



Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 24th September at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION – Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chair. Members of the public may not take part in the meeting itself.

1. Apologies for Absence
2. To adopt and sign the minutes of the Assets Committee meeting held on 23rd July 2024
3. Declarations of Interest and Requests for Dispensations
4. To receive updates on the following projects:
 - Asset transfers
 - Memorial Hall / Glebe Meadow
 - War Memorial
 - Play Space review
5. Burial Board - To consider and make decisions on:
 - Fees for 2025-26
 - Cemetery Boardwalk
6. To approve a local art project
7. To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda
8. Date, time, place and agenda items for next meeting

DL Wheal
Clerk to Bishopstoke Parish Council
18th September 2024



Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 23rd July 2024

Present: Cllrs Mignot (Chair), Harris, Hillier-Wheat and Winstanley

In Attendance: Mr D Wheel (Clerk to Bishopstoke Parish Council)
Mr T Mellor (Allotments & Cemeteries Officer to Bishopstoke Parish Council)
Mr T Postle (Green Smile)

Public Attendance: 1 member of the public was present.

ASSETS_2425_M02/

Public Session

10 Apologies for Absence

10.1 Apologies had been received from Cllr Kirby.

11 To adopt and sign the minutes of the Assets Committee meeting held on 28th May 2024

11.1 The minutes of the above meeting had been included with the document pack for the meeting.

11.2 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 28 May 2024 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

12 Declarations of Interest and Requests for Dispensations

12.1 Cllr Hillier-Wheat declared an interest in items 5 and 6 on the agenda as an allotment holder.

13 To receive updates on the following:

Asset transfers
Memorial Hall project
War Memorial
Play Space review

13.1 Updates on all matters were included with the supporting documents for this meeting.

13.2 Councillors were concerned that Bishopstoke Parish Council is being blamed for the lack of progress with allotment site transfers and the Memorial Hall / Glebe Meadow project, when there are other reasons for delays in those projects. Cllrs requested more information be published to keep parishioners informed on these projects.

Action: Clerk – Update communications policy to allow better communication

13.3 Cllr Hillier-Wheal reported that at a recent team meeting of the Bishopstoke, Fair Oak and Horton Heath Local Area Committee (BIFOHH LAC) she had been assured that the Parish Council would not be expected to spend any money to make the Bow Lake Garden allotment site suitable for use. However, Bishopstoke Parish Council has previously been informed by the Borough Council of their belief that no work beyond the installation of additional standpipes was necessary, which does not match the assessment of the Parish Council. The Clerk was requested to re-examine where responsibility for the site currently lies, re-send the independent assessment of the site to all Cllrs, and to the Local Area Manager at the Borough Council. The Clerk was also requested to write to the Chair of the Local Area Committee expressing the Parish Council's frustration at the mixed messaging being provided both to the Parish Council and to residents.

Action: Clerk – Ascertain correct information regarding Bow Lake Gardens, circulate to all concerned and contact the LAC with those details

13.4 Cllr Harris informed the Committee that someone has removed a section of fencing at Bow Lake Gardens and cleared a raised allotment, presumably to use. The Clerk and Allotments Officer had visited the site the day before and the site had been intact. The Clerk was asked to contact the Borough Council to inform them of the situation. Cllr Hillier-Wheal and the Allotments Officer arranged to visit the site on the 24th July to assess the situation.

Action: Clerk – To inform the Borough Council of the break in at Bow Lake Gardens

13.5 The Committee agreed that it would be good to highlight the various play areas within Bishopstoke to a wider audience and suggested a "Play Area of the Week" to be published on Facebook and the website. Cllr Hillier-Wheal offered to provide pictures for each area as required.

Action: Clerk – To publish pictures of the Play Area of the Week throughout the summer

Action: Cllr Hillier-Wheal – To provide pictures of play areas to the Clerk

14 Allotments - To consider and make decisions on:

A review of the deposit scheme

Introducing competitions at each allotment site

Planned removal of the machinery shed

Approving new allotment building plans for consultation

14.1 Updates on each matter had been included with the supporting papers for this meeting.

14.2 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously to continue with the deposit scheme as is.

