HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of Hellesdon Community Centre Committee meeting
Monday 4th March 2024, 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

DRAFT

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

Also in attendance:
Mrs F. LeBon (Parish Clerk), Mr K. Sage (Facilities Manager) and two members of the public.

Welcome

Cllr Forder welcomed all attendees to the meeting and read out the rules relating to openness and transparency.

1. **Apologies and Acceptance for Absence**
No apologies received.

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

3. **Approval of the Minutes from the Meeting of 25th October 2023**
The minutes of the committee meeting dated 25th October 2023 had been previously circulated. These were **AGREED.**

4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
Members of the public asked permission from the committee for the community centre to open on a Sunday. They would like a regular booking between midday and 3pm for the Church of Pentecost. After a query from Cllr Gurney, they gave a detailed description of the way the Church of Pentecost operates and what the requirements would be of Hellesdon Community Centre.

5. **To Consider Sunday Opening of Hellesdon Community Centre**
A report had been sent to members detailing the opportunities available for Sunday opening and also other considerations including staffing. Sunday opening would include one caretaking shift (7.30pm to 3.30pm) which would allow for the parks to be opened and the centre to be open from 8.30am to 3pm. Contractors

would still be required for the closing of the parks. It was **AGREED** to open on a Sunday after a proposal from Cllr Maidstone and a second from Cllr Barker. The matter will be raised to the staffing committee which will meet on 6th March.
The target date for this will be the beginning of April.

6. Building Maintenance and Improvements

a) To Receive Update Report on closure of Building Works

Subsequent to the main contractor going in to liquidation, the Parish Council is now working with the QS appointed by the liquidator to create a proposal whereby the works to the ML wooden flooring and the Alto flooring in the corridor will be remediated and paid for from the retention held by the Parish Council, and the balance being returned to the liquidator.
Disappointment was expressed that the main contractor had not remediated these areas to a satisfactory standard as part of their insurance claim.
A price had been received for the remediation of the wooden flooring and the price on the Altro flooring had been requested. Other factors to be considered as part of the claim to the liquidator would be staff time as part of the liquidation process and loss of income when remedial work is being done.

b) To Receive Updates on WC Projects

The macerator works to the disabled toilet have been instructed. The contractor is to return to complete the outstanding snags which are the replacement of 2 cubicle doors, the replacement of the vanity unit in the ladies (damaged by the plumber) and the reinstatement of panelling in ladies.
The project remains within budget. Retention is being held which will only be released when the snags have been completed to the satisfaction of the Project Manager.
There is still revenue money to spend before the 15th March, therefore an advertisement will be placed in the EDP to promote the centre and a facebook campaign will be initiated.

A decision on the grant application made to Broadland Council's Pride in Place Fund to improve the west toilets is expected in mid March. If successful a timeline will be obtained from the successful contractor and arranged at such time that will be of least inconvenience to the hirers of the community centre.

c) To Consider Phase 2 of the Fire Door Replacement Project

Phase 1 of the Fire Door Replacement Project is just about complete, with only the making good and the decoration of the frames to be completed. This has compartmentalised the community centre into 4 sections. The next phase of the project is proposed to divide the ML from the foyer. This would involve the removal of the existing double doors and installation of 2no. double fire doors. It would also involve some remedial work to the glass area of the ML. When the area was originally inspected by the fire door assessor, discussions occurred about the possibility of putting fire proof panels around the existing windows. This would also help alleviate the complaints about people observing classes from the foyer.
It was **AGREED** to seek quotes for this next phase.

d) To Consider Installation of Permanent Mirror Ball and Associated Lighting

Following the success of the temporary lighting scheme at the Through the Decades event, it was **AGREED** that a more permanent lighting solution would be required. This would be not only for future events, but could be of benefit to private hirers, although always under the control of the caretaking staff. This would increase the marketability of the centre.
One quote had been obtained. Cllr Smith has sought a second quote.

e) To Consider Signage to the Front of the Community Centre

the Clerk reported that this matter was originally discussed when the community centre was being refurbished. It was hoped that one of the contractors would pay for new lettering to the front of the community centre, which would be lit at night. On finalising the contract, a contribution of £1,500 was received, which did not cover the quote which was for £4,320 + VAT.

