

**Minutes of a Meeting of the Assets Committee  
held at Bishopstoke Methodist Church  
commencing at 7:35pm on 23 November 2021**

**Present:** Cllrs Tidridge (Chair), R Dean, Francis, D McKeone and Winstanley

**In Attendance:** Mr D Wheal (Clerk 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**

**30 Apologies for Absence**

30.1 All Committee members were present.

**31 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 28 September 2021**

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

31.2 Cllr Francis requested that minute 22.3 reflect that his reason for abstaining on the second hand rail vote was due to concerns about the design. Cllr Francis also updated the Committee regarding graffiti on the Virgin cabinets. He had spoken to a Virgin engineer who indicated that they believe it is the local Council who have responsibility for removing any graffiti. The Clerk was requested to contact the Borough Council to see what can be done.

**Action: Clerk**

31.3 Proposed Cllr R Dean, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 28 September 2021, as amended in 31.2, be adopted as a true record.

**32 Declarations of Interest and Requests for Dispensations**

32.1 There were no declarations or requests.

**33 To receive a report on Parish play areas and agree the specification for the new fencing and entrance at Church Road**

33.1 The report had been circulated to Councillors prior to the meeting and was noted.

33.2 Cllr R Dean suggested that the fencing at Church Road play area be standard hooped design, but that it be set back by 6 inches from the pavement, and that a hedge, suitable for play areas, be planted inside the fence. The gate allowing vehicle access would remain in the same place. The Clerk suggested moving the pedestrian access to the northern end of the fence line and asking for safety railings to be installed in the pavement. The northern half of the fence would be stepped back to allow for a picnic bench, a noticeboard and a bin.

33.3 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Clerk prepare the specification as described in 33.2 and obtain quotes for the work.

**Action: Clerk**

33.4 The Committee discussed safety measures for the road by the Church Road play area. It was agreed that the proposed Traffic Regulation Order (TRO) for the area was a positive step and that the addition of railings to limit the ability of anyone to run or fall out onto the road from the play area entrance would also be effective. The TRO includes more suitable signage both on the road and at the side of the road, as well as measures limiting parking in the area.

33.5. Proposed Cllr Tidridge, seconded Cllr R Dean, **RECOMMENDED** unanimously to request £3,000 be vired from reserves to cover the cost of new gates at the Sayers Road play area.

**34 To receive a report on matters affecting the Cemetery and closed churchyards**

34.1 The report had been circulated to Councillors prior to the meeting and was noted.

34.2 The Clerk also informed the Committee that he had received notification that a recent meeting of the Parochial Church Council had approved the idea of the War Memorial moving to Old St Mary's, subject to agreement from the Diocese. The Committee warmly welcomed this news. It was agreed that consultation on the design of a new memorial was important and that the Working Men's Club in particular should be included in the discussion as they had raised money for the original memorial. Cllr Tidridge noted that Eastleigh Borough Council had agreed that money would be available from the Public Art budget to help fund the project.

**35 To receive a report on the Parish-run allotment sites and make recommendations**

35.1 The report had been circulated to Councillors prior to the meeting and was noted.

35.2 Proposed Cllr Francis, Seconded Cllr R Dean, **RECOMMENDED**, with Cllr Tidridge against, the £5,000 be vired from reserves to cover additional tree work currently needed at the Underwood Road allotment site.

**36 To receive a report on street furniture and other fixed assets and make recommendations**

36.1 The report had been circulated to Councillors prior to the meeting and was noted.

36.2 All Committee members volunteered to be part of the street furniture mapping project and were certain that other Cllrs would join in too. The Clerk will provide maps for use with the project. Cllrs were asked to note the presence of all bins, benches and grit bins and, in particular, whether any were in need of replacing or upgrading.

**Action: Clerk and Cllrs**

**37 To receive a report on Council-managed open space and trees and consider where wildflower or tree planting may be appropriate**

37.1 The report had been circulated to Councillors prior to the meeting and was noted.

37.2 Committee members were asked to consider areas that might be suitable and give feedback to the Clerk. In particular it was noted that recent advice from the Borough Council suggests that wildflower areas need a definitive boundary to emphasise that they are intended to be there and not just areas that have not been mown recently. It was noted that the Communications Working Group would have a role to play in communicating this to local residents.

**Action: Councillors**

**38 To receive a report on Council-owned and managed buildings**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

38.1 The report had been circulated to Councillors prior to the meeting and was noted.

38.2 Cllr Tidridge strongly objected to the continued use of the Parish Office for any meetings. It was agreed that attempts would be made to minimise the use of the Office. Cllr R Dean asked whether progress had been made on obtaining permission for a shipping container to be placed in the BCA car park and the Clerk replied that permission had not yet been granted. Cllr Francis asked why the toilets at Jockey Lane were being considered for replacement. The Clerk replied that the intention at the current time is to inspect them to ensure that they are suitable for all and only replace or upgrade if a problem is found.

**39 To receive ideas for Jubilee Projects and make recommendations**

39.1 The report had been circulated to Councillors prior to the meeting and was noted.

39.2 Proposed Cllr Tidridge, seconded Cllr R Dean, **RESOLVED** that the Council proceed with scoping out the two projects and obtaining an idea of costs.

**Action: Clerk**

**40 To receive the Clerk's report, to amend and note the action log, and to determine order of priority for projects**

40.1 The report and action log had been circulated to Councillors prior to the meeting and were noted.

40.2 Cllr Tidridge requested that "Transfer from EBC outstanding" be added as an issue to all areas where Bishopstoke Parish Council is waiting on the transfer of assets. The Committee agreed that projects to do with safety; time-limited projects (such as Jubilee projects); Memorial Hall projects and the relocation of the Parish Office should be given a higher priority than others. The Clerk was also requested to update the action log to give an indication of anything time-related such as deadlines. Finally, the Clerk was requested to arrange for the buildings at Underwood Road to be inspected to ascertain a likely timeframe for their replacement.

**Action: Clerk**

**41 Date, time, place and agenda items for next meeting**

41.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 25<sup>th</sup> January 2022 at the Bishopstoke Methodist Church.

*There being no further business, the Chair closed the meeting at 9:00pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_