



Bishopstoke Parish Council

To find out how to attend or have a statement read out

Email: clerk@bishopstokepc.org; Call: 07368 487464;

Or visit www.bishopstokepc.org

**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 22nd September at 7:15pm at Bishopstoke Parish Office, Sewall Drive.**

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 28th July 2026
3. Declarations of Interest and Requests for Dispensations
4. To decide Burial Board fees for 2027-2028
5. To receive an update on the Wheels Park
6. To receive an update on the community building
7. To receive an update on accessibility works at Sewall Drive
8. To receive an update on a potential community garden
9. To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda
10. Date, time, place and agenda items for next meeting

D L Wheal
Clerk to Bishopstoke Parish Council
16th September 2026

Members: Cllrs Hillier-Wheal (Chair), Harris (Vice Chair), Duggan, MacLachlan, Mignot, Toher and Winstanley

ASSET_2627_A03

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 28th July 2026**

Present: Cllrs Hillier-Wheal (Chair), Harris (Vice-Chair), Duggan, MacLachlan (from para 14), Mignot, 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)
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)
Mr T Postle (Green Smile)
Mrs Vickie Fear (Public Art Officer, Eastleigh Borough Council)
Mrs Helen Brown (Tree and Bee Network)
Mr Jon Marks (Greening Bishopstoke)

Public Attendance: 5 (Greening Bishopstoke) members of the public were present.

ASSETS_2627_M02/

Public Session

The Chair asked if any of the members of the public would like to talk to the Parish Council about anything that was not already on the agenda. Nobody had any comments at that time.

11 Apologies for Absence

11.1 All Committee members were present.

12 To adopt and sign the minutes of the Assets Committee meeting held on 26th May 2026

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

12.2 Cllr Hillier-Wheal pointed out a spelling mistake in para 7.2 and noticed there was no action for para 7.3. The Clerk noted these amendments and would ensure they were rectified. Cllr Winstanley pointed out a spelling mistake in para 2.2 and the Clerk would ensure that this was rectified.

Action: Admin Officer – to correct the spelling mistakes in para 7.2 and 2.2 before publishing the minutes on the website.

Action: Clerk – to investigate the possibility of marking the 2 parking bays at the end of Portal Road as Glebe Meadow parking to give residents in Portal Road advanced warning that they would no longer be able to use that area to park (ASSETS-2627_M01/7.3)

12.3 Cllr Hillier Wheal asked if the accessible swing that had been installed in error at Sayers Road play area had been replaced yet. The Assets Officer advised that it was on order but had not received an installation date yet.

12.4 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 26th May 2026, as amended, be adopted as a true record.

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

13 Declarations of Interest and Requests for Dispensations

13.1 Cllr Hillier-Wheal, as an allotment holder, declared an interest in agenda item 8.

Cllr MacLachlan arrived

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

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

14.2 Cllr Hillier Wheal said that there had been comments on Facebook about the positioning of the rail on the new Wheels Park. The Assets Officer said that the design had been produced by Maverick Skateparks after talking to local residents about the design. Cllr Hillier Wheal asked if the Parish Council could post a reply on Facebook mentioning Maverick and the consultation process.

Action: Admin Officer – to publish a Facebook response explaining that the Wheels Park design was produced by Maverick Skateparks following consultation with local residents and potential users.

14.3 The Clerk commented that he was currently trying to arrange a date to meet with TKLS about the new Community Building.

15 To receive an update on the public art for the Tree and Bee sites

15.1 The plans for the Tree and Bee habitat sculptures had been included with the supporting papers for this meeting.

15.2 Vickie Fear provided Cllrs with an overview of the Tree and Bee Habitat Sculptures project and asked for the Parish Council's agreement to proceed with the installation of two curved bug benches at Otter Close. Following questions and discussion, Cllrs agreed that the installation of the two curved bug benches should proceed.

16 To receive an update on the Tree and Bee project

16.1 An update on the Tree and Bee project had been included with the supporting documents for this meeting.

16.2 Helen Brown talked the Cllrs through the Tree and Bee presentation and answered questions about forest gardens, how the schools and local community have been involved and the future plans. The Chair thanked Helen for the update.

17 To receive an update on the Greening project

17.1 The Community Garden proposal from Greening Bishopstoke had been included with the supporting documents for this meeting.

