



**Bishop's Waltham Parish Council**  
**A Meeting of the Parish Council Community and Environment Committee**  
**Monday 28<sup>th</sup> April 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 – 24<sup>th</sup> March 2025
6. Actions arising from the Community & Environment Committee meeting – 24<sup>th</sup> March 2025
7. Financial position year to date – *to note current position*
8. Grants Update – *for information*
9. VE Day 80 Event – Update from Working Group - *for consideration*
10. Summer Event – Update from Working Group – *for consideration*
11. KidSTreat – BWPC Activity Planning Update – *for consideration*
12. Clean Up Event Report – *for information*
13. Update from Sustainable Bishop's Waltham – *for information*
14. Councillors' Reports    i) Museum Trust Meeting – *for information*  
   ii) Town Team Meeting - *for information*
15. Chairperson's Report – *for information*
16. Requests for future agenda items - *for information*
17. Date of next meeting – Tuesday 27<sup>th</sup> May 2025 at 6pm
18. **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'.**
19. Grant Applications - *for consideration*

*C Wilkinson*

**Committees Officer/Clerk to the Committee**  
22<sup>nd</sup> April 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 24<sup>th</sup> March 2025 at 7:00pm**

**Present**

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

**In attendance:** C Wilkinson                      Committees Officer

**Members of the public:**                      0

- CE195/24      To receive and accept apologies for non-attendance.**  
All councillors were present. Apologies had been received from the Marketing Communications and Events Manager.
- CE196/24      To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- CE197/24      To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**  
Cllr Jelf – Agenda item 13 (KidSTreat – BWPC Activity Planning Update)
- CE198/24      Public Session**  
Correspondence had been received from an organisation called My Home Made Better, it was agreed that Councillor Jelf would attend the launch event.
- The Parish Council's Clean Up and Rethinking Rubbish (Greenings campaign) events run on Saturday 22<sup>nd</sup> March were agreed to have run smoothly; attendance has been sufficient to make the events worthwhile but were not as well attended as some previous events. Full event reports would be included as agenda items in the Committee's April meeting.
- The Litter Partnership would be contacted to see if another litter pick could be organised for the approaches of Bishop's Waltham. **Action: Cllr Jelf**
- CE199/24      To approve the minutes from the meeting of 24<sup>th</sup> February 2025**  
**Resolved: To approve the minutes of the meeting of 24<sup>th</sup> February 2025**  
**Proposed: Cllr Conduct**  
**Seconded: Cllr Wood**  
**All in favour.**
- CE200/24      Actions arising from the meeting of the Community & Environment Committee – 24<sup>th</sup> February 2025**  
Responses regarding promotion in local free publications would be brought to the Committee as a future agenda item. **Action: Clerk**
- CE201/24      Financial position year to date – to note the current position**  
Noted. Efforts were being taken to maximise the usage of the existing budget before year end.
- CE202/24      Grants Update – for information**  
Noted.
- CE203/24      BWPC Website Project Update – for consideration**

The working group has been pleased to receive the preliminary designs. Greater prominence would be given to the diary to see the availability of the Council's hireable halls and the events diary.

**Resolved: To pass the preliminary designs received to Full Council to update them on the current status of the project.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Conduct**

**All in favour.**

**Action: Clerk**

**CE204/24**

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

The presentation that had been recently delivered to BW Society by Councillor Latham and Councillor Williams was raised for potential inclusion in the AMP. Content had included topics such as the Local Plan Material, BWPC projects and devolution. Feedback from the presentation had been very positive.

Councillor Williams would be asked to attend a working group meeting to see how the presentation content could be integrated into the event scheduled.

**Action: AMP Working Group**

**CE205/24**

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

The event plan was progressing, and the tabled event poster was well received by the Committee. Members of the public had expressed interest in whether the Parish Council was organising a commemorative event to mark the occasion, and so promotion of the event would start as soon as possible.

**Action: Marketing, Communications and Event Manager**

Uniformed organisations would be made aware of the event in case they would like to participate.

