



Bishop's Waltham Parish Council
A Meeting of the Parish Council Community and Environment Committee
Tuesday 28th May 2024 at 6:00pm 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. Election of Chairman of the Committee
2. Election of the Vice Chairman of the Committee
3. To appoint representatives to the Chamber of Trade, Museum Trust, North Pond Conservation Group, Swanmore College Community Committee and Town Team – *for consideration*
4. Reappointment of Committee Working Groups for 2024/25 – *for consideration*
5. To receive and accept apologies for non-attendance
6. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
7. To receive and accept any personal, pecuniary and non-pecuniary interests relating to agenda items
8. Public Session - *for information only*
9. To approve the minutes of the Community & Environment Committee – 22nd April 2024
10. Actions arising from the Community & Environment Committee meeting – 22nd April 2024
11. Financial position year to date – *to note current position*
12. Grants Update – *for information*
13. D-Day 80 Beacon Planning Update – *for consideration*
14. Summer Event 2024 Planning Update – *for consideration*
15. Update from Website Working Group – *for consideration*
16. Skate Jam Event Planning – *for consideration*
17. Parish Council Stall at Family Fun Day – *for consideration*
18. Newsletter Update – *for consideration*
19. Eco Fair Event Report - *for consideration*
20. Annual Meeting of the Parish Event Report - *for information*
21. Update from Sustainable Bishop's Waltham – *for information*
22. Correspondence – Draft Hampshire Bus Service Improvement Plan – *for consideration*
23. Councillors' Reports i) Museum Trust Meeting – *for information*
 ii) Town Team meeting – *for information*
24. Chairperson's Report – *for information*

25. Requests for future agenda items - *for information*

26. Date of next meeting – 24th June 2024

C Wilkinson

Administration Officer/Clerk to the Committee

21st May 2024



Community and Environment Committee – 28th May 2024

Representatives to the Town Team, Chamber of Trade, Museum Trust, North Pond Conservation Group, Swanmore College Community Committee and other organisations *- for consideration*

The councillors who serve as representatives of the Parish Council to the various community groups are appointed annually. The Committee are requested to appoint the representatives for the year ahead.

The table shows the Councillors appointed as representatives for the 2023/24 Council year.

Organisation	Current Representative	Stand in Representative (where appropriate)
Chamber of Trade	Cllr J Marsh	
Museum Trust	Cllr Latham	Cllr Wilson
North Pond Conservation Group	Cllr Conduct	Cllr Jelf
Swanmore College Community Committee	Cllr Pavey (appointed for 2024/25 at Full Council 14.05.24)	Cllr Woods (appointed for 2024/25 at Full Council 14.05.24)
Town Team	Cllr Jelf	Cllr Conduct

Proposal: To appoint representatives for the community organisations.

Administration Officer 22.05.24



Community and Environment Committee – 30th May 2024

Reappointment of Committee Working Groups for 2024/25 - for consideration

Committee working groups are appointed annually. The Committee are requested to appoint the working groups for the 2024/25 year ahead.

The tables below show the 2023/24 Community and Environment Committee working groups.

Budgeting Working Group
Cllr Jelf
Cllr Latham

Environmental Initiatives Working Group
Cllr Conduct
Cllr Latham
Cllr Marsh

Newsletter Working Group
Cllr Williams
Cllr Wilson

Summer Event Working Group
Cllr Conduct
Cllr Jelf
Cllr Marsh

Website Working Group
Cllr Conduct
Cllr Jelf
Cllr Latham

Youth Council Working Group
Cllr Williams
Cllr Wilson

Annual Meeting of the Parish Working Group – Dissolved as a result of event having taken place
Coronation Working Group - Dissolved as a result of event having taken place

Proposal: To appoint Committee working groups for 2024/25.

Administration Officer 22.05.24



**Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council
Community and Environment Committee
held at The Jubilee Hall on Monday 22nd April 2024 at 7:00pm**

Present Cllr Conduct
Cllr Jelf
Cllr Latham
Cllr Marsh

Chairman
Vice Chairman

In attendance: C Wilkinson Administration Officer

Members of the public: 0

CE216/23 To receive and accept apologies for non-attendance.
All present.

CE217/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
None relating to the business of the meeting.

CE218/23 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.

CE219/23 Public Session

Councillor Jelf was working with the Litter Partnership to organise a litter pick on one of the approach roads to the town. This was anticipated to take place on either the 1st or 8th June.

Councillor Jelf would be attending the meeting of Bishop's Waltham Junior School's School Council on Monday 29th April, other councillors was asked to attend if available, Councillor Conduct planned to attend.

Work had begun on compiling a guidance document for residents experiencing FFTP difficulties in areas of poor broadband coverage. Councillor Latham was to add content and the document could then be sent to relevant residents.

Suggestions for the Skate Jam would be put forward at the next Full Council meeting for consideration.

A resident of Upham had received a copy of the recent Bishop's Waltham Matters Newsletter. The postcode coverage of the Royal Mail delivery service currently being used would be checked and any issues reported back to the Committee.

Action: Administration Assistant

CE220/23 To approve the minutes from the meeting of 25th March 2024
Resolved: To approve the minutes of the meeting of 25th March 2024.
Proposed: Cllr Conduct
Seconded: Cllr Marsh
All in favour.

CE221/23 Actions arising from the meeting of the Community & Environment Committee – 25th March 2024
Noted.

CE222/23 Financial position year to date – to note the current position
Noted.

