



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 21st October 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 - 16th September 2025
6. Actions arising from meeting 16th September 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. Priory Park Clubhouse Project – Public Consultation Update – *for consideration*
14. Report regarding Priory Park Saturday Car Parking Issues – *for information*
15. Request from Dynamos Football Club for Burger Van at Priory Park – *for consideration*
16. Proposal for Tree Planting on Parish Council Land – *for consideration*
17. Halls and Grounds Future Projects and Budget Setting Update – *for consideration*
18. Requests for Future Agenda Items - *for information*
19. Date of next meeting – 17th November 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. Quotation for Replacement Screen for a Jubilee Hall Car Park Ticket Machine – *for consideration*
22. Quotations for the New Electricity Contract for the Jubilee Hall – *for consideration*
23. Proposal for Purchase of Replacement Mobile Projector - *for consideration*
24. Quotations for Pondside Lane Bridleway Remedial Works – *for consideration*

C Wilkinson

Clerk to the Committee
15th October 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 Gold Room of the Jubilee Hall, Bishop's Waltham on Tuesday 16th September 2025 at 6pm.

Present:

Cllr Latham	
Cllr Miller	(Joined at 6.50pm)
Cllr Nicholson	
Cllr Sherwood	Vice Chairperson on the Committee
Cllr Webb	Chairperson of the Committee
Cllr Wilson	

Also in attendance:

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

Members of the Public: 0

- HG110/25** To receive and accept apologies for non-attendance and to co-opt Councillor Miller as a substitute member of the Committee for the evening.
No apologies had been received.
- HG111/25** To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None.
- HG112/25** To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda
None.
- HG113/25** Public Session
No members of the public were present.
- HG114/25** To approve the minutes from the meeting of the Halls and Grounds Committee – 19th August 2025
Resolved: To approve minutes of the Halls and Grounds Committee – 19th August 2025
Proposed: Cllr Latham
Seconded: Cllr Wilson
All in favour who were present at the meeting of 19th August 2025.
- HG115/25** Actions arising from the meeting of the Halls and Grounds Committee – 19th August 2025
Noted. A third quotation had been requested for a sunken trampoline.
- HG116/25** Financial Position Year to Date
Resolved: To note the financial position year to date.
Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour.
- HG117/25** Capital Control and Ear Marked Reserves Report
Noted.
- HG118/25** Parish Council Budget Setting 2026-2027
Resolved: To appoint Councillor Sherwood and Councillor Steve Miller as additional members of the Committee's Budgeting Working Group.
Proposer: Cllr Wilson
Seconder: Latham
All in favour.

- HG119/25 Grant Opportunities**
Noted.
- HG120/25 Estates Manager's Report**
A small section of fencing had been replaced to the rear of the Coronation Hall.
A request had been received from the Montessori Preschool for a storage container and fixed fencing to be located to the front of the Coronation Hall, this would be a future agenda item.
- HG121/25 Grounds Report**
The Senior Groundsman reported that the annual hedge works had been going well and were almost complete.
- HG122/25 Project Manager's Report**
Noted. The Jubilee Hall car park relining works, had been rescheduled due to the heavy rainfall, and were now planned to take place on Thursday 18th September.
An additional quotation has been received for the remedial works required at for the Montague Road bridleway.
Councillor Latham would contact the South Downs National Park to update them regarding the quotations received for the bridleway works. **Action: Cllr Latham**
The Committees Officer was to review the Committee's unspent budgeted funds to see whether these could be considered for redirection to this project. **Action: Committees Officer**
- HG123/25 Priory Park Clubhouse Project Update**
The minor design change received from the architect was reviewed by the Committee.
A local dance/performance business had contacted Councillor Latham to contribute their input regarding building facilities that would be useful should they become a future hirer.
Resolved: To approve the proposed design refinement to the western gable end roof to provide a larger sheltered area to the side of the building.
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour
- HG124/25 Report from Meeting with Dynamos**
Following the discussion with Dynamos' representatives regarding hard-standing for spectators the Football Association would be contacted to request permission for the hard-standing be of a semi-permanent nature. Whether this requirement could also be delayed until the next season would also be requested in light of the fact that the layout of the pitches was likely to change so that the full-size pitch would be closer to the Priory Park building.
Action: Committees Officer
The Senior Groundsman reported the full-size pitch was already showing signs of wear from an increased number of bookings that had been received since the beginning of the season.
- HG125/25 Next Stage of Shared Southern Pathway**
Resolved: To appoint a working group of Councillor Webb, Councillor Latham and the Project Manager to investigate the viability the progression of the Southern Shared Pathway project to improve the route for pathway users wishing to cross Tangier Lane.
Proposed: Cllr Sherwood
Seconded: Cllr Nicholson
All in favour **Action: Southern Pathway Working Group**
- HG126/25 Correspondence – Request for Cricket Club**
The Committee were mindful of the need to take a reasoned approach to the land usage in this area in light of the land's multiple potential uses and user groups. The practicality of relocating the dog-walking area or moving the current area's boundaries would need to be included in the options considered.
At 6.50pm Councillor Miller joined the meeting.
Additional car parking, if installed, should be made available for the use of multiple groups to maximise the benefit to as broad a section of the community as possible. Potentially

additional car parking could facilitate public access the green space at Albany Wood, soon to be managed by the Parish Council. The appointed working group were asked to consider whether there was an appropriate allocation of dog-walking areas for settlements.

Resolved: To appoint a working group, to include Councillor Nicholson, Councillor Latham and Councillor Miller to consider the request received from the Cricket Club for an additional parking area for community use and make recommendations to the Committee.

Proposed: Cllr Sherwood

Seconded: Cllr Latham

All in favour

Action: Albany Road Facilities Working Group

HG127/25

Approval of Remedial Works to the Priory Park Clubhouse Showers

The Estates Manager had resolved the issues with some of the shower controls not functioning properly and the works by the contractor had now also been completed.

Resolved: To ratify the appointment of Regal Environmental Services Limited to carry out the remedial works to the Priory Park Clubhouse showers at a cost of £395.00, excluding VAT and to forward to the Finance, Policy and Resources Committee for ratification.

Proposed: Cllr Latham

Seconded: Cllr Nicholson

All in favour

Action: Committees Officer

HG128/25

Requests for future agenda items

HG129/25

Date of next meeting – 21st October 2025

Noted.

HG130/25

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.

