



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 8th September 2026 at 7.15pm at Bishopstoke Methodist Church.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for absence
2. To adopt and sign Minutes of the Parish Council meetings held on 14th July 2026
3. Declarations of Interest and Requests for Dispensations
4. Reports from Working Groups, Officers and Councillors
5. To discuss and decide upon a request for a Community Garden at Bow Lake Gardens
6. To discuss the Bishopstoke Community Centre and agree next steps
7. To discuss the location of future meetings
8. To consider content for the next media release and email update
9. To agree the date, time and place for the next meetings

D L Wheal
Clerk to Bishopstoke Parish Council
2nd September 2026

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.15pm on 14th July 2026**

Present:	Councillor Sue Toher (Chair) Councillor Geoff Harris (Vice-Chair) Councillor Andrew Daly Councillor Louise Hillier-Wheal Councillor Stewart MacLachlan Councillor Andy Moore (up to para 26.1)
In Attendance:	Mr David Wheal (Clerk to Bishopstoke Parish Council) Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)
Public Session	1 members of the public was present.

The Chair welcomed the member of the public to the meeting and asked whether they wished to raise anything with the Council. The member of the public had nothing they wanted to say at this point.

FULL_2627_M03/

23 Apologies for Absence

23.1 Apologies had been received and were noted from Cllrs Burcombe-Filer, Chaffey, Duggan, Kirby, Mignot, Thornton and Winstanley. Cllrs Brown and Dajani were absent.

23.2 Cllr Toher took the opportunity to thank the previous Chair of the Parish Council, Cllr Louise Hillier-Wheal, for her years of service as Chair and for everything she had achieved during that time. Cllr Toher apologised for not having done so at the previous meeting.

24 To adopt as a true record, and sign, the minutes of the Full Council meetings held on 12th May 2026 and 26th May 2026

24.1 The minutes of the above meeting were included with the supporting papers for this meeting.

24.2 Proposed Cllr MacLachlan, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the Full Council meetings held on 12th May 2026 and 26th May 2026 be adopted as a true record.

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

Initial: _____ Date: _____

25 Declarations of Interest and Requests for Dispensations

25.1 Cllrs Harris and Hillier-Wheal declared an interest in agenda item 7. Cllr Harris is a member of the BCA charity who manage the building and Cllr Hillier-Wheal is a member of a group who hires a room at the BCA.

26 Reports from Committees, Working Groups, Officers and Councillors

26.1 A report from Cllr Harris on Carnival 2026 had been emailed to the Cllrs prior to the meeting and will be included in the minutes of this meeting. The Clerk said that the Carnival had been a big success and the Parish Council would like to thank the Carnival Group of volunteers for all of their hard work for this year's Carnival. Cllr Toher thanked Cllr Harris for producing the report. Cllr Harris wanted to bring some things to the attention of the Council. There had been some problems with Marshals going to the wrong post and 1 Marshal had received verbal abuse from a motorist. The Group will be considering hiring some professional Marshals for next year's event. The Group will also be looking at new legislations that may need to be included in next year's plans and risk assessments and temporary parking restrictions on Spring Lane.

Cllr Moore left the meeting.

Cllr Hillier-Wheal left the meeting

The Chair paused the meeting at 7.23pm

Cllr Hillier-Wheal rejoined the meeting

The Chair resumed the meeting at 7.29pm

26.2 The member of the public also thanked the Carnival Group for an amazing Carnival. They had attended as a member of a local group.

26.3 A report showing the Committee Resolutions and Recommendations had been included with the supporting papers for this meeting and was noted.

26.4 Proposed Cllr Harris, Seconded Cllr Toher **RESOLVED** unanimously to that the Council should not proceed with the Cemetery Boardwalk project.

26.5 The Clerks report had been included with the supporting papers for this meeting and was noted. The Clerk noted that the felling of the trees near the Wheels Park had delayed because of a pigeon nesting in one of the trees.