- CE223/23 Grants Update – for consideration**
Noted.
- CE224/23 Summer Event 2024 Planning Update – for consideration**
The Committee noted the tabled draft budget for the event.
The Barleycorn would be approached to ask if they would like to provide a bar for the event in the interest of balance since The Crown were at the Coronation event. **Action: Administration Officer**
A letter would be sent to Palace House to notify them of the event. **Action: Administration Officer**
- CE225/23 Update from the Website Working Group – for consideration**
The Committee considered the tabled draft specification for an updated Parish Council website.
An agenda item would be requested for an upcoming Full Council to provide the opportunity for all Councillors to contribute any further suggestions. **Action: Administration Officer**
- CE226/23 Skate Jam Event Planning – for consideration**
This agenda item was withdrawn due to the recent focus on the Annual Meeting of the Parish.
- CE227/23 Parish Council Stand at the Carnival – for consideration**
The opportunity to reach families and younger residents at this community event was noted. It was suggested that an update from the Council would be timely to announce the structure of the Council following the commencement of the new council year. The stall would also update residents regarding recent projects, and good news stories, with similar objectives to the recent Annual Meeting of the Parish. Members of Sustainable Bishop's Waltham could provide extra volunteers to talk about recent environmental issues and projects if required.
The Committee Chairs would be contacted to provide materials for the Parish Council display. **Action: Administration Officer**
The skittle alley would also be included in the Parish Council's stand, with sweets to be purchased for participants and donations being collected for the Bishop's Waltham Rotary.
Resolved: To take the skittle alley to the Bishop's Waltham Rotary's Family Fun Day event and to display materials on the Parish Council's stall to announce the newly structured Council and provide an update on recent projects.
Proposed: Cllr Jelf
Seconded: Cllr Conduct
All in favour.
- CE228/23 Citizens Advice Outreach – Scam Awareness Session Planning Update – for consideration**
Resolved: To continue to liaise with the Citizens Advice Outreach Coordinator and confirm the preferred date of Thursday 13th June 2024 for the Scam Awareness Session.
Proposed: Cllr Latham
Seconded: Cllr Conduct
All in favour. **Action: Administration Officer**
- CE229/23 Clean Up Event Report – for consideration**
The event report was received. Agreed actions for the autumn event were to:
- purchase some green refuse sacks to give participants the possibility of separating recyclable litter. **Action: Administration Assistant**
- request a volunteer from Sustainable Bishop's Waltham to help check the recyclable waste gathered prior to those bags being emptied into the recyclables bin at the Jubilee Hall. **Action: Councillor Latham**
- purchase additional litter picking hoops. **Action: Administration Assistant**
- CE230/23 Eco Fair Event Report – for consideration**
This agenda item was withdrawn, the event report will be included in the agenda for the Committee's meeting in May.
- CE231/23 Councillors' Reports**
i) **Museum Trust Meeting – for information**
Noted.

Bishop's Waltham Parish Council
Community and Environment Committee
Actions Arising for meeting 28.05.24

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	Complete	Clerk to the Committee	Email sent 13.05.24 Promoting new range of talks.
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	Complete	Clerk to the Committee	See agenda item 18.
CE197/23	Public Session - Warmer Homes	Write Facebook post to promote scheme to residents off gas network	Complete	Clerk to the Committee	
CE207/23	Skate Jam Event Planning	Proceed with organising of event with Team Rubicon and confirm this is within Financial Regs	Complete	Clerk to the Committee/Cllr Stallard	See agenda item 16
CE208/23	Correspondence - Spaces of Sanctuary	Reply with Committee resolution	Complete	Clerk to the Committee	Information about scheme forwarded to BW churches
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	
CE219/23	Public Session - Newsletter delivery	To check the postcode coverage of the current used Royal Mail delivery service	Complete	Administration Assistant	See agenda item 18
CE224/23	Summer Event 2024 Planning Update	Ask Barleycorn if they would like to provide a bar at the event	Complete	Clerk to the Committee	Initial response to invitation was positive, confirmation awaited.
CE224/23	Summer Event 2024 Planning Update	Send letter to Palace House to notify them of the event	May	Clerk to the Committee	
CE225/23	Update from the Website Working Group	Request Full Council agenda item to consider draft website specification	Complete	Clerk to the Committee	Agenda item included for 14.05.24
CE227/23	Parish Council Stand at Carnival	Contact Committee Chairs to request information for PC stall at event	Complete	Clerk to the Committee	Email sent
CE228/23	Citizens Advice Outreach Scam Awareness Session	Confirm preferred event date (13.06.24)	Complete	Clerk to the Committee	Contact notified 07.05.24.
CE229/23	Clean Up Event Report	Purchase green sacks for next Clean Up event	May	Clerk to the Committee	Order being placed week commencing 27.05.24
CE229/23	Clean Up Event Report	Purchase additional litter hoops for next Clean Up event	May	Clerk to the Committee	Order being placed week commencing 27.05.24
CE229/23	Clean Up Event Report	Request a volunteer from Sustainable BW to help double check bags of recyclable waste collected at event.	Complete	Cllr Latham	
CE233/23	Grant Applications	Recommend Committees proposed grant awards for consideration at FP&R	Complete	Cllr Latham	Considered 07.05.24. In future will go straight to FC in line with standing orders

- ii) **Town Team – for information**
Noted.

CE232/23 Chairperson's Report – for consideration
Noted.

CE233/23 Grant Applications – for consideration

The varied applications received were deliberated. The grant awards proposed would result in a remaining budget of £3,265.80 from the original £8,500 included in the Committee's grants budget.
Resolved: To recommend the following grant awards to the Finance, Policy and Resources Committee:

GROUP	PROJECT	AWARD	DEPARTMENT
Bishop's Waltham Festival	Leaflet drops (£200) Purchase and printing of reusable cups (£400) Reduce tick costs (£250)	£600 (Applied for £850)	Local Government Act 1972 s.145
Bishop's Waltham In Bloom	Van costs (£3,000), Watering (£1,500)	£1,250 (Applied for £4,500)	Local Government Act 1972 s.144
Bishop's Waltham Museum Trust	Device for taking donations as electronic payments	£395 (Applied for £395)	Act 1972 s.144
Folk Association of South Hants (FASH)	Contribution towards event for 220 children in the Meon Valley area. Project facilitator (£140) 3 Musicians (£270) School Liaison (£24.20)	£439.20 (Applied for £439.20)	Local Government Act 1972 s.145
Home Start Hampshire	Supporting local family	£1,300	Local Government Act 1972 s.137
Meon Valley Heartstart	Contribute to updating and making more instructional videos.	£750 (Applied for £2,000)	Local Government Act 1972 s.137
Bishop's Waltham Town Team	Communications drive for volunteers and opportunities (£260) Annual licence for volunteer database hosting (£240)	£500 (Applied for £500)	Local Government Act 1972 s.145
	Total of funds recommended	£5,234.20	

Proposed: Cllr Jelf
Seconded: Cllr Latham
All in favour.

Action: Administration Officer

CE213/23 Requests for Future Agenda Items – for information only
Further planning update for Party in the Palace

CE215/23 Date of next meeting – Tuesday 28th May 2024 at 6pm
The departure from the usual day of the week and start time for the next meeting were noted.

The meeting closed at 8.22pm.

Detailed Income & Expenditure by Phased Budget Heading 01/04/2024

Month No: 1

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											
1082 Income - Events	0	0	0	0	0	0	100			0.0%	
4041 Website Hosting & Support	(348)	3,250	2,903	(348)	3,250	3,598	(3,615)		3,268	9.6%	
4121 Grants - General (GPC)	0	0	0	0	0	0	(8,500)		8,500	0.0%	
4171 Community Newsletter	0	0	0	0	0	0	(4,300)		4,300	0.0%	
4175 Leaflets - Guides	0	0	0	0	0	0	(650)		650	0.0%	
4200 Costs - Annual Parish Meeting	(63)	0	(63)	(63)	0	63	(1,200)		1,137	5.2%	
4201 Costs - Party in the Park	0	0	0	0	0	0	(3,000)		3,000	0.0%	
4202 Costs - B W Carnival	0	0	0	0	0	0	(100)		100	0.0%	
4203 Costs - Remembrance Day Events	0	0	0	0	0	0	(600)		600	0.0%	
4205 Costs - B W Clean Up Events	0	0	0	0	0	0	(80)		80	0.0%	
4206 Costs - Volunteer Social Event	0	0	0	0	0	0	(200)		200	0.0%	
4207 Costs - VENJ Day Events	0	0	0	0	0	0	(200)		200	0.0%	
4209 Costs - Miscellaneous Events	0	0	0	0	0	0	(250)		250	0.0%	
4230 Costs - Environmental Issues	0	0	0	0	0	0	(300)		300	0.0%	
4231 Costs - Environmental Event	0	0	0	0	0	0	(100)		100	0.0%	
4322 Mtce - Notice Boards	0	0	0	0	0	0	(200)		200	0.0%	
4323 Mtce - Telephone Box	0	0	0	0	0	0	(100)		100	0.0%	
399 Capital - Community & Environm											
4350 Minor Assets	0	0	0	0	0	0	(500)		500	0.0%	

Continued over page

	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
Grand Totals:- Income	0	0	0	0	0	0	100			0.0%	
Expenditure	410	3,250	2,840	410	3,250	2,840	23,895	0	23,485	1.7%	
Net Income over Expenditure	(410)	(3,250)	(2,840)	(410)	(3,250)	(2,840)	(23,795)				
Movement to/(from) Gen Reserve	(410)			(410)							



Community and Environment Committee – 28th May 2024

Grants Update - *for information*

Grants applications submitted by Committees (no updates from last month's report):

Grant Scheme	Purpose – Committee	Status
District Small Grants Scheme	Coronation event – CEC	Granted
District Small Grants Fund	Skate Jam - CEC	Granted - £1,000

Proposal: To note the above.

Administration Officer 22.05.24

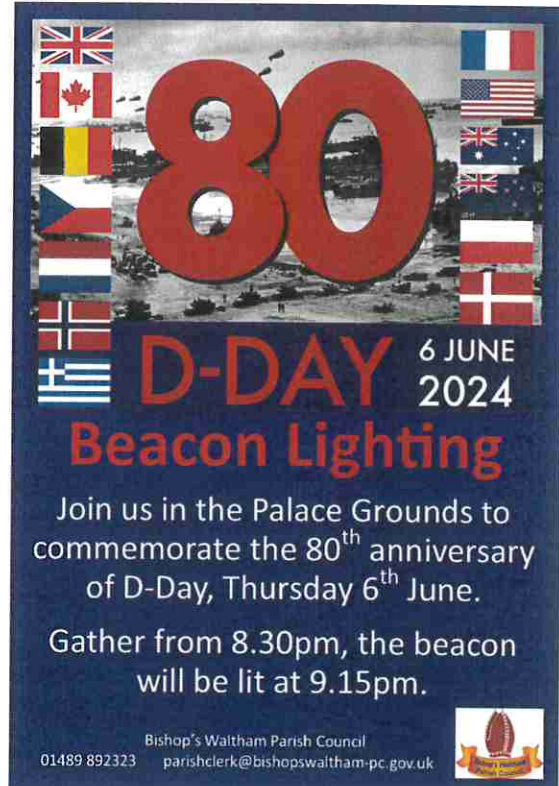


Community and Environment Committee – 28th May 2024

D-Day 80th Beacon Planning Update - *for consideration*

Since the last update the following progress has been made with the organisation of the event:

- Poster produced (posted in High Street locations, noticeboards and included in Parish Magazine).
- Completed Enquiry Form supplied to English Heritage.
- Communication with the Museum Trust (they Trust have confirmed that they will be opening the museum for the evening).
- Second visit to Paul's Plaice to supply the with information included in the event guide.
- Risk Assessment completed (see overleaf).
- First Aid cover organised.
- Loan of outdoor lighting secured.
- Event Plan document drafted.
- Councillor availability requested.



Outstanding issues

- A response has not yet been received from the Cadets regarding whether they could select members of their organisation to read the Tribute written for the occasion, and light the beacon.
- Need to confirm locations and cabling (if necessary) for outdoor lighting.
- Need to inform emergency services.
- Need to check beacon and supply of gas.
- Purchase of fire extinguisher.

Proposal: To note the update above and to accept the tabled risk assessment.

