



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

Present: Cllrs Mignot (Chair), Harris, Hillier-Wheat and Winstanley

In Attendance: Mr D Wheat (Clerk to Bishopstoke Parish Council)
Mr T Mellor (Allotments & Cemeteries Officer to Bishopstoke Parish Council)
Mr T Postle (Green Smile)

Public Attendance: 1 member of the public was present.

ASSETS_2425_M02/

Public Session

10 Apologies for Absence

10.1 Apologies had been received from Cllr Kirby.

11 To adopt and sign the minutes of the Assets Committee meeting held on 28th May 2024

11.1 The minutes of the above meeting had been included with the document pack for the meeting.

11.2 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 28 May 2024 be adopted as a true record.

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

12 Declarations of Interest and Requests for Dispensations

12.1 Cllr Hillier-Wheat declared an interest in items 5 and 6 on the agenda as an allotment holder.

13 To receive updates on the following:

Asset transfers
Memorial Hall project
War Memorial
Play Space review

13.1 Updates on all matters were included with the supporting documents for this meeting.

13.2 Councillors were concerned that Bishopstoke Parish Council is being blamed for the lack of progress with allotment site transfers and the Memorial Hall / Glebe Meadow project, when there are other reasons for delays in those projects. Cllrs requested more information be published to keep parishioners informed on these projects.

Action: Clerk – Update communications policy to allow better communication

13.3 Cllr Hillier-Wheal reported that at a recent team meeting of the Bishopstoke, Fair Oak and Horton Heath Local Area Committee (BIFOHH LAC) she had been assured that the Parish Council would not be expected to spend any money to make the Bow Lake Garden allotment site suitable for use. However, Bishopstoke Parish Council has previously been informed by the Borough Council of their belief that no work beyond the installation of additional standpipes was necessary, which does not match the assessment of the Parish Council. The Clerk was requested to re-examine where responsibility for the site currently lies, re-send the independent assessment of the site to all Cllrs, and to the Local Area Manager at the Borough Council. The Clerk was also requested to write to the Chair of the Local Area Committee expressing the Parish Council's frustration at the mixed messaging being provided both to the Parish Council and to residents.

Action: Clerk – Ascertain correct information regarding Bow Lake Gardens, circulate to all concerned and contact the LAC with those details

13.4 Cllr Harris informed the Committee that someone has removed a section of fencing at Bow Lake Gardens and cleared a raised allotment, presumably to use. The Clerk and Allotments Officer had visited the site the day before and the site had been intact. The Clerk was asked to contact the Borough Council to inform them of the situation. Cllr Hillier-Wheal and the Allotments Officer arranged to visit the site on the 24th July to assess the situation.

Action: Clerk – To inform the Borough Council of the break in at Bow Lake Gardens

13.5 The Committee agreed that it would be good to highlight the various play areas within Bishopstoke to a wider audience and suggested a "Play Area of the Week" to be published on Facebook and the website. Cllr Hillier-Wheal offered to provide pictures for each area as required.

Action: Clerk – To publish pictures of the Play Area of the Week throughout the summer

Action: Cllr Hillier-Wheal – To provide pictures of play areas to the Clerk

14 Allotments - To consider and make decisions on:

A review of the deposit scheme

Introducing competitions at each allotment site

Planned removal of the machinery shed

Approving new allotment building plans for consultation

14.1 Updates on each matter had been included with the supporting papers for this meeting.

14.2 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously to continue with the deposit scheme as is.

14.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Winstanley, **RESOLVED** unanimously to defer a decision on competitions to allow time for further consultation.

Action: Clerk – consult with site reps at Underwood Road and add to a future agenda

14.4 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to proceed with obtaining quotes for the demolition of the machinery shed.

Action: Clerk – source quotes for the demolition of the machinery shed

14.5 Cllrs examined the plans for the new allotment building and requested that the toilet door be lockable. It was agreed that a keypad, or number coded padlock, would be the simplest solution. Proposed Cllr Winstanley, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously to publish the building plans at the Underwood Road site for consultation.

Action: Clerk – publish plans for the new building at Underwood Road and collate responses

15 To set allotment rents for the period 1st October 2024 – 30th September 2025

15.1 A report recommending a change to allotment rents had been included with the supporting papers for the meeting.

15.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** with Cllr Hillier-Wheal abstaining due to a declared interest to raise the allotment rent to £12 per rod, with a discounted rate of £8 per rod for those over 70.

Action: Clerk – ensure the new rates are published and included in the allotment rent letter

16 To consider projects suitable for County Council grant applications

16.1 Details of potential funding had been included with the supporting papers for this meeting.

16.2 Cllrs discussed various current and potential projects that may fit the criteria for the various funds. Suggestions were:

Applying for additional funding to use for the restoration of the Bishopstoke Beach area.
Improving the open space at Rose Close – making it a wildflower site, adding a natural border and reinstating trees were all suggested.

Obtaining gazebos for the Carnival to avoid future hire charges.

Arranging training for Officers on youth engagement and trees.

Funding coffee mornings arranged by the Parish Council to meet residents and provide shelter, company and a warm space to anyone who needs it.

Action: Clerk – to apply for funds from the County Council for listed projects

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

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

17.2 Cllr Hillier-Wheal asked for checking the time on the Jubilee Clocks to be added to the Assets Officer monthly inspection list.

Action: Clerk – Update inspection list to include clocks

17.3 Cllr Winstanley asked whether the Spring Lane bus shelter would have its time indicator reinstalled.

Action: Clerk – Contact the Borough Council to obtain details of the repairs to be completed

17.4 Cllrs wished to know who is responsible for watering the rooves of the green bus shelters.

Action: Clerk – Contact the Borough Council for information on watering the bus shelters

17.5 The Clerk informed the Committee that there is increased vandalism occurring at the play areas, including setting of fires and damage to equipment. The Clerk was asked to explore publishing pictures of the damage to highlight to residents what is going on and that the Council is aware of it.

Action: Clerk – Check the Communications Policy and update if necessary

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

18.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 24th September at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that if they wish to add items to the agenda they should ensure the item, with any supporting papers, is with the Clerk by September 17th.

There being no further business, the Chair closed the meeting at 8:37pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____