds Committee – 18th February 2025

23. Allotments Fencing Update – *for information*

On Tuesday 11th February a meeting was held at the allotments to discuss the fencing project that has been allocated funds in the Committee's 2025/26 budget. Notes from the meeting are below (with thanks to the Gardening Club for providing these).

Meeting with allotments representatives – Tuesday 11th February 2025

Where: Allotments

Attendees: [REDACTED] (Representatives from Bishop's Waltham Gardening Club), Cllr Webb, Estates Manager

- Objective of the meeting was to introduce the project to the Estates Manager and to progress with the project. Project is to secure bottom section of the allotments site. Vehicle access is required to lower section (from the track that continues on to the cricket ground).
- Project budgeted for 2025/26.
- Three quotes to be gathered for consideration. In order to maintain consistency these quotes would need to be for:
 - Fencing to be of a similar standard as that on the top field.
 - The supply and fitting of three gates from first fence ([REDACTED] to supply [REDACTED] with the specifications). Two gates will need to be suitable for vehicle access and one for pedestrian access.

Action: Estates Manager to approach contractors he has worked with to see if they would be interested in quoting for the work.

Action: BWGC to approach their fencing contact, and also the contractor who undertook the installation of the fencing on the top field.

- The aim is to get quotes back in time for the H&G Committee on 18 March which should enable the works to start in early April when the budget becomes available.
 - Other means of trying to avoid members of public walking onto site (unauthorised access) and parking by the shed:
 - No Parking signs – by the allotments shed
 - Signage to show that bottom field isn't public land
-

Proposal: To note the above.

Committees Officer
12.02.25