

**Minutes of a Meeting of the Buildings Committee
held online at 7.00pm on 6 October 2020**

Present: Cllrs Winstanley (Chair), Dean, 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

1 Apologies for Absence

1.1 Apologies were received and accepted from Cllr Greenwood.

2 To adopt the minutes of the Buildings Committee meeting held on 18 February 2020

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

2.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 18 February 2020.

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

3.1 There were no matters arising.

4 Declarations of Interest and Requests for Dispensation

4.1 There were no declarations or requests.

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

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

5.2 The RFO asked the Committee whether it is now possible to extend the hiring of the Hall to previous and new hirers, instead of continuing to limit to existing ones. The Committee agreed that, with the completion of the works to improve fire safety, we are now in a position to resume general hiring of the Hall. Any potential hire would have to agree to abide by the Hall risk assessment and also provide an additional risk assessment covering their own specific activity.

5.3 The RFO also asked the Committee for their opinion on the provision of sanitary hygiene bins in the Hall. Currently there is one bin. The Committee agreed that this was something that should be looked at, with consideration given to providing two extra bins – one in the Green Room and one in the disabled access toilet. However, the Committee felt that given the current limitations on use of the

Hall it is not of immediate urgency. The RFO was asked to bring the matter back to the Committee when hiring is fully opened back up again.

Action: RFO

5.4 Concern was expressed over the continued use of Memorial Hall land by those visiting the pub next door. The Clerk was requested to contact the owner and remind them that their guests should not be using the Hall land. The Clerk was also requested to place a notice on the board stating that the Parish Council and Memorial Hall charity accept no liability for any damage to property or injury during any unauthorised use of its land or buildings.

Action: Clerk

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

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

7. To consider a request from the Bishopstoke History Society for the Parish to assist with the storing of documents and items of historical importance and to make recommendations

7.1 The Council had been informed by Cllr Parker-Jones at the last meeting that the Bishopstoke History Society wished to ask the Council to store some of its documents and items. Cllr Toher asked whether the Council had received an official request from the History Society. The Clerk informed the Committee that, to date, there had been no direct request from the History Society. The Committee agreed that they would like to see an official request, and would also like more detail on what items and documents are being considered. Specifically the Committee wanted to know whether any special storage methods are needed, what items are being considered, whether any of them have any particular value that might impact the Council insurance and whether there is a particular urgency to the request. The Clerk was asked to contact the History Society to ask them to put in an official request including those details.

Action: Clerk

7.2 Cllr Dean suggested one possible idea may be for there to be a display cabinet in the new Memorial Hall featuring items and documents relating to the next talk given by the Society. The Committee agreed with this and also felt that the new Hall may well have enough storage space to keep some of the documents and items that may be included.

8. To receive an update on Armistice Day preparations

8.1 The update had been circulated prior to the meeting. The Committee spent some time discussing different possible options for Armistice Day.

8.2 The Committee agreed that the Armistice Day service should be held outside, in Glebe Meadow. Attendees will be required to socially distance. When it is time for the wreath laying, there will be a controlled succession of people heading down the path to lay their wreaths. Social distancing will remain in place during this time. Those that are able will then proceed down the steps and re-enter the Meadow via the gate next to the play area. Those who would have difficulty with the steps will be diverted into the Memorial Hall where they will wait, socially distanced, until those coming down the path to the Memorial have passed. They will then return up the path and back on to the Meadow where the service will continue.

8.3 The Clerk was requested to share this plan with Reverend Wise to ensure he is happy with it. Additionally, the Clerk will continue researching current and future regulations and legislation to ascertain whether there is a limit on numbers attending, and whether there are any further changes that need to be made to the plan. The Clerk will also contact the Safety Officer at the Borough Council to garner his opinion on the measures being taken and will contact those organising the Borough Council's own service to determine whether anything should be done differently. Once it has been determined that the current (or amended) plan is viable and complies with all regulations the details of

Initial: _____ Date: _____

it will be circulated as swiftly as possible to alert those attending to the different circumstances of this year's service.

Action: Clerk

8.4 The RFO was asked to ensure that the Memorial Hall is booked out to the Parish Council for the morning.

Action: RFO

9 To receive the Clerk's Report

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

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

10.1 The next Buildings Committee meeting will take place on Tuesday 3rd November 2020 at 7:00pm online. Agenda items to the Clerk by Monday 26th October please.

There being no further business, the Chair closed the meeting at 7:55pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Report – Parish owned buildings

Shears Mill

Shears Mill continues to be maintained periodically by J Bruno Construction & Restoration, whilst the windows are still cleaned by P.W. Stewart. Green Smile are in regular attendance to litter pick, strim and leaf clear. There are currently no reported problems with the building.

Allotments

Buildings at Jockey Lane include a toilet block and a small shed with the parish owned machines. The site rep has organised a rota for cleaning the toilets and has fostered a good community spirit there.

Underwood Road has the allotment shop, the machine shed and a small toilet block. Again, cleaning is organised by the site reps. The shop and machinery are recently in use again following a risk assessment which will allow for the safe collection of Allotment Association subs (which is not the same as the rent due to the Parish Council).

Parish Office

As previously reported, the Parish Office is currently not in use whilst we await solutions to the fire door problem. No documents or anything else of value have been left on site. It is hoped that the document storage can be moved to one of the cupboards in the Memorial Hall.



Report – Armistice Day 2020

The ongoing pandemic will obviously have an impact on the Armistice Day ceremony this year.

Initial contact was made with Rev. Richard Wise regarding how to approach this year with the potential restrictions in place.

We are considering an outdoor event, similar to the one held for the 100th anniversary. This may well mean that the weather could have a significant impact on what happens, especially with regard to refreshments afterwards, as it was considered likely that it would be unwise to use the Memorial Hall.

Now that there are further restrictions in place, and with more potentially coming, it may be worth considering a very stripped-down ceremony. Having one single representative from each organisation wishing to lay a wreath allows all those community groups to take part as usual, but there are also the wishes of relatives to consider.

If a suitable sound system can be obtained then having a series of spots marked out on Glebe Meadow with flags could allow relatives to attend in person too, provided that everyone maintains the correct distance and there is no socialising afterwards. Rather than trying to organise all the wreath layers into a line to take their turn, wreathes could be left on Glebe Meadow for Council officers, or the attendant clergy, to lay at the War Memorial once everyone has dispersed.

Anyone wishing to pay their respects at the Memorial itself would be encouraged to stay behind and wait until it is safe to do so. This could be organised by Parish Council officers and could take place after the wreathes have been placed. Alternatively, wreathes could be placed by the representatives and relatives as they pay their respects.

These thoughts are offered to begin the discussion, not as final decisions, as there will be no “right” way to approach this sombre day, but we will need to have arrangements in place so that the actual procedure for the day can be advertised well in advance.



Clerk's Report – 6th October 2020

Currently there are no further Buildings related matters to report to the Committee.
A verbal report will be provided at the meeting if necessary.