

# **BISHOPSTOKE PARISH COUNCIL**

**Members of the Parish Council**

**are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke  
on Tuesday 28 February 2017 at 7.30pm**

**This Meeting is Open to the Public (7.30pm – Question Time)**

*An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County  
councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team*

## **AGENDA**

### **Public Session**

1. Apologies for Absence
2. Councillors' Questions and Announcements
3. To adopt and sign Minutes of the Parish Council meeting held on 24 January 2017
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Correspondence received
7. Report on Planning Committee Meetings of 24 January 2017 and 14 February 2017 – to note Resolutions and to determine Recommendations
8. Report on Finance and General Purposes Committee Meeting of 14 February 2017 – to note Resolutions and to determine Recommendations
9. To receive the RFO's Report and approve the January 2017 Statement of Account
10. To appoint a working group to conduct an annual review of Standing Orders from July each year, reporting to the Council in September
11. To appoint a working group, including the Clerk and Assistant Clerk, to consider additional staffing needs going forward
12. To discuss and, if appropriate decide on, moving three bus shelters as requested by Eastleigh Borough Council
13. To agree the Council's response to the Hampshire Police and Crime Panel, and the Eastleigh Sports Facilities Needs Assessment & Playing Pitch Strategy
14. To agree the Council's response to EBC's letter with regard to the delay to the Local Plan and consider a proposed communication to Bishopstoke residents from the Parish Council
15. To note the report on progress regarding the Bishopstoke Memorial Hall and Community Centre, and approve the next steps
16. To receive reports from County, Borough and Parish Councillors on matters of interest
17. To receive the Clerk's Monthly Report
18. To consider content for the February 2017 Press Release
19. Date, time, place and agenda items for next meeting – Tuesday 28 March 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D L Hillier-Wheal**  
Clerk to Bishopstoke Parish Council  
22 February 2017*

*Members: Cllr Winstanley (Chair), Cllr Mignot (Vice-Chair), Cllrs Brown, Chaffey, Daly, Dean, Francis, Greenwood, Moore, Parker-Jones, Roling, Thornton, Tidridge and Toher*

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 24 January 2017

**Present:** Councillor A Winstanley (Chair)  
Councillor P Brown  
Councillor A Daly  
Councillor A Dean  
Councillor J Francis  
Councillor C Greenwood  
Councillor T Mignot  
Councillor L Parker-Jones  
Councillor M Thornton  
Councillor G Tidridge  
Councillor S Toher

**In Attendance:** Mr David Hillier-Wheal (Clerk to Bishopstoke Parish Council)

**Public Session** 1 member of the public was present.

**FULL\_1617\_M07/**

### **Public Session**

#### **123 Apologies for Absence**

123.1 Apologies had been received and accepted from Cllrs Roling, Chaffey and Moore.

#### **124 Councillors' Questions and Announcements**

124.1 Cllr Winstanley welcomed everyone to the first Council meeting of 2017.

124.2 Cllr Toher requested an update regarding the surgery petition. Cllr Winstanley replied that she was hoping to meet with the organisers in the following week and may be able to report back at a subsequent meeting.

124.3 Cllr Toher noted that the bus stop at the corner of Riverside and the main road is causing some difficulties. When buses stop at the markings, traffic can flow freely, however in order to let passengers on and off at the bus shelter, the buses have to stop away from the markings, meaning traffic cannot pass around the bus due to the traffic island. The Clerk was requested to write to both Hampshire County Council, and the bus company, to ask them to address this issue. The Clerk was additionally asked to include in the letter to HCC that the road is still liable to flooding.

#### **Action: Clerk**

124.4 Cllr Parker-Jones informed the Council that a number of residents, particularly the more elderly, had requested a bus stop nearer to the Central Convenience Store (what used to be the Co-op) to avoid having to walk back from the Riverside stop when using the Post Office.

124.5 Cllr Daly informed the Council that the Housing Association have now replaced the missing back door behind the bungalows on Portal Road. Cllr Daly also noted that the waste bin on the Riverside bus stop is too high and causes difficulties for those emptying the bins as well as those trying to use them. The Clerk was asked to investigate and see whether the bin can be moved.

#### **Action: Clerk**

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124.6 Cllr Parker-Jones informed the Council of an issue regarding the developers building The Chase and the New Cemetery. The issue is to do with soil and concrete being dumped on the New Cemetery. Cllr Parker-Jones also informed the Council that the Assistant Clerk was following this up.

124.7 Cllr Dean asked for an update on the potential bench at Otter Close, and the requested safety railings on the path from Green Close to Strawberry Mead. The Clerk informed the Council that he had held a further meeting with the resident regarding the bench to agree the position, and when the bench had been chosen he would bring the matter back to the Council. Regarding the safety railings, the Clerk informed the Council that the responsibility lay with the County Council. The last contact with the resident indicated that the County were actively looking at putting railings in.

124.8 Cllr Francis expressed her disappointment regarding the small space given to Local Plan information in the last newsletter. Cllr Tidridge also asked whether many survey responses had been received. The Clerk stated that to date, he believed fewer than 20 had been received, but that he would collate the data for the Communications and Engagement Working Group.

**Action: Clerk**

## **125 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 22 November 2016**

125.1 The minutes of the above meeting had been circulated prior to this meeting.

125.2 Cllr Toher noted a Cllr name missing in the Public Session, the incorrect inclusion of Cllr Roling in Minute 109.2, and the fact that she is not the Chair of the Memorial Hall Management Committee as stated in Minute 111.1, but the Secretary. The Clerk was asked to amend accordingly.

**Action: Clerk**

125.3 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously, subject to the amendments listed in 125.2, to adopt as a true record the minutes of the Parish Council meeting held on 22 November 2016.

## **126 To consider Matters Arising from the above Minutes**

126.1 Minute 108.2 The Clerk reported there has still been no progress regarding the bridleway.

126.2 Minute 108.3 This had not been discussed at the previous Finance & General Purposes meeting and the Clerk was requested to add it to the next one.

**Action: Clerk**

126.3 Minute 118.3 Cllr Parker-Jones requested that, in addition to the changes made to procedure by the standing order amendment, each agenda item be annotated to show whether there are no supporting papers, a verbal report, or a paper report.

**Action: Clerk**

## **127 Declarations of Interest and Requests for Dispensations**

127.1 Cllr Winstanley declared an interest in Item 9 on the agenda as she is the recipient of one of the payments.

## **128 Correspondence received**

128.1 The Clerk reported that Cllr House of Eastleigh Borough Council had replied to the Parish's request regarding a Local Plan leaflet. Cllr House had indicated that the Borough considered its existing communications to be sufficient for the job of keeping residents informed regarding the Local Plan. However, Cllr House stated that the Parish was free to publish its own leaflet.

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128.2 Cllr Francis requested that there be a Local Plan article in the next newsletter. Cllr Francis also offered to write it.

**Action: Cllr Francis**

128.3 Cllr Tidridge expressed her disappointment in the response from Cllr House and stated that residents do not always receive the Borough News. Cllr Toher suggested that the newsletter article should also focus on the Neighbourhood Plan and suggested that the Neighbourhood Plan group meet with Cllr Francis to create the article.

**Action: Cllr Toher**

128.4 The Clerk gave further information regarding recent issues at the Cemetery. The developer is currently placing large quantities of soil and concrete blocks on the ground that is to be the New Cemetery. Assurances have been given that the concrete blocks have been separated out so that they can be removed, and the soil will be spread out. This will add approximately 50cm to the ground level at the New Cemetery. The Clerk stated that this could cause problems as graves can only be reliably dug in ground that is compact. The Assistant Clerk is liaising with Eastleigh Borough Council to determine if this has been picked up and will be dealt with.

**129 Report on Planning Committee Meetings of 22 November 2016, 13 December 2016 and 10 January 2017 – to note resolutions and determine recommendations**

129.1 The Planning Committee Minutes from 22 November 2016, 13 December 2016 and 10 January 2017 had been circulated prior to the meeting.

129.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 22 November 2016, 13 December 2016 and 10 January 2017 be noted.

**130 Report on Finance and General Purposes Committee Meeting of 13 December 2016 and 10 January 2017 – to note resolutions and to determine recommendations.**

130.1 The Finance and General Purpose Committee meeting minutes from 13 December 2016 and 10 January 2017 had been circulated prior to the meeting.

130.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 13 December 2016 be noted.

