



# Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on  
Tuesday 24<sup>th</sup> May 2022 at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.  
This meeting is open to the public.**

## AGENDA

### PUBLIC SESSION

1. Election of Chair
2. Election of Vice Chair
3. Apologies for Absence
4. To adopt and sign Minutes of the Assets Committee meeting held on 22 March 2022
5. Declarations of Interest and Requests for Dispensations
6. To recommend the adoption of the Assets Committee Terms of Reference
7. To review the provision of play areas and discuss potential works
8. To review, amend if necessary, and adopt the Snow and Ice Policy
9. To discuss and make decisions regarding the location and possible replacement of the War Memorial
10. To agree the process for reviewing the grounds contract specifications
11. To receive the Clerk's report, including all areas delegated to the Committee
12. Date, time, place and agenda items for next meeting

*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*18<sup>th</sup> May 2022*

**Minutes of a Meeting of the Assets Committee  
held at Bishopstoke Methodist Church  
commencing at 7:35pm on 22 March 2022**

**Present:** Cllrs Tidridge (Chair), R Dean, Francis, D McKeone and Winstanley

**In Attendance:** Mrs S Thorogood (RFO to Bishopstoke Parish Council)  
Cllr A Dean (Bishopstoke Parish Council)

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

ASSETS\_2122\_M04/

**Public Session**

**42 Apologies for Absence**

42.1 All Committee members were present.

**43 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 28 September 2021**

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

43.2 The graffiti raised in minute 31.2 from the previous meeting has now been removed.

43.3 Proposed Cllr Winstanley, Seconded Cllr Dean, **RESOLVED** that the minutes of the Assets Committee meeting held on 23 November 2021 be adopted as a true record.

**44 Declarations of Interest and Requests for Dispensations**

44.1 There were no declarations or requests.

**45 To receive reports on areas of Asset Committee responsibility and make decisions**

45.1 The report had been circulated to Councillors prior to the meeting and was noted.

**46 To discuss, amend if necessary, and adopt the Memorial Bench policy**

46.1 The policy had been circulated to Councillors prior to the meeting.

46.2 The Committee agreed an addition to clause 3.12 of the policy, such that the lifespan of the bench will be agreed by the Parish Council and the donor at the point of purchase.

46.3 Proposed Cllr Winstanley, Seconded Cllr McKeone, **RESOLVED** that the Memorial Bench Policy, as amended, be adopted.

**47 To approve the timetable for the draft allotment tenancy agreement**

47.1 The timetable had been circulated to Councillors prior to the meeting.

47.2 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** that the timetable for the draft allotment tenancy be approved.

**48 To receive the Clerk's report and to amend and note the action log**

48.1 The report and action log had been circulated to Councillors prior to the meeting and were noted.

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

49.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 24<sup>th</sup> May 2022 at the Bishopstoke Methodist Church.

*There being no further business, the Chair closed the meeting at 7:54pm*

DRAFT

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

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



# **BISHOPSTOKE PARISH COUNCIL**

## **ASSETS COMMITTEE**

### **TERMS OF REFERENCE**

**These Terms of Reference were adopted  
at the Full Council meeting on**

**14<sup>th</sup> September 2021**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL  
ASSETS COMMITTEE**

**TERMS OF REFERENCE**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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## **TERMS OF REFERENCE FOR THE ASSETS COMMITTEE**

### **1 Membership**

- 1.1 The Committee membership shall comprise up to seven members, appointed at the Parish Council AGM in May.

### **2 Chair**

- 2.1 The Chair and Vice-Chair of the Committee will be appointed at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be appointed at that meeting.

### **3 Quorum**

- 3.1 A quorum will consist of three members of the Committee.

### **4 Meetings**

- 4.1 The Committee shall meet every other month on the fourth Tuesday beginning in May unless otherwise decided at a previous meeting of either the Assets Committee or the Full Council.
- 4.2 The Clerk shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

### **5 Reporting**

- 5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

## **6 Decisions**

6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings.

6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.

6.1.4 All matters pertaining to the running of Parish Council allotments.

6.1.5 All matters pertaining to Bishopstoke Cemetery, Stoke Common Cemetery, St Mary's churchyard, Old St Mary's churchyard and the War Memorial.

6.1.6 All matters pertaining to the running of all play areas owned or run by the Parish Council. This excludes the design and budget for new or completely refurbished play areas.