17.2 Mr Jon Marks provided the Cllrs with an overview of Greening Bishopstoke and talked through the requirements for a successful community garden. He then answered the Cllrs questions about the logistics of having the community garden at the Bow Lake site. The Clerk confirmed that the Parish Council could consider paying for the water and electricity required for the site. The Allotments Officer also explained the requirements for having standing water in water butts. As the Bow Lake site has not been transferred to the Parish Council as yet, the Clerk will consult with Eastleigh Borough Council before any final decisions are made.

Action: Clerk – to consult with Eastleigh Borough Council about the possibility of using the Bow Lake site as a community garden.

Action: Jon Marks – to produce a final proposal for a community garden by 1st September to be discussed at the Full Council meeting on 8th September

Action: Clerk – to add discussion of the Greening Bishopstoke community garden proposal to the agenda for the Full Council meeting on 8th September.

18 To decide allotment rents for the periods 1st October 2026 – 30th September 2027 and 1st October 2027 – 30th September 2028

18.1 A memo outlining the proposed allotment rents had been included in the supporting papers for this meeting.

18.2 The Cllrs discussed how the changing of the discount scheme would be introduced and administered.

18.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** with 1 abstaining to maintain allotment rent at the current levels for 2026-27

18.4 Proposed Cllr MacLachlan, Seconded Cllr Toher, **RESOLVED** with 3 abstaining to increase allotment rent for 2027-28 to £15 per rod generally and £10 per rod for those receiving the age discount to cover the existing shortfall in allotment income compared to expenditure, the anticipated increase in water use and cost and the continuing increase in costs to the Council.

18.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** with 2 abstaining that the Clerk and Allotments Officer submit a proposal to Full Council in November outlining the new concession scheme and showing how the current concession scheme will be phased out and the new scheme implemented and administered.

Action: Clerk – to research concession schemes used by other Councils

Action: Clerk and Allotments Officer – to produce a report by 3rd November to be discussed at the Full Council meeting on 10th November

Action: Clerk – to add discussion of the new concessions scheme for allotment holders to the agenda for the Full Council meeting in November

19 To consider plans for Armistice Day 2026

19.1 A memo outlining last year's Armistice Day plans had been included with the supporting papers for this meeting.

19.2 After discussion, the Cllrs agreed that the plans should remain the same for Armistice Day 2026

Action: Admin Officer – to contact The Anglers Inn to ask if they would be willing to provide tea, coffee and cake after the Armistice Day service again this year.

20 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

20.1 The Clerk's report had been included in the supporting documents for this meeting and was noted. The Clerk asked any Cllrs who had not yet given their comments on the proposed map if they could do so as soon as possible.

20.2 The Assets Officer's report had been emailed to Cllrs prior to the meeting and was noted. It will be included in the minutes of the meeting. The Assets Officer told Cllrs that an event to celebrate the opening of the new Wheels Park was being planned for 3rd October.

20.3 The Allotments and Cemeteries Officer's report was shown to the Cllrs at the meeting and was noted. It will be included with the minutes of the meeting.

Action: Clerk – to contact all of the people left on the waiting list for the Bow Lake site and advise them that there are no current plans to use the Bow Lake site for allotments and to offer them a place on the waiting list for other allotment sites.

20.4 Additional items. The Clerk said that a Parish noticeboard on the outside fence of the Sewall Drive allotment site would help people locate the new Parish Office. The Clerk has also asked for a quote from Hampshire County Council for brown road signs. Cllrs Hillier-Wheal and MacLachlan also mentioned a Wayfinding sign and "Welcome to Bishopstoke" signs at all entrances to the village.

20.5 Cllr Harris enquired if we had had a reply from Eastleigh Borough Council about the watering of the trees at Blackberry Drive. The Assets Officer has contacted them and is currently waiting for a reply.

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

21.1 The next meeting of the Assets Committee will take place at 7:15pm on Tuesday 22nd September 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 15th September.

There being no further business, the Chair closed the meeting at 8.34pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Assets Committee – 22nd September 2026

Item 04 – Burial Board Fees 2027-28

Burial fees cover interments, Grants of Exclusive Rights to Burial (GERBs), memorial applications and transfer fees. They have risen only slightly since 2023 (in fact GERBs for child plots have come down in price).

Comparing our fees to inflation since 2013 shows our fees have risen on average a little above inflation in that period (61% compared to 50%), with interments rising at above inflation and GERBS rising at below inflation.

Doing the same comparison since 2017 shows our fees rising at below inflation over that period (25% compared to 35%).

