



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 15th July 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. Election of the Vice Chairman of the Committee
2. To receive and accept apologies for non-attendance
3. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
4. To receive and accept any personal, non-pecuniary interests relating to items on this agenda
5. Public Session – to last no longer than 30 minutes - *for information only*
6. To approve the minutes of the Halls & Grounds Committee - 17th June 2025
7. Actions arising from meeting 17th June 2025 - *for information only*
8. Financial Position Year to Date - *to note current position*
9. Capital Control and Ear Marked Reserves Reports - *for information*
10. Grant Opportunities – *for information*
11. Estates Manager's Report - *for information*
12. Senior Groundsman's Report - *for information*
13. Project Manager's Report - *for information*
14. Priory Park Clubhouse Project Update – *for consideration*
15. Report from Jubilee Hall Internal Decoration Works Working Group - *for consideration*
16. Report from Jubilee Hall Heating Working Group - *for consideration*
17. Proposal to Purchase Bleed Kits for Parish Council Land – *for consideration*
18. Report from Councillors' Visit to Bishop's Waltham Infant School - *for information*
19. Use of Hoe Road Pavilion Changing Rooms for Football Bookings – *for consideration*
20. Requests for Future Agenda Items - *for information*
21. Date of next meeting - 19th August 2025
22. **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
23. Hedge Work 2025 – Options and Costings – *for consideration*
24. Quotations for Relining Works in the Jubilee Hall Car Park – *for consideration*

25. Quotations for Drainage Investigations at the Estate Shed at Hoe Road Recreation Ground – *for consideration*
26. Quotations for Priory Park Clubhouse Adaptations for Dynamos Senior Team – *for consideration*
27. Quotations for Tree Condition Surveys - *for consideration*
28. Preliminary Costing for Path Works in Priory Meadow - *for consideration*
29. Preliminary Costing for Remedial Works on Montague Road Bridleway - *for consideration*
30. Ratification of Cost of Skip for Albany Road Cricket Ground - *for consideration*

C Wilkinson

Clerk to the Committee
9th July 2025

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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 17th June 2025 at 7pm.

Present: Cllr Latham
Cllr Nicholson
Cllr Webb Chairperson
Cllr Wilson

In Attendance: Mr S Arthur Estates Manager
Mr R Thorne Projects Manager
Mrs C Wilkinson Committees Officer

Members of the Public: 0

- HG033/25 To receive and accept apologies for non-attendance**
Cllr Nicholson – family commitments
Cllr Sherwood – family commitments
Cllr Stallard – resignation submitted
Resolved: To accept apologies for non-attendance and to co-opt Councillor Marsh as a substitute member Committee for the evening.
Proposed: Cllr Webb
Seconded: Cllr Marsh
All in favour
Apologies had also been received from the Senior Groundsman.
- HG034/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- HG035/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- HG036/25 Public Session**
No member of the public present.
- HG037/25 To approve the minutes from the meeting of the Halls and Grounds Committee – 20th May 2025**
Resolved: To approve minutes of the Halls and Grounds Committee – 20th May 2025
Proposed: Cllr Wilson
Seconded: Cllr Webb
All in favour who were present at the meeting on 20th May 2025.
- HG038/25 Actions arising from the meeting of the Halls and Grounds Committee – 20th May 2025**
Noted. It was agreed to that item HG161/24, relating to investigation of automated closure mechanisms for the tennis courts at the Hoe Road Recreation Ground would be closed. No issues were currently being experienced with security.
- HG039/25 Financial Position Year to Date**
Noted.
Resolved: To note the financial position year to date.
Proposed: Cllr Wilson
Seconded: Cllr Latham
All in favour.



- HG040/25 Capital Control and Ear Marked Reserves Report**
Noted.
- HG041/25 Grant Opportunities – for information**
Noted. The importance of maintaining a list of potential subjects of grant application was raised. The Committees Clerk would refresh the existing list, and the Estates Manager would also be consulted for any other items should be added.
Action: Committees Officer/Estates Manager
- HG042/25 Estates Manager's Report – for information**
The fencing works at the allotments at Albany Road was continuing to progress.
- HG043/25 Senior Groundsperson's Report – for information**
Subsequent to the report being written there had been some antisocial driving in the Priory Park overflow car park. The responsible parties had made themselves known to the Council and a mutually agreeable plan arranged to make amends. Any other instances would be brought to the Committee to facilitate consideration of whether to install an entrance barrier.
- HG044/25 Project Manager's Report – for information**
The preliminary costings being gathered by the Projects Manager would help to inform the Committee's prioritisation and budgeting process later in the year.
- HG045/25 Facilities Review Update – for information**
The revised set of drawings following the completion of the topographical survey had now been received and a working group meeting would be scheduled to review their content before an update being brought to the Committee in the next meeting.
Action: Facilities Review Working Group
The Projects Manager gave a verbal report following the meeting that had taken place earlier in the day that had been organised by Dynamos Football Club with representatives from the Football Association to discuss the possibility of the Senior Team being able to play at Priory Park. To expedite the process an agenda item would be taken to Full Council to approve reasonable measures to support the return of the senior team to Priory Park.
Action: Projects Manager/Estates Manager/Committee Officer
- HG046/25 Drainage Under Claylands Road Play Area – for consideration**
Any updates received from the residents of Claylands Court would be brought to the Committee. The intention was that when more was known about the nature of the issue, an agenda item would be created for consideration of potential resolutions.
- HG047/25 Proposal from Sustainable Bishop's Waltham for Area of Unkept Land at Montague Road – for consideration**
The wording of any sign would be given further consideration to show that it was a space for nature and to show that there is no through road.
Resolved:
i) To approve the proposal received from Sustainable Bishop's Waltham, that they be permitted to tidy up the area marked in red on the tabled map and to plant suitable wildflowers, with the neighbouring residents to receive appropriate communication.
ii) To provide the materials required, with the relevant minor expenditure to be approved by the Committee Chairperson and the Committees in accordance with the Council's Financial Regulations.
Proposed: Cllr Latham
Seconded: Cllr Marsh
All in favour



HG048/25

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

The working group were to meet with the Estates Manager to consider potential paint colours for use in the upcoming works.

Action: Jubilee Hall Internal Decoration Works Working Group

Resolved: To appoint Councillor Wilson and Councillor Webb to a Jubilee Hall Internal Decoration Works Working Group to work alongside the Estates Manager.

Proposed: Cllr Latham

Seconded: Cllr Marsh

All in favour

HG049/25

Dynamos Football Tournament Report – for information

The success and general smooth-running of the tournament was noted. The feedback from the Councillors who visited the site and nearby residents was noted. The event organisers would be contacted to ask them to consider increasing the gap between sessions to ease this part of the day when vehicle movements were at the highest level and to notify them that the licence agreement would be updated to state that residents of Elizabeth Way should be leafleted a fortnight before the event to give them prior warning.

