



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 17th June 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).

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 - 20th May 2025
6. Actions arising from meeting 20th May 2025 - *for information only*
7. Financial Position Year to Date - *to note current position*
8. Capital Control and Ear Marked Reserves Reports - *for information*
9. Grant Opportunities – *for information*
10. Estates Manager's Report - *for information*
11. Senior Groundsman's Report - *for information*
12. Project Manager's Report - *for information*
13. Facilities Review Update - *for information*
14. Drainage Under Claylands Road Play Area - *for consideration*
15. Proposal from Sustainable Bishop's Waltham for Area of Unkept Land at Montague Road - *for consideration*
16. Appointment of Jubilee Hall Internal Decoration Works Working Group - *for consideration*
17. Dynamos Football Tournament Report - *for information*
18. Requests for Future Agenda Items - *for information*
19. Date of next meeting - 15th July 2025
20. **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'.
21. Quotations for the Replacement of Front and Rear Playroom Flooring in Coronation Hall - *for consideration*
22. Quotations for Cleaning of the Jubilee Hall Stage Curtains - *for consideration*
23. Tractor Quotations - *for consideration*
24. Quotations for Repairs to Hoe Road Recreation Ground Track - *for consideration*

25. Remaining Gates and Fencing Work for Albany Road Allotments – *for consideration*
26. Quotations for Relining Works in the Jubilee Hall Car Park – *for consideration*

C Wilkinson
Clerk to the Committee
11th June 2025

Bishop's Waltham Parish Council, Parish Office, Jubilee Hall, Little Shore Lane, Bishop's Waltham, Southampton, Hampshire SO32
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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 20th May 2025 at 7pm.

Present:

Cllr Nicholson	
Cllr Stallard	Vice Chairperson
Cllr Webb	Chairperson
Cllr Wilson	

In Attendance:

Mr S Arthur	Estates Manager
Mr R Thorne	Projects Manager
Mr T Veck	Senior Groundsman
Mrs C Wilkinson	Committees Officer

Members of the Public: 3

- HG001/25** To elect the Chairman of the Committee
Resolved: To elect Cllr Webb as Chairman of the Committee.
Proposed: Cllr Nicholson
Seconded: Cllr Stallard
 All in favour.
- HG002/25** To elect the Vice Chairman of the Committee
Resolved: To elect Cllr Stallard as Vice Chairman of the Committee.
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
 All in favour.
- HG003/25** To receive and accept apologies for non-attendance
 Cllr Latham – family commitments
 Cllr Sherwood – family commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Nicholson
Seconded: Cllr Stallard
 All in favour
- HG004/25** To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
 None.
- HG005/25** To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda
 None.
- HG006/25** Reappointment of Committee Working Groups for 2025/26 – for consideration
 The following Committee working groups were agreed.

Budgeting Working Group
Cllr Stallard
Cllr Webb
<i>Committees Officer</i>
<i>Also advised by Estates Manager, Finance Manager, Senior Groundsperson</i>

PP Football Pitch WG
Cllr Nicholson
Cllr Webb
<i>Senior Groundsperson</i>
<i>Projects Manager</i>

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

JH Heating WG
Cllr Latham
Cllr Webb
<i>Estates Manager</i>

Resolved:

- i) To appoint the Committee working groups for 2025/26 as tabled above.
- ii) To dissolve the Coronation Hall Working Group, the Jubilee Hall Car Park Working Group, the Jubilee Hall Solar Project Working Group, the BWPC Vehicles Working Group, the Priory Park Licence Working Group, the Bowls Club Licence Working Group (the group under the Halls and Grounds Committee only), the Priory Park Overflow Car Park Working Group and the Priory Park Car Parking Working Group.

Proposed: Cllr Webb

Seconded: Cllr Wilson

All in favour.

HG007/25 Public Session

Residents of Claylands Court reported that the manhole cover to the road's storm water drain was prone to overflowing, indicated a blockage or collapse of some sort in the onward pipe that routes under Claylands Road play area. The Committee addressed this matter under agenda item 19, Drainage Under Claylands Road Play Area.

HG008/25 To approve the minutes from the meeting of the Halls and Grounds Committee – 15th April 2025

Resolved: To approve minutes of the Halls and Grounds Committee – 15th April 2025

Proposed: Cllr Wilson

Seconded: Cllr Webb

All in favour who were present at the meeting of 15th April 2025.

HG009/25 Actions arising from the meeting of the Halls and Grounds Committee – 15th April 2025

Noted.

HG010/25 Financial Position Year to Date

Resolved: To note the financial position year to date.

Proposed: Cllr Webb

Seconded: Cllr Nicholson

All in favour.

HG011/25 Capital Control and Ear Marked Reserves Report

Noted.

HG012/25 Grant Opportunities

Installation of the additional batteries to store more of the electricity generated by the Jubilee Hall solar panels, funded by the grant from SEE, was currently underway.

The Police Commissioner's Fund would be looked at with a view to considering BWPC projects.

Action: Committees Officer/Cllr Stallard

HG013/25 Estates Manager's Report

Congratulations and thanks were offered to the Grounds team for their shortlisting for the Hampshire Football Association's Grass Pitch(es) of the Year award.

- HG014/25 Senior Groundsperson's Report**
Subsequent to the tabled report some additional graffiti had occurred at the new Albany Road play area which had been swiftly dealt with by the Grounds Team.
- HG015/25 Project Manager's Report**
The Project Manager shared photographs of the recently completed repairs and small additional section at of the Shared Southern Pathway at Priory Park and the replacement Churchill Road play area gates.
The investigation into the Priory Meadow pathway would help supply the Committee with useful information to be referred to during the budgeting process later in the year.
- HG016/25 Disabled Car Parking Provision at the Jubilee Hall Car Park – for consideration**
Resolved: To gather quotations for the relining necessary for the creation of two additional disabled parking spaces and to request the inclusion of directional arrows on the car park surface to encourage drivers to take note of the one-way traffic flow.
Proposed: Cllr Stallard
Seconded: Cllr Nicholson
All in favour **Action: Projects Manager**
- HG017/25 Advertising of Parish Council Hireable Facilities in the Parish News Magazine – for consideration**
It was noted that where possible it would be useful to gather information about how hirers came to be aware of the Parish Council's hireable facilities.
Resolved: To integrate the content of the previously used advertisement into the Parish Council's monthly article in the magazine as space allowed.
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour
- HG018/25 DNO Fee for Additional Batteries to Accompany the Jubilee Hall Solar Panels – for ratification**
Resolved: To recommend to the Finance, Policy and Resources Committee the ratification of the payment of £300 (without VAT) to Cinergi Ltd for the Distribution Network Operator's inspection of the installation of the additional batteries at the Jubilee Hall.
Proposed: Cllr Webb
Seconded: Cllr Stallard
All in favour **Action: Committees Officer**
- HG019/25 Drainage Under Claylands Road Play Area – for consideration**
Resolved: To report the urgent problem to Southern Water and request that they expedite further investigations into the blocked drain.
Proposed: Cllr Nicholson
Seconded: Cllr Stallard
All in favour **Action: Committees Officer**
- At this point the three members of the public left the meeting.
- HG020/25 Correspondence – Request to Hire Parish Council Land for Stay and Play Sessions – for consideration**
This agenda item was withdrawn.
- HG021/25 Correspondence – Request for Football Pitch Hire for School Holiday Goal-keeper camp – for consideration**
The Committees Officer was working with the correspondent to ensure that appropriate insurance was put in place by the hirer and that they had a safeguarding policy.
Resolved: To approve in principle the usage of the kickabout area of Priory Park for the provision of a Goal-Keeper Camp to take place in the summer school holidays and for the Committee Officer to progress with the potential booking.
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
All in favour

