Bishopstoke Parish Council
Listening to you

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Or visit www.bishopstokepc.org

Members of the Assets Committee are summoned to attend a meeting on Tuesday 28th September 2021 at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road. This meeting is open to the public.

AGENDA

PUBLIC SESSION

1. Apologies for Absence

2. To adopt and sign Minutes of the Assets Committee meeting held on 27 July 2021

3. Declarations of Interest and Requests for Dispensations

4. To agree Council procedures for tree maintenance and, if necessary, amend the Tree Policy

5. To discuss the budget plans for areas delegated to the Assets Committee

6. To make recommendations on burial board fees for the year 2022-23

7. To adopt amendments to Cemetery regulations

8. To review groundwater monitoring at Bishopstoke Cemetery and make decisions

9. To discuss plans for new Cemetery gates and decide next steps

10. To discuss a second handrail for the inter-cemetery path and decide next steps

11. To make recommendations on the need for, and location of, a temporary Parish Office

12. To make recommendations on a timber trail for Otter Close play area

13. To discuss the relocation of the War Memorial and make decisions

14. To receive reports, and to amend and note the action log

15. Date, time, place and agenda items for next meeting – to be confirmed

16. Motion for confidential business

17. To make recommendations on the potential sale of Parish Council owned land

D L Wheal
Clerk to Bishopstoke Parish Council
21st September 2021

D L Wheal

Members: Cllrs Dean R, Francis, McKeone D, Tidridge and Winstanley
ASSET_2122_A01

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:35pm on 27 July 2021

Present: Cllrs Dean R, Francis, McKeone D, Tidridge and Winstanley (from item 6)

In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

ASSETS_2122_M01/

Public Session

1 Election of Chair

1.1 Proposed Cllr Dave Francis, Seconded Cllr Ray Dean, **RESOLVED** unanimously that Cllr Gin Tidridge be elected Chair of the Assets Committee for the 2021 – 22 session of the Council.

2 Election of Vice Chair

2.1 Proposed Cllr Dave Francis, Seconded Cllr Gin Tidridge, **RESOLVED** unanimously that Cllr Ray Dean be elected Vice Chair of the Assets Committee for the 2021 – 22 session of the Council.

3 Apologies for Absence

3.1 No apologies had been received.

4 To adopt as a true record, and sign, the Minutes of the Building Committee meeting held on 6 April 2021

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

4.2 Proposed Cllr Andrew Daly, Seconded Cllr Dave Francis, **RESOLVED** that the minutes of the Buildings Committee meeting held on 6 April 2021 be adopted as a true record.

5 Declarations of Interest and Requests for Dispensations

5.1 Cllr Francis declared an interest in item 7 as he is an allotment tenant.

6 To recommend the adoption of the Assets Committee Terms of Reference

6.1 The ToR had been circulated to Councillors prior to the meeting.

6.2 Cllr Dean requested changing the wording in item 6.1.8 to read " Council owned AND MANAGED buildings"

6.3 Cllr Francis requested changing the wording in item 6.1.10 to read "Council OWNED street furniture".

DRAFT

6.4 Cllr Winstanley requested changing the wording in item 8.1.7 to read "Council owned AND MANAGED buildings".

6.5. Proposed Cllr Ray Dean, seconded Cllr Anne Winstanley, **RESOLVED** unanimously to recommend to Full Council the adoption of the Assets Committee Terms of Reference, subject to the above changes.

7 To make recommendations regarding allotment rent

7.1 The Clerk had circulated 2 proposed recommendations regarding allotment rent prior to the meeting. The Councillors were happy to accept recommendation 1 and not increase the rent for 1st October 2021 onwards.

7.2 Cllr Francis asked for clarification on the current rent. The RFO confirmed that tenants on older-style tenancy agreements prior to 2015 were eligible for the discount at age 65, whereas newer tenants were eligible at age 70.

7.3 Cllr McKeone suggested that once all the plots were measured in square metres, that a spreadsheet is produced to compare the rent due under square rods versus under square metres to highlight the number of tenants negatively impacted by this change.

7.4 Cllr Winstanley suggested that once this information is available, those particular tenants could be written to in advance to explain the reasons behind the change in pricing structure.

7.4 Cllr Dean is concerned over potential complaints by tenants. Cllr Dean also offered to help the Clerk and RFO carry out the measuring in person.

7.5 Proposed Cllr Anne Winstanley, seconded Cllr Ray Dean, **RESOLVED** with abstention by Cllr Francis, that the allotment rents for October 2021 remain fixed at £8 per rod, with a concessionary rate of £5 per rod for qualifying plot holders

7.6 Proposed Cllr Dermot McKeone, seconded Cllr Gin Tidridge, **RESOLVED** with abstention by Cllr Francis, that the Council adopts a metric billing system for allotments for the 2 new allotments sites, but defers the decision to move a metric billing system for Underwood Road and Jockey Lane sites until a spreadsheet is produced highlighting the potential extent of the problem. This would be brought back to a future meeting of the Assets Committee, in time for a review of rent charges for October 2022.

8 To approve the Open Space Specification for tender

8.1 The amended specification was distributed to Councillors in advance of the meeting for comments.

8.2 The RFO explained that one area Green Smile had asked the Council to consider is the need to take all grass cuttings away from each area. Cllr Dean stated that if the Council move forward with their proposals for more wildflower areas in the village, the cuttings WILL need to be collected so the Council will not be removing that requirement from the specification. There are options available such as mulching mowers. The grass cuttings could also be offered to current allotment holders if they proved helpful with their composting.

8.3 Cllr Winstanley felt it was important to let prospective companies tendering know that the waste will potentially contain dog faeces, and also asked why the grass cutting around the Memorial Hall was not included. The RFO confirmed that as the footprint of the building may potentially cover the area that needs regular mowing, it would be easier to keep this area out of the specification and it will be invoiced separately during the summer months.

8.4 Cllr Francis requested clarification from the RFO over the current contract value. The contract is approximately £40,000 per year. The RFO confirmed that as part of the Council's Standing orders,

attempts should be made to obtain at least 3 quotes for comparison, and the tender will also be placed on the contracts finder website.