**Action: Marketing, Communications and Event Manager**

**Resolved: To commence with the promotion of the event and to share the poster with local organisations.**

**Proposed: Cllr Jelf**

**Seconded: Cllr Webb**

**All in favour**

**CE206/24**

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

A meeting of the working group would be scheduled to progress with the event planning and to meet with representatives of English Heritage.

**Action: Marketing, Communications and Event Manager**

Elements of the event organisation such as the Temporary Event Notice would be proceeded with.

**Action: Marketing, Communications and Event Manager**

**CE207/24**

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

**Resolved: To create an activity that would involve promotion of the Parish Council's play areas to be available for children to participate in at the Parish Council's KidSTreat stall, as well as some of the activities already owned by the Parish Council.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Conduct**

**6 in favour. 1 abstention**

**Action: Councillor Jelf**

**CE208/24**

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

Noted. A report from the Rethinking Rubbish event would be included in a future meeting of the Committee's.

**Action: Sustainable Bishop's Waltham**

Councillor Latham shared an update of the Bike Bus initiative which Sustainable Bishop's Waltham were working with the Bishop's Waltham Junior School to organise. This would form the basis of a future agenda item.

**Action: Councillor Latham/ Sustainable Bishop's Waltham**

**CE209/24**

**Councillors' Report**

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

Noted.

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

Noted.

**Bishop's Waltham Parish Council**  
**Community and Environment Committee**  
**Actions Arising for meeting 28.04.25**

Minute Number	Subject	Action	Date for completion	Action by	Notes
CE164/23	Report from Emergency Plan Test Exercise	Review and implement suggested ammendments to the Emergency Plan as appropriate.	February	Cllr Jelf/Cllr Marsh/Clerk to the Committee	Review of plan to be conducted in Dec 24
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
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	
CE185/24	VE Day 80 Event	Notify the Museum Trust and site owner	Complete	MCE Manager	
CE198/24	Litter Partnership	LP would be contacted to potentially organise a litter pick.	Complete	Cllr Jelf	
CE200/24	Actions Arising	Pricing information about free publications would be brought to CEC as a future agenda item.	May-25	Clerk to the Committee	
CE203/24	BWPC Website Project Update	Pass preliminary designs to Full Council to update all councillors on project progress.	Complete	Clerk to the Committee	
CE204/24	Annual Meeting of the Parish	Approach Cllr Williams to see if reworked version of BW Society presentation could be included	Complete	AMP Working Group	
CE205/24	VE Day 80 Event	Commence event promotion.	Complete	MCE Manager	
CE205/24	VE Day 80 Event	Apply for Temporary Event Notice	Apr-25	MCE Manager/Clerk	
CE207/24	KidSTreat - BWPC Activity Planning Update	Create activity to promote BWPC play areas	Complete	Cllr Jelf	
CE208/24	Update from Sustainable BW	Rethinking Rubbish Event Report to form future agenda item	May-25	Sustainable BW	
CE208/24	Update from Sustainable BW	Bike Bus future agenda item	May-25	Cllr Latham/SBW	
CE214/24	Quotation for Military Band for VE Day 80	Request ratification for spend from F,P&R	Complete	Clerk to the Committee	

- CE210/24**      **Chairperson's Report** – *for information*  
Noted.
- CE211/24**      **Requests for Future Agenda Items** – *for information only*  
Clean Up Event Report  
Rethinking Rubbish  
Bike Bus
- CE212/24**      **Date of next meeting** – **28<sup>th</sup> April 2025**  
Noted.
- CE213/24**      **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'.
- CE214/24**      **Quotation for Military Band for VE Day 80 BWPC Event** – *for consideration*  
**Resolved:** To request ratification from the Finance, Policy and Resources Committee and Full Council for the use of unbudgeted funds to secure a booking with DDRK Oompah Band at the cost of £1,100.00 for the Parish Council's VE day 80 event of Thursday 8<sup>th</sup> May 2025.  
**Proposed:** Cllr Latham  
**Seconded:** Cllr Jelf  
**All in favour**      **Action: Committee Officer**

The meeting closed at 8.24 pm.

