



Bishop's Waltham Parish Council
A Meeting of the Parish Council Community and Environment Committee
Monday 24th November 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 October 2025
6. Actions arising from the Community & Environment Committee meeting – 27th October 2025
7. Financial position year to date – *to note current position*
8. Draft Committee Budget 2026-2027 – *for consideration*
9. Grants Update – *for information*
10. Update from Christmas Tree Working Group – *for consideration*
11. Remembrance Events Report – *for information*
12. Volunteer Thank You Event Report – *for information*
13. Community Partnership Meeting Planning Update – *for consideration*
14. Sustainable Bishop's Waltham Update – *for information*
15. Potential Uses of St George's Square Telephone Box – *for consideration*
16. What's On Calendar of 2026 Events – *for consideration*
17. Proposed Programme of BWPC Events 2026 – *for consideration*
18. Appointment of Annual Meeting of the Parish 2026 Working Group – *for consideration*
19. Councillors' Reports
 - i) Museum Trust Meeting – *for information*
 - ii) Town Team Meeting – *for information*
20. Chairperson's Report - *for consideration*
21. Requests for future agenda items - *for information*
22. Date of next meeting – 26th January 2026

C Wilkinson

Committees Officer/Clerk to the Committee
18th November 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 27th October 2025 at 7:00pm

Present:	Cllr Latham	Chairman
	Cllr McLean	
	Cllr Miller	
	Cllr Marsh	Vice Chairman
	Cllr Wood	
In attendance:	A Axworthy	Marketing, Communication and Events Manager
	C Wilkinson	Committees Officer

Members of the public: 0

- CE094/25** **To receive and accept apologies for non-attendance.**
Cllr Conduct – Family commitment
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Latham
Seconded: Cllr Wood
All in favour.
- CE095/25** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- CE096/25** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**
Cllr McLean – Member of the North Pond Conservation Group (agenda item 24 - Grant Applications)
- CE097/25** **Public Session**
No members of the public were present.
- CE098/25** **To approve the minutes from the meeting of 22nd September 2025**
Resolved: To approve the minutes of the meeting of 22nd September 2025
Proposed: Cllr Marsh
Seconded: Cllr Miller
All in favour who were present at the meeting.
- CE099/25** **Actions arising from the meeting of the Community & Environment Committee – 22nd September 2025**
Noted.
- CE100/25** **Financial position year to date – to note the current position**
Noted.
- CE101/25** **Draft Committee Budget Setting 2026-2027 – for consideration**
The draft Council budget was being finalised by the Finance Manager. All councillors would have the opportunity to view all Committees' draft budget at Full Council and the it would form an agenda item in the Committee's November meeting.
- CE102/25** **Grants Update – for information**
Noted.
- CE103/25** **St Peter's Country Fayre Event Report – for information**
Noted.

- CE104/25** **Clean Up Event Report** - *for information*
 Participants had reported that they had felt that there was not as much litter as had been the case on previous occasions.
 A letter would be sent to the business owner operating from the verge on Coppice Hill regarding litter in the layby, the licencing authority would also be notified of the communication. **Action: Clerk**
- CE105/25** **Christmas Tree Working Group Update** – *for consideration*
 A tree topper had been purchased and a tree supplier had been identified.
 A grant would be applied from Hampshire County Council. **Action: MCEM**
- CE106/25** **Remembrance Events Planning Update** – *for consideration*
 A community member from the voluntary groups would be invited to lay the wreath on behalf of the people of Bishop's Waltham. **Action: MCEM/Chairperson**
- CE107/25** **Thank You Event Planning Update** – *for consideration*
Resolution: The event would be organised according to the event outline tabled by the Marketing, Communications and Events Manager based on the previous year's event.
Proposed: Cllr Latham
Seconded: Cllr Miller
All in favour
- CE108/25** **Website Working Group Update** – *for information*
 This project was coming to its conclusion; the working group had submitted their feedback on the current version that had been drafted. Consideration was being given to how to integrate the halls booking calendar into the website.
- CE109/25** **Greening Celebration Event Report and Sustainable Bishop's Waltham Update** – *for information*
 Noted. The group were considering organising a table top sale as a fundraising event jointly for the group and the Parish Council.
- CE110/25** **Correspondence – Request for Additional Noticeboard Space** - *for consideration*
 The reverse of the Basingwell Street car park noticeboard was not considered to provide a suitable location for additional poster space as it faced into the car park and bin store, people reading the posters would be standing in the car park rather than on a pavement. Committee members would consider alternative locations for additional noticeboards. **Action: CEC members**
 A reply would be sent to the correspondent to update them. **Action: Committees Officer**
- CE111/25** **St George's Square Telephone Box – Option to Purchase** - *for consideration*
Resolution: To adopt the telephone box on St George's Square for £1.00.
Proposed: Cllr Latham
Seconded: Cllr Marsh
All in favour
- CE112/25** **Councillors' Reports - Museum Trust Meeting** – *for information*
 The Museum Trust were planning to approach the Parish Council to ask whether they had a location in which they could relocate the history boards currently on the Malt Lane hoardings.
- CE113/25** **Chairperson's Reports** – *for consideration*
 Noted.
- CE114/25** **Requests for Future Agenda Items** – *for information only*
 None.
- CE115/25** **Date of next meeting – 24th November 2025**
 Noted.
- CE116/25** **Motion for confidential business: The Chairman then moved: That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press**

be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.

CE117/25

Grant Applications – for consideration

The large quantity of applications received were given careful consideration. The grant awards proposed would result in a total of £3,578.86 of the remaining budget of £3,650 being awarded.

The remaining budget could not accommodate the approval of all applications. Those applications that were unsuccessful were declined on the basis that the groups had other funding applications in progress or had received grants from the Parish Council in the first round of applications for 2025-26 or in recent years.