8.5 Cllr Francis suggested further information should be added regarding the use of weedkillers on page 2 of the document. It was agreed to add the following wording to the bullet point "Bishopstoke Parish Council is in the catchment of the River Itchen, a Special Area of Conservation, and we have a duty to use chemicals responsibly. Further chemicals may be restricted at a later date".

8.6 Cllr Dean requested the current level of Public Liability Insurance should be added into the document.
Action – RFO/Clerk to investigate the current requirements of the insurance underwriters.

8.7 Cllr Dean had numerous other changes to make to the specification. Due to time constraints, and the Clerk being absent from the Committee meeting, it was felt that it would be best to delegate to the Clerk and Chair to work together on these proposed amendments.

8.8 Proposed Cllr Gin Tidridge, seconded Cllr Ray Dean, **RESOLVED** unanimously to delegate to the Clerk and Chair to make further amendments to the specification, before it is taken to the next meeting of the Full Council for approval.

9 To make recommendations regarding the refurbishment of railings by the War Memorial

9.1 A report on the proposed refurbishments of the War Memorial railings was circulated in advance of the meeting.

9.2 Proposed Cllr Gin Tidridge, seconded Cllr Anne Winstanley, **RESOLVED** unanimously to accept the recommendations regarding the refurbishment of the War Memorial railings.

10 To recommend approval of the Stoke Common Cemetery project brief

10.1 A report on the proposed project brief was prepared by the Clerk and Cemeteries Officer and circulated in advance of the meeting.

10.2 Cemeteries Officer Wilkie was present to briefly introduce the item. She confirmed that there has been a definite shift from plot burials to ashes burials. Bishopstoke Cemetery should therefore not run out of room for burials in the next 12 months.

10.3 Cllr Francis had provided the template for the project brief that had been prepared, and felt such a document would be useful for all projects being managed by the Council. Cllr Francis also felt that the brief needed a detailed programme added to it with timelines. There is potentially software available to use which will explored further, but in this instance, the Cemeteries Officer should be able to use excel.

10.4 Cllr Dean informed everyone that an email has been sent from Eastleigh Borough Council's Asset Committee requesting that Bishopstoke Parish Council takes ownership of the Sewall Drive allotments, Sewall Drive open space and the Stoke Common Cemetery without them going through their 12 months monitoring. It would mean the developers contributions would be paid immediately and this could be spent to do the necessary work to all 3 sites to bring them into suitable state to be used.
Action – Clerk to confirm receipt of this email and distribute to Committee.

10.5 Cllr Francis recommended the Council hires an expert to draw a potential layout of Stoke Common Cemetery.
Action – Cemeteries Officer to request information from ICCM for suitable companies

10.6 Cllr Tidridge explained that as one of the Council's new aims is regarding the environment, she would like to see an area of the new Cemetery developed into a natural burial ground. This means no headstones or markers are placed, and the area is gradually rewilded. The Institute for Natural Burial

Grounds is based in Twyford. They have informed Cllr Tidridge there are only 2 other natural burial grounds in Hampshire, based in East Meon and Andover. The Councillors could arrange to visit these 2 sites in person to see how they look in practice.
Action – Cllr Tidridge to liaise with Cemeteries Officer and Clerk to ensure natural burial ground is included in the project brief, and also in the survey to be prepared for residents.

10.7 Proposed Cllr Dave Francis, seconded Cllr Anne Winstanley, **RESOLVED** unanimously to approve the Stoke Common Cemetery brief, subject to the above changes.

11 To receive a report on all areas delegated to the Committee

11.1 The report on all areas delegated to the Committee had been circulated with the supporting documents and was noted by the Committee.

11.2 The RFO commented that the only update was a resident had complained about overhanging branches at Sayers Road play area and would investigate this in the Clerk's absence.
Action - RFO

11.3 Cllr Dean was concerned about the shrinking matting around the play equipment at Brookfield play area and felt that it was an urgent issue. Cllr Dean requested the play area inspection reports are brought to the Assets Committee as a regular agenda item, with updates on any progress of necessary equipment repairs.
Action – Clerk

11.4 Cllr Tidridge commented that she would like to see regular inclusion on the Assets Committee agenda regarding an action log for every Council owned asset, and will liaise with the Clerk about how this should look.

11.5 Cllr Daly expressed concerns over potential drug material found in one of the pieces of equipment at Sayers Road. RFO to check at same time as checking overhanging branches from play area.
Action – RFO

11.6 Cllr Daly also asked when the Council will be taking on ownership of Bow Lake Gardens play area. The trampoline needs cleaning underneath. Cllr Tidridge offered to take this on in her position as a Borough Councillor.
Action – Cllr Tidridge.

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

12.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 28th September at the Bishopstoke Methodist Church.

There being no further business, the Chair closed the meeting at 8:56pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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Bishopstoke Parish Council

Listening to you

Assets – 28th September 2021

Item 4 – Tree maintenance

The Council has an adopted Tree Policy, which is based on standard tree policies around the country and Eastleigh's tree policy in particular. It stresses that work will not be undertaken on trees that are owned by the Council for non-essential works, i.e. those that are not necessary for the health and safety of either residents or the tree concerned (see section 6 of the policy).

Despite this policy, there have been occasions when non-essential tree work has been undertaken, usually to prevent harm to the reputation of the Council. Good examples of this are trees contained within areas owned or managed by the Parish Council which overhang residential properties.

I have had three such requests for non-essential work in the recent past.

I would appreciate the Council re-examining the Tree Policy to either confirm or amend the exclusions, and to give guidance on whether discretion is permissible in certain circumstances.

Recommendation – That the Committee re-adopt the Tree Policy, amended if necessary to include guidance on discretionary works.

Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

TREE MANAGEMENT POLICY

This Tree Management Policy was adopted

by the Parish Council at its meeting on 23 September 2014

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

TREE MANAGEMENT POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject

TREE MANAGEMENT POLICY

1 Introduction

1.1 Bishopstoke Parish Council is responsible for the management of all trees located on land it owns and for those it has planted on highway verges. These include at the top of Underwood Road (two Yew), where Alan Drayton Way joins the west end of Fair Oak Road (two Hornbeams), either side of Sedgwick Road/Stoke Park Road junction (two Scots Pine), either side of Whalesmead Road/Whalesmead Close junction (two Hornbeams) and either side of the Weavills Road /Orchard Avenue junction (two Chanticleers).

