



Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 22nd November 2022 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 25 October 2022
3. Declarations of Interest and Requests for Dispensations
4. To finalise design options for new gates at Bishopstoke Cemetery
5. To agree final plans for the relocation and / or redesign of the War Memorial
6. To review the fixed asset register
7. To agree priority locations for either new or replacement bins
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
16th November 2022

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:45pm on 25 October 2022**

Present: Cllrs Tidridge (Chair), R Dean, Francis, 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)
Cllr A Dean (Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

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Public Session

24 Apologies for Absence

24.1 All Committee members were present.

25 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 26 July 2022

25.1 The Minutes of the above meeting had been circulated prior to the meeting. Cllr McKeone had alerted the Clerk to an error in mistakenly identifying Cllr Francis as Lead Member of the Communications Working Group which the Clerk had corrected prior to the meeting.

25.2 Proposed Cllr R Dean, Seconded Cllr D McKeone, **RESOLVED** with Cllr Winstanley abstaining due to absence that the minutes of the Assets Committee meeting held on 26 July 2022 be adopted as a true record.

26 Declarations of Interest and Requests for Dispensations

26.1 There were none declared or requested.

27 To receive updates on various items

27.1 An update on a number of Council projects had been included with the document pack.

27.2 With regard to the Cemetery gates, Cllr Winstanley suggested contacting Fair Oak & Horton Heath Parish Council as they have recent had something similar installed. Cllr Hillier-Wheal asked if we could find out who provided the gates at the Hawthorn Café on Southampton Common as they would be ideal. Cllr Hillier-Wheal provided the Clerk with a picture of the gates to be forwarded to Committee members.

Action: Clerk

27.3 The layout for Stoke Common Cemetery was broadly approved, with natural burials being located at the far end of the Cemetery. Cllr Francis asked whether there would be a buffer either side of the public footpath and the Clerk indicated there would be one, perhaps 1m in size.

27.4 Regarding the water supply at Underwood Road allotments it was broadly agreed that even if the Council returned to a ban on hosepipes it would still make sense to try to improve the water supply to the site. The Clerk was asked to investigate the cost of replacing the current pipe with one of greater diameter, the cost of adding a second pipe at the top of the site, and the cost of installing a water pump which could potentially be solar powered.

Action: Clerk

27.5 The Clerk indicated he had not yet had a response from the Working Men's Club regarding the relocation of the War Memorial. If no response is received by the end of October the Diocese will be contacted to say that we have attempted to get in touch with the Club as requested but with no answer.

27.6 Not everyone had received the report on problems at Bow Lake Gardens and so the Clerk was requested to forward that to all Committee members along with any information supplied by the Borough Council. It is now considered unlikely that the Y-Zone will be available as a potential office so the transfer at Sewall Drive is the best hope for a temporary solution.

27.7 Cllr Francis noted that he had received positive comments about all the work we have done at Blackberry Drive.

27.8 The Memorial Hall was discussed and the Committee agreed that the Borough Council tender documents should include the document produced by the Glebe Meadow Working Group. It was also felt strongly that Bishopstoke should be included in the decision over the new architect. Committee members expressed concern over whether the Borough Council would hold to its financial commitment to the Hall in light of recent news. One possible option would be for the Parish Council to employ a project manager and take control of the project, with the Borough merely providing funding. Cllr Francis suggested the Parish Council needs to produce an indicative design for the Hall. Cllr D McKeone stated that there is a need to provide more information to local residents to highlight that the Parish Council is not delaying things.

28 To consider funding the replacement of the two bins and benches within Blackberry Drive play area

28.1 The Clerk noted that enough funding would be made available for the bins and benches as long as the Borough Council follows through on its promise to cover the costs of the various improvements around the Blackberry Drive open space. If that fails to materialise then there are funds available in the annual budget for bins, benches and play area repairs that could be used. A request to vire funds would only be made if necessary.

28.2 Proposed Cllr R Dean, Seconded Cllr Francis, **RESOLVED** unanimously to approve the replacement of the bins and benches within Blackberry Drive play area subject to the funds being available or approved.

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

29.1 The Assets report and the Clerk’s report had been included with the supporting papers for this meeting.

29.2 Cllr Hillier-Wheal asked if the Borough Council could be chased over the removal of graffiti in Sayers Road play area as she had highlighted this to the Borough a number of times but the request keeps being closed without action being taken. Cllr Hillier-Wheal also reported damage to the wetpour in the play area.

Action: Clerk

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

30.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 22nd November 2022 at the Bishopstoke Methodist Church. Items for the agenda should be with the Clerk, including any supporting papers, by November 15th.

There being no further business, the Chair closed the meeting at 8:30pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Assets – 22nd November 2022

Item 05 – War Memorial

Following attempts to reach out to the Working Men's Club the Council is now in a position where it needs to move forward with decisions on the War Memorial so that there can be a public consultation on the final plans, and then the Diocese can be approached for their agreement.

It is likely that a stone mason will be engaged to remove the War Memorial prior to the demolition of the Bishopstoke Memorial Hall, placing it in storage until it can be installed in its new location.

The decisions before the Committee revolve around two key aspects – 1) the exact location of the memorial and 2) whether to keep the existing memorial intact or to update / add to / replace any of it prior to its move to its new location.

Location

The proposed location is on the eastern side of the main open space, embedded into the slight rise. There is an old gravel path running from north to south across the space there and a Parish-owned bench. The bench would be moved to join the series of benches along Oakbank Road. The memorial wall would be the part embedded in the bank, surrounded by some form of planting. The gravel path would be reinstated. The memorial itself would be placed on the western side of the path, directly in front of the wall. An additional bench or two could be placed nearby as seating to allow those who wish to pay their respects to do so in more comfort.

The Memorial

The Council should consider whether it wishes to retain the existing memorial as is, with both elements being retained intact, or whether it wishes to change, update or replace any of them.

It is recognised that this is the original memorial and therefore changing or replacing it may give rise to strong emotions in those who originally raised funds for it and in those who mourn more recent losses.

It is recommended that the location be as described above. There is no recommendation regarding the memorial itself.

Assets – 22nd November 2022

Item 07 – Bins

The Committee is asked to recommend a priority list for either new or replacement bins. It is intended that the list can be added to as time goes on, but it would be beneficial to have an idea of the Committee's thoughts prior to going ahead and funding the purchase and installation of new bins.

As an example, there may be play areas or open spaces where the existing bins are rusted or damaged. There may also be hot spots that residents have made Cllrs aware of that would be ideal places for brand new bins.