



Bishop's Waltham Parish Council
A Meeting of the Parish Council Community and Environment Committee
Monday 21st July 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 – 23rd June 2025
6. Actions arising from the Community & Environment Committee meeting – 23rd June 2025
7. Financial position year to date – *to note current position*
8. Grants Update – *for information*
9. Event Report for the Parish Council's Stall at KidSTreat Event – *for information*
10. Parish Council Stand at St Peter's Country Fayre – *for consideration*
11. Marketing, Communications and Events Manager's Report – *for information*
12. Update from Sustainable Bishop's Waltham and Greening Celebration Event Planning – *for consideration*
13. Updated Community Emergency Plan for Approval – *for consideration*
14. Spaces of Sanctuary – *for consideration*
15. Upcoming 80th Anniversary of VJ Day – *for consideration*
16. Request for Purchase of a Wheelchair – *consideration*
17. Councillors' Report - Museum Trust Meeting – *for information*
18. Chairperson's Report – *for information*
19. Requests for future agenda items - *for information*
20. Date of next meeting – 26th August 2025

C Wilkinson

Committees Officer/Clerk to the Committee
16th July 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 23rd June 2025 at 7:00pm**

Present Cllr Conduct
Cllr Latham
Cllr Marsh
Cllr J Wood

Chairman
Vice Chairman

In attendance: A Axworthy
C Wilkinson

Marketing, Communications and Events Manager
Committees Officer

Members of the public: 0

- CE022/25** To receive and accept apologies for non-attendance.
All present.
- CE023/25** To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
None relating to the business of the meeting.
- CE024/25** 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.
- CE025/25** Public Session
No members of the public present.
- CE026/25** To approve the minutes from the meeting of 27th May 2025
Resolved: To approve the minutes of the meeting of 27th May 2025.
Proposed: Cllr Marsh
Seconded: Cllr Wood
All in favour.
- CE027/25** Actions arising from the meeting of the Community & Environment Committee – 27th May 2025
Noted. In relation to road closure applications for not-for-profit events, Winchester City Council had suggested that potentially applications could cover more than one event to reduce costs.
- CE028/25** Financial position year to date – to note the current position
Noted.
- CE029/25** Party in the Palace 2025 Planning Update – for consideration
Several food and drink providers had been confirmed over the last month, with an additional bar for ales and larger still in the process of being coordinated. First aid quotations were awaited. Paperwork had been provided to English Heritage, with the hot works licence in progress.
Resolved: To approve the tabled risk assessment for the Party in the Palace event taking place on Saturday 19th July.
Proposed: Cllr Conduct
Seconded: Cllr Latham
All in favour.
- CE030/25** Remembrance Events 2025 – for consideration
The Committees Officer would review the planning timeline and previous year's road closure documents with the Marketing, Communications and Events Manager.
Action: Marketing, Communications and Events Manager/Committees Officer

Resolved: To instruct the Marketing, Communications and Events Manager to proceed with the organisation of the 2025 Remembrance events, to follow the structure of the events of recent years.
Proposed: Cllr Conduct
Seconded: Cllr Marsh
All in favour.

