

Bishop's Waltham Parish Council
A Meeting of the Parish Council Community and Environment Committee
Tuesday 27th August 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. 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 – 23rd July 2024
6. Actions arising from the Community & Environment Committee meeting – 23rd July 2024
7. Financial position year to date – *to note current position*
8. Grants Update – *for information*
9. Party in the Palace Event Report – *for consideration*
10. Skate Jam Planning Update – *for consideration*
11. Parish Council Stand at St Peter's Country Fair – *for consideration*
12. Remembrance Planning Update – *for consideration*
13. Clean Up Event Planning Update – *for consideration*
14. Update from Sustainable Bishop's Waltham – *for consideration*
15. Update from Christmas Tree Working Group – *for consideration*
16. Councillors' Reports
 - i) Museum Trust Meeting – *for information*
 - ii) Report from Meeting to Discuss Stagecoach 69 Service – *for information*
 - iii) Town Team Meeting - *for information*
17. Chairperson's Report – *for information*
18. Requests for future agenda items - *for information*
19. Date of next meeting – 23rd September 2024 at 7pm

C. Wilkinson

Administration Officer/Clerk to the Committee
20th August 2024



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

Present

Cllr Conduct	
Cllr Jelf	Chairman
Cllr Latham	Vice Chairman
Cllr Marsh	
Cllr Webb	
Cllr Wood	

In attendance: C Wilkinson Administration Officer

Members of the public: 0

CE046/24 To receive and accept apologies for non-attendance.

Councillor Nicholson – family commitment

Resolved: To accept apologies for non-attendance.

Proposed: Cllr Jelf

Seconded: Cllr Marsh

All in favour.

CE047/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

CE048/24 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.

CE049/24 Public Session

A member of the public had made contact with one of the Committee members to let them know about their employer who provide environmentally friendly phone masts.

Potential impacts of the switch of telephone land lines moving to become digital was discussed.

Whether there is an alternative for fall alarms was to be investigated.

ACTION: Clerk

The Council's Emergency Plan would be reviewed for possible implications.

ACTION: Clerk

Bishop's Waltham had been submitted for the Village of the Year competition and the assessors would be visiting soon. Parish Councillors were being kept informed and the grounds team would be tidying the area around the Jubilee Hall.

A meeting had been scheduled regarding the Stagecoach 69 bus service. Councillor Jelf would attend to represent the Parish Council.

CE050/24 To approve the minutes from the meeting of 24th June 2024

Resolved: To approve the minutes of the meeting of 24th June 2024.

Proposed: Cllr Marsh

Seconded: Cllr Latham

All in favour who were present at the meeting.

CE051/24 Actions arising from the meeting of the Community & Environment Committee – 28th May 2024

Noted.

CE052/24 Financial position year to date – to note the current position

Noted.

- CE053/24 Grants Update – for consideration**
Winchester City Council's grant schemes had been opened for submissions. The Community Partnership members were to be notified.
ACTION: Clerk
- CE054/24 VE-Day 80th Anniversary Beacon Lighting Request – for consideration**
Whether another beacon lighting would be well-attending so soon after the recent D-Day 80 event was considered. Community groups would be approached to ask whether they were planning any events to mark the occasion.
ACTION: Clerk
- CE055/24 Skate Jam Event Planning Update – for consideration**
The Committee received the tabled risk assessment from the event provider.
Additional first aid support for the event would be sought.
Resolved: To approve the tabled risk assessment for the Skate Jam even to be held on 29th September 2024.
Proposed: Cllr Conduct
Seconded: Cllr Wood
All in favour.
ACTION: Clerk
- CE056/24 Parish Council Stand at St Peter's Country Fair – for consideration**
Potential activities for attendees to participate in were considered.
Speedwatch was considered a key topic for promotion given residents concerns about speeding in the town. Whether a Speed Indicator Device could be used to measure people running would be investigated.
ACTION: Clerk
Alternatively, an activity currently being stored by one of the councillors would be used, for example Splat the Rat.
- CE057/24 Update from Sustainable Bishop's Waltham – for information**
Noted.
- CE058/24 Greenings Campaign Update – for consideration**
The Committee received the report of the well-attended Greening Campaign meeting. Means of the Parish Council supporting the initiative were considered. The costs involved in the production of the campaign cards were considered to be an appropriate use of funds budgeted by the Committee for environmental initiatives if appropriate.
A launch event was in the process of being planned.
Resolved: To approve the use of the Committee's budgeted funds for Environmental Initiatives for the Greening Campaign cards, subject as always to the approvals required by the Council's Financial Regulations.
Proposed: Cllr Latham
Seconded: Cllr Jelf
All in favour.
- CE059/24 Councillors' Reports**
i) *Museum Trust Meeting – for information*
It was noted that this meeting would not be minuted, since it was an action planning meeting
ii) *Swanmore College Council Meeting – for information*
Noted.
- CE060/24 Chairman's Report – for information**
Noted.
- CE061/24 Requests for Future Agenda Items – for information only**
Practical Life Skills Events
- CE062/24 Date of next meeting – 27th August 2024, 6pm.**
Noted.