14.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Winstanley, **RESOLVED** unanimously to defer a decision on competitions to allow time for further consultation.

Action: Clerk – consult with site reps at Underwood Road and add to a future agenda

14.4 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to proceed with obtaining quotes for the demolition of the machinery shed.

Action: Clerk – source quotes for the demolition of the machinery shed

14.5 Cllrs examined the plans for the new allotment building and requested that the toilet door be lockable. It was agreed that a keypad, or number coded padlock, would be the simplest solution. Proposed Cllr Winstanley, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously to publish the building plans at the Underwood Road site for consultation.

Action: Clerk – publish plans for the new building at Underwood Road and collate responses

15 To set allotment rents for the period 1st October 2024 – 30th September 2025

15.1 A report recommending a change to allotment rents had been included with the supporting papers for the meeting.

15.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** with Cllr Hillier-Wheal abstaining due to a declared interest to raise the allotment rent to £12 per rod, with a discounted rate of £8 per rod for those over 70.

Action: Clerk – ensure the new rates are published and included in the allotment rent letter

16 To consider projects suitable for County Council grant applications

16.1 Details of potential funding had been included with the supporting papers for this meeting.

16.2 Cllrs discussed various current and potential projects that may fit the criteria for the various funds. Suggestions were:

Applying for additional funding to use for the restoration of the Bishopstoke Beach area.
Improving the open space at Rose Close – making it a wildflower site, adding a natural border and reinstating trees were all suggested.

Obtaining gazebos for the Carnival to avoid future hire charges.

Arranging training for Officers on youth engagement and trees.

Funding coffee mornings arranged by the Parish Council to meet residents and provide shelter, company and a warm space to anyone who needs it.

Action: Clerk – to apply for funds from the County Council for listed projects

17 To receive the Clerk's report, including all areas delegated to the Committee

17.1 The Clerk's report was included with the document pack for this meeting and was noted.

17.2 Cllr Hillier-Wheal asked for checking the time on the Jubilee Clocks to be added to the Assets Officer monthly inspection list.

Action: Clerk – Update inspection list to include clocks

17.3 Cllr Winstanley asked whether the Spring Lane bus shelter would have its time indicator reinstalled.

Action: Clerk – Contact the Borough Council to obtain details of the repairs to be completed

17.4 Cllrs wished to know who is responsible for watering the rooves of the green bus shelters.

Action: Clerk – Contact the Borough Council for information on watering the bus shelters

17.5 The Clerk informed the Committee that there is increased vandalism occurring at the play areas, including setting of fires and damage to equipment. The Clerk was asked to explore publishing pictures of the damage to highlight to residents what is going on and that the Council is aware of it.

Action: Clerk – Check the Communications Policy and update if necessary

18 Date, time, place and agenda items for next meeting

18.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 24th September at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that if they wish to add items to the agenda they should ensure the item, with any supporting papers, is with the Clerk by September 17th.

There being no further business, the Chair closed the meeting at 8:37pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Assets – 24th September 2024

Item 04 – Project updates

Asset Transfers

Rose Close – there is no further news on the transfer of Rose Close.

Sewall Drive – The site remains in limbo with the final step being that the developer needs to confirm that they are happy with the negotiated fee for the provision of sheds on site. Until this happens no further progress can be made. Once the Borough Council has acquired the site it is anticipated that the Parish Council will be allowed to access the site to begin the various necessary works required before the site opens. At that stage the Borough will also install the various standpipes at both the allotments and the cemetery extension.

Bow Lake Gardens – As of 18th September 2024 Bow Lake Gardens remains in the hands of the developer, although some movement on at least part of the site is expected soon. Officers continue to hold grave reservations about the suitability of the site for its intended purpose. Estimates are being sought to provide the Council with sufficient information on which to base any future decision about the site.

Memorial Hall / Glebe Meadow

Once we had confirmation that the Land Registry had finished their work the Borough Council were contacted to begin the process of demolishing the Hall. This is currently expected to start in November and be complete by Christmas. The gates of the Hall are to be removed prior to demolition and stored to be used in future. Parish Officers will ensure a final check takes place to confirm nothing is being left in either building that should be saved before giving the green light to the demolition.