A comparison with other local cemeteries is complicated by the fact that some councils include the costs of digging the plot in their fees, and others (including Bishopstoke) do not. However, what data is available shows that we are at the low end of the fee scale, broadly comparable to Fair Oak but significantly cheaper than either Southampton or Romsey.

It is recommended that fees be maintained at their current level for the 2027-28 year. It is expected that there will likely need to be a rise in fees for the following year.

Recommendation: That Burial Board fees be maintained at their current level for the 2027 – 2028 financial year.

BURIAL AUTHORITY FOR THE PARISH OF BISHOPSTOKE
CEMETERY FEES AND CHARGES FOR THE YEAR 2026-2027

The fees below do not include the funeral director's fees and charges, the stonemason's fees, the grave digging fees and the Minister's fee.

INTERMENTS(Interment form required)

	Resident	Non-Resident
A child up to 18 years of age	Free	Free
A person 18 years and over – single depth	£350	£700
A person 18 years and over – double depth	£400	£800
Ashes burial within grave	£200	£400
Scattering of ashes where grave turf is removed	£100	£200
Scattering of ashes around perimeter of Cemetery (by prior arrangement only)	Free	Free

EXCLUSIVE RIGHT OF BURIAL GRANTS

	Resident		Non-Resident	
	(30 yrs)	(60 yrs)	(30 yrs)	(60 yrs)
Adult plot	£450	£900	£900	£1,800
Child plot ##	£400	£800	£800	£1,600
Ashes plot	£350	£700	£700	£1,400
Transfer of Grant of Exclusive Right of Burial	£50	£50	£50	£50

where the child is under 18 years of age in most cases this fee, and the memorial application fee, are both payable from the Children's Funeral Fund and not directly by parents.

HEADSTONES AND MEMORIAL INSCRIPTIONS (application form required)

	Resident	Non-Resident
Headstone (new)	£200	£400
Vase, or flat memorial with a maximum height of 13cm/5 inches (new)	£150	£300
Applications to alter or replace an existing memorial, or to add a further memorial	£40	£40

NOTE: A "Resident" is someone who was living within the Parish of Bishopstoke at the time of their death. Also, anyone who's last address before moving to sheltered accommodation, a care or nursing home, or hospital was in Bishopstoke will count as a resident, as will anyone who lived here for at least 30 years, no matter where they moved to afterwards.

These fees contribute towards the upkeep of the Cemetery and for regular inspections of the memorials. Those being interred who come from outside of the Parish pay higher fees as they are not contributing to the Parish Council precept which pays for the upkeep of the Cemetery.

(These charges are subject to annual review)



Assets Committee – 22nd September 2026

Item 05 – Wheels Park

The Wheels Park is now officially opened and is included with our insurance. It has been professionally inspected and cleared for use.

The contractor, Maverick, is organising an opening event for Saturday October 3rd, to which everyone is invited.

The response online has been very positive and we look forward to plenty of people using the park for all sorts of wheeled activities.



Assets Committee – 22nd September 2026

Item 06 – Community Building

Work on the community building has been taking place over the summer with various essential surveys taking place. A first meeting with TKLS and officers has also taken place, and the Glebe Meadow and Asset Transfers working group has met to discuss the design and other issues.

The Clerk is in contact with the Local Area Manager to get an accurate and up-to-date figure for the funding still available in the Glebe Meadow Project pot, and how much of it is specifically allocated to certain projects (i.e. community building, play area, path network etc).

A regular meeting schedule will be agreed with TKLS and also with the working group so that progress can be made more rapidly. If possible, the meetings will be arranged to enable a working group member to attend the TKLS meetings.

This agenda item will now be on all Assets Committee meetings going forward, and notes from both TKLS meetings and working group meetings will be circulated to Assets Committee members within 2 working days of the meetings taking place. This is to enable Councillors to have more current information about the progress being made, and so that any decisions that have to be taken are well known about beforehand.



Assets Committee – 22nd September 2026

Item 07 – Sewall Drive

Work has begun on obtaining quotes for various improvements to access for the Office at Sewall Drive. At the moment Officers are looking at creating a tarmac path that runs from the office door, up the slope past the raised beds and allotment noticeboard, across the car park, ending in a gate at the top right of the car park as seen from the office.

Additionally, the path along the office building that runs past the toilets and towards Stoke Common Road will be tarmacked where it passes the building, and simultaneously raised up to the level of the building to allow for easier access to the external toilets.

