



Bishop's Waltham Parish Council
A Meeting of the Parish Council Community and Environment Committee
Monday 24th March 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 – 24th February 2025
6. Actions arising from the Community & Environment Committee meeting – 24th February 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. VE Day 80 Event – Update from Working Group - *for consideration*
12. Summer Event – Update from Working Group – *for consideration*
13. KidSTreat – BWPC Activity Planning Update – *for consideration*
14. Update from Sustainable Bishop's Waltham – *for information*
15. Councillors' Reports i) Museum Trust Meeting – *for information*
 ii) Town Team Meeting - *for information*
16. Chairperson's Report – *for information*
17. Requests for future agenda items - *for information*
18. Date of next meeting – 28th April 2025 at 7pm
19. **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'.
20. Quotation for Military Band for VE Day 80 BWPC Event - *for ratification*

C Wilkinson

Committees Officer/Clerk to the Committee
18th March 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 24th February 2025 at 7:00pm

Present

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

In attendance: A Axworthy Marketing, Communication and Events Manager
C Wilkinson Committees Officer

Members of the public: 2

- CE174/24** **To receive and accept apologies for non-attendance.**
Cllr Wood – family commitment
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Conduct
Seconded: Cllr Marsh
All in favour.
- CE175/24** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- CE176/24** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**
Cllr Jelf – Agenda item 14 (Correspondence regarding KidSTreat)
- CE177/24** **Public Session**
Representatives of Bishop's Waltham In Bloom gave some background to recent price increases experienced by the community group and their request for ring-fenced funding from the Parish Council.

The QR codes for the Interactive Town Trail were still not functioning, a resident had contacted WCC to remind them that this matter has not been resolved.
- CE178/24** **To approve the minutes from the meeting of 27th January 2025**
Resolved: To approve the minutes of the meeting of 27th January 2025
Proposed: Cllr Conduct
Seconded: Cllr Nicholson
All in favour.
- CE179/24** **Actions arising from the meeting of the Community & Environment Committee – 27th January 2025**
Noted.
- CE180/24** **Financial position year to date – to note the current position**
Noted.
- CE181/24** **Grants Update – for information**
Noted.
- CE182/24** **BWPC Website Project Update – for consideration**

Further information had been obtained from the appointed website provider who had responded to the data securing matters that has been raised for further investigation.
A meeting would be scheduled with the website provider and any councillors who would to hear more about these measures.

Action: Marketing, Communications and Events Manager

Resolved: To receive the information provided by the website provider regarding measures to protect data and provide website security.

Proposed: Cllr Jelf

Seconded: Cllr Conduct

All in favour.

CE183/24

Annual Meeting of the Parish Event Update from Working Group – for information

A meeting of the working group was scheduled for Wednesday 26th February.

The invitation drafted by the Marketing, Communications and Events Manager would be approved by the Committee Chair and Council Chair prior to it being sent to the printer.

Action: Committee Chair, Council Chair

CE184/24

Clean Up Event Planning Update – for consideration

Noted.

Resolved: To accept the risk assessment for the Clean Up event to be held on Saturday 22nd March.

Proposed: Cllr Marsh

Seconded: Cllr Latham

All in favour.

CE185/24

VE Day 80 Event – Update for the Working Group – for consideration

A meeting of the working group had taken place earlier in the day and a verbal report was given, written notes would be included in the meeting papers for March's committee meeting.

The event on Thursday 8th May was planned to commence at 6pm, with residents being invited to participate in a community picnic. A commemorative beacon lighting would take place at 9.30pm. The Marketing, Communications and Events Manager was in the process of organising some appropriate music for the event and grant funding was being investigated.

Approval had been received from English Heritage to hold this event in the Bishop's Waltham Palace

The Museum Trust and site owner would be notified of the developing event plans.

Action: Marketing, Communications and Event Manager

Resolved: To apply for the grant in relation to the anticipated costs of the VE Day 80 Anniversary event.

Action: Marketing, Communications and Event Manager

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

CE186/24

Summer Event – Update from Working Group – for consideration

Approval had been received from English Heritage to hold this event in the Bishop's Waltham Palace and the working group would meet to progress with the event organisation.

CE187/24

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

It was suggested that an activity be selected from amongst the games being stored by the Parish Council.

