



Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 23rd November 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 28 September 2021
 - *Local Government Act 1972, Sch. 12, para 41*
3. Declarations of Interest and Requests for Dispensations
 - *Bishopstoke Parish Council Code of Conduct, Section 9*
4. To receive a report on Parish play areas and agree the specification for the new fencing and entrance at Church Road
5. To receive a report on matters affecting the Cemetery and closed churchyards
6. To receive a report on the Parish-run allotment sites and make recommendations
7. To receive a report on street furniture and other fixed assets and make recommendations
8. To receive a report on Council-managed open space and trees and consider where wildflower or tree planting may be appropriate
9. To receive a report on Council-owned and managed buildings
10. To receive ideas for Jubilee Projects and make recommendations
11. To receive the Clerk's report, to amend and note the action log, and to determine order of priority for projects
 - *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
 - *January 25th 2022, 7:30pm, location to be confirmed (Local Government Act 1972, Sch. 12, Part II, Para 8)*

D L Wheal
Clerk to Bishopstoke Parish Council
16th November 2021

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:35pm on 28 September 2021**

Present: Cllrs R Dean, Francis, D McKeone, Tidridge and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs J Wilkie (Cemeteries Officer to Bishopstoke Parish Council)
Cllr Daly (Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

ASSETS_2122_M02/

Public Session

13 Apologies for Absence

13.1 All Committee members were present.

14 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 27 July 2021

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

14.2 Proposed Cllr Dean, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 27 July 2021 be adopted as a true record.

15 Declarations of Interest and Requests for Dispensations

15.1 There were no declarations or requests.

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

16.1 The Tree Policy had been circulated to Councillors prior to the meeting.

16.2 After discussion, the Committee agreed to rename section 4 of the policy to "Safety" rather than "Public Safety" and to add the word "solely" to paragraph 6.1 so that it reads "The Council will not, unless legally obliged to do so, undertake works to otherwise healthy and well-formed trees solely for reasons of:"

16.3. Proposed Cllr Winstanley, seconded Cllr Dean, **RESOLVED** unanimously to re-adopt the Tree Policy as amended.

17 To discuss the budget plans for areas delegated to the Assets Committee

17.1 The Clerk had circulated details of potential projects the Committee might wish to consider recommending for future budgets and asked the Committee to consider other projects that could be brought forward.

17.2 Cllr Dean outlined a plan for a boardwalk running from the Cemetery roundabout through the woods and around the back of the Cemetery where burials cannot take place. This would give an opportunity to have a designated ashes scattering location. Cllr Dean also suggested that a reflective garden would be a good addition to the Cemetery.

17.3 Cllr Winstanley requested that the Council consider going ahead with examining the project to replace the existing machine shed and allotment shop with a new allotment building and additional parking at Underwood Road.

17.4 Cllr Tidridge asked for the existing allotment site toilets to be looked at for suitability regarding disabled access, and to potentially be replaced. Cllr Tidridge also requested that the idea of Community Gardens within allotment sites be looked at. Finally, Cllr Tidridge suggested that all these projects be included in the Borough Council Community Investment Programme for potential funding from developer contributions.

17.5 The Clerk was requested to begin the process of scoping out the projects and obtaining initial estimates of costs so that further discussions can be held on whether and when to include the projects going forward.

Action: Clerk

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

18.1 The recommendations from the Cemetery Officer had been included in the document pack for the meeting. The Cemeteries Officer gave further details on the recommendations to the Committee.

18.2 Proposed Cllr Winstanley, Seconded Cllr McKeone, **RECOMMENDED** unanimously that all burial board fees remain unchanged, with the exception of the Burial Grant Transfer fee which would be raised from £30 to £35.

19 To adopt amendments to Cemetery regulations

19.1 A report on the proposed changes to regulations had been included in the document pack for the meeting.

19.2 Cllr Dean asked that, in addition to a grace period of 6 months for anyone leaving Bishopstoke before double fees are applied, a further easing be applied so that anyone who has resided within Bishopstoke for 50 years or more would only incur single fees, no matter how long ago they had moved away.

19.3 Proposed Cllr Dean, seconded Cllr Winstanley, **RESOLVED** unanimously that the regulations be amended to the effect that single fees would now apply to anyone passing within 6 months of moving away from Bishopstoke, and for anyone who had resided in Bishopstoke for 50 years or more, no matter how long ago they had moved away.

20 To review groundwater monitoring at Bishopstoke Cemetery and make decisions

20.1 A report on the results of the groundwater monitoring and options to proceed had been prepared by the Projects Officer and included in the document pack for the meeting.

