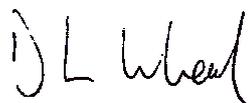


Members of the Buildings Committee are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Monday 4th November 2019 at 7.30pm

This Meeting is Open to the Public

AGENDA

1. Apologies for Absence
2. To adopt the minutes of the Buildings Committee meeting held on 14 August 2019
3. To consider Matters Arising from the above Minutes not covered elsewhere on this agenda
4. Declarations of Interest and Requests for Dispensations
5. To discuss a report on transition arrangements for the Memorial Hall and decide next steps
6. To discuss staffing at the Memorial Hall and make recommendations
7. To receive an update on progress with the Borough Council regarding the refurbishment / rebuilding of the Hall
8. To receive reports from Councillors appointed as Community Building representatives
9. To receive an update on other Parish-owned buildings
10. To receive reports on any other community buildings or buildings of note within the Parish
11. To receive the Clerk's Report
12. To agree the date, time, and place for the next meeting



D L Wheal
Clerk to Bishopstoke Parish Council
26 October 2019

**Minutes of a Meeting of the Buildings Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.00pm on 14 August 2019**

Present: Cllrs Dean, Greenwood, Harris and Toher
In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Public Session 3 members of the public were present

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Public Session

A member of the public asked whether the size of any potential new building would be limited. Cllr Toher replied that there was no specified limit.

A member of the public asked whether any new building would take account of such things as the requirements for indoor bowls. Cllr Toher replied that all current users had been involved in the discussions so far and their needs would be taken account of. Additionally, there is the hope that new users will bring different bookings and so the Hall would be designed to be as flexible as possible. The member of the public also asked about car parking and Cllr Toher responded that any new build would have some parking.

1 Election of Chair

1.1 Cllr Winstanley had informed the Committee that she would like to be considered for the position of Chair of the Committee.

1.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that Cllr Winstanley be elected Chair of the Buildings Committee for the year 2019-20.

2 Election of Vice Chair

2.1 Cllr Harris offered his services for the position of Vice Chair, as did Cllr Dean.

2.2 Proposed Cllr Dean, Seconded Cllr Greenwood, **RESOLVED** that Cllr Dean be elected Vice Chair of the Buildings Committee for the year 2019-20.

Cllr Dean took control of the meeting as duly elected Vice Chair in the absence of the Chair.

3 Apologies for Absence

3.1 Apologies had been received and were accepted from Cllr Winstanley.

4 Declarations of Interest and Requests for Dispensation

4.1 Cllr Toher questioned whether the Committee should be declaring an interest in the buildings being discussed as the Parish is involved in running them. The Clerk replied that a blanket

dispensation is being issued, in the same way as when the Council discusses Council Tax, to allow free discussion of all buildings-related matters.

5 To amend, if necessary, and approve the Terms of Reference for the Buildings Committee

5.1 The Clerk noted that there are two areas for immediate discussion, and some amendments proposed by Cllr Harris. The Committee agreed that the five-councillor limit would stay and that rather than being required to meet on the third Tuesday in the month they should instead have the autonomy to decide future meeting dates at each meeting.

5.2 Cllr Harris had suggested amending sections 8.1.2, 8.1.3 and 8.1.7 to make them non-specific in terms of buildings, in order to avoid the need for future changes should more be taken over. The Committee agreed to amend 8.1.2 to read "To liaise with any committees or other necessary groups regarding the day-to-day running of Parish controlled buildings"; 8.1.3 to read "To receive any requests or reports from committees or other groups running Parish controlled buildings regarding structural work outside their remit, and to make recommendations on those to the Parish Council."; and 8.1.7 to read "To make recommendations on anything relating to the Community Orchard at Nine Acres subject to the Parish Council taking on responsibility for it."

5.3 The Committee also asked for greater clarification regarding their budget, and agreed to amend the last sentence of 7.1 to read "Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500)."

5.4 The Committee agreed to recommend the amended Terms of Reference to the Full Council for approval.

6 To receive an update on the Memorial Hall and discuss next steps

6.1 Cllr Toher informed the Committee that the Parish Council is now officially a trustee of the Memorial Hall charity. The resolution needed to pass the Hall over to the Council now needs to be sent to the Charity Commission. Cllr Toher reported that once the work on the ceiling is complete there are a couple of outstanding minor maintenance issues but other than that the building is believed to be sound, as is the bank balance. Next there needs to be an agreed date for the transfer and a Parish Council resolution accepting that.

6.2 Cllr Toher further reported that the process of either refurbishing or rebuilding the Hall was going ahead. Kendall Kingscott (KKS) have been appointed to oversee the project and have produced three initial proposals which are currently being consulted about via the usual Parish channels of information and an online survey. There will be a public exhibition on 2nd September, initially in the Hall and then moving into the Parish Office. The interior of the building is still to be looked at. Bishopstoke Players, having the most detailed requirements of the building, will have a separate meeting with KKS, but all regular users of the Hall have already had meetings with KKS and representatives of the Parish and Borough Councils. Following a question, Cllr Toher noted that the original 500m² limit on floorspace for the building no longer applies.

6.3 Cllr Harris asked whether the existing insurance would continue when the Parish takes over the building, or whether the Parish would need to add it to their own insurance. The Clerk replied he would be asking the insurers for their advice.

Action: Clerk

7 To receive reports from Councillors appointed as Community Building representatives

7.1 There were no further reports from any Community Building representatives.

Initial: _____ Date: _____

8 To receive an update on other Parish-owned buildings

8.1 Cllr Harris noted that in light of the recent Carnival experience regarding the Itchen River, procedures for Shears Mill may well need to be changed. The Clerk was asked to ensure any work done on Shears Mill is compliant with Natural England requirements.

9 To receive reports on any other community buildings or buildings of note within the Parish

9.1 Cllr Toher reported that the Borough Council is undertaking a survey on the Reading Rooms to assess the condition of the building.

9.2 Cllr Harris reported that the Hampshire County Council works on the tower and the Bishopstoke Community Centre will take place over three weeks around the Autumn school half term. Cllr Harris also reported that drainage works are ongoing.

10 To receive the Clerk's Report

10.1 The Clerk indicated there was nothing further to report.

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

11.1 The Clerk was requested to email Cllrs with possible dates for the next meeting, to take place before the next Full Council meeting.

Action: Clerk

There being no further business, the Chair closed the meeting at 7:37pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____