The meeting closed at 8.42pm.

Bishop's Waltham Parish Council
Community and Environment Committee
Actions Arising for meeting 27.08.24

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	
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	
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	Complete	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	
CE049/24	Public Session - switch to digital 'land lines'	Research whether alternatives to traditional 'fall alarms' are available for vulnerable residents.	August	Clerk to the Committee	
CE049/24	Public Session - switch to digital 'land lines'	Review emergency plan for implications of the switch to digital phone lines.	August	Clerk to the Committee	
CE053/24	Grants Update	Notify Community Partnership members of WCC grants	Complete	Clerk to the Committee	
CE054/24	VE-Day 80th Anniversary Beacon	Ask community groups whether events are being planned to mark anniversary	Complete	Clerk to the Committee	
CE055/24	Skate Jam Event Planning Update	Seek additional first aid support	Complete	Clerk to the Committee	
CE056/24	Parish Council Stall at St Peters Fair	Investigate whether SID will register people running	Complete	Clerk to the Committee	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/08/2024

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Community & Environment</u>											
1082 Income - Events	0	0	0	0	100	100	100			0.0%	
1325 Grant - WCC Skate Jam	0	0	0	1,000	0	(1,000)	0			0.0%	
4041 Website Hosting & Support	0	0	0	(348)	3,250	3,598	(3,615)		3,268	9.6%	
4121 Grants - General (GPC)	0	0	0	(3,184)	8,500	11,684	(8,500)		5,316	37.5%	
4126 Grants - General (Section 137)	0	0	0	(2,050)	0	2,050	0		(2,050)	0.0%	
4171 Community Newsletter	0	0	0	376	950	574	(4,300)		4,676	(8.7%)	
4175 Leaflets - Guides	0	0	0	0	0	0	(650)		650	0.0%	
4200 Costs - Annual Parish Meeting	0	0	0	(286)	0	286	(1,200)		914	23.8%	
4201 Costs - Party in the Park	(2,386)	0	(2,386)	(2,852)	3,000	5,852	(3,000)		148	95.1%	
4202 Costs - B W Carnival	0	0	0	(35)	100	135	(100)		65	35.0%	
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	(47)	0	47	(80)		33	58.7%	
4206 Costs - Volunteer Social Event	0	0	0	0	0	0	(200)		200	0.0%	
4207 Costs - VE/VJ Day Events	0	0	0	(109)	200	309	(200)		91	54.5%	
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	(40)	0	(40)	(40)	0	40	(200)		160	20.0%	
4323 Mtce - Telephone Box	0	0	0	0	0	0	(100)		100	0.0%	
<u>399 Capital - Community & Environm</u>											
4350 Minor Assets	0	0	0	0	0	0	(500)		500	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 01/08/2024

Month No: 4

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	0	0	1,000	100	(900)	100			1000.0%	
Expenditure	2,426	0	(2,426)	8,575	16,000	7,425	23,895	0	15,320	35.9%	
Net Income over Expenditure	<u>(2,426)</u>	<u>0</u>	<u>2,426</u>	<u>(7,575)</u>	<u>(15,900)</u>	<u>(8,325)</u>	<u>(23,795)</u>				
Movement to/(from) Gen Reserve	<u>(2,426)</u>			<u>(7,575)</u>							



Community and Environment Committee – 27th Aug 2024

Grants Update - *for information*

Grant applications submitted by the Community and Environment Committee (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 21.08.24



Community and Environment Committee – 27th August 2024

Party in the Palace Event Report - *for consideration*

This free community event took place on Saturday 20th July, in the Palace Ruins with the kind permission of English Heritage. Attendance was hard to estimate but is thought to be in the region of 600-700 across the afternoon.

