

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 26th March 2024**

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

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

Public Attendance: 0 members of the public were present.

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Public Session

37 Apologies for Absence

37.1 All members were present.

38 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 23 January 2023

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

38.2 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 23 January 2024 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

39 Declarations of Interest and Requests for Dispensations

39.1 No interests were declared or requests made.

40 To agree the open space specification for tender

40.1 The previous specification had been included with the document pack for the meeting.

40.2 Cllrs requested the following amendments to the specification:

- Wording be added to include an aspiration to achieve use of fully rechargeable / eco-friendly equipment across the board.
- Wording on use of weedkiller to be amended to emphasise that it is to be used ONLY when absolutely necessary.
- Add a duty to report the presence of invasive species when they are found.
- Include in the general specification that areas designated by the Council are to be left unmown, but instead to be dealt with as appropriate.
- Amend the maps to show the current areas designated as wildflower.
- Increase the Public Liability requirement to be £10,000,000.

40.3 Proposed Cllr Winstanley, Seconded Cllr D McKeone, **RESOLVED** unanimously that the amended open specification be used for the tender process for the 2025 grounds maintenance contract.

Action: Clerk – amend the specification as required and publish where required on April 1st.

41 To receive an update on asset transfers

41.1 The update had been included with the supporting papers for the meeting and was noted. It was noted that the area is separated from the adjoining play area by a tree belt and requires remedial works to remove 3 dead (and staked) trees and improvements to, or removal of an area of failed landscaping on the south side abutting the parking area. The Clerk was requested to check the exact area being proposed at Rose Close and inform Committee members.

Action: Clerk – Obtain red line map of Rose Close and send to Committee members.

42 To receive an update on the Memorial Hall

42.1 An update had been included with the supporting papers for the meeting and was noted.

43 To receive an update on the War Memorial

43.1 An update had been included with the supporting papers for the meeting and was noted. The Clerk added that he had received no response to his request for an update from the Diocese, but tracking back through the emails had provided another name to contact for an update.

44 To amend the rules on kerb sets at Bishopstoke Cemetery

44.1 A report referencing the current number of non-stone kerb sets and how they have been treated in the past was included with the supporting documents for the meeting.

44.2 Cllrs generally felt that relaxing the rules on kerb sets to allow non-stone sets and instead focussing only on those that either are unsafe to start with or deteriorate to the point they are unsafe would be sensible given the cost of kerb sets generally and the difficulty in contacting many of those who were previously allowed to install non-standard kerb sets against the rules at the time. Some Councillors felt that relaxing the rules would simply increase the workload of Officers as there may be a proliferation of unusual and potentially unsafe grave surrounds. One particular concern was over the safety of strimming next to non-stone kerb sets.

44.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** with one objection that non-stone kerb sets be allowed in Bishopstoke Cemetery.

Action: Clerk amend Cemetery regulations and re-publish

45 To discuss the future layout of Underwood Road allotments

45.1 A report detailing the current state of all three buildings on Underwood Road allotments was included with the supporting papers for the meeting.

45.2 Cllrs asked for information about how the process would be managed. The Clerk noted that an architect has been instructed to draw up plans for the new building, including toilets accessible from both inside and out, storage for Council machinery, storage for allotment shop items, space for the shop and a tea / coffee area. A second set including a potential area for a parish office is also being created. Those plans will be shared with the Assets Committee and the site reps for Underwood Road. Once all parties are happy with the designs options for funding the project will be laid before Council for further decisions.

Action: Clerk – Liaise with architect over the plans and bring them to a future Assets Committee meeting.

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

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

46.2 Cllr Harris asked about play area disclaimers as there will also be similar work required for Carnival and it would make sense to order the work together. The Clerk agreed. Residents have asked when the skate park is being constructed as they feel that it would help alleviate some of the antisocial behaviour in the area. It was agreed that the installation of the new skate park would be an ideal project for a new officer to take on.

46.3 Cllr Hillier-Wheal noted that the lamppost on Glebe Meadow near the Memorial Hall is not working. The light is controlled manually from the Hall and was only ever used when needed. It was felt that having the light on may also dissuade some antisocial behaviour and so the Clerk was asked to investigate adding a timer to the light.

Action: Clerk to establish if a timer can be added to the lamppost on Glebe Meadow

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

47.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 28th May at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that if they wish to add items to the agenda they should ensure the item, with any supporting papers, is with the Clerk by May 21st.

There being no further business, the Chair closed the meeting at 8:50pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____