20.2 Proposed Cllr Tidridge, seconded Cllr Dean, **RESOLVED** unanimously to approach the Environment Agency for permission to continue with double depth burials in the affected area, and should that permission not be forthcoming, to begin discussions with the affected families as to possible alternatives.

21 To discuss plans for new Cemetery gates and decide next steps

21.1 A report on the possible options for new Cemetery gates had been included in the document pack for the meeting.

21.2 Councillors discussed whether to have gates for both Cemeteries designed at the same time, whether they should be ordered and installed together, whether they should be gates or “entrance art” and whether to seek extra funding streams. The Committee were informed that the original funding was specifically for a public art project and that may impact how the project is managed. The Clerk was asked to investigate whether the Council is constrained in any way as a result of the public art designation.

Action: Clerk

21.3 Proposed Cllr Dean, seconded Cllr Tidridge, **RESOLVED** unanimously that the brief should include having both entrances designed together, to initially have the Bishopstoke Cemetery one built and installed, to enquire whether the funding attached more generally to Stoke Common Cemetery could be used for the second entrance and to determine whether the Council is constrained by Borough Council rules on public art.

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

22.1 A report on the handrail had been included in the document pack for the meeting.

22.2 Councillors discussed whether a second handrail represented a good use of the Council’s money or whether it would be better to wait for the planned installation of a continuous ramp, replacing the steps. The Clerk informed the Committee that the estimated cost of the project is approximately £1,000. It was agreed that when a ramp is finally installed the design should be more in keeping with the surroundings that the current path and rail.

22.3 Proposed Cllr Tidridge, seconded Cllr Dean, **RESOLVED** with Cllr Francis abstaining that the project to install the second handrail should proceed.

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

23.1 A report on the parish office had been included in the document pack for the meeting, along with a further report from Cllr Tidridge.

23.2 The Chair proposed dividing the discussion into two parts – the first to look at whether there was a need for a temporary office whilst the new Memorial Hall is not yet built, and the second, if necessary, to discuss where that might be. The Committee agreed that there are many benefits to both residents and officers of having a focal point for the Parish Council.

23.3 Proposed Cllr Tidridge, seconded Cllr Francis, **RESOLVED** unanimously that the Council should endeavour to provide a temporary office for use until the new Memorial Hall is opened.

23.4 The Committee then went on to discuss possible locations. It was agreed the office should be within Bishopstoke and should be solely for the use of the Council. Possible options that remained available were: moving the existing office onto Glebe Meadow, including providing necessary utilities and toilets; moving the existing office or installing an alternate temporary building in the car park at the Bishopstoke Community Centre, and converting part of the new allotment building at Sewall Drive for use as an office. It was also noted that should alternative office space become available in the meantime, that should also be explored.

23.5 Proposed Cllr Dean, Seconded Cllr Tidridge, **RESOLVED** unanimously that the Clerk be requested to investigate costs and difficulties associated with having a temporary office on Glebe Meadow, at the Bishopstoke Community Centre and at Sewall Drive allotments.

Action: Clerk

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

24.1 A report detailing the proposals had been included in the document pack for the meeting.

Initial: _____ Date: _____

24.2 The Committee approved of the use of space proposed at Otter Close. Cllr Dean suggested approaching the Borough Council to ascertain whether any developer contributions might be used to fund the project. The Committee also requested that local opinion be canvassed prior to proceeding.

Action: Clerk

24.3 Proposed Cllr Dean, seconded Cllr Winstanley, **RECOMMENDED** unanimously that, subject to public consultation, the timber trail be installed at Otter Close, to be funded, if possible, by developer contributions with the remaining funding coming from reserves.

25 To discuss the relocation of the War Memorial and make decisions

25.1 A report giving recommendations for the War Memorial had been included in the document pack for the meeting.

25.2 The Committee discussed briefly the potential location of the War Memorial, noting the hope that it would be permitted on Old St Mary's. The possibility of including more detailed information about those on the memorial via a QR code was also discussed.

25.3 Proposed Cllr Winstanley, seconded Cllr Dean, **RECOMMENDED** unanimously that the decision on the location of the War Memorial be delegated to the Glebe Meadow Working Group, that the possibility of a new War Memorial be explored, and that funding be requested from the Borough Community Investment Programme for this as a public art project.

26 To receive reports, and to amend and note the action log

26.1 The Clerk's report and the action log had been included with the document pack and were noted by the Committee.

26.2 The Committee requested that bus shelter cleaning also include the timetables at bus stops, and that the possibility of the lower half of vandalised bus shelters be replaced with steel rather than glass or Perspex. Cllr Francis also noted that the Virgin Media boxes are being graffitied and asked the Clerk to contact Virgin to inform them.