Action: Committees Officer

HG050/25

Requests for future agenda items

Tree Survey Quotations

Facilities Review Update – Updated Plans

Coronation Hall modifications to access loft storage

HG051/25

Date of next meeting – Tuesday 15th July 2025

Noted.

HG052/25

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.

HG053/25

Quotations for the Replacement of Front and Rear Playroom Flooring in Coronation Hall – for consideration

The three quotations presented were duly considered, and the need for a practical easy to clean flooring appropriate to the building's usage.

Resolved: To recommend to the Finance, Policy and Resources Committee that Tony Robb be appointed to supply and install replacement flooring in both the front and rear playrooms in Coronation Hall at a cost of £3,625.00, excluding VAT.

Proposed: Cllr Wilson

Seconded: Cllr Latham

All in favour

ACTION: Committees Officer

HG054/25

Quotations for Cleaning of Jubilee Hall Stage Curtains

It was noted that since the curtains had not been cleaned for some time, that the contractor who would remove, clean and inspect the curtains off site was preferred and would be recommended to the Finance, Policy and Resources Committee on this occasion.

Resolved: To recommend to the Finance, Policy and Resources Committee that Camstage be appointed to remove, clean and treat the curtains offsite, prior to their reinstallation at a cost of £2,636.52, excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour

ACTION: Committees Officer



HG055/25

Tractor Quotations – for consideration

The Finance Manager would be consulted to ensure that the closed tender process permitted by Public Procurement Regulations was completed as required.

Resolved: To recommend to the Finance, Policy and Resources Committee that the new Iseki TG6687 67hp (with 7 front weights) tractor be purchased from T H White at the cost of £36,457.00 excluding VAT.

Proposed: Cllr Wilson

Seconded: Cllr Webb

All in favour.

ACTION: Committees Officer

HG056/25

Quotations for Repairs to Hoe Road Recreation Ground Track – for consideration

The Estates Manager explained his reasoning for seeking to progress with these unbudgeted remedial works for the vehicle track at the Hoe Road Recreation Ground.

Resolved: To recommend to the Finance, Policy and Resources Committee that Meon Valley Surfacing Ltd be appointed to undertake the remedial works on the track at Hoe Road Recreation Ground at a cost of £2,750.00, excluding VAT.

Proposed: Cllr Wilson

Seconded: Cllr Marsh

All in favour

ACTION: Committees Officer

HG057/25

Remaining Gates and Fencing Work for Albany Road Allotments – for consideration

Resolved:

i) To ratify the purchase of additional gates and locks from First Fence Ltd to the value of £1,620.82 plus a £90 delivery charge and to refer to the Finance, Policy and Resources Committee for their ratification.

ii) To ratify the appointment of D.Mooney to install the additional gates and fencing at the cost of £400.00, excluding VAT and to refer to the Finance, Policy and Resources Committee for their ratification.

Proposed: Cllr Marsh

Seconded: Cllr Latham

All in favour

ACTION: Committees Officer

HG058/25

Quotations for Relining Works in the Jubilee Hall Car Park

The matter of reducing the number of permit holder spaces was raised as it would be efficient to get this work completed at the same time as the lining works. The contractors would be asked to update their quotations accordingly for consideration at the Committee's next meeting.

ACTION: Projects Manager

There being no further business the meeting ended at 9:05pm.

Bishops Waltham Parish Council
Actions Arising for the Halls & Grounds Committee for meeting 15.07.25

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.	Proposed for closure.	Clerk	Ongoing tree works to be guided by new tree condition surveys, see agenda item 27.
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	Complete	Project Managers	See agenda item 28
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.
13	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	
14	HG137/24	Proposal for Badminton Court Hire Trial	Proceed with organisation and promotion	Oct-24	Clerk	
15	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	
16	HG169/24	Quotations for Hygiene Waste Contract	Bring information to H&G regarding proposals to increase the number of bins.	Nov-24	Estates Manager	
17	HG217/24	Proposal for Sign at Victoria Road	Order sign to be installed at Victoria Road green space.	Jan-25	Clerk	
18	HG298/24	Facilities Review Update and potential funding request	Approach PPC to investigate potential funding for redesigned Priory Park Clubhouse	April	Clerk/Cllr Marsh	
19	HG302/24	Pondside Lane Bridleway	To gather quotations for remedial works and additional drainage to route surface water toward existing swales.	Complete	Projects Manager	See agenda item 29.
20	HG337/24	Jubilee Hall Alarm Upgrade Report	To investigate alternative providers to check for competitiveness	Oct-25	Estates Manager	
21	HG041/25	Grant Opportunities	To refresh existing list of potential subjects of grant applications.	Jul-25	Clerk/ Estates Manager	
22	HG045/25	Facilities Review Update	Hold a working group meeting to review the revised plans following the topographical survey and bring an update to H&G.	Complete	Facilities Review Working Group	
23	HG045/25	Facilities Review Update	Bring agenda item to Full Council regarding reasonably measures required to support Dynamos senior team playing at Priory Park.	Complete	Projects Manager/ Estates Manager/ Committees Officer	See agenda item 26.
24	HG048/25	Appointment of Jubilee Hall Internal Decoration Works Working Group	Hold meeting to consider paint colours.	Complete	JH Internal Decoration Works WG/ Estates Manager	See agenda item 15
25	HG049/25	Dynamos Football Tournament Report	Ask event organiser to consider changeover period for future events and to make them aware of additional requirement to leaflet Elizabeth Way residences.	Complete	Committees Officer	
26	HG053/25	Quotations for the Replacement of Front and Rear Playroom Flooring in Coronation Hall	To recommend contractor to F,P&R.	Complete	Committees Officer	Approved by F,P&R 01.07.25.
27	HG054/25	Quotations for Cleaning of Jubilee Hall Stage Curtains	To recommend contractor to F,P&R.	Jul-25	Committees Officer	Approved by F,P&R 01.07.25.

