

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 24 May 2022**

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

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Tom Postle (Green Smile)

Public Attendance: 0 members of the public were present.

ASSETS_2223_M01/

Public Session

1 Election of Chair

1.1 Proposed Cllr R Dean, Seconded Cllr Francis, **RESOLVED** unanimously that Cllr Tidridge be elected as Chair of the Assets Committee for the year 2022-23.

2 Election of Vice Chair

2.1 Proposed Cllr Tidridge, Seconded Cllr R Dean, **RESOLVED** unanimously that Cllr Francis be elected as Vice Chair of the Assets Committee for the year 2022-23.

3 Apologies for Absence

3.1 Apologies were received and accepted from Cllr Winstanley.

4 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 22 March 2021

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

4.2 Proposed Cllr Francis, Seconded Cllr D McKeone, **RESOLVED** that the minutes of the Assets Committee meeting held on 22 March 2022 be adopted as a true record.

5 Declarations of Interest and Requests for Dispensations

5.1 There were no declarations or requests.

6 To recommend the adoption of the Assets Committee Terms of Reference

6.1 Proposed Cllr R Dean, Seconded Cllr Hillier-Wheal, **RECOMMENDED** that the Parish Council adopt the Assets Committee Terms of Reference.

7 To review the provision of play areas and discuss potential works

7.1 The Committee discussed the provision of play areas across Bishopstoke and agreed the following actions:

To ask for the new play area in the Breach Lane development to be known as Bow Lake Walk play area.

Action: Clerk

To seek advice on what equipment might be suitable in a play area aimed at those aged 10 – 14, with a view to providing more equipment for this age group, potentially at Stoke Common play area.

Action: Clerk

To request the Communications Working Group consider how to consult local children and gain feedback on the various play areas.

Action: Clerk

To open a dialogue with the Forestry Commission regarding the possible re-introduction of play equipment to Stoke Park Woods, including discussion of a possible fitness trail.

Action: Clerk

To ask the Carnival group to consider a “passport” for children to complete over the summer holiday, using embossed stamps to show that they have visited each play area, with small prizes being handed out for completed passports at the Carnival.

Clerk’s note – the possibility of the stamps being removed was discussed. To prevent this, it may be possible to install something at each play area to allow “brass rubbings” to be taken. This would be less susceptible to theft and would retain the individuality of each play area.

Action: Clerk

7.2 Cllrs Tidridge and Hillier-Wheal were also asked to consider adding geo-cache trails to the Village Trails Working Group plans.

Action: Cllrs Tidridge and Hillier-Wheal

7.3 The Clerk requested that each Asset Committee member take an interest in a particular play area. There would be no need for inspections, but information such as equipment in need of repainting, surfaces in need of pressure washing, nearby trees needing overhanging branches removed and any piece of equipment that seems generally to not be used by anyone would be particularly useful. Cllrs agreed and have taken responsibility for the following areas:

Otter Close	Cllr Francis
Stoke Common	Cllr Tidridge
Sayers Road	Cllr Hillier-Wheal
Glebe Meadow	Cllr D McKeone
Blackberry Drive	Cllr R Dean

Cllr Winstanley will be asked to adopt Templecombe Road.

The Clerk will provide sheets for each play area listing the equipment and other areas of interest for Councillors to use as a reference on their visits.

Action: Clerk

8 To review, amend if necessary, and adopt the Snow and Ice Policy

8.1 The Policy had been circulated to Councillors prior to the meeting.

8.2 Cllrs agreed to remove section 6 of the Policy.

8.3 Proposed Cllr R Dean, Seconded Cllr D McKeone, **RESOLVED** unanimously to adopt, as amended, the Snow and Ice Policy.

9 To discuss and make decisions regarding the location and possible replacement of the War Memorial

9.1 The Clerk summarised the memo outlining the decisions before the Committee – firstly whether to use the existing memorial or commission a new memorial and secondly whether the new location should be central to the open space at Old St Mary's or replacing the bench close to the bank that faces into the open space. The Clerk also noted that utilising the existing memorial would be a far quicker process than commissioning a new memorial.

9.2 After discussion it was agreed that it would be preferable to use the existing memorial, as that is already important to Bishopstoke residents. It was felt that a different arrangement for the wreaths would be needed to prevent names being worn off the plaques. Councillors also noted that the planting within the top of the curved wall was usually weeds and not attractive. Minor modifications would be needed to ensure these problems do not re-occur. Given the use of the current memorial it was felt that the bench location made more sense as the central option would need a memorial designed to be viewed all the way around. The Committee also noted that there was a need for general consultation on this matter, in particular with the Working Men's Club as they had been very involved in the installation of the original memorial. Finally, the Committee considered that additional seating near the memorial would provide a restful place for residents to enjoy the space and could also be used on Armistice Day. Cllr R Dean offered to circulate ideas for the broader design of the memorial space.

Action: Clerk and Cllr R Dean

9.3 Proposed Cllr R Dean, Seconded Cllr Francis, **RESOLVED** unanimously that the preferred option is to use the current War Memorial and to move it to the spot currently holding a bench on Old St Mary's.

10 To agree the process for reviewing the grounds contract specifications

10.1 The Clerk noted that the current specification for the grounds maintenance of the various open spaces managed by the Council does not include provision for no mow May, wildflowers, tree planting or hedge height. The Chair of the Council has requested that each area be looked at to see how it can be enhanced for both residents and the environment. One example given was the parcel of grass to the east of the MUGA on Blackberry Drive which would be ideal for wildflowers. It was agreed that the Clerk would provide a map showing all the open spaces within Bishopstoke and indicating which ones are the responsibility of the Parish Council. Committee members would then be invited to visit each in turn to identify areas that could benefit from being treated differently than the current mowing regime. Tom Postle indicated he would be happy to either join these visits if he is available, or give advice afterwards, so that the Committee can be sure that any changes to the specification are viable. It was recognised by the Committee that altering the current contract could mean that the costs to the Council change.

Action: Clerk and all Committee members

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

11.1 The Clerk's report had been circulated to Committee members prior to the meeting and was noted.

11.2 Cllr Tidridge asked for an update on the Cemetery Gates. The Clerk informed the Committee that there have to be lockable gates in case there is an exhumation or general work in the Cemetery that would make it unsafe walking within. The project itself is currently with the Cemeteries Officer who is trying to obtain potential design options. The Clerk was requested to check back and see whether any decisions were taken by the Cemetery Working Group.

Action: Clerk

11.3 Cllr D McKeone asked whether anything could be done to speed up the transfer of the allotments at Sewall Drive and Bow Lake Gardens. Cllr Tidridge explained that neither site had been handed over to the Borough as yet, and that there was frustration that neither the developers nor the Borough Council seem to be treating this with any urgency. Cllr D McKeone requested that this matter be added to the next Full Council agenda to enable the Council to write a letter of complaint to the Borough Council. Cllr Tidridge also recommended the Clerk apply to the Borough Council for a grant to hire a temp to assist with the transfer of data from the current system to the AdvantEDGE software.

Action: Clerk

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

12.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 26th July 2022 at the Bishopstoke Methodist Church. The Clerk reminder members that if they had items for the agenda they should be with the Clerk by July 19th.

There being no further business, the Chair closed the meeting at 8:55pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____