

**Bishop's Waltham Parish Council**  
**A Meeting of the Parish Council Community and Environment Committee**  
**Monday 22<sup>nd</sup> July 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 – 24<sup>th</sup> June 2024
6. Actions arising from the Community & Environment Committee meeting – 24<sup>th</sup> June 2024
7. Financial position year to date – *to note current position*
8. Grants Update – *for information*
9. VE-Day 80<sup>th</sup> Anniversary Beacon Lighting Request – *for consideration*
10. Skate Jam Risk Assessment – *for consideration*
11. Parish Council Stand at St Peter's Country Fair – *for consideration*
12. Update from Sustainable Bishop's Waltham – *for information*
13. Greenings Campaign Update – *for consideration*
14. Councillors' Reports
  - i) Museum Trust Meeting – *for information*
  - ii) Swanmore College Council Meeting – *for information*
15. Chairperson's Report – *for information*
16. Requests for future agenda items - *for information*
17. Date of next meeting – 27<sup>th</sup> August 2024 at 6pm

*C Wilkinson*  
**Administration Officer/Clerk to the Committee**  
17<sup>th</sup> July 2024





- CE035/24 Party in the Palace Planning Update – for consideration**  
 Following the withdrawal of the outside bar provider alternative suppliers would be approached.  
**ACTION: Administration Officer**  
 Confirmation was also awaited of who would be running a BBQ stall.  
 The Council's bollards that had been recently used at the beacon lighting would be used at the Party in the Palace to restrict access to the crypt area of the palace grounds.  
 A Facebook event was to be created to further promote the event and gauge potential numbers of attendees.  
**ACTION: Administration Officer**
- CE036/24 Skate Jam Event Planning Update – for consideration**  
 The information about the event provided by Team Rubicon was well received. Information regarding likely levels of attendance would be requested.  
**ACTION: Administration Officer**  
 An ice cream van would be booked for the event.  
**ACTION: Administration Officer**  
 The Chair of the Council would be asked to give a brief speech at the opening event, if they were able to be present.  
**ACTION: Administration Officer**
- CE037/24 D-Day 80<sup>th</sup> Anniversary Beacon Event Report – for consideration**  
 The event report was received. A points for consideration for future similar events would be to provide speaker the opportunity to rehearse with the microphone. The palace grounds were agreed to have worked very well and it was pleasant to be able to access the venue at dusk. A letter of thanks would be sent to the Scouts to recognise their appreciated contribution to the evening.  
**ACTION: Councillor Jelf**
- CE038/24 Parish Council Stall at Family Fun Day Event Report – for consideration**  
 The event was agreed to have gone smoothly with a reasonable number of visitors to the Parish Council stall. However, an increased level of engagement would be sought, if possible, at future events, with more interactive elements like the voting jar element and would be considered for the St Peter's Country Fair event that would take place in September.  
 Prices and options for a tablecloth branded with the Parish Council logo would be researched for use at future events and Councillors Surgeries.  
**ACTION: Administration Officer**
- CE039/24 Volunteer Thank You Event Planning – for consideration**  
 Additional valuable contributors to Bishop's Waltham's community were suggested to receive an invitation to the event. The Priory Park Clubhouse was regarded as the preferred venue for the event.  
**Resolved: To organise a volunteer thank you event based on the tabled format of the 2023 event.**  
**Proposed: Cllr Wood**  
**Seconded: Cllr Latham**  
**All in favour.**
- CE040/24 Remembrance Events Planning – for consideration**  
 It was suggested that the Bishop's Waltham Rotary and The Men's Shed would be approached to seek additional road closure marshal volunteers for the event if necessary.  
**Resolved: To approve the proposed outline of Remembrance Events for 2023 and for the Clerk to the Committee to continue with the organisation as tabled.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Marsh**  
**All in favour.**
- CE041/24 Update from Sustainable Bishop's Waltham – for consideration**  
 The current focus of the group was the public meeting to launch the Greenings campaign within the community, this meeting was being held at St Peter's Church hall on Monday 8<sup>th</sup> July at 7pm.
- CE042/24 Councillors' Reports**  
 i) **Museum Trust Meeting – for information**  
 Noted.  
**Town Team Meeting – for information**  
 Noted.

- CE043/24**     **Chairman's Report** – *for information*  
Noted.
- CE044/24**     **Requests for Future Agenda Items** – *for information only*  
Parish Council Stall at St Peter's Country Fayre
- CE045/24**     **Date of next meeting – 22<sup>nd</sup> July 2024**  
Noted.

The meeting closed at 8.26pm.