28	HG055/25	Tractor Quotations	To recommend supplier to F,P&R	Jul-25	Committees Officer	Approved by Full Council 08.07.25.
29	HG056/25	Quotations for Repairs to Hoe Road Recreation Ground Track	To recommend contractor to F,P&R.	Complete	Committees Officer	Approved by F,P&R 01.07.25, but with drain investigations to be completed beforehand.
30	HG057/25	Remaining Gates and Fencing Work for Albany Road Allotments	To recommend costs of additional gates and the fencing work to F,P&R for ratification.	Jul-25	Committees Officer	Ratified by F,P&R 01.07.25.
31	HG058/25	Quotations for Relining Works in the Jubilee Hall Car Park	Request updated quotations for contractors to include reduction in permit holder spaces.	Complete	Projects Manager	See agenda item 24

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed

200

Grounds - General

	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
1085 Income - Non PC Recharge	0	0	0	58	0	(58)	0			0.0%	
4101 Prof Fees - Tree Surveys	0	0	0	0	0	0	(900)		900	0.0%	
4157 Vehicle Tax	0	0	0	0	338	338	(671)		671	0.0%	
4270 Contractor - Arboricultural	(275)	0	(275)	(555)	4,000	4,555	(8,000)		7,445	6.9%	
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	(208)	400	192	(535)	1,200	1,735	(4,800)		4,265	11.1%	
4304 Fuel Charges - PC Vehicles	(222)	400	178	(258)	1,200	1,458	(4,800)		4,542	5.4%	
4305 Op Costs - Tractors&Mowers	0	200	200	(1,296)	600	1,896	(2,400)		1,104	54.0%	
4306 Op Costs - P C Vehicles	0	400	400	(1,785)	1,200	2,985	(4,800)		3,015	37.2%	
4309 Materials - Cleaning	0	25	25	0	25	25	(75)		75	0.0%	
4310 Materials -Tools / Minor Items	(11)	200	189	(73)	200	273	(600)		527	12.1%	
4311 Materials - Locks and Keys	0	25	25	0	25	25	(50)		50	0.0%	
4312 Materials - Ground Maintenance	(103)	200	97	(209)	600	809	(2,400)		2,191	8.7%	
4313 Materials - Signage	0	50	50	(270)	150	420	(600)		330	45.0%	
4319 Materials - Lining Paint	(77)	250	173	(157)	500	657	(1,000)		844	15.7%	
4329 Mtce - Fencing	0	0	0	0	0	0	(1,000)		1,000	0.0%	

210	Grounds - Hoe Road										
1103	Land Lease - Guides Building	0	0	0	0	0	1			0.0%	
1115	Land Lease - Scouts Building	0	0	0	0	0	2			0.0%	
1127	Contract Hire - Tennis Courts	0	0	450	448	(2)	1,792			25.1%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 10/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1211 Hire Fees - Grounds	486	798	312	486	798	312	949			51.2%	
1212 Hire Fees - Football Pitches	167	68	(99)	635	204	(431)	680			93.4%	
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	0	0	0	44	34	(10)	86			50.6%	
1151 Annual Hire - Football Pitches	0	0	0	1,575	1,576	1	7,092			22.2%	
1211 Hire Fees - Grounds	0	0	0	489	0	(489)	0			0.0%	
1212 Hire Fees - Football Pitches	180	0	(180)	431	891	460	2,732			15.8%	
1300 Funding - FA Pitch Power	0	12,000	12,000	0	12,000	12,000	12,000			0.0%	
4280 Contractor - Grounds	(13,850)	17,000	3,150	(14,684)	17,000	31,684	(19,500)		4,816	75.3%	
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	0	0	0	475	266	(209)	1,144			41.5%	
4274 Contractor - Waste Skip Hire	(486)	0	(486)	(486)	0	486	0		(486)	0.0%	
<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	0	135	135	(307)	405	712	(1,620)		1,313	18.9%	
4310 Materials -Tools / Minor Items	0	0	0	(10)	50	60	(200)		190	5.2%	

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11:24

Detailed Income & Expenditure by Phased Budget Heading 10/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4311 Materials - Locks and Keys	7	0	7	(7)	50	57	(200)		193	3.3%	
4313 Materials - Signage	0	0	0	(8)	100	108	(300)		292	2.7%	
4316 Materials - Kitchen Supplies	0	0	0	0	50	50	(250)		250	0.0%	
240 Hoe Road Pavilion											
1131 Contract Hire - Kitchen	0	0	0	126	126	(0)	504			25.1%	
1132 Contract Hire - Rooms	0	0	0	1,611	1,605	(6)	6,420			25.1%	
1133 Contract Hire - Storage	0	0	0	26	26	(0)	104			25.3%	
1220 Hire Fees - Rooms	0	19	19	23	57	35	57			39.5%	
1223 Hire Fees - Storage	22	0	(22)	43	0	(43)	0			0.0%	
4253 Contractor - Maint & Repair	0	0	0	(160)	0	160	(2,000)		1,840	8.0%	
4277 Contractor - Water Monitoring	0	76	76	0	228	228	(920)		920	0.0%	
4278 Contractor - Electrical	0	0	0	0	0	0	(500)		500	0.0%	
4279 Contractor - Plumb & Heating	0	0	0	(240)	0	240	(500)		260	48.0%	
4285 Contractor - Hygiene Waste	0	0	0	(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	(51)	155	105	(174)	465	639	(2,030)		1,856	8.6%	
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	(74)	80	6	(218)	240	458	(800)		582	27.3%	
4343 Electricity	0	(232)	(232)	(404)	1,805	2,209	(5,305)		4,901	7.6%	
4345 Water	0	125	125	(90)	375	465	(1,500)		1,410	6.0%	

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Detailed Income & Expenditure by Phased Budget Heading 10/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Priory Park Clubhouse</u>											
1158 Annual Hire - Rooms	0	0	0	215	216	1	972			22.2%	
1161 Annual Hire - Storage	0	0	0	95	96	1	432			22.0%	
1220 Hire Fees - Rooms	2,363	1,900	(463)	6,068	5,700	(368)	22,800			26.6%	
1223 Hire Fees - Storage	0	17	17	0	51	51	204			0.0%	
4142 Performing Rights - Music Fees	0	0	0	(166)	145	311	(194)		28	85.4%	
4158 Premises Licence	0	0	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	0	0	(23)	600	623	(1,200)		1,177	1.9%	
4277 Contractor - Water Monitoring	0	79	79	0	237	237	(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	(50)	200	250	(600)		550	8.3%	
4282 Contractor - Cleaning	(324)	200	(124)	(612)	600	1,212	(2,400)		1,788	25.5%	
4285 Contractor - Hygiene Waste	0	0	0	(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 Sylems	(40)	175	135	(147)	525	672	(2,400)		2,253	6.1%	
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(254)	260	6	(767)	780	1,547	(2,600)		1,833	29.5%	
4343 Electricity	0	443	443	(322)	1,443	1,765	(4,943)		4,621	6.5%	
4344 Gas	(67)	100	33	(246)	650	896	(3,200)		2,954	7.7%	

