



# Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on  
Tuesday 23<sup>rd</sup> January at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.**

## 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 Minutes of the Assets Committee meeting held on 28 November 2023
3. Declarations of Interest and Requests for Dispensations
4. To review the terms of reference of the Assets Committee and recommend their adoption
5. To review the Tree and Bee Corridor Action Plan
6. To decide on the potential use of Stoke Common Cemetery car park for visitors to the proposed Suitable Alternative Natural Greenspace at Stoke Common farm
7. To receive an update on war memorial relocation
8. To note the completed installation of the new gates at Bishopstoke Cemetery
9. To receive the Clerk's report, including all areas delegated to the Committee
10. Date, time, place and agenda items for next meeting

*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*17<sup>th</sup> January 2024*



## **Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:45pm on 28<sup>th</sup> November 2023**

**Present:** Cllrs McKeone (Chair), Harris, Hillier-Wheal (until para 22.3) and Winstanley

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs A Luck (Assets Officer for Bishopstoke Parish Council)  
Mr T Postle (Green Smile)  
Mrs H Brown (EBC – Tree and Bee Corridor)

**Public Attendance:** 0 members of the public were present.

ASSETS\_2324\_M03/

### **Public Session**

#### **18 Apologies for Absence**

18.1 Apologies were noted from Cllr Francis.

#### **19 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 25 July 2023**

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

19.2 Proposed Cllr D McKeone, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 25 July 2023 be adopted as a true record.

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

#### **20 To approve sites for inclusion in the next stage of the Tree and Bee corridor**

20.1 Suggested locations for planting in the next phase of the corridor had been included in the document pack.

20.2 Helen Brown gave a brief introduction on behalf of the Borough Council outlining the work already undertaken to plant 15 sites within Bishopstoke and Fair Oak with the goal of increasing biodiversity and establishing green corridors between various areas of woodland in Eastleigh. It was acknowledged that communication – both internal and with residents – had been a problem during phase 1. The intention for phase 2 is to work with Parish Councils and residents to identify potential sites and then plant as appropriate to each area. Planting could range from planters in areas without suitable green space, through wildflowers and fruiting shrubs, up to fruit trees and occasional larger species such as horse chestnuts and lime trees. Funding has already been secured and the action plan for phase 2 will be published shortly.

20.3 After discussion it was agreed that the list of all sites already identified by the Clerk would be passed on to the Borough. Additionally the verges on Stoke Park Road and by the Bishopstoke Community Centre would be included, as would the shopping areas at both Whalesmead and Riverside. It would then be down to Helen and her team to investigate each site, gain permission where necessary, and communicate with local residents to hopefully engage them in the project.

**Action: Clerk – to pass the full list of sites across to Helen Brown**

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

21.1 Cllr Hillier-Wheal declared an interest in item 4 on the agenda – the item on allotments.

## **22 To receive a report on allotments and make decisions on future charges**

22.1 The report had been included with the document pack for the meeting.

22.2 Cllr D McKeone asked for the various allotment items included in the report to be covered in the next newsletter.

**Action: Clerk – include a section on allotment changes to the next newsletter**

22.3 Proposed Cllr Winstanley, Seconded Cllr D McKeone, **RESOLVED** unanimously that the Committee shelve plans for water charging and revisit allotment rents in Summer 2024 for the September 2024 rent exercise.

*Cllr Hillier-Wheal left at this point*

## **23 To receive an update on the cemetery and closed churchyards**

23.1 A report on the cemetery and closed churchyards had been included with the document pack and was noted by the Committee.

## **24 To receive an update on street furniture (bins, benches, boards, bus shelters etc)**

24.1 A report on the cemetery and closed churchyards had been included with the document pack and was noted by the Committee.

24.2 It was noted that following the installation of a new bin at Glebe Meadow by Portal Road, the old broken bin is still in place. The Clerk was tasked with contacting the Borough Council to ask for its removal.

