



Bishop's Waltham Parish Council
A Meeting of the Parish Council Community and Environment Committee
Monday 29th January 2024 at 7:00pm in the Ruby Room of the Jubilee Hall

The meeting will be open to the public unless the Committee directs otherwise.

Agenda

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, pecuniary and non-pecuniary interests relating to agenda items
4. Public Session - *for information only*
5. To approve the minutes of the Community & Environment Committee – 27th November 2023
6. Actions arising from the Community & Environment Committee meeting – 27th November 2023
7. Financial position year to date – *to note current position*
8. Quarterly Budget Review – *for consideration*
9. Forward Plan 2019-2023 – *for information*
10. Grants Update and District Small Grants Scheme Application – *for consideration*
11. Annual Meeting of the Parish – *for consideration*
12. Summer Event 2024 – *for consideration*
13. Greenings Campaign – *for consideration*
14. Report from Emergency Plan Test Exercise – *for consideration*
15. Update from Newsletter Working Group – *for information*
16. Eco Fair Event Planning Update – *for consideration*
17. Community Partnership Meeting Report – *for consideration*
18. Parish Council Stand at Christmas Fayre Report – *for consideration*
19. Volunteer Thank You Event Report – *for consideration*
20. Appointment of Website Working Group – *for consideration*
21. Councillors' Reports
 - i) Town Team Meetings – *for information*
 - ii) Museum Trust – *for information*
 - iii) Passenger Transport Forum – *for consideration*
22. Chairman's Report – *for information*
23. Requests for future agenda items - *for information*

24. Date of next meeting – 26th February 2024

C Wilkinson
Administration Officer/Clerk to the Committee
23rd January 2024



Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council
Community and Environment Committee
held at The Jubilee Hall on Monday 27th November 2023 at 7:00pm

Present Cllr T Conduct
Cllr E Jelf Chairman
Cllr R Latham Vice Chairman
Cllr J Marsh
Cllr P Wilson
Cllr T Wilson

In attendance: C Wilkinson Administration Officer

Members of the public: 0

CE129/23 **To receive and accept apologies for non-attendance.**
Cllr Iro – Work commitment
Resolved: To accept apologies for non-attendance
Proposed: Cllr E Jelf
Seconded: Cllr T Conduct
All in favour

CE130/23 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

CE131/23 **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.

CE132/23 **Public Session-** *for information only*

The Committee reflected on the successful volunteer Thank You event that had been held the previous Friday, 24th November. Positive feedback and thanks had been received from attendees. Elements that could be improved next year were discussed and would be included in the event report that would be include in the papers for the Committee's meeting in January 2024.

During the Thank You event all councillors received an open invitation to the Men's Shed should they wish to visit this community group during one of their sessions.

The November edition of Bishop's Waltham Matters was in the process of being delivered to households. A request had been received that the next edition include mention of the Community Volunteer Database. **ACTION: Admin Assistant**

An email had been received from HALC regarding in-person sessions being held to consider community resilience at the Parish Council level. The invitation to these sessions would be forwarded to all councillors. **ACTION: Clerk**

The volunteers who had coordinated the recent Poppy Appeal in Bishop's Waltham had reported the good news that in excess of £5,000 had been raised.

CE133/23 **To approve the minutes from the meeting of 23rd October 2023**
Resolved: To approve the minutes of the meeting of 23rd October 2023.
Proposed: Cllr E Jelf
Seconded: Cllr T Conduct
All in favour.

- CE134/23** **Actions arising from the meeting of the Community & Environment Committee – 23rd October 2023**
CE091/23 A link to the recycling guide, currently hosted on the WinACC website would be posted on the Parish Council's social media. **ACTION: Clerk**
- CE135/23** **Financial position year to date – to note current position**
Noted.
- CE136/23** **Budget Setting 2024-2025 – Draft Budget – for consideration**
Whether a room booking function could be included in a redesigned Parish Council website was raised and requested for inclusion when discussing potential specifications before the website with contractors. **ACTION: Clerk**
Resolved: To forward the draft budget with a budgeted total net committee expenditure of £23,795, to the Finance, Policy and Resources Committee for their review.
Proposed: Cllr R Latham
Seconded: Cllr T Wilson
All in favour. **ACTION: Clerk**
- CE137/23** **Forward Plan 2019-2023 – for information**
Noted. The ongoing nature of several of the objectives was noted. CD12, support and encourage community organisations, had been a recent area of activity, with the volunteer Thank You Evening having been held and the planned meeting of the Community Partnership.
- CE138/23** **Grant Opportunities – for consideration**
Whether additional walkie talkies could be purchased under the Community Resilience Fund was to be investigated. **ACTION: Admin Assistant**
- CE139/23** **Remembrance Events Report – for consideration**
The report was received by the Committee who noted that the programme of events had run smoothly, thanks were given to the staff and councillors who had supported.
The Parish Councillors requested an alternative seating position at the church service next year.
- CE140/23** **Parish Council Stand at Christmas Fayre – for consideration**
The Committee wished to support the Chamber of Trade and Town Team by participating in this event and discussed the format of the Parish Council stall at the event.
The Committee requested that the Clerk proceed with the necessary arrangements. **ACTION: Clerk**
Resolved: To have a Parish Council stall at the Christmas Fayre on Thursday 7th December and to give away Christmas tree decorations to children attending the event and promote the public consultation for the designs received for the new play area at Albany Road during the event, due to commence on Friday 8th December.
Proposed: Cllr J Marsh
Seconded: Cllr R Latham
All in favour.
- CE141/23** **Parish Council Event Dates for 2024 – for consideration**
English Heritage would be contacted to request whether the palace ruins could be used as the venue for the D-Day 80 Beacon. **ACTION: Clerk**
Following consideration of the tabled event dates, the working group for the Party in the Park were requested to consider holding that event on a Saturday in July 2024. **ACTION: Party in the Park WG**
Resolved: To approve the tabled proposed dates for the Parish Council's events for 2024.
Proposed: Cllr E Jelf
Seconded: Cllr J Marsh
All in favour.
- CE142/23** **Test Exercise for Emergency Plan – for consideration**
The update following the meeting with Hampshire County Council's Emergency Planning and Resilience team was received. An updated version of the Emergency Plan would be distributed to all councillors ahead of the test exercise.

CE143/23

Correspondence – Citizens Advice Winchester District – for consideration

The offers of outreach services offered to residents were gratefully received.

A request was to be made to the Halls and Grounds Committee regarding whether a Parish Council room could be used to host one of the outreach sessions offered free of charge. **ACTION: Clerk**

The offer of copies of the Cost-of-Living leaflet would be accepted, and the leaflets would be made available to residents in the Red Lion Street Information Kiosk. **ACTION: Clerk**

Resolved: To relay the offer of Citizen's Advice Winchester District Outreach activities to the Community Partnership members who might be connected with relevant resident groups.

Proposed: Cllr E Jelf

Seconded: Cllr R Latham

All in favour.

ACTION: Clerk

CE144/23

Correspondence – Bluestar 14 Bus Service Suggestions – for consideration

The Committee were supportive of the suggested route modification. The correspondent would be contacted to thank them for their letter. **ACTION: Clerk**

Durley Parish Council were to be contacted with the intention of sending a joint letter to Bluestar to request that the suggestion be considered. **ACTION: Clerk**

CE145/23

Community Partnership Meeting – for consideration

Noted. The meeting to share content for the 2024 calendar of events was planned to take place on Monday 11th December.

CE146/23

Grant Applications – for consideration

The two grant applications that had been received after the application deadline of 30th September 2023 were reviewed.

The budgeted funds for community grants for the current financial year were noted as fully awarded.

Alternative means of support were considered, for example the promotion of the Community Volunteer database in the next edition of the Bishop's Waltham Matters newsletter.

The projects were noted as valuable and worthy causes and that future applications from the organisations involved would be welcomed.

Resolved: To recommend to the Finance, Policy and Resources Committee, that the following grant application received, not be granted in light of the grant budget being fully allocated.