HG131/25

Quotations for Tree and Hedging Work at Hoe Road Recreation Ground

This agenda item had been withdrawn.

HG132/25

Quotations for a Heat Loss Survey of the Jubilee Hall (Gold and Ruby Rooms)

A Heat Loss Survey was recognised as a crucial element, required to progress with gathering quotations for an effective new heating system for the Jubilee Hall.

A third quotation for a heat loss survey was to be obtained.

Action: Estates Manager

Resolved: To delegate the acceptance of one of the quotations to the Committee Chair and Committees Officer in compliance with the Council's Financial Regulations.

Proposed: Cllr Miller

Seconded: Cllr Latham

All in favour

Action: Committees Officer/Committees Officer

HG133/25

Dynamos Tournament 2026 – Licence Request for Event at Priory Park

A meeting had been requested with the main tournament organiser, no response had yet been received. The licence fee for the event would not be available until the fees for next year's events had been considered and approved by Full Council.

Resolved: To accept the booking request for the Priory Park Clubhouse and Football Pitches for Saturday 23rd and Sunday 24th May 2026 for Dynamos' Tournament with confirmation of the licence fee to follow.

Proposed: Cllr Wilson

Seconded: Cllr Sherwood

All in favour

There being no further business the meeting ended at 7:17pm.

Bishops Waltham Parish Council
Actions Arising for the Halls & Grounds Committee for meeting 21.10.25

	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	HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	Jul-25	Clerk	
3	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	
4	HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	Apr-24	Estates Manager	
5	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	
6	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	
7	HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	Apr-25	Clerk	2 quotations received thus far.
8	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	
9	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	
10	HG081/24	Report from Meeting with Hampshire FA	Review Pitch Power Report and make recommendations to the Committee regarding next steps.	Complete	Priory Park football pitch working group	See agenda item 9 for more info. Application to be submitted after updated report is received.
11	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	
12	HG137/24	Proposal for Badminton Court Hire Trial	Proceed with organisation and promotion	Oct-24	Clerk	
13	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	
14	HG169/24	Quotations for Hygiene Waste Contract	Bring information to H&G regarding proposals to increase the number of bins.	Nov-24	Estates Manager	
15	HG298/24	Facilities Review Update and potential funding request	Approach PPC to investigate potential funding for redesigned Priory Park Clubhouse	April	Clerk/Cllr Marsh	
16	HG337/24	Jubilee Hall Alarm Upgrade Report	To investigate alternative providers to check for competitiveness	Oct-25	Estates Manager	
17	HG041/25	Grant Opportunities	To refresh existing list of potential subjects of grant applications.	Jul-25	Clerk/ Estates Manager	
18	HG068/25	Capital Control and Ear Marked Reserves Report	Request information regarding the CIL entry (Bank Street item).	Aug-25	Finance Manager	
19	HG074/25	Report from the Jubilee Hall Heating Working Group	To undertake a heat loss survey.	Oct-25	Estates Manager	Quotation accepted. Awaiting survey.
20	HG074/25	Report from the Jubilee Hall Heating Working Group	To gather further quotations for each heating method under consideration to be brought to the Committee.	Aug-25	Estates Manager	
21	HG075/25	Proposal to Purchase Bleed Kils for Parish Council Land	To investigate alternative options on the market before identifying the preferred kit for purchase.	Aug-25	Committees Officer	
23	HG084/25	Quotations for the Priory Park Clubhouse Adaptations for Dynamos Senior Team	To gather quotations for hard standing alongside the full-size pitch.	Aug-25	Estates Manager	
24	HG087/25	Preliminary costings for Remedial Works On Montague Road Bridleway	To gather competitive quotations for further consideration of the Committee.	Complete	Projects Manager / Committees Officer	See agenda item 24.
25	HG087/25	Preliminary costings for Remedial Works On Montague Road Bridleway	To write to Hampshire County Council to raise matter connectivity with residences along Beeches Hill	Aug-25	Projects Manager / Committees Officer	
27	HG098/25	Estates Manager's Report	Obtain quotations for electricity supply for all Council buildings and bring to a future agenda.	Complete	Estates Manager	See agenda item 22
29	HG101/25	Priory Park Clubhouse Project Update	Organise physical consultation displays at Jubilee Hall and at Priory Park Clubhouse.	Complete	Project Manager	Plans currently on display in both buildings
33	HG107/25	Proposal for a New Bin for Priory Meadow	Purchase 120L metal Derby Standard Litter Bin from Broxap for Priory Meadow.	Sep-25	Committees Officer	
34	HG108/25	Trampoline Preliminary Costings	Pursue grant funding from the Unity Impact Grant Fund for a new trampoline.	Oct-25	Committees Officer	
35	HG122/25	Project Manager's Report	Contact South Downs National Park regarding quotations received for the Montague Road bridleway works.	Complete	Cllr Latham	See agenda item 24.
36	HG122/25	Project Manager's Report	Review the Committee's unspent budgeted funds to see if these could be redirected to the bridleway project.	Complete	Committees Officer	

37	HG124/25	Report From Meeting with Dynamos	Contact the Football Association to request permission for semi-permanent hard-standing and to consider delaying the requirement until next season.	Nov-25	Committees Officer	
38	HG125/25	Next Stage of Shared Southern Pathway	Investigate viability of progressing the Southern Shared Pathway project to improve crossing at Tangier Lane.	Dec-25	Southern Pathway Working Group	
39	HG126/25	Correspondence – Request for Cricket Club	Consider request from Cricket Club for additional parking area for community use and report recommendations.	Dec-25	Albany Road Facilities Working Group	
40	HG127/25	Approval of Remedial Works to the Priory Park Clubhouse Showers	Forward as agenda item to F,P&R for their ratification.	Complete	Committees Officer	Ratified by Full Council 14.10.25
41	HG132/25	Quotation for a Heat Loss Survey of the Jubilee Hall	Obtain third quotation for Heat Loss Survey of Jubilee Hall.	Complete	Estates Manager	Three quotations obtained in total.
42	HG132/25	Quotation for a Heat Loss Survey of the Jubilee Hall	Accept one of the quotations.	Complete	Committee Chair/ Committees Officer	Quotation accepted. Awaiting survey.