Administration Officer 22.05.24

Risk Index

	H	3	4	5
	M	2	3	4
	L	1	2	3
Impact	L	M	H	
Likelihood				

Risk Levels 3 – 5 must have Mitigation in place
Risk Levels 1 – 2 should have Mitigation in place if resources allow

Risk Assessment by Catherine Wilkinson

What could go wrong?	Likelihood	Impact	Index	Mitigating Action	Responsibility
Fire Risk from Beacon	L	H	3	Follow suppliers' instructions; specifically: Dry Powder Fire Extinguisher on Site Correct assembly of beacon Burner 3m away from any other object People more than 5m away from beacon - Area to be taped off around beacon Gas cylinders more than 3m from beacon	Grounds Team
Failure of Beacon – out of control	L	H	3	Follow instructions: Turn off gas from regulator Remove cylinders Put out fire with extinguisher If too dangerous – call 999	Grounds Team
Injury caused in any way	M	M	3	First Aid cover provided	Administration Officer
People acting irresponsibly with potential for danger	L	M	2	Marshalls on site. Hi viz jackets. Torches	Administration Officer
Hostility or abuse from public	L	M	2	CSO in attendance	CSO
Lack of communication for safety issues	M	M	3	Marshalls with mobile phones	Administration Officer
Claims against Parish Council for injuries sustained or losses incurred	L	H	3	Public liability insurance for PC	Executive Officer



Community and Environment Committee – 28th May 2024

Summer Event 2024 Planning Update - *for consideration*

Since the last update the following progress has been made with the organisation of the event:

- Poster drafted.
- Completed Enquiry Form supplied to English Heritage.
- Bar provisionally booked, awaiting final confirmation.
- Risk Assessment drafted.
- Ice cream van booked.
- Councillor availability requested.

Outstanding issues

- Need to confirm support from electrician.
- BBQ to be organised (one external provider has approach the Administration Officer to show interest in attending the event).
- Communication with the Museum Trust and Palace House.
- Book Childrens entertainment.
- Staging to be confirmed.
- First Aid cover to be organised.
- Event Plan to be completed.

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

Administration Officer
22.05.24



Community and Environment Committee – 22nd April 2024

Update from Website Working Group - *for consideration*

Following the Full Council meeting that took place on Tuesday 14th May, Councillor Stallard has provided some comments relating to the specification that will be discussed further prior to finalising the website specification. Following the completion of this discussion, quotations for the project will be sought.

Proposal: **To note the above.**

Administration Officer 22.05.24



Community and Environment Committee – 28th May 2024

Skate Jam Event Planning – *for consideration*

Potential dates for this event have been discussed with the event organiser, Team Rubicon. A weekend day was felt to be likely to attract the best turnout, with a strong preference for a Sunday if the event was to be held in the football season. Very few dates were available during the summer, but a provisional date has been identified, Sunday 29th September. This date would give sufficient time for the landscaping work around the periphery of the Skate Zone to be completed.

If the Committee to approve this provisional date, the event provider will be asked to proceed and promotion can commence.

Proposal: **To approve the proposed date of Sunday 29th September for the Parish Council's Skate Jam event to take place at the Priory Park Skate Zone.**

Administration Officer 22.05.24



Community and Environment Committee – 28th May 2024

Parish Council Stall at Family Fun Day – *for consideration*

At the Committee's meeting in April the following was resolved:

CE227/23

Parish Council Stand at the Carnival – *for consideration*

The opportunity to reach families and younger residents at this community event was noted. It was suggested that an update from the Council would be timely to announce the structure of the Council following the commencement of the new council year. The stall would also update residents regarding recent projects, and good news stories, with similar objectives to the recent Annual Meeting of the Parish. Members of Sustainable Bishop's Waltham could provide extra volunteers to talk about recent environmental issues and projects if required.

The Committee Chairs would be contacted to provide materials for the Parish Council display.

Action: Administration Officer

The skittle alley would also be included in the Parish Council's stand, with sweets to be purchased for participants and donations being collected for the Bishop's Waltham Rotary.

Resolved: To take the skittle alley to the Bishop's Waltham Rotary's Family Fun Day event and to display materials on the Parish Council's stall to announce the newly structured Council and provide an update on recent projects.

Proposed: Cllr Jelf

Seconded: Cllr Conduct

All in favour.

Suggested ideas of CEC content for display:

- Party in the Palace promotion
- Skate Jam promotion
- LCWIP – Encourage residents to contribute and canvas opinions?
- Posters created for AMP 2023 – summarising work of CEC (will need minor updates, see overleaf)

Proposal: To put forward suggestions of display content relevant to the Committee's work for inclusion in the Parish Council's display at the Family Fun Day.

Administration Officer 22.05.24

Community & Environment Committee

Environmental Initiatives

Litter Picks



Increased Recycling Points

BWPC has pledged to reduce single-use plastics

Climate Café

Eco Event

Climate Emergency & Environmental Action Plan



Thermal Imaging Camera



Grants given to community groups totalling £7,500

- BW Fishing Club
- PCC Churchyard
- Victim Support
- BW in Bloom
- Home Start Hampshire
- BW Festival
- BW Society

Increasing communication;

- e-Newsletter
- Cllrs Surgeries
- Quarterly Newsletter
- Liaison with local community groups



Sign up for the e-Newsletter on the BWPC website!

Community & Environment Committee

Events

Remembrance Events



Jubilee Street Party & Lighting of the Beacon



Operation London Bridge



BW Community Partnership Thank You Evening

Climate Café



Eco Event



Clean Up events



Climate stall at BW Carnival



Upcoming Event:
Sunday 7th May
Save the date!



Community and Environment Committee – 28th May 2024

Newsletter Update – *for consideration*

The next edition of the newsletter currently being drafted is planned to include articles on the following topics:

