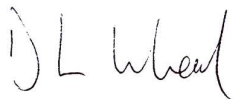


**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 25th November at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

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 23rd September 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 receive an update on asset transfers and make any necessary decisions
6. To discuss the location of map and noticeboards across Bishopstoke
7. 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
8. Date, time, place and agenda items for next meeting



D L Wheal
Clerk to Bishopstoke Parish Council
19th November 2025



Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 23rd September 2025

Present: Cllrs Mignot (Chair), Toher (Vice Chair), Harris, Hillier-Wheal, and MacLachlan

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)
Mr T Postle (Green Smile)

Public Attendance: 0 members of the public were present.

ASSETS_2526_M03/

Public Session

23 Apologies for Absence

23.1 Apologies were received from Cllr Winstanley.

24 To adopt and sign the minutes of the Assets Committee meeting held on 29th July 2025

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

24.2 The Committee noted that Minute 21 should read "To receive", not "Date, receive". It was agreed that this change could be made directly on the minutes and initialled prior to signing.

24.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 29th July 2025, as amended in minute 24.2, be adopted as a true record.

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

25 Declarations of Interest and Requests for Dispensations

25.1 There were none declared or requested.

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

26.1 The report on current projects had been included with the document pack for this meeting and was noted. The Clerk was reminded that he needed to provide Cllr Toher with information to enable an approach to The Anglers Inn to be made.

27 To decide Burial Board fees for 2026-27

27.1 Proposed Cllr Toher, Seconded Cllr MacLachlan, **RESOLVED** unanimously to maintain Burial Board fees at the current levels for the year 2026 – 2027.

Action: Clerk – inform the Cemeteries Officer of the decision of the Committee

28 To discuss, amend and adopt a policy on unauthorised encampments

28.1 A draft unauthorised encampment policy had been included with the supporting documents for the meeting.

28.2 After discussion it was agreed that “Gypsies and Travellers” should be replaced with “Gypsies, Roma and Travellers (GRT)”; 3.3 should be amended to make clear that although the Parish Council will act as the lead due to its position as the land owner, it will call on other bodies to perform necessary checks; that the amendment to 3.3 should include details of which bodies can be contacted to perform checks, and provide their contact details; that 3.8 should also be amended to include relevant contact details and that 5.1 should be amended to include the words “if necessary” regarding any clean up operation.

28.3 In addition to the amendments detailed in 28.2 the Clerk noted that a flowchart would be included to assist in taking the correct steps at the right time, and templates would be considered in order to help with ensuring the right information is gathered.

28.4 Committee members agreed that it was appropriate for the Council to be compassionate to anyone finding they needed to camp on Council land and that finding an agreed solution with anyone camping could well produce better results than antagonism. It was noted that this position is not often portrayed on Social Media and so the Council would need to be clear at all times about what it was doing and why, as well as being ready to take matters further should harm be caused.

Action: Clerk – To contact the various bodies who would be called on to get correct contact details and an understanding of what role they can play and what the response time to any request might be. To make the necessary amendments to the policy and bring it back before the Committee when they have been completed.

29 To consider use of Stoke Common Cemetery car park

29.1 A background memo was included with the supporting material for this meeting.

29.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** unanimously to request the Borough Council give permission to Hampshire Search and Rescue Dogs to use the Stoke Common Cemetery car park.

Action: Clerk – contact the Borough Council with the request.

30 To discuss, amend and re-adopt the Memorial Seating Policy

30.1 The draft policy was included with the supporting papers for this meeting.

30.2 After discussion it was agreed that black and white should be removed from the acceptable colour options for plaques and that section 3 should include a statement that the plaques may only memorialise people.

30.3 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** with Cllr Harris abstaining to approve the Memorial Seating Policy as amended in 30.2.

Action: Clerk – amend and publish the policy.

31 To approve extending the temporary Parish Office function throughout the whole building at Sewall Drive

31.1 A background memo had been included with the supporting papers for the meeting.

31.2 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** unanimously to approve using the whole building at Sewall Drive allotments as the temporary office space.

