



# Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on  
Tuesday 25<sup>th</sup> October 2022 at 7:45pm 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 26 July 2022
3. Declarations of Interest and Requests for Dispensations
4. To receive updates on the following:
  - Bishopstoke Cemetery gates
  - Stoke Common Cemetery layout
  - Underwood Road allotments water supply
  - War Memorial relocation
  - Asset transfers
  - Play area works
  - Blackberry Drive
5. To consider funding the replacement of the two bins and benches within Blackberry Drive play area.
6. To receive the Clerk's report, including all areas delegated to the Committee
7. Date, time, place and agenda items for next meeting

*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*19<sup>th</sup> October 2022*



## **Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 26 July 2022**

**Present:** Cllrs Tidridge (Chair), R Dean, Francis, Hillier-Wheal and D McKeone

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Cllrs A Dean and Daly

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

ASSETS\_2223\_M02/

### **Public Session**

#### **13 Apologies for Absence**

13.1 Apologies were received and accepted from Cllr Winstanley.

#### **14 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 24 May 2022**

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

14.2 Proposed Cllr Francis, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 24 May 2022 be adopted as a true record.

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

15.1 Cllrs Francis and Hillier-Wheal declared an interest in the item on allotment rents as allotment plot holders.

#### **16 To receive an update on new gates at Bishopstoke Cemetery and make any necessary decisions**

16.1 Proposed Cllr Hillier-Wheal, Seconded Cllr R Dean, **RESOLVED** unanimously that the Parish Council approach local wrought iron gate manufacturers to obtain quotes for the cemetery gate with a specification to be drawn up in advance.

#### **17 To receive an update on problems discovered during the burials data-checking exercise**

17.1 A report on problems found so far in the burial data checking exercise had been included with the supporting papers for the meeting and was noted.

## **18 To receive an update on plans for Stoke Common Cemetery and make any necessary decisions**

18.1 The results of the survey for Stoke Common Cemetery had been included in the supporting papers for the meeting.

18.2 Cllrs agreed that the cemetery should include an area for standard burials and ashes burials, with the option for headstones and memorials, an area for natural burial and an area for ashes scattering. It was also agreed that the Committee would revisit the idea of a separate children's area at a later date. Kerb sets will not be permitted in the new cemetery. Ashes scattering will be permitted in designated wildflower and woodland areas. There will be a memorial wall for plaques to be affixed to. It was also agreed that where areas cannot be used for interments and are not needed for other purposes there will be a presumption that they be given over to wildflowers.

18.3 Proposed Cllr Tidridge, Seconded Cllr A Dean, **RESOLVED** unanimously that Stoke Common Cemetery include the areas listed in 18.2.

*Cllr Daly left the meeting at this point.*

## **19 To discuss how the allotments are managed and explore potential alternative methods**

19.1 Cllr Tidridge asked the Committee to consider whether there were ways in which the allotments could become more self-sufficient. Currently the sites at Underwood Road and Jockey Lane are subsidised by the Parish Council in that the annual rent collected does not cover the annual costs of running the sites. Ways to reduce costs such as no longer providing a skip each year and asking the site reps to do more inspections. Additionally offering new tenants a period of reduced or zero rent assuming they clear their plot themselves rather than having the Council pay for it could be considered.

19.2 The Clerk reported on discussions already underway with site reps to have them more involved in the inspection process and noted that where appropriate new tenants are offered reduced terms for taking on difficult plots. A Council email address has been set up for the Underwood Road site reps so that there will be one central point of contact and a similar address will be set up for the Jockey Lane site.

19.3 It was agreed that communication with plot holders generally needs to be improved and the Communications Working Group was asked to have a look at what can be done. Cllr Francis, as lead member of the Communications Group asked the Committee to think about what they want to communicate before the Communications Group considers how to do it. The Clerk was asked to add the discussion to the next Working Group agenda. The Committee also agreed that the skips would go ahead this year but would be monitored for what actually goes in them before a decision is taken for the following year.

**Action: Committee and Clerk**

## **20 To agree the allotment fees for the period 1st October 2022 to 30th September 2023**

20.1 Proposed Cllr Tidridge, Seconded Cllr R Dean, **RESOLVED** with Cllrs Francis and Hillier-Wheal abstaining that the allotment rents for Oct 2022 to Sept 2023 will be increased by £1 per rod to £9 per rod, with the discounted rate being increased to £6 per rod.

## **21 To recommend accepting the transfer of Bow Lake Gardens allotment site from the Borough Council**

21.1 The map of the area to be transferred and a report on potential soil contamination had been included in the supporting papers for Councillors.

21.2 The Clerk noted that the site was in no way ready to be used as allotments. Work that would be needed prior to anyone having a plot includes the clearing of weeds and grass from the site, the addition of soil improver throughout, deer fencing around the allotments, confirmation of where the

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

orchard is and how those trees are protected from wildlife. The woodland is a cause for concern as there is no survey of the condition of trees there, and community access to the orchard is only via a steep bank at the moment.