Resolved: To recommend to Full Council that the Parish Council participate in the KidSTreat event on Sunday 6th July and to ask for volunteers to run the stall.

Proposed: Cllr Conduct

Seconded: Cllr Latham

6 in favour. 1 abstention

Action: Committee Officer

CE188/24

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

The correspondence received was duly considered, and the representatives present gave added clarification of the increasing costs involved in providing the town's floral displays. The relevant legal powers of the Parish Council were clarified, including that given under the Highways Act 1980 (Section 96).

Resolved: To recommend to the Finance, Policy and Resources Committee that ringfenced funding for Bishop's Waltham in Bloom be included in the Parish Council budget for the 2026/27 financial year.

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour.

Action: Committee Officer

CE189/24

'Rethinking Rubbish' Greening Event Update – for consideration

Councillors would be asked to support one of the two council events being run on this day.

Action: Marketing, Communications and Event Manager

Resolved:

- i) To receive the tabled report regarding the Rethinking Rubbish event being organised by Sustainable Bishop's Waltham to be held on Saturday 22nd March, as part of the Greenings campaign.
- ii) To grant retrospective permission for the hooks that had been added to the Red Lion Street Information Kiosk to support the Borrow Bag scheme.

Proposed: Cllr Jelf

Seconded: Cllr Webb

All in favour.

CE190/24

Update from Sustainable Bishop's Waltham – for information

Noted. The Thermal Imaging Camera loan scheme had been very popular, and the original waiting list had now been completed.

CE191/24

Councillors' Report

i) **North Pond Conservation Group Meeting – for information**

Noted. Councillor Latham volunteered to attend the meeting with the Environment Agency.

ii) **Town Team Meeting – for information**

Noted.

iii) **Museum Trust Town Team Meeting – for information**

Noted.

CE192/24

Chairperson's Report – for information

Noted.

CE193/24

Requests for Future Agenda Items – for information only

Further to review of the Financial Risk Assessment reports from grant recipients would be given higher priority.

CE194/24

Date of next meeting – 24th March 2025

Noted.

The meeting closed at 8.20 pm.

Bishop's Waltham Parish Council
Community and Environment Committee
Actions Arising for meeting 24.03.25

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	Complete	Clerk to the Committee	Order placed, delivery awaited.
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	Review of plan to be conducted in Dec 24
CE210/23	Correspondence - Village Promotion	Investigate cost of promotional article	Complete	Clerk to the Committee	Pricing information requested from the Forum magazine and Discovery magazine.
CE015/24	Update from Website Working Group	Identify walking information file types to hopefully include in the new website	Complete	Clerk to the Committee/ Cllr Webb	Files identified as GPX files. Copies of two walking files found in BWPC files. Info sent to Comms Mng for referral to new website provider.
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	Complete	Clerk to the Committee	Wet or soiled items should be put in general waste, if in doubt add to general waste to avoid the whole batch being diverted to general waste stream.
CE132/24	Public Session - Business Growth Factory	To promote WCC's Business Growth Factory	Complete	Clerk to the Committee	Poster added to noticeboards
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	EO is looking into the appropriate form to be used.
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	
CE182/24	BWPC Website Project Update	A meeting would be scheduled with the website provider and any councillors who would like to hear more about security measures in place.	Closed	Mar Comms Manager	Information was shared as an email exchange instead of a meeting.
CE183/24	Annual Meeting of the Parish	The draft invitation would be reviewed and approved prior to it being sent to the printers	Complete	Mar Comms Manager	Printed invitations received and delivery booked
CE185/24	VE Day 80 Event	Notify the Museum Trust and site owner	Mar-25	Mar Comms Manager	
CE185/24	VE Day 80 Event	Apply for a grant in relation to event costs	Closed	Mar Comms Manager	WCC Grant scheme now closed.
CE187/24	Invitation from Town Team - KidSTreat	To recommend to Full Council that BWPC participate	Complete	Committees Officer	Considered 11.03.25 - Approved
CE188/24	Request from BW In Bloom	To pass recommendation for reingfenced funding to Full Council	Complete	Committees Officer	Considered 11.03.25 - Deferred for further consideration
CE189/24	Rethinking Rubbish Green Event Update	Councillors would be asked to support one of the two events running on this day	Complete	Mar Comms Manager	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2025

