



## MINUTES

**Meeting:** PARISH HALL AT  
THORNWOOD COMMON  
MANAGEMENT COMMITTEE

**Date:** 7<sup>th</sup> June 2018

**Time:** 7.15 PM

**Venue:** PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

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**Prior to the start of the meeting, a bench commemorating the life and work of Cyril Hawkins was unveiled.**

**PRESENT: Committee Members (7)** Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Mrs J Abbott, Mrs D Shelley, Mrs I Smith, P Hebden, Mrs E Davis

**Also in Attendance (4)**

Joanna Tyler – Meeting Clerk

Susan De Luca – Clerk to the Council

Cllr Alan Buckley – Chairman of North Weald Bassett Parish Council

Cllr Nigel Bedford – District and Parish Councillor

**Members of the Public (0)**

**PH18.001 ELECTION OF CHAIRMAN**

Mrs S Hawkins **PROPOSED** Councillor R Spearman for the office of Chairman, this proposal was seconded by Mrs J Abbott, there being no other nominations, Councillor Spearman was duly elected as Chairman of the Parish Hall at Thornwood Common Management Committee for the current Municipal Year.

**PH18.002 ELECTION OF VICE CHAIRMAN**

Mrs J Abbott **PROPOSED** Mrs S Hawkins for the office of Vice Chairman, this proposal was seconded by Cllr Spearman, there being no other nominations, Mrs S Hawkins was duly elected as Vice Chairman of the Parish Hall at Thornwood Common Management Committee for the current Municipal Year.

**PH18.003 APOLOGIES FOR ABSENCE (5)**

**NOTED**, apologies for absence had been received from Mrs L Foster, Cllr B Clegg, T Drane, B Cooper, T Sawyer

**PH18.004 OTHER ABSENCES (0)**

**PH18.005 MINUTES**

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 19<sup>th</sup> April 2018.

**PH18.006 DECLARATIONS OF INTEREST**

None declared.

**PH18.007 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

**PH18.008 MANAGEMENT COMMITTEE VACANCIES**

Members **NOTED** that there are currently 3 vacancies on the Management Committee. The Clerk to the Council informed Members that Thornwood has a new Parish Councillor, Mary Crosby, who would like to be on this Committee and will be in attendance at the next meeting.

**PH18.009 HEALTH AND SAFETY**

**a) Visual check of Fire Exit route in extension**

The Caretaker inspected the fire route exit during the meeting and reported that it was clear.

Councillor Bedford informed the Committee that the British Standard for fire alarms had been updated this year, BS5839. Cllr Bedford stated that a cover could be put over the alarm points to stop them from being accidentally pressed and that it would be advisable to do this. The Chairman asked if the covers could be easily purchased, Cllr Bedford confirmed that they could be.

**b) Remedial Electrical Works**

Members **NOTED** that the remedial works required as a result of the Electrical Condition Report had now been completed. The electrical installation, together with the Emergency Lighting, is now classed as having a 'satisfactory' status. The Meeting Clerk advised that a copy of the Electrical Condition Report and the letter confirming satisfactory status had been placed in the Health and Safety file stored in the kitchen. Cllr Bedford recommended that the Clerk to the Council inform the Parish Council's insurance company that the works had been undertaken.

**c) PAT Testing**

Members **NOTED** that the Portable Appliance Testing had been completed on 10<sup>th</sup> May 2018. A total of 8 items were tested, all of which passed. The Meeting Clerk stated that as the Caretaker did not have access to the Regular Hall Hirers storage cupboards and the PAT testing had been arranged at short notice, if any Committee Members had portable appliances in their cupboards, they may bring them to the Parish Office for testing. The Meeting Clerk advised that she would contact groups as soon as a date had been agreed with the contractor.

**PH18.010 HALL ALARM**

Members **NOTED** that on Bank Holiday Monday (28<sup>th</sup> May) the Caretaker reported via email that the hall alarm was in 'Tamper'. Arrangements were made for an engineer to meet the Caretaker on Wednesday, 30<sup>th</sup> May to investigate the problem. The engineer reported the following:-

*"Found hallway pir going into intermittent tampers at random times. Beeped out cable and signs of cable damage. As long term replacement, advised replacing for wireless to*

*eliminate rodent damage and customer agreed. Replaced for wireless pir and tested all ok. Office to invoice for £108 call out plus £54 for pir. Total of £162.00 to be invoiced”.*

The Caretaker stated that he had received four call outs over the Bank Holiday weekend and after emailing the Clerk to the Council it was decided to wait until after the weekend to call an engineer. The Meeting Clerk advised Members that she had received a report from the alarm company earlier in the day, which stated that when the engineer had attended the hall previously, he had opened the loft hatch and noted that there were a lot of rodent droppings. When the engineer visited the hall to investigate the intermittent tamper due to cable damage, he assumed this had been caused by rodents. Members **NOTED** that the last three inspection reports received from the Pest Control contractor indicated that the hall had ‘pest free conditions’.

The Clerk to the Council stated that the situation would need to be monitored. Cllr Bedford suggested that a quote be obtained for replacing all of the PIRs with wireless ones and then put forward to the Parish Council at the Budget and Precept meeting later in the year. All Members **AGREED** with this suggestion. The Clerk to the Council suggested that a letter be sent to the Pest Control contractor advising of the alarm engineer’s report. All Members **AGREED**.

#### **PH18.011 CAR PARK**

The Clerk to the Council informed Members that she had sought the advice of the Parish Council’s Auditor with regard to the Car Park situation. The Clerk stated that a report would be included in the Parish Council Meeting Agenda for July. Members of this Committee would receive an update following that meeting.

#### **PH18.012 BