

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 27th May 2025**

Present: Cllrs Harris, Hillier-Wheal, MacLachlan (from 6.2), Mignot and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)
Mrs A Duthie (Assets Officer to Bishopstoke Parish Council)
Mr T Postle (Green Smile)

Public Attendance: 0 members of the public was present.

ASSETS_2526_M01/

Public Session

1 Election of Chair

1.1 Cllr Mignot, as Chair from the preceding year, asked for nominations to be Chair for the coming year, 2025-26.

1.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** unanimously that Cllr Mignot be re-elected to Chair the Assets Committee for the year 2025-26.

2 Election of Vice Chair

2.1 The Chair asked for nominations to be Vice Chair for the coming year, 2025-26.

2.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Harris, **RESOLVED** unanimously that Cllr Toher be elected to Vice Chair the Assets Committee for the year 2025-26.

3 Apologies for Absence

3.1 Apologies had been received from Cllr Winstanley.

4 Declarations of Interest and Requests for Dispensations

4.1 No declarations or requests were made.

5 To receive updates from Working Groups.

5.1 The report from the Combined Working Group had been included with the document pack for this meeting and was noted. Cllr Hillier-Wheal thanked the Clerk for his prompt actions obtaining information regarding the YZone.

Initial: _____ Date: _____

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

6.1 Updates on the projects had been included with the supporting papers for the meeting.

6.2 Underwood Road allotment improvements. The Clerk explained that Parish Officers had discussed the size of the new allotment building and decided to recommend continuing with the current footprint of the building and use it for Parish storage.

Cllr MacLachlan arrived at this point

Cllr Toher asked if the Carnival Group would still be using the storage if they were independent of the Council. Cllr Harris said that he had spoken to the Carnival Group about independence and told them that they would have to find alternate storage or pay a small charge. Cllr Hillier-Wheal asked if the new footprint included the small toilet building that is currently there. The Assets Officer explained that the toilet would be included in the main building.

6.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to continue with the footprint of the building as agreed rather than designing and constructing a smaller one.

6.4 The Clerk asked Cllr Toher if any progress had been made in obtaining an official bench from the Royal British Legion for the new War Memorial site. Cllr Toher said they had not made a decision yet.

6.5 Brookfield/Strawberry Mead. The posts have been put in at Strawberry Mead and the Clerk commented that residents had been impressed with the speed of the Parish Council's response and with the work of the Officers and Contractor. Hedge saplings will be planted in November to create a further barrier.

7 To receive updates on asset transfer progress and make any necessary recommendations

7.1 A report giving details of the updates on asset transfer progress had been included with the supporting papers for the meeting and was noted.

7.2 Sewall Drive. The Clerk explained that as we now have contractors waiting to start the work at Sewall Drive, he had contacted Eastleigh Borough Council to chase the license. EBC said that it would take 1-2 weeks (plus 2 weeks extra for safety) for the license to come through. Work is scheduled to start at the Sewall Drive site on 30th June.

7.3 Cllr Mignot asked what the main issues were with the SANG and Stoke Park Farm. The Clerk explained that there were legal constraints, existing contracts and debt associated with the site and the maintenance costs would be high.

8 To discuss the Bishopstoke Community Investment Programme and make decisions on existing and new projects

8.1 A memo outlining the Bishopstoke Community Investment Programme and the current projects was included with the supporting material for this meeting.

8.2 Cllr Hillier-Wheal asked if the Wheels Park was on track. The Assets Officer explained that it had taken a long time for some of the companies to submit quotes. The Assets Officer is also looking into options to help fund the Wheels Park project.

8.3 Glebe Meadow Play Area. There is a meeting of the Working Group at Glebe Meadow on Wednesday 28th May to discuss the footprint of the new Community Building and potential deck area. Once this has been established, planning can start on the position and size of the new Play Area.

8.4 Cllr Toher asked about the hedge that had been planted at Sayers Road Play Area. The Clerk explained that there has been a problem with older children taking the canes out which causes the plastic protector tubes to fall over which can damage the plants. It has also been a very dry Spring but Green Smile have been watering the hedge weekly. If there are any saplings left over from the hedge planting at Strawberry Mead in November it is intended they will be used to extend or replace plants on the hedge at Sayers Road.

8.5 The Clerk informed the Committee he would send out the list of existing and new projects to Councillors who could then ask to add new projects. Cllr Mignot asked if some estimated costings could be included.

Actions: Clerk and Parish Officers – to calculate estimated costings for the new projects included in the Bishopstoke Community Investment Programme.

8.6 Cllr Harris queried the inclusion of the Cemetery boardwalk as it had been previously decided that the cost was too high. The Clerk explained that Eastleigh Borough Council may have some funds available from developer contributions that could be used for this project. In the meantime, the Assets and Cemeteries Officers were looking into alternatives.