Month No: 11

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	300	300	(413)	3,615	4,028	(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	1,450	1,450	376	4,300	3,924	(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	600	600	(325)	600	925	(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	0	0	0	(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	0	0	0	(502)	0	502	(250)		(252)	200.6%	
4230	Costs - Environ'al Initiatives	(30)	0	(30)	(330)	150	480	(300)		(30)	110.0%	
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%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/02/2025

Month No: 11

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											
1085 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:- Income	0	0	0	1,241	100	(1,141)	100			1241.4%	
Expenditure	30	2,350	2,320	14,695	21,755	7,060	23,895	0	9,200	61.5%	
Net Income over Expenditure	(30)	(2,350)	(2,320)	(13,453)	(21,655)	(8,202)	(23,795)				
Movement to/(from) Gen Reserve	(30)	(2,350)	(2,320)	(13,453)	(21,655)	(8,202)	(23,795)				



Community and Environment Committee – 24th March 2025

Agenda Item 8 - Grants Update - *for information*

Grant applications submitted by the Community and Environment Committee (no updates).

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)

All Winchester City Council run grant schemes are currently closed.

Proposal: To note the above.

Committees Officer

19.03.25



Community and Environment Committee – 24th March 2025

9. BWPC Website Project Update – *for consideration*

A meeting was held on 17th March, see the meeting notes overleaf.

First draft designs of the new website are presented for review. The working group members were in agreement that it looked fresh and was a significant improvement on the current site with regards to layout, accessibility and branding. See draft designs overleaf.

The Marketing, Communications and Events Manager has set a meeting with a photographer to quote for some head shots and facilities photos for the new website. This meeting has been scheduled for 25th March.

Proposal: **To accept the Working Group meeting notes and consider the initial draft designs received for the new BWPC.**

Marketing, Communications and Events Manager 17.03.25



Website working Group 17.03.25 – Meeting notes

Location: Silver Room, Jubilee Hall

Present: Cllr Conduct, Cllr Jelf, Marketing, Communications and Events Manager

Apologies: Cllr Latham

The working Group met to discuss the initial draft designs for the new website. All were in agreement that it looked fresh and was a significant improvement on the current site with regards to layout, accessibility and branding.

The Marketing, Communications and Events Manager (MCEM) made a point that the 'Report a Problem' function needs to be more prominent on the page, perhaps added to the red banner at the very top of the page which takes people to the relevant contacts of where they can report an issue. Access will also be available from the main drop down menu at the top of each page.

It was also mentioned that the Hire a Venue service needs a calendar so that people can easily see what dates are available for each room. They can then fill out a booking form with all the information which will be sent to the Finance Manager for confirmation of the booking and further details.

Next Steps

The MCEM will work with the web provider on the content and layout of the other pages and once approval has been given the website will be able to go live.

The MCEM has a meeting on Tuesday 25th March with a photographer to discuss taking some photos of our Councillors, office team and facilities to further enhance the new website.

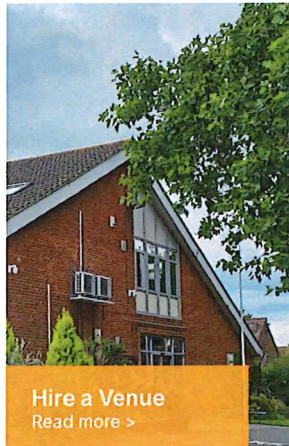
Marketing, Communications and Events Manager

14.01.25



Welcome to Bishops Waltham Parish Council

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla vitae libero maximus, cursus nunc et, accumsan risus. Sed imperdiet et lacus non sagittis.

[Check Out Upcoming Events](#)


Hire a Venue
[Read more >](#)



**Committees
& Agenda**
[Read more >](#)

Your Councillors
[Read more >](#)



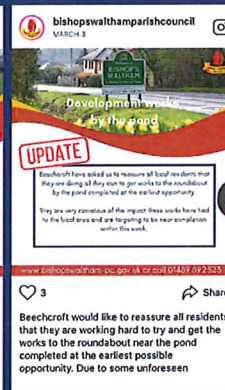
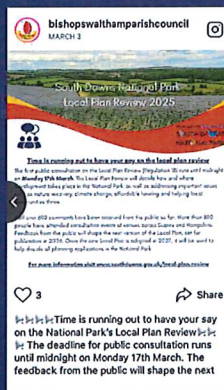
Meetings Calendar
[Read more >](#)



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Follow us to find out what is happening as it happens.



