



Bishop's Waltham Parish Council
A Meeting of the Parish Council Community and Environment Committee
Monday 23rd June 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 May 2025
6. Actions arising from the Community & Environment Committee meeting – 27th May 2025
7. Financial position year to date – *to note current position*
8. Party in the Palace 2025 Planning Update – *for consideration*
9. Remembrance Events 2025 – *for consideration*
10. Event Report for the Parish Council's Stall at the Summer Fayre and Dog Show – *for information*
11. Marketing, Communications and Events Manager's Report – *for information*
12. Update from Sustainable Bishop's Waltham and Rethinking Rubbish Event Report – *for information*
13. Councillors' Report - Town Team Meeting – *for information*
14. Requests for future agenda items - *for information*
15. Date of next meeting – 21st July 2025
16. **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'.
17. Prices for Replacement Gazebo – *for consideration*
18. Christmas Tree Installation Services Report – *for consideration*

C Wilkinson

Committees Officer/Clerk to the Committee
17th June 2025



Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council
Community and Environment Committee
held at The Jubilee Hall on Tuesday 27th May 2025 at 6:00pm

Present Cllr Latham Outgoing Vice Chairman, Incoming Chairman
Cllr Marsh Incoming Vice Chairman
Cllr J Wood

In attendance: C Wilkinson Committees Officer

Members of the public: 1

CE001/25 To elect the Chairman of the Committee.
Resolved: To elect Cllr Latham as Chairman of the Committee.
Proposed: Cllr Wood
Seconded: Cllr Marsh
All in favour.

CE002/25 To elect the Vice Chairman of the Committee.
Resolved: To elect Cllr Marsh as Vice Chairman of the Committee.
Proposed: Cllr Wood
Seconded: Cllr Latham
All in favour.

CE003/25 To appoint representatives to the Chamber of Trade, Museum Trust, North Pond Conservation Group, and Town Team – for consideration

Organisation	Representative	Stand In Representative
Chamber of Trade	Cllr Marsh	Cllr Latham
Museum Trust	Cllr Wood	Cllr Latham
North Pond Conservation Group	Cllr Conduct	Cllr Latham
Town Team	Cllr Wood	Cllr Marsh

Resolved: To appoint representatives to Community Organisations as tabled above.
Proposed: Cllr Marsh
Seconded: Cllr Latham
All in favour.

CE004/25 Reappointment of Committee working groups for 2025/26
Working groups tasked with the organisation of Parish Council events (for example the Annual Meeting of the Parish and VE Day 80 Beacon Event Working Groups), were dissolved following the conclusion of the events due to the nature of their objectives.
The following Committee working groups were agreed by the Committee.

Budgeting Working Group	Newsletter Working Group	Summer Event Working Group
Cllr Latham	Cllr Williams	Cllr Latham
Cllr Marsh	Cllr Wilson	Cllr Wilson
Committees Officer	Marketing, Communications and Events Manager	Marketing, Communications and Events Manager
Marketing, Communications and Events Manager		

Website Working Group
Cllr Conduct
Cllr Latham
Marketing, Communications and Events Manager

Resolved:

- i) To appoint the Committee working groups for 2025/26 as tabled above.
- ii) To dissolve the Christmas Tree and Environmental Initiatives working groups.

Proposed: Cllr Latham

Seconded: Cllr Wood

All in favour.

- CE005/25** To receive and accept apologies for non-attendance.
Councillor Conduct - family commitment
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Latham
Seconded: Cllr Wood
All in favour.
- CE006/25** To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
None relating to the business of the meeting.
- CE007/25** 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.
- CE008/25** **Public Session**
No members of the public present.
- CE009/25** To approve the minutes from the meeting of 28th April 2025
Resolved: To approve the minutes of the meeting of 28th April 2025.
Proposed: Cllr Marsh
Seconded: Cllr Wood
All in favour.
- CE010/25** Actions arising from the meeting of the Community & Environment Committee – 28th April 2025
Noted.
- CE011/25** Financial position year to date – *to note the current position*
Noted.
- CE012/25** **Party in the Palace 2025 Planning Update – for consideration**
Noted. A meeting of the working group was planning for Monday 9th June at 9am to focus on planning the music and children's entertainment elements of the event.
- CE013/25** **Parish Council Stall at Family Fun Day – for consideration**
It was considered whether the voting jars could be used as a means of encouraging engagement from younger event attendees.
Resolved: To take the skittle alley to the Bishop's Waltham Rotary's Family Fun Day event and to display information resources taken from the Annual Meeting materials, along with an activity to encourage engagement from young people.
Proposed: Cllr Latham
Seconded: Cllr Wood
All in favour.
- CE014/25** **Newsletter Update – for consideration**
The summer newsletter had been drafted by the Marketing, Communications and Events Manager and would be passed to the working group in due course for review.
- CE015/25** **Annual Meeting of the Parish Event Report – for information**
The tabled report was received by the Committee.

