



Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 27th July 2021 at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Election of Chair
 - *Assets Committee Terms of Reference*
2. Election of Vice Chair
 - *Assets Committee Terms of Reference*
3. Apologies for Absence
4. To adopt and sign Minutes of the Buildings Committee meeting held on 6 April 2021
 - *Local Government Act 1972, Sch. 12, para 41*
5. Declarations of Interest and Requests for Dispensations
 - *Bishopstoke Parish Council Code of Conduct, Section 9*
6. To recommend the adoption of the Assets Committee Terms of Reference
 - *Bishopstoke Parish Council Standing Orders, Para 15.7*
7. To make recommendations regarding allotment rent
 - *Smallholdings and Allotments Act 1908*
8. To approve the Open Space Specification for tender
 - *Open Spaces Act 1906*
9. To make recommendations regarding the refurbishment of railings by the War Memorial
 - *War Memorials (Local Authorities Powers) Act 1923*
10. To recommend approval of the Stoke Common Cemetery project brief
 - *Local Government Act 1972, s 214*
11. To receive a report on all areas delegated to the Committee
 - *Updates on actions from previous meetings and any matter within the Committee's responsibilities*
12. Date, time, place and agenda items for next meeting – to be confirmed
 - *September 28th 2021, 7:00pm, location to be confirmed (Local Government Act 1972, Sch. 12, Part II, Para 8)*

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

**Minutes of a Meeting of the Buildings Committee
held online at 7.00pm on 6 April 2021**

Present: Cllrs Winstanley (Chair), Harris and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)
Cllr Daly (Bishopstoke Parish Council – from para 70)

Public Session 0 members of the public were present

BUILD_2122_M01/

Public Session

1 Apologies for Absence

1.1 Apologies had been received and were accepted from Cllr Greenwood. Cllr Dean was not present.

2 To adopt the minutes of the Buildings Committee meeting held on 2 March 2021

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

2.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 2 March 2021.

3 To consider matters arising from the above minutes not covered elsewhere on the agenda

3.1 There were no matters arising.

4 Declarations of Interest and Requests for Dispensation

4.1 There were no declarations or requests.

5 To receive a report on the Bishopstoke Memorial Hall and make any necessary decisions

5.1 The RFO reported that the Council has now received a quote for the asbestos removal and several quotes for new roof options for the Hall. These will be considered by the Chair, Clerk and RFO this week as agreed at Full Council. The hirers have all been informed of the decision to remain closed until the roof is complete. The Borough Council have confirmed they wish to use the Parish Office as the alternate polling station and are aware that the Hall is not insured for use currently, meaning that if Borough staff wish to use the toilet and kitchen they do so at their own risk.

5.2 Cllr Harris asked whether the Hall would be used prior to the election by anyone and recommended a full flush of the water system to ensure prevention of legionnaires disease. The RFO stated that only Bishopstoke Players would access the Hall to remove their stored items prior to the roof being done and that the system would be flushed. It was also noted that lights from Portal Road to the Parish Office would need to be turned on for election day. This would be done by the Clerk.

Action: RFO and Clerk

6 To receive a report on Parish-owned buildings, and to make any necessary decisions

6.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A

6.2 The Clerk noted that the allotment shop would be reopening in a safe manner from April 12th and equipment lending would also resume at the allotments. The site reps have all agreed that they will wipe down the equipment between each use. Additionally, the ramp for the office fire exit is not yet complete, but will be done well before the election.

7 To receive a report from Council representatives to other community buildings

7.1 Cllr Winstanley informed the Committee that the carpet in the main hall at the Bishopstoke Community Centre is being replaced next week. Cllr Harris confirmed the Parish Council's booking for Tuesday 18th May for the Annual Meeting.

8 To receive the Clerk's report

8.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix B.

9 To agree the date and time for the next meeting

9.1 The next scheduled Buildings Committee meeting is on Tuesday 4th May 2021 at 7:00pm online, but as this is only two days before the election it may be cancelled. Any agenda items should be with the Clerk by Monday 26th April 2021.

There being no further business, the Chair closed the meeting at 7:25pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

ASSETS COMMITTEE

TERMS OF REFERENCE

**These Terms of Reference are tabled
by the Assets Committee at its meeting on**

27th July 2021

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
ASSETS COMMITTEE**

TERMS OF REFERENCE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DRAFT

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 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 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 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 – 27th July 2021

Item 7 – Allotment Rent

There are two items to consider regarding allotment rent at this time. The first is any potential adjustment to annual rent of allotment plots for the coming year, and the second is a potential change to how the rent is calculated.