6.1.7 All matters pertaining to the management of existing open spaces and trees owned by, run by, or the responsibility of the Parish Council. This excludes taking over or creating any new open spaces.

6.1.8 All matters pertaining to Council-owned and managed buildings.

6.1.9 Proper use and maintenance of existing CCTV equipment. This excludes the purchase of new equipment and any policies that relate to CCTV use.

6.1.10 All matters pertaining to Council owned street furniture.

## **7 Budget**

7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500).

7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

## **8 Responsibilities**

- 8.1 The Committee will have specific responsibility in the following areas:
  - 8.1.1 To oversee the running of Council allotments.
  - 8.1.2 To oversee the management of burial matters.
  - 8.1.3 To oversee the management of Council play and leisure areas.
  - 8.1.4 To oversee the management and maintenance of street furniture, and the fixed asset register.
  - 8.1.5 To oversee the maintenance and use of all Council owned open spaces, and to maintain the Council's trees and hedges.
  - 8.1.6 To oversee any work done under the Assets of Community Value programme.
  - 8.1.7 To oversee the maintenance of Council-owned and managed buildings.
  - 8.1.8 Use and maintenance of Council CCTV equipment.
- 8.2 The Committee will be expected to make recommendations on:
  - 8.2.1 The takeover and management of any assets provided by developers.
  - 8.2.2 Any brand new or complete replacement play areas.
  - 8.2.3 The creation of any new open spaces.
  - 8.2.4 The purchase and placement of new CCTV systems and the re-siting of existing systems.
  - 8.2.5 CCTV policy.



## Assets – 24<sup>th</sup> May 2022

### Play area provision

Current play area sites:

Stoke Common – on Church Road, adjacent to Rose Close and in between the junctions with Bishops Court and Stoke Common Road.

Glebe Meadow – where Church Road meets Riverside, including both a toddler play area and a small skate park.

Sayers Road – on the corner of Sayers Road and Harvey Road.

Otter Close – in the open space adjacent to Alan Drayton Way but most easily accessed from Otter Close.

Templecombe Road – at the extreme southern end of Templecombe Road.

Blackberry Drive – in the open space adjacent to Blackberry Drive, including a play area, a MUGA and a BMX track.

Also in Bishopstoke:

Judges Gully – located in between Judges Gully Close and Bow Lake Walk in the Breach Lane estate. Not yet passed across to the parish council to maintain.

Sayers Road is the area that has most recently had a total overhaul in mid-2018.

Prior to that Otter Close was considered the most recently refurbished (in around 2012).

Blackberry Drive is currently undergoing an extensive revamp, including replacing several items and a brand-new centrepiece.

Glebe Meadow will be replaced as part of the Glebe Meadow project.

That leaves Templecombe Road and Stoke Common as the two play areas that have received least attention in the past 10 years. Stoke Common will be having a new frontage, but the play equipment is not being changed. Both were included in the recent report from DB Consultancy and required minimal work.

The Committee is asked to consider the following things:

Whether any play areas are likely to require a complete overhaul in the next few years, or whether repairing and replacing as needed will be sufficient.

Whether the location and number of play areas within Bishopstoke is adequate.

