

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 28th July 2026**

Present: Cllrs Hillier-Wheal (Chair), Harris (Vice-Chair), Duggan, MacLachlan (from para 14), Mignot, Toher and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mr T Mellor (Allotments & Cemeteries Officer to Bishopstoke Parish Council)
Mrs A Duthie (Assets Officer to Bishopstoke Parish Council)
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)
Mr T Postle (Green Smile)
Mrs Vickie Fear (Public Art Officer, Eastleigh Borough Council)
Mrs Helen Brown (Tree and Bee Network)
Mr Jon Marks (Greening Bishopstoke)

Public Attendance: 5 (Greening Bishopstoke) members of the public were present.

ASSETS_2627_M02/

Public Session

The Chair asked if any of the members of the public would like to talk to the Parish Council about anything that was not already on the agenda. Nobody had any comments at that time.

11 Apologies for Absence

11.1 All Committee members were present.

12 To adopt and sign the minutes of the Assets Committee meeting held on 26th May 2026

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

12.2 Cllr Hillier-Wheal pointed out a spelling mistake in para 7.2 and noticed there was no action for para 7.3. The Clerk noted these amendments and would ensure they were rectified. Cllr Winstanley pointed out a spelling mistake in para 2.2 and the Clerk would ensure that this was rectified.

Action: Admin Officer – to correct the spelling mistakes in para 7.2 and 2.2 before publishing the minutes on the website.

Action: Clerk – to investigate the possibility of marking the 2 parking bays at the end of Portal Road as Glebe Meadow parking to give residents in Portal Road advanced warning that they would no longer be able to use that area to park (ASSETS-2627_M01/7.3)

12.3 Cllr Hillier Wheal asked if the accessible swing that had been installed in error at Sayers Road play area had been replaced yet. The Assets Officer advised that it was on order but had not received an installation date yet.

12.4 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 26th May 2026, as amended, be adopted as a true record.

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

13 Declarations of Interest and Requests for Dispensations

13.1 Cllr Hillier-Wheal, as an allotment holder, declared an interest in agenda item 8.

Cllr MacLachlan arrived

14 To receive updates on current Parish Council projects and make any necessary decisions

14.1 The report on current projects had been included with the document pack for this meeting and was noted.

14.2 Cllr Hillier Wheal said that there had been comments on Facebook about the positioning of the rail on the new Wheels Park. The Assets Officer said that the design had been produced by Maverick Skateparks after talking to local residents about the design. Cllr Hillier Wheal asked if the Parish Council could post a reply on Facebook mentioning Maverick and the consultation process.

Action: Admin Officer – to publish a Facebook response explaining that the Wheels Park design was produced by Maverick Skateparks following consultation with local residents and potential users.

14.3 The Clerk commented that he was currently trying to arrange a date to meet with TKLS about the new Community Building.

15 To receive an update on the public art for the Tree and Bee sites

15.1 The plans for the Tree and Bee habitat sculptures had been included with the supporting papers for this meeting.

15.2 Vickie Fear provided Cllrs with an overview of the Tree and Bee Habitat Sculptures project and asked for the Parish Council's agreement to proceed with the installation of two curved bug benches at Otter Close. Following questions and discussion, Cllrs agreed that the installation of the two curved bug benches should proceed.

16 To receive an update on the Tree and Bee project

16.1 An update on the Tree and Bee project had been included with the supporting documents for this meeting.

16.2 Helen Brown talked the Cllrs through the Tree and Bee presentation and answered questions about forest gardens, how the schools and local community have been involved and the future plans. The Chair thanked Helen for the update.

17 To receive an update on the Greening project

17.1 The Community Garden proposal from Greening Bishopstoke had been included with the supporting documents for this meeting.

