Bishopstoke Parish Council

Listening to you

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 24th November at 7:15pm at Bishopstoke Methodist Church. 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 22nd September 2026

3. Declarations of Interest and Requests for Dispensations

4. To recommend approval of improvements to the football and basketball area at Otter Close, and replacement of equipment at Sayers Road play area

5. To discuss proposals for the new play area at Glebe Meadow and make decisions.

6. To receive an update on the community building

7. To receive an update on accessibility works at Sewall Drive

8. To discuss recommendations on allotment pricing for non-residents

9. To approve changes to the operation of the allotment waiting list

10. To approve plans for the gates and sign at Stoke Common Cemetery

11. To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda

12. Date, time, place and agenda items for next meeting

D L Wheal

D L Wheal
Clerk to Bishopstoke Parish Council
17th November 2026

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

ASSET_2627_A04

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:24pm on 22nd September 2026

Present: Cllrs Harris (Vice-Chair), 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)

Public Attendance: 0 members of the public were present.

ASSETS_2627_M03/

Public Session

22 Apologies for Absence

22.1 Apologies were received from Cllrs Hillier-Wheal, Duggan, MacLachlan and Mignot

23 To adopt and sign the minutes of the Assets Committee meeting held on 28th July 2026

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

23.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 28th July 2026 be adopted as a true record.

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

24 Declarations of Interest and Requests for Dispensations

24.1 No declarations of interest or requests for dispensations were received.

25 To decide Burial Board fees for 2027-2028

25.1 A memo outlining the Burial Board fees for 2027-2028 had been included with the document pack for this meeting.

25.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Burial Board fees be maintained at their current level for the 2027-2028 financial year.

DRAFT

26 To receive an update on the Wheels Park

26.1 A memo with the update on the Wheels Park had been included with the supporting papers for this meeting.

26.2 The Assets Officer said that all feedback we have received has been positive about the Wheels Park and the opening event is being held on Saturday 3rd October.

27 To receive an update on the Community Building

27.1 A memo with the update on the Community Building had been included with the supporting documents for this meeting.

27.2 The Clerk had attended a meeting with Becky Wiseman this week and gave a verbal report on the outcomes of the meeting. The verbal report is included with the minutes of this meeting.

27.3 The Clerk will set up fortnightly online meetings with TKLS to discuss the progress of the new Community Building. There will also be fortnightly online meetings, the week after the meeting with TKLS, to update the Glebe Meadow Working Group and receive their feedback.

27.4 TKLS are currently working on a new timetable for the project.

27.5 Tom from Green Smile will strim the site in the Autumn.

***Action: Clerk – to contact TKLS to arrange dates and times for the fortnightly online meetings and then email the Glebe Meadow Working Group with the dates and times for their fortnightly online meetings*.**

28 To receive an update on accessibility works at Sewall Drive

28.1 A memo with the update on the accessibility works at Sewall Drive had been included with the supporting documents for this meeting.

28.2 The Clerk explained that the Parish Officers had walked the proposed route of the tarmacked path and confirmed that there would be a gap between the building and the proposed tarmacked path, with a bridge to the toilet, to prevent any issues with damp.

28.3 The Cllrs suggested visitors to the Parish Office could park outside of the allotment site – current and new cemetery parking – so there are not as many people using the gates to the car park.

29 To receive an update on a potential community garden

29.1 A memo with the update on a potential community garden had been included in the supporting papers for this meeting.

29.2 The Clerk had attended a meeting with Jon Marks from Greening Bishopstoke this week and gave a verbal report on the outcomes of the meeting. The verbal report is included with the minutes of this meeting.

29.3 Cllr Harris asked who would be responsible for the proposed fence along the edge of the path at the potential community garden site. The Clerk confirmed that it would be the responsibility of Greening Bishopstoke. Cllr Toher asked if it could be clear in the terms and conditions that none of the plots can be sublet as allotments.

DRAFT

30 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

30.1 The Clerk's report had been included in the supporting documents for this meeting and was noted. The Clerk showed the Cllrs the 3 proposed plans the Assets Officer had sourced for the new play area at Glebe Meadow which will be discussed in more detail at a future meeting.