- CE031/25** **Event Report for the Parish Council's Stall at the Summer Fayre and Dog Show – for information**
The event had been well-attended and the Parish Council's participation was felt to be a success. The map had prompted reactions from residents and an updated map would potentially provide talking points for visitors to the Parish Council stalls at future community events. The windy weather conditions had been challenging for information displays. A piece of transparent acrylic to cover display materials of a suitable size to cover a standard tabletop would be investigated. **Action: Marketing, Communications and Events Manager**
- CE032/25** **Marketing, Communications and Events Manager's Report – for information**
The upcoming newsletter had been collected earlier in the day by Royal Mail for delivery. The website was progressing through the build stage of the project. When a prototype was available the working group would review it prior to a Full Council agenda item.
- CE033/25** **Update from Sustainable Bishop's Waltham and Rethinking Rubbish Event Report – for information**
The last scheduled Bike Bus was due to be held on Friday 27th June, however the organisers were reviewing whether it would be possible to extend further into the summer. The focus of the group was now transferring to the celebration event later in the year.
- CE034/25** **Councillors' Reports - Town Team Meeting – for information**
Noted.
- CE035/25** **Requests for Future Agenda Items – for information only**
Christmas Tree
- CE036/25** **Date of next meeting – 21st July 2025**
- CE037/25** **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 involved Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that that public and the press be temporarily excluded and they are instructed to withdraw'.
- CE038/25** **Prices for Replacement Gazebo for consideration**
The Committee considered the tabled options of unbranded and branded gazebos. Branded options were regarded as a means of enhancing the appearance of the Parish Council's presence at events. Blue gazebos were preferred for consistency with the Council's branding, and it was felt likely that these would age better. Detachable sides had proven useful at past events.
Resolved: To select the midnight blue gazebo from UK Tents as the preferred option with the Parish Council's logo on the front panel of the canopy and "Bishop's Waltham Parish Council" written on the front valance, with detachable wall panels (with windows if possible) at a total cost of £635.83 excluding VAT but to authorise the Committees Officer and the Marketing, Communications Manager to put other options to the Finance, Policy and Resources Committee if better value offerings were identified.
Proposed: Cllr Conduct
Seconded: Cllr Latham
All in favour. **Action: Committees Officer**
- CE039/25** **Christmas Tree Installation Services Report - for consideration**
The offer of assistance from a known contractors was welcomed. The date of the Christmas Fayre would be confirmed in order that planning could be commenced with that as the required deadline and an initial meeting of the working group would be held to create a project outline. **Action: Christmas Tree Working Group**

Resolved: Appoint Councillor Conduct and Councillor Latham to a working group to organise a Christmas Tree for the town centre with support from staff where required.

Proposed: Cllr Latham

Seconded: Cllr Conduct

All in favour.

The meeting closed at 8.07 pm.

DRAFT

Bishop's Waltham Parish Council
Community and Environment Committee
Actions Arising for meeting 21.07.25

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.
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	
CE225/24	KidSTreat - BWPC Activity Planning Update	Purchase stickers and lollipops for participating children.	Complete	MCE Manager	
CE228/24	Councillors' Report - Town Team Meeting	Progress with the councillor rota for the event	Complete	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 visibility of speaker.	Aug-25	MCE Manager	
CE030/25	Remembrance Events 2025	To review planning timeline and road closure documents from previous years.	Complete	MCE Manager/Clerk to the Committee	
CE031/25	Event Report for the Parish Council's Stall at the Summer Fayre and Dog Show	Investigate clear acrylic to cover table top display items for use at future events.	Jul-25	MCE Manager	
CE038/25	Prices for Replacement Gazebo	Forward preffered option to F,P&R Committee for approval.	Complete	Clerk to the Committee	
CE039/25	Christmas Tree Installation Report	To hold meeting to create project outline.	Aug-25	Christmas Tree Working Group	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2025

Month No: 3

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
310 Community & Environment											
1098 Income - Sustainable/Greening	80	0	(80)	80	0	(80)	0			0.0%	
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)	0	0	0	(3,850)	4,250	8,100	(8,500)		4,650	45.3%	
4126 Grants - General (Section 137)	0	0	0	(1,000)	0	1,000	0		(1,000)	0.0%	
4171 Community Newsletter	(565)	0	(565)	(565)	1,000	1,565	(4,500)		3,935	12.6%	
4175 Leaflets - Guides	0	0	0	(351)	0	351	(650)		299	54.0%	
4200 Costs - Annual Parish Meeting	(268)	0	(268)	(268)	300	568	(1,200)		932	22.3%	
4201 Costs - Party in the Park	(2,268)	500	(1,768)	(2,268)	500	2,768	(3,000)		732	75.6%	
4205 Costs - B W Clean Up Events	0	0	0	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	(21)	0	(21)	(1,271)	500	1,771	(500)		(771)	254.2%	
4209 Costs - Miscellaneous Events	(150)	100	(50)	(150)	100	250	(750)		600	20.0%	
4230 Costs - Environmental Initiatives	0	0	0	(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	0	0	0	(350)	3,000	3,350	(3,000)		2,650	11.7%	350
399 Capital - Community & Environm											
4350 Minor Assets	0	0	0	0	0	0	(500)		500	0.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 30/06/2025

Month No: 3

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	80	0	(80)	80	0	(80)	1,000			8.0%	
Expenditure	3,272	600	(2,672)	10,230	10,067	(163)	25,084	0	14,854	40.8%	
Net Income over Expenditure	(3,192)	(600)	2,592	(10,150)	(10,067)	83	(24,084)				
plus Transfer from EMR	0	0	0	350	0	(350)	0				
Movement to/(from) Gen Reserve	(3,192)	(600)	2,592	(9,800)	(10,067)	(267)	(24,084)				



Community and Environment Committee – 21st July 2025

Agenda Item 8 - Grants Update - *for information*

Grant applications submitted by the Community and Environment Committee.