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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	(480)	3,615	4,095	(3,615)		3,135	13.3%	
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	(1,359)	0	(1,359)	(983)	4,300	5,283	(4,300)		3,317	22.9%	
4175	Leaflets - Guides	0	650	650	0	650	650	(650)		650	0.0%	
4200	Costs - Annual Parish Meeting	(572)	600	28	(897)	1,200	2,097	(1,200)		303	74.8%	
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	40	40	(76)	80	156	(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	250	250	(502)	250	752	(250)		(252)	200.6%	
4230	Costs - Environ'al Initiatives	0	150	150	(330)	300	630	(300)		(30)	110.0%	
4231	Costs - Environmental Event	0	50	50	0	100	100	(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	100	100	(40)	200	240	(200)		160	20.0%	
4323	Mtce - Telephone Box	0	50	50	0	100	100	(100)		100	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

## 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	250	250	(290)	500	790	(500)		210	58.1%	
Grand Totals:- Income	0	0	0	1,241	100	(1,141)	100			1241.4%	
Expenditure	1,931	2,140	209	16,692	23,895	7,203	23,895	0	7,203	69.9%	
Net Income over Expenditure	(1,931)	(2,140)	(209)	(15,451)	(23,795)	(8,344)	(23,795)				
Movement to/(from) Gen Reserve	(1,931)	(2,140)	(209)	(15,451)	(23,795)	(8,344)	(23,795)				



## Community and Environment Committee – 28<sup>th</sup> April 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  
23.04.25



## Community and Environment Committee – 28<sup>th</sup> April 2025

### 9. VE Day 80 Event – Update from Working Group

*– for consideration*

Event organisation progress since the last Committee meeting:

- The risk assessment overleaf has been prepared.
- Information has been supplied to English Heritage to obtain the Hot Works Licence.
- First Aid support has been secured.
- The Grounds Team have been asked to replace the hoses on the beacon (due to their expiry date).
- The Grounds Team are checking the gas level of the cylinder obtained for the D-Day beacon.
- The event has been registered on the VE Day 80 official website.

**Proposal: To note the progress reported, and to accept the tabled risk assessment for the VE Day 80 beacon lighting to take place on Thursday 8<sup>th</sup> May.**

Marketing, Communications and Events Manager 23.04.25

		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

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



## **Community and Environment Committee – 28<sup>th</sup> April 2025**

### **10. Summer Event – Update from Working Group**

*– for consideration*

A meeting of the working group is scheduled for the week commencing 27<sup>th</sup> April to progress with the organisation of the Parish Council's Party in the Palace event that will take place on Saturday 19<sup>th</sup> July.

**Proposal: To note the above.**

Marketing, Communications and Events Manager 23.04.25



## Community and Environment Committee – 28<sup>th</sup> April 2025

### 11. KidSTreat – BWPC Activity Planning Update

*– for consideration*

Subsequent to the discussion at the last Committee meeting an activity has been created by Councillor Jelf for children to match various images taken from the Parish Council's play areas to their corresponding locations.

The remaining action to be completed for the stall is to print a large town map upon which the various locations will be marked.

**Proposal:** To approve the use of the proposed KidSTreat activity and to consider prizes and whether any other activities are now still required (e.g. stocks or Splat the Rat).

Committees Officer 23.04.25



## Community and Environment Committee – Monday 28<sup>th</sup> April 2025

### 12. Clean Up Event Report – *for consideration*

#### Saturday 22<sup>nd</sup> March 2025

Around 19 members of the public attended as well as Councillors, support staff, Grounds staff and the ACSO. Everyone met and signed up at the specified time and everything went smoothly in terms of set up and distributing equipment. The weather forecast was fair with no rain scheduled. Any Groups with children with given advice about suitable routes and these were marked appropriately on the route map. Many of the attendees had been to the litter pick before but everyone was given a safety briefing by Cllr Jelf who was in attendance as well as Cllr Jones who took part in the litter pick.

#### Marketing

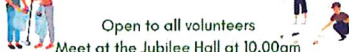
The event was advertised on the town's noticeboards as well as across our social media platforms Facebook and Instagram and The Parish News and What's On Guide.