130.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to vire between existing budget headings for 2016/17 by reducing the Carnival budget to £4000, increasing allotment maintenance to £4500, increasing Cemetery grounds maintenance to £5200 and increasing general burial board maintenance to £3000

130.4 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 10 January 2017 be noted.

**131 To receive the RFO's report and approve the November 2016 and December 2016 Statements of Account**

131.1 The RFO reported that the PCSO invoice for the year has now been received and paid; the initial meeting with the Internal Auditor had taken place and the report – along with associated proposals – would be brought to the next Finance and General Purposes meeting; and that the Auditor had recommended a different form of Financial Risk Assessment. A draft version of this would be presented at the next Finance and General Purposes meeting.

**Action: Clerk**

131.2 The November 2016 and December 2016 Statements of Account had been circulated prior to the meeting and were noted.

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131.3 Cllr Thornton requested more information on the Cemetery Seat Maintenance and the Clerk offered to contact him with the details.

**Action: Clerk**

131.4 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the November 2016 and December 2016 Statements of Account

**132 To approve the Expenditure budget and determine the Precept for 2017-18**

132.1 The Budget as recommended by the Finance & General Purposes Committee and supporting paperwork had been circulated prior to the meeting. The budget is attached to these minutes.

132.2 The Clerk explained the process that the Finance and General Purposes Committee had been through, and went through the examples of what effect different Council Tax rises would have. The Clerk also informed the Council that if they opted for the recommended 10% rise in band D Council Tax then Bishopstoke Parish Council would still have the lowest Council Tax of any Parish in the Borough. The increase would be £4.36 per year for a band D household and would mean that a band D house would still pay less than £1 per week for the services provided by the Parish Council. The Parish is undertaking work on the Neighbourhood Plan, doing preparatory work on the possibility of taking over the Bishopstoke Memorial Hall and Bishopstoke Community Centre, repairing or replacing the Cemetery fencing and beginning the refurbishment of the play areas amongst other things.

132.3 Cllr Parker-Jones asked about the PCSO and YZone budgets. The Clerk explained that as the Parish Council does not yet know the cost of the PCSO contract beyond April 2017 the budget included a modest increase as a safety net. The YZone contract is expected to be put forward for renewal and so it is included as a potential cost. The Clerk was requested to invite the Police inspector in Eastleigh to attend a meeting as the Council has concerns about current PCSO provision.

**Action: Clerk**

132.4 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Budget as recommended by the Finance & General Purposes Committee be approved and that the Parish Council request its Precept based on a 10% rise in Band D Council Tax.

**133 To approve joining the National Allotment Society**

133.1 Information regarding the benefits of joining the Society had been circulated prior to the meeting. The Clerk informed the Council that the cost would be £55 per year.

133.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Parish Council join the National Allotment Society

**134 To receive reports from County, Borough and Parish Councillors on matters of interest**

134.1 Cllr Parker-Jones reported that she, along with Cllrs Francis, Dean, Tidridge and Toher had attended Code of Conduct training. All attendees agreed it had been informative and useful, and wished to express their thanks to Steven Lugg for providing the training. The Cllrs also recommended that other Cllrs, both new and experienced, attend this training if the opportunity presented itself.

134.2 Cllr Brown reported that he had attended a recent meeting of the Carnival Working Group, which had been focussed on ideas to involve areas of Bishopstoke that are not normally reached by Carnival, including Brookfield and the YZone.

134.3 Cllr Toher reported that she had attended a meeting of the Memorial Hall Committee, who are keen for the Parish Council to begin the process of taking over. Cllr Toher had also attended the

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Local Plan update provided by Eastleigh Borough Council before Christmas, which she had found interesting.

134.4 Cllr Greenwood reported that he had also attended the Local Plan event. He had also had a meeting with a resident regarding a sinking road. During this meeting the subject of cleaning the road gullies had come up. Cllr Greenwood stated that there were a number of areas he was aware of that do not appear to be being cleaned. He had reported this to Nick Tustian at the Borough Council. He urged Cllrs to photograph any examples they find of gullies being silted up or in need of cleaning and send them to him. Cllr Greenwood will then forward them on to the Borough Council.

**Action: All Cllrs**

134.5 Cllr Thornton reported that, as Chair of the Wyvern Governors Personnel Committee, he was concerned about school funding over the next few years, especially given the Hampshire County Council consultation. Cllr Thornton also reported attending the Asian Welfare and Cultural Association diversity awards. The Association is hoping to encourage more community involvement from all cultures, and planning for this year's MELA is well underway.

134.6 Cllr Winstanley reported attending a seminar at the YZone with a number of other Councillors, both Parish and Borough, to learn about the work being done there. An offer has been extended by Min Partner, the Borough contact there, for any Cllr that was unable to attend the presentation – Cllrs can get in touch with Min and she will arrange a tour for them. Cllr Winstanley also informed the Council of a group known as In Touch. This is a group for autistic teenagers being run at the Yzone. David Carter, who runs In Touch, and his wife were recently presented with an award by the Asian Welfare and Cultural Association for the work they do. The slides from the presentation are now available and Cllr Winstanley offered to pass them to the Clerk for distribution to all Cllrs.

**Action: Cllr Winstanley and Clerk**

### **135 To receive the Clerk's monthly report**

135.1 The Clerk reported that he had undertaken the third day out of four for his CiLCA training. The Clerk stated that he had not yet registered for the qualification itself as there is a time limit of one year to complete the course once registered. The recommendation is that up to 5 hours per week of normal Clerk's hours be given over to the work required, and that would not have been possible over the budget period. Maintenance work has now been agreed for all the Play Areas bar Sayers Road and is due to begin soon. With Sayers Road, several companies have been invited to provide quotes for completely replacing the Play Area. The Borough Council have been requested to clear the graffiti at the Skate Park on Glebe Meadow and the moss from the Play Area and paths.

135.2 The Clerk also reported damage to a fence in St Mary's Churchyard, which he had been notified of by a resident. The Clerk offered to take the Cemetery Working Group round to show them the damage and discuss possible options for the fence as a whole around the Churchyard.

**Action: Clerk and Cemetery Working Group**

135.3 Cllr Toher requested that, in light of the earlier conversation regarding PCSOs and the YZone, Cllrs be provided with a copy of the relevant contracts. It was noted that Cllrs had already received the PCSO contract. The Clerk was asked to locate and distribute the YZone contract.

**Action: Clerk**

### **136 To consider content for the January 2017 press release**

136.1 It was agreed that the press release would mention the grant to the Street Pastors, the Precept, Play Area maintenance, upcoming verge protection at the Cemetery and the Council joining the National Allotment Association.

**Action: Clerk**

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**137 Date, time, place and agenda items for next meeting – Tuesday 28 February 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke**

137.1 Agenda items to the Clerk by Tuesday 21 February 2017 please.

**138 Motion for Confidential Business**

138.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

*The Clerk and 1 member of the public left at this point*

**139 To determine Recommendations from Finance and General Purposes meeting of 13 December 2016**

139.1 The Council appointed Cllr Toher to minute the discussions

139.2 Proposed Cllr Winstanley, Seconded Cllr Toher that the Clerk's hours be increased to 37 hours per week from January 1 2017, with up to 8 hours per week overtime, as required, without additional Chair approval, and that the Clerk be awarded an annual scale point increase from 1<sup>st</sup> January 2017.

139.3 An amendment was then Proposed by Cllr Tidridge, Seconded Cllr Parker-Jones that the Clerk's hours remain at 30 hours per week, with the limited overtime approved by the Chair. Those in favour – 4, those against – 6, abstentions – 1, so the proposed amendment failed.

139.4 An amendment was then proposed by Cllr Parker-Jones, Seconded Cllr Tidridge that the Clerk's hours be increased to 37 hours per week from January 1 2017, with up to 8 hours per week overtime, as required, without additional Chair approval, and that the Clerk be awarded an annual scale point increase from 1<sup>st</sup> April 2017. Those in favour – 6, those against – 5, abstentions – 0, so the proposed amendment was carried.

139.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** that the Clerk's hours be increased to 37 hours per week from January 1 2017, with up to 8 hours per week overtime, as required, without additional Chair approval, and that the Clerk be awarded an annual scale point increase from 1<sup>st</sup> April 2017.

139.6 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Assistant Clerk's hours be increased to 10 hours per week from January 1 2017, with up to 10 hours per week overtime, as required, without additional Chair approval, and that the Assistant Clerk be awarded an annual scale point increase from 1<sup>st</sup> April 2017.

139.7 Members requested that the reasons for any future overtime be reported at subsequent meetings. The Clerk was requested to contact HALC to determine whether this is appropriate and, if so, at what meeting it is appropriate to make the report.

