

Bishop's Waltham Parish Council
A Meeting of the Parish Council Community and Environment Committee
Monday 24th February 2025 at 7:00pm in the Ruby Room of the Jubilee Hall

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

Agenda

All papers/reports are available from the Council Offices (except where classified as confidential).

1. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, pecuniary and non-pecuniary interests relating to agenda items
4. Public Session - *for information only*
5. To approve the minutes of the Community & Environment Committee – 27th January 2025
6. Actions arising from the Community & Environment Committee meeting – 27th January 2025
7. Financial position year to date – *to note current position*
8. Grants Update – *for information*
9. BWPC Website Project Update - *for consideration*
10. Annual Meeting of the Parish Event Update from Working Group - *for information*
11. Clean Up Event Planning Update – *for consideration*
12. VE Day 80 Event – Update from Working Group - *for consideration*
13. Summer Event – Update from Working Group – *for consideration*
14. Correspondence: Invitation from Town Team to Participate in KidSTreat – *for consideration*
15. Correspondence: Request from Bishop's Waltham In Bloom - *for consideration*
16. 'Rethinking Rubbish' Greening Campaign Event Update – *for consideration*
17. Update from Sustainable Bishop's Waltham – *for information*
18. Councillors' Reports
 - i) North Pond Conservation Group Meeting – *for information*
 - ii) Town Team Meeting - *for information*
 - iii) Museum Trust Meeting – *for information*
19. Chairperson's Report – *for information*
20. Requests for future agenda items - *for information*
21. Date of next meeting – 24th March 2025 at 7pm

C Wilkinson

Committees Officer/Clerk to the Committee
19th February 2025



Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council
Community and Environment Committee
held at The Jubilee Hall on Monday 21st January 2025 at 7:00pm

Present Cllr Conduct
Cllr Jelf
Cllr Latham
Cllr Marsh
Cllr Nicholson
Cllr Webb
Cllr Wood

Chairman
Vice Chairman

In attendance: A Axworthy
C Wilkinson

Marketing, Communication and Events Manager
Committees Officer

Members of the public: 0

- CE151/24** **To receive and accept apologies for non-attendance.**
All present.
- CE152/24** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- CE153/24** **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.
- CE154/24** **Public Session**
Bishop's Waltham Masons had expressed an interest in laying a wreath on the war memorial during Remembrance. They would be referred to St Peter's Church who coordinate the memorial ceremony.
Action: Committees Officer
- The Town Team had sent an email to all community groups asking whether they would be able to participate in their KidSTreat event, this would be taken to Full Council to consider whether the Parish Council would like to run a stall.
Action: Committees Officer
- CE155/24** **To approve the minutes from the meeting of 25th November 2024**
Resolved: To approve the minutes of the meeting of 25th November 2024.
Proposed: Cllr Conduct
Seconded: Cllr Wood
All in favour.
- CE156/24** **Actions arising from the meeting of the Community & Environment Committee – 25th November 2024**
Noted.
- CE157/24** **Financial position year to date – to note the current position**
Noted.
- CE158/24** **Grants Update – for consideration**
The Parish Council's VE Day 80 event would potentially make a good subject for grant applications.
- CE159/24** **Committee Meeting Dates Update – for consideration**
Resolved: To approve dates.
Proposed: Cllr Jelf
Seconded: Cllr Nicholson
All in favour.

- CE160/24** **Event Dates – for consideration**
The corrections to the event dates were noted.
- CE161/24** **BWPC Website Project Update – for consideration**
The update from the working group was received.
- CE162/24** **Newsletter Update – for information**
Work was progressing well with the newsletter, the Marketing, Communications and Events Manager was continuing to use the existing template but with a refresh based on the recently adopted brand colour scheme.
- CE163/24** **Annual Meeting of the Parish Event Update – for information**
Potential topics for the event were discussed in advance of the working group meeting that was scheduled for 7th February. Suggested topics included the Parish Council's sphere of responsibility, devolution-based questions and consultation and council project updates. The inclusion of a guest speaker was also raised.
- CE164/24** **Summer Event – Appointment of Working Group – for consideration**
English Heritage would be approached to ask whether it would be possible to hold this event in the Palace grounds again.
Action: Marketing, Communications and Event Manager
Resolved: To appoint Councillor Latham and Councillor Wood to the summer event working group that would work with the Marketing, Communications and Event Manager on this project.
Proposed: Cllr Conduct
Seconded: Cllr Webb
All in favour.
- CE165/24** **VE Day 80 Event – Appointment of Working Group – for consideration**
The working group would consider whether it would be preferable to hold the event on the anniversary itself or at a weekend.
English Heritage would be contacted to discuss the possibility of locating a beacon in the palace grounds.
Action: Marketing, Communications and Event Manager
Resolved: To appoint Councillor Conduct, Councillor Marsh and Councillor Nicholson to the VE Day working group that would work with the Marketing, Communications and Event Manager on this project.
Proposed: Cllr Jelf
Seconded: Cllr Webb
All in favour.
- CE166/24** **Update from Sustainable Bishop's Waltham – for consideration**
The group were planning their Rethinking Rubbish event that would be running on the 22nd March, concurrently with the Council's spring Clean Up event.

