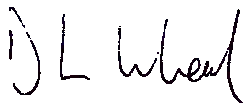


**Members of the Buildings Committee are summoned to attend a meeting
to be held online on Tuesday 6th October 2020 at 7.00pm**

This Meeting is Open to the Public

AGENDA

1. Apologies for Absence
2. 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 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 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
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 3rd November online at 7:00pm



D L Wheal
Clerk to Bishopstoke Parish Council
30 September 2020

**Minutes of a Meeting of the Buildings Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.00pm on 18 February 2020**

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

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)
Cllr Daly (Bishopstoke Parish Council)

Public Session 0 members of the public were present

BUILD_1920_M05/

Public Session

48 Apologies for Absence

48.1 All Committee members were present.

49 To adopt the minutes of the Buildings Committee meeting held on 21 January 2020

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

49.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 21 January 2020.

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

50.1 There were no matters arising.

51 Declarations of Interest and Requests for Dispensation

51.1 There were no declarations or requests.

52 Bishopstoke Memorial Hall

An update on work required

52.1 The RFO had provided a full report on the remaining transition arrangements, particularly with reference to testing that is still to be done. This report is included in the minutes as Appendix A.

52.2 The Committee noted the report on minor repair and maintenance work which had arisen as a result of a walk round by the Clerk, the RFO and Cllr Toher. Cllrs asked that the reseating of the steps at the front and the checking of the water heater be made a priority.

To respond to the architect's questions

52.3 The Committee agreed they would not like to see the existing Players' shed retained, but noted that it should not be removed until everything inside can be placed in the new building. It was noted that at a meeting at the Borough Council last year it had been agreed that the proposed café would in fact be used as another hireable room, and that the hybrid option had been the firm choice of those attending to proceed with. The Committee were disappointed that these decisions do not appear to have been noted. The Committee agreed that the original orientation shown on the hybrid option would be retained, and not rotated as suggested by the Players. It was agreed that the stage doors did not need to be 10 feet high, provided that they give a wide enough opening for unusual scenery items to be brought in.

To agree hiring conditions and the booking form

52.4 The Committee broadly approved both documents with minor amendments to be made. The "Hall Secretary" will be known as the Bookings Clerk and the secondary contact will be the Parish Office. Other material changes were that the balance of the hiring fee must be paid 7 days before the event; the sections on wi-fi will be removed as there is no intention to offer the Council wi-fi for hirers of the hall and a deposit will initially only be required for parties with £100 being charged for most, but £200 being charged for teenage parties. The Clerk will circulate the fully amended documents for Committee members to see.

Action: Clerk

53 To receive reports on community buildings, Parish-owned buildings and other buildings of note within the Parish

53.1 The Clerk reported that the Parish Office roof is leaking and is due to be repaired on 19th February. Work repairing the Warwick shed at Underwood Road allotments has also been completed.

53.2 Cllr Harris reported his concerns, following his attendance at the recent BIFOHH LAC team meeting, that the project to extend St Paul's community building had progressed so far without any update being provided to the Parish Council. The internal layout has been agreed; gas pipes have been laid; consultation has been gone through on three different design options and the full planning application is about to go in. All of this has happened without the Parish Council hearing anything.

53.3 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

53.4 Cllr Harris gave a report on the Bishopstoke Community Centre.

54 To receive the Clerk's Report

54.1 The Clerk indicated there was nothing further to report.

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

55.1 The next Buildings Committee meeting will take place on Tuesday 17th March 2020 at 7:00pm in the Parish Office. Agenda items to the Clerk by Monday 9th February please.

There being no further business, the Chair closed the meeting at 9:00pm

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, trim 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.