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Choose your interest from the menu or type it into the search input below.

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West Hoe Cemetery
Recreation grounds
Venue Hire
Planning
Jubilee Hall carpark
Community support officer

Events

Parish Council events
What's on Guide
Local events

News

Parish Council News
Committee Meeting Dates
Newsletters
Vacancy posts

Our Town

The Town Team
Walking and cycling in
Bishops Waltham
Wi-fi in Bishop's Waltham
St Peter's Parochial Church
Council grants

Report a problem

Anti-social behavior
The role of our CSO
What is a CSO and what is a PCSO
Highways (potholes)

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ABOUT US

Bishop's Waltham Parish Council is responsible for improving the local community. It represents the whole electorate within the parish, delivers services to meet local needs, and strives to improve quality of life in the parish.

The Parish Council has the powers to spend money on community transport, traffic calming, crime prevention, youth projects, tourism activities, leisure facilities, community centres, car parks, recreation grounds, entertainment, street furniture, street cleaning, allotments, bus shelters and land.

The Parish Council comments on planning applications and can be represented at public inquiries. It is likely to be granted more powers to negotiate with the local principal authorities and take on additional responsibilities.

Councillors have three main components to their work.

Decision making

where money should be spent, what services should be delivered and what policies should be implemented

Monitoring

the efficiency and effectiveness of services and keeping an eye on how well things are working

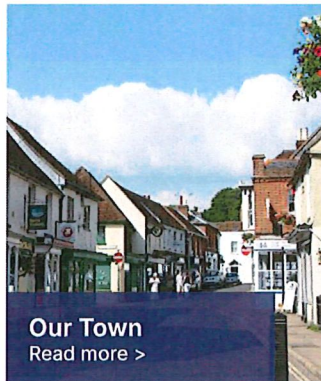
Getting involved locally

meetings with individual residents or the wider community, taking up public issues and involvement in local organisations

Useful links



Your Councillors
Read more >



Our Town
Read more >



Upcoming Events
Read more >

The Bishop's Waltham Parish Council comprises 14 Councillors who are elected every 4 years. The Council is led by the Chair (who is supported by a Vice Chair) both of whom are elected by their fellow Councillors. The term of office for the Chair is a maximum of two years. Should a councillor resign during their 4 year term and insufficient people stand for election to fulfil the vacancy, then a process of co-option can be undertaken.

A Parish Councillor is governed by a designated Code of Conduct which includes a statutory duty to promote and maintain high standards of conduct by all. All Councillors are required to attend the monthly Parish Council Meeting.

Are You Looking for Something Specific? You Can Start Here

Choose your interest from the menu or type it into the search input below.



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Highways (potholes)

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Community and Environment Committee – 24th March 2025

10. Annual Meeting of the Parish Event Update from Working Group *– for information*

A meeting of the working group was held on 26th February, see meeting notes overleaf.

Invitation and poster designs were reviewed by the Committee Chairperson and have been printed. They are currently being processed for delivery. See overleaf for invite.

The Community Partnership Groups have been contacted to see who would like a stall at this event. We currently have 12 groups interested.

The next meeting of the working group will be held on 19th March.

Proposal: To note the above.

Marketing, Communications and Events Manager 17.03.25



Bishop's Waltham Parish Council

The Annual Meeting of the Parish working Group 26.02.25 – Meeting notes

Location: Silver Room, Jubilee Hall

Present: Cllr Conduct, Cllr Marsh, and Marketing, Communications and Events Manager

Apologies: Cllr Jelf

The meeting was held to discuss the **Annual Meeting of the Parish on Wednesday 23rd April.**

The Marketing, Communications and Events Manager (MCEM) gave drafts of the poster and invite for this event. Cllr Marsh and Cllr Conduct were happy to approve both documents. An email has also been sent to Cllr Jelf and Cllr Nicholson for approval before being sent to the printer.

