

**Minutes of a Meeting of the Assets Committee  
held at Bishopstoke Methodist Church  
commencing at 7:45pm on 22 November 2022**

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

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs A Luck (Assets Officer to Bishopstoke Parish Council)  
Mr G Harris (Bishopstoke Parish Councillor)  
Mr T Postle (Green Smile)

**Public Attendance:** 0 members of the public were present.

**ASSETS\_2223\_M04/**

**Public Session**

**31 Apologies for Absence**

31.1 Apologies were noted from Cllrs Francis, Hillier-Wheal and Winstanley.

**32 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 25 October 2022**

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

32.2 Proposed Cllr D McKeone, Seconded Cllr R Dean, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 25 October 2022 be adopted as a true record.

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

33.1 There were none declared or requested.

**34 To finalise design options for new gates at Bishopstoke Cemetery**

34.1 Images of basic gate designs had been circulated to the Committee prior to the meeting.

34.2 After discussion it was agreed that as the gates are almost permanently open, and there is no footpath or pavement, there was no sense in having a pedestrian part to the gate. For similar reasons it was thought that ornate designs on the gates may well go unnoticed. The option of more ornate gateposts or pillars was discussed, as well as the possibility of an ornate cemetery sign being placed to the side of the gates. Gates similar in design to those at Bishopstoke Memorial Hall and Bishopstoke Park were preferred.

34.3 Proposed Cllr R Dean, Seconded Cllr Tidridge, **RESOLVED** that the gates should be a single pair, with the design based around those at the Memorial Hall and Bishopstoke Park, with “Bishopstoke” and “Cemetery” running vertically on the pillars, and with an ornate sign for “Bishopstoke Cemetery” to be placed in the grass next to the gates.

34.4 The Clerk was requested to get in touch with the contractor to establish whether the chosen scheme is possible.

**Action: Clerk**

### **35 To agree final plans for the relocation and / or redesign of the War Memorial**

35.1 The current design ideas for the relocated War Memorial had been circulated prior to the meeting.

35.2 After discussion it was agreed that the ideal location would be on Old St Mary’s churchyard, approximately where there is a current bench with its back to Church Road. The Memorial Wall would be set back into the bank with planting around it. The gravel path would be reinstated from Oakbank Road to the opposite side of the churchyard, near “Bishy Beach”. The existing bench would be moved to join the sequence of benches on the Oakbank Road side. The War Memorial itself would be removed from its plinth and placed directly onto an area of gravel on the opposite side of the gravel path to the Wall. An additional pair of new benches would flank the Memorial giving a resting place for any wishing to pay their respects either on Armistice Day or throughout the year.

35.3 Proposed Cllr Tidridge, Seconded Cllr R Dean, **RESOLVED** unanimously to put forward the proposal described in Minute 35.2.

**Action: Clerk**

### **36 To review the fixed asset register**

36.1 The fixed asset register had been circulated prior to the meeting and was reviewed and noted.

36.2 The Clerk notified the Committee that the Borough Council was interested in obtaining a unused bus shelter from Church Road to replace a damaged one on Riverside. This bus shelter is used by people going up and down Church Road to rest, or shelter from the rain. As such it would not be suitable for handing over to the Borough. However, a similarly unused shelter from Stoke Park Road may be suitable. The Clerk also indicated that the Parish Council had bus shelters also in need of repair. The Clerk was asked to ascertain the cost of repairing Parish bus shelters, and the cost of relocating the one on Stoke Park Road, with a view to potentially reusing that shelter as a Parish. Only if it is cheaper to repair Parish bus shelters would the Committee consider transferring the Stoke Park Road shelter to the Borough Council.

**Action: Clerk**

### **37 To agree priority locations for either new or replacement bins**

37.1 Comments had been invited from Green Smile as they work all round the Parish. Mr Postle indicated that Eastleigh Borough Council had put a new bin in Glebe Meadow near Portal Road, but had not removed the old, damaged bin. In the Blackberry Drive car park the bin is undersized and a bigger bin would be better. Also on Blackberry Drive one of the bins in the play area has a broken lock. On the Otter Close open space a bin by the shelter has no lid and needs replacing. A Borough Council bin by the Mitre Copse bus stop only has a lid but is still being used as a place to leave dog waste. In Glebe Meadow the bin in the play area is not secured to the ground and in Sayers Road there is a concrete plinth left over from the previous bin there that needs removing. Finally on Old St Mary’s there is an open bin that needs replacing.

37.2 The Committee enquired whether Green Smile could reseat the bin in the Glebe Meadow play area and this was agreed.

37.3 Proposed Cllr R Dean, Seconded Cllr D McKeone, **RESOLVED** that the Clerk replace, repair or report the bins described in Minute 37.1

**Action: Clerk**

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

38.1 The Assets report and the Clerk's report are included as an appendix to these minutes.

38.2 The Assets Officer was able to provide the Committee with information regarding which way a play area gate should open following her training course earlier in the day. She informed the Committee that there is no law stipulating which direction a gate must open – instead a risk assessment should be undertaken for each play area taking into account speed of nearby traffic amongst other things. Accordingly, the Committee agreed they would prefer the Stoke Common play area gate open into the play area, not out as it currently does.

**Action: Clerk**

38.3 The Committee also requested the Clerk determine whether the play area warning sign could be moved as it was felt with Rose Close now being next to the play area the sign is incorrectly positioned.

**Action: Clerk**

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

39.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 24<sup>th</sup> January 2023 at the Bishopstoke Methodist Church. Items for the agenda should be with the Clerk, including any supporting papers, by January 17th.

*There being no further business, the Chair closed the meeting at 8:25pm*

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

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