



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 March 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 – 18th February 2025
6. Actions arising from meeting 18th February 2025- *for information only*
7. Financial Position Year to Date - *to note current position*
8. Capital Control Report - *for information*
9. Ear Marked Reserves Report and Year End 2024/25 Adjustments - *for approval*
10. Grant Opportunities - *for information*
11. Estate Manager's Report - *for information*
12. Senior Groundsman's Report - *for information*
13. Project Manager's Report - *for information*
14. Facilities Review - Priory Park Redesign Update and Funding Request - *for consideration*
15. Hedgerow Planting at Montague Road - *for consideration*
16. Bishop's Waltham Rotary Family Fun Day Draft Licence and Fee - *for consideration*
17. Dynamos Football Tournament Draft Licence and Fee - *for consideration*
18. Ponds Lane Bridleway - *for consideration*
19. Montague Road Wildflower Area Meeting – *for consideration*
20. Memorial Bench List - *for consideration*
21. Requests for Future Agenda Items - *for information only*
22. Date of next meeting - 15th April 2025
23. **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
24. Proposal for Half Day Halls Hire Rate - *for consideration*

25. Quotations for Trade and Recycling Waste Services at the Jubilee Hall and Priory Park – *for consideration*
26. Quotations for Jubilee Hall Alarm Upgrade – *for consideration*
27. Quotations for Surfacing to Join Skate Zone and Access Pathway – *for consideration*
28. Southern Footpath Remedial Works Quotations – *for consideration*
29. Quotations for Churchill Avenue Play Area Replacement Gates – *for consideration*
30. Quotations for Fencing at Albany Road Allotments – *for consideration*
31. Quotation for Change of Payment Processor for Jubilee Hall Car Park Ticket Machines - *for consideration*

C Wilkinson
Clerk to the Committee
12th March 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 and Grounds Committee held in the Ruby Room of the Jubilee Hall, Bishop's Waltham on Tuesday 18th February 2025 at 7pm.

Present: Cllr Marsh
Cllr Pavey
Cllr Sherwood
Cllr Webb Committee Chairman

In Attendance: Mr S Arthur Estates Manager
Mrs E McKenzie Executive Officer
Mr R Thorne Projects Manager
Mr T Veck Senior Groundsman

Members of the Public: 0

HG254/24 To receive and accept apologies for non-attendance

Cllr Latham – family commitments
Cllr Stallard – family commitments
Cllr Wilson – family commitments

Resolved: To accept apologies for non-attendance

Proposed: Cllr Sherwood

Seconded: Cllr Pavey

All in favour

HG255/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

HG256/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None.

HG257/24 Public Session

No members of the public present.

It was noted that the new Youth Hall, once completed, would be available to any community hire. A query regarding the speed bump at Priory Park had been raised and information provided on the need to control vehicle speed at the site.

A suggestion was made to consider route markers along the Southern Pathway i.e. at Allotments.

HG258/24 To approve the minutes from the meeting of the Halls and Grounds Committee – 21st January 2025

Resolved: To approve minutes of the Halls and Grounds Committee – 21st January 2025

Proposed: Cllr Marsh

Seconded: Cllr Sherwood

All in favour who were present at the meeting of 21st January 2025.

HG259/24 Actions arising from the meeting of the Halls and Grounds Committee – 21st January 2025

Noted. The list was reviewed and updated as per the sheet tabled. Updated list to be circulated with the meeting minutes for reference.

HG260/24 Estates Manager's Report

Noted. Recent issues arising with the electrics to the heating systems were noted with remedial works in progress.

- HG261/24 Senior Groundsperson's Report**
Noted. Current focus was on whole parish grounds, under previous lengthsmen scheme tasks, and also work at the Cemetery. The Committee thanked the grounds team for their work at St George's Square bus shelter and also noted compliments received from a member of the public regarding the valued upkeep of the Cemetery grounds.
- HG262/24 Financial Position Year to Date**
The report was duly deliberated and areas of overspend noted for next year's budget setting.
Resolved: To note the financial position year to date.
Proposed: Cllr Pavey
Seconded: Cllr Sherwood
All in favour.
- HG263/24 Capital Control Report**
Noted.
- HG264/24 Ear Marked Reserves Report and Year End 2024/25 Adjustment**
This report with adjustments suggested was duly considered.
Resolved: To approve the tabled adjustments suggested except to retain code 370 to progress the project within 2025.
Proposed: Cllr Pavey
Seconded: Cllr Sherwood
All in favour.
- HG265/24 2025/26 Halls and Grounds Hire Rates (Product Fee Increases) Community Events**
The paper tabled was carefully considered and a recommendation made to be referred to the Finance, Policy and Resources Committee for further deliberation.
Resolved: To recommend to the Finance, Policy and Resources Committee the Approach A tabled with an incremental increase to be planned over the next three years.
Proposed: Cllr Pavey
Seconded: Cllr Sherwood
All in favour. **ACTION: Committees Officer**
- HG266/24 Grant Opportunities**
Noted.
- HG267/24 Priory Park Overflow Car Park Project Update**
The updates presented were positively noted. It was suggested that activity was monitored over the coming weekends to assess the impact of the car park extension.
- HG268/24 Facilities Review Update – Priory Park Clubhouse Redesign**
The Project Manager's update was welcomed and next steps would be progressed in due course.
Resolved: To note the progress in the Priory Park Clubhouse redesign.
Proposed: Cllr Webb
Seconded: Cllr Pavey
All in favour
- HG269/24 Hoe Road Recreation Ground Tennis Benches Update**
Noted. The benches were reportedly heavily weighted and hopefully very durable. The tennis club had thanked the Council in writing for the provision of this courtside seating.
- HG270/24 Jubilee Hall Youth Shelter Update**
The new base resurfacing was positively received and noted as a beneficial improvement.
- HG271/24 Project's Manager Report**
Noted. Projects were highlighted as in progress. Quotations would follow as a future agenda item.

- HG272/24 Additional Battery Storage for Solar Generated Electricity for Jubilee Hall Update**
Noted.
- HG273/24 Memorial Tree Variety List**
The helpful tree guide was welcomed and the catalogue produced with illustrative photographs would be circulated to the Committee. The list was noted for inclusion on the website for the public to refer to.
Resolved: To approve the memorial tree variety list as tabled.
Proposed: Cllr
Seconded: Cllr
All in favour
Circulate Tree 'Catalogue' to Committee and upload tree list to the website.
ACTION: Committees Officer
- HG274/24 Memorial Bench List**
Agenda Item withdrawn.
- HG275/24 Hoe Road Recreation Ground Parking and Vehicle Issues**
The issues were duly noted. The Estates Manager added that the football club had been made aware of traffic direction and flow, and they had responded supportively.
It was considered that the parking had not been problematic recently and that remedial actions in progress were addressing issues appropriately. Monitoring was ongoing.
Repairs to the flow plates and new signage regarding the one-way system should be prioritised. Sat Nav companies would be contacted to ensure the one-way system was clearly recorded as such.
ACTION: Estates Manager
- HG276/24 Allotment Fencing Update**
Noted. Quotations for the lower allotment field fence line, with gates, would be presented as a future agenda item.
- HG277/24 Requests for future agenda items**
Review of Premises Licence
Jubilee Hall Intruder Alarm Quotations
Allotment Fencing Quotations
- HG278/24 Date of next meeting – Tuesday 18th March 2025**
Noted.
The Senior Groundsperson left the meeting at 8:25pm.
- HG279/24 Motion for confidential business:** The Chairman then moved:
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.
- HG280/24 Quotations for Replacement Lighting at the Estates Shed**
The three quotations presented were duly considered.
Resolved: To appoint RSW Sound Ltd at a cost of £616.33, excluding VAT, to replace the fluorescent interior lighting with LED lighting at the Estates Shed at Hoe Road Recreation Ground, with ratification by the Finance, Policy and Resources Committee
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour
ACTION: Committees Officer / Estates Manager
- HG281/24 Quotations for Repairs or Replacement of the Gate of the Jubilee Hall Bin Store**
The project was awaiting a third quotation and, as the two quotations tabled greatly varied in price, the three quotations would be referred to the Finance, Policy and Resources Committee to consider.
ACTION: Committees Officer / Estates Manager

HG282/24

Quotations for Southern Pathway Ramp between Priory Park and Bosworth Gardens

The recommendations were carefully deliberated and the possible funding avenues considered. It was hoped that some funds were still available from the Southern Pathway project to undertake this project or relate to Health and Safety code line.

