Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:15pm on 24th November 2026

Present: Cllrs Hillier-Wheal (Chair), Harris (Vice-Chair), MacLachlan, Mignot, Toher and Winstanley (from para 35)

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mr T Mellor (Allotments & Cemeteries Officer to Bishopstoke Parish Council)
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)
Mr T Postle (Green Smile)
Cllr Andrew Daly

Public Attendance: 0 members of the public were present.

ASSETS_2627_M04/

Public Session

32 Apologies for Absence

32.1 No apologies were received. Cllr Duggan was absent.

33 To adopt and sign the minutes of the Assets Committee meeting held on 22nd September 2026

33.1 The minutes of the above meeting had been included in the document pack for the meeting.

33.2 Proposed Cllr Toher, Seconded Cllr MacLachlan, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 22nd September 2026 be adopted as a true record.

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

34 Declarations of Interest and Requests for Dispensations

34.1 Cllr Harris declared an interest in agenda item 6 – an update on the Community Building – as he is a member of the Committee who manages the building.

DRAFT

35 To recommend approval of improvements to the football and basketball area at Otter Close, and replacement of equipment at Sayers Road play area

35.1 A memo outlining the improvements to the football and basketball area at Otter Close and replacement of equipment at Sayers Road had been included with the document pack for this meeting.

Cllr Winstanley arrived

35.2 Proposed Cllr MacLachlan, Seconded Cllr Toher, **RESOLVED** unanimously to approve the installation of a Conipave area at Otter Close at a cost of £7,726.93 plus VAT, to be funded by developer contributions

Action: Assets Officer – to contact the contractor and arrange for the installation of the Conipave area at Otter Close play area.

35.3 Proposed Cllr Winstanley, Seconded Cllr Mignot RESOLVED with 3 against to select the net rotator to replace the current, failing overhead rotator at Sayers Road play area.

Action: Assets Officer – to contact Infinity and arrange for the overhead rotator to be removed and the net rotator to be installed at Sayers Road play area.

36 To discuss proposals for the new play area at Glebe Meadow and make decisions

36.1 The 3 proposed plans for the new play area at Glebe Meadow had been included with the supporting papers for this meeting.

36.2 After discussion, the Committee decided to contact Kompan and ask if they could provide more colour contrast in their plan to make it more accessible for visually impaired children. The Committee also decided to contact Infinity and ask if they could provide more accessible equipment in their plan.

36.3 The Committee agreed that the Glebe Meadow Working Group would look at the 2 revised plans as soon as they were available and make a recommendation to the Assets Committee at the next meeting in January.

Action: Assets Officer – to contact Kompan and Infinity and ask them to make the agreed changes to their play area plans and forward the revised plans to the Clerk when they are received.

Action: Clerk – to include the discussion of the new Glebe Meadow play area at the next appropriate Glebe Meadow Working Group meeting and at the Assets Committee meeting in January.

37 To receive an update on the Community Building

37.1 An update on the Community Building at Glebe Meadow had been included with the supporting documents for this meeting and was noted.

37.2 Cllr Harris stated that there needs to be more discussion about the shared wall with The Anglers Inn as it could potentially slow or stop the construction of the new building further along in the process.

38 To receive an update on accessibility works at Sewall Drive

38.1 An update on the accessibility works at Sewall Drive had been included with the supporting documents for this meeting and was noted.

DRAFT

39 To discuss recommendations on allotment pricing for non-residents

39.1 A memo showing the recommendations on allotment pricing for non-residents had been included in the supporting papers for this meeting.

39.2 After discussion the Committee agreed that there should be a sliding scale of 25%, 50%, 75% and 100% over 4 years for the increase on allotment pricing for current allotment holders who are non-residents.

39.3 Proposed Cllr Toher, Seconded Cllr Winstanley **RESOLVED** unanimously to approve requiring those living outside Bishopstoke but within 3 miles of the boundary pay double the standard fee for an allotment, with the amendment of a sliding scale increase over 4 years for current allotment holders who are non-residents, commencing in October 2028

Action: Allotments Officer – to advise current allotment holders and any new applicants of the changes to allotment prices for non-residents from October 2028

40 To approve changes to the operation of the allotment waiting list

40.1 A memo outlining the changes to the operation of the allotment waiting list had been included with the supporting papers for this meeting.

40.2 Proposed Cllr Harris, Seconded Cllr Winstanley RESOLVED unanimously that all new allotment applicants can still specify the site they wish to apply for but all applicants will be put on a general allotment waiting list and will be offered a plot on any of the current sites when they reach the top of the list to ensure that all applicants are offered a plot as soon as possible.

Action: Allotments Officer – to advise all current applicants on the waiting lists for all allotments sites and new applicants of the change to the operation of the allotment waiting list

41 To approve plans for the gates and sign at Stoke Common Cemetery

41.1 The Committee agreed to defer the discussion of the gates and sign for Stoke Common Cemetery to the Assets Committee in January as the plans had not yet been received.

Action: Clerk – to add the discussion of the plans for the gates and sign at Stoke Common Cemetery to the agenda for the Assets Committee meeting in January

42 To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda, and make any necessary decisions

42.1 The Clerk's report had been emailed to Cllrs prior to the meeting and was noted. The Clerk said that the 2 Tree and Bee verges at the top of Colchester Avenue were not included in the transfer of the Tree and Bee sites as they do not appear to be owned by either Eastleigh Borough Council or Hampshire County Council.

42.2 The Assets Officer's report was handed out to the Cllrs at the meeting and was noted. The Clerk noted that in addition the Springer in Blackberry Drive play area had been mended. Cllr Daly asked if the face of the clock on Riverside could be cleaned. The Clerk would pass this on to the Assets Officer.

Action: Assets Officer – to check the condition of the clock face on Riverside and report back to the Clerk on the work required.

42.3 The Allotments and Cemeteries Officer's reports were emailed to the Cllrs prior to the meeting and were noted.

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

43.1 The next meeting of the Assets Committee will take place at 7:15pm on Tuesday 26th January 2027 at 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 19th January.

.

There being no further business, the Chair closed the meeting at 8.12pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____