The volunteers were progressing rapidly with the thermal imaging camera loan scheme. Approximately 40 households had participated during this winter thus far. Where residences were discovered to be particularly inefficient, residents were being referred to resources about reducing energy consumption.
- CE167/24** **Community Partnership Meeting Report – for consideration**
Noted. The potential impact of Martyn's Law on the Parish Council's events and buildings would continue to be monitored by the Committees Officer.
- CE168/24** **Councillors' Report**
i) Museum Trust Town Team Meeting – for information
It was noted that the Museum Trust should be told when any events had been agreed with English Heritage to be held in the Palace ruins.
ii) Town Team Meeting – for information
Noted.

CE169/24 **Chairperson's Report – for information**
Noted.

CE170/24 **Requests for Future Agenda Items – for information only**
Clean Up Event

CE171/24 **Date of next meeting – 24th February 2025**
Noted.

CE172/24 **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving
Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public
interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

CE173/24 **Quotations for Website – for consideration**
The quotations that had been received thus far were discussed. Two further quotations were expected. All quotations would be taken to Full Council, with the working group due to meet and provide a recommendation for inclusion with that agenda item.

How the project would progress following the appointment of a contractor would require consideration to determine how other Committees would be involved with the project going forward.

The meeting closed at 8.25pm.

DRAFT

**Bishop's Waltham Parish Council
Community and Environment Committee
Actions Arising for meeting 24.02.25**

Minute Number	Subject	Action	Date for completion	Action by	Notes
CE059/23	Nature Reserves Leaflet	To order reprint of leaflet after necessary amendments are made	September	Clerk to the Committee	
CE164/23	Report from Emergency Plan Test Exercise	Review and implement suggested amendments to the Emergency Plan as appropriate.	February	Cllr Jeff/Cllr Marsh/Clerk to the Committee	Review of plan to be conducted in Dec 24
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	Proposed for closure	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	
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	Review of plan to be conducted in Dec 24
CE113/24	Clean Up Event Report	Ask Biffa about segmenting for litter pick and whether dirty litter would be considered cross contamination	Nov-24	Clerk to the Committee	
CE132/24	Public Session - Business Growth Factory	To promote WCC's Business Growth Factory	Jan-25	Clerk to the Committee	
CE133/24	Public Session - Spaces of Sanctuary	To request further information from WCC to review whether the Jubilee Hall would be a suitable location.	Complete	Clerk to the Committee	
CE146/24	SBW Members and BWPC volunteers	To obtain appropriate signatures from members of SBW.	Jan-25	Clerk to the Committee	
CE154/24	Public Session - Remembrance wreath	To refer BW Mason to St Peter's to discuss inclusion in remembrance memorial ceremony	Feb-25	Clerk to the Committee	
CE154/24	Public Session - KidSTreat	Take request from Town Team for participation in KidSTreat to Full Council	Complete	Clerk to the Committee	On agenda for Full Council 11.02.25.
CE164/24	Summer Event - Appointment of Working Group	Approach English Heritage to request use of BW Palace site	Complete	Mar Comms Manager	
CE164/24	VE Day 80 Event - Appointment of Working Group	Approach English Heritage to request use of BW Palace site	Complete	Mar Comms Manager	