30.2 The Assets Officer's report had been included in the supporting papers for this meeting and was noted. The Clerk told the Cllrs that Eastleigh Borough Council had found £10,600 to be allocated to Otter Close play area. This will be used to update the benches and larger area as well as possibly providing a new piece of play equipment to replace the see-saw that was removed due to vandalism.

30.3 Cllr Winstanley mentioned a comment on Facebook about Otter Close saying they had not received a reply to an email sent to the Parish Council. The Admin Officer explained that the email address of the Assets Officer had been given in response to a query on Facebook on the Friday of the previous week and the Assets Officer had sent a reply to their email the following Tuesday, 22nd September.

30.4 The Allotments and Cemeteries Officer's report was included in the supporting papers for this meeting and was noted.

30.5 Bishopstoke Community Centre. The Clerk had received a reply from Hampshire County Council and gave a verbal report. A copy of the verbal report is included with these minutes.

30.6 Cllr Harris asked if there had been any mention of the basement as there are currently no keys to access the area. The Clerk said that there had been no mention of the basement but HCC could be contacted to see if they had an existing key or to provide a new key.

Action: Clerk – to contact Hampshire County Council to ask if there is an existing key for the basement area of Bishopstoke Community Centre and, if not, for HCC to provide a new key to provide access for the building survey

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

31.1 The next meeting of the Assets Committee will take place at 7:15pm on Tuesday 24th November at 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 17th November.

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There being no further business, the Chair closed the meeting at 8.05pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

DRAFT

Bishopstoke Parish Council

Listening to you

Assets Committee – 24th November 2026

Item 04 – Otter Close and Sayers Road

The football and basketball area at Otter Close is often unusable due to the churning of the grass and mud when it rains. The Borough Council has identified a developer contribution targeted at play equipment for Otter Close that would cover the cost of installing a suitable surface that would make the area available all year round.

The tarmac option is the most expensive, and would need additional funding from the Council on top of the developer contribution. The artificial grass option, although the cheapest, makes it difficult to use the area for basketball. Conipave is a surface that is approved for both football and basketball, as well as play areas generally, and is also water-permeable.

Recommendation: That the Committee resolve to approve the installation of a Conipave area at Otter Close at a cost of £7,726.93 plus VAT, to be funded by developer contributions.

The helicopter spinner at Sayers Road play area is reaching the end of its usable life and is needing more regular repairs and replacement of bearings. Funding for a replacement is available within the Council's existing budget. The Committee is offered four options to select from – a rotating seesaw (£5,309.07 + VAT); an overhead rotator (£3,338.07 + VAT); a climbing net (£7,995.22 + VAT) and a net rotator (£6,909.60 + VAT).

The climbing net is radically different in that it does not spin. The overhead rotator is broadly a like for like replacement. The rotating seesaw and net rotator both keep the spinning element and provide variety compared to what was there before.

Recommendation: That the Committee select either the rotating seesaw or the net rotator to replace the current, failing, overhead rotator at Sayers Road.

Alex Duthie
Bishopstoke Parish Council,
Bishopstoke Parish Office,
Eastleigh,
Hampshire
SO50 0RQ

Reference: JW-26.180
19/10/2026

Contact: Alex Duthie – assets@bishopstokepc.org Tel: 07368 695648

Dear Alex,

Further to your recent enquiry regarding works at Otter Close, we are delighted to offer our quotation for the following:

Site Location: Otter Close, Bishopstoke, SO50 8NF

Goal End Conipave
(Option 1)

- Excavate and prepare the existing ground.
- Supply and install a weed suppressant membrane.
- Supply and install a Type 1 stone sub-base.
- Supply and install Conipave surfacing, approximately 7m wide and extending 11m out from the goal.