Resolved: To refer the cost avenue to the Finance Manager and appoint Bobs Jobs to repair the ramp edge on the bridge between Priory Park and Bosworth Gardens at a cost of £294.79 excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Sherwood

All in favour

ACTION: Check funding avenue for this project

ACTION: Finance Manager

HG283/24

Quotations for Priory Park Tree Work

The three quotations tabled were considered.

Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of Jack Tosdevine Tree Services for the reduction of the Monterey Pine Tree (no.959) at Priory Park at a cost of £2,600.00 excluding VAT.

Proposed: Cllr Sherwood

Seconded: Cllr Marsh

All in favour

ACTION: Committees Officer / Estates Manager

HG284/24

Prices for Replacement Cartridges for Hoe Road Recreation Ground Directional Ramps

The quotations tabled were considered and the issue of some vehicles not currently abiding with the one-way system due to the flow plates' deterioration. This purchase was considered necessary as soon as possible as a health and safety concern.

Resolved: To purchase 55 cartridges for the directional ramps at Hoe Road Recreation Ground at a cost of £1,925.00 excluding VAT, with ratification by the Finance, Policy and Resources Committee

Proposed: Cllr Marsh

Seconded: Cllr Sherwood

All in favour

ACTION: Committees Officer / Estates Manager

There being no further business the meeting ended at 9.01pm.

Bishops Waltham Parish Council

Actions Arising following the Halls & Grounds Committee for meeting 18.03.25

Minute Number	Subject	Action	Date for completion	Action by	Notes	
1	HG14/21	BWPC publicity leaflet	BWPC publicity leaflet	Proposed for closure	AO/Bookings Clerk	Marketing Mngr has created new poster. Will be made available at events.
2	HG199/22	Antisocial Driving	To gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	Jul-25	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.
4	HG322/22	Car parking sign	Install car parking sign on Shore Lane	Complete	Clerk	Referred to P&H as street furniture.
5	HG165/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	Complete	Vehicle Review Working Group	No further action required at this point.
6	HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	Jul-25	Clerk	
7	HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	Feb-24	Senior Groundsman	
8	HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	Mar-24	Snr Groundsman/ Cllr Webb	
9	HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	Apr-24	Estates Manager	
10	HG312/23	Southern Shared Pathway Update	Approach developer to request drain at join between Bishop's Meadow and Allotments stretches of path.	Apr-24	Clerk	
11	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for replacement gate at Churchill Avenue.	Complete	Clerk/Senior Groundsman	See Agenda item 29
12	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for repainting lines at Priory Park MUGA.	Complete	Clerk/Senior Groundsman	Quotations gathered and contractor selected with Clerk and Chair approval (under £2,000)
15	HG359/23	Jubilee Hall Car Park Financial Review	Contact WCC to raise whether Lower Lane season tickets could be moved to Jubilee Halls.	May-24	Clerk	
16	HG007/24	Public Session - Rotten fence posts at Priory Meadow	Refer information to Senior Groundsman so that fence repairs can be agreed.	Complete	Clerk	New posts installed and works now completed.
19	HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	Apr-25	Clerk	2 quotations received thus far.
20	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.	Apr-25	Clerk	
22	HG047/24	Senior Groundsman's Report - HR hedge damage	Approach WCC to repair recent damage to the hedge at Hoe Road Recreation Ground.	Jul-24	Clerk	
23	HG057/24	Memorial Tree and Bench Policy Draft	Identify example of suitable benches.	Complete	Cllr Pavey/Clerk	See agenda item 20
24	HG081/24	Report from Meeting with Hampshire FA	Review Pitch Power Report and make recommendations to the Committee regarding next steps.	Aug-24	Priory Park football pitch working group	
25	HG127/24	Grant Opportunities	Request more detailed feedback about unsuccessful grant application to Go Greener Fast Fund	Oct-24	Clerk	
26	HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Ask organisations using site to speak to children about road safety.	In progress	Clerk	
27	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	
28	HG136/24	Correspondence - Montague Road Wildflower Area	Reply to correspondent to clarify designation of area in WCC Open Space Assessment	Complete	Clerk	Meeting planned for 17.03.25
29	HG137/24	Proposal for Badminton Court Hire Trial	Proceed with organisation and promotion	Oct-24	Clerk	
30	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	
31	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.
32	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
33	HG169/24	Quotations for Hygeine Waste Contract	Bring information to H&G regarding proposals to increase the number of bins.	Nov-24	Estates Manager	
34	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	Complete	Clerk	See agenda item 16.

35	HG216/24	Southern Shared Pathway Update	Seek quotations for area damaged by water erosion.	Complete	Projects Manager	See agenda item 28
36	HG216/24	Southern Shared Pathway Update	Seek quotations for repair to bridge between Priory Park and Bosworth Gardens.	Complete	Projects Manager	Quotations gathered and contractor appointed.
37	HG217/24	Proposal for Sign at Victoria Road	Order sign to be installed at Victoria Road green space.	Jan-25	Clerk	
38	HG235/24	Public Session - Gap between Skate Zone and access path	Options for improvement to be considered, to resolve muddy area.	Complete	Projects Manager	Quotations gathered and contractor selected with Clerk and Chair approval (under £2,000)
39	HG265/24	2025/26 Halls and Grounds Hire Rates (Product Fee Increases) Community Events	To recommend to the F,P&R Committee the Approach A tabled with an incremental increase to be planned over the next 3 years	Complete	Clerk	Rates approved by Full Council 11.03.25
40	HG273/24	Memorial Tree Variety List	Circulate catalog to Committee members and upload the tree list to the BWPC website.	Mar-25	Clerk	
41	HG275/24	Hoe Road Recreation Ground Parking and Vehicle Issues	Contact sat nav companies to ensure one-way system was recorded as such.	Complete	Estates Manager	Completed by Cllr Sherwood
42	HG280/24	Quotations for Replacement Lighting at the Estates Shed	Appoint contractor and ratify through F,P&R.	Complete	Clerk/Estates Manager	Ratified by F,P&R.
43	HG281/24	Quotations for Repairs or Replacement of the date at the JH Bin Store	Refer three quotations to F,P&R for consideration.	Complete	Clerk/Estates Manager	Two quotations referred to F,P&R, contractor selected for recommendation to Full Council.
44	HG282/24	Quotations for Southern Pathway Ramp between PP and Bosworth Gardens	Check funding avenue for the project.	Complete	Finance Manager	Coded again Play and Leisure areas - Health and Safety Conformance.
45	HG283/24	Quotations for Priory Park Tree Work	To recommend to the F,P&R Committee the appointment of contractor.	Complete	Clerk	Contractor recommended to Full Council.
46	HG284/24	Prices for Replacement Cartridges for HR Rec Ground Directional Ramps	To purchase cartridges and ratify through F,P&R.	Mar-25	Clerk/Estates Manager	

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed

Month No: 11

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>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)	4,400	6,669	(4,800)		2,531	47.3%	
4304 Fuel Charges - PC Vehicles	(186)	400	214	(1,990)	4,400	6,390	(4,800)		2,810	41.5%	
4305 Op Costs - Tractors&Mowers	0	200	200	(1,007)	2,200	3,207	(2,400)		1,393	41.9%	
4306 Op Costs - P C Vehicles	(467)	500	33	(2,967)	5,500	8,467	(6,000)		3,033	49.5%	
4309 Materials - Cleaning	0	0	0	(83)	120	203	(120)		37	68.8%	
4310 Materials -Tools / Minor Items	0	0	0	(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	0	0	0	(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	(78)	0	(78)	(2,353)	0	2,353	0		(2,353)	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	1	1	0	1			100.0%	
1115 Land Lease - Scouts Building	0	0	0	2	2	0	2			100.0%	
1127 Contract Hire - Tennis Courts	0	0	0	1,755	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	176	0	(176)	859	0	(859)	0			0.0%	
4270 Contractor - Aboricultural	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 28/02/2025