Grant Scheme	Purpose – Committee	Status
District Small Grants Scheme	Coronation event – CEC	Granted (received)
District Small Grants Fund	Skate Jam - CEC	Granted - £1,000 (received)

The Finance Manager has also noted the **Unity Impact Grant** fund, an opportunity with the Council's banking provider. More information has been provided overleaf taken from the application document.

Proposal: To note the above.

Committees Officer

16.07.25



Community and Environment Committee – Monday 21st July 2025

KidSTreat Event Report – *for information*

Sunday 6th July 12.00pm-4.30pm Bishop's Waltham High Street

Bishop's Waltham Parish Council had a stand at KidSTreat organised by Bishop's Waltham Town Team.

Event Feedback:

The stand was situated opposite No.60 and was the very last stand by the road closure barriers, a good number of event attendees came to the BWPC stall.

The set up was good and quick. Thanks to the Grounds staff for their assistance.

One item from the kit list was missed (the feather banner), operational processes will be reviewed to avoid similar issues going forward.

Councillors in attendance

Cllr Conduct – Meet and greet the Mayor of Winchester

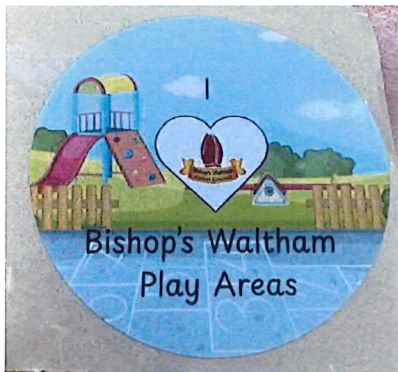
Cllr Marsh

Cllr Wood

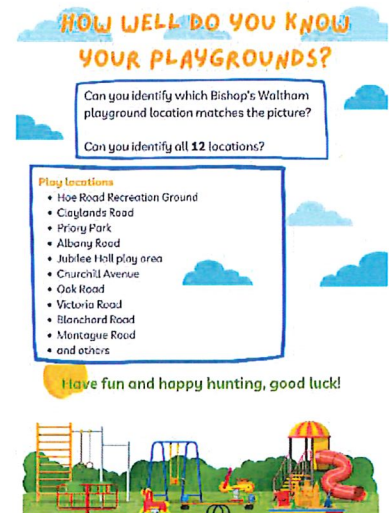
Cllr Wilson

Cllr Jones – Marshalling

Activity



The 'How well do you know your playgrounds'? activity worked well and is reusable for future events. The children could either take the activity sheet away or fill it in and bring back to us. Each child received a sticker for taking part. Many of the children were great at identifying the locations, however it was interesting to find out which ones they had not visited and became a great awareness campaign for our wonderful playgrounds. Many were surprised that we had so many!



Posters had also been created for our stand to publicise current news:

- Party in the Palace poster
- Recruiting Councillors

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

Marketing, Communications and Events Manager, 07.07.25



Community and Environment Committee – 21st July 2025

10. Parish Council Stand at St Peter's Country Fayre – *for consideration*

St Peter's Church Fayre will be held on Saturday 20th September, from 11am - 4pm.

The Parish Council has a stall booked at this event. We will take this opportunity to use our new branded gazebo which also has sides if required, dependent on the weather. In previous years the skittle alley was used, but in 2024 the 'Splat the Rat' activity was found to be a good choice, it was easier logistically to set up on the uneven ground and was well received.

We can also utilise the new map we had printed for KidSTreat and take the opportunity to use up the 'How well do you know your playgrounds'? activity sheets along with the stickers.