Resolved: To recommend the following grant awards to Full Council:

Group	Purpose	Proposed Award	Legal Power
Bishop's Waltham Cricket Club	Coaching training New mower	£600.00 (Applied for £2,200)	Local Government Act 1976 s.19
Bishop's Waltham Festival	Event gazebos	£0 (Applied for £900)	n/a
Bishop's Waltham Fishing Club	Re-surfacing fishing platforms and pathways To replace/repair the gates and perimeter fence	£450.00 (Applied for £1,200)	Local Government Act 1976 s.19
Bishop's Waltham Men's Shed	Two aluminium pop-up gazebos	£0 £1,450	n/a
Bishop's Waltham North Pond Conservation Group	To build a sand martin habitat at Bishop's Waltham North Pond	£0 (Applied for £1,000)	n/a
Bishop's Waltham Thursday Luncheon Club	Hot cupboard/trolley	£1,098.86 (Applied for £1,098.86)	Local Government Act 1972 s.133
Bishop's Waltham Youth Trust	Community minibus Hall rental	£720.00 (Applied for £820)	Local Government Act 1976 s.19
Citizens Advice Winchester District	Funding for quarterly volunteer team meetings Funding for volunteer expenses	£0 (Applied for £900)	n/a
FolkActive CIC	Funding for Hampshire Schools Ceilidh (£400 would almost cover the cost of the band)	£0 (£400 or any contribution)	n/a
Girl Guides Bishop's Waltham	Chairs and tables	£710.00 (Applied for £3,931.20)	Local Government Act 1972 s.133
Meon Valley Heartstart	Training for instructors	£0 (Applied for £450)	n/a
Total of funds recommended		£3,578.86	

Proposed: Cllr Latham
Seconded: Cllr McLean
All in favour.

Action: Committees Officer

The meeting closed at 8.30pm.

Bishop's Waltham Parish Council
Community and Environment Committee
Actions Arising for meeting 24.11.25

Minute Number	Subject	Action	Date for completion	Action by	Notes
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	
CE053/25	Spaces of Sanctuary	To compile a document to help signpost relevant services for use should individuals approach the Council for assistance.	Aug-25	Clerk to the Committee	
CE056/25	Councillors' Report - Museum Trust Meeting	To raise with English Heritage whether they would consider installing toilet facilities on site.	Aug-25	BWPC Rep to the Museum Trust	
CE065/25	Actions Arising	Research costs of staging blocks	Sep-25	Clerk to the Committee	Research in progress
CE069/25	Parish Council Stand at St Peter's Fayre	Office to contact gazebo supplier to seek resolution for poor logo print quality.	Sep-25	MCE Manager/Clerk to the Committee	In progress, incomplete
CE088/25	Updated Community Emergency Plan	Identify and document process for powering the Jubilee Hall from batteries in an emergency	Oct-25	Clerk to the Committee	
CE104/25	Clean Up Event Report	Letter to be sent to business owner regarding litter in the layby, and to licencing authority.	Nov-25	Clerk to the Committee	
CE105/25	Christmas Tree Working Group Update	Apply for HCC Grant	Complete	MCE Manager	Grant £200 received
CE106/25	Remembrance Events Planning Update	Invite member of voluntary group to lay a wreath on behalf of the people of Bishop's Waltham	Complete	MCE Manager/CEC Chair	
CE110/25	Correspondence - Request for Additional Noticeboard Space	Consider alternative locations for additional noticeboards	Nov-25	CEC members	
CE110/25	Correspondence - Request for Additional Noticeboard Space	Reply to correspondent with update	Complete	Clerk to the Committee	
CE117/25	Grant Applications	To recommend the grant awards to Full Council	Complete	Clerk to the Committee	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 7

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											
1082 Income - Events	0	0	0	416	0	(416)	0			0.0%	
1085 Income - Non PC Recharge	57	0	(57)	57	0	(57)	0			0.0%	
1098 Income - Sustainable/Greening	0	0	0	80	0	(80)	0			0.0%	
1326 Grant - Youth Event	0	0	0	0	1,000	1,000	1,000			0.0%	
Community & Environment :- Income	57	0	(57)	553	1,000	447	1,000			55.3%	0
4041 Website Hosting & Support	0	0	0	67	267	200	334		267	20.1%	
4121 Grants - General (GPC)	0	4,250	4,250	3,850	8,500	4,650	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	0	0	0	838	2,000	1,162	4,500		3,662	18.6%	
4175 Leaflets - Guides	0	0	0	351	0	(351)	650		299	54.0%	
4200 Costs - Annual Parish Meeting	0	0	0	268	300	32	1,200		932	22.3%	
4201 Costs - Party in the Park	0	0	0	3,531	3,000	(531)	3,000		(531)	117.7%	
4205 Costs - B W Clean Up Events	0	50	50	0	100	100	100		100	0.0%	
4206 Costs - Volunteer Social Event	0	250	250	0	250	250	250		250	0.0%	
4207 Costs - National Events	120	0	(120)	1,391	500	(891)	500		(891)	278.2%	
4209 Costs - Miscellaneous Events	0	0	0	430	100	(330)	750		320	57.3%	
4230 Costs - Environ'al Initiatives	0	100	100	10	300	290	400		390	2.5%	
4232 Costs - Skate Jam Event	0	0	0	0	1,200	1,200	1,200		1,200	0.0%	
4322 Mtce - Notice Boards	0	50	50	80	50	(30)	100		20	80.0%	
4323 Mtce - Telephone Box	0	50	50	0	50	50	100		100	0.0%	
4448 Parish Council Website	1,200	0	(1,200)	1,550	3,000	1,450	3,000		1,450	51.7%	1,550
Community & Environment :- Indirect Expenditure	1,320	4,750	3,430	13,366	19,617	6,251	24,584	0	11,218	54.4%	1,550
Net Income over Expenditure	(1,263)	(4,750)	(3,487)	(12,814)	(18,617)	(5,803)	(23,584)				
6000 plus Transfer from EMR	1,200	0	(1,200)	1,550	0	(1,550)	0				

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Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 7

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
Movement to/(from) Gen Reserve	(63)	(4,750)	(4,687)	(11,264)	(18,617)	(7,353)	(23,584)				
399 Capital - Community & Environm											
4350 Minor Assets	0	250	250	604	250	(354)	500		(104)	120.8%	
Capital - Community & Environm :- Indirect Expenditure	0	250	250	604	250	(354)	500	0	(104)	120.8%	0
Net Expenditure	0	(250)	(250)	(604)	(250)	354	(500)				
Grand Totals:- Income	57	0	(57)	553	1,000	447	1,000			55.3%	
Expenditure	1,320	5,000	3,680	13,971	19,867	5,896	25,084	0	11,113	55.7%	
Net Income over Expenditure	(1,263)	(5,000)	(3,737)	(13,418)	(18,867)	(5,449)	(24,084)				
plus Transfer from EMR	1,200	0	(1,200)	1,550	0	(1,550)	0				
Movement to/(from) Gen Reserve	(63)	(5,000)	(4,937)	(11,868)	(18,867)	(6,999)	(24,084)				



Community and Environment Committee – 24th November 2025

8. Draft Committee Budget 2026-2027 – *for consideration*

The document overleaf sets out the draft Community and Environment Committee's budget for the 2026-2027 financial year. This has been prepared by the Finance Manager following meetings with the Budgeting Working Group appointed by the Committee.