Continued over page

11:24

Detailed Income & Expenditure by Phased Budget Heading 10/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent to/from EMR
4345 Water	0	0	0	(21)	100	121	(1,700)		1,679	1.2%
<u>260 The Jubilee Hall Building</u>										
1153 Annual Hire - Diamond Suite	365	365	(0)	1,096	1,095	(1)	4,590			23.9%
1220 Hire Fees - Rooms	4,097	3,000	(1,097)	11,323	9,000	(2,323)	36,000			31.5%
1225 Hire Fees - Kitchen	201	661	460	534	1,031	497	2,696			19.8%
4142 Performing Rights - Music Fees	0	0	0	(38)	83	121	(250)		212	15.1%
4158 Premises Licence	0	0	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	0	30	30	(125)	1,385	1,510	(2,950)		2,825	4.2%
4277 Contractor - Water Monitoring	0	92	92	0	276	276	(1,108)		1,108	0.0%
4278 Contractor - Electrical	0	0	0	(532)	0	532	(500)		(32)	106.4%
4279 Contractor - Plumb & Heating	0	0	0	(495)	0	495	(500)		5	99.0%
4281 Contractor - Window Cleaning	0	120	120	(60)	240	300	(720)		660	8.3%
4282 Contractor - Cleaning	0	0	0	(144)	0	144	(1,050)		906	13.7%
4285 Contractor - Hygiene Waste	0	0	0	(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 Systems	(40)	150	110	(347)	450	797	(2,200)		1,853	15.8%
4337 Mtce - Building Services	0	0	0	(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	(919)	750	(169)	(2,753)	2,250	5,003	(7,500)		4,748	36.7%
4343 Electricity	0	0	0	(255)	1,500	1,755	(6,000)		5,746	4.2%

Continued over page

11:24

Detailed Income & Expenditure by Phased Budget Heading 10/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4344 Gas	(190)	500	310	(811)	2,500	3,311	(9,450)		8,639	8.6%	
4345 Water	(442)	0	(442)	(374)	200	574	(1,000)		626	37.4%	
<u>261 Jubilee Hall Car Park & Ground</u>											
1088 Income - Electric Charge M/C's	68	85	17	68	255	187	1,020			6.6%	
1089 Income - Car Parking M/C's	369	250	(119)	1,338	750	(588)	3,000			44.6%	
1152 Annual Hire - Season Tickets	317	0	(317)	2,436	1,734	(702)	1,859			131.1%	
1211 Hire Fees - Grounds	0	0	0	34	34	(0)	34			100.5%	
4150 Ticket M/C Card Charges	(2)	195	193	(360)	585	945	(2,340)		1,980	15.4%	
4281 Contractor - Window Cleaning	0	40	40	(20)	80	100	(240)		220	8.3%	
4286 Contractor - Car Park Tickets	0	0	0	(120)	0	120	(300)		180	39.9%	
4287 Contractor - E'tric Charge Mac	0	0	0	0	0	0	(240)		240	0.0%	
4325 Mtce - Car Park Ticket M/c's	0	0	0	(213)	250	463	(1,000)		787	21.3%	
4341 Non Domestic Rates	(536)	600	64	(1,612)	1,800	3,412	(6,000)		4,388	26.9%	
4343 Electricity	(27)	65	38	(63)	195	258	(820)		757	7.7%	
<u>270 Well House</u>											
4341 Non Domestic Rates	(334)	0	(334)	(1,005)	0	1,005	0		(1,005)	0.0%	
4343 Electricity	(24)	0	(24)	(47)	0	47	0		(47)	0.0%	
4344 Gas	(14)	0	(14)	(28)	0	28	0		(28)	0.0%	
<u>275 Coronation Hall</u>											
1132 Contract Hire - Rooms	590	588	(2)	1,770	1,764	(6)	7,056			25.1%	
4253 Contractor - Maint & Repair	0	0	0	0	0	0	(2,000)		2,000	0.0%	
4277 Contractor - Water Monitoring	0	76	76	0	228	228	(920)		920	0.0%	
4278 Contractor - Electrical	0	0	0	(445)	0	445	(500)		56	88.9%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4279 Contractor - Plumb & Heating	0	0	0	(20)	0	20	(500)		480	4.0%	
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(250)		250	0.0%	
4332 Mtce - Fire/Security Sytems	0	50	50	0	150	150	(770)		770	0.0%	
4343 Electricity	(539)	0	(539)	(757)	1,000	1,757	(5,000)		4,243	15.1%	
4344 Gas	(115)	200	85	(242)	800	1,042	(3,650)		3,408	6.6%	
4345 Water	0	125	125	0	375	375	(1,500)		1,500	0.0%	
<u>280 Groundsman Building</u>											
4106 Prof Fees - Hardwire Insptions	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	(972)	982	1,954	(2,946)		1,974	33.0%	
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	(23)	75	53	(72)	225	297	(1,070)		998	6.8%	
4343 Electricity	0	0	0	4,017	700	(3,317)	(4,900)		8,917	(82.0%)	
<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	0	0	0	(50)	60	110	(145)		95	34.6%	
4270 Contractor - Aboricultural	0	0	0	0	2,700	2,700	(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	0	0	0	1,500	1,500	(4,500)		4,500	0.0%	
4329 Mtce - Fencing	0	0	0	(480)	0	480	(1,000)		520	48.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>295 Southern Footpath/Cycleway</u>											
4328 Mtce - Footpaths/Bridges/Steps	0	0	0	0	0	0	(500)		500	0.0%	
<u>299 Capital - Halls & Grounds</u>											
1099 Income - Asset Disposals	0	0	0	23	0	(23)	0			0.0%	
4350 Minor Assets	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4364 Southern Footpath Cycleway	0	0	0	(8,457)	0	8,457	0		(8,457)	0.0%	8,457
4381 Replace Pick Up Truck	0	0	0	0	0	0	(15,000)		15,000	0.0%	
4393 Building Decarb (JH)	0	0	0	(11,015)	0	11,015	0		(11,015)	0.0%	11,015
4414 Bldings Replace /Refurb	0	30,000	30,000	(750)	30,000	30,750	(90,000)		89,250	0.8%	750
4424 Coronation Hall Renovations	0	0	0	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	(1,743)	0	(1,743)	(4,379)	10,000	14,379	(10,000)		5,621	43.8%	4,379
4428 HR Drainage	0	0	0	0	0	0	(20,000)		20,000	0.0%	
4430 Fencing Replacement	0	0	0	(6,725)	0	6,725	0		(6,725)	0.0%	6,725
Grand Totals:- Income	9,224	19,751	10,527	31,471	39,757	8,286	114,227			27.6%	
Expenditure	21,470	54,405	32,935	64,607	99,380	34,773	340,515	0	275,908	19.0%	
Net Income over Expenditure	(12,246)	(34,654)	(22,409)	(33,136)	(59,623)	(26,487)	(226,288)				
plus Transfer from EMR	1,743	0	(1,743)	31,325	0	(31,325)	0				
Movement to/(from) Gen Reserve	(10,503)	(34,654)	(24,151)	(1,810)	(59,623)	(57,813)	(226,288)				

Bishop's Waltham Parish Council
Halls & Grounds Committee - Capital Projects Control 2025-26
Month 2