26.6 Cllr Hillier-Wheal asked if the Youth Services information would be sent to all Cllrs or just the Youth Champions? The Clerk confirmed that it would be sent to all Cllrs. Cllr Hillier-Wheal requested to be included in the Youth Services discussions.

26.7 The date for the extra Assets meeting to discuss potential sites for Greening Bishopstoke to have a community garden was confirmed as 25th August.

Initial: _____ Date: _____

27 To discuss and decide on potential conditions for qualifying for Travel Tokens

27.1 A memo outlining the reasons for this discussion had been included with the supporting papers for this meeting.

27.2 Proposed Cllr Toher, Seconded Cllr Harris **RESOLVED** to continue including residents of Bishopstoke Park as part of the Travel Token scheme and to review this as part of the budget discussions.

Action: Clerk – to include a review of the Travel Token eligibility in the budget discussions.

28 To consider supporting the Sight Loss Council #CutItBack campaign

28.1 The information about the Sight Loss Council #CutItBack campaign had been included with the supporting papers for this meeting.

28.2 Proposed Cllr MacLachlan, Seconded Cllr Daly **RESOLVED** unanimously to support the Sight Loss Council #CutItBack campaign

Action: Clerk/Admin Officer – to contact Open Sight and discuss how the Parish Council can help to support the Sight Loss Council #CutItBack campaign

29 To discuss the potential transfer of the Bishopstoke Community Centre

29.1 A memo outlining the details of the potential transfer of Bishopstoke Community Centre had been included with the supporting papers for this meeting.

29.1 Proposed Cllr Toher, Seconded Cllr Hillier-Wheal, **RESOLVED** with 1 abstaining to delegate the due diligence on the potential transfer to the Glebe Meadow/Asset Transfer working group.

Action: Clerk – to include the discussion of the potential transfer of Bishopstoke Community Centre at the next meeting of the Glebe Meadow/Asset Transfer working group.

30 To approve the plans and funds for the planned Heritage Open Days

30.1 The plans and estimated cost for the Heritage Open Days had been included with the supporting papers for this meeting.

30.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Harris **RESOLVED** unanimously to approve the plans and funds for the planned Heritage Open Days

31 To receive a report on Carnival 2026 and appoint a Council liaison for Carnival 2027

31.1 The report on Carnival 2026 had been emailed to the Cllrs prior to the meeting and discussed in para 26.1

31.2 Proposed Cllr Harris, Seconded Cllr MacLachlan **RESOLVED** unanimously to nominate Cllr Thornton as the Council liaison for Carnival 2027

Action: Clerk – to contact Cllr Thornton and ask if he would like to accept the nomination as Council liaison for Carnival 2027

Initial: _____ Date: _____

32 To approve the funding for an external power supply at Shears Mill

32.1 A memo including a quote for the external power supply at Shears Mill had been included with the supporting papers for this meeting.

32.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Harris **RESOLVED** unanimously to utilise up to £500 from the Shears Mill building work budget to fund this installation.

Action: Assets Officer – to contact the contractor and agree a date for the installation of the external power supply at Shears Mill

33 To discuss and approve Council objectives

33.1 A memo with the Council objectives had been included with the supporting papers for this meeting.

33.2 Cllr Toher asked the Clerk if this discussion could be deferred to a future meeting because of the meeting room being hot due to the current heatwave. The Clerk agreed to defer the discussion to a future People Committee or Full Council meeting.

Action: Clerk – to include the discussion and approval of the Council objectives at a future People Committee or Full Council meeting.

34 To consider content for the next media release and email update

34.1 After a short discussion, it was agreed to include Carnival 2026, Sight Loss Council #CutItBack campaign, Bingo Social, Summer Messy Play, River Dipping and Heritage Open Days.

Action: Admin Officer – To draft the next press release and issue it to all the relevant Media

35 To agree the date, time and place

35.1 The next meeting will take place on Tuesday 8th September at 7.15pm in Bishopstoke Methodist Church. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 1st September 2026.

