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**Members of the Assets Committee are summoned to attend a meeting on  
Tuesday 27<sup>th</sup> January 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 25<sup>th</sup> November 2025
3. Declarations of Interest and Requests for Dispensations
4. To consider a request for the inclusion of accessible swings in Bishopstoke play areas
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 consider a request from Solent Running Sisters to be allowed to access
8. To discuss the tender process for the new community building on Glebe Meadow and make any necessary decisions
9. To consider whether to apply for funding towards a fixed speed camera and if so, where to locate it
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**  
**27<sup>th</sup> January 2026**



# Bishopstoke Parish Council

## Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 25<sup>th</sup> November 2025

**Present:** Cllrs Toher (Vice Chair), 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 E Earl (Admin Officer to Bishopstoke Parish Council)  
Mr T Postle (Green Smile)

**Public Attendance:** 0 members of the public were present.

### **ASSETS\_2526\_M04/**

#### **Public Session**

##### **35 Apologies for Absence**

35.1 Apologies were received from Cllr Mignot.

##### **36 To adopt and sign the minutes of the Assets Committee meeting held on 23<sup>rd</sup> September 2025**

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

36.2 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 23<sup>rd</sup> September 2025 be adopted as a true record.

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

##### **37 Declarations of Interest and Requests for Dispensations**

37.1 There were none declared or requested.

*Cllr MacLachlan arrived.*

##### **38 To receive updates on current Parish Council projects and make any necessary decisions**

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

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

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

39.2 Y Zone. The survey has been received and appears to be different to the survey received from Eastleigh Borough Council. The Clerk and Assets Officer will look at both and investigate the differences.

**Action: Clerk/Assets Officer – to review the survey undertaken by BPC, compare it to the survey received from EBC and investigate any differences between the two surveys.**

39.3 Bow Lake. The Clerk noted that although the transfer was due to be finalised in January, the Parish Council are not under any obligation to take the land. The Clerk is currently compiling a list of how many allotments local Town and Parish Councils have compared to the number of residents. The Allotments Officer is currently reviewing the waiting list to ensure its accuracy. The waiting list process will be reviewed at a future meeting.

39.4 Cllr Harris enquired if there was any progress on the negotiations between the Guides and EBC. The Clerk said that the negotiations were ongoing.

**40 To discuss the location of map and noticeboards across Bishopstoke**

40.1 A memo and a map showing the location of the current map and noticeboards in Bishopstoke had been included with the supporting documents for this meeting.

40.2 After discussion, the following changes and new locations were suggested:

1. The village map currently situated at the bottom of Olympic Way could be moved to be near the noticeboard at the Y Zone.
2. The village map on Longmead Avenue could be moved to be near the Parish Office at Sewall Drive.
3. A village map could be placed near to the retirement village as there is more likely to be people who are not from the local area.
4. A map at the entrance/exit to Stoke Park Woods on Stoke Park Road as people may enter the village from this direction.
5. A map could be put near Stoke Common play area as this was an entrance point to the village.

40.3 The Clerk explained that the maps didn't all have to be of the whole village. They could show the history trail, village trails, play areas or Tree and Bee sites.

40.4 Cllr Winstanley asked that if there was a “ribbon cutting” for any of the new map boards could the family of Bernie Bennett, who led the project for the first village map boards, be invited.

**41 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**

41.1 Reports from all Officers had been included in the supporting papers for this meeting and were noted. The Clerk noted that the quarterly play area inspections had been received with only one urgent repair required. The Clerk has already contacted Infinity to look at the large swing near the MUGA at Blackberry Drive and make the necessary repairs. The Clerk also noted that construction of the fence at the Sewall Drive allotment site will start in January.

**42 Date, time, place and agenda items for next meeting**

42.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 27<sup>th</sup> January 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 20<sup>th</sup> January.

*There being no further business, the Chair closed the meeting at 7.51pm*

DRAFT

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Listening to you

## Assets Committee – 27<sup>th</sup> January 2026

### Item 04 – Accessible Play Equipment

The Council has been contacted by a local resident to ask it to consider using accessible swings in various play areas across the parish. In particular, the request references play area at Otter Close, Sayers Road and Templecombe Road. The suggested equipment appears based around a car seat design, with straps to hold the child using it safely in place.