**Action: Clerk – Contact EBC to ask for the old bin on Glebe Meadow to be removed**

24.3 The Clerk informed the Committee that at a recent Local Area Committee team meeting a Borough Officer had indicated that both the Borough and County Councils are of the opinion that the bus shelters in Bishopstoke are managed by the Borough Council. The Clerk confirmed that with the exception of shelters owned by Adshel, all shelters in Bishopstoke are managed by Bishopstoke Parish Council. The Clerk is in conversation with the Borough Council regarding the repair of the shelter on Spring Lane, and also obtaining funds previously set aside by the Borough Council for bus shelter cleaning in Bishopstoke.

**Action: Clerk – follow up with the Borough Council Officer with regard to who has responsibility for the shelters and possible funding for cleaning them, as well as repairing the shelter on Spring Lane.**

24.4 Cllr Winstanley asked the Clerk to determine who has responsibility for cleaning and maintaining the electronic bus noticeboards and the displayed timetables with a view to having them cleaned and cleared of graffiti more regularly.

**Action: Clerk – Contact the Borough Council to assess responsibility for and cleaning of electronic boards and timetables at certain bus shelters**

24.5 The Clerk informed the Committee that we do not currently have anyone to update or clean the two Jubilee clocks. It is hoped this situation will be resolved soon.

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

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

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

26.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 23<sup>rd</sup> January 2024 at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that if they wished to add items to the agenda they should ensure the item, with any supporting papers, is with the Clerk by January 16<sup>th</sup>.

*There being no further business, the Chair closed the meeting at 8:30pm*

DRAFT

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

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



# **BISHOPSTOKE PARISH COUNCIL**

## **ASSETS COMMITTEE**

### **TERMS OF REFERENCE**

**These Terms of Reference were adopted  
at the Full Council meeting on**

**14<sup>th</sup> March 2023**

**D Wheal  
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL  
ASSETS COMMITTEE**

**TERMS OF REFERENCE**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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## **TERMS OF REFERENCE FOR THE ASSETS COMMITTEE**

### **1 Membership**

- 1.1 The Committee membership shall comprise up to seven members, appointed at the Parish Council AGM in May.

### **2 Chair**

- 2.1 The Chair and Vice-Chair of the Committee will be appointed at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be appointed at that meeting.

### **3 Quorum**

- 3.1 A quorum will consist of three members of the Committee.

### **4 Meetings**

- 4.1 The Committee shall meet every other month on the fourth Tuesday beginning in May unless otherwise decided at a previous meeting of either the Assets Committee or the Full Council.
- 4.2 The Clerk shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

### **5 Reporting**

- 5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

## **6 Decisions**

6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings.

6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.

6.1.4 All matters pertaining to the running of Parish Council allotments.

6.1.5 All matters pertaining to Bishopstoke Cemetery, Stoke Common Cemetery, St Mary's churchyard, Old St Mary's churchyard and the War Memorial.

6.1.6 All matters pertaining to the running of all play areas owned or run by the Parish Council. This excludes the design and budget for new or completely refurbished play areas.

6.1.7 All matters pertaining to the management of existing open spaces and trees owned by, run by, or the responsibility of the Parish Council. This excludes taking over or creating any new open spaces.

6.1.8 All matters pertaining to Council-owned and managed buildings.

6.1.9 Proper use and maintenance of existing CCTV equipment. This excludes the purchase of new equipment and any policies that relate to CCTV use.

6.1.10 All matters pertaining to Council owned street furniture.

## **7 Budget**

7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500).

7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.



