



Bishop's Waltham Parish Council
A Meeting of the Parish Council Community and Environment Committee
Monday 22nd April 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 – 25th March 2024
6. Actions arising from the Community & Environment Committee meeting – 25th March 2024
7. Financial position year to date – *to note current position*
8. Grants Update – *for information*
9. Summer Event 2024 Planning Update – *for consideration*
10. Update from Website Working Group – *for consideration*
11. Skate Jam Event Planning – *for consideration*
12. Parish Council Stall at Family Fun Day – *for consideration*
13. Citizens Advice Outreach - Scam Awareness Session Planning Update – *for consideration*
14. Clean Up Event Report – *for consideration*
15. Eco Fair Event Report - *for consideration*
16. Councillors' Reports
 - i) Museum Trust Meeting – *for information*
 - ii) Town Team Meeting – *for information*
17. Chairperson's Report – *for information*
18. Grants Applications – *for consideration*
19. Requests for future agenda items - *for information*
20. Date of next meeting – 28th May 2024

C Wilkinson

Administration Officer/Clerk to the Committee
16th April 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 25th March 2024 at 7:00pm

Present

Cllr Conduct	
Cllr Jelf	Chairman
Cllr Latham	Vice Chairman
Cllr Marsh	

In attendance: C Wilkinson Administration Officer

Members of the public: 0

CE194/23 **To receive and accept apologies for non-attendance.**
All present.

CE195/23 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

CE196/23 **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.

CE197/23 **Public Session**
An email had been received from the Warmer Homes initiative. A Facebook post would be created to target residents who were not on the gas network to inform them of the opportunity to obtain financial assistance with reducing the costs of heating their homes. **Action: Administration Officer**

The weekend's Clean Up event and Eco Fayre had gone smoothly. Written reports would be included in next month's meeting papers. Councillor Latham would be gathering feedback from stallholders at the Eco Fair to be included in the event report.
The purchase of additional litter hoops would be included as an item for consideration for the next Clean Up event, along with suggested changes to the routes map. **Action: Administration Officer**

Members of the local fire service crew had volunteered at the Clean Up event and had mentioned that they would be prepared to assist with a Litter Partnership Litter Pick to focus on one of the busier roads into the town. Contact would be made with the Litter Partnership to inform them of this. **Action: Chairperson**

A request had been received from Bishop's Waltham Infant School for a councillor to attend the school to judge their annual Easter Competition. Councillor Conduct was to confirm whether she could attend. **Action: Cllr Conduct**

CE198/23 **To approve the minutes from the meeting of 26th February 2024**
Resolved: To approve the minutes of the meeting of 26th February 2024.
Proposed: Cllr Conduct
Seconded: Cllr Marsh
All in favour.

CE199/23 **Actions arising from the meeting of the Community & Environment Committee – 26th February 2024**
Noted.

CE200/23 **Financial position year to date – to note the current position**
Noted.