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed

Detailed Income & Expenditure by Phased Budget Heading 15/10/2025

Month No: 6

Cost Centre Report

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%	
Grounds - General :- Income		0	0	0	58	0	(58)	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 - Aboricultural		220	0	(220)	975	4,000	3,025	8,000		7,025	12.2%	
4280 Contractor - Grounds		0	0	0	0	0	0	500		500	0.0%	
4290 Contractor - Hedge Cutting		2,483	0	(2,483)	2,483	0	(2,483)	4,000		1,517	62.1%	
4295 Contractor - Ditch Clearance		0	0	0	0	1,800	1,800	1,800		1,800	0.0%	
4303 Fuel Charges - Tractors&Mowers		199	400	202	1,038	2,400	1,362	4,800		3,762	21.6%	
4304 Fuel Charges - PC Vehicles		234	400	166	1,138	2,400	1,262	4,800		3,662	23.7%	
4305 Op Costs - Tractors&Mowers		0	200	200	1,737	1,200	(537)	2,400		663	72.4%	
4306 Op Costs - P C Vehicles		327	400	73	2,401	2,400	(1)	4,800		2,399	50.0%	
4309 Materials - Cleaning		5	25	20	33	50	17	75		42	44.4%	
4310 Materials -Tools / Minor Items		1	200	199	638	400	(238)	600		(38)	106.4%	
4311 Materials - Locks and Keys		18	0	(18)	55	25	(30)	50		(5)	109.0%	
4312 Materials - Ground Maintenance		54	200	146	348	1,200	852	2,400		2,052	14.5%	
4313 Materials - Signage		36	50	14	306	300	(6)	600		294	51.0%	
4319 Materials - Lining Paint		665	0	(665)	822	1,000	179	1,000		179	82.2%	
4329 Mtce - Fencing		485	0	(485)	669	0	(669)	1,000		331	66.9%	
Grounds - General :- Indirect Expenditure		4,726	1,875	(2,851)	12,641	17,513	4,872	38,396	0	25,755	32.9%	0
Net Income over Expenditure		(4,726)	(1,875)	2,851	(12,583)	(17,513)	(4,930)	(38,396)				

Detailed Income & Expenditure by Phased Budget Heading 15/10/2025

Month No: 6

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>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	0	0	0	1			0.0%	
1115 Land Lease - Scouts Building	1	1	0	1	1	0	2			50.0%	
1127 Contract Hire - Tennis Courts	0	0	0	900	896	(4)	1,792			50.2%	
1211 Hire Fees - Grounds	0	0	0	566	798	232	949			59.6%	
1212 Hire Fees - Football Pitches	167	68	(99)	802	272	(530)	680			117.9%	
Grounds - Hoe Road :- Income	168	69	(99)	2,269	1,967	(302)	3,424			66.3%	0
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%	
Grounds - Hoe Road :- Indirect Expenditure	0	0	0	0	0	0	1,000	0	1,000	0.0%	0
Net Income over Expenditure	168	69	(99)	2,269	1,967	(302)	2,424				
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	100	86	(14)	144	120	(24)	86			166.9%	
1151 Annual Hire - Football Pitches	808	788	(20)	2,384	2,364	(20)	7,092			33.6%	
1211 Hire Fees - Grounds	0	0	0	489	0	(489)	0			0.0%	
1212 Hire Fees - Football Pitches	102	263	161	563	1,154	591	2,732			20.6%	
1300 Funding - FA Pitch Power	0	0	0	0	12,000	12,000	12,000			0.0%	
Grounds - Priory Park :- Income	1,010	1,137	127	3,580	15,638	12,058	21,910			16.3%	0
4280 Contractor - Grounds	0	0	0	14,684	17,000	2,316	19,500		4,816	75.3%	
4331 Mtce - Car Parks	0	0	0	0	0	0	500		500	0.0%	
Grounds - Priory Park :- Indirect Expenditure	0	0	0	14,684	17,000	2,316	20,000	0	5,316	73.4%	0
Net Income over Expenditure	1,010	1,137	127	(11,104)	(1,362)	9,742	1,910				

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Detailed Income & Expenditure by Phased Budget Heading 15/10/2025

Month No: 6

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>225</u> <u>Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	1,149	1,144	(5)	1,624	1,410	(214)	1,144			141.9%	
Grounds - Albany Road Cricket :- Income	<u>1,149</u>	<u>1,144</u>	<u>(5)</u>	<u>1,624</u>	<u>1,410</u>	<u>(214)</u>	<u>1,144</u>			<u>141.9%</u>	<u>0</u>
4274 Contractor - Waste Skip Hire	0	0	0	486	0	(486)	0		(486)	0.0%	
Grounds - Albany Road Cricket :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>486</u>	<u>0</u>	<u>(486)</u>	<u>0</u>	<u>0</u>	<u>(486)</u>		<u>0</u>
Net Income over Expenditure	<u>1,149</u>	<u>1,144</u>	<u>(5)</u>	<u>1,138</u>	<u>1,410</u>	<u>272</u>	<u>1,144</u>				
<u>226</u> <u>Grounds - Albany Road Allment</u>											
1102 Land Lease - Allotments	1	1	0	1	1	0	1			100.0%	
Grounds - Albany Road Allment :- Income	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>				
<u>230</u> <u>Halls/Buildings - General</u>											
4107 Prof Fees - Health & Safety	0	0	0	0	500	500	500		500	0.0%	
4170 Advertising - Halls	0	0	0	0	0	0	500		500	0.0%	
4309 Materials - Cleaning	94	135	41	713	810	97	1,620		907	44.0%	
4310 Materials -Tools / Minor Items	6	0	(6)	17	100	83	200		183	8.3%	
4311 Materials - Locks and Keys	0	0	0	14	100	86	200		186	6.9%	
4313 Materials - Signage	0	0	0	57	150	93	300		243	18.9%	
4316 Materials - Kitchen Supplies	0	0	0	54	100	46	250		196	21.6%	
4340 Mice - Halls Equipment	0	0	0	112	0	(112)	0		(112)	0.0%	
Halls/Buildings - General :- Indirect Expenditure	<u>100</u>	<u>135</u>	<u>35</u>	<u>965</u>	<u>1,760</u>	<u>795</u>	<u>3,570</u>	<u>0</u>	<u>2,605</u>	<u>27.0%</u>	<u>0</u>
Net Expenditure	<u>(100)</u>	<u>(135)</u>	<u>(35)</u>	<u>(965)</u>	<u>(1,760)</u>	<u>(795)</u>	<u>(3,570)</u>				