A lectern or staging to raise speakers to make them more easily viewable would be of benefit for future events. Whether the Men's Shed could be asked whether they could make something for the Parish Council's use was raised. **Action: Marketing, Communications and Events Manager**

Councillor Wood was planning to ask residents at an upcoming Councillors' Surgery for input regarding how to attract more young people to Parish Council events. The event was agreed to have been successful and well-attended.

CE016/25 VE Day 80 Beacon Event Report – for information

The Military Band had been well received by attendees, and the event was felt to provide a valuable means of marking this important occasion as a community.

The success of the event as an opportunity for the community to gather led the committee to consider whether another evening event at the Palace ruins would be well-received.

At this point a second member of public joined the meeting.

CE017/25 HCC Local Nature Recovery Strategy Consultation – for consideration

The Hampshire and Isle of Wight Wildlife Trust would be asked for their guidance to help inform the Parish Council's response.

Resolved: Councillor Latham was to supply a response to the HCC Local Nature Recovery Strategy public consultation.

Proposed: Cllr Wood

Seconded: Cllr Marsh

All in favour.

Action: Councillor Latham

CE018/25 Update from Sustainable Bishop's Waltham – for information

The tabled report was received by the Committee.

SusTrans had been working with the group organising the Cycle Bus and as a result the route had been modified because they were not happy for children to cycle along the Corhampton Road even when supervised. A documented statement from SusTrans to record their stance regarding the Corhampton Road would be requested.

Action: Councillor Latham

CE019/25 Town Team Minutes – for information

This agenda item was withdrawn.

CE020/25 Requests for Future Agenda Items – for information only

Christmas Tree

CE021/25 Date of next meeting – 23rd June 2025

It was noted that this meeting would return to the usual time of 7pm.

The meeting closed at 6.55 pm.

Bishop's Waltham Parish Council
Community and Environment Committee
Actions Arising for meeting 23.06.25

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	Complete	Clerk to the Committee	
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	
CE208/24	Update from Sustainable BW	Rethinking Rubbish Event Report to form future agenda item	Complete	Sustainable BW	See agenda item 12.
CE218/24	Public Session - Road Closure Applications	To send complaint to WCC regarding the introduction of charges for road closure applications for not-for-profit organisations	Complete	Clerk to the Committee	
CE225/24	KidSTreat - BWPC Activity Planning Update	Purchase stickers and lollipops for participating children.	May-25	MCE Manager	
CE228/24	Councillors' Report - Town Team Meeting	Progress with the councillor rota for the event	May-25	MCE Manager	
CE015/25	Annual Meeting of the Parish Event Report	To approach the Men's Shed to see whether they could make a lectern or staging to improve visiblility of speaker.	Aug-25	MCE Manager	
CE017/25	HCC Local Nature Recovery Strategy Consultation	To supply response (to be guided by HIWWT feedback).	Complete	Cllr Latham	
CE018/25	Update from Sustainable BW	To request written feedback from SusTrans regarding Bike Bus adjustment to avoid the Corhampton Road.	Complete	Cllr Latham	

