

Minutes of the Benson parish Council Halls Committee meeting held on Wednesday 13th June 2007 at 7.30pm in Benson Parish Hall Committee Room

Present: Cllr N. Bailey (Chair of Halls)
Cllr W. Pattison (Chairman)
Cllr J. Fowler (Vice-chairman)
Cllr J. Lant
Cllr E. Leppard
Cllr B. Moseley

Designated Premises Supervisor: Mrs T. Ellis

Proper Officer: Mrs E. Lemaire (RFO)

Other: Mr L. Pike (Youth Hall Cleaner)

1. **Apologies:** Cllr C. Keogh

2. **Declaration of Interest as per Orders 54 & 55 of Council Standing Orders**

There were no declarations of interest for this meeting.

3. **Youth Hall**

i) Cleaning programme:

Les Pike reported that: a) there are black marks that he can not remove from the floor of the youth hall caused by heavy objects being dragged along the floor. **Cllr Pattison to bring a solvent cleaner into the hall to use on these marks.**

b) The curtains keep getting pulled down by users of the hall and he continues to put them back up. They are only screwed in to plaster board. To continue putting up as they come down.

c) He contacts Tanya Ellis for his consumable supplies.

Cllrs Bailey and E. Leppard inspected the youth hall and found that some of the lights in the ladies toilets were not working (need new bulbs), the outside emergency light may not be working and Les Pike added that 3 of the heaters were not working. **Parish Office to ask Bruce Ferriman to deal with these matters including checking all the lights.** Also check if PAT testing has been carried out in the Youth hall.

Les Pike carries out a daily, weekly and monthly cleaning routine as per his time sheets as supplied by the parish office. Notably, the floor is cleaned on a Tuesday and Friday.

Millbrook property Services clean the windows, but only do the insides if nobody is in the building.

ii) Update on any other issues:

The Youth hall in the past has experienced subsidence at the back of the side extension. The recent dry and wet spells of weather will have made a difference to the ground. **Cllr Pattison to visit youth hall** to see if new cracks have appeared, if so it may be that they require filling with silicone.

There has been a leak between the side extension and the main building from a hole in the ceiling in the chair store, the hole created by chairs being banged into the ceiling whilst being put into trolleys. **Parish office to check if the external contractor has fixed this.**

Cllr Bailey referred to the youth hall no parking signs previously discussed and agreed. **Parish Office to ascertain whether or not these signs have been acquired.**

Cllr Bailey spoke of the no smoking signs to be in place by 2nd July 2007. **DPS to print, laminate and put up the necessary signs - Parish hall, youth hall and pavilion.**

On a Wednesday, Les Pike weeds behind the youth hall. Chris Brown has been asked to treat the weeds there with weedkiller. **Parish office to check whether this has been done.**

Parish Office to contact SODC to ask if Benson Parish Council can have a brown wheelie for green waste.

4. **Parish Hall** To discuss, decide and/or recommend to full Council:

i) Parish Office – review of progress to improvements

Parish office to request quote from Matt Read re building an enclosure box for the CCTV hard drive in an attempt to minimise noise.

Cllr Pattison suggested fixing a metal lockable cabinet to the wall outside of the office for further storage space. **This to be investigated further.**

Cllr Pattison has not heard back from the planning officer with regard to the draft plans that were passed to SODC for review prior to submitting a planning application. **Cllr Pattison to contact SODC to chase.**

There were varied opinions amongst councillors with regard to the current office and the need for a new office.

ii) Use of the Committee Room

It is mainly the Art Group that uses the committee room on a regular basis and cause concern over using the stairs. There is no fire escape; the question was asked what plans do the Art Group have in place in the event of fire? Cllr Fowler suggested that BPC is responsible for preparing a risk assessment whether or not the Art Group has plans in place. Cllr Moseley mentioned that when the Art Group was previously asked to move to a ground floor room fire escapes and safety on the stairs were not discussed. Cllr Bailey suggested that BPC look into installing a stair-lift with a foldable seat for storage. Cllr Lant pointed out that there are two issues 1) access to the committee room and 2) escape situation. In the event of a fire, electrical appliances i.e. stair-lift are not to be used and since the committee room doors are fire doors, the advice would be to await help in the committee room. **(There is no way of raising the alarm from the first floor.) Parish Office to write to Tim Thorpe** with regard to preparing a formal assessment of fire exit capacity of first floor rooms and for advice on the required width of a staircase in a public building and the general obligations of the BPC legally and otherwise with regard to these matters.