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 15/10/2025

Month No: 6

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	93	100	7	405	900	495	3,200		2,795	12.7%	
4345 Water	783	0	(783)	3,623	800	(2,823)	1,700		(1,923)	213.1%	
Priory Park Clubhouse :- Indirect Expenditure	1,993	814	(1,179)	14,219	9,156	(5,063)	24,252	0	10,033	58.6%	0
Net Income over Expenditure	(83)	1,259	1,342	(2,975)	2,814	5,789	156				
260 <u>The Jubilee Hall Building</u>											
1153 Annual Hire - Diamond Suite	365	365	(0)	2,192	2,190	(2)	4,590			47.7%	
1220 Hire Fees - Rooms	4,054	3,000	(1,054)	22,241	18,000	(4,241)	36,000			61.8%	
1225 Hire Fees - Kitchen	219	185	(34)	1,114	1,586	473	2,696			41.3%	
The Jubilee Hall Building :- Income	4,638	3,550	(1,088)	25,546	21,776	(3,770)	43,286			59.0%	0
4142 Performing Rights - Music Fees	0	0	0	681	333	(348)	250		(431)	272.6%	
4158 Premises Licence	0	0	0	14	14	0	21		7	66.7%	
4253 Contractor - Maint & Repair	142	0	(142)	3,126	0	(3,126)	4,000		874	78.1%	
4275 Contractor - Trade Waste	91	1,325	1,234	381	2,770	2,389	2,950		2,569	12.9%	
4277 Contractor - Water Monitoring	47	92	45	199	552	353	1,108		909	17.9%	
4278 Contractor - Electrical	0	0	0	532	0	(532)	500		(32)	106.4%	
4279 Contractor - Plumb & Heating	0	0	0	795	0	(795)	500		(295)	159.0%	
4281 Contractor - Window Cleaning	60	0	(60)	240	360	120	720		480	33.3%	
4282 Contractor - Cleaning	180	200	20	504	850	346	1,050		546	48.0%	
4285 Contractor - Hygiene Waste	315	0	(315)	446	147	(299)	252		(194)	176.8%	
4307 Materials - Defib Equipment	0	0	0	220	0	(220)	175		(45)	125.7%	
4320 Mtce - H & S Conformances	0	0	0	0	0	0	500		500	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 15/10/2025

Month No: 6

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
4332 Mtce - Fire/Security Sytems	40	150	110	617	1,000	383	2,200		1,583	28.0%	
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)	5,510	4,500	(1,010)	7,500		1,991	73.5%	
4343 Electricity	14	0	(14)	398	2,500	2,102	6,000		5,602	6.6%	
4344 Gas	259	100	(159)	1,532	3,100	1,568	9,450		7,918	16.2%	
4345 Water	0	0	0	374	400	26	1,000		626	37.4%	
The Jubilee Hall Building :- Indirect Expenditure	2,067	2,617	550	15,895	16,526	631	39,176	0	23,281	40.6%	0
Net Income over Expenditure	2,571	933	(1,638)	9,651	5,250	(4,401)	4,110				
261 Jubilee Hall Car Park & Ground											
1088 Income - Electric Charge M/C's	30	85	55	97	510	413	1,020			9.6%	
1089 Income - Car Parking M/C's	599	250	(349)	4,210	1,500	(2,710)	3,000			140.3%	
1152 Annual Hire - Season Tickets	771	0	(771)	4,064	1,734	(2,330)	1,859			218.6%	
1211 Hire Fees - Grounds	0	0	0	34	34	(0)	34			100.5%	
Jubilee Hall Car Park & Ground :- Income	1,400	335	(1,065)	8,405	3,778	(4,627)	5,913			142.1%	0
4150 Ticket M/C Card Charges	206	195	(11)	1,078	1,170	92	2,340		1,262	46.1%	
4281 Contractor - Window Cleaning	20	0	(20)	60	120	60	240		180	25.0%	
4286 Contractor - Car Park Tickets	0	0	0	120	0	(120)	300		180	39.9%	
4287 Contractor - E'tric Charge Mac	0	240	240	0	240	240	240		240	0.0%	
4314 Materials - Parking Permits	0	0	0	154	0	(154)	0		(154)	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 15/10/2025

Month No: 6

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
4325 Mtce - Car Park Ticket M/c's	0	0	0	425	500	75	1,000		575	42.5%	
4341 Non Domestic Rates	536	600	64	3,220	3,600	380	6,000		2,780	53.7%	
4343 Electricity	27	65	38	164	390	226	820		656	20.0%	
Jubilee Hall Car Park & Ground :- Indirect Expenditure	789	1,100	311	5,220	6,020	800	10,940	0	5,720	47.7%	0
Net Income over Expenditure	611	(765)	(1,376)	3,185	(2,242)	(5,427)	(5,027)				
<u>270 Well House</u>											
4341 Non Domestic Rates	334	0	(334)	2,007	0	(2,007)	0		(2,007)	0.0%	
4343 Electricity	37	0	(37)	131	0	(131)	0		(131)	0.0%	
4344 Gas	0	0	0	2	0	(2)	0		(2)	0.0%	
Well House :- Indirect Expenditure	371	0	(371)	2,140	0	(2,140)	0	0	(2,140)		0
Net Expenditure	(371)	0	371	(2,140)	0	2,140	0				
<u>275 Coronation Hall</u>											
1132 Contract Hire - Rooms	590	588	(2)	3,540	3,528	(12)	7,056			50.2%	
Coronation Hall :- Income	590	588	(2)	3,540	3,528	(12)	7,056			50.2%	0
4253 Contractor - Maint & Repair	41	0	(41)	41	0	(41)	2,000		1,960	2.0%	
4277 Contractor - Water Monitoring	47	77	30	199	458	259	920		721	21.6%	
4278 Contractor - Electrical	0	0	0	445	0	(445)	500		56	88.9%	
4279 Contractor - Plumb & Heating	130	0	(130)	330	0	(330)	500		170	66.0%	
4320 Mtce - H & S Conferences	0	0	0	0	150	150	250		250	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 15/10/2025