This event will take place in the Gold Room at The Jubilee Hall. 7.00pm arrival for 7.30pm start. A free event for residents and local businesses which will include refreshments.

The (MCEM) will contact the Community Partnerships Groups to ask who would like a table at this event. We have started to get replies and names are being collated.

The emphasis of this event is to make the community aware of what Bishop's Waltham Council Committee Groups do for the community and to introduce the Councillors' who work within those Committee Groups.

To highlight visually the projects and events that the Councillors' have given their free time to attending as volunteers.

Draft Agenda

- Welcome from the Chair (Barry)
- Introduction to each Committee Group and the Councillors' – on the screen a montage of images showing the Councillors at particular events
- The Councils sphere of responsibility – Who to report too – MCEM to provide a takeaway print out for people to take away along with the relevant phone numbers they may need
- New members of staff and what they bring to the Parish Council team
 - Michael new to the Grounds Team
 - Marketing, Communications and Events Manager
 - Estates Manager

Bishop's Waltham Parish Council

- Recently completed and current projects – Show visuals Priory Park overflow car park, Youth Shelter resurface, Jubilee Hall solar panels Grant from WCC reduction on heating bills and additional batteries
- Upcoming projects – Priory Park Clubhouse – show architectural designs
- Marketing – New website, Newsletter with What's On Guide, Parish News, Social media
- Speed Watch

Speaker –To be no longer than 15 minutes MCEM has asked Tony Kippenberger if he would be able to talk about Bishop's Waltham during the war to tie in with the VE Day celebrations on 8th May. TBC

FREE ENTRY

YOU'RE INVITED TO OUR **COMMUNITY MEETING**

**FREE DRINKS
&
LIGHT REFRESHMENTS**

THE ANNUAL MEETING OF THE PARISH

WEDNESDAY 23RD APRIL

The Jubilee Hall, Little Shore Lane, Bishop's Waltham

Doors open 7.00pm, start at 7.30pm

01489 892323 parishclerk@bishopswaltham-pc.gov.uk





Community and Environment Committee – 24th March 2025

11. VE Day 80 Event – Update from Working Group *– for consideration*

A meeting was held on 24th February, see meeting notes overleaf.

Since the last Committee meeting a 5-piece Military Band has been booked. Ratification for this spend will be considered under a confidential agenda item.

An initial draft poster has been designed for this event. See overleaf.

Proposal: To receive the Working Group Meeting notes and draft poster design.

Marketing, Communications and Events Manager 17.03.25



Bishop's Waltham Parish Council

VE Day 80 working Group 24.02.25 – Meeting notes

Location: Silver Room, Jubilee Hall

Present: Cllr Conduct, Cllr Marsh, Cllr Nicholson and Marketing, Communications and Events Manager

The meeting was held to discuss the **VE Day 80 celebrations on Thursday 8th May.**

English Heritage have agreed that this event can be held in the palace ruins.

All councillors' were in agreement that the event be held on the evening of Thursday 8th May which is the actual day of this event. 6.00pm gates open for a 6.30pm start until 9.30pm or just after once the beacon has been lit.

Entertainment for the event

The Marketing, Communications and Events Manager has found a Military Band and will check costs and availability for this date. Also contact the 1940s singer we have used at a previous event or similar to provide music whilst people are enjoying their picnic. Marketing, Communications and Event Manager to ask Robert Shields if he has a contact.

A sound system will provide 1940s style music for the duration of this event.

People can come dressed in 1940s costume if they wish, this is optional.

It was also agreed that we should apply for a grant for this event in the region of £1,500 to cover the costs of the band and a 1940's singer.

The Finance Manager confirmed that we have £500 budgeted for this event.

The lighting of the beacon will go ahead at 9.30pm.

Contingency in the event of bad weather

It was agreed that if the weather forecast is showing rain then it could be held in the Jubilee Hall on Thursday 8th May or we can move it to a weekend date. The Hall is currently available on the following days:

Saturday 3rd May – Gold Room currently available

Sunday 4th May – Gold Room currently available

Sat 10th May – Gold Room booked 1-4pm

Sunday 11th May – Gold Room currently available

The next meeting will be held week commencing 10th March.