- HG022/25 Saturday Usage of Full-Size pitch – for consideration**
 If an arrangement could be established with the additional football team, the matter of responsibility for the facilities would require careful clarification along with logistics for pitch access. Information would be requested regarding whether the team would require the use of the changing rooms. **Action: Committees Officer**
Resolved: To recommend to the Finance, Policy and Resources Committee that temporary permission be granted to Dynamos Football Club to sublet to the Bishopstoke Football Club and for them to manage an arrangement between themselves for usage of the full-size Priory Park football pitch on Saturday afternoons only.
Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour
- HG023/25 Correspondence – Request to Hold Dog Show on Parish Council Land – for consideration**
 Dates would be suggested that were within the football offseason (if a Saturday was preferred), or at other times of the year on a Sunday. Other community event dates would also be avoided.
Resolved: To permit in principle a community dog show event to be held at Hoe Road Recreation Ground and for Estates Manager to progress with potential hirer regarding this event.
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour **Action: Estates Manager**
- HG024/25 Requests for future agenda items**
 None.
- HG025/25 Date of next meeting – Tuesday 15th April 2025**
 Noted.
The Senior Groundsperson left the meeting at 8.19pm.
- HG026/25 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.
- HG027/25 Quotations for Repairs and External Decoration of the Veranda at the Hoe Road Pavilion – for consideration**
 The three quotations presented were duly considered with the façade of the building recognised as an important aspect of the building. Sufficient funds were available for these works within the Committee's approved budget.
Resolved: To appoint Bob's Jobs to complete the cleaning, repairs and repainting of the tabled areas of the east elevation of the Hoe Road Pavilion during the summer of 2025 at a total cost of £1,770.95 (without VAT).
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
All in favour
- HG028/25 Quotations for Internal Decoration Working Within the Jubilee Hall – for consideration**
 A total of £4,500 was budgeted for internal decoration and general repair and maintenance.
Resolved: To appoint Ian Linford Decorating to complete the internal decoration tasks at the Jubilee Hall as tabled by the Estates Manager (Ruby Room and doors and ceiling in the builder foyer) at a cost of £1,490, excluding VAT, excluding the cost of the paint required to complete the works.
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour
- HG029/25 Quotations for Refurbishment of Children's Toilets in the Coronation Hall – for consideration**
 A total of £4,500 was budgeted for internal decoration and general repair and maintenance.
Resolved:

- i) To appoint Craig Wheatley Decorating to undertake the painting and decorating work in the children's toilets at the Coronation Hall at a cost of £772.00, excluding VAT.
- ii) To recommend to the Finance, Policy and Resources Committee that Regal Environ Ltd be appointed to complete the plumbing works in the children's toilets at the Coronation Hall at a cost of £2,045.00, excluding VAT.

ACTION: Committees Officer

Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour

HG030/25 Quotations for PP Veranda – for consideration

The Grounds Team were thanked for their hard work tidying the building's surrounds.

A total of £1,500 was budgeted for general maintenance and external decoration.

Resolved: To appoint Bob's Jobs to undertake the repairs and external decoration tasks as tabled to the veranda of the Priory Park Clubhouse the cost of £1,379.19, without VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

HG031/25 Quotations for Priory Park Additional Ditch – for consideration

Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of BWTS to be considered in combination with any other quotations received subsequent to the Halls and Grounds Committee meeting.

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

ACTION: Committees Officer

HG032/25 Gates for Albany Road Allotments

Resolved:

- i) To agree in principle to the request for the additional allotments gates, providing the items requested could be purchased and installed within the original £10,000 project budget.
- ii) In principle to agree to the installation of a storage container next to the allotments shed, subject to the provision of a plan showing its precise location and information about the size. The Gardening Club would be asked to make the container look attractive as possible.

ACTION: Committees Officer

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

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

Bishops Waltham Parish Council
Actions Arising for the Halls & Grounds Committee for meeting 17.06.25

	Minute Number	Subject	Action	Date for completion	Action by	Notes
1	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.
2	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.
3	HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	Jul-25	Clerk	
4	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	
5	HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	Mar-24	Project Managers	See agenda item 12
6	HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	Apr-24	Estates Manager	
7	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	
8	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	
9	HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	Apr-25	Clerk	2 quotations received thus far.
10	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	
11	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	
12	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	Meeting scheduled with working group to be scheduled by the Projects Manager. See agenda item 15
13	HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Ask organisations using site to speak to children about road safety.	Complete	Clerk	Offer sent to leaders to offer ACSO attendance to speak to children regarding road safety.
14	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	
15	HG137/24	Proposal for Badminton Court Hire Trial	Proceed with organisation and promotion	Oct-24	Clerk	
16	HG157/24	Albany Road Play Area Project Update	Create agenda item for addition of trees at the Albany Road play area for shade.	Aug-25	Cllr Pavey	
17	HG161/24	Winter Tennis Open Session Hours	Investigate automated locking systems for the Hoe Road tennis courts.	Proposed for closure	Cllr Pavey	Further consideration of wifi internet connection required.
18	HG169/24	Quotations for Hygeine Waste Contract	Bring information to H&G regaring proposals to increase the number of bins.	Nov-24	Estates Manager	
19	HG217/24	Proposal for Sign at Victoria Road	Order sign to be installed at Victoria Road green space.	Jan-25	Clerk	
20	HG298/24	Facilities Review Update and potential funding request	Approach PPC to investigate potential funding for redesigned Priory Park Clubhouse	April	Clerk/Cllr Marsh	
21	HG302/24	Pondside Lane Bridgeway	To gather quotations for remedial works and additional drainage to route surface water toward existing swales.	April	Projects Manager	In progress. See agenda item 12.
22	HG329/24	Priory Park Clubhouse Building Maintenance	To progress with tidying the building's surrounds and to proceed with the cleaning and painting with operational approval to be obtained.	Complete	Estates Manager	
23	HG334/24	Request from Dynamos Football Clubn for Sunday Usage	To reply with the resolution that pitches would be available on a pay per play basis.	Complete	Clerk	
24	HG337/24	Jubilee Hall Alarm Upgrade Report	To investigate alternative providers to check for competitiveness	Oct-25	Estates Manager	
25	HG012/25	Grant Opportunities	To look into Police Commissioner's Fund with a view to considering BWPC projects.	Complete	Cllr Stallard/Clerk	Fund researched - currently closed.
26	HG016/25	Disabled Car Parking Provision at the Jubilee Hall Car Park	To gather quotations for the relining necessary for the creation of two additional parking spaces and directional arrows.	Complete	Projects Manager	
27	HG018/25	DNO Fee for Additional Batteries	To recommend to F,P&R the ratification of the fee payment.	Complete	Clerk	Paper sent for inclusion in papers for July F,P&R.

