Grayshott Parish Council

Meeting of the Full Council held in the lounge at the sports pavilion on
Monday 16th February 2026 at **7:30pm.**

Present:

Cllr Nigel Harrison (Chair)
Cllr Steve Georgii
Cllr Pam Miller
Cllr Izzy Byrom
Cllr Dennis Homer
Cllr Chris Jones
Cllr Sean Weir

Also present:

Ms Serena Thompson (Clerk & Executive Officer)
Mrs Fiona Jobson (Chair of Grayshott Tennis Club)

OPEN SESSION

The meeting opened at 7:32pm

Cllr Harrison welcomed everyone to the meeting. He would proceed on the assumption that all papers had been pre-read, but if any Councillors required more time to discuss they only need ask.

F26/12 Receive apologies

Cllrs Baldwin, Philp and Green had sent their apologies.

F26/13 Receive declarations of interest from councillors on items on the agenda

a) Receive written requests for dispensations for disclosable pecuniary interests (if any)

b) Grant any requests for dispensations as appropriate

None.

F26/14 Confirm minutes of the Full Council meeting held on 19th January 2026

The minutes were proposed as a true and accurate record of proceedings by Cllr Homer and seconded by Cllr Jones. Cllr Harrison signed the minutes.

a) Clerk's Report

The Clerk has begun the CiLCA qualification, a 200-hour portfolio to be completed by March 2027. Some work will fall inside contracted hours, and the office asks for patience during this period.

An additional Speed Limit Reminder Sign location outside the Village Hall has been approved for inclusion in the 2026/27 schedule.

The Village Hall car park relining project is complete, supported by a £300 Parish Council grant, creating three extra spaces.

Priority 2 tree works will take place w/c 16 February and 2 March following receipt of all required planning applications.

F26/15 Receive the minutes of the Planning & Conservation Committee meeting held on 3rd February 2026

The minutes were circulated during the meeting and considered as received.

F26/16 Receive report from Grayshott Tennis Club on the development of a new club house

a) Consider granting Landowner permission.

Cllr Harrison invited Mrs Jobson to speak to the Council regarding the plans to develop a new clubhouse at the village tennis courts.

It was noted that the division of responsibilities between Parish Council and Tennis Club were as follows:

Grayshott Tennis Club	Grayshott Parish Council
Maintain the tennis pavilion Maintain the conifers and general upkeep of the tennis courts. Administer public-court fees and bookings	Maintenance of chestnut fencing and gates around the Tennis Court land. Resurfacing, repainting and lining the public court, plus periodically replace net and posts Tree works and surveys (excluding conifers)

Mrs Jobson confirmed that the tennis pavilion (clubhouse) was more than 30 years old and failing in numerous places. Funds were being spent on repairs when in fact, it was time for a replacement. At the same time, the tennis club would like to explore the opportunity of encouraging the public to make more use of Court 3 (the public court), open the club house up to users of Court 3 and make the courts and clubhouse accessible (e.g. wheelchairs, buggies).

Mrs Jobson provided renders of landscaping proposals and a new clubhouse of wooden construction, 2m longer than the existing clubhouse and examples of costs from three local suppliers (to be refined further as the plans developed).

Currently, the Tennis Club believed that planning permission was not required, and they are seeking 'landowner permission' from the Parish Council to pursue the project with funders such as East Hampshire District Council Strategic CIL.

Cllr Homer challenged the indication that planning permission was not required, suggesting that running water, and the disposal of such, would require at a minimum building control approval. It was agreed that the Tennis Club would seek pre-application advice from the Planning Authority.

Cllr Weir suggested that the Tennis Club also open a discussion on funding with Waverley Borough Council, Haslemere Town Council, Community Lottery Fund and Sport England.

Cllr Jones suggested that, in the first instance, the Council challenge the Tennis Club in writing to pursue plans to make the tennis courts and clubhouse more accessible and usable by the public. This would provide evidence of need for possible funders. This was seconded by Cllr Harrison and **RESOLVED**.

Mrs Jobson confirmed that the Tennis Club would provide further updates after pre-planning advice was sought and conversations were further along with possible funders.

