

**Minutes of a Meeting of the Buildings Committee  
held online at 7.30pm on 5 January 2021**

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

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)  
Cllr Parker-Jones

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

**BUILD\_2021\_M04/**

**Public Session**

**33 Apologies for Absence**

33.1 Apologies were accepted from Cllrs Greenwood and Toher.

**34 To adopt the minutes of the Buildings Committee meeting held on 1 December 2020**

34.1 The minutes of the above meeting had been circulated prior to the meeting.

34.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 1 December 2020.

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

35.1 There were no matters arising.

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

36.1 There were no declarations or requests.

**37 To receive a report on the Bishopstoke Memorial Hall and to decide on any necessary next steps**

37.1 The RFO reported that as the building had remained closed over the Christmas period and, following the new national lockdown would remain so. The Clerk reported that a window had been broken around new year and that he and Cllr Toher had attended and made temporary repairs. A contractor had been called in the following morning to board the window up properly. The clean up and window replacement is being arranged by the RFO. During the repair work the Clerk had noted that the newly installed ramp for the fire exit on the Meadow side of the building is slippery when wet. Discussions are continuing as to the best way to solve this. Additionally, whilst all the necessary fire safety work has now been completed, the Committee may wish to consider providing a concrete surface along that side of the building so that people exiting in an emergency do not risk slipping and tripping in the mud and leaves. A report on this will be brought to a future Committee meeting.

**Action: Clerk**

37.2 The RFO also reported that there had been a request from an under 5 group to use the Hall as they are struggling to find other venues. After discussion the Committee agreed that in the current climate, they would not open the Hall but wished to allow the hire as soon as government regulations allow.

37.3 Proposed Cllr Winstanley, Seconded Cllr Dean, **RESOLVED** unanimously that the potential hirer be notified that as soon as the Committee believes government regulations allow the Hall to open, they will be contacted.

37.4 The RFO noted the continuing struggle to get the contractor out to board over the leaking part of the roof. The Committee agreed that they wished to see a risk assessment and asbestos management scheme from the contractor before any work goes ahead. The RFO was also requested to contact other potential contractors to provide alternatives if the current problems continue.

**Action: RFO**

**38 To receive a report on Parish-owned buildings, and to make any necessary decisions**

38.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A.

38.2 The Clerk additionally noted that Cllr Harris had reported that some of the lights at Shears Mill are out. The Clerk will investigate that this week and arrange for their replacement.

**39 To receive a report from Council representatives to other community buildings**

39.1 Cllr Winstanley updated the Committee on the Bishopstoke Community Association. All hiring apart from the pre-school has now ceased due to the new lockdown.

**40 To discuss and recommend amendments to the Terms of Reference in light of potential additional responsibilities**

40.1 The Clerk noted that at the previous Buildings Committee meeting a decision had been reached to recommend that the Committee take responsibility for play areas, allotments and CCTV. A decision had also been taken to request that the Finance & General Purposes Committee support this. This was because the three areas could currently be regarded as being the responsibility of F&GP. F&GP agreed to support play areas and allotments being the responsibility of Buildings, but not CCTV. This means that two different recommendations will go to Full Council for consideration. One of the concerns of F&GP had been that use of CCTV is such a sensitive area that it should be the responsibility of Full Council. It was noted at F&GP that it is possible to designate some areas as "recommendation only" so that ultimate responsibility does lie with Full Council, and the way grant applications are treated was given as an example of this.

40.2 The Clerk indicated that he had included all three areas recommended by Buildings in the amended Terms of Reference. At this point, the Committee could vote to accept, with potential amendments, all the changes; they could vote to accept the position of F&GP that CCTV should be the responsibility of Full Council alone; they could even vote to remove all changes and withdraw the original recommendation.

40.3 Cllr Parker-Jones indicated that she believed the matter had been settled by F&GP and therefore the CCTV element should not be being discussed. The Clerk noted that as the original recommendation had come from the Buildings Committee, and that F&GP had only been asked to support it, it was now up to Buildings to decide whether to continue with their original recommendation or amend it.

40.4 During the discussion, the meeting was suspended for several minutes as Cllr Dean had connection problems and the meeting was not quorate without her. Cllrs agreed that CCTV had a place with the Buildings Committee as the likelihood is that any systems approved by the Council will be

placed in or on the buildings supervised by the Committee, or within the allotments. Cllr Harris wished to change the wording of item 6.1.7 in the terms of reference to replace the word “running” with “operation” in order to avoid confusion about where major decisions lie. Cllr Harris also wanted to make it clear that any work done by the Buildings Committee would be in line with Parish Council policy. Cllr Dean indicated she would rather limit 6.1.7 to maintenance only.

40.5 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** that the wording of 6.1.7 be amended to read “Deciding all matters pertaining to the maintenance and operation of existing CCTV equipment within Council policy”.

40.6 Proposed Cllr Harris, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the additional clauses 6.1.5 and 6.1.6 in the Buildings Committee Terms of Reference be adopted.

40.7 Proposed Cllr Harris, Seconded Cllr Winstanley, **RECOMMENDED**, with Cllr Dean abstaining, that clause 6.1.7 in the Buildings Committee Terms of Reference, as amended in 40.5, be adopted.

40.8 Discussion now moved to section 8 of the Terms of Reference. Cllr Parker-Jones indicated that she did not believe the Buildings Committee should be able to make recommendations on CCTV policy, purchase or placement as it was her belief that recommendations from Committees do not get fully discussed at Full Council.

*At this point Cllr Dean’s connection was lost again and she was unable to reconnect. As the meeting was no longer quorate further discussion was suspended until a future meeting. The Clerk indicated that he would call the meeting for the following Tuesday at 7pm.*

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*The meeting being suspended due to lack of a quorum, the Chair closed the meeting at 8:30pm*

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.