**Action: Clerk**

*There being no further business, the Chair closed the meeting at 10:00pm*

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# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 24 January 2017

**Present:** Cllrs Toher (Chair), Dean, Francis, Greenwood and Thornton

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)

**Public Session** 1 member of the public was present

### PLAN\_1617\_M17/

#### 168. Apologies for Absence

168.1 Apologies had been received and were accepted from Cllr Brown (traffic).

#### 169. To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 10 January 2017

169.1 The Minutes of the above meeting had been circulated prior to the meeting.

169.2 Proposed Cllr Thornton, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 10 January 2017 be accepted as a true record.

#### 170. To consider Matters Arising from the above Minutes

170.1 There were no matters arising.

#### 171. Declarations of Interest and Requests for Dispensations

171.1 None declared or sought.

#### 172. Consideration of Planning Applications

172.1 T/16/78986 – 14 Asford Grove – Crown lift by 6m and 20% crown thinning of 1 Lime – The Committee agreed to Raise No Objection (RNO) to the planning application

172.2 F/17/79775 – 3 Sayers Road – Construction of detached two bedroom bungalow to rear with ancillary parking & amenity space with shared access to Sayers Road – After discussion the Committee agreed to RNO, but with a comment regarding concerns over parking and access.

172.3 F/16/79739 – 6 Hartley Close – Single storey side extension – The Committee agreed to RNO to the planning application.

172.4 T/17/79762 – 6 Bishops Court – Fell 1 Conifer – The Committee agreed to object to the application on the grounds that the tree is healthy, is not a danger to property, and has a TPO.

172.5 F/17/79790 – 2 Shears Road – Single storey rear extension, following demolition of existing – The Committee agreed to RNO to the planning application.

172.6 T/17/79781 – Oakbank – Reduce branches by 50% to 1 Ash (T4) and fell 1 Lime (T5) – Following discussion the Committee agreed to RNO to the work on the Ash (T4) but object to the felling of the Lime (T5). The Committee requested that the alternative methods outlined in the Visual Tree Assessment be attempted in order to preserve the tree.

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**173. Report on recent planning decision**

173.1 N/16/79693 – 53 Bishopstoke Road – Notification of intent : Crown reduction to 7 silver birch , fell 1 silver birch, fell 2 conifers, crown reduce 1 hawthorn, 1 horse chestnut and 1 ash – Committee objected to felling of 1 silver birch and 1 conifer – EBC raised no objection

**174. To recommend that the Parish Council monitor the progress of the Pember Hill planning application O/15/77190 and any subsequent full planning application with a view to commenting, as an affected neighbouring parish, at the appropriate time**

174.1 The Committee acknowledged that the application is in a neighbouring parish, not Bishopstoke, however it was felt that the development was of sufficient scope that there may well be an impact on the residents of Bishopstoke.

174.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the Parish Council monitor the progress of the Pember Hill planning application O/15/77190 and any subsequent full planning application with a view to commenting, as an affected neighbouring parish, at the appropriate time.

**175. Clerk's Report**

175.1 The Clerk reported that the Borough Council website is still inconsistent in displaying comments that the Parish Planning Committee makes. In addition, the date of any response is never recorded, leading to the appearance that the Parish Council does not respond to planning applications. The Clerk was requested to ask the Borough Council to address these issues, copying in Andy Thompson, the Local Area Manager.

**Action: Clerk**

**176 Date, time, place and agenda items for next meeting**

176.1 The next meeting will be on Tuesday 14 February 2017 at 7:00pm in the Parish Office, Riverside, Bishopstoke. The office will be open from 6:45pm for viewing of the applications.

176.2 Any agenda items should be submitted in writing to the Clerk by Tuesday 7 February 2017.

**177 Motion for Confidential Business**

177.1 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

*I member of the public left at this point*

**178 Reported Breaches of Developmental Control (Confidential Business)**

178.1 The Clerk reported 0 new alleged breaches of development control.

178.2 The Clerk reported 0 concluded investigations into alleged breaches of development control.

178.3 There were no reported development control issues from members of the Committee.

*There being no further business, the Chair closed the meeting at 7.23pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 14 February 2017

**Present:** Cllrs Toher (Chair), Brown, Dean, and Greenwood

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
Cllrs Parker-Jones and Tidridge

**Public Session** 1 member of the public was present

### PLAN\_1617\_M18/

#### 179. Apologies for Absence

179.1 Apologies had been received and were accepted from Cllr Francis and Cllr Thornton.

#### 180. To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 24 January 2017

180.1 The Minutes of the above meeting had been circulated prior to the meeting.

180.2 Proposed Cllr Greenwood, Seconded Cllr Brown, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 24 January 2017 be accepted as a true record.

#### 181. To consider Matters Arising from the above Minutes

181.1 There were no matters arising.

#### 182. Declarations of Interest and Requests for Dispensations

182.1 None declared or sought.

#### 183. Consideration of Planning Applications

183.1 T/17/79899 – 35 Asford Grove – Trim and reshape 1 Holm Oak to side, to clear property – The Committee agreed to Raise No Objection (RNO) to the planning application.

183.2 F/16/79737 – 23 Sayers Road – Erection of single storey extension to rear – The Committee agreed to Raise No Objection (RNO) to the planning application.

183.3 F/17/79838 – 203 Fair Oak Road – Erection of two storey side extension, single storey rear extension, front porch and alterations to existing parking to front – The Committee agreed to RNO to the planning application, but were concerned to ensure there is no loss of parking.

#### 184. Report on recent planning decision

184.1 F/16/79609 – 24 Oakgrove gardens - Raising of roof to create first floor habitable accommodation with two front dormer windows & roof lights – RNO – Refuse ((1) The proposed development due to its siting, design, massing and subsequent loss of space around the building would create an unattractive and incongruous feature at odds with the appearance of existing dwelling and neighbouring properties and detrimental to the character and appearance of Oakgrove Gardens. As such the proposed development is contrary to Saved Policy 59.BE of the Eastleigh Borough Local Plan Review [2001-2011], Policy DM1 of the Submitted Eastleigh Borough Local Plan [2011-2029] and guidance contained within the National Planning Policy Framework, Quality Places SPD and

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Bishopstoke, Fair Oak and Horton Heath Character Area Appraisal SPD.

(2) The proposed development would result in an excessive building bulk adjacent to an existing residential property, detrimental to the visual outlook and amenities enjoyed by the residents of 21 & 22 Oakgrove Gardens. As such the proposal is contrary to Saved Policy 59.BE of the Eastleigh Borough Local Plan Review [2001-2011], Policy DM1 of the Submitted Eastleigh Borough Local Plan [2011-2029] and guidance contained within the National Planning Policy Framework)

184.2 F/16/79668 – 5 Weavills Road - First floor rear extension & conversion of garage & carport to habitable accommodation – RNO – Permit

184.3 F/16/79687 – 66 Haig Road - Flat roof dormer window in rear roof slope – RNO – Permit

184.4 O/16/79578 – 1 Stoke Common Road - Outline: Construction of 1no. 3 bed two storey dwelling with associated amenity space, car parking & access off Stoke Common Road – Object (On the grounds of lines of sight not being adequate for traffic entering and leaving either the site or Stoke Common Road, insufficient parking and overdevelopment) – Permit

184.5 F/16/79611 – 41 Church Road - Single storey rear extension – RNO – Permit

184.6 T/16/78986 – 14 Asford Grove - Crown lift by 6m & 20% crown thinning of 1no. Lime (T1) – RNO – Consent

184.7 F/17/79790 – 2 Shears Road - Single storey rear extension, following demolition of existing – RNO - Permit

**185. To recommend that the Parish Council request an amendment to one of Eastleigh Borough Council's standard pre-construction clauses going forward**

185.1 Cllr Tidridge explained that there have been issues for residents with recent housing developments. Sub-contractors doing site preparation work have not been held to the same conditions of working as the main developer and this has meant it has been difficult to find people to contact when complaints arose, and difficult to proceed with complaints when they are raised,

185.2 Cllr Tidridge suggested that Eastleigh Borough Council be requested to amend their planning pre-conditions to include not just construction works, but also ground works, earth works and demolition. In addition, work that is subject to conditions should include not just demolition and construction work, but site preparation, ground works and earth works.