- CE201/23 Grants Update – for consideration**
The successful outcome of the application to the District Small Grants Fund for the Skate Jam event was noted.
- CE202/23 Annual Meeting of the Parish Planning Update – for consideration**
The invitations for residents had been received and were due for collection and distribution to households.
The Administration Officer would be meeting with the Chairs of the standing committees to work on collating images to accompany their presentations.
The working group considering the Council's response to Hampshire County Council would be meeting later in the week and content for the brief presentation on this matter would be requested.
ACTION: Administration Officer
A Facebook post was to be written to invite residents' questions. Responses would be collated and passed to the working group for review.
ACTION: Administration Officer/Cllr Jelf
- CE203/23 Summer Event 2024 Planning Update – for consideration**
The band for the event had been confirmed. Organisation would now progress with other elements of the event. A working group meeting was scheduled to take place on Tuesday 9th April and 1pm. The discussion with English Heritage were discussed, in particular regarding charitable donations.
Resolved: To collect any voluntary donations from attendees at the event and to divide any such donations between the Hampshire Air Ambulance and English Heritage.
Proposed: Cllr Jelf
Seconded: Cllr Conduct
All in favour.
- CE204/23 D-Day 80th Anniversary Beacon Event Planning Update – for consideration**
Paul's Plaice had responded positively to the request to see whether they would be open to help mark the combined anniversary and National Fish and Chips Day. All Committee members present were able to help marshal at the event.
- CE205/23 Update from the Website Working Group – for consideration**
An update would be supplied to the Halls and Grounds Committee and Councillor Latham would help to feedback any comments and requirements into the project working group.
ACTION: Cllr Latham
The working group were scheduled to meet on Tuesday 9th April at 2pm to create the draft website specification.
- CE206/23 Citizens Advice Outreach Programme – Response from Halls and Grounds Committee – for consideration**
The tabled update was noted. Potential dates would be brought to the Committee at their next meeting. A Thursday afternoon in April was to be targeted.
- CE207/23 Skate Jam Event Planning – for consideration**
The scheduling of the event was deliberated. If within the football season/term time, Sundays were preferred, if the event could be scheduled within the football offseason/school holidays, preference would be given to a Saturday date.
The costs estimate received was reviewed, it was felt that a lower cost event would still meet the Council's objectives for the event.
Resolved: To proceed with the organisation of a Skate Jam event working with Team Rubicon subject to the confirmation that this was in line with Financial Regulations.
Proposed: Cllr Marsh
Seconded: Cllr Latham
All in favour.
ACTION: Administration Officer/Cllr Stallard
- CE208/23 Correspondence – Spaces of Sanctuary – for consideration**
A full discussion followed of whether the Jubilee Hall could meet the requirements of the Spaces of Sanctuary initiative.

Resolved: To reply to the correspondence to say that whilst the Parish Council's buildings were not open to the public in the manner required by the scheme, the Council would accept the request to promote the register of locations when available, and pass on the scheme information to the town's churches for their consideration.

Proposed: Cllr Jelf

Seconded: Cllr Latham

All in favour.

ACTION: Administration Officer

CE209/23

Correspondence – Broadband Coverage – for consideration

Councillor Stallard had compiled some guidance for residents who were impacted by poor broadband speeds. Councillor Latham would review this information and add input as agreed in Full Council, including information regarding legally required levels of coverage before the response was forwarded to the correspondent.

ACTION: Cllr Latham/Administration Officer

CE210/23

Correspondence – Village Promotion – for consideration

The Committee were supportive of the ideas received and would research the cost of an article in local press to promote the town centre.

ACTION: Administration Officer

The shopkeeper would be directed to the Town Team and Chamber of Trade, whose objectives aligned closely with the correspondence received.

ACTION: Administration Officer

Promotional leaflets were already available in local tourist information offices and plenty of stock was held by the Council for any other locations.

CE211/23

Councillors' Reports

i) Town Team Meeting – for information

Noted. Councillor Latham was to ask for supplementary information regarding the inaccuracy that had been identified in the HCC Consultation.

ACTION: Cllr Latham

ii) Swanmore College Community Committee – for information

Noted.

CE212/23

Chairman's Report – for information

Noted.

CE213/23

Requests for Future Agenda Items – for information only

Environmental Action Plan Update

CE215/23

Date of next meeting – 22nd April 2024

Noted.

The meeting closed at 9.04pm.