JOIN US IN A SHARED CELEBRATION



**THURSDAY 8TH MAY
6.30PM UNTIL 9.45PM**

Join us in the Palace Ruins for a shared celebration for **VE Day 80**

Bring a picnic and listen to a selection of wartime favourites. Come dressed in 1940s costume (optional)

**Enjoy music from the 24th Invicta Rifles Military Band
Lighting of the Beacon at 9.30pm**

www.bishopswaltham-pc.gov.uk or call 01489 892323



Community and Environment Committee – 24th March 2025

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

A meeting of the working group will be planned to progress with the organisation of this event.

English Heritage have been contacted with a view to scheduling a meeting to discuss the event and the necessary paperwork.

Proposal: **To note the above.**

Committees Officer 19.03.25



Community and Environment Committee – 24th March 2025

13. KidSTreat – BWPC Activity Planning Update – *for consideration*

Further to Full Council resolving to request a stall at the Town Team's KidSTreat event being held on Sunday 6th July, further consideration has been given to potential activities that the Council could run. Whilst the Council does have several games that had previously been considered as potentially providing a suitable activity, whether alternative options could be identified, more closely aligned with the Parish Council's work was raised.

Proposal: To consider alternative activity ideas for the children attending the event to take part in, that would be relevant to the work for the Parish Council. For example, an activity where children are invited to try to match photographs of play equipment to each of the town's play areas.

Cllr Jelf/Committees Officer/Marketing, Communications and Events Manager 17.03.25



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

Minutes from two meetings of Sustainable Bishop's Waltham that were held on Monday 17th February and Monday 17th March are included for information overleaf.

Proposal: To note the above.

Committees Officer 19.03.25

Minutes of SBW meeting on 17th February 2025 held at Bunch Of Grapes

Attendees: [REDACTED]

Apologies: [REDACTED]

Chair: [REDACTED]

1. The minutes of 20/1/25 were accepted

Matter Arising

1. It was reported that there were a small amount of funds to cover sundry items eg. The cost of a stall at the carnival. It was noted that [REDACTED] has raised £40 from her Foraging Walk.

2. There remains some confusion over email and communication within the Group. The minutes from January were sent out on both Sustainable Bishops Waltham and Greening but not everyone received them. It was agreed that the minutes will go out on Greening domain with a what's app reminder that they have been sent. [REDACTED] was going to check who was on the Greening email list so that those not on it can be added. Minutes will be in Word document format.

[REDACTED] reported she can now access the web site ...Greening Bishops Waltham.UK. Suggestion were made for a News Tab so that recent articles can be displayed here,

3. Calendar events

The Recycle Event is on 22/3/25 from 10am-2 pm.

There was some discussion regarding the community hedge (see below)

22/5/25 2-4 pm at Junior School. Bike Doctor and review from The Cycle Hub ([REDACTED])

Reports from Pillars

Cycle of The Seed

Beds at Junior School have been prepared and will be planted shortly

The Jubilee Hall bed has been reviewed and sourcing plants for this is the next step

There is participation in a Scouts workshop which will be part of the Environmental badge

There is a training conference on 22nd of February. [REDACTED] reported that the Trustees of the new Youth Club Hall are keen to hold a community fridge. There has been some discussion with Greening Wickham who are further ahead in their cycle of seed activities than we are

Space for Nature

[REDACTED] recently organised a Foraging walk which was well attended and raised £40.

The community hedge project with a hedge on Pondside was discussed. There are some structural issues but CPRE have been offering free plants to assist and have spoken to [REDACTED].

Health

There was a recent discussion with [REDACTED] (Pillar expert) who was encouraging of our activity. She was keen on measuring impacts of the campaign. The recent travel to school survey revealed that currently 42% of children walk to school, 19% use park and stride and 33% use car alone. between 16% and 19% expressed an interest in a Bike bus in the summer

To this end we are working with The Cycle Hub Southampton to try and deliver a bike bus in June (one day per week...6th,13th,20th and 27th june)

██████████ has since messaged to say Climate Anxiety is not a focus for the Health Pillar, but where we have standing water we should cover it to reduce the risks of mosquitoes breeding.

Waste Prevention

The poster for the 22nd March conference is now on-line and the line up is very impressive including a prize for the best Upcycling idea that someone submits. The (other) Bike Doctor ██████████ is attending and will review and advise on Bikes but repairs have to be paid for!