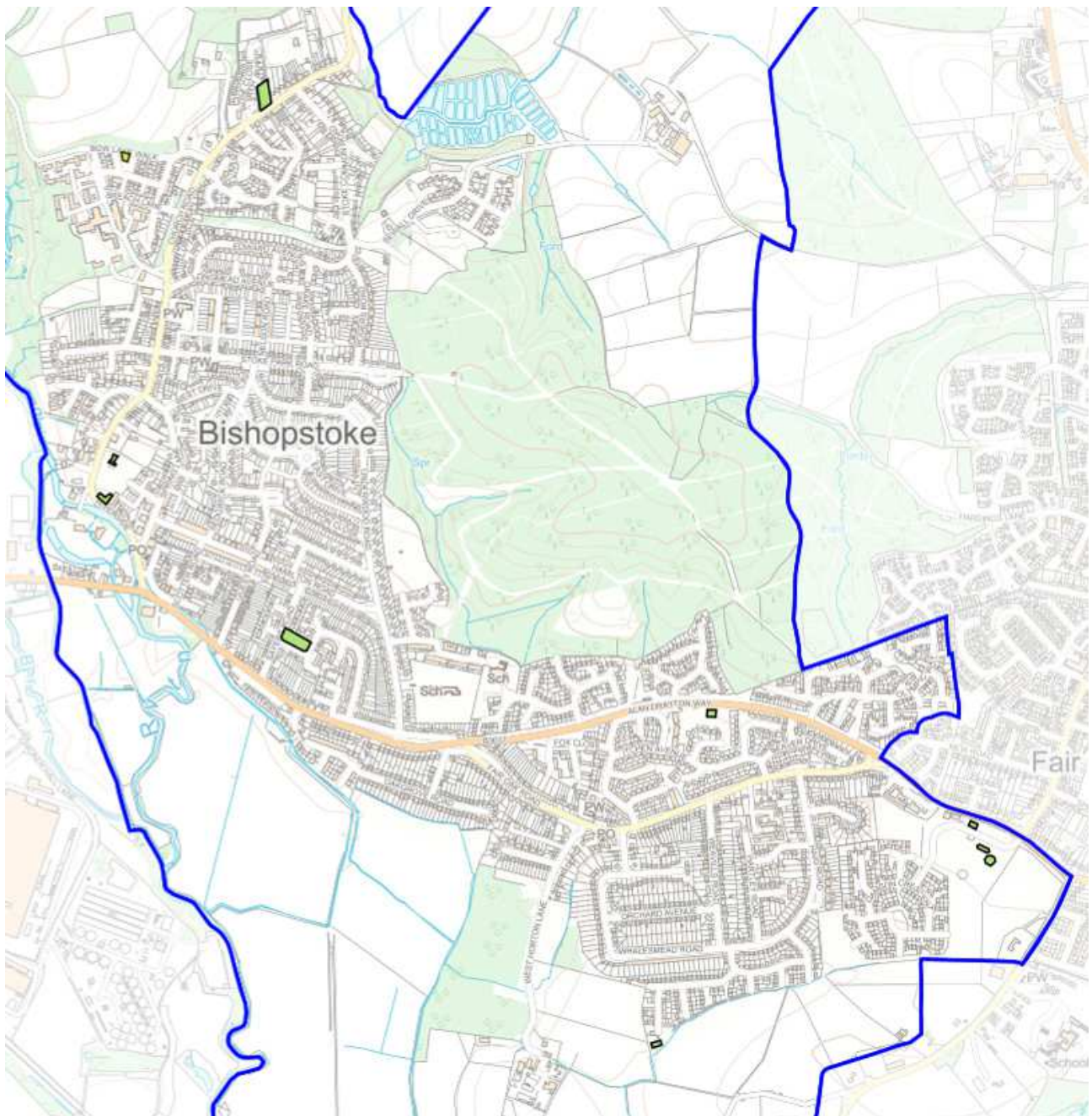
Whether there is sufficient provision for each age group.

Whether there is sufficient provision for disabled people (currently there is a small sensory area at Sayers Road, along with a wheelchair accessible roundabout and bench, there is a

wheelchair accessible roundabout on Glebe Meadow, and the proposed wheels park at Glebe Meadow should be designed with wheelchair users in mind).

The Committee is also asked to consider not just the play equipment but also the surroundings – e.g. gates, fencing, foliage, paths etc – and whether they are in need of remedial work, replacement or even rethinking.

It is not anticipated that final decisions will be forthcoming from this meeting, but that a process by which the Council can come to considered decisions about these matters can be agreed.





**BISHOPSTOKE PARISH COUNCIL  
POLICY & PROCEDURES**

**on  
SNOW & ICE**

**This Policy on Snow & Ice was adopted  
by the Parish Council at its meeting on  
April 24<sup>th</sup> 2018**

**D Wheal  
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**

**POLICY & PROCEDURES**

**on**

**SNOW & ICE**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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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](http://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 Snow Clearance**

- 6.1** Snow shovels will be kept at various Parish Council locations and are for the use of Parish Council employees and contractors.

## **7 Operation of salt distribution / protective clothing**

- 7.1** 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/m<sup>2</sup> (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.