GROUP	FOCUS	AMOUNT REQUESTED	FOR
Bishop's Waltham Town Team	Ensure that the town continues to be a vibrant social and community hub	£315	Phase 2 of communications programme for BW Community Volunteers
Folk Association of South Hants	Promoting and supporting folk activities of all kinds in South Hampshire	Contribution towards total costs of £839.20	Facilitating and running of the annual Schools Ceilidh run as part of Bishop's Waltham Festival
Total Request Received		£1,154.20	

Proposed: Cllr E Jelf

Seconded: Cllr J Marsh

All in favour.

ACTION: Clerk

CE147/23

Councillors' Reports

(i) Town Team – for information only

Noted. The Parish Council representative to the Town Team was now clarified as being purely a Parish Council representative, not a voting member.

(ii) Swanmore Community Meeting – for information

Noted.

(iii) Museum Trust – for information

Noted. The information regarding the UK Shared Prosperity Fund was to be sent to the Museum Trust to see whether it would be a good fit for their town model project, since one of the stated aims of the fund was to inspire pride in place.

ACTION: Clerk

CE148/23 **Chairman's Report – for information**
Noted

CE149/23 **Requests for Future Agenda Items – for information only**
Parish Council Website Functions
AMP Planning Update
D-Day 80 Beacon Planning Update

CE150/23 **Date of next meeting – 29th January 2024**
Noted.

The meeting closed at 8.21pm.

**Bishop's Waltham Parish Council
Community and Environment Committee
Actions Arising for meeting 29.01.24**

Minute Number	Subject	Action	Date for completion	Action by	Notes
CE075/22	Antisocial behaviour	Send letter to Swanmore College (PSHE dept) to remind and encourage students about community responsibilities	October	Clerk to the Committee	
CE171/22	Forward Plan	To contact BW Infant, BW Juniors and Swanmore College to ask to be included in a School Council meeting.	February	Clerk to the Committee	
CE171/22	Forward Plan	To contact schools and Swanmore College to seek to further relationships and invite to a PC meeting.	February	Clerk to the Committee	
CE018/23	Parish Council Flag Banner	Purchase Double Sided Feather Flag with recycled rubber base	June	Clerk to the Committee	Purchase on hold until grant funding has been investigated.
CE036/23	BWPC Website	To investigate project cost of website redesign.	July	Clerk to the Committee	2 quotations received.
CE048/23	Public Session - Telephone kiosk	To send letters of thanks to parties involved	September	Clerk to the Committee/Cllr Marsh	
CE053/23	Forward Plan - IOWIP call	To forward output of meeting to relevant committee when received	Complete	Cllr Latham	Update received by AO forwarded 24.01.24
CE059/23	Nature Reserves Leaflet	To order reprint of leaflet after necessary amendments are made	September	Clerk to the Committee	
CE079/23	Emergency Plan Update	To review Emergency Plan and circulate updated	Complete	Cllr Marsh/Cllr Jelf/Administration Officer	
CE091/23	Forward Plan 2019-23	Promote Sustainable BW's list of local recycling schemes	Complete	Clerk to the Committee	
CE122/23	First Aider Cover at Parish Council Events	Contact councillors or staff to ask whether they would like to undergo the necessary training to become a named first aider for smaller Parish Council events	November	Clerk to the Committee	
CE132/23	Public Session - Bishop's Waltham Matters	Inclusion of the Community Volunteer Database be included in the next edition of BW Matters	Complete	Administration Assistant	
CE132/23	Public Session - HALO Community Resilience	Forward invitation to sessions to all councillors	Complete	Clerk to the Committee	Email sent 05.12.23
CE134/23	Actions Arising - SBW Recycling	To post on BWPC social media linking to IJston WinACC's Website	Complete	Clerk to the Committee	
CE136/23	Budget Setting 2024/5	To forward draft budget to FP&R for their review	Complete	Clerk to the Committee	Considered by FP&R 05.11.23
CE138/23	Grant Opportunities	Investigate whether new walkie talkies could be purchased under the Community Resilience Fund	Complete	Administration Assistant	Fund now closed
CE140/23	Parish Council Stand at Christmas Fayre	Proceed with necessary arrangements	Complete	Clerk to the Committee	
CE141/23	PC Event Dates 2024	Contact English Heritage to ask whether palace ruins could be used for HD Day 30 Beacon	Complete	Clerk to the Committee	Email sent 05.12.23
CE141/23	PC Event Dates 2024	Consider date for Party in the Park Event	Complete	Party in the Park WG	See agenda item 12
CE143/23	Correspondence - Citizens Advice Winchester District	Request to H&G whether room could be used for outreach session free of charge	Complete	Clerk to the Committee	Agenda item requested for February
CE143/23	Correspondence - Citizens Advice Winchester District	Accept offer of Cost Of Living leaflets	Complete	Clerk to the Committee	Printed leaflets requested 05.12.23
CE143/23	Correspondence - Citizens Advice Winchester District	Relay information about Citizens Advice outreach services to Community Partnership members	December	Clerk to the Committee	
CE144/23	Correspondence - Bluestar 14 Suggestion	Respond to correspondent to thank them for letter and update	Complete	Clerk to the Committee	Email sent 05.12.23
CE144/23	Correspondence - Bluestar 14 Suggestion	Contact Durley PC to send joint letter to Bluestar	December	Clerk to the Committee	Email sent 05.12.23 to Durley PC. Response to letter has been received by resident.
CE146/23	Grant Applications	To recommend to FP&R that the applications not be granted	Complete	Clerk to the Committee	
CE147/23	Councillor's Report Museum Trust	To forward UK Shared Prosperity Fund info to the Museum Trust for their town model project	Complete	Clerk to the Committee	Email sent 05.12.23

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 31/12/2024

Month No: 9**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>310 Community & Environment</u>											
1082 Income - Events	0	0	0	156	0	(156)	0			0.0%	
4041 Website Hosting & Support	0	0	0	(328)	271	599	(700)		372	46.9%	
4121 Grants - General (GPC)	0	0	0	(6,700)	8,500	15,200	(8,500)		1,800	78.8%	
4126 Grants - General (Section 137)	0	0	0	(1,800)	0	1,800	0		(1,800)	0.0%	
4171 Community Newsletter	(275)	0	(275)	(1,660)	2,250	3,910	(3,000)		1,340	55.3%	
4174 Leaflets - What's On Guide	0	0	0	(128)	0	128	(750)		622	17.1%	
4175 Leaflets - Guides	0	0	0	0	0	0	(650)		650	0.0%	
4200 Costs - Annual Parish Meeting	0	0	0	62	0	(62)	(1,000)		1,062	(6.2%)	
4202 Costs - B W Carnival	0	0	0	(4)	150	154	(150)		146	2.6%	
4203 Costs - Remembrance Day Events	182	0	182	(372)	600	972	(600)		228	62.1%	
4205 Costs - B W Clean Up Events	0	0	0	(62)	40	102	(80)		18	77.8%	
4206 Costs - Volunteer Social Event	0	0	0	0	200	200	(200)		200	0.0%	
4209 Costs - Miscellaneous Events	0	0	0	(243)	250	493	(250)		7	97.1%	
4211 Costs - Kings Coronation Event	0	0	0	(3,971)	3,000	6,971	(3,000)		(971)	132.4%	
4230 Costs - Environmental Issues	0	0	0	(1,262)	150	1,412	(300)		(962)	420.7%	
4231 Costs - Environmental Event	0	0	0	0	100	100	(100)		100	0.0%	
4322 Mtce - Notice Boards	0	0	0	0	100	100	(200)		200	0.0%	
4323 Mtce - Telephone Box	0	0	0	(1,587)	100	1,687	(100)		(1,487)	1587.1%	
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>399 Capital - Community & Environm</u>											
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
4409 PA Sytem (Events)	0	0	0	(241)	500	741	(500)		259	48.2%	

Month No: 9

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
4416 Thermal Imaging Camera	0	0	0	(798)	0	798	0		(798)	0.0%	
Grand Totals:- Income	0	0	0	156	0	(156)	0			0.0%	
Expenditure	93	0	(93)	19,095	16,211	(2,884)	20,580	0	1,485	92.8%	
Net Income over Expenditure	(93)	0	93	(18,939)	(16,211)	2,728	(20,580)				
Movement to/(from) Gen Reserve	(93)			(18,939)							



Community and Environment Committee – 29th January 2024

Quarterly Budget Review - *for consideration*

Each committee will review its actual expenditure against budgeted expenditure every quarter. Material variances over 25% should be detailed as per the Financial Regulations. Once each committee has reviewed the budget, any actions will be to need to be approved by the Finance, Policy and Resources Committee.

