



Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 26th November at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

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

1. Apologies for Absence
2. To adopt and sign the minutes of the Assets Committee meeting held on 24th September 2024
3. Declarations of Interest and Requests for Dispensations
4. To receive updates on the following projects:
 - Asset transfers
 - Memorial Hall / Glebe Meadow
 - War Memorial
 - Play Space review
5. To consider plans for planting in and around Blackberry Drive and agree the way forward
6. To receive an update on the Tree and Bee corridor from Helen Brown
7. To consider requests for additional benches within Bishopstoke
8. To agree planting at Sayers Road play area
9. To discuss the maintenance of the Planney
10. To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda
11. Date, time, place and agenda items for next meeting

D L Wheal
Clerk to Bishopstoke Parish Council
20th November 2024



Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:37pm on 24th September 2024

Present: Cllrs Mignot (Chair), Harris, and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mr T Mellor (Allotments & Cemeteries Officer to Bishopstoke Parish Council)
Mrs A Duthie (Assets Officer to Bishopstoke Parish Council)
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)
Mr T Postle (Green Smile)

Public Attendance: 0 members of the public were present.

ASSETS_2425_M03/

Public Session

19 Apologies for Absence

19.1 Apologies had been received from Cllr Hillier-Wheat

19.2 Cllr Kirby was not present.

20 To adopt and sign the minutes of the Assets Committee meeting held on 23rd July 2024

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

20.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 23rd July 2024 be adopted as a true record.

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

21 Declarations of Interest and Requests for Dispensations

21.1 No declarations or requests were made.

22 To receive updates on the following:

**Asset transfers
Memorial Hall/Glebe Meadow
War Memorial
Play Space review**

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

22.2 Councillors were concerned that there had been no news on the Wheels Park in Glebe Meadow which was due to be started this year. The Clerk confirmed that the Wheels Park project would now start during the next Financial Year. It would still be the first project to be completed at Glebe Meadow.

23 Burial Board - To consider and make decisions on:

**Fees for 2025-26
Cemetery Boardwalk**

23.1 The suggested changes to the Cemetery Fees and Charges for 2025-2026 had been included with the supporting papers for this meeting.

23.2 The Clerk had done a comparison with other local Cemetery Fees and Charges. The main difference was that other local cemeteries charged less for a child's plot. He suggested adjusting the costs accordingly (shown on supporting papers).

23.3 Cllr Mignot asked, on average, how many burials there were in the Parish each year and would there be a possibility of running out of plots in the future. The Clerk advised that there were, on average, 30 burials per year and the new Cemetery at Sewall Drive would give us an extra 500-1,500 plots.

23.4 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED** unanimously that Full Council resolve to approve the suggested Cemetery Fees and Charges for 2025-2026.

Action: Clerk – add the Cemetery Fees and Charges to the next Full Council agenda.

23.5 A memo detailing the reasons for the discussion of the Cemetery Boardwalk had been included with the supporting papers for the meeting.

23.6 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** with 1 abstaining to proceed with the Cemetery Boardwalk project and obtain formal quotes and funding suggestions

Action: Assets and Cemeteries Officers – obtain full quotes for the Cemetery Boardwalk and endeavour to provide a range of funding solutions for the project.

24 To approve a local art project

24.1 A memo giving details of the project had been included with the supporting papers for the meeting.

24.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to authorise Officers to engage with local artists, schools and other groups regarding designs for the fence panels surrounding the Memorial Hall site.

Action: Admin Officer – to contact local artists, schools and other groups to gauge interest in the project.

25 To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda

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

25.2 The Clerk asked the Committee for a Councillor to attend quarterly meetings with the Clerk, Allotments Officer and Site Reps. Anybody willing to attend should contact the Clerk.

25.3 Tree and Bee Corridor. Cllr Winstanley asked if the areas that have been planted as part of the Corridor are going to be maintained. If not, could the planting be removed?

Action: Clerk – to raise the subject of maintenance at his next meeting with Helen Brown.

25.4 The Allotment Officer's report was included with the document pack for this meeting and was noted.

25.5 Cllr Winstanley commented that Bow Lake was the only allotment site that had raised beds. The Allotment Officer said there was a possibility of having some raised beds at the Sewall Drive allotments.

25.6 The Assets Officer's report was included with the document pack for this meeting and was noted.

25.7 Cllr Harris asked if the Orchard at Bow Lake could be included in the Tree Survey being done in November.

Action: Clerk – to add the trees in the Orchard at Bow Lake to the Tree Survey.

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

26.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 26th November at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that if they wish to add items to the agenda, they should ensure the item, with any supporting papers, is with the Clerk by November 19th.

There being no further business, the Chair closed the meeting at 8:12pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Assets – 26th November 2024

Item 04 – Project updates

Asset Transfers

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

Sewall Drive – The latest update is that the developer has made a counter proposal regarding the sheds. We are waiting to hear the Borough's response.