Action: Clerk

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

27.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 23rd November at the Bishopstoke Methodist Church.

28 Motion for confidential business

28.1 Proposed Cllr Tidridge, Seconded Cllr Winstanley **RESOLVED** unanimously that, in light of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

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

29.1 Proposed Cllr Dean, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that there be no sale of Council land.

There being no further business, the Chair closed the meeting at 9:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Assets – 23rd November 2021

Item 4 – Play Areas

Church Road / Stoke Common

Repair work from the previous inspection has been ordered but as yet no date for the work is available. This work is being paid for by the developer contributions recently passed over from the Borough. The play area is also one of the three that are being examined by Dave Bowen Consultancy Ltd for improvements and enhancements.

Additionally there is funding from the Borough for a replacement fence and entrance for the play area. The original design was for a standard, hooped, metal fence, common to play areas across the country. This fence would not go directly across the front of the play area but would step back approximately halfway along to provide space for seating, a bin and a noticeboard. Other alternatives for fencing design were discussed but a final decision has not been made. Any design must be both safe and robust.

The Committee is asked to agree the final requirements for the fence and seating area after which quotes will be sought.

After a recent incident, safety in accessing the area has been highlighted and the Committee is requested to consider ideas such as road crossings or traffic calming measures that could be funded by the Parish Council as well as alternatives to put to Eastleigh Borough and Hampshire County Councils.

Glebe Meadow / Skate Park

All necessary repairs from the last inspection have been ordered but as yet no date for the work has been confirmed. Both the play area and the skate park are part of the Glebe Meadow project which is being overseen by the Glebe Meadow Working Group.

Sayers Road

All necessary repairs from the last inspection have been ordered but as yet no date for the work has been confirmed. The bin has been reported as having been vandalised and is in need of resetting in the ground. We have a quote for the replacement of the two gates which continue to be problematic and do not close properly.

Otter Close

All necessary repairs from the last inspection have been ordered but as yet no date for the work has been confirmed. We have a quote for the installation of a new timber trail in the play

area which the Council has approved, subject to public consultation. The Borough Council has offered to fund this completely, subject to assurances regarding the environmental credentials and sustainability details of the trail.

Templecombe Road

Repair work from the previous inspection has been ordered but as yet no date for the work is available. This work is being paid for by the developer contributions recently passed over from the Borough. The play area is also one of the three that are being examined by Dave Bowen Consultancy Ltd for improvements and enhancements.

Blackberry Drive

Repair work from the previous inspection has been ordered but as yet no date for the work is available. This work is being paid for by the developer contributions recently passed over from the Borough. The play area is also one of the three that are being examined by Dave Bowen Consultancy Ltd for improvements and enhancements.

We are awaiting a meeting with contractors to obtain quotes for the proposed picnic area by the play area.

Decisions for the Committee

- 1) To agree a final specification for the fencing at Church Road play area, including the seating area.
- 2) To recommend to Full Council appropriate safety measures to put in place near Church Road play area.
- 3) To consider funding for replacement gates at Sayers Road play area and, if thought necessary, request additional funding from reserves.

Assets – 23rd November 2021

Item 5 – Cemetery and Closed Churchyards

Bishopstoke Cemetery

Prior to work commencing on a second handrail for the path between cemeteries, quotes are being sought for the proposed sloped path that would go from the top of the steps, around the front of the ashes plots and eventually connect to the path by the noticeboard and bins.

Tining has been completed in the open grassed area that is as yet unused for burials. The regular damp conditions are thought to be caused by a layer of clay in the soil and the tining process is designed to break up that layer and allow better drainage. The groundwater company have been asked to write the required report for the Environment Agency to request that double depth burials be allowed to continue in the areas with high groundwater (not the same as the waterlogging that occurs due to the clay layer).

We are awaiting results from an aerial survey that was conducted on a pine tree with a cavity before deciding what work, if any, is necessary. Additional signage and verge protection, as well as a replacement bench, were included in the budget for the year and are still intended to move forward this financial year.

Old St Mary's

Intended path repairs are now thought not to be necessary as the path has settled and the trip hazards have been removed. A request has been made for the PCC to consider granting permission for the War Memorial currently by the Memorial Hall to be moved permanently to Old St Mary's and this was due to be considered at the PCC meeting on 15th November.