The Community & Environment Committee Quarterly Budget Review is attached. This shows an overspend in this quarter which can mainly be attributed to Newsletter costs for a previous quarter (due to payment of Royal Mail charges being delayed as paid by credit card).

Proposal:

To consider the Community & Environment Committee Quarterly Budget Review as tabled.

Finance Manager

24.1.24

Quarterly Budget Review 2023-24
October - December 2023

Community & Environment Committee

Code	Description	Budget Total Year	7 Oct	8 Nov	9 Dec	Actual Total Year	Budget Total Qtr	Variance	% Change	Material Variance Reason - over 25% or £2,000
CC310 Community & Environment Committee										
Income										
1082	Income - Events	0	0	0	0	0	0	0	0%	
1083	Income - Jubilee Street Party	0	0	0	0	0	0	0	0%	
	Total Income	0	0	0	0	0	0	0	0%	
Expenditure										
4041	Website Hosting & Support	0	0	0	0	0	0	0	0%	
4120	Grants - General (Non 137)	0	0	0	0	0	0	0	0%	
4121	Grants - General (GPC)	0	0	0	0	0	0	0	0%	
4126	Grants - General (Section 137)	0	0	0	0	0	0	0	0%	
4171	Community Newsletter	0	0	0	0	0	0	0	0%	
4174	Leaflets - Whats On Guide	0	0	0	0	0	0	0	0%	
4175	Leaflets - Guides	0	0	0	0	0	0	0	0%	
4200	Costs - Annual Parish Meeting	0	0	0	0	0	0	0	0%	
4201	Costs - Party in the Park	0	0	0	0	0	0	0	0%	
4202	Costs - B W Carnival	0	0	0	0	0	0	0	0%	
4203	Costs - Remembrance Day Events	0	0	0	0	0	0	0	0%	
4204	Costs - KidStreet	0	0	0	0	0	0	0	0%	
4205	Costs - B W Clean Up Events	0	0	0	0	0	0	0	0%	
4206	Costs - Volunteer Social Event	0	0	0	0	0	0	0	0%	
4207	Costs - VEVJ Day Events	0	0	0	0	0	0	0	0%	
4208	Costs - Jubilee Street Party	0	0	0	0	0	0	0	0%	
4209	Costs - Miscellaneous Events	0	0	0	0	0	0	0	0%	
4210	Costs - Village Of Year Event	0	0	0	0	0	0	0	0%	
4211	Costs - Kings Coronation Event	0	0	0	0	0	0	0	0%	
4230	Costs - Environmental Issues	0	0	0	0	0	0	0	0%	
4231	Costs - Environmental Event	0	0	0	0	0	0	0	0%	
4322	Mtce - Notice Boards	0	0	0	0	0	0	0	0%	
4323	Mtce - Telephone Box	0	0	0	0	0	0	0	0%	
4330	Mtce - Town Clock	0	0	0	0	0	0	0	0%	
4350	Minor Assets	0	0	0	0	0	0	0	0%	
	Total Expenditure	0	0	0	0	0	0	0	0%	
	Total Net Expenditure over Income	0	0	0	0	0	0	0	0%	
CC399 Capital Spend - Community & Environment										
Income										
Total Capital Income										
	Total Capital Income	0	0	0	0	0	0	0	0%	
Expenditure										
4350	Minor Assets	0	0	0	0	0	0	0	0%	
4409	PA System (Events)	0	0	0	0	0	0	0	0%	
4416	Thermal Imaging Camera	0	0	0	0	0	0	0	0%	
	Total Capital Expenditure	0	0	0	0	0	0	0	0%	
	Total Net Capital Expenditure over Income	0	0	0	0	0	0	0	0%	

Total Committee

Total Income

Total Expenditure

Total Net Expenditure over Income

Total Expenditure	£19,830	£496	£3,127	£93	£3,716	£2,125	£1,591	75%	As above
Total Net Revenue Expenditure	£19,830	£496	£3,127	£93	£3,716	£2,125	£1,591	75%	As above
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	0%	
Total Expenditure	£750	£0	£241	£0	£241	£0	£241	Unbudgeted	
Total Net Capital Expenditure	£750	£0	£241	£0	£241	£0	£241	Unbudgeted	As above
Total Net Committee Expenditure	£20,580	£496	£3,368	£93	£3,957	£2,125	£1,832	86%	As above
EMR Movements	£0	£0	£0	£0	£0	£0	£0	0%	
Total Revenue Expenditure	£20,580	£496	£3,368	£93	£3,957	£2,125	£1,832	86%	As above

Bishop's Waltham Matters			
Forward Plan Action Plans 2019-23			
Community and Environment Committee - Summary December 2023			
Ref. No	Project - Actions	Partner(s)	Priority Comments
CD 1	Publicise Bishop's Waltham outside the Parish to encourage footfall		Medium Relevant and Ongoing
CD 1.1	Website improvements		Search function added 2019, currently under review by FP&R
CD 2	Articles in the Press		Relevant and Ongoing
CD2.1	Articles in Hampshire Chronicle		Jubilee Street Party, Skatepark refurbishment tender
CD.3	Leaflets		WCC leaflets on BW available
CD 3.1	Leaflets in Tourism Offices		Leaflet stocks checked Summer 2022
CD 3.1.1	Leaflets in Tourism Offices - Southampton		Leaflet stocks checked Summer 2022
CD 3.1.2	Leaflets in Tourism Offices - Portsmouth		Leaflet stocks checked Summer 2022
CD 2	Communicate with the youth about Parish Council responsibilities and activities.		Medium Relevant and Ongoing
CD 2.1	Communicate with Schools		Coronation visit, Jubilee Bookmarks and contact
CD 2.1.1	Communicate With Bishop's Waltham Junior School	B W Junior School	Eco Champions joined Clean Up March 23
CD 2.1.2	Communicate With Bishop's Waltham Infant School	B W Infant School	Relevant and Ongoing
CD2.1.3	Communicate with Swanmore College		Community meeting attended June 23
CD 2.2	Communicate with Bishop's Waltham Youth Club	Youth Club	Meeting 03.07.23.
CD 3	Further improve Parish Council Communications with the Community		High Relevant and Ongoing
CD 3.1	Continue holding Parish Council surgeries		Surgeries conducted monthly
CD 3.1.1	Continue holding Parish Council surgeries in High Street		Ongoing
CD 3.1.2	Identify other locations to hold Parish Council surgeries		Ongoing
CD 3.2	Improve the look and increase the content of the BWPC Newsletter		Maintained at quarterly
CD 3.3	Continue to review presentation format of the Annual Meeting of the Parish		Continual
CD 3.4	Use Social Media		Social media policy updated March 2022
CD 4	Support and encourage all Local Events / Attractions		Medium Relevant and Ongoing
CD 4.1	Purchase of a "Pop Up" Banner for Parish Council use		Flag banner being investigated, additional banner ordered 2019, 2020, 2022, 2023
CD 4.2	Coordinate and publish annually the "Whats On" Guide		Ongoing
CD 4.3	Organise & Manage Parish Council Events		2019 (Priory Park), Jubilee 2022, coronation 2023
CD 4.3.1	Organise a biennial "Party in the Park" event	Town Team	March 2022, Oct 2022, March 23, Oct 23
CD 4.3.2	Organise an annual "Clean Up Bishop's Waltham" event		01/11/2022, planned for 24.11.23
CD4.3.3	Organise an annual "Volunteers "Thank You" event		Relevant and ongoing
CD 4.4	Agree a presence at Community Organisations meeting(s)	Community Organisations	May 2023 - Representatives appointed
CD 4.4.1	Agree a presence at Community Organisations meeting(s) - Town Team	Town Team	May 2023 - Representatives appointed
CD 4.4.2	Agree a presence at Community Organisations meeting(s) - Chamber of Trade	Chamber of Trade	May 2023 - Representatives appointed
CD 4.4.3	Agree a presence at Community Organisations meeting(s) - Bishop's Waltham Museum	Bishop's Waltham Museum	May 2023 - Representatives appointed
CD 5	Promote Bishop's Waltham as a Transport Hub for surrounding communities		Medium Relevant and Ongoing
CD 5.1	Publicise the Transport Leaflet		Stocked in JH, info stocked in Info Kiosk
CD 6	Promote Community Transport Services		Low Relevant and Ongoing
		Minibus & Care Group Drivers	Poster in information kiosk
CD 7	Provide more Public Seating		Medium Transferred to P&H Committee

