HELLESDON PARISH COUNCIL

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Minutes of Hellesdon Community Centre Committee meeting
Wednesday 25th October 2023, 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

DRAFT

Present
Cllr N. Barker
Cllr R. Forder
Cllr S. Gurney
Cllr S. Smith
Cllr B. Johnson (ex officio)

Also in attendance:
Mrs F. LeBon (Parish Clerk)

Welcome

Cllr Forder welcomed all attendees to the meeting.

1. **Apologies and Acceptance for Absence**
Apologies were received from Cllr Diffey and Cllr Maidstone.

2. **Declarations of Interest and Dispensations**
No declarations made.

3. **Approval of the Minutes from the Meeting of 11th July 2023**
The minutes of the committee meeting dated 11th July 2023 had been previously circulated. These were **AGREED** after a proposal from Cllr Gurney and a second from Cllr Johnson**.**

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 Proposal for Hedging Adjacent to the Community Centre**
It was noted that it would be preferable for agenda items such as this be considered by the Playing Fields, Allotments and Amenities committee as a matter external to the community centre.
It was **AGREED** that further information would be required from the deeds on ownership. Once this information has been received, then the decision should be delegated to the committee chairman, vice chairman and the clerk.

6. **To Consider Quotes for New Fire Doors at Hellesdon Community Centre**

This item had been deferred from the previous meeting to allow for more quotes to be obtained. After putting the project on Contracts Finder, a total of nine quotes had been received. It was **AGREED** that the quote for £8,000 (contractor 8) should be awarded the works based upon price and locality to the community centre. It was subsequently noted that this contractor was Eastern Security Systems. As there was only £5,000 in the committee budget for this project, the matter will be referred to full council to take the balance from either earmarked or general reserves.
Discussions occurred into the privacy of the Marjorie Lewis room. It was raised that the current windows do not allow for this room to the compartmentalised, and the removal of the windows could be considered as part of the rolling fire safety plan for the centre. It was **AGREED** investigate tinted privacy film for the windows as a short term solution.

7. To Consider Application for Feasibility Study into Rain Water Harvesting at the Community Centre

It was reported that Diamond Jubilee Lodge currently benefits from rainwater harvesting to help save on water consumption. With the new roof in the community centre the Parish Council would be in a position to harvest considerable rainwater, and an obvious use would be for the bowling green which utilises a considerable amount of water for it to be playable.
Enquiries have been made in the past but no company has been able to accurately quote due to the cost of coming to site and reviewing all possible storage areas.
A grant is available from Broadland Council's Pride in Place scheme for feasibility studies, and the Pride in Place manager has advised that this project would be suited for a feasibility grant.
It was **AGREED** to apply for funding for a feasibility grant. The Clerk is meeting from a representative of a local company on 1st November to discuss the matter further.

8. To Consider Request to Allow Dogs in Hellesdon Community Centre Foyer

It was reported that multiple requests have been received to allow dogs into the foyer, particularly on days when the café is open.
Opening the pram porch to dogs has proved very popular. However it has proved problematic on café days as people cannot enter the foyer with their animals, meaning it is very hard to order. There are also growing requests for dogs to be permitted in the community centre.
More businesses are becoming accessible to dogs, including pubs and shops. However the community centre has to be mindful of the effect this may have on visitors to the community centre who are less keen on dogs, or dogs that are perhaps not as well behaved as they ought to be. No issues have been reported regarding allowing dogs in the pram porch. And allowing dogs in the foyer will have no impact on the centre's food business rating.
Consideration was given to the request and the merits behind it, but also to those who may not like to share their community space with dogs. Consideration was also given to the impact on caretaking and the health and safety of having dogs in a busy space. It was **AGREED** not to permit dogs in the foyer on health and safety grounds due to the lack of space on busy days.

9. To Consider Space for Mobility Scooters in Hellesdon Community Centre

It was reported that the centre is in receipt of complaints about there being no covered space for mobility scooters. Concerns are being raised about the winter and other times of inclement weather whereby the scooters are getting wet outside and therefore unpleasant for users to sit on upon their return.
Options of shelters and open spaces that could be covered were considered. Consideration was also given to the economical cost of covers that are made for individual scooters. It was **AGREED** not to provide a shelter for mobility scooters at the community centre on the grounds that covers for scooters can be purchased by the individual.

Approved……

Date……

10. Finance

a) To Consider Hire Fees for 2024/2025

It was **AGREED** that hire fees would be increased for 2024/2025 by 6% inline with the decisions made by the Playing Fields, Allotments and Amenities committee, which were based upon the prevailing rate of inflation at the time.

Sunday bookings were discussed. It was **AGREED** that the Clerk is to calculate a 'day rate' for the whole centre, to include staffing, and bring back to the committee.

b) To Consider Community Centre Budget for 2024/2025

The draft budget was considered by members. It was noted that the request for shrubs and roses around the centre would be preferable to be considered by the Playing Fields, Allotments and Amenities committee, and that any reference to outside CCTV should be reviewed by PP&R.

The request to replace shrubs around the community centre could be partially accommodated by requesting donations from parishioners in the form of a plant amnesty and by splitting plants from the garden at Diamond Jubilee Lodge. It was **AGREED** that the budget for the community centre to be recommended to PP&R should be:

Item	**2024/2025 Budget**
Utilities	26,581
PHS	4,000
Equipment New / Replacement	1,900
Equipment Repair / Maintenance	700
Contingencies	5,000
Inspections	700
Memberships & Subscriptions	2,500
Property Maintenance / Replacement	1,750
Consumables	750
Cleaning Agents / Materials	2,000
Shrubs	500
Waste Removal and Recycling	1,557.40
Additional Training	500
Upgrade Bookings Software	175
	48,613.4

11. Items for the Next Agenda

Day rate for Sunday bookings.

Cllr Barker advised that the wiring for the noticeboard in Middletons Lane does not appear to be fed from any of the lamp posts. He will disconnect and make safe by installing a box on the driveway.

The Clerk will ensure that no user group is using blue tac on the walls. White tac would be permissible.

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

To be confirmed

Meeting closed at 8.48pm

DRAFT