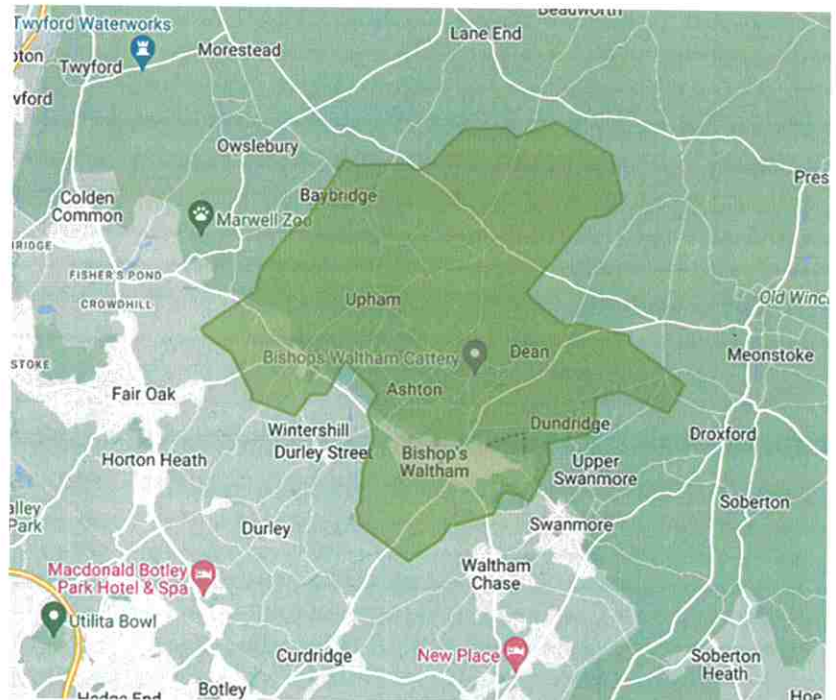
- Chairperson's welcome
- Southern Shared Pathway update
- Skate park update
- Party in the Palace
- Albany Road Play Area update
- AMP Report
- Speed indicator devices
- Bottle bank fly tipping
- Forward Plan update
- Goodbye to outgoing staff member
- West Hoe Pet Cemetery
- Dates for upcoming events
- Contact information
- Meeting dates
- e-newsletter reminder

The Working Group will be asked to meet to review the draft when it has been collated.

The question has been raised whether the Council could consider naming the newsletters by season rather than month, to be a little more flexible where production delays occur (e.g. "Summer 24" instead of "June 24")

Delivery Area Information

To the left, for clarification, is a map that shows the 'SO32 1' postcode area that is covered in Royal Mail's delivery service that has been used for the last few newsletters. This information was requested under action item CE219/23.



The current number of households within this area is 3885.

Investigation into costs of outsourcing newsletter production.

An initial costing has been obtained from the company who have previously managed the printing of the newsletter. This company would charge £100 (excluding VAT) to produce a printable document from raw text and photographs that would be supplied by the Council.

Proposal: To note the above and the costing received for the production of the printable newsletter document.



Community and Environment Committee – 28th May 2024

Eco Fair Event Report - *for consideration*

On Saturday 23rd March BWPC and Sustainable Bishop's Waltham (SBW) hosted the 2024 Bishop's Waltham Eco-Fair in the Jubilee Hall from 11.30am - 4pm.

The event featured 26 organisations, with stalls in the Gold Room, talks in the Ruby Room, and three outside exhibitors. We did have a cunning plan to measure footfall by having attendees 'vote' for their favourite poster designed by the BWJS Eco-Champions, but the system didn't work quite as planned so we don't have an exact figure, but over the course of the event we have estimated 200+ members of the public attended.



What went well:

The atmosphere during the whole day was really positive, and it seems everyone who attended enjoyed themselves. Everyone on the BWPC/SBW side agreed it was a fun event, well attended, and with a great atmosphere.

Feedback from stallholders was very positive, all indicating they would come again.

Once again, pairing with the Clean Up litter picking event was a success and gave the room a buzz from the start.

The talks were a welcome addition to the line-up.

Free tea, coffee, and brownies was very well received.

Roots food truck out in the carpark had a very good day, feedback on their products was universally positive - worth considering booking for future (non-eco?) events.

Organisation was surprisingly smooth on the day with lots of people and prep involved.



Lessons learned (from SBW feedback):

The EV and e-bike stalls were seen as the least successful stalls – partially due to rain but also location and signage. Hoops suggested running a bike doctor next time, and we discussed moving EVs closer and out of the parking spaces in future.

The attendee count didn't go as well as planned – multiple entrances and large groups arriving at the same time somewhat scuppered the process.

The SBW stall itself was a bit of an afterthought and we could have done more to explain who we are – we need better marketing in future.

The talks were good, it was hard to corral people in from the hall and it was felt that having the talks earlier would help with numbers as that's when the fair is busiest.

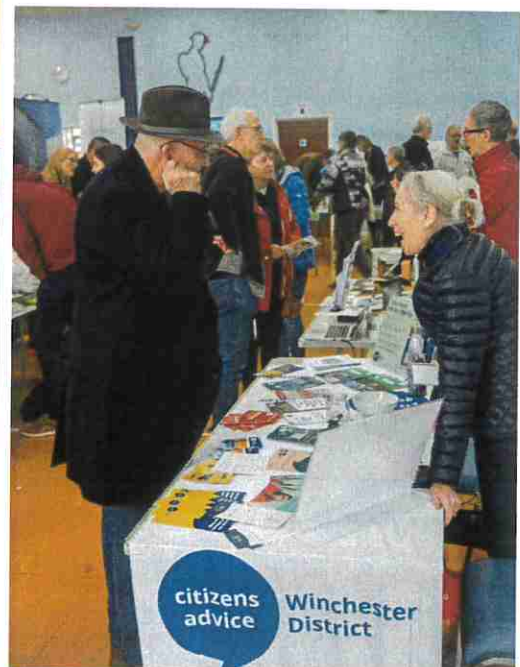
It was also suggested that an option for talks would be to have more of a Q&A/fireside chat setup with the speakers.

It was noted that the majority of the attendees were already interested in 'green' issues, so there was an element of preaching to the converted. It was felt that the event couldn't be described as anything other than an 'Eco-Fair' though, so we would need to look at how to increase the range of attendees in future.

I'd like to thank all the councillors that attended or helped out in any capacity, the office staff who were as usual extremely helpful and accommodating, and the SBW volunteers who all put in lots of time and energy.



Councillor Latham 21.05.24





Community and Environment Committee – 28th May 2024

Annual Meeting of the Parish Event Report - *for information*

Wednesday 17th April 2024

Numbers – Approximately 220 people attended the event. 10 of 12 BWPC Councillors were present. The audience was felt to be somewhat more varied with some younger attendees than in previous years.

Format of event – BWPC gave a series of brief presentations regarding current projects and work following by an opportunity to socialise and browse community organisation stalls. A lectern was borrowed from St Peter's Church.

The audience appeared to be engaged which carried through to the social section of the evening when councillors reported that residents were very keen to speak to them about varied topics. Some of these conversations were a little tricky with some councillors feeling somewhat monopolised by individual attendees.

