HELLESDON PARISH COUNCIL

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Minutes of Hellesdon Community Centre Committee meeting
Thursday 8th June 2023
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

DRAFT

Present
Cllr R. Forder (Chair of committee)
Cllr N. Barker
Cllr G. Diffey
Cllr S. Gurney
Cllr D. Maidstone
Cllr S. Smith

Also in attendance:
Cllr B. Johnson (Chair of the Council)
Mr M. Marshall of DJ Designs (Project Manager – Hellesdon Community Centre Refurbishment)
Mrs F. LeBon (Parish Clerk)

Welcome

The Chairman opened the meeting at 7pm and thanked everyone for attending.

1. **Apologies and Acceptance for Absence**
   No apologies were received. All members in attendance.

2. **Declarations of Interest and Dispensations**
   Cllr Diffey declared an interest in item 10b as a bank member of staff for Norfolk Libraries.

3. **Approval of the Minutes from the Meeting of 21st December 2022**
   The minutes of the committee meeting dated 21st December 2022 had been previously circulated. These were **AGREED.**

4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
   There were no members of the public in attendance.

5. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 6 in view of the confidential nature of the business to be transacted**
   There were no members of the public in attendance

Approved……

Date……

6. To Receive Report from Project Manager on Outstanding Works in Community Centre and Consider Options for Remediation for Recommendation to Full Council

Cllr Forder welcomed Mr Marshall to the meeting. Mr Marshall updated committee members on the project, its progress and matters that needed to be addressed:

1) **Loss of income:** The Parish Council has agreed a settlement figure and this has been communicated to the Loss Adjuster. The amount has yet to be paid, but there has been no dispute and will be going through due process.
2) **Outstanding Invoices:** The committee's recommendation to full council is that decision made by the Parish Council at the meeting of 16th May still stands, despite subsequent correspondence from the building contractor. The Clerk is to chase a response to the email sent on 31st May.
3) **Flooring:** The recommendation to full council is agree with the Project Manager's proposal

7. New Projects

a) To Commence Project for Improvement of WCs (Pride in Place Grant)

It was **AGREED** to recommend to full council that DJ Designs be appointed to facilitate this project, based upon terms of engagement provided. This is permissible under Financial Regulation 11.1 for the provision of specialist services. It was further **AGREED** that Empower be approached to be designated contractor for Mechanical and Engineering Works for the project (based on their knowledge of the building), Dunhams be the supplier of sanitaryware and, where possible, only local suppliers used for the works.

b) To Commence Community Fridge Project (Ward Members Grant and Broadland Healthy Choices Grant)

It was reported that this project had secured £3,500 in grant funding. It was **AGREED** to order the equipment as detailed in the grant application, and then pass to the Community Café committee for project management.

c) To Commence Project for Café Improvements (Broadland Healthy Choices Grant)

It was reported that this project had secured £2,500 in grant funding. It was **AGREED** to order the equipment as detailed in the grant application, and then pass to the Community Café committee for project management. Discussions occurred about the Free Fruit and Vegetables as part of the grant application, and it was **AGREED** that this should run during the school holidays until this aspect of the grant ran out.

8. Rolling Programme of Repairs

a) Receive Fire Door Survey and Agree Replacement Programme

The results of the fire door survey we presented to the committee, with an initial project to enable the community centre to be compartmentalised into four separate areas. One quote had been received for the works. It was **AGREED** that further quotes were required in accordance with Financial Regulations.

b) To Consider Programme for Addition of Mixer Valves to all taps in the Community Centre

A report was provided to recommend that mixer valves to installed in all taps in the community centre to balance the needs of the Legionella Risk Assessment against the comfort of water temperature for users. It was noted that mixer valves should be a specification for the WC refurbishment project. It was **AGREED** that whilst the M&E works are being done for the WC replacement project, mixer valves should be installed in all the Parish Council buildings.

c) To Receive Report into Incorrect Discharge from Urinals.

It was reported that the plumber engaged by the building contractor had initially refused to repair damaged pipework in question as they claimed that the urinals were discharging into a surface water drain. This has been disputed by long serving staff who have knowledge of the centre's drainage network. It was noted that the drainage network around the WCs will have to be mapped for the refurbishment project. It was **AGREED** to map the drainage network of the whole building as part of this project so that the plans can be stored on the system in perpetuity, but there were no concerns to substantiate the claims of the building contractor's plumber.

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d) To Consider Installation of Loft Ladder to Access Loft Space from Bush Room

There is currently no loft ladder to access the loft space from the Bush Room, and the step ladder in the community centre is of insufficient height for safe access to the loft. It was **AGREED** to purchase a commercial loft ladder at a cost of £200 - £250. The Facilities Manager has confirmed that the install can be done in house.

e) To Receive Update on Replacement Louvre Project in Kitchen

A report was received into why the Louvre was replaced and how it is currently unsatisfactory for the staff using the kitchen. The contractor dealing with the quote for a mechanical louvre (as there is insufficient load capacity for an electrical one) is now no longer responding to correspondence, which suggests that he does not wish to proceed with this project. Discussions occurred as to alternative options for this project.
The Clerk is to follow up with an alternative contractor.

9. Bar

a) To Consider Proposal for Operation of the Bar

A report was provided about current bar provision in the community centre, and a proposal had been put forward by an alternative provider. It was **AGREED** that more detail was required for the proposal and that if a contract was to be given, it would need to be tendered for openly.
Discussions occurred about community aspirations for there to be a social club within the community centre.

b) To Agree New Premises License to Include the Sale of Alcohol

Cllr Gurney updated the meeting on the proposed extension for the community centre, which would have better bar space than is currently provided. The planning permission for this is due to expire in November. DJ Designs will check to see if the planning permission can be extended, based upon the roofing works already completed as part of the planning application.
It was **AGREED** that options of the Parish Council running the bar will be explored.

10. Driveway

a) To Consider Replacement of Unclear Signage on Driveway

Information was provided about unclear and outdated CCTV and speed limit signage. It was **AGREED** to replace this at a cost of £72.05.

b) To Consider Actions for old Notice Board at Base of Driveway (Middletons Lane)

A report was provided on the poor condition of the notice board at the base of the driveway. It is no longer used and a replacement board has been installed nearby. It was **AGREED** to remove this noticeboard, subject to:

- Checking with the library, as it is possible that they may have originally part funded it.
- Checking with The Bull as it stands on their land.
- Checking whether there is an electrical supply to it.

11. To Receive Report on Export Tariff for Solar PV Energy Generation

A report had been provided on the inability to achieve an export tariff from the solar panels at the community centre, due to the Parish Council's current provider not offering the service and refusing to upgrade the export meter to enable the export business to be taken elsewhere. This had since been resolved and the meter will be changed on 5th July, which will enable an export account to be set up.

12. To Receive Report on Martyn's Law and How this May Affect the Community Centre

A report was provided on what is currently known about the draft Terrorism (Protection of Premises) Bill and how it may impact the community centre. As it currently stands, the community centre can hold more than 100 people, so will be required to undertake basic, low-cost activities to improve preparedness, including terrorism protection training and evaluating the best procedures to put in place in order to minimise impact.

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A further report will be provided as soon as more information is published by the government, but there will be a training course on this matter as part of the SLCC Summer Conference on 7th July.

13. Items for the Next Agenda

Fire Doors
Bar
WC Project
Louvre

14. To confirm the date, time and venue of next meeting

The next meeting of the Community Centre Committee is to be confirmed.

Meeting closed at 9.27pm

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