2 Legislation

2.1 The Council has a statutory duty of care under the Health and Safety Act 1974 and the Occupiers Liability Acts 1954 and 1984 to ensure as far as is reasonably practicable that its trees are safe and do not pose a danger to the public.

3 Replacement

3.1 The Council is committed to protecting its tree stock in public places. This will be achieved by a continuous programme of tree survey and maintenance and selecting a range of tree species for new and replacement planting taking into account their suitability for each site. The Council will strive to replace two trees for each one removed.

4 Public Safety

4.1 The Council's priority in the management of its trees will be that of public safety whilst maintaining the health and longevity of the trees. Where a tree constitutes a demonstrable hazard to people or property the appropriate work will be undertaken to minimise or remove the hazard

5 Standards of work

5.1 Trees on public land will be encouraged through minimal intervention to develop in a natural form characteristic of their species. Work on trees will be carried out to the highest standards of aboricultural practice and contractors will be required to comply with all relevant health and safety legislation.

6 Exclusions

6.1 The Council will not unless legally obliged to do so undertake works to otherwise healthy and well-formed trees for reasons of:

6.1.1 Overhanging branches

6.1.2 Size and height

6.1.3 Shedding of leaf, seed, fir, cone, twig, flower, litter, fruit debris and general v vegetation detritus

6.1.4 Loss of light or shading of gardens, rooms or solar panels and the like

6.1.5 Interference with transmitted signals

6.1.6 Reduced security by virtue of concealment or reduced visibility

6.1.7 Bird droppings and vermin

6.1.8 Interference with BT and electricity company services

6.1.9 Vandalism e.g. thrown apples

6.1.10 Hayfever /allergies

6.1.11 Dampness, algae or moss

6.1.12 To create or reinstate private views

7 Common Law

7.1 Under Common Law, provided the tree is not subject to a preservation order, or within the conservation area, landowners may prune unprotected trees or hedges overhanging their land as far as their boundary without the consent of the tree or hedge owner. If the resultant works cause instability or lead to a decline or death of a tree, liability will attach to the person arranging or carrying out the work. They may not trespass on neighbouring land to carry out the work and must offer to return the cut material (arisings). However, the Council will not accept arisings from work on its trees and these should be disposed of responsibly; dumping on Council land is fly-tipping and constitutes an offence.

8 Retention

8.1 The Council will ensure that trees on its land are retained where-ever possible and given appropriate protection from the effects of development and construction activities including the installation of underground facilities.

9 Notification

9.1 Where possible, the Council will notify local residents in advance where major tree works will take place adjacent to residential properties.

Bishopstoke Parish Council

Listening to you

Assets – 28th September 2021

Item 5 – Budget Plans

There are currently no additional projects planned for Bishopstoke Cemetery or the Allotment sites. It is anticipated that there may be the possibility of current projects not being completed by the end of the current financial year, in which case it will be recommended that the funding be placed in an earmarked reserve to pay for the work when it is actually completed. The project to relay the path across Old St Mary's is no longer considered necessary as the path has settled over the past year and is not considered a potential hazard any more.

Future projects within existing areas include the possibility of demolishing the machine shed at Underwood Road allotment site and constructing a new allotment shop and smaller machine shed. This is because the current allotment shop is now old and is suffering from woodwork and other problems. Removing the existing machine shed, which would also remove the asbestos contained within the roof, and building a new shop there would provide a better building for plot holders and additional parking spaces near the entrance, as well as giving the opportunity to upgrade the toilet facilities.

The probable takeover of assets at Sewall Drive and Bow Lake should also come with funds for maintenance. However, the Council may wish to consider setting aside a contingency in case either some assets are taken over early, or the funds are slow to be transferred or can only be used for certain purposes.

If there are any other projects the Committee wishes to consider for the next financial year these should be raised and discussed so that they can be added to budget discussions when they begin in October.

Bishopstoke Parish Council

Listening to you

Assets – 28th September 2021

Item 6 – Burial Board Fees

Last year, Bishopstoke Parish Council recognised the economic impact of the pandemic and chose not to raise Council Tax, allotment rents or Burial Board fees. This economic damage is still being felt by many residents and therefore the Council may wish to continue to help where it can by leaving Burial Board fees unchanged (see table below for current fees).

Currently, the fees charged for the transfer of the exclusive right of burial (a burial grant) are the same as those for processing an application to alter or replace an existing memorial. However, the work in transferring the burial grant is considerably greater and so it is recommended that the fee for this be increased from £30 to £35.

Recommendation – That the Committee resolve to keep burial board fees fixed for a further year with the exception of the burial grant transfer fee which will increase from £30 to £35 from 1st April 2022

INTERMENTS (Interment form required)		£
A child up to 18 years of age		Free
A person 18 years and over	– single depth	325
	– double depth	375
Ashes burial within grave		175
Scattering of ashes where grave turf is removed		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	400	800
Child plot ##	400	800
Ashes plot	300	600

Transfer of Exclusive Right of Burial **	30

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 & MEMORIAL INSCRIPTIONS (application form required)	£
Headstone (new)	175
Vase, or flat memorial with a maximum height of 13cm/5 inches (new)	125
Applications to alter or replace an existing memorial, or to add a further memorial **	30

Bishopstoke Parish Council

Listening to you

REPORT TO BISHOPSTOKE PARISH COUNCIL

Assets Committee – 28th of September 2021
Agenda Item: 7

Report Subject: Cemetery regulation update

Report Author: Jennifer Wilkie

Executive Summary:

This report explores the possibility of amending cemetery regulations to give a grace period to those moving away from Bishopstoke before double fees are charged for any interments.

Recommendations:

It is recommended to council that the Cemetery regulations be updated to include a regulation that allows double fees to be waived in cases where the deceased passed away, or moved into hospital, care or nursing homes or sheltered accommodation, within 6 months of being a resident at Bishopstoke.