Detailed Income & Expenditure by Phased Budget Heading 17/06/2025

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Community & Environment</u>											
1326 Grant - Youth Event	0	0	0	0	0	0	1,000			0.0%	
4041 Website Hosting & Support	0	0	0	(67)	267	334	(334)		267	20.1%	
4121 Grants - General (GPC)	(3,850)	4,250	400	(3,850)	4,250	8,100	(8,500)		4,650	45.3%	
4126 Grants - General (Section 137)	(1,000)	0	(1,000)	(1,000)	0	1,000	0		(1,000)	0.0%	
4171 Community Newsletter	0	1,000	1,000	0	1,000	1,000	(4,500)		4,500	0.0%	
4175 Leaflets - Guides	0	0	0	(351)	0	351	(650)		299	54.0%	
4200 Costs - Annual Parish Meeting	(167)	150	(17)	0	300	300	(1,200)		1,200	0.0%	
4201 Costs - Party in the Park	0	0	0	0	0	0	(3,000)		3,000	0.0%	
4205 Costs - B W Clean Up Events	0	50	50	0	50	50	(100)		100	0.0%	
4206 Costs - Volunteer Social Event	0	0	0	0	0	0	(250)		250	0.0%	
4207 Costs - National Events	(45)	500	455	(1,145)	500	1,645	(500)		(645)	229.0%	
4209 Costs - Miscellaneous Events	0	0	0	0	0	0	(750)		750	0.0%	
4230 Costs - Environmental Initiatives	(10)	0	(10)	(10)	100	110	(400)		390	2.5%	
4232 Costs - Skate Jam Event	0	0	0	0	0	0	(1,200)		1,200	0.0%	
4322 Mtce - Notice Boards	0	0	0	(80)	0	80	(100)		20	80.0%	
4323 Mtce - Telephone Box	0	0	0	0	0	0	(100)		100	0.0%	
4448 Parish Council Website	(350)	0	(350)	(350)	3,000	3,350	(3,000)		2,650	11.7%	350
<u>399 Capital - Community & Environm</u>											
4350 Minor Assets	0	0	0	0	0	0	(500)		500	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 17/06/2025

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	0	0	0	0	0	1,000			0.0%	
Expenditure	5,422	5,950	528	6,853	9,467	2,614	25,084	0	18,231	27.3%	
Net Income over Expenditure	(5,422)	(5,950)	(528)	(6,853)	(9,467)	(2,614)	(24,084)				
plus Transfer from EMR	350	0	(350)	350	0	(350)	0				
Movement to/(from) Gen Reserve	(5,072)	(5,950)	(878)	(6,503)	(9,467)	(2,964)	(24,084)				



Community and Environment Committee – 23rd June 2025

8. Party in the Palace 2025 Planning Update - *for consideration*

Updates since last meeting:

Food/drink vendors:

- Local Cider producer Mi Bello Lugar – Booking confirmed
- Ghost kitchen – Booking confirmed
- Monty's bar (based in Swanmore) – Booking confirmed
- Pig In A Bun – Booking confirmed
- The Crown have been contacted – **MCEM to follow up**
- Ice cream van – Marucci's have been contacted **MCEM to follow up**

Entertainment:

- Amba Tremain and the Floor Fillerz have confirmed their booking
- Children's Entertainment have confirmed and invoice has been paid
- Bouncy beans – a quotation has been received.
- Swanmore College have been contacted to see if a band would like to perform, and the teacher is making enquiries. **MCEM to follow up**

Staging and Sound System - The quotation received from the contractor was higher than last year (the quotation for 2024 was for £1,047) but we did agree a small reduction on the initial price. The contractor stated that this was as a result of increases in their operating costs.

Toilet Facilities – One quotation has been received and another is awaited.

Risk assessment – This is included overleaf for consideration and approval by the Committee.

Event Budget Information

<u>Expenditure</u> (all prices exclude VAT)			
Entertainment	Live band	£450.00	Confirmed booking
	Magic show and balloons	£300.00	Confirmed booking and paid
	Outdoor games	£155.00	Up to date quote 17.06.25
Logistical	TEN licence	£21.00	Paid and received
	Electrician	£150.00	Last year's quote
	Speakers and staging	£1,367.40	Up to date quote 28.05.25
	Portable toilets	£420.00	Up to date quote 28.05.25
	First Aid	£125.00	Last year's quote
Total estimated spend		£2,988.40	
Event Budget		£3,000.00	

Approval for the items of budgetted expenditure above has been given by the Committee Chair and Committee Clerk as per the Council's Financial Regulations.

Proposal: To receive the update above and to approve the tabled event risk assessment.

