

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 26th May 2026**

Present: Cllrs Harris, Hillier-Wheal, 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: 0 members of the public were present.

ASSETS_2627_M01/

1 Election of Chair

1.1 Cllr Toher, as Chair of Bishopstoke Parish Council, asked for nominations to be Chair for the coming year, 2026-27.

1.2 Proposed Cllr Toher, Seconded Cllr MacLachlan, **RESOLVED** unanimously that Cllr Hillier-Wheal be elected to Chair the Assets Committee for the year 2026-27.

2 Election of Vice Chair

2.1 The Chair asked for nominations to be Vice Chair for the coming year, 2026-27.

2.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that Cllr Harris be elected to Vice Chair the Assets Committee for the year 2026-27.

3 Apologies for Absence

3.1 Apologies were received from Cllr Duggan. Cllr Mignot was absent.

4 Declarations of Interest and Requests for Dispensations

4.1 No Declarations of Interest or Requests for Dispensation were made.

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

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

5.2 Proposed Cllr Toher, Seconded Cllr Winstanley **RECOMMENDED** unanimously to not proceed any further with the Cemetery Boardwalk project.

5.3 Village Map. The Assets Officer gave the Cllrs a draft copy of the new Village Map saying that it was just to give them an overview of the finished appearance and did not yet have everything in the correct place. After discussion, the Cllrs said they would like to look at the following ideas:

- Bishopstoke in colours other than red – BPC logo green or blue
- The services in different colours ie defib in yellow, shops in blue
- Take the allotment sites off the map
- Do we need to include all entrances to Stoke Park Woods?
- Should bus stops be included

Action: Admin Officer – to send a digital copy of the map to the Clerk

Action: Clerk – to email Councillors asking them to reply with any comments and suggestions for the map.

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

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

7 To receive an update on the Glebe Meadow project and make any necessary decisions

7.1 An update on the Glebe Meadow project had been included with the supporting documents for this meeting. Cllr Harris had asked the Clerk how long the Wheels Park construction would take and the Clerk advised that it was a 10-week project.

7.2 Cllr Harris asked if the paths would join up with the possible boardwalk at the top of the meadow. The Clerk said that there would be a path from the pedestrian gate that would go up in that direction. The path from the pedestrian gate will now go through the car park but as the car park is small and only to be used by hall users this is not a safety issue.

7.3 The Assets Officer has suggested marking the 2 parking bays at the end of Portal Road as Glebe Meadow parking to give the residents in Portal Road advanced warning that they would no longer be able to use that area to park. After discussion, the Cllrs agreed that this was a good idea.

8 To receive an update on the Parish Council's play areas

8.1 A memo with an update on the Parish Council's play areas had been included with the supporting documents for this meeting.

8.2 The Clerk advised the Cllrs that the accessible swing had now been installed at Sayers Road play area and the chain on the basket swing had been fixed.

9 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

9.1 The Clerk's report had been included in the supporting documents for this meeting and was noted.

9.2 The Allotments Officer's report had been emailed to Cllrs prior to the meeting and was noted.

9.3 The Cemeteries Officer's report had been emailed to Cllrs prior to the meeting and was noted.

9.4 The Assets Officer's report had been emailed to Cllrs prior to the meeting and was noted.

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

10.1 The next meeting of the Assets Committee will take place at 7:15pm on Tuesday 28th July at the Parish Office, Sewall Drive. 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 21st July.

There being no further business, the Chair closed the meeting at 7.56pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____