Included on the last page of the budget document are notes from the Finance Manager explaining items where the budget has either been either increased or decreased compared with the previous budget. Committee members are asked to review the draft and propose any changes to the current allocation of funds for the coming financial year.

Proposal: **To consider the tabled draft Community and Environment Committee budget for the 2026 – 2027 financial year and to make requests for any modifications to the Finance, Policy and Resources Committee as appropriate.**

Committees Officer
19.11.25

Community & Environment Committee

		2023-24		2024-25		2025-26															
		Actual		Actual		Projected															
		Total Year		Total Year		Total Year															
Code	Description	1	2	3	4	5	6	7	8	9	10	11	12								
CC310	Community & Environment Committee	April	May	June	July	August	September	October	November	December	January	February	March								
Income																					
1082	Income - Events	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
1098	Income - Sustainable/Greening	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
1325	Grant - WCC Skate Jam	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
1326	Grant - Youth Event	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0						
1332	Award - H&IOW VoRY Prize	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
Total Income		£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0						
Expenditure																					
4041	Website Hosting & Support	£300	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£300	£500						
4121	Grants - General	£4,250	£0	£0	£0	£0	£0	£4,250	£0	£0	£0	£0	£0	£8,500	£8,500						
4126	Grants - General (Section 137)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
4171	Community Newsletter	£0	£0	£1,000	£0	£0	£1,000	£0	£0	£1,500	£0	£0	£1,000	£4,500	£4,500						
4175	Leaflets - Guides	£128	£0	£0	£0	£0	£400	£0	£0	£0	£0	£0	£0	£400	£400						
4200	Costs - Annual Parish Meeting	£150	£150	£0	£0	£0	£0	£0	£0	£0	£0	£350	£350	£1,000	£1,000						
4201	Costs - Party in the Park	£0	£0	£2,750	£750	£0	£0	£0	£0	£0	£0	£0	£0	£3,500	£3,500						
4202	Costs - B W Carnival	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
4203	Costs - Remembrance Day Events	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
4205	Costs - B W Clean Up Events	£25	£0	£0	£0	£0	£0	£25	£0	£0	£0	£0	£0	£50	£50						
4206	Costs - Volunteer Social Event	£0	£0	£0	£0	£0	£0	£270	£0	£0	£0	£0	£0	£270	£270						
4207	Costs - National Events	£0	£0	£0	£0	£0	£0	£0	£560	£0	£0	£0	£0	£560	£560						
4209	Costs - Miscellaneous Events	£290	£0	£250	£0	£0	£0	£0	£600	£0	£0	£0	£250	£1,100	£1,100						
4211	Costs - Kings Coronation Events	£3,971	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
4230	Costs - Environmental Initiatives	£1,422	£330	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,100	£1,100						
4231	Costs - Environmental Event	£150	£0	£0	£0	£0	£0	£100	£0	£0	£0	£0	£0	£0	£0						
4232	Costs - Youth Event	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£200	£200						
4322	Mtce - Notice Boards	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	£0	£0	£0	£2,000	£0						
4323	Mtce - Telephone Box	£1,587	£0	£0	£0	£0	£0	£50	£0	£0	£0	£0	£50	£100	£100						
4350	Minor Assets	£346	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
4448	Parish Council Website	£0	£0	£0	£0	£0	£200	£0	£0	£0	£0	£0	£0	£200	£200						
Total Expenditure		£575	£4,400	£4,000	£750	£2,000	£1,650	£4,695	£1,160	£1,500	£0	£350	£1,700	£22,780	£20,980						
Total Net Expenditure over Income		£575	£4,400	£4,000	£750	£1,000	£1,650	£4,695	£1,160	£1,500	£0	£350	£1,700	£21,780	£20,980						
CC399 Capital Spend - Community & Environment																					
Income																					
1085	Income - Non PC Recharge	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
Total Capital Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
Expenditure																					
4350	Minor Assets	£0	£0	£0	£250	£0	£0	£250	£0	£0	£250	£0	£0	£750	£750						
4409	PA System (Events)	£241	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
4416	Thermal Imaging Camera	£798	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
Total Capital Expenditure		£1,039	£0	£0	£250	£0	£0	£250	£0	£0	£250	£0	£0	£750	£750						
Total Net Capital Expenditure over Income		£1,039	£0	£0	£250	£0	£0	£250	£0	£0	£250	£0	£0	£750	£750						
Total Committee																					
Total Income		£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£0	£1,000	£0						
Total Expenditure		£575	£4,400	£4,000	£750	£2,000	£1,650	£4,695	£1,160	£1,500	£0	£350	£1,700	£22,780	£20,980						
Total Net Revenue Expenditure		£575	£4,400	£4,000	£750	£1,000	£1,650	£4,695	£1,160	£1,500	£0	£350	£1,700	£21,780	£20,980						
Total Capital Income																					
Total Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0						
Total Net Capital Expenditure		£1,039	£0	£0	£250	£0	£0	£250	£0	£0	£250	£0	£0	£750	£750						
Total Net Committee Expenditure																					
		£575	£4,400	£4,000	£1,000	£1,000	£1,650	£4,945	£1,160	£1,500	£250	£350	£1,700	£22,530	£21,730						
Total Net Committee Expenditure (Check)																					
		£575	£4,400	£4,000	£1,000	£1,000	£1,650	£4,945	£1,160	£1,500	£250	£350	£1,700	£22,530	£21,730						

Budget Setting Decisions

4041/310 Website Hosting & Support £300.00 Hosting 26/27 included in website set up / 27/28 Hosting will be £150 - Support provide for six months into 26/27, thereafter £30.00 per hour

