

**Minutes of a Meeting of the Assets Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 28<sup>th</sup> January 2025**

**Present:** Cllrs Mignot (Chair), Hillier-Wheal, Harris, MacLachlan, 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:** 1 member of the public was present.

**ASSETS\_2425\_M05/**

**Public Session**

The member of the public was from Greening Bishopstoke who are interested in maintaining and improving the orchard at Bow Lake Gardens. They have been in contact with Hampshire County Council and Eastleigh Borough Council who are happy to support them in replacing trees and expanding the orchard. He had spoken to the Clerk and the Allotments Officer earlier in the week and they had explained what the Parish Council needed for the project to move forward. The funding application was being sent to HCC this week – the funding is conditional on the trees being planted before 31<sup>st</sup> March 2025. He had brought proposals for the Parish Council to look at and the Chair explained that the next meeting where they could be considered was Full Council on 11<sup>th</sup> March. The member of the public explained that Greening Bishopstoke would need to order the trees in February to have them delivered and planted by the end of March. The Clerk said that an extraordinary meeting of the Full Council could be called to agree the proposal, but Councillors would have to agree that it was necessary. The Clerk explained that the Parish Council need to make sure that the land is used appropriately, and all procedures have been followed correctly.

**37 Apologies for Absence**

37.1 Cllr Kirby was not present.

**38 To adopt and sign the minutes of the Assets Committee meeting held on 26<sup>th</sup> November 2024**

38.1 The minutes of the above meeting had been included with the document pack for the meeting.

38.2 Proposed Cllr Harris, Seconded Cllr Hillier-Wheal, **RESOLVED** with 1 abstaining that the minutes of the Assets Committee meeting held on 26<sup>th</sup> November 2024 be adopted as a true record.

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

### 39 Declarations of Interest and Requests for Dispensations

39.1 No declarations or requests were made.

### 40 To receive updates on the following projects:

**Asset transfers**  
**Memorial Hall/Glebe Meadow**  
**War Memorial**  
**Play Space review**  
**Wheels Park**

40.1 Updates on all matters were included with the supporting documents for this meeting.

40.2 Sewall Drive. The Clerk reported that the transfer of Sewall Drive from the developer to Eastleigh Borough Council had not happened on 17<sup>th</sup> January as originally expected. No reason had been given but the Clerk had contacted EBC to find out more information and to confirm the amount of money attached to the transfer from EBC. EBC has confirmed that they have received no quotes for the work needed at the Sewall Drive site. The Assets Officer and Allotments Officer have already started sourcing quotes. Cllr Harris asked if the building on the site had the required Services. The Clerk explained that water and electricity were all ready to go and we just need to sort out a Wi-Fi connection which had been included in the costings.

*Cllr Winstanley arrived at this point.*

Cllr Toher asked if any repairs needed to the sheds would be done before the transfer went through. The Clerk said that yes, any repairs would be done before the transfer. Cllr Mignot asked if a meeting with EBC about Asset transfers would be helpful. The Clerk said a meeting could be arranged but Councillors were receiving information from the Borough Officers at the same time as the Parish Council.

**Action: Assets Officer and Allotments Officer – to source quotes for the work needed at the Sewall Drive site.**

40.3 Memorial Hall. The 2 silhouette figures would be removed this week and put into storage until a decision has been made on where they should be moved to. The contractors has put an open Play Area gate behind their fence line so it cannot be closed. This leaves part of the Play Area open. The Admin Officer has printed off a sign to put next to the gate and Tom from Green Smile offered to secure a plastic barrier across the entrance. The Clerk explained that he had been informed that it was the responsibility of the Parish Council to arrange removal of the gas and electricity meters from the site. The clerk is currently sourcing someone to do this. Cllr Harris asked where the skips were being placed. He was concerned about skip lorries going through the Portal Road entrance when there was no root protection for the tree there. He also suggested that the 2 lights that had been powered from the Memorial Hall should be removed to avoid confusion. The Clerk confirmed that they had not been included in the proposed new lighting plan.

**Action: Admin Officer – to print and display a “Play Area Closed” sign next to the open gate at Glebe Meadow Play Area**

**Action: - Tom, Green Smile – to secure a plastic barrier across the open entrance to Glebe Meadow Play Area**

**Action: Clerk – to source a company to remove the gas and electricity from the Memorial Hall site.**

**Action: Clerk – to contact Eastleigh Borough Council to find out more information about root protection for the tree at the Portal Road entrance and where skips would be placed.**

40.4 War Memorial. The Assets Officer and Allotments Officer had both been trying to contact both the contractor and architect for the project but neither had been successful. The Parish Council had been given a start date of March for the project but had not heard anything since last year. Cllr Toher suggested we contact them one more time and if they do not reply we try and source other contractors. The Clerk explained that the contractor being used was the only one he was aware of in the area who is approved by the church.

**Action: Assets/Allotments Officer – to contact the architect and contractor asking them to make contact or we will source other contractors.**

**Action: Clerk – to source other church approved contractors in the area.**

40.5 Play Space Review. The Officers will be meeting next week to look at all of the information gathered during the review and will then produce a report for Full Council. Cllr Hillier-Wheal asked if Sewall Drive is being included and the Clerk confirmed that it was. Cllr Hillier-Wheal also asked if we had spoken to Forestry England about re-introducing wooden play structures in Stoke Park Woods as part of the review. The Allotments Officer offered to contact Forestry England to make some initial enquiries.

**Action: Allotments Officer – to contact Forestry England to make initial enquiries about the re-introduction of wooden play structures to Stoke Park Woods.**

40.6 Wheels Park. The Assets Officer has meetings scheduled with companies who design and install Wheels/Skate Parks and is using a design from a local resident who has been helping the Parish Council a starting point.