185.3 The Clerk was asked to prepare the request to be sent to the Borough Council and circulate it to the Planning Committee

**Action: Clerk.**

**186. Clerk's Report**

186.1 The Clerk reported that he had informed EBC Planning (copying in Andy Thompson, the Local Area Manager) regarding issues with the planning portal website but had yet to receive a reply. The Clerk was requested to chase again.

**Action: Clerk**

186.2 The Clerk was asked to determine what has happened to the archaeological finds discovered at the Breach Lane site, and also find out what happened to the Parish Council's promised invitation to view the site.

**Action: Clerk**

186.3 It has been reported that, contrary to their original plans, Southern Water are now intending to install a new sewer pipe in Sandy Lane, and also have an issue with low water pressure. Bow of these issues apparently relate to the Crowd Hill development. The Clerk was requested to contact the Borough Council to determine if they are aware of these issues,

**Action: Clerk**

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**187 Date, time, place and agenda items for next meeting**

187.1 The next meeting will be on Tuesday 28 February 2017 at 7:00pm in the Parish Office, Riverside, Bishopstoke. The office will be open from 6:45pm for viewing of the applications.

187.2 Any agenda items should be submitted in writing to the Clerk by Tuesday 21 February 2017.

**188 Motion for Confidential Business**

188.1 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

*Cllr Parker-Jones and 1 member of the public left at this point*

**189 Reported Breaches of Developmental Control (Confidential Business)**

189.1 The Clerk reported 1 new alleged breach of development control.

189.2 The Clerk reported 1 concluded investigation into alleged breaches of development control.

189.3 There were no reported development control issues from members of the Committee.

*There being no further business, the Chair closed the meeting at 7.27pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 14 February 2017

**Present:** Cllrs Thornton (Chair), Chaffey, Dean, Parker-Jones, Tidridge, Toher and Winstanley

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)

**Public Session** 1 member of the public was present

**FGP\_1617\_M09/**

### 135 Apologies for Absence

135.1 Apologies had been received and were accepted from Cllr Mignot

### 136 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 10 January 2017

136.1 The draft minutes had been circulated with the supporting papers for this meeting.

136.2 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 10 January 2017 be accepted as a true record.

### 137 To consider Matters Arising from the above Minutes

137.1 Cllr Parker-Jones informed the Committee that, due to the Parish Assembly, the next meeting of the Cemetery Working Group had been rescheduled to 21<sup>st</sup> March 2017. Cllr Parker-Jones also noted that she had passed comments regarding the Chicken Policy to the Assistant Clerk and both herself and Cllr Dean had discussed the Volunteer Policy with the Clerk.

137.2 The Clerk reported that the grant to the Street Pastors had inadvertently been recorded in the minutes as Resolved rather than Recommended. It was agreed that this would be amended and the grant would be Resolved at the next Parish Council meeting, as required by Standing Orders.

### 138 Declarations of Interest and Requests for Dispensation

138.1 No declarations or requests were made.

### 139 To receive reports from Working Groups

139.1 Carnival: The Clerk reported on the last meeting of the Carnival Working Group. The decision has been taken to delay having a pre-carnival event at Brookfield – the impact on both budget and those running it is too uncertain currently. New events this year are hopefully a big village quiz at St Pauls Church and an event at Anchor Park. The Committee were reminded that the dates are 16<sup>th</sup> and 17<sup>th</sup> September and the Carnival Working Group is looking forward to seeing all the Councillors giving their support at some point over the weekend.

139.2 Cemetery: Cllr Parker-Jones informed the Committee that the group had concerns regarding the bridleway and footpath at the Cemetery. There is apparently not going to be pedestrian access from the footpath to the Cemetery, and the bridleway is still not open. Cllr Winstanley stated that there have been delays due to objections to the bridleway, but it is hoped that things will now progress smoothly.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

The Clerk was asked to request information regarding the footpath, and forward any details regarding the bridleway.

**Action: Clerk**

139.3 Communications and Engagement: Cllr Tidridge reported that the next meeting would be on 2 March 2017.

139.4 Neighbourhood Plan: Cllr Toher reported that Cllrs, residents and the Clerk had met to discuss moving the Plan forward. It was agreed that the first step should be a comprehensive questionnaire to discover the issues that most concern Bishopstoke residents. That information will then be used to decide if the original Working Parties are still valid. The next meeting is on 16 February 2017.

139.5 Community Buildings: Cllr Toher reported that she had met with Cllrs Winstanley and Roling, as well as the Clerk, to discuss the next steps for both the Memorial Hall and the Community Centre. A report will be presented at the next Full Council meeting on 28 February 2017.

**140 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for January 2017**

140.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

140.2 The RFO reported that a number of minor changes had been made following the visit of the Internal Auditor. Combined staff payments, HMRC and Pensions are now being reported on the non-confidential report, and there is no confidential business regarding staff payments

140.3 The bank balances as at 31 January 2017 are: Co-op bank £7,579.75 and EBC Loan Account £183,028.28.

140.4 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Budget Monitoring report for January 2017 be approved.

140.5 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Non-Confidential Payments for January 2017 be approved.

140.6 Following a recommendation from the Internal Auditor, the bank reconciliation will now be signed by both the Chair, and another Committee member. The procedure will be that when it is available to sign the Clerk will contact the Chair and designated other Cllr and arrange for them to inspect the documents, and sign. This will then be presented at the next Finance & General Purposes Committee meeting. The Clerk was requested to draw up a rota and circulate it to the Committee.

**Action: Clerk**

**141 To discuss providing a Community bus and decide, if appropriate, the next steps**

141.1 Following discussion, the Committee agreed that there needs to be better publicity of all the available transport help schemes that are available, along with an investigation into whether there is a need for anything further and, if so, what that provision should be. Various actions were agreed: Cllr Thornton was requested to contact One Community regarding their bus; the Clerk was requested to send the current criteria to Cllr Chaffey; and the Communications and Engagement Working Group were requested to design and produce a flyer/questionnaire to be put through residents' doors.

**Action: Various**

**142 To receive the interim report from the Internal Auditor and determine actions**

142.1 The Internal Auditor interim report and the actions taken or planned had been circulated before the meeting and are attached to the minutes.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

142.2 Cllr Dean requested it be minuted that a number of the items in the report had been previously brought up by Cllr Parker-Jones.

142.3 The Clerk reported that the VAT refund request had been made on 6 Feb and was for approximately £9,666. It is anticipated that going forward the request will be done quarterly. The Internal Auditor will be returning on 27 April for the Annual Audit visit. It was agreed that the expenses form will be ready for the next meeting.

142.4 The Committee agreed to receive the report and accept the actions proposed or taken.

### **143 To note the Financial Systems Risk Assessment**

143.1 The new and previous Financial Systems Risk Assessments had been circulated before the meeting.

143.2 The Clerk informed the Committee that he had had comments back from the Assistant Clerk, and would welcome them from Cllrs. A fully amalgamated risk assessment will be brought before the Committee in the March meeting.

### **144 To recommend approval of the Bishopstoke Parish Council “agreement for keeping chickens on allotments”**

144.1 The chicken agreement had been circulated prior to the meeting.

144.2 After discussion, Cllr Chaffey was requested to determine the minimum dimensions of any henhouse as the Committee felt the current policy too small.

#### **Action: Cllr Chaffey**

144.3 The Committee also asked for amendments as follows: the inspector to be either a properly trained officer of the Council or suitably qualified contractor; there to be a minimum frequency of inspections; the chicken agreement itself to have numbered paragraphs; the measurements to be consistent; page 3, para 4 appears to have a missing word; page 4 para 3 highlight in bold the final sentence regarding winter water; page 4 para 5 petroleum jelly, not Vaseline as it is a brand name; page 4, para 9 change from “appropriate” to “appropriate qualified”; page 5 para 4 change to “prosecution by appropriate authorities” and page 5 para 5 add “within a timeframe as set by the inspector”. Also there should be a requirement that the chickens are registered with DEFRA so that the plot holder receives DEFRA updates

144.4 Proposed Cllr Chaffey, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that, subject to the amendments listed in 144.3, the agreement for keeping chickens be approved.

### **145 To agree a timetable for the review and amendment of standing orders**

145.1 After discussion, the Committee agreed that there needs to be an annual review of Standing Orders and Financial Regulations, as well as the facility to update as and when necessary. The Committee agree generally that the annual review should be done by Working Group, starting work in July and reporting back in September each year. However, the Committee also wanted a review this year. Accordingly, the Clerk was requested to send out current Standing Orders for the Committee to review. Any suggested amendments to be with the Clerk by 7 March for discussion at the next Finance & General Purposes meeting.