St Mary's

Work continues on a number of areas. The moving of memorials away from the old spiked fence to allow the fence replacement work to progress is a slow process, but it has begun. The replacement fence between the church and a neighbouring property has become caught up in a dispute over the boundary line. This was also due to be discussed at the PCC meeting on the 15th. We are still awaiting the results of aerial surveys on two of the larger trees on site.

Stoke Common Cemetery

Work on putting together the survey of local residents to determine what they would like to see in the new Cemetery has begun. It is hoped that this will be ready for the Spring newsletter. The results will feed into the design of the layout and the discussion of the rules and regulations that may apply to this Cemetery. It is anticipated that any costs related to the setting up of the Cemetery will be covered by the developer contributions that will come with the handover of the land.

Decisions for the Committee

There are no decisions for the Committee to consider.

Assets – 23rd November 2021

Item 6 – Allotments

Underwood Road

Work has now begun on ensuring that all tenants are able to prepare their plots appropriately over the winter for the start of the growing season. Where tenants are unwilling or unable to do this, the Council will take the affected plots back under its own control, clear them and relet them for the coming year. As is often the case a number of tenants have retired following receipt of their rent letter. The waiting list is sufficient to fill all vacant plots.

As it does every year the Council provided a skip to remove bulkier items of rubbish over the Bonfire weekend. The bollards installed over the summer to prevent cars driving in unsuitable areas have been successful in protecting the grass paths from damage.

One of the plots that has now become vacant has a number of oversized trees on it, some of which are in a poor state of health. The height of the trees and the leaf fall can present problems for other plots. Officers are exploring different options for this plot, but all of them require the removal of the trees. The Committee is requested to consider requesting additional funds from reserves for the removal of these trees. Quotes are being sought both for their removal at ground level, and for complete removal including having the stump ground out.

Jockey Lane

A skip was also provided here for bulky rubbish. The Council has also recently cleared away a large amount of overgrowth and rubbish that could have begun to cause problems in the future

Decisions for the Committee

- 1) To request £5,000 be vired from reserves for use in any necessary tree work at Underwood Road.

Assets – 23rd November 2021

Item 7 – Street Furniture

Street furniture includes benches, bins, grit bins, bus shelters, noticeboards and map boards. Within Bishopstoke these can be owned by the Parish Council, the Borough Council, the County Council or privately. Historic data on where these items are and who is responsible for them is patchy.

The Committee is requested to consider asking Councillors from each ward within Bishopstoke to agree to assist officers by taking responsibility for walking a third of their ward and marking on a map the location of any street furniture they find. It is anticipated that each Councillor would need to walk no more than a couple of miles.

Officers will then transfer this information onto the Parish digital software and investigate the ownership of each item. The ultimate aim is to have a full map of street furniture available on the Parish website with details of who to contact in the event of a problem.

The information will also be used to identify street furniture that is in need of replacing or upgrading, and where new street furniture could usefully be deployed.

Decisions for the Committee

- 1) To request Councillors “Beat the Bounds” of their wards to assist officers in locating all street furniture in Bishopstoke.

Assets – 23rd November 2021

Item 8 – Open Space & Trees

Bishopstoke Parish Council is responsible for open space at Glebe Meadow, Otter Close, Templecombe Road and Blackberry Drive. Additionally, the Council manages the open space at Old St Mary's for the Church. Trees and hedges in those areas are maintained by the Council.

The Committee is asked to consider where the Council might plant additional trees or plant wildflowers.

Decisions for the Committee

There are no decisions to be taken

Assets – 23rd November 2021

Item 9 – Buildings

Parish Office / Memorial Hall

Both buildings remain closed for normal business, although the Parish Office is still used for occasional meetings and by officers when they need the space. The Memorial Hall is regularly checked to ensure there is no further deterioration inside.

Allotment Buildings

Underwood Road allotment shop has recently been found to have woodworm above the door. Additionally there is asbestos in the roof. There is also asbestos in the roof of the machine shed. Both these buildings will need to be replaced soon. The process of gathering ideas, creating a project brief and establishing costs has begun and may be included in the budget for 2022-23. This would also include upgrading / replacing the toilet block.

The toilet block at Jockey Lane is also being considered for replacement / renewal.

Shears Mill

The routine maintenance inside and outside Shears Mill continues.

Decisions for the Committee

There are no decisions to be taken

Assets – 23rd November 2021

Item 10 – Jubilee Projects

Jubilee Walk

The Carnival is holding an event at Blackberry Drive to celebrate the Jubilee. This event is planned to start with a walk from Haig Road, through onto the footpaths around the estate, swinging south and then along the bottom of the estate before heading back up the far side to the open space where the celebrations can begin.