Bow Lake Gardens – The site appears to have been partially transferred to the Borough Council. There is a hold on part of the site whilst an issue with the installed drainage system is dealt with. The site remains impractical for standard allotments but the Borough Council's legal team have stated that there are a number of roadblocks to it being designated anything else. Officers are exploring all options with the Borough Council.

Memorial Hall / Glebe Meadow

The demolition is now due to commence in the first week of January and will take approximately 10-12 weeks to complete.

War Memorial

Contact has been made with both the architect and the builder to ensure the War Memorial is installed at their earliest convenience. Spring 2025 remains the most likely date for the project to take place.

Play Space Review

Officers and Councillors have begun the process of talking to various youth groups and schools across Bishopstoke to gather their ideas about play areas in general and the new wheels park specifically. Once this process is complete it will be added to the data provided by DBConsultancy and then worked into the full play area strategy for the next 15-20 years.

A meeting to discuss the wheels park has been arranged for December 7th at the Bishopstoke Community Centre. All those who expressed an interest in being involved in the project are being invited to take part in that meeting. It is expected to produce not only design ideas but also to cover construction materials, lighting and other areas.

Assets – 26th November 2024

Item 05 – Blackberry Drive Planting

Both the Borough Council's tree planting team and the Tree and Bee project are interested in helping Bishopstoke Parish Council enhance the green space around Blackberry Drive. Additionally the Greening Campaign have a number of volunteers who would like to be more generally involved in a so-called Greener Bishopstoke project. This would focus more on the planting aspect of the Greening Campaign and also stretch beyond the 1 year timeline of the Campaign.

Between them, these groups cover tree planting, fruit trees and shrubs, forest gardens, community gardens, flowers, wildflowers and other planting.

The Council has been actively engaging with the Borough Council over tree planting around Blackberry Drive and the Tree and Bee team have identified parts of the open space there as potentially being useful to the planned wildlife corridor.

The Clerk is arranging a meeting between Mark Ellison of the Borough Council tree team and Helen Brown of the tree and bee project to ensure that these two projects (and the greener bishopstoke aims) can dovetail together rather than actively compete against each other.

In addition to having a joint vision for Blackberry Drive, all parties involved have been asked to bear in mind ongoing maintenance and the likely cost of watering, pruning, weeding etc.

There will be a further verbal update at the meeting.

Assets – 26th November 2024

Item 06 – Tree & Bee (Forest Gardens)

Helen Brown will be attending the Committee meeting to provide an update on progress with the project, including the maintenance of the original pilot sites and plans for the identified next wave of sites.

Councillors should note that although they may be asked to give approval to the plans, a number of the sites are not controlled by the Parish Council and as such approval may be limited to ongoing maintenance and the general concept rather than permission for specific sites.

Item 07 – Bench requests

The Committee is asked to consider installing one or two new benches in the Otter Close open space, adjacent to the path. These would be useful to less mobile residents who may need to rest as they walk through the space. These would be standard benches rather than picnic benches and would be similar to those installed outside the play area on Church Road / Stoke Common Road and at the bottom of Underwood Road.

The Committee is also asked to consider installing a new bench on Glebe Meadow, near the treeline at the top of the slope. This would be a memorial bench with a plaque commemorating a recently deceased resident with a strong connection to that area of Bishopstoke. The Council's memorial seating policy would apply here with the Council owning the bench and being responsible for its maintenance. It has been suggested that the friends of the resident would like to contribute to the bench and this is allowed within the policy but does not change the ownership of the bench. The person making the original request has been advised of the planned work in Glebe Meadow and also of the occasional spates of vandalism that take place in Glebe Meadow and they are happy to go forward.

Item 08 – Sayers Road planting

Officers recently gave permission to the Greening Campaign to plant bulbs around some of the trees in Sayers Road play area. It is hoped that they will enhance the site in the Spring. Additionally, Officers are recommending that a line of whips be planted, forming a hedge just inside the fence, from the Harvey Road entrance around the corner to the end of the timber trail. The whips have been obtained at no cost from the Woodland Trust and officers are currently obtaining estimates of the cost of planting and watering them. Finally, a small strip of grass between the footpath through the play area and the shrubs and trees by the housing has been identified as a good spot for wildflowers and officers are seeking permission for the Greening Campaign to proceed with this.

Assets – 26th November 2024

Item 09 – The Planney

The Planney is a strip of land that runs from the corner of Edward Road / Stoke Common Road up alongside Jockey Lane allotments until it reaches Church Road. It runs for approximately 450m.

A few years ago the Borough Council undertook a project to clear back a lot of the overgrowth along the path and install a number of benches and other items designed by an artist in conjunction with local school children.

Unfortunately since then it has not received any maintenance and the path has become very overgrown again.

The Clerk has been informed that there may now be funding available in the Bishopstoke, Fair Oak & Horton Heath Local Area Committee budget to cover maintenance for the coming and future years. This is not a guarantee however and it is possible that they funding may not be agreed, or may dry up.