#### **Action: All**

145.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RECOMMENDED** that the Parish Council appoint a Working Group to examine Standing Orders and Financial Regulations annually from July, reporting to Full Council in September.

### **146 To appoint Cllrs, along with the Clerk and Assistant Clerk, to a Working Group to determine the future need for an additional Assistant Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

146.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** that the Parish Council appoint a Working Group, including the Clerk and Assistant Clerk, to consider additional staffing needs going forward.

**147 To agree a response to Councillor Keith House's reply to Bishopstoke Parish Council's request with regards to the delay to the Local Plan**

147.1 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** (with Cllrs Thornton, Toher and Winstanley abstaining) that Cllr Tidridge draft a letter for Full Council to approve responding to Cllr House.

147.2 The Clerk was requested to obtain the latest information regarding the Local Plan timetable.

**Action: Clerk**

**148 To receive the Clerk's Report, including an update on Parish Council assets**

148.1 Cemetery: The Clerk reported that we have been informed the extra soil is to level the Cemetery overall. Verge protection was being installed on the 15<sup>th</sup> February. There have been a total of 24 interments either completed or planned in the year from 1<sup>st</sup> April 2016.

148.2 Allotments: The Clerk noted that the annual site meeting will take place on 25 March.

148.3 Play Areas: Following the repair of the Borough Council's graffiti machine, the clean up of Glebe meadow should start on 15 February. Designs are being obtained for a potential replacement of Sayers Road play area. There are also reports of slippery equipment and moles at the Church Road area too.

148.4 Office: The Clerk reported he will be taking some holiday during the week of 20<sup>th</sup> February. Specifically, the office will be closed on Monday morning (re-opening at 14:30) and Thursday. Also, there will be no availability for appointments on Friday.

**149 Date, time, place and Agenda Items for the next meeting**

149.1 The next meeting is scheduled to be on Tuesday 14 March 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

149.2 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 7 March 2017.

*There being no further business, the Chair closed the meeting at 9.37pm*

Initial: \_\_\_\_\_ Date: \_\_\_\_\_



**Resolutions to be noted by the Full Parish Council**

- 136.2 that the Minutes of the Finance and General Purposes Meeting held on 10 January 2017 be accepted as a true record.
- 140.4 that the Budget Monitoring report for January 2017 be approved.
- 140.5 that the Non-Confidential Payments for January 2017 be approved.
- 147.1 (with Cllrs Thornton, Toher and Winstanley abstaining) that Cllr Tidridge draft a letter for Full Council to approve responding to Cllr House.

**Recommendations for consideration by the Full Parish Council**

- 144.4 that, subject to the amendments listed in 144.3, the agreement for keeping chickens be approved.
- 145.2 that the Parish Council appoint a Working Group to examine Standing Orders and Financial Regulations annually from July, reporting to Full Council in September.
- 146.1 that the Parish Council appoint a Working Group, including the Clerk and Assistant Clerk, to consider additional staffing needs going forward.

From the previous F&GP meeting held on 10 January 2017

- 130.2 that the Street Pastors request for a grant of £500 be approved.

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARISH COUNCIL MEETING ON 28 February 2017  
MONTHLY STATEMENT OF ACCOUNT (January 2017)**

ITEM

| Fund Movements |                     |                   |                    |                    |                    |                     |
|----------------|---------------------|-------------------|--------------------|--------------------|--------------------|---------------------|
| Bank Accounts  | Money In            |                   |                    | Money Out          |                    | Closing Balance     |
|                | Starting Balance    | Receipts          | Transfer In        | Payments           | Transfer Out       |                     |
| Co-op          | £ 7,918.26          | £ 1,273.34        | £ 15,000.00        | £ 16,511.85        |                    | £ 7,679.75          |
| EBC            | £ 198,028.28        |                   |                    |                    | £ 15,000.00        | £ 183,028.28        |
| <b>Total</b>   | <b>£ 205,946.54</b> | <b>£ 1,273.34</b> | <b>£ 15,000.00</b> | <b>£ 16,511.85</b> | <b>£ 15,000.00</b> | <b>£ 190,708.03</b> |

| Receipts in detail |                   |
|--------------------|-------------------|
| Burial Board       | £ 1,200.00        |
| Allotments         | £ 73.34           |
| Carnival           | £ -               |
| VAT refund         | £ -               |
| Misc.              | £ -               |
| <b>Total</b>       | <b>£ 1,273.34</b> |

| VAT                |            |
|--------------------|------------|
| Previously Claimed | £ -        |
| Claimed in January | £ 9,660.36 |
| Unclaimed          | £ 772.81   |

| EBC Loan Account Summary |               |              |               |          |                 |                 |
|--------------------------|---------------|--------------|---------------|----------|-----------------|-----------------|
|                          | Money In      |              |               |          | Money Out       | Current Balance |
|                          | April Balance | Precept      | Support Grant | Interest | Transfer to BPC |                 |
| Prior to January         | £ 159,218.40  | £ 141,519.93 | £ 11,887.54   | £ 402.41 | £ 115,000.00    | £ 198,028.28    |
| January                  |               |              |               |          | £ 15,000.00     | £ 183,028.28    |

| Notes   |
|---|
| <p>This is the first Statement of Account following the change to reporting on a calendar month basis. The payments made from the Co-op account are those made during January, plus a payment of £27.24 to Southern Water that was originally mentioned in the December non-confidential payments report.</p> <p>Going forward the closing balance shown for the Co-op bank account should tie in with the bank reconciliation.</p> <p>The EBC loan account summary will show the transfers out each month, the payment of the Support Grant, and the two separate payments for the Precept, as well as any interest the account accrues.</p> |



Status: FOR INFORMATION

| Rev: | Date: | Description: | Chkd: |
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**Transportation and Engineering Services Unit**

Scheme:  
 BISHOPSTOKE AND FAIR OAK BUS SHELTERS

Title:  
 SITE 1: CHURCH ROAD, BISHOPSTOKE – BUS SHELTER REMOVAL

Scale @ A3: 1:200 Date: JAN 17 Drawn by: GJB Checked by:

Drawing No.: E/EC/01737/001 Project No.: E/EC/01737 Rev:



TAKE UP 3 BAY ARUN TYPE CANTILEVER BUS SHELTER  
 OPPOSITE 4 STOKE PARK ROAD. PATCH FOOTWAY (3.5m x 1.0m)  
 IN REINSTATEMENT. HAUL SHELTER TO SITE 5 AND RE-ERECT.

