

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:45pm on 24 January 2023**

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

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs A Luck (Assets Officer to Bishopstoke Parish Council)
Cllrs Daly and Harris (Bishopstoke Parish Councillors)
Mr T Postle (Green Smile)

Public Attendance: 0 members of the public were present.

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Public Session

40 Apologies for Absence

40.1 Apologies were noted from Cllrs R Dean and Tidridge.

41 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 22 November 2022

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

41.2 Proposed Cllr D McKeone, Seconded Cllr Winstanley, **RESOLVED** with two abstaining that the minutes of the Assets Committee meeting held on 22 November 2022 be adopted as a true record.

42 Declarations of Interest and Requests for Dispensations

42.1 There were none declared or requested.

43 To receive an update on asset transfers and decide next steps

43.1 A summary of the current position in relation to Blackberry Drive, Sewall Drive and Bow Lake Gardens had been included with the document pack for the meeting.

43.2 The Clerk advised that there was little the Council could do to shift the position forward on any transfer. The current letter of comfort for Blackberry Drive provides sufficient cover for the Council to continue managing the open spaces there but the situation will be revisited when the final year of the grounds maintenance contract begins to see if the Council still wishes to carry on. The Committee asked the Clerk to draft a response to the Borough Council requesting information on the anticipated timescales for the transfer of the various assets on Sewall Drive, and also laying out where the Committee believes Bow Lake Gardens does not meet the specification as laid out in the approved plans. The Committee also require sight of any specification plans mentioned in the S106 legal agreements. Finally, the Clerk informed the Committee that the request for a contamination report came not from the Parish Council as the Borough has repeatedly stated, but came in fact from the Borough's own legal team. The Committee asked that this be included in the letter.

Action: Clerk

43.3 The Committee also asked the Clerk to write to all those on the waiting list for allotments and explain the current situation and the cause of the delays.

Action: Clerk

44 To consider how to implement natural burials at Stoke Common Cemetery

44.1 The Committee had been asked by Cllr Tidridge to consider joining the Association for Natural Burial Grounds. The ANBG Code of Conduct and Frequently Asked Questions document had been included in the document pack for the meeting.

44.2 The Clerk informed the Committee that in order to join the Association the Council would have to change its regulations to restrict natural burials to single depth only, and to allow families to arrange interments without a funeral director. The Clerk advised the Committee that this could pose an insurance risk to the Council and therefore joining the Association was not recommended.

44.3 The Committee discussed concerns that if the natural burial area were listed on the ANBG website it may quickly fill up with non-residents which could deny those in Bishopstoke the opportunity to have a natural burial for themselves.

44.4 Proposed Cllr D McKeone, Seconded Cllr Winstanley, **RESOLVED** with three in favour and one against to proceed with plans for a natural burial area but to not join the Association for now. The Clerk noted that the decision could be revisited after 6 months.

45 To receive an update on plans for Bishopstoke Memorial Hall and decide next steps

45.1 An update on the planned demolition of the Memorial Hall and the way forward had been received from the Borough Council and had been summarised in the document pack for the meeting.

45.2 The Committee wished to hold the suggested meeting with the Borough Council as soon as possible to try to reach an agreed position on funding. The Borough Council's position appears to have changed in that it had previously agreed that it would fund the project at least until the pre-application stage. The Committee had concerns over how it would be possible to agree funding for a building when there are no current plans which could be used to provide an estimate of costs. The Clerk informed the Committee that planning applications are required not only for the demolition of the Memorial Hall and Parish Office, but also the removal of the War Memorial. Parish Council officers are already working on the Memorial Hall application. The Clerk was requested to arrange the meeting with the Borough Council, and a meeting of the Glebe Meadow Working Group, as soon as possible. It was also noted any tree removal would require consent as a result of the site being within a conservation area.

Action: Clerk

45.3 The Chair requested that it would assist members to have a dedicated area of the website for all documents and correspondence related to Glebe Meadow / Bishopstoke Memorial Hall.

Action: Clerk

46 To recommend funding temporary storage whilst the Parish has no office

46.1 The Clerk informed the Committee that it was no longer necessary to discuss this item as it had been included in error.

47 To receive an update on trees and open spaces

47.1 An update on open spaces and trees, including some details on the bee and tree work being undertaken by the Borough Council, had been included in the document pack. It was requested that the Clerk find out further details so that the Parish Council are in a position to publicise the project with residents.

Action: Clerk

Initial: _____ Date: _____

47.2 The Clerk noted that the work resulting from the tree survey was now planned to begin in mid-February and is expected to take 11.5 days. Shawyers have been appointed at a day rate to undertake this work. The Assets Officer also noted that aerial surveys for the two large trees in St Mary's Churchyard are being arranged as the Council needs an updated opinion on the work before it can proceed.

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

48.1 The Assets report and the Clerk's report were included with the document pack for this meeting and were noted.

48.2 Cllr Hillier-Wheal reported that the graffiti in Sayers Road play area is still present despite the maintenance contract with Vitaplay. The Clerk was asked to arrange for it to be removed. Cllr Daly asked when the bin on the corner of Hamilton Road and Spring Lane is going to be replaced and the Clerk was asked to investigate.

Action: Clerk

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 28th March 2023 at the Bishopstoke Methodist Church. Items for the agenda should be with the Clerk, including any supporting papers, by March 20th.

There being no further business, the Chair closed the meeting at 8:45pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____