28	HG019/25	Drainage Under Claylands Road Play Area	To report the urgent problem to Southern Water and request that they expedite the investigations into the blocked drain.	Closed	Clerk	See agenda item 14
29	HG022/25	Saturday Usage of Full-Size Pitch	To recommend to F,P&R that Dynamos be given permission to sublet to the Bishopstoke Football Club for use of the full-size pitch on Saturday afternoons only.	Complete	Clerk	Approved by F,P&R
30	HG023/25	Correspondence - Request to Hold Dog Show on Parish Council Land	To progress with potential hirer regarding this event.	Complete	Estates Manager	Hirer considering booking for May 26
31	HG029/25	Quotations for Refurbishment of Children's Toilets in the Coronation Hall	To recommend to F,P&R that Regal Environ Ltd be appointed to complete the plumbing works.	Complete	Clerk	Approved by Full Council 10.06.25
32	HG031/25	Quotations for Priory Park Additional Ditch	To recommend to F,P&R the appointment of BWTS to be considered in combination with any other quotations received after the H&G meeting.	Complete	Clerk	Alternative quotation accepted 10.06.25
33	HG032/25	Gates for Albany Road Allotments	To agree with installation of storage container in principle, subject to the provision of a plan to show its location and size information. BWGC to be requested to make it look as attractive as possible.	Complete	Clerk	

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed

Detailed Income & Expenditure by Phased Budget Heading 30/04/2025

Month No: 1

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>											
1085 Income - Non PC Recharge	58	0	(58)	58	0	(58)	0			0.0%	
4101 Prof Fees - Tree Surveys	0	0	0	0	0	0	(900)		900	0.0%	
4157 Vehicle Tax	(335)	338	3	(335)	338	673	(671)		336	49.9%	
4270 Contractor - Aboricultural	0	0	0	0	0	0	(8,000)		8,000	0.0%	
4280 Contractor - Grounds	0	0	0	0	0	0	(500)		500	0.0%	
4290 Contractor - Hedge Cutting	0	0	0	0	0	0	(4,000)		4,000	0.0%	
4295 Contractor - Ditch Clearance	0	0	0	0	0	0	(1,800)		1,800	0.0%	
4303 Fuel Charges - Tractors&Mowers	(327)	400	73	(327)	400	727	(4,800)		4,473	6.8%	
4304 Fuel Charges - PC Vehicles	(36)	400	364	(36)	400	436	(4,800)		4,764	0.7%	
4305 Op Costs - Tractors&Mowers	(1,176)	200	(976)	(1,176)	200	1,376	(2,400)		1,224	49.0%	
4306 Op Costs - P C Vehicles	(1,095)	400	(695)	(1,095)	400	1,495	(4,800)		3,705	22.8%	
4309 Materials - Cleaning	0	0	0	0	0	0	(75)		75	0.0%	
4310 Materials -Tools / Minor Items	24	0	24	24	0	(24)	(600)		624	(4.1%)	
4311 Materials - Locks and Keys	0	0	0	0	0	0	(50)		50	0.0%	
4312 Materials - Ground Maintenance	(43)	200	157	(43)	200	243	(2,400)		2,357	1.8%	
4313 Materials - Signage	(270)	50	(220)	(270)	50	320	(600)		330	45.0%	
4319 Materials - Lining Paint	(80)	0	(80)	(80)	0	80	(1,000)		921	8.0%	
4329 Mtce - Fencing	0	0	0	0	0	0	(1,000)		1,000	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	0	0	0	1			0.0%	
1115 Land Lease - Scouts Building	0	0	0	0	0	0	2			0.0%	
1127 Contract Hire - Tennis Courts	450	448	(2)	450	448	(2)	1,792			25.1%	

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Bishop's Waltham Parish Council

02/06/2025

09:56

Detailed Income & Expenditure by Phased Budget Heading 30/04/2025

Cost Centre Report

Month No: 1

	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
1211 Hire Fees - Grounds	0	0	0	0	0	0	949			0.0%	
1212 Hire Fees - Football Pitches	468	68	(400)	468	68	(400)	680			68.9%	
4326 Mtce - Tennis Courts	0	0	0	0	0	0	(500)		500	0.0%	
4331 Mtce - Car Parks	0	0	0	0	0	0	(500)		500	0.0%	
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	44	34	(10)	44	34	(10)	86			50.6%	
1151 Annual Hire - Football Pitches	1,575	788	(787)	1,575	788	(787)	7,092			22.2%	
1211 Hire Fees - Grounds	489	0	(489)	489	0	(489)	0			0.0%	
1212 Hire Fees - Football Pitches	251	628	377	251	628	377	2,732			9.2%	
1300 Funding - FA Pitch Power	0	0	0	0	0	0	12,000			0.0%	
4280 Contractor - Grounds	(834)	0	(834)	(834)	0	834	(19,500)		18,666	4.3%	
4331 Mtce - Car Parks	0	0	0	0	0	0	(500)		500	0.0%	
<u>225 Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	475	266	(209)	475	266	(209)	1,144			41.5%	
<u>226 Grounds - Albany Road Allment</u>											
1102 Land Lease - Allotments	0	0	0	0	0	0	1			0.0%	
<u>230 Halls/Buildings - General</u>											
4107 Prof Fees - Health & Safety	0	0	0	0	0	0	(500)		500	0.0%	
4170 Advertising - Halls	0	0	0	0	0	0	(500)		500	0.0%	
4309 Materials - Cleaning	(149)	135	(14)	(149)	135	284	(1,620)		1,471	9.2%	
4310 Materials -Tools / Minor Items	(10)	50	40	(10)	50	60	(200)		190	5.2%	
4311 Materials - Locks and Keys	(7)	50	43	(7)	50	57	(200)		193	3.3%	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2025

