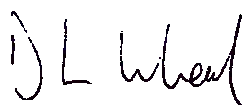


**Members of the Buildings Committee are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Tuesday 17<sup>th</sup> December 2019 at 7.30pm**

**This Meeting is Open to the Public**

## **AGENDA**

1. Apologies for Absence
2. To adopt the minutes of the Buildings Committee meeting held on 4 November 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 receive an update on transition arrangements for the Memorial Hall
6. To agree cleaning arrangements for the Memorial Hall
7. To receive reports from Councillors appointed as Community Building representatives
8. To receive an update on other Parish-owned buildings
9. To receive reports on any other community buildings or buildings of note within the Parish
10. To receive the Clerk's Report
11. To agree the date, time, and place for the next meeting



*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*11 December 2019*

**Minutes of a Meeting of the Buildings Committee  
held in the Parish Office, Riverside, Bishopstoke  
commencing at 7.30pm on 4 November 2019**

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

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Cllr Ray Dean (Eastleigh Borough Council)

**Public Session** 0 members of the public were present

**BUILD\_1920\_M02/**

**Public Session**

**12 Apologies for Absence**

12.1 All Cllrs were present.

**13 To adopt the minutes of the Buildings Committee meeting held on 14 August 2019**

13.1 The minutes of the above meeting had been included in the supporting papers.

13.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 14 August 2019.

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

14.1 There were no matters arising.

**15 Declarations of Interest and Requests for Dispensation**

15.1 There were no declarations or requests.

**16 To discuss a report on transition arrangements for the Memorial Hall and decide next steps**

16.1 The Clerk outlined the list of suggested actions, which is attached to these minutes as Appendix A. In addition Cllrs noted that currently there is a weekly fire alarm test performed by the caretaker and that updated information and contact details were to be included with invoices sent out in the last two months of the year.

16.2 Cllr Toher informed the Committee that the wall-mounted heater by the front door is in need of replacing.

16.3 Cllr Harris added the need to hold monthly tests of the emergency lighting; to have evacuation drills and evacuation diagrams; to check any certificates associated with electrical work done in the last 15 years. Cllr Toher indicated that one of the Hall fire doors would need clearing of shrubbery for it to fulfil its proper function and also noted that there is no fire exit to the rear of the building. Cllr Dean noted the need for weekly hot water temperature checks.

16.4 Cllrs discussed arrangements in the kitchen. The current fridge and freezer setup could potentially lead to health and safety issues but the plug sockets available are limited. The Committee recommended looking at buying a new fridge-freezer to alleviate both those problems.

16.5 The Committee noted the upcoming election and considered the potential need to replace the wall heater prior to December 12<sup>th</sup>. The Clerk informed the Committee that as the building does not come under Parish Council control until 1<sup>st</sup> January 2020 the Council could not replace the heater. It would be for the Hall Committee to replace and then ask for a grant from the Parish Council if they thought it necessary.

16.6 The Committee requested that the Clerk pass the full list of transition actions to Asst Clerk Thorogood to begin actioning, with a progress report to be presented at the next Committee meeting.

**Action: Clerk and Asst Clerk**

## **17 To discuss staffing at the Memorial Hall and make recommendations**

17.1 The Clerk noted that whilst the cleaner has indicated she is happy to continue, the caretaker is unable to work past Christmas. Whilst the grounds work can be taken on by Green Smile, and larger jobs within the hall by other contractors, smaller jobs and the opening and closing of the Hall for occasional hires will still need someone to perform them. The Clerk also noted that the Parish is considering employing someone more generally as a Parish handyman, and that the two roles could be merged.

17.2 Cllr Harris asked that Shears Mill receive regular routine inspection and asked if this could be included in the job description. Cllr Toher noted that opening and closing the Hall would certainly include anti-social hours and any job advert would need to reflect that.

17.3 The Clerk was asked to contact the cleaner to discuss transition arrangements and to prepare contracts as necessary for the cleaner or any other employee. Cllrs requested the Clerk include consideration of COSHH requirements and how cleaning or other materials will be purchased in future.

**Action: Clerk**

## **18 To receive an update on progress with the Borough Council regarding the refurbishment / rebuilding of the Hall**

18.1 The Clerk reported that he, Cllr Toher and Cllr Winstanley had attended a meeting with Eastleigh Borough Council and Kendall Kingscott on 24th October. Discussion had taken place around BREEAM and the need to either fulfil it or explain why it would be problematic. Car parking had been discussed and it was concluded that around half a dozen spaces would be appropriate, one of which will need to be disabled. It was agreed that there was not enough appetite from residents to continue with the refurbishment option. The pros and cons of the two remaining new build options were discussed, as well as a suggested internal layout. Following public feedback, the best and worst things about B and C were examined and used to produce an alternative new build design. This hybrid option was more sympathetic to the Meadow space without giving up any of the benefits of the new build. Those present agreed this was the best way forward. This option is being discussed with the Bishopstoke Players on 5th November to get their feedback and to see if their more exacting requirements are met by the suggested internal layout. Any feedback or suggested alterations will be taken back to Kendall Kingscott. Once they are incorporated into the design the next stage will be a broader consultation with the hirers, and possibly residents too. The Clerk presented the plans for options B, C and the hybrid option to the Committee.

18.2 Cllr Harris noted that the position indicated for the plant room suggests that it will be built as part of the second phase, which would mean the new Hall having no power to begin with. Cllr Greenwood asked whether there is a significant cost difference between building the new Hall in one go following demolition of the old, and building in two phases with the demolition in between. The

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk was requested to include these questions with any feedback from the meeting with Bishopstoke Players.

**Action: Clerk**

**19 To receive reports from Councillors appointed as Community Building representatives**

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

**20 To receive an update on other Parish-owned buildings**

20.1 The Clerk indicated there was nothing to report.

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

21.1 The Clerk reported that the first stage of the improvements at St Pauls is almost ready to go to planning.

21.2 Cllr Harris reported that the Hampshire County Council works on the tower and the Bishopstoke Community Centre are now ongoing. The tower is being taken down and roughly a dozen bats are now safely in bat boxes.

21.3 Cllr Dean asked if there was any update on the Reading Rooms and there was not.

**22 To receive the Clerk's Report**

22.1 BUILD\_1920\_M01/6.3 A decision was taken to renew with the existing insurers. This has now been done.

22.2 BUILD\_1920\_M01/11.1 It was agreed that the Buildings Committee would join with the Memorial Hall Committee for their monthly meetings until such time as the Hall is transferred to the Parish Council AND joint meetings are no longer considered necessary and useful. This meant the need for the next Buildings Committee meeting was less urgent.

22.3 The Clerk informed the Committee that Asst Clerk Thorogood would be looking after the Memorial Hall on behalf of the Council.

22.4 The Clerk noted that the Committee will need to consider at some point whether there need to be changes to hiring conditions when the new building is complete. Consideration should be given to level of charges, whether to charge for storage and various other things. The Clerk requested that Cllrs consider this over the coming months.

**23 To agree the date, time, and place for the next meeting**

23.1 Cllr Toher informed the Committee that the next Memorial Hall Committee meeting is on 13<sup>th</sup> November. All Buildings Committee members are invited and the use of the Parish Office was requested.

23.2 The next Buildings Committee meeting will take place on Tuesday 17<sup>th</sup> December at 7:30pm in the Parish Office. Agenda items to the Clerk by Monday 9<sup>th</sup> December please.

*There being no further business, the Chair closed the meeting at 8:17pm*

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

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