In light of the Council's decision to freeze the Parish portion of the Council Tax due to the hardship caused by the global pandemic it is recommended to keep the allotment rent unchanged for the coming year. Current rent is £8 per rod, with a reduction to £5 per rod for those meeting the age requirement. Most plots are said to be either 5 or 10 rods, so a standard plot will cost between £25 and £80. This compares with Eastleigh where the costs are £11 per rod, reducing to £5.50 for those over 60, Southampton where the average plot is around £60 per year, and Portsmouth where the cost is 50p per square metre (a rod is approximately 25 square metres, meaning a 10 rod plot in Portsmouth costs around £125).

Recommendation 1 – 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.

The calculation of rent is based on the size of the plot in rods. The Council rents out plots that are officially either 5 rods or 10 rods in size. However, there is actually a wide variety in size of plot with some "10 rod plots" at Underwood Road being as large as 12 rods or as small as 8. The new allotments coming at Sewall Drive and Bow Lake Gardens are also not "standard" size and so do not easily fit the billing method.

The Committee is asked to discuss transferring to a "per square metre" basis for billing. Plots can be measured using the digital mapping software, meaning there should be no need to spend hours on site with a tape measure and complicated geometrical calculations. The system will be more easily understood and tenants will only be billed for what they actually have, rather than the official designation of their plot size. This will mean that some end up paying more and some less, but the system will be fair.

As a guide, given the current rate of £8 per rod, a charge of 32 pence per square metre would be equivalent. The concessionary rate would be 20 pence per square metre.

Recommendation 2 – That the billing system for allotments be changed to a per square metre basis in time for the rental letters for October 2022, and that if new allotments are adopted by the Council before then they be set up on the per square metre system.

Assets – 27th July 2021

Item 8 – Open Space Specification

The amended open space specification is the document that will be used as part of the tender process for the various grounds maintenance jobs around the Parish. The actual locations for the work remain the same as the last time the contract was awarded as no new assets have been taken on since then. Therefore the final page detailing potential additions to the contract remains unchanged.

Areas that are new or that need discussion have been highlighted in yellow. Of particular interest will be that the Council will give preference to a company that either already uses, or will transition to using, rechargeable equipment. I have also added the Council's ban on glyphosate based weedkillers as a point of information.

The main point for discussion lies around grass cuttings. Green Smile (the current contractors) have commented to me that we are unusual among local councils in requiring the cuttings to be removed from most sites and disposed of elsewhere. Essentially we are spending money on time and fuel to transport nitrates from one site to another. They have recommended leaving the grass cuttings in place at most of our sites as a way of reducing both costs and the carbon footprint of the Council. Committee members may wish to consider whether there are any sites that they feel should continue to have the cuttings removed (such as the Cemetery) or whether there are sites where the cuttings could remain.

Litter picking is currently carried out once per week at Shears Mill, the Churchyards and the Cemetery, three times per week at all play areas, and seven times per week at Glebe Meadow and Sayers Road. The Committee may wish to consider whether to increase the frequency of litter picking at some other areas.

Recommendation – That the Committee approve the amended specification ready for publication and the start of the tender process.

Open Spaces Specification

Contact starts April 1st 2022
3 year term

Companies are invited to tender for a 3 year contract, beginning 1st April 2022. The contract is to maintain Bishopstoke Parish Council's open spaces, including play areas, the Cemetery, allotments and general open space. During the course of the 3 years, there may well be additions to the contract that the Council will expect the winning company to also maintain. Those additional areas will be expected to be charged at the same rate as those that form the initial contract.

From time to time there may be specific, one-off jobs, such as clearing small fallen trees in the Cemetery, and it is anticipated that those would also be undertaken by the winning company and charged individually as they are completed.

Details of the areas to be included in the contract, and the required work for each area, are supplied in the following pages.

A breakdown of costs is required, including: cost per grass cutting visit at each site; hourly rate for leaf clearance; cost per weedkilling visit at each site and cost per litter picking visit at each site. Associated costs such as disposal of grass, leaves or litter should also be provided.

It should be noted that all areas covered by the contract receive significant use by residents, in particular, children and the elderly. Procedures for ensuring their safety, as well as that of employees, during any work carried out for the Council are essential.