#### **41 To re-approve the Terms of Reference for the Committee**

41.1 The Terms of Reference had been included with the supporting papers for the meeting.

41.2 Cllr Toher asked for clarification on where the War Memorial was included in the Terms. It was mentioned in the Decisions section but not in the Responsibilities section. The Clerk suggested an amendment to 8.1.2 to include the War Memorial.

41.3 Proposed Cllr Harris, Seconded Cllr Hillier-Toher, **RESOLVED** unanimously to approve the amendment to section 8.1.2 of the Terms of Reference to include the War Memorial

**Action: Clerk – to amend section 8.1.2 of the Terms of Reference to include the War Memorial.**

41.4 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to re-approve the Terms of Reference with the amendment to section 8.1.2 to include the War Memorial.

**Action: Clerk – to make the amendment to section 8.1.2 to include the War Memorial and publish the re-approved Terms of Reference.**

#### **42 To approve changes to accepted methods of payment (Burial Grounds)**

42.1 A memo giving details of the changes had been included with the supporting papers for the meeting.

42.2 After discussion, the Committee agreed that Funeral Directors and Stone Masons will be required to pay cemetery fees via BACS.

42.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the changes to accepted methods of payment (Burial Grounds) requiring Funeral Directors and Stone Masons to pay cemetery fees via BACS.

**Action: Clerk – to advise Funeral Directors and Stone Masons by 1<sup>st</sup> February 2025 that from 1<sup>st</sup> April 2025 they will be required to pay cemetery fees via BACS.**

#### **43 To receive an update on the Tree and Bee Corridor**

43.1 A memo giving and update of the project had been included with the supporting papers for the meeting.

43.2 The Clerk noted that although Blackberry Drive was not included in the current Tree and Bee Corridor plans, the Parish Council could consider its own plans for a community garden or sensory garden on the site.

43.3 The Clerk also explained that there had not been a meeting of the planned working group that included Officers from Bishopstoke and Fair Oak Parish Council. We have not yet received the posters from Fair Oak Parish Council to advertise the planned planting day.

43.4 Cllr Harris asked about the thinning of the trees at Blackberry Drive that had been mentioned at the last meeting. The Clerk explained that the Tree Survey had been completed, and the work would be included in the recommendations from the survey.

43.5 Cllr Hillier Wheal asked if there had been any progress on the consultation of the proposed tree planting at Blackberry Drive. The Clerk had received no further information from Eastleigh Borough Council (Mark Ellison). The Parish Council could produce a leaflet to deliver to the surrounding houses as part of the consultation process.

**Action: Assets Officer – to produce a draft leaflet with the consultation information that will be printed and delivered to the houses surrounding Blackberry Drive.**

**Action: Admin Officer – to source a local company to deliver the leaflets.**

**Action: Clerk – to check with Mark Ellison at EBC to see if the tree planting is still possible.**

#### **44 To consider, amend if necessary, and re-adopt the Memorial Seating Policy**

44.1 A copy of the Memorial Seating Policy was included with the supporting papers for this meeting.

44.2 After discussion, it was agreed that the size of the plaques and the number of plaques allowed per bench would need further thought and discussion by the Committee.

**Action: Assets Officer – to source a standard plaque that could be used on Memorial Seating.**

44.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously to defer the consideration and re-adoption of the Memorial Seating Policy to the next meeting of the Assets Committee.

**Action: Clerk – to include the consideration, with necessary amendments, and re-adoption of the Memorial Seating Policy on the agenda for the next Assets Committee meeting.**

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

45.1 The Clerk's report was included with the document pack for this meeting.

45.2 **ASSETS 2425\_M04/33** Regarding Sayers Road play area. The hedge saplings are scheduled for delivery between 24<sup>th</sup> February and 7<sup>th</sup> March. There is a proposed planting event for Saturday 8<sup>th</sup> March. The member of the public from Greening Bishopstoke said that they have done a trial wildflower patch at St Pauls and will see how that goes before considering planting at Sayers Road.

45.3 **ASSETS 2425\_M04/35** Regarding badgers at Jockey Lane. The risk assessment has been completed. The Allotments Officer spoke with Helen (Tree and Bee) and the plants that could deter badgers would be the only things the allotment holders could plant. Cllr Hillier-Wheal asked if the electric fence caused an issue with Animal Rights. The Allotments Officer will investigate.

**Action: Allotments Officer – to investigate if the proposed electric fence at the Jockey Lane allotment site raises any Animal Rights issues.**

45.4 The Allotment Officer's report was included with the document pack for this meeting and was noted.

45.5 The Assets Officer's report was included with the document pack for this meeting and was noted.

45.6 The member of the public asked who was responsible for the benches in St Mary's Churchyard. The Clerk said that the Parish Council were responsible for maintenance in the church yard, but the benches were owned by either the church or the people who had paid for the memorial bench. The member of the public said that one bench was in bad repair and the Clerk agreed that the Assets Officer would assess the bench.

**Action: Assets Officer – to assess the damaged bench in the church yard and take any health and safety measures necessary.**

45.7 Cllr Toher asked if the bus shelter on Spring Lane was the correct type for the space considering it was always in a poor state of repair. Cllr Winstanley said that the bus shelter had been chosen because it didn't block the path as a box shelter would. The member of the public asked about the unused bus stops in the Parish. Cllr Winstanley explained that they were the Parish Council's responsibility and were used as rest stops for people going up Church Road.

45.8 The Cemeteries Officer's report was included with the document pack for this meeting and was noted.

#### **46 Date, time, place and agenda items for next meeting**

46.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 25<sup>th</sup> March 2025 at the 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 18<sup>th</sup> March.

*There being no further business, the Chair closed the meeting at 8.25pm*

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

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