Notes:

Background

Currently the regulations state that anyone residing outside Bishopstoke will incur double the usual fees should they wish to be interred or memorialised in Bishopstoke Cemetery. This is common practice as it is felt that the fees for those residing within an area should be reduced to reflect the Council Tax that they have paid over the years to maintain any given cemetery.

This condition is waived when, at the time of death, the person being interred resided in a hospital, care or nursing home, or sheltered accommodation, having moved there from their residence within Bishopstoke.

There are occasionally requests from families to waive the condition on other grounds such as having lived in Bishopstoke for many years, or the family generally having a strong Bishopstoke connection, but these are usually declined. A recent case where the death occurred only two days after moving from Bishopstoke however, was treated differently and will incur only single fees.

The Council is requested to consider whether there should be a grace period, during which time only single fees would be charged for any interment. The simplest way to administrate such a change would be to have a cut off point, and it is recommended this be at 6 months. Other options include a sliding scale based on how long a person resided in Bishopstoke (for example 1 month for every 5 years of residence). These may be considered more "fair" as they better reflect the contribution made by a person to Bishopstoke whilst they lived here, but they are more difficult to administer.

For that reason, the recommendation is that a single grace period of 6 months be granted to any person living in Bishopstoke. If their death occurs within this grace period, or they move on to hospital, care or nursing home or sheltered accommodation within this time, then single fees only would be charged.

Reasons for the Decision:

To provide a fairer system of fees to those who have contributed, through Council Tax, to the upkeep of the Cemetery.
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Background Papers:

N/A

Jennifer Wilkie
Cemeteries Officer to Bishopstoke Parish Council
15th September 2021

Bishopstoke Parish Council

Listening to you

REPORT TO BISHOPSTOKE PARISH COUNCIL

Assets Committee - 28th September 2021
Agenda Item: 08

Report Subject: Groundwater monitoring results

Report Author: Projects Officer

Executive Summary:

This report details the results from the groundwater monitoring wells and gives options for consideration.

Recommendations:

That the Council approach the Environment Agency to request that double depth graves be permitted for graves affected by high groundwater levels, to return affected families to their original position of having a pre-purchased grave with the possibility for a double depth burial. The cost of this decision to be funded from the works and improvements budget.

That if permission from the Environment Agency is not forthcoming the Council will then proceed with option 2 as described in this report.

Notes:

Background

A groundwater risk assessment was commissioned in April 2020 to determine if Bishopstoke Cemetery fulfilled the requirements of current legislation related to groundwater. Seven boreholes were drilled over the site, and the results showed that whilst Bishopstoke Cemetery complied with groundwater regulations on the date of the assessment, the water depth on 3 of the groundwater wells was only just complying with the minimum depth required for double depth burials to take place. The Council was advised to carry out regular groundwater monitoring to check on groundwater levels over the time period of a year and therefore covering all seasons.

Groundwater level monitoring commenced in December 2020 to monitor the depths of 3 wells spaced over the Cemetery grounds. In January 2021 it was determined that the water depth in one of the wells was outside the level permitted to carry out double depth burials, and it remained outside the level permitted for the 3 months of January to March. The maximum difference to the permitted depth was 28cm.

Groundwater monitoring has continued, however, the remaining months are not normally expected to have the highest water table levels.

The area in which, without further application to the Environment Agency, it will now no longer be possible to have double depth burials, is the area on the left of the internal Cemetery road, which is the area for older burials. The groundwater well in the middle of the Cemetery reached the minimum allowable water table height but did not exceed it. The groundwater well furthest away from Sewall Drive experienced no problems with the height of the water table.

Number of families affected

The area affected is the oldest area of the Cemetery. Although it is possible to continue with reopening to single depth burials, without agreement from the Environment Agency it will no longer be possible to have new double depth burials in this area. The number of families affected will be those who have pre-purchased a grave in this area but have not yet had a burial: 15 grave plots are affected. It should be noted that pre-purchased plots are often positioned to allow other family members to be buried alongside those family members already buried in the Cemetery, and at the time of purchase there would have been the expectation that a double depth burial would be possible.

It should be noted that even without the issue relating to groundwater levels it is not always possible to have a double depth burial into a particular grave plot if the ground conditions do not permit such a depth. Where families are purchasing new plots on the other side of the Cemetery road they are warned in advance that this might be the case, and then a new adjacent plot is allocated in lieu alongside, should it prove necessary.

Options which could be considered

1. To take no action and to explain the situation at the time a burial is required. This may cause distress to families who are expecting a double depth burial and may have to accept the option of a single depth burial and a plot in lieu elsewhere. Alternatively, families may need to hand back the pre-purchased grave in return for a grave elsewhere dug to double depth, or if ground conditions do not permit double depth, to have a grave elsewhere dug to single depth with an adjacent plot in lieu alongside. This option is not recommended as it will cause distress to families at the time of a burial, and at that future date there may no longer be grave space available in Bishopstoke Cemetery.

2. To contact the families and explain the situation, offering the chance to hand back the pre-purchased grave in return for a pre-purchased grave on the other side of the internal Cemetery road (or, if they prefer, in the new Stoke Common Cemetery if that is now owned by the Council). Not every family may take up this option, particularly where families have already made the choice to have one or more cremation burials and therefore do not actually require a double depth burial (the preference for cremation burials has been increasing over the decades that the Cemetery has been open).

   Families would also need to be made aware that there would still be no guarantee that a double depth burial could be achieved in the new pre-purchased grave. However, this option would put families back in the same position that they otherwise would have been, in that a double depth burial still remains possible. Other than officer time there are no additional costs to this option, and those grave plots handed back could still be used in the future for single depth burials by different families.

3. To request from the Environment Agency to review the issue of double depth burials in the affected area, with the request that they still be permitted. The company that has

been used for groundwater monitoring issues has stated that they can provide a report and carry out a submission to the Environment Agency on the Council's behalf, requesting that double depth burials are still permitted in the area of concern. The estimated cost would be £700 for the report, and a further £800 for the Environment Agency to review the report and make a recommendation (this is based on an estimated number of hours that could be taken by the Environment Agency to review the report, at an estimated cost per hour).