Month No: 6

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
4332 Mlce - Fire/Security Sytems	0	50	50	220	385	165	770		550	28.6%	
4343 Electricity	181	0	(181)	1,393	2,000	607	5,000		3,607	27.9%	
4344 Gas	100	100	(0)	556	1,200	644	3,650		3,094	15.2%	
4345 Water	0	125	125	0	750	750	1,500		1,500	0.0%	
Coronation Hall :- Indirect Expenditure	498	352	(146)	3,182	4,943	1,761	15,090	0	11,908	21.1%	0
Net Income over Expenditure	92	236	144	357	(1,415)	(1,772)	(8,034)				
<u>280</u> Groundsman Building											
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	0	0	0	1,944	1,473	(471)	2,946		1,002	66.0%	
4277 Contractor - Water Monitoring	38	0	(38)	189	0	(189)	0		(189)	0.0%	
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 Mlce - Fire/Security Sytems	23	75	53	162	535	373	1,070		908	15.2%	
4343 Electricity	0	0	0	(3,024)	1,400	4,424	4,900		7,924	(61.7%)	
Groundsman Building :- Indirect Expenditure	60	75	15	(728)	3,408	4,136	9,856	0	10,584	(7.4%)	0
Net Expenditure	(60)	(75)	(15)	728	(3,408)	(4,136)	(9,856)				

290 Playgrounds & Leisure Areas

4109 Prof Fees - H&S Report

4144 Lease - Oak Road Play Area

1,000
(50)0.0%
134.6%1,000
145

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Detailed Income & Expenditure by Phased Budget Heading 15/10/2025

Month No: 6

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
4270 Contractor - Aboricultural	0	0	0	0	2,700	2,700	3,500		3,500	0.0%	
4280 Contractor - Grounds	280	0	(280)	280	0	(280)	500		220	56.0%	
4313 Materials - Signage	0	0	0	334	0	(334)	300		(34)	111.2%	
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	133	1,500	1,367	4,500		4,367	3.0%	
4329 Mtce - Fencing	0	0	0	480	0	(480)	1,000		520	48.0%	
Playgrounds & Leisure Areas :- Indirect Expenditure	280	0	(280)	1,422	4,405	2,983	12,945	0	11,523	11.0%	0
Net Expenditure	(280)	0	280	(1,422)	(4,405)	(2,983)	(12,945)				
<u>295 Southern Footpath/Cycleway</u>											
4328 Mtce - Footpaths/Bridges/Steps	0	0	0	0	0	0	500		500	0.0%	
Southern Footpath/Cycleway :- Indirect Expenditure	0	0	0	0	0	0	500	0	500	0.0%	0
Net Expenditure	0	0	0	0	0	0	(500)				
<u>299 Capital - Halls & Grounds</u>											
1099 Income - Asset Disposals	0	0	0	23	0	(23)	0			0.0%	
Capital - Halls & Grounds :- Income	0	0	0	23	0	(23)	0				0
4350 Minor Assets	118	0	(118)	863	0	(863)	2,500		1,637	34.5%	
4364 Southern Footpath Cycleway	0	0	0	8,457	0	(8,457)	0		(8,457)	0.0%	8,457
4365 New Tractor	36,457	0	(36,457)	36,457	0	(36,457)	0		(36,457)	0.0%	36,457
4381 Replace Pick Up Truck	0	0	0	0	15,000	15,000	15,000		15,000	0.0%	

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 15/10/2025

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4393 Building Decarb (JH)	0	0	0	11,015	0	(11,015)	0		(11,015)	0.0%	11,015
4414 Bidings Replace /Refurb	0	30,000	30,000	3,883	60,000	56,118	90,000		86,118	4.3%	3,883
4421 Car Park Maintenance	2,025	0	(2,025)	2,025	0	(2,025)	0		(2,025)	0.0%	2,025
4424 Coronation Hall Renovations	722	0	(722)	4,347	5,000	653	10,000		5,653	43.5%	4,347
4425 Replace Dragons Teeth (HR)	0	1,750	1,750	0	1,750	1,750	1,750		1,750	0.0%	
4427 Allotment Fencing	0	0	0	8,579	10,000	1,421	10,000		1,421	85.8%	8,579
4428 HR Track/Drainage	2,750	0	(2,750)	3,700	20,000	16,300	20,000		16,300	18.5%	3,700
4430 Fencing Replacement	0	0	0	6,725	0	(6,725)	0		(6,725)	0.0%	6,725
4487 Building Maintenance	1,305	0	(1,305)	1,305	0	(1,305)	0		(1,305)	0.0%	1,305
Capital - Halls & Grounds :- Indirect Expenditure	43,377	31,750	(11,627)	87,355	111,750	24,395	149,250	0	61,895	58.5%	86,492
Net Income over Expenditure	(43,377)	(31,750)	11,627	(87,332)	(111,750)	(24,418)	(149,250)				
6000 plus Transfer from EMR	43,259	0	(43,259)	86,492	0	(86,492)	0				
Movement to/(from) Gen Reserve	(118)	(31,750)	(31,632)	(840)	(111,750)	(110,910)	(149,250)				
Grand Totals:- Income	10,901	8,897	(2,004)	59,961	63,639	3,678	114,227			52.5%	
Expenditure	54,720	39,155	(15,565)	163,313	197,524	34,211	340,515	0	177,202	48.0%	
Net Income over Expenditure	(43,819)	(30,258)	13,561	(103,352)	(133,885)	(30,533)	(226,288)				
plus Transfer from EMR	43,259	0	(43,259)	86,492	0	(86,492)	0				
Movement to/(from) Gen Reserve	(560)	(30,258)	(29,698)	(16,860)	(133,885)	(117,025)	(226,288)				

Bishop's Waltham Parish Council
Halls & Grounds Committee - Capital Projects Control 2025-26
Month 6