Councillors will be asked to attend to answer any resident questions in the format of a Councillor's Surgery. Perhaps we could have the designs on a noticeboard for the refurbishment of Priory Park Clubhouse, promote the public consultation regarding the project as well as any other relevant news and updates.

Proposal: The Committee is requested to consider what form the Parish Council's stall should take at this year's St Peter's Church Fayre event on Saturday 20th September.

Marketing, Communications and Events Manager
14.07.25



Community and Environment Committee – Monday 21st July 2025

11. Marketing, Communications and Events Manager Report – for information

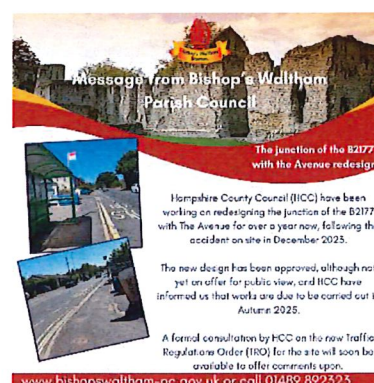
Newsletter: The Summer edition has now been printed and delivered to residents.

Website: The website is continuing through the build stage, with content is being sent in stages to the website developer. This should be completed in the next couple of months ready for review.

Social media: Social media continues to be effective in engaging residents. Positive comments have been made about the work the Parish Council has been doing. At least three posts are scheduled per week, sometimes more. Facebook in particular has been great for marketing our events with reuse on Bishop's Waltham Groups such as Voice 4 Bishop's Waltham, Bishop's Waltham chat room and the What's on Bishop's Waltham pages.

The Marketing, Communications and Event's Manager has engaged further with local businesses which has been a great relationship building exercise. Posters have been accepted into many of our local shops and business owners have been encouraging and continue to support our events.

Below is an indication of which posts have had the most views and engagement for the last few months.



June 2025	Number of views	Number of interactions
Graffiti at Albany Road play area	3,528	25
Hedgerow trimming	1,544	20
July 2025		
The Avenue Junction	4,272	65

Party in the Palace: This event will take place on Saturday 19th July in the palace ruins. The event has been advertised around the village in noticeboards, local shops and across social media pages. Meon Valley Times have advertised this event on their website and we have added content to our own website events page. Our Bishop's Waltham Matters newsletter also advertised this event.

Proposal: To note the report.

Marketing, Communications and Events Manager
15.07.25



Community and Environment Committee – 21st July 2025

12. Update from Sustainable Bishop's Waltham and Greening Celebration Event Planning – *for consideration*

A meeting of Sustainable Bishop's Waltham took place on Monday 14th July, the minutes of this meeting are included overleaf.

Main points:

The June Bike Bus was an enormous success, so much so that it has continued to the end of term by popular demand. It has grown week-by-week and the most we have had was 25 children cycling. The plan now is to see if a group of parents would like to continue it into next term (and beyond), with volunteers helping out as they can.

The group's focus is now on preparing for upcoming events, namely the Greenings 'Celebration Event' on October 11th at Jubilee Hall, as well as a stall at St Peter's Fayre in September to promote the event - featuring the thermal cameras and information.

The plan for the Celebration Event is to run from 10:30-14:30 with the Gold Room open from 9am for setup. Teas and coffees will be made available for stallholders, attendees, and those participating in the Clean Up litter pick taking place on the same date. The Roots hot-food truck will once again be attending, and the plan is to put them in the same place as they were last time in the parking spaces beside the herb-bed. Apart from some minor logistical and marketing assistance, no extra staff time will be required with SBW volunteers running the event.

Proposal: **The Committee is asked to consider and approve the Sustainable Bishop's Waltham's (SBW) outline plans for the Greening Celebration Event, with logistical details to be finalised by SBW as necessary, and to make any further recommendations.**

Cllr Latham
15.07.25

Sustainable Bishop's Waltham

14 July 2025 / 7:00 PM / RUBY ROOM (minutes done surprisingly quickly by Ritchie)

ATTENDEES

[REDACTED] (Apologies [REDACTED],
[REDACTED], Davina, Gen, Vicky)

AGENDA

Parish Council news

1. SINC at end of Albany Road opposite allotments is still almost ready to hand over to the PC. A management plan will be investigated once that happens, but the PC are keen for S4N/local volunteers to be involved.