Cost Centre Report

Month No: 1

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent to/from EMR
4313 Materials - Signage	0	100	100	0	100	100	(300)		300	0.0%
4316 Materials - Kitchen Supplies	0	50	50	0	50	50	(250)		250	0.0%
240 Hoe Road Pavilion										
1131 Contract Hire - Kitchen	126	126	(0)	126	126	(0)	504			25.1%
1132 Contract Hire - Rooms	1,611	1,605	(6)	1,611	1,605	(6)	6,420			25.1%
1133 Contract Hire - Storage	26	26	(0)	26	26	(0)	104			25.3%
1220 Hire Fees - Rooms	23	38	16	23	38	16	57			39.5%
1223 Hire Fees - Storage	22	0	(22)	22	0	(22)	0			0.0%
4253 Contractor - Maint & Repair	0	0	0	0	0	0	(2,000)		2,000	0.0%
4277 Contractor - Water Monitoring	0	76	76	0	76	76	(920)		920	0.0%
4278 Contractor - Electrical	0	0	0	0	0	0	(500)		500	0.0%
4279 Contractor - Plumb & Heating	(190)	0	(190)	(190)	0	190	(500)		310	38.0%
4285 Contractor - Hygiene Waste	(31)	35	4	(31)	35	66	(60)		29	52.2%
4307 Materials - Defib Equipment	0	0	0	0	0	0	(175)		175	0.0%
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(250)		250	0.0%
4332 Mtce - Fire/Security Sytems	(73)	155	82	(73)	155	228	(2,030)		1,957	3.6%
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(500)		500	0.0%
4339 Mtce - External Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%
4341 Non Domestic Rates	(70)	80	10	(70)	80	150	(800)		730	8.8%
4343 Electricity	635	1,000	1,635	635	1,000	365	(5,305)		5,940	(12.0%)
4345 Water	247	125	372	247	125	(122)	(1,500)		1,747	(16.4%)
250 Priory Park Clubhouse										
1158 Annual Hire - Rooms	215	108	(107)	215	108	(107)	972			22.2%

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 30/04/2025

Cost Centre Report

Month No: 1

	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
1161 Annual Hire - Storage	95	48	(47)	95	48	(47)	432			22.0%	
1220 Hire Fees - Rooms	3,705	1,900	(1,805)	3,705	1,900	(1,805)	22,800			16.3%	
1223 Hire Fees - Storage	0	17	17	0	17	17	204			0.0%	
4142 Performing Rights - Music Fees	(166)	145	(21)	(166)	145	311	(194)		28	85.4%	
4158 Premises Licence	(14)	14	0	(14)	14	28	(21)		7	66.7%	
4253 Contractor - Maint & Repair	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4275 Contractor - Trade Waste	0	600	600	0	600	600	(1,200)		1,200	0.0%	
4277 Contractor - Water Monitoring	0	79	79	0	79	79	(948)		948	0.0%	
4278 Contractor - Electrical	0	0	0	0	0	0	(500)		500	0.0%	
4279 Contractor - Plumb & Heating	0	0	0	0	0	0	(500)		500	0.0%	
4281 Contractor - Window Cleaning	0	100	100	0	100	100	(600)		600	0.0%	
4282 Contractor - Cleaning	(288)	200	(88)	(288)	200	488	(2,400)		2,112	12.0%	
4285 Contractor - Hygiene Waste	(63)	70	7	(63)	70	133	(121)		58	51.8%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(175)		175	0.0%	
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(250)		250	0.0%	
4332 Mtce - Fire/Security Sytems	(59)	175	116	(59)	175	234	(2,400)		2,341	2.4%	
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	(259)	260	1	(259)	260	519	(2,600)		2,341	10.0%	
4343 Electricity	110	1,000	1,110	110	1,000	890	(4,943)		5,053	(2.2%)	
4344 Gas	0	350	350	0	350	350	(3,200)		3,200	0.0%	
4345 Water	(21)	100	79	(21)	100	121	(1,700)		1,679	1.2%	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2025

Month No: 1

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260 The Jubilee Hall Building											
1153 Annual Hire - Diamond Suite	731	365	(366)	731	365	(366)	4,590			15.9%	
1220 Hire Fees - Rooms	7,225	3,000	(4,225)	7,225	3,000	(4,225)	36,000			20.1%	
1225 Hire Fees - Kitchen	332	185	(147)	332	185	(147)	2,696			12.3%	
4142 Performing Rights - Music Fees	(38)	83	45	(38)	83	121	(250)		212	15.1%	
4158 Premises Licence	(14)	14	0	(14)	14	28	(21)		7	66.7%	
4253 Contractor - Maint & Repair	0	0	0	0	0	0	(4,000)		4,000	0.0%	
4275 Contractor - Trade Waste	(43)	1,325	1,282	(43)	1,325	1,368	(2,950)		2,907	1.4%	
4277 Contractor - Water Monitoring	0	92	92	0	92	92	(1,108)		1,108	0.0%	
4278 Contractor - Electrical	0	0	0	0	0	0	(500)		500	0.0%	
4279 Contractor - Plumb & Heating	(375)	0	(375)	(375)	0	375	(500)		125	75.0%	
4281 Contractor - Window Cleaning	0	120	120	0	120	120	(720)		720	0.0%	
4282 Contractor - Cleaning	(36)	0	(36)	(36)	0	36	(1,050)		1,014	3.4%	
4285 Contractor - Hygiene Waste	(131)	147	16	(131)	147	278	(252)		121	51.9%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(175)		175	0.0%	
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(500)		500	0.0%	
4332 Mtce - Fire/Security Sytems	(109)	150	41	(109)	150	259	(2,200)		2,091	4.9%	
4337 Mtce - Building Services	(328)	0	(328)	(328)	0	328	0		(328)	0.0%	
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(915)	750	(165)	(915)	750	1,665	(7,500)		6,586	12.2%	
4343 Electricity	409	1,500	1,909	409	1,500	1,091	(6,000)		6,409	(6.8%)	
4344 Gas	(620)	1,500	880	(620)	1,500	2,120	(9,450)		8,830	6.6%	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2025

