

Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 1 December 2020

Present: Cllrs Winstanley (Chair), Greenwood, Harris and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

Public Session 0 members of the public were present

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Public Session

21 Apologies for Absence

21.1 Apologies were accepted from Cllr Dean.

22 To adopt the minutes of the Buildings Committee meeting held on 3 November 2020

22.1 The minutes of the above meeting had been circulated prior to the meeting.

22.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 3 November 2020.

23 To consider matters arising from the above minutes not covered elsewhere on the agenda

23.1 There were no matters arising.

24 Declarations of Interest and Requests for Dispensation

24.1 There were no declarations or requests.

25 To receive a report on the Bishopstoke Memorial Hall and to decide on any necessary next steps

25.1 The RFO's reported that as the building has been shut since the last Buildings Committee meeting there was little to report. We are still waiting for the roof repairs to begin due to a delay in supply of materials. Hirers are disappointed that the Hall is not opening on 2nd December but understand the reasons and are looking forward to reopening in the new year.

26 To receive a report on Parish-owned buildings, and to make any necessary decisions

26.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A.

27. To receive a report from Council representatives to other community buildings

27.1 Cllr Harris had circulated a report on a meeting of the Community Building Managers' Network Meeting held by One Community. It is included in the minutes as Appendix B.

27.2 Cllr Winstanley updated the Committee on the Bishopstoke Community Association. The pre-school has continued to use the building throughout the lockdown, as permitted. Pilates will be resuming on Wednesday 2nd December and other hirers in the new year. Work is still being planned to prevent future flooding incidents.

28 To approve the use of the Memorial Hall for the Christmas Tree Trail

28.1 The Clerk updated the Committee on the latest information from the Churches on how the trees would be decorated.

28.2 After discussion the Committee agreed that they were happy for a tree to be placed at the Memorial Hall and thought that at the bottom of the grass slope, next to the noticeboard, would be a good location. This would allow additional tying off of the tree for support.

28.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to accept the request from the Churches to locate a Christmas tree at the Hall provided it is located next to the noticeboard.

29 To recommend amending the Terms of Reference to include play areas and any other appropriate area of Council responsibility

29.1 The Clerk outlined the need for Councillors to have the capacity to make early decisions regarding play areas, especially in light of the recent discussions regarding the fencing at Church Road play area. Both the Chair of the Council and the Chair of the Committee had been contacted by the Clerk prior to the meeting and both accepted the premise of play areas generally becoming part of the remit of the Buildings Committee.

29.2 The Committee wished to ensure that all "play" items were covered by this, including the skate park, the bike track at Brookfield and the MUGA, also at Brookfield. The Committee also wanted to ensure that all fencing at these sites was included in the Terms of Reference amendment. Cllr Toher informed the Committee of concerns that had been raised that perhaps this might be too much work to take on for the Committee, but the Committee felt that they would be able to cope.

29.3 The Committee also discussed adding responsibility for CCTV to their remit. It was felt that, as Parish buildings and play areas are two of the more likely areas that may utilise CCTV then it would make sense for the systems protecting those assets to fall within the same Committee.

29.4 The Committee then discussed adding allotments to their responsibilities. It was accepted that allotments would be a more involved commitment than play areas or CCTV and so increasing the size of the Committee to a maximum of 7 members was discussed. It was then suggested that the Committee be renamed the "Assets Committee" if all these changes are to take place.

29.5 The Committee felt it would be appropriate to make a request of the Finance & General Purposes Committee to relinquish any areas that may traditionally have fallen to them to decide, before then recommending changes in Terms of Reference to Full Council. The request would need to cover all relevant areas covered during the discussion that had just taken place. The Committee asked the Clerk to add an item to the next F&GP Committee agenda.

Action: Clerk

29.6 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee request, via the Finance & General Purposes Committee, to add responsibility for play areas as described in 29.2, the fencing of those areas, CCTV and allotments to their Terms of Reference

Initial: _____ Date: _____

30 To discuss fencing at Parish Council play areas and make recommendations

30.1 The Clerk noted that although play areas were not yet part of the responsibility of the Committee, he felt it was important to at least begin the discussion of what to do with the Church Road play area, and hopefully extend that conversation to the treatment of the other play areas in the parish.

