

**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 19<sup>th</sup> 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 17<sup>th</sup> March 2020 at 7:00pm in the Parish Office. Agenda items to the Clerk by Monday 9<sup>th</sup> February please.

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

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

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