Attendance from community groups was very strong (18 groups in total). Thanks have been sent for their contribution.

Advertised - Social media, Parish Magazine, A5 invitations via Royal Mail, BWPC noticeboards, Bishop's Waltham Matters, What's On Guide.

Refreshments – Light buffet of cheese, other savoury items, crackers/french stick and accompaniments. Some small sweet items. Alcoholic and soft beverages.

Attendee feedback – Please see overleaf.

Suggestions for next year's event:

- Strength of attendance will require consideration about how to include more seating at next year's event.
- A list near the entrance of organisations present might help attendees to navigate stalls.
- More drinks glasses positioned on tables ready to be used would help drinks servers.
- Visual displays from Committees at BWPC stand.
- Additional volunteers to assist in the kitchen in the socialising part of the evening.

Proposal: To note the above.



AMP Evening Event Feedback April 2024

Feedback Cards - 8 feedback cards were completed

How would you rate this evening?

All 8 were happy with the event.

Any Comments?

"An enjoyable, informative evening with humour."

"An excellent meeting."

"Worthwhile evening."

"I believe in the sincerity, hard work and goodwill of the Council and the event was excellent. I'm also aware that there is a need to be more aware of "the bigger global agenda, A look at, @ukcolum.org, may provide useful, factual and information."

What would you like to see at next year's event?

More information on the Youth Club and Surgery

A rep from WCC or Hampshire Highways, if not possible on the evening a Q&A when they could attend a Parish Council Meeting.

Some progress on cycling paths.

Facebook comments received on BWPC page:

My husband and I attended last night and it was a very interesting meeting with lots of information

It was good to hear what actions you have taken and what actions you are proposing to take to keep Bishops Waltham the way we all love it or improve it

Sometimes it may seem nothing is happening but as you showed last night things do go on behind the scenes to try to improve certain situations

I for one would like to thank you all for giving up your time freely to make Bishops Waltham what it is, a great place to live

Great to hear what's going on in the local community. Thanks for a fabulous evening



Community and Environment Committee – 28th May 2024

Update from Sustainable Bishop's Waltham - *for information*

A meeting of Sustainable Bishop's Waltham took place on Monday 15th April. The minutes from the meeting are included overleaf.

A further meeting took place on Monday 20th May, the minutes of this meeting will be included in the papers for the Committee's meeting in June.

Proposal: **To note the above.**

Administration Officer
21.05.24

SUSTAINABLE BISHOP'S WALTHAM

Meeting Minutes: 15.4.2024

Present: Ritchie, Vicky, Davina, Judy, Cathy M, Sophie, Emily, Tom, Imogen.

	Minutes	Actions
1.	Eco-Fair Wash Up	
	<p>Everyone agreed it was a fun event, well attended and with a great atmosphere. Feedback from stallholders was very positive.</p> <p>The EV and e-bike stalls were seen as the least successful stalls – partially due to rain but also location and signage. Hoops suggested running a bike doctor next time, and we discussed moving EVs closer and out of the parking spaces in future.</p> <p>The attendee count didn't go as well as planned – multiple entrances and large groups arriving at the same time somewhat scuppered the process.</p> <p>The SBW stall itself was a bit of an afterthought and we could have done more to explain who we are – we need better marketing in future.</p> <p>The talks were good, it was hard to corral people in from the hall and it was felt that having the talks earlier would help with numbers as that's when the fair is busiest.</p> <p>It was also suggested that an option for talks would be to have more of a Q&A/fireside chat setup with the speakers.</p> <p>It was noted that the majority of the attendees were already interested in 'green' issues, so there was an element of preaching to the converted. It was felt that the event couldn't be described as anything other than an 'Eco-Fair' though, so we would need to look at how to increase the range of attendees in future.</p> <p>Someone from Trustmark expressed interest in attending in future – they perform assessments of energy-efficiency installations for govt projects.</p> <p>It was noted that there is a date in the Annual Calendar for an Eco-event on Saturday 5th October, but this might be best used for Greening Campaign activities so no decision was taken on planning the next eco-fair.</p> <p><i>Ritchie to record feedback/wash-up on the Eco-Fair planning spreadsheet for future ref.</i></p>	Ritchie
2.	Greening Campaign	

	<p>Discussed the Greening Campaign and how we would start. Best to assign SBW members to pillars that they would most like to be involved with (see https://greening-campaign.org/phase-two/ for more details)</p> <p>Space for Nature</p> <p>Energy Efficient Warmer Homes</p> <p>Health Impacts of Climate Change</p> <p>Cycle of the Seed</p> <p>Waste Prevention</p> <p><i>ALL – reply to Ritchie with the pillar you'd like to initially be associated with</i></p> <p>SBW's existing sub-groups map across fairly well with the exception of Transport. We felt that Active Transport was still a good fit with the Health Impacts pillar.</p> <p>We looked at how to garner interest for the public meeting and spoke about the 'Agents of Change' groups and how we could network with some of them at the Annual Meeting of the Parish event on Wednesday evening.</p> <p>Also discussed were the challenges that residents are going to attempt for each pillar. We felt it was important to have easy and hard versions of each to reflect where people are on their sustainability journey.</p> <p><i>ALL – think of ideas for challenges that residents could take on in each of the pillars, easy & hard versions</i></p> <p>There will be an initial call with Terena soon who will advise on next steps.</p> <p>Greening Denmead are having their launch event on 27th April: https://sites.google.com/view/greeningdenmead/home 1:30-3:30pm if anyone wants to go and have a look.</p>	ALL
3.	BWPC Update	
	Ritchie updated on the Bishop's Waltham Society's challenge to HCC over the methodology used in the consultation.	

	<p><i>Ritchie to distribute the BWS report</i></p> <p>A brief discussion was had about the arguments against solar farms that are used by some people/groups - both valid and spurious. Updates will follow as the plans proceed.</p>	
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4.	Sub group updates	
	<p>Future project ideas:</p> <p>Big plastic count</p> <p>Plastic-free community (expansion of PC effort)</p> <p>Pop-up e.g. refill shop in empty BW shop</p> <p>Hampshire Fare Country Market in BW (how do the road closures work?)</p> <p>Community Fridge</p>	
5.	<p>Next Meeting</p> <p>Monday 20th May, 7pm Ruby Room @ Jubilee Hall.</p>	

Minutes: Ritchie Latham



Community and Environment Committee – 28th May 2024

Correspondence – Draft Hampshire Bus Service Improvement Plan – *for consideration*

The following correspondence was received from a member of the HCC Bus Enhanced Partnership (EP) Forum. The Executive Officer was asked to pass this information on to relevant councillors, as such this has been brought to the attention of the Community and Environment Committee considering their responsibility for lobbying to retain provision of public transport services.

