

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

- Present:** Cllrs R Dean, Francis, D McKeone, Tidridge and Winstanley
- In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs J Wilkie (Cemeteries Officer to Bishopstoke Parish Council)  
Cllr Daly (Bishopstoke Parish Council)
- Public Attendance:** 0 members of the public were present.

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**Public Session**

**13 Apologies for Absence**

13.1 All Committee members were present.

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

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

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

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

15.1 There were no declarations or requests.

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

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

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

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

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

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

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

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

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

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

**Action: Clerk**

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

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

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

## **19 To adopt amendments to Cemetery regulations**

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

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

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

## **20 To review groundwater monitoring at Bishopstoke Cemetery and make decisions**

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

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

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

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

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

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

**Action: Clerk**

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

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

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

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

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

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

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

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

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

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

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

**Action: Clerk**

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

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

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

**Action: Clerk**

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

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

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

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

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

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

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

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

**Action: Clerk**

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

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

**28 Motion for confidential business**

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

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

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

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

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

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