



Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:24pm on 22nd September 2026

Present: Cllrs Harris (Vice-Chair), 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.

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Public Session

22 Apologies for Absence

22.1 Apologies were received from Cllrs Hillier-Wheal, Duggan, MacLachlan and Mignot

23 To adopt and sign the minutes of the Assets Committee meeting held on 28th July 2026

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

23.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 28th July 2026 be adopted as a true record.

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

24 Declarations of Interest and Requests for Dispensations

24.1 No declarations of interest or requests for dispensations were received.

25 To decide Burial Board fees for 2027-2028

25.1 A memo outlining the Burial Board fees for 2027-2028 had been included with the document pack for this meeting.

25.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Burial Board fees be maintained at their current level for the 2027-2028 financial year.

26 To receive an update on the Wheels Park

26.1 A memo with the update on the Wheels Park had been included with the supporting papers for this meeting.

26.2 The Assets Officer said that all feedback we have received has been positive about the Wheels Park and the opening event is being held on Saturday 3rd October.

27 To receive an update on the Community Building

27.1 A memo with the update on the Community Building had been included with the supporting documents for this meeting.

27.2 The Clerk had attended a meeting with Becky Wiseman this week and gave a verbal report on the outcomes of the meeting. The verbal report is included with the minutes of this meeting.

27.3 The Clerk will set up fortnightly online meetings with TKLS to discuss the progress of the new Community Building. There will also be fortnightly online meetings, the week after the meeting with TKLS, to update the Glebe Meadow Working Group and receive their feedback.

27.4 TKLS are currently working on a new timetable for the project.

27.5 Tom from Green Smile will strim the site in the Autumn.

Action: Clerk – to contact TKLS to arrange dates and times for the fortnightly online meetings and then email the Glebe Meadow Working Group with the dates and times for their fortnightly online meetings.

28 To receive an update on accessibility works at Sewall Drive

28.1 A memo with the update on the accessibility works at Sewall Drive had been included with the supporting documents for this meeting.

28.2 The Clerk explained that the Parish Officers had walked the proposed route of the tarmacked path and confirmed that there would be a gap between the building and the proposed tarmacked path, with a bridge to the toilet, to prevent any issues with damp.

28.3 The Cllrs suggested visitors to the Parish Office could park outside of the allotment site – current and new cemetery parking – so there are not as many people using the gates to the car park.

29 To receive an update on a potential community garden

29.1 A memo with the update on a potential community garden had been included in the supporting papers for this meeting.

29.2 The Clerk had attended a meeting with Jon Marks from Greening Bishopstoke this week and gave a verbal report on the outcomes of the meeting. The verbal report is included with the minutes of this meeting.

29.3 Cllr Harris asked who would be responsible for the proposed fence along the edge of the path at the potential community garden site. The Clerk confirmed that it would be the responsibility of Greening Bishopstoke. Cllr Toher asked if it could be clear in the terms and conditions that none of the plots can be sublet as allotments.

30 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

30.1 The Clerk's report had been included in the supporting documents for this meeting and was noted. The Clerk showed the Cllrs the 3 proposed plans the Assets Officer had sourced for the new play area at Glebe Meadow which will be discussed in more detail at a future meeting.

30.2 The Assets Officer's report had been included in the supporting papers for this meeting and was noted. The Clerk told the Cllrs that Eastleigh Borough Council had found £10,600 to be allocated to Otter Close play area. This will be used to update the benches and larger area as well as possibly providing a new piece of play equipment to replace the see-saw that was removed due to vandalism.

30.3 Cllr Winstanley mentioned a comment on Facebook about Otter Close saying they had not received a reply to an email sent to the Parish Council. The Admin Officer explained that the email address of the Assets Officer had been given in response to a query on Facebook on the Friday of the previous week and the Assets Officer had sent a reply to their email the following Tuesday, 22nd September.

30.4 The Allotments and Cemeteries Officer's report was included in the supporting papers for this meeting and was noted.

30.5 Bishopstoke Community Centre. The Clerk had received a reply from Hampshire County Council and gave a verbal report. A copy of the verbal report is included with these minutes.

30.6 Cllr Harris asked if there had been any mention of the basement as there are currently no keys to access the area. The Clerk said that there had been no mention of the basement but HCC could be contacted to see if they had an existing key or to provide a new key.

Action: Clerk – to contact Hampshire County Council to ask if there is an existing key for the basement area of Bishopstoke Community Centre and, if not, for HCC to provide a new key to provide access for the building survey

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

21.1 The next meeting of the Assets Committee will take place at 7:15pm on Tuesday 24th November at 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 17th November.

There being no further business, the Chair closed the meeting at 8.05pm

Chair's Signature: _____ Date: _____

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