**Bishop's Waltham Parish Council**  
**Community and Environment Committee**  
**Actions Arising for meeting 22.07.24**

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	
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	
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	
CE229/23	Clean Up Event Report	Purchase additional litter hoops for next Clean Up event	May	Clerk to the Committee	
CE004/24	Reappointment to Committee working groups for 2024/2025	To confirm with members of the Youth Council Working Group whether they approve the WG being dissolved.	Complete	Clerk to the Committee	Working group dissolved, can be reappointed as appropriate.
CE015/24 CE032/24	Update from Website Working Group	Schedule meeting	Complete	Clerk to the Committee	
CE015/24	Update from Website Working Group	Identify walking information file types to hopefully include in the new website	June	Clerk to the Committee/ Cllr Webb	
CE034/24	Grants Update	Confirm whether grant funding for Skate Jam has been received	Complete	Clerk to the Committee	Funds received
CE035/24	Party in the Palace Planning Update	Approach alternative suppliers for bar	Complete	Clerk to the Committee	Completed by Cllr Jelf. The Priory to provide.
CE035/24	Party in the Palace Planning Update	Create Facebook Event	Complete	Clerk to the Committee	
CE036/24	Skate Jam Event Planning Update	Request information from Team Rubicon regarding likely levels of attendance	Complete	Clerk to the Committee	
CE036/24	Skate Jam Event Planning Update	Book ice cream van	Complete	Clerk to the Committee	
CE036/24	Skate Jam Event Planning Update	Ask Council Chairperson whether they are available to give speech at Skate Jam	Complete	Clerk to the Committee	
CE037/24	D-Day 80th Anniversary Beacon Event Report	Send letter of thanks to Scouts to recognise their contribution to the evening.	June	Cllr Jelf	
CE038/24	Parish Council Stall at Family Fun Day Event Report	Obtain prices and options for a branded tablecloth.	June	Clerk to the Committee	

## Bishop's Waltham Parish Council

## Detailed Income &amp; Expenditure by Phased Budget Heading 17/07/2024

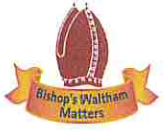
## Cost Centre Report

	310 Community & Environment	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
1082 Income - Events	0	100	100	0	0	100	100	100			0.0%	
1325 Grant - WCC Skate Jam	0	0	0	0	1,000	0	(1,000)	0			0.0%	
4041 Website Hosting & Support	0	0	0	0	(348)	3,250	3,598	(3,615)		3,268	9.6%	
4121 Grants - General (GPC)	0	0	0	0	(3,184)	8,500	11,684	(8,500)		5,316	37.5%	
4126 Grants - General (Section 137)	0	0	0	0	(2,050)	0	2,050	0		(2,050)	0.0%	
4171 Community Newsletter	0	0	0	0	376	950	574	(4,300)		4,676	(8.7%)	
4175 Leaflets - Guides	0	0	0	0	0	0	0	(650)		650	0.0%	
4200 Costs - Annual Parish Meeting	0	0	0	0	(286)	0	286	(1,200)		914	23.8%	
4201 Costs - Party in the Park	(466)	3,000	2,534	2,534	(466)	3,000	3,466	(3,000)		2,534	15.5%	
4202 Costs - B W Carnival	(35)	100	65	65	(35)	100	135	(100)		65	35.0%	
4203 Costs - Remembrance Day Events	0	0	0	0	0	0	0	(600)		600	0.0%	
4205 Costs - B W Clean Up Events	0	0	0	0	(47)	0	47	(80)		33	58.7%	
4206 Costs - Volunteer Social Event	0	0	0	0	0	0	0	(200)		200	0.0%	
4207 Costs - VE/VJ Day Events	(109)	200	91	91	(109)	200	309	(200)		91	54.5%	
4209 Costs - Miscellaneous Events	0	0	0	0	0	0	0	(250)		250	0.0%	
4230 Costs - Environmental Issues	0	0	0	0	0	0	0	(300)		300	0.0%	
4231 Costs - Environmental Event	0	0	0	0	0	0	0	(100)		100	0.0%	
4322 Mtce - Notice Boards	0	0	0	0	0	0	0	(200)		200	0.0%	
4323 Mtce - Telephone Box	0	0	0	0	0	0	0	(100)		100	0.0%	
399 Capital - Community & Environm												
4350 Minor Assets	0	0	0	0	0	0	0	(500)		500	0.0%	

Month No: 3

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
Grand Totals:- Income	0	100	100	1,000	100	(900)	100			1000.0%	
Expenditure	610	3,300	2,690	6,149	16,000	9,851	23,895	0	17,746	25.7%	
Net Income over Expenditure	(610)	(3,200)	(2,590)	(5,149)	(15,900)	(10,751)	(23,795)				
Movement to/(from) Gen Reserve	(610)			(5,149)							



## Community and Environment Committee – 17<sup>th</sup> July 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 (received)
District Small Grants Fund	Skate Jam - CEC	Granted - £1,000 (received)

**Proposal:** To note the above.

Administration Officer 17.07.24





## Community and Environment Committee – 22<sup>nd</sup> July 2024

### VE-Day 80<sup>th</sup> Anniversary Beacon Lighting Request - *for consideration*

The following email was received by the office regarding a planned national beacon lighting to mark the 80<sup>th</sup> year anniversary of VE-Day on Thursday 8<sup>th</sup> May 2025.

