



Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council
Community and Environment Committee
held at The Jubilee Hall on Monday 23rd June 2025 at 7:00pm

Present Cllr Conduct
Cllr Latham
Cllr Marsh
Cllr J Wood

Chairman
Vice Chairman

In attendance: A Axworthy
C Wilkinson

Marketing, Communications and Events Manager
Committees Officer

Members of the public: 0

- CE022/25** To receive and accept apologies for non-attendance.
All present.
- CE023/25** To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
None relating to the business of the meeting.
- CE024/25** To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
None relating to the business of the meeting.
- CE025/25** Public Session
No members of the public present.
- CE026/25** To approve the minutes from the meeting of 27th May 2025
Resolved: To approve the minutes of the meeting of 27th May 2025.
Proposed: Cllr Marsh
Seconded: Cllr Wood
All in favour.
- CE027/25** Actions arising from the meeting of the Community & Environment Committee – 27th May 2025
Noted. In relation to road closure applications for not-for-profit events, Winchester City Council had suggested that potentially applications could cover more than one event to reduce costs.
- CE028/25** Financial position year to date – to note the current position
Noted.
- CE029/25** Party in the Palace 2025 Planning Update – for consideration
Several food and drink providers had been confirmed over the last month, with an additional bar for ales and larger still in the process of being coordinated. First aid quotations were awaited. Paperwork had been provided to English Heritage, with the hot works licence in progress.
Resolved: To approve the tabled risk assessment for the Party in the Palace event taking place on Saturday 19th July.
Proposed: Cllr Conduct
Seconded: Cllr Latham
All in favour.
- CE030/25** Remembrance Events 2025 – for consideration
The Committees Officer would review the planning timeline and previous year's road closure documents with the Marketing, Communications and Events Manager.
Action: Marketing, Communications and Events Manager/Committees Officer

Resolved: To instruct the Marketing, Communications and Events Manager to proceed with the organisation of the 2025 Remembrance events, to follow the structure of the events of recent years.
Proposed: Cllr Conduct
Seconded: Cllr Marsh
All in favour.

- CE031/25** **Event Report for the Parish Council's Stall at the Summer Fayre and Dog Show** – *for information*
The event had been well-attended and the Parish Council's participation was felt to be a success. The map had prompted reactions from residents and an updated map would potentially provide talking points for visitors to the Parish Council stalls at future community events. The windy weather conditions had been challenging for information displays. A piece of transparent acrylic to cover display materials of a suitable size to cover a standard tabletop would be investigated. **Action: Marketing, Communications and Events Manager**
- CE032/25** **Marketing, Communications and Events Manager's Report** – *for information*
The upcoming newsletter had been collected earlier in the day by Royal Mail for delivery. The website was progressing through the build stage of the project. When a prototype was available the working group would review it prior to a Full Council agenda item.
- CE033/25** **Update from Sustainable Bishop's Waltham and Rethinking Rubbish Event Report** – *for information*
The last scheduled Bike Bus was due to be held on Friday 27th June, however the organisers were reviewing whether it would be possible to extend further into the summer. The focus of the group was now transferring to the celebration event later in the year.
- CE034/25** **Councillors' Reports - Town Team Meeting** – *for information*
Noted.
- CE035/25** **Requests for Future Agenda Items** – *for information only*
Christmas Tree
- CE036/25** **Date of next meeting** – 21st July 2025
- CE037/25** **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 involved Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that that public and the press be temporarily excluded and they are instructed to withdraw'.
- CE038/25** **Prices for Replacement Gazebo** *for consideration*
The Committee considered the tabled options of unbranded and branded gazebos. Branded options were regarded as a means of enhancing the appearance of the Parish Council's presence at events. Blue gazebos were preferred for consistency with the Council's branding, and it was felt likely that these would age better. Detachable sides had proven useful at past events.
Resolved: To select the midnight blue gazebo from UK Tents as the preferred option with the Parish Council's logo on the front panel of the canopy and "Bishop's Waltham Parish Council" written on the front valance, with detachable wall panels (with windows if possible) at a total cost of £635.83 excluding VAT but to authorise the Committees Officer and the Marketing, Communications Manager to put other options to the Finance, Policy and Resources Committee if better value offerings were identified.
Proposed: Cllr Conduct
Seconded: Cllr Latham
All in favour. **Action: Committees Officer**
- CE039/25** **Christmas Tree Installation Services Report** - *for consideration*
The offer of assistance from a known contractors was welcomed. The date of the Christmas Fayre would be confirmed in order that planning could be commenced with that as the required deadline and an initial meeting of the working group would be held to create a project outline.
Action: Christmas Tree Working Group

Resolved: Appoint Councillor Conduct and Councillor Latham to a working group to organise a Christmas Tree for the town centre with support from staff where required.

Proposed: Cllr Latham

Seconded: Cllr Conduct

All in favour.

The meeting closed at 8.07 pm.