Subtotal for the above works:	**£7,726.93**
VAT:	£1,545.39
Total:	£9,272.31

Goal End Artificial Grass
(Option 2)



- Excavate and prepare the existing ground.
- Supply and install a weed suppressant membrane.
- Supply and install a Type 1 stone sub-base.
- Supply and install an SBR rubber base, approximately 7m wide and extending 11m out from the goal.
- Supply and install 30mm pile artificial grass to the prepared area.
- Supply and apply kiln-dried sand infill to the artificial grass to help weigh it down and support the pile fibres in an upright position

Subtotal for the above works:	**£8,737.35**
VAT:	£1,747.47
Total:	£10,484.82

Goal End Tarmac
(Option 3)

- Excavate and prepare the existing ground.
- Supply and install PCC concrete edging around the perimeter of the proposed tarmac area.
- Supply and install a suitable Type 1 stone sub-base, compacted to provide a stable foundation.
- Supply and lay a tarmac base course to provide a strong and durable supporting layer.
- Supply and lay a tarmac surface course to provide a smooth, hard-wearing finish.
- The completed tarmac area will measure approximately 7m wide and extend 11m out from the goal.

Subtotal for the above works:	**£12,415.46**
VAT:	£2,483.09
Total:	£14,898.55

Infinity Playgrounds Ltd
Unit A Woodhams Farm New Barn, Springvale Road,
Winchester, SO23 7LB
Company Number: 14833532

VAT No: 448 6088 58
Telephone: 01962 582 399
Email: contact@infinityplaygrounds.co.uk
Web: www.infinityplaygrounds.co.uk

Alex Duthie
Bishopstoke Parish Council,
Bishopstoke Parish Office,
Eastleigh,
Hampshire
SO50 0RQ

Reference: JW-26.181
19/10/2026

Contact: Alex Duthie – assets@bishopstokepc.org Tel: 07368 695648

Dear Alex,

Further to your recent enquiry regarding works at Sayers Road, we are delighted to offer our quotation for the following:

Site Location: Sayer Road, Bishopstoke, SO50 6GW

Overhead Spinner Replacement

Option 1

- Removal and disposal of the existing overhead spinner
- Supply and installation of the rotating seesaw pictured
- Patch the red wetpour surfacing damaged during the installation



Subtotal for the above works:	**£5,309.07**
VAT:	£1,061.81
Total:	£6,370.88

Overhead Spinner Replacement

Option 2



- Removal and disposal of the existing overhead spinner
- Supply and installation of the overhead rotator pictured
- Patch the red wetpour surfacing damaged during the installation

Subtotal for the above works:	**£3,338.07**
VAT:	£667.61
Total:	£4,005.68

Overhead Spinner Replacement

Option 3 (Very Different)



- Removal and disposal of the existing overhead spinner
- Supply and installation of climbing net
- Patch the red wetpour surfacing damaged during the installation

Subtotal for the above works:	**£7,995.22**
VAT:	£1,599.04
Total:	£9,594.27

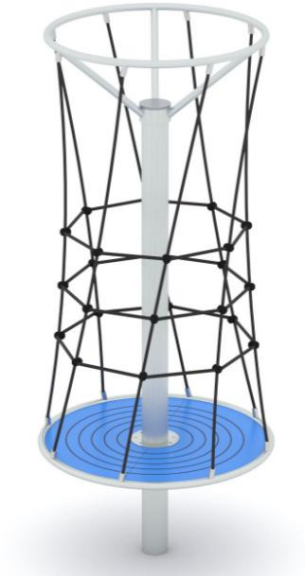
Infinity Playgrounds Ltd
Unit A Woodhams Farm New Barn, Springvale Road,
Winchester, SO23 7LB
Company Number: 14833532

VAT No: 448 6088 58
Telephone: 01962 582 399
Email: contact@infinityplaygrounds.co.uk
Web: www.infinityplaygrounds.co.uk

Overhead Spinner Replacement

Option 4

- Removal and disposal of the existing overhead spinner
- Supply and installation of the net rotator pictured
- Patch the red wetpour surfacing damaged during the installation



Subtotal for the above works:	**£6,909.60**
VAT:	£1,381.92
Total:	£8,291.53

Infinity Playgrounds Ltd
Unit A Woodhams Farm New Barn, Springvale Road,
Winchester, SO23 7LB
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Bishopstoke Parish Council

Listening to you

Assets Committee – 24th November 2026

Item 05 – Glebe Meadow Play Area

The old play area at Glebe Meadow is being removed and a new one installed further around the open space to provide room for both the construction of the new community building and a patio connecting it to the Meadow.

