Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Bishopstoke Parish Council held at Bishopstoke Methodist Church commencing at 7.15pm on 8th September 2026

Present:
Councillor Sue Toher (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Ben Burcombe-Filer (from para 4)
Councillor Sid Dajani
Councillor Sarah Duggan
Councillor Louise Hillier-Wheal
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Mike Thornton
Councillor Anne Winstanley

In Attendance:
Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)

Public Session
4 members of the public were present.

The Chair welcomed the members of the public to the meeting and asked whether they wished to raise anything with the Council. The members of the public were members of Greening Bishopstoke and had come to comment on agenda item 5.

FULL_2627_M04/

36 Apologies for Absence

36.1 Apologies had been received and were noted from Cllrs Chaffey, Daly, Kirby and MacLachlan. Cllr Brown was absent.

37 To adopt as a true record, and sign, the minutes of the Full Council meeting held on 14th July 2026

37.1 The minutes of the above meeting were included with the supporting papers for this meeting.

37.2 Proposed Cllr Thornton, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Full Council meeting held on 14th July 2026 be adopted as a true record.

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

38 Declarations of Interest and Requests for Dispensations

38.1 Cllrs Harris, Hillier-Wheal and Winstanley declared an interest in agenda item 6. Cllrs Harris and Winstanley are members of the BCA charity who manage the building and Cllr Hillier-Wheal is a member of a group who hires a room at the BCA.

Cllr Burcombe-Filer arrived

39 Reports from Committees, Working Groups, Officers and Councillors

39.1 A report showing the Committee Resolutions and Recommendations had been included with the supporting papers for this meeting and was noted. Cllr Harris asked if having to cancel planning meetings due to not being quorate had meant that the Parish Council had missed opportunities to comment on planning applications. The Clerk confirmed that yes that was the case.

39.2 The Clerks report had been included with the supporting papers for this meeting and was noted.

39.3 Cllr Winstanley confirmed that a new Clerk had been found for the Twynams Charities. The new Clerk started on 1st September, and the handover process was underway.

40 To discuss and decide upon a request for a Community Garden at Bow Lake Gardens

40.1 A memo outlining the reasons for this discussion along with a presentation from Greening Bishopstoke had been included with the supporting papers for this meeting. The Clerk pointed out that there was an error in the wording of the presentation from Greening Bishopstoke. At the last Assets Committee meeting the Parish Council had not promised to pay for the water and electricity if the Community Garden was at Bow Lake Gardens but had said that they would consider it as an option.

40.2 After discussion the Councillors agreed that nothing should be confirmed until the change of use had been granted by the Secretary of State and all of the required permissions, conditions and terms of use were in place. The application to the Secretary of State and the drafting of an agreement between Bishopstoke Parish Council and Greening Bishopstoke could be done at the same time.

40.3 Proposed Cllr Winstanley, Seconded Cllr Mignot **RESOLVED** with 3 abstaining to ask Parish Officers to draft an agreement with the Bishopstoke Greening Campaign laying out proposals for which entity would be responsible for various areas such as the storage building, maintenance of raised beds, any landscaping or fencing works that are required and any other matters considered relevant to be brought before the next Assets Committee or Full Council meeting. Bishopstoke Parish Council will apply to the Secretary of State for permission to use the site as a Community Garden in tandem with drafting the proposals.

Action: Clerk – to apply to the Secretary of State for permission to use the Bow Lake site as a Community Garden

Action: Clerk, Allotments Officer and Assets Officer – to draft an agreement with the Bishopstoke Greening Campaign laying out proposals for which entity would be responsible for various areas.

41 To discuss the Bishopstoke Community Centre and agree next steps

41.1 A memo outlining the options available to the Parish Council regarding Bishopstoke Community Centre had been included with the supporting papers for this meeting.

41.2 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** with 3 abstaining to commission a building survey potentially funded from either the Neighbourhood Plan fund or the Asset Transfer fund and to contact Hampshire County Council to request copies of any surveys they have done and obtain full details of the work that has been completed or planned and its costs.

Action: Clerk – to investigate the possibility of the building survey being funded by either the Neighbourhood Plan fund or the Asset Transfer fund.
Action: Clerk – Commission a building survey of Bishopstoke Community Centre
Action: Clerk – contact HCC to request copies of any surveys they have done and obtain full details of the work that has been completed or planned, and its costs.

41.3 After discussion the Cllrs agreed to contact all current hirers of Bishopstoke Community Centre and ask if they would be interested in leasing the Centre from the Parish Council.

41.4 Proposed Cllr Thornton, Seconded Cllr Duggan **RESOLVED** with 3 abstaining to inform all current hirers of Bishopstoke Community Centre that the Centre may be transferred to Bishopstoke Parish Council and invite them to contact the Parish Council if they would be interested in leasing the Centre from the Parish Council.

Action: Clerk – to obtain the contact details of all current Bishopstoke Community Centre hirers and invite them by email to express an interest in leasing the Centre from the Parish Council.

42 To discuss the location of future meetings

42.1 A memo outlining considerations for the location of future meetings had been included with the supporting papers for this meeting.

42.2 After discussions about the accessibility of the Parish Office at Sewall Drive the Cllrs agreed to continue looking at the option to tarmac the path from the car park to the office and possibly extend the path to the hedge line to allow a pedestrian access gate. Cllr Burcombe-Filer also said that a handrail next to the path from the car park to the office would be helpful to people with mobility issues. Cllr Winstanley also asked about external lighting for meetings that take place in the evening.

42.3 Proposed Cllr Harris, Seconded Cllr Moore **RESOLVED** unanimously to continue improving the accessibility of the Parish Office on Sewall Drive and that locations of future meetings would be decided based on the time of year, weather conditions and the suitability of the location.

Action: Allotments Officer and Assets Officer – to look at different ways to improve access for all to the Parish Office including tarmacking the path to the Parish Office, a pedestrian gate and a handrail next to the path.
Action: Clerk – to decide the location of each Parish Council meeting based on the time of year, weather conditions and the suitability of the location.

43 To consider content for the next media release and email update

43.1 After a short discussion, it was agreed to include Summer Messy Play sessions, Wheels Park completion, River Dipping, Heritage Open Days, Meet and Greet (Glebe Meadow) session and the ongoing works to improve accessibility to the Parish Office

Action: Admin Officer – To draft the next press release and issue it to all the relevant Media

44 To agree the date, time and place

44.1 The next meeting will take place on Tuesday 10th November at 7.15pm in Bishopstoke Methodist Church. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 3rd November 2026.

There being no further business, the Chair closed the meeting at 8.06pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____