Finances

It was decided that Finances would be a standing agenda item. Group funds currently stand at approximately £100, but several members are out-of-pocket where they have stepped in to make something happen.

We are increasingly seeing requests from partners for payment or donations. Where possible we will try to negotiate payment in kind through advertising, or teas/coffees/cake, but any spending decisions need to be brought to the group so that we don't have each pillar spending at the same time.

The core issue remains that grant funding is available (in reasonable amounts) for large projects, but not for business-as-usual activities. It only makes sense to apply for a grant when we have a decent shopping list.

It was noted that as well as the ongoing WCC grants, Veolia have a grant scheme that the Waste prevention pillar may be able to utilise.

- ACTION - All please keep any receipts/invoices if you are spending out-of-pocket and send to [REDACTED] for monitoring.

- ACTION Each pillar to think of ways to raise funds, and to bring any spending requests to the whole SBW group for visibility before agreeing to them.

Pillar Updates

Cycle of the Seed:

- Gardening Club have done a compost project with the BWJS Gardening Club which went well and they want to do more.
- Field to Fork project at junior school, Yr3, was very successful. ~~Ritchie~~ vouched for the watercress smoothie.
- Herb Garden sign from Men's Shed to be delivered.

Health pillar:

- June bike bus was a great success and continued into July by popular demand. Meeting to be held over the Summer to determine what happens next – preference is for keen parents to take over for the Autumn term, with help from marshals when available.
- Unfortunately, the Cargo bike on loan was involved in an accident on the way home from school on Monday and a parent injured. We wish the rider a speedy recovery.

Waste pillar:

- Veolia are offering site tours again, 24th Sep and 27th Oct. SBW members are invited.
- ACTION – ALL anyone interested in joining a tour to let Ellie know for details.
- The Borrow Bag scheme is doing very well and operating independently now. They recently worked with BW Youth Group on making bags. Over 600 bags have now been introduced into the wild!

Space For Nature – no-one present for update.

Warmer Homes pillar:

- Need to start preparing marketing material for the winter season.

St Peter's Country Fayre

- Saturday 20th September. Sole aim to promote Showcase Event.
- Simple stall with Thermal Cameras, Upcycling Board, information.
- ACTION – Ritchie to ask Justine for a table.

OCTOBER SHOWCASE

- **Music:** Colden Common choir can't make it. Soberton Strummers confirmed and slots decided as 11-11:30 and 12:30-1pm. There was a

discussion around how much/how loud music to have in the hall whilst the event is ongoing. Swan Samba to be asked if they would open again.

- ACTION - [REDACTED] to let SS know the requested time slots.
- ACTION - [REDACTED] to ask Swan Samba.
- Confirmed stallholders so far:
 - BW Gardening Club
 - WinACC - My Home Made Better
 - Final Straw Foundation
 - North Pond Conservation Group
 - Roots Food Truck
 - Soberton Strummers
 - Warmer Homes pillar - Thermal Cameras
 - Space for Nature pillar
 - Waste Prevention pillar - Upcycling Comp
 - Cycle of the Seed pillar
- Outstanding invitations:
 - Really Wild Birdfood - ACTION [REDACTED]
 - Damson Hill Cottage - ACTION [REDACTED]
 - Winchester Food Partnership - ACTION [REDACTED]
 - Hampshire Conservation Volunteers - ACTION [REDACTED]
 - Wildlife Gardening Champion Scheme - ACTION [REDACTED]
 - Swifts and House Martins - ACTION [REDACTED]
 - Jamie's Computers - ACTION [REDACTED]
 - Louise Bowditch - ACTION [REDACTED]
 - Men's Shed - ACTION [REDACTED]
- Men's Shed games for the Kids Treat were extremely well received, [REDACTED] spoke to them about having them alongside their stall. We haven't had confirmation yet that they would attend.
- ACTION - [REDACTED] to follow up with Men's Shed re attendance and bringing games.
- ACTION - [REDACTED] to respond to Really Wild Bird Co with event details.
- The Bike Doctor had requested £250 fee and provision of bike stands which we cannot commit to now so will look elsewhere for cycling stall.
- ACTION - [REDACTED] to contact alternative bike doctors, starting with Waltham Chase Repair Café.
- It was decided that we could quite easily run a book-swap.
- ACTION - All to identify any books for an initial float on the book swap (leftovers to be donated to Oxfam)
- Looped video of the Bike Bus to be played on screen during event
- ACTION - [REDACTED] to get hold of videos from [REDACTED]
- ACTION - [REDACTED] to work on poster.
- We are increasingly bribing stallholders with promise of cake at the event - felt that we need to make sure someone is organising this.
- ACTION - ALL let the group know if you can provide cake on the day.