## **8 Responsibilities**

- 8.1 The Committee will have specific responsibility in the following areas:
  - 8.1.1 To oversee the running of Council allotments.
  - 8.1.2 To oversee the management of burial matters.
  - 8.1.3 To oversee the management of Council play and leisure areas.
  - 8.1.4 To oversee the management and maintenance of street furniture, and the fixed asset register.
  - 8.1.5 To oversee the maintenance and use of all Council owned open spaces, and to maintain the Council's trees and hedges.
  - 8.1.6 To oversee any work done under the Assets of Community Value programme.
  - 8.1.7 To oversee the maintenance of Council-owned and managed buildings.
  - 8.1.8 Use and maintenance of Council CCTV equipment.
- 8.2 The Committee will be expected to make recommendations on:
  - 8.2.1 The takeover and management of any assets provided by developers.
  - 8.2.2 Any brand new or complete replacement play areas.
  - 8.2.3 The creation of any new open spaces.
  - 8.2.4 The purchase and placement of new CCTV systems and the re-siting of existing systems.
  - 8.2.5 CCTV policy.

## Assets – 23<sup>rd</sup> January 2024

### Item 06 – Stoke Common Cemetery Car Park

#### Proposal to allow visitors to the Stoke Common Farm Suitable Alternative Natural Greenspace (SANG) to use the Stoke Common Cemetery car park

The Bishopstoke, Fair Oak & Horton Heath Local Area Committee has asked whether Bishopstoke Parish Council would be open to allowing visitors to the proposed SANG at Stoke Common Farm to use the car park at Stoke Common Cemetery when it is eventually transferred to the Parish Council.

Work has been undertaken to estimate the number of vehicles that might take advantage of this and the Borough Council has provided the table below which gives their best estimate of the maximum use of the car park the SANG might cause on a weekend day.

#### 6.5 Parking Accumulation

Parking accumulation analysis has been undertaken to demonstrate the forecast demand for car parking based on the trip generation for the SANG.

The parking accumulation is summarised in Table 6.5.

Table 6.5: Car Parking Accumulation – Proposed 20 Spaces

Hour	Arrivals	Departures	Accumulation	% Occupancy
0700-0800	1	0	1	5%
0800-0900	7	1	7	35%
0900-1000	4	3	8	40%
1000-1100	7	4	11	55%
1100-1200	5	4	12	60%
1200-1300	7	5	14	70%
1300-1400	6	6	15	75%
1400-1500	5	6	14	70%
1500-1600	4	9	9	45%
1600-1700	3	7	5	25%
1700-1800	1	4	2	10%
1800-1900	0	1	1	5%
1900-2000	0	1	0	0%

The parking accumulation assessment confirms that the proposed 20 spaces is sufficient to meet the likely demand for car parking. The car park is forecast to operate with some 25% spare capacity, and this provides a reserve for fluctuations in use and provision for circulation.

The car park has 20 spaces and so, if the estimates prove correct, SANG visitors should never completely fill the car park.

Bishopstoke Parish Council has never had more than 32 interments in a year and so for most of the year the spaces would not be needed by funeral attendees. There are more frequent visits by those tending the plots of loved ones but rarely more than 2 or 3 in the cemetery at any time. It is possible to conclude that use of the car park by cemetery visitors would be small.

The car park is required to be available to those visiting Stoke Park Woods and is adjacent to the public footpath that runs through the cemetery and into the woods. There is no known estimate of the number of vehicles that might use the car park for this purpose but it is unlikely to be many on any given day.

One advantage of allowing a variety of groups to use the car park is that more visitors means the space is less likely to be used during the day in an antisocial way or for fly-tipping. However, this protection would not extend into the evening.

One disadvantage is the increased amount of litter that may be dropped and I have requested the Borough Council investigate adding two litter bins to mitigate against this.

As the car park gates are unlikely to be closed and locked it is impossible to see how the use of the car park could be limited to cemetery and footpath users only. By allowing the car park to be used specifically for visitors to the SANG the Council may be able to retain some control over who parks there during the daytime.

**Recommendation: That the Assets Committee approve allowing SANG visitors to use Stoke Common Cemetery car park**

## Assets – 23<sup>rd</sup> January 2024 Item 07 – War Memorial Location

All necessary paperwork has now been submitted to both the Diocese and the Local Planning Authority for the proposed relocation of the War Memorial to Old St Mary's churchyard.

