



Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 27th May 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. Election of Chair
2. Election of Vice Chair
3. Apologies for Absence
4. Declarations of Interest and Requests for Dispensations
5. To receive updates from Working Groups
6. To receive updates on current Parish Council projects and make any necessary decisions
7. To receive updates on asset transfer progress and make any necessary recommendations
8. To discuss the Bishopstoke Community Investment Programme and make decisions on existing and new projects relating to play areas.
9. To consider, amend if necessary, and adopt the Snow & Ice Policy
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 May 2025



Asset Committee – 27th May 2025

Report from Working Groups

Combined Working Group

In order to avoid excessive amounts of meetings, and due to the fact that a number of Councillors were on all three groups, a decision was taken to temporarily merge the Devolution, Glebe Meadow and Bow Lake Gardens Working Groups. This temporary position was extended at the May Full Council meeting where it was decided that the main group would be the Glebe Meadow working group, but that it would have extra responsibilities as considered appropriate. Currently it has taken over considering assets for transfer as part of the devolution process as well as considering plans for the future of the transferable assets as Bow Lake Gardens.

The focus has been on devolution as there was an urgent need for decisions to be taken given the shortened timeframe that all Councils are working in. Accordingly, an initial round of recommendations was provided to Full Council in May, all of which were accepted.

Whilst a number of decisions have been deferred, the scope of the information or works needed to be able to take a decision has been agreed. Additionally the Council voted to accept the transfer of remaining land at Blackberry Drive under the same conditions as apply to the existing land, and to decline the opportunity to request the transfer of Stoke Park Farm. Finally, the two slip roads connected Underwood Road Allotments to Underwood Road were accepted for transfer.

Work will continue to obtain the necessary information to allow further decisions to be taken, as well as to identify all possible sites for an extended tree and been network in the hope of ensuring that no opportunity is left unconsidered.



Assets Committee – 27th May 2025

Item 06 – Projects Update

Cemetery Boardwalk

Quotes have not yet been obtained for the creation of a path rather than a boardwalk between the two cemeteries. However, the potential of additional funding through the developer contributions managed by the Borough Council is being examined.

Underwood Road allotment improvements

The builder's quote has been accepted and work is now progressing to put more detail onto the exact nature of the main building and the timeframe. Work is still expected to take place in the off season. There has been some discussion about and with the Allotment Association regarding their continued use of the site as an allotment shop. The Association have stated that they are willing to fit out the area of space with the shelving / racking etc that they would need to store what is sold. The Committee will need to discuss whether this is acceptable and make a recommendation to Full Council but more information about the costs and space required is needed before that discussion can take place.

Regardless of the outcome of discussions concerning the site's use as an allotment shop, officers are recommending that consideration be given to setting aside an area for the storage of carnival (and other event) items. This would make sense from both a financial and logistical point of view.

Recommendation: To continue with the footprint of the building as agreed rather than designing and constructing a smaller one

War Memorial

Work on the final installation of the War Memorial at Old St Mary's is now confirmed to be starting on 2nd June. The work to create the paths, paving, plinth and plaque wall is expected to take around a week, with the site needing to cure and settle for a further two weeks before the wreath holding railings, and the memorial itself, can be installed. Other work to install a new bench (and place the existing bench elsewhere in the churchyard, will then be completed. Consideration will be given to installing signage and whether any bins need replacing or adding.

The Royal British Legion will be contacted via Cllr Toher and asked to rededicate the site.

Village Trails

The History Trail is nearing completion. The route is agreed and artwork for the leaflet and website is being prepared. In addition we have received an offer from a newly qualified guide who is also part of the Bishopstoke History Society who would be willing to give guided walks along the route from time to time. Work on other trails is continuing. Once the first three trails are in place attention will switch to the map boards. Additional funding is being sought from the Borough Council to allow the creation of further trails and the installation of additional boards.

Brookfield / Strawberry Mead

Work to remove the rotten and broken fencing around the central open space on Strawberry Mead has been completed. After consulting with residents it has been agreed that new hedge will be planted which in time will grow to create a barrier helping to prevent those entering or leaving their driveways from damaging the existing trees and shrubs.