Month No: 11

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
4296 Contractor - Electrical	0	0	0	(1,341)	0	1,341	0		(1,341)	0.0%	
4331 Mftee - 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	6,352	(2,615)	7,146			125.5%	
1212 Hire Fees - Football Pitches	0	164	164	309	1,312	1,003	1,476			20.9%	
4270 Contractor - Aboricultural	(1,750)	0	(1,750)	(2,240)	3,500	5,740	(3,500)		1,260	64.0%	
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 Mftee - 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 - Aboricultural	0	0	0	0	750	750	(750)		750	0.0%	
4329 Mftee - 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 - Aboricultural	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	0	200	200	(1,302)	1,200	2,502	(1,200)		(102)	108.5%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 28/02/2025

Cost Centre Report

Month No: 11

	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	(17)	0	(17)	(290)	75	365	(150)		(140)	193.2%	
4311 Materials - Locks and Keys	(14)	0	(14)	(82)	150	232	(300)		218	27.2%	
4313 Materials - Signage	0	0	0	(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	0	0	0	493	496	3	496			99.3%	
1132 Contract Hire - Rooms	0	0	0	6,281	6,328	47	6,328			99.3%	
1133 Contract Hire - Storage	0	0	0	103	104	1	104			98.7%	
1223 Hire Fees - Storage	19	0	(19)	206	0	(206)	0			0.0%	
4102 Prof Fees - PAT Testing	0	0	0	(23)	100	123	(100)		78	22.5%	
4106 Prof Fees - Hardwire Insptions	0	0	0	(600)	375	975	(375)		(225)	160.0%	
4109 Prof Fees - H&S Bldg Report	0	150	150	0	150	150	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	100	100	(644)	1,100	1,744	(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	(93)	100	7	(598)	1,100	1,698	(1,200)		602	49.8%	
4336 Mtce - Building Fabric	(51)	0	(51)	(51)	0	51	(500)		449	10.2%	
4337 Mtce - Building Services	(75)	0	(75)	(1,149)	0	1,149	(1,000)		(149)	114.9%	
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	0	0	0	(736)	740	1,476	(740)		4	99.5%	

**Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 28/02/2025**

Month No: 11

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	(1,237)	0	(1,237)	(2,633)	6,500	9,133	(6,500)		3,867	40.5%	
4345 Water	(505)	125	(380)	(1,235)	1,375	2,610	(1,500)		265	82.3%	
<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	872	(304)	981			119.9%	
1161 Annual Hire - Storage	0	48	48	519	384	(135)	432			120.1%	
1220 Hire Fees - Rooms	1,529	1,470	(59)	19,530	16,170	(3,360)	17,640			110.7%	
1223 Hire Fees - Storage	17	17	1	182	187	6	204			89.0%	
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	150	150	0	150	150	(150)	150		0.0%	
4142 Performing Rights - Music Fees	0	0	0	(361)	250	611	(250)	(111)		144.2%	
4158 Premises Licence	0	0	0	(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)	1,100	1,744	(1,200)	556		53.7%	
4281 Contractor - Window Cleaning	0	100	100	(350)	600	950	(600)	250		58.3%	
4282 Contractor - Cleaning	(288)	350	62	(3,561)	3,850	7,411	(4,200)	639		84.8%	
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	(230)	84	(146)	(739)	916	1,655	(1,000)	261		73.9%	
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%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 28/02/2025

Month No: 11

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
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	0	0	0	(2,545)	2,545	5,090	(2,545)		0	100.0%	
4343 Electricity	(212)	0	(212)	(363)	4,500	4,863	(4,500)		4,137	8.1%	
4344 Gas	(533)	450	(83)	(2,267)	2,550	4,817	(3,000)		733	75.6%	
4345 Water	0	0	0	(1,023)	450	1,473	(500)		(523)	204.6%	
4350 Minor Assets	(122)	0	(122)	(122)	0	122	0		(122)	0.0%	
<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	3,506	4,400	894	4,800			73.0%	
1220 Hire Fees - Rooms	3,154	2,800	(354)	37,405	30,800	(6,605)	33,600			111.3%	
1225 Hire Fees - Kitchen	181	175	(6)	2,149	1,925	(224)	2,100			102.3%	
4102 Prof Fees - PAT Testing	0	0	0	(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	0	0	0	(35)	21	56	(21)		(14)	166.7%	
4275 Contractor - Trade Waste	0	35	35	(2,662)	2,715	5,377	(2,750)		88	96.8%	
4277 Contractor - Water Monitoring	0	100	100	(644)	1,100	1,744	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	0	120	120	(420)	720	1,140	(720)		300	58.3%	
4282 Contractor - Cleaning	(180)	0	(180)	(1,320)	750	2,070	(750)		(570)	176.0%	
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%	

Month No: 11

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	(75)	0	75	0		(75)	0.0%	
4320 Mtce - H & S Conformances	0	0	0	(386)	250	636	(500)		114	77.2%	
4332 Mtce - Fire/Security Systems	(330)	68	(262)	(1,105)	732	1,837	(800)		(305)	138.1%	
4336 Mtce - Building Fabric	0	0	0	(5)	0	5	(500)		495	1.1%	
4337 Mtce - Building Services	(115)	0	(115)	(4,067)	0	4,067	(1,000)		(3,067)	406.7%	
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	0	0	(7,348)	6,680	14,028	(6,680)		(668)	110.0%	
4343 Electricity	(789)	2,000	1,211	(3,381)	6,500	9,881	(6,500)		3,119	52.0%	
4344 Gas	0	1,500	1,500	(8,514)	7,800	16,314	(8,900)		386	95.7%	
4345 Water	0	0	0	(1,008)	920	1,928	(920)		(88)	109.5%	
261 Jubilee Hall Car Park & Ground											
1088 Income - Electric Charge M/C's	0	0	0	1,138	1,000	(138)	1,000			113.8%	
1089 Income - Car Parking M/C's	0	115	115	3,201	1,265	(1,936)	1,380			232.0%	
1152 Annual Hire - Season Tickets	208	0	(208)	1,583	772	(811)	1,138			139.1%	
1211 Hire Fees - Grounds	0	0	0	33	42	9	42			79.4%	
4150 Ticket M/C Card Charges	0	185	185	(1,890)	2,035	3,925	(2,220)		330	85.1%	
4270 Contractor - Aboricultural	0	0	0	(650)	350	1,000	(350)		(300)	185.7%	
4281 Contractor - Window Cleaning	0	40	40	(100)	240	340	(240)		140	41.7%	
4286 Contractor - Car Park Tickets	(178)	0	(178)	(357)	150	507	(300)		(57)	119.0%	
4287 Contractor - Etric Charge Mac	0	0	0	(240)	150	390	(150)		(90)	160.0%	
4325 Mtce - Car Park Ticket M/c's	0	0	0	(967)	591	1,558	(788)		(179)	122.7%	
4329 Mtce - Fencing	0	0	0	0	0	0	(250)		250	0.0%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 28/02/2025

Cost Centre Report

Month No: 11

	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	(276)	0	(276)	(2,359)	8,252	10,611	(8,252)		5,893	28.6%	
4343 Electricity	(95)	35	(60)	(939)	677	1,616	(712)		(227)	131.8%	
<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)	(2,633)	0	2,633	0		(2,633)	0.0%	
4343 Electricity	(25)	0	(25)	(518)	0	518	0		(518)	0.0%	
4344 Gas	(50)	0	(50)	(372)	0	372	0		(372)	0.0%	
<u>275 Coronation Hall</u>											
1131 Contract Hire - Kitchen	0	50	50	0	550	550	600			0.0%	
1132 Contract Hire - Rooms	575	500	(75)	6,325	5,500	(825)	6,000			105.4%	
1133 Contract Hire - Storage	0	25	25	0	275	275	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	150	150	0	150	150	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	104	104	(414)	936	1,350	(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 Systems	(195)	100	(95)	(325)	1,100	1,425	(1,200)		875	27.1%	
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	0	0	0	736	736	(736)		736	0.0%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 28/02/2025