**Proposal:** To consider whether the Committee would like to propose that the Parish Council participate in the national beacon lighting to mark the 80<sup>th</sup> VE-Day anniversary.

Administration Officer 17.07.24

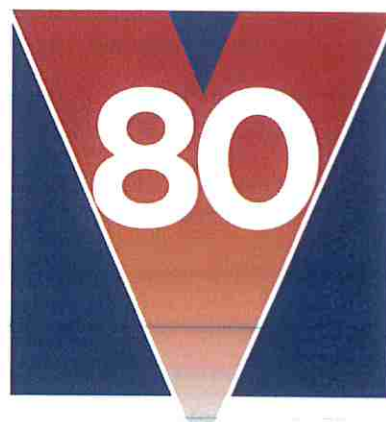
Sent: Saturday, June 29, 2024 4:55 PM

Subject: VE DAY 80 May 8, 2025

Dear Previous Participant,

RE: VE DAY 80 - 'A SHARED MOMENT OF CELEBRATION' - 8TH MAY 2025

Following on from the great success of D-Day 80 - 6th June 2024, in which you and your community played a major, important role, in helping to commemorate the 80th Anniversary of the D-Day Landings in Normandy, France, through the lighting of over one thousand Beacons and five hundred Lamp Lights of Peace, as well as all other various activities that day throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories, all of which are still available to be viewed on the D-Day 80 website, we are now focusing all our efforts on the celebration of the 80th Anniversary of VE Day which marked the end of the war in Europe 80 years ago.



**VE DAY**®  
80<sup>TH</sup> ANNIVERSARY  
A SHARED MOMENT OF CELEBRATION  
**8 MAY 2025**

So with this in mind, we would very much like to encourage your involvement in this special celebration too, using the occasion to pay 'tribute' to the millions that sacrificed so much during the dark days of war, helping to secure the starting point of all the years of peace, by undertaking the following outlined in the attached Guide To Taking Part, which will be up on the VE Day 80 website - [www.VEday80.org.uk](http://www.VEday80.org.uk) from 1st July.

#### BEACONS AND LAMP LIGHT OF PEACE

Those with existing Beacons and Lamps are being encouraged to re-light them at 9.30pm on 8th May 2025. We also want ask those of you with much loved pets to consider lighting a Lamp Light of Peace to remember the millions of animals - the horses, donkeys, dogs, cats, pigeons and others - that also gave service and sacrifice during WW2.



EVENT REGISTRATION - EXTREMELY IMPORTANT PLEASE

To ensure we register your involvement correctly again, and be able to send you further information over the forthcoming months, we would appreciate it if you would be kind enough to provide the information requested on page 5 of the Guide as soon as you are able please, along with confirming whether or not your event will be open to the public, or is being organised as part of a PRIVATE occasion.

PRESS RELEASE FOR IMMEDIATE USE PLEASE

I attach the first VE Day Press Release, enabling you to personalise it before you send it to all areas of your local media - radio, tv and newsprint, as soon as possible please, providing them with an early indication of your involvement in VE Day 80 - 8th May 2025, enabling them to enter it in their 2025 diaries.

We will of course be sending you the second updated release nearer the time, but feel it important your local media are given early warning of your plans in taking part in VE Day 80 on 8th May 2025.

RINGING OUT- CELEBRATING PEACE

Please be kind enough to send the attached Guide To Taking Part and Press Release to your local Church, encouraging them to ring their bells at 6.30pm on 8th May in celebration of 80 years of Peace, asking them to go to provide the following should they agree to take part.

Name of Country:

Name of County:

Name of City/Town/Parish:

Name of Church:

Name of Contact:

Email:

OFFICIAL VE DAY 80 LOGO

If taking part, please feel free to start using the VE Day 80 logo attached at the top of this letter.

We do hope that you will participate in this important 80th Anniversary event, celebrating the end of the war in Europe, in a similar, amazing and successful way to what you and your community undertook for D-Day 80, along with using your involvement to also pay 'tribute' to the millions that paid the ultimate sacrifice fighting for the freedom and peace we all enjoy today.

My warmest regards to you and your team as always,



*Bruno Peek*

Bruno Peek CVO OBE OPR  
Pageantmaster  
VE Day 80  
8th May 2025  
Telephone: + 44 (0) 7737 262 913  
Email: [brunopeek@mac.com](mailto:brunopeek@mac.com)  
[www.VEday80.org.uk](http://www.VEday80.org.uk)





## Community and Environment Committee – 22<sup>nd</sup> July 2024

### Skate Jam Risk Assessment – *for consideration*

Please find overleaf the risk assessment received from the event organiser for review.

In particular, the Committee are requested to consider whether they wish to organise additional first aid support.

