



Bishopstoke Parish Council

To find out how to attend or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07368 487464;
Or visit www.bishopstokepc.org

**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 23rd May at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Election of Chair
2. Election of Vice Chair
3. Apologies for Absence
4. To adopt and sign Minutes of the Assets Committee meeting held on 28 March 2023
5. Declarations of Interest and Requests for Dispensations
6. To agree an age-based review of Bishopstoke play areas
7. To discuss play area rules and decide any changes
8. To receive the Clerk's report, including all areas delegated to the Committee
9. Date, time, place and agenda items for next meeting

D L Wheal
Clerk to Bishopstoke Parish Council
17th May 2023

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:45pm on 28 March 2023**

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

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

Public Attendance: 2 members of the public were present.

ASSETS_2223_M06/

Public Session

Cllr Tidridge, as Chair, welcomed everyone to the meeting and introduced the Councillors and Officers present, before asking if any member of the public wished to speak.

The two members of the public had come to the meeting to ask the Council to allow them to keep their allotment. The residents informed the Committee of the various reasons why they had not been able to work their plot during the previous year and why they felt they had been poorly treated by the Clerk. They also informed the Committee that they would be making a complaint about the situation.

Cllr Tidridge thanked them for coming to talk to the Committee and went on to explain that the Committee would not be able to respond during the meeting as it is limited to discussing what is on the agenda, but once the complaint has been received the Council will follow its Complaints Procedure fully.

50 Apologies for Absence

50.1 Apologies were noted from Cllrs R Dean and Winstanley.

51 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 24 January 2023

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

51.2 Cllr Francis asked whether the Committee should have been given sight of the letter on asset transfers prior to it being sent. The Clerk explained that this had not been part of the minuted action but would be something that could be done in the future. Cllr Francis also noted that the Council website had begun to be populated with material related to Glebe Meadow and asked whether the scoping document for the new Memorial Hall could be posted, along with the outline plan for the Meadow as a whole. The Clerk indicated that these documents were being discussed at the Glebe Meadow Working Group meeting planned for 4th April and the site would be updated after that.

51.3 Cllr Daly asked whether the graffiti in Sayers Road play area had been dealt with. The Clerk informed the Committee that as part of the maintenance contract with Vitaplay there is an inspection visit every quarter, during which graffiti is routinely removed. However, it is not unusual for there to be new graffiti shortly after a space has been cleaned and this is an ongoing problem.

51.4 Proposed Cllr D McKeone, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 24 January 2023 be adopted as a true record.

52 Declarations of Interest and Requests for Dispensations

52.1 There were none declared or requested.

53 To decide the timeframe for the new skate park and play area at Glebe Meadow

53.1 A memo detailing the reasons for bringing the new skate park and play area forward had been included with the supporting documents for this meeting.

53.2 Cllr Tidridge noted that an additional reason for wanting to have all the elements of the new Glebe Meadow happening at the same time had been to ensure that they all work together rather than as separate distinct areas. Cllr Hillier-Wheal asked whether these new plans would impact on the Carnival. The Clerk indicated that any work, whether to the skate park, the play area, or indeed the demolition of the Hall, would be scheduled so as to avoid any impact on school holidays or the Carnival. Cllr D McKeone asked whether the sensory garden was being relocated. Cllr Tidridge noted that the Glebe Meadow working group was aware that the sensory garden was not particularly effective and there is a tentative plan to move it to an area of Bishopstoke Cemetery that is unable to be used for interments.

53.3 Cllr Francis asked whether the path network would go in at the same time as the new areas. Cllrs agreed that it would be appropriate to obtain quotes for the paths at the same time as planning the new areas, but that paths should be added after they are installed, not before.

53.4 Cllr McKeone asked whether the time was now right to request a pedestrian crossing from Glebe Meadow to Old St Mary's. The Committee agreed this would be a good idea and the Clerk was requested to make contact with Hampshire County Council / Hampshire Highways to see if this could be done.