Marketing, Communications and Events Manager 17.06.25

Bishop's Waltham Party in the Palace

Saturday 19th July 2025

Risk Assessment Form

Brief Description of the Event						
Community event with entertainment – Saturday 19 th July, 12:30 – 17:00 hrs, Bishop's Waltham Palace Grounds, Bishop's Waltham						
TRAFFIC MANAGEMENT						
	Risk to health & safety	Those at Risk	Risk level	Measures Required	Action	Completed
IMPACT OF TRAFFIC	Moving traffic close to entrance/in car park causing injuries	Stewards, Public, Volunteers	Medium	<ul style="list-style-type: none"> Ensure car park is closed to public before event starts Closure points to be monitored throughout the day Pre-briefed Stewards must be present at each location 	AA Marshals AA	
VEHICLES MOVEMENTS	Collisions with pedestrians, bruising, falls, particularly during set up and dismantling	Entertainers Stewards Volunteers	Low	<ul style="list-style-type: none"> Event vehicles only to be allowed into venue after during set up. All delivery vehicles to have departed by 11:30 Stewards on site from 09:00 to show entertainers their location Vehicles driven at maximum of 5mph, hazard lights on at all times (Stewards to monitor) 	Event team AA AA	
EMERGENCY EVACUATION	Access routes to be arranged within Event planning	Stewards, Public, Volunteers, Stallholders, Entertainers	Medium	<ul style="list-style-type: none"> Emergency evacuation arrangements agreed before Event, including on how to raise the alarm, exit strategy and emergency access routes All Marshals, Volunteers, and Entertainers to be briefed on the evacuation arrangements Event organiser conducts 'on-the-day' checks of the areas, including means of escape 	CW/RLL AA AA	
HEALTH AND SAFETY						
	Risk to health & safety	Those at Risk	Risk level	Measures Required	Action	Completed
EVENT MANAGEMENT	Lack of control of event leading to confusion and chaos	All, attendees, volunteers, stallholders and entertainers	Low	<ul style="list-style-type: none"> Must be managed with appropriate numbers of Stewards at all times during the event All documentation and contact numbers for Stewards, Entertainers and First Aiders to be kept at Event Control and disposed of safely at end of event All Stewards, Marshals and Volunteers when on duty will wear hi-viz vests Ensure contact phones are working 	Event control AA Event Control AA	

				<ul style="list-style-type: none"> Water, drinks and food snacks available for Management, Stewards, First Aiders and Security Contact numbers held by Event Management, for Stewards and for First Aid and for emergency assistance 	AA AA	
MEDICAL SUPPORT	Falls, cuts, bruises, limb breaks, fainting, rise in existing medical conditions, effects of extreme weather conditions	All, attendees, volunteers, stallholders and entertainers	Low	<ul style="list-style-type: none"> First Aid station – Event Control First Aid to be available throughout the event, during setting up & taking down Brief all Marshals and Entertainers on the First Aid arrangements 	Event Control Event Control	
LOST CHILDREN	Lost Children	All children attending the event	Low	<ul style="list-style-type: none"> All marshals on duty to be made aware when a child is reported missing or found, via radios or phones Marshals, if approached by parents/guardians and child is not immediately found, report incident and direct Parents to the Event Control where actions will be taken to find the child A found lost child to be taken to the Event Control Centre, accompanied by marshal Checks made as to whether the parent/guardian is related to the child CSO alerted when a child is reported missing 	Event control Marshals Marshals Event Control Event Control	
USE OF ELECTRICITY	Trip hazards due to cables	Attendees, Volunteers, Stallholders & Entertainers	Low	<ul style="list-style-type: none"> Ensure all accessible cables are covered by cable matting or high visibility hazard tape Ensure all Entertainers are made aware of this requirement 	Electrician AA	

THEFT & VANDALISM					
	Risk to health & safety	Those at Risk	Risk level	Measures Required	Action
VOLUME OF VISITORS	Theft and damage to equipment, products, and attendees, stallholders & volunteers' personal items	Organising team, volunteers, attendees	Low	<ul style="list-style-type: none"> Entertainers and attendees to take responsibility for their own items, but marshals will be briefed to keep an eye out for suspicious behaviour Report loss or any damage to the Event Control and CSO, or Police as necessary 	AA Event Control
CROWD MANAGEMENT					
	Risk to health & safety	Those at Risk	Risk level	Measures Required	Action
PARKING	Limited car parking because of volume of people	Attendees	Medium	<ul style="list-style-type: none"> Suggest attendees to walk to the event where possible in all pre-publicity Only First Aiders, & Entertainers to park in venue car park 	AA AA

UNEVEN SURFACES	Slip or trip incidents if any pedestrian routes are in poor condition	Attendees	Low	<ul style="list-style-type: none"> Check all areas likely to be used prior to event and highlight with posters any areas at risk 	AA	
ACCESS FOR EMERGENCY VEHICLES	Access restricted by attendees	Those attending the event and in the immediate vicinity	Low	<ul style="list-style-type: none"> Marshals to walk in front of emergency vehicles clearing pedestrians out of the way. Plan communicated to marshals in advance. Marshals to wear high visibility jackets to ensure their own safety. 	Marshals	
WEATHER	Extreme weather	Those attending the event and in the immediate vicinity	Low	<ul style="list-style-type: none"> Event goes ahead unless weather deemed to be dangerous. Brief marshals to wear suitable clothing Water available at Event Control Provide weights for Gazebo erected at event in case of high-level wind In the case of heavy rain being forecast, relocate event to Jubilee Hall. 		