I will, of course, be happy to take any interested parties around the various sites that make up the specification prior to any bid being submitted.

David Wheal
Clerk to Bishopstoke Parish Council
21st July 2021

Further details and requirements

The contract is initially for a 3 year period but, subject to possible legal limits, may be extended with the agreement of both parties.

The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstance dictate.

Any extra work or visits must be agreed by both parties in advance of the work being undertaken.

Prices should be quoted **exclusive of VAT**.

Either party may terminate the contract by giving three calendar months' notice.

Should the Parish Council deem the work undertaken by the contractor to be of a standard lower than that expected then the Council retains the right to terminate the contract with immediate effect.

The contractor is required to produce risk assessments for each site before the commencement of the contract, which will be provided to the Parish Council upon request.

All relevant protective clothing will be worn whilst conducting work for the Parish Council, and all safety procedures will be followed to ensure that both employees and members of the public are protected.

Only suitably qualified staff will use machinery to carry out any work for the Parish Council.

The contractor is required to have all necessary and relevant licences and certificates, including but not limited to a waste disposal licence, weedkilling licence and chainsaw licence.

The contractor is required to have Public Liability insurance, details of which will be provided to the Parish Council prior to the 1st April 2022, and every year upon renewal of the insurance.

Copies of all licences and certificates held, the Public Liability insurance certificate, all other relevant insurance documents, a staff list, an equipment list, company details and account details will need to be provided at the same time as the submitted bid. If the intention is to hire staff or purchase equipment once the contract is awarded, then those details should be provided too.

The price quoted by the company should indicate whether it is fixed for the life of the contract. If not, then the price for each year of the contract should be specified in advance in the submission from the company.

The price of the contract for each year will be split into 12 equal amounts, to be paid monthly at the end of each calendar month.

Preference will be given to local companies employing local people.

Preference will also be given to companies who are already using rechargeable electric equipment, or who are transitioning towards it.

Please note that Bishopstoke Parish Council does not allow the use of glyphosate based weedkillers.

List of items to be provided by applicants

- A letter introducing the company.
- Cost per year to the Parish Council of the contract as a whole **excluding VAT**, for each of the three initial years of the contract, and an indication of future costs should the contract be extended.
- A breakdown of costs covering the rate for each job at each site, including associated costs such as off-site disposal of grass, and an hourly rate for basic strimming and mowing.
- Copies of all relevant and necessary licences and certificates.
- Copies of all necessary insurance documents, including the value of Public Liability insurance held.
- Current staff numbers, including any specific qualifications (e.g. chainsaw licence holder) and indicating if any further people would be employed should the contract be awarded.
- A current equipment list indicating any equipment that would be purchased should the contract be awarded. **Particular attention should be paid to highlighting any rechargeable electric equipment.**
- Company details – including but not limited to how long the company has been in operation.
- Account details.
- Examples of current and previous work, including contact details for at least two references to be taken up.
- An indication of willingness to take on the potential additions to the contract.
- Details of any of the possible ad hoc jobs the company is unwilling or unable to undertake.
- Any further information the company feels would be relevant to the bid.

Standard Play Area Specification

Grass cutting: To mow the grass, including strimming where necessary, within each bounded area shown on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year for each site beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions, then the site should be visited as soon as is practical after the original visit date. Within each enclosed play area itself the grass cuttings are to be collected, removed from site and disposed of responsibly off site.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly off site.

Weedkilling: The paths through each bounded area, and the enclosed play areas to be weedkilled as necessary through the mowing period.

Litter picking: All bins (excluding dog waste bins) in each bounded area to be emptied 3 days per week (Wednesday, Saturday and Sunday) throughout the year. Litter picking in each area to be carried out on the same basis. All rubbish collected is to be disposed of responsibly off site. As the number of bins is variable and subject to change, please quote a price per bin. Currently there are approximately 20 bins across all the various sites.

Health and Safety: Basic weekly health and safety check, by eye only, completed for each play area, reporting on any obvious broken equipment, issues, graffiti, broken glass etc. The Council is moving to an app-based inspection system for which full training will be provided, however it currently has an inspection sheet which can be provided upon request. At present, the Council's sheet, or similar, is expected to be used for the inspections, and returned to the Parish Council at the end of each month. Should any issues be found during the inspection then the Council is to be notified as soon as possible, and the company is expected to make reasonable efforts to secure the area.