Month No: 10

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	0	0	0	100	100	100			0.0%	
1325 Grant - WCC Skate Jam	0	0	0	1,000	0	(1,000)	0			0.0%	
1332 Award - H&IOW VofY Prize	0	0	0	100	0	(100)	0			0.0%	
4041 Website Hosting & Support	0	0	0	(413)	3,315	3,728	(3,615)		3,203	11.4%	
4121 Grants - General (GPC)	0	0	0	(6,450)	8,500	14,950	(8,500)		2,050	75.9%	
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	2,850	2,474	(4,300)		4,676	(8.7%)	
4175 Leaflets - Guides	0	0	0	0	0	0	(650)		650	0.0%	
4200 Costs - Annual Parish Meeting	(39)	0	(39)	(325)	0	325	(1,200)		875	27.1%	
4201 Costs - Party in the Park	0	0	0	(2,873)	3,000	5,873	(3,000)		127	95.8%	
4202 Costs - B W Carnival	0	0	0	(65)	100	165	(100)		35	65.0%	
4203 Costs - Remembrance Day Events	0	0	0	(333)	600	933	(600)		267	55.5%	
4205 Costs - B W Clean Up Events	0	0	0	(76)	40	116	(80)		4	95.3%	
4206 Costs - Volunteer Social Event	(200)	0	(200)	(200)	200	400	(200)		0	100.0%	
4207 Costs - National Events	0	0	0	(109)	200	309	(200)		91	54.5%	
4209 Costs - Miscellaneous Events	(359)	0	(359)	(502)	0	502	(250)		(252)	200.6%	
4230 Costs - Environ'tal Initiatives	0	0	0	(300)	150	450	(300)		0	100.0%	
4231 Costs - Environmental Event	0	0	0	0	50	50	(100)		100	0.0%	
4232 Costs - Skate Jam Event	0	0	0	(1,014)	0	1,014	0		(1,014)	0.0%	
4322 Mtce - Notice Boards	0	0	0	(40)	100	140	(200)		160	20.0%	
4323 Mtce - Telephone Box	0	0	0	0	50	50	(100)		100	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 11/02/2025

Month No: 10

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
399 Capital - Community & Environm											
1065 Income - Non PC Recharge	0	0	0	141	0	(141)	0			0.0%	
4350 Minor Assets	0	0	0	(290)	250	540	(500)		210	58.1%	
Grand Totals:-	0	0	0	1,241	100	(1,141)	100			1241.4%	
Expenditure	598	0	(598)	14,665	19,405	4,740	23,895	0	9,230	61.4%	
Net Income over Expenditure	(598)	0	598	(13,423)	(19,305)	(5,882)	(23,795)				
Movement to/(from) Gen Reserve	(598)	0	598	(13,423)	(19,305)	(5,882)	(23,795)				



Community and Environment Committee – 24th February 2025

8. Grants Update – *for information*

Grant applications submitted by the Community and Environment Committee.

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)

Update: WCC have publicised on social media that organisations planning community events to mark the 80th anniversary of VE Day can apply to their Small Grants Scheme for financial support. This fund permits applications of up to £1,000.

Proposal: To note the above.

Committees Officer 13.02.25



Community and Environment Committee – 24th February 2025

9. BWPC Website Project Update – *for consideration*

Following on from the Parish Council meeting on 11th February a decision was made to appoint White Wave as the new provider for our website project. The decision was based on the working groups recommendations.

During the Parish Council meeting Cllr Stallard reiterated his concerns around Cyber Security. The website working group took into consideration these concerns and the Marketing, Communications and Events Manager addressed these with White Wave who have come back with the attached document and explanations. **(See document attached)**

White Wave are currently working on the design templates for the new look website.

The next website working group meeting will be held once the designs have been received.

Proposal: To note the above points of progress and make recommendations for any further actions if required.

Marketing, Communications and Events Manager 19.02.25

1. Data Protection and GDPR Compliance

The website will be developed in full compliance with the General Data Protection Regulation (GDPR) to protect user data and ensure transparency. Measures include:

- **Privacy Policy & Cookie Consent:**
 - A clear privacy policy detailing data collection, storage, and usage.
 - A cookie consent banner allowing users to manage tracking preferences.
 - **Secure Data Handling:**
 - All personal data collected via forms will be encrypted and stored securely.
 - Data retention policies will be implemented to ensure compliance with GDPR regulations.
 - **User Rights:**
 - Users can request access to their data, modifications, or deletion, as per GDPR requirements.
 - **Third-party Integrations:**
 - All plugins and external services will be reviewed for GDPR compliance.
 - Only trusted plugin or third-party integrations will be used.
-

2. Protection Against Cyber-Attacks

Security measures will be implemented to prevent unauthorized access and cyber threats, including:

- **SSL Certificate:**
 - The website will have an SSL certificate to encrypt data transmission, ensuring secure user interactions.
 - **Firewall & Malware Protection:**
 - A web application firewall (WAF) will be installed to block malicious traffic.
 - Regular malware scans and security monitoring.
 - **WordPress Hardening:**
 - Disabling XML-RPC to prevent brute-force attacks.
 - Limiting login attempts to reduce risk from credential stuffing attacks.
 - Enforcing secure file permissions and disabling unused functionalities.
 - **Monitoring & Incident Response:**
 - Security monitoring to detect and respond to threats.
 - A defined incident response plan to handle security breaches efficiently.
-

3. Two-Factor Authentication (2FA) Implementation

To enhance administrator account security, we will implement:

- **2FA for Admin Logins:**
 - All administrative accounts will require two-factor authentication.
 - 2FA will be implemented using authentication apps (e.g. Google Authenticator).
 - **Strong Password Policies:**
 - Password complexity requirements will be enforced.
 - Password managers will be recommended for secure credential storage.
-

4. Additional Security and Compliance Considerations

- **User Access Control:**
 - Role-based access controls (RBAC) will be implemented to ensure only authorised personnel can modify content.
 - **Accessibility Compliance:**
 - The website will comply with Web Content Accessibility Guidelines (WCAG) to ensure inclusivity for all users.
-

Conclusion

Security and compliance are integral to the website development process. Regular updates, monitoring, and user education will be incorporated to maintain long-term security and compliance.

For any additional security requirements or questions, please do not hesitate to contact us.



Community and Environment Committee – 24th February 2025

10. Annual Meeting of the Parish Event

- Update from Working Group – *for information*

A meeting was due to be held on 19th February but has now been rearranged for week commencing 24th February - date and time to be confirmed.

The Marketing, Communications and Events Manager has put a draft of ideas to the working group committee along with a Flyer for this event.

Proposal: To note the above.

Marketing, Communications and Events Manager 19.02.25



Community and Environment Committee – 24th February 2025

11. 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 22nd March.

Support from the Community Support Officer, the Lengthsman and a groundsman has been requested.

Posters will be put up in the Council's noticeboards where space allows. Facebook will also be used for promotion.

Bishop's Waltham Junior School will be contacted by the office in relation to the event and will be promoting the litter pick and encouraging their pupils to participate with their families.

Proposal: To accept the risk assessment document for the Clean Up event to be held on Saturday 22nd March and to make any other relevant recommendations.

Committees Officer 14.02.24

Bishop's Waltham Parish Council
Clean-Up BW – Saturday 22nd March 2025
Risk Assessment

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

Risk Index

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

<i>What could go wrong?</i>	Likelihood	Impact	Index	Mitigating Action	Responsibility
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	MCE / 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	MCE / 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	MCE / CEC Chair / Group Leaders
Lack of communication for safety issues	M	M	3	Central manned phone at Jubilee Hall Each group to have a mobile phone	MCE / CEC Chair / Group Leaders
Young children acting irresponsibly or causing danger	M	M	3	All young people to be accompanied by parent or guardian	Group Leaders
Hostility or abuse from public	M	L	2	Parish Council staff on call	CSO / AO / CEC Chair /
Injury from items thrown from passing traffic	L	M	2	First Aid available from Jubilee Hall PC staff in attendance	MCE / 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	MCE / CEC Chair
Claims against Parish Council for injuries sustained or losses incurred	L	H	3	Public liability insurance for PC	MCE / CEC Chair
Lack of support from Winchester City Council (WCC)	H	L	3	WCC made aware and Keep Britain Tidy risk assessment referred to	MCE / CEC Chair



Community and Environment Committee – 24th February 2025

12. VE Day 80 Event – Update from Working Group

– for consideration

A working group meeting date is yet to be confirmed. To be actioned by the Marketing, Communications and Events Manager.

English Heritage have agreed that we are able to hold a potential lighting of the beacon in the Palace Ruins on the evening of Thursday 8th May.

Proposal: To note the above

Marketing, Communications and Events Manager 19.02.25



Community and Environment Committee – 24th February 2025

13. Summer Event – Update from Working Group – *for consideration*

A date is still to be confirmed for the Summer Event working group to meet.
Marketing, Communications and Events Manager to action.

English Heritage have given their permission to hold this event at the palace on Saturday 19th July 2025.

Proposal: To note the above.