Proposal: To consider the correspondence and agree a response.

Administration Officer 22.05.24

Sent: Tuesday, May 21, 2024 10:40 AM

To: [REDACTED]@hants.gov.uk; [REDACTED]@winchester.gov.uk

Cc: [REDACTED]
<parishclerk@bishopswaltham-pc.gov.uk>

Subject: Comments and concerns on the draft Hampshire Bus Service Improvement Plan 2024 - welcome your support

Dear [REDACTED],

Congratulations both on your elections to the County and City councils.

Malcolm, you might recall from our meeting at Swanmore Parish Council that I have a particular interest in public transport. I am a member of the HCC Bus Enhanced Partnership (EP) Forum. As part of this forum, we have been sent a **draft** of the Bus Service Improvement Plan (BSIP) which is due for review and submission by the EP Board in early June. I have reviewed and provided comments on the draft.

Respecting the fact that the document is still a draft and the HCC team will still be working on this, I have not shared the draft document or all my comments. However, the points and concerns are significant for our area, and there is a short timescale. I therefore feel that it is necessary to make local councillors aware now of the top 3 points for our area, with extracts from my comments below. These are:

1. The BSIP must be much better aligned to the adopted Hampshire Local Transport Plan 4 (LTP4) across Hampshire. The proposed BSIP focus on 35 'Flagship' routes means that it will *not be aligned to LTP4 for the market towns and rural areas not served by those 35 routes (comment SJ1)
2. The draft BSIP does not start from an analysis of public transport demand, driven by the needs of the communities. It starts from the identification of 35 routes which are already successful and proposes spending public money to enhance and support them, to drive up bus usage numbers, a primary driver requested by DfT (comment SJ4). The resulting network is therefore not a result of a place-led strategy, as is Wiltshire's Key Interurban Bus Network, but a tactical response.



3. The 69 service between Winchester and Fareham is *not currently included in the list of 35 Flagship routes. This is despite being highlighted in the BSIP test as a key route, alongside the 64 route (which is included) There is no explanation of the measure used to create any cutoff to include/exclude. The 69 must be included. (comment SJ6)

I'd welcome your support in working through my requested changes with HCC. Copying the local parish councils - Tracey, Emma, please forward to relevant Councillors.

Thanks



Swanmore

Section/Item	Comment	Requested change/ update	HCC Response	Status
SJ1. Overall - Strategy and alignment to LTP4	<p>The draft BSIP strategy, with its narrow focus on 35 flagship routes, will not deliver several outcomes of the Hampshire Local Transport Plan 4 (LTP4), especially:</p> <ul style="list-style-type: none"> - E. <i>Supporting a connected economy, creating successful places and ensuring Hampshire continues to prosper whilst reducing its emissions.</i> - F. <i>Support sustainable housing and employment growth and regeneration that positively supports our LTP4 vision.</i> - H. <i>A transport system that provides more equitable access to services, opportunities and life chances delivering improved quality of life for all in Hampshire.</i> <p>The proposed focus on only 35 routes, already successful, does not align with the needs of Hampshire Market Towns. There is no clear reserved funding for alternative transport schemes in draft BSIP. Therefore the LTP4 outcomes will fail for the Market Towns and rural areas which are not served by those 35 routes.</p>	<p>SJ1. Revise the strategy statement to describe the wider strategy for Hampshire services, aligned to LTP4.</p> <p>I cannot support a strategy that does not deliver the outcomes of the HCC agreed LTP, is focussed on using public money to support commercial services that are already successful, with no mention in the strategy for services or funding for many other significant Hampshire communities.</p>		



	<p>The BSIP does not propose a connected, sustainable or equitable plan to improve bus services in Hampshire</p> <p>I strongly disagree with the statement <i>'This BSIP is fully aligned with the Hampshire Local Transport Plan 4 (LTP4), adopted in February 2024 which forms the primary transport strategy for the County until 2050.'</i> The strategy is emphatically <i>*not*</i> aligned for communities outside of the 'flagship' routes</p>			
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<p>SJ4. Overall - Place-led strategy</p>	<p>The draft Hampshire BSIP makes very poor use of the place and demographic information in Appendix A. This should be <i>*integral*</i> to the BSIP and the key points (not the detail) should lead the strategy in underpinning the vision, improvements and ambition. Although the 2024 draft BSIP follows the DfT template guidance for headings, too much has been lost in the supporting rationale in the main document to meet the DfT guidance 'BSIPs should be comprehensive and authoritative, but also concise and accessible to the public.'</p> <p>The draft BSIP also fails to distinguish the different needs of Hampshire Market Towns in a place-led strategy, compared with more rural districts. The term Market Town is only first introduced as an item in the itemised plan. Market Towns bear significant development pressure but do not have the benefit of bus services which can support that development.</p>	<p>SJ4.1 Make significant improvements to the strategy wording, early in the document. Provide better explanation of the rationale and how the strategy will deliver – or not – to the various communities across Hampshire. (Coastal urban areas, Market Towns, East or West, rural, etc)</p>		
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<p>SJ6.</p> <p>- Table 5. The 'Flagship' routes</p>	<p>There is no rationale provided as to the reason why some candidate routes were not chosen.</p> <p>In particular, the 69 service is surely a candidate and has been discussed several times in the EP Forum. It is even mentioned in the paragraph under Figure B13, in the same section as the 64.</p> <p><i>'Longer distance bus services, also mainly commercially run, provide connections to Chandler's Ford, Southampton, Romsey, Alton and Fareham. Of these inter-urban routes, the 64 to Alton via Alresford and the 66 to Romsey are important bus links with 2 buses per hour. The 69 to Fareham, operating hourly, is also a very useful inter-urban route connecting Winchester with the market towns of Bishop's Waltham and Wickham and the villages of Twyford, Coldon Common and Swanmore within Winchester District.'</i></p> <p>Selecting one route over another purely on the basis of *current* frequency (if that is the reason?) is not a strategy or a plan</p>	<p>SJ6.1 Add the 69 into the list of Flagship routes.</p>		
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Community and Environment Committee – 28th May 2024

Councillor's Report – i) Museum Trust Meeting - *for information*

A meeting of the Museum Trust took place on Tuesday 14th May, on this occasion a representative of the Parish Council was not able to attend. The minutes of this meeting have not yet been received; they will be included in the June's meeting papers.