F26/17 Receive Reports from External Bodies

a) East Hampshire Association of Parish & Town Councils (EHAP&TC)

Cllr Harrison had provided a written update prior to the meeting. It reported that EHAP&TC has been quieter recently but continues contributing to the work of Hampshire Association of Local Councils (HALC), particularly around Local Government Reorganisation (LGR). At the HALC County Forum, sessions covered ongoing LGR research and resilience planning, including emergency planning resources and business continuity guidance. HALC is offering a resilience workshop on 24 March. EHAP&TC and HALC have also been invited to a multi-agency workshop exploring Community Area Partnerships (CAP), with an initial CAP proposed for the Petersfield area.

b) Village Hall Management Committee

Cllr Georgii summarised that the white-lining project for the car park had been successfully completed. He also noted that potholes had formed over time in the tarmac near the entrance of the car park. A local business has agreed to fund repairs. A new trustee had joined the Committee, but recruitment for a new Chair of Trustees is ongoing. The Heating project is in the final stages of funding.

c) Sports Field Committee

Cllr Homer had provided a written report ahead of the meeting. It noted that the Sports Clubs, Sports Field Committee and Parish Council had failed to reach a joint agreement to fund treatments to the field and therefore the proposed contract at F26/18a) would only proceed with Schedules A-C. Cllr Miller proposed that a further discussion on the 5 year maintenance plan, future proposals for maintenance of the field and the funding of such be brought to Council as a separate discussion in March 2026. This was seconded by Cllr Weir and **RESOLVED**.

Cllr Homer proposed a 3% increase to Licence Fees for Football Club, Cricket Club to £1,700 and Tennis Club to £620 for 2026/27, in line with inflation. This was seconded by Cllr Jones and **RESOLVED**.

Finally, Cllr Homer noted that relations between clubs and the Parish Council through the Sports Field Committee model was no longer functioning effectively and therefore sought a mandate from the Council to consider an improved governance model for the Sports Field and Pavilion, to be presented to the Council in March 2026. This was seconded by Cllr Weir and **RESOLVED**.

F26/18 Receive report on the tendering for 3-year maintenance contracts and award the following:

A paper summarising the tender process for the six 3-year maintenance contracts, along with a costs and recommendations for contract awards had been circulated prior to the meeting. It was noted that a total of 13 contractors had provided tenders across one or more of the six contracts, with a minimum of three tenders per contract. Some tenders had been discounted for failure to comply with the tender instructions, or providing quotes that were significantly lower or higher than the market rate.

a) Sports Field Maintenance

Following the discussion at F26/17c) it was proposed by Cllr Miller that this contract only be awarded for Schedules A-C. This was seconded by Cllr Jones and **RESOLVED**.

It was noted that Contractor 2 provided the most competitive price with a solid understanding of the work involved in the contract, had good references and equipment. Their quote for Schedules A-C amounted to **£3,983** per annum.

Cllr Harrison proposed that Contractor 2 be awarded the contract. This was seconded by Cllr Byrom and **RESOLVED**.

Contractor 2 was confirmed as Grasstex.

b) Groundworks General

Cllr Harrison summarised the work involved in the Groundworks General contract, noting that it was by far the broadest contract scope of the six and included work in the village centre,

recreation ground, Applegarth Meadow and allotments.

It was noted that Contractor 4 had provided the most competitive tender at **£6,138** per annum. Although the Council has not worked with them previously, they had provided a comprehensive client list including several other parish councils and a detailed asset register showing that had the equipment to complete the works. Cllr Weir proposed that the contract be awarded to Contractor 4, this was seconded by Cllr Jones and **RESOLVED**.

Contractor 4 confirmed as Tactical Group.

c) Hanging Baskets

It was noted that Contractor 8 had provided the most competitive quote at **£4,555** per annum and had proven experience of carrying out the contract to a high standard. Cllr Weir proposed that the contract be awarded to Contractor 8, this was seconded by Cllr Homer and **RESOLVED**.

Contractor 8 confirmed as Pic-A-Lily.

d) Memorial Garden

For the Memorial Garden contract, Contractor 5 provided the lowest quote. Contractor 4, who had been selected for the Groundworks General contract, provided a quote of **£1,102** per annum. It was considered that economies of scale, consistency in delivery and ease of administration could be achieved by combing the Memorial Garden contract with the Groundworks General contract. Cllr Harrison proposed that Contractor 4 be awarded the Memorial Garden contract, this was seconded by Cllr Byrom and **RESOLVED**.

Contractor 4 confirmed as Tactical Group.

e) Public Bin Collection

It was noted that Contractor 4 had provided the most competitive quote for the public bin collection contract at a cost of **£5.37** per bin lift. Cllr Weir proposed that Contractor 4 be awarded the contract, seconded by Cllr Miller and **RESOLVED**.