17.2 Mr Jon Marks provided the Cllrs with an overview of Greening Bishopstoke and talked through the requirements for a successful community garden. He then answered the Cllrs questions about the logistics of having the community garden at the Bow Lake site. The Clerk confirmed that the Parish Council could consider paying for the water and electricity required for the site. The Allotments Officer also explained the requirements for having standing water in water butts. As the Bow Lake site has not been transferred to the Parish Council as yet, the Clerk will consult with Eastleigh Borough Council before any final decisions are made.

Action: Clerk – to consult with Eastleigh Borough Council about the possibility of using the Bow Lake site as a community garden.

Action: Jon Marks – to produce a final proposal for a community garden by 1st September to be discussed at the Full Council meeting on 8th September

Action: Clerk – to add discussion of the Greening Bishopstoke community garden proposal to the agenda for the Full Council meeting on 8th September.

18 To decide allotment rents for the periods 1st October 2026 – 30th September 2027 and 1st October 2027 – 30th September 2028

18.1 A memo outlining the proposed allotment rents had been included in the supporting papers for this meeting.

18.2 The Cllrs discussed how the changing of the discount scheme would be introduced and administered.

18.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** with 1 abstaining to maintain allotment rent at the current levels for 2026-27

18.3 Proposed Cllr MacLachlan, Seconded Cllr Toher, **RESOLVED** with 3 abstaining to increase allotment rent for 2027-28 to £15 per rod generally and £10 per rod for those receiving the age discount to cover the existing shortfall in allotment income compared to expenditure, the anticipated increase in water use and cost and the continuing increase in costs to the Council.

18.4 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** with 2 abstaining that the Clerk and Allotments Officer submit a proposal to Full Council in November outlining the new concession scheme and showing how the current concession scheme will be phased out and the new scheme implemented and administered.

Action: Clerk – to research concession schemes used by other Councils

Action: Clerk and Allotments Officer – to produce a report by 3rd November to be discussed at the Full Council meeting on 10th November

Action: Clerk – to add discussion of the new concessions scheme for allotment holders to the agenda for the Full Council meeting in November

19 To consider plans for Armistice Day 2026

19.1 A memo outlining last year's Armistice Day plans had been included with the supporting papers for this meeting.

19.2 After discussion, the Cllrs agreed that the plans should remain the same for Armistice Day 2026

Action: Admin Officer – to contact The Anglers Inn to ask if they would be willing to provide tea, coffee and cake after the Armistice Day service again this year.

20 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

20.1 The Clerk's report had been included in the supporting documents for this meeting and was noted. The Clerk asked any Cllrs who had not yet given their comments on the proposed map if they could do so as soon as possible.

20.2 The Assets Officer's report had been emailed to Cllrs prior to the meeting and was noted. It will be included in the minutes of the meeting. The Assets Officer told Cllrs that an event to celebrate the opening of the new Wheels Park was being planned for 3rd October.

20.3 The Allotments and Cemeteries Officer's report was shown to the Cllrs at the meeting and was noted. It will be included with the minutes of the meeting.

Action: Clerk – to contact all of the people left on the waiting list for the Bow Lake site and advise them that there are no current plans to use the Bow Lake site for allotments and to offer them a place on the waiting list for other allotment sites.

20.4 Additional items. The Clerk said that a Parish noticeboard on the outside fence of the Sewall Drive allotment site would help people locate the new Parish Office. The Clerk has also asked for a quote from Hampshire County Council for brown road signs. Cllrs Hillier-Wheel and MacLachlan also mentioned a Wayfinding sign and "Welcome to Bishopstoke" signs at all entrances to the village.

20.5 Cllr Harris enquired if we had had a reply from Eastleigh Borough Council about the watering of the trees at Blackberry Drive. The Assets Officer has contacted them and is currently waiting for a reply.

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

21.1 The next meeting of the Assets Committee will take place at 7:15pm on Tuesday 22nd September at the Parish Office, Sewall Drive. 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 15th September.

There being no further business, the Chair closed the meeting at 8.34pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____