The suitable age range varies depending on the design chosen and so could be tailored to fit in play areas designed for toddlers or for older groups.

It is likely that there is not enough money left in the play area budget for 2025-26 to immediately replace an existing swing with an accessible swing, however it may well be possible to install one in 2026-27.

The Committee are also invited to consider whether accessible equipment should be installed more widely across Bishopstoke's play areas, or whether its use should be focussed on one or two areas as is currently the case.

Sayers Road play area is the main focus of the Council's accessible equipment, especially after the removal of the DDA roundabouts. Currently, the play areas at Sayers Road, Templecombe Road and Glebe Meadow are suitable for toddlers, pre-schoolers and those at infant's school; Otter Close and Sayers Road (as well as the Bow Lake play area) are suitable for junior school age and young secondary school, with Stoke Common play area, Glebe Meadow wheels park and Blackberry Drive having most for secondary school age children.

The play areas due for major work over the next few years are the new Glebe Meadow play area, the proposed play area at Sewall Drive and the Otter close play area.



Listening to you

## Assets Committee – 27<sup>th</sup> January 2026

### Item 05 – Project Updates

#### **Underwood Road Allotments**

See Allotments Officer report.

#### **Stoke Common Cemetery**

No new update.

#### **Tree and Bee Network**

An artist has been selected for the public art element of the tree and bee sites, with a community event planned for February 20<sup>th</sup> so that the artist can engage with local residents about the project and seek their input. Work continues on some of the sites, mostly dependant on volunteer availability and willingness. New concerns about whether the appropriate permissions were sought for tree planting on the verge sites have been raised and are being looked into. Planned bluebell and tree planting at Otter Close has gone ahead, with more to come.

#### **Glebe Meadow Project**

The drop in session held before Christmas was successful and anecdotally all those who attended were excited about the plans presented. The contractor is now revising and refining the design prior to presenting it to the Council for its thoughts.

## **Future Projects**

### **Sewall Drive play area proposal**

No new update.

### **Additional Village Trails**

No new update.

### **Map Boards and Information Boards**

No new update.

### **Bow Lake Gardens**

Quotes are currently being sought for all of the work that has been deemed necessary by the Council to enable the site to become an allotment. Once gathered, these quotes will be presented to the Borough Council to ascertain how much they would be able to fund if the project went ahead. The Council will then be in a position to weight all the evidence available regarding the site to come to a decision about whether to continue with the transfer and whether the site should become allotments as originally intended.



## Assets Committee – 27<sup>th</sup> January 2026

### Item 06 – Asset Transfers

Rose Close – Transfer complete.

Bow Lake open space land – expected to be finalised by Mar 31<sup>st</sup> 2026.

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 – no new update.

Guide Hut – no new update.

Sewall Drive allotments, open space and cemetery – no new update.



Listening to you

## Assets Committee – 27<sup>th</sup> January 2026

### Item 07 – Community Access to Sewall Drive Allotment Toilets

The Council has received a request from the Solent Running Sisters (SRS) to be permitted to use the toilet facilities in Sewall Drive allotments. The use would be confined to a short period of time around 7pm on Monday evenings from April through to August.

This would require SRS being provided with two codes – the main gate and the toilet itself. If permission is granted it is recommended that a condition be attached that only run leaders are given the code. SRS have already agreed to this.

SRS have also indicated that if permission is given they would like to contribute towards the upkeep of the toilets.

**Recommendation: That permission be granted to SRS to use the toilets at Sewall Drive**



## Assets Committee – 27<sup>th</sup> January 2026

### Item 08 – Community Building tender process

Now that Council has agreed the brief for the new community building on Glebe Meadow there needs to be a process in place to manage the tender process, the appointment of architects, and the stages that the project will be split into.

It would be appropriate for the Glebe Meadow working group to work on and finalise the initial tender documents and then to make a recommendation on the appointment of architects.

The suggested stages are:

Stage 1 – appointment of architects to create design options for the community building, refined based on comments from Councillors and residents, and taking the process through to planning approval.

Tender documents produced	2-4 weeks	Glebe Meadow WG
Tender documents published	by end Feb 26	Clerk
Bids received	by 10 <sup>th</sup> April	
Appointment confirmed	28 <sup>th</sup> April 2026	Full Council
Design and consultation process	6 months	
Planning permission	3 months	

Stage 2 – appointment of construction firms to build the community building, with project management being provided either by the architects or an appointed project manager

Stage 3 – construction of the new community building

At all stages, grant funding will be sought to add to the money already held in reserve.