Assets Committee – 27th May 2025

Item 07 – Assets Transfers

Rose Close

The transfer of Rose Close has been requested and is with the solicitors. Estimates have been obtained from Green Smile for the cost of maintaining the site on the same schedule as the other open spaces managed by the Parish Council.

Once the site is transferred consideration will be given to relocating the bench to a more suitable position.

Sewall Drive

The transfer of Sewall Drive has been requested. As the site is yet to be fully registered with the Land Registry it will initially be operated under licence. Preparation of the licence is underway and once it is ready all associated funding will be sent across to the Parish Council.

Quotes have been received for the landscaping, installation of paths and installation of stand pipes at the allotments, with further quotes being sought relating to the building to convert the toilet into an externally accessible one, provide internal floor covering, access to broadband, curtains / blinds, a deep clean and any necessary fire, health and safety work that needs to take place.

Due to the nature of the groundwork there is a cutoff point beyond which the main contractor will need to push the work back to the following year. Accordingly the Borough Council have been requested to either expedite the licence production or allow access to the site prior to the licence being granted.

The layout of the Cemetery extension is currently being finalised and will be brought to the Committee for amendments and approval once complete. The Borough Council has been asked to consider how those using the car park for access to Stoke Park Farm and the Suitable Alternative Natural Greenspace can reach the bridleway route to walk in as there is currently no pavement either side of the slip road in to the car park, the footpath is often muddy and waterlogged, and there is no crossing to allow anyone to safely get across Sewall Drive.

The open space is currently earmarked for a toddler / infant play area in the play area strategy. Consultation work will take place with local residents to ensure this is done as smoothly as possible and with their input.

Bow Lake Gardens

The potential transfer of Bow Lake Gardens is still on hold. The Borough Council have been requested to do more to improve the security of the site and there has not yet been a decision in the planning application related to drainage from the estate which runs beneath the play area.

Work continues to determine the best possible use of the site once the transfer is complete and Officers will be in communication with the developer to obtain the relevant permissions at the appropriate time.

Devolution

So far the Devolution group has considered and made recommendations on a number of areas. Whilst no asset transfer requests have resulted from the work yet the Council has decided to accept an extended licence for the remaining land on the Brookfield estate, to request the transfer of the slip roads to Underwood Road Allotments, and to decline the opportunity to request the transfer of Stoke Park Farm.

Whilst continuing to gather the necessary information to make final recommendations on the Y Zone, smaller open spaces and the Planney, the Working Group has added additional small open spaces and the land surrounding the Guide Hut to its workload. If there are further sites that could usefully be added to the Parish Council's assets those will be considered too.

At a recent Community Asset Transfer with local Clerks and representatives from the Borough Council we were reminded that even after local government reorganisation is completed Parish Councils will still retain the right to request the transfer of assets from the controlling authority. This suggests that although there are some key assets that would be better to be transferred sooner rather than later, the same urgency does not apply to other assets.

Assets Committee – 27th May 2025

Item 08 – Bishopstoke Community Investment Programme

Bishopstoke Parish Council agreed at its May meeting to the creation of a Bishopstoke Community Investment Programme detailing projects which the Council feels match its Mission, Aims and Objectives (MAO), and for which the Council would appreciate additional funding. This funding could come from planned expenditure from the Parish Council funds; developer contributions or other funding from the Borough Council, or grants from National Lottery and other awarding bodies.

Work has begun on a spreadsheet giving more details on the scope of each project, as well as estimated costs and potential funding required. The sheet will also include a rating for each project based on desirability and ease of completion. It is intended that this will give the Council better information when asked for projects for which developer contributions might be sought, and also make it easier to predict the cost of projects when considering the expenditure budget each year.

The Assets Committee already has a rotating focus for each meeting, and it is intended that there will be an opportunity at Assets meetings for Committee members to discuss the projects related to the focus that month, as well as considering new projects within that area too.