AOB

There was a brief discussion of the SBW/Greening name post October. It was felt that we appreciate the branding and support of Greening (although some issues with the name), but we would want to set our own course. Changing Health back to Transport being an obvious example. It was suggested that there are groups that keep the 'Greening campaign' whilst doing whatever they decide. No decision made yet.

NEXT MEETING: 11/8/25 Ruby Room



Community and Environment Committee – 21st July 2025

13. Updated Community Emergency Plan for Approval – *for consideration*

The Parish Council's Community Emergency Plan has been updated to reflect personnel changes and feedback received in the test exercise hosted by Hampshire County Council's Emergency Planning and Resilience Team.

The plan will be supplied to councillors as a separate document.

An exercise to check that contact numbers, is yet to be held and will be scheduled to take place before the end of July.

Proposal: To review the updated draft of the Community Emergency Plan for approval conditional on the various context numbers therein being confirmed.

Committees Officer
16.07.25



Community and Environment Committee – 21st July 2025

14. Spaces of Sanctuary – *for consideration*

Following the Committee Officer's contact to the co-ordinator of WCC's Spaces of Sanctuary scheme, it was confirmed that should the Parish Council opt into the initiative, free training will be given to help to give some guidance on how to deal with people who might wish to make use of the service. This would be a 30-minute online session.

Additional background information about Spaces of Sanctuary has been included overleaf.

Bishop's Waltham Library have registered as a Space of Sanctuary (for their set opening hours). Two other local Parish Council's have opted in for defined hours (weekdays 10am-2pm).

Proposal: To consider the information above and whether the Jubilee Hall would make an appropriate location to opt into WCC's Spaces of Sanctuary initiative and related staffing matters.

Committees Officer
16.07.25

WINCHESTER: Spaces of Sanctuary (SOS): Safe spaces project

Background

The council's commitment to the City of Sanctuary movement was formalised in a motion put to [council on 12 January 2022](#).

Consequently, the Council resolved to undertake a number of objectives, one of which was to: *Support taking practical steps, in dialogue with the organisations, to welcome and integrate all people into our communities, activities and culture.*

The Spaces of Sanctuary (SoS): safe spaces project will help to meet this objective. We also needed to consider that in recent years the country has had to deal with the Covid-19 pandemic, a cost-of-living crisis and an influx of refugees fleeing conflict all of which has had an impact on our residents in terms of their health and well-being. The Safe Spaces project has been developed to support people who are at their most vulnerable and need a quiet space and a friendly face to help them feel safe, listened to and valued.

What is a Space of Sanctuary (SoS)?

A Space of Sanctuary provides a physical and emotionally safe environment where people can go to seek peace and guidance to address their concerns without fear or prejudice.

When accessing the support at the Space of Sanctuary they will be treated equitably and with respect and their concerns listened to and taken seriously. The Safe Space is intended to be self-guided however, if required a triage service can be provided in order to enable people to find any further support they may need.

Approach

It is clear from the background research undertaken that there are already various forms of safe spaces in existence in and across Winchester, most of which are located in Winchester Town. They include:

- Hampshire County Council Safe Spaces - <https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safe-place>
- Winchester Warm Spaces - [Warm meeting spaces in Winchester - Winchester City of Sanctuary](#)
- University of Sanctuary [University of Sanctuary - University of Winchester](#)
- UK Says No More – Safe Spaces (Boots, Morrisons pharmacies, Superdrug pharmacies, Well pharmacies, independent pharmacies, HSBC, TSB, The Co-operative Bank and selected Metro Banks) <https://uksaysnomore.org/safespaces/>

Each of these spaces offer slightly different safe spaces whether that's a place people they can go to keep warm, a space to welcome refugees and asylum seekers or whether it's a space they can go because they are feeling anxious and threatened.