Month No: 11

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	(191)	0	(191)	(1,592)	4,500	6,092	(4,500)		2,908	35.4%	
4344 Gas	(421)	450	29	(2,382)	2,550	4,932	(3,000)		618	79.4%	
4345 Water	0	125	125	0	1,375	1,375	(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 Insptions	0	0	0	(300)	190	490	(190)		(110)	157.9%	
4274 Contractor - Waste Skip Hire	0	455	455	(3,202)	2,730	5,932	(2,730)		(472)	117.3%	
4277 Contractor - Water Monitoring	0	0	0	(88)	0	88	0		(88)	0.0%	
4332 Mtce - Fire/Security Systems	(65)	45	(20)	(352)	455	807	(500)		148	70.5%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(250)		250	0.0%	
4337 Mtce - Building Services	0	0	0	(145)	0	145	(500)		355	29.0%	
4343 Electricity	(2,588)	0	(2,588)	(3,298)	3,500	6,798	(6,000)		2,702	55.0%	
<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	0	0	0	(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 Mtce - H & S Conformances	0	0	0	(278)	1,000	1,278	(2,000)		1,722	13.9%	
4327 Mtce - Play & Leisure Equipmnt	(2,198)	0	(2,198)	(2,723)	4,500	7,223	(4,500)		1,777	60.5%	
4329 Mtce - Fencing	0	0	0	0	500	500	(1,000)		1,000	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	299	Capital - Halls & Grounds	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
1079	Income - Compensation	0	0	0	0	250	0	(250)	0	0	(1,249)	150.0%	
1336	WCC CIL Funding 2024-25	0	0	0	0	40,000	40,000	0	40,000	0	(6,146)	0.0%	6,146
1368	WCC Open Space Fund	0	0	0	0	19,637	18,797	(840)	18,797	0	(1,166)	0.0%	1,166
1400	WCC Rural England PF	0	0	0	0	49,000	0	(49,000)	0	0	(77,271)	0.0%	77,271
1403	SSEN Grant - Solar Batteries	0	0	0	0	16,060	0	(16,060)	0	0	33,586	66.3%	66,164
4350	Minor Assets	(914)	0	(914)	0	(3,749)	2,500	6,249	(2,500)	0	2,000	0.0%	
4364	Southern Footpath Cycleway	0	0	0	0	(6,146)	0	6,146	0	0	3,360	16.0%	641
4386	Floor Polisher PP	0	0	0	0	(1,166)	0	1,166	0	0	2,500	0.0%	
4390	Replace Skate Park	0	0	0	0	(77,271)	0	77,271	0	0	5,000	0.0%	
4393	Solar Panels on JH Roof	0	0	0	0	(66,164)	99,750	165,914	(99,750)	0	3,100	61.3%	4,900
4398	Resurface Play Areas	0	0	0	0	0	0	0	(2,000)	0	2,500	0.0%	
4410	Replace Play Area Equipment	0	0	0	0	(641)	0	641	(4,000)	0	5,000	0.0%	
4412	Resurface Car Parks	0	0	0	0	0	0	0	(2,500)	0	3,100	61.3%	4,900
4414	Bidings Replace /Returb	0	0	0	0	0	0	0	(5,000)	0	2,500	0.0%	
4415	Tennis Court Maintenance	0	0	0	0	(4,900)	6,000	10,900	(8,000)	0	(3,311)	0.0%	3,311
4417	Upgrade Intruder Alarm (JH)	0	0	0	0	0	2,500	2,500	(2,500)	0	2,248	10.1%	
4420	Costs-Purchase of Community	0	0	0	0	(3,311)	0	3,311	0	0	11,000	0.0%	
4422	Replace Paving Stones (JH)	0	0	0	0	(252)	2,500	2,752	(2,500)	0	11,000	0.0%	
4423	EV Chargers	0	0	0	0	0	11,000	11,000	(11,000)	0	(2,911)	0.0%	2,911
4432	Montague rd Play Areas	0	0	0	0	(2,911)	0	2,911	0	0	(100,950)	0.0%	100,950
4450	Extend Parking PP	(2,600)	0	(2,600)	0	(100,950)	0	100,950	0	0	(874)	0.0%	874
4484	Stackable Chairs (JH)	0	0	0	0	(874)	0	874	0	0			

Detailed Income & Expenditure by Phased Budget Heading 28/02/2025

Month No: 11

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
4485 Replace Clubhouse (PP)	(6,413)	0	(6,413)	(6,413)	0	6,413	0		(6,413)	0.0%	6,413
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
4505 Costs-Sale of Community Asset	(100)	0	(100)	(100)	0	100	0		(100)	0.0%	
Grand Totals:- Income	6,190	6,667	477	224,661	141,552	(83,109)	148,585			151.2%	
Expenditure	23,911	8,924	(14,990)	486,562	376,033	(108,529)	425,539	0	(61,023)	114.3%	
Net income over Expenditure	(17,722)	(2,254)	15,468	(261,901)	(236,481)	25,420	(276,954)				
plus Transfer from EMR	9,012	0	(9,012)	345,024	0	(345,024)	0				
less Transfer to EMR	0	0	0	124,697	0	(124,697)	0				
Movement to/(from) Gen Reserve	(8,709)	(2,254)	6,455	(41,575)	(236,481)	(194,906)	(276,954)				

Bishop's Waltham Parish Council
Halls & Grounds Committee - Capital Projects Control 2024-25
Month 11

Code	Description	Month Budgeted	Capital Budget £'s	EMR		Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
				Funding Budget £'s	Approved £'s				
Income									
1079	Income - Compensation	Dec	0	0	0	0	250	0	Total Gas & Power - fund Minor Assets (Heaters)
1099	Income - Asset Disposals	Not expected	0	0	0	0	0	0	
1336	WCC CIL Funding 2024-25	Sep	40,000	40,000	0	0	40,000	0	EMR 376 Solar Panels
1337	WCC S106 Funding 2024-25	Jan	0	0	0	0	0	72,548	EMR 373 Southern Footpath
1368	WCC Open Space Fund	Aug	18,797	18,797	0	0	19,637	0	EMR 315 Montague Rd/378 Albard Rd
1400	WCC Rural England PF	Feb	0	0	0	0	49,000	0	EMR 377 Extend Parking PP
1403	SSEN Grant - Solar Batteries	Mar	0	0	0	0	16,060	0	EMR 376 Solar Panels
	Total Gross Committee Income		58,797	58,797	0	0	124,947	72,548	
Expenditure									
4350	Minor Assets	Oct	2,500	0	2,500	0	3,749	0	Bins/Ladder/Blower Kit/Tennis Net/Goals/A2 Board/Heaters/
4384	Southern Footpath/Cycleway	Jul/Aug	0	0	0	0	6,146	0	EMR 373
4365	Replace Tractor	Mar	0	0	0	0	0	0	EMR 330 - Move £33,500 to 25-26
4368	Replace Topper/Mower	Mar	0	0	0	0	0	0	EMR 340 - Move £17,150 to 25-26
4386	Floor Polisher PP	-	0	0	0	0	1,166	0	EMR 375
4390	Replace Skate Park	Apr/Jul/Dec	0	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	0	66,164	0	EMR 376 - Move £12,045 to 25-26
4410	Replace Play Area Equipment	Feb	0	0	0	0	641	0	EMR 325 (Tennis court benches)
4415	Tennis Court Maintenance	Sep	6,000	6,000	0	0	4,900	0	EMR 355
4417	Upgrade Intruder Alarm (JH)	Feb	2,500	0	2,500	0	0	0	Move to EMR in 25-26 £2,500
4420	Costs - Purchase of Community Asset	May/June	0	0	0	0	3,311	0	EMR 351
4422	Replace Paving Stones	Jan	2,500	0	2,500	0	252	0	
4423	EV Chargers	Not expected	11,000	11,000	0	0	0	0	EMR 336
4432	Montague Rd Play Areas	Oct	0	0	0	0	2,911	0	EMR 315
4450	Extend Parking (PP)	Oct/Jan	0	0	0	0	100,950	0	EMR 377
4484	Stackable Chairs (JH)	May	0	0	0	0	874	0	EMR 390
4485	Replace Clubhouse (PP)	-	0	0	0	0	6,413	0	EMR 350 Architect costs - Move £11,132 to 25-26
4487	Building Maintenance	Not expected	18,500	18,500	0	0	0	0	EMR 379 - Move £18,500 to 25-26
4500	Albany Road Play Park	May-Oct	78,198	78,198	0	0	75,668	0	EMR 378
4505	Costs-Sale of Community Asset	-	0	0	0	0	100	0	Legal costs - Move £1,900 to 25-26
	Total Gross Committee Expenditures		220,948	213,448	7,500	0	350,516	0	
	EMR Movements		154,651	154,651	0	220,078	(72,548)	0	
	Total Net Committee Expenditures		7,500	0	7,500	0	5,491	0	