Attendees brought their picnic blankets, tables and chairs to the venue, with many bringing their own food and others purchasing refreshments from the providers at the venue.

Live music was provided by Silver Linings and Juggling Jake ran a drop-in circus workshop and performed two shows during the space of the event which were well attended. Garden games, a children's craft table (run by the Guides), archery activity (run by the Scouts) and toddler area with soft play shapes were all available free of charge.



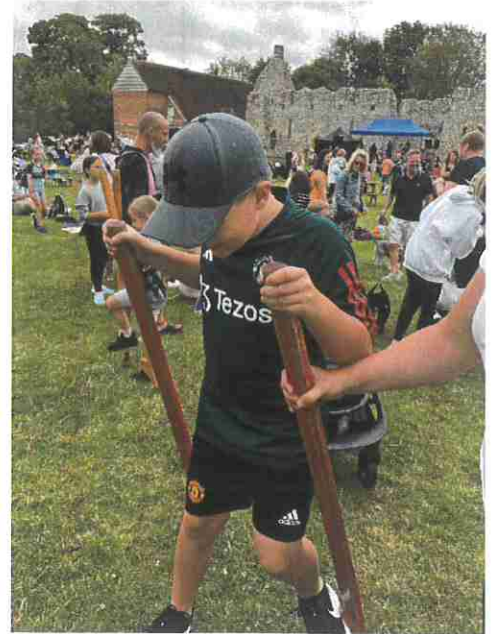
The weather was overcast but mainly dry. Rain did arrive toward the end of the event which led to most attendees making their way home a little before the planned closure of the event.

What went well:

- Very positive feedback was received about the whole event and the main entertainment, the band.
- The circus workshop was busy at all times, and the magic/juggling shows were well received by the crowd watching.
- All stall holders and entertainers were professional and helped to ensure the smooth running of the day.
- The craft stall was very popular and when the initial batch of materials ran out, they were replenished with alternative children's activities.
- The Scouts and Guides assistance with some activities was very helpful and lightened the workload on the Councillors and staff.
- The venue was an appropriate size and feedback was very positive about a community event being held at the ruins.
- The staffing of the event by Councillors and staff helped the day to run smoothly, the staff were very grateful for the large amount of assistance given by councillors to help share the workload including providing excellent support during set up and take down. Set up commenced at 8.45am was complete in very good time for the event's official opening at 12 noon.
- The marshalling of the crypt worked well to prevent issues experienced at the Coronation event.



- Catering providers were popular and gave positive feedback about the day, with some pitch fees being received.
- Electrical work was undertaken by Councillor Stallard and a local electrician and electrical supplies were available to entertainers/stall holders by approximately 10.30am.
- First aid support was required, 2 people were attended to at the event. The provider is retiring and an alternative will be sought for future events.
- Grounds team support – This support was invaluable with 1 of the BWPC vehicles was used during the day to transport equipment to and from the event venue.
- The staging and speakers that were hired again, helped to maximise enjoyment of the musical entertainment and provided good coverage throughout the venue.
- The Town Team's large gazebo was used to provide shelter for the band, one piece of minor damage did occur to the gazebo and the Clerk will investigate whether a repair is required.
- The event budget was appropriate.



What could be improved:

- One of the food vendors ran out of food, it would be sensible to request increased stock for future events.
- Consider whether the next tier of licence should be applied for, given the level of attendance at the event.
- Approach an alternative first aid provider (sick bags and bottled water to be available at the first aid point).
- Delivery and collection directly to the event venue would be preferable.
- Try to prevent access to the ditch running along the road side of the site, potential risks were identified if children were playing unsupervised in this area.

Proposal: To note the above and to add any further comments, suggestions for future events and make relevant recommendations.

