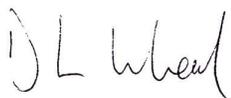


**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 24th March at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

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 January 2026
3. Declarations of Interest and Requests for Dispensations
4. To receive an update on the Tree and Bee Network (Helen Brown)
5. To receive updates on current Parish Council projects and make any necessary decisions
6. To receive an update on asset transfers and make any necessary decisions
7. To receive an update on the Glebe Meadow project
8. To review, amend if necessary, and adopt the Tree Management Policy
9. To receive a report on Shears Mill maintenance requirements
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
18th March 2026



Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 27th January 2026

Present: Cllrs Mignot, Toher, Harris, 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)
Mr T Postle (Green Smile)

Public Attendance: 1 member of the public was present.

ASSETS_2526_M05/

Public Session

The Chair welcomed the member of the public and asked if they had any comments or questions for the Committee. The Clerk advised the member of the public that the subject they wished to discuss was item 4 on the agenda and they could discuss it now or when the agenda item came up. The member of the public said they would like to discuss it as an agenda item.

43 Apologies for Absence

43.1 All members were present.

44 To adopt and sign the minutes of the Assets Committee meeting held on 25th November 2025

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

44.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 25th November 2025 be adopted as a true record.

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

45 Declarations of Interest and Requests for Dispensations

45.1 Cllr Hillier-Wheal declared an interest in agenda item 7 as she is a member of the Solent Running Sisters.

46 To consider a request for the inclusion of accessible swings in Bishopstoke play areas

46.1 A memo outlining the request for accessible swings in Bishopstoke play areas had been included in the supporting papers for this meeting.

46.2 The Clerk asked the member of the public if they would like to put their request to the Committee. The member of the public explained that they had a disabled son who was unable to use any of the swings currently in the Bishopstoke play areas. Fair Oak and Horton Heath Parish Council installed 3 accessible swings in their play areas at the end of last year and her son loved using them. The swings in Fair Oak do not have a harness but she explained that a lot of parents with disabled children have a harness that they carry around to use on some play equipment. There is also the option of providing a storage box near the swing that is only accessible using a radar key which all parents who needed access would have. The swings in Fair Oak had been attached to an existing swing frame and the cost had been £750 per swing (excluding harness). The member of the public said that Sayers Road would be an ideal first choice in Bishopstoke as it already has very good accessible play options.

46.3 The Clerk asked the Committee to also consider whether accessible equipment would be better spread across all play areas or whether it should be focussed on a few key areas that could then have more accessible equipment. The member of the public commented that some play areas are easier to get to than others and the Committee agreed to look at the issue further. The Committee agreed that replacing one baby swing in areas that already have two would be a sensible first step to look at. The Committee thanked the member of the public for coming to the meeting and bringing this to the attention of the Parish Council and also noted that it was important to consider accessibility for all ages, not just young children, when looking at future improvements to the play areas in Bishopstoke.

46.4 Proposed Cllr Mignot, Seconded Cllr Harris, **RESOLVED** unanimously to task officers with identifying which play areas in Bishopstoke would be most suitable for an accessible swing to be installed and to also update the play area strategy to include areas most suited to have accessible equipment.

Action: Clerk and Assets Officer – as a priority, to identify which play areas would be suitable for an accessible swing; to identify play areas that could have more accessible play equipment in the future.

The member of the public left the meeting

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

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

47.2 Tree and Bee Network. The Admin Officer is having a meeting with Helen Brown on 28th January and will ask if the permissions for the tree planting on the Tree and Bee sites in Bishopstoke could be sent to the Clerk.

Action: Admin Officer – to ask Helen Brown to send the permission received from Hampshire County Council for planting trees on the Tree and Bee sites to the Clerk

47.3 Wheels Park update. The design for the Wheels Park has been received from Maverick Industries. There is a consultation planned for Thursday 12th February (to be confirmed) and then Maverick can let us know a start date for the project. Cllr Toher asked if the trees in front of the Skate Park were being removed or reduced in height. The Assets Officer explained that they would either have lower branches removed or possibly taken out altogether.

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

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

48.2 The Clerk advised the Committee that the Parish Council now owned the piece of land at Rose Close and asked Tom from Green Smile if he could include the space in the mowing schedule.

48.3 Y Zone. The Assets Officer is currently looking through the Eastleigh Borough Council survey and the survey the Parish Council requested to discover what repairs would be needed over the next few years and what the cost would be.

48.4 Cllr Harris asked if the hedge had been planted at the bottom of the Bow Lake allotment site as part of the Tree and Bee Network. The Clerk explained that Eastleigh Borough Council had not planted the hedge as they could not commit any money to maintain it.

49 To consider a request from Solent Running Sisters to be allowed access to the Sewall Drive Allotment toilets

49.1 A memo outlining the request from Solent Running Sisters had been included with the supporting documents for this meeting.