Halls and Grounds Committee – 18th March 2025

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

It has not been possible to complete the budgeted upgrade of the Jubilee Hall Intruder Alarm System in this financial year.

The upgrade is still required, so I would ask that you approve a new EMR of £2,500 for the completion of the project in 2025/26.

Proposal: To approve the creation of a new EMR of £2,500 for the intruder alarm upgrade at The Jubilee Hall.

Finance Manager 10.03.25

Ear Marked Reserves
2024-2025

		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	£0	£0	£0	£2,911	£0	£0	£0	£0	£42	£548	£0	£0
316	EMR - Albany Wood SINC Maint - S106	£0	£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	£10,000
318	EMR - Coronation Hall Renovations - PC	£0	£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	£0	£15,000
325	EMR - Replace Play Area Equipment - PC	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£641	£0	£0	£0	£0	£9,111
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000
340	EMR - Replace Topper / Mower - PC	£33,500	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23,500
341	EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,078
345	EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
350	EMR - Bidings Replace / Return - PC	£85,000	£0	£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	£75	£0	£0	£0	£0	£0	£0	£0	£6,413	£0	£0	£0	£83,587
353	EMR - New Capital Receipt	£0	£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	£0	£0
355	EMR - Tennis Court Maintenance - PC	£16,000	£0	£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	£0	£14,100
357	EMR - Resurface Play Areas - PC	£0	£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	£0	£2,000
359	EMR - HR Drainage - PC	£0	£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	£0	£20,000
370	EMR - CCTV (HR) - PC	£5,000	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
371	EMR - Upgrade Intruder Alarm (JH) - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,152
373	EMR - Southern Footpath - WCIL/S106	£9,063	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£0	£43,145	£0	£0	£140	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
375	EMR - Floor Polisher (PP) - PC	£1,500	£0	£1,166	£0	£0	£0	£0	£0	£15,676	£0	£0	£0	£0	£0	£47,339
376	EMR - Building Decarbon (JH) - CIL/WCIL	£59,750	£0	£0	£19,187	£42,962	£0	£0	£0	£0	£0	£0	£0	£0	£0	£20,000
377	EMR - Extend Parking (PP) - CIL/WCC REFP	£54,678	£0	£3,450	£0	£0	£0	£8,850	£0	£89,500	£0	£0	£0	£0	£0	£10,000
378	EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£73,196	£170	£17,232	£1,779	£73	£0	£0	£0	£0	£0	£0	£0	£3,152
379	EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
380	EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
389	EMR - Parish Council Website - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£47,339
390	EMR - Stackable Chairs (JH) - PC	£1,800	£0	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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
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
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	£0	£0
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	£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	£2,471
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	£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
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
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	£6,413	£150,004	£32,489	£99,298	£439,893

Approved transfers
PC321/231
PC347/23
FPR227/24



Halls and Grounds Committee – 18th March 2025

10. Grant Opportunities – *for information*

Grant applications submitted by the H&G Committee (no updates in table from last month):

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

For information relating to funding for the Priory Park Clubhouse redesign, refer to agenda item 14.

Proposal: To note the above.

Committees Officer 13.03.25



Halls and Grounds Committee – 18th March 2025

Estates Manager's Report

General

Estate Fixed Asset Register audit completed.
2025 planned maintenance and refurbishment works – obtaining quotes.
Estates Team H&S work-based risk assessments – completed/on file.
Estates Team updated COSHH register ongoing.
All First Aid Boxes checked and contents recorded w/c 3.3.25
Weekly estates vehicle checks (recorded), introduced w/c 10.3.25
Surveyors visit to investigate possible damp on Ruby Room walls 11.3.25
Southern Pathway bridge repair scheduled 17.3.25
Well House EICR scheduled 11/12.3.25.
Food Waste collections at JH to commence from 1.4.25

Bookings this month: BW Minibus Group Heart Start Training, BWPC Working Group Meetings, Sustainable BW Meeting, WHCMC Meeting, Jewellery Valuation Event, 3 x Birthday Parties, NHS Blood Donation Service, Charity Fundraising Event.

Jubilee Hall

Gas Boiler: Cedon Controls visit to investigate faulty electrics 10.3.25 - relay replaced.
Heating to hall restored. Replacement of faulty gas boiler: Continuing to gather information on alternative heating solutions with current focus on warm air heaters.
Faulty scrubber/dryer repaired 4.3.25
Raised beds: continuing to replant with herbs, edibles and flowers to attract insects and pollinators.
1 future hirer visit.

Priory Park

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

Estates Tractor Shed lighting upgrade – works scheduled 11.3.25

Coronation Hall

Planned summer refurbishment works – obtaining quotes.

Estates Manager
11.03.25



Halls and Grounds Committee – 18th March 2025

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

One seat has been ripped off the dug outs at Priory pitches, and another burnt/melted. Both damaged beyond repair.

We are back on grass cutting.

Fencing repairs completed at Priory Meadow.

Whilst we have had the available time, I have given over a lot of time to cemetery work in order to keep on top of the maintenance before things get busy on the grass cutting.

We have put in concrete bases ready for installation the new dog bins.

Tractors and mowers have all had their annual services. We have also serviced ourselves the strimmers, hedge cutters etc.

We have started our weedkilling programme. The buildings at Priory Park and Hoe Road are done, along with Priory car park and the Tennis courts. The new footpaths, play areas where needed, and the High Street still to be done.

Some moss killing still to be completed in play areas.

Senior Groundsman
13.03.25



Halls and Grounds Committee – 18th March 2025

13. Project Manager's Report - *for information*

Priory Park Overflow Car Park

- Approval to upgrade the area between the two car parks using tarmacadam was given by the Full Council on 11th February.



- Work on the area commenced on 24th February and was completed the following day.

Proposal: To note the above.

Project Manager 12.03.25



Halls and Grounds Committee – 18th March 2025

14. Facilities Review - Priory Park Redesign Update and Funding Request - *for consideration*

Current Status

- Following the Full Council meeting on 11th February, approval was given to appoint a Topographical surveyor, as requested by Axis.
- The Topographic survey will take place on Wednesday 19th March.

Funding Request

The possibility has been raised of approaching St Peter's Parochial Church Council to apply for a grant from the funds held from the Bishop's Waltham Educational Institute. The Executive Officer has drafted a letter that will be sent to Committee members as a separate document for consideration.

Proposal: To note the above, and consider whether to investigate whether achieving grant funding from the Bishop's Waltham Educational Institute Funds might be a possibility.