LITTER & WASTE/ HYGIENE/ SANITATION						
	Risk to health & safety	Those at Risk	Risk level	Measures Required	Action	Completed
LITTER & WASTE	Trip hazards, environmental health hazards, cuts	Attendees and helpers	Medium	<ul style="list-style-type: none"> Litter picking to be done throughout the day Marshals to monitor volume of rubbish & remove when necessary Attendees to gather their own rubbish Additional bins brought to site 	Marshals Public Grounds team	
TOILETS	Un-sanitary conditions	All attendees and helpers	Low	<ul style="list-style-type: none"> Portable toilets provided and monitored throughout event Ensure extra toilet paper etc is replenished as necessary 	Marshals Marshals	

SETTING UP AND CLEARING AWAY STALLS, GAZEBOs, PORTABLE STAGE						
	Risk to health & safety	Those at Risk	Risk level	Measures Required	Action	Completed

OFFLOADING/ LIFTING TABLES, CHAIRS, GAZEBOS ETC	Sprains, strains, bruising, broken bones, trapped fingers etc.	Volunteers	Medium	<ul style="list-style-type: none"> Event organiser to be in overall control of setting up and clearing away and will need to ensure instructions are given out and actioned. 	AA/CW AA AA
				<ul style="list-style-type: none"> Carrying distances to be kept to a minimum by offloading items close to where they need to be placed 	
				<ul style="list-style-type: none"> Ensure all volunteers tasked to lift and carry items are fit and capable of doing so. 	

AVAILABILITY OF FOOD AND DRINK					
	Risk to health & safety	Those at Risk	Risk level	Measures Required	Action Completed
AVAILABILITY OF FOOD AND DRINK ENSURE ALL STALLHOLDERS AND STEWARDS ARE FULLY BRIEFED	Food poisoning, vomiting	Food Consumers	Low	<ul style="list-style-type: none"> Ensure food handling, preparation and cooking is carried out by competent personnel. All stalls and locations serving food must have valid Food Hygiene rating and Health & Safety certificates 	AA AA
				<ul style="list-style-type: none"> All food to be served in paper or plastic containers. All Stallholders to be made aware of this requirement 	AA AA
	Cuts from glass or crockery	Attendees, Volunteers	Low	<ul style="list-style-type: none"> Stallholders asked to keep the area around their stalls clean and tidy. Litter pickers asked to clear up any hazardous spillages. 	AA Marshals
PORTABLE ELECTRICAL APPLIANCES AND ELECTRICAL SUPPLIES					
	Risk to health & safety	Those at Risk	Risk level	Measures Required	Action Completed
USE OF PORTABLE ELECTRICAL EQUIPMENT	Electrocution Trips, falls, bruising and cuts	Anyone using or coming into contact with appliances cables etc	Low	<ul style="list-style-type: none"> Ensure all entertainers are made aware of these requirements Appliances etc must be suitable for outdoor environment Appliances etc must be in a safe condition, maintenance up to date (including any portable appliance testing) and checked prior to use Appliances etc positioned where not susceptible to damage (i.e. away from thoroughfares) or appropriately protected (e.g. cable matting) Power source should be: battery, reduced voltage or residual current device (RCD) protected In damp conditions appliances should not be used if they cannot be appropriately protected 	AA Electrician

					<ul style="list-style-type: none"> • Cables, plugs etc positioned away from areas of potential damage, e.g. thoroughfares • Unavoidable trailing cables across walkways covered with cable matting/protectors • Hazard tape to be provided on the day 	AA	
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Insurance:
Event Insurance - to be provided by Bishop's Waltham Parish Council Insurance
Limit of indemnity: £10,000,000
Licenses: TEN obtained
Road Closures: None required, event entirely within palace grounds



Community and Environment Committee – 23rd June 2025

9. Remembrance Events 2025 - *for consideration*

Remembrance events are hosted annually by the Parish Council and are organised by CEC. Below is a proposed outline of events based on the 2025 arrangements.

Dedication of the Garden of Remembrance (Wednesday 5th November 2.55pm)

Attendees to gather at the War Memorial, St Peter's Church

Remembrance Day Parade and Church Service (Sunday 9th November)

The parade will march through the High Street at 10:30am, into St Peter's Street and into the Churchyard.