It was **AGREED** to seek alternative quotes based upon unlit, solid lettering but with spotlights in the soffit to highlight the lettering after dark. This could be linked to a PIR and timeclock.
The Clerk is to check whether planning permission would be required.

f) To Consider Improved Literature Display in the Community Centre Foyer

The literature display table often looks cluttered and takes up a lot of space in the foyer. Options were provided for alternative literature displays. It was **AGREED** that a rotating literature display at a cost of £81.96 be purchased.

g) To Consider Donation of Some Aged Tables and Chairs to HAHA for the Hut Project

The Clerk reported that an approach has been made for a donation of tables and chairs to the HAHA Hut. It was feasible that the community centre would have some aged furniture in the new financial year when the budget allowed the centre to purchase new tables. It was **AGREED** in principle that that 2 tables and 12 chairs could be donated, but the Clerk should check the amount required with HAHA.

7. Legislation and Regulations

a) To Receive Update on Martyn's Law

The Clerk reported that the under the most recent government proposals, the community centre would be deemed as a 'standard tier' premises under the Terrorism (Protection of Premises) Bill. The requirements for a standard tier premises are anticipated to be:

- Notify the Regulator that they are, or have become, responsible for premises within scope of the Bill (and so subject to the relevant requirements).
- Have in place procedural measures that could be expected to reduce, so far as reasonably practicable, the risk of physical harm to individuals at the premises in the event of an attack. These relate only to the procedures to be followed by people working at the premises in the event of an attack occurring or being suspected as about to occur. As the procedural measures are about procedures for responding to an attack or suspected attack, it is not expected or required that physical alterations be undertaken or additional equipment purchased for the premises. These procedures that may be expected, so far as reasonably practicable, to reduce harm to the public and staff at the premises in the event of a terrorist attack. This will include procedures for:
  - Evacuation – how to get people out of the building,
  - Invacuation - how to bring people into the premises to keep them safe, or move them to safe parts of the building,
  - Lockdown - how to secure the premises against attackers, e.g. locking doors, closing shutters and using barriers to prevent access, and
  - Communication - how to alert staff and customers and move people away from danger.
- There is no requirement to complete a specified form (the 'Standard Terrorism Evaluation') for Standard Tier premises or ensure that people working at the premises are given any specific training. However, as part of putting in place the procedural measures, workers will need to be sufficiently instructed or trained to carry them out effectively.

It was noted that there would be no government funding for this as there would be no expectation to physically modify the community centre. It was also uncertain as to how regulations would impact the Summer Fayre.
Discussions occurred as to the effectiveness to prevent terrorism, but some requirements would benefit the community centre as a result of more localised threats.
More information from the Home Office will be communicated to the committee when available.

b) To Receive Report on Section 156 of the Building Safety Act 2022

The Clerk reported that Section 156 of the Building Safety Act 2022 came into force on 1st October 2023, introducing legal provisions surrounding fire safety. These requirements apply to all non-domestic premises, such as where people work, visit or stay, including workplaces.

This will be passed to the PP&R committee as it applies to all buildings operated by the Parish Council.

8. Items for the Next Agenda

Prices for community centre signage.
Prices for a permanent mirror ball.
Update on Sunday opening.

Cllr Gurney requested an update on the community fridge. The Clerk advised that Fareshare would be inspecting the premises on 5th March. After this the Parish Council should be able to receive distributions from local establishments. However, these distributions are likely to be on evenings and weekends so cannot be managed from the parish office. A volunteer policy and agreement is to be considered by the Community Café committee on 20th March.

The Clerk advised that the office would start to collect data on bookings refused due to non availability, as evidence of the need for an extension.

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

To be confirmed

Meeting closed at 8.25pm

DRAFT

Approved……

Date……