Three companies provided design ideas for the new area which are presented to councillors now. It is important to note that these do not have to be final designs – all of them can be amended at the Council's request.

Councillors are requested to select the design they think will best suit Glebe Meadow and complement the other existing play areas, and additionally offer any thoughts for how they might like to see the final design improved.

Glebe Meadow - Play Area Option 2

Infinity playgrounds

Glebe Meadow Play Area
Play Area Key:

1. Junior Jungle Adventure Tower
2. Climbing Cone net
3. Spinning Dish
4. Double Swing Frame
   . Nest Swing & 2 x Flat Seats
5. Viking Swing
6. Toddler Net Climber
7. Ice Cream Van Role Play
8. Adventure Trail
9. Horse Springer
10. Bee Springer
11. Sensory Den
12. Tic Tac Toe Panel - Post Mounted
13. Communication Panel - Post Mounted
14. Bow top Fencing - Green
    . Easy Access Gate

Surfacing:

15. EPDM Surfacing
    . Black . Graphics: Flowers & Shapes
16. Bonded Stone Path













Infinity playgrounds

Vale Farm
Enmill Lane
Winchester
SO22 5QW

T: 07766 493655
E-mail: contact@infinityplaygrounds.co.uk
www.infinityplaygrounds.co.uk

Drawing No. PP017
Client:

Date: 19/08/2026
Scale: NTS @A3

This is an design representation, the actual site may vary from the one shown. This document can not be copied or used for any purpose without the written permission of Infinity Playgrounds.