The number of bins in each play area is subject to change. Please quote a price per bin for emptying and disposing of the waste

Otter Close Play Area – SO50 8NF



Additions / Modifications to standard play area specification

None

Templecombe Road Play Area - SO50 8QJ



Additions / Modifications to standard play area specification

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

Church Road Play Area – SO50 6DT



Additions / Modifications to standard play area specification

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Although there is no enclosed play area, where possible the grass cuttings are to be collected, removed from site and disposed of responsibly.

Sayers Road Play Area – SO50 6GW



Additions / Modifications to standard play area specification

From April 1st each year to September 30th, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Although there is no enclosed play area, the grass cuttings are to be collected, removed from site and disposed of responsibly.

Glebe Meadow inc. Play Area - SO50 6LQ



Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

From April 1st each year to September 30th, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 4 times per year between early July and February, with all trimmings to be collected and disposed of responsibly off site. Hedge trimming to include the road side of the hedges.

Brookfield Estate and Play Area - SO50 8RB



Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

There are banks and gullies along Blackberry Drive that have been allowed to grow wildflowers. These banks and gullies are to be strimmed only 8 times per year between 1st April and 30th September. Care must be taken to preserve the wildflower growth.

Anything overhanging the pathways within the marked areas should be trimmed back.

Old St Mary's Churchyard – SO50 6HF



Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: 2 visits in November and 2 in December to collect and clear leaves. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Litter picking to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

St Mary's Church – SO50 6DR



Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 16 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly. Care should be taken to avoid disturbing weddings, funerals, or other important church services.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: Early July, October and January, with all trimmings to be collected and disposed of responsibly off site.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling: The paths through each bounded area, and the enclosed play areas to be weedkilled as necessary through the mowing period.

Bishopstoke Old Cemetery – SO50 6DX



Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All mown grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed twice per year: Early July and January, with all trimmings to be collected and disposed of responsibly off site.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling: The paths through the Cemetery, and old kerbsets around graves, to have weedkiller applied as necessary.

Once per year, in March, to assist in the clearance of Christmas items around the graves.

Clearance of storm damage and fallen branches as necessary throughout the year.

Care should be taken to avoid working when funerals are taking place. The Parish Council will inform the company in advance of any such times.

Jockey Lane Allotments - SO50 6DX



Grounds Maintenance: There is an area no longer used for allotment plots which will require maintaining to avoid weed growth. This is currently approximately 250 square metres.

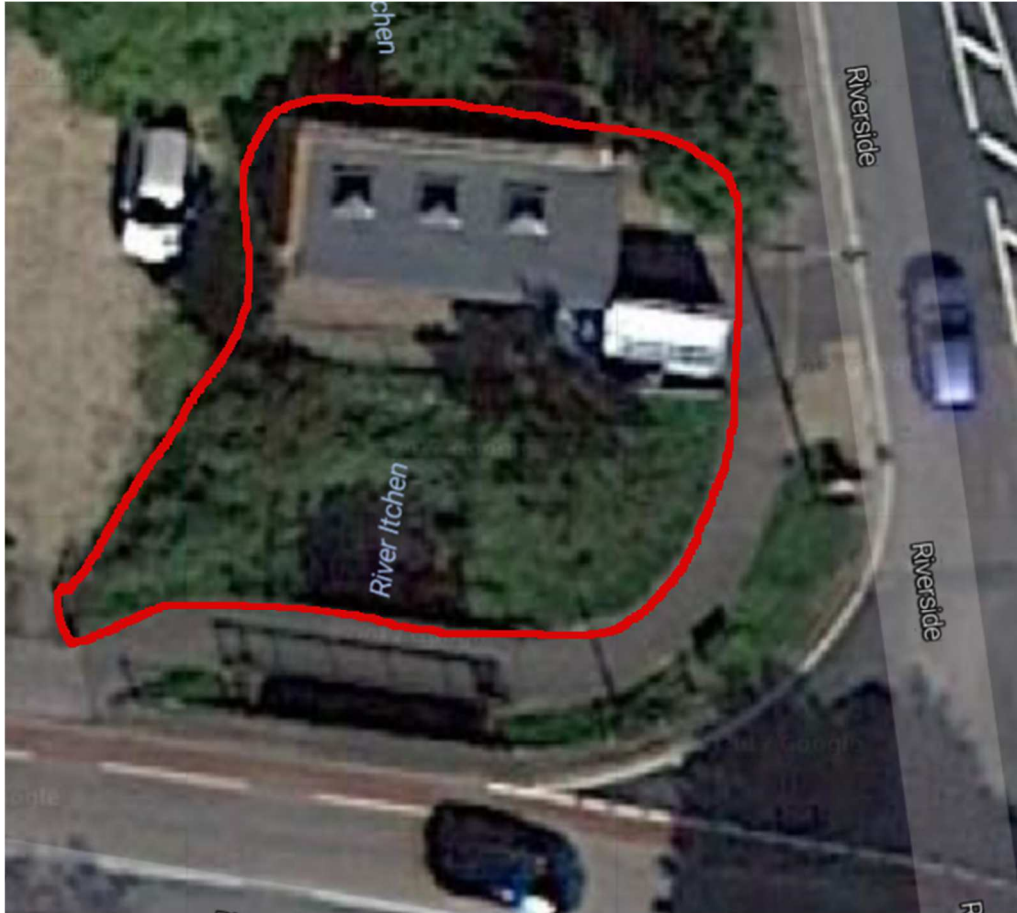
There is a bridleway cutting down the middle of the allotment area. The section of bridleway adjacent to the allotments will need to be strimmed regularly to keep growth from intruding onto the bridleway. This should be done fortnightly between March and November.