Month No: 1

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
4345 Water	68	200	268	68	200	132	(1,000)		1,068	(6.8%)	
<u>261 Jubilee Hall Car Park & Ground</u>											
1088 Income - Electric Charge M/C's	0	85	85	0	85	85	1,020			0.0%	
1089 Income - Car Parking M/C's	217	250	33	217	250	33	3,000			7.2%	
1152 Annual Hire - Season Tickets	2,368	641	(1,727)	2,368	641	(1,727)	1,859			127.4%	
1211 Hire Fees - Grounds	34	34	(0)	34	34	(0)	34			100.5%	
4150 Ticket M/C Card Charges	(156)	195	39	(156)	195	351	(2,340)		2,184	6.7%	
4281 Contractor - Window Cleaning	0	40	40	0	40	40	(240)		240	0.0%	
4286 Contractor - Car Park Tickets	0	0	0	0	0	0	(300)		300	0.0%	
4287 Contractor - E'tric Charge Mac	0	0	0	0	0	0	(240)		240	0.0%	
4325 Mtce - Car Park Ticket M/c's	(213)	250	37	(213)	250	463	(1,000)		787	21.3%	
4341 Non Domestic Rates	(540)	600	60	(540)	600	1,140	(6,000)		5,460	9.0%	
4343 Electricity	0	65	65	0	65	65	(820)		820	0.0%	
<u>270 Well House</u>											
4341 Non Domestic Rates	(337)	0	(337)	(337)	0	337	0		(337)	0.0%	
4343 Electricity	(22)	0	(22)	(22)	0	22	0		(22)	0.0%	
4344 Gas	(14)	0	(14)	(14)	0	14	0		(14)	0.0%	
<u>275 Coronation Hall</u>											
1132 Contract Hire - Rooms	1,180	588	(592)	1,180	588	(592)	7,056			16.7%	
4253 Contractor - Maint & Repair	0	0	0	0	0	0	(2,000)		2,000	0.0%	
4277 Contractor - Water Monitoring	0	76	76	0	76	76	(920)		920	0.0%	
4278 Contractor - Electrical	0	0	0	0	0	0	(500)		500	0.0%	
4279 Contractor - Plumb & Heating	0	0	0	0	0	0	(500)		500	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2025

Month No: 1

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
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(250)		250	0.0%	
4332 Mtce - Fire/Security Sytems	0	50	50	0	50	50	(770)		770	0.0%	
4343 Electricity	0	1,000	1,000	0	1,000	1,000	(5,000)		5,000	0.0%	
4344 Gas	0	300	300	0	300	300	(3,650)		3,650	0.0%	
4345 Water	0	125	125	0	125	125	(1,500)		1,500	0.0%	
<u>280 Groundsman Building</u>											
4106 Prof Fees - Hardwire Inspctions	0	0	0	0	0	0	(190)		190	0.0%	
4253 Contractor - Maint & Repair	0	0	0	0	0	0	(250)		250	0.0%	
4274 Contractor - Waste Skip Hire	(486)	491	5	(486)	491	977	(2,946)		2,460	16.5%	
4278 Contractor - Electrical	0	0	0	0	0	0	(250)		250	0.0%	
4279 Contractor - Plumb & Heating	0	0	0	0	0	0	(250)		250	0.0%	
4332 Mtce - Fire/Security Sytems	(24)	75	51	(24)	75	99	(1,070)		1,046	2.2%	
4343 Electricity	499	700	1,199	499	700	201	(4,900)		5,399	(10.2%)	
<u>290 Playgrounds & Leisure Areas</u>											
4109 Prof Fees - H&S Report	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4144 Lease - Oak Road Play Area	(50)	60	10	(50)	60	110	(145)		95	34.6%	
4270 Contractor - Aboricultural	0	0	0	0	0	0	(3,500)		3,500	0.0%	
4280 Contractor - Grounds	0	0	0	0	0	0	(500)		500	0.0%	
4313 Materials - Signage	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(2,000)		2,000	0.0%	
4327 Mtce - Play & Leisure Equipmnt	0	1,500	1,500	0	1,500	1,500	(4,500)		4,500	0.0%	
4329 Mtce - Fencing	(480)	0	(480)	(480)	0	480	(1,000)		520	48.0%	

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	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
295 Southern Footpath/Cycleway											
4328 Mtce - Footpaths/Bridges/Steps	0	0	0	0	0	0	(500)		500	0.0%	
299 Capital - Halls & Grounds											
4305 Op Costs - Tractors&Mowers	(400)	0	(400)	(400)	0	400	0		(400)	0.0%	
4350 Minor Assets	400	0	400	400	0	(400)	(2,500)		2,900	(16.0%)	
4364 Southern Footpath Cycleway	(1,208)	0	(1,208)	(1,208)	0	1,208	0		(1,208)	0.0%	1,208
4381 Replace Pick Up Truck	0	0	0	0	0	0	(15,000)		15,000	0.0%	
4393 Building Decarb (JH)	(300)	0	(300)	(300)	0	300	0		(300)	0.0%	300
4414 Bldings Replace /Refurb	(750)	0	(750)	(750)	0	750	(90,000)		89,250	0.8%	750
4424 Coronation Hall Renovations	0	2,500	2,500	0	2,500	2,500	(10,000)		10,000	0.0%	
4425 Replace Dragons Teeth (HR)	0	0	0	0	0	0	(1,750)		1,750	0.0%	
4427 Allotment Fencing	0	0	0	0	0	0	(10,000)		10,000	0.0%	
4428 HR Drainage	0	0	0	0	0	0	(20,000)		20,000	0.0%	
Grand Totals:- Income	21,721	11,248	(10,473)	21,721	11,248	(10,473)	114,227			19.0%	
Expenditure	10,793	20,845	10,052	10,793	20,845	10,052	340,515	0	329,722	3.2%	
Net Income over Expenditure	10,928	(9,597)	(20,525)	10,928	(9,597)	(20,525)	(226,288)				
plus Transfer from EMR	2,258	0	(2,258)	2,258	0	(2,258)	0				
Movement to/(from) Gen Reserve	13,186	(9,597)	(22,783)	13,186	(9,597)	(22,783)	(226,288)				

Bishop's Waltham Parish Council
Halls & Grounds Committee - Capital Projects Control 2025-26
Month 1

Code	Description	Month Budgeted	Capital Budget £'s	EMR		Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
				Funding Budget £'s	Budget £'s				
Income	Income - Asset Disposals		0	0	0	0	0	23	CA Gates
	Total Gross Committee Income		0	0	0	0	0	23	
Expenditure	Minor Assets	Mar	2,500	0	2,500	0	0	0	
4364	Southern Footpath/Cycleway	Jun	0	0	0	1,208	0	8,073	EMR 373 / £8,073 CIL PC 08.04.25 EMR 393&394
4381	Replace Pick up Truck	Jul	15,000	15,000	0	0	0	0	EMR 320
4393	Building Decarb (JH)		0	0	0	300	0	0	EMR 376
4414	Bldgs Replace/Refurb	Jun/Sep/Dec	90,000	90,000	0	750	0	11,132	EMR 350 / £11,132 Architect costs
4424	Coronation Hall Renovations	Apr/Jul/Oct/Jan	10,000	10,000	0	0	0	0	EMR 318
4425	Replace Dragons Teeth (HR)	Not required	1,750	0	1,750	0	0	0	Purchase in 24/25
4427	Allotment Fencing	May	10,000	10,000	0	0	0	6,287	EMR 317
4428	HR Drainage	Jul	20,000	20,000	0	0	0	0	EMR 359
4430	Fencing Replacement	May	0	0	0	0	0	5,778	EMR 385 CIL PC 08.04.25
	Total Gross Committee Expenditures		149,250	145,000	4,250	2,258	2,258	31,270	
EMR Movements			145,000	145,000	0	2,258	31,270		
Total Net Committee Expenditures			4,250	0	4,250	0	(23)		