The parade will return from the Church to St George's Square from approximately 12pm.

Notes:

- In order to meet the 12-week lead time for road applications to be submitted, an application will need to be submitted to Winchester City Council by Friday 15th August.
- The recently introduced fee of £200 (before VAT) for road closure applications from not-for-profit organisations will potentially increase the costs associated with this event.

Two minutes silence and air raid siren (Tuesday 11th November 11am), High Street

Due to this being a Tuesday this year the grounds team and CSO will be asked to make themselves available to assist with this event. Two people will need to be identified to sound the air raid siren.

Proposal:

- To consider the proposed outline of the Remembrance events for 2025 and to propose any changes.**
- To instruct the Marketing, Communications and Events Manager to proceed with the organisation of the 2025 Remembrance events as outlined above, or to appoint a working group if necessary.**

Committees Officer 17.06.25

Community and Environment Committee – 23rd June 2025

10. Event Report for the Parish Council's Stall at the Summer Fayre and Dog Show – *for information*

Saturday 14th June 12.30pm-5.00pm At Hoe Road Recreation Ground

Bishop's Waltham Parish Council had a stand at The Summer Fayre organised by the Rotary Club. The Marketing, Communications and Events Manager (MCEM) arrived on site to find that the allocated pitch appeared very small for what we needed. Luckily we were situated next to Sustainable Bishop's Waltham and they kindly let us share some of their space. Set up began at around 11am due to a slight delay with moving around the bike repair truck and getting it into position on the Sustainable Bishop's Waltham stand.

Set up and stand



The set up didn't take long with the help of The Grounds staff. Due to the lack of space the skittle alley had to go behind the Gazebo which was the only option, however it worked and people did find their way and it was popular throughout the day. People also seemed to manage the skittles themselves, standing them up at the end of each turn. The Lollipops went down well with the children who visited the stand.

Councillors attended

Cllr Conduct
Cllr Jones
Cllr Latham

Cllr Marsh
Cllr Wood
Cllr Williams

Activities

The stand itself was set up with 2 tables one at the front which had our branded table runner as well as the feather banner. We used the large treasure map and asked those visiting the stand to put a pin on the map showing their favourite place in Bishop's Waltham. The pins were fairly spread out but many people chose the High Street and palace ruins.

We also had another table with a paper tablecloth for young people to write down ideas as to what they would like. Unfortunately we didn't have much take up on this but a few comments we had were about free access to the cricket nets at Albany and also having nets for winter training in the Jubilee Hall.

We also had a questionnaire for people to complete see results from the tick boxes below:

- I would like to be heard and feel my opinions are valued
- Meaningful action against the climate crisis
- Feeling safe and secure on the streets and in public spaces
- The local area to look nice and have places to go and things to do
- Access to supportive services for mental health
- Navigating issues such as housing costs, jobs, financial stability
- Ensure communities are safe and supportive for all women and girls

Marketing

Although this wasn't an event run by Bishop's Waltham Parish Council the (MCEM) did mention on our Bishop's Waltham Parish Council social media pages and shared to the local chat groups.

Issues on the day

It was very windy so all of the leaflets we had didn't get used as they kept blowing away. Need more weights to ensure things don't blow away. The noticeboard with print outs wasn't as visible due to the wind.

Leaflets were:

- Our Services and useful phone numbers
- Annual report
- Speedwatch volunteers
- Recruiting Councillors

Residents' feedback

- Vegetation on Winchester Road
- Can we take out the hedge on the cut through from Hoe Road to the Recreation Ground. Cars and pedestrians cannot pass
- Bins in the Palace ruins for general waste and dog waste

Proposal: To note the above and contribute any other feedback.

Marketing, Communications and Events Manager

16.06.25



Community and Environment Committee – 23rd June 2025

11. Marketing, Communications and Events Manager's Report - for information

In addition to events reported on under other agenda items, the following projects are ongoing.

Newsletter – Summer Edition

Topics included in the Summer edition newsletter

- Chairperson's welcome
- New Chair appointments
- VE Day Celebrations event
- Party in the Palace event details and poster
- Public toilets refurbishments in Basingwell Street car park
- Annual Meeting of the Parish event
- Football pitches FA nominations
- Jubilee Hall car park – Season ticket
- Connecting you to those who can help – Useful numbers
- Spotlight on: Cllr Conduct
- Bishop's Waltham Community Speedwatch
- Meeting dates



The newsletter has now been printed and is currently in the process of being collected by Royal Mail for delivery to residents.