4121/310 Grants - General £8,500.00 No increase due to BWIB costs/grant moving to P&H

4175/310 Leaflets - Guides £400.00 1 Leaflet reprint per year

4200/300 Costs - Annual Parish Meeting £1,000.00 Reduce from £1,200 due to invite sent with Newsletter

4201/310 Costs - Party in the Park £3,500.00 Increase from £3,000 due to additional sound/engineer costs

4205/310 Costs - B W Clean Up Events

4206/310 Costs - Volunteer Social Event

4207/310 Costs - National Events

4209/310 Costs - Miscellaneous Events

4232/310 Costs - Youth Event

4448/310 Parish Council Website

4350/399 Minor Assets

£50.00 Reduce from £100, minimal costs/equipment sufficient

£270.00 Increase from £250 due to increased costs

£560.00 Increase from £250 due to increased costs

£1,100.00 Increase from £750 due to increased costs

£2,000.00 Increase from £1200 due to account for larger event

£200.00 Increase from £0 to account for updates/additions

£750.00 Increase from £500 to allow for additional minor assets



Community and Environment Committee – 24th November 2025

9. Grants Update - *for information*

Grant applications submitted by the Community and Environment Committee. Updates in **bold**.

Grant Scheme	Purpose – Committee	Status
District Small Grants Fund	Skate Jam – CEC (Sept 2024)	Granted - £1,000 (received)
HCC County Councillor Grant	Christmas Tree – CEC (Oct 2025)	Granted - £200 (received)

Proposal: To note the above.

Committees Officer 18.11.25



Community and Environment Committee – 24th November 2025

9. Grants Update - *for information*

Grant applications submitted by the Community and Environment Committee. Updates in **bold**.

Grant Scheme	Purpose – Committee	Status
District Small Grants Fund	Skate Jam – CEC (Sept 2024)	Granted - £1,000 (received)
HCC County Councillor Grant	Christmas Tree – CEC (Oct 2025)	Granted - £200 (received)

Proposal: To note the above.

Committees Officer 18.11.25



Community & Environment Committee – 24th November 2025

10. Christmas Tree Update – *for consideration*

The following progress with the Christmas Tree project has been made since the Committee's last meeting.

Tree procurement:

A 16ft Premium Nordman Fir has been purchased. Having spoken to the supplier this of premium quality and will last. Confirmation has been received that the tree will be delivered on Wednesday 19th November.

Risk Assessment:

Please see enclosed risk assessment for approval.

Confirm stakeholders who will hopefully contribute to the project:

A local tree works firm has agreed to help with placing the tree into the base, which will be provided by a local farmer.

Sponsorship & Funding:

Sponsorship from local firms has been secured, and a £200 HCC County Councillor grant has been received. A breakdown of costs will be included in the papers for the Committee's January meeting.

Other actions completed:

An XXL Hessian Bow has been purchased for the tree along with some red and gold ribbon to decorate.

Proposal: To note the above and approve the tabled risk assessment.

Marketing, Communications and Events Manager 18.11.25

CHRISTMAS TREE RISK ASSESSMENT

Date	18.11.25
Assessor	Anna Axworthy
Approved By	Considered by Community and Environment Committee – 24.11.25
Review Date	24.11.25

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999

RISK ASSESSMENT RECORD

ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Seasonal Decorations

DATE:

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	1-6 8-12 14-25
				LOW RISK MEDIUM RISK HIGH RISK
				Monitor Monitor, review & reduce risk where possible Further Action Required

1.Hazards Identified and potential harm it could cause	2. People At Risk	3.Controls in Place	4.Risk Rating				5. Further Action Required/ Recommendations	6.Target Date for Completion
			L	S	Score	Risk		
Tree – unstable causing it to fall, setting fire, causing an obstruction	P, C	<ul style="list-style-type: none"> Ensure tree is sturdy and set in a stable position using adequate base and appropriate ballast. Ensure tree is of a sensible height to reduce the risks from working at height. Ensure tree does not obstruct footway. 	2	4	8			
Decorative Tree lights – causing injury / fire.	P, C	<ul style="list-style-type: none"> Ensure lights and any decorations are in a good condition, fire resistant and are secured to the tree etc. securely, and away from sources of heat. Ensure decorating lighting is specifically for outside use and supplied with up to date PAT Test certificate Low voltage safety transformer to be used with lights and black/rubber cabling. Lighting plugged into weatherproof casing. Ensure BWPC has adequate public liability insurance. Ensure decorative lights conform to British Safety 	2	4	8			

			Standards (BSS / CE mark). <ul style="list-style-type: none"> Ensure lights are secured to the tree safely. Ensure lights are either new or recently PAT tested. Ensure lights are switched off at plug socket when not required. 					
Cables – trip hazard, fire risks.	P, C		<ul style="list-style-type: none"> Ensure cables are not placed in a position where they are likely to create a trip hazard. Ensure cables are not damaged. Ensure all equipment is PAT tested 	2	3	6		
Decorating – trimming of tree.	P, C		<ul style="list-style-type: none"> Ensure appropriate equipment is used to add lights to tree e.g. plant, appropriate step ladders etc. and use them as per manufacturer's recommendations. When lighting tree etc. using steps ensure a second person is on hand / assisting if using appropriate plant is not possible. 	2	4	8		
Damage/vandalism to property	P, C		<ul style="list-style-type: none"> Ensure parish council's insurance includes for replacement cost of lighting. Tree located in position with visibility from public highway to deter vandalism. 	2	3	6		

Community and Environment Committee – 24th November 2025**11. Remembrance Events Reports – *for information*****The Dedication of the Garden of Remembrance Service (2.55pm Wednesday 5th Nov)**

The Grounds Team set up the garden in advance of the ceremony. This event was attended by approximately 15 people. A bugler attended to sound the last post. Representatives from the Parish Council, WCC, and HCC were in attendance for the brief ceremony. A cross was also laid a cross for WWI and WWII. It was noted by the Councillors that the holes for the crosses needed to be bigger as it was hard to stake them in the ground.