#### **CLEAN UP BISHOP'S WALTHAM**

SATURDAY 22ND MARCH 2025

10.00AM TO 12.00PM



Open to all volunteers

Meet at the Jubilee Hall at 10.00am

Bring gloves, a mobile phone and friends

Everything else is provided

*Just 2 hours to help clean up the approaches to Bishop's Waltham*

**LET'S KEEP OUR TOWN LOVELY!**

[www.bishopswaltham-pc.gov.uk](http://www.bishopswaltham-pc.gov.uk) or call 01489 892525

#### Kit

Sufficient bags, picks, hoops, disposable gloves, and high viz vests were available, The recently purchased larger size high viz vests were useful. The collection and return process went smoothly.



## **Bishop's Waltham Parish Council**

### **Refreshments**

Drinks were available to volunteers inside the Jubilee Hall, from the Greening Campaigns, Rethinking Rubbish Event that took place on the same day.

### **Litter gathered**

A large number of bags were filled as well as other larger objects which were found dumped on the side of the road such as a swimming pool pump and tyres. The bags were all collected promptly by WCC.

### **Feedback**

- Lots of people said thank you and that they said they litter picked when they were out walking
- Lots of poo bags!
- Increase in traffic was noticeable compared with previous years



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

Marketing, Communications and Events Manager

23.04.25



## **Community and Environment Committee – 28<sup>th</sup> April 2025**

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

Minutes from the meeting of Sustainable Bishop's Waltham that took place on Monday 14<sup>th</sup> April are included for information overleaf.

**Proposal:** To note the above.

Committees Officer 22.04.25

## **MINUTES**

**13<sup>th</sup> April 2025 – 7pm, Ruby Room, Jubilee Hall**

Present: [REDACTED]

Apologies: [REDACTED]

### **WELCOME:**

Welcome to our newest member, [REDACTED], who has joined the Waste Pillar :o)

### **PARISH COUNCIL UPDATE:**

[REDACTED] – Halls and Grounds Committee meeting tomorrow night – spoke to [REDACTED] about a tap or a water butt for the new growing area outside of Jubilee Hall – there is a drain-pipe just by the growing area – found some prices which she will forward onto the Committee for their consideration.

[REDACTED] will contact [REDACTED] to book an additional table for the BW Fayre in June.

### **FUNDING:**

Discussed what grants might be available to us. We have possibly missed the Parish Council grants window. Before we apply, team to decide what it is exactly that we are applying for. [REDACTED] advised that she has some of this information in the recent Greening Campaign Report that we all inputted into.

Action: [REDACTED] to pass [REDACTED] the Greening report – [REDACTED] to extract costs – [REDACTED] to then email all to ask for details / costs - document will then be used to determine what grants we may wish to apply for.

Conversation between all to say that small amounts of money have been collected from various events over the last few months, and that we should total this up and spend it!

Action: All - can everyone who has money pass it to [REDACTED] and she will bank it. [REDACTED] will then let us know how much we can spend.

### **BACK OFFICE:**

WhatsApp – discussed the Group Info section on our WhatsApp chat and how it's worth checking in there from time to time as it has useful info, including meeting and events dates, plus a link to Sharepoint.

Action: All – to ensure that WhatsApp doesn't get too bogged down with too many chats, please take individual chats off into a 1:1 chat.

Discussed Sharepoint again – agreed that we should have some form of file sharing area. First thing is to identify who cannot access Sharepoint. We can decide if we need to find another solution.

Action: [REDACTED] to send out the Sharepoint link again – to include [REDACTED] and [REDACTED]. Then everyone to report back to the next meeting if they could access or not.

████ advised that there is a WECAN event on 30<sup>th</sup> April – which will cover internal comms, Google Workspace, GDPR and funding – all welcome.

ACTION: █████ to send out the invite.

Website – all good. Please send content to █████ and █████ if you want anything adding.

Facebook – still accruing new followers – please send content to █████, █████, █████ for adding.

Action: █████ has offered to look through the content on the website and make suggestions – just content, not format.

Action: All to send █████ and █████ a link to the partner organisations that we would like to see on the website.

Action: All, if you ask █████ to do updates, please let █████ and █████ know so that they can update Facebook and other socials (websites that we link into).