Ear Marked Reserves

		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budget	Closing	Comments
		Opening Balance													Total Year	Balance	
314	EMR - Albany Wood IGOS Maintenance - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£96,705	£65,472 +RPI
315	EMR - Montague Road Play Areas - S106/CIL/OSF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
316	EMR - Albany Wood LEAP Maintenance - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
317	EMR - Allment Fencing - CIL	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£36,521	£25,000 +RPI
318	EMR - Coronation Hall Renovations - CIL	£10,000	£0	£2,500	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£10,000	£0
320	EMR - Replace Pickup Truck - CIL	£15,000	£0	£15,000	£0	£0	£0	£0	£0	£0	£2,500	£0	£0	£0	£15,000	£15,000	£0
325	EMR - Replace Play Area Equipment - PC	£9,111	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,000	£15,000	£0
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£14,111	£11,111
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£33,500
340	EMR - Replace Topper / Mower - PC	£23,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£11,000
341	EMR - Replace IT Equipment - PC	£3,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23,500	£23,500
345	EMR - Election Expenses - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,578	£3,578
350	EMR - Bldings Replace / Refurb - PC	£83,587	£750	£29,250	£0	£0	£30,000	£0	£0	£30,000	£0	£0	£0	£0	£0	£4,000	£4,000
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£90,000	£11,132 approved for Architect
352	EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£200,000	£200,000
354	EMR - Fencing Replacement - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
355	EMR - Tennis Court Maintenance - PC	£14,100	£0	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	£0	£0	£0	£2,000	£2,000
356	EMR - Car Park Maintenance - PC	£2,500	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£0	£0	£16,100	£16,100
357	EMR - Resurface Play Areas - PC	£2,000	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£0	£1,000	£1,000
358	EMR - Southern Footpath Maintenance - PC	£1,000	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£0	£0	£4,000	£4,000
359	EMR - HR Drainage	£20,000	£0	£0	£20,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£1,000
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
370	EMR - CCTV (HR) - PC	£3,152	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£10,000
371	EMR - Intruder Alarm Upgrade (JH) - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,152	£3,152
373	EMR - Southern Footpath - CIL/WCIL/S106	£47,339	£1,208	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£2,500
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£47,339	Lecturns £1208
375	EMR - Floor Polisher (PP) - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
376	EMR - Building Decarb (JH) - CIL/WCIL	£49,646	£300	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£49,646	£49,646
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£538	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£538	£538
378	EMR - Albany Road Play Park - S106	£29,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
379	EMR - Building Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£25,000 + RPI	£25,000 + RPI
380	EMR - Name Sign (JH) - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£33,500
389	EMR - Parish Council Website - PC	£3,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
390	EMR - Stackable Chairs (JH) - PC	£0	£0	£0	£0	£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	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,011	Southern Footpath Additions
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£3,062	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062	Southern Footpath Additions & Churchill Gates
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£42,889	£5,778	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£42,889	Churchill Gates
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	£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	£2,471
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£2,321	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,321	£2,321
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
400	EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£4,552	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£9,345	Malt Lane
401	EMR - WCC S106 Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,497	Beechen Stables/The White Cottage (Dundridge)
402	EMR - WCC CIL Receipts 2025-26 (End 31/03/31)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
403	EMR - SDNP CIL Receipts 2025-26 (End 31/03/31)	£449,338	£15,840	£31,750	£37,500	£0	£30,000	£220,245	£0	£30,000	£2,500	£0	£0	£0	£0	£661,854	Malt Lane £15,455.08 & Bank Street £9,344.63

Cil expenditure approved at PC 08.04.25



Halls and Grounds Committee – 17th June 2025

9. 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
Grass Pitch Maintenance Fund	Potentially could provide financial assistance with works to improve Priory Park football pitches	Project Manager progressing with potential application, based on PitchPower report

The WCC grant fund below is currently open.

District Small Grant Scheme

OPENS 14 MAY 2025

If you require assistance, please contact us at grants@winchester.gov.uk or call us on **01962 848 269**.

The Winchester District small grant scheme is designed to provide small-scale, one-off grants of **up to £3,000** to local voluntary/not for profit groups and organisations.

The funding is aimed at activities which require one-off expenditure or initial set up/pump priming costs. The grants are available for one-off pieces of expenditure on projects, equipment and other items which will help your organisation to do more, to reach more people, to provide better services or to try something different. Examples of eligible costs include new or start-up equipment, set up costs for new groups, special events and activities.

Proposal: To note the above and consider potential items that might provide an appropriate basis for an application to the District Small Grant Scheme.



Halls and Grounds Committee – 17th June 2025

10. Estates Manager's Report

General

2025 planned maintenance and refurbishment works – further quotes for Jubilee Hall, Hoe Road Rec and Coronation Hall.

Summer painting and decorating works – all scheduled.

Update of contractor and service provider compliance records ongoing.

Estates Team updated COSHH register ongoing.

Heating servicing due July (date tbc).

Albany Road allotments – lower track fencing and gates installation commenced 9.6.25.

New flow plates for Hoe Road (awaiting delivery).

Water monitoring completed 16.05.25

Environmental health visit (JH kitchen).

Jubilee Hall

Cinergi installed x2 additional batteries for the solar array 20/21.5.25 (awaiting delivery of new covers).

32-amp power supply installed on stage (23.05.25).

A/C servicing completed 19.05.25

Heating: suitable air conditioning units identified as an alternative heating solution for the Gold and Ruby rooms. Visit by heating engineers to be arranged to discuss operation/suitability.

Faulty floor scrubber/washer repair scheduled 23.06.25.

Hoe Road & Estates Shed

Tractor Shed drainage – Third quote obtained 10.06.25.

Lilypads: children's toilets taps repaired. Replacement of rotten toilet panels (date tbc).

Coronation Hall

Failed ceiling lighting in rear storage area replaced with LED battens.

External tap repaired for use by grounds team and the greening project volunteers.

Estates Manager
12.06.25



Halls and Grounds Committee – 17th June 2025

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

Two lots of graffiti at Albany play area recently – some offensive. All cleaned off.

There have been more fires at the meadow logs.

Children (we have a good image of one of them on CCTV) have taken items from our compound on two occasions to make a camp in the Moors woods. We have retrieved most of it, but a wheelbarrow is still missing. We have made temporary repairs to the fence to make it as difficult as possible for them to access the compound from the Moors.