iii) Heating

There has still been no official handover of the new heating system. Martin Clark of EEP still has work to complete and has not yet been paid. It is not clear from when the defects liability period runs. **Parish Office to contact Martin Clark** a week after last contacted (11th June).

iv) Replacement Caretaker

Trevor Jackson has announced that he will be retiring at Christmas. **DPS to request a definite date of departure.** To be discussed at next meeting.

v) Update on any other issues

Cllr Fowler noticed that the drain cover is missing again from the small drain outside the parish hall by the ladies toilets. **DPS to ask external contractor to fix this again,** this time with a steel, sealed cover to make it harder to be removed.

Councillors viewed the quotes received for repaving the main entrance to the parish hall. The quotes are varied in price. Mel Cross has quoted for 50mm block pavers and can not do the work until the end of August. All other quotes are for 65mm blocks. The Southern Construction quote is too expensive. The Colin Passey and M&M quotes are similar; Colin Passey quoted £1,700, but can not do for a fortnight, and M&M quoted £1,250, suggests tidying up by also paving the concrete area and can fit the job in a.s.a.p. **Cllr E Leppard to contact M&M to see if they are still available to do the work.**

Cllr Leppard requested that the main hall piano be tuned and a new piano cover purchased. **Parish Office to contact piano tuner to arrange. The piano is to be tuned twice a year.**

5. **Pavilion** To discuss, decide and/or recommend to full Council:

i) Pavilion Users meeting

The football clubs are to be asked if they would be interested in attending a pavilion users meeting. The DPS reported that there has been damage to the pavilion and this needs to be discussed with the groups. There would be no point in changing the locks as it would appear that the groups are able to get spare keys cut without permission. The clubs have been asked for a list of keyholders, but have given no response. **Parish Office to write to all users of the pavilion to invite to a meeting.** The meeting will be an evening in July. If groups are unable to attend, their comments and suggestions to be requested in writing.

ii) Decluttering, cleaning programme & redecoration

John Johnson to be contacted with regard to clearing out the Benson Player costumes stored in the pavilion loft as these have been highlighted as a fire hazard. Cllr E. Leppard offered to dispose of any items unwanted by the Benson Players. **Trevor Jackson to be asked about the cricket equipment** stored in the loft, although this can stay in the loft.

Chris Brown cleans the pavilion floors every weekend when the pavilion is in use for football. The kitchen and toilets do not get cleaned. **DPS to make a list of the cleaning required in the pavilion and to ask Les Pike if he would be willing to do this work on a Wednesday** – Chris Brown to continue with the floors at weekends. DPS to report back to councillors at the next meeting. DPS to walk around pavilion with Les Pike to ascertain work required. It was suggested that the walls are steam cleaned on a monthly basis.

Decorating of the pavilion was discussed. **Parish Office to look in Benson Bulletin and request quotes for decorating the pavilion.** This would involve painting the blocks first with a stabilising solution followed by 2 or 3 coats of a smooth masonry paint with a washable surface. Possibly then anti graffiti paint.

iii) Update on any other issues

Fire regulations have changed greatly recently. **The fire risk assessment needs to be referred to, to see if the changing room doors should be fire safety doors. If so, quotes to be obtained.** The current doors are not fire safety and are in need of repair/replacement. A contract should be entered into with the football clubs so that the cost of repairs caused by damage by either the home or away teams can be passed on to the football clubs.

Starting next year, a rolling programme to be commenced setting aside money each year for regular general repairs.

The gable end of the pavilion has a hole which has allowed in water which has rotted a main support beam. The damage to the gable end which has led to a structural fault, was caused by vandalism. This will become dangerous and is a major repair job requiring supports to the structure. **Insurance company to be asked if this repair work is covered. Cllr Pattison to draw up specifications of the repairs to be carried out and quotes to be obtained for the work.**

6. **Future Meetings**

Chairman Cllr Bailey proposed that regular hall committee meetings be held on the second Wednesday of each month and councillors agreed.

There being no further business, the meeting closed at 9.15pm

Elizabeth Lemaire (Mrs)
Proper Officer