## **EVENTS:**

### **Community Event 23<sup>rd</sup> April**

████████████████████ are attending.

████ to drop off the 3d recycling competition board on the evening.

### **June Carnival – 14<sup>th</sup> June**

Double table, ten metres, has been booked!

Health, Waste, S4N Pillars – █████ is planning on doing a nature-based activity too.

Parade starts in Botley (cars), bikes will join at the Crown Inn -

Action: █████ to post on the Big Green Week website (<https://www.greatbiggreenweek.com/>)

### **20<sup>th</sup> June – Junior School Summer Fayre**

Cycle of the Seed would like to attend though struggling for resource within the team currently.

### **6<sup>th</sup> July – Kids Treats**

Agreed it's a fab opportunity to promote our cause – however, no-one has capacity to lead.

Action: █████ to speak to █████ at the Youth Club who are already doing a growing session – to see if we can tag into what they are doing.

Action: █████ to see if she can get hold of a tin-can-alley game which gives info around what carbon is emitted through different types of school transport.

## HEALTH PILLAR:

Focussing on bike-bus – [REDACTED] went to a Bike Bus Summit in Worcester last week, who have a very good bike-bus, predominantly doing the school-run by bike.

Did a questionnaire in the school and 18 parents stepped forward to say that they would like to get involved. The idea is to facilitate the idea of a bike-bus, and for the parents to run the bike-buses themselves. There is a preliminary meeting at 6pm on Thursday 1st May 2025 at The Junior School. There will also be a WhatsApp group set up in due course for those taking part to communicate through.

More info on the bike bus can be found on website: <https://www.greeningbishopsaltham.uk/health>

## SPACE FOR NATURE:

The hedge has had some rain! :o) We are waiting for some free mulch to be delivered to bed the plants in. We have had one volunteer who was watering before the rains came.

Garden Champions – launch end of April – the project aims to train volunteers to become garden champions, who in turn will visit people's gardens to advise on gardening for wildlife. Part of the project will encourage people to sign up for surveys too. Plan is to have a mini-launch of the project at some point during the Spring.

Summer plans – we plan to hold a couple of BioBlitzs around town – with possibly a picnic too!

*What is a BioBlitz? A BioBlitz aims to create snapshot of the variety of life found in a specific location. Wildlife experts and the wider public work together, within a set amount of time, to find and identify in the area as many species of plants, animals and fungi as possible.*

*BioBlitzes can be carried out anywhere there is wildlife, including urban areas such as parks, cemeteries and canals. The records collected during a BioBlitz form part of a genuine scientific survey of the area.*

*The event is an informal and fun way for young people and other members of the public to learn alongside experts and share and develop their enthusiasm for nature.*

[REDACTED] met with Bishop's Waltham in Bloom recently to discuss planting wildflowers on the Station Roundabout. BiB will discuss at their next Committee meeting and get back to us.

[REDACTED] is also looking at doing something with the Sainsbury's un-loved bit of earth on the main road side of their building.

## WARMER HOMES:

Wrapped up for this year – cameras are back at the office if anyone wants to borrow them for other projects – bird watching at night! [REDACTED] used the cameras at Scouts for hide and seek :o)

60 plus homes assessed – had a rethink of the process since Christmas to ensure that everyone could be visited. In October, they will do a recruitment drive for new people to sign up – visits will be November / December time.

████ advised that My Home Made Better Scheme has launched – people can make a free appointment, for free impartial advice on what measures they can put in to make their homes warmer.

<https://myhomemadebetter.org/>

## **WASTE:**

Around 100 people attended the Rethinking Rubbish event.

Jamie's Computers - people donated 198kgs of cables – 8.3 kms of cables. They raised around £500 for their charity. 38 phones, 14 computers and laptops, 6 screens, 4 printers and some fairy lights were donated! Around 30 people donated stuff. Jamie's Computers will be coming again on the 11<sup>th</sup> October. They have donated a refurbished laptop for our upcycling competition.

Action: Can everyone promote the Recycling Competition please! █████ to share information.

Action: Suggestion, can we make something that we can use to promote the Recycling Competition at the June event – agreed that it would be good to have a few things to inspire people.