This cost works out at an estimated £100 per plot affected (£1500 total), and there is no guarantee that the Environment Agency would agree to permit double depth burials in the area of concern. However, if the application is successful, families would be put back in the same position that they otherwise would have been, in that a double depth burial still remains possible, and they would also be able to retain their expected grave which may well be near other family graves.

If the application to the Environment Agency was unsuccessful it is recommended that the Council would then proceed with option 2.

Reasons for the Decision:

The groundwater monitoring has shown that the water table reaches a height in the area to the left of the internal Cemetery road such that it is no longer possible to have double depth burials in this area. It is necessary to determine the best way forward for those families affected who have pre-purchased grave plots in this area.

Background Papers:

None.

Cheryl Taylor
Projects Officer to Bishopstoke Parish Council
20th September 2021

Bishopstoke Parish Council

Listening to you

REPORT TO BISHOPSTOKE PARISH COUNCIL

Assets Committee – 28th of September 2021
Agenda Item: 09

Report Subject: New Cemetery gates at Bishopstoke Cemetery and Stoke Common Cemetery

Report Author: Jennifer Wilkie

Executive Summary:

A sum of approximately £24,000 has been transferred to BPC from EBC based on developer funds provided for the installation of new Cemetery Vehicular and pedestrian gates. It is to be decided whether this funding will be allocated for new gates at Bishopstoke Cemetery only or is to include new gates at Stoke Common Cemetery once this has been acquired by BPC.

It has previously been proposed the design of the new gates be directed by a public art consultation whereby local artists will be invited to put forward designs for the artwork for the gate(s) and local residents are then invited to vote for the design they prefer. The Councillors are asked to consider if they would like to move forward with this proposal.

Recommendations:

The design and installation of the gates for both Cemetery sites need the following items to be considered for the next phase of the project to move forward:

- Whether the £24,000 funding will be allocated for new gates at Bishopstoke Cemetery only or should also include new gates at Stoke Common Cemetery once this has been acquired by BPC. Following a virtual meeting with a member of EBC who has prior experience of running a public art consultation for a similar project, their recommendation would be that £24,000 would fund the installation of one gate and not a second and so based on this it is recommended to Council that the funding be used just for the new gates at Bishopstoke Cemetery. There is a maintenance fund that will be transferred to BPC once Stoke Common Cemetery has been acquired and it is recommended this funding be used to fund the gates for the new Cemetery.

- Whether the design for the gates at Stoke Common Cemetery should match those of Bishopstoke Cemetery and therefore whether the design for Stoke Common Cemetery gates should be included in the public art consultation.

- The Councillors are also invited to consider whether the public art consultation, should it go ahead, be outsourced to a consultant who has prior experience of

	running such consultations. Based on similar projects the approximate fee would be around £2000 for a consultant to run the project from beginning to end.
Notes: **Background** Both the Cemetery Vehicular and pedestrian gates at Bishopstoke Cemetery are in need of replacement due to their current condition and a value of £24,000 has recently been transferred to BPC for this purpose. In addition new Cemetery gates will be installed at Stoke Common Cemetery once acquired.	
Reasons for the Decision: See Recommendations	
Background Papers: N/A	

Jennifer Wilkie
Cemeteries Officer to Bishopstoke Parish Council
15th September 2021

Bishopstoke Parish Council

Listening to you

Assets – 28th September 2021

Item - 10

Installation of a 2nd hand rail at Bishopstoke Cemetery:

A second handrail on the path leading to the new cemetery site is required for ease of site access for those with limited mobility. This has been put on hold to date due to the ongoing pandemic to allow persons meeting on the path going in different directions to social distance. It should be noted that currently we are only able to consider installing a section of the second hand rail, as there is a problem with avoiding the roots of the TPO'd trees at the top of the path, which can only be solved once we own the new cemetery site, and there is also a problem at the bottom of the path, for which an arboriculturist has provided a potential solution.

We are now at a position where we could go forward to obtaining a quote for the section of rail which it would be possible to install prior to owning the new cemetery site.

The photograph below shows the bottom of the steps on this path, and you can clearly see the erosion of the bank adjacent to the path which would be avoided with the installation of a second hand rail. It should also be noted that reports have been received of mopeds being driven down the path. Without closing off either side of the path at the top with new fencing, it is likely that people will still continue to avoid the steps entirely by travelling alongside the path up or down the bank even if a second handrail is installed, and mopeds could still travel along it.

Recommendation – That we now move forward with installing the part of the 2nd hand rail at Bishopstoke Cemetery that we are able to install based on the ensuring tree roots will not be damaged. This will aid reducing further erosion to the bank that is adjacent to the footpath and aid those will limited mobility.

Bishopstoke Parish Council

Listening to you

Assets – 28th September 2021

Item 11 – Parish Office

The Committee has been asked by Council to consider whether there is a need for a temporary parish office prior to the construction of the new Memorial Hall and, if there is, to identify the best option for that to proceed.

In thinking about the need for a temporary office the Committee may wish to consider the estimated time before the new Memorial Hall is finished, the potential uses any office may be put to and the need for storage space for Parish Council files and documents.

It is estimated that it may be between 3 and 5 years before the new Hall is completed, but as the project is still in the early stages this could easily change.

The most common use of the Parish Office, outside of "being a workplace" and document storage is for meetings. Council and Committee meetings are now taking place in the Methodist Church which appears suitable for the purpose. Working Group meetings can take place via Zoom, or on other premises. They also currently take place in the existing parish office but this may not be possible once the Hall is scheduled for demolition. Meetings between officers are now mostly on Zoom, but again, can be in the current office while that is still possible. Meetings with contractors are few and far between, and are often held on site rather than in an office anyway.

It is rare that there are appointments with residents. When these happen it is usually regarding an interment. The current office has provided a quiet location where these meetings can take place and also provides the facilities for copying any necessary documents. In October and November there are some visits from allotment holders wishing to pay their rent, but this number is diminishing as more turn to online payments. Other resident visits are usually "as I was passing I thought I would mention" and are also rare.

Having the office as a general workspace has been more useful as the staff numbers have increased. Being able to work alongside colleagues and discuss more generally the work being undertaken leads to a better team ethic and reduces the feeling of isolation that can impact someone working exclusively at home.