32 To consider adding an age requirement for allotment tenancies

32.1 A background memo had been included with the supporting papers for the meeting.

32.2 After discussion it was agreed to allow anyone aged 16 or over to apply for an allotment plot. It was also agreed that this would be conditional on a parent or guardian signing the tenancy agreement on their behalf; the parent or guardian signing to agree that the person under 18 would be supervised on site at all times and that the person under 18 would not be permitted to use Council allotment machinery.

32.3 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** with Cllr Hillier-Wheal abstaining to allow persons aged 16 or over to apply for an allotment subject to the conditions listed in 32.2.

33 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

33.1 Reports from all Officers had been included in the supporting papers for this meeting and were noted. The Clerk was asked to enquire whether the electronic board for the Spring Lane bus shelter would be returning now that the shelter has been repaired.

Action: Clerk – contact the Borough Council to enquire about the electronic board.

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

34.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 25th November 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 18th November.

There being no further business, the Chair closed the meeting at 8:20pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Assets Committee – 25th November 2025

Item 04 – Project Updates

Underwood Road Allotments

Work to replace the old, leaky allotment shop building at Underwood Road has begun. Also being removed are the wooden compost shed and the concrete machinery shed. The new building will include toilets and storage for the Parish Council machinery, as well as continuing to provide an allotment shop. At the same time we will be improving the parking on site. The work is expected to be completed before Christmas. In the new year we will be looking at potential improvements to the water supply.

Stoke Common Cemetery

The second part of the Sewall Drive assets, Stoke Common Cemetery is due to be properly laid out in 2026. We will be creating paths around the site and hope to be ready for the first interment to take place in the summer. The car park there is already being used for those wanting to visit the Suitable Alternative Natural Greenspace, and for users of Stoke Park Woods. No kerbsets will be allowed within the Cemetery but we will be exploring different kinds of memorials and also we hope to have an area set aside for natural burials.

Tree and Bee Network

There are several sites across Bishopstoke that are part of the Tree and Bee Network. The idea is to combine the natural species that exist in our area with some specific planting of certain flowers, fruit bushes and fruit trees to provide not only beautiful natural spaces but to also give them an edible element. Hopefully they will provide an enhanced habitat for local fauna and pollinators.

Glebe Meadow Project

The Glebe Meadow project includes not just the community building, but also a wheels park, a new play area, a picnic area, better paths throughout the meadow and some additional planting to enhance the natural space. Recent discussions have been focussed on the size of the new community building as this is likely to be limited by both planning requirements and funding. The Glebe Meadow working group is meeting regularly now to finalise these issues and will then agree a final briefing document for the building. This will also be discussed with potential stakeholders.

The wheels park survey was completed by over 100 potential users and there is a drop-in session regarding the design of the park set for December 10th. Following that session the design will be finalised and presented to the Council and residents. At this point it seems likely that the “baby pool” area will be added at a later date, and will potentially be constructed of different material.

Once the scope of the community building has been agreed it should be possible to determine the location of the new play area and that may well be able to be installed before work commences on the community building.

Future Projects

Sewall Drive play area proposal

The area of open space on the left as you go into Sewall Drive is being considered for a toddler play area and picnic area. That area of Bishopstoke is quite some distance from such a play area and this was considered a good use of the space. Local residents will be consulted well before the project begins.

Cemetery Boardwalk

The Parish Council has looked into providing a boardwalk connecting from near the roundabout in Bishopstoke Cemetery through the woods to the back corner of Stoke Common Cemetery but this has proven to expensive to justify. Instead the Council is now exploring whether the same walk is achievable just using paths.

Additional Village Trails

Following the publication of the History Trail, further walks, runs and cycle routes are being mapped out so that there are a variety of interesting journeys that anyone can take through Bishopstoke.

Map Boards and Information Boards

The current map boards are quite out of date. The Parish Council has obtained funding to replace these boards with modern map boards and also provide information boards for any sites of special interest within Bishopstoke. All suggestions are welcome.