The various foci, and related projects are:

May – Play Areas

- Fun noticeboards (eg animal shapes) for each play area to provide information about upcoming events as well as how to play and stay safely in play areas
- Installation of large scale board games like snakes n ladders near play areas
- Glebe Meadow play area
- Glebe Meadow wheels park

July – Allotments

- Badger prevention measures at Jockey Lane
- Replacing the toilet building at Jockey Lane (longer term)
- Providing parking spaces at Jockey Lane

September – Burial Matters

- Cemetery boardwalk

November – Street Furniture

- Map board replacement and additional map boards
- Adding community book swap locations around Bishopstoke
- Adding community planters around Bishopstoke

January – Trees & Open Spaces

- Additional village trails
- Enhancement of The Planney
- Adding to the planned tree and bee section of Otter Close open space
- Creation of a maze
- Creation of an aroma garden (or other sensory garden)

March – Buildings

- New Memorial Hall / Community Building

Some projects may well appear in more than one place, such as the new buildings at Underwood Road. In that case, a decision can be taken when the project is added to the programme as to which focus it will sit with.

The Committee is requested to consider whether the proposed play area projects are suitable and fit the Council's MAO. Members are also invited to suggest other projects related to play areas that they would like officers to begin to investigate.

BISHOPSTOKE PARISH COUNCIL

POLICY & PROCEDURES

on

SNOW & ICE

**This Policy on Snow & Ice was last adopted
by the Assets Committee at its meeting on
May 24th 2022**

D Wheal
Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

POLICY & PROCEDURES

on

SNOW & ICE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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SNOW & ICE POLICY & PROCEDURES

1 Purpose

- 1.1** To provide staff and members of the public with a clear statement of the measures that will be taken by the Parish Council in the event of snow and ice conditions occurring in the Bishopstoke area. The Parish Council's objective is to use the resources available to assist in the continuance of safe access to businesses and facilities.

2 Background

- 2.1** The experience of the recent past winters has highlighted the importance of communication and co-operation between the various agencies involved in dealing with snow and ice. Bishopstoke Parish Council does not have a statutory duty to prepare for and deal with snow and ice apart from on its own property and land, but it is in a good position to inform the principal authorities about local needs.
- 2.2** The Parish Council will identify and publish the location of all grit bins in the area to enable residents to use the facilities should the need arise.

3 Introduction

- 3.1** Hampshire County Council is the Highway Authority for public roads in Bishopstoke. This includes roads and pavements. The County Council has a duty to ensure that safe passage along a road is not endangered by snow or ice so far as is reasonably practicable. To comply with this duty, roads are gritted to help prevent or remove ice and ploughed to clear snow in accordance with the County's agreed policies. As resources are finite, there is a priority rating: Red = primary routes, Blue = secondary routes and Green = community routes. These routes are shown on the attached map.
- 3.2** There are areas where the County Council cannot access or fit into their priority schedule. Priority ratings for roads can be improved by reference to the Local Ward County Councillor. It should be noted that the Parish Council has no responsibility for the clearance of highways.

4 Legal Advice

- 4.1** People may be hesitant to clear snow because of fears of litigation if someone should slip on the treated area. This contrasts strongly with winters of a few decades ago when the community would mobilise to clear footways.
- 4.2** In 2012 the Ministry of Justice sent out a letter which stated that "The prospect of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured is very small.

- 4.3** A snow clearer does have a duty to clear with reasonable care so as not to create a new and worse risk.

Do's

Follow any guidance from Hampshire County Council
(www.hants.gov.uk)
Move snow to a porous surface such as a grass verge or garden
Spread salt / grit evenly and at the appropriate spread rates
Clear any excess salt or grit once the snow / ice has melted

Don'ts

Use water to melt snow and ice, if there is a risk it will refreeze
Move snow to a location where it will create another risk such as
another part of the pavement, road or where people are likely to walk
Use excessive salt, grit or other material so as to create a new or worse
risk

Further information can be found at <https://www.gov.uk/search?q=snow+code>

5 Snow and Ice Procedure

- 5.1** If bad weather conditions are anticipated, the Parish Clerk will make a decision as to whether or not to grit the Parish Council's property and land. The Grounds Maintenance contractor will be called upon to do any gritting. Assessments will be made each day during prolonged bad weather, during which time the Clerk will keep the Chair informed.