Income	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				
	1099	Income - Asset Disposals		0	0	0	0	23	0	CA Gates
		Total Gross Committee Income		0	0	0	0	23	0	
Expenditure	4350	Minor Assets	Mar	2,500	0	0	2,500	863	0	Wheelchair/Goal/Microphone/2 x EGO Batteries
	4364	Southern Footpath/Cycleway	Jun	0	0	0	0	8,457	0	EMR 373 / CIL app PC 08.04.25 EMR 393&394
	4365	New Tractor		0	0	0	0	36,457	0	EMR 314
	4368	New Topper / Mower		0	0	0	0	0	9,300	EMR 314
	4381	Replace Pick up Truck	Jul	15,000	15,000	0	0	0	0	EMR 320
	4393	Building Decarb (JH)		0	0	0	0	11,015	0	EMR 376 (Add £35,000 expected in 25/26)
	4414	Bldgs Replace/Refurb	Jun/Sep/Dec	90,000	90,000	0	0	3,883	8,000	EMR 350 / £11,132 Architect Costs app - £3,132.50 spent
	4421	Car Park Maintenance		0	0	0	0	2,025	0	EMR 356 JH Relining £1050/HR flow plates £975
	4424	Coronation Hall Renovations	Apr/Jul/Oct/Jan	10,000	10,000	0	0	4,347	0	EMR 318 (Add £5,000 expected in 25/26)
	4425	Replace Dragons Teeth (HR)	Not required	1,750	0	0	1,750	0	0	Purchased in 24/25 (Awaiting refund)
	4427	Allotment Fencing	May	10,000	10,000	0	0	8,579	0	EMR 317
	4428	HR Drainage	Jul	20,000	20,000	0	0	3,700	0	EMR 359 / £950 draining / £2,750 track repairs
	4430	Fencing Replacement	May	0	0	0	0	6,725	0	EMR 394&395 / CIL app PC 08.04.25
	4487	Building Maintenance		0	0	0	0	1,305	0	EMR 379 JH Decoration
		Total Gross Committee Expenditures		149,250	145,000	4,250	4,250	87,356	17,300	
EMR Movements				145,000	145,000	0	0	86,493	17,300	
Total Net Committee Expenditures				4,250	0	4,250	4,250	840	0	

Ear Marked Reserves

		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Year	Budget	Closing Balance	Comments
314	EMR - Albany Wood IGOS Maintenance - S108	£0	£0	£0	£0	£0	£36,457	£0	£9,300	£0	£0	£0	£0	£0	£0	£50,948	£5,472 +RPI (Tractor & Mower app by WCC - S106)
315	EMR - Montague Road Play Areas - S106/CIUOSF	£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 - Albion Paving - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
318	EMR - Coronation Hall Renovations - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
320	EMR - Replace Pickup Truck - PC	£15,000	£0	£0	£0	£0	£722	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
325	EMR - Replace Play Area Equipment - PC	£9,111	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
340	EMR - Replace Topper / Mower - PC	£23,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
341	EMR - Replace IT Equipment - PC	£3,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
345	EMR - Election Expenses - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
350	EMR - Buildings Repairs / Refurb - PC	£83,587	£0	£0	£0	£0	£0	£0	£1,895	£0	£0	£0	£0	£0	£0	£0	£0
352	EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
356	EMR - Car Park Maintenance - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
357	EMR - Resurface Play Areas - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
358	EMR - Southern Footpath Maintenance - PC	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
359	EMR - HR Track/Drainage	£20,000	£0	£0	£0	£0	£2,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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	£0	£0
371	EMR - Intruder Alarm Upgrade (JH) - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
373	EMR - Southern Footpath - CIUWCL/S106	£47,339	£1,208	£0	£0	£0	£0	£3,990	£0	£0	£0	£0	£0	£0	£0	£0	£0
374	EMR - Replace Skate Park (PP) - CIUWCL/PC	£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
376	EMR - Building Decarb (JH) - CIUWCL	£49,646	£300	£10,715	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
377	EMR - Extend Parking (PP) - CIUWCC REPF	£538	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
378	EMR - Albany Road Play Park - S106	£29,500	£0	£0	£0	£0	£1,305	£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	£0	£0
380	EMR - Name Sign (JH) - PC	£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	£0	£0	£0	£0	£1,200	£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	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£42,889	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
396	EMR - SDNP CIL Receipts 2021-22 (End 31/03/27)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£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	£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	£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	£0
400	EMR - WCC S106 Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
401	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
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	£105,551	£1,743	£5,733	£5,175	£43,259	£11,195	£0	£35,000	£5,000	£23,500	£258,341	£79,290	£707,579	£15,455.08 & Bank Street £9,344.63

CIL expenditure approved at PC 08.04.25

Email to EO from S Dunbar-Dampsey WCC (10.07.25)

Aug EMR Transfer approved 05.08.25 at FP&R



Halls and Grounds Committee – 21st October 2025

9. Grant Opportunities – *for information*

Grant applications submitted by the H&G Committee:

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	A new Pitch Power assessment will be undertaken in the week commencing 20.10.25 in order to submit our application for funding since the last assessment was undertaken more than 12 months ago.

Proposal: To note the above.

Committees Officer 16.10.25



Halls and Grounds Committee – 21st October 2025

Estates Manager's Report

General

- H/W remedial works at PP and HR (ongoing)
- New flow plates for Hoe Road to be fitted.
- October water monitoring completed (all buildings)
- Electricity contract for all buildings – renewals 31.1.26 – Quotes obtained (paper att.)

Jubilee Hall

- Ruby Room redecoration completed (15th – 19th Sept)
- Diamond Suite washroom roof leak investigated (08.10.25)
- Heating: Heat loss survey quote accepted. Survey date tbc.
- Heating: Quotes for leaking pressurisation unit - ongoing.
- New car park payment system installed (29.09.25)
- 1 future hirer visit.

Priory Park

- Changing rooms showers remedial works carried out (25.09.25)
- 1 future hirer visit.

Hoe Road & Estates Shed

- Hoe Road roadway tarmac repairs completed (30.09.25)
- Blocked sewer at rear of Estates Shed/Hamble Springs Estate cleared by Southern Water (22.09.25)
- New Tractor delivered (10.10.25)
- Contractor tree and hedge cutting work scheduled (22.10.25)

Coronation Hall

- Faulty boiler in staff kitchen repaired (01.10.25)
- Retiling in children's toilets completed (09.10.25)

Estates Manager
15.10.25



Halls and Grounds Committee – 21st October 2025

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

With the continuing dry weather, we are continuing to cut grass.

It was decided after some discussion with the office to install wooden stakes along the grass verge that runs alongside the track at Hoe Road to stop cars parking there and causing an obstruction.

We have taken delivery of the new Iseki Tractor.

Groundsmen assisted with the recent litter clean up event, and also St Peter's Country Fayre.

We will soon be installing the new flow plates at the entrance to Hoe Road Recreation Ground. This was postponed to allow the contractor access for the track repairs.

Dynamos continue to leave the put-up goals on the areas we cut grass on Priory Park pitches, rather than on the bank out of the way, which has become a frequent nuisance. This is despite numerous requests from myself and the office to not do so.

The pitch gates at Priory Park which had dropped have been adjusted.

All of the football pitches have been slitted.

