

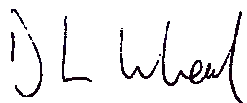
**Members of the Buildings Committee are summoned to attend a meeting  
to be held online on Tuesday 3<sup>rd</sup> November 2020 at 7.00pm**

**This 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 6 October 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 to decide on any necessary next steps
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 receive an update on Armistice Day preparations
9. To receive the Clerk's Report
10. To agree the date, time and place for the next meeting – Tuesday 1<sup>st</sup> December online at 7:00pm



*D L Wheal  
Clerk to Bishopstoke Parish Council  
28 October 2020*

**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

**BUILD\_2021\_M01/**

**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 3<sup>rd</sup> November 2020 at 7:00pm online. Agenda items to the Clerk by Monday 26<sup>th</sup> 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**

A recent planning application from the Environment Agency would see three of the trees near the Mill removed. There is a potential worry that this would allow access to the rear of the building which could be an issue for the safety of the building and those who might gather there.

### **Allotments**

There is nothing new to report regarding the allotment buildings

### **Parish Office**

There is nothing new to report regarding the Parish Office.

## Clerk's Report – 3<sup>rd</sup> November 2020

### **Actions from previous meetings**

BUILD\_2021\_M01/5.4 Regarding unauthorised use of Memorial Hall land

A notice giving details of the Parish Council running the Hall on behalf of the Charity, and that no liability will be accepted for any damage or injury due to unauthorised use of the land is now on the board. A letter has been sent to the pub.

BUILD\_2021\_M01/7.1 Regarding a request from Bishopstoke History Society

A request for the more detailed information required was sent to the BHS on 9<sup>th</sup> October. I received a reply from the BHS to say that they had concluded the volume of material would be too much for the Parish to store and so they were making other arrangements.

BUILD\_2021\_M01/8.3 Regarding Armistice Day preparations

Reverend Wise was contacted on 9<sup>th</sup> October with an updated version of the plan for his approval, and again on 28<sup>th</sup> October to ask for a response. Melvin Hartley at Eastleigh Borough Council was also contacted for advice on maximum numbers and the Borough have also been contacted with a view to double checking that our proposals meet with their approval.

### **Other Matters**

There are no other matters to report on at the time of writing.