

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 23rd January 2024**

Present: Cllrs Francis (Chair), D McKeone (Vice Chair), Harris, Hillier-Wheal and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs A Luck (Assets Officer for Bishopstoke Parish Council)
Cllr Daly (Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

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Public Session

27 Apologies for Absence

27.1 All members were present.

28 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 28 November 2023

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

28.2 Cllr Harris noted that Minute 24.1 should refer to a report on street furniture, not the cemetery and closed churchyards. Cllr Hillier-Wheal also noted that the meeting start time should have been 7:30pm, not 7:45pm and requested that Cllr D McKeone's name be amended to include the "D" to distinguish him from Cllr C McKeone.

28.3 Proposed Cllr Harris, Seconded Cllr D McKeone, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 25 July 2023, as amended in Minute 28.2, be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

29 Declarations of Interest and Requests for Dispensations

29.1 No interests were declared or requests made.

30 To review the terms of reference of the Assets Committee and recommend their adoption

30.1 The current terms of reference had been included with the document pack for the meeting.

30.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Assets Committee terms of reference be adopted, unchanged.

31 To review the Tree and Bee Corridor Action Plan

31.1 The Action Plan had been emailed to all Cllrs with the supporting papers for the meeting.

31.2 Cllrs generally were impressed with the Plan and its scope but had some comments to feed back to the Borough Council. These were: that given the aim is to provide mostly edible planting care should be taken with chestnuts as they can be fatal when eaten raw and may lead to some believing they can also eat horse chestnuts; that there needs to be a better understanding of how damage to trees can be reported, to whom it should be reported, and how that will be dealt with and paid for; that there needs to be a plan to deal with any rotting fruit left on the ground; that consultation should be early, widespread and ongoing with both residents and parish councils and that Parish Councils should be made well aware of the ongoing costs they will be expected to incur prior to sites being included in the final plan.

Action: Clerk to feed back to Helen Brown and the Tree & Bee team

32 To decide on the potential use of Stoke Common Cemetery car park for visitors to the proposed Suitable Alternative Natural Greenspace at Stoke Common farm

32.1 A report on the proposal had been included with the supporting papers for the meeting.

32.2 Cllrs raised concerns about the distance from the car park to the SANG and whether that would mean that people using the SANG would park on the road closer to it and cause problems for local residents; about the accuracy of the information provided on the potential impact on the car park; whether the car park would be expected to be the main parking place for the SANG or whether it is envisaged as an overflow car park; the impact of the increase in both foot traffic and vehicle traffic on local roads and residents and the potential impact on funerals and mourners generally.

32.3 Cllrs also wished to know whether the bridleway is still being widened; what other options had been considered for parking; whether signs will be installed to direct people along the best route from the car park to the SANG and what funding will be provided to assist the Parish Council in making any modifications or additions to the Cemetery car park for SANG use.

32.4 Proposed Cllr Francis, Seconded Cllr Winstanley, **RESOLVED** unanimously to defer a decision on allowing SANG users to park at Stoke Common Cemetery until the concerns and questions of Cllrs have been answered.

Action: Clerk – Feedback to Borough Council with concerns and questions

32.5 Cllrs noted that there are currently no disabled bays at the car park and requested the Clerk include providing at least one in the Council's plan to set up the site.

Action: Clerk – Include disabled bay provision in future site plans

33 To receive an update on war memorial location

33.1 A brief update had been included with the supporting papers for the meeting. The Clerk confirmed that the application is now valid on the Borough Council Planning Portal with the consultation ending on 7th February and a decision by 8th March. The Assets Officer noted that the Diocese is expected to meet in March and the Council should receive their decision by April.

34 To note the completed installation of the new gates at Bishopstoke Cemetery

34.1 Committee members wished to pass on their thanks to Southern Metalcraft Fabrication for the construction and installation of the gates which have been well received.

34.2 Cllr Daly asked for the holes for the gate drop rods to be made more robust and permanent and also for the conifers adjacent to the gate to be cut back to allow the gate to open fully.

Action: Clerk to investigate possible drop rod solutions and requested tree work

34.3 Cllrs more generally requested the Clerk investigate the requirements for exhumations and how they relate to the current gates and Cemetery entrances, and what impact that will have on Stoke Common Cemetery in particular in light of the public footpath through the Cemetery.

Action: Clerk / Assets Officer to review the requirements for exhumations

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

35.1 The Clerk's report was included with the document pack for this meeting and was noted.

35.2 Cllrs requested that the delayed actions on adding Memorial Hall documents to the Cllr only section of the website, the disclaimers on play areas and bins be dealt with as a more urgent matter.

Action: Clerk to bring forward actions as requested

35.3 The Clerk was requested to engage further with the Borough Council to establish that the Parish Council owns the majority of bus shelters in Bishopstoke and to confirm whether any funding from the Borough that has been earmarked for those shelters should be passed on to the Parish Council.

Action: Clerk to contact Borough Council again to discuss ownership of bus shelters, providing scans of paperwork if needed

35.4 Cllrs noted that the Jubilee clocks had been put right but that the Whalesmead Clock was now clearly malfunctioning. The Clerk was requested to arrange for it to be repaired.

Action: Clerk to contact installation company with a view to arranging a repair

35.5 The Clerk updated the Committee on developments with the Memorial Hall since the last Assets Committee meeting. Permission for the demolition has not been fully granted, but is subject to a Habitats Regulations Assessment being written, sent to Natural England, and receiving a response from Natural England. It is also subject to a Construction Environmental Management Plan being agreed with consultees. The Committee were disappointed by this. The Clerk also noted that the Land Registry now publishes estimates of time to complete various requests based on their complexity. The Parish Council's request to register three pieces of land for the first time and combine them is in the most complex category, with an estimate that "most requests of this type are completed in 14 – 16 months". The Parish Council's request was sent in 11 months ago so it is hoped that there will be no more than 5 months remaining until completion, although there is no guarantee of this. A plan is being discussed to see if the tree work can be approved and completed prior to March 1st and the start of the nesting season and Cllrs thought this would be good if it can be done. Cllr Harris informed the Committee that Memorial Hall windows with bars on remain unboarded and this could present complications if the tree work proceeds prior to the demolition.

Action: Clerk to check and arrange for further boarding if necessary

35.6 Proposed Cllr Francis, Seconded Cllr Harris, **RESOLVED** unanimously that, in view 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.

35.7 The Clerk updated the Committee on an incident at Underwood Road allotments.

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

36.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 26th March at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that if they wished to add items to the agenda they should ensure the item, with any supporting papers, is with the Clerk by March 19th.

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

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____