

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:45pm on 23rd May 2023**

Present: Cllrs Francis, Harris, Hillier-Wheal, D McKeone and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr Daly (Bishopstoke Parish Councillor)
Mr T Postle (Green Smile)

Public Attendance: 0 members of the public were present.

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Public Session

1 Election of Chair

1.1 Proposed Cllr D McKeone, Seconded Cllr Francis, **RESOLVED** with 4 in favour and 1 abstention that Cllr Francis be elected Chair of the Assets Committee for the 2023-24 council year.

2 Election of Vice Chair

2.1 Proposed Cllr Winstanley, Seconded Cllr Francis, **RESOLVED** unanimously that Cllr D McKeone be elected Vice Chair of the Assets Committee for the 2023-24 council year.

3 Apologies for Absence

3.1 All Committee members were present.

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

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** unanimously that the minutes of the Assets Committee meeting held on 28 March 2023 be adopted as a true record.

4.3 Cllr Hillier-Wheal asked how the bin mapping project was going. The Clerk noted that Cllr C McKeone had done extra areas to help out, for which the Clerk was grateful. Cllr Francis also offered to do extra areas if needed. To date approximately half of the maps have been returned.

5 Declarations of Interest and Requests for Dispensations

5.1 There were none declared or requested.

6 To agree an age-based review of Bishopstoke play areas

6.1 A memo detailing the suggested scope and purpose of the review had been included with the supporting papers for the meeting.

6.2 Cllr Francis noted it would be good to have a published strategy for play areas and that the Council is likely limited to its current locations. Cllr Francis also noted that if more areas are utilised for older children then residents may feel concerned about anti-social behaviour. The LAP / LEAP / NEAP designations may be useful. Finally Cllr Francis suggested consulting Dave Bowen as he has helped the Council previously with regard to play areas and has many years' experience in the field.

Clerk's note – A incorrect definition of LAP / LEAP / NEAP was provided by the Clerk. There is an explanation of the terms attached to these minutes as Appendix A

6.3 Cllr Winstanley suggested the Council plan for more areas appropriate for the younger age groups as young families may appreciate having less distance to travel. Cllr Winstanley also noted that all genders need to be catered for.

6.4 Cllr Daly asked whether there is drainage for the trampolines. The Clerk noted that drainage is only natural, and that other drainage could be installed but this would add to costs. Tom Postle of Green Smile also noted that the trampolines in Parish play areas are all in more waterlogged areas of Bishopstoke.

6.5 Cllr D McKeone suggested signs on play areas indicating what ages they are suitable for. Cllr Hillier-Wheal informed the Committee that, in her experience as a secondary school teacher, girls are often keen on climbing fences, walls etc. Cllr Hillier-Wheal also thought that attempting to cover two of the suggested age ranges in each play area would be difficult and finally that school routes would be an important indicator for where play should be and what they should contain.

6.6 The Clerk explained the process going forward. Over the course of the next few months officers will examine each play area and consult with various play area contractors to determine roughly what ages the play areas are currently suitable for. Simultaneously the Committee will consider where they want the Council to be in 15 years' time and which age ranges should be catered for at each play area. The Clerk noted that the Council had not built up a play area fund and so is likely to have to replace equipment on a piecemeal basis rather than bringing in a whole new play area. Officers will also provide estimates for which play areas are likely to need revamping first. Once these tasks are complete the Committee will attempt to determine budgetary requirements for the next few years to enable the strategy to be implemented.

Action: Clerk – draw up a plan, with timetable, for the implementation of this process.

6.7 The Clerk asked the Committee to consider Glebe Meadow play area specifically, as that is being moved forward by the Glebe Meadow working group. It was agreed that this area should be targeted at toddlers and younger children, with consideration being given to a buggy park.

Action: Clerk – include this information in the next Glebe Meadow Working Group meeting.

7 To discuss play area rules and decide any changes

7.1 A memo outlining the current rules and problems with implementation had been included with the supporting papers for this meeting.

7.2 Cllrs considered having an area in or next to a play area for dogs to be, and setting aside specific areas for ball games, but it was agreed that these would not solve the problem of it being almost impossible to enforce current rules. However, it was agreed that the Council should still keep rules for what is allowed within play areas. The Committee were concerned with ensuring that if any damage or injury occurred as a result of someone breaking the rules, then it should be the rule-breaker that faces consequences, not the Council.

7.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Harris, **RESOLVED** unanimously that a disclaimer be added to each play area to the effect that the Council accepts no liability for anything untoward happening as a result of the rules being broken.

Action: Clerk – draft a suitable disclaimer

7.4 The Clerk noted that the play area signs need to be redone anyway as they have the old office phone number on them. Cllr Francis wanted to ensure the new signs have the Parish logo on them.

Action: Clerk – Arrange for new signs to be designed including current contact details and the disclaimer.

8 To receive the Clerk’s report, including all areas delegated to the Committee

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

8.2 In addition to the written report the Clerk informed the Committee that sketches for the design of the Cemetery gates had been received and would be circulated. The Clerk also updated the Committee on further progress with the War Memorial’s proposed move to Old St Mary’s Churchyard. The Committee felt that the memorial itself should be closer to the wall and plaques and the Clerk was requested to provide two different options for the Committee members to consider. Cllr Harris noted the presence of cables at the edge of Old St Mary’s and advised caution when attempting to reinstate the path.

Action: Clerk – produce and circulate two plans for the location of the War Memorial

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

9.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 25th July 2023 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 July 18th.

There being no further business, the Chair closed the meeting at 8:25pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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LAP / LEAP / NEAP

Definitions:

LAP – Local Area for Play

A small area of open space specifically designated and primarily laid out for very young children to play close to where they live i.e. within one minute's walking time. LAPs are designed to allow for ease of informal observation and supervision and primarily function to encourage informal play and social interaction for toddlers. The LAP requires no play equipment as such, relying more on demonstrative features indicating that play is positively encouraged. Minimum recommended size is 100m² with a buffer zone of at least 5m to the nearest dwellings.

LEAP – Locally Equipped Area for Play

An area of open space specifically designed and laid out with features including equipment for children who are beginning to play independently. The number and nature of equipment and structures is a matter for local decision, though provision for a minimum number of six play experiences is recommended. Typically within a 5 minute walk of a well-used pedestrian route, with a minimum recommended size of 400m² and a 20m buffer zone.

Play features including equipment are an integral part of the LEAP and the attractiveness of such spaces, though it is also important that the space can be used for physical activity and games. LEAPs can also include landscaped areas of play; containing little formal equipment but imaginatively designed and contoured, using as far as is possible natural materials such as logs or boulders which create an attractive setting for play.

NEAP – Neighbourhood Equipped Area of Play

This is an area of open space specifically designated, laid out and equipped mainly for older children but potentially with play opportunities for younger children as well. It can provide play equipment and a hard surface area for ball games or wheeled activities such as roller skating or cycling. It may provide other facilities such as a ramp for skateboarding, a rebound wall, and a shelter for meeting and socialising. NEAPs can often be combined with LEAP provision.

This is expected to be within a 15 minute walk of a well-used pedestrian route, providing a minimum of 8 play experiences including 5 individual items with varied difficulties. The minimum space is 1000m² but this can be spread across more than one area (e.g. playground equipment and five-a-side football). There should be a minimum buffer zone of 30m.