

**Minutes of a Meeting of the Assets Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 25<sup>th</sup> March 2025**

**Present:** Cllrs Mignot (Chair), Hillier-Wheal, 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)  
Cllr Daly (Bishopstoke Parish Council)  
PC Edwards (Hampshire & Isle of Wight Constabulary)  
PCSO Rees (Hampshire & Isle of Wight Constabulary)

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

**ASSETS\_2425\_M06/**

**Public Session**

PC Edwards explained that he and PCSO Ross were attending to answer any queries, listen to any concerns and offer any help they could. Councillors and Officers shared concerns regarding fly tipping at Stoke Common Cemetery; a recent fire at garages on Shears Road; suspected drug dealing at the top of Sedgwick Road, animal care and public land being impacted by a pony and trap. The Clerk was asked to provide all the information via email to the police who will respond as necessary.

**Action: Clerk – to email details of the reported incidents to PC Edwards and PCSO Ross**

*PC Edwards and PCSO Ross left at this point.*

**47 Apologies for Absence**

47.1 Apologies had been received from Cllr Harris. Cllr Kirby was not present.

**48 To adopt and sign the minutes of the Assets Committee meeting held on 28<sup>th</sup> January 2025**

48.1 The minutes of the above meeting had been included with the document pack for the meeting.

48.2 The Clerk noted that Cllr MacLachlan had attended the meeting but was not a Committee member and so his presence had been recorded in the wrong section. This would not require a rewrite of the minutes but the Chair would need to initial the alterations.

48.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the amended minutes of the Assets Committee meeting held on 28<sup>th</sup> January 2025 be adopted as a true record.

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

## 49 Declarations of Interest and Requests for Dispensations

49.1 No declarations or requests were made.

## 50 To receive from relevant working groups.

50.1 Updates from the Devolution, Glebe Meadow and Bow Lake Gardens groups had been included with the document pack for this meeting and were noted.

50.2 Devolution – the Clerk informed the committee that he had now received information from the Borough Council about the various assets that the Borough believes are available for transfer. Cllrs asked for a building survey on the Y-Zone building before any decision is made on its transfer.

**Action: Assets Officer – to obtain the most recent Y-Zone building assessment from the Borough Council and arrange for a survey of the building.**

## 51 To discuss, and make decisions on, the Cemetery Boardwalk, Underwood Road site improvements, and War Memorial projects

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

51.2 The Committee asked to see alternative options that could achieve the same objectives as the proposed Cemetery Boardwalk as the costs of the Boardwalk are higher than anticipated.

51.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to defer any decision on the Cemetery Boardwalk until other options can be brought forward.

**Action: Assets Officer & Cemeteries Officer – to explore other options to a Cemetery Boardwalk.**

51.4 After discussion it was agreed that the Underwood Road allotment project could be split into smaller parts and that the Vice Chair of the Council be added to the decision group to prevent ties on any decision

51.5 Proposed Cllr Toher, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously to delegate decision making powers on the Underwood Road allotments project to a group consisting of the Chair of the Council, Vice Chair of the Council, Chair of the Assets Committee, Clerk and the Allotments Officer, and that if two of those roles are filled by the same person then the Vice Chair of the Assets Committee (and, if further needed, an appointed member of the Assets Committee) will be added.

**Action: Clerk & Allotments Officer – to bring recommendations on the project to the appointed group.**

51.6 War Memorial – the Clerk informed the Committee that a second quote had been obtained for much of the work involved in the relocation of the War Memorial which was substantially cheaper and that Officers were now working to arrange the works as soon as possible.

## **52 To note the latest update on the play area review**

52.1 A report giving details of the review and subsequent proposals had been included with the supporting papers for the meeting.

52.2 The Committee welcomed the proposal for a toddler / pre-school play area on the Sewall Drive open space. Cllrs asked whether CCTV would be considered – the Clerk responded that CCTV would likely be considered for each play area at the time its renewal was being planned and would be a decision for the Council at that time.

52.3 Proposed Cllr Mignot, Seconded Cllr Toher, **RESOLVED** unanimously that this report be noted; and that the Committee recommend funding the new Glebe Meadow play area from the Glebe Meadow fund (including whatever grants can be obtained); that the timetables outlined in the report be adopted; that the Committee recommends the Council commit to placing a new toddler / pre-school play area at Sewall Drive; that Officers explore ways to enhance the toddler & pre-school play facilities in eastern Bishopstoke and that the results of the existing consultations, plus additional consultations closer to the time, be used to determine exactly what equipment is provided within each play area.

**Action: Clerk – add recommendations to the next Full Council agenda.**

## **53 To consider, amend if necessary, and re-adopt the Memorial Seating Policy**

53.1 After discussion, Cllrs agreed that there should be a limit of three plaques per bench. It was also agreed that it would not be possible to use a single plaque size unless all benches could accommodate it. It was agreed it would be useful to decide upon a standard new bench model from which a standard plaque size could be derived. Officers were asked to bring options on benches and plaques to the next Committee meeting.

**Action: Assets Officer – to research potential bench models to be the standard new Parish Council bench and determine what size plaques would fit on it.**

## **54 To decide the surface material for the wheels park**

54.1 Details on possible surfaces were included with the supporting material for this meeting.

54.2 Proposed Cllr Winstanley, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously to adopt concrete as the construction medium for the new wheels park.

**Action: Assets Officer – make recommendations to the Committee regarding a preferred contractor for the wheels park.**

## **55 To note the results of a consultation regarding fencing around the central greenspace on Strawberry Mead and decide next steps**

55.1 A memo with options for the fencing had been included with the document pack for this meeting.

55.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to remove the fencing around the central green space on Strawberry Mead.

**Action: Assets Officer – to arrange for the removal of the fencing.**

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

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

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

57.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 27<sup>th</sup> 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 20<sup>th</sup> May.

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

DRAFT

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

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