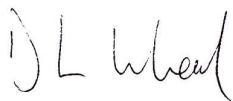


**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 29th July at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION – Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chair. Members of the public may not take part in the meeting itself.

1. Apologies for Absence
2. To adopt and sign the minutes of the Assets Committee meeting held on 27th May 2025
3. Declarations of Interest and Requests for Dispensations
4. To receive updates on current Parish Council projects and make any necessary decisions
5. To decide allotment rent for the period 1st October 2025 – 30th September 2026
6. To agree plans for Armistice Day 2025
7. To consider the Rose Close open space bench and agree any necessary consultation
8. To decide the number and location of future map boards, and consider locations for information boards
9. To approve the planting of a hedge at Bow Lake Gardens
10. 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
11. Date, time, place and agenda items for next meeting



D L Wheal
Clerk to Bishopstoke Parish Council
23rd July 2025

**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 Harris 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: _____



Assets Committee – 29th July 2025

Item 04 – Projects Update

Underwood Road allotment improvements

The work on the allotment buildings and parking will take place in October / November this year. The allotment association are being contacted to advise them of the need for them to remove their wares prior to the work. Once the work is complete they association will be invited back in to install whatever shelving is needed for the allotment shop (the exact arrangement of shelving will be agreed prior to the work commencing). It is expected that allotment machinery will be stored at Sewall Drive during the work although this may change following the next site rep meeting.

Quotes are being obtained for the work to improve the water supply on site at the same time.

War Memorial

The project is now almost complete. The only remaining work is to add the railings and the plaques bearing the names of the fallen. This work is expected to be completed in August. A Royal British Legion (RBL) Tommy bench has been ordered to replace the previous bench, which will be add back to the site in its new location prior to Armistice Day.

There will be a rededication ceremony conducted by the RBL is planned for VJ Day, August 15th, with tea and coffee being available at St Mary's Church afterwards.

Glebe Meadow

The Skate Park is included separately in the Assets Officer's report. In order to assist the Memorial Hall project forward, a number of architects have been approached and asked to quote for a limited scope assessment of the feasibility of the various options the Council is considering for the new community building (including requests from community groups). Questions such as whether two stories would be possible in a conservation area, the uplift in cost likely if one storey is effectively underground, how many hireable spaces could we have, what happens if we are limited to one storey and so on have been asked. Once we have answers to those questions the final brief for the building, based on that knowledge, can be completed.

The next step would then be appointing architects to produce options based on that brief which can be consulted upon, before taking a final design to planning.

Village Trails

The History Trail booklet has been circulated, amended and agreed, and we are ordering an initial print run of 2,000 copies to be distributed. A number will be held back for parish events and the parish office, but small supplies will be provided to local churches, business, takeaways, hotels and bed & breakfasts.

Sewall Drive

Work has continued on setting up Sewall Drive allotments. The site has been prepared ready for paths, topsoil and raised beds to be completed. The standpipes are now in place and can be independently turned off allowing the office to be used during winter months without risking water freezing in the standpipes.

The open space, cemetery and allotment hedges have been added to the grounds contract schedule.



Assets Committee – 29th July 2025

Item 5 – Allotment Rent

Having had two years where the allotment rent has increased, with the cost of a five rod plot increasing from £40 to £60, it is recommended that there be no increase in rent for the coming allotment year.

This will give time for the full effect of both the rise in income and the measures taken to reduce costs when a tenant leaves their plot to be assessed.

It should be noted that with the expected rise in water costs following recent government announcements the Council may need to have further increases in rent in coming years to account for this.

Recommendation: That the Committee RESOLVE to keep allotment rents at their current levels of £12 per rod, with a discounted rate of £8 per rod for anyone receiving the age-related discount.



Assets Committee – 29th July 2025

Item 06 – Armistice Day 2025

Armistice Day 2025 lands on a Tuesday, with the Remembrance Sunday service taking place two days earlier, on the 9th. This year the service will take place with the memorial back in pride of place, but in its new location on Old St Mary's. As usual the Parish will be involved in providing notification of the event well in advance, and the service will be led by Rev. Wise.