8.7 The Clerk stated that a new proposed Memorial bench had been sourced and 2 appropriate plaque options were available. The Clerk asked if the Committee would like to discuss this at the next Assets meeting or discuss it at the September meeting when Burial Matters were on the agenda. The Committee agreed that it should be discussed at the next Assets meeting.

Action: Clerk – to add discussion of the Memorial bench and plaques to the agenda of the next Assets meeting.

9 To consider, amend if necessary, and adopt the Snow and Ice Policy

9.1 A copy of the Snow and Ice Policy had been included with the supporting material for this meeting.

9.2 Cllr Hillier-Wheal noted some amendments to the Policy.

4.2 – include a “ after the word small

6.1 – m2 should read m²

7.1 – change “in to” to into

9.3 The Clerk noted that there are currently 2 grit/salt bins owned by the Parish Council, one at Bishopstoke Cemetery and the other one at Underwood Road allotments. The responsibility for gritting the Underwood Road allotment site – including the access road – could be included in the Site Reps responsibilities. Cllr Hillier-Wheal asked who currently checked the grit bins and their capacity. Tom from Green Smile agreed to check both bins this week and report to the Clerk. Cllr MacLachlan suggested revisiting the Policy once the new Unitary authorities had been decided.

9.4 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** unanimously to adopt the Snow and Ice Policy with the noted amendments.

Action: Clerk – to make the noted amendments and publish the adopted Snow and Ice Policy.

10 To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda

10.1 Reports from the Assets Officer, Allotments & Cemeteries Officer, and Clerk had been included with the supporting papers and were noted.

10.2 **ASSETS_2324_M01/7** Regarding the play area disclaimer and signs. Cllr Hillier-Wheal asked if getting new signs made would be quicker than amending the current signs as this project had been ongoing for approximately 2 years. The Clerk agreed that this project had been ongoing for a long time and explained that the Assets Officer was currently looking at ways to amend the current signs which would be more cost effective than sourcing new signs.

Action: Assets Officer – to source ways of amending the current play area signs to include the disclaimer.

10.3 **ASSETS_2425_M06/50** Regarding the YZone building. Eastleigh Borough Council have provided a copy of their surveyor's report. The Working Group agreed that Bishopstoke Parish Council should obtain their own report and this will be arranged as soon as possible. The Parish Council will need to get permission and keys to access the building from EBC.

10.4 DDA Roundabouts. Cllr Hillier-Wheal asked if, after a front page report in the Echo about a child losing a finger in a Play Area, the DDA roundabouts should be taken out immediately rather than waiting for replacement equipment to be sourced. Cllr MacLachlan asked if it would be possible to somehow lock the roundabouts so that they couldn't go round until new equipment had been sourced.

10.5 Proposed Cllr Mignot, Seconded Cllr Harris, **RESOLVED** unanimously to arrange for the removal of the 3 DDA Roundabouts and the filling and covering of the areas immediately unless the Roundabouts can be safely locked so they cannot be used until suitable replacement equipment has been found.

Action: Assets Officer – to investigate the possibility of securely locking the 3 DDA Roundabouts so they cannot be used and to also provide costings for the removal of the Roundabouts and filling and covering the areas.

10.6 Cllr Hillier-Wheal asked which Committee/Working Group would be responsible for approving the draft History Trail Map. The Clerk said that it would be looked at by the Communications Working Group.

10.7 The Clerk also noted that there had been recent traveller encampments at Hedge End, Itchen Valley Country Park and Mount Pleasant where there had been damage to vehicles and other property. The Assets Officer had been regularly checking Blackberry Drive. The Clerk would check the Bow Lake site tomorrow and Tom from Green Smile agreed to check Blackberry Drive.

10.8 Tree and Bee sites. Cllr Harris expressed concern over the condition of some of the Tree and Bee sites in the village. He had noticed the site at the corner of Escombe Road had had grass removed for wildflower planting some time ago but nothing has grown. He also expressed concern about the ongoing upkeep of the sites and the lack of commitment from Eastleigh Borough Council to their project. The Admin Officer is meeting with Helen Brown who is in charge of the project and will raise these concerns with her.

Action: Admin Officer – to list and raise the Parish Council's concerns over the upkeep of the sites and to take pictures of all of the sites in the village to discuss with Helen Brown.

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

11.1 The Clerk had included a list of options for dates for the next meeting as he was on holiday for the scheduled date.

11.2 Proposed Cllr Mignot, Seconded Cllr MacLachlan, **RESOLVED** unanimously to move the date of the next Assets meeting to Tuesday 29th July 2025.

11.3 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 29th July 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 22nd July

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

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____