Bishop's Waltham Parish Council
Community and Environment Committee
Actions Arising for meeting 22.04.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
CE048/23	Public Session - Telephone kiosk	To send letters of thanks to parties involved	September	Clerk to the Committee/Cllr Marsh	
CE059/23	Nature Reserves Leaflet	To order reprint of leaflet after necessary amendments are made	September	Clerk to the Committee	
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	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.
CE164/23	Report from Emergency Plan Test Exercise	Review and implement suggested amendments to the Emergency Plan as appropriate.	February	Cllr Jelf/Cllr Marsh/Clerk to the Committee	
CE165/23	Update from the Newsletter Working Group	Investigate cost of formatting the newsletter.	February	Clerk to the Committee	
CE189/23	Citizens Advice Outreach Programme	To proceed with organisation of a Scam Awareness talk to be given by Citizens Advice.	Complete	Clerk to the Committee	
CE197/23	Public Session - Warmer Homes	Write Facebook post to promote scheme to residents off gas network	April	Clerk to the Committee	
CE197/23	Public Session - Clean Up event	Add purchasing more hoops and route map changed to event report	Complete	Clerk to the Committee	
CE197/23	Public Session - Clean Up event	Contact Litter Partnership to relay Fire Services offer of assistance	Complete	Cllr Jelf	
CE197/23	Public Session - BW Infant School	Confirm attendance as judge for competition	Complete	Cllr Conduct	
CE202/23	AMP Planning Update	Request input from working group responding the HCC consultation	Complete	Clerk to the Committee	
CE202/23	AMP Planning Update	Create Facebook post to invite questions from residents and collate responses for working group.	Complete	Clerk to the Committee/Cllr Jelf	
CE207/23	Skate Jam Event Planning	Proceed with organising of event with Team Rubicon and confirm this is within Financial Regs	April	Clerk to the Committee/Cllr Stallard	
CE208/23	Correspondence - Spaces of Sanctuary	Reply with Committee resolution	April	Clerk to the Committee	
CE209/23	Correspondence - Broadband Coverage	Add to Cllr Latham's info then respond to resident.	April	Cllr Latham/Clerk to the Committee	
CE210/23	Correspondence - Village Promotion	Investigate cost of promotional article	April	Clerk to the Committee	
CE210/23	Correspondence - Village Promotion	Direct correspondent to Town Team and Chamber of Trade	April	Clerk to the Committee	
CE211/23	Cllr's Report - Town Team	Request info about HCC Consultation inaccuracy	Complete	Cllr Latham	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

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
310 Community & Environment											
1083 Income - Jubilee Street Party	0	0	0	800	200	(600)	200			400.0%	
1319 Grant - Warm Space	0	0	0	250	0	(250)	0			0.0%	
1329 Grant - WCC Environmental Init	2,162	0	(2,162)	2,162	0	(2,162)	0			0.0%	
1330 Grant - WCC Coronation Event	960	0	(960)	960	0	(960)	0			0.0%	
4041 Website Hosting & Support	328	100	428	(276)	800	1,076	(800)		524	34.5%	
4120 Grants - General (Non 137)	(700)	0	(700)	(5,700)	0	5,700	0		(5,700)	0.0%	
4121 Grants - General (GPC)	0	0	0	0	7,500	7,500	(7,500)		7,500	0.0%	
4126 Grants - General (Section 137)	0	0	0	(1,800)	0	1,800	0		(1,800)	0.0%	
4171 Community Newsletter	(210)	0	(210)	(2,853)	3,400	6,253	(3,400)		547	83.9%	
4174 Leaflets - What's On Guide	(210)	0	(210)	(891)	650	1,541	(650)		(241)	137.1%	
4175 Leaflets - Guides	0	0	0	0	650	650	(650)		650	0.0%	
4200 Costs - Annual Parish Meeting	(823)	500	(323)	(1,409)	1,000	2,409	(1,000)		(409)	140.9%	
4202 Costs - B W Carnival	0	0	0	(144)	250	394	(250)		106	57.6%	
4203 Costs - Remembrance Day Events	0	0	0	(681)	200	881	(200)		(481)	340.6%	
4204 Costs - KidStreet	0	0	0	0	250	250	(250)		250	0.0%	
4205 Costs - B W Clean Up Events	0	0	0	(80)	50	130	(50)		(30)	160.9%	
4206 Costs - Volunteer Social Event	(135)	0	(135)	(232)	150	382	(150)		(82)	154.7%	
4208 Costs - Jubilee Street Party	(29)	0	(29)	(2,594)	3,000	5,594	(3,000)		406	86.5%	
4209 Costs - Miscellaneous Events	563	0	563	(98)	300	398	(300)		202	32.7%	
4210 Costs - Village of Year Event	(563)	0	(563)	(563)	200	763	(200)		(363)	281.3%	
4212 Costs - Warm Space Sessions	(149)	0	(149)	(167)	0	167	0		(167)	0.0%	
4230 Costs - Environmental Issues	0	125	125	(27)	500	527	(500)		473	5.4%	

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

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
4322 Mtce - Notice Boards	0	0	0	0	400	400	(400)		400	0.0%	
4323 Mtce - Telephone Box	0	0	0	(592)	100	692	(100)		(492)	592.4%	
315 Community Safety Officer											
4000 Basic Salaries	(2,005)	1,680	(325)	(12,172)	20,157	32,329	(20,157)		7,985	60.4%	
4001 Overtime Payments	0	50	50	0	545	545	(545)		545	0.0%	
4002 Co Pension Contributions	(429)	349	(80)	(2,469)	4,182	6,651	(4,182)		1,713	59.0%	
4003 Co Natl Ins'nce Contributions	(172)	146	(26)	(859)	1,746	2,605	(1,746)		888	49.2%	
4008 Training Costs - Non Adm Staff	0	0	0	0	1,500	1,500	(1,500)		1,500	0.0%	
4021 Mobile Telephone Hire & Calls	(11)	25	14	(220)	300	520	(300)		80	73.4%	
4141 Safety, 1'st aid & PPE	(732)	0	(732)	(972)	500	1,472	(500)		(472)	194.4%	
399 Capital - Community & Environm											
4350 Minor Assets	0	0	0	0	400	400	(400)		400	0.0%	
Grand Totals:- Income	3,122	0	(3,122)	4,172	200	(3,972)	200			2086.0%	
Expenditure	5,277	2,975	(2,302)	34,800	48,730	13,930	48,730	0	13,930	71.4%	
Net Income over Expenditure	(2,155)	(2,975)	(820)	(30,628)	(48,530)	(17,902)	(48,530)				
Movement to/(from) Gen Reserve	(2,155)			(30,628)							



Community and Environment Committee – 22nd April 2024

Grants Update - *for information*

Grants applications submitted by Committees (updates in **bold**):

Grant Scheme	Purpose – Committee	Status
District Small Grants Scheme	Coronation event – CEC	Granted
District Small Grants Fund	Skate Jam - CEC	Granted - £1,000 (see agenda item 14)

Proposal: To note the above.

Administration Officer 17.04.24



Community and Environment Committee – 22nd April 2024

Summer Event 2024 Planning Update - *for consideration*

The Party in the Palace Working Group met on 9th April and drafted the event budget below. The estimated figures included in the budget are based on the actual expenditure for the Coronation Big Lunch.

Budget For Party in the Palace 2024

Expenditure

Entertainment	Band	£350.00
	Children's entertainment	£400.00
	Craft supplies	£80.00
	Soft Play/toddler area & garden games	£220.00
Logistical	Electrical support	£150.00
	Speakers and stage	£900.00
	Portable toilets	£500.00
	First Aid	£125.00
	English Heritage donation	£150.00
Miscellaneous	Contingency	£125.00
Total Budget		£3,000.00

All the figures above exclude VAT.

Proposal: To consider the tabled draft budget for the Party in the Palace Event and make relevant recommendations.

Administration Officer
17.04.24



Community and Environment Committee – 22nd April 2024

Update from Website Working Group - *for consideration*

The Website Working Group meet on 9th April to draft a specification to be used when requesting quotations for a new Parish Council website. This draft specification is included below.

Proposal: **To consider the tabled draft specification and to agree any changes before forwarding it to Full Council for consideration.**

Administration Officer 17.04.24

Draft Website Specification:

- Modern website that is engaging and more representative of the Parish Council and the town.
- Calendar to allow users interested in booking a BWPC room/facility to see availability and potentially to make a provisional booking request. This will involve integration with third party applications, for example document storage and viewing room availability via integration with the bookings calendar. The capability to allow users to submit provisional requests for room bookings would be desirable.
- Calendar of events – to show meetings and events, could have a 'Events Coming Soon' dynamic section on the homepage.
- Facebook feed on homepage would be good to share the content that is regularly published via this forum.
- Useful links to topics that might have led users to visit the website. E.g. even topics like potholes or planning queries that might not be the BWPC's responsibility could have links to how to report them since we know that a lot of members of the public aren't clear on the division of responsibility. – So it would be good to guide them to appropriate authority, or link in with a service such as a 'Fix My Street' or planning portal.
- Potential to host the Community Volunteer Website in the future.
- It should include engaging and colourful photographs/graphics of local scenes/amenities.
- Needs to function well on both computers/tablets and telephones and be easy to use.
- Ongoing maintenance – BWPC will require any companies that quote to clarify how updates would be done, whether there would be an ongoing maintenance contract and how troubleshooting would be dealt.
- BWPC will require ownership of the domain name and web hosting account so that if we were to part ways with the chosen provider BWPC could continue with the website.
- Drafting server would be desirable – So that we can try different approaches and draft material without having to make the material go live. Would also be good to have the ability to roll back to previous versions.
- The ability to add to the website in the future, if for example we wanted to be able to accept payments via the website.
- Capability of using embedded forms – e.g. grant application form.