Bow Lake Gardens

The sites at Bow Lake Gardens, including the areas intended for allotments and an orchard will eventually be transferred to the Parish Council. It has not yet been decided what to do with the sites as experts have assessed that they are not well suited for their intended purpose. The Council is weighing up various factors including cost and need to help decide what the land will be used for.

Assets Committee – 25th November 2025

Item 05 – Asset Transfers

Rose Close – Expected to be finalised in December

Bow Lake open space land – expected to be finalised in January

Bow Lake play area – still no resolution on drainage issues – EBC awaiting a response from HCC before progress can be made.

The Planney – expected by Mar 31st 2026

Underwood Road allotments slip roads – expected by Mar 31st 2026

Tree and Bee sites – expected 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 – easy if the Borough resolves the Blackberry Drive issue. More complex if it doesn't. EBC still working on dealing with the issue of rent / ground rent if BPC owns the building and the new authority owns the land, or even if the new authority owns both building and land and BPC merely rents the building. We are still awaiting the results of our building survey. Potentially aiming for transfer of the building by Mar 31st 2026.

Guide Hut – recommend we take the surrounding land as well as the Hut to prevent issues arising similar to the Y Zone. Transfer of land and Hut relatively straightforward (expected completion by Mar 31st 2026). The Borough has still not agreed a licence with the Guides for use of the building and is working to do so. However, one possible suggestion was that the Borough stop that process, simply transfer the building and land to BPC, and allow BPC to come to an arrangement with the Guides.

Sewall Drive allotments, open space and cemetery – after April 1st 2026. The actual transfer is not complicated and BPC already has the licence in place to operate on the sites however the transfer cannot take place until the land is properly registered at the Land Registry and the Borough are still waiting on that. Once that has occurred it should be relatively simple to complete the transfer.

Assets Committee – 25th November 2025

Item 06 – Noticeboards & Map Boards

The included map shows the position of all current boards in Bishopstoke.

Locations shown in yellow are solely noticeboards.

Locations shown in orange are noticeboards and map boards.

The location shown in green is a noticeboard with an information board. Please note that the information board is not the property of Bishopstoke Parish Council and it depicts information about the River Itchen.

Councillors are asked to consider whether there are any changes need to the noticeboard locations, and also whether the proposed new map boards should remain in their current locations, or should be placed at different locations throughout Bishopstoke. There is currently a map board near each small parade of shops, with additional maps at Olympic Way and Longmead Avenue.

Possible alternative locations for map boards include by the noticeboard near the Stokewood Surgery; at the Sewall Drive allotment site; next to the noticeboard at the Stoke Common play area and by the existing board at the community building site.