Bishopstoke Parish Council

MULTIDECK TOWER
ACTION PACKED 4M HIGH
MULTIPLAY UNIT
CLIMB, SLIDE & GLIDE

AGE 4-14 RANGE

50 PLUS PLAY FEATURES

67 PLUS USERS

Let's play

Swinging

Socialsing

Rotating

Swing together

Spinning

Balancing

Sensory

Jumping

Dramatic play

FOUR TOWER UNIT
VARIED PLAY FOR
LOTS OF CHILDREN!
BALANCE, CRAWL & LEARN

SWINGS FOR ALL
YOU & ME, INCLUSIVE,
CRADLE, FLAT & SHELL NEST

Gliding

Rocking

Climbing

Sliding

Play together



Communication panel



Sensory panel



SURERNOVA

SCAN HERE FOR INFO



Ladybird springer



Spinner bowl

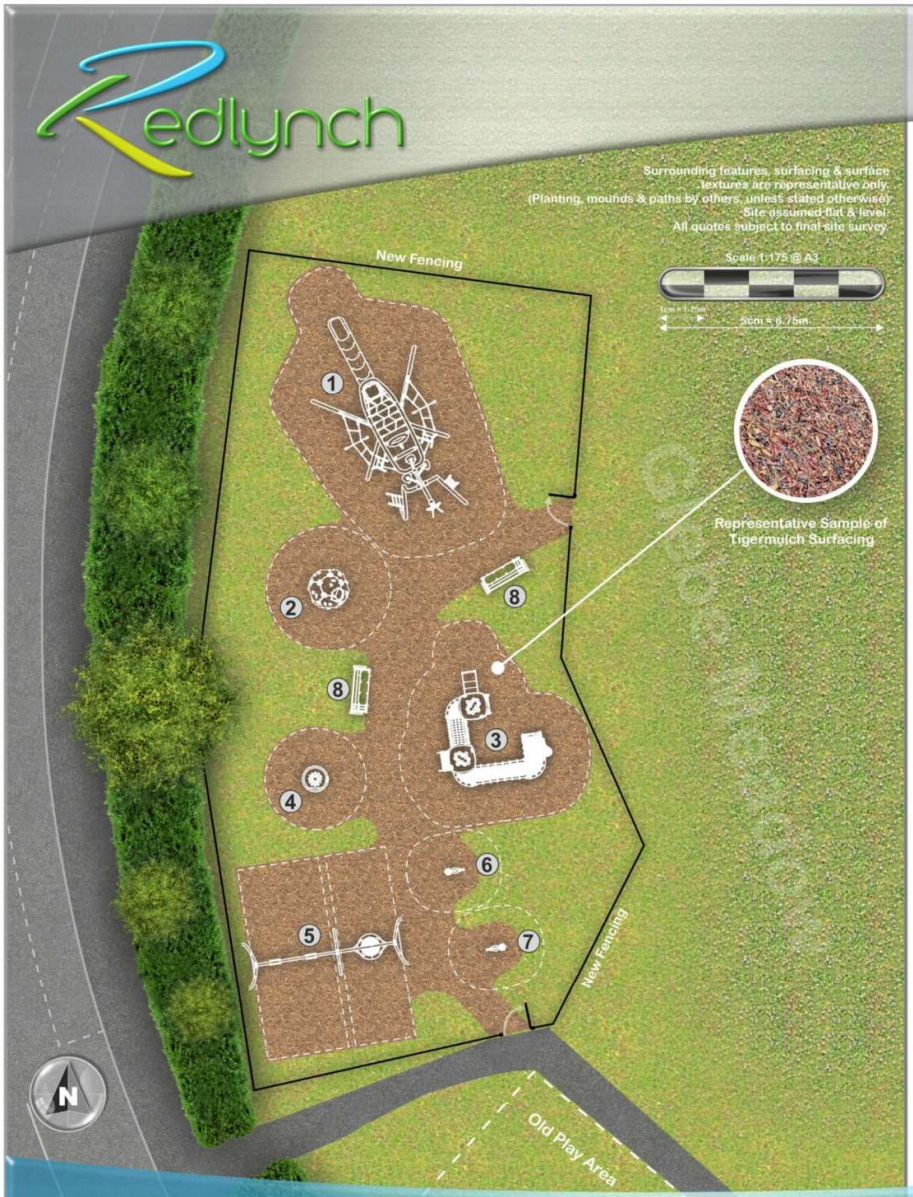


KOMPAN

BISHOPSTOKE PARISH COUNCIL - CAS-628401-M5J0J7 | 09/09/2026 | DRAWN BY: CC | NOTE: PLEASE DO NOT SCALE FROM THIS DRAWING. THIS DRAWING IS NOT TO SCALE. THIS IS PURELY AN ARTISTS IMPRESSION.

Bishopstoke Parish Council, Glebe Meadow
Play Area Proposal

Date: 14th May, 2026 - R1





Mantis Multiplay Climber (1)
Fall Height 2.19m

Bubble Climber (2)
Fall Height 1.7m





Toddler Multiplay Unit (3)
Fall Height <600mm

Spinning Dish (4)
Fall Height <600mm





Combination Swing (5)
(Supplied with 2x Flat Seats & 1x Basket Seat)
Fall Height 1.33m



Spring Horse (6)
Fall Height <600mm



Spring Motorbike (7)
Fall Height <600mm



Seat (8)

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Bishopstoke Parish Council

Listening to you

Assets Committee – 24th November 2026

Item 06 – Community Building update

Regular meetings continue with TKLS and councillors working on the external look and internal design of the building. The current work in progress plans have been circulated to all councillors for feedback prior to the next meeting of the Glebe Meadow & Asset Transfer working group. Final designs should hopefully be presented to the Council at the January 2027 meeting, after which there would be a short period of public consultation. Assuming that all is well, planning approval can be sought shortly thereafter.

Item 07 – Sewall Drive access

Quotes have been obtained for the installation of a path leading from the office, straight up the slope, to the top right corner of the car park where a new pedestrian gate is to be installed. The gate will be keypad entry as well as openable from the office. A handrail will be installed to the side of the path. Additional quotes are being sought for the installation of lighting along the path and power to both the lighting, and the camera and light at the gate.

Assets Committee – 24th November 2026

Item 08 – Allotment rent changes

Unlike many councils, Bishopstoke Parish Council allows those who live outside Bishopstoke, but within three miles of the parish boundary (and so are eligible to become Bishopstoke Parish Councillors) can rent a Bishopstoke allotment.

Committee members are asked to consider where those who take advantage of that policy whilst living outside Bishopstoke should pay more for their allotment than Bishopstoke residents do. This process can already be seen in relation to burial ground costs, where those wishing to be interred in Bishopstoke Cemetery pay double if they do not live in Bishopstoke. This is because the Council feels that those who contribute to the upkeep of the cemetery through their council tax should receive a benefit for doing so.