The consultation period for the Planning Authority ends on 7<sup>th</sup> February 2024 and the decision date is 8<sup>th</sup> March 2024. It is not yet known when the Diocese will consider the matter but it is expected within the next two months and so work should be able to commence in March / April this year.

Regular updates on the work will be published where appropriate and once complete the Royal British Legion will be invited to rededicate the memorial.

**Action: To note the report on the War Memorial**

## Item 08 – Bishopstoke Cemetery Gates

The new gates are now installed at Bishopstoke Cemetery and are shown in the image below. The Parish Council would like to express its thanks to Kevin Poore of Southern Metalcraft Fabrication for their hard work designing, making and installing the gates and the nearby sign.



## Assets Committee - Clerk's report 23<sup>rd</sup> January 2024

### Actions from previous meetings

#### ASSETS\_2223\_M05/45.3

Regarding the website and Glebe Meadow information  
This has not yet been actioned.

#### ASSETS\_2223\_M06/55.3

Regarding bins  
Streetscene have been asked for details of all the bins they empty within Bishopstoke. This has still not been provided. The case raised with the Borough Council on this has been closed due to age.

#### ASSETS\_2324\_M01/6.6

Regarding a play area review  
The timetable has not yet been drawn up. This action will be combined with the play area strategy and other overall play area actions in future updates.

#### ASSETS\_2324\_M01/7.3

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.

#### ASSETS\_2324\_M02/11.3

Regarding the play area strategy  
This has not yet been drafted.

#### ASSETS\_2324\_M02/14.1

Regarding potentially providing an allotment rent discount for those on benefits  
This has not yet been actioned.

#### ASSETS\_2324\_M03/19.2

Regarding the minutes  
These were published on the website.

#### ASSETS\_2324\_M03/20.3

Regarding potential tree and bee corridor sites  
The list was passed to Helen Brown as requested.

#### ASSETS\_2324\_M03/22.2

Regarding allotments  
The various changes to allotments will be included in the next newsletter.

#### ASSETS\_2324\_M03/24.2

Regarding a bin at Glebe Meadow  
The Clerk has contacted the Borough Council to ask they remove the bin but this has not been actioned yet.

#### ASSETS\_2324\_M03/24.3 / 24.4

Regarding bus shelters  
The Clerk has contacted the Borough officer responsible for bus shelters but is yet to receive a reply.

### Recommendations from previous meetings

There were no recommendations for Full Council to decide on.

## **Assets report 23<sup>rd</sup> January 2024**

### **Play Areas**

Pressure washing has been ordered for Templecombe Road and Glebe Meadow play areas to remove the build up of moss on the surfaces. Other play areas are being reviewed to determine if they require similar treatment.

### **Burial Grounds**

The pre-clearance work for the Cemetery boardwalk has been completed. There are a few questions to answer before a final quote can be provided by that company and then the Council will be asked to consider whether to proceed with a boardwalk and how one should be funded.

### **Allotments**

Work has been ordered to fix leaking taps at Jockey Lane allotments although there has been some difficulty obtaining a plumber over the Christmas period. A sign advertising soil improver from a local farm was recently installed on the gates at Underwood Road and was swiftly removed by the site reps. The farm has been contacted to ask them not to do this again.

### **Fixed Assets**

There is no new update since the last Assets Committee meeting.

### **Open Space & Trees**

A resident reported damage to the open space at Otter Close as a result of vans driving on it. Thanks to the information provided we were able to identify the company involved and have contacted them. They have committed to making good the ground this week (as at the time of writing this report). Tree work from the survey has been ordered and will be completed soon.

### **Parish owned and managed buildings**

There is no new update since the last Assets Committee meeting.

### **War Memorial**

This was updated separately on the agenda.

### **Bishopstoke Memorial Hall**

The application for the demolition has been approved but we are still waiting for the land registry.