← CHURCH ROAD

STOKE PARK DRIVE

ST MARY'S ROAD →

Status: FOR INFORMATION

| Rev: | Date: | Description: | Chkd: |
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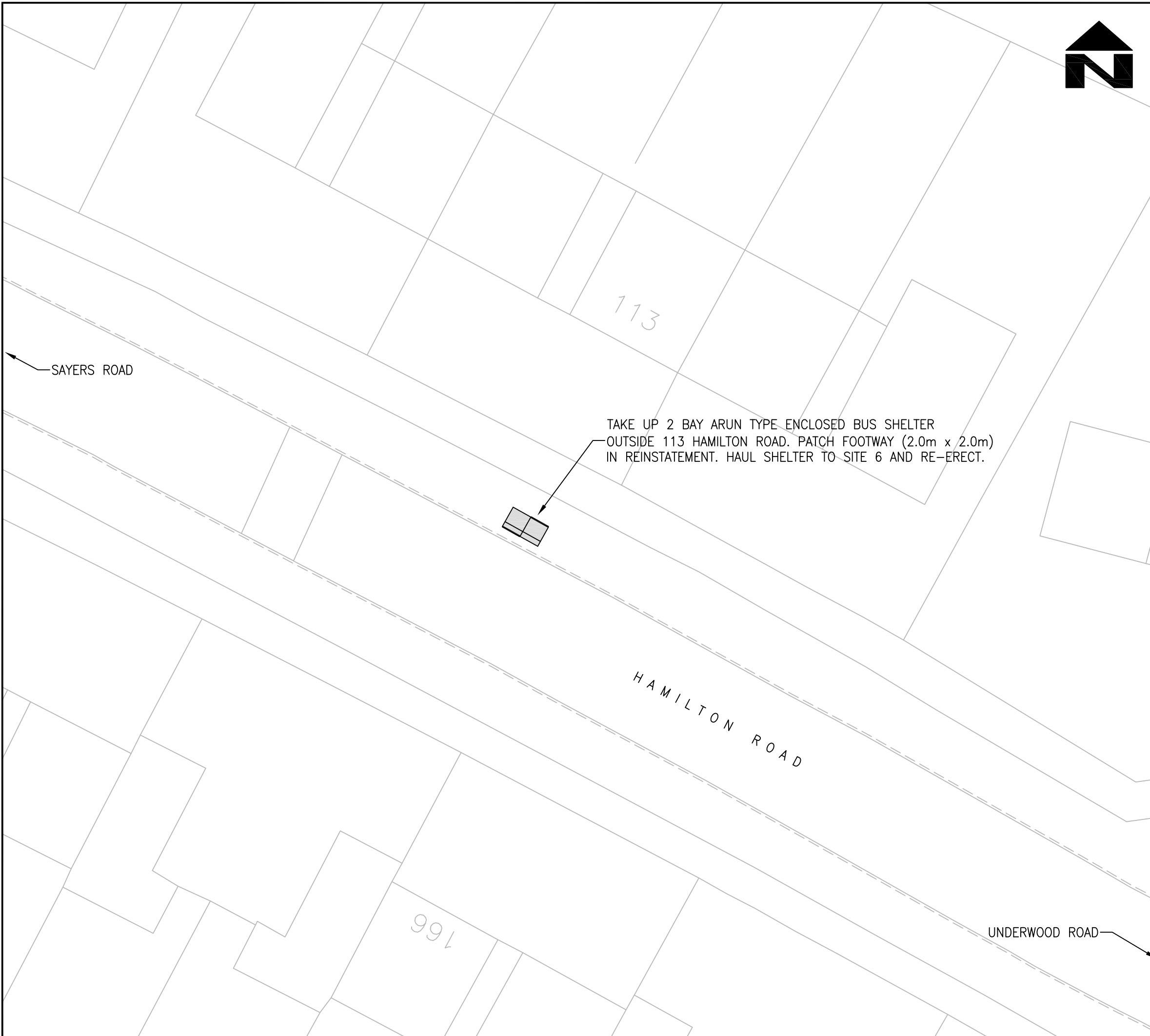
**Transportation and  
 Engineering  
 Services  
 Unit**

Scheme:  
 BISHOPSTOKE AND FAIR OAK BUS SHELTERS

Title:  
 SITE 2: STOKE PARK ROAD, BISHOPSTOKE –  
 BUS SHELTER REMOVAL

Scale @ A3: 1:200 Date: JAN 17 Drawn by: GJB Checked by:

Drawing No.: E/EC/01737/002 Project No.: E/EC/01737 Rev:



113

SAYERS ROAD

TAKE UP 2 BAY ARUN TYPE ENCLOSED BUS SHELTER  
OUTSIDE 113 HAMILTON ROAD. PATCH FOOTWAY (2.0m x 2.0m)  
IN REINSTATEMENT. HAUL SHELTER TO SITE 6 AND RE-ERECT.

HAMILTON ROAD

166

UNDERWOOD ROAD

Status: FOR INFORMATION

| Rev: | Date: | Description: | Chkd: |
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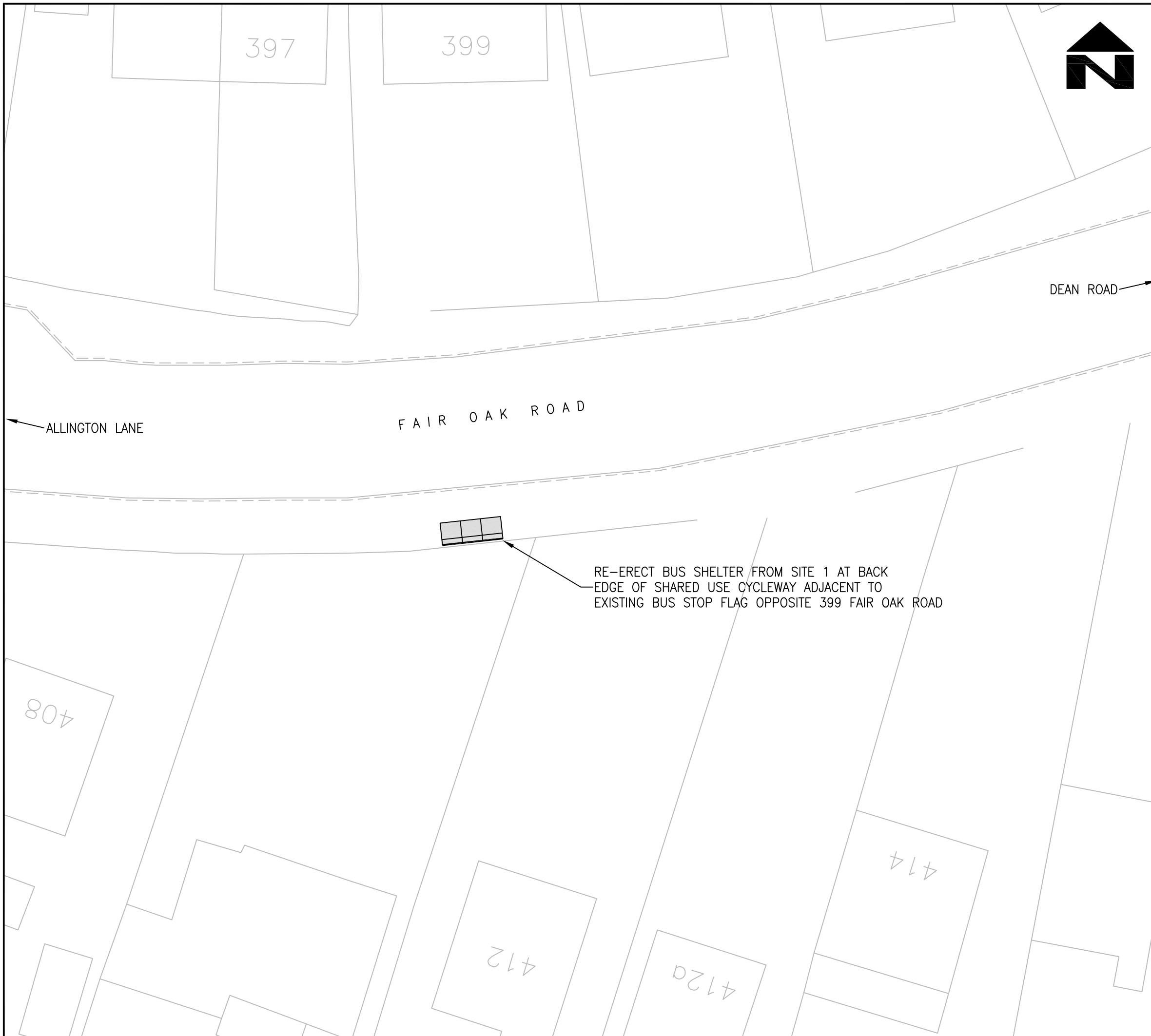
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|--|---|


Scheme:  
BISHOPSTOKE AND FAIR OAK BUS SHELTERS

Title:  
SITE 3: HAMILTON ROAD, BISHOPSTOKE –  
BUS SHELTER REMOVAL

|                      |                 |                  |             |
|----------------------|-----------------|------------------|-------------|
| Scale @ A3:<br>1:200 | Date:<br>JAN 17 | Drawn by:<br>GJB | Checked by: |
|----------------------|-----------------|------------------|-------------|

|                                |                            |      |
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| Drawing No.:<br>E/EC/01737/003 | Project No.:<br>E/EC/01737 | Rev: |
|--------------------------------|----------------------------|------|



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| Status: FOR INFORMATION   |                            |   |             |
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| Rev:  | Date:                      | Description:  | Chkd:       |
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|    |                            |   |             |
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| Scheme:<br>BISHOPSTOKE AND FAIR OAK BUS SHELTERS  |                            |   |             |
| Title:<br>SITE 4: FAIR OAK ROAD, FAIR OAK –<br>BUS SHELTER INSTALLATION   |                            |   |             |
| Scale @ A3:<br>1:200  | Date:<br>JAN 17            | Drawn by:<br>GJB  | Checked by: |
| Drawing No.:<br>E/EC/01737/004  | Project No.:<br>E/EC/01737 | Rev:  |             |



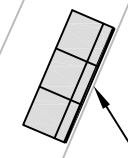
VICTENA ROAD

SANDY LANE

64

97

Ker



RE-ERECT BUS SHELTER FROM SITE 2 AT BACK  
EDGE OF FOOTWAY ADJACENT TO EXISTING BUS  
STOP FLAG TO FRONTAGE OF 97 SANDY LANE

