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**Members of the Buildings Committee are summoned to attend a meeting on  
Tuesday 5<sup>th</sup> January 2021 at 7.30pm  
This virtual meeting is open to the public**

### AGENDA

#### Public Session

1. Apologies for Absence
2. To adopt the minutes of the Buildings Committee meeting held on 1 December 2020
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 receive a report on the Bishopstoke Memorial Hall and make any necessary decisions
6. To receive a report on Parish-owned buildings, and to make any necessary decisions
7. To receive a report from Council representatives to other community buildings
8. To discuss and recommend amendments to the Terms of Reference in light of potential additional responsibilities
9. To receive the Clerk's Report
10. To agree the date and time for the next meeting – Tuesday 2<sup>nd</sup> February 2021 at 7:00pm

*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*29 December 2020*

## **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

**BUILD\_2021\_M03/**

**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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 who's 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 5<sup>th</sup> January 2021 at 7:00pm online. Agenda items to the Clerk by Monday 28<sup>th</sup> December 2020 please.

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

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Buildings**

### **Parish owned buildings**

### **5 January 2021**

#### **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.



# **BISHOPSTOKE PARISH COUNCIL**

## **BUILDINGS COMMITTEE**

### **TERMS OF REFERENCE**

**These Terms of Reference were adopted  
by the Parish Council at its meeting on**

**24<sup>th</sup> September 2019**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL  
BUILDINGS COMMITTEE**

**TERMS OF REFERENCE**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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**TERMS OF REFERENCE FOR THE  
BUILDINGS COMMITTEE**

**1 Membership**

1.1 The Committee membership shall comprise up to five members, appointed at the Parish Council AGM in May.

**2 Chair**

2.1 The Chair and Vice-Chair of the Committee will be appointed at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be appointed at that meeting.

**3 Quorum**

3.1 A quorum will consist of three members of the Committee.

**4 Meetings**

4.1 The Committee shall meet at least quarterly with future meeting dates to be agreed at each meeting unless otherwise decided at a previous meeting of either the Buildings Committee or the Full Council.

4.2 The Clerk shall produce and circulate an agenda for the meeting, including the relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.

4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

**5 Reporting**

5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

## **6 Decisions**

6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings;

6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council;

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee;

6.1.4 Deciding all matters pertaining to the maintenance, repair and running of all buildings owned or run by the Parish Council, subject to the budget set by Council each year.

6.1.5 Deciding all matters pertaining to the maintenance, repair and running of all existing play areas owned or run by the Parish Council, including the surrounding fencing and gates, subject to the budget set by the Council each year.

6.1.6 Deciding all matters pertaining to the running of all allotment areas owned or run by the Parish Council, subject to the budget set by Council each year, with the exception of policy matters.

6.1.7 Deciding all matters pertaining to the maintenance and running of existing CCTV equipment.

## **7 Budget**

7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. 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).

7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

## 8 Responsibilities

8.1 The Committee will have specific responsibility in the following areas:

8.1.1 To receive reports from those Council members appointed as representatives of the Parish Council to any Community Building, included but not limited to Bishopstoke Memorial Hall and Bishopstoke Community Centre;

8.1.2 To liaise with any committees or other necessary groups regarding the day-to-day running of Parish controlled buildings;

8.1.3 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;

8.1.4 To oversee regular structural maintenance as necessary of other Parish Council owned buildings, including but not limited to the Parish Office, Shears Mill and various allotment buildings;

8.1.5 To liaise as necessary with any community buildings in the Parish not owned by the Council, including but not limited to St Paul's church and Bishopstoke Community Centre;

8.1.6 To oversee any work done under the Assets of Community Value programme;

8.1.7 To make recommendations on anything relating to the Community Orchard at Nine Acres subject to the Parish Council taking on responsibility for it;

8.1.8 To liaise with all necessary groups regarding Armistice Day and Remembrance Sunday and co-ordinate Parish Council involvement.

8.1.9 To receive reports on play area inspections and oversee any required maintenance.

8.1.10 To make recommendations on any brand new or complete replacement play areas.

8.1.11 To receive reports on matters relating to Bishopstoke Parish Council allotments.

8.1.12 To make recommendations on allotment policy, on the closure of any allotment areas and on the acceptance or creation of any new allotment areas.

8.1.13 To receive reports on the Parish Council CCTV systems.

8.1.14 To make recommendations on the purchase or siting of any new CCTV equipment and CCTV policy.



## **Buildings Clerk's Report 5 January 2021**

### **Actions from previous meetings**

BUILD\_2021\_M03/29.5 Regarding additional responsibilities for the Committee  
The Committee's recommendation as to the additional responsibilities it wishes to assume were included for discussion at the December Finance & General Purposes Committee meeting. F&GP agreed to recommend the Buildings Committee take on both play areas and allotments, but not CCTV as there were concerns that the purchasing of CCTV equipment, and decisions on where to place it, should be taken at Full Council meetings.

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

### **Other Matters**

Lockdown – Tier 4 additional restrictions

With Eastleigh and most of the rest of Hampshire being placed in Tier 4 as of Boxing Day this has obviously meant that the Memorial Hall remains closed. As we hopefully progress back down through the Tiers this decision will be reviewed regularly.

Christmas Tree Trail

The Christmas Tree Trail organised by Bishopstoke churches was popular throughout the run up to Christmas. The tree placed at the Memorial Hall had to be relocated to the left side of the main doors in order for it to be stable, but as the Hall was not open throughout this period it caused no problems in being there.