Next Waste Pillar meeting 28<sup>th</sup> April, The Crown, 7pm.

Action: █████ to advertise the above meeting on socials.

## **CYCLE OF THE SEED:**

The group have planted the herb bed – the idea is that when the plants have established, that anyone can forage from it. The Men's Shed are going to make some signs to encourage people to pick.

A couple of the team are taking part in the Gardening Club at the Junior School on an ongoing basis.

The team are talking to the Gardening Club and plan to attend their Committee Meetings to see if we can collaborate. The Gardening Club have also included a reference to the Greening Campaign in their recent newsletter.

They had a meeting with their Expert recently who gave them good feedback – and advised the group to grow people.

Youth Hall – the plan is to have a Community Fridge at the hall! It will be inside and manned, by the Reception area. █████ is keen to get this up and running. █████ advised that █████ can help with funding if needed.

## **MORE VOLUNTEERS!**

We are on the Bishop's Waltham Volunteer website –

<https://bwcommunityvolunteers.teamkinetic.co.uk/volunteers/search?searchString=greening+bishop+s+waltham&btnSearchBasic=>

Action: █████ suggested <https://www.cfirist.org.uk/> - █████ to research.

## **ADVERTISING:**

Discussion around how we promote our events better.

Noted that Meon Valley Times are taking over the What's On Newsletter. [REDACTED] to make contact to promote our October event.

## **CELEBRATION EVENT:**

The next meeting on 19<sup>th</sup> May will focus purely on the Celebration Event in October. Suggested we change the event time from 10am to 2pm.

## **AOB:**

### **One Planet Platform**

Action: Everyone read email and reply to Doodle poll. Let wider team know when you have signed up.

## **FUTURE MEETINGS:**

Action: [REDACTED] to check to see if we can use the Ruby Room.

19<sup>th</sup> May – Ruby Room, Jubilee Hall.

16<sup>th</sup> June – Ruby Room, Jubilee Hall.

Future meetings >

14<sup>th</sup> July, 11<sup>th</sup> August, 8<sup>th</sup> September, 29<sup>th</sup> September, 11<sup>th</sup> October (Celebration Event!), 20<sup>th</sup> October – wash-up meeting, 17<sup>th</sup> November, 8<sup>th</sup> December – Christmas Supper.

Action: [REDACTED], can you book the Ruby Room for the above please?



## Community and Environment Committee – 28<sup>th</sup> April 2025

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

A meeting of the Museum Trust was held on Tuesday 25<sup>th</sup> March. Minutes of the meeting are included overleaf.

#### Key Points

##### Finance

- A copy of Accounts 2024 signed and approved by Trustees, having been examined as appropriate.
- The £1000 limit on the sum up machine has been exceeded so there will be a charge of £7.0 a month.
- HMRC platform - registered under Corporation Tax system as well as Gift Aid.

Accreditation Process - A list of all Policies that need to be approved was submitted.

A survey has been done to consider the Socio Economic background of all Trustees.

English Heritage memberships have been given to all Trustees and Volunteers.

A Trustees Skills report has been completed.

All arrangements for the AGM on April 10th were discussed.

A black and gold bin should be arriving sometime.

Arrangements for the Clock renovations await information from the grant application.

There are 33 volunteers with 5 new added volunteers.

The Imperial Male Voice choir is coming on May 4th.

There is a Clean Up on Saturday April 26th

The Parish Council are marking the 80th Anniversary of VE Day on May 8th at the Palace with a band and beacon lighting.

**Bishop's Waltham Museum Trust**

Trustee meeting 25<sup>th</sup> March 2025

Cherry Walk, Bishop's Waltham

Present – [REDACTED]  
[REDACTED]

Josie Woods (PC)

Apologies – None

Approval of **minutes of** last meeting given – **14<sup>th</sup> Jan 2025**

Matters Arising – Continuing list of policies required for approval for the forthcoming accreditation, see minutes below.

**Finance Report** – Agreement from Trustees to **consider** the donations options given on the Sum Up machine, to be determined at next meeting. The treasurer advised that the annual amount of donations has exceeded £1000 and as a result there will now be a £9 monthly payment due to 'Givealittle'. The HMRC platform is now registered for both corporation tax and gift aid.