I mentioned at the last meeting about the overuse of the main Pitch 1 at Priory Park. It is showing signs of extreme wear even at this early stage of the season. Most weeks there are two or three matches played on this pitch. I believe this is too much. The problem will become more evident when we get into winter. We are much more likely to have to cancel games on that pitch.

Senior Groundsman
14.10.25



Halls and Grounds Committee – 21st October 2025

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

Priory Park Footpath – additional drainage ditch

The drainage work alongside the hedgerow by Bosworth Gardens with the drainpipe now added to join the two sections together, is now been completed.



Jubilee Hall car parking spaces

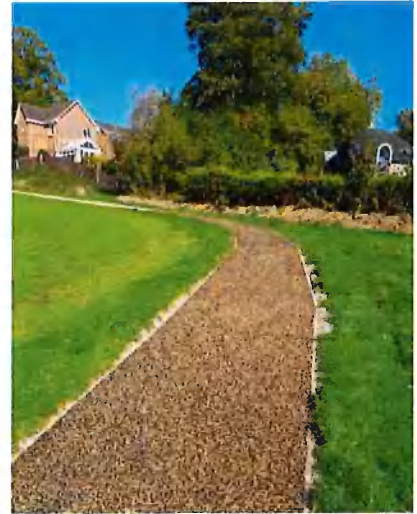
This project was initiated to provide dedicated parking for the community minibus, increase disabled parking and reduce the number of permit parking holder spaces and was completed on 18th September.





Repair to the stretch of the Southern Shared Pathway in Priory Park damaged by surface run-off

This new section of surfacing that was completed on the 30th September, completes all of the known remedial works required to the Southern Shared Pathway.



Project Manager 15.10.25



Halls and Grounds Committee – 21st October 2025

13. Priory Park Clubhouse Project – Public Consultation Update – *for consideration*

A meeting was held with the working group on Tuesday 14th October to look at the feedback received in response to the public consultation thus far.

Physical plans received from the appointed architect have been on display in both the Jubilee Hall and the Priory Park Clubhouse, and also on the Council's website alongside a survey to gather input from parishioners.

The information sheet overleaf summarises the comments received thus far.

The major part of the feedback so far showed that the project was being accepted favourably and is viewed as a positive and required asset by the community.

The only negative comments received, revolved around car parking and access to the area.

The public consultation is still live until 31st October.

Proposal: To note the tabled summary of the feedback gathered thus far during the public consultation for the plans for a building to replace the Priory Park Clubhouse and to agree any relevant actions.

Project Manager
15.10.25

Feedback Information from the Priory Park Public Consultation to date.

The following data is based on upon the basic information received so far from the public consultation for the rebuild of Priory Park clubhouse.

Based upon feedback of 72 online responses as of 08/10/25. Single descriptive words were used to simplify the data collection.

Social (events, sports etc) – 50% positive

Asset (to BW in general as a building) – 46% positive

Community (as a building for use) – 24% positive

Parking (lack of spaces, poor access along road, noise) – 11% negative

Padel – 9% (positive, upcoming sport)

Youth Club – 7%

Also shown below is a list of some of the suggestions of what the new build could be used for -

Clubhouse	Café
Bandstand	Dance
Scalextric	Toddler Groups
Netball	Bridge Club
Boxercise	Walking Groups
Running club	4G pitches
Sports	Running Track
Exercise	Gymnastics
Rugby	BMX track
Craft	Workshop's
Learning	Gardens



Halls and Grounds Committee – 21st October 2025

14. Report Regarding Priory Park Saturday Car Parking Issues – *for information*

In response to reports of traffic and car parking issues from residents local to Priory Park the ACSO has attended the site on the mornings of Saturday 4th October and Saturday 11th October when he was accompanied by two councillors. The period of peak usage occurs in the early morning when Dynamos are using the football pitches and dance classes are taking place in the Clubhouse.

Both the main car park and the overflow facility were observed to be full, and several cars had been parking inconsiderately on Elizabeth Way. Cones used to be placed along Elizabeth Way to prevent parking on Elizabeth Way but recently this has not been the case due to a change in Dynamos volunteer team.

A meeting has been organised with representatives from Dynamos, to take place on Tuesday 21st October. A verbal update will be given in the Committee meeting and meeting notes will be included in the papers for the Committee's November meeting.

Proposal: **To consider the report above along with the verbal meeting report before agreeing relevant actions.**

Committees Officer
16.10.25



Halls and Grounds Committee – 21st October 2025

15. Request from Dynamos Football Club for Burger Van at Priory Park – *for consideration*

Dynamos Football Club are not currently operating a tuck shop out of their kitchen in the Priory Park Clubhouse during their Saturday sessions.

Following the site visit on Saturday 11th October by councillors and the ACSO, it was found that a burger van had been invited to locate themselves on the track by the football pitches to serve refreshments. The burger van was plugged into an electricity supply from the Dynamos' kitchen.

Dynamos have reported that their trial of the burger van has been successful and well-received and have requested permission to continue to invite the burger van to trade on site.

At the Council's request, a risk assessment has been provided by the trader who has stated that in a case where access was required at the lower pitches for an emergency vehicle, that they would be able to move the vehicle out of the way within two minutes.

As part of the Committee's consideration of this matter, the issue of the electrical supply will need to be considered.

Proposal:

- i) To consider the request received from the Dynamos Football Club, that a burger van be permitted to trade on site on Saturdays, with the proposed located being the track alongside the upper football pitches.**
- ii) If the Committee resolve to grant permission, whether the trader is permitted to connect to an electrical supply in the Priory Park Clubhouse should also be considered.**

Committees Officer
16.10.25



Halls and Grounds Committee – 21st October 2025

16. Proposal for Tree Planting on Parish Council Land – *for consideration*

Please see the plan overleaf received from the Tree Warden for some suggested tree planting at Priory Park this autumn.

The plan includes the suggestion that an avenue of trees be planted either side of the Southern Shared Pathway. In addition, other saplings are suggested to be planted as specimen trees.

Several of the trees are being donated by a resident and the Tree Warden has requested that the remainder be purchased from a local supplier, should the Committee be minded to approve the planting.

The Cricket Club are also hoping to plant some additional trees at the Albany Road Cricket Ground. Information about that proposed planting has been requested. It has been suggested that the Parish Council could hire a mechanical tree auger to make the planting of the trees easier, the cost of which will be investigated and reported during the meeting.

Proposal: To consider the proposed tree planting plan for Priory Park received from the Council's Tree Warden.