49.2 After discussion, the Committee agreed to the request. Cllr Toher asked for a policy to be created to set out the criteria for who could request access and for all requests that meet the criteria to be considered.

49.3 Proposed Cllr MacLachlan, Seconded Cllr Toher, **RESOLVED** with 2 abstaining to grant permission to Solent Running Sisters to use the toilets at the Sewall Drive allotment site; to create a policy outlining the criteria for other groups to apply for permission to use the toilets at the Sewall Drive allotment site.

Action: Clerk – to contact Solent Running Sisters and inform them that they have been given permission to use the toilets at the Sewall Drive allotment site.

Action: Clerk – to create a policy outlining the criteria for other groups who wish to apply for permission to use the toilets at the Sewall Drive allotment site.

50 To discuss the tender process for the new community building on Glebe Meadow and make any necessary decisions

50.1 An updated memo outlining the tender process for the new community building had been emailed to the Committee prior to the meeting.

50.2 The Clerk explained that the design and consultation process may be shorter than 6 months, but the planning permission application process is set at 3 months. The full tender process would be done as quickly as possible while making sure everything is done safely. The Parish Council should be open about delays and communicate these to the residents of Bishopstoke clearly and quickly. Cllr Hillier-Wheal asked the Clerk if he could contact the Parish Councillors who are not currently in the Glebe Meadow Working Group and ask them if they would like to be involved.

50.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to delegate authority to the Glebe Meadow Working Group, in conjunction with the Clerk, to approve the final tender documents, examine bids received, conduct interviews and subsequently make recommendations regarding the appointment of architects for the community building.

Action: Clerk – to contact Councillors who are not currently in the Glebe Meadow Working Group and ask them if they would like to join the Group at this stage of the tender process.

51 To consider whether to apply for funding towards a fixed speed camera and if so, where to locate it

51.1 A memo outlining the funding for a fixed speed camera had been included with the supporting documents for this meeting.

51.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** with one abstention to not apply for funding towards a fixed speed camera.

52 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

52.1 The Clerk's report had been included in the supporting documents for this meeting and was noted. Cllr Harris asked if there had been a water leak on the Underwood Road allotment site to that would cause the increase in the water usage. The Clerk said that checks for a leak had been done and a small leak had been found and fixed.

52.2 The Assets Officer's report had been included with the supporting documents for this meeting and was noted.

52.3 The Allotments and Cemeteries Officer's reports had been included with the supporting documents for this meeting and were noted. Cllr Winstanley asked if there was any news about the Wifi installation at Sewall Drive. The Clerk said that he was in touch with BT and expecting a phone call from them the following day, Wednesday 28th January.

52.4 Cllr Toher asked if the people left on the waiting list for allotments at the Bow Lake site had been offered allotments elsewhere. The Clerk confirmed that they had been offered allotments at both the Sewall Drive and Underwood Road sites. Cllr Winstanley said that even if EBC cover the costs required to make the Bow Lake site usable, allotment sites can be expensive to maintain if the demand is not there.

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

53.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 24th March at either the Bishopstoke Methodist Church or the Sewall Drive Office. 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 17th March.

There being no further business, the Chair closed the meeting at 8.15pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Assets Committee – 24th March 2026

Item 05 – Project Updates

Underwood Road Allotments

See Allotments Officer report.

Tree and Bee Network

Helen Brown is attending the meeting to provide an update on the project.

Glebe Meadow Project

This is now a separate agenda item as various elements of the project progress forwards.

Map & Information Boards

An artist is currently working on the map for the map boards. A call out for sites of interest that might warrant an information board is being made online.

Village Trails

The Council now has three village trail walks up and running – the summer play trail, the heritage trail and the three woods trail. Other trails are being developed including a likely tree and bee trail.

Bow Lake Gardens

Following the Council's decision that there is not sufficient current demand for a fourth allotment site in Bishopstoke, nor can the ongoing maintenance costs be justified at present, the Bow Lake waiting list is to be formally closed and those on offered the chance to have a plot at one of our other sites.

Assets Committee – 24th March 2026

Item 06 – Asset Transfers

Rose Close – Transfer complete.

Bow Lake open space land – expected to be finalised by Mar 31st 2026. Currently with the solicitor.

Bow Lake play area – still no resolution on drainage issues – EBC awaiting a response from HCC before progress can be made. EBC have not yet accepted the play area from the developer.

The Planney – expected by Mar 31st 2026. Currently with the solicitor.

Underwood Road allotments slip roads – expected by Mar 31st 2026. Currently with the solicitor.

Tree and Bee sites – hoped for by Mar 31st 2026.

Remaining land at Blackberry Drive – after 1st April 2026 as EBC would still like to try to resolve the problems preventing full transfer. If that does not work land will be under licence, as the rest of the estate space is already.

Y Zone – Council decided on 10th March to pull out of this transfer.

Guide Hut – Council decided on 10th March to pull out of this transfer.

Sewall Drive allotments, open space and cemetery – EBC has confirmed land registry process is complete. Transfer to BPC to follow soon.