Remembrance Sunday Parade (Sunday 9th November)

A good number of people participated in the parade. The attendance of the Cadets, Scouts and guiding organisations was very strong. The Fire Brigade, Parish Council, WCC and HCC were all represented along with ex-service personnel. All road barriers were delivered in advance of the road closure and temporary bus stops positioned. The MCEM would like to thank the Grounds Team, ACSO and other community volunteers for their support with marshalling and work on these aspects of the event. Audio equipment to supply the marching music was set up by the Scouts. Many thanks to all councillors who attended.

**Two-minutes silence (11am Tuesday 11th November)**

This event was organised by the Parish Council that was held in St George's Square and the High Street. As in previous years, the air raid siren was used to sound the start and end of the silence. Thanks to the councillors who attended and assisted members of staff with controlling traffic and holding signage. Unfortunately, the siren broke on the second round after the two-minutes silence. The Grounds Team have taken the siren away to be looked at but it might be that we need to replace it.

What went well (and should be repeated next year)

- Liaison with St Peter's Church and uniformed groups
- Timely road closure application, advance notices and execution of closure on the day
- Book the Scouts in for 2026 in order to keep costs down for the music
- Leaflet drop residents of Basingwell Street and St Peter's Street
- Re-book Bugler straight away for 2026 at Garden of Remembrance and Remembrance Sunday
- Team of 2 community volunteers and 5 BWPC team members staffed road closures
- Visit cafes to ensure they aware of the road closures in place. Make sure Costa are aware of the event so they can make sure they have enough staff as it was very busy with queues out the door
- Having two members on the road closure by the Crown Inn
- Good communication from the team about the parade setting off and returning
- Good levels of staffing on the road barriers helped to minimise the impact of some abusive behaviour from a motorist who was frustrated with the road closure (this was reported to the police)

What could be considered for next year

- Asking for community volunteer support again for road closures
- Ask if the music, once the parade has entered the church, could be in keeping with the event such as war time favourites etc

Proposal: To note the above.



Community and Environment Committee – 24th November 2025

12. Volunteer Thank You Event Report - *for information*

The social evening for residents who contribute to the Bishop's Waltham's community will be held on Friday 21st November 2025 at 7pm at the Priory Park Clubhouse.

As was the case last year, to maximise space in the room, the bar area will be used for serving drinks and there will be a sign in desk in the foyer.

Residents had been invited via emails sent to community groups.

Refreshments will include drinks (alcoholic and soft) and a selection of cheese and crackers, and mince pies (in response to feedback received in previous years). The quantity purchased was based on the record that was kept from the 2023 event.

The Council Chair will give a brief speech to thank everyone for their contribution to the Bishop's Waltham's community.

Proposal: **To note the above and make any recommendations in relation to future events as a result of observations made at the Volunteer Thank You Event.**

Marketing, Communications and Events Manager

18.11.25



Community and Environment Committee – 24th November 2025

13. Community Partnership Meeting Planning Update

- for consideration

A meeting of the Community Partnership will be held on Monday 15th December at 6pm in the Ruby Room of the Jubilee Hall, to share dates for events being planned by community groups for 2025. The information received in this meeting will form the basis of the What's On Calendar 2026.

The other agenda item that is suggested for inclusion in the meeting is the increase in the fee for temporary road closures and whether savings could be made. Potentially BWPC and community groups could work together to submit one application the covers multiple events.

Proposal: To note the above and make relevant recommendations.

Marketing, Communications and Events Manager

18.11.25



Community and Environment Committee – 24th November 2025

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

A meeting of Sustainable Bishop's Waltham (SBW) took place on Monday 20th October, the minutes of this meeting are included overleaf. The next formal meeting of the group will take place in the new year on Monday 19th January.

Proposal: To note the above and the report below from Councillor Marsh.

Committees Officer
19.11.25

Report from Cllr Marsh

At the last Sustainable Bishop's Waltham meeting I suggested an introduction of table-top sales in the Jubilee Hall in conjunction with the Parish Council as a way of raising funds.

The Parish Council will be actively trying to raise money for the proposed new Priory Park Building and this could help.

The Group felt perhaps a trial table-top sale should go ahead to gauge its success.

Cllr Marsh

Sustainable Bishops Waltham (Greening BW)

Minutes of meeting held

19th October 2025

Present. [REDACTED]

[REDACTED], Ritchie Latham, [REDACTED], Judy Marsh, [REDACTED]

Apologies [REDACTED]

Minutes from the last meeting were agreed

Matters arising

1. The name of the group was discussed and has also been discussed with [REDACTED]. It was agreed we wanted to remain loosely connected to The Greening Project but our name would revert to Sustainable Bishops Waltham using the Greening Project as a resource.
2. Branding and email addresses were discussed and will be changed in time though the Greening Logo was felt to represent the values of the group
3. [REDACTED] will look at moving from SharePoint to GoogleDocs for storage of documents.
4. In distancing ourselves from Greening, the next step was to change the Pillar descriptions

The Pillars are less significant now (there is quite a lot of overlap) but Health would become Transport. Space for Nature, Cycle of The seed, Warmer Homes and Waste remain for now.

Review of Showcase event

The general feedback has been positive though there is a suggestion that those attending were people who understood the climate emergency and efforts to engage the sceptics would need to be a focus in the future.

£84 was raised from refreshments and other sundry sales. There is scope for up to £200 from sale of a laptop. This money is in cash form at present.

It was estimated that 100-150 people attended including our local MP.

The feedback from the Upcycling competition was very positive with an article in The Hampshire Chronicle.

Scouts and Beavers also well engaged but attempts to draw in Brownies and Guides less so. [REDACTED] offered to discuss this with [REDACTED].

Pillar reports and future plans

In general wider engagement was seen as a target for the next 12 months and this will require some more publicity.

Hampshire Chronicle have reported events and Meon Valley Times is also sympathetic.

The consensus was that as a project we piggyback onto other events rather than organise big gatherings where numbers can be a bit disappointing for stall holders.

The Greening Website has had quite a few visits and so won't change immediately but is likely to evolve with changes in domain names in due course. Photographs are particularly welcome for social media output.

Space for Nature.

██████ reported that Wilder Bishops Waltham has some funds and have recently installed a Sandmartin Bank in The North Pond.

Tangier Lane wild flower space is also being looked at with enthusiastic planters awaiting consents.

There are also plans afoot for interventions in Claylands and The Moors.

Cycle of The Seed

The cooperation with the gardening club has hit a hiatus but both groups are willing to work on projects.