Copy of the 2024 accounts has been examined and approved by Trustees ([REDACTED] –external examiner)

**Accreditation review and policy approvals.** The Trustees thanked [REDACTED] for all her preparation of the documents

For the meeting today, approval was circulated and agreed as follows:

**WORKFORCE STRUCTURE**

**FORWARD AND ACTION PLAN **APPENDIX****

**BUDGET FOR CURRENT AND NEXT FINANCIAL YEAR**

**COLLECTIONS DEVELOPMENT POLICY**

**DOCUMENTATION POLICY**

**COLLECTIONS CARE AND CONSERVATION POLICY**

**All approved by Trustees (25/03/25)**

ADDITIONALLY – the appointment of [REDACTED] as MUSEUM MENTOR in APRIL 2018 was **reconfirmed by Trustees.** (25/03/25)

**Visitor Survey** – [REDACTED] is completing a report on all responses received from museum information visitor survey report 2021/2024 – 2025 to be entered for accreditation by [REDACTED].

### Other business:

Rubbish Collection – this has been resolved by WCC as verges not in Parish maintenance. Details in progress and will be reported by JW in due course.

Clock renovations – Grant application submitted to PCC for work to Andrew Padbury clock, awaiting outcome MAY 2025.

Town model – [REDACTED] and [REDACTED] are in communication. No report currently available.

Imperial Male Voice choir to sing in the grounds on 4<sup>th</sup> May.

JW confirmed that the Parish VE Day beacon lighting would happen in the grounds of the Palace again 2025 with EH approval. 6.30 to 9.30pm 8<sup>th</sup> May with Military Band. If it is wet, it will transfer to the Jubilee Hall.

### Volunteering report:

5 new volunteers recruited this year from word of mouth and recruitment morning.

Training morning for all volunteers at the museum on 12/04.

[REDACTED] has been offered two working trains sets on loan for this year's exhibition on Railway 200 from [REDACTED] and [REDACTED] but this will require an extra volunteer for each shift to ensure their safety. Trustees agreed.

### Collections Manager:

Students attending weekly under supervision of the Collections Manager.

[REDACTED] has been offered a range of things for the Railway200 exhibition from [REDACTED], [REDACTED] and [REDACTED]

Mary Anne Hale Sampler has now been donated to the museum in the specially commissioned case by [REDACTED].

[REDACTED] reminded everyone of the importance of covering up the display cases.

### EH Matters:

Awaiting sign off of the MPA from [REDACTED], as required for accreditation. MPA Approved by Trustees (25/03/25)

Platform now open, with a party on 18<sup>th</sup> March. Food provided by [REDACTED] and [REDACTED] (good things said!), Prosecco by PAYE.

Platform gate cannot lock with padlock so chain provided by EH but very heavy and difficult – new solution sought.

AOB:

- 1) Volunteer Membership cards received from EH for distribution. They last until 31 March 2026.
- 2) Lighting in reception area in progress with [REDACTED], EH PROPERTY MANAGER.
- 3) Parish council annual meeting .The museum has been offered a table for display (23/04/25)
- 4) Spring cleaning session booked for 26<sup>th</sup> April - am. Helpers required.

**NEXT MEETINGS FOLLOWING THE AGM – 13/05, 24/06, 22/07, 16/09, 21/10, 25/11.**

[REDACTED]

**27/03/25**

**Signed by the Chairman .....**



## **Community and Environment Committee – 28<sup>th</sup> April 2025**

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

A meeting of the Town Team took place on Monday 14<sup>th</sup> April 2025. The minutes of the meeting are not yet available but will be included in the papers for the Committee's meeting in May.

Due to family commitments, I was unable to attend the meeting.

Cllr Jelf 22.04.25



## Community and Environment Committee – 28<sup>th</sup> April 2025

### 15. Chairperson's Report – *for information*

Since our last meeting I have attended:

- Annual Meeting of the Parish
- AMP Rehearsal
- Councillors' Surgery
- CEC agenda setting
- Full Parish Council meeting
- Planning & Highways meeting

Councillor Jelf 22.04.25