Code	Description	Month Budgeted	EMR				Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
			Capital Budget £'s	Funding Budget £'s	Budget £'s	Approved £'s				
Income	1099	Income - Asset Disposals	0	0	0	0	23	0	0	CA Gates
		Total Gross Committee Income	0	0	0	0	23	0	0	
Expenditure	4350	Minor Assets	2,500	0	0	2,500	0	0	0	
	4364	Southern Footpath/Cycleway	0	0	0	0	8,457	0	0	EMR 373 / CIL app PC 08.04.25 EMR 393&394
	4381	Replace Pick up Truck	15,000	15,000	0	0	0	0	0	EMR 320
	4393	Building Decarb (JH)	0	0	0	0	11,015	0	0	EMR 376
	4414	Bldgs Replace/Refurb	90,000	90,000	0	0	750	11,132	11,132	EMR 350 / £11,132 Architect Costs app
	4424	Coronation Hall Renovations	10,000	10,000	0	0	0	0	0	EMR 318
	4425	Replace Dragons Teeth (HR)	1,750	0	0	1,750	0	0	0	Purchased in 24/25
	4427	Allotment Fencing	10,000	10,000	0	0	2,636	5,762	5,762	EMR 317
	4428	HR Drainage	20,000	20,000	0	0	0	0	0	EMR 359
	4430	Fencing Replacement	0	0	0	0	6,725	0	0	EMR 394&395 / CIL app PC 08.04.25
		Total Gross Committee Expenditures	149,250	145,000	0	4,250	29,583	16,894	16,894	
EMR Movements			145,000	145,000	0	0	29,583	16,894	16,894	
Total Net Committee Expenditures			4,250	0	4,250	(23)	0	0	0	

Ear Marked Reserves

		Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budget	Closing	Comments
314	EMR - Albany Wood IGOS Maintenance - S106	£0	£0	£96,705	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£96,705	£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	£0
316	EMR - Albany Wood LEAP Maintenance - S106	£0	£0	£36,521	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£36,521	£0	£36,521	£25,000 +RPI
317	EMR - Allotment Fencing - CIL	£10,000	£0	£2,636	£1,743	£4,200	£0	£0	£0	£0	£0	£0	£0	£0	£8,579	£10,000	£1,421	£0 Plumbing/Decorating Toilets & Flooring
318	EMR - Coronation Hall Renovations - CIL	£10,000	£0	£0	£0	£5,634	£0	£0	£1,866	£0	£0	£2,500	£0	£0	£10,000	£10,000	£0	£0
320	EMR - Replace Pickup Truck - CIL	£15,000	£0	£0	£0	£15,000	£0	£0	£0	£0	£0	£0	£0	£0	£15,000	£15,000	£0	£0
325	EMR - Replace Play Area Equipment - PC	£9,111	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£9,111	£0	£14,111	£33,500 approved 08.07.25 ??
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£0	£11,000	£0
335	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£0	£23,500	£0
340	EMR - Replace Topper / Mower - PC	£23,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23,500	£0	£3,578	£0
341	EMR - Replace IT Equipment - PC	£3,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,078	£0	£4,000	£0
345	EMR - Election Expenses - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£0	£0	£11,132 approved for Architect
350	EMR - Bldings Replace / Refurb - PC	£53,587	£750	£0	£0	£22,637	£0	£30,000	£0	£0	£30,000	£0	£0	£0	£81,587	£90,000	£0	£0
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£200,000	£0
352	EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£200,000	£0	£0	£0	£0	£0	£200,000	£200,000	£0	£0
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
354	EMR - Fencing Replacement - PC	£2,000	£0	£0	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	£0	£2,000	£0	£2,000	£0
355	EMR - Tennis Court Maintenance - PC	£14,100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£14,100	£2,500	£16,600	£0
356	EMR - Car Park Maintenance - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£0	£4,500	£0
357	EMR - Resurface Play Areas - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£0	£4,000	£0
358	EMR - Southern Footpath Maintenance - PC	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£0	£1,500	£0
359	EMR - HR Track/Drainage	£20,000	£0	£0	£0	£2,750	£17,250	£0	£0	£0	£0	£0	£0	£0	£20,000	£20,000	£0	£2,750 approved 08.07.25
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£0	£10,000	£0
370	EMR - CCTV (HR) - PC	£3,152	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,152	£0	£2,500	£0
371	EMR - Intruder Alarm Upgrade (JH) - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£0	£46,008	Lecturns £1208
373	EMR - Southern Footpath - CIL/WCIL/S106	£47,339	£1,208	£123	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,331	£0	£0	£0
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
375	EMR - Floor Polisher (PP) - PC	£0	£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	£10,715	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,015	£0	£38,631	£0
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£538	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£538	£0
378	EMR - Albany Road Play Park - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
379	EMR - Building Maintenance - PC	£29,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£0
380	EMR - Name Sign (JH) - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
389	EMR - Parish Council Website - PC	£3,000	£0	£350	£0	£2,650	£0	£0	£0	£0	£0	£0	£0	£0	£3,000	£3,000	£0	£0
390	EMR - Stackable Chairs (JH) - PC	£0	£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	£0	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,011	£0	£0	£0 Southern Footpath Additions
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£3,062	£0	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062	£0	£0	£0 Southern Footpath Additions (£2,115) & Churchill Gates (£947)
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£42,889	£0	£5,776	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,776	£0	£37,111	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	£0	£481	£0
397	EMR - SDNP CIL Receipts 2022-23 (End 31/03/28)	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471	£0
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	£0	£2,321	£0
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£4,552	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,822	Malt Lane
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	£6,828	Beechen Stables/The White Cottage (Dundridge)
401	EMR - WCC S106 Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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	£24,800	Malt Lane £15,455.08 & Bank Street £9,344.63
403	EMR - SDNP CIL Receipts 2025-26 (End 31/03/31)	£449,338	£15,840	£105,551	£1,743	£53,071	£17,250	£30,000	£222,879	£0	£30,000	£2,500	£0	£0	£229,706	£79,290	£679,044	£0

CIL expenditure approved at PC 08.04.25



Halls and Grounds Committee – 15th July 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
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 Finance Manager has also noted the Unity Impact Grant fund, an opportunity with the Council's banking provider. More information has been provided overleaf taken from the application document.

Proposal: To note the above and consider potential items that might provide an appropriate basis for an application to Unity Bank's Impact Grant fund.

Committees Officer 10.07.25

Introduction

The 2025 Unity Impact Grant programme will provide ten grants of £5,000 to Unity Customers delivering positive impact in their communities.

The programme is open to customers of Unity Trust Bank who have banked with us for at least one year. The grants can be used for projects, operational or capital spend. The grant must be used to enable the awardee to continue delivering positive social, environment or economic impact in their local communities.

You can access the Unity Impact Grant application form from **0:00 hours on Monday 1st September 2025**, either via your Online Banking account or by [clicking here](#). This guide provides details of:

1. Grants available
2. Eligibility criteria
3. What the grant can be used for
4. Impact criteria and assessment
5. Accessing the application form
6. Application form guidance



Thank you for your interest in the Unity Impact Grants programme, please continue with this guidance to understand if you are eligible.