6 Operation of salt distribution / protective clothing

- 6.1** Relevant operatives will be advised that this shall be done by filling a bucket with grit / salt and spreading on pathways with a trowel or scoop. Protective gloves should be worn at all times as although rock salt is non-toxic, it is very abrasive and will damage skin. To avoid an uneven spread, salt should be thrown from about waist height with an under-arm bowling action. If it is spread by flicking it, it can end up in spots without clearing a good amount of the surface. Operatives must be aware that if bags of salt are being used, they are heavy to handle so safe lifting and handling procedures should be used. Over-salting damages the environment and the spread rate for hand salting should not exceed 20g/m² (this is about a tablespoon per square metre). Rock salt will quickly rot or make rusty all the tools and equipment used so it is important to clean tools properly before storing. Any items of clothing removed during the physical exertion of gritting/snow clearance should be replaced as soon as possible thereafter. Low salt stock or equipment should be reported to the Parish Clerk. Melt water from thawing accumulations of snow can re-freeze, particularly at night. Extra treatment may be needed and monitored.

7 Health and Safety

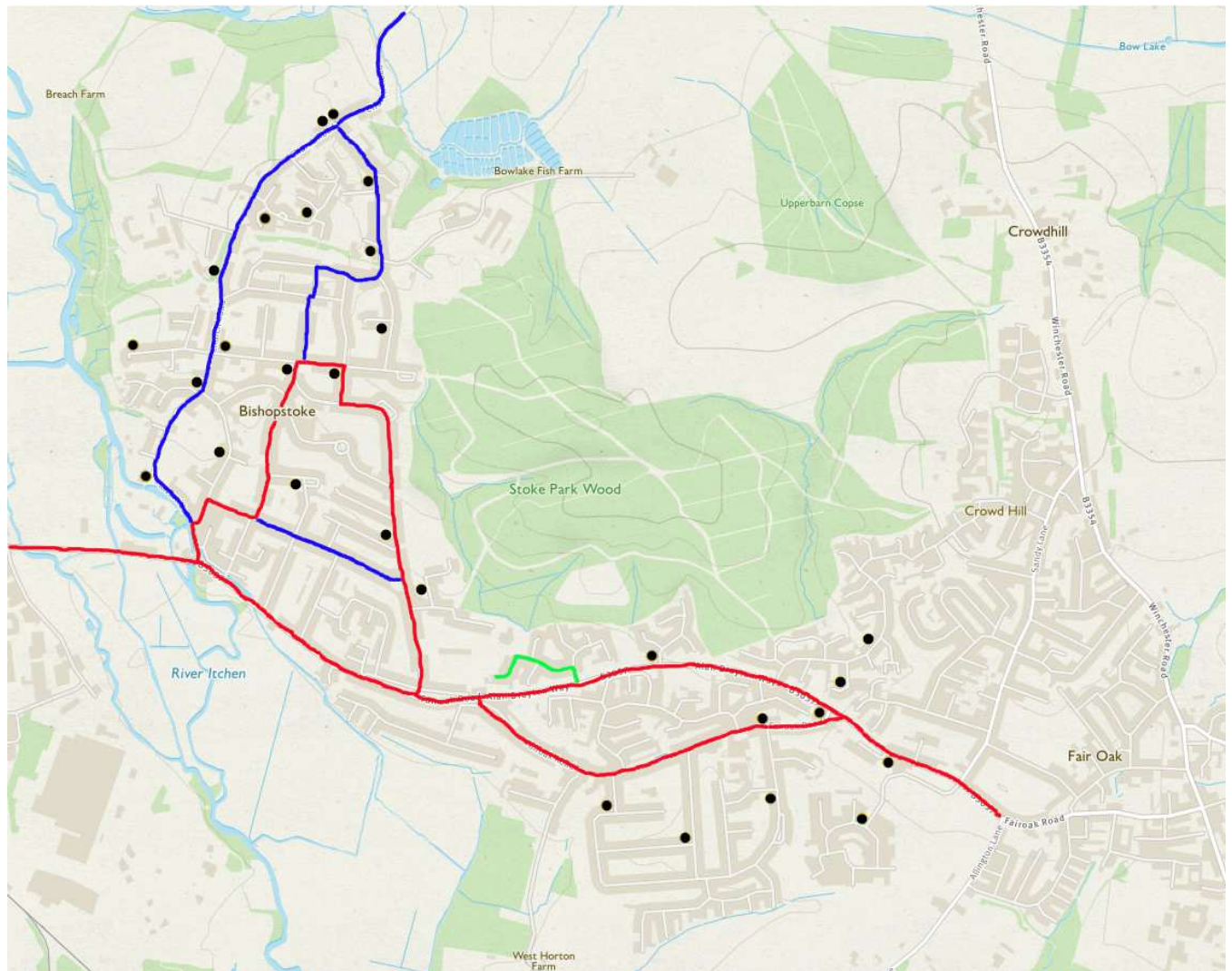
- 7.1** All works carried out by Parish Council staff or contractors must be done so in a safe working manner. Particular attention must be taken while working alongside roads, Hi-Vis clothing must be worn and signs put out where appropriate. The safety of staff and members of the public must be taken in to account before any works are started, and where appropriate risk assessments must be completed. Anything considered to be dangerous or unclear must be reported to the Parish Clerk.