30.2 The Committee felt strongly that fencing around play areas needs to be practical and cheap, and so would not suit the more artistic style of fencing. However, it was also agreed that enhancing the fencing with either additional inlaid shapes, or themed banners, would make for a more attractive surround for any given play area. The Clerk noted that decorative fencing being considered for the surround of the War Memorial is expected to cost in the region of £1,300 to purchase and install, and many of the play areas have significantly longer stretches of fencing that would potentially need replacing.

30.3 Proposed Cllr Toher, Seconded Cllr Greenwood, **RECOMMENDED** unanimously that Church Road, and all other play areas, should have standard, hooped, play area fencing which can then have enhancements added later.

31 To receive the Clerk's Report

31.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix C.

31.2 Cllr Toher added that the parents of the soldier whose name had been added to the memorial this year had been invited to the Armistice Day proceedings and that they very much appreciated the invitation. Additionally, both Cllr Winstanley and Cllr Toher had been videoed laying wreaths for the Remembrance Day service at St Mary's Church.

32 To agree the date, time, and place for the next meeting

32.1 The next Buildings Committee meeting will take place on Tuesday 5th January 2021 at 7:00pm online. Agenda items to the Clerk by Monday 28th December 2020 please.

There being no further business, the Chair closed the meeting at 8:00pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Report – Parish owned buildings

Shears Mill

There is nothing new to report regarding Shears Mill.

Allotments

There is nothing new to report regarding the allotment buildings

Parish Office

There is nothing new to report regarding the Parish Office.

One Community – Community Building Managers Network Meeting

The Eastleigh Community Building Managers Network Meeting was held on Wednesday 11th November via Zoom.

This meeting was hosted by Charlotte Walker who took over from Carol Grant who has retired.

The brief meeting focused on promoting the Community Centres. Jenni Bevis gave an effervescent talk on the benefits of using the internet and social media in particular to promote a community centre in order to gain extra business and / or recover from lost business.

This included such things as:

- Using Google Ads for Non-Profit (<https://www.google.co.uk/grants/>)
- Promoting Events using Pictures which are shown to increase hits by 40% or better still videos which increase hits by 60%
- The use of a Discount Code, the code being a “Local Reference” Example you 10% discount if you use the code ‘Mike’s Traditional Fish & Chips’
- Creating a Podcast. Jenni offered at this point training in creating a Podcast)
- Getting content on a number of platforms as this raises the SEO value (Search Engine Optimisation).

It was obvious that those organisations that had an internet and /or social media presence could themselves “out there”, where as those that didn’t would find it harder to get business.

The next item that raised some interest in the meeting was “Community Fridge Banks”. A number of these are being run all around the country. The purpose of these is to redistribute surplus food and save it from going to waste. These are being funded by HCC....

Sainsbury’s is supporting this initiative and there are number of organisations that have presenting there Fridge Bank on the Internet.

Sainsbury’s link is <https://www.about.sainsburys.co.uk/making-a-difference/our-values/our-stories/2018/community-fridges>

An example of how to set one up is from Hubbub. The link is https://issuu.com/hubbubuk/docs/print_ready_community_fridge_how_to

The remainder of the meeting was a quick round table of useful hints and known issues , to which I was able to go through the Legionnaire’s checking and testing for the benefit of a community centre that hoped to open in December.

Covid-19 of course came up and we all shared what practises we had. It would be no surprise to say that there were some differences in perception and ability.

The meeting concluded setting a date for the next one 3 months hence

If you do wish to contact Jenni, her email address follows Email: jbevislacey@1community.org.uk

Geoff

Clerk's Report – 1st December 2020

Actions from previous meetings

There were no actions for the Clerk from the previous meeting.

Other Matters

Armistice Day

The smaller, more focussed Armistice Day service was appreciated by all those who attended. The Exhortation was recited, followed by the two-minute silence and then the wreaths were laid. It was felt that the ceremony was handled with sensitivity and was appropriate for the current times.