Committees Officer
15.10.25

small fruit (13)

specimen

pine (13)

camera

existing trees

16th October 2025

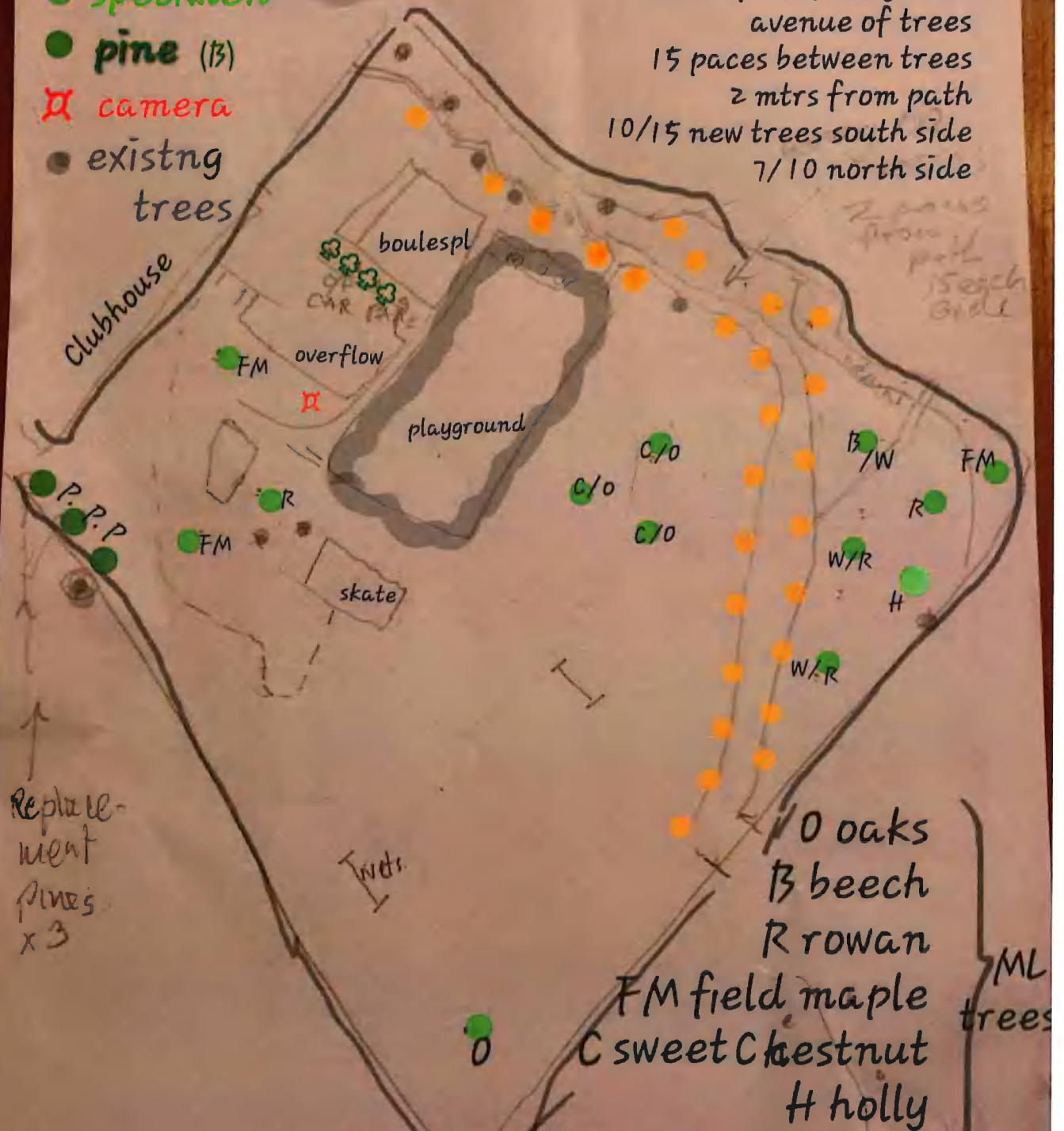
South path Priory Park
avenue of trees

15 paces between trees

2 mtrs from path

10/15 new trees south side

7/10 north side



CLARE GROVER

BWPC Tree Warden

W walnut (Bought in) 3

F fruit (bought in) 4

P scots pine (bought) 3



Bishop's Waltham Parish Council
Halls and Grounds Committee – 21st October 2025

17. Halls and Grounds Future Projects and Budget Setting Update
– for consideration

The Committee's budgeting working group met with the Finance Manager on Tuesday 14th and Wednesday 15th October to progress with the draft budget for the 2026/27 financial year. As usual, included in the draft budget are both ongoing running and maintenance costs of the Council's buildings and grounds as well as larger capital spends associated with projects.

The draft budget will be available for review by the Committee in their November meeting, however the Committee are asked to review the information below that lists future potential projects, some of which have already been researched to the point where preliminary costings have been gathered. The intention of this table is to facilitate consideration of the relative importance of these projects, to ensure that the budget aligns with the Committee's objectives.

Where projects are currently unbudgeted, grant funding could potentially be sought.

Potential Future Project	Current project status	Current Funding Status
Replacement building for Priory Park	Public consultation taking place	Some funding in place with majority to be secured
Low carbon heating system for the Jubilee Hall	Awaiting heat loss survey prior to gathering quotations.	Funding in place in Ear Marked Reserve (EMR)
Southern Shared Pathway	Action in place for working group to meet and consider the potential next stage to improve the Tangier Lane crossing.	Funding in place in EMR
Albany Road additional car parking	Request received from Cricket Club, working group appointed to consider and make recommendations	Currently unbudgeted
Pondside Lane Bridleway Repairs	See agenda item 24	Currently unbudgeted
Priory Meadow groundworks to improve the pathway	Initial costings gathered	Currently unbudgeted
Hardstanding for spectators and rail alongside the Senior's football pitch at Priory Park	Hampshire Premier Football League requirement	Currently unbudgeted

Other project ideas for consideration:

Coronation Hall: Segmentation of garage space into preschool storage and tractor storage
 Solar panels to reduce building's running costs
 Repair to tarmac to the front of the building where tree roots have led to an uneven surface

Hoe Road Recreation Ground Car Park and Trackway:
 Resurfacing of badly damaged areas or broader renovation

Victoria Road green space - Play equipment

Proposal: To consider the tabled information, to raise any additional potential future projects and to determine the highest priority items.

Committees Officer 16.10.25