

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 24th March 2026**

Present: Cllrs Mignot (Chair), Toher (Vice-Chair), Harris (from para 57.3), Hillier-Wheal, MacLachlan 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)
Cllr Andrew Daly (Bishopstoke Parish Council)
Ms Helen Brown (Tree and Bee Network)
Mr T Postle (Green Smile)

Public Attendance: 0 members of the public were present.

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54 Apologies for Absence

54.1 All members were present.

55 To adopt and sign the minutes of the Assets Committee meeting held on 27th January 2026

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

55.2 Proposed Cllr Toher, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 27th January 2026 be adopted as a true record.

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

56 Declarations of Interest and Requests for Dispensations

56.1 No Declarations of Interest or Requests for Dispensation were made.

57 To receive an update on the Tree and Bee Network (Helen Brown)

57.1 A copy of the March update on the Bishopstoke Tree and Bee Network had been emailed to the Cllrs prior to the meeting.

57.2 Helen Brown gave a short presentation on the progress of the Tree and Bee Network.

Cllr Harris arrived

57.3 The Clerk confirmed that he had carried out the Tree and Bee site surveys requested at the last Full Council meeting. He would give an update in agenda item 6.

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

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

58.2 Cllr MacLachlan thanked the Clerk for all the work he had done regarding the usage and transfer of Bow Lake Gardens.

58.3 Cllr Hillier-Wheal asked if callout for sites of interest for information boards had happened yet. The Clerk said it had not gone out yet but would go out within the next week.

Helen Brown will talk to the Clerk about possible information boards for the Tree and Bee sites.

Action: Clerk and Admin Officer – to put a post on Facebook, Instagram and also on the website asking for people to suggest sites of interest for information boards in Bishopstoke

59 To receive an update on asset transfers and make any necessary decisions

59.1 A memo with the update on asset transfers had been included in the supporting documents for this meeting.

59.2 Underwood Road allotments slip roads. The Assets Officer had noticed that some work was needed to fill potholes and the sleeping policemen on the slip roads. Quotes are being sourced and the Clerk reported that Eastleigh Borough Council have indicated they may be willing to cover the cost.

Action: Clerk – to contact EBC with the quotes for the work needed to fill potholes and the sleeping policemen on the Underwood Road allotments slip roads and ask them to cover the cost of the repairs

59.3 Tree and Bee sites. The site on the roundabout in East Drive usually has cars parked on it. Parking spaces built into the roundabout or dragon's teeth are two possible solutions. The Clerk will contact EBC to enquire if there are any funds available to cover the costs.

Action: Clerk – to contact EBC to enquire if there are any funds available to cover the costs of installing parking spaces or dragon's teeth on the East Drive Tree and Bee site.

59.4 Extra land at Blackberry Drive. There are other pieces of land at Blackberry Drive that could be transferred under license to the Parish Council. The Clerk will liaise with EBC to investigate the parcels of land available. Mark Ellison from EBC has some ideas on how the land could be used.

Action: Clerk – to liaise with EBC to investigate the extra parcels of land available at Blackberry Drive

60 To receive an update on the Glebe Meadow project

60.1 An update on the Glebe Meadow project had been included with the supporting documents for this meeting.

60.2 Springs and Seating Area. Cllr Harris asked if the area around the springs should be looked at to see if there were any drainage issues that would need to be resolved. The Clerk said that the springs would be investigated further to see if any work needed to be done there or anywhere else in Glebe Meadow. Helen Brown said that the boggy habitat is becoming rare and could be made into a feature. Cllr Hillier-Wheal suggested a boardwalk.

60.3 Cllr Maclachlan asked if the path network planned for the top half of the meadow would still connect to the bottom half creating a path around the perimeter of the Meadow. The Clerk confirmed that this was still planned.

60.4 Cllr Winstanley asked when the next meeting of the Working Group would take place. The Clerk said that the Working Group was paused whilst awaiting the tenders for the Community Building and confirmation of the permitted development application from EBC.

61 To review, amend if necessary, and adopt the Tree Management Policy

61.1 A memo recommending that no changes are currently needed to the Tree Management Policy had been included with the supporting papers for this meeting. Proposed Cllr MacLachlan, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Tree Management Policy be re-adopted unamended.

62 To receive a report on Shears Mill maintenance requirements

62.1 A memo outlining the maintenance required on Shears Mill had been included with the supporting documents for this meeting.

62.2 Cllr Toher asked if there was a date for the work to be done. The Clerk said that a date would be confirmed when the weather improved and the bricks dried out. Cllr Harris asked if this would need to be an annual application. The Clerk will confirm and include it in the next budget if required.

Action: Clerk – to find out if the coating to be put on the bricks at Shears Mill needs to be done annually and put it in future budgets if required.

62.3 Cllr Hillier-Wheal asked the Clerk if he had a quote for the cost of repainting the edge of the roof and other areas. The Clerk had one quote and would source other quotes for the work.

Action: Clerk – to source other quotes for the repainting that needs to be done at Shears Mill

63 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

63.1 The Clerk's report had been included in the supporting documents for this meeting and was noted. Cllr Hillier-Wheal asked about the Cemetery Boardwalk. The Clerk explained that the Cemeteries Officer was looking into alternatives as the Boardwalk had proved to be too expensive.

Action: Cemeteries Officer – investigate alternative options instead of a boardwalk in the Cemetery

63.2 The Allotments Officer's report had been included with the supporting documents for this meeting and was noted. Cllr Mignot asked if the new Allotment Shop at Underwood Road was open. The Allotments Officer confirmed that it had opened the previous Saturday and had been well received. The Allotments Officer will take some photos to send to the Cllrs.

Action: Allotments Officer – to take some photos of the inside of the new Allotment Shop at Underwood Road and send them to the Cllrs.

63.3 The Cemeteries Officer's report had been included with the supporting documents for this meeting and was noted. The Cemeteries Officer noted that there has been more requests for burials than usual at this time of year and seems to be the same across the local area. He confirmed that there is still 3-4 years use left of the Cemetery giving plenty of time before the new area is needed. Cllr Winstanley said that a resident had been in contact expressing concern that the graves were too close together. The Cemeteries Officer confirmed that the graves were the legally required distance apart.

63.4 The Assets Officer's report had been included with the supporting documents for this meeting and was noted. Cllr Toher asked if there were plans in place to shore up the bank when the conifers were removed. The Clerk explained that the new Wheels Park will be sunk slightly into the ground and any work needed to shore up the bank would be done. Cllr Hillier-Wheat asked if quotes for the accessible swings had been received. The Clerk confirmed that there was a quote from Infinity which was for a slightly different swing to the one in Fair Oak and he needed to confirm the age range of the swing. Cllr MacLachlan asked if the lady who came to the last Assets meeting and spoke about accessible swings had been contacted. The Clerk will check and confirm if she has been contacted. Cllr Winstanley suggested contacting her to get her opinion of the swing.

Action: Clerk – to check if the member of the public who spoke about accessible swings at the last Assets meeting had been contacted and to contact them to ask for their opinion and any feedback on the proposed swing.

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

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

There being no further business, the Chair closed the meeting at 8.19pm

Chair's Signature: _____ Date: _____

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