Document storage is certainly needed. This does not have to be in an office space. It can be off-site, although the greater the distance from the office the more problematic accessing the documents would be.

I recommend the Committee consider the following points:

Does the Council need to have a place where residents can drop in, or make appointments to see officers?

Does the Council need to provide a place where officers can work together for at least part of their week?

Does the Council need document storage to be in the same place as any office space?

Does the Council need working groups to have a dedicated place they can meet in person?

How accessible is any given location?

Possible Solutions

Storage space only

If only storage space is required there are a number of possible options. It would be possible to hire storage from any number of local companies, but consideration would need to be given as to whether this was for document storage only, or whether the other office furniture would also be stored. Local community buildings may also be able to offer storage space. Eastleigh Borough Council may also have space available.

Renting occasional office space

Hiring a room for one or two days a week to provide a meeting place and a focal point for people to contact the Parish Council is possible. This would not necessarily provide document storage as the Council would not have exclusive access for the rest of the week. Again, local community buildings or Eastleigh Borough Council may have space available.

Renting a temporary parish office

Hiring a room for the duration of the need (i.e. 5 days a week until the new Memorial Hall is built) would be among the more expensive options, but would provide document storage as well as a place for meetings and appointments. Local Community buildings or the Borough Council may have space, but it may also be that commercial space is available within Bishopstoke to suit the purpose. However, commercial space is likely to be limited and expensive.

Moving the existing parish office

It may be possible to have contractors dismantle the current office, move it and reassemble it elsewhere. Possible locations include the BCA car park, the car park at Sewall Drive allotments, Underwood Road allotments, Jockey Lane allotments or the Bow Lake gardens allotment site. All have access to power and running water, as well as already having toilets. Also possible would be moving the office into Glebe Meadow, but that would require the addition of running water and toilet facilities as the Memorial Hall cannot provide these. However, the provision of such facilities would help Bishopstoke Carnival and may also prove useful during the construction of the new Memorial Hall, as well as keeping the office as close as possible to the location residents are familiar with.

Converting an existing building

The Parish Council currently owns the Parish Office, Shears Mill, the allotment shop at Underwood Road, the machine shed at Underwood Road, the Warwick shed at Underwood Road and a small shed at Jockey Lane. None of these would be suitable for conversion. Awaiting transfer to the Parish are buildings at Bow Lake Gardens allotments and Sewall Drive allotments. The Bow Lake Gardens building is 8m by 4m and has toilets. It is (I believe) an empty shell that is intended to store allotment machinery but it would be convertible for use as an office space. The Sewall Drive building is even bigger. It has toilets, a smaller room that could be used as office and storage, and it has a kitchen / seating area that could be used for meetings and could be used by allotment holders even if the Parish had the small room for its use. Both buildings would require carpeting, heating, installation of extra electric sockets and various other potential small alterations. Both buildings would also possibly require change of use permission and release from covenants.

The Committee is requested to discuss the various needs and options before coming to a final recommendation for Full Council. The Committee is also requested to provide one or two acceptable alternatives should the original recommendation prove impossible to do (for example, if covenants on an existing building or site prove too expensive to be removed).

Motion for Assets Committee

Proposal: to agree a course of action with regards to the Parish Office

Background

The current Parish Office portacabin can no longer be used as it is dependent on the Memorial Hall for water and toilet access. Bishopstoke Parish Council has agreed that the new Memorial Hall should include a new parish office. But as this project is not expected to be completed in next three years, a temporary location needs to be agreed.

5 options are outlined in this paper.

Options

Option 1: Rent space in an existing community facility.

Option 2: renting an office in Bishopstoke.

Option 3: convert the allotment building at Sewall Road to provide office space, including secure storage space.

Option 4: place a temporary office building on Parish Council land close to a Parish Council managed toilet facility.

Option 5: build a temporary toilet facility next to the current office and continue to use the portacabin.

Option 1: Rent space in an existing community facility.

Bishopstoke has a number of community buildings where space could be hired. For example, a room could be booked for weekday mornings. Possible locations include the Brownie Hut behind West Drive, Bishopstoke Community Centre, St Pauls and the Y Zone. This would enable desk based working and public access.

The Brownie Hut is the most central of these options. It has parking and is close to bus routes.

As it would be unlikely to be hired for full time use, officers would be working in a hybrid format.

Storage should be explored with the venue for documents and office equipment.

A landline for the office would be difficult – moving to a scheme where one central number can be shared across mobiles or laptops could be a better option. For mail, a mailbox could be more appropriate.

Issues to resolve would include ensuring that suitable office equipment is available (e.g. appropriate office chairs, printers).

Likely costs would include:

- Rent
- Additional rent for storage
- Wifi router

- Telephony
- Mailbox.

Option 2: Renting an office in Bishopstoke

Unlike the other options, the limitation is likely to be supply. Bishopstoke does not have many business buildings. In the past, the Parish Council has operated from a former shop.

This is potentially the lowest cost to set up of all the options as the landlord would be expected to provide a phone line and broadband. A mail box would not be required as the office would have its own postal address.

Options could include approaching Bishopstoke Park or Open Sight. Because of limited options, if a location can be found within Bishopstoke, it may not be optimal with regards to bus routes and other facilities.

Costs:

- Rent

Option 3: Convert the allotment office at Sewall Drive into a parish office

The allotment building at The Chase has space that could be converted for use as a parish office. This option has the advantage that storage of documents and equipment could be done on site. The building has power, toilets, heating and kitchen facilities already as well as parking.

It is closer to allotment sites and the Cemetery than the current portacabin. However, the site is not close to a bus route or to Riverside.

EBC have not yet confirmed whether using this building as a parish office would be possible with regards to S106 or any covenants. It may require planning permission for change of use. The building has not transferred to the Parish Council, but this may not be a barrier to use in this way.

If it is possible to change use, conversion will be required. This will include changing the floor surface and may require additional fire safety and sockets. A phone line may be needed although a mobile wifi router may be sufficient. A mail box would not be required as the office could have its own postal address.