8 Grit Bins

- 8.1** At present the Parish Council has 2 grit bins, one at Bishopstoke Cemetery and one at Underwood Road allotments. Empty, misused or damaged grit bins must be reported to the Parish Clerk. A map of grit bins provided by Hampshire County Council is attached (the yellow dots are grit bins). These are for use only on public paths, pavements and roads, and are not to be used on driveways or garden paths. Further information can be found at.

<https://www.hants.gov.uk/transport/roadmaintenance/severeweather/salting>.

Bishopstoke salting routes and grit bin locations



RED routes – Priority one salt routes

BLUE routes – Priority two salt routes

GREEN routes – Community salt route

BLACK dots – Hampshire County Council grit bins

Assets Committee - Clerk's report

27th May 2025

Actions from previous meetings

ASSETS_2324_M01/7 Regarding the play area disclaimer and signs
The Assets Officer is now researching the cheapest and most effective way to achieve this.

ASSETS_2324_M02/14 Regarding potentially providing an allotment rent discount for those on benefits. This is being investigated by the new Allotments Officer.

ASSETS_2425_M05/45 Regarding a bench at St Mary's Churchyard
The bench has now been restored and replaced by the family.

ASSETS_2425_M06/48 Regarding the minutes
These were signed and published on the website.

ASSETS_2425_M06/50 Regarding the Y Zone building
A building assessment has been obtained. Officers will be arranging for the Council's own survey in due course.

ASSETS_2425_M06/51 Regarding the Cemetery Boardwalk
Contractors have been contacted regarding the potential paths between cemeteries. Meetings are to be arranged to explore possible routes and likely costs.

ASSETS_2425_M06/53 Regarding the Memorial Seating Policy
The work to present the Committee with options for standard memorial benches has been put back to allow other projects to move forward. The options will be presented at a later date.

ASSETS_2425_M06/54 Regarding the wheels park
To date only one contractor working in the chosen material has responded to Officers attempts to contact them. Work continues to obtain other contractors who could also quote.

ASSETS_2425_M06/55 Regarding the fencing around the open space on Strawberry Mead
This has now been removed.