Marketing, Communications and Events Manager 19.02.25



14. Correspondence: Invitation from the Town Team to Participate in KidSTreat – for consideration

The following email was received from the Town Team, inviting the Parish Council to participate in their KidSTreat event on Sunday 6th July by running a free activity for children attending the event.

Sent: 23 January 2025 14:52
Subject: KidsTreat 2025 with your help

As Chairman of the Bishop's Waltham Town Team, I am writing to you to invite members of your organisation to join us in creating another fantastic event for the young people of Bishop's Waltham this summer. You may remember that we, with thirty six other BW community organisations and clubs, held the first and so far only (due to Covid) KidsTreat event in 2018. It was a huge success and so we are again inviting as many local community organisations as we can to become involved in this year's KidsTreat event. Most importantly, the event will again be completely free and so accessible to all.

The idea is to close the High Street on Sunday 6th July and turn it and surrounding areas into a "kid's zone" for the day. We want the town centre to come alive with masses of activities for children aged 3 - 15. It could be learning to do something, making something, participating in music or performing arts, being entertained, competing or just watching. Anything and everything can be considered at this stage!

Wouldn't it be great if every community organisation was involved - each one creating a child-centred activity relating to their interests - and the day becomes a showcase of what we can offer the young people of Bishop's Waltham and surrounding villages? In engaging High Street retail outlets too we want to create a real party atmosphere in the town for all the family to enjoy, increasing interest in our town and its community.

Can we count you in? If you already have some ideas about what you would like to do on the day then let us know too - or if you would like us to make some suggestions we'd be happy to do that. If you decide that involvement in this is **not** for your organisation, please let us know too so that we don't bother you with lots of follow-up contacts!

We will be holding a meeting on Monday 10th March at 7:00pm in the Ruby Room of Jubilee Hall where all those groups who have expressed an interest in being involved will be invited to attend and we can explain the concept in a bit more detail and share ideas about the sort of activities that could take place. It would be great if you could attend that meeting.

If you would like any further information about the event or to let us know if you want to be involved and can attend the meeting on 10th March, please contact me on [REDACTED]

I look forward to hearing from you.

Yours,

Bishop's Waltham Town Team Chairman

Proposal: To consider whether to recommend to Full Council that the Parish Council participate in the KidSTreat event on Sunday 6th July and to consider potential ideas for the Council's activity.

Committees Officer 13.02.25



Bishop's Waltham Parish Council
Community and Environment Committee – 24th February 2025

15. Correspondence: Request from Bishop's Waltham In Bloom
– for consideration

A letter (supplied to councillors as a separate document) has been received from Bishop's Waltham In Bloom, requesting that the Parish Council consider supporting the community group with ringfenced funding on an annual basis.

Proposal: To consider the correspondence received and make a recommendation to the Finance, Policy and Resources Committee or to Full Council as appropriate.

Committees Officer 13.02.25



Community and Environment Committee – 24th February 2025

16. 'Rethinking Rubbish' Greening Event Update – *for information*

Sustainable Bishop's Waltham, as part of the ongoing Greening Bishop's Waltham campaign, will be hosting a 'Rethinking Rubbish' event at Jubilee Hall on Saturday 22nd March from 10am – 2pm to coincide with the Parish Council's Clean Up event spring litter-pick.

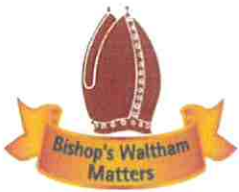
- There will be stalls there from Jamie's Computers and we are encouraging residents to bring in their electrical junk for recycling.
- Nature's Nook will have a pop-up refill stall where you can bring your own containers to stock-up on household items.
- There will be a free bike check-up.
- The launch of the 'borrow bag' scheme for when you find yourself in town without a reusable shopping bag
- Stalls by the Men's Shed, Meon Valley Baby Bank and plenty more.

We would like to encourage all councillors to attend the event and/or the associated litter pick.

Retrospective permission is requested from the Community and Environment Committee for the addition of some hook to the inside of the Parish Council's Information Kiosk on Red Lion Street to facilitate the 'borrow bag' scheme. Reusable bags will be placed on the bags for shoppers to borrow and return at a future date, in an effort to reduce the need for single-use bags for shoppers who might have forgotten to bring a shopping bag with them.

Proposal: To note the above and to grant permission for some hooks to be added to the Red Lion Street Information Kiosk.

Cllr Latham 14.02.25



Rethinking Rubbish!