#### Other event updates:

- The ice cream has been booked.
- The Chair of the Council has been requested to give a welcome speech at the opening of the event.
- When asked about likely attendance at the event, the provider replied as follows:

*"It's very hard to predict number of attendees as not only does it depend on what the local skate, scoot and bmx scene is like - but also how the weather shapes up, whether families are encouraged to come support, where it is advertised, if riders from other nearby towns are encouraged to come etc.*

*If I had to suggest a vague figure I would say 50 but it could easily (and will hopefully) be more."*

**Proposal:**      **To consider the risk assessment received and updates above and make relevant recommendations.**

Administration Officer 17.07.24



Includes sections for Jams (page 1), Coaching (page 5), Covid (page 7) and Miscellaneous (page 9)

[illegible]1

HAZARD	RISK	WHO COULD BE HARMED	CURRENT CONTROLS	RISK LEVEL	EXTRA CONTROLS	RESPONSIBILITY
Gazebo	Could take off in high wind	Staff Public	Gazebo to be weighted /anchored at corner points.	Low	Public access to be discouraged and anchor points to be checked during event to ensure stability.	Team Rubicon
Gazebo	Trip hazard	Staff Public	Gazebo will be secured without resorting to lines anchored to the ground.	Low	Stake feet using pins and place in an area that is away from high footfall.	Team Rubicon
First Aid Cover	Slips Trips, Falls or Participants' Collisions resulting in fractures or serious injuries	Staff Public	First aid equipment.	Medium	Risk assessment for differing events to gauge the varying activities and ensuring suitable and sufficient first aid cover.  Please note the nature of the Jam format precludes being able to produce risk assessments for participants. They will do what they are capable of and minor accidents are practically inevitable and cannot be designed out, ALL entrants freely enter the jam FULLY understanding this.	MC is first aid trained.  Council to arrange for St Johns or similar on site.
First Aid Cover	Segregation of skate disciplines	Public	The skate Jam format will have a formal separation of disciplines enforced by the MC.	Medium	Continued verbal instructions given by MC Informal jam where all riders are allowed on the park will be announced by MC and if there are too many users at once he will be given discretion to restrict use by	Team Rubicon



HAZARD	RISK	WHO COULD BE HARMED	CURRENT CONTROLS	RISK LEVEL	EXTRA CONTROLS	RESPONSIBILITY
					whatever means deemed appropriate at the time.	
First Aid Cover	Controlling / Setting max number of users	Public	The Park has no set maximum number use. Users are used to judging safe use	Low	MC has the power to limit use during the day's events. If needed this shall be enforced over microphone with support from Maverick events crew as needed.	Team Rubicon
Poor supervision of event and public	Unsupervised Young Adults and children. Unsafe working practises.	Staff Public	Informal supervision by Team Rubicon and Council – meaning a general overview of the situation of the park in use. Not constant.	Medium	Inform parents via PA that they are responsible for the supervision of their children on microphone and staff to be briefed to keep a look out for young children and give advice on park etiquette as deemed necessary	Team Rubicon and Council
Poor supervision of event and public	Managing age and ability levels being on the park at once	Staff, public Contractors	During the jam phase the ages are strictly defined but the ability level cannot be controlled. Outside of this all users are expected to interact together EXACTLY as they usually do where there is NO supervision at all.	Low	Standard skate park etiquette rules will apply. Safety instructions will be given out by MC at the beginning of the day's activities to ensure the basics are understood by all users in and outside of Jam conditions.	Team Rubicon and the participants themselves.
Disposal of waste.	Fire risk or Health risk	Staff Public Premises	Litter to be cleared. Waste removed from site after event by Council.	Low	Ensure event organisers are aware of these protocols. Bin bags should be made available. In addition to litter bins.	Council. Team Rubicon will encourage litter collection during

HAZARD	RISK	WHO COULD BE HARMED	CURRENT CONTROLS	RISK LEVEL	EXTRA CONTROLS	RESPONSIBILITY
					Any catering concessions to be made responsible for own litter clearance.	event and have a fire extinguisher in gazebo.
Noise Disturbance to Neighbours/residents	Complaint	Residents	<p>Monitor noise levels.</p> <p>Music to finish by 4pm.</p> <p>Attempt to direct speakers away from nearest houses.</p> <p>The additional sound from running an event such as this will not be substantially more than the normal day-to-day noise from the skateparks use.</p> <p>Music is kept to a considerate background level and the commenting is intermittent and not louder than someone shouting.</p>	Med	MC to monitor. If there are any concerns however from spectators, residents or the council, then the volume can be reduced easily on the spot.	Team Rubicon will monitor noise levels during event.
Overcrowding of pedestrians / skateboarders etc on the skate park and surrounding area.	Falls, collisions, or crushing	Staff, Public, Contractors		Med	<p>Announcements over microphone.</p> <p>MI to help guide people and manage crowd movement if necessary.</p> <p>Activities to be curtailed if necessary until crowding reduced</p>	Team Rubicon