Sewall Drive does have issues with anti-social behaviour, but this is linked to the isolated allotment area and cemetery extension being unused due to the extremely lengthy transfer from the developer. Costs should include security measures (including CCTV) so that officers feel safe at the site, especially if working alone. To give some perspective, insurance rates are low for vehicles and property for the postcode sector (indicating low crime compared to national rates) and the current portacabin has been subjected to a break in and there has been anti-social behaviour on Glebe Meadow.

When the allotments start to be used, there will be more people around during the day meaning that it feels less isolated. This could become a problem in its own right as allotment holders may distract officers.

Measures for security are still likely to be needed if the building is not converted as the allotments are a parish council managed asset.

When the new Memorial Hall is ready, this space could be rented out (depending on any limitations on use).

Likely costs would include:

- Conversion costs (including flooring, fire safety and security)
- Ensuring that allotment holders can access toilets seven days a week.
- Installing a telephone line or purchasing a mobile wifi router

Option 4: place a temporary office building on Parish Council land close to a Parish Council managed toilet facility.

A new cabin could be placed on an existing facility, following a similar approach as has been followed for several years with the portacabin and the Memorial Hall. Officers would need to access the adjacent building in order to get water or use toilets.

Cabins are available that are designed to be used as offices. Locations could include The Chase, Bow Lake Gardens allotments and (with permission), Bishopstoke Community Centre.

A mail box would not be required as the office would have its own postal address.

Security is likely to be a more significant issue for this option than for options 1-3 due to the nature of a temporary building. The allotment sites at The Chase and Bow Lake Gardens will become less isolated as the allotments come into use.

Likely costs would include:

- Hiring or purchasing the temporary building
- Installing a telephone line or purchasing a mobile wifi router
- Setting up security.

Option 5: place a temporary toilet facility next to the existing portacabin and continue to use it

Temporary toilet facilities can be hired. This could meet requirements for a functioning office, but are not likely to be perceived as comfortable or safe by officers.

The current location is close to Riverside and a bus stop. Parking is on-street only and is subject to time limits.

No mail box or telephony changes would be required.

Security is likely to be a major issue for this option. The location is already subject to anti-social behaviour and if perceived to be part of a construction site, this could increase.

This option also potentially jeopardises the Memorial Hall/Glebe Meadow project as it will add difficulties to construction project management.

Likely costs would include:

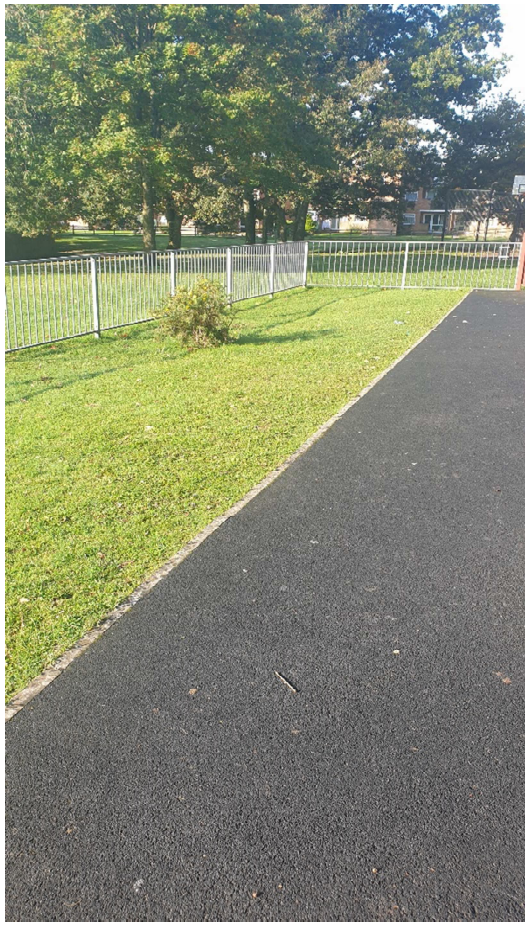
- Hiring or purchasing the temporary toilets
- Setting up security
- Additional costs for construction of new Memorial Hall.

Bishopstoke Parish Council

Listening to you

Assets – 28th September 2021

Item 12 – Otter Close Timber Trail



Following requests from local residents, a quote has been obtained for a timber trail that would be appropriate for the Otter Close play area. If it were to be installed it would be within the grass strip that is within the fenced area, but does not currently have any play equipment or benches on it.

The trail being quoted for consists of stepping logs (20cm tall), a crawl net, a slalom rope walk, a rope weave, a 1.6m wobble board and a balance slalom. It would be 17.5m long in total and is pictured below.

If the Committee recommending going ahead then the cost to supply and install it would be around £6,300.

As this is a completely new section of the play area funding for this would need to come from reserves. Alternatively, this could be placed in the budget for 2022-23 as a project to be completed in April / May in good time for the summer half term.

Bishopstoke Parish Council

Listening to you

Assets – 28th September 2021

Item 13 – War Memorial

The current war memorial has been approved for maintenance work as the paint is flaking away on the iron railings. Additionally there is a problem where the wreaths that are laid for Armistice Day move back and forth along the memorial itself with the wind and rain, and they are unfortunately tall enough that they can damage the lettering on the plaques bearing the names of those being honoured.

Following the Full Council decision that when the War Memorial is moved as part of the construction of the new Memorial Hall a redesign be considered to prevent further damage to the lettering, this Committee is asked to:

1) delegate the decision on the location of the War Memorial to the Glebe Meadow working group
2) agree to explore having a new War Memorial rather than simply moving the existing one
3) agree to request this be funded as a public art project from the Community Investment Programme

Bishopstoke Parish Council

Listening to you

Assets Committee - Clerk's report
28th September 2021

Actions from previous meetings

ASSETS_2122_M01/8.6 Regarding the Open Space Specification
The required level of Public Liability Insurance was added to the document prior to it being considered by Full Council.

ASSETS_2122_M01/8.8 Regarding the Open Space Specification
The Chair and Clerk met to discuss further amendments to the specification. This was completed prior to the document being considered by Full Council.

ASSETS_2122_M01/10.4 Regarding the transfer of Sewall Drive assets
At the time of writing there had been no transfer of assets and no email from the Borough Council requesting Bishopstoke take over the assets has been received.

ASSETS_2122_M01/10.5 Regarding the Stoke Common Cemetery
At the time of writing the Cemeteries Officer is still awaiting a reply from ICCM.