Action: Clerk

53.5 Proposed Cllr Hillier-Wheal, Seconded Cllr Harris, **RESOLVED** unanimously to approve going forward with obtaining plans for the new skate park, play area and paths.

Action: Clerk

54 To consider amending the rules for interments

54.1 A memo explaining the two proposals for consideration had been included with the supporting papers for this meeting.

54.2 Cllrs did not agree with the idea that Parish Councillors should automatically qualify for single fees, no matter where they live.

54.3 Proposed Cllr Tidridge, Seconded Cllr Francis, **RESOLVED** unanimously to lower the time needed to have lived in Bishopstoke to qualify for single fees regardless of time spent elsewhere from 50 years to 30 years.

Action: Clerk

55 To consider a strategy for new and replacement bins and dog bins across Bishopstoke

55.1 A request from the Clerk for Councillors to help catalogue all bins across the Parish and a description of how that information would be used to create long term plans for additional bins and bin replacements had been included with the supporting papers for this meeting.

55.2 Cllr D McKeone informed the Committee that he had received a request for dog bins to be placed at the entrance to Stoke Park Farm and also at the junction between Nelson Road and Stoke Park Road. Additionally Cllr McKeone noted that there may be an excess of bins in Glebe Meadow and wondered if some of them could be relocated.

55.3 The Clerk noted that once all bins were catalogued there would be a page on the Parish website showing the location of each bin, no matter who owns the bin, and problems with a particular bin could be reported simply by clicking on it. Cllrs requested maps of the areas they were being asked to cover as quickly as possible, along with details of the information being asked for. The Clerk was also asked to contact StreetScene to see if they have a list of the locations of all the bins they empty.

Action: Clerk

55.4 Proposed Cllr D McKeone, Seconded Cllr Harris, **RESOLVED** unanimously that Cllrs be asked to take part in the bin mapping project, that all new bins be dual waste, and that the full map be used to create a priority bin list and develop funding requirements.

Action: Clerk

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

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

56.2 In addition to the written report the Clerk informed the Committee of a positive meeting with Sarah King at the Borough Council which had laid the groundwork for restarting the Memorial Hall rebuild project. It is anticipated that there will be a meeting with the Borough Council in the near future to begin moving forward with the project, and that one or two members of the Glebe Meadow Working Group would be invited to attend.

56.3 The Clerk also noted that there is an increasing amount of problematic behaviour in the local play areas. This includes dogs being taken into the play areas regularly, e-scooters being used in play areas, ball games being played where it is not permitted, underage drinking, smoking & vaping as well as drug use. This has particularly been noted in Sayers Road play area. The Clerk reported an incident where he had been shouted at and sworn at by one parent, he was then confronted by another who informed him that her child and his friends wanted to play football and there was nothing that could be done to stop them. The Clerk noted that he had reported this incident to the police. The Clerk requested that the Committee discuss what rules should be in place at play areas, and how to go about enforcing them. The Committee agreed to discuss this at their next meeting in May. The Clerk was also asked to contact the Street Pastors and see if they are able to patrol more regularly.

Action: Clerk

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

57.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 23rd May 2023 at the Bishopstoke Methodist Church. Items for the agenda should be with the Clerk, including any supporting papers, by May 15th.

There being no further business, the Chair closed the meeting at 8:29pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Assets – 23rd May 2023

Item 06 – Play Area Age-Based Review

Concerns have been raised by Cllrs that there is little provision within Bishopstoke play areas for teenagers. Rather than adopting a piecemeal approach to adding bits of equipment here and there it is recommended that the Council review what equipment is currently provided and what the assumed age range is.

Following that, it is suggested that Cllrs develop a long-term plan for the play sector across Bishopstoke, detailing which play areas would cover which age range. Over time, as each play area is updated or replaced, the plan would gradually be actioned.