COACHING ELEMENT (IF APPLICABLE)						
HAZARD	RISK	WHO COULD BE HARMED	CURRENT CONTROLS	RISK LEVEL	EXTRA CONTROLS	RESPONSIBILITY
Falls and collisions.	Variety of injuries.	Public	<p>Safety gear provided to everyone (helmets and pads).</p> <p>Experienced coaches will run sessions at a speed suitable with the ability level shown.</p> <p>Sessions structured to teach balance and control to minimise risk.</p> <p>Number of participants and format of coaching adjusted to suit the size of the space.</p> <p>Instructor monitors participants for signs of fatigue and reminds children to have rests or water as necessary.</p>	Medium	First Aider on site.	Team Rubicon
Breaking equipment.	Variety of minor injuries.	Public	<p>Instructor checks all the equipment provided prior to the lessons.</p> <p>Any damaged kit is fixed or replaced.</p>	Low	Equipment is stored away when not in use.	Team Rubicon



HAZARD	RISK	WHO COULD BE HARMED	CURRENT CONTROLS	RISK LEVEL	EXTRA CONTROLS	RESPONSIBILITY
Other Park Users.	Falls or collisions.	Public Staff	The coach will communicate with any other park users throughout the sessions to indicate the space being used – and will adjust the sessions accordingly.	Low	Where possible the event organiser can advertise the sessions in advance.	Team Rubicon Event Organiser
Non Park Users running across the park area.	Falls or collisions.	Public Staff	The skateboard area should be made visible to non-participants.	Low	If needed, signs should be used to make non-participants aware of the activities going on.	Team Rubicon
External obstacles such as bins, benches or temporary structures such as gazeebos.	Falls or collisions.	Public Staff	Obstacles should be removed or clearly marked. Participants to be made aware of obstacles and reminded to stay in the coaching space.	Low	If needed, certain areas or obstacles can be taped off or put behind barriers.	Team Rubicon
Wet Floors.	Variety of minor injuries.	Public Staff	In the event of rain or if recent bad weather has made the ground slippery, the activities must take place either indoors or be postponed.  The final decision will be made by the Rubicon Instructor regarding how wet is too wet.  This is part of our health and safety policy and insurance requirements.	Low	Not available.	Team Rubicon

**COVID ELEMENT  
(IF APPLICABLE)**

HAZARD	RISK	WHO COULD BE HARMED	CURRENT CONTROLS	RISK LEVEL	EXTRA CONTROLS	RESPONSIBILITY
Covid-19 spread via our staff	Covid	Public	Our staff and coaches are all symptom free and come from households where nobody is showing any symptoms. Staff will have their own facemasks and follow current guidelines on their use. Staff will maintain high levels of personal hygiene throughout the day. (Hand sanitizer)	Low	Social distancing where applicable and possible.	Team Rubicon
Covid-19 spread via our equipment	Covid	Public	All our equipment is cleaned before attending a new event. Equipment is cleaned in between sessions.	Low	No extra controls.	Team Rubicon
Covid-19 spread by (attending) children	Covid	Public	Children stay in their designate groups for coaching and/or jam sessions – and follow any staggered timings. Group sizes dictated by event policy and can be smaller than normal.	Low	If necessary suggest they wear face masks. Remind children to stay to their family groups when watching.	Team Rubicon Public



HAZARD	RISK	WHO COULD BE HARMED	CURRENT CONTROLS	RISK LEVEL	EXTRA CONTROLS	RESPONSIBILITY
			Children are advised to wash their hands before and after any session. (Hand sanitizer available).			
Covid-19 spread by spectators	Covid	Public	Parents reminded to stay socially distanced whilst watching.	Low	Hand sanitizr available to anyone. Reminders over the PA system about following current rules and restrictions. Monitor park and area for any crowding or bunching up of people.	Team Rubicon Public

MISC ELEMENT (IF APPLICABLE)						
HAZARD	RISK	WHO COULD BE HARMED	CURRENT CONTROLS	RISK LEVEL	EXTRA CONTROLS	RESPONSIBILITY
Lost children.	Lost children.	Public	<p>At least one parent should stay with their child if they are attending either the coaching element or jam element of the day.</p> <p>We do not advise that children are just left at the skatepark. The events should not be considered day care.</p>	Medium	Event organiser to remind community to attend the event with their child. An important part of the day is bringing the community together to support the children as they showcase their skills.	Event Organiser
Lack of parking.	Cars dangerously parked.	Public	We advise the organisers to consider the current parking situation and clearly inform those attending to either leave their cars at home or park in the designated places.	Low	If extra parking is needed, the event organiser should consider where this will be available and to relay that to attendees both in advance and via signs directing them to the spaces on the day.	Event Organiser



## **Community and Environment Committee – 22<sup>nd</sup> July 2024**

### **Parish Council Stand at St Peter's Fayre - *for consideration***

St Peter's Church Fayre will be held on Saturday 21<sup>st</sup> September, from 11am until 4pm.