Administration Officer
22.05.24



Community and Environment Committee – 28th May 2024

Councillor's Report – ii) Town Team Meeting - *for information*

A meeting of the Town Team took place on Monday 20th May. The minutes are included overleaf.

Main points to note;

- BW Bites was a success. Over £1k raised for the TT. Several traders thought it a success, a couple not so much! Interest for October's has been sent out.
- New events were discussed – Carol singing on 23rd December in the High Street. Involvement with the 'carnival' procession in 2025 and the possibility of restarting a Fun Run. The latter two will need careful consideration due to H&S.
- Give & Take stalls are starting Saturday 25th May for the 2024 programme (last Saturday of the month for anyone wishing to volunteer!)
- Social media usage to be reviewed, with particular reference to money being spent.
- Financially stable, but will need other income streams if BW Bites doesn't go ahead in October.
- TT made aware of the PC decision to award the grant. Thanks were passed on.

Cllr Jelf 21.05.24



Bishop's Waltham Town Team Meeting
Monday 20th 2024, 17:30 at BW Youth Club

Minutes

1. **Apologies for absence:** Justine Greenfield (JG); Davina Tibbets (DT); Mark Emmerson (ME); Linda Jeffcott (LJ).

Attending: Robin (RS); Robert (RSh); Anita (AT); Lindsay (LE); Steve (SM); Sarah (SB); Barry (BN); Ed (EJ); Julie (JA);
Public: Stewart (ST).

RS congratulated Barry on his election as Chairman of the Parish Council.

2. **Matters Arising from the minutes of the meeting held on 8.4.24.**

No amendments to minutes.

IT Services – agenda item next meeting.

Volunteer Database – successful Parish Council grant application - £500 agreed towards activities relating to the database and the licence.

Branding – reviewed by JG – flyer passed out and to be sent to all for comments.

Christmas Fayre – BN confirmed that the Chamber of Trade would be organising this year's event. BN requested access to the information/policies/assessments etc for the event held by the Town Team.

3. **Update on action from last meeting:**

- i) **Carnival Procession/Fun Run - Speak to Rotary and PTA - SB**

SB confirmed that a meeting had been held with Rotary to discuss the possibility of arranging a carnival procession.

Rotary members confirmed that they planned to hold a show in 2025.

The idea of a procession was discussed – the main issue raised was the need for Community Safety Accreditation (set up by police) for a rolling road closure, training for this was £120 per person and a sponsoring authority was required.

Options considered included a procession within the Hoe Road ground; employing a traffic management company; single road closure.

Rotary members confirmed that they were happy to work with the TT on this proposal and would explore options further.

The PTA had been invited to the meeting but were unable to attend at short notice but requested further information on the procession and fun run proposals. The group was short of volunteers and had to ensure any events met with its constitution and were within its capabilities.

4. **BW Bites 20.4.24 – Review - RS**

Event had been financially successful with 130+ tickets sold. RS, JG and SB had helped AnyFish and the owners (who were unavailable) were very grateful and it had been a successful day. RS thanked those who had helped set up the gazebo for Julia who was delighted to have been part of the event.

One complaint had been received concerning the number of tickets sold.

RS to write to all current and former participants to remind them of the purpose of the event and the commercial benefit to traders – bringing more people into High Street etc. He would also explain what the money raised was used for.

RS added that free advertising had been offered to those participating.

October event – to be discussed following responses from traders.

5. Give and Take planning – RSh.

First event 25.5.24.

RSh thanked all for volunteering to help on the day. Rota to be forwarded.

Need for a push on the publicity – SB to contact JG.

RSh to provide poster for church fayre.

Proposal to obtain a banner to advertise future G & Ts – SB to discuss design etc with JG.

PTA – holding bring and buy in near future and may pass on any remaining items to the TT for the children's G & T in July.

6. Singing in the Square– new event suggested at Forum. Possible date 23rd December.

Group agreed to proceed with this proposal.

Actions before next meeting – RS to contact Swanmore Wind Band; AT to contact JG to arrange social media posts to canvas opinion; options for lead singers/choir to be investigated.

7. Social Media Activity Report – JG/FR

Deferred to next meeting.

8. Financial Report.

Noted.

Online banking now set up with Lloyds (£50 compensation received).

Next meeting – review of sustainability of IT services.

9. AOB.

RSh reported on the Garden Fayre held at Hoe Road following relocation from Wintershill and the Palace. Very successful event with cars parked on Hoe Road.

RSh was working with the Social Club to obtain grant funding.

RS informed the group that the Youth Hall would not be available from September and so a new venue for meetings would be needed.

AT reported on some of the finds following the archaeological dig at the site.

10. Date of next meeting.

Monday 10th June 2024 at 17:30.

Meeting closed at 18:45.

Actions Arising from meeting:

Subject	Action	Action by
IT services	Assess whether financially sustainable	SM/JG
Branding	Flyer to be sent to all for comments	JG/RS
Christmas Fayre	Access to information for BN	JG/RSh
BW Bites	Letter to all participants	RS
BW Bites October	Agenda item June	RS
Singing in the Square	Contact Swanmore Wind Band Arrange Social Media posts	RS AT/JG
Social Media activity report	Agenda item June	JG/FR



Community and Environment Committee – 28th May 2024

Chairperson's Report - *for information*

Since our last meeting I have:

- LCWIP Consultation
- Curdridge Parish Council's AMP
- Town Team meeting
- Town Team Give & Take stall
- CEC agenda setting
- Full PC, Extra Ordinary PC & P&H meetings

Councillor Jelf 17.04.24