Community and Environment Committee – 22nd April 2024

Skate Jam Event Planning – *for consideration*

This agenda item has been withdrawn.

Administration Officer 17.04.24



Community and Environment Committee – 22nd April 2024

Parish Council Stand at the Carnival - *for consideration*

Bishop's Waltham's Carnival event which has been renamed to the Summer Fayre and Family Fun Day will be held on Saturday 8th June.

The Parish Council will have a stall at this event. In previous years the skittle alley has been used to provide a fun activity for residents. In addition, in 2023 the stall had an Councillor's Surgery format, along with the thermal imaging cameras, that were being demonstrated.

Proposal: **The Committee is requested to discuss what form the Parish Council's stall should take at this year's Summers Fayre and Family Fun Day.**

Administration Officer 17.04.24



Community and Environment Committee – 22nd April 2024

Citizens Advice Outreach – Scam Awareness Session Planning Update - *for consideration*

Following a telephone call with the Citizens Advice's Outreach Advisor, the following potential dates were identified for the Scam Awareness Session:

- Thursday 23rd May at 1.30pm
- Thursday 13th June at 1.30pm

Thursdays at 1.30pm were suggested, as it is possible that some of the attendees of the Thursday Lunch Club might be interested in attending the session.

The Outreach Advisor is familiar with the Jubilee Hall and felt that the Ruby Room would make an appropriately sized room for the session.

Proposal: **To consider the tabled suggested dates to host the Citizens Advice Scam Awareness Session and to make relevant recommendations.**

Administration Officer 17.04.24



Community and Environment Committee – 22nd April 2024

Clean Up Event Report - *for consideration*

Saturday 23rd March 2024

Numbers – This event had very strong attendance. In excess of 48 members of the public joined in (previous autumn litter pick had 32 members of the public), plus councillors, support staff, lengthsman, CSO and first aider). The weather forecast for the day was dry initially with short showers later in the morning. Groups contained a minimum of 2 in each group. Groups with children were given information about suitable routes, these were marked appropriately on the event map (additional highlighting was used for emphasis). Several of the attendees had not been to the Clean Up event before. Members of the teaching staff from the Junior School attended and they had encouraged members of their community to join in. Good councillor support – Cllr Jelf, Cllr Webb, (additional councillors were supporting the Eco Fair, and Councillors Surgery taking place concurrently).

Advertised - on social media, in Parish Magazine, PC noticeboards, Bishop's Waltham Matters, What's On Guide, via schools.

Kit - Sufficient bags, picks, hoops, disposable gloves, and high viz vests were available, although all hoops were in use. The recently purchased larger size high viz vests were useful, some more older children's sizes (or small size) might be useful in the future if attendance continues to be strong. The collection and return process went smoothly.

Refreshments – Drink were available to volunteers inside the Jubilee Hall, from the Eco Fair event that took place on the same day.

Litter gathered – A large number of bags were filled, these were collected promptly the following Monday by WCC.



Queries/feedback/actions for next event:-

- Heavier duty bin bags were requested.
- Additional hoops would be useful.
- The Lengthsman requested that the Botley Road and Corhampton Road routes be shortened to emphasise that volunteers should not venture beyond safe areas or litter pick on verges.
- A First Aid volunteer provided support on the day free of charge, and said they'd be happy to assist with future events, availability allowing.

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



Administration Officer
15.04.24



Community and Environment Committee – 22nd April 2024

Eco Fair Event Report - *for consideration*

This agenda item has been withdrawn, the event report will be included in the agenda for the Committee's meeting in May.