CD7.1	Identify sites					
CD 8	Continue to improve the Parish Council website				Medium	Relevant and Ongoing
CD 8.1	Review Annually					Under review by FP&R
CD 9	Monitor, and when appropriate, lobby to retain and provide additional Public Services				High	Relevant and Ongoing
CD 9.1	Lobby to retain and provide additional Health Services					P&H in contact with surgery
CD 9.2	Lobby to retain provision of Library facilities					Monitor situation & lobby if necessary Support service on social media/newsletter
CD 9.3	Lobby to retain provision of Recycling Services					Monitor situation & lobby if necessary Support service on social media/newsletter
CD 9.4	Lobby to retain provision of Public Transport Services					Service on Free Street re established
CD 10	Monitor, and when appropriate, lobby to improve Mobile Telephone & Internet Connectivity				Medium	Relevant and Ongoing
CD 10.1	Identify areas of poor reception					Analysis done by RS/SJ 2019
CD 10.2	Lobby to improve the service					Act if resident problem reports received
CD 10.2.1	Lobby site developers to improve the service					Act if resident problem reports received
CD 10.2.2	Lobby internet providers to improve the service					Act if resident problem reports received
CD 11	Transfer South Pond into Community Ownership		Owner / F,P&R / B W Fishing Club		Low	Transferred to F, P&R Committee
CD 11.1	Take ownership of the site					Registered as CA 2019
CD 11.1.1	Register the site as a Community Asset		WCC			Completed - May 2019
CD 11.1.2	Identify who are the current owners of the site					Complete
CD 11.2	Improve the surrounding area of the South Pond					In liaison with BWFC
CD 12	Support and encourage Community Organisations				High	Relevant and Ongoing
CD 12.1	Encourage people from surrounding villages to use organisations in Bishop's Waltham		Primarily Voluntary Organisations			Check with BWACO whether appropriate
CD 12.2	Attract and grow visitor numbers in Bishop's Waltham					Work with COT & Town Team
CD 12.3	Engage Tour/Coach operators to create opportunities for B W to become a "stopping place" on tours		Coach Tour Companies			No current activity
CD 12.4	Identify a suitable parking area for coaches.					Jubilee Hall
CD 12.5	Support Non BWACO Community Organisations					Ongoing
CD 12.6	Continue the twice yearly BWACO meetings					Ongoing
CD 12.6.1	Encourage the increase in BWACO membership		All Community Organisations			Ongoing, promoted groups given at AMP2023
CD 12.6.2	Improve support to BWACO members					
CD 13	Promote and respond to offers to provide activities for school age children in the holiday periods		Website / Town Team		Low	Relevant and Ongoing,
CD 13.1	For Nursery Ages					Families magazine in JH foyer - quarterly
CD 13.2	For Pre-School Ages					Social media publicity of events
CD 13.3	For Infant / Junior School Ages					Social media publicity of events
CD 13.4	For Secondary School Ages					Social media publicity of events
CD 14	Promote cycling facilities within Bishop's Waltham Parish				Medium	Relevant and Ongoing
	HG23-26 to be defined further by the Community Development Committee and recommendations made to the H&G Committee. Ideas could be sought from the community via the newsletter.					
	HG23 – PC Halls – Increase facilities for young people				Key	
	HG24 – PC Halls – Increase evening entertainment opportunities					
	HG25 – PC Halls – Provide additional indoor sports facilities					
	HG26 – PC Halls – Plan to incorporate a wider range of interests					Item no longer relevant/under CEC control



Community and Environment Committee – 29th January 2024

Grants Update and WCC District Small Grants Application - *for consideration*

Grants applications submitted by Committees:

Grant Scheme	Purpose – Committee	Status
Cost of Living Fund -WCC	Thermal Imaging Cameras – CEC	Granted
District Small Grants Scheme	Coronation event – CEC	Granted
WCC Community Infrastructure Levy (CIL)	Solar Panels – H&G	£40k Granted
WCC Community Infrastructure Levy (CIL)	Purchase of building	£40k Granted
Rural England Prosperity Fund	Priory Park Overflow Car Park Extension and improvement – H&G	Submitted, response awaited

Grants being investigated/in progress:

Grant Scheme	Purpose - Committee	Status
HCC Parish and Town Council Investment Fund	Solar Panels – H&G	Application being drafted
Go Greener Faster - WCC		Quotations being gathered for inclusion in application.

Administration Officer 23.01.24

District Small Grants Fund Proposed Application

Winchester City Council have a District Small Grants fund, that allow applications for up to £1,000. The following information is taken from the WCC website:

"the funding is aimed at activities which require one-off expenditure or initial set up/pump priming costs. The grants are available for one-off pieces of expenditure on projects, equipment and other items which will help your organisation to do more, to reach more people, to provide better services or to try something different. Examples of eligible costs include new or start-up equipment, set up costs for new groups, special events and activities."

The Parish Council have a couple of new events scheduled that were not budgeted for this year, namely the Skate Jam, to open the Skate Park, and the Eco-Fair which was postponed from last year and whose scope is increasing, thus necessitating a budget in its own right. The deadline for applications is the 29th February 2024 (or sooner if the fund is fully allocated).

Proposal: To consider applying for the District Small Grants to fund one of these events.



Community and Environment Committee – 29th January 2024

Annual Meeting of the Parish - *for consideration*

At the Full Council meeting held on Tuesday 16th January the following was resolved:

PC229/23 Annual Meeting of the Parish 2024

Following the change to the Forward Plan launch, the meeting content would be reviewed and updated by the working group and a new format proposed to be reported back at the next meeting.

ACTION: To set a meeting of the AMP2024 working group ACTION: Exec Officer/ Working Group

A meeting of the working group will be held in the week commencing the 29th January. The previously proposed event format (that was tabled at the Full Council meeting) will be reviewed to see whether any content is still appropriate and how the creation of the Forward Plan can be supported if appropriate. The objective will be to arrive at a revised proposal for the format of the event.

Proposal: To note the above and make any relevant recommendations.

Administration Officer 24.01.24



Community and Environment Committee – 29th January 2024

Summer Event 2024 – *for consideration*

The Summer Event working group met on Monday 18th December, see meeting notes below.

Summer Event 2024 Working Group Meeting – 18.12.23

Present: Cllr Conduct, Cllr Jelf, Cllr Marsh, Administration Officer

Venue: Silver Room, The Jubilee Hall

Discussed venue

- Discussed ongoing projects at Priory Park and possibility of overflow car park construction works.

Discussed Date

- Preferred date 20th July (back up 27th July), avoided Euro 24 tournament dates, and July otherwise felt to be relatively quiet events wise in BW.
 - o 20th July is first weekend in school summer hols
 - o **Action: Request to English Heritage whether date possible (AO)**

Event Format

- Live music preferred given success of recent events, Silver Lining band to be approached
- Staging a PA system to repeated from Coronation Big Lunch
- Electrical support to be requested from same provider as Coronation event
- Children's entertainment
- First aid support required. Approach Cllr Marsh's contact. (**Action: AO**)
- Refreshments providers to be sought locally (Barleycorn first refusal for bar, approach local food companies. Community organisations to be approach **Action: Ask whether In Bloom would be interested in running BBQ. (AO)**
- Ice cream van
- Tea and cake (WI to be approached, and/or Country Market)
- Men's Shed to be asked to attend with outdoor games
- Facepainting if within budget

Other matters

- Toilets to be booked and located as in Coronation event
 - Temporary Event Notice Required
 - Staffing cover required
 - Road closure to be requested to provide improved parking/access for organising team and stall holders.
-

Proposal: To note the above and approve the proposed event to take place on Saturday 20th July 2024.