21.3 The Clerk further noted that the site has not yet been passed from the developer to the Borough Council. However, the Borough Council is undertaking the grounds maintenance works. The Borough has indicated that they would seek to recover the costs of this maintenance from the developer contributions that are attached to the site. The Clerk indicated this would not be acceptable as the Parish should not suffer financial loss from the Borough's decision to perform functions which should still be carried out by the developer.

21.4 It was also noted that there are residents who have been waiting at least 4 years for this site to be ready and any delay would obviously impact them. It was agreed that it is necessary to bring the site up to the point where it can be safely used by the community, and this would take time. The Clerk indicated he would contact all those on the waiting list and explain the current situation and the reasons for the delay. The Communications Working Group will approve the draft (via email) before it goes out.

**Action: Clerk**

21.5 Proposed Cllr Tidridge, Seconded Cllr R Dean, **RECOMMENDED** unanimously that the Parish Council indicate to the Borough that they do wish to accept the transfer of the land, but only subject to certain works still to be agreed to be carried out first. If necessary, the land would be accepted in stages, with the allotment coming first, then the orchard and open space, and finally the woodland.

21.6 The Clerk is arranging a site meeting with Dave Bowen Consultancy Ltd to obtain advice on anything else that needs to be done to bring the site to a useable state. Consideration will also be given to inviting a tree surgeon to provide a condition report on the woodland area.

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

22.1 The Assets report and the Clerk's report had been included with the supporting papers for this meeting. In addition, the Clerk gave a verbal update. An updated Clerk's report is attached to these minutes. The Committee noted those reports.

22.2 Cllr Francis asked whether the damaged trampoline at Otter Close was going to be fixed and the Clerk indicated it would be. Cllr Tidridge reported that the gates to the substation at Stoke Common play area had been forced open. The Clerk indicated he would contact the company to inform them.

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

23.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 27<sup>th</sup> September 2022 at the Bishopstoke Methodist Church. The Clerk reminded members that if they had items for the agenda they should be with the Clerk, including any supporting papers, by September 20<sup>th</sup>.

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

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

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

**Assets Committee - Clerk's report**  
**26<sup>th</sup> July 2022**  
**Including verbal update**

**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\_M02/17.5**

Regarding projects for next year

There has been no further progress on these projects as other work has taken priority.

**ASSETS\_2122\_M03/39.2**

Regarding Jubilee projects

The Jubilee benches are now installed.

**ASSETS\_2122\_M03/40.2**

Regarding the allotment buildings at Underwood Road

Inspections have not yet taken place.

**ASSETS\_2223\_M01/7.1**

Regarding the Breach Lane development play area

A request that this be known as Bow Lake Walk play area has been passed to the Borough.

*Clerk's note – it may be more appropriate to call this Bow Lake Gardens play area as it is on Bow Lake Gardens and not Bow Lake Walk*

**ASSETS\_2223\_M01/7.1**

Regarding play equipment for those aged 10-14

Advice from the consultant is that the usual standard for this age range is to keep 30m away from residential and therefore Stoke Common would not be suitable. Building on existing provision at Blackberry Drive would make sense, especially given the current Youth Centre there. Young people in the 10 – 14 year age group look to more team activities such as football and basketball so a MUGA would be beneficial. They also like having somewhere to chillout with their friends. Exciting and challenging items which can give them a bit of an adrenalin rush are also popular. Zip wires, climbing units, single point swings and spinning items along with having some social interaction are ideal. Other facilities could include a table tennis table and tabletop football.

**ASSETS\_2223\_M01/7.1**

Regarding consulting local children about play areas

This has been added to the Communications group meeting agenda in July.

**ASSETS\_2223\_M01/7.1**

Regarding a dialogue with the Forestry Commission

The Commission have been contacted and I am now waiting for “relevant team” to respond.

**ASSETS\_2223\_M01/7.1**

Regarding consulting the Carnival group about a play area passport

This idea has gone ahead without being presented to the Carnival group. Booklets have been delivered to the Junior School and are available to download from the Parish website.

**ASSETS\_2223\_M01/7.2**

Regarding Village trails / geo-caching

This was an action for Cllrs Tidridge and Hillier-Wheel.

**ASSETS\_2223\_M01/7.3**

Regarding play area sheets for Cllrs

Sheets are now available and will be emailed to Cllrs, along with the latest inspection which details all equipment present.

**ASSETS\_2223\_M01/9.2**

Regarding the War Memorial

Initial idea sketches have been provided by Cllr R Dean and an indicative diagram has been circulated to Cllrs. The Working Men's Club have been contacted and I am awaiting their reply.