All timeframes are estimates and will be revised as necessary and in particular on advice received from relevant experienced professionals.

**Recommendation: That the Glebe Meadow working group be given delegated authority, in conjunction with the Clerk, to approve the final tender documents, examine bids received and subsequently make recommendations regarding the appointment of architects for the community building.**



## Assets Committee – 27<sup>th</sup> January 2026

### Item 09 – Fixed Speed Camera

Local Councils in Hampshire currently have an opportunity to apply for up to £20,000 to go towards the cost of a fixed speed camera. The grant is provided by the Police & Crime Commissioner.

The estimated costs according to the PCC website are around £90,000 for installation of the camera, with a further £10,000 per year in maintenance costs.

**Recommendation: That the Committee resolve not to apply for the grant**



## Assets Committee - Clerk's report

**27<sup>th</sup> January 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\_M04/36** Regarding minutes  
The minutes were signed and published.

**ASSETS\_2526\_M04/39** Regarding the Y Zone building  
The Assets Officer is currently reviewing the two surveys.

### **Recommendations from previous meetings**

There are no outstanding recommendations.

### **Additional Items**

There was a dramatic increase in water use at Underwood Road and Jockey Lane allotment sites over the summer and autumn months last year. This is not surprising given the prolonged hot weather which led to the hosepipe ban. The Committee will be invited to consider the potential impact on costs per rod of allotments the next time allotments are considered. We have also been advised by the internal auditor that we should be setting allotment rent a year in advance. On her recommendation, the next time allotment rent is considered the Committee will set the rent for Oct 26 – Sept 27, and Oct 27 – Sept 28. From that point on the Council will be in compliance with the requirements.



## Assets Committee – 27<sup>th</sup> January 2026

### Item 10 – Asset Officer Report

#### **Trees**

Nothing new to report.

#### **Noticeboard**

A new noticeboard located in front of the Y Zone is now in place. Next financial year, we will look at replacing the board on the corner of Riverside/Bishopstoke Road.

#### **Play Areas**

The large stand-on swing in the teen area at Blackberry Drive has had its chains replaced after this was highlighted in the latest quarterly inspection.

Hedging has now been planted, as planned, in amongst the wooden posts in the central green space in Strawberry Mead.

We have agreed to a Borough Council request to place signs in our play areas for their latest no smoking / vaping initiative. This is on condition that we agree the locations in each play area.

#### **Bins**

Nothing new to report.

#### **Bus Shelters**

The bus repair grant has been applied for following confirmation from GWS Shelters that their recent inspection included an assessment of the “soundness” of each shelter. The closing date for applications is 26<sup>th</sup> February so hopefully we will hear whether we have been successful in early March.

#### **Skate Park**

The drop in session with Maverick was a great success and was attended by a broad range of ages. The Assets Officer is meeting with Maverick later this week.

## **Village Trails**

Officers are meeting with the artist this week to look at the first draft of the village map. Work has begun on the next trail, which will involve the river.

## **Sewall Drive Building**

The post box has been installed and the new address is live. We are currently awaiting the arrival of a piece of test post. Work to provide wifi is still ongoing.

The safety fencing is now in place.



## Assets Committee – 27<sup>th</sup> January 2026

### Item 10 – Allotments Officer Report

#### **Underwood Road**

The building work is underway with the new parking areas complete and the building making good progress. All of the Asbestos was safely removed from the site in December.

#### **Jockey Lane**

Nothing new to report.

#### **Sewall Drive Allotments**

The new tenants are continuing to get their plots ready for the growing season. A new fence has been installed to increase site safety and new hedges have been planted to fill a gap and to increase site security..

#### **Bow Lake Gardens**

The Assets Officer and the Allotments Officer are currently requesting up to date quotes for any work needed if the site is going to be considered as viable allotments. This will include fencing, groundworks, stand pipes and building repairs.

#### **Allotment Waiting Lists**

We have three vacant plots at Underwood Road. 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.



## Assets Committee – 27<sup>th</sup> January 2026

### Item 10 – Cemeteries Officer Report

#### **Bishopstoke Cemetery**

Since the last assets meeting there have been two 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.