Recommendations from previous meetings

ASSETS_2425_M06/52.3 Regarding play areas
The recommendation: to fund the new Glebe Meadow play area from the Glebe Meadow fund (including whatever grants can be obtained); that the timetables outlined in the report be adopted; that the Committee recommends the Council commit to placing a new toddler / pre-school play area at Sewall Drive; that Officers explore ways to enhance the toddler & pre-school play facilities in eastern Bishopstoke and that the results of the existing consultations, plus additional consultations closer to the time, be used to determine exactly what equipment is provided within each play area, were all agreed at Full Council in May



Assets Committee – 27th May 2025

Item 10 – Assets Officer Report

Play Areas

We have purchased two new bins and two new benches for the play area at Blackberry Drive which are due to be delivered at the end of May, with installation soon after we hope. The new piece of equipment to replace the broken trampoline at the same location (a spinning twister pole) is now in place.

Glebe Meadow play area has reopened. We are awaiting a quote to remove the DDA roundabout at Glebe and replace the one at Sayers as they are regularly noted by our inspectors as a finger trap risk. We have found a different supplier who can pressure wash Templecombe, which is being done as soon as possible.

Bins

A new larger bin has been ordered for Blackberry Drive car park as the current one is always overflowing.

Bus Shelters

Arrangements have been made with a new local Bus Shelter repair company to replace all the Perspex and make good the paintwork to our worst 2 bus shelters. This is due at the end of June. The locations are Sedgwick Rd outside the Methodist Church and at the bottom of Underwood Rd on left as you approach the Main Rd. This new company will also take over the six month cleans as they are much cheaper than the previous company.

Village Trails

We are awaiting a draft for the History village trail leaflet from a local artist, which we hope to have ready for print by end of June. This will also be online with 2 other trails in time for summer. More trails will follow.

Trees

All works have been completed except for one tree in the cemetery which is next to a badger set. Advice is being sort with regards to this.

Assets Committee – 27th May 2025

Item 10 – Allotments Officer Report

Allotment Inspections

The first allotment inspections of the year went well. It was a good opportunity to meet tenants. I have been in touch with any tenants whose plots failed the inspection criteria. Most have responded positively with some deciding to hand their plots back.

Allotment Waiting Lists

Having had several plots handed back I am in the process of showing new tenants. This will reduce the waiting list.

Underwood Road

We have accepted a quote for the building works on the allotment buildings and car parking areas. We hope that the work will be carried out over the winter months.

We are investigating improving the water supply as the site suffers from low pressure which can cause issues for tenants.

Jockey Lane

We have replaced an old machine shed with a brand new one that will be more secure and require less maintenance.

Sewall Drive Allotments

We have had all the quotes in to start work on landscaping and fitting a water supply. Once EBC have agreed for us to do the work under licence then I can give the contractors permission to start.

Bow Lake Gardens

There has been no change with regards to the site becoming allotments.



Assets Committee – 27th May 2025

Item 10 – Cemeteries Officer Report

Bishopstoke Cemetery

Since the last assets meeting there have been Two Burials and four ashes interments.
A mole infestation has been dealt with.

Old St. Marys

The work on the war memorial is due to start on 2nd June.

Stoke Common Cemetery

We have been looking at the layout for the new cemetery including the installation of new paths. We have a ground works company lined up to do the work.

We have had a meeting with Tom from Green Smile to discuss maintenance costs



Assets Committee – 27th May 2025

Item 11 – Date of next meeting

The next meeting of the Assets Committee is scheduled to be held on Tuesday 22nd July. The Clerk will be away on that day and so unable to provide advice at the meeting.

The Committee is asked to consider the following options:

Hold the meeting as scheduled, with the Admin Officer minuting as usual, and with other officers attending to provide any advice;

Move the meeting back by one week to take place on 29th July. This would allow the Clerk to be present, although the Admin and Assets Officer would not be. Moving the Planning Committee meeting in the same way would maintain the correct gap between planning meetings of (gaps would be 3 weeks from the previous and 2 weeks to the next, rather than 2 weeks and then 3.

Moving the meeting to Tuesday 26th August at 7:30 as there is a free slot in the meeting schedule on that evening.

Cancelling the meeting and deferring all business until the next planned meeting on 23rd September.

Unfortunately moving the meeting up one week to 15th July is not a better option as the Clerk is also unable to attend on that day.