Cllrs are asked to consider whether they would like to approach either St Mary's Church or the Bishopstoke Community Association about providing a venue for tea and coffee afterwards.

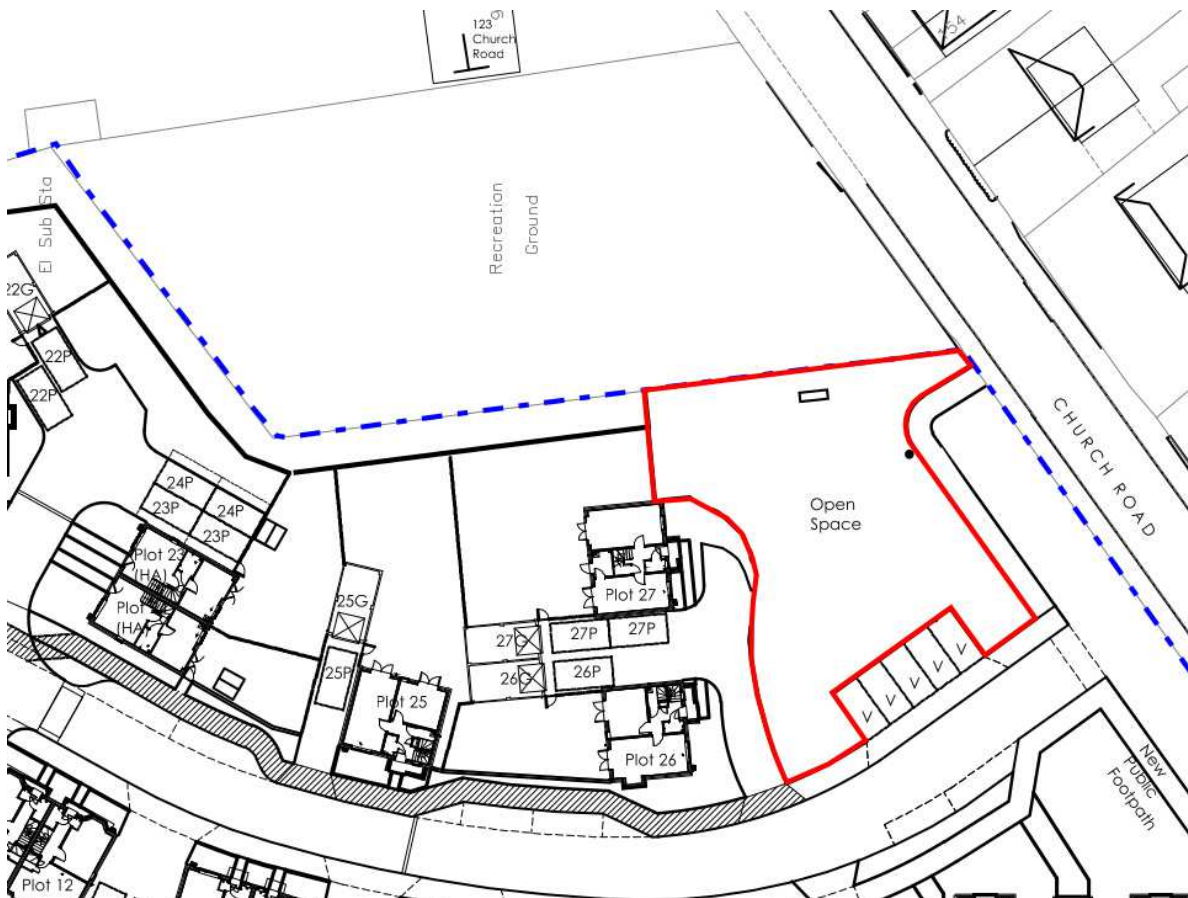
Assets Committee – 29th July 2025

Item 07 – Rose Close open space

As we await the requested transfer of Rose Close Councillors are asked to consider the bench currently located in the centre of the open space. This bench is away from any path or other hard standing and is actually positioned in a dip in the ground, meaning that it often sits in the wettest part of the open space.