Committees Officer
21.08.24



Community and Environment Committee – 27th August 2024

Skate Jam Planning Update – *for consideration*

Bishop's Waltham Skate Jam – Sunday 29th September 12 – 4pm

Further to the Committee's decision during their July meeting to enlist dedicated first aid support for the Skate Jam event, two providers have been approached. It is hoped that these quotations will be at the level that can be approved by the Committee Chairperson a verbal update will be given during the meeting if quotations have been received.

The CSO and Grounds Team have also been made aware of the event and support has been requested.

A rota of councillor support at the event will be put together, along with other upcoming Parish Council events.

The landscaping work around the Skate Zone that was undertaken by a contractor has been completed. The Grounds Team will be working on the area in the next couple of weeks to remove brambles.

Proposal: To note the above and make relevant recommendations.

Committees Officer
21.08.24



Community and Environment Committee – 27th August 2024

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

St Peter's Church Fayre will be held on Saturday 21st September, from 11am until 4pm. The Parish Council will have a stall at this event.

Following the discussion that took place in the Committee's July meeting the possibility of using the Speed Indicator Device (SID) to provide a fun activity for attendees of the event was investigated. Unfortunately, after testing, it was found that the SID does not recognise people running in front of it. Therefore, the fall-back option of using an alternative activity e.g. Splat the Rat, will be progressed.

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

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

Committees Officer
21.08.24



Community and Environment Committee – 27th August 2024

Remembrance Planning Update - *for consideration*

Following the Committee's approval of the proposed outline of events in their June meeting, the organisation of these events is proceeding.

The Remembrance events 2024 are scheduled as:

Date and Time	Event	Location
Wednesday 6 th November, 2.55pm	Dedication of the Garden of Remembrance	War Memorial, St Peter's
Sunday 10 th November 10:30am – 11am 11am – 11:30am 11:30am – 12pm	Parade - BWPC Service – St Peter's Church Parade - BWPC	Town Centre St Peter's Church & War Memorial Town Centre
Monday 11 th November, 11am	Two minutes silence and air raid siren	High Street

Progress update:

- The Scouts have been contacted to confirm that they can provide the parade music.
- Road Closure application has been submitted.
- Impact to bus service (Stagecoach South 69) has been assessed. Temporary bus stop will have to be in place for affected services (10:05/10:08 and 11:35/11:38).
- Support from the CSO has been requested.
- Support from the Grounds Team has been requested.

Actions to be carried out:

- Bus company to be informed of the temporary road closure and notified of location of temporary bus stop.
- Groundsmen will be preparing the Garden of Remembrance, Tommy figure in location next to the war memorial in St Peter's Churchyard.
- Road marshalls to be sought.
- Order wreaths.
- Advance warning road closure signs (yellow signs for motorists) to be ordered and will be put up 2 weeks in advance of the event.
- Events to be promoted.
- WCC notice of road closure to be placed along High Street 2 weeks prior to the event.
- Siren to be tested.
- Lower Basingwell Street residents to be given notice of parade gathering on Sunday 10th November.

Proposal: To note the above and make any further recommendations for action.



Community and Environment Committee – 27th August 2024

Clean Up Event Planning Update - *for consideration*

Please find overleaf the risk assessment for the Clean Up event that has been organised to take place on Saturday 5th October.

Support from the Community Support Officer and a grounds team has been requested. First Aid cover has also been requested.

This event will coincide with Sustainable Bishop's Waltham's Launch Event for the Green Campaign that will take place in the Jubilee Hall on the same day.

Proposal: To consider whether to accept the risk assessment document for the Clean Up event to be held on Saturday 5th October and to make any other relevant recommendations.

Committees Officer
20.08.24

Bishop's Waltham Parish Council

Clean-Up BW – Saturday 5th October 2024

Risk Assessment

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 (Committees Officer)