WINCHESTER: Spaces of Sanctuary (SOS): Safe spaces project

Our approach to developing this project is to work with these organisations so that we are not duplicating any provision, but possibly extending or broadening the services currently offered. Mapping of the safe spaces will also take place so a clearer understanding of the geographical spread of facilities can be identified and more importantly where there may be potential gaps in provision. Where we identify gaps, we will work with organisations in both the 'Community' and the 'Commercial/Private' sectors to determine what might be done to improve the provision of safe spaces in their areas. The spaces that sign up to our scheme will have to agree the following core principles.

Core Principles

- To offer a physical space where people feel welcomed and supported
- Provide a space which has open access on a regular basis and easily identifiable
- To attend the 'Introductory' Safe Spaces Training module.
- To triage and signpost those accessing the safe space to relevant organisations that may be able to provide the necessary support to address their issues.
- To display the project (SoS) sticker in a prominent position that can be easily seen by members of the public.
- To attend the Social Inclusion Partnership meeting (as part of the community support/City of Sanctuary work stream)
- To have an on-line presence, which is able to promote and raise awareness of your safe space.

Customer facing notification:

Organisations who signs up to the core principles and undertakes the introductory training will be provided with a window sticker in order for passersby to identify with the available space.

Support

Social Inclusion Partnership (SIP)

In order to continue support and collaboration, the safe spaces organisations will attend the Social Inclusion Partnership in order to provide and an update on space usage and reporting on any significant progress or raising issues of concern. The Social Inclusion Partnership is run quarterly?

WINCHESTER: Spaces of Sanctuary (SOS): Safe spaces project

Training

The Introductory Safe Spaces training module will be generic training for the participants to gain an understanding of likely scenarios they are likely to encounter and protocols they must adhere to. They will also be provided with information on other organisations that they can refer people to.

Sessions that we can cover (with an appropriate selection for the district/nighttime economy/demographic):

LGBTQ Awareness
Neurodivergence Training
Migration and Asylum Training
Anti Racism
Gender violence - Forced Marriage/FGM

Training for Night time economy -
Trauma informed approach - Night time economy
VAWG - Violence Against Women and Girls

[Advice First Aid Partnership - Winchester City of Sanctuary](#)
[Our Partners - Citizens Advice Winchester District](#)



Community and Environment Committee – 21st July 2025

15. Upcoming 80th Anniversary of VJ Day – *for consideration*

Friday 15th August will be the 80th Anniversary of VJ Day. The Committee are asked to consider whether the Parish Council should help to mark the occasion within our community.

National 2-minute Silence

Members of the public are being encouraged to participate in a national two-minute silence on Friday 15 August to mark the 80th anniversary of the end of the Second World War.
(<https://www.gov.uk/government/news/national-two-minute-silence-to-mark-vj-day-80>)

The Committee could consider whether the Parish Council could encourage observation of this moment of reflection in the High Street in a similar way to Armistice Day.

Proposal: The Committee is asked to consider the upcoming 80th anniversary of VJ Day and how to mark the occasion within Bishop's Waltham.

Committees Officer
16.07.25



Community and Environment Committee – 21st July 2025

16. Request for a Purchase of a Wheelchair – *for consideration*

The Council have been made aware that the wheelchair currently stored in the Jubilee Hall has come to the end of its lifespan. The brakes no longer function properly and the plastic side panels are broken.

The most frequent users of the wheelchair are the drivers and escorts who volunteer to assist attendees at the two lunch clubs that are held weekly at the Jubilee Hall. It is also used when new minibus drivers are being trained and shown how to secure a wheelchair into the vehicle.

A member of the public has requested that the Parish Council consider purchasing a replacement wheelchair or potentially whether it should form the basis of a grant application to the Parish Council.

The wheelchair in the image to the right (CareCo Aluminium Traveller) was referred to the Council as an appropriate item with positive reviews, with a purchase price of £169.99.