FREE ENTRY and loads of FREE Stuff and Bargains to be had!

Saturday 22nd March 10:00am until 2:00pm, Jubilee Hall



Waste Hierarchy graphic: Hampshire County Council Waste Prevention Team

Latest updates: www.greeningbishopsaltham.uk and www.facebook.com/greeningbw



Community and Environment Committee – 24th February 2025

17. Update from Sustainable Bishop's Waltham – *for information*

Meetings of Sustainable Bishop's Waltham were held on Monday 20th January (meeting minutes overleaf) and Monday 17th February (minutes are not yet available).

Proposal: To note the above.

Committees Officer 13.02.25

Minutes of Sustainable Bishops Waltham (aka. Greening Bishops Waltham) meeting held on 20/1/25 at The Bunch of Grapes.

Attendees : [REDACTED]

Apologies: [REDACTED]

Minutes

1. The corrected minutes from December meeting were accepted.
2. Pillar reports. Reports from some Pillars were submitted seperately but each pillar reported at this meeting

a. Cycle of The Seed (COTS)

Raised beds at Ridgemedede have been prepared and new beds at Jubilee Hall are available subject to PC ground staff approval.....(action [REDACTED])

On line training on 28th Jan with Garden Organics.On Saturday 22nd Feb there is a mini Greening Conference in Winchfield.

The Cubs are also now participating in an Environment badge with seed sowing on 5th March for Diamond Pack and on 17th March with Wolf Pack. (17th march is date of Sustainable BW meeting)

b. Space for Nature.

On 19th January there was an educational event in Red Lion Street to alert people to The Big Bird Watch aka The National Bird Count which is over the weekend of 24, 25 and 26 jan for which participation is encouraged.

[REDACTED] has organised a Foraging and Folklore event on 8th February 11am-1pm. From reports uptake has been brisk.

There is going to be a Tree trail in half term week. Details to follow.

Some discussion was held regarding hedge planting along Pondsider. There is tacit approval but discussion with Parish Council ground staff has been advised.

c. Health Pillar.

This now focusing on a month of sustainable travel to our local junior schools. The survey of parents is awaited. [REDACTED] and [REDACTED] are visiting Ridgemedede to discuss with Head teacher and gauge engagement. Personal approaches to possible participants have been made. The hope is that June will focus around one day per week having a Bike Bus from outskirts of BW to school and combine this with a Carnival parade on 14th June.

There is a Health Impacts mini conference on march 22nd at Greenways in Chandlers Ford (clashes with Rethinking Rubbish day unfortunately)

Further discussions with Southampton Cycle Hub re loan of Cargo bikes for June event.

d. Energy conservation.

The [redacted] have been carrying out surveys and 29 of 70 participants have now had use of the thermal camera's.

There is a WECAN meeting on 17th February in Jubilee Hall on this topic. see email.

The next step is to offer solutions which cost little or no money (colloquially known as "hacks") that will improve heat and energy efficiency. The proposal is an on line discussion/ lecture with an expert. Follow up repeat scans will assist in giving the Greening project objective information (or 'metrics') about how much impact the project has had.

e. Waste/Recycling

[redacted] listed the groups people and companies that will be joining the Rethinking Rubbish gathering in Jubilee Hall on 22nd March.

These include -

Bike Doctor, Computer recycling, Seed swap, The Great Cable challenge,...see below

Waste Pillar Update – January 2025

1. Event Update: "Rethinking Rubbish" 22nd March 2025, 10am – 2pm, Jubilee main hall

"Rethinking Rubbish" 22 nd March 2025, 10am – 2pm	Help Needed for:	Volunteers / Requested TBC
Hoops Bike Doctor	Promote through school e-newsletters & Social Media	yes!
Great Cable Challenge	Social Media promo, printing & display posters	[redacted]
Seed Swap	Someone to run the stall and give growing advice. Any donations of spare seed please?	??
Children's Fancy Dress Swap	Someone to run it on the day, plus donations of costumes & a clothes rail	Give and Take team? (TBC)
Quiz Trail Boards on Railings	Someone to fix to railings, plus formal permission from Parish Council	[redacted]
Community Litter Pick	[redacted] doing a poster – to include the Rethinking Rubbish event?	[redacted]
Zero Waste Refill pop-up shop	Extra people to run the shop with sum-up app on smart phones	[redacted] + 2 others please
Men's Shed	They will display & sell their upcycled bird boxes, etc.	