Project Manager/Committees Officer 13.03.25



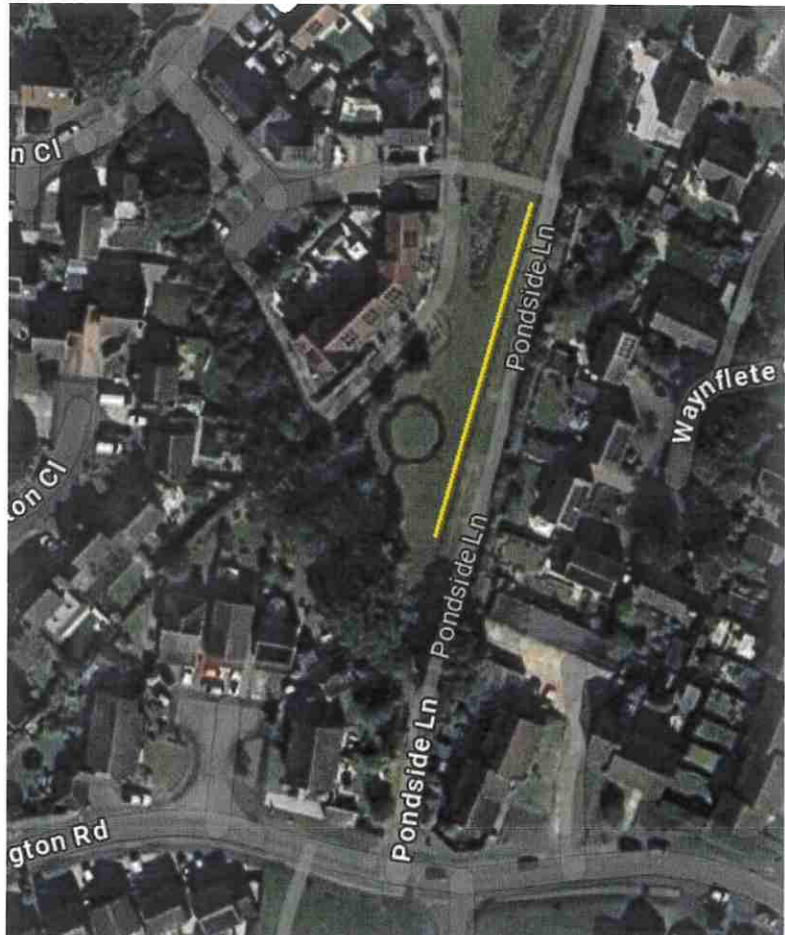
Halls and Grounds Committee – 18th March 2025

15. Hedgerow Planting at Montague Road – *for consideration*

Sustainable Bishop's Waltham (SBW) have obtained some hedgerow plant whips from CPRE (previously known as The Campaign to Protect Rural England) and there is an opportunity to establish a new length of hedgerow on BWPC land.

Some whips were planted along the fence line (in 2024) shown in the map to the right (as a yellow line) as part of the Shoots Along the Routes initiative. It is proposed that more whips be planted here to establish a low hedge to further improve the biodiversity on site. A sufficient gap would be left toward the end of the fence line so that walkers can continue to walk this route which is used particularly in the wetter months when the bridleway becomes muddy.

SBW will publicise the opportunity for members of the public to join in the hedgerow planting. An appropriate risk assessment will be completed for review by the Committees Officer and Committee Chairman.



Proposal: To approve the planting of hedgerow plant whips as tabled on the Parish Council's land at Montague Road and to assist in publicising the planting morning and the call for volunteers to participate in this environmental initiative.



Halls and Grounds Committee – 18th March 2025

16. Bishop's Waltham Rotary Family Fun Day Draft Licence and Fee *– for consideration*

Overleaf is a draft licence for Bishop's Waltham Rotary's Family Fun Day event that the Committee approved to take place at Hoe Road Recreation Ground, on Saturday 14th June 2025. The event is currently planned to use the same facilities as for the 2024 event.

The draft licence which has been updated to include the fee (as approved by Full Council on Tuesday 11th March) is overleaf for consideration.

Proposal: To approve the draft licence agreement for the usage of Hoe Road Recreation Ground for Bishop's Waltham Rotary's Family Fun Day on Saturday 14th June 2025, including the licence fee of £583.20 (including VAT), for recommendation to the Finance, Policy and Resources Committee.

Committees Officer 12.03.25

SCHEDULE OF MAIN TERMS AND CONDITIONS

BISHOP'S WALTHAM ROTARY CLUB

FAMILY FUN DAY EVENT

Date: Saturday 14th June 2025

Licensor: Bishop's Waltham Parish Council

Licencee: Bishop's Waltham Rotary Club

1. The Licencee to hold the Bishop's Waltham Carnival and Show on the "Hoe Road Recreation Ground" including the car park, pavilion, land to the rear of the tractor shed and all other paved areas.
2. The licence to be for the period **Saturday 14th June 2025.**
3. The Licencee shall have the right to operate the Bishop's Waltham Family Fun Day on the "Hoe Road Recreation Ground" for the period of the event.
4. The Licencee shall pay the Licensor the charge of £583.20 including VAT.
5. The Licencee shall be required to lodge a bond with the Council in the sum of £2,000.00. The Bond or part bond shall be forfeited to the Council if the Clerk considers that damage is caused to Council property as a result of the activities of the Family Fun Day, or if the site is not left in a clean and tidy condition. Rotary will agree to lodge a Rotary cheque with the Council.
6. The Licencee to accept that the Parish Council groundstaff will assess the ground conditions on the day of the event and will have final say on the use of the ground. Rotary will name the prime contacts for the groundstaff to advice on the suitability of the ground conditions.
7. The Licencee to provide a plan of the site showing all stalls, rides etc at least one week before the event.
8. All vehicles belonging to stall holders and including any display vehicles will enter the ground using the Hamble Springs entrance. Vehicles in the procession will enter through the same entrance, but this will be closed for vehicles as soon as the procession is within the grounds. This entrance will be manned by Rotarians to permit pedestrians entry but no vehicles will be permitted after the procession, other than those taking part in the show. The crocodile teeth should remain plated keeping this gate available as a contingency for any emergency during the event.
9. Vehicles belonging to stall holders etc to be either parked in a pre-allocated plot outside the perimeter of the show (rear of tractor shed) or the rear of stands or to be removed from the grounds. **No parking will be permitted in the surrounding neighbourhood.** Stall holders to be advised of this prior to the event. Private cars and light vans, if not taken off site by 1300 hours, may be stored away from the main display area but within the Hoe Road recreation ground.

10. Parking will be permitted in a designated area for disabled vehicles and show participants.
11. The Licencee must ensure that the layout of the site allows safe operation of any rides demonstrations etc and does not present any danger to the public attending the event and that the Carnival and Show is operated in an orderly and safe manner at all times.
12. The Licencee must ensure that all rides erected in the site have a Certificate of Safety issued by the Showman's Guild for Great Britain before being allowed to open and offer rides to the public. These Certificates should be made available to the Clerk before the opening of the event and such Certificates should be displayed in a prominent place on each ride wherever rides are offered to the public.
13. The Licencee is to indemnify the Licensor against all costs, claims, demands, charges or actions howsoever arising either directly or indirectly from occupation of the site or operation of the event and in this respect the Licencee "shall at all times during the event, including setting up and taking down, be insured against Public and Products Liability for a minimum sum assured of £10,000,000 (see policy schedule). A policy schedule showing the periods of insurance, the Public and Products Liability Insurance and relevant endorsements, warranties or clauses must be submitted to the Council at least 7 days prior to the commencement of the event".
14. The Licencee is not to carry out any unlawful activities or unlawful gambling and is to observe all statutory and other provisions, bye laws and regulations for the time being in force and applicable to "Hoe Road Recreation Ground". The Licencee is also to comply with any statute, bye law, regulations and provisions currently in force concerning the sale or supply of food or refreshments (including alcohol). The Licencee to obtain the correct licence for the event.
15. The Licencee is to bring the provisions of this Licence to the notice of every stall holder permitted by the Licencee to occupy any part of the "Hoe Road Recreation Ground" during the period of this Licence.
16. The Licencee is to ensure that every stall holder and trader shall display a notice stating his name and address. The Licencee is not to permit separate licences to stall holders allowing them to sublet. Booking records for all traders to be held and maintained by the Licencee and must be available on the day.
17. The Licencee is to keep the Recreation Ground in a neat and tidy condition and to ensure that each and every stall holder or trader selling food or confectionery of any kind whatsoever shall provide sufficient litter baskets near his stall and empty those containers when necessary. The Licensor will arrange for a skip on site if required, charged at the appropriate rate.
18. No animals, birds or fishes are to be offered or awarded as prizes under any circumstances.
19. The Licencee is to ensure that any electricity cables are soundly insulated and safely protected wherever a cable crosses a footpath in accordance with BS7909.
20. The Licencee to ensure that if there is a need to connect any power/gas/compressed air services such connections will be connected by competent qualified technicians.
21. The Licencee to ensure that all 'heavy' equipment such as burger van, childrens' rides is sited on the main arena area, subject to ground conditions as outlined in (5) above. The area adjacent to the pavilion to be reserved for the Fire Engine and the St John ambulance.