Community and Environment Committee – 29th January 2024

Greenings Campaign - *for consideration*

At the meeting of Sustainable Bishop's Waltham (SBW) on 15th January, Terena Plowright from the Greening Campaign spoke to us about the Greenings Campaign, how it came about and what it now does. The members of SBW present at the meeting subsequently voted in favour of applying to join the Greening Campaign.

Having secured lottery funding, the Greening Campaign is looking for 20 communities in Hampshire to join its programme which is focussed on community engagement and expert advice around five 'pillars': Space for Nature, Waste Prevention, Health Impacts of Climate Change, Cycle of the Seed, & Energy Efficient Homes. The Greening Campaign estimate that each community joining them will enjoy benefits worth approximately £20,000.

More details can be found at <https://greening-campaign.org/>

A news article that was published on the website regarding this initiative has been included overleaf for reference.

Proposal: To approve the decision for Sustainable Bishop's Waltham to join the Greening Campaign, cover the £50 registration fee, and agree to an adoption of the name 'Greening Bishop's Waltham' if that is deemed appropriate for some of the group's future activities.

Cllr Latham 21.01.24

BLOG

Communities in Hampshire sign up for funded support to tackle Climate Change

20TH SEPTEMBER 2023 | [NEWS](#)

Since our announcement in May that we were awarded £495,000 from the National Lottery, eight communities have signed up for the funded support to begin their journey – which is brilliant! We are looking for a further 12 communities to sign up to join them.

The National Lottery funding was awarded provide a team of experts to help 20 communities in Hampshire to make impactful changes at a community level to tackle climate change. Guided by those experts, the programme will include taking measures to reduce energy use, explore health impacts related to climate change, waste prevention, promote more biodiversity in gardens and green spaces, and help for residents to grow their own food.

'We are looking for communities who are passionate about reducing their impact on the environment' said Terena Plowright, founder of the Greening Campaign. 'If you feel your community wants to get 'up and active' to tackle climate change, then contact us or come along to one of the free information events we are running across the County during October and November'.

To ensure the success of their projects in Hampshire, the Greening Campaign has teamed up with Hampshire County Council, the Hampshire & Isle of Wight Wildlife Trust, and the sustainable gardening charity, Garden Organic. In addition, The University of Southampton will monitor and evaluate the work achieved. These partners will work alongside the Greening Campaign and the communities, using their expertise to help communities make a real difference.

Fiona Taylor, chief executive of sustainable gardening charity Garden Organic said, "encouraging biodiversity in your garden, ditching pesticides and single use plastics and growing your own food is a simple way to reduce environmental damage and play your part in tackling climate change".

The Greening Campaign addresses climate change at a community level where *everyone* is included, and *everyone* has a role to play. Using specialist packs and support from the Greening Campaign and its expert partners, it uses a proven pathway to support communities to tackle all aspects of climate change uniquely making community action visible, championing action in every home, and getting the community motivated for change.

Over the last 15 years the not-for-profit Greening Campaign has helped over 200 communities make a measurable difference using its distinctive and trusted programme and carrying out its mission – Greening the Country, Community by Community.

If your community would like to light the spark and join those already on the journey, contact the Greening Campaign on hello@greening-campaign.org to ask questions or go to our Events page where you will find information about the free events.



Community and Environment Committee – 29th January 2024

Report from Emergency Plan Test Exercise - *for consideration*

On the evening of the 22nd January three members of Hampshire County Council's Emergency Planning and Resilience Team ran an exercise to test the Parish Council's Emergency Plan document. All councillors were invited to attend along with relevant members of staff.

When/where: 22.01.24 7pm, Ruby Room, The Jubilee Hall

Attendees: Cllr Conduct, Cllr Iro, Cllr Jelf, Cllr Jones, Cllr Latham, Cllr Marsh, Cllr Pavey, Cllr Webb, Administration Officer, Executive Officer, Halls Manager

Apologies: Cllr Nicholson, Cllr Stallard, Cllr Williams, Cllr P Wilson, Cllr T Wilson, CSO, Senior Groundsman

Format of the session

HCC gave a brief presentation to inform attendees about their team, their structure, the functions they perform and the support they are in a position to offer to communities during emergencies. At the end of the presentation they introduced the theoretical scenario that attendees would work through during the evening. The scenario was severe weather warnings (snow and wind) that gradually developed into extreme weather conditions and loss of power to a large residential area of the town.

The attendees split into two groups and were asked to work through the actions they would take at the various stages of the scenario's development, regrouping at intervals to discuss suggestions and considerations. The HCC team gradually developed the scenario during the session.

Actions identified for further consideration/implementation:

- Add school telephone numbers (also school caretaker telephone numbers)
- Review the template Emergency Plan that has been created by the HCC Emergency Planning Team to see whether any content should be integrated in the BWPC document.
- Add social media into flow chart (would potentially be an inward and outward means of communication).
- Clarify whether residential care home has generator. Get mobile telephone contact number for residential care home.
- Add that decisions should be logged during enactment of emergency plan using the control sheets in the Emergency Box.
- Encourage vulnerable residents to request to be added to the Priority Services Register if appropriate.

Conclusion: The Emergency Plan document received positive feedback from the HCC team and it was felt to be comprehensive. The plan was felt to have provided a robust basis for the test scenario. However, small improvements could potentially be made as a result of learning points/actions identified.

The Emergency Plan states that it is to be tested every 5 years, the target date for the next test exercise is January 2029.

Proposal: That the Chairman of the Committee, Council Chair and Administration Officer review the actions listed above and implement as appropriate



Community and Environment Committee – 29th January 2024

Update from Newsletter Working Group – *for information*

The Newsletter Working Group met on Tuesday 9th January, see meeting notes overleaf.

The next edition of the newsletter being targeted for delivery during February will include articles on the following topics:

- Chairperson's welcome
- The Forward Plan
- The Eco-Fair
- Skate park update
- Southern Shared Pathway update
- Remembrance events
- Volunteer Thank You event
- Dates for upcoming events
- Community Volunteers information, promotion of database
- Priory Park Overflow Car Park info
- Albany Road Play Area update
- Parish precept info, along with Parish Council responsibilities
- **The What's On calendar for 2024 events** as resolved by CEC
- 'Who is responsible?' Clarification of remit of HCC, WCC, BWPC, Hampshire Constabulary
- Contact information
- Meeting dates
- A reminder regarding how to sign up for the e-newsletter

The Administration Assistant is currently refining the newsletter draft and will work with the printing company to order the print run and liaise with Royal Mail regarding the newsletter's delivery to households.

Administration Officer 24.01.24



**Bishop's Waltham Matters Newsletter Working Group Meeting
9th January 2024**

Present: Cllr Williams, Cllr P. Wilson, Cllr T Wilson, Administration Assistant, Administration Officer

Venue: Silver Room, The Jubilee Hall

Reviewed the newsletter draft compiled by the Admin Assistant

- Suggested minor amendments to drafted content.
- Financial information to be reconsidered in terms of what is of interest to residents, and how easily interpreted the information is.
- What On calendar was discussed in terms of which pages it be printed on within the newsletter layout.

Ideas for next edition (targeting May delivery)

- Focus on Southern Shared Pathway (include map of whole route and nearby amenities, and background/reasons for project,
 - o link to commercial centre,
 - o avoid busiest roads,
 - o integrate new developments into town.
- Skate Park progress
- BWPC Summer event 2024
- Forward Plan

Next working group meeting - will be held in March to discuss May edition.



Community and Environment Committee – 29th January 2024

Eco Event Planning Update - *for consideration*

The Eco-Fair is planned to take place on Saturday 23rd March.

