

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 29th July 2025**

Present: Cllrs Mignot (Chair), 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)

Public Attendance: 0 members of the public was present.

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Public Session

12 Apologies for Absence

12.1 All committee members were in attendance.

13 To adopt and sign the minutes of the Assets Committee meeting held on 27th May 2025

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

13.2 Cllr Hillier-Wheal noted that she believed in minute 9.3 it was actually her who had requested information regarding grit bins and not Cllr Harris. The Clerk was asked to check this.

Action: Clerk – to check the draft minutes of the meeting.

Clerk's note – Cllr Hillier-Wheal was correct.

13.3 Cllr Winstanley informed the Committee that at a recent visit to the SANG she had been asked about the Parish Council's decision to not request the transfer of the SANG from the Borough Council to Bishopstoke. Those present suggested that the SANG was neither part of the environmental credit scheme nor a beneficiary of the protection from development enjoyed by the remainder of the site. Accordingly the Clerk was asked to gather more information and if necessary bring the matter back to the Glebe Meadow Plus working group.

Action: Clerk – to determine whether the SANG is separate from Stoke Park Farm and if so include it in the next Glebe Meadow Plus working group meeting

13.4 Proposed Cllr Harris, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the Minutes, amended as necessary from minute 13.2, of the Assets Committee meeting held on 27th May 2025 be adopted as a true record.

Action: Clerk – to check the accuracy of minute 9.3 and amend the minutes if necessary

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

14 Declarations of Interest and Requests for Dispensations

14.1 Cllr Hillier-Wheal declared an interest in item 5 as she is an allotment tenant.

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

15.1 The report on current projects had been included with the document pack for this meeting and was noted. The Clerk added that Officers are due to meet a third architect regarding the Memorial Hall in the following week and that a decision on the alarm system for Sewall Drive is being delayed pending a discussion on CCTV set for the next Full Council meeting.

15.2 Cllr Hillier-Wheal asked why the History Trail map shows two play areas on green spaces and two not. The Clerk was asked to contact the artist to find out. Cllrs agreed that the History Trail leaflet looks great and offered their thanks to all those involved.

Action: Clerk – contact the artist for the village trails project and enquire about play areas

16 To decide allotment rent for the period 1st October 2025 – 30th September 2026

16.1 A report from the Allotments Officer regarding rent for the coming year had been included in the document pack for this meeting.

16.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** with Cllr Hillier-Wheal abstaining to maintain allotment rent at the current levels for the year 1st October 2025 to 30th September 2026.

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

17 To agree plans for Armistice Day 2025

17.1 A memo outlining options for discussion had been included with the document pack for the meeting.

17.2 Cllrs agreed it would be good to be able to provide light refreshments after the service. Various options were discussed. Cllr MacLachlan declared an interest in the Bishopstoke Methodist Church as it was one of the possible options for a venue. After discussion it was agreed that the Clerk would approach the Bishopstoke Working Men's Club and also explore the costs associated with a tea/coffee van. Cllr Toher was asked to approach the Anglers Inn.

Action: Clerk – To determine the cost of hiring a tea / coffee van and ask the Working Men's Club if they wished to be involved

Action: Cllr Toher – To ask the Anglers Inn if they wish to be involved

18 To consider the Rose Close open space bench and agree any necessary consultation

18.1 A memo showing the current position of the bench was included with the supporting material for this meeting.

18.2 After discussion it was agreed that no meaningful decision could be taken without the Cllrs seeing the location for themselves and also after the grass has been properly and regularly mown for a period so that the use of the site can be assessed. Cllrs were also interested in the status of the road and any residents' management association.

Action: Clerk – To determine the status of the road and management association, and consult with them over the bench's ultimate location

18.3 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously to defer a decision on the position of the bench.

Initial: _____ Date: _____

19 To decide the number and location of future map boards, and consider locations for information boards

19.1 Information regarding the location of current map boards and the potential purpose for information boards was included with the supporting papers for this meeting.

19.2 After discussion it was agreed that map boards could be usefully located at shopping centres and pedestrian / cycle routes into Bishopstoke. Information boards would be dependent on which buildings, spaces and areas of interest the Council wished to highlight. The Clerk asked Committee members to send him ideas of sites that would be suitable for information boards from which he would compile a list. The Clerk offered to contact the Bishopstoke History Society to gather their thoughts and add them to the list.

Action: Clerk – To contact all Cllrs and the Bishopstoke History Society and ask for ideas as to which sites would be good to feature on information boards

19.3 The Clerk offered to send Cllrs a map of Bishopstoke detailing the locations of all current noticeboards, map boards and information boards, so that the Committee can consider whether any other boards are needed.

Action: Clerk – To send Cllrs a map showing the locations of boards in Bishopstoke

20 To approve the planting of a hedge at Bow Lake Gardens

20.1 A memo detailing the request had been included with the supporting papers for the meeting.

20.2 Cllrs wished to confirm that the Borough Council will water the hedge for the first year.

Action: Clerk – to contact the Greening Campaign to ask them to obtain written confirmation of what the Borough is offering

20.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the planting of the hedge at Bow Lake subject to the Borough Council committing to watering for the first year.

21 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

21.1 Reports from all Officers had been included in the supporting papers for this meeting and were noted.

21.2 Cllrs noted that the bus shelter on Spring Lane is now falling apart and expressed concern at the delay in repairs being organised by the Borough Council. The Clerk was asked to report the deterioration in condition to the Borough as a matter of urgency.

Action: Clerk – contact the Borough Council to report the condition of the shelter and ask for urgent action

21.3 Cllrs noted that whilst there is some improvement in the appearance of the various tree and bee sites, some remain something of an eyesore. The lack of consistency across the sites was noted as being a problem. Cllrs also noted that the current situation does not seem to match what was originally discussed when the Council agreed to be involved in the project. Discussions will continue between Officers and the contractor to try to find the best way forward.

21.4 The Clerk noted that he is now on a Public Art Steering Group for the tree and bee sites and had recently toured round the sites with the Borough Council Public Art Officer to determine the best sites to receive public art installations. A number of sites were well managed and could be suitable. Further meetings will determine the scope of the brief for artists as well as site selection.

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

22.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 23rd September 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 16th September.

There being no further business, the Chair closed the meeting at 9:00pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____