Manor Farm Allotments – SO50 6FZ (off Underwood Road)



Hedge trimming: Should be done in July and January each year. Area to be covered is northern end of the area, along the bridleway as it splits the allotment area.

Shears Mill - SO50 6LD



Litter Picking: Bin emptying and litter picking once per week throughout the year.

Grounds maintenance: Strimming the ground, including between railings, as necessary to maintain a good appearance. Leaf clearance three times per year, in November, December and January.

Possible additions to the contract

Currently within both allotments the site reps and the plot holders have responsibility for strimming lawn paths in between plots and mowing larger grass areas. Should that situation change, the open space contractor would be expected to provide the same service. Please provide an hourly rate for basic strimming and mowing.

The Parish Council will be taking over an extension to the Cemetery, two further sets of allotment plots, a section of open grassland (landscaped), an extra play area and a community orchard. The Council would expect all those areas to be added to the contract with a similar specification to that already provided. In order to allow the Council to fully cost the contract, please supply an hourly rate for basic mowing and strimming, leaf clearance, litter picking and bin emptying, detailing all associated costs such as disposal of rubbish.

Extra bins may be added to the litter picking / bin emptying requirement.

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Examples of possible ad hoc jobs

Removing bin bags of rubbish after Bishopstoke Carnival in September.

Removal of fallen tree branches.

Levelling, top soiling and seeding graves.

Replacing damaged or vandalised trees.

Pressure washing paths and play areas.

Cleaning of graffiti from play areas and bus shelters.

Snow clearance.

REPORT TO BISHOPSTOKE PARISH COUNCIL

Assets Committee – 27th July 2021
Agenda Item: 9

Report Subject: War memorial railing in front of Rolls of Honour
Report Author: Projects Officer
Executive Summary: This report recommends that the curved war memorial railing be refurbished rather than replaced as budgeted, with a future redesign of the curved wall when relocated for the Memorial Hall project.
Recommendations: That the curved war memorial railing be refurbished rather than replaced as budgeted. That, at the point when the Rolls of Honour are relocated, a redesign be considered such that the wall containing the plaques is uncurved and at a height where the plaques can be placed such that their lettering cannot be damaged by the poppy wreaths.
Notes: Background Prior to the last Remembrance Day service it was noted that the curved war memorial railing in front of the Rolls of Honour has deteriorated such that the central post is very corroded, and corrosion is also evident on the end corners. A small amount of temporary work was carried out in advance of the service, and the budget for 2021 to 2022 included a replacement for this railing at £1300. It is now expected that the war memorials will be relocated, due to the project for the Memorial Hall, and this will give an opportunity to redesign the layout of the curved war memorial. It has been noted that the current design places the plaques at a level where their lettering is damaged by the poppy wreaths. The opportunity to consider a new design with a higher wall would prevent this damage from occurring in the future and would also allow the plaques to be more clearly visible to visitors. A redesign to an uncurved wall would also allow for a greater area for viewing in front and to the side of the plaques, and would enable a railing design to be requested that did not include the need to survey on site (a survey would be required to replace the existing curved railing due to the need to ensure that a replacement matches the curve of the wall,

with an estimated survey cost of £300). There is no known reason for why the wall was installed as curved, and a straight wall would allow greater space between visitors due to the larger viewing area compared with a more narrow viewing area for a curved wall.