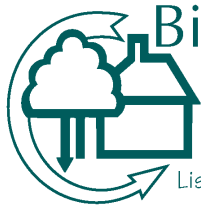
The Glebe Meadow working group will be discussing the wider project and the timing / order of its component parts shortly after this Assets Committee meeting. It is expected that the first part of the project to be complete will be the wheels park, which should be in place by Autumn 2025.

War Memorial

All steps of the process for Winchester Diocese were completed some time ago and the Clerk is waiting for the result from the Chancellor. Various contractors have been contacted in order to prepare for when the permission arrives. It will not be possible to complete the whole project prior to Armistice Day, but Officers are still hopeful of having the War Memorial itself in place in time.

Play Space Review

Following the Full Council meeting on 10th September, the Clerk contacted the contractor to ask them to begin the full review as soon as possible. Whilst we await the results Officers will be in touch with local schools to arrange visits to discuss the provision of play space in Bishopstoke and will also prepare a wider consultation to gather the views of other residents.



Contact for Cemetery:

Mr David Wheal 07638 487464

e-mail: cemeteries@bishopstokepc.org

BURIAL AUTHORITY FOR THE PARISH OF BISHOPSTOKE **CEMETERY FEES AND CHARGES FOR THE YEAR 2024-2025 (2025-26)**

The fees below do not include the funeral director's fees and charges, the stonemason's fees, the grave digging fees and the Minister's fee. **These charges are subject to annual review.**

INTERMENTS	(Interment form required)	£
A child up to 18 years of age		Free
A person 18 years and over – single depth		345 (350)
	– double depth	395 (400)
Ashes burial within grave		195 (200)
Scattering of ashes where grave turf is removed		100 (100)
Scattering of ashes around perimeter of Cemetery		Free (by prior arrangement only)

EXCLUSIVE RIGHT OF BURIAL GRANTS	£ (for 30 years)	£ (for 60 years)
Adult plot	420 (450)	820 (900)
Child plot ##	420 (400)	820 (800)
Ashes plot	320 (350)	620 (700)
Transfer of Exclusive Right of Burial **	£35 (50)	

where the child is under 18 years of age in most cases this fee, and the memorial application fee, are both payable from the Children's Funeral Fund and not directly by parents.

HEADSTONES AND MEMORIAL INSCRIPTIONS (application form required)

	£
Headstone (new)	195 (200)
Vase, or flat memorial with a maximum height of 13cm/5 inches (new)	145 (150)
Applications to alter or replace an existing memorial, or to add a further memorial **	30 (40)

NOTE: With the exception of fees marked **, these charges will be doubled in all cases where the person interred was not, at the time of death, a resident within the Parish of Bishopstoke. Persons residing outside the Parish at the time of death, in sheltered, care or nursing homes and hospitals are accepted, if immediately prior to their removal thereto, they were residents within the Parish of Bishopstoke.

These fees contribute towards the upkeep of the Cemetery and for regular inspections of the memorials. Those being interred who come from outside of the Parish pay higher fees as they are not contributing to the Parish Council precept which pays for the upkeep of the Cemetery.

Assets – 24th September 2024

Item 05 – Cemetery Boardwalk

The Council has previously engaged in preliminary work to ascertain the feasibility of constructing a cemetery boardwalk which would link Bishopstoke Cemetery from the roundabout, through the woods and rising up the slope to Stoke Common Cemetery.

Staffing changes have meant that Officers have been unable to move forward and provide formal quotes and funding suggestions to the Council but are now in a position to do so. The Committee is requested to consider whether it wishes to proceed with this project as described, to postpone the project until a later time, or simply to cancel the project.

Recommendation: That the Committee authorise Officers to obtain full quotes for the Cemetery Boardwalk and endeavour to provide a range of funding solutions for the project.