There being no further business, the Chair closed the meeting at 7.58pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council – 8th September 2026
Resolutions and Recommendations

Committee Resolutions – to note

Assets

28th July – ASSETS_2627_M02

- Item 12.4 That the amended minutes of the Assets Committee meeting held on 26th July 2026 be adopted as a true record.
- Item 18.3 That allotment rent be held at its current level for the Oct 26 – Sept 27 year.
- Item 18.4 That allotment rent for Oct 27 – Sept 28 be set at £15 per rod, with the discounted rate set at £10 per rod.
- Item 18.5 That officers prepare a report on potential changes to the concession scheme to present to Full Council in November.

Finance

11th August – FIN_2627_M02

- Item 2.2 That Cllr Winstanley be elected to Chair the Finance Committee for 2026-27.
- Item 3.2 That Cllr Kirby be elected to Vice Chair the Planning Committee for 2026-27.
- Item 5.2 That the minutes of the Finance Committee meeting held on 9th June 2026 be adopted as a true record.
- Item 8.4 To receive and approve the various financial reports.
- Item 9.2 To appoint Mulberry as internal auditors on a three year contract.
- Item 10.2 To not award a grant of £1,000 to The Romsey Show.

People

No meetings

Planning

7th July – PLAN_2627_M04

- Item 17.2 That the minutes of the Planning Committee meeting held on 9th June 2026 be adopted as a true record.
- Item 19.5 That the responses of the Planning Committee be submitted as minuted.

23rd July – PLAN_2627_M05

Meeting not quorate.

11th August – PLAN_2627_M06

Meeting not quorate.

25th August – PLAN_2627_M07

Meeting cancelled due to lack of business.

Committee Recommendations – to vote upon

Assets

28th July – ASSETS_2627_M02

No recommendations.

Finance

11th August – FIN_2627_M02

No recommendations.

People

No meetings

Planning

7th July – PLAN_2627_M04

No recommendations.

23rd July – PLAN_2627_M05

Meeting not quorate.

11th August – PLAN_2627_M06

Meeting not quorate.

25th August – PLAN_2627_M07

Meeting cancelled due to lack of business.

Full Council - Clerk's report 8th September 2026

Actions from previous meetings

FULL_2627_M02/Item 24.2 Regarding Full Council minutes
The minutes were signed and published.

FULL_2627_M02/Item 27.2 Regarding travel tokens
The budget discussions will henceforth include eligibility for travel tokens.

FULL_2627_M02/Item 28.2 Regarding the #cutitback campaign
This item is ongoing.

FULL_2627_M02/Item 29.2 Regarding Bishopstoke Community Centre
This was discussed by the Glebe Meadow / Asset Transfer group and is on the agenda for 8th September.

FULL_2627_M02/Item 31.2 Regarding a carnival liaison
Cllr Thornton declined the opportunity to become the carnival liaison.

FULL_2627_M02/Item 32.2 Regarding the power supply at Shears Mill
The work has been ordered and is set to take place later this month.

FULL_2627_M02/Item 33.2 Regarding the Council's Objectives
This will be added to a future council meeting.

Working Groups / Task & Finish Groups

Glebe Meadow / Asset Transfers

Initial meetings have been held with TKLS regarding the Council's expectations. Cllrs have also met to discuss finalising design and function priorities.
Initial discussions have taken place on the viability of transferring the Community Centre.

Communications

The Communications group continues to scrutinise and approve the media release, the subscriber email and the newsletter. An additional press release is being sent out regarding the Heritage Open Days. The next newsletter will include an updated clubs / groups list for Bishopstoke.

Clerk Update

An agreement has now been reached on the pay award for 2026-27 and will be applied to September's payroll. All back pay owed will be included in September too.

Full Council – 8th September 2026

Item 05 – Community Garden

The Council has been asked to consider a request from Bishopstoke Greening to provide space for a Community Garden at the Bow Lake site. An initial presentation was made to the Assets Committee at its July meeting. Legal advice has been obtained from the Hampshire Association of Local Councils who have indicated they believe that this WOULD constitute a change of use from the original designation of the land as allotments and therefore the Council would need to obtain permission from the Secretary of State before anything could go ahead.