**ASSETS\_2223\_M01/10.1**

Regarding grounds contract specifications

This has not yet begun.

**ASSETS\_2223\_M01/11.2**

Regarding the Cemetery gates

No decisions were taken by the Cemetery Working Group. A discussion on cemetery gates is on the agenda for the July Assets Committee meeting.

**ASSETS\_2223\_M01/11.3**

Regarding allotment transfers

This was not discussed at Full Council. However, all current plot holders and their plots are now migrated to the new software.

**Recommendations from previous meetings**

**ASSETS\_2223\_M01/6.1**

Regarding the Assets Committee Terms of Reference

These were approved at the Council meeting in July.

There were no recommendations from the previous Assets Committee meeting for Full Council to consider.

## Assets – 25<sup>th</sup> October 2022

### Item 04 – Updates

#### **Bishopstoke Cemetery Gates**

Two local companies have been approached and asked to meet at the Cemetery to discuss the feasibility of our requirements before a final specification is drawn up for quotes.

#### **Stoke Common Cemetery layout**

I met with DBConsultancy Ltd to discuss Stoke Common Cemetery in light of the requirements for inclusion laid out by Councillors. A rough map showing the suggested layout is attached. In brief – a “ring path” around the edge of the Cemetery connecting to the drop kerbs at the top of the entry road, the path down to Bishopstoke Cemetery and the public footpath at the entrance to Stoke Park Woods, with the possible addition of a central path across from left to right as you look along the public footpath. The memorial wall to be on the slightly raised ground on the road side of the car park, in sections, built as needed, with a bench opposite each section.

The sloped ground on the opposite side of the car park to be maintained as either meadow or a flower bed. Two standpipes for water – one by the hard standing and one between the car park and the public footpath.

Standard interments to begin on the Edward Avenue side of the Cemetery, ashes interments to begin on the Bishopstoke Cemetery side of the Cemetery, both working away from the car park towards the woods. Natural burials to begin at the woods end of the Cemetery and work back, with each completed section then either being left to grass or meadow.

The outer edges of the Cemetery, outside the circumference of the path are expected to be left to wildflower. There will be designated spots for ashes scattering in the tree line or perhaps in the sloped flower beds by the car park.

The hard standing area will also be where the noticeboard and bins are placed.

An alternate suggestion was that the area either side of the public footpath be reserved for natural burials so that they are in a strip adjacent to the footpath rather than clustered near the woods.

The footpath to potentially be relocated to its original route as this seems to offer an easier, less steep, path. The footpath also to be resurfaced.

Additional benches can be placed as necessary.

The path down to Bishopstoke Cemetery could also be resurfaced, with the possibility of a wheelchair accessible path being added too if a suitable route through the trees can be found.

### **Underwood Road allotments water**

Following the Council's decision to allow the use of hosepipes at our allotment sites the Underwood Road site reps have brought to my attention the issue of the water pressure on site. They have informed me that the water pressure is, and always has been low, and it is their belief that someone using a hose at the bottom end of the site will mean that the taps at the top of the site will produce no water at all. They believe the problem to be the size of the pipe coming from the road through to the allotment. Apparently is a 25mm pipe and should be at least 32mm.

The entry road to the allotments is still the responsibility of the Borough Council and as such this may be something we need to ask them to address as a matter of urgency. The site reps believe that it would be untenable for the Council to raise prices for tenants that for all practical purposes have no access to water at all.

### **War Memorial Relocation**

A letter has been delivered to the Working Men's Club giving them the outline of the plans for the Memorial and asking them to contact me. If I have not heard anything by the end of the month I will move on with the project.

### **Asset Transfers**

The Borough has put a hold on ALL transfers whilst they work out some staffing issues. However, it is believed that both Bow Lake and Sewall Drive can be progressed in some fashion. Bow Lake because the Borough already has the site and therefore can work on it, and Sewall Drive because the Borough will be obtaining a "licence to occupy" from the developer to allow the Borough (and us) to work on the site prior to it being transferred.

Sewall Drive - The Borough has still not received gas and electrical certification from the developer for the building. Also the Borough is still waiting for clarification as to how the foul waste connects to the main sewer. The Parish will be unable to use the building as a temporary office until those documents have been received and accepted by the Borough.

The licence to occupy has not been yet. Without it the Borough cannot put standpipes in or do anything else, nor can we do any work to prepare either the allotments or the cemetery.

Bow Lake Gardens – We are still waiting for the Borough's response to the problems identified in the recent site visits. Nothing can happen until they establish what they believe the developer still has to do, and what the Borough is prepared to do after that.

All other transfers are currently not progressing. The Parish Council has indicated it wishes to discuss requiring movement on the Blackberry Drive transfer in order for the Parish Council to continue to maintain the area under licence from the Borough.