The Pillar has been working closely with the Junior School on planting projects and have a herb bed next to the Jubilee Hall.

The main project for the next 18 months is the Community Fridge once the new youth hall next to Sainsbury's is completed.

In the longer term it would be wonderful to develop a Community Garden.

There was some discussion about screening Six Inches of Soil which is proposed for some time in the next 12 months. ██████ to approach the Gardening club to see if this can be a joint project.

Waste

The Upcycling competition and other initiatives have been received very positively and the Council have now started to distribute Food Bins which are collected weekly. They are fox proof if used properly.

Currently something like 30% of general waste is Food and this will have a significant impact on black bin waste.

Plastic recycling seems some way off and Fly tipping is still a problem.

██████ reported there is an App **FixMyStreet** which allows more efficient reporting of Flytipping.

Warmer Homes

There are now three thermal cameras available to use to measure heat loss from homes and hopefully will be used over the winter months.

To increase uptake it was suggested that leaflets outlining their availability and that they are **FREE** to use could be printed. There was some discussion about Open Homes.

Transport (formerly Health)

The Friday Bike Bus has been running almost continuously since June.

It is popular with children and the next phase is to try and recruit young cyclists from Cunningham Avenue and even Ashton Close though this may take time.

Fund raising using The Static Smoothie bike at the school is proposed for next summer when children can cycle their own smoothie for breakfast.

■■■ and ■■■ are going to meet ■■■■ to discuss future plans re transport to schools.

Extending the start points would also be popular but parent recruitment is a factor though we have around 10-12 marshals we can call upon at present. We now have a Bubble Machine!

Next meeting

Monday 17th November at 7pm at THE CROWN for a celebratory drink (this is instead of 8th December)

No meeting in December

Dates for the future

19th January 2026

16th February 2026

16th March 2026

20th April 2026

18th May 2026 All at 7pm. Venue. The Ruby Room.

■■■■■

Community and Environment Committee – 24th November 2025

15. Potential Uses of St George's Square Telephone Box

– for consideration

In the October meeting the Committee resolved to adopt the red telephone box in St George's Square which is available for £1.

In order to consider the potential uses of the phone box and how it could positively impact the community, the Marketing, Communications and Events Manager has done some initial research and has identified the following possible functions that have been implemented elsewhere:

An ATM machine – Since the closure of the banks, the Parish Council is aware that Bishop's Waltham is lacking in ATM machines in the High Street. Should this use be achievable, it is likely to be popular with residents.

A micro-library – A small book swap for children and adults

A mini museum – A small museum with information about Bishop's Waltham Palace linking with the Museum Trust and English Heritage

A place to grow plants and herbs

An art Gallery for local artists to show their work

A mini disco for youngsters – One of the more surprising uses that have been found during research, but it could be engaging for young people



Proposal: To consider the potential uses of the St George's Square telephone box and to agree relevant next steps.

Marketing, Communications and Events Manager

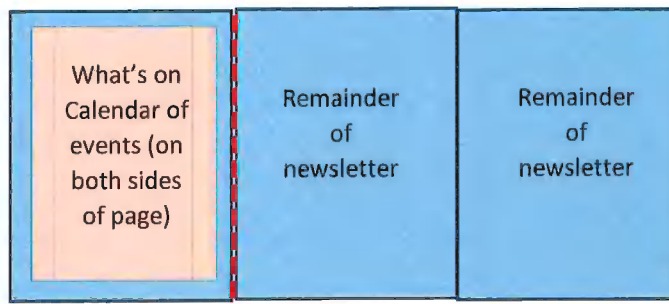
18.11.25



Community and Environment Committee – 24th November 2025

16. What's On Calendar of 2026 Events - *for consideration*

For the past two years the calendar of 2025 Bishop's Waltham community events, compiled by the Parish Council, has been included as part of the Bishop's Waltham Matters newsletter on a perforated sheet that could be torn off and retained by recipients (see diagram below). This format helped to reduce delivery costs, versus delivering two separate items (both a newsletter and a folded A3 sheet, as was the previous format of the What's On Guide).



Proposal: To consider whether to follow the same format as the 2025 Events Calendar for the 2026 publication.

Marketing, Communications and Events Manager
18.11.25



Community and Environment Committee – 24th November 2025

17. Proposed Programme of BWPC Events 2026 – *for consideration*

Please see below the draft schedule of Parish Council events included below. Some dates of other key community events have been included for reference.

Event	2025 Dates	Suggested 2026 Dates
Clean Up Event	Saturday 22 nd March	Saturday 21 st March
Annual Meeting of the Parish	Wednesday 23 rd April	Wednesday 22 nd April
BW Summer Fayre	Saturday 14 th June	Saturday 13 th June
Party in the Palace	Saturday 19 th July	Saturday 18 th July
St Peter's Country Fair	Saturday 20 th September	TBC
Party in the Park (to potentially include a Skate Jam)	n/a	TBC September?
Clean Up Event	Saturday 11 th October	Saturday 10 th October
Dedication of the Garden of Remembrance	Wednesday 5 th November	Wednesday 4 th November
Remembrance Sunday Parade	Sunday 9 th November	Sunday 8 th November
Two Minutes Silence	Tuesday 11 th November	Tuesday 10 th November
Volunteer Thank You	Friday 21 st November	Friday 20 th November

Proposal: To consider and approve the tabled provisional dates for the Bishop's Waltham Parish Council events to be held in 2026.

Marketing, Communications and Events Manager
18.11.25



Community and Environment Committee – 24th November 2025

18. Appointment of Annual Meeting of the Parish 2026 Working Group *– for consideration*

The Committee are requested to appoint a working group to progress with the plans for the 2026 Annual Meeting of the Parish.

Proposal: To appoint members of the Committee to a working group for the organisation of the Annual Meeting of the Parish 2026.

Committees Officer
18.11.25



Community and Environment Committee – 24th November 2025

19. Councillors' Report – i) Museum Trust Meeting – *for information*

A meeting of the Museum Trust was held on Tuesday 21st October. The minutes of the meeting are included overleaf (the report from the Parish Council's representative was included in the papers for the Committee's October meeting).

The Museum Trust's next meeting will be held on Tuesday 25th November.