This means that any decision to proceed would be provisional and would have to be deferred until permission was granted.

It is recommended that Council ask Officers to draft an agreement with Bishopstoke Greening laying out proposals for which entity would be responsible for various areas such as the storage building, maintenance of raised beds, any landscaping or fencing works that are required and any other matters considered relevant. This agreement would then be brought before either the next Assets Committee or the next Full Council, depending on the timing.

It is further recommended that Bishopstoke Parish Council apply to the Secretary of State for permission to use the site as a Community Garden. It should be noted that without the agreement on responsibilities being accepted by both parties, the Community Garden could not proceed even if permission is granted by the Secretary of State.

Full Council – 8th September 2026

Item 06 – Bishopstoke Community Centre

The Glebe Meadow & Asset Transfers working group met to consider whether it would be in both the parish's and the Parish Council's interests to potentially take over the Bishopstoke Community Centre from Hampshire County Council.

The County have completed a number of maintenance and repair jobs over the past year, and further work and investigations are planned. A number of areas where the group felt improvements still needed to be made were discussed, including replacing the outer doors, potentially replacing the damp proofing, replacing and / or resealing windows, work on the flat roof and some pointing needs identified on the brickwork.

It is not currently believed that there are any major structural problems with the building.

The options available to the Parish Council are

- 1) Do not accept the transfer of the Community Centre
- 2) Accept the transfer and seek to run and manage the building
- 3) Accept the transfer and seek a group or business to lease the building from the Council to run it

The group agreed that if the Council were to proceed it would need to obtain a full building survey. Using that survey and other information Hampshire County Council should be approached to determine what they are prepared and able to make good and what would be left for the Parish Council to undertake.

The Parish should also do its best to estimate the rough annual cost of maintenance for the building and grounds.

In addition to any costs of and work needed on the building, the group considered the needs of Bishopstoke. With St Paul's church closing and the replacement for the Memorial Hall not yet built, losing the Community Centre

would be a big blow. Especially as in the space of a year Bishopstoke would go from having three pre-schools to one. The group felt that provided the building is, or can be made, sound, then it is definitely worth going ahead with a building survey and beginning a negotiation with the County. At the same time, the Council should engage with current hirers to ascertain their needs, and finally should determine whether there is any group that may be interested in leasing the building from the Council.

Recommendations:

Commission a building survey potentially funded from either the Neighbourhood Plan fund or the Asset Transfer fund.

Contact Hampshire County Council to request copies of any surveys they have done and obtain full details of the work that has been completed or planned, and its cost.

Contact hirers to discuss their needs.

Invite interested parties to contact the Council regarding a potential lease for the Community Centre.

Full Council – 8th September 2026

Item 07 – Parish Council meetings

There have now been several meetings at the parish office on Sewall Drive, including one with several members of the public present. Council has been asked to consider whether meetings should continue there, or should revert to the Methodist Church until a better location can be provided.

Concerns have been raised that the meeting room is too small, can be stuffy and is claustrophobic, and also that the operation of the gates makes it difficult for any disabled residents to attend.

The meeting room itself is larger than the small room at the church, and also larger than the space that was available in the portacabin. The gates could certainly be an issue although in the period leading up to meetings the gates will either be open or there will be an officer standing by to let people in.

The path leading from the car park to the office is uneven and officers are investigating the costs of tarmacking to mitigate this. It may also be possible to continue that path up the slope and to install a pedestrian gate in the hedge. This would still not be ideal for wheelchair users.

Options are to continue to hold meetings there with Full Council taking place at the church or to revert to holding all public meetings in the Methodist Church until such time as a more appropriate space becomes available, such as either the Bishopstoke Community Centre or the new community building on Glebe Meadow.

Recommendation: Meetings continue at Sewall Drive as they currently are. Full Council continues to meet at Bishopstoke Methodist Church. As and when the Council has alternatives to consider, the decision can be revisited.