Assets Committee 24th March 2026 – Item 07

Glebe Meadow

Community Building

The Invitation to Tender has now been published on the Council's website, and sent to all parties who have previously expressed an interest. The One Government login for the Central Digital Platform has now been approved and the documents will also be added to that. The deadline remains Thursday 23rd April for the receipt of bids, with interviews to be conducted in time for a recommendation to go to Full Council at the Annual Meeting on May 12th.

Wheels Park

The Wheels Park permitted development application is being handled by the Borough Council. As yet nothing has been heard to indicate that this will not be approved. Once the approval has been received, the contractor will be able to book a time for completion of the work. This is expected to be either just before, or just after, the school summer holidays.

Path network

It is hoped that the top half of the path network can be completed at around the same time as the Wheels Park is built. The aim is to provide a path across the meadow from Portal Road to the entrance near the top of the meadow on Church Road, with spurs branching off to the Wheels Park. Although the plans call for the path to enter the meadow from the northern side of Portal Road, this is dependant on whether the gate can be moved and potential impact on the tree by the entrance. This will be assessed soon.

Springs and Seating Area

The plan to cut back sufficient growth to locate and make a feature of the springs in the northeast corner of the meadow may have to be revised. The ground underfoot as the slope rises is very boggy and prone to flooding. The area where the growth is planned to be cut back is even more wet. This will create an extra layer of difficulty and may prevent the work from happening in the first place. If that is the case then it may be possible to find an alternative spot for a peaceful seating area, but it is unlikely that the Council would be able to feature, highlight or harness the springs.

Play Area

Work is beginning on determining the exact location of the new play area. At the same time consideration is being given to the age group(s) it will be aimed at and whether there should be a theme for its construction. One option is to consult local schools and pre-schools, if relevant, for their thoughts.



Assets Committee 24th March 2026 – Item 08

Tree Management Policy

The Tree Management Policy is now due for review. There are no suggested amendments. The current version of the policy is available to view at www.bishopstokepc.org/policies.

Assets Committee 24th March 2026 – Item 09

Shears Mill

Following the extended period of rain suffered over the latter part of last year and the first part of this year, Officers spotted water staining on the internal walls of Shears Mill, and upon investigation, found water puddling on the floor.

Advice has been sought from local specialist, J Bruno Construction & Restoration, who have been heavily involved in the project from the start. The problem does not appear to be as a result of damage to the structure, just an excess of rainwater slowly seeping through the brickwork.

Several options were discussed, however most face obstacles due to the need for permissions to be sought from the Environment Agency and for scaffolding to be erected around the entire rear wall. A simpler option of coating the brickwork that faces the prevailing winds, and thus receives most rain, in a transparent waterproof product which is non-hazardous to the environment.

As the cost of this is well under £1,000, the Clerk has authorised the spend to avoid further damage to the building and to give it maximum time to dry out over the warmed and sunnier months.

It was also noted that the edge of the roof is in need of repainting and there are a few other areas that could benefit from similar maintenance. These are not considered urgent and will either be completed over the summer or will be added to the budget for 2027-28.

Assets Committee - Clerk's report 24th March 2026

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_M06/51 Regarding the Cemetery Boardwalk
No update since the last meeting.

ASSETS_2526_M05/44 Regarding minutes
The minutes were signed and published.

ASSETS_2526_M05/46 Regarding accessible play equipment
The Clerk and Assets Officer are currently reviewing both equipment options and our play areas to determine where best to plan for accessible equipment.

ASSETS_2526_M05/49 Regarding use of Sewall Drive toilet facilities
The Solent Running Sisters have been informed that the Council approved their request. Guidelines for this, and criteria for dealing with similar requests, are being drawn up by the Clerk.

ASSETS_2526_M05/50 Regarding the Glebe Meadow working group
All Councillors have been invited to join the working group.

Recommendations from previous meetings

There are no outstanding recommendations.

Additional Items

No additional items to be reported on.



Assets Committee – 24th March 2026

Item 10 – Allotments Officer Report

Allotment Waiting Lists

We have two vacant plots at Underwood Road with two people on the waiting list who will be offered the plots. Sewall Drive has seven people on the waiting list all of whom have been offered a plot at Underwood Road. There are six people on the waiting list for Jockey Lane.

Underwood Road

The building work is complete. The building has been fitted out and the shop is open at the weekends for allotment tenants. The new parking areas are open and have massively improved accessibility on the site.

Sewall Drive Allotments

The new tenants have created a great community and are looking forward to the growing season.

Assets Committee – 24th March 2026

Item 10 – Cemeteries Officer Report

Bishopstoke Cemetery

Since the last assets meeting there has been four burials.

Old St. Marys

No new update.

St. Marys

No new update.

Stoke Common Cemetery

The Clerk, Assets Officer and Cemeteries Officer are meeting to discuss the layout and timescale for the new cemetery.