The rent for 2027-28 has already been agreed and announced, so any change the committee might wish to make would not apply until October 2028-29.

The initial suggestion is that the policy should mirror that applied in the cemetery – in other words non-residents of Bishopstoke would pay double the fees paid by local residents. The policy on needing to live within three miles of Bishopstoke would not change.

Recommendation: That the Committee approve requiring those living outside Bishopstoke but within three miles of the boundary pay double the standard fee for an allotment commencing in October 2028.

Item 09 – Allotment waiting list changes

Of Bishopstoke's three allotments, Jockey Lane has a long wait of at least 3-4 years before plots become available and Sewall Drive appears to be settling into a similar pattern. Underwood Road however has a frequent turnover of plots. Currently, applicants are permitted to specify which site or sites, and even which plot they wish to have. This leads to a waiting list that is skewed by those waiting for particular circumstances to arise.

It is recommended that all new applicants still be allowed to specify the site or sites they wish to apply for, but that they are automatically added to the Underwood Road list, and offered a plot their when they reach the top of the list. This means that all applicants will be offered a plot as soon as possible, whilst still retaining the right to turn that plot down in favour of their chosen site. Additionally, a policy of annual contact with applicants to ensure they wish to remain on the waiting list should speed up the process of allocating plots when they become available.

Bishopstoke Parish Council

Listening to you

Assets Committee – 24th November 2026

Item 10 – Stoke Common Cemetery Gates

The project to manufacture and install gates and a sign at Stoke Common Cemetery, similar to those at Bishopstoke Cemetery has begun. The design of the gates is being maintained to provide consistency across the two cemeteries.

There is still funding available in the earmarked reserve for public art at the cemetery and the expected cost of the gates and sign is expected to use the entire remaining fund and require a small amount of additional funding.

Plans will be shared with the Committee by email as soon as they are available.

Bishopstoke Parish Council

Listening to you

Assets Committee - Clerk's report
24th November 2026

Actions from previous meetings

ASSETS_2627_M03/23 Regarding minutes
The minutes have been amended as agreed, signed and published.

ASSETS_2627_M03/27 Regarding the community building
Fortnightly meetings have begun with TKLS, with the Glebe Meadow working group meeting in the weeks in between.

ASSETS_2627_M03/30 Regarding Bishopstoke Community Centre
Hampshire County Council state that they have no key for the BCC basement. Alternative access methods are being sought.

Recommendations from previous meetings
There are no outstanding recommendations.

Additional Items

The artists designing the public art for the SANG at Stoke Common Park have been working on their designs. Two events have been organised for residents to contribute each involving a walk through the SANG and the woods with the artists followed by a question and answer session hosted at the Bishopstoke Parish Office.

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

Assets Committee – 24th November 2026

Item 11 – Allotments Officer Report

Allotment Waiting Lists

Underwood Road has nine people on the waiting list and seven vacant plots and we are in the process of showing the plots to new tenants. Sewall Drive has eight people on the waiting list all of whom have been offered a plot at Underwood Road. There are seven people on the waiting list for Jockey Lane. There are three people on the waiting list for raised beds at Sewall Drive and as work is now complete we are in a position to let them out to new tenants by the end of the year.

Site reps

The site rep elections went well and the reps at Jockey Lane and Underwood Road have been re-elected with a new site rep elected for Sewall Drive.

Allotment Rent

Almost all the allotment rent is now in with only six outstanding payments to come. All have been reminded of the rent that is due and warned that non-payment will lead to them losing their allotments.

Assets Committee – 24th November 2026

Item 11 – Cemeteries Officer Report

Bishopstoke Cemetery
Since the last assets meeting there has been two burials and two ashes interments.

Green Smile have cleared some fallen branches caused by storm damage. We have a had a survey conducted of the memorial trees to assess if any work will be required in the next few years.

Stoke Common Cemetery
We are continuing to work towards the opening of the new cemetery including looking at options for paths. Bore holes have been installed and water levels are being monitored.

Old St. Marys

No new update.

St. Marys

No new update.