22. The Licencee is to take all reasonable precautions to prevent drunkenness or disorderly conduct and is to conduct the event in an orderly manner so as not to cause any annoyance or nuisance in the neighbourhood.
23. The Licencee shall at all times comply with any directions given by the District Council Head of Environmental Services regarding the level of noise generated by sound amplifying equipment, diesel generators or any other operations of the event, and if so required by the District Council's Head of Environmental Services the Licencee shall immediately terminate any activity generating noise in contravention of the terms of the licence.
24. The Licencee to ensure that householders in the vicinity of the "Hoe Road Recreation Ground" are advised of the plans to use the area for the event and that Hamble Springs will be used as a temporary access point. All residents in Hamble Springs to receive a leaflet in advance of the event from the Licencee to explain the activities of the day.
25. The Licencee is to ensure that the access to the ground for the paying public will be from Hoe Road for pedestrian access only. No access is permitted for vehicles or for parking (other than in Clause 7).
26. The Licencee is to ensure that the carnival procession/motorcade enters the ground via the Hamble Springs entrance. The Licensor to ensure that the gate is plated to allow entrance by the procession onto the site. As per clause (7).
27. The Licencee must conform to the Health and Safety at Work Act 1974 which places a legal responsibility on everyone working at the event to ensure that, whatever they do, they do not endanger themselves, employees or the general public.
28. The Licencee to ensure that the site is cleared by 20.00hrs on 14th June 2025.
29. The Licencee to provide draft risk assessments for the event by 26th April 2025 for acceptance by the Council. A final version of the assessment to be submitted one week before the event once the Licencee has finalised all the participants/displays.
30. The Licencee must accept that the Council maintains at all times that the Licence does not constitute a tenancy.
31. The Licence is to rest on exchange of correspondence.

Signed:

Bishop's Waltham Rotary Club (The Licencee)

Name:

Witness:

Name:

Date:

Signed:

Bishop's Waltham Parish Council (The Licensor)

Name:

Witness

Name:

Date



Halls and Grounds Committee – 18th March 2025

17. Dynamos Football Tournament Draft Licence and Fee – *for consideration*

Overleaf is a draft licence for Bishop's Waltham Dynamos Football Club's Tournament event that the Committee approved to take place at Priory Park on Saturday 24th and Sunday 25th May 2025.

The draft licence which has been updated to include the fee (as approved by Full Council on Tuesday 11th March) is overleaf for consideration. The draft licence has been updated as follows:

- updated event dates and fee
- updated to grant access to the site from 7am instead of 8am
- added in the use of the Clubhouse Hall and toilets (that were not included in the licence document last year)
- removed mention of vehicle access from The Avenue (assuming that the event team are not planning on parking on the pitches this year, due to the increased overflow car park – confirmation of this has been requested)
- added that no vehicles are to be brought onto the pitches or grassed areas without specific permission being granted by the Council (included in clause 7)
- please note that the removal of rubbish from site remains as Dynamos' responsibility as with last year's document (see clause 13)

Proposal: To approve the draft licence agreement for the usage of Priory Park Football Pitches and Clubhouse by Dynamos Football Club for their Football Tournament event being held on Saturday 24th May and Sunday 25th May 2025, including the licence fee of £587.03 (including VAT), for recommendation to the Finance, Policy and Resources Committee.

SCHEDULE OF MAIN TERMS AND CONDITIONS

BISHOP'S WALTHAM DYNAMOS

BISHOP'S WALTHAM DYNAMOS TOURNAMENT

Date: Saturday 24th May 2025 and Sunday 25th May 2025

Licensor: Bishop's Waltham Parish Council

Licencee: Bishop's Waltham Dynamos

1. The Licencee to hold the Bishop's Waltham Dynamos Football Tournament on the "Priory Park football pitches".
2. The licence to be for the period of 07:00 – 19:00 on Saturday 24th May 2025 and 07:00 to 19:00 on Sunday 25th May 2025.
3. The Licencee shall have the right to operate the Bishop's Waltham Dynamos Football Tournament on the football pitches at Priory Park for the period of the event. The Licensee shall so have the use of the Priory Park Clubhouse football facilities (football area kitchen, football changing rooms and toilets), use of the main Priory Park Clubhouse hall and toilets, and access to utilities, for the period of the event.
4. The Licencee shall pay the Licensor the charge of £587.03 including VAT. An invoice will be provided to the Licencee on the 1st May 2025 by the Licensor for payment by the end of the month.
5. The Licencee shall be required to lodge a bond with the Council in the sum of £2,000.00. The Bond or part bond shall be forfeited to the Council if the Clerk considers that damage is caused to Council property as a result of the activities of the Tournament, or if the site is not left in a clean and tidy condition. Bishop's Waltham Dynamos will agree to lodge a cheque with the Council.
6. The Licencee to accept that the Parish Council groundstaff will assess the ground conditions on the days of the event and will have final say on the use of the ground. Bishop's Waltham Dynamos Football Club will name the prime contacts for the groundstaff to advise on the suitability of the ground conditions.
7. The Licencee to provide a plan of the site showing the event layout at least one month before the event. No vehicles will be permitted on the football pitches or surrounding grass unless with the express permission by the Council.
8. This entrance from The Avenue will be manned by event staff to permit pedestrians entry only. The entrance to Elizabeth Way will also be marshalled to prevent attendees from parking on street. Attendees may park in the Priory Park Clubhouse car park.
9. The Licencee must ensure that the layout of the site allows safe operation of the tournament and does not present any danger to the public attending the event and that the Tournament is operated in an orderly and safe manner at all times.

10. The Licencee is to indemnify the Licensor against all costs, claims, demands, charges or actions howsoever arising either directly or indirectly from occupation of the site or operation of the Tournament and in this respect the Licencee "shall at all times during the event, including setting up and taking down, be insured against Public and Products Liability for a minimum sum assured of £10,000,000. A policy schedule showing the periods of insurance, the Public and Products Liability Insurance and relevant endorsements, warranties or clauses must be submitted to the Council at least 7 days prior to the commencement of the event".
11. The Licencee is not to carry out any unlawful activities or unlawful gambling and is to observe all statutory and other provisions, bye laws and regulations for the time being in force and applicable to the "Priory Park football pitches". The Licencee is also to comply with any statute, bye law, regulations and provisions currently in force concerning the sale or supply of food or refreshments.
12. The Licencee is not to permit separate licences to any other organisation allowing them to sublet or to invite any traders to participate in the event unless express permission is given by the Licensor.
13. The Licencee is to keep the site in a neat and tidy condition and to ensure that sufficient litter baskets are provided and emptied when necessary. The Licensor will remove all rubbish from the site at the end of each day of the event.
14. The Licencee is to ensure that any electricity cables are soundly insulated and safely protected wherever a cable crosses a footpath in accordance with BS7909.
15. The Licencee to ensure that if there is a need to connect any power/gas/compressed air services such connections will be connected by competent qualified technicians.
16. The Licencee is to take all reasonable precautions to prevent disorderly conduct and is to conduct the Tournament in an orderly manner so as not to cause any annoyance or nuisance in the neighbourhood.
17. The Licencee shall at all times comply with any directions given by the District Council Head of Environmental Services regarding the level of noise generated by sound amplifying equipment, diesel generators or any other operations of the Tournament, and if so required by the District Council's Head of Environmental Services the Licencee shall immediately terminate any activity generating noise in contravention of the terms of the licence.
18. All residents of The Avenue are to receive a leaflet in advance of the event from the Licencee to explain the activities of the event and to advise them that The Avenue will be used as a temporary pedestrian access point.
19. The Licencee must conform to the Health and Safety at Work Act 1974 which places a legal responsibility on everyone working at the event to ensure that, whatever they do, they do not endanger themselves, employees or the general public.
20. The Licencee to ensure that the site is cleared by 19.00hrs on 25th May 2025.
21. The Licencee to provide draft risk assessments for the event six weeks before the event for acceptance by the Council. A final version of the assessment to be submitted one week before the event.