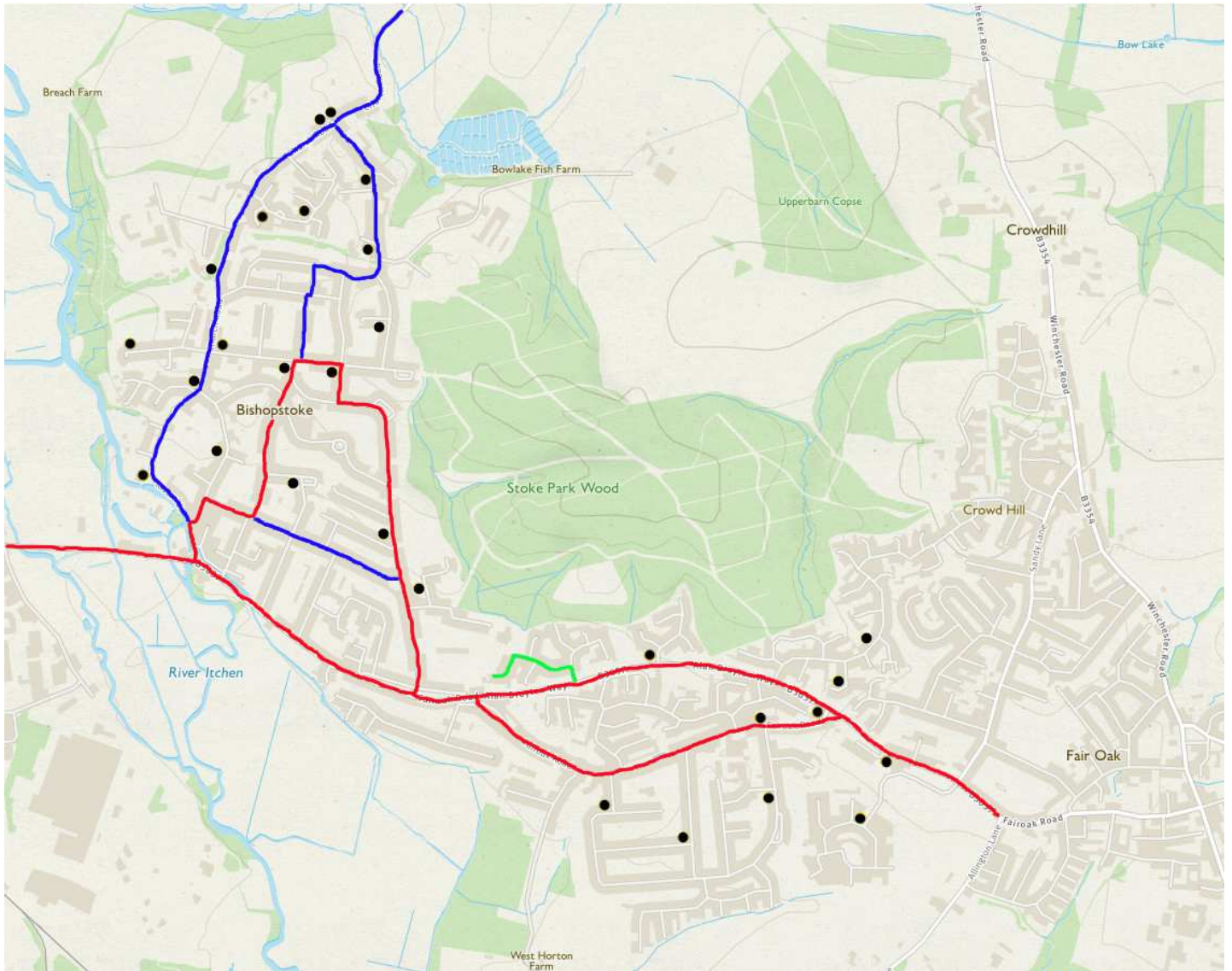
## **8 Health and Safety**

- 8.1** 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.

## **9 Grit Bins**

- 9.1** 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 – 24<sup>th</sup> May 2022

### Item 9 – The War Memorial

The Bishopstoke War Memorial sits on land owned by the Memorial Hall charity and was first unveiled in June 2000. It will need to be moved before the demolition of the Hall and the parish office and consideration is being given to where it should move to.

The Glebe Meadow working group recommended that it be placed on the grounds of Old St Mary's, and the Parochial Church Council has agreed to this, subject to a final plan being presented for approval and also the Working Men's Club being consulted as they were involved at the time it was erected.

Whatever decision is made will then have to be presented to the Diocese in Winchester for final approval and it should be borne in mind that this process can take several months.

There are two considerations before the Committee. The first is whether the existing memorial should be simply relocated or a new memorial designed. The second is whether Old St Mary's is the right place for a war memorial and if so where it should sit.