Proposal: **The Committee is asked to consider the request received to purchase a replacement wheelchair for community use to be stored at the Jubilee Hall.**

Committees Officer
16.07.25



Community and Environment Committee – 21st July 2025

17. Councillor's Report – Museum Trust Meeting – *for information*

A meeting of the Museum Trust was held on Tuesday 24th June. Minutes of the meeting are included overleaf.

Key Points

The Museum Trust had not met for two months due to illness and holidays. Since they last met a bees' nest collapsed in the upper floor chimney of the Farmhouse. It was removed on Monday 23rd June. There is a lot of damage and many dead bees. Honey has dripped through the floor boards. A clean-up will take place on Tuesday July 1st between 6 and 8pm.

The documents and policies for Accreditation have been handed in.

The repaired clock is being returned tomorrow. Thanks to the PC for the £400 grant.

The requested rubbish bin outside the Palace has not yet been put in place. The Parish Clerk will chase up.

There is some difficulty with locking and unlocking the platform.

Volunteers are needed for KidSTreat on Sunday July 6th.

They are aware of Party in the Palace on Saturday July 19th.

There are some issues with the Sum Up machine which one of the trustees is trying to sort out.

Events over the summer

- A volunteers trip to the Maproom on Tuesday July 29th
- MVARA is coming to the Museum with Roy on July 31st
- Social Evening at the Museum on August 8th 7 - 9pm
- Craft Fayre including a number of historical hobbies on Sept 13th 10-4pm

Suggested names for the Malt Lane development

- Palace Court or The Maltings
- Youth Hall
- Palace View

Next meeting: July 22nd at 5pm at the Museum

Councillor Wood 25.06.25

Bishop's Waltham Museum

Trustee meeting 24/06/25

Museum

Present –

Josie Woods (PC)

Apologies – none

Approval of the last minutes – 27/3/25 given

Matters Arising – following accreditation submission, no further information received to date.

General admin and site management –

- 1) Dual bin still awaiting from WCC. Action – JW to follow up
- 2) Bees removal. EH organising scaffolding (arriving 26/6/2025), bee removal (date unknown), chimney repairs and capping to prevent birds coming back in. Action - Museum cleaning will be required following the work, volunteers will be requested.
- 3) Payaz problems occurring. Action - will check the sim card and meanwhile the old card reader will be in use. to report back
- 4) Visitor survey completed – will need writing up for future reference. and .
- 5) MPA has been signed off with EH –
- 6) Platform now opened and closed regularly
- 7) Padbury clock due for return 31/06. Grant from PC for 50% of the cost received in April.
[Post meeting, clock installed, working well and face beautifully cleaned and restored].
Railway time clock to go after we close in October.
- 8) New lighting for reception room – confusion over spec and quotes but PC will talk to Jack from Anchorage Electrics when he comes in to do work soon.

Volunteers report.

Southwick House visit on 29/07.

£5 entry. Visitors will have to give personal information and car reg if used for shared travel. Up to 70 visitors possible, to confirm visit with the manager of the House. [confirmed]

Other events:

Social evening planned for 8/08 in the Museum. and to plan food and drink.

Craft and Heritage open day planning for 13/09 in palace grounds. EH has approved of event. raised question of stall holders being informed they should have their own insurance against the public. will put and numbers on the HOD website.

Marketing required when stall holders all approved. Food at lunchtime to be arranged. –All trustees

Kids Street stall –Action [REDACTED] to coordinate 6/07/25. [REDACTED] –Crown making equipment is ready, plus new sand for sandpit, if someone can take it over.

Hampshire Field Club Visit to town on 27th July – organised by [REDACTED].

[REDACTED] to organise dates for new training sessions, volunteer/member tours of town, working on the archive etc.

Following meetings 2025:

July 22nd

Sept 16th

Oct 21st AP

Nov 25TH

5PM MUSEUM to be confirmed.



Community and Environment Committee – 21st July 2025

18. Chairperson's Report – *for information*

Since our last meeting I have:

- Attended Bishop's Waltham Festival in a private capacity (Friday)
- Held a Saturday afternoon Parish Councillor's Surgery in St George's Square
- Attended one Party in the Palace Working Group meeting and the event itself
- Attended Sustainable Bishop's Waltham monthly meeting
- Attended BWPC Full Council and Halls & Grounds Committee meetings

Councillor Latham 16.07.25