The pitch drainage work at Priory pitches has been completed by the contractor.

We have completed our goalmouth repairs at Priory Park and Hoe Road.

The Dynamos tournament went smoothly from our perspective.

We spent time giving Hoe Road a good tidy up in preparation for the Fun Day, including a very neat trimming of the entrance track hedges by our new groundsman. Two groundsmen will be on duty for the set up and clear up of the event.

The inspection chambers at the new play area at Ponside have been checked, as suggested by the installers, and found to be clear and in good order.

Weedkilling of all the new pathways has been completed.

Senior Groundsman
12.06.25



Halls and Grounds Committee – 17th June 2025

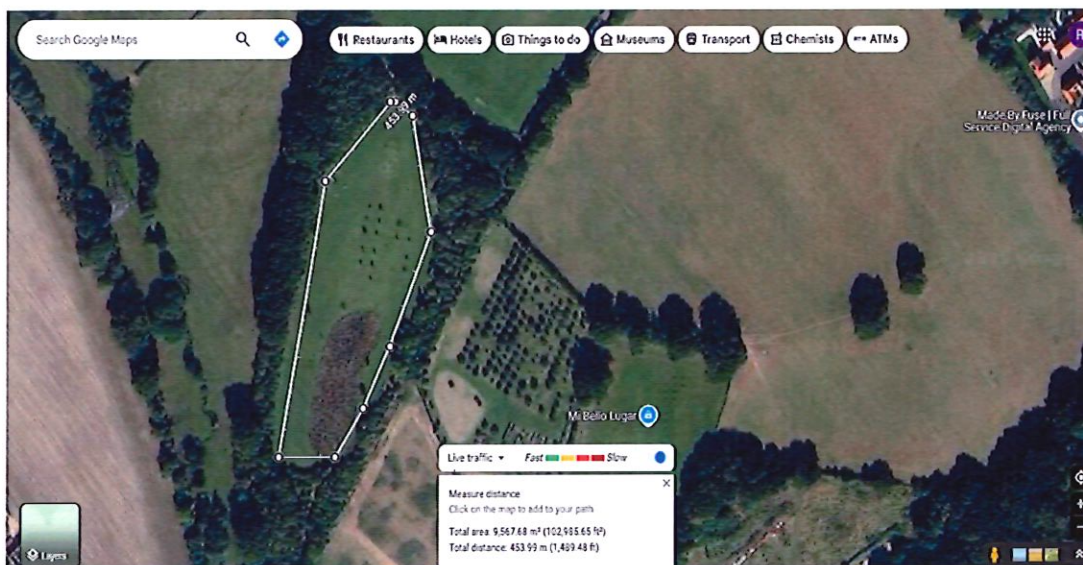
12. Project Manager's Report - *for information*

Pitch Power report

Due to no response from the Football Foundation – I have re-registered in the system to apply for funding as stated in the Pitch Power report.

Priory Meadow path (Action HG247/23)

Initial enquiries into costing are now being made to re – establish a more substantial footpath around the meadow path. A site visit took place on Tuesday 10th June with a known contractor so that they could see the existing pathway and have the necessary information to provide options and advice to the Council.



Pondside Bridleway (Action HG302/24)

Initial enquiries are being made for costing to resurface specific poorly draining areas of the bridleway and how to route surface run-off into the nearby swales during heavy rainfall.



Proposal: To note the above.

Project Manager 11.06.25



Halls and Grounds Committee – 17th June 2025

13. Facilities Review Update - *for information*

Updated Clubhouse Plans

The appointed architectural firm has informed the Council that the design development changes are now complete following consideration of the topographical survey undertaken for the site. Revised plans are expected imminently. As such, a working group meeting will be scheduled for the week commencing the 23rd June.

Meeting with representatives of the Hampshire Football Association

A meeting is planned to take place on Tuesday 17th June, at the Priory Park Clubhouse, organised by representatives of Dynamos Football Club to discuss the current facilities and future plans. A verbal update will be given during the Committee meeting and written notes will be included in the papers for the Committee's July meeting.

Meeting with Winchester City Council (WCC)

A meeting is planned to take place on Tuesday 24th June, at the Priory Park Clubhouse to discuss the building within the context of WCC's Playing Pitch Strategy and with a view to beginning discussions relating to a potential funding application to WCC. Written notes will be included in the papers for the Committee's July meeting.

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

Project Manager/ Committees Officer 12.06.25



Halls and Grounds Committee – 17th June 2025

14. Drainage Under Claylands Road Play Area – *for consideration*

In the Committee's May meeting the following was resolved in relation to the reports from Claylands Court residents of flooding due to a blocked stormwater drain located on Claylands Court.

HG019/25	Drainage Under Claylands Road Play Area – for consideration Resolved: To report the urgent problem to Southern Water and request that they expedite further investigations into the blocked drain. Proposed: Cllr Nicholson Seconded: Cllr Stallard All in favour	Action: Committees Officer
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The drain is known to be routed under Claylands Road and ends under Claylands Road Play Park, but reportedly is not connected up to any onward drainage system, thus the play area would seem to be acting as soak away for this water.

After the Committee meeting the following information was received from Southern Water.

Date: 21 May 2025
Contact: 0330 303 0368

Re: Blocked Drain - 4 Claylands Court, Bishops Waltham, SO32 1JS

Thank you for your contact received on 29 April 2025, about a blocked drain at the above location. I can confirm, as my colleague previously advised that Southern Water have no land in the area and have no mapped culverts or surface water ditches. There are some private surface water drains on the opposite side of the play area; however, these are also not owned or maintained by Southern Water.

Contact Details

I hope I have fully addressed your concerns; however, if you need any further assistance, please contact a member of our Operations Customer Service Centre on 0330 303 0368.

Yours sincerely|


Service Improvement Team

Following discussion with the Committee Chair, the Committee's Officer has written to the resident who had initiated investigations into this problem to give them the Council's permission to continue their investigations under the surface of the Parish Council's land (the Claylands Road play area).

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

Committees Officer
12.06.25



Halls and Grounds Committee – 17th June 2025

15. Proposal from Sustainable Bishop's Waltham for area of Unkept Land at Montague Road – *for consideration*

Please see the attached map which shows Parish Council owned land outlined in yellow, land in the process of being leased to a resident in green, and the area that this proposal concerns, in red. The red area is currently unkept and unmanaged.

Sustainable Bishop's Waltham have proposed to plant wildflowers on the area outlined in red, as well as trimming some of the blackthorn/scrub that surrounds it. It is proposed that only the red area should be given over to wildflowers for the time being and to leave in place the thick scrub that separates it from the rest of the Parish Council-owned land so that some of the existing hedgerow habitat remains, and we don't create a path through the land.