Space for Nature?	Need someone to do something for this?	Any ideas? Wilder BW?
Borrow Bags launch & Meon Valley Repair Café	Need promo material for Meon Valley Repair Café. Two Borrow Bag ladies will be there with sewing machines to demonstrate. (The Men's Shed team are installing a coat hook to the Red Lion St. telephone box so bags can be hung there) Need posters A5 printing. Display Boards.	Talk to [REDACTED] at Repair Café + Social media [REDACTED] (Borrow Bags)
Up-Cycling Competition Launch (for judging at October showcase event)	Need examples of things that have been up-cycled for display in addition to tent projects with Girl Guides. Need prizes / Trophy made out of up-cycled materials. Need competition rules!?? Display Boards & White Board.	
Children's Craft activity and competition – Odd sock puppets	Need someone to run a craft stall with children. Need craft materials. Need someone to judge entries and prizes. Promote to all children's groups, preschools, junior and infant schools.	
Risk Assessment	Need template from Parish Council.	
Refreshments??	Access to kitchen only from 10 – 11am! Borrow thermos drinks dispensers, donations of cakes? Tell people to bring own reusable cups	

2.

There are a number of issues arising out of this template

1. Need volunteers to help. possibly up to 10
2. Food and access to refreshments will also be a bit limited but this was going to be discussed with [REDACTED]
3. Publicity. The event will need posting on Social media and is going to be on the same day as a Litter Pick which is usually well attended.

Any Other Business.

1. [REDACTED] told of plans to redevelop Priory Park building which will impact available spaces for Parish Council related community meetings. Some constructive suggestions were made including use of current and future facilities for a community fridge. At present a lot of assistance for those using food bank and other community resources have to go to Wickham.

2. There is a Kids Street event on 6th July.
3. Informatics or Metrics will be needed for our event in October. This will involve providing some measure of impact eg. number of bikes repaired, houses insulated, jumpers swapped, litter picked and borrow bags used etc.

Date and time of Next meeting

Bunch of Grapes...back room.

7pm 17th February.

I was going to suggest starting 6.45 as we seem to get pushed out by 8.30 at BOG !





Community and Environment Committee – 24th February 2025

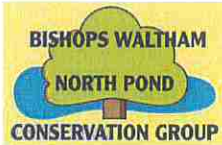
18i) - Councillor's Report – North Pond Conservation Group Meeting – *for information*

A meeting of the North Pond Conservation Group took place on 29th January. The agenda for this meeting is included overleaf (the minutes are not available at the time of writing).

Main points to note;

- New signs to be put in place to discourage people feeding ducks as the rats continue to be a problem. Try to encourage people to feed ducks from the bridge.
- No stand at the carnival but to engage with people during working parties on a Saturday.
- Pond dipping platform to liaise with the residents for feedback (hoping to get a small article in our newsletter will liaise with Marketing, Communications and Events Manager).
- A meeting has been scheduled with Environmental Agency to discuss South Pond would appreciate a member of the BWPC to be present.

Cllr Conduct 14.02.25



BISHOPS WALTHAM NORTH POND CONSERVATION GROUP
Registered Charity Number: 1156703

COMMITTEE MEETING

Wednesday 29th January 2025

7.30pm in the Stables

AGENDA

1. Actions from last meeting
2. Martin standing down as Trustee and Committee member - [REDACTED]
3. John Dixie replacing Martin as Trustee - [REDACTED]
 - taking over from John Moore as Treasurer
 - becoming a signatory for bank account
 - address for bank correspondence
 - update Charity Commission with change of Trustees
4. HMRC Annual Return - [REDACTED]
 - outstanding return to address
 - John Dixie as addressee for HMRC correspondence
5. Actions needed to stop rat problem [REDACTED]
 - eg stopping duck feeding at viewing area,
 - putting up wire netting along the waterside fence to stop ducks
6. Work party pond maintenance/ volunteers/ work plan - [REDACTED]
[REDACTED]
7. Scouts/Cubs/Beavers help at a work party - [REDACTED]
8. Pond dipping platform - [REDACTED]
9. AOB - [REDACTED]



Community and Environment Committee – 24th February 2025

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

A meeting of the Town Team took place on Monday 10th February 2025. The minutes of the meeting are included overleaf.

Main points to note:

- TT E-news to be disbanded and replaced with an online calendar.
- A stall to be had at the 'rethinking rubbish' event promoting the 'Give & Take'
- KidSTreat planning progressing well, with separate monthly meetings being held.

