



Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 28th March at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign Minutes of the Assets Committee meeting held on 24 January 2023
3. Declarations of Interest and Requests for Dispensations
4. To decide the timeframe for the new skate park and play area at Glebe Meadow
5. To consider amending the rules for interments
6. To consider a strategy for new and replacement bins and dog bins across Bishopstoke
7. To receive the Clerk's report, including all areas delegated to the Committee
8. Date, time, place and agenda items for next meeting

D L Wheal
Clerk to Bishopstoke Parish Council
22nd March 2023

**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.

ASSETS_2223_M05/

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

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: _____

Assets – 28th March 2023

Item 04 – Skate Park and Play Area at Glebe Meadow

Following the Borough Council's comments on how developer's contributions can be used and the still lengthy period of time that is expected before the Memorial Hall can be rebuilt, I am asking the Committee to consider bringing forward the replacement of the skate park and the movement / refurbishment of the play area at Glebe Meadow.

It is anticipated that this work will be paid for mostly through developer contributions, as there were some that were initially aimed at these projects before being combined with other funds to form the Glebe Meadow and Memorial Hall fund that the Borough has standing ready. If other funding is needed once the estimates have been seen then we will look for grants or loans as appropriate.

Bringing these projects forward to this year would show residents that the renovation of Glebe Meadow has begun and give them something to look forward to. It will also mean that the Council can give regular updates on the "Glebe Meadow Project" and will help with explaining the reasons for the anticipated large precept rise next year (needed to cover the repayment costs of any loan taken to pay for the Hall).

The main reason to NOT move forward with this plan would be that we would not be able to benefit from the anticipated savings that might be accrued were all of the parts of Glebe Meadow to be undertaken at the same time.

Recommendation: That the Committee approve going forward to obtain plans and estimates for both the new skate park and play area in Glebe Meadow.

Assets – 28th March 2023

Item 05 – Rules for Interments

A recent interment caused a number of Councillors to request that we look again at the length of time someone must be resident in Bishopstoke to avoid paying double fees for their interment should they move away.

The current rules indicate that single fees are payable by residents of Bishopstoke Parish; by residents who moved directly from Bishopstoke to a care situation; by residents who moved away less than six months prior to their passing and by residents who lived in Bishopstoke for at least 50 years.

There are two amendments for the Committee to look at. The first is a suggestion that the 50 year limit be reduced to 30 years, and the second is that anyone serving as a Parish Councillor for Bishopstoke would only pay single fees regardless of how long they lived in the parish.

Recommendation: That the Committee change the time requirement to qualify for single fees from 50 years to 30 years.

I have no recommendation on the second matter – I leave that to Councillors to discuss.

Assets – 28th March 2023

Item 06 – A bin strategy

Both officers and Councillors occasionally receive requests for new or replacement bins to be installed around the Parish but it can be difficult to ascertain whether it is appropriate to fulfil these requests or whether there are other areas that may need a new bin more.

Parish Council Officers are attempting to complete a full survey of where all bins are within the Parish, and then determine who is responsible for them, but this is proving difficult as there is often work of a higher priority to complete.

I would like to request the help of all Councillors in performing this task.

If willing, I would separate each of the five wards into thirds, with each Councillor given a map of the area I would like them to survey. Councillors would then be asked to mark on the map the location of all waste bins and dog bins. I would also request a small amount of information about each bin be recorded – what type of bin it is, whether it is free standing or on a pole or streetlight, what condition it is in, whether it is standard size, small or double and so on. Additionally, I would like Councillors to mark on the maps the location of any bins they have been asked to replace, or any areas where they have been asked for new bins. I can then combine the maps to produce a definitive list of all the bins in the area, as well as requests for new ones, and from that list we can determine a priority order for adding or replacing bins as well as working out budget requirements for the next few years.

It seems sensible to no longer have separate dog waste bins but to always provide dual waste. I would also suggest that the “condition” category be set up so that anything in the lowest condition is automatically considered for replacement.

Recommendation: That Councillors be asked to take part in the bin mapping project. That all new bins be dual waste bins. That the full parish map be used to create a priority bin list and develop funding requirements.