Administration Officer 17.04.24

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Community and Environment Committee – 22nd April 2024

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

A meeting of the Museum Trust took place on 9th April. The minutes of the meeting are included overleaf.

I had to leave the meeting early to attend the Full Council meeting taking place on the same evening. The main points of discussion included the decline in the amount of donations received and the Parish Council grants process which I was able to advise on.

Cllr Latham
15.04.24

Museum minutes 9/04/24

Present – Roy Stainton, Nick Whitehead, Penny Copeland, Dawn Woodsford, Roy King, Gill Williams, Ritchie Latham PC(part meeting).

Apologies – Allison Fullerton, Robert Romer.

Approval of minutes of last meeting – 20th Feb, Planning. No discussion.

Matters arising from minutes –

Gill Williams has not contacted the clock repairs in Waltham Chase. Will action.

Finance – Nick gave a detailed report of research into an electronic donations machine. Payaz3 was thought to be the best solution with a wi-fi connection required as part of the package. It has been suggested applying for a PC grant for community improvements as the closure date is imminent. Ritchie will advise as how to progress

Donations overall were reduced in 2023 and Nick will work with Gill to follow up on membership, with these are still coming in.

Town model – more help required with the surveying required to progress the project. It is very time consuming and the Collections Manager is now busy with the forthcoming exhibition.

Progress on local survey – Allison will report next meeting on progress.

Review of AGM and newsletter .The AGM in March was well attended (60 attendees), no new Trustees appointed. The newsletter has been circulated and copies could be taken to the Parish meeting on the 17th April.

Volunteers Report – Volunteers morning arranged for Saturday 13th April. It is hoped new volunteers will be picked up. The rota for May is being arranged. Petersfield visit has been cancelled due to unforeseen circumstances. The cleaning morning was well attended (14 helpers), with doughnuts and coffee to assist!

Collections manager report – The Posters from Tony Kippenberger (from the hoardings on Winchester Road) are published and now available at the Post Office for £5.50.

The exhibition is in hand for the beginning of May. The Garden festival is moving to the Palace(May 5th) and it was decided to keep the Museum open over the weekend. On 29th July there will be the Party in the Park and the festival at the end of May.

Sykes are needed to repair the chimney grills as they have disintegrated with age. Birds are now falling down the chimney and cannot get out.

EH entry cards will not be prepared until autumn 2024, although they have agreed to donate them to volunteers as previously discussed.

EH will be informed of any electrical improvement with lighting fittings in the entrance hall.

AOB – no further information on accreditation and our mentor, Amy Adams, will inform.

Next meeting – 14th May – TBC.



Community and Environment Committee – 22nd April 2024

Councillor's Report - *for information*

I was unable to attend the recent meeting of the Town Team that took place on Monday 8th April. However, overleaf are the minutes of the meeting for information.

Cllr Jelf 17.04.24



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

Minutes

1. **Apologies for absence:** Fiona McIntyre (FM); Ed Jelf (EJ); Davina Tibbets (DT); Mark Emmerson (ME); Frankie Ridley (FR); Julie Armstrong (JA).

Attending: Robin (RS); Robert (RSh); Anita (AT); Lindsay (LE); Steve (SM); Justine (JG); Sarah (SB); Linda (LJ); Barry Nicholson (BN).

Public: Stewart Thomson (ST).

RS introduced ST who provided his background and interest in the TT. RS explained the background to the TT and recent discussions and agreement on its continuation.

2. **Matters Arising from the minutes of the meeting held on 4.3.24.**
No amendments to minutes.

3. **TT Forum – suggestions/comments received.**
SB provided a verbal report on the event and the reasons for holding it – change in constitution; sign up to new objectives; refresh the membership and activities. Disappointed with the attendance but pleased with number of comments and suggestions received both at the event and afterwards.

The group agreed that the following services should continue:

- Volunteer database – grant application for £500 submitted to Parish Council to cover costs in 2024 – hope that PC will take this over in due course.
- Website, ENews, Facebook page, Email address – JG to complete hand over to FR and FM and review the branding to ensure consistency. Group to assess whether these are financially sustainable – SM and JG to collate information.