Contractor 4 confirmed as Tactical Group.

f) External Cleaning

Cllr Harrison noted that this was a new contract to the Council, but that the works had been arranged consistently on a case-by-case basis for the last few years and therefore it would benefit the Council to consider a long-term contract for the maintenance. The contractors had confirmed that cleaning and treatment of the Rec Hub would not take place in the first year of the contract as the facility was so new.

Contractor 11 had provided the most competitive quote of **£2,940** per annum and had completed the work to a high standard for the Council in the past. Cllr Georgii proposed that Contractor 11 be awarded the contract, seconded by Cllr Harrison and **RESOLVED**.

Contractor 11 Confirmed as Crystal Clean Solutions.

F26/19 Receive a report on Lessons Learnt and Next Steps from the Teen Recreation Area Working Group

a) Award Contract for Lighting Planning Consultant

b) Ecological Survey

The Working Group submitted its Lessons Learnt report to the Council ahead of the meeting. The report highlighted strong youth participation, effective procurement processes, robust safety planning, and successful delivery of the project within budget. It also identified several areas for improvement, including the need for clearer communication with residents and sports clubs, enhanced pre-construction information, and better planning for weather-related delays. The recommendations emphasised strengthening stakeholder engagement, improving communication channels, and adopting more rigorous project-planning procedures.

Cllr Weir outlined the next steps for progressing a lighting scheme for the play area. He reminded the Council that the previous planning application for lighting had been withdrawn pending further ecological assessment. Three quotes for a Preliminary Ecological Assessment (PEA) were presented, and Cllr Weir proposed awarding the contract to Contractor 3 at a cost of £1,231. The PEA will determine the feasibility of the lighting scheme and potential secondary development of the scrubland to the west of the new area.

Cllr Harrison noted that CIL funding cannot be used for consultancy fees and asked the Council to consider an alternative funding source. Cllr Weir proposed using the Jack Smith Legacy Fund, in line with its purpose to benefit the village's children. The proposal to award the contract of £1,231 to Contractor 3 and to fund it from the Jack Smith Legacy Fund was seconded by Cllr Miller and **RESOLVED**.

Contractor 3 confirmed as The Ecology Co-Op.

Cllr Weir added that, should the PEA results support the feasibility of lighting, the Working Group intends to submit a new planning application with the support of a specialist lighting planning consultant. He recommended a single-tender approach due to the consultant's specialist expertise and strong endorsement from the preferred lighting contractor. The consultant has indicated a fee of £2,500, although billed at an hourly rate. It was proposed that the Council approve a funding envelope of £2,500 for this next phase, again drawn from the Jack Smith Legacy Fund, noting that this would only proceed following a positive PEA. This was seconded by Cllr Miller and **RESOLVED**.

Lighting Consultant confirmed as MLS Lighting Solutions.

F26/20 Policy Review:

Cllr Harrison noted that the safeguarding policy, complaints procedure and a summary of changes to both had been circulated prior to the meeting. He thanked Cllr Miller for her significant work behind the scenes to draft the new policies.

a) Safeguarding

The Safeguarding Policy has been significantly updated to reflect current practice, clarify roles and responsibilities, and ensure consistent safeguarding across all parish assets. Definitions have been modernised, reporting responsibilities clarified, and requirements for licensees and subcontractors strengthened. A new decision-making flowchart and key contacts have been added to support reporting.

Cllr Miller proposed that the new Safeguarding Policy be adopted, published on the Council website and that office procedures be updated to ensure compliance. This was seconded by Cllr Byrom and **RESOLVED**.

b) Complaints Procedure

The Complaints Procedure has been fully rewritten using current model guidance. It now includes clearer roles and responsibilities, new sections on persistent or abusive complaints, anonymous complaints and EDI, and a formal complaints officer role. As a procedure, it will be reviewed every four years and published on the Parish website for easier public access.

Cllr Harrison also highlighted a new section (Paragraph 5) clarifying what was *not* covered by the procedure.

Cllr Millier proposed that the Complaints procedure be adopted and published on the Council website and office procedures be updated to ensure compliance. This was seconded by Cllr Georgii and **RESOLVED**.

F26/22 Chair's Notices

Cllr Harrison asked all councillors to respond in a timely fashion to requests from the clerk for payment approvals on the banking system.

He also reminded everyone that feedback for the officers' annual performance reviews was required by the end of the month.

Finally, he noted that the Spring Village Tidy Up would take place on Saturday 14th March from 10am – 12pm.

The meeting closed at 9:22pm

Signed: _____ Date: _____

CHAIR