95

LATHAM ROAD

Status: FOR INFORMATION

| Rev: | Date: | Description: | Chkd: |
|------|-------|--------------|-------|
|      |       |              |       |

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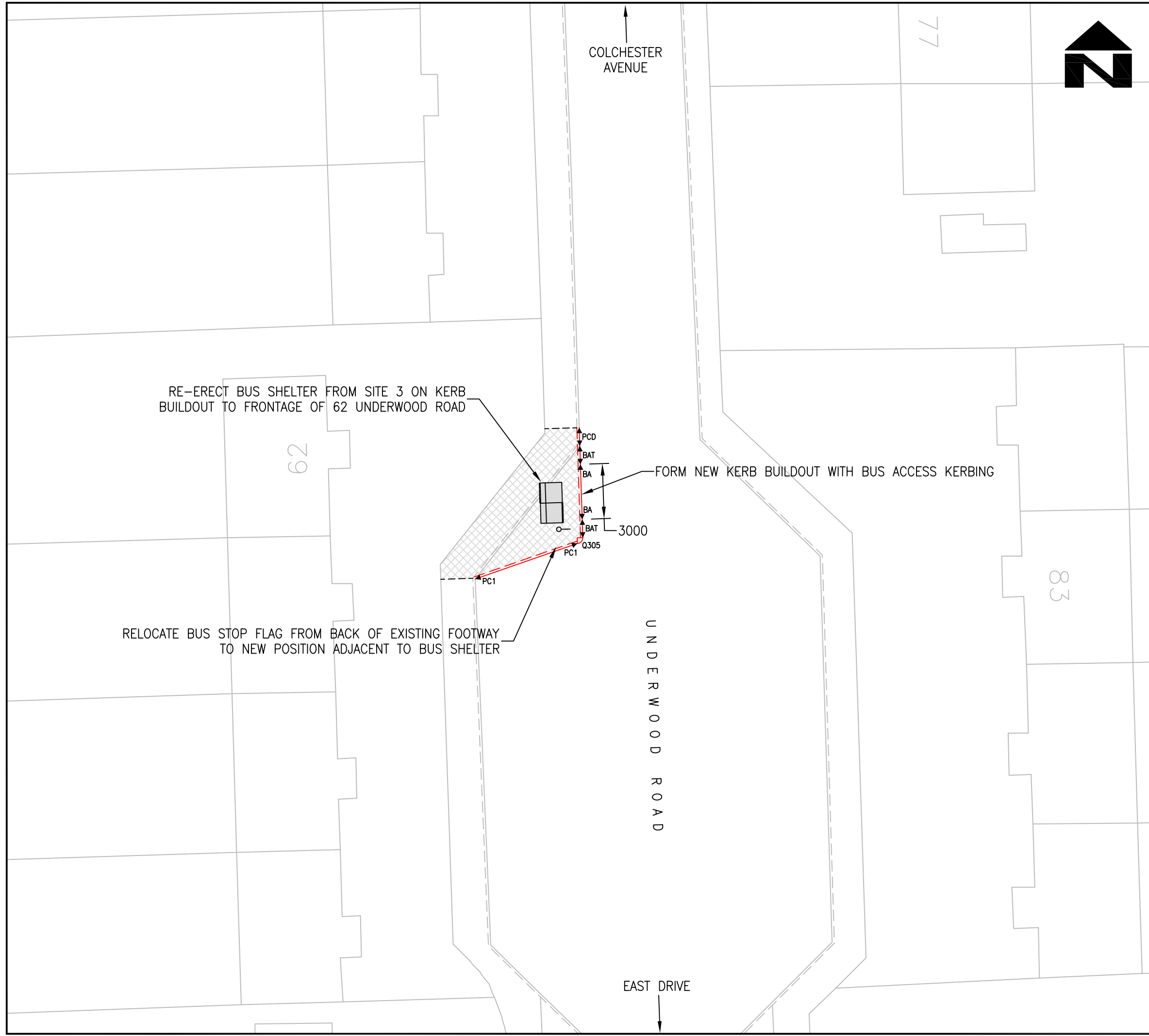
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|--|---|

Scheme:  
BISHOPSTOKE AND FAIR OAK BUS SHELTERS

Title:  
SITE 5: SANDY LANE, FAIR OAK –  
BUS SHELTER INSTALLATION

|                      |                 |                  |             |
|----------------------|-----------------|------------------|-------------|
| Scale @ A3:<br>1:200 | Date:<br>JAN 17 | Drawn by:<br>GJB | Checked by: |
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| Drawing No.:<br>E/EC/01737/005 | Project No.:<br>E/EC/01737 | Rev: |
|--------------------------------|----------------------------|------|



**NOTES:**

1. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
2. ANY DISCREPANCIES FOUND ON SITE SHOULD BE REPORTED TO THE OVERSEEING ORGANISATION IMMEDIATELY SO THAT CLARIFICATION CAN BE SOUGHT PRIOR TO THE COMMENCEMENT OF WORK.
3. WORKS SHALL BE CARRIED OUT IN ACCORDANCE WITH THE HIGHWAYS AGENCY SPECIFICATION FOR HIGHWAY WORKS AND HCC CONSTRUCTION DETAILS AS STATED UNLESS OTHERWISE SPECIFIED.
4. ALL SETTING OUT TO BE AGREED WITH THE PROJECT MANAGER / SUPERVISOR.
5. ALL KERBS SHALL BE PRECAST CONCRETE KERBS AS SHOWN ON HCC STD. DETAIL DRAWING NO. HCC10/C/010 OR BUS ACCESS KERBS AS SHOWN ON HCC STD. DETAIL DRAWING NO. HCC10/C/035.

**LEGEND:**

- TYPE PC1 KERB – 100 UPSTAND
- PRECAST CONCRETE DROPPER KERB
- PRECAST CONCRETE 305 QUADRANT KERB
- BUS ACCESS KERB – 160 UPSTAND
- BUS ACCESS TRANSITION KERB
- FOOTWAY CONSTRUCTION

Status: FOR INFORMATION

| Rev: | Date: | Description: | Chkd: |
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**Transportation and Engineering Services Unit**

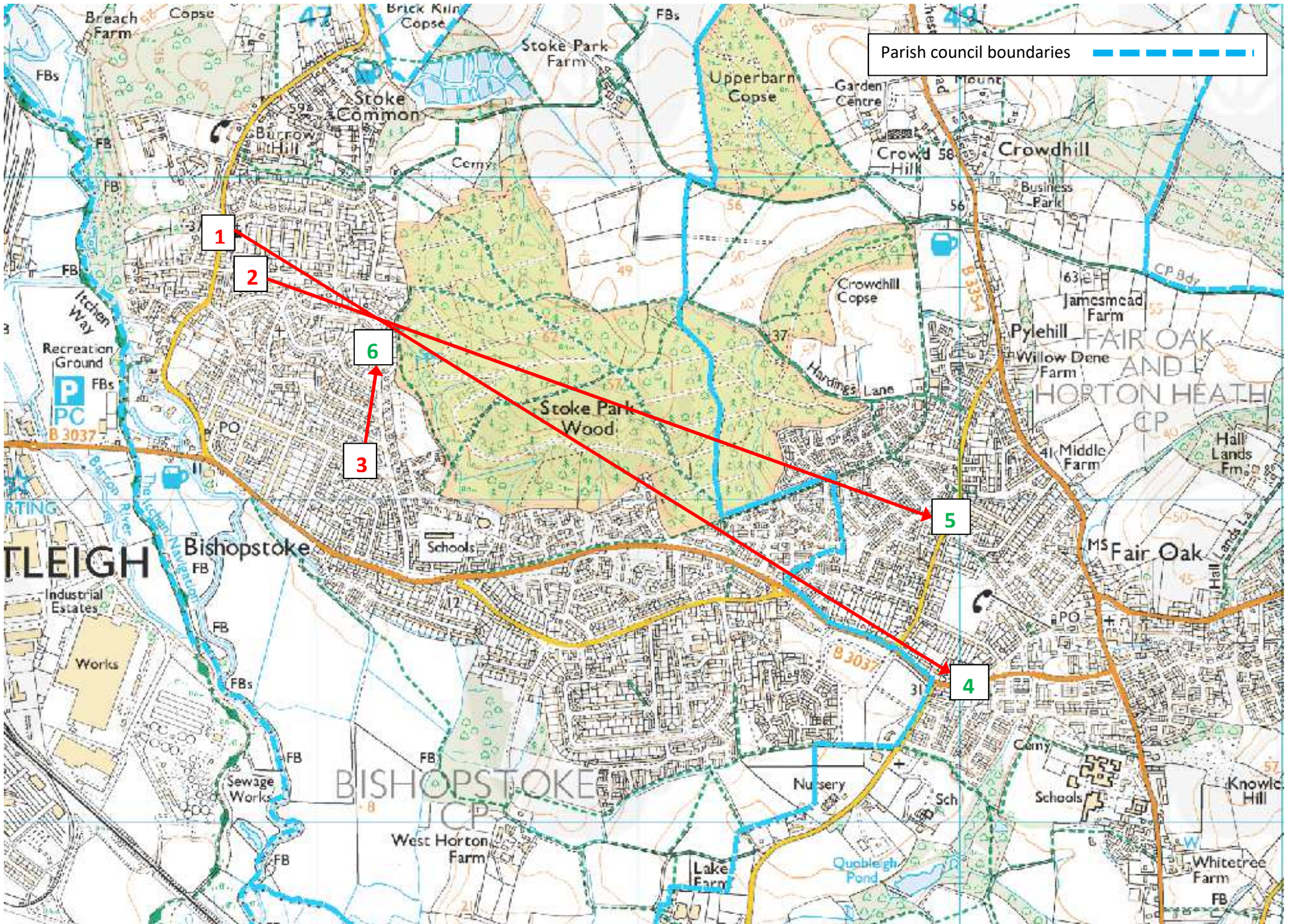
Scheme:  
 BISHOPSTOKE AND FAIR OAK BUS SHELTERS