Quotes have been obtained for a refurbishment of the current railing and the estimated cost is £230.

Reasons for the Decision:

To delay replacement of the curved war memorial railing, in order to give the opportunity for a redesign of both railing and wall.

To enable a redesign of the wall height and footprint to improve viewing and visitor space.

To enable a redesign of the wall to raise the plaques to prevent future damage to their lettering from poppy wreaths.

Background Papers:

Photograph of current curved war memorial railing:



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

Programme Title	-	Cemetery Extension
Project Title	-	Stoke Common Cemetery Layout and Regulations
Report to	-	Assets Committee
Report from	-	Clerk
Author	-	David Wheal
Date	-	July 2021

1. Purpose

The purpose of this project brief document is to provide a foundation for the commencement of this project. It sets out high level guidelines on what the project is expected to achieve.

2. Background

Bishopstoke Cemetery is approaching capacity. A need for a cemetery extension was identified and as part of a development on farmland surrounding the existing Cemetery a plot of land was designated for this purpose. There have been numerous problems bringing the site to the point where it can be handed over to Bishopstoke Parish Council, some of which are still yet to be solved.

There is no agreement for the developer to provide a water supply to the site. The Borough Council has verbally agreed that this should have been part of the original agreement and as such the funds for providing a water supply are likely to be granted by EBC.

There is still concern over the public footpath that runs through the cemetery extension as it is still steep in places.

There is a path that connects the extension car park to Bishopstoke Cemetery but this is in need of improving. At the moment it is not suitable for wheelchair access and could prove difficult for others too. Switching to a sloped rather than stepped path would ease the problem, as would changing the course of the path within Bishopstoke Cemetery. Care would have to be undertaken not to disturb existing tree roots.

The cemetery extension, to be known as Stoke Common Cemetery, may have different regulations applied to it than Bishopstoke Cemetery. There is an opportunity to consider alternative memorials; areas of the cemetery set aside for ashes scattering or more celebratory memorials; raised planting that could

accommodate ashes scattering and memorial plaques; a memorial wall for plaques and various other options.

Also to be considered is the layout of the extension with regard to water supply, benches, bins, salt bin and a noticeboard, along with anything else considered necessary.

3. Project Definition

3.1. Project Objectives

- 1) To monitor progress of the completion of the cemetery extension and the maintenance period to be applied by the Borough Council before handover.
- 2) To produce the regulations that will apply within the extension.
- 3) To agree the types of memorials and interments that will be allowed, as well as the locations they will be permitted.
- 4) To engage with residents of Bishopstoke to gather their views on the running of the cemetery extension.
- 5) To identify the location for all proposed street furniture and permanent planting and engage contractors to supply and install those items.
- 6) To assess current paths and fencing and identify any need for improvements.

3.2. Project Scope

- 1) Preparation of Project Brief.
- 2) Working with EBC to determine current progress and monitor future progress in completing the cemetery.
- 3) Surveying residents.
- 4) Developing the layout plan for Stoke Common Cemetery.
- 5) Developing the regulations for Stoke Common Cemetery.
- 6) Engaging EBC to install water supply.
- 7) Installing all identified street furniture and improvements.

3.3. Outline project deliverables (Mandatory)

- 1) Project brief.
- 2) Approval by Bishopstoke Parish Council.
- 3) Completed survey.
- 4) Plan showing layout of Stoke Common Cemetery.
- 5) Stoke Common Cemetery regulations approved by Bishopstoke Parish Council.
- 6) Water supply installed.
- 7) Street furniture installed.
- 8) Identified improvements completed.
- 9) Stoke Common Cemetery open.

3.4. Exclusions from the project (Optional)

- 1) Open space and allotment land off Sewall Drive
- 2) Cemetery gates public art project (linked)
- 3) Improvements to Bishopstoke Cemetery (linked)

3.5. Project Constraints

3.5.1. Priority (Optional)

High

- 1) Budget deferred to 2022-23 at least.

Medium

- 2) Current progress and timescale uncertain.