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. Councillors are also available to provide the opportunity for residents to discuss any issues, in the style of a Councillor's Surgery.

During the discussion of the stall at the recent Family Fun Day, a suggestion was made that the Committee consider other activities that are helpful in engaging members of the public with the stall, for example a voting jar activity.

**Proposal:**     **The Committee is requested to discuss what form the Parish Council's stall should take at this year's St Peter's Church Fayre.**

Administration Officer 17.07.24



## Community and Environment Committee – 22<sup>nd</sup> July 2024

### Update from Sustainable Bishop's Waltham - *for consideration*

A meeting of Sustainable Bishop's Waltham took place on Monday 17th June. The minutes from the meeting are included overleaf.

A key focus of the group was the public meeting to publicise the Greening Campaign that was held on Monday 8<sup>th</sup> July.

**Proposal:** To note the above.

Administration Officer  
17.07.24

# SUSTAINABLE BISHOP'S WALTHAM

Meeting Minutes: 17.06.2024

Present: [REDACTED] from WinACc  
Apologies [REDACTED]

	Minutes	Actions
1.	<b>Actions from last meeting</b>	
	<p>Rotating Chair and minute-taking system → group to decide on who is chairing and minute-taking next meeting: ACTION Mon 24th June Zoom Greening Meeting, [REDACTED] to Chair, and [REDACTED] to minute</p> <p>[REDACTED] to investigate reviving the account and dig out old constitution of Future Proof BW group → ACTION Discuss further at July SBW meeting</p> <p>[REDACTED] requested that the Sharepoint access to documents be revisited, as she had problems getting access.--&gt; Vicky has put the Greening campaign engagement pack in the SharePoint folder. The group discussed how to access the Sustainable BW SharePoint using [REDACTED] previous email invite → ACTION All to check they can access SharePoint. UPDATE - SharePoint link from [REDACTED]:  <a href="https://bishopswalthampc.sharepoint.com/sites/sustainable/SitePages/Home.aspx?ga=1">https://bishopswalthampc.sharepoint.com/sites/sustainable/SitePages/Home.aspx?ga=1</a></p> <p>Let [REDACTED] know if you would like to be attached to a Sub-group/pillar and reserve second group → DONE</p> <p>[REDACTED] check availability of the Gold Room for Greening Public Meeting w/c 8th July → DONE. Meeting booked for Mon 8th July in St. Peters Church Hall 7-8pm</p> <p>ALL to email [REDACTED] with the other community groups that you are member of/friendly with, for the purpose of informing them and inviting them to the Public Meeting → Clarified further in Greening BW item below.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>ALL</p> <p>Ritchie</p>



	<p>██████ to check with ██████ that we can have easy and trickier targets for the challenges on the card → DONE ██████ confirmed with ██████ that this was fine. We will still need to include some metrics in challenges (Home energy challenge?) that can be measured for evaluation.</p> <p>██████ to ask ██████ what would be involved in setting up a basic website that the group could manage.--&gt; DONE. Website created!  <a href="https://www.greeningbishopsaltham.uk/">https://www.greeningbishopsaltham.uk/</a> (Thanks ██████  <a href="https://www.facebook.com/greeningbw">https://www.facebook.com/greeningbw</a> (Thanks ██████</p> <p>Ritchie to get maps for WCC/BWPC managed land to identify sites for less mowing/locals collecting grass cuttings</p> <p>██████ to let ██████ as Transport lead know when a date is fixed for the bike register event → Pushed back to September due to election</p> <p>ALL to comment/spread the word on the Cycle routes in and around BW, and paths/pavements where needed for the LCWIP.</p>	
2.	<b>Greening Campaign</b>	
	<p><b>Collate suggestions for challenges from pillar groups:</b>  Discussion from Energy &amp; Nature pillar groups about a couple of challenge suggestions in case public meeting ideas are not ambitious enough (other groups already fed back last meeting/via email). Agreed needed to not couch savings in primarily monetary terms (could be a secondary gain in brackets, but not main focus), and to think about wording to expand range of challenge for all e.g. Go veggie for <b>an additional</b> meal each week - this could mean 1 meal or 5 meals depending on what people already do.</p> <p>Energy: Lots of suggestions including: Not turning central heating on until xxx date; turning boiler temps down/central heating temps down; Turning fridge and freezer reference temps up; Only washing full loads; Not using tumble dryer</p> <p>Nature: Make a hedgehog home (workshop to make during 5th Oct Launch event with pallets or scrap wood, - involve Men's shed? - then followup activity is sign up to get team around to cut hedgehog highway hole in your fence); plant a 1m2 patch (or windowbox) with wildflower seeds for earlier pollinator nectar next spring - tell us where so we can compile a BW map of our new pollinator pathway (possibly make into a children's trail?); leave 1m2 patch of garden untidied; spot birds from list/download bird id app and use it then tell us what you've discovered (option if no garden)</p> <p><b>Invitations to community groups:</b> discussion of community group list identifying which groups we know and will invite personally rather than just emailed out from PC (to be updated onto spreadsheet in SharePoint → ACTION by ██████ ??):</p>	<div>██████</div> <div>██████</div>