Cllr Jelf 13.02.25

Bishop's Waltham Town Team Meeting
Monday 10th February 2025, 17:30 at
Giorgio's Restaurant, Bishop's Waltham.

Minutes

1. Apologies for absence:
SM.

Attending: [REDACTED]

2. Matters Arising from the minutes of the meeting held on 13/1/25.

No amendments to minutes.

Singing in the Square confirmed for 22.12.25.

3. Update on actions from last meeting:

- i) Publication of ENews

Facebook post January [REDACTED] (*Agenda item this meeting*).

- ii) Food Event 2025

Discussions to be held with High Street traders/CofT Working Group (*Agenda item this meeting*).

- iii) KidSTreat 2025

Planning meeting 15.1.25, 3.2.25 Planning Group (*Agenda item this meeting*).

- iv) BW Summer Fayre

Pitch to be booked [REDACTED]

Pitch booked – suggest an activity for the event to publicise KidSTreat.

Volunteers will be needed to man the stall on the day.

4. E News Review.

[REDACTED] advised that she had been unable to handover the management of the ENews completely and was still overseeing the input including proof reading – this was taking a lot of her time. She suggested the Team should consider disbanding the ENews and concentrating on a calendar of events instead. This would save money and reduce all costs as the site was not generating any income (no requests for advertising). Certain trusted individuals from organisations could be given access to the calendar. This proposal would not be contrary to the ethos of the TT.

All agreed that the ENews should be disbanded and replaced with an online calendar. [REDACTED] to make the necessary arrangements.

5. Food Event 2025 – update from Working Group.

As per discussions last month this was to be postponed until 2026 to allow TT to concentrate on the KidSTreat event in 2025.

[REDACTED] to email all those involved with BW Bites to advise them of this decision.

6. KidSTreat 2025 – update from Planning Group.

[REDACTED] provided an update – the Planning Group was on target with actions.

Briefing event for interested organisations to be held on 10.3.25 – 17 had expressed interest in taking part.

Entertainment lined up; road closure application submitted; traders to be involved; publicity plan in place (more use of social media this time); risk management plan prepared; stage discussions ongoing; ACSO on shift; stewards to be arranged.

████ added that the expenditure for the event was well known but the income was not! Grant applications to be submitted to National Lottery, HCC, Rotary, Educational Institute Trust and James Tuttiest Trust (£1000 already received), Parish Council. █████ was deferring an application to WCC until responses received from the others.

The Team discussed options for refreshments and agreed that costs should be kept low so would not be asking any traders to provide food and drink although an ice-cream van had been booked. █████ suggested providing free fruit drinks for children.

7. **Re-thinking Rubbish Event 22.3.25 – Greening Campaign.**

TT to have a stall at the event to publicise the Give & Take initiative. Items would be available to take on the day (no giving). Items to be themed in line with the normal practice. Volunteers would be needed on the day – █████ to send out a Doodle Poll and prepare posters for the stall.

8. **Financial Report.**

Noted.

9. **AOB.**

Church Fayre 2025 – █████ advised that she was assisting with the event but had suggested that the Committee membership should be broadened to include other organisations such as the TT.

Team agreed to discuss this at the next meeting.

████ advised that the Chamber of Trade would be meeting at the end of the month.

10. **Date of next meeting.**

Monday 10th March 18:00 in the Ruby Room at the Jubilee Hall prior to the KidSTreat briefing.

Meeting closed at 18:20.

Actions Arising from meeting:

Subject	Action	Action by
ENews	To be replaced with online calendar	████
Food Event 2026	Contact participants in BW Bites	████
Re-thinking Rubbish Event	Doodle poll to be sent out/prepare posters for stall.	████
Church Fayre	Agenda item March	████



Community and Environment Committee – 24th February 2025

18iii) - Councillor's Report – Museum Trust Meeting– *for information*

An action planning meeting of the Museum Trust is scheduled to take place on Tuesday 18th February. Minutes of the meeting will not be produced. A written report will be included in the papers for the Committee's March meeting.

Committees Officer 13.02.25



Community and Environment Committee – 24th February 2025

19. Chairperson's Report – *for information*

Since our last meeting I have attended:

- Town Team Meeting x 2
- Website Working Group meeting
- CEC agenda setting
- Full Council meeting
- Planning & Highways meetings

Cllr Jelf 13.02.25