<i>What could go wrong?</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Index</i>	<i>Mitigating Action</i>	<i>Responsibility</i>
Individuals hit by a vehicle	M	H	4	Road signs positioned to alert drivers All to wear hi-visibility jackets Each team to have look-out	CO / CEC Chair / Group Leaders
Injury caused by sharp or heavy objects	M	M	3	Gloves to be worn Litter Pickers to be issued Heavy objects left for staff to pick up First Aid available from Jubilee Hall	CO / CEC Chair / Group Leaders
Contamination from dead animals or dangerous substances (asbestos, chemicals)	M	M	3	Do not handle Call for PC Groundsmen to help	CO / CEC Chair / Group Leaders / Groundsman
Lack of communication for safety issues	M	M	3	Central manned phone at Jubilee Hall Each group to have a mobile phone	CO / CEC Chair / Group Leaders
Young children acting irresponsibly or causing danger	M	M	3	All young people to be accompanied by parent or guardian	Parent/guardians / Group Leaders
Hostility or abuse from public	M	L	2	Parish Council staff on call	CSO / CO / CEC Chair
Injury from items thrown from passing traffic	L	M	2	First Aid available from Jubilee Hall PC staff in attendance	CO / CEC Chair
Injury from slips and trips	M	M	3	Volunteers briefed to avoid hazardous areas e.g. steep, slippery or unstable banks, near deep or fast-flowing water etc	CO / CEC Chair
Claims against Parish Council for injuries sustained or losses incurred	L	H	3	Public liability insurance for PC	Finance Manager
Lack of support from Winchester City Council (WCC)	H	L	3	Keep Britain Tidy risk assessment referred to	CO / CEC Chair



Community and Environment Committee – 27th August 2024

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

A meeting of Sustainable Bishop's Waltham (SBW) took place on Monday 19th August. The minutes from the meeting are not yet available.

Following the successful Public Meeting for the planning of the Greening Campaign, we had a 'meet the experts' online meeting where we were introduced to the professional partners who will be supporting us over the coming year.

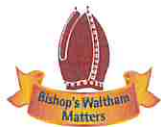
Next, there will be public meetings for each of the Greening 'pillars' including a Nature Mapping Walk with Hampshire and Isle of Wight Wildlife Trust on Tuesday 17th Sep 18:30-20:30 to identify areas that volunteers can help improve as 'Spaces for Nature'.

The next milestone is the distribution of challenge cards, which double up as invitations to the Launch Event being held at the Jubilee Hall on October 5th to coincide with the Clean Up event. The line-up of this event is currently being put together.

SBW would like to apply, via the Parish Council, for one of the Grants currently available from WCC to fund material and activities for the year-long Greening campaign, and will formally request this at an upcoming Full Council meeting.

Proposal: To note the above.

Cllr Ritchie Latham
20.08.24



Community and Environment Committee – 27th August 2024

Update from Christmas Tree Working Group – *for consideration*

At the Full Council meeting held on Tuesday 13th August the following was resolved:

PC110/24 Christmas Tree Proposal

The paper was discussed and a location debated. The involvement of other community groups was suggested with the Parish Council working group as the main steer for this initiative.

Resolved: to agree in principle to a Christmas Tree installation in the vicinity of St George's Square and to appoint a working group of Cllr Smith, Cllr Conduct, Cllr Stallard, Cllr Jelf and Mr Barfoot to progress this project through the Community and Environment Committee.

Proposed: Cllr Nicholson

Seconded: Cllr Latham

All in favour

ACTION: Working Group and CEC Committee

The first meeting of the working group has been scheduled to take place on Thursday 22nd August a verbal update will be given during the meeting and meeting notes included in the papers for the Committee's meeting in September.

Aspects of the project that will be considered in the meeting will include:

- Location and permission for usage – suggested as by bus shelter (see plan following) – area is available but we will need to liaise with Hampshire Highways to gain approval.
<https://www.hants.gov.uk/transport/licencesandpermits/decorativelights>
Licence costs £92 and requires £5,000,000 in public liability insurance.
- Safety measures – security fencing around base (A contact has secured a safety barrier for the base)
- Lighting
- Project Timeline
- Publicity

Proposal: To note the above and make relevant recommendations.

Committees Officer
21.08.24



Community and Environment Committee – 27th August 2024

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

An meeting of the Museum Trust took place on Tuesday 30th July, the minutes of which are included overleaf.

The new Sum Up machine for donations on the door to the museum was demonstrated during the meeting.

Matters Arising

An Elizabeth House sampler has been donated to the Museum by a resident.

There are some bills such as a phone bill from English Heritage that have not been resolved. (The Museum does not have an active phone line).

Financial Matters

The treasurer stated the financial position of the Museum (details in minutes)

The Payaz new machine was bought with a grant from the Parish Council and raised £70 on the first weekend of use. They are very grateful for this grant.