- Swanmore College - [REDACTED]
- St. Peters Church - [REDACTED]
- Scouts - [REDACTED]
- Guides - [REDACTED]
- Men's Shed - [REDACTED]
- BW in Bloom - [REDACTED]
- Town Team - [REDACTED]
- [REDACTED] BW Gardening Club - [REDACTED]
- BW Society - [REDACTED]
- University of the 3rd Age - [REDACTED]
- BW Country Market - [REDACTED]
- Rotary Club - [REDACTED]
- King's Church - [REDACTED]
- [REDACTED] BW Jnr School - [REDACTED]
- BW Infant School - [REDACTED]
- Mitres Swimming & Community Swimming - [REDACTED]
- Swanmore Ladies Netball - [REDACTED]
- BW Cricket Club - [REDACTED]
- Guides - [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Those who were absent from the meeting, please add to sharepoint spreadsheet which Community groups they can follow up with that we don't yet have a committee member assigned to are:

- St Paul's Catholic Church
- Kings Church
- United Free Church
- Air Training Corps (Air Cadets)
- BW Youth Club
- BW Festival Team (might already be covered by Town Team / BW Society?)
- BW Photographic Society
- Meon Valley Lions
- WI
- Lilypad Preschool
- Montessori Preschool
- BW Dynamos
- BW Bowls Club
- BW Tennis Club
- BW Badminton Club
- BW Fishing Club
- Ramblers Waltham Group
- BW Bridge Club

Also would it be good to invite **the two Indian restaurants** so that we can show inclusivity of their faith groups?

#### **Advertise to wider public:**

200 word article for Parish News about public meeting → Action [REDACTED] to write for Weds deadline, based on community group invite.

Community group invite → action [REDACTED] to tweak Greening pack template,

[REDACTED]

[REDACTED]

[REDACTED]

Change Shedfield poster so looks different as might be advertising in same places e.g. Swanmore College newsletter. Discussion about putting poster up in Red Lion street info phonebox & PC notice boards outside hardware shop and Spar corner shop, and anywhere else we can → ACTION [REDACTED] to arrange for them to be put up by PC

Can SBW be sent copy of the invite email that Parish Council send out so we know when it's gone → ACTION [REDACTED] to ask PC to send copy of invite email to SBW when sent out.

→ ACTION community group spreadsheet needs to have column added for whether community group rep has confirmed attendance, and a notes column→

### **Logistics for meeting itself**

Is there any budget left from Eco-fair for refreshments or do we approach someone for donation e.g co-op, sainsburys.--> ACTION [REDACTED] check budget with [REDACTED].

Is there a screen and projector so we can ask School Eco Champions/Guides/Scouts to pre-record a heartfelt message?

Does anyone know how to livestream the public meeting? → ACTION ALL Let [REDACTED] know if you do.

Decided we needed another meeting before 8th July public meeting → Zoom meeting on Monday 24th July. [REDACTED] was asked to co-ordinate the July 8th Meeting → ACTION [REDACTED] to send out zoom invite for 24th, make list of actions still required, liaise with [REDACTED] over the 8th July booking, [REDACTED]'s presentation & 5 table logistics - each table discuss all or just 1 pillar?

**Ideas for our launch event 5th October** – needs to be different from the Eco Fair - some will be determined by the challenges, would be good to get bands etc and involve rest of community, e.g. bands/schools/climate choir? Needs to be fun celebration, demo challenge activities, present pillar activities calendar for next 12 months.

→ ACTION Judy to double-check 5th Oct is really booked out for us and not just printed in What's on BW leaflet.

**12 - 18 month Calendar of events** to follow on from launch with all 5 pillars represented at themed stalls - [REDACTED] has started to add events to SBW Activities spreadsheet

→ ACTION [REDACTED] to complete for full 18 months,

→ ACTION [REDACTED] to move SBW Activities spreadsheet across to SBW Sharepoint so all in one place (from trial Greening SharePoint that only a few can access currently)

Our 2025 events need to be with PC by Nov to include in "BW what's on in 2025" leaflet.