Councillor Wood 26.10.25

Bishop's Waltham Museum

21st October 2025

Museum

Present – [REDACTED] Josie Woods (PC)

1. Apologies – [REDACTED]

2. Approval of the last minutes - given (16/09/25)

3. Matters Arising

Visitors survey yet to be circulated (Allison)

Lighting in reception – no further response from EH, other than a change of engineer, ie [REDACTED] from Anchorage, who will contact us.

[REDACTED] has spoken with [REDACTED] who has accepted the invitation to become a Trustee. She will attend our next meeting when the role will be explained and discussed. Responsibilities are likely to include risk assessment.

[REDACTED] has contacted the proposed speaker for the AGM, [REDACTED] on Bees, who has agreed and has requested that we contact him again in January as a reminder.

New first aid kit purchased by [REDACTED].

We now have ten sets of keys which have been distributed to Trustees and to [REDACTED] and [REDACTED], leaving one set spare. It will be passed to [REDACTED] if she becomes our eighth Trustee.

[REDACTED] awaits material for publication in the Parish News and suggests we provide a monthly photo.

[REDACTED] has taken responsibility for clearing cash donations on a regular basis.

4. Finance report

The latest financial summary was distributed by [REDACTED]. It was noted that the most popular visitor donation was £2 with just one donation for £12 (probably a book purchase). It was agreed that the £12 button be dropped and replaced by £3.

Subscriptions were slightly down from last year and so in future, reminders will be sent out in December.

5. Spending Plans

It was agreed to continue with the Town Model plans, but on a lower key. We shall start by asking [REDACTED] to model the High Street premises housing Hair Art and the Jewellers. [REDACTED] to pursue.

It was proposed that we set up a computerised Visual Display, starting with [REDACTED]'s presentation on Austin and Wyatt which she gave at the recent Bishop's Waltham Society meeting. Other contributions might come from [REDACTED] and the posters on the hoarding around the building replacing Fox's. [REDACTED] agreed to research the availabilities of a Visual Display units.

It has been previously agreed that the repair of the clock will cost between £800 and £900.

■■■■ suggested that we consider the provision of a series of sequential maps instead of, or as well as, the town model.

6.Continuing Poster Display

■■■■ also said she would raise the matter of the physical display of the posters with the PC, perhaps locating them somewhere around or in the Jubilee Hall.

7.Collections Manager's Report

No special item to report, other than work in progress.

8.Volunteers Report

The year has progressed well and looking towards 2026, we need to better organise and manage the Craft Fair and Heritage Week next September.

9.Update on ■■■■ Book

We have purchased ten copies of 'Time of Change' at £3.50 each, to be sold for £5.50 each.

10.EH affairs

■■■■ will seek tree surgeons to deal with the falling branch (which has since fallen).

There will be an annual review meeting with EH in January.

11.AOB

We have been asked to accept the casket with the ashes of the swan that was recently killed on the road. The request was refused, but it was suggested that the ashes be scattered on the Palace Grounds. Alternatively, they might be interred in the Hoe Road animal cemetery. ■■■■ has since conveyed this message to the Swan Carers group and they are deciding to wait until the South pond refills and to scatter them there.

The question of Trustee/Member liabilities was raised, now that we are a CIO. ■■■■ had received correspondence that suggested Members could be responsible because they have voting rights, but were not covered by insurance as Trustees are. The matter will be discussed with the Museum Mentor when we meet on 30th October.

12.Date of next meeting

Tuesday 25th November, starting at 5.30 pm at ■■■■ house (■■■■) and will be a normal Trustee meeting, not dedicated to the Action Plan.

■■■■ will provide suggested dates for meetings next year.



Community and Environment Committee – 24th November 2025

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

Meetings of the Town Team took place on Monday 13th October and Monday 10th November. Minutes from both of these meetings are overleaf and the representative's report from the second meeting are below. The representative was unable to attend the October meeting.

Key Points from Town Team Meeting – 10.11.25

There were queries as to whether people would notice the lack of a Christmas trail in the High Street.

The food event to replace BW Bites will need the support of the traders. The Town Team hope to find willing participants.

Singing in the Square - carols will be included. The sound system is being discussed with a provider. There was much discussion about how to heat the mulled wine to the correct temperature!

Give and Take events had gone well but may need more advertising. Donations had reduced as the year went on.

Financially the Town Team are stable at present.

Cllr Wood 12.11.25

Bishop's Waltham Town Team
Monday 13th October 2025, 18:00
at Bunch of Grapes

Minutes

Apologies for absence: [REDACTED]
[REDACTED]

2. *Matters arising from minutes of the meeting held on 13/09/2025:* there were no matters arising that would not be addresses in later items

3. *Update on actions from last meeting:*

- [REDACTED] still to summarise the decisions re 2026 Food Event
- [REDACTED] has contacted [REDACTED] re Rotary TT member but has had no further news
- [REDACTED] has agreed with BoG to host future meeting. Is to provide list of dates. *Action* [REDACTED]
- [REDACTED] has applied and paid for (£240) road closure etc for Singing in the Square. [REDACTED] will discuss combing future applications with CoT ([REDACTED]). *Action* [REDACTED]

4. *Further thoughts re Food Event:*

- All agreed that the outline plan described in the minutes from 13/09/2026 were accurate and just needed a fuller summary. *Action* [REDACTED]

5. *Progress on Singing in the Square:*

- [REDACTED] has written to all householders in the locality forewarning of the event, He has also completed the Risk Assessment and printed road closure notices.
- [REDACTED] to speak to [REDACTED] re louder speakers for the band. *Action* [REDACTED]
- [REDACTED] to liaise with [REDACTED] re song sheet and attendant QR code. *Action* [REDACTED]
- [REDACTED] to liaise with [REDACTED] re posters and flyers, the latter for use at the final G&T on 25/10/2026 and after at the Xmas Fayre. *Action* [REDACTED]

6. *Final G&T, Oct 25th – Halloween and Christmas:* [REDACTED] asked that all should try to dig out as much as they can in order to start off with a reasonable amount. *Action All.*

7. *Financial Report* – [REDACTED].

- [REDACTED] submitted the up to date statement of account. Still looking healthy as there is a further £750 approx to be transferred from BWS for G&T and KidsTreat income.

8. *AOB*.