ASSETS_2122_M01/10.6 Regarding natural burials
The meeting between Cllr Tidridge, the Clerk and the Cemeteries Officer is yet to take place.

ASSETS_2122_M01/11.2 Regarding overhanging branches at Sayers Road
The overhanging branches have been removed by Green Smile at the Council's expense.

ASSETS_2122_M01/11.3 Regarding play area maintenance
All work identified as necessary from the most recent inspection was approved on September 22nd. An update on progress will be provided at the next meeting. Inspection reports will be placed in the Councillor section of the website.

ASSETS_2122_M01/11.5 Regarding drug material at Sayers Road
The Clerk inspected Sayers Road shortly after the meeting and no drug material was found. However, the park is regularly cleaned and it may well be that this had already been dealt with.

Recommendations from previous meetings

ASSETS_2122_M01/6.5 Regarding Terms of Reference

The Terms of Reference have been approved by Full Council at the meeting on 14th September 2021.

ASSETS_2122_M01/7.5 Regarding allotment rent

The recommendation to leave rents unchanged was approved by Full Council at the meeting on 14th September 2021.

ASSETS_2122_M01/7.6 Regarding allotment rent calculation

The recommendation to adopt a metric system of billing for new allotment sites and assess the impact of switching on existing sites was approved by Full Council at the meeting on 14th September 2021.

ASSETS_2122_M01/8.8 Regarding the open space specification

The recommendation to accept the revised open space specification and timetable was approved by Full Council at the meeting on 14th September 2021.

ASSETS_2122_M01/9.2 Regarding the war memorial

The recommendation to refurbish the current war memorial and consider a redesign when the new Memorial Hall is constructed was approved by Full Council at the meeting on 14th September 2021.

ASSETS_2122_M01/10.7 Regarding Stoke Common Cemetery

The recommendation to accept the Stoke Common Cemetery project brief was approved by Full Council at the meeting on 14th September 2021.

Other Items

Allotments

Clearance of overgrown bushes, hedges and weeds has now been completed at both Jockey Lane and Underwood Road.

Burial Matters

To date there have been 4 new burials, 1 re-opening burial, 6 new ashes interments and 3 ashes re-openings for a total of 14 interments since the beginning of April.

Play Areas

Funding has now been received from the Borough Council to be used on improving and updating the play areas at Blackberry Drive, Templecombe Road and Church Road. The Council will be discussing the projects with a consultant as agreed by Full Council on September 14th.

Street Furniture

A recent spate of bus shelter vandalism has occurred, with the shelters at Sedgwick Road nr West Drive, Fair Oak Road nr Manor Farm Road, Riverside nr Fair Oak Road and Fair Oak Road nr Stokewood Close (north side) suffering smashed panels. Only the Sedgwick Road shelter is the responsibility of the Parish Council. The glass has been cleared away and we are waiting for quotes for replacement Perspex panels. A map showing the location of all bus shelters and a form to report problems will shortly be added to the Parish website.

Asset Type	Asset	Issues	Project(s)	Project status	Next steps
Allotments	Bow Lake Gardens		New allotment site	Awaiting transfer to BPC	Continue regular checks for updates
Allotments	Bow Lake Gardens		Community orchard	Awaiting transfer to BPC	Continue regular checks for updates
Allotments	Sewall Drive		New allotment site	Awaiting transfer to BPC	Continue regular checks for updates
Allotments	Jockey Lane	No issues	No projects		
Allotments	Manor Farm	No issues	No projects		
Buildings	Memorial Hall		Demolition	Awaiting recommendations from Glebe Meadow group	
Buildings	Parish Office	Now closed			Considered at Assets Committee 28th September 2021
Buildings	Shears Mill	No issues	No projects		
Buildings	Y Zone			Awaiting restart of management committee meetings	
Cemetery	Bishopstoke Cemetery		Work on fencing and hedge	Complete	
Cemetery	Stoke Common Cemetery		Cemetery gates public art	Project agreed in 2017 by cemetery working group	
Cemetery	Stoke Common Cemetery		Stoke Common Cemetery Layout and Regulations	Project brief agreed by Council Sept 2021	Survey completion
Closed Graveyard	Old St Marys Churchyard				
Closed Graveyard	St Marys		Replace fencing with either new fence of hedges around border	Partially complete	CT to continue working on project
Closed Graveyard	St Marys		Moving various memorials to safe locations	Was due on 22nd Sept - stone mason cancelled due to ill health	CT to rearrange dates
Closed Graveyard	St Marys		Aerial survey on two trees	Quote accepted from Merrits	JW to arrange date for survey
Open Space	Brookfield	Transfer from EBC outstanding		Council to reconsider position in November	Add to November agenda
Open Space	Brookfield		Lowering hedge and moving benches	Quote for benches accepted Awaiting quotes for hedge	Waiting for Fair Oak to confirm date
Open Space	Brookfield		New picnic area to be created by play area	Awaiting specification	Clerk to draft spec
Open Space	Glebe Meadow	Bench damaged by fire			Bench removed
Open Space	Glebe Meadow		New path across meadow	Added to Glebe Meadow project	
Play Area	Brookfield		Update and improve using DC funding	Awaiting confirmation from consultant	Arrange first meeting
Play Area	Church Road Play Area		Fencing	Project agreed in 2019 by EBC and BPC, funding agreed	Apply to EBC for funds transfer
Play Area	Church Road Play Area	Brambles encroaching onto pavement			Brambles cleared
Play Area	Church Road Play Area		Update and improve using DC funding	Awaiting confirmation from consultant	Arrange first meeting
Play Area	Glebe Meadow				
Play Area	Otter Close				
Play Area	Sayers Road				
Play Area	Templecombe Road		Update and improve using DC funding	Awaiting confirmation from consultant	Arrange first meeting
War memorial	War memorial		Curved Railings Refurbishment	AC agreed to refurbishment 28th July	Arrange refurbishment
Youth Facilities	Glebe Meadow Football Goal	No issues	Relocate	Added to Glebe Meadow project	
Youth Facilities	Glebe Meadow Youth Facilities		Replacement	Added to Glebe Meadow project	