There is a unique Padbury Regulator clock which is very rare and is part of the Parish treasures. It is estimated that it will cost £1500 to repair. Is there another grant they can apply for?

Policy Revisions

Additional comments on Safeguarding will be shared with volunteers and accepted at the next meeting.

Other matters discussed were the potential Town model, a survey of BW residents, posters advertising the Museum to the new housing areas, a feather flag to advertise presence of the museum, future social events.

The Museum have no plans for marking VE day in 2025.

The next meeting will take place on the 17th Sept at the Museum

Councillor Wood
31.07.24

Bishop's Waltham Museum Trust

30/07/24

Present – [REDACTED] (Chair), [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]
[REDACTED], Josie Wood (PC) [REDACTED]

No apologies. Josie was welcomed back by the Chair as the PC representative.

Approval of minutes of last meeting-14/05/24

Matters arising – Donation of frame to exhibit embroidery sampler not yet completed (TSD) will no date given. Invoice will be £150.

More books have been donated for sale to visitors.

Finance report – EH has not dealt with outstanding telephone bill. Council Tax 'Review doc' completed and submitted on 27th May by [REDACTED]. Membership numbers continue to rise slowly, there are a few lapses to follow up and [REDACTED] will update.

Update on donation machine –all volunteers will need some training on operating the electronic machine, [REDACTED] explained the system to trustees. The donations are uploaded to Sum Up in real time, and helps us to monitor how things are progressing. The PC has been notified of the machine's purchase, and will get a full report at the end of the season.

Update on Clock renovations- Bigfoot will be visiting next week to assess clock repairs, report to be sent to trustees with some ideas of costs likely to be incurred.

Policy documents revisions – in hand with [REDACTED], final docs to be recirculated to trustees for approval.

Town model – This is still In progress. [REDACTED], the modeller, to be kept in the loop. [REDACTED] suggested layered maps if the model does not go ahead.

Progress on survey – in progress.

Marketing - 400 pamphlets printed by Penny for local street distribution. It was felt that another 400 might be needed but as the museum is only open for another couple of months their distribution would wait till the spring of opening in 2025

Volunteers report –

Summer Social on 9th August. [REDACTED] and [REDACTED] to produce nibbles. Wine, juice and fizzy water

More Research mornings at the Museum – 23rd August, 6th September.10-12.

Pub quiz – 1st Sept at the Bunch of Grapes, 4-7. See Penny for tickets, includes supper.

Behind the Curtains visit (Portsmouth theatre) New Theatre. 20th September 2pm



Community and Environment Committee – 27th August 2024

Councillor's Report – ii) Report from Meeting to Discuss

Stagecoach 69 Service – *for information*

I attended an online meeting on Thursday 1st August '24 with relevant stakeholders for the Stagecoach 69 bus route.

In attendance were representatives from HCC, Stagecoach, Hampshire Bus Enhanced Partnership, Swanmore Parish Council & Bishops Waltham Parish Council.

While Stagecoach plan currently to continue the 69 service, there are the following points to note:

- No contractual reason for Stagecoach to keep this route running.
- No commercial input from HCC.
- Some routes have been deemed 'socially necessary' therefore attract an input from HCC – the 69 currently isn't one.

Discussions were had about the viability of the route and how it could be made more attractive to potential users and therefore more commercially viable for Stagecoach.

Ways of completing this;

- Quicker routes
- More frequent
- Running later into the evening
- Route amendments
- Real time information
- Bus stop improvements
- Changing the mindset of users through publicity

A 'bus route investment plan' is now being worked on by HCC and once completed funding will be looked into to try and achieve some or all of the above,

Cllr Jelf 07/08/24



Community and Environment Committee – 27th August 2024

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

A meeting of the Museum Trust took place on Monday 12th August, the minutes of which are included overleaf. I was unable to attend the meeting and gave apologies.

In response to receiving the minutes of the meeting I have updated the Town Team with the following information.

- BWPC has a temporary bus stop that can be utilised for the closure for the singing in the square.
- BWPC have agreed to look into and sourcing a Xmas tree for this year. Nothing concrete yet as the working group are set to meet this week, but initial support from the Cllrs was positive with the likely location to be close to the bus stop in the square.