3.5.2. Budget (Mandatory)

Budget Item	Cost Estimate (£)	Notes
Signs	500	Road signs leading to Cemetery
Seating	1,500	
Noticeboard	2,500	
Salt bin	500	
Bins	1,500	
Water supply	3,000	May be granted from EBC
Fencing work	4,000	
Path improvement	2,000	Path with Stoke Common Cemetery only
Creation of "spoil" area	1,000	
Raised planting area	1,000	Example cost only, subject to inclusion
Memorial wall	2,500	Example cost only, subject to inclusion
Total	20,000	

3.5.3. Timescale (Mandatory)

Stage	Target Date
Initiation	June 2021
Start Up	July 2021
Management Stages	
Pre-handover	
Survey completion	July 2021 – Sept 2021
Regulations drafted	Sept 2021 – March 2022
Layout plan agreed	Sept 2021 – March 2022
Post handover	(Assumed to be March 2022)
Water supply installed	April 2022 – May 2022
Street furniture installed	April 2022 – June 2022
Fencing work complete	April 2022 – July 2022
Path improvements complete	April 2022 – July 2022
Other works complete	April 2022 – July 2022
Project Completion	August 2022

3.5.4. Tolerances (Optional)

Quality

The survey of residents will need to be drafted in clear language to enable a full range of responses in order to draft regulations and a layout that meets with public approval.

Cost

The budget is very tentative at this stage. Once the survey is complete and analysed then the figures can be talked about with more certainty. An initial sum of £1,500 should be sufficient to cover the survey.

Time

The final section of the project, and its completion date, depend entirely on when the extension is in a position to be handed over to the Parish Council, and whether the Council deems that it is in a fit state to accept.

3.5.5. Dependencies (Optional)

- 1) Budget availability from Bishopstoke Parish Council.
- 2) Staff time.

3.5.6. Assumptions (Optional)

- 1) EBC will pay for installation of water supply.
- 2) Parish Council will accept handover of land.
- 3) An appropriate budget will be set.

3.5.7. Interfaces to other projects (Optional)

- 1) Cemetery gates public art project.
- 2) Bishopstoke Cemetery improvements.

4. Outline Business Case / Justification (Mandatory)

Bishopstoke Cemetery is well loved and much visited but is coming to the end of its time as an open burial ground. If the Council wishes to continue to be able to provide burial options for people within Bishopstoke then a cemetery extension is required.

Ending the facility for people to be interred within Bishopstoke may harm the reputation of the Parish Council.

The Council benefits from the income that comes from interments related activities.

5. Quality Expectations (Optional)

The survey will cover the whole of Bishopstoke with an online and a paper version, ensuring that residents have a full opportunity to have their say in the setup of the extension.

6. Acceptance Criteria (Optional)

Parish Council approval at all stages.

7. Known Risks (Optional)

The extension may never be deemed suitable to handover to the Parish Council.
The budget may vary considerably from the estimate provided here.
As staff numbers and time are limited progress may be slow unless sufficient priority and/or overtime is directed towards it.

8. Outline Project Plan (Optional)

Timescale provided in 3.5.3 above. Further detail to be provided throughout the project.

Assets Committee - Clerk's report 27th July 2021

Actions from previous meetings

There are no actions from previous meetings to report on.

Other Items

Allotments

Work continues on the updating of the allotment tenancy agreement. Inspections have recently been completed at the allotments and necessary follow-up work is being done. As usual, skips for the removal of rubbish will be booked at both sites.

Burial Matters

There have been twelve interments at the Cemetery so far this Council year – four burials and eight ashes interments. Work is beginning in earnest on the Stoke Common Cemetery project as we are hopeful that may be ready to transfer before the end of the year. The work on fencing at Bishopstoke Cemetery is complete, with the new hedge in place and being regularly watered. There are still items to work on to complete work at St Mary's.

Play Areas

Church Road Play Area will be closed between 8am and 4pm from Monday 2nd August to Friday 6th August for tree work.

Street Furniture

A bench at Glebe Meadow was set alight last week and has been severely damaged. Costs for repair and removal are being sought.

Buildings

With the official closure of the Memorial Hall there is now no official Parish Office. Officers are working hard on alternative solutions.

Open Spaces

There is nothing new to report at the time of writing on open spaces.

CCTV

There is nothing new to report at the time of writing on CCTV.