It is recommended that each play area, where possible, cover two potential age ranges, and one suggestion for the different age ranges would be 1) Toddler and Infant School (up to 7 yrs old) ; 2) Primary School (4 to 11 yrs old); 3) Key Stage 2 & Key Stage 3 (8 to 14 years old); and 4) Secondary School (12 yrs and older).

Recommendation: That the Committee review the existing play areas, including Bow Lake Gardens, to ascertain the expected age range for each one based on the equipment present, and subsequently develop a new play area strategy for the next 10-15 years.

Assets – 23rd May 2023

Item 07 – Play Area Rules

There is increasing evidence that a number of the rules that are in place for Bishopstoke Play Areas are not being observed by those using them. It is also true that to a large extent these rules are technically unenforceable. Whilst it is perfectly possible to ask dog walkers, footballers, cyclists and skate boarders, drinkers and smokers to either stop their activities or leave the play area, there is nothing that a Councillor or Officer can do in the face of a refusal.

The question for discussion is whether to amend the rules, to add a disclaimer, and/or to decide what action to take in the event of rule-breaking.

The various rules at question are:

Dogs (with the exception of Assistance Dogs), Bikes, Skateboards and Loud Music are not allowed in this area.

Bottle / Glass and Ball Games are also prohibited.

This is a no smoking area.

One possible solution is to include a disclaimer stating that Bishopstoke Parish Council accepts no liability for accident or injury arising from anyone breaking the rules.

Another is to simply continue with the rules, but advise all Cllrs and Officers against attempting to insist they are followed, for their own safety. One possible consequence of this step is that if a Cllr or Officer chose to engage and was injured, they may not be covered under Council insurance.

There may be other potential steps the Council could take.

Recommendation: That the Committee adopt both steps – publishing a disclaimer and advising Cllrs and Officers to not engage.

Assets report 23rd May 2023

Play Areas

Nothing new to report

Burial Grounds

Nothing new to report.

Allotments

The first round of inspections is happening this month.

Fixed Assets

Officers have begun the process of getting all of the play area assets onto the new software, and Councillors have begun returning their bin surveys.

Open Space & Trees

Nothing new to report.

Parish owned and managed buildings

Nothing new to report.

Assets Committee - Clerk's report 23rd May 2023

Actions from previous meetings

ASSETS_2223_M04/34.4

Regarding the cemetery gates
Currently awaiting sketches from the contractor.

ASSETS_2223_M04/35.3

Regarding the war memorial
The plan showing the new location is now expected to be ready for public consultation during May, with the results then being sent to the Diocese and St Mary's Church for approval in June.

ASSETS_2223_M04/38.3

Regarding the warning sign for Stoke Common play area
Hampshire Highways have responded to the request indicating that the current location complies with the law and is, in their opinion, the best possible position. They have provided a link for us to report any future problems with vegetation covering the sign.

ASSETS_2223_M05/43.2

Regarding asset transfers
There has been no further response or update from the Borough Council on asset transfers.

ASSETS_2223_M05/45.3

Regarding the website and Glebe Meadow information
This has not yet been actioned.

ASSETS_2223_M06/53.4

Regarding a crossing from Glebe Meadow to Old St Mary's
This request was submitted via the Hantsweb portal on the 31st March. A reply has not yet been received.

ASSETS_2223_M06/53.5

Regarding the skate park, play area and paths
This has been delegated to the Glebe Meadow working group to go forward with.

ASSETS_2223_M06/54.3

Regarding interment rules
This has been completed.

ASSETS_2223_M06/55.3

Regarding bins
Streetscene have been asked for details of all the bins they empty within Bishopstoke.

ASSETS_2223_M06/55.4

Regarding bins
All Cllrs were invited to take part in the project, with maps and data sheets being provided to all. A number of Cllrs have already supplied their information with more still to come.

ASSETS_2223_M06/56.3

Regarding play areas
The Street Pastors only patrol on a Friday evening.

Recommendations from previous meetings

There were no recommendations for Full Council to decide on.