Councillor Jelf
19.08.24



Bishop's Waltham Town Team Meeting
Monday 12th August 2024, 17:30 at BW Youth Club

Minutes

1. **Apologies for absence:** [REDACTED]
[REDACTED]

Attending: [REDACTED]
[REDACTED]
2. **Matters Arising from the minutes of the meeting held on 10.6.24.**
No amendments to minutes.
Logo branding – [REDACTED] to follow up with [REDACTED].
Give & Take July – very successful, £252 raised for the two charities, remaining books had been donated to Droxford Book Fair, soft toys to local charity event and other items would be taken to charity shops in Gosport by [REDACTED].
Next G & T 24.8.24 – household items and entertainment.
3. **Update on action from last meeting:**
 - i) BW Bites – responses from traders – [REDACTED] (agenda item 4)
 - ii) IT Services & Sustainability – identification of commercial adverts and invoicing – [REDACTED] & [REDACTED].
No adverts since June 24.
 - iii) Singing in the Square – Swanmore Wind Band – [REDACTED] (agenda item 5)
 - iv) Advertising potential for local businesses – list and contacts/development of promotional message – [REDACTED]
No update.
 - v) BW Minibus – develop consistent messaging/TT Social Media/BWCV outlets – [REDACTED]
3 prospective drivers had come forward, noted that volunteers needed to understand the commitment involved, new vehicle on order.
4. **BW Bites October.**
Four businesses confirmed – Georgios, Sweet Corner, Tandoori and Atkinsons.
2 others not yet confirmed – The Crown and Chinese takeaway – [REDACTED] to follow up.
Refine (new business in old Lloyds building) – unlikely to have bistro open in time.
Agreed that 6 businesses taking part would make the event viable although 'Five for a fiver' was considered an option.
Businesses to be advised that this was the last BW Bites to be held, but to watch this space for other opportunities....
5. **Singing in the Square– 23rd December 2024, 18:00 – 20:00.**
[REDACTED] to check availability with Swanmore Wind Band.
Concern raised by [REDACTED] that choirs may not wish to take part, busy at that time of year and not keen on singing outside.
[REDACTED] to contact headteacher at Junior School to find out if they would be willing to take part.
Need for road closure in the Square– [REDACTED] to draft application for approval.
[REDACTED] to advise traders in due course and contact to be made with Stagecoach Operations Manager to inform him of closure and need for temporary bus stop.

6. **KidSTreat 2025.**

Possible date – late June/early July as previously.

█ provided information from previous event planning and feedback.

Need to provide a variety of activities and to keep event free of charge (need to source grant funding to cover costs).

Opportunity to recruit new volunteers.

█ to provide details of budget for 2018 event and circulate to all for consideration of costs and possible sources of funding.

Agenda item in January 2025 to begin planning.

7. **Financial Report.**

Noted.

8. **AOB.**

█ – closure of Youth Hall – need for alternative meeting venue and supplier of tables.

to check that tables could be borrowed from Church Hall.

confirmed that Georgios was available for meetings.

█ – suggestions for monthly profile of volunteers for the Parish News – RSh provided a list of 8 possibles. Other suggestions discussed – Cricket Club, Dynamos, Cadets, Governors,

█ informed the group of a possible theatre company, Festival Players International, who may be interested in performing at the Palace – BW Festival.

█ – Social Club update – working with the Committee to improve the facility, open it up for community use (█ keen to hold TT meetings there) , source funding to carry out works, increase community engagement, possible survey to show evidence of need.

9. **Date of next meeting.**

Monday 9th September 17:30 at Georgios.

Meeting closed at 18:45.

Actions Arising from meeting:

Subject	Action	Action by
Logo branding	Follow up with JG	█
Singing in the Square	Contact Swanmore Wind Band	█
	Contact Junior School	█
	Road Closure draft for approval	█
	Advise traders	█
	Contact Stagecoach	█
KidSTreat 2025	2018 budget to be circulated Agenda item Jan 2025	█



Community and Environment Committee – 27th August 2024

Chairperson's Report - *for information*

Since our last meeting I have attended the following:

- Bus Transport Forum (Stagecoach 69)
- SID working group meeting
- CEC agenda setting
- Full Parish Council meeting
- Planning & Highways Committee meeting

Councillor Jelf 19.08.24