- [REDACTED] reported that [REDACTED] had updated the QR code for the Town Trail poster. [REDACTED] wonders whether it is possible to understand its usage.
- [REDACTED] offered to publicise the Trail QR code to BWJS in the spring just before the Easter holiday. **Action** [REDACTED]
- [REDACTED] asked that £20 should be paid for a stand at the 2026 Carnival. All agreed as would be good opportunity to advertise the Food Event. **Action**, [REDACTED] to contact Rotary for invoice thence for [REDACTED] to pay. **Action** [REDACTED]
- Discussion whether to commit once more to an Xmas Trail round the High Street. It was decided not to. Will people notice? Event to be reviewed for 2026.

9. Date of next meeting – 6pm, 10th November 2025, BoG.



Bishop's Waltham Town Team
Monday 10th November 2025, 18:00
at Bunch of Grapes

MINUTES

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

Attending: [REDACTED]
[REDACTED]

2. *Matters arising* from minutes of the meeting held on 13/10/2025: None that would not be covered later.

3. *Update on Food Event –*

- [REDACTED] reported that he had sent the summary to [REDACTED] and spoken to him later. [REDACTED] has now sent this to members of CoT asking that they respond as soon as possible. It was suggested that since it was now the run-up to Xmas that this response might not be as prompt as we would like/need. [REDACTED] said that [REDACTED] would do his best.

4. *Progress on Singing in the Square*

- *Song selection & Sheet:* [REDACTED] has contacted [REDACTED] – leader of the wind band – to request the song selection, words etc. [REDACTED] has also requested that a couple of 'jolly' carols be included.
- *Printing & QR code:* [REDACTED] has all this in hand and will arrange both as soon as the songs come from SWB (Swanmore Wind Band)
- *Stoves for Glühwein & Pricing:* in order to avoid the difficulties in heating up the wine, [REDACTED] suggested contacting [REDACTED] of the Scouts to borrow their stoves. [REDACTED] agree to do this. **Action** [REDACTED]
- *Sound system:* [REDACTED] reported that he had had a brief conversation with [REDACTED] re improving the reach of the sound system. [REDACTED] will speak to [REDACTED] to devise greater access to electricity.
- *Promotion:* Flyers have already been printed ready for distribution at the Xmas Fayre, 27th November. [REDACTED], asked for volunteers – [REDACTED] offered their help. [REDACTED] to collect flyers from [REDACTED]. **Action** [REDACTED]

- *Legal & financial:* [REDACTED] has successfully secured the TEN from WCC and submitted road closure & bus diversion forms. He has also submitted a grant application to BWPC to cover these costs.
5. *G&T 2025 review:*
- all agreed that this had once again been a successful year with much given and taken and very little left over. [REDACTED] reported that donations at G&T were £778 with a further £154 from the KidsTreat event. Flyers for have been printed (on the reverse side of the Singing in the Square flyer) advertising the same themes as 2025. [REDACTED] suggested a more active approach to publicity by distributing flyers etc to Citizens Advice, Food banks and Wickham Pantry *Action* [REDACTED]. [REDACTED] agreed to contact Meon Valley Food Bank. In this way more people with pressing needs may access the events. *Action* [REDACTED]
6. *Financial Report* – [REDACTED].
- [REDACTED] submitted accounts up to 9th Nov 2025. Account stands at £3640.72 + £942.61 from G&T and KidsTreat currently held by BWS and to be transferred in January following any monies earned from Singing in the Square
7. *AOB.* [REDACTED] felt that the G&T events need more helpers during the middle section of the day. [REDACTED] suggested speaking to [REDACTED] - *Action* [REDACTED].
8. Date of next meeting – 8th December 2025

BWTT Proposed Food Event, 2026: Planning and Key Considerations

Introduction

In the aftermath of BW Bites, various discussions have taken place between the Town Team, individual traders and the Chamber of Trade about the potential for another kind of food event in Bishop's Waltham.

This is a summary of the key features of the BW Town Team's discussion on the proposed food event. The following outlines the principal points raised and discussed.

Event Purpose and Collaboration

- To raise awareness of and promote local producing, wholesaling and retail economies.
- To encourage the ever-increasing population of BW to greater familiarity with and use of the High Street.

Key Recommendations and Distinctions

- **Support Required:** The event will need the backing of the Chamber of Trade (CoT), and it is important that all traders are engaged and supportive.
- **Unique Identity:** The event should be clearly differentiated from the existing 'Taste of Wickham' festival, ensuring it has its own distinct local character.
- **Growth Plan:** It is proposed to start on a small scale, allowing the event to grow organically over time.
- **Combined Activities:** The food event will be held alongside late night shopping to encourage greater footfall and community engagement. Entertainment in St George's Square.
- **Local Focus:** All stalls should be operated by, or connected to, local retailers, wholesalers, and producers, fostering a street market atmosphere closely tied to the community.

Financial Considerations

- Various options for financing the event were discussed. Suggestions included applying for grants and awards (WCC, BW CoT, BWPC, HCC), charging a flat fee for stalls, or receiving a share of profits. Another option discussed was for the CoT be approached to cover pitch fees for all their members, with all other participants paying a pitch fee of £30.

Event Layout and Logistics

- **Market Layout:** Following the example of the KidsTreat event, stalls would be positioned along the centre of the High Street, with seating areas provided for visitors.
- **Entertainment:** in St George's Square, such as music, dancing would help to enhance the overall atmosphere, smoothie making for children were suggested as an option for engaging activities.
- **Road Closures:** The proposed schedule includes closing the road at 16:00, holding the event from 18:00 to 20:30, and reopening the road at 21:30.

Participation Criteria

- Only local businesses and their local suppliers are to be included.
- Participants should include Bishop's Waltham traders, their local suppliers, as well as local producers, pubs, restaurants, and takeaways. Businesses themselves would be asked to identify and invite their suppliers to take part.

- There is a need to define the radius for what constitutes 'local', CPRE local food research project's definition is five miles.

Date and Naming

- Thursday, 18th June—near midsummer's day, from 18.00 to 20.30
- Name?



Community and Environment Committee – 24th November 2025

20. Chairperson's Report – *for information*

Since our last meeting I have attended:

- Full PC meeting
- H&G meeting
- Sustainable Bishop's Waltham meeting

Councillor Latham 18.11.25