



Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 26 July 2022

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

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllrs A Dean and Daly

Public Attendance: 0 members of the public were present.

ASSETS_2223_M02/

Public Session

13 Apologies for Absence

13.1 Apologies were received and accepted from Cllr Winstanley.

14 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 24 May 2022

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

14.2 Proposed Cllr Francis, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 24 May 2022 be adopted as a true record.

15 Declarations of Interest and Requests for Dispensations

15.1 Cllrs Francis and Hillier-Wheal declared an interest in the item on allotment rents as allotment plot holders.

16 To receive an update on new gates at Bishopstoke Cemetery and make any necessary decisions

16.1 Proposed Cllr Hillier-Wheal, Seconded Cllr R Dean, **RESOLVED** unanimously that the Parish Council approach local wrought iron gate manufacturers to obtain quotes for the cemetery gate with a specification to be drawn up in advance.

17 To receive an update on problems discovered during the burials data-checking exercise

17.1 A report on problems found so far in the burial data checking exercise had been included with the supporting papers for the meeting and was noted.

18 To receive an update on plans for Stoke Common Cemetery and make any necessary decisions

18.1 The results of the survey for Stoke Common Cemetery had been included in the supporting papers for the meeting.

18.2 Cllrs agreed that the cemetery should include an area for standard burials and ashes burials, with the option for headstones and memorials, an area for natural burial and an area for ashes scattering. It was also agreed that the Committee would revisit the idea of a separate children's area at a later date. Kerb sets will not be permitted in the new cemetery. Ashes scattering will be permitted in designated wildflower and woodland areas. There will be a memorial wall for plaques to be affixed to. It was also agreed that where areas cannot be used for interments and are not needed for other purposes there will be a presumption that they be given over to wildflowers.

18.3 Proposed Cllr Tidridge, Seconded Cllr A Dean, **RESOLVED** unanimously that Stoke Common Cemetery include the areas listed in 18.2.

Cllr Daly left the meeting at this point.

19 To discuss how the allotments are managed and explore potential alternative methods

19.1 Cllr Tidridge asked the Committee to consider whether there were ways in which the allotments could become more self-sufficient. Currently the sites at Underwood Road and Jockey Lane are subsidised by the Parish Council in that the annual rent collected does not cover the annual costs of running the sites. Ways to reduce costs such as no longer providing a skip each year and asking the site reps to do more inspections. Additionally offering new tenants a period of reduced or zero rent assuming they clear their plot themselves rather than having the Council pay for it could be considered.

19.2 The Clerk reported on discussions already underway with site reps to have them more involved in the inspection process and noted that where appropriate new tenants are offered reduced terms for taking on difficult plots. A Council email address has been set up for the Underwood Road site reps so that there will be one central point of contact and a similar address will be set up for the Jockey Lane site.

19.3 It was agreed that communication with plot holders generally needs to be improved and the Communications Working Group was asked to have a look at what can be done. Cllr Francis, as lead member of the Communications Group asked the Committee to think about what they want to communicate before the Communications Group considers how to do it. The Clerk was asked to add the discussion to the next Working Group agenda. The Committee also agreed that the skips would go ahead this year but would be monitored for what actually goes in them before a decision is taken for the following year.

Action: Committee and Clerk

20 To agree the allotment fees for the period 1st October 2022 to 30th September 2023

20.1 Proposed Cllr Tidridge, Seconded Cllr R Dean, **RESOLVED** with Cllrs Francis and Hillier-Wheal abstaining that the allotment rents for Oct 2022 to Sept 2023 will be increased by £1 per rod to £9 per rod, with the discounted rate being increased to £6 per rod.

21 To recommend accepting the transfer of Bow Lake Gardens allotment site from the Borough Council

21.1 The map of the area to be transferred and a report on potential soil contamination had been included in the supporting papers for Councillors.

21.2 The Clerk noted that the site was in no way ready to be used as allotments. Work that would be needed prior to anyone having a plot includes the clearing of weeds and grass from the site, the addition of soil improver throughout, deer fencing around the allotments, confirmation of where the

Initial: _____ Date: _____

orchard is and how those trees are protected from wildlife. The woodland is a cause for concern as there is no survey of the condition of trees there, and community access to the orchard is only via a steep bank at the moment.

21.3 The Clerk further noted that the site has not yet been passed from the developer to the Borough Council. However, the Borough Council is undertaking the grounds maintenance works. The Borough has indicated that they would seek to recover the costs of this maintenance from the developer contributions that are attached to the site. The Clerk indicated this would not be acceptable as the Parish should not suffer financial loss from the Borough's decision to perform functions which should still be carried out by the developer.