Moving the bench adjacent to the path is one option but others are possible too.

The Council has been requested to consult with / inform residents of Rose Close once a decision has been reached – they may have insight into the ground conditions that the Council is not aware of that could factor into the final location.





Assets Committee – 29th July 2025

Item 08 – Map and Information Boards

Currently there are four map boards provided by the Parish Council. They are located at Spring Lane shops, Longmead Avenue, Olympic Way and the Welcome Inn.

The board at Olympic Way has rotted through and is due to be removed shortly.

It is anticipated that a new map design will be ready early in the new year and committee members are requested to consider the number and location of these boards.

It is recommended that the boards be placed where there is likely to be considerable footfall. Spring Lane shops and Whalesmead Shops / the Welcome are thought to be the two best locations currently. Officers recommend not replacing the Olympic Way board as it is unlikely to be seen by many. The Longmead board is also recommended for removal, not replacement. It made sense to have a board there when there was a pub and a post office, but as there are only houses there at the moment it does not seem like a wise use of Council funding. It should be noted that additional locations can be included later.

Information Boards are new to Bishopstoke Parish Council. Committee members may wish to consider having a board at Shears Mill. Other options include boards near the start of the various Village Trails as they are created and published, as well as having a board depicting the history of Glebe Meadow and so on.



Assets Committee – 29th July 2025

Item 09 – Bow Lake Gardens Hedge

Eastleigh Borough Council have offered to plant a hedge marking the boundary between the farmer's fields and the open space at Bow Lake Gardens. They have been asked to confirm that they will also water it for the first year.

The farmer has given his consent for the hedge, as long as space is left for him to access this fence to undertake any necessary repairs.

The Greening Campaign have let the Council know that the Campaign for the Protection of Rural England will lay the hedge (a traditional process involving trimming, partially cutting and then slanting the hedge which provides a stronger, more durable hedge requiring less maintenance) for free. This means that the Council's maintenance costs are likely to be minimal.

Recommendation: The Committee is recommended to resolve to give approval for the Borough Council to plant the hedge.



Assets Committee – 29th July 2025

Item 10 – Allotments Officer Report

Allotment Inspections

The next set of inspections is due to happen shortly.

Allotment Waiting Lists

The Underwood Road waiting list is very small at the moment. We have had a few more tenants decide to hand back plots in the last month. The waiting time for Jockey Lane remains high.

Underwood Road

We are getting quotes to improve the water pressure on the site.

The new buildings and parking areas will be started in October along with the removal of the old structures. We will be working with the site reps and the Allotment Association to make sure the site can still run whilst the work is going on.

Jockey Lane

Nothing new to report.

Sewall Drive Allotments

We gained access to the site on the 1st of July and groundwork started straight away. The developers had left the site in a worse state than originally thought and there was a lot of building material that had been dumped and needed clearing. As discussed in Full Council we are also having to bring in new topsoil to make the site viable as allotments.

The standpipes have now been installed.

It is hoped we can get the first tenants on the site in September.

Bow Lake Gardens

There has been no change with regards to the site becoming allotments.

Hosepipe Ban

A hosepipe ban began on Monday 21st July. In accordance with the allotment rules all tenants must follow we reminded all plot holders that hoses are not permitted during a hosepipe ban. However, a number of tenants contacted us to claim that they were allowed to use hoses according to information published in Southern Water's website. This is despite the fact that the actual temporary ban notice published by Southern Water clearly states that Authority run allotments are included in the ban. We have been in touch with Southern Water to ask them to correct their website.

CCTV

With new buildings coming at Sewall Drive and Underwood Road, a discussion on installing CCTV at those sites will be on the agenda for September's Full Council.



Assets Committee – 29th July 2025

Item 10 – Assets Officer Report

Play Areas

Blackberry Drive has had the broken trampoline replaced with a new stand on spinner. We have also replaced both benches in the play area and the new bins are going in this week. The new carpark bin has also arrived and will be installed as soon as possible.

Templecombe has been pressure washed and looks so much better.