The group considered the requests for event support from other organisation such as the Festival, School PTA and the Garden Fayre.

RSh added that he was already assisting the Garden Fayre Committee following the move of the event to the Palace Grounds (Wintershill site waterlogged).

The group then discussed activities for 2024/2025/2026 – this included the regular events plus suggestions received.

The group agreed the following events for 2024:

- BW Bites (see agenda item below).
- Give & Take – noted as very successful and should continue with possible involvement of the Sustainable BW Team.
- Christmas Fayre – to be confirmed.
- Carol Singing in the Square – new event suggested at Forum. Possible date 23rd December – details to be considered at next meeting.

The following events for 2025/26 to be considered further:

- Kidstreat
- Carnival Procession – SB to contact Rotary and PTA for comments.
- Fun Run – SB to contact PTA for comments.

4. BW Bites 20.4.24.

RS updated the group on the event – 6 outlets taking part. RS proposed that free advertising in the ENews be offered as a thank you to these traders. Group agreed maximum of two free adverts.

Help on day needed to erect gazebo in Square – meet at 10:00am.

Push on tickets needed – Facebook etc.

RS to provide copy for Hants Chronicle.

Feedback from traders suggested that the event should only be held once a year – review after April.

5. Financial Report.

Noted.

SM was still attempting to set up online banking with Lloyds.

Balance down £1,800 over the year but this was mainly due to returning £1,000 to BW Society.

6. AOB.

JG reported the following: Solar project (Waltham Chase) consultation in April; Volunteer of the Month nomination – passed to SB.

RSh advised the group that he had submitted an application to become a member of the BW Social Club in an effort to help them improve the facility, obtain grant funding, expand its membership and the use of the building by the community.

7. Date of next meeting.

Tbc.

Meeting closed at 19:07.

Actions Arising from meeting:

Subject	Action	Action by
IT services	Assess whether financially sustainable	SM/JG
Carol Singing	Agenda item for consideration	LE
Carnival Procession/Fun Run	Speak to Rotary and PTA	SB
BW Bites	Copy for Hants Chronicle	RS
BW Bites	Review after April event	Group



Community and Environment Committee – 22nd April 2024

Chairperson's Report - *for information*

Since our last meeting I have:

- Party in the Palace working group meeting
- Website working group meeting
- AMP rehearsal
- CEC agenda setting
- Full PC & P&H meetings

Cllr Jelf 17.04.24



Community and Environment Committee – 22nd April 2024

Grant Application - *for consideration*

The Community and Environment Committee have the responsibility of considering grant applications made to the Parish Council and recommending spend. The applications that have been received for consideration in this round are as follows:

GROUP	FOCUS	AMOUNT REQUESTED	FOR
Bishop's Waltham Festival	Community organisation that aims to organise and present music, arts and theatre productions to showcase local talent.	£850	Music event at the Palace June 2024. £200 for leaflet drops. £400 purchasing and printing of re-usable refreshment cups. £250 to help reduce the ticket costs to the public.
Bishop's Waltham In Bloom	Floral displays in BW	£4,500	Van costs (£3,000), Watering (£1,500)
Bishop's Waltham Museum Trust	Maintains a Museum for the curation and exhibition of items of historical and archaeological interest relating to Bishop's Waltham.	£395	Fund an electronic payment device for donations.
Folk Association of South Hants (FASH)	Promoting and supporting folk activities for school children, the over 50's and disabled people.	£439.20	Contribution to hold an event for over 200 children in the Meon Valley area. £140 project Facilitator £270 3 musicians £24.20 School Liaison
Home-Start Hampshire	Voluntary Organisation providing practical help, friendship and support to families with at least one child under 11.	£2,600	Financial support for two families in Bishop's Waltham (£1,300 each)
Meon Vally Heartstart	Provides free life saving training to community groups, schools, businesses and members of the public.	£2,000	Contribute to updating and making more relevant training videos.
Bishop's Waltham Town Team	We aim to ensure that our town continues to be a vibrant social and community hub.	£500	£260 – communications to drive opportunities and volunteers. £240 – annual license for hosting software of volunteer database.
Total Request Received		£11,284.20	

Proposal: To consider the grant applications and make recommendations to Parish Council.