Assets – 24th September 2024

Item 06 – Art Project

Once the Memorial Hall has been demolished it is intended that the site will be surrounded by wooden fencing. This is to protect anyone from entering the site and encountering uneven terrain or other risks. The fencing is to be painted grey. Parish Council Officers have concerns that this fencing may soon become covered in offensive graffiti.

In order to mitigate this, it is recommended that the Committee consider working with local residents to engage in an art project whereby different local artists, schools and other interested groups could be invited to design and paint one or more panels in the fencing. This could be an exciting project which would give the community ownership of the fencing and hopefully protect it from vandalism. It would also provide an ideal opportunity to raise awareness of the Glebe Meadow project and what it can provide for Bishopstoke.

Recommendation: That the Committee authorise Officers to engage with local artists, schools and other groups regarding designs for the fence panels surrounding the Memorial Hall site.

Assets Committee - Clerk's report 24th September 2024

Actions from previous meetings

ASSETS_2324_M01/7

Regarding the play area disclaimer and signs

The disclaimer has been drafted. Now exploring less expensive ways to add it to the signage without having to replace all play area signs again. Cllr Harris has provided a potential contact who may be able to do the signs. This will be actioned by the new Assets Officer.

ASSETS_2324_M02/14

Regarding potentially providing an allotment rent discount for those on benefits. This will be looked at by the new Allotments Officer.

ASSETS_2324_M04/35

Regarding clocks

The repair team will be on site on 13th August to service the clocks. Both clocks have now been serviced and repaired as necessary. They are working correctly but will need adjusting at the end of October.

ASSETS_2425_M01/7

Regarding Sayers Road play area tree line

Quotes have been requested but not yet supplied. Any work would likely have to wait until the end of the nesting season.

ASSETS_2425_M01/8

Regarding Spring Lane bus shelter

The Spring Lane bus shelter is scheduled for repair work in late August. This has now been postponed again. We are awaiting further updates from the Borough Council.

ASSETS_2425_M02/11

Regarding the minutes

The minutes were signed and published on the website.

ASSETS_2425_M02/13

Regarding the communications policy

Updated Communications and Social Media Policies were approved by Full Council in September and have been published online.

ASSETS_2425_M02/13

Regarding Bow Lake Gardens

Responsibility for the site generally still lies with the developer, although the grass cutting has been taken on by the Borough Council. A meeting was held with EBC onsite to discuss in more depth the problems Bishopstoke Parish Council still has with the site. The discussion was frank and covered a variety of topics. The Allotments Officer is now obtaining estimates for all the work we believe would be necessary to allow the site to function as a working allotment. EBC were informed of the break in.

ASSETS_2425_M02/13

Regarding Play Area of the Week

As the need for officer training was deemed more important, the Chair chose to postpone the Play Area of the Week idea for a future time.

ASSETS_2425_M02/14

Regarding allotments

A schedule of monthly meetings between Allotments Officer and site reps is being agreed, as well as re-introducing a quarterly meeting that also includes the Clerk and a nominated member of the Assets Committee. At the first quarterly meeting the idea of competitions will be discussed. We have not yet obtained quotes for the demolition of the machinery shed. The

responses to the consultation on the allotment building have been shared with the architect so that a new draft of the building can be created. Once that is ready it, along with the comments received, will be brought to the Committee for discussion and approval.

ASSETS_2425_M02/15

Regarding allotment rents

The updated rents have been published and are in the allotment rent letter.

ASSETS_2425_M02/16

Regarding County Council grants

Unfortunately there has not been time to apply for grants yet.

ASSETS_2425_M02/17

Regarding the clocks

The clock inspection has been added to the monthly inspection sheet.

ASSETS_2425_M02/17

Regarding the Spring Lane bus shelter

The work has been postponed. We have not yet received a reply on whether the electronic time indicator will be reinstalled, or who waters the green shelters.

Recommendations from previous meetings

There were no recommendations at the last meeting.

Assets – 24th September 2024

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Allotments

Allotment Waiting Lists

One of the priorities has been to process the waiting lists for the allotments. I have been in contact with everyone waiting for an allotment plot at any of the four sites. I informed the potential tenants at the two new sites at Sewall Drive and Bow Lake Gardens about the current progress of the sites.