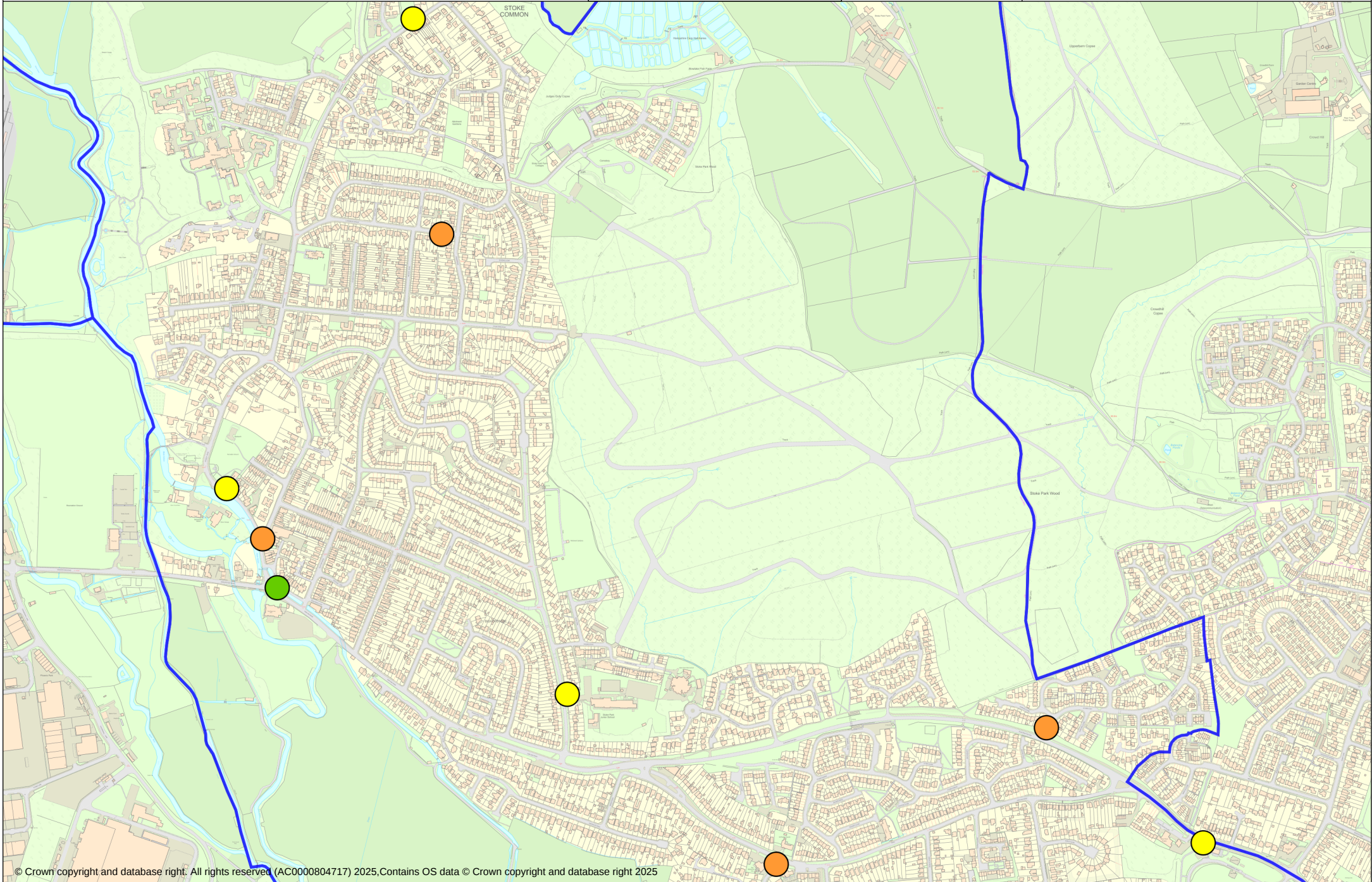
Bishopstoke

Author: L. Administrator

Date: 19/11/2025

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Scale: 1:10000 @ A4

PARISH
ONLINE



Assets Committee - Clerk's report 25th November 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 building survey has now been received and is being looked at by the Clerk and Assets Officer.

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

ASSETS_2526_M01/10 Regarding DDA roundabouts
The new equipment at both Templecombe play area and Sayers Road play area has now been installed and has been well received.

ASSETS_2526_M03/24 Regarding minutes
The minutes were signed and published.

ASSETS_2526_M03/27 Regarding Burial Board fees
The Cemeteries Officer has been informed of the Committee's decision.

ASSETS_2526_M03/28 Regarding the Policy on Unauthorised Encampments
Work is continuing on obtaining the required information.

ASSETS_2526_M03/29 Regarding Stoke Common cemetery car park
The Borough was contacted and the Hampshire Search and Rescue Dogs group have been granted permission to use the car park.

ASSETS_2526_M03/30 Regarding the Memorial Seating Policy
The Policy was amended and published.

ASSETS_2526_M03/33 Regarding Spring Lane bus stop
The Borough Officer responsible for bus shelters has been contacted about the electronic display.

Recommendations from previous meetings

There are no outstanding recommendations.