1. Grants Available

In 2025, Unity has established a total funding pot of £50,000 for our Unity Impact Grants (UIG).

There are 10 grants of up to £5,000 each which can be used for projects, operational or capital funding but not unrestricted funding. The grant must be used to enable the awardee to maximise the impact they are creating in their local communities.

This year's grants will be split regionally, with 3 grants for each of our 3 regions:



Region 1

Scotland, North East and North West



Region 2

Wales, East Midlands and West Midlands



Region 3

London, South East and South West



The last of the 10 grants being awarded is a UK-wide grant of £5,000, which will be available for a customer that has specific sustainable projects which require funding.

2. Eligibility Criteria

- You must have been a Unity customer for at least **1 year prior to 1st September 2025**.
 - Applications can be made by individuals who are not Key Contacts or Signatories on their Unity account, but in doing so must attest on the application that they have the permission to act the customer's behalf, and will receive all correspondence in respect to this application.
 - You can be a lending customer, transactional banking customer or deposits-only customer but you must have an **'active'** account with Unity, with transactions within the last 12 months.
 - Your organisational incorporation should be within the recognised VCSE (Volunteer, Community, Social Enterprise) sector and therefore **one of the following**:
 - **Charity Commission (or nationally relevant equivalent) registered.**
 - **A Community Interest Company (CIC) (incorporation can be by shares or guarantee if the organisation is on the CIC register).**
 - **Registered with the FCA Mutuals list as a co-operative or mutual with clear social, environmental or community purpose.**
 - **Part of a registered Trade Union.**
 - **Local Councils** will also be eligible to apply this year – a grant could be awarded to allow them to deliver a special project, not already funded by precepts or public monies.
 - The £5,000 grant must be no more than 30% of your organisation's previous year's income (e.g. your income must be greater than £15,000 in the previous period).
 - The organisation must be based in the UK and must deliver impact in the UK. For clarity, the organisation must be **registered and operating** in England, Northern Ireland, Scotland or Wales.
 - Where applications are received from national charities (with a regional presence), the region where the money will be spent must be selected, as opposed to the region where the head office is based (if this differs) e.g. Head office in London, project in Newcastle, so 'Region 1' (for North East) must be selected.
 - Unity will not fund **pre-dated matched funding requirements**.
 - Your organisation should be the direct delivery agent of the social, economic, environmental or community good that the application is for. For example, a Unity Impact Grant will fund the following:
 - A charity responsible for the maintenance and / or providing access to green spaces to protect biodiversity and promote wellbeing.
 - A CIC specialising in mental health support services directly to young people.
 - A housing association delivering employment and therapeutic services to vulnerable tenants.
- The Unity Impact Grants programme will not fund (for example but not limited to):
- Charities providing grants to other organisations delivering services.
 - A CIC which subcontracts its service provision to a third party to deliver services to vulnerable groups.



Halls and Grounds Committee – 15th July 2025

11. Estates Manager's Report

General

Update of contractor and service provider compliance records ongoing.
Estates Team updated COSHH register ongoing.
Heating servicing for Jubilee Hall and Priory Park (w/c 23.6.25).
H/W remedial works at PP and HR (date tbc).
PIR lighting remedial works at JH and PP (w/c 30.6.25).
Albany Road allotments – lower track fencing and gates installation completed (30.6.25).
New flow plates for Hoe Road (awaiting delivery).
June water monitoring completed (all buildings).

Jubilee Hall

Heating: Visit by RegalEnviron heating engineers to discuss suitability of air conditioning units as an alternative heating/cooling solution for the Gold and Ruby rooms.
Faulty floor scrubber/washer repair completed.
Parking ticket machine coin mechanism fixed.
Music licence renewed.
2 future hirer visits.

Priory Park

Priory Park Clubhouse veranda refurbishment (w/c 30.6.25).
A replacement goal is in the process of being purchased (approved by Executive Officer in line with the Council's Financial Regulation and Committee Chair).

Coronation Hall

Following the decision of the H&G committee on 17th June 2025 to recommend replacing the flooring in the front and rear playrooms at Coronation Hall, a working group meeting was held at 10am on Tuesday 24th June 2025 to choose the flooring.

Solent Flooring's 'Mighty' range of vinyl flooring was recommended as the most suitable for playroom floors, as it has a softer surface. The Montessori preschool was provided with the colour/style charts for their consideration. They were then provided to the working group for a decision. 'Elias T44', faux hardwood in mid-brown was chosen (see image on the right).



Estates Manager
03.07.25



Halls and Grounds Committee – 15th July 2025

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

- There have been a number of fires along with rubbish and broken glass at Priory Meadow.
- Two groundsmen assisted with set up and clear up at the KidSTreat event.
- We have trimmed a number of hedges due to them encroaching on pathways and walkways.
- Grass cutting and strimming has inevitably slowed due to the very dry conditions but is still ongoing.
- A number of outstanding weedkilling jobs have been completed.
- The pedestrian gate accessing the dog walking area at Oak Road has been secured to prevent small dogs getting out.
- The new main entrance gate at Churchill Avenue is a vast improvement for us and the public alike in accessing the area.
- Signs around various areas have been cleaned.
- Litter picks done.

Senior Groundsman
12.06.25



Halls and Grounds Committee – 15th July 2025

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

This agenda item has been withdrawn.

WITHDRAWN



Halls and Grounds Committee – 15th July 2025

14. Priory Park Clubhouse Project Update – *for consideration*

- A working group meeting was held on 24th June, with Axis showing the group the latest level of feasibility drawings. Notes from this meeting are included overleaf. Certain features that were not included in the drawings were highlighted to Axis as omissions, which would require layout changes.
- The alterations to the drafts were made and resubmitted to the Council for review. Again, another working group meeting was held on the 2nd August to review the changes. Notes from this meeting are included overleaf. Further alterations to the plans were requested, based around the access to the outside public toilet facility, which was agreed and passed back to Axis for inclusion in the plans. The updated plans are awaited at the point of writing. Copies of the designs in their current form will be brought along to the Committee meeting and are available in the office for viewing.
- The project is now reaching the conclusion of RIBA step 2. Full Council were made aware of the project progress at their meeting held on Tuesday 8th July and a resolution was passed to approve the project's progression to a period of public consultation based on the awaited plans. Full Council delegated responsibility for the form and arrangement of the public consultation to the Halls and Grounds Committee. A meeting of the Facilities Review Working Group will be organised to progress with this, with recommendations to be considered by the Committee in their August meeting.
- Following the completion of this phase of public consultation, the working group will review the collated feedback. The feedback will then be presented to the Council and will be used to:
 - determine the level of public support for the project.
 - influence the designs and plans for the building as appropriate.

Proposal: To note the tabled update and for the working group to bring recommendations regarding plans for public consultation to a future Committee meeting.