21.4 It was also noted that there are residents who have been waiting at least 4 years for this site to be ready and any delay would obviously impact them. It was agreed that it is necessary to bring the site up to the point where it can be safely used by the community, and this would take time. The Clerk indicated he would contact all those on the waiting list and explain the current situation and the reasons for the delay. The Communications Working Group will approve the draft (via email) before it goes out.

Action: Clerk

21.5 Proposed Cllr Tidridge, Seconded Cllr R Dean, **RECOMMENDED** unanimously that the Parish Council indicate to the Borough that they do wish to accept the transfer of the land, but only subject to certain works still to be agreed to be carried out first. If necessary, the land would be accepted in stages, with the allotment coming first, then the orchard and open space, and finally the woodland.

21.6 The Clerk is arranging a site meeting with Dave Bowen Consultancy Ltd to obtain advice on anything else that needs to be done to bring the site to a useable state. Consideration will also be given to inviting a tree surgeon to provide a condition report on the woodland area.

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

22.1 The Assets report and the Clerk's report had been included with the supporting papers for this meeting. In addition, the Clerk gave a verbal update. An updated Clerk's report is attached to these minutes. The Committee noted those reports.

22.2 Cllr Francis asked whether the damaged trampoline at Otter Close was going to be fixed and the Clerk indicated it would be. Cllr Tidridge reported that the gates to the substation at Stoke Common play area had been forced open. The Clerk indicated he would contact the company to inform them.

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

23.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 27th September 2022 at the Bishopstoke Methodist Church. The Clerk reminded members that if they had items for the agenda they should be with the Clerk, including any supporting papers, by September 20th.

There being no further business, the Chair closed the meeting at 9:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Assets Committee - Clerk's report 26th July 2022 Including verbal update

Actions from previous meetings

ASSETS_2122_M01/10.4

Regarding the transfer of Sewall Drive assets

At the time of writing there had been no transfer of assets and no email from the Borough Council requesting Bishopstoke take over the assets has been received.

ASSETS_2122_M02/17.5

Regarding projects for next year

There has been no further progress on these projects as other work has taken priority.

ASSETS_2122_M03/39.2

Regarding Jubilee projects

The Jubilee benches are now installed.

ASSETS_2122_M03/40.2

Regarding the allotment buildings at Underwood Road

Inspections have not yet taken place.

ASSETS_2223_M01/7.1

Regarding the Breach Lane development play area

A request that this be known as Bow Lake Walk play area has been passed to the Borough.

Clerk's note – it may be more appropriate to call this Bow Lake Gardens play area as it is on Bow Lake Gardens and not Bow Lake Walk

ASSETS_2223_M01/7.1

Regarding play equipment for those aged 10-14

Advice from the consultant is that the usual standard for this age range is to keep 30m away from residential and therefore Stoke Common would not be suitable. Building on existing provision at Blackberry Drive would make sense, especially given the current Youth Centre there. Young people in the 10 – 14 year age group look to more team activities such as football and basketball so a MUGA would be beneficial. They also like having somewhere to chillout with their friends. Exciting and challenging items which can give them a bit of an adrenalin rush are also popular. Zip wires, climbing units, single point swings and spinning items along with having some social interaction are ideal. Other facilities could include a table tennis table and tabletop football.

ASSETS_2223_M01/7.1

Regarding consulting local children about play areas

This has been added to the Communications group meeting agenda in July.

ASSETS_2223_M01/7.1

Regarding a dialogue with the Forestry Commission

The Commission have been contacted and I am now waiting for “relevant team” to respond.

ASSETS_2223_M01/7.1

Regarding consulting the Carnival group about a play area passport

This idea has gone ahead without being presented to the Carnival group. Booklets have been delivered to the Junior School and are available to download from the Parish website.

ASSETS_2223_M01/7.2

Regarding Village trails / geo-caching

This was an action for Cllrs Tidridge and Hillier-Wheal.

ASSETS_2223_M01/7.3

Regarding play area sheets for Cllrs

Sheets are now available and will be emailed to Cllrs, along with the latest inspection which details all equipment present.

ASSETS_2223_M01/9.2

Regarding the War Memorial

Initial idea sketches have been provided by Cllr R Dean and an indicative diagram has been circulated to Cllrs. The Working Men's Club have been contacted and I am awaiting their reply.

ASSETS_2223_M01/10.1

Regarding grounds contract specifications

This has not yet begun.

ASSETS_2223_M01/11.2

Regarding the Cemetery gates

No decisions were taken by the Cemetery Working Group. A discussion on cemetery gates is on the agenda for the July Assets Committee meeting.

ASSETS_2223_M01/11.3

Regarding allotment transfers

This was not discussed at Full Council. However, all current plot holders and their plots are now migrated to the new software.

Recommendations from previous meetings

ASSETS_2223_M01/6.1

Regarding the Assets Committee Terms of Reference

These were approved at the Council meeting in July.

There were no recommendations from the previous Assets Committee meeting for Full Council to consider.