Text taken from an email from Sustainable Bishop's Waltham:

"The area is a couple of foot higher than the surrounding area - we can only guess that some trees were cut down and chipped and the chip left on the ground, which is why it is higher than the surrounding area. It's ended up a rather bouncy woodchip substrate, rather than soil. We would therefore recommend planting some wild flowers in here that will look after themselves - and plants that would take to being planted in woodchip. The wildflowers would give interest for the houses living next to this area - they also would contrast with the blackthorn.

There is a line of "hedgerow" / scrub plants that are growing up and shielding the houses from the area - we could ask if the neighbours prefer this managing and bringing down slightly in height - it's about 5/6 ft high, and we could bring it down to 3/4 ft.

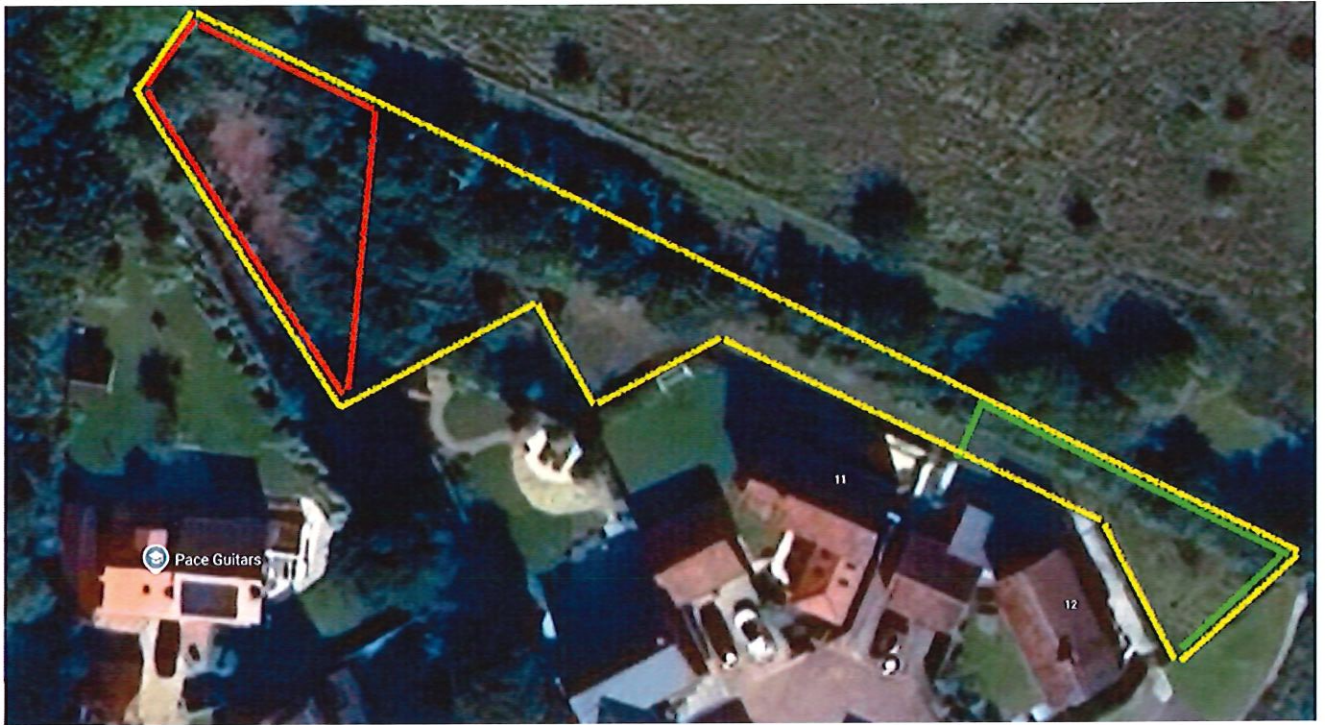
Plan:

- Obtain money for wildflowers from someone. Approx £50.*
- Get some volunteers in to do a bit of bramble removal and push the blackthorn back a bit*
- Plant wildflower seeds.*
- Add a sign identifying the land as PC-owned, and managed by SBW, asking residents to keep out.*

The above will take us 2 to 4 days. "

- Proposal:**
- To consider the proposal received from Sustainable Bishop's Waltham, that they be permitted to tidy up the area marked in red on the attached map as described, and plant suitable wildflowers, communicating with immediate neighbours, so that they are informed.
 - To consider whether the Parish Council could provide the materials required from within the funds budgeted for Grounds Maintenance, with expenditure to be approved by the Committee Clerk and Committee Chairperson in accordance with the Council's Financial Regulations.

Councillor Latham
04.06.25





Bishop's Waltham Parish Council

Halls & Grounds Committee – 17th June 2025

16. Appointment of Jubilee Hall Internal Decoration Works Working Group – *for consideration*

Following the selection of a contractor during the Committee's May meeting to undertake the internal decoration works, the Committee are requested to appoint a working group to assist the Estates Manager with actions such as colour selection and other matters as required.

Proposal: To appoint a Jubilee Hall Internal Decoration Works Working Group.

Committees Officer 11.06.25



Halls and Grounds Committee – 17th June 2025

17. Dynamos Football Tournament Report – *for information*

Dynamos held a two-day tournament at the Priory Park football pitches on the Saturday 24th May and Sunday 25th May (which was a bank holiday weekend).

The weather was good in week prior to the event which facilitated the marking of the pitches in the requested layout. The Senior Groundsman has requested a longer window to mark the pitches for future events to allow for potentially wet weather.

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

Observations from the event:

- Some vehicles had parked by the outdoor gym equipment. On the Saturday, the main organiser reported that 147 cars had been accommodated in the two car parks (count done just before Saturday midday).
- The main Clubhouse toilet facilities were used and thanks to the repair to the pipe under the overflow car park, this side of the event went much more smoothly this year.
- When the site visit was undertaken on Saturday morning, parking was not at an untoward level of surrounding residential roads.
- This year the organiser arranged, in advance of the event, for the rubbish generated during the tournament to be removed from the site on the following Wednesday. Should the event be repeated, the hirer will be asked to ensure that where they gather their rubbish, they do not obstruct either of the existing bins on site, because a contractor was prevented from emptying one of these on their weekly rounds.

Two items of correspondence were received from members of the public following the event (one telephone call and one email). Both people reported that access to their properties had been difficult during the event and one reported that drivers attending the event had been discourteous.

Potential actions for consideration:

- To ask the event organisers to increase their marshall presence on Elizabeth Way itself during the event.
- To stipulate in the licence document that all residences on and leading off Elizabeth Way should be leafletted 10 days before the event and given advance notice so that they can plan accordingly.
- Actions relating to modifying the scale of the event.

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