



**Bishop's Waltham Parish Council**  
**Minutes of the Meeting of the Parish Council**  
**Community and Environment Committee**  
**held at The Jubilee Hall on Monday 21<sup>st</sup> July 2025 at 7:00pm**

**Present**

Cllr Conduct	
Cllr Latham	Chairman
Cllr Marsh	Vice Chairman
Cllr Wood	

**Non-Committee Members**

Cllr McClean (co-opted as substitute members)

**In attendance:**

A Axworthy	Marketing, Communication & Events Manager
S Baker	Work Experience Student
T Jolly	Work Experience Student
C Wilkinson	Committees Officer

**Members of the public:**

0

**CE040/25**

**To receive and accept apologies for non-attendance**

All councillors were present.

**Resolved: To co-opt Councillor McClean as a substitute member of the Committee for the evening.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Wood**

**CE041/25**

**To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**CE042/25**

**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.

**CE043/25**

**Public Session**

The Committee noted the successful Party in the Palace that had taken place on Saturday 19<sup>th</sup> July, and thanked the Councillors both past and present and staff who had contributed to a great community gathering. Special thanks were given to the Marketing, Communication and Events Manager (MCE Manager) for leading the organisation of the day. A full event report would be included in the Committee's August meeting.

**CE044/25**

**To approve the minutes from the meeting of 23<sup>rd</sup> June 2025**

**Resolved: To approve the minutes of the meeting of 23<sup>rd</sup> June 2025**

**Proposed: Cllr Conduct**

**Seconded: Cllr Marsh**

**All in favour who were present at the meeting.**

**CE045/25**

**Actions arising from the meeting of the Community & Environment Committee – 23<sup>rd</sup> June 2025**

Noted.

**CE046/25**

**Financial position year to date – to note the current position**

Noted.

**CE047/25**

**Grants Update – for information**

Noted. Expenditure relating to the town's Christmas tree was raised as a potential subject for a grant application.

- CE048/25**      **Event Report for the Parish Council's Stall at KidSTreat Event BWPC Website Project Update – for information**  
 The Council had enjoyed participating in this community event organised by the Town Team, and noted the strong attendance. Should the event be held again in the future, the Committee would suggest the Parish Council should have a presence.
- CE049/25**      **Parish Council Stand at St Peter's Fayre – for consideration**  
 A request would be sent to councillors to collate availability and create a rota for the event.  
**Action: MCE Manager**  
**Resolved: To use the Splat the Rat activity being stored by the Parish Council alongside publicising the Priory Park Clubhouse project (and promoting the public consultation if the details are known at that point), alongside using the remaining play park activity sheets.**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Conduct**  
**All in favour.**
- CE050/25**      **Marketing, Communications and Events Manager's Report – for information**  
 Noted. The Committee were encouraged by the increase in the number of people now following the Council's social media pages. Councillor Wood, who was one of the councillors conducting the next Councillors' Surgery suggested that feedback be gathered regarding how residents learn about news and events from the Parish Council.  
**Action: Councillor Wood/MCE Manager**
- CE051/25**      **Update from Sustainable Bishop's Waltham and Greening Celebration Event Planning – for consideration**  
 The positive reception to the Bike Bus from the school community and growing numbers of participants was noted.  
 The Committee expressed disappointment at the remarks made by police officers who had attended an incident that occurred after the bike bus journey had been completed regarding the regulations relating to cargo bikes. Feedback would be passed to the PCSO.  
**Action: Committees Officer/Chairman**  
 The MCE Manager would support the publication of the Greenings Celebration event.  
**Resolved: To approve the outlined plan tabled by Sustainable Bishop's Waltham for the Greening Celebration Event planned to take place on Saturday 11<sup>th</sup> October, and to permit the group to proceed with the necessary operational arrangements.**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Marsh**  
**All in favour**
- CE052/25**      **Updated Community Emergency Plan for Approval – for consideration**  
 Recent mobile reception issues further reinforced the need to consider the methods of communication included in the plan. The tabled updated version included updates to Councillor and role information. A further review was still to be completed to check the validity of the remainder of the plan contents.  
**Resolved: To approve the updated draft of the Community Emergency Plan and for the core document to be uploaded to the website with the updated appendices to be distributed to councillors.**  
**Action: Committees Officer**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Conduct**  
**All in favour**
- CE053/25**      **Spaces of Sanctuary – for consideration**  
 Spaces of Sanctuary was recognised as a laudable initiative, and its ethos of non-judgemental support aligned with the way the Council would seek to deal with individuals in need of assistance. However, the Committee did not see the Jubilee Hall as having the necessary private space. The town's library was noted to have registered with the scheme.  
**Resolved: Not to opt into the Spaces of Sanctuary initiative but to create a brief document to guide staff in signposting relevant services in cases where individuals approach the Council office in need of assistance.**

**Proposed: Cllr McClean**  
**Seconded: Cllr Marsh**  
**All in favour**

**Action: Committees Officer**

**CE054/25**

**Upcoming 80<sup>th</sup> Anniversary of VJ Day – for consideration**

The Bishop's Waltham Society had updated their informative pamphlet about VJ Day, 30 copies would be printed by the Council for distribution alongside the national two-minute silence to those who would like more information about this significant anniversary. **Action: Committees Officer**

**Resolved: To propose to Full Council that they support the observation of the 2-minute national silence in Bishop's Waltham town centre, in a similar manner to the annual armistice event.**

**Proposed: Cllr Latham**  
**Seconded: Cllr Wood**  
**All in favour**

**Action: MCE Manager**

**CE055/25**

**Request for Purchase of a Wheelchair – for consideration**

**Resolved: To request approval from the Finance, Policy and Resources Committee and Full Council for the unbudgeted purchase of a CareCo Aluminium Traveller wheelchair from CareCo (UK) Limited at a cost of £169.99 excluding VAT.**

**Proposed: Cllr Conduct**  
**Seconded: Cllr Marsh**  
**All in favour**

**CE056/25**

**Councillors' Report - Museum Trust Meeting – for information**

Noted. The Council's representative was asked to raise whether English Heritage would consider installing toilet facilities on site.

**Action: BWPC Rep to Museum Trust**

**CE057/25**

**Chairperson's Report – for information**

Noted.

**CE058/25**

**Requests for Future Agenda Items – for information only**

Further Community Emergency Plan updates

**CE059/25**

**Date of next meeting – 26<sup>th</sup> August 2025, 6pm**

Noted.

The meeting closed at 8.08pm.