Title:  
 SITE 6: UNDERWOOD ROAD, BISHOPSTOKE – BUS SHELTER INSTALLATION

Scale @ A3: 1:200      Date: JAN 17      Drawn by: GJB      Checked by:

Drawing No.: E/EC/01737/006      Project No.: E/EC/01737      Rev:





## REPORT TO BISHOPSTOKE PARISH COUNCIL

28<sup>th</sup> February 2017

Agenda Item:

|  |
|--|
| <p><b>Report Subject: Meeting to discuss BPC taking over the BMH and / or BCC</b></p>  |
| <p><b>Report Author: The Clerk</b></p>   |
| <p><b>Executive Summary:</b></p> <p>This report establishes the initial pros and cons associated with taking over the Bishopstoke Memorial Hall and/or the Bishopstoke Community Centre and sets out steps to take to move forward</p>   |
| <p><b>Recommendations:</b></p> <p><b>The Parish Council is recommended to:</b></p> <ol style="list-style-type: none"> <li>1) Approve Stage 1 of the process to taking over the running over the Bishopstoke Memorial Hall, as detailed below in point 5</li> <li>2) Approve obtaining a full building survey for the Bishopstoke Community Centre, at the same time as the Bishopstoke Memorial Hall survey</li> <li>3) Note this report</li> </ol>  |
| <p><b>Notes:</b></p> <p>Present at the meeting were Cllr Toher, Cllr Winstanley, Cllr Roling and the Clerk</p> <p><b>1. History</b></p> <p>Cllr Toher shared a document giving some of the history of the Memorial Hall, and the Parish Hall before it. The building has been refurbished and rebuilt before, and this was seen as useful precedent should the need be identified to either refurbish or rebuild the current Hall. It was felt that actually keeping both Community buildings in the community would give the greatest benefit to Bishopstoke residents. The fact that they are situated so closely was outweighed by their use to different sections of the community – something which should be maintained and emphasised going forward.</p> <p><b>2. Bishopstoke Memorial Hall</b></p> <p><b>2.1 The Future:</b> It was agreed that the future of the Memorial Hall lies in either refurbishing or rebuilding it. With that in mind, the pros and cons of each were looked at. The main downside of rebuilding is that it is anticipated that any planning approval will require proper parking facilities. It was thought that this would be possible, but only by using a small section of Glebe Meadow on one side or the other of the gate from Portal Road. It was emphasised that this would not be general parking, but would be controlled, and only for the users of the Hall. Rebuilding gives a much greater possibility of having a building</p> |

precisely fit for purpose, and would allow the inclusion of a Parish Meeting Room, a Clerk's Office and the Bishopstoke Player's Storage Shed. Refurbishing would need the roof, the heating, the electrics and the gutter replacing, and there is known to be asbestos in the building.

**2.2 Financial:** It was thought that it would be easier to obtain grants and other funding for a rebuild. However, it is anticipated that whilst a refurbishment could be planned relatively quickly and may only require the building to be shut for a month, a rebuild could be 2/3 years into the future, and may well require the building to shut for a longer time.

**2.3 What Happens Now:** Assuming the Parish Council agrees to begin the process, there are a number of things that need to be done. The trustees of the Memorial Hall would all need to be contacted and involved. They and the current Management Committee would need to agree to the transfer. The legal details of the transfer would need to be drawn up, agreed and signed. There would need to be a full Building Survey completed to assist in the decision of whether to refurbish or rebuild. The current, or amended, Parish Working Group on the Memorial Hall would need to begin attending Memorial Hall meetings, to observe the running of the Hall over a period of months. The Memorial Hall Management Committee would be invited to be part of the Working Group going forward. Current staff would need contacting and, if agreeable, placed on Parish Council contracts at the handover date.

### **3. Bishopstoke Community Centre**

**3.1 Issues:** Discussion identified the heating, air conditioning, damp and lack of wall cavities as major issues, as well as reports that the tower is leaning, as being immediate and obvious problems. A full building survey would be required to establish all the problems. Advice should be sought on ways to alleviate the lack of cavities without having to build an extra wall.

**3.2 Hampshire County Council:** HCC are the current owners and we await contact from them regarding any potential takeover. It is likely that negotiations with HCC will be somewhat lengthy. Potentially HCC would be asked to pay for some or all of the remedial work required to put the building back in decent shape.

**3.3 Finance:** Financially it appears that the BCA is in poor shape. Negotiations are taking place with hirers to help alleviate this, but only gaining more hirers will have any major impact on this. This would appear to go hand in hand with improving the building and publicising it more as a venue.

**3.4 The Future:** It was agreed that, if the lack of wall cavities can be mitigated, and there is no problem with the tower, then there is a lot of scope for interior remodelling rather than a rebuild. The current layout of rooms is seen as advantageous, but could be altered if necessary. Also, it may be possible to add an extra floor in the main room.

### **4. Funding**

It was thought that it would be easier to obtain funds for rebuilding rather than refurbishing. Approaches could be made to the Lottery, various grant schemes and local businesses. In addition, developer money should be available to at least part fund any work. Any extra funds that the Parish needs to raise itself could come from the Public Works Loan Board, thus spreading the cost over many years. Crowdfunding was also mentioned as a possibility.

## **5. Stage 1**

Stage 1 sets the process of the Bishopstoke Parish Council taking over the running of the Bishopstoke Memorial Hall. Steps required:

- i) Parish Council approve this stage
- ii) Clerk writes to BMH Management Committee informing them of the Parish Council's decision to accept the request to take over the running of the BMH
- iii) BMH Management Committee contacts all regular hirers to inform them
- iv) Parish Council obtains a full building survey of the Memorial Hall to establish the current state of the building and any work that is required urgently
- v) Parish Council Working Group begins to attend Memorial Hall Management Committee meetings
- vi) Memorial Hall provides list of current trustees so that the Parish Council can contact them
- vii) Parish Council instructs its solicitors to draw up any necessary documents to complete the handover of the running of the Memorial Hall

## **6. Going Forward**

When the building surveys come back, each issue identified will be assessed on the likelihood of it occurring and the impact it would have on the building. That assessment will inform decisions on any remedial work done in the near future. The full surveys will be used by the Parish Council to determine whether to refurbish or rebuild the Memorial Hall. They will also be used to inform discussions with Hampshire County Council on contributions they might make before the Community Centre can be taken over.

### **Reasons for the Decision:**

Those present very much agreed that the two Community buildings need to remain as such. The current groups running each building have served their community for many years, and now – understandably – wish to step down. Younger volunteers are not coming forward in enough numbers. The Parish Council is there to serve its local community and should therefore step forward to take over the running of these two buildings, preserving them for future generations. It would also give the Parish an opportunity to secure permanent offices – something which has been a goal for a long time.

Once the actual refurbishment or rebuilding has taken place, it is hoped that each site would generate enough income to fund itself. However, even if that does not turn out to be the case, the community need for usable buildings should take priority.

### **Background Papers:**

None

David Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
31<sup>st</sup> January 2017