2 wooden posts on the wooden trail have been replaced at Otter Close as they had worked themselves loose.

Glebe play area is now open

The DDA roundabouts at Glebe, Sayers and Templecombe have all been fixed into one place, with signs attached saying they are unsafe to use.

Play area disclaimer signs have been purchased and are awaiting fixings. Should be up in the next couple of weeks

Alternatives to the DDA roundabouts have been sourced and agreed.

Bins

Nothing new to report.

Bus Shelters

Our 2 most damaged bus shelters have had all the Perspex replaced, so you can now see out. These are located outside the Methodist church and the bottom of Underwood Road.

We are still awaiting confirmation from EBC when the Spring Lane bus shelter will be replaced.

Village Trails

The History trail is complete and a copy of the leaflet has been sent to the Communication group for approval before going to print. We are hoping to have these at our summer messy play sessions. We will also put them in local shops/hotels/B&B and anywhere else people

think would be useful. This will also be available on the website to download and print or view on your phone.

The Three Woods trail will be completed over the summer and put on the website to download, print or view.

The Victorian and Titanic trail needs a little more work and a chat with Georgette to create this in a similar design to the History map. As Georgette is involved with the hoarding painting over the summer, we will catch up with her in Sept to get this one completed.

The village maps will come after this and estimating being ready in spring of next year.

Trees

Hampshire Heartwood have completed all the tree survey work, except for Glebe Meadow which was left due to the demolition. They are now awaiting Conservation approval to be able to remove a tree there.

Noticeboard

The second of the new noticeboards to be replaced, is the board at Olympic Way. It is due for fitting within the next 2 weeks.

Skate Park

As a concrete skatepark was decided by council as the preferred option, I have been speaking with the Clerk with regards to increasing our budget to £150k which should allow us to complete the smaller section for younger users at the same time. This will be initially discussed at the Finance Committee in August.

I am in the process of applying for £20k of lottery funding and a further £2k from Bupa funding. As these are not confirmed, I would like to look at these as bonus money, if we are successful. I am still looking into any other funding options.

Sewall Drive Building

I have met with various contractors and gained quotes for flooring, alarm, fire and CCTV systems. We have a quote agreed for putting an outside door in to access the toilet for allotment holders.

I am now trying to get the building registered with EBC so we can have an address. This will then enable me to get utilities sorted and have this building as our office .



Assets Committee – 29th July 2025

Item 10 – Cemeteries Officer Report

Bishopstoke Cemetery

Since the last assets meeting there has been one burial and one ashes interment.

Old St. Marys

The new path and war memorial has been installed. We are just waiting for the ironwork and the plaques to be fitted to the memorial. this should be in the first week of August ready for the rededication on 15th August.

We will be installed a specific Royal British Legion Bench.

The feedback about the new memorial has been very positive.

Stoke Common Cemetery

We are looking at layouts for the new paths to include an area that could be left as a wild flower meadow.

Assets Committee - Clerk's report

29th July 2025

Actions from previous meetings

ASSETS_2324_M02/14 Regarding potentially providing an allotment rent discount for those on benefits. This is being investigated by the new Allotments Officer.

ASSETS_2425_M06/50 Regarding the Y Zone building
The Assets Officer is currently working on engaging a contractor to provide our own building survey.

ASSETS_2425_M06/51 Regarding the Cemetery Boardwalk
No update since the last meeting.

ASSETS_2526_M01/8 Regarding new community projects
Work has begun on assessing the costs of the suggested projects.

ASSETS_2526_M01/8 Regarding the memorial bench policy
This was accidentally left off the agenda and will be added to the September meeting.

ASSETS_2526_M01/9 Regarding the Snow and Ice Policy
The policy has been amended and published.

ASSETS_2526_M01/10 Regarding disclaimer signs
The signs are now with a contractor for installation.

ASSETS_2526_M01/10 Regarding DDA roundabouts
These have all been made safe.

ASSETS_2526_M01/10 Regarding tree and bee sites
Discussions have taken place with Helen Brown and further meetings are due to take place.

Recommendations from previous meetings

There are no outstanding recommendations.