The Ruby Room will be used as a location for some environmentally focussed talks. Topics confirmed:

- "Sustainable and Natural Gardening"
- "How to Save the Planet, One Outfit at a Time"
- "Green Travel from FlightFree UK"

Stallholders confirmed:

- BW North Pond Conservation Group
- Upham Action on the Climate Crisis (UpACC)
- Winchester Action on the Climate Crisis (WinACC)
- Hoop Cycles
- Buildpass
- Covers
- Julian Williams (local retrofit expert)
- Retrofit Southampton
- Wilder BW (HIWWT)
- Lizzy Race, Sustainable Stylist
- Winchester Food Partnership
- HCC Waste Prevention Team
- Roots plant-based food van will be in the car park.

The Sustainable Bishop's Waltham Group are continuing to focus on supporting the Eco Fair the notes below are taken from their recent meeting minutes (the meeting took place on 15th January).

We are still awaiting responses from a few invitees; it was felt that a heat pump speaker was still important so that will be a priority. For stallholders it was decided to open up invitations to a few more groups. Contact to be made with Cycle Winchester, Damson Hill Cottage, Lemon & Jinja.

Activities at the Fair were discussed. [REDACTED] to provide confirmation/update on activities for children. [REDACTED] had visited the Junior school and had a very productive meeting with the Eco champions. They were happy to contribute posters to advertise the event – we could use this as a competition that attendees vote on with stickers (to capture attendance). [REDACTED] will follow up, and also mention to the Infants. [REDACTED] to contact [REDACTED] from New Leaf and arrange for borrowing activity resources.

Proposal: To note the above and make any suggestions relating to the organisation of this event.



Community and Environment Committee – 29th January 2024

Community Partnership Meeting Report - *for consideration*

A meeting of the Community Partnership was held on Monday 11th December 2023 in the Ruby Room of the Jubilee Hall. Eight people attended to represent their organisations:

- Town Team
- Minibus Group
- Footpath Wardens
- Gardening Club
- BW Festival
- Men's Shed
- BW In Bloom
- Women's Institute
- BW Museum

The representatives introduced themselves and gave information about the events they had planned for 2024. This information has been included in the draft of the 'What's On' calendar of events that will be printed and distributed as tear-off section of the Bishop's Waltham Matters newsletter that will be delivered to households in February.

The suggestion was raised that if known, events planned for January and February 2025 could be included in the upcoming calendar of events since they will be happening before the 2025 calendar would be received by residents (assuming that the Council opts to publish a calendar of events again next year).

Other discussion points

- Grants - discussion of applications in progress and results of recent applications to schemes administered by WCC.
Action: To send updated grants summary to members of the Community Partnership
- Martyn's Law, some groups such as the Festival group were well informed about the draft legislations, other groups were not yet aware. (**Action:** Send useful link to Martyn's Law info to members)
- Citizen's Advice offer of outreach services.

Proposal: To note the above.

Administration Officer
24.01.24



Community and Environment Committee – 29th January 2024

Parish Council Stand at Christmas Fayre Report - *for consideration*

The Bishop's Waltham Christmas Fayre took place on Thursday 7th December, the Parish Council had a stall at the event.

Heavy rain fell throughout the day in the run up to the event and during set up. As a result of the weather conditions eight of the stall holders opted not to attend and general attendance by the public was impacted although in light of conditions was still reasonable.



Eight councillors and three members of staff attended in shifts to help set up, run and take down the stall.

The stall included the Christmas decorations that were purchased to give to children, and promotion of both the Albany Road play area consultation and the Forward Plan questionnaire.

The colour in Christmas tree decorations were well received, with some children opting to colour them in at the event and others taking them home to colour in. Giving these items away helped to attract families to the stall which gave the opportunity to promote the public consultation regarding the planned Albany Road play area and Forward Plan.

The gazebo kept the stall reasonably dry. It was very helpful to be able to plug a work light in, using an electrical supply from the nearby solicitor's premises.

Proposal: To note the above and make any recommendations in relation to future events.

Administration Officer 24.01.24



Community and Environment Committee – 29th January 2024

Volunteer Thank You Event Report - *for consideration*

This social evening for residents who contribute to the Bishop's Waltham's community organisations was held on Friday 24th November 2023 at 7pm at Priory Park Clubhouse.

Attendance was very good, with approximately 100 representatives of community organisations and other volunteers attending, closely reflected the quantity of RSVPs the office had received. To maximise space in the room, the bar area was used for serving drinks and there was a sign in desk in the foyer.

Residents had been invited via email and by a notice included in Bishop's Waltham Matters. The Parish Council was well represented with 11 councillors attending the event, along with supporting staff members. Many attendees thanked that Councillors for the event during the course of the evening, and messages of thanks were received by the office in the following days.

The refreshments comprised of drinks (alcoholic and soft) and a selection of cheese and crackers, these were well received. A record of the quantities of food and drink consumed was kept to facilitate planning for future events. Adding sweet refreshments of some kind could be considered for next year's event.

The Council Chair gave a brief speech to thank everyone for their contribution to the Bishop's Waltham and a member of the public also gave a toast to the Parish Council which was greatly appreciated.

Proposal: To note the above and make any recommendations in relation to future events.



Administration Officer
23.01.24



Community and Environment Committee – 29th January 2024

Appointment of Website Working Group - *for consideration*

The Committee have a current action to gather quotations for a new improved website for the Parish Council. Two quotes have been received and a third will be sought.

It has been suggested that the new website would ideally include the ability for website users to quickly view the available of the Parish Council's facilities, e.g. halls or football pitches.

The Executive Officer has received some suggestions from other Clerks who have recommend booking systems such as:-

- Scribe
- Edge
- Hallmaster
- Hallbookingonline.com
- Acuity scheduling
- Rialtas (this is our current system, but doesn't allow the hirer to book or pay directly)

The Halls Team will carry out some research into what is available on other Parish Council websites and report back to CEC to improve our knowledge of what might be possible/desirable. Quotations will also be brought to the Committee for consideration.

Proposal: **That the Committee are requested to note the information above and to consider the appointment of a working group should it be deemed appropriate.**

Administration Officer 24.01.24



Community and Environment Committee – 29th January 2024

Councillor's Report – Town Team Meetings – *for information*

Meetings of the Town Team took place on Monday 4th December and Monday 8th January. Please find the meeting minutes overleaf.

Main points to note;

- Roles of members of the TT were clarified, and the role of the Parish Council Representative (04.12.24 - Agenda item 5).
- 2024 events were discussed (Give & Take, BW Bites & IT services) and roles allocated within the team.
- Open event will be held March 16th @ United Free Church in Basingwell Street - all invited. RS to give short presentation @ Feb PC meeting.
- TT offered their support for any initiatives that come from the Forward Plan that the BWPC may not be able to undertake.

Cllr Jelf 10.01.24



Bishop's Waltham Town Team, Special Meeting
Monday 4th December 2023, 17:30 at BW Youth Club

Minutes

1. **Apologies for absence:** Mark Emmerson (ME); Hazel Roddis (HR)

Attending: Robin (RS); Robert (RSh); Anita (AT); Sarah (SB); Lindsay (LE); Julie (JA); Davina (DT); Linda (LJ); Ed (EJ); Barry (BN); Steve (SM); Francesca (FR).

2. **Matters Arising from the minutes of the meeting held on 6.11.23.**

No amendments to minutes.

Draft Constitution: RSh presented the draft which had been forwarded to all members prior to the meeting.

One query was raised concerning the 'services' provided by the TT – RSh provided clarification.

The members agreed to adopt the new constitution as tabled.

Video: RSh had forwarded the video to all members and comments received had been addressed. JG had sent comments which RSh had not yet seen.

RS asked JG and FR to review the video in light of these comments and provide an updated presentation with any necessary text, hopefully in time for the Christmas Fayre. This video would be available for any presentations to local organisations as discussed at November meeting.

3. **BW Christmas Fayre.**

Rota of TT volunteers for the event provided by RSh.

Noted that there was to be a Parish Council stall which was welcomed.