The Jockey Lane waiting list will continue to move slowly but I was able to give everybody on the waiting list for Underwood Road an offer of a plot.

With the rent letters going out this week we will most likely have some extra plots handed back.

Underwood Road

The site was quite neglected with vacant plots and tenants who were not meeting the required levels of weeding and cultivation. After several site visits and communication with everybody involved, I feel I have managed to reign in the issues and the site is in a good position going forward.

I have established a good working relationship with the site reps and the tenants.

We are moving forward with the plans for a new shop building at the site.

This includes a phased removal of the current buildings and construction of the new shop and shed.

At the same time there will be the creation of new parking areas and repair to existing ones.

Plans were displayed for consultation and notes made by tenants and site reps which have been handed over to the architect.

I have a meeting with the architect to discuss the changes and the next steps to getting the project moving forward.

Jockey Lane

After a site inspection and working with the site rep we have fixed most of the issues at this site. That included some small repairs to buildings and arranging starting new tenants.

It has been pointed out that there is an issue with badgers damaging the site.

This has been investigated by the clerk and there is little that can be done by the parish council. Some tenants are more upset than others and so I am looking at a few options with regards to localised fencing around the set.

Sewall Drive Allotments

The Clerk and I had a meeting with a team from the Borough Council at the site. We have been assured things are moving forward but as it stands the developer has not handed the site over and the situation has been handed to the Borough Council's legal team.

When the site is handed to the Borough Council they will assist the Parish Council to get access to the site and assess what is needed to get it operating as an allotment site.

I have also had a meeting with a company that will be able to assist with any groundworks required.

Bow Lake Gardens

This has been complicated again by drainage issues that the developer needs to put right. The field will now be handed over separately. It is up to the Parish Council if they want to take it on. If they choose not to then the Borough Council will continue to mow the grass.

The site is repeatedly used for gatherings of young people. Recently some fencing has been removed. This appears to be in order to get vehicle access to the site for quad bikes. The building and raised beds are in danger of vandalism. I have been in contact with a landscaping firm who are in the process of quoting for making the site functioning allotments. Due to the layout of the site I have requested this in three 'tiers'.

Top Tier: The smaller flat part of the site with the building and raised beds

Tier 2: The flatter area to the left of the car park

Tier 3: The whole site.

This would include fencing and landscaping.

As a rough idea to erect a basic new fence would be around £10,000 and soil improver for the whole site would be around £77,000. That is without any of the groundwork or installation of standpipes.

The community orchard would also need attention.

I would like to note that I encountered a little bit of abuse from some people on the waiting list. Some via email that expressed their frustration but recently in person. It seems to be regarded that it is the fault of the council for the delay in the allotments on the site. It is hoped that the recent contact to all on the waiting list will help address that, and this will be backed up with further communications and public notices.

PLAY AREAS

I have begun by starting weekly play areas inspections, highlighting breakages through vandalism, maintenance issues and graffiti.

Sadly there has been vandalism over the summer of 2 trampolines. One at Otter Close which has now been repaired, the other at Brookfield.

This has been quoted, along with other highlighted issues from other play areas.

I am looking at a long term plan of routinely pressure washing the play areas affected by overhanging vegetation and therefore getting mossy and needing cleaning. I am currently getting quotes for this work.

I am also gaining quotes from various companies to take over the maintenance contract and working with the Clerk to decide what our needs are, with such a contract.

STREET FURNITURE

I have been working on completing the street furniture survey of Bishopstoke. Finding locations of benches, bus stops, bins, post boxes, noticeboards, maps and clocks.

This is currently in spreadsheet form, but will eventually be online for all to see.

From this information, I'm working on a plan of replacing items we are responsible for that are no longer fit for purpose. We currently have a budget for bins and a noticeboard so I am working on those first.

TREES

The Tree survey is to be completed in November

I am meeting with Tom from Green Smile so he can show me all the areas of Bishopstoke he currently looks after.

I will be going on a Tree course, to improve my knowledge of what we have around us and are trying to protect.