Project Manager/Committees Officer
09.07.25

Facilities Review Working Group Minutes

Attendees of meeting 24/06/25

Cllr Nicholson [REDACTED] – Axis Architects

Cllr Latham [REDACTED] – Axis Architects

Cllr Webb

Cllr Wilson

Estates Manager

Project Manager

The meeting opened with the updated plans (version 2) being issued to all members.

The Project Manager then queried with the architects because 2 main features of the original wish list had not been included in the plans -

- A) 4 changing rooms
- B) Externally accessed toilet facilities for public use.

These issues were then discussed amongst the group and a way forward was considered.

Other details were also brought to light within the discussions which included

- I) The number and positioning of solar panels.
- II) The size and positioning of kitchen and storage space areas.
- III) The addition of green roof space on the patio area.
- IV) Additional surveys that would need to be completed before applying for planning permission.
- V) Were the council going forward with Axis as the architect into RIBA stage 3.

Axis agreed to include all of the above additional changes into the updates which would be made available as soon as possible.

Project Manager

BWPC

Facilities Review Working Group Minutes

Attendees of meeting 02/07/25

Cllr Nicholson

Cllr Latham

Cllr Wilson

F.Taylor (ex – officio)

Estates Manager

Project Manager

The meeting opened with the updated plans (version 2) being issued to all members with the changes requested at the previous meeting (24th June) included.

Discussions were held over the requested changes, with only one specific area now seen to be in need of change.

The area in question was the public toilet area that had a 2-way access, which was seen as unnecessary.

A plan was put forward to Axis which involved giving the groundsman their own separate toilet facility adjacent to a single access public facility.

A detail draft of this plan was forwarded to Axis and has been verbally approved by them.

We are awaiting the return of the updated plan.

Project Manager

BWPC



Halls & Grounds Committee – 15th July 2025

15. Report from Jubilee Hall Internal Decoration Works Working Group – *for consideration*

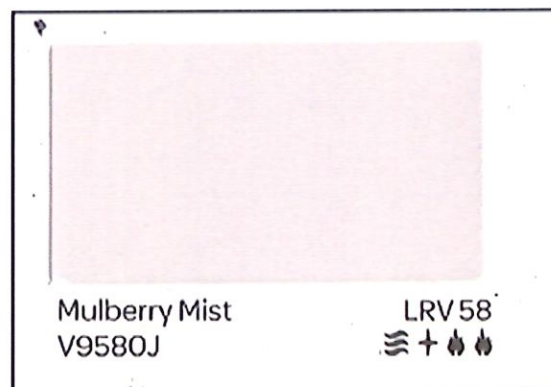
Following the decision of the Halls and Grounds Committee on 20th May 2025 to approve the redecorating of the Ruby Room at Jubilee Hall, the appointed working group met at 10am on Tuesday 24th June 2025 to select a new colour for the walls.

In attendance:

Cllr Patricia Wilson
Cllr Andy Webb
Estates Manager

Ian Linford Painting & Decorating is the contractor chosen to carry out the work. Brewers Decorator Centre in Hedge End was requested to provide suitable colour charts for consideration by the council. These were Albany Paints, Crown, Dulux Trade and Johnston's.

The colour chosen was 'Mulberry Mist' (Crown Paints, below). It was felt this incorporates the current vogue for grey tones, but with a 'ruby' hue, more appropriate with the name of the room (currently pale blue). This colour was considered light, bright and warm enough for winter days and for the dance and exercise classes that are regularly held there. It was also considered suitably professional for when the room is used for Council meetings.



Proposal: To note the tabled update from the Jubilee Hall Decoration Working Group and to approve the selected paint colour, Mulberry Mist by Crown Paints.

Estates Manager

03.07.25



Halls & Grounds Committee – 15th July 2025

16. Report from Jubilee Hall Heating Working Group – *for consideration*

Following the isolation of faulty gas boiler no.2, a working group was appointed to explore new and potentially greener options to heat (and cool) the ground floor rooms at Jubilee Hall.

The options currently under consideration are:

A replacement **Gas Boiler**,
Air Source Heat Pump,
Infrared heating
Air Conditioning

A meeting was arranged with our current heating provider RegalEnviron to discuss the suitability of using a multi split air conditioning system. Notes from this meeting are below.

Meeting Notes: Jubilee Hall Heating Working Group

Date: 25.06.25

Location: Silver Room, Jubilee Hall

In attendance:

Representative of RegalEnviron
Cllr Andy Webb
Cllr Ritchie Latham
Estates Manager

A multi split air conditioning system was previously seen in operation by the Estates Manager at a similar sized venue with a high-pitched roof/ceiling. This was observed to be very successful at heating such a space and almost silent in operation.

RegalEnviron confirmed that a similar system could be fitted and should work successfully in the main hall and Ruby Room. It was agreed RegalEnviron will provide the Council with a quote to supply and install this equipment. It was also agreed that a heat loss survey should take place as part of the decision-making process. RegalEnviron will provide the name of a suitable company to carry out a survey.

Proposal: To note the tabled update from the Jubilee Hall Heating Working Group and to agree relevant actions.

Estates Manager 03.07.25



Halls and Grounds Committee – 15th July 2025

17. Proposal to Purchase Bleed Kits for Parish Council Land – *for consideration*

The proposal below has been received from Councillor Jones. Please note that since the Scout Hut is not owned by the Parish Council, permission would be required to attach any item to the exterior of the building. Hoe Road Pavilion could be considered as an alternative location for a bleed kit.

Proposal: To consider the proposal received to install bleed kits at Hoe Road Recreation Ground and Priory Park.

Committees Officer 10.07.25

30th June 2025

Dear Andrew,

I attended the Health and Safety/Blue light show at Olympia London last week.

One of the stands was the "Bleed Kit Partnership" – organised by Avon and Somerset Police and Ambulance services.

The attached documentation gives you more details.

- They can be purchased for £299 + VAT - Bleed Kit and the zip lock fastened version (recommended for instant access)
- The locked cabinet version – Bleed Kit and digital keypad (in metal box – same as the AED in the high street) C.£499+ VAT

I thought it was a good idea for:

- Priory Park – club house wall (access from Skate Park etc)
- Hoe Road – wall of scout hut

They also told me that charities/local authorities could get discount.

I would be grateful if the committee would consider my proposal.

Kind Regards

Kevin Jones

Councillor K A Jones

**ENSURE SCENE
IS SAFE**

**CALL
999**

**FOLLOW
STEPS**

**ACT
CALMLY**

RED



**2x TRAUMA WOUND DRESSINGS
COVER & COMPRESS**

BLUE



**2x HAEMOSTATIC DRESSING
PACK/PLUG WOUND**

YELLOW



**TOURNIQUET
WRAP ON ARM/LEG**

FOLLOW STEPS TO REDUCE BLOOD LOSS:

1. Use mobile phone on loud speaker.
Talk with 999 Ambulance Service.

2. Open kit fully. Use gloves and
contents as required.

3. Identify area of bleed. Use
shears to remove clothing
around wound.

4. Use ● **TRAUMA WOUND
DRESSING.**

APPLY DIRECT PRESSURE.
Cover and compress.