Website

The website is now in the build stage and content is being sent over in stages to the website developer. This should be completed in the next month, at which point the website will be available for review by the Council.

Proposal: To note the above for information.

Marketing, Communications and Events Manager
18.06.25



Community and Environment Committee – 23rd June 2025

12. Update from Sustainable Bishop's Waltham and Rethinking Rubbish Report – *for information*

A meeting of Sustainable Bishop's Waltham took place on Monday 16th June, the minutes of this meeting will be included in the papers for the Committee's next meeting. One of the meeting's focuses was the planning of the Greening Bishop's Waltham celebration event planned for Saturday 11th October.

In fulfilment of CEC action reference CE208/24, please see a report below about the Rethinking Rubbish event that was held on Saturday 22nd March.

Proposal: To note the above.

Committees Officer 17.07.25

Rethinking Rubbish Event Report – Saturday 22nd March 2025

The Rethinking Rubbish event went well. Attendance estimated at approximately 100 which isn't bad for an event focussed on waste - Litter pick numbers were down a little as well so less feed-in from there. From the people who came we continued to see recognition of, and support for, what Greening Bishop's Waltham are doing.

Stall holders were all very positive. Jamie's Computers in particular took a good haul of items for recycling (see below) and immediately offered to come back for the Greening Celebration event in October and donated a refurbished laptop for us to use as a prize!

Items donated to Jamie's Computers for recycling were as follows:

- Old IT and cable roughly 30
- Phones 38
- Computers and laptops 14
- Screens and Keyboards 6 screens
- Printers 4 (approximate)
- Other miscellaneous items were received e.g. fairy lights
- The total weight of cables received was 198KG of cable, roughly 8.3km of ethernet cable.

Although difficult to quantify with certainty, Jamie's Computers estimate the approximate value of the donated items raised for the charity to be roughly £500.

20 Items of children's clothing were donated to the Meon Valley Baby Bank, and 8 items of clothing were taken away. The Baby Bank made contact with 2 other groups out of the area at the event so they can swap items of clothing that they have a surplus of and vice versa.

Over £100 was taken by the Nature's Nook pop-up. A good number of bikes had free inspections, and the launch of the Borrow Bags went well.

Cllr Latham 17.06.25



Community and Environment Committee – 23rd June 2025

13. Councillor's Report – Town Team Meeting – *for information*

Meetings of the Town Team took place on Monday 12th May and Monday 9th June. The minutes of the meeting are overleaf and the representative's report from the second meeting are below.

Key Points from Town Team Meeting – 09.06.25

KidsTreat

The ongoing issues were discussed and plans made to address these issues.

Summer Fayre

Participants need to be there by 10am

Give and Take

Donations of £230 received

Finances

Accounts available

Next meeting July 14th

Cllr Wood 17.06.25



Bishop's Waltham Town Team Meeting
Monday 14th May 2025, 17:30 at
Giorgio's Restaurant

Minutes

1. Apologies for absence:

[REDACTED]

[REDACTED]

2. Matters Arising from the minutes of the meeting held on 10/03/2025.

No amendments to minutes.

3. Update on actions from last meeting:

[REDACTED]	To be purchased and delivered	[REDACTED] – not yet done
Annual Meeting of	Volunteers for the stall	TT Members - done
the Parish	Flyers	[REDACTED] - done
Happy Little Markets	To be advised of decision	[REDACTED] - done

4. KidSTreat 2025 – update from Planning Group.

[REDACTED] reported that all was on track. [REDACTED] had been in touch with [REDACTED] to confirm stage and music performances etc. [REDACTED] confirmed stage and is working on developing an entertainment schedule for the stage. [REDACTED] had sent email confirming promotional materials etc being on track. [REDACTED] will be putting out Doodle poll for Carnival. [REDACTED] confirmed that he has the flyers for distribution at the May G&T as well as the carnival.

5. May G&T – Garden & DIY tools.

[REDACTED] to doodle poll for Volunteers to help.

6. Financial Report.

As attached

7. Any Other Business.

- [REDACTED] has resigned from the BWPC and so no longer represents it on the TT. All agreed to ask him to remain as a 'Friend' to the TT. He agreed to do so. His email address is [REDACTED].
- [REDACTED] reported that the QR codes for the town trail are still working and that [REDACTED] is updating the advert for the trail.
- [REDACTED] reported on the improvements to signs for a number of streets.
- [REDACTED] reported that HCC now are charging non profit making org's £240 road closures while simultaneously reducing the fee for commercial org's from £1200 to £600. [REDACTED] said that the Watercress Festival were charged £3500!
- [REDACTED] reported that the BWTT outline proposal for a Food event in 2026 was discussed at the newly reformed CoT. 30 members in attendance and all enthusiastic.
- [REDACTED] also reported that he is standing down as chair of BWPC.