The Committee is asked to consider approving initial research into the costs that would be associated with clearing back the undergrowth again and to provide annual maintenance to ensure this does not happen again. It may even be possible in future years to add further seating and other items designed by local children to enhance the whole length of the walk.

Assets Committee - Clerk's report 26th November 2024

Actions from previous meetings

ASSETS_2324_M01/7 Regarding the play area disclaimer and signs
The disclaimer has been drafted. Now exploring less expensive ways to add it to the signage without having to replace all play area signs again. Cllr Harris has provided a potential contact who may be able to do the signs. This will be actioned by the new Assets Officer.

ASSETS_2324_M02/14 Regarding potentially providing an allotment rent discount for those on benefits. This will be looked at by the new Allotments Officer.

ASSETS_2324_M03/20 Regarding the minutes
These were signed and published on the website.

ASSETS_2324_M03/23 Regarding the Cemetery Boardwalk
This has now been included as one of the potential projects to be funded for 2025/26. The Assets Officer will be contacting relevant companies to either update or provide quotes in the near future with a view to starting the project as soon after 1st April as possible, providing the budget is agreed.

ASSETS_2324_M03/24 Regarding a local art project
The Admin Officer has begun contacting relevant parties.

ASSETS_2324_M03/25 Regarding the tree and bee corridor
Helen Brown is attending the Committee meeting to discuss the project and answer any questions to Committee has.

ASSETS_2324_M03/25 Regarding the Bow Lake Orchard
The tree surveyor was asked to include the Orchard in their survey in November.

Recommendations from previous meetings

ASSETS_2324_M03/23 Regarding Cemetery Fees
These were discussed and agreed at Full Council on 12th November.

Other Areas of Interest

The Jubilee Clocks have been repaired and adjusted to the correct time. The next clock change has already been booked with the contractor who is also monitoring some potential issues with water ingress.

Potential additional funding streams for the wheels park and other play area items have been identified and others are being researched.

Assets Committee - Allotments Report 26th November 2024

Allotment Waiting Lists

We have nobody on the waiting list at present for Underwood Road. This might change when the newsletter goes out and promotes the allotments for the new season.

We are not adding any new residents to the waiting list for Bow lake or Sewall Drive.

Underwood Road

We have completed the 2024 rent exercise and winter inspections. There is concern about the tree line border with Stoke Park Woods and I have arranged a meeting with a tree surgeon next week to look at options.

The new tenants all seem to have settled in well.

Following a change of rules from the allotment association the site reps have been under more pressure than usual to run the shop and the site. I have offered any help the site reps might need to keep working in an effective manor that benefits the site, the tenants and the association.

It is the intention to start work on the new shop and storage building in October 2025.

Jockey Lane

The only issue with the site is damage caused by badgers that relocated after development close by. We have looked into options included the potential of an electric fence. There will be a new small machine shed installed on site this year as the old one is in disrepair.

Sewall Drive Allotments

We are waiting for news from EBC from Bellway Homes. As it stands they are trying to agree on an amount the developers need to provide for new sheds on the site.

Bow Lake Gardens

During a visit in late October it was observed that the whole site was waterlogged. There had not been any rainfall of note. This added to the concern that the site is not fit to be allotments.

We also observed deer freely entering the site.

Transfer to EBC from the developers has been paused again due to the estate drainage system not being up to specification.

Assets Committee - Assets Report 26th November 2024

Play Areas

I have now attended and passed my PlayArea Inspection course and have learnt how to correctly risk assess equipment and then make a plan moving forward to repair/replace.

So far, Glebe Meadow has 2 new swings, Otter Close trampoline has been fixed, Sayers Rd has had 2 new posts put in on the wooden trail , 2 new swings and replacement hammers on musical tubes and at Stoke Common, the sleeve to the zip wire has been replaced. We are still waiting on parts to fix the trampoline at Brookfield.

We now have quotes for pressure washing, we will start with Templecombe as this is the worst, early next year and look at the possibility of doing Glebe Meadow play area after the hall demolition.

Benches

A plan is in place to replace missing planks from benches at Glebe Meadow and reattach some which have come loose, together with replacing the most worn planks. Quotes and styles have been collated for possible replacement of benches at Templecombe Road and Otter Close.

Noticeboards

We have agreed a new style noticeboard with a 'Bishopstoke Parish Council' header on the boards. These will be made from manmade wood/ recycled plastic. Shawyers will be fitting them for us.

We are hoping to get the board next to the shops at Riverside replaced first, followed by the board by the Y Zone. We are hoping to relocate this board to the other side of the path leading to Brookfield.

Bins

Quotes are in place to replace 2 bins within the Brookfield play area and to replace the bin in the car park area to a larger one, as the current one gets filled quickly.

Bus Shelters

Quotes being obtained for repairs to the bus shelters now our contactor has cleaned them. (EBC to replace the very broken one on Spring Lane).

Other Items

I am now working on fund raising grants for the Glebe Meadow wheels park, as well as looking at new skate parks in the area.

I am also working with the Admin Officer to design updated walking trails through Bishopstoke.