Assets Committee – 25th November 2025

Item 7 – Asset Officer Report

Trees

Nothing new to report.

Noticeboard

The new noticeboard for near Stokewood Surgery / Y Zone has been ordered and should be with us by the end of the month.

Play Areas

All the new equipment / scooter track has been completed at Sayers Rd. Unfortunately, completion was delayed as a number of people pushed over the fence protecting the installation and damaged the wet pour resulting in repairs having to be made.

Templecombe Road works are completed with 2 new benches, one of which has been positioned in the shade following comments from residents. The old rusted bin has also been replaced with a new blue bin, the same as in Blackberry Drive play area.

Bins

Nothing new to report.

Bus Shelters

The October clean has been completed we have received quotes for the repairs to each shelter. We have been advised that Hampshire County Council have grants available for bus shelters, so I am looking into the possibility of putting shelters in where we currently only have stops, or possibly upgrading some to a green roof.

Skate Park

We received over 120 replies to the questionnaire. Maverick are creating their first design for us, using the information obtained from the survey.

We are holding a Drop In session on 10th December between 4pm and 7pm at the BCA. This is for all the contributors to see the design and discuss any amendments that users would like.

Village Trails

The Three woods trail is complete and available on our website.

Emma and I decided that having walked the old Victorian and Titanic trail again, it had very little to offer and most of it was already encompassed in the history trail. So we have decided to go no further with this one.

Instead we will be creating a walk including the river as another focal point of Bishopstoke instead. We will start this in the Spring.

Georgette is busy designing the first draft of the new village map, we should have this in the Spring.

Memorial Hall

The first draft ideas from the architects went forward to Full Council on 11th November. Following discussions the Glebe Meadow working group will be meeting several times, including with stakeholders, to finalise the requirements for the building.

Sewall Drive Building

We have an address now and post box on its way. When it arrives the Council will continue with its PO Box address but will also begin using the new Sewall Drive address.

The outside access to toilet for allotment holders is in and being used.

Inside the building, flooring is down throughout, shelves are up in the office and the desk will be fitted w/c 24th Nov. The area has all been cleaned. New locks have been fitted to the office door and the entrance door.

The boiler has been serviced and gas safety check completed.

We are part way through the process of getting wifi sorted. When this is in, we can move onto the alarm / fire / cctv / outside lighting.

Fencing to protect plot holders from falling down the steep slope near the bridleway has been agreed and work will commence in January 2026.

Assets Committee – 25th November 2025

Item 7 – Allotments Officer Report

Underwood Road

The building work has started on the new parking areas and the demolition of the old buildings. A container is being used by the site reps so that a shop will still be available at the weekends for tenants whilst the work is underway.

Jockey Lane

Nothing new to report.

Sewall Drive Allotments

Sewall Drive is now full with very enthusiastic first time allotment holders all of whom have made a great start on their plots getting them ready for winter. There has been an incident where a few of the sheds were broken into. The sheds are the responsibility of the tenants. When there is CCTV installed at the site it will hopefully deter people from trespassing on the site.

Bow Lake Gardens

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

Allotment Waiting Lists

We have five vacant plots at Underwood Road after the rent exercise. Sewall Drive is now full and there are five people on the waiting list all of whom have been offered a plot at Underwood Road. There are five people on the waiting list for Jockey Lane. Everybody on the waiting list for Bow lake was offered a place at Sewall Drive before it was opened up to all residents as well as the offer of a plot at Underwood Road.

Hosepipe Ban

The hosepipe ban was recently lifted.



Assets Committee – 25th November 2025

Item 7 – Cemeteries Officer Report

Bishopstoke Cemetery

Since the last assets meeting there have been three Burials and two ashes interments.

Old St. Marys

The war memorial plaques were restored and replaced in time for the armistice day service.

Stoke Common Cemetery

The blacksmith who created the gates for Bishopstoke cemetery is working on a design for the gates at Stoke Common Cemetery.

I have talked to residents who are interested in 'natural' burials at the cemetery.