TT stall to include Naughty Elf Trail (RS thanked SB and DT for organising this); Take Items left over from previous Give & Take stalls); Publicity for TT – recruitment of new members.

SB covered the decorating of Father Christmas's grotto.

Glow sticks etc to be sold on TT stall – RSh to provide card reader. JG to send prices to RSh.

4. **Financial Report.**

SM presented the report.

Balance held once two outstanding payments made would be £5,958.62.

EJ advised the group that the TT had not been successful in receiving a grant from the Parish Council this time but were invited to apply again in the new year.

5. **BWTT – future/remit/continuing members and friends.**

Following the comments at the previous meeting and the adoption of the new constitution RS welcomed the continuation of the TT and its future remit.

All agreed that the BW Bites and the Give & Take events should continue into 2024.

Noted that organisation attendees would now be the 'friends' of the TT and individuals who wished to remain would be the 'members'.

RS advised the group that he was willing to remain a member of the TT and to continue in the Chair for one more year.

RS then invited those present to indicate whether they wished to remain a member and if there were any particular roles/tasks they wished to take on.

BN – founding member of the TT as a representative of the Parish Council and had also been Chamber of Trade rep – would continue both as an individual and the C of T rep.

RSh – founder member – willing to remain as member. Would like to assist with the training of volunteers in regard to organising events etc.

AT – funding member originally representative of the BW Museum and then a friend – willing to remain as member.

SM – founding member and treasurer – willing to remain in role. Requested authority to set up electronic payments for the TT – agreed.

LE – friend of TT – willing to remain as member and take on role of Secretary and assist with events if required.

EJ – PC representative and would remain a friend whilst chair of the Parish Council’s CE Committee.

LJ – willing to remain as member with particular interest in activities/events for the youngsters of BW.

JA – willing to remain as member and would continue to assist with BW Bites and the Give & Take stalls.

SB – willing to remain as member, committed to the TT, would like to take on responsibility for the planning of the proposed open meeting and the PR for the TT.

DT – willing to remain as member but had recently taken on additional responsibilities with Sustainable BW (possible future links with the TT).

JG- stepping back from regular commitments to the TT but would remain as a member.

FR- new recruit to the TT who would take on responsibilities passed from JG.

RS thanked everyone for remaining part of the TT and noted that new ideas and new members would be needed in 2024.

6. AOB.

1. RS and AT raised comments posted on FB by an individual concerning activities/events/services in BW. Comments suggested that the individual was not aware of many of the TT/PC actions over the years.
Over 150 comments posted which suggested many people would be willing to volunteer to help!
RS to meet individual and discuss the TT. RS to advise him of the proposed open meeting to be arranged in 2024.
2. SB raised the proposal for sub/working groups to address particular issues. This proposal was deferred until new members had been recruited.
3. PC Community Partnership meeting 11.12.23 – RS to provide dates of BW Bites (April and October 2024) and Give & Take (last Saturday in month) stalls for the What’s On publication.
4. LJ informed the group that the Trustees of the Youth Hall would require a £20 payment to cover lighting and heating for any future meetings.
This was accepted by all.

Next meeting – 8.1.24, 17:30 at the Youth Hall.

Meeting closed at 18:45.

Actions Arising from meeting:

Subject	Action	Action by
Video	Update to presentation	JG/FR
Event dates	Pass to PC	RS



Bishop's Waltham Town Team Meeting
Monday 8th January 2024, 17:30 at BW Youth Club

Minutes

1. **Apologies for absence:** Mark Emmerson (ME); Hazel Roddis (HR); Barry Nicholson (BN); Davina Tibbets (DT); Frankie Ridley (FR).

Attending: Robin (RS); Robert (RSh); Anita (AT); Sarah (SB); Lindsay (LE); Julie (JA); Linda (LJ); Ed (EJ); Steve (SM); Justine (JG).

2. **Matters Arising from the minutes of the meeting held on 4.12.23.**

No amendments to minutes.

RS noted that it had been a good meeting.

Going forward he advised that over the next 12 months the TT would need to firm up its membership including current members standing down and new members taking over.

The new constitution was good and the proposal for sub-groups would be considered at a future meeting.

Rent of the Youth Hall for meetings – invoice to be sent to SM.

Online banking – with SM.

3. **Activities and events for 2024 – continuing and new (RS).**

It was agreed that the following events/services would continue in 2024:

BW Bites; Give & Take; IT services.

BW Bites – only event that raises funds for the TT – very successful and relatively easy to arrange.

Give & Take – discussion on the success of stalls in 2023; should TT encourage residents to hold their own garage/kerbside sales – considered that this may conflict with the TT remit; amount of items left after stalls – taken to local charity shops/tip – estimate that around 10/15% of turnover was left after event; good opportunity for TT members to meet people; could TT consider other types of recycling – work with sustainability group.

IT Services – Facebook; Love BW.com; Website; ENews; Emails; Data Reports; Community Volunteers Site.

JG to meet with FR and Fiona to discuss sharing the workload.

Volunteer database still in its infancy – JG and FR to continue and to promote the site.

SB had written an article for the Parish News about volunteering and had included a link to the site. Proposal to have a profile of BW volunteers in future editions.

Noted that there were issues with the viewing of opportunities on the site – JG and SB to review.

4. **Roles and responsibilities (RS).**

BW Bites – RS and JA to take on responsibility for managing. RS to make enquires concerning grant application to HCC.

Give & Take – 6 in diary for 2024 – Need for 2 or 3 members to take the lead on the G & T. AT to liaise with DT and JG re the sustainability group and possible options for the TT. RS to review grant options.

RS to continue to store equipment and provide on the day until other solution found.

JG to edit previous poster and reprint.

5. New members/friends (RS)

Town Team Open Forum (SB) 16.3.24

Agenda items combined.

SB presented her paper for consideration.

RS thanked SB on behalf of the group for her work on the paper.

Agreed that TT should concentrate on events and activities.

Open Forum event – all agreed that this should go ahead as detailed by SB – formal agenda with a facilitator for the open forum – SB to ask ME if he would undertake this role.

Limit on numbers – people to be asked to register an interest (Facebook?) to ascertain possible attendees.

Proposed actions within the paper to be undertaken – RSh to arrange presentation for organisations – SB to put together the presentation for the Open Forum event.

6. Friends of BWJS – links and events liaison (SB)

SB explained that following a discussion at a recent PC event the Chair of the FoBS had contacted her with a view to liaising on certain events/activities in BW.

JG/AT to contact the Chair to confirm the requirements and report back to future meeting.

EJ added that a link with the school would be good for the TT communications.

7. AOB.

EJ informed the Group that the PC had met to consider the responses to its survey for the Council's Forward Plan – many respondents requested support for other local organisations. RS added that the TT was willing to consider any initiatives that the PC could not undertake.

Next meeting – ??? at the Youth Hall.

Meeting closed at 18:47.

Actions Arising from meeting:

Subject	Action	Action by
Youth Hall invoice	To be sent to SM	LJ
IT services	Meeting to be held	JG/FR
BW Volunteers site	Issues to be reviewed	JG/SB
BW Bites	HCC grant application	RS
Sustainability Group	Meeting to be held	AT/DT/JG
Give & Take	Review grant options	RS
Give & Take	Edit & reprinting of poster	JG/RS
TT Open Forum	Facilitator for open forum	SB
TT Open Forum	Presentation to local organisations	RSh
TT Open Forum	Presentation for event	SB
FoBS	Meeting to be held	JG/AT



Community and Environment Committee – 29th January 2024

Councillor's Report – Museum Trust – *for information*

A meeting of the Museum Trust took place on Tuesday 16th January. Please see overleaf for minutes. I had to leave early to attend Full Council, and I don't have anything to add: the only other things worth noting are my actions, to pass on dates that we might have events in the Palace, and to send over BWPC grant policy and application form.