3.	<b>BWPC Update</b>	
	Bike Register event: Friday 6 <sup>th</sup> Sept. (can't advertise before the election).	
4.	<b>Events</b>	
	<p><b>Review of Stall impact at Carnival</b> - having our own stall rather than being part of parish council area, need activity to get people to come over eg tin can alley, bike powered nintendo, bike powered smoothie maker, need co-ord for each event  ⇒ ACTION Leads for pillars to be the coords for 5th Oct launch event</p> <p>█ has updated the BW locations recycling sheet → ACTION Sophie to add what items she is a drop-off hub for.</p> <p>Imogen is happy to put this and any other info on the BW page on WinACC and the Knowledge Hub (a closed group database to share best practice with other community groups - being relaunched at the July WeCAN event). Give to her as Word doc, pdf, spreadsheet etc.</p> <p>WeCAN Celebration Event on Thursday 11 July. 11am - 2pm, at St Peters Church Hall in Jewry St, Winchester - █ - have to book on as catered. → ACTION Ellie forwarding invite to █</p> <p>█ of WinACC is happy to help out with any energy meetings we might have, talk about the loan scheme for thermal imaging cameras and how can set things up. █ happy to coord more efficient thermal imaging system (█ "champions", had some training), we need to not just give to householder themselves, an 'expert' to explain, signpost next steps to householder. Waltham Chase &amp; Swanmore have done lots with thermal, and Littleton &amp; Harestock too.</p>	<p>█</p> <p>█</p> <p>█</p> <p>█</p> <p>█</p>
5.	<b>SBW sub-group updates</b>	
	The Sub groups have mainly discussed suggestions for the Greening Campaign challenge cards as shown above	
6.	<b>Next meeting</b>	
	Monday 24 <sup>th</sup> June, 7pm on Zoom. To be chaired by █ taking minutes.	



## **Community and Environment Committee – 22<sup>nd</sup> July 2024**

### **Report from Greenings Campaign Meeting – *for consideration***

The Greening Bishop's Waltham campaign officially kicked off on 8<sup>th</sup> July with the 'Public Meeting' where the challenges that will be sent to households were decided upon.

The event was well attended with 66 members of the public present. The help of the Administration Officer to send invitations out to our community organisations was greatly appreciated, as that seemed to drive a lot of the engagement which we hope to keep up over the whole 1 year+ of the campaign. We received over 40 completed sign up slips at the end of the meeting, many of them from community groups.

The next step is to plan for the Launch Event which is scheduled for 5<sup>th</sup> October at the Jubilee Hall, and to work with the Greening Campaign on a calendar of events to take place throughout the community. Sustainable Bishop's Waltham's volunteers will be working on this.

As part of the Launch Event, challenge cards are to be (hand) delivered to every household in Bishop's Waltham and we need to fund the purchase of these. As the Greening Campaign is a new activity, it is not budgeted for specifically within in the CEC budget. That said, there is £300 budgeted for Environmental Issues. Whilst we will seek grant funding for both the challenge cards/launch event, and further activities, in the event that none can be accessed before the deadline, I would request that the Committee consider the use of funds from CEC's remaining budget. The estimated cost is £250.

**Proposal:**     **To note the above, authorise the funding of Greening Bishop's Waltham challenge cards, and make any further recommendations.**

Councillor Latham 15.07.24





## **Community and Environment Committee – 22<sup>nd</sup> July 2024**

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

An Action Planning meeting of the Museum Trust took place on Tuesday 25<sup>th</sup> June.

The minutes of this meeting have not yet been received, they will be included in the papers for next month's meeting. The representative was unable to supply a written report due to family commitments however a verbal report will be given during the meeting.

Administration Officer  
17.07.24



## Community and Environment Committee – 22<sup>nd</sup> July 2024

### Councillor's Report – ii) Swanmore College Council Meeting - *for information*

Councillor Jelf and the Clerk to the Committee attended a meeting of Swanmore College's Council on Tuesday 2<sup>nd</sup> June. This Committee is made up of members of the student body from across the school's year groups.

This Council contributes to school assemblies and influence's school policies. 6 members of the Council were present at the meeting, along with a teacher. One of the key focuses of the group currently, was the creation of an informative website for the new Year 6 students who would shortly be joining the school.

This was a relatively informal meeting. Councillor Jelf was asked to give a brief description of the work of the Parish Council.

The other key elements of discussion during the meeting were as follows:

- Promotion of the Party in the Palace event
- Promotion of the Skate Jam event
- Discussion of the students' impressions of the Skate Zone and their perception of reports of anti-social behaviour at the facility
- Some of the students were aware of the BWPC's CSO and their role. They were also aware of Swanmore's ACSO. One student asked whether there was a possibility of whether an additional CSO might potentially be employed by BWPC in the future.

It was agreed that going forward a representative from BWPC would attend a meeting of the College's Council annually in order to maintain a relationship between the two organisations.

Administration Officer  
17.07.24



## Community and Environment Committee – 22<sup>nd</sup> July 2024

### Chairperson's Report - *for information*

Since our last meeting I have attended the following:

- Town Team's Give & Take stall
- Party in the Palace planning meeting
- CEC agenda setting
- Full Parish Council meeting
- Planning & Highways Committee meeting

Councillor Jelf 17.07.24