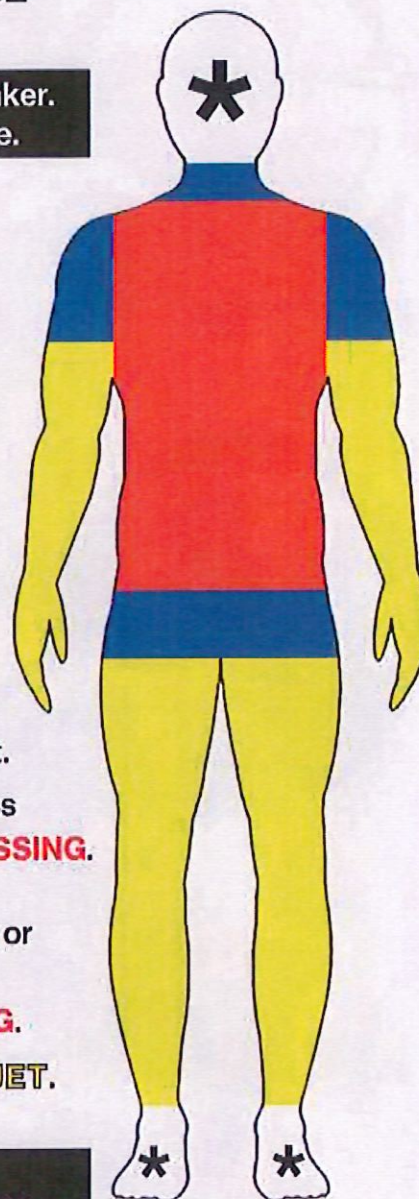
5. Use ● **HAEMOSTATIC
DRESSING** to pack junction
regions like neck, groin or armpit.
Plug wound. Cover and compress
with ● **TRAUMA WOUND DRESSING.**

6. Use ● **TOURNIQUET** on leg or
arms. Cover and compress with
● **TRAUMA WOUND DRESSING.**

DO NOT remove ● **TOURNIQUET.**

**Follow the Ambulance Service
instructions throughout procedure.**

* If head/foot injury, seek advice from
Ambulance Service.



**CONTINUE TO SPEAK TO
AMBULANCE SERVICE**

**REASSURE
PATIENT**

**WAIT FOR
MEDICAL HELP**



RE-ORDER

Community Bleed Kit Partnership Initiative

- Instant 24/7 access to emergency bleed kits in an emergency
- Approved by South West Ambulance Service and NHS for use by untrained members of the public
- Scan QR Code to view online interactive map and locate your nearest bleed kit
- Legacy funding in Avon and Somerset Police region to replace used, damaged, or expired kits

Clive Satter
 +44 7766 101899
enquiries@heartsafe.org.uk

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Halls and Grounds Committee – 15th July 2025

18. Report from Councillors' Visit to Bishop's Waltham Infant School – *for information*

Date: 28 May 2025

Prepared by: Councillor Rowan Stallard and Councillor Patricia Wilson

Subject: Report on Visit to Bishops Waltham Infant School to View Student Designs for Play Areas

1. Introduction

On Thursday 22nd May, Councillor Patricia Wilson and I, Councillor Rowan Stallard, had the distinct pleasure of visiting Bishops Waltham Infant School. The purpose of our visit was to engage with the younger members of our community and to witness firsthand their creative and imaginative ideas for future play spaces within our parish. We were warmly welcomed by the staff and pupils, and what we witnessed was truly inspiring.

2. Student Designs and Creative Vision

The children at Bishops Waltham Infant School presented an array of "awesome super amazing designs" for parks and play areas. Their ingenuity was immediately apparent in their choice and use of materials, which included everyday items such as pipe cleaners, lollipop sticks, and tissue paper, transformed into vibrant and detailed models. It was evident that a great deal of thought, effort, and enthusiasm had gone into each creation.

3. Key Themes and Priorities from a Child's Perspective

Several key themes emerged consistently across the various designs, offering valuable insight into what young people in our community value in their recreational spaces:

- **Environmental Responsibility:** A significant and encouraging observation was the prominent inclusion of bins in many of the park designs. This demonstrates a heartening awareness among our youngest residents of the importance of keeping their environment clean and tidy.
- **Active Play and Fun:** There was a clear desire for dynamic and engaging play equipment. Trampoline-type features were a popular request, indicating a wish for more bouncing and energetic play opportunities.
- **Water Play - A Top Priority:** Overwhelmingly, the most sought-after feature was some form of water play. Splash pads and swimming pool-type areas were repeatedly highlighted, suggesting a strong desire for water-based fun and a way to cool down during warmer weather.



- **Adventurous Play Structures:** The designs showcased a love for adventure and physical challenges. We saw incredible climbing frames, some imaginatively reaching "as big and tall as the sky itself." Swings and zip wires also featured prominently, underscoring the importance of traditional and thrilling play experiences.

4. Overall Impression and Inspiration

The visit was an incredibly positive and inspirational experience. The children's creativity, their clear vision for their ideal play spaces, and their passion for fun and community were truly heartening. It was a powerful reminder of the importance of involving young people in the planning processes that directly affect their well-being and enjoyment of our shared spaces. The level of detail and care demonstrated in their designs was exceptional.

5. Conclusion and Next Steps

We would like to extend our sincere gratitude to the staff and pupils of Bishops Waltham Infant School for their warm hospitality and for sharing their brilliant ideas with us. This visit has provided invaluable insight into the desires of our younger residents. We believe it is crucial that these perspectives are considered as Bishops Waltham Parish Council moves forward with any plans for developing or refurbishing play areas within the parish. We will be sharing these findings more widely with the Council and recommend that we explore the feasibility of incorporating some of these popular and imaginative features into future projects.

Signed:

Councillor Rowan Stallard

Councillor Patricia Wilson



Halls and Grounds Committee – 15th July 2025

19. Use of Hoe Road Pavilion Changing Rooms for Football Bookings – *for consideration*

The changing rooms in Hoe Road Pavilion have not been used for several years. A new booking has been received for alternate Sunday afternoons from an under 18 team for the full-size pitch and use of the changing rooms.

Prior to the commencement of the upcoming football season the changing rooms, that are currently being used partially as storage, will be cleared and cleaned, with the initial clean to be undertaken by a contractor (with operational approval of funds to be drawn from the building's maintenance budget).

Proposal: To note the football booking received and the actions planned to prepare the changing rooms in the Hoe Road Pavilion for use.

Committees Officer
10.07.25