8. Date of next meeting. Monday 9th June 2025 17:30 at Giorgio's.

Actions Arising from meeting:

Subject	Action	Action by
Doodle poll	Doodle for G&T, Carnival	

Meeting closed at 18:15

Bishop's Waltham Town Team
Monday 9th June 2025, 17:30
at Bunch of Grapes

Agenda

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

Attending: [REDACTED]

2. Matters arising from minutes of the meeting held on 12/05/2025 - None
3. Update on actions from last meeting:

Subject	Action	Action by	Complete
[REDACTED]	[REDACTED]	[REDACTED]	Partial
Doodle poll	Doodle for G&T, Carnival	[REDACTED]	done

4. KidSTreat 2025 – update from Planning Group – [REDACTED]

- [REDACTED] reported that PR is all going well with articles across many publications.
- [REDACTED] reported that posters are now printed and ready for distribution. [REDACTED] took 2 for Cricket club, [REDACTED] all took posters.
- [REDACTED] reported that several participants had withdrawn – Bushcraft, Eastern dancing and Moo music – for a variety of reasons. [REDACTED] said he was contacting the Football club still, [REDACTED] has friend that might do face painting, [REDACTED] is contacting Swanmore school re drumming and/or dance.
- All permissions are now in place
- [REDACTED] asked [REDACTED] to send instruction sheets for participants in Word format.
- Stewards now number 16, could use 6 more but can use TT members to infill
- [REDACTED] confirmed that a message has been sent to all BWS members (280) re helping as stewards for the Summer Fayre and for KidSTreat.
- [REDACTED] to confirm that he will bring barriers etc to High St at 8 am on 6th.
- [REDACTED] will deliver posters to shops and encourage them to be open.

5. SummerFayre – [REDACTED]

- Banners to be delivered to [REDACTED] and then on to [REDACTED] for construction.
- Rota agreed – [REDACTED] for a shift)

- Setup at 10am. [REDACTED] to deliver, gazebo, 2 tables, pull up, back board, flutterbys, leaflets. [REDACTED] to bring chairs.
- [REDACTED] to check with [REDACTED] re completeness of [REDACTED] etc.
- [REDACTED] has ordered KidSTreat pencils as prizes.
- [REDACTED] reported that he had responded to [REDACTED] call for stewards by sending request to BWS membership as well as for KidSTreat stewards.

6. G&T, donation management – [REDACTED]

- [REDACTED] proposed, and all agreed, that all donations via the G&T's should be delivered to the BWS bank account as BWS is named as the collecting charity. The monies will then be donated at the end of the G&T season to the BWTT by BWS for community events. This is consistent with BWS practice of donating to local community groups etc. [REDACTED] to present this to BWS trustees at their meeting on 12 June.

7. Financial Report – [REDACTED]

- [REDACTED] reported that the BWTT account holds £5,322 and is thus healthy. [REDACTED] noted that there will be significant expenses re KidSTreat to be paid out in July.

8. AOB.

- [REDACTED] noted that the Meon Valley Times, to which BWTT had transferred its Events subscribers as well as £150 was still not fully advertising BWTT events. [REDACTED] reported that this is an 'approval' issue and will look into this further.
- [REDACTED] observed that there was little safeguarding actioned at the last G&T (DIY & Garden tools), giving example of boys playing with Stanley knives. All agreed that there should be a much greater awareness and active application of sensible safeguarding.

9. Date of next meeting – 14 July 2025 ([REDACTED] apologises for anticipated absence)

Subject	Action	Action by
KidSTreat Facepainting	Contact friend	[REDACTED]
KidSTreat - participants	Drumming contact	[REDACTED]
KidSTreat – Info sheets	Word format to [REDACTED]	[REDACTED]
KidSTreat - barriers	Confirmation	[REDACTED]
C Fayre - banners	[REDACTED]	[REDACTED]
C Fayre - Pillory	All correct check with [REDACTED]	[REDACTED]
G&T donations	BWS trustee agreement	[REDACTED]
Meon Valley Times	Investigate 'approvals'	[REDACTED]
G&T Safeguarding	Greater awareness and action	[REDACTED]