Using the existing memorial should mean that the process can be completed more quickly than otherwise would be the case. The only decision left would be the location. A new memorial would mean having to go through a process of identifying designs or designers, consulting with residents on at least one of those designs, having the memorial constructed and also deciding upon the location.

It should be noted that if the Memorial Hall has to be demolished before decisions are taken on the war memorial then a stone mason would have to be employed to deconstruct the memorial and store it.

For the location there were two areas of Old St Mary's that a meeting of the Glebe Meadow working group thought appropriate. One was to place the memorial directly where there is an existing bench that backs onto the main road and faces into the open space; the other was to place it centrally in the open space. The suggestion from the Glebe Meadow group is that, if the Assets Committee is happy with either, then the PCC / Diocese could be asked for their opinion as well.

**Decision 1 – should the existing war memorial be moved or replaced?**

**Decision 2 – where should the new location be?**



## Assets – 24<sup>th</sup> May 2022

### Item 10 – Grounds contract specifications

The Committee is being asked to discuss and agree the process by which a more detailed grounds specification, fully encompassing the desires of the Council, can be in place for the next time the contract is out to tender.

This would include which grassed areas are suitable for no mow May, which areas will be left to wildflower and how they will be treated, height of all hedges, minimum height of overhanging branches etc.

The discussion should also include whether this process is to be undertaken by officers or Councillors and the timeframe for completion.

## **Assets report 24<sup>th</sup> May 2022**

### **Play Areas**

#### General

We are currently waiting for the next set of inspections and for the first report from the maintenance contract.

#### Church Road

The specification for the new fencing and entrance has been approved and should be in place soon

#### Sayers Road

Nothing new to report

#### Templecombe Road

Nothing new to report

#### Otter Close

The new timber trail is expected to be installed soon.

#### Blackberry Drive

Work continues replacing some of the minor equipment and a new centrepiece has been agreed. The BMX track has had its surface restored.

#### Glebe Meadow

Nothing additional to report

### **Burial Grounds**

#### Bishopstoke Cemetery

Minor damages to fencing has been repaired and the memorial inspection has been completed.

#### Stoke Common Cemetery

The Cemeteries Officer is now working on a report to the Committee following the recent survey.

#### St Mary's Church

Work on the various boundary and tree issues continues.

#### Old St Mary's Churchyard

The PCC has requested an area be set aside for wildflower growth.

### **Allotments**

#### General

Early inspections have already started. Plots are being looked at to ensure they have begun cultivation, are displaying their plot number, and that any sheds or greenhouse are in a suitable condition.

The Council website now allows online application for plots.

#### Underwood Road

Around a dozen plots became vacant earlier this year for various reasons including enforcement of the Council's cultivation policy. All have now been let back out. The waiting time for plots is around 18 months.

#### Jockey Lane

The waiting time is around 4 years now.

#### Sewall Drive

We are still awaiting concrete news of the transfer of the site, not just for the benefit of Bishopstoke residents waiting for an allotment but also for access to the building to use as a temporary parish office.

#### Bow Lake Gardens

Nothing extra to report.

### **Fixed Assets**

The Clerk and RFO will be making time to complete the transfer of the fixed assets register from a spreadsheet to the AdvantEDGE software and the website.

### **Open Space & Trees**

We have recently received the results of our latest tree survey (this takes place every 15 months to rotate through the seasons). The surveyor was impressed with the current state of the Council's tree stock and the work that has been done over the past few years to deal with urgent needs and to step in to mitigate future problems.

The work resulting from the latest survey will be offered to several contractors in the near future.

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

Nothing extra to report.

## Assets Committee - Clerk's report 24<sup>th</sup> May 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\_M01/10.5

Regarding the Stoke Common Cemetery

The survey results are now in and a report and discussion document for the layout will be presented at the next Assets Committee meeting.

#### 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\_M03/33.3

Regarding Church Road play area

The quote has been agreed and, subject to agreeing a specific bin, bench and board, the work will be going ahead shortly.

#### ASSETS\_2122\_M03/39.2

Regarding Jubilee projects

Jubilee benches are being delivered on 31<sup>st</sup> May. It is not yet known when they will be installed.

#### ASSETS\_2122\_M03/40.2

Regarding the allotment buildings at Underwood Road

Inspections have not yet taken place.

### Recommendations from previous meetings

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