- 22. The Licencee must accept that the Council maintains at all times that the Licence does not constitute a tenancy.
- 23. The Licence is to rest on exchange of correspondence.

Signed:

Bishop's Waltham Dynamos (The Licencee)

Name:

Witness:

Name:

Date:

Signed:

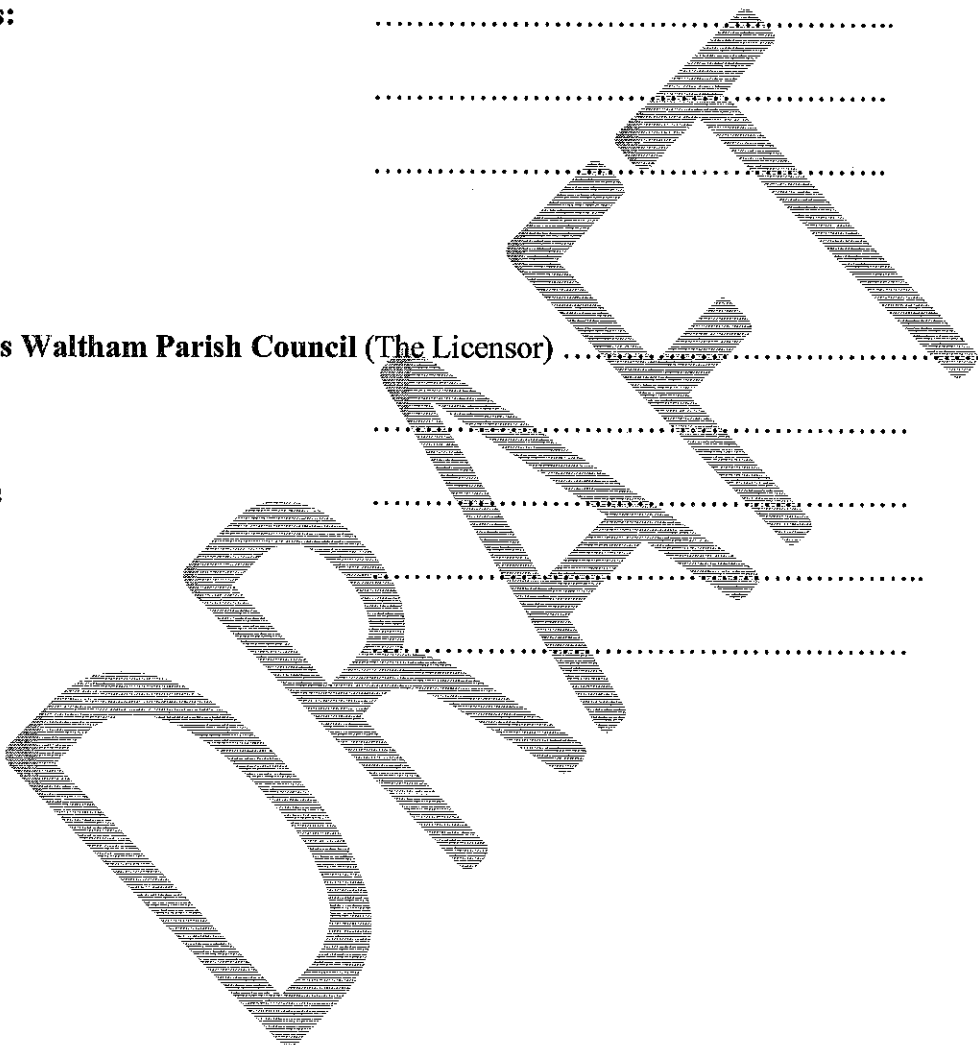
Bishop's Waltham Parish Council (The Licensor)

Name:

Witness:

Name:

Date:





Halls and Grounds Committee – 18th March 2025

18. Pondside Lane Bridleway – *for consideration*

As has previously been discussed by the Committee, the bridleway (known as Pondside Lane) on the Parish Council's land at Montague Road, becomes very muddy during the winter months. As has been previously observed, three patches, are particularly problematic due to them having been filled with a clay-based material following work at the Montague Road play area.

The Projects Manager requested a preliminary quotation from a contractor some time ago to investigate what the cost of improving the surface of these three areas would be.

A local resident has also raised with the Council that a dip that had previously been deliberately dug into the path by local residents to route surface run-off water into the nearby swale has now disappeared through wear.

The Committee are requested to authorise the Projects Manager to continue to investigate the potential cost of remedial works to this bridleway, to include profiling work to the top of the pathway to redirect surface water to the swales.

Currently this project does not have any specifically assigned funding within the Committee's budget.

Proposal: **The Committee are requested to authorise the Project Manager to continue to investigate the potential cost of remedial works to the Pondside Lane bridleway, and to request quotations from contractors to include profiling work to the top of the pathway to redirect surface water to the swales.**

Committees Officer 13.03.25



Halls and Grounds Committee – 18th March 2025

19. Montague Road Wildflower Area Meeting – *for consideration*

A meeting has been requested by local residents living near the Parish Council's land at Montague Road to discuss the wildflower meadow area on site (designated as Informal Green Space in the WCC's Open Space Strategy), that they feel is visually unappealing.

This meeting has been organised to take place on Monday 17th March. A verbal update will be given to the Committee if deemed necessary and notes from the meeting and notes of any next steps will be included in the papers for the next Committee meeting in April.

Proposal: **To note the above.**

Committees Officer 13.03.25



Halls and Grounds Committee – 18th March 2025

20. Memorial Bench List – *for consideration*

Please see overleaf the wording proposed to be added to clause 4.3 of the Parish Council's Memorial Tree and Bench Policy. Appendix 1 has also been added to give an example of an appropriate bench for the purposes of installation on Parish Council land. For ease of review, the proposed text is shown in red.

Proposal: To approve the tabled additions to the Parish Council's Memorial Tree and Bench Policy for recommendation to the Finance, Policy and Resources Committee.

Committees Officer 13.03.25

Memorial Tree and Bench Policy

Bishops Waltham Parish Council

Date adopted :

SCOPE OF THE POLICY

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

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

WHAT AND WHO IS COVERED BY THE POLICY

2.1 The policy covers any memorial bench, tree, or other lasting item placed on Bishops Waltham Parish Council-owned land or property and is relevant to anyone who has commissioned or is thinking of commissioning a memorial tree or bench.

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

LEGAL FRAMEWORK

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

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

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

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

POLICY STATEMENT

Determining requests

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

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

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

4.4 The Council will approve the style and make of bench in advance. To ensure the health and safety of the public the Council will only approve of high quality, durable benches **associated with the provision of public seating. See appendix 1 for an example of such a bench.**

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

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

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

Costs

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

Commissioning

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

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

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

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

Plaques

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

Maintenance

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

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

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

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

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

Memorial duration

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

Memorial Tree and Bench Policy - Bishops Waltham Parish Council

APPENDIX 1 – Example of suitable bench

Dimensions:

1800mm (l) x 650mm (w) x 900mm (h)

Provided by Broxap

(<https://www.broxap.com/kennington.html>)

“The Kennington Seat is the perfect combination of both traditional and contemporary. The planed and sanded hardwood bench is suited to a range of environments and sectors.”

