

## **Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 3 November 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)

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

**BUILD\_2021\_M02/**

### **Public Session**

#### **11 Apologies for Absence**

11.1 All Councillors were present.

#### **12 To adopt the minutes of the Buildings Committee meeting held on 6 October 2020**

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

12.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 6 October 2020.

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

13.1 There were no matters arising.

#### **14 Declarations of Interest and Requests for Dispensation**

14.1 There were no declarations or requests.

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

15.1 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.

15.2 The Committee discussed the two separate quotes for work on the roof and it was agreed that the option to board over the roof was likely to be more effective in preventing future problems in the same area.

15.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to proceed with the quote for reboarding the roof above the Green Room in the Memorial Hall.

15.4 Cllr Harris reminded the Committee that, following the closure due to the second lockdown, legionnaire's work would need to be completed prior to reopening.

**Action: RFO**

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

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

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

17.1 Cllr Winstanley informed the Committee that the Bishopstoke Community Centre has reopened in June with the pre-school, and then in September for some of the other regular hirers. The latest lockdown will mean that all but the pre-school will have to stop again. Various works have been completed, included recovering from another minor flood in the kitchen due to blocked drainpipes. The BCA Committee are actively looking at whether anything can be done to prevent future flooding.

**18. To receive an update on Armistice Day preparations**

18.1 The Clerk updated the Committee on the latest lockdown and its impact on any potential Armistice Day service. The government has announced that outdoor, socially distanced events can still be held but should be limited in numbers. The Clerk noted his concern that continuing with the service as planned would set a bad example during lockdown. The committee also noted that there is no way to control residents entering the Meadow, and so there is no guarantee numbers can be limited.

18.2 After discussion the Committee agreed that the service should continue but be limited. Only those laying a wreath will be invited to attend. There will be no formal religious element to the service. Cllrs will be asked not to attend. Those laying wreaths will be socially distanced during the wreath laying.

18.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to proceed with a limited Armistice Day ceremony as outlined in 18.2 above.

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

19.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix C.

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

20.1 The next Buildings Committee meeting will take place on Tuesday 1<sup>st</sup> December 2020 at 7:00pm online. Agenda items to the Clerk by Monday 23<sup>rd</sup> November please.

*There being no further business, the Chair closed the meeting at 7:42pm*

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

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



## REPORT TO BISHOPSTOKE PARISH COUNCIL (Buildings Committee)

3<sup>rd</sup> November 2020  
Agenda Item: 5

**Report Subject: To receive a report on the Bishopstoke Memorial Hall**

Since the last Buildings Committee meeting, the hall has continued to be open and everything run smoothly. Almost all hirers have returned to the hall, except for the Bishopstoke Players. A new hirer visited the hall and has booked a 1hr weekly slot.

Via NHS Test and Trace, the Council was notified on 25<sup>th</sup> October that a confirmed COVID-19 case had visited the hall. The hall was closed for 3 days, all hirers notified, who then in turn notified their attendees. The hall was cleaned and re-opened on 28<sup>th</sup> October. It showed the whole process of risk assessments and cascading of information worked really well.

Since the latest Government announcement on 31<sup>st</sup> October, the hall will be closing once more in the evening of 4<sup>th</sup> November for a 4-week period. All hirers have been notified. There will be a new business support grant available to businesses who have had to shut again because of the new lockdown and the RFO will investigate this further.

In the meantime, the Committee is asked to vote on which repair to proceed with for repairing the leak in the roof over the green room. This work will be able to proceed during the lockdown.

An updated summary of spend so far since the Parish Council became the Sole Trustee is included on the following page. The Parish Council is funding the improvements work through a Community Funding Grant budget line.

Sophie Thorogood  
RFO to Bishopstoke Parish Council  
3<sup>rd</sup> November 2020

	<b>2019/20</b>	<b>2020/21</b>
Electrical Inspection	£ 2,215.00	
Remedial Electrical work	£ 10,891.88	
Replacement green room lights	£ 480.00	
Emergency Lighting repairs		£ 601.00
Electrical work for re-opening		£ 1,550.00
Gas Heater repairs	£ 838.00	
Asbestos Risk Assessment	£ 200.00	
Removal Asbestos Products		£ 520.00
Legionella Risk Assessment		£ 360.00
Fire Risk Assessment		£ 125.00
Contract termination cost		£ 406.13
Fire extinguisher/alarms servicing		£ 172.90
Fire extinguisher repairs		£ 117.85
Shrub clearance		£ 180.00
Disabled ramps and new fire exit		£ 1,837.67
Emergency call out for fire alarms		£ 114.50
Curtain cleaning & fire retardant spraying		£ 1,210.00
Roof repairs	£ 675.00	
Lock replacements		£ 417.03
Key cutting	£ 76.30	£ 202.75
Key safes		£ 102.42
Cleaning equipment	£ 12.00	£ 82.33
Deep cleaning/fogging		£ 207.00
Foot operated sanitiser		£ 159.98
Replacement steps		£ 1,750.10
Handyman work		£ 1,936.25
Rubbish clearance		£ 110.00
Replacement window		£ 175.00
Out of hours work to secure building		£ 215.00
Misc Equipment	£ 26.84	£ 108.15
New electrical appliances		£ 280.81
Model documents	£ 60.00	
	<b>£ 15,475.02</b>	<b>£ 13,418.24</b>



## 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.