Cllr Latham 23.01.24

I attended a meeting of the Bishop's Waltham Museum Trustees on Tuesday, 28th November. Points to note:

- The end of year accounts should show a modest surplus - it was noted that the drop in membership and donation income was almost wholly offset by increased interest.
- The renewals process for membership will be looked at to try and increase retention rates. A few new measures will be trialled next year.
- Donations are steeply lower as well. Possible reasons could be cost-of-living, not carrying cash, awkwardness in using the Sumup machine. An action was given to investigate a better user interface for donors to use the Sumup system.
- Town Model update: conversations are continuing with the model artist and he has expressed his interest in producing something within the budget proposed, with the possibility of future stages if funds become available. However, more information is required from both sides before a decision can be taken on whether to proceed with the project.
- I brought the Trustees attention to the UK Prosperity Fund and suggested they contact WCC, which they agreed to.
- A newsletter is to be produced in Q1 2024 to which trustees were invited to contribute articles. I agreed to write a short note on behalf of BWPC as to our relationship with the Museum.
- Ideas were discussed again for advertising the Museum from the B2177. The only workable solution seems to be a lightweight A-board or similar.
- Collections Report:
 - The Royal British Legion Flag has been offered to the Museum by the Church.
 - Next year's theme is based around some disparate objects within the collection - the title 'Bishop's Waltham in X objects' was suggested.
 - Careful steps to retrieve several Museum items that made their way into private homes continue.
- Next meeting January 16th 4:30pm.

Cllr Latham 29.11.23

Museum Trustee meeting

28/11/23

Holme wood, Swanmore

Chairman – Roy Stainton

Treasurer – Nick Whitehead

Collections Manager – Penny Copeland

Secretary – Gill Williams

Rob Romer, Dawn Woodsford, Roy King, Allison McNally, Ritchie Latham (PC)

Approval of minutes from the last meeting – 12/09/23 Given

Matters arising – Clock repairer (Jim Sheil) has visited the museum with Nick to discuss exploratory work on the grandfather clocks. Follow up meeting 5th December at the **museum to clean Regulator Clock mechanism and install levelling wedges.**

Finance Report 1) Gift aid completed 2) *Book audit completed with request from Mrs Simpson- Davis for sale/return of her Pond books. Alternatively the museum could purchase all copies remaining on site- and it was agreed we should do so* ~~Was the conclusion that we would pay for remaining unsold copies of the Pond book on receipt of an invoice.?~~ 3) Donations were 20% lower than in 2022— ~~discussion as to ways to improve. Ditto as were~~ membership numbers – **Nick to find information on 'press button' donation machine that works with Sum Up machine and member subscriptions to be followed up more actively.-**

Progress on Town Model – Report of meeting with Chris Simpson 20/11/23 circulated. Penny proceeding with Chris Simpson re property details of the High St. Work continues slowly. Budget to be kept in review including discussion on the size of the project. **The decision about whether, and in what way, the project will proceed, will be made when Chris has advised us on its viability from his perspective; and we have considered the information he will provide. This is also dependent on data Penny is compiling (see above) to enable Chris to do his calculations. It was noted that £10,000 could be earmarked for the project, provided agreement was reached that we should proceed after a formal vote at a subsequent meeting. Any additional funds would need to be raised in other ways. Ritchie advised the meeting that there were grants that might possibly available for such schemes and Gill would follow up.**

Postcards Sales – 16 sold to date. Would the post office take some for sale?

Progress on survey – On going (Allison)

Newsletter – Copy for 30th December to PC. Articles suggested for issue.

Arrangement for AGM – Date confirmed as 25th March at the Church Hall. Further discussion in January trustee meeting. Penny will speak on Georgian BW.

Volunteers Report – Bunch of Grapes social evening – 26th Jan.

Collections Managers Report – British Legion no longer require their Hampshire flag, ~~no longer required~~ and they have made an offer of it to the museum, which we have accepted. ~~Should museum accept this as a donation?~~ Exhibition for 2024 with local items, with a proposed title of Bishop's Waltham in 25 objects....and an updated guide to the Farmhouse and 2020 photographic exhibition. The Town Team has updated their web site, worth looking at it.

Other EH items –Reward card for EH sites visiting discussed. Waiting to hear from EH .

AOB – Proposed A5 information sheet suggested which could be used as a leaflet drop. Allison to produce a computer copy to circulate.

NEXT MEETING – 16/01/24 – 1 Madeline House, High St/Houchin St. (Roy King)at 5pm. Park in car park.



Bishop's Waltham Museum Trust

Minutes 16/01/24

Present – Roy Stainton, Nick Whitehead, Penny Copeland, Dawn Woodsford, Robert Romer, Allison Fullerton, Roy King, Ritchie Latham (PC)

No apologies for absence. Roy King left meeting early. Gratitude was expressed to Roy for allowing the meeting to be held in his home.

Approval of minutes of last meeting on 28/11/23. Approved.

Matters arising – a) clock repairs. Jim Sheild is looking for further advice on dealing with the mechanisms. Will report back to Penny. b) Trish S-D book sales all paid up. c) Sum up machine – see Treasurers report. d) New printer purchased by Penny.

Finance report – Examiner has passed the 2023 end of year accounts. Donations discussed with using the Sum Up machine. To improve a digital machine would require a standalone wireless router in the museum, a live telephone and associated internet costs. Action note – Nick to compare different options for machine costings and to advise on whether installation would be likely to increase donation income. There were 3000 visitors in 2023 with an average donation of less than 50p. **Progress on Town model** – Awaiting further costings from Chris Simpson, modeller. Action – Penny to follow up in preparation for the AGM.

Postcards – planning for 2024 underway.

Progress on survey – Allison has this in hand. She is also informing people interested in the tri folds with membership details.

Newsletter – In hand, Tony Kippenberger has offered to do the lay out.

Arrangements for AGM – 25th March 7.30 PM in the Church Hall. Secretary will send all 2023 papers to Chair to amend. Hall deposit paid for. Talk arranged by Penny Copeland on Georgian BW. Nick will provide a financial report to be sent out with the papers prior to the AGM. Roy S will check the AGM constitution points concerning verification of decisions. Has circulated 18/01/24.

Volunteers report – Some discussion on EH offer on admittance cards. Decided to propose that 15 hours of volunteering would be required for consideration of award of admittance cards. EH to be consulted further. Reminder of the Grapes social on the 25th Jan. All volunteers informed.

Collections Manager report – Training sessions agreed for March/April/May. Preparation for Easter openings to be confirmed. Hoarding posters now published by BWS in booklet form, local shops have copies. Tower Platform starting assembly in April – Sept 2024. Awaiting further info from EH on this timetable etc. Spring clean – planned for 6th April from 9.30am. New volunteers invited for 13th April induction.

AOB – Ritchie Latham will investigate small grants via the PC. Likely to be April 2024.

Flags – Penny will investigate locations possible. Health and Safety to be discussed further.

Next meeting – 20th Feb Action Planning mtg at 1Madeline House. Agenda attached.

Subsequent meetings – Proposed as follows:

25 March AGM

9 April Ordinary

14 May Ordinary

25 June AP

30 July Ordinary

17 September Ordinary

22 October AP

26 November Ordinary



Community and Environment Committee – 29th January 2024

Councillor's Report – Passenger Transport Forum – *for consideration*

I attended an online passenger transport forum with HCC.

Main points to note;

- 58 services with current subsidies are on potentially on the list for budget cuts, which will affectively close those routes.
- Lots of grants won for renewal of buses (electric), bus stops and other infrastructure, however this is all for urban areas where buses are heavily used (cities, BRT, etc)

In conclusion, fairly dire for rural areas, but good news for urban areas.

Proposal: To note the above and consider any relevant actions in relation to the reductions in public transportation provision to rural areas.

Cllr Jelf 22.01.24



Community and Environment Committee – 29th January 2024

Chairman's Report - *for information*

Since our last meeting I have attended:

- Town Team Meeting
- Community Partnership 'What's On' meeting
- Christmas Fayre
- Sandbag deliveries
- Forward Plan meeting
- Summer Event Working Group meeting
- FP&R Meeting (Co-Opted)
- Passenger Transport Forum
- CEC Agenda setting meeting
- Emergency Plan exercise
- Full PC & P&H meetings
- Councillors' Surgery

Proposal: To note the above.

Cllr Jelf 22.01.24