Advertising the event through the School e News was going to be actioned

Warmer Homes

The use of the Thermal Camera is continuing, around 6 participants per week. With Spring this Pillar is likely to become less active. Insulation of homes is part of the environmental badge for the Scouts. There is an on line event for this Pillar on 19th march with ██████████. Sign ups have fallen recently so that any prompting of friends etc. encouraged.

Parish Council Update

██████████ reported that The Baby Bank is rebranding to reduce stigma. This is free support to new mothers/families which takes place on 3rd Saturday of the month between 9.30-11.30 in The Stables behind St Peters Church. There was a request for age 3-4 year old boys clothes.

It was noted that Sainsbury's are selling egg cartons with a seed planted in them for £3.

Date and time of Next Meeting

17th March 2025

7pm

Either at Bunch of Grapes or in The Ruby Room.

Update on Whats App

██████████

Minutes of Greening Bishops Waltham 17/3/25

Attendees

[REDACTED]

apologies [REDACTED]

Minutes of last meeting had been circulated but due to IT problems were not widely reviewed. They are attached to this email

Matters arising... [REDACTED] is reviewing the best process to communicate between members as Sharepoint is not accessible to some. She has allocated a table for Greening (aka.SBW) at community partnership events.

1. Waste Prevention Pillar

[REDACTED] updated the group on the forthcoming gathering on 22nd march. The litter pick starts at 10 am and the Recycling Waste display starts at 11am. It is an impressive group of attendees and activities including... Waste Prevention Trail, an Upcycle Board and competition, Jamies' computers (bring those old laptops and cables etc.) The Bike Doctor, Making Sock Puppets and a seed swap.

The Upcycle competition will be judged in October so the meeting is a prompt to encourage individuals to think of some ideas and then work on them over the summer. Marketing/advertising of this event has been to schools, via Parish council and Social media.

[REDACTED] also produced an update on progress across different pillars in the form of a series of slides which report progress across the pillars but in a slide format. There was some discussion about dates and activities for the rest of this year including 22nd March... waste recycling

23. April Parish Council Community partnership event

14 June ...BW carnival. Cycle Hub and Health Pillar attending

20th september St Peters County Fayre

11th October Greening Showcase event

December Christmas Fair

2. Health Pillar

[REDACTED] reported that two new posters for the Facebook Page have been developed which are due to appear shortly; One highlights dangers of dehydration in hot weather (especially in the those in senior years) and another was about reducing risks from mosquitoes.

He also described progress with THE BIKE BUS which is slowly gaining traction and is now moving to an implementation/training stage. Part of this is to attract media attention which is currently being sought.

3. Warmer Homes

[REDACTED] and [REDACTED] reported that the wait list has now been worked through and there is room for more people to assess their homes using the Thermal

camera's. There is a process for moving people to Next Steps (ie assisting them find solutions where there is considerable heat loss). This has proved more tricky but its likely that when the weather gets autumnal there may be more interest again both in Thermal camera's and in sourcing solutions. Interestingly where an extension has been built over an outdoor structure such as a garage heat loss is much worse, due to the poor insulation around such a construction.

4.Space for Nature

█████ reported that the Pillar has changed emphasis pushing the idea of promoting "greener" gardening rather than encouraging the handing out of wild flower seeds and encouraging random planting. The new process requires garden champions who are volunteers who visit a garden and offer advice

There is a wildflower survey proposed and a recent talk entitled "Wildlife Gardening" also compliments this .

On 29th March there is a planting event (not widely publicised) putting Haxel Whips into the land around Pondside. Trees supplied by CPRE. Starts 10am.

A Hedgerow walk is proposed in June organised by CPRE.

Cycle of The Seed

As the weather improves seeds are germinating and the herb Bed at the School is flourishing as is the new bed outside the Jubilee hall. Links with the Junior school remain strong.

A seed planting exercise with Scouts has also taken place with The Environmental badge being now a part of the scouts syllabus.

Liaison with The Gardening Club is also ongoing

Any other Business

Rotary who organise The Carnival have asked for input from Greening BW to advise the Carnival on making the event more carbon neutral and to promote more sustainable initiatives.