## **Play Area Works**

Otter Close has had the basket swing and trampoline repaired.

Blackberry Drive has had the agreed works completed, including the brand new centrepiece, balance trail and wet pour areas. There are some additional works that have been identified as desirable now that all the main work is done to replace the two bins and benches in the play area and we are looking at whether we have the funding to go ahead with that immediately.

The work to the front of Stoke Common play area (aka Church Road play area) was on hold as we were awaiting delivery of the fence from the supplier. This is now set to arrive on 31<sup>st</sup> October and so the work is expected to begin that week.

## **Blackberry Drive**

In addition to the play area work and the possibility of the Parish deciding to pull out of the asset transfer as a whole, the Brookfield estate has benefited from a number of other improvements over the summer. The Jubilee benches were installed and have generally been well received. We have installed three slightly taller benches around the Blackberry Drive open space so that it is easier for people to get up after sitting down. A cut through on both sides of the road has been created from the entrance near between the Y-Zone and the MUGA to the open space so that no one has to climb slippery banks next to the roadside if they do not want to.

The new picnic area is not quite finished yet. The concrete base needs changing before it can be opened up. Additionally we still await the completion of the work around the small car park. Fair Oak Parish Council are due to be closing the gap in the hedge on the Y-Zone side and opening a new gap directly onto the open space.

**There are no recommendations in this report, which is just for questions and then noting.**



## Assets – 25<sup>th</sup> October 2022

### Item 05 – Blackberry Drive play area bins and benches

Following the work to update and upgrade the play area on Blackberry Drive there are a few items that have come to light. The bins and benches in the play area now look very shabby in comparison to the remainder of the play area. Quotes have been obtained to replace them and also to repaint the crossbar on the basket swing.

The work is expected to cost £4,216 + VAT.

If there is spare capacity in the earmarked reserves for play areas, bins and benches I recommend that the Committee approve the use of those funds for this work.

If there is not then I recommend the Committee either make up the funds using whatever is left in the earmark plus part of the standard play area, bin and bench budget, with any shortfall being requested from Full Council as a virement from reserves.

**Recommendation – The Committee approve the works listed, subject to the necessary funds being available / approved**

## **Assets report 25<sup>th</sup> October 2022**

### **Play Areas**

Nothing new to report

### **Burial Grounds**

Work on the tree in the north-east corner of St Mary's has now been completed and this has allowed us to plan the removal of the remaining iron fence as far as is possible. Work on the southern border continues with the imminent removal of the self-set holly tree and the subsequent changes to the fence line. We continue to work with the PCC on various matters including tree work that is needed for health and safety reasons.

### **Allotments**

Sewall Drive  
Nothing new to report

Bow Lake Gardens  
Nothing new to report

The rent letters have gone out along with the new tenancy agreements and rules. Current tenants have one year in which to sign and return their new agreement. All new tenants will be on the new rules.

Waiting lists: Jockey Lane – 27; Underwood Road – 42; Sewall Drive – 42; Bow Lake Gardens – 56; BLG Disable plots – 3. The waiting list at Underwood Road continues to tick over slowly with several more plots being offered this month and others expected to become available following the rent letter being sent.

### **Fixed Assets**

Nothing new to report

### **Open Space & Trees**

Quotes have now been obtained for the remaining work from the tree survey.

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

The Borough has indicated that there are more complications than previously thought in the idea of the Parish using the Y-Zone building and so the Sewall Drive allotment building is the best option for an office in the short term.

## Assets Committee - Clerk's report 25<sup>th</sup> October 2022

### 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\_M02/17.5** Regarding projects for next year  
There has been no further progress on these projects as other work has taken priority.

**ASSETS\_2122\_M03/40.2** Regarding the allotment buildings at Underwood Road  
Inspections have now taken place and a plan for replacement buildings is being designed.

**ASSETS\_2223\_M01/7.1** Regarding consulting local children about play areas  
This has been added to the Communications group meeting agenda in July.

**ASSETS\_2223\_M01/7.1** Regarding a dialogue with the Forestry Commission  
The Forestry Commission has been contacted but only a holding response has been received.

**ASSETS\_2223\_M01/7.3** Regarding play area sheets for Cllrs  
These have now been provided.

**ASSETS\_2223\_M01/9.2** Regarding the War Memorial  
The Working Men's Club have been contacted and we await their response.

**ASSETS\_2223\_M01/10.1** Regarding grounds contract specifications  
A map showing all areas owned or managed by the Parish has been produced and sent to the Committee.

**ASSETS\_2223\_M01/11.2** Regarding the Cemetery gates  
Contact has been made with two local companies. They have been invited to meet with the Clerk to discuss our requirements.

### Recommendations from previous meetings

**ASSETS\_2223\_M02/21.5** Regarding the transfer of Bow Lake Gardens  
This was considered at the Full Council meeting in September.