The Carnival group would like to Committee to consider recommending a series of benches and / public art items along that footpath to mark the Jubilee.

The footpath is an area where officers are already drawing up plans to add benches so that those unable to walk the full distance around can rest when needed. Having these marked in some way to commemorate the Jubilee would be an easy way to mark the occasion. As the benches, or path markers, are planned to be at certain key distances along the footpath to aid those engaged in running to determine their distance, this would also fit neatly within the Council's aim of promoting better health and wellbeing outcomes for all.

Blooming Bishopstoke

A summer-long celebration of the Jubilee by encouraging residents of Bishopstoke to plant sunflowers throughout the village, with an additional "best wildflower garden" competition. The Council could offer to provide seeds and advice for anyone wishing to take part.

The Committee is also requested to consider whether any other way of marking the Jubilee might be appropriate.

Decisions for the Committee

- 1) Whether to recommend the Jubilee Walk project
- 2) Whether to recommend the Blooming Bishopstoke project

Assets Committee - Clerk's report 23rd November 2021

Actions from previous meetings

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_M02/17.5

Regarding projects for next year

Work has begun on scoping out the projects and identifying potential costs.

ASSETS_2122_M02/21.2

Regarding cemetery gates

The Parish Council will need to abide by the Borough Council "Public Art Strategy" when spending funds identified for the Cemetery Gates public art project.

ASSETS_2122_M02/26.2

Regarding graffiti on virgin media cabinets

Virgin media have been contacted regarding their cabinets.

Recommendations from previous meetings

ASSETS_2122_M02/18.2

Regarding Burial Board fees

The Full Council meeting on 9th November agreed with the Committee's recommendation on Burial Board fees.

ASSETS_2122_M02/24.3

Regarding Otter Close

The recommendation to install a timber trail at Otter Close, subject to public consultation, was approved by Full Council on 9th November.

ASSETS_2122_M02/25.3

Regarding the War Memorial

The recommendation that the Glebe Meadow working group have delegated authority over the location of the War Memorial, and that the Committee explore having a new memorial, possibly funded by the Borough Council Community Investment Programme.

ASSETS_2122_M02/29.2

Regarding the sale of Council land

The Full Council meeting on 9th November agreed with the Committee's recommendation on the sale of Council land.

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	Toilet block update	Awaiting project brief	Project brief to be finalised
Allotments	Underwood Road	No issues	New allotment shop	Awaiting project brief	Project brief to be finalised
Allotments	Underwood Road	Trees on plots	Communal compost and coffee area	Awaiting comments from site reps	
Buildings	Memorial Hall		Demolition	Awaiting recommendations from Glebe Meadow group	
Buildings	Parish Office	Now closed	Temporary Office to be obtained	Options being examined	Recommendation to be presented to Assets Committee in January
Buildings	Shears Mill	No issues	No projects		
Buildings	Y Zone			Awaiting restart of management committee meetings	
Cemetery	Bishopstoke Cemetery		Boardwalk	Awaiting project scope	
Cemetery	Stoke Common Cemetery		Cemetery gates public art	Cemetery Officer overseeing progress	Liaise with EBC to decide process
Cemetery	Stoke Common Cemetery		Stoke Common Cemetery Layout and Regulations	Cemetery Officer creating survey	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	Work now in progress	Further dates to be arranged by CT
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		Reconsideration delayed	Consider whether to include in January Full Council
Open Space	Brookfield		Lowering hedge and moving benches	Benches moved, bins and hedging still to take place. Still awaiting hedge quotes	Waiting for Fair Oak to confirm date Waiting for EBC meeting
Open Space	Brookfield		New picnic area to be created by play area	Awaiting meeting with Fair Oak	
Open Space	Brookfield		Benches around open space and on footpath, including distance markers	Open space benches funded by EBC, footpath potential Jubilee project	Obtain quotes for benches
Play Area	Brookfield		Update and improve using DC funding	Consultant working on project	Awaiting proposals
Play Area	Church Road Play Area		Fencing	Final spec being agreed by Assets in Nov	Tender process
Play Area	Church Road Play Area		Update and improve using DC funding	Consultant working on project	Awaiting proposals
Play Area	Glebe Meadow				
Play Area	Otter Close		Timber Trail	Funding agreed with EBC subject to conditions on environmental sustainability	Obtain paperwork and provide to EBC
Play Area	Sayers Road				
Play Area	Templecombe Road		Update and improve using DC funding	Consultant working on project	Awaiting proposals
War memorial	War memorial		Curved Railings Refurbishment	Complete	
General	Bishopstoke		Sunflowers	Awaiting approval	Assets Committee to consider