At present Greening is represented by The Cycle Hub stall but this could be expanded.

A request for an Apple Press at the October event was made. ██████ was mentioned in this context.

Next meeting

14th April 7pm Ruby Room

█████



Community and Environment Committee – 24th March 2025

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

An action planning meeting of the Museum Trust was held on Tuesday 18th February. Minutes of the meeting were not produced, a short summary is below.

Key Points

The Museum is preparing for Accreditation later this year so all paperwork must be completed.

Community engagement is the key to Accreditation and increasing this aspect of the Museum's work was discussed such as links with the schools and local Scouts/Guides.

Arrangements for the AGM on April 10th were discussed.

Action Plan

The Emergency Plan is completed with relevant phone numbers. Volunteers training on the emergency plan will be done on April 10th between 10am and 12pm.

The Fire Service have been informed.

The majority of policies in the Action Plan have been completed.

Policies still to be signed off are:

- Serious Incident
- Risk Management
- Forward Plan
- Collection Development Plan
- Documentation
- Care and conservation
- Access
- Mentors



Community and Environment Committee – 24th March 2025

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

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

Cllr Jelf 17.03.25



Bishop's Waltham Town Team Meeting
Monday 10th March 2025, 18:00 in
The Ruby Room, Jubilee Hall, Bishop's Waltham.

Minutes

1. Apologies for absence:

[REDACTED]

Attending:

[REDACTED]

2. Matters Arising from the minutes of the meeting held on 10/02/2025.

No amendments to minutes.

3. Update on actions from last meeting:

- | | | |
|------|---|--|
| i) | ENews | To be replaced with online calendar |
| | Not completed yet. Subscribers to be advised that the ENews is finishing. | |
| | [REDACTED] to speak to [REDACTED]. | |
| ii) | Food Event 2026 | Contact participants in BW Bites |
| | In hand with [REDACTED]. | |
| iii) | Re-thinking Rubbish Event | Doodle poll /prepare posters for stall |
| | Doodle poll completed – cover for stall agreed. First shift 9:00 – 10:45. | |
| iv) | Church Fayre | Agenda item March |
| | Agenda item this meeting. | |

4. KidSTreat 2025 – update from Planning Group.

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

Last meeting had agreed the following:

- Sufficient buy-in from organisations – 27 so far – briefing meeting to be held following this meeting.
- Budget approved – grant applications 2 received so far, awaiting responses from other organisations.
- Unmitigated risks – group agreed all risks covered.
- Event agreed – publicity to start and funds to be committed where necessary.

5. Rotary Carnival 2025.

14.6.25.

TT stall booked – promoting TT and advertising Give & Take and KidSTreat.

Additional activities for this year – pillory and splat the rat.

[REDACTED] to arrange Doodle Poll for volunteers to man stall.

6. Church Fayre 2025.

TT agreed no involvement.

7. Financial Report.

Noted.

[REDACTED] advised of new Lloyds charges of £4.25 per month from April.

8. Any Other Business.

■■■ – BW Town Trail: QR codes in place – to be advertised in Parish News.

Quizzes available (some updating required) – Faces of BW and Shops and shopkeepers.

■■■ – consultation on supermarket proposals for Botley Road site – agreed no response from TT at this time.

■■■ – Annual Meeting of the Parish 23.4.25 – TT to have stall. ■■■ to advise the PC.

Community Volunteers Website – concern over non receipt of emails – ■■■ to check with ■■■.

Request for KidSTreat volunteers to be included on site towards end of March.

9. Date of next meeting.

Monday 14th April 2025 17:30 at Giorgio's if available.

Meeting closed at 18:42.

Actions Arising from meeting:

Subject	Action	Action by
ENews	To be replaced with online calendar/subscribers to be advised	■■■
Rotary Carnival	Doodle poll to be arranged	■■■
Annual Meeting of the Parish	Stall to be booked	■■■
Community Volunteers Website - emails	Check with ■■■	■■■



Community and Environment Committee – 24th March 2025

16. Chairperson's Report – *for information*

Since our last meeting I have attended:

- Town Team meeting
- Website working group meeting
- Clean Up Event
- CEC agenda setting
- Full PC meeting
- P&H meeting

Councillor Jelf 17.03.25