Finally, suitable lighting both at the office and along the path to the gate will be looked at, as well as making sure the gate is as accessible as possible whilst maintaining an appropriate level of security.

Item 08 – Community Garden

Work on gathering the evidence required for the application to the Secretary of State for change of use has begun. The relevant government guidance, criteria and action form have been downloaded. It is anticipated that the application will be sent over the course of the next week.

A meeting has been arranged between officers and Bishopstoke Greening to discuss the terms and conditions that would apply to their use of part of Bow Lake Gardens as a community garden. This meeting is set for Monday 21st September and a verbal report will be given at the Assets Committee meeting on the 22nd.

Assets Committee - Clerk's report 22nd September 2026

Actions from previous meetings

ASSETS_2627_M02/12 Regarding minutes
The minutes have been amended as agreed, signed and published.

ASSETS_2627_M02/14 Regarding the wheels park
Regular Facebook updates have been posted throughout the construction of the Wheels Park. Public response has been almost universally positive.

ASSETS_2627_M02/17 Regarding a possible community garden at Bow Lake Gardens
The proposal was discussed at Full Council earlier this month. The Council agreed to apply to the Secretary of State for change of use to part of the site and simultaneously meet with the proposers to agree the terms and conditions of their use of the site, assuming change of use is agreed.

ASSETS_2627_M02/18 Regarding allotment rent
Allotment rent letters confirming rent levels remain the same are being sent this month. Research on concession schemes has begun in preparation for a report to Full Council in November.

ASSETS_2627_M02/19 Regarding armistice day
The Anglers Inn were contacted and are happy to be involved again this year.

ASSETS_2627_M02/20 Regarding the Bow Lake Garden waiting list
Those remaining on the Bow Lake Gardens waiting list have been contacted to advise them that there are no current plans to use the site for allotments, and to repeat the offer of a place on the waiting scheme for other allotment sites.

Recommendations from previous meetings

There are no outstanding recommendations.

Additional Items

There are no updates from the Tree and Bee Network, current Public Art projects, the new map for replacement map boards or additional village trails.



Assets Committee – 22nd September 2026

Item 9 – Asset Officer Report

Trees

The Conifers at Glebe Meadow, next to the Skatepark will be felled on the 22/23rd September. We have had the Memorial trees in the Cemetery checked after a message from a visitor, they have been deemed safe and no need for action at this time.

We are having a branch removed from a cemetery tree which over hangs a residents garden, in Sewall Drive.

Noticeboard

The new noticeboard for Whalesmead has arrived and will be installed later this month.

Play Areas

A few repairs are due to take place this week, on equipment damaged over the summer. The correct accessible swing will also be installed at Sayers Rd
I now have 3 companies visions of the new Glebe Meadow play area that will be shared shortly.

Bins

The clock by Riverside has had a new battery and should be working correctly now. The clock by the Welcome, is having a new 'face' on one side, so is currently away being refurbished.

Bus Shelters

I am awaiting a start date for the refurbishments, should be sometime this month.

Wheels Park

IS OPEN !!!! Handover was on the 10th Sept after the Rospa inspection, which it passed with flying colours.

An official Opening Event is to be held on Saturday 3rd October 12-4, run by Maverick, with competitions, prizes and lots of fun and a ribbon cutting ! I have arranged for first aid to be proved by St Johns Ambulance, there will be porta loos and I am currently sourcing a company to sell drinks at the event too.

Sewall Drive Building

The office is now ready to use. Fire extinguishers have been fitted. Gas and electricity have now been changed to the correct address and under our name. From the last council meeting, there was a request to look into different access to the office, which I am working on quotes for now.



Assets Committee – 22nd September 2026

Item 9 – Allotments Officer Report

Allotment Waiting Lists

Underwood Road has three people on the waiting list and three vacant plots and we are in the process of showing the plots to new tenants. 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. There are two people on the waiting list for raised beds at Sewall Drive.

Site Representatives

The nomination process for site reps for all sites for the coming year has taken place with site reps expected to be appointed soon.

Item 9 – Cemeteries Officer Report

Bishopstoke Cemetery

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

The hot dry weather has caused damage to some of the trees around the cemetery. Work will be carried out to remove dead trees and make the area safe.

Stoke Common Cemetery

We are continuing to work towards the opening of the new cemetery.

Old St. Marys

No new update.

St. Marys

The bird bath at St Mary's has been repaired.