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
Wednesday 14th August 2024, 3pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

Present
Cllr R. Forder (Chairman)
Cllr S. Gurney
Cllr D. Maidstone
Cllr S. Smith

Also in attendance:
Mrs F. LeBon (Parish Clerk) and Mr K. Sage (Facilities Manager).

Welcome

Cllr Forder welcomed all attendees to the meeting.

1. **Apologies and Acceptance for Absence**
Apologies were received from Cllr N. Barker.

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

3. **Approval of the Minutes from the Meeting of 4th March 2024**
The minutes of the committee meeting dated 4th March 2024 had been previously circulated. These were **AGREED** and signed as a true and accurate record of the meeting**.**

4. **Public Participation**
There were no members of the public in attendance.

5. **Building Maintenance and Improvements**
a) To Receive Update on WC Projects
The Clerk reported that the final account for Phase 1 of the WC refurbishment project is close to being settled. This has been delayed due to a problem with a small amount of backflow occurring within the ladies WCs. Repeated solutions have been tried to remediate with little success.
It has been established the pipes by the rear door and to the Caretaker's storage are becoming blocked, an issued which had not occurred prior to the refurbishment works.
The Parish Council met with the contractor, project manager and plumber to discuss a resolution on 8th August. Copies of drainage surveys are being studied and records are being kept by the caretakers on a daily basis as evidence of the recurring issue.

Approved……

Date……

With regards to Phase 2 to refurbish the West WCs, £20,000 grant funding from the National Lottery has been received.
A letter of intent has been sent to the successful contractor and they intend to start work in August.
A site meeting has been held and all sanitaryware, fixtures, fittings and ironwork are to match those installed in Phase 1.

b) To Receive Prices for Phase 2 of Fire Door Replacement Project and Appoint Contractor

The Clerk reported that the council had engaged in a rolling programme of replacement of fire doors in community centre to ensure compliancy with fire safety. A specification was shown to members and this been placed on contracts finder for maximum exposure and openness and transparency. This focussed on compartmentalisation of the Marjorie Lewis room. Eight quotes had been received, but on following up with the two lowest quotes, neither contractor had attended a site visit before they quoted for the works. It was **AGREED** to award the works to contractor 5 for £11,550.46. As there was only £5,000 budgeted for 2024/2025, this will be placed on the full council agenda for September to remove money from earmarked reserves.

c) To Receive Options for Repair / Replacement of Flooring in Foyer, Corridors and Outside Toilets and Appoint Contractor

The Clerk reported that the wooden flooring is being sanded and sealed from 21st August, as part of the insurance claim.
As part of the settlement with liquidator, an amount was accounted for the repair of the Altro flooring in the foyer, corridor and outside toilets. This was negotiated between the loss adjuster and the Parish Council's project manager, but unfortunately was never going to extend to a full replacement project, only repairs in the damaged area.
The amount negotiated for the repair was £2,939.00 and this can be actioned, however, the colour of the existing flooring has been discontinued with no close match available. Members **AGREED** that it would be better to use the amount negotiated as a contribution to the full replacement. Three quotes had been obtained and it was **AGREED** to appoint contractor 3 at a total cost of £7,489.13 to renew the floors in a 'granite' colour. This will be placed on the full council agenda for removal of funds from free reserves.

d) To Receive Prices for Outside Signage and Appoint Contractor

As part of the final settlement for the M&E contract for the community centre, the final invoice was reduced by £1,500 to allow for Hellesdon Parish Council to pay for signage for the community centre. It was originally hoped that the contribution to signage would be greater as individually lit letters were being sought, but with a reduced contribution non-lit letters illuminated by a trough light or spot lights is now the better option. Three designs and quotes had been sought for the works and were presented to members. It was **AGREED** to ask contractor 2 to change the font on their proposal and reprice, and to ask contractor 3 to change the size of the lettering and reprice.

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

A quote was provided to supply and install a permanent mirror ball in the Marjorie Lewis room at £1,527. This would be for use with the increasing number of council run events and also for hire by the public. Subsequent quotes from other local stage lighting firms had been unsuccessful. There would also be an extra charge for the services of an electrician at approximately £250.
The benefits of this system were discussed as an attractive feature for the public to hire (albeit with caretakers remaining in charge of the system). It was **AGREED** that this would be an investment for the community centre and that this should be taken to full council to secure the funding. A hire fee of £25 (flat fee) was **AGREED**.

f) To Receive Report into Defective Door to Kitchen

It was reported that one of the doors to the kitchen had failed and is now beyond repair. It was **AGREED** to obtain quotes for the kitchen doors and associated frames, based upon the design of the new fire doors.

To Consider Sale of Unused Chairs

a) To Receive Update Report on closure of Building Works

It was reported that the Community Centre has ample black fabric chairs for all rooms. It is also in possession of appropriately 175 green / gold banqueting chairs which previously belonged to the Executive Committee. These have been stored for 10 years and are now taking up valuable storage space for the community centre. Discussions occurred as to whether they would be required when the community centre extension was opened, however, it was **AGREED** after a proposal from Cllr Smith and a second from Cllr Maidstone to sell the old banqueting chairs.

7. To Receive Fire Risk Assessment

An updated fire risk assessment was presented to the committee. The following actions had already been put into place:

- The rolling programme of fire door replacements.
- Purchase of emergency 'grab bags'
- Doors being locked when a room is not in use (except those on official fire escape routes).
- Procedures in place for the caretakers.
- Fire drills to be implemented when the building is in use.

The recently purchased bleed control kit was shown to members. Consideration should be given to a formal cabinet as it does not fit in the current defibrillator cabinet. This will be discussed by full council.

8. To Consider use of Warm Room

It was reported that the warm room continues to be a useful asset to the community centre, but presently it is not used as much as for its original purpose. It is used as a social space and an overspill for the café.
There is now increased demand in the community centre for a room of a similar size to the Olive Hasteltine room, and the Spraggins room would meet this demand.
The facilities team have mocked up the warm room in the Westwood room. The Westwood room would still provide a warm space for those who need it, and could accommodate the television, some chairs and the drinks station, along with a small shelving area for some books magazines and games.
Cllr Gurney raised that this was the wrong time of year for this to be discussed, with winter approaching and the limiting of the winter fuel allowance.
Cllr Gurney proposed that:

- The warm room is kept as it is for this winter and the Parish Council should look at the ramifications and data for need.
- The Parish Council to actively promote the room as a warm room and café overspill.
- To signpost within the community centre.
- To create a 'winter forward plan'
- Then review the which room should be the warm room.

There was no second for this proposal.
Cllr Gurney withdrew the promotion of the warm room as a café overspill room from the proposal.
This amended proposal was seconded by Cllr Smith and **CARRIED**.

9. Items for the Next Agenda

Budget
Review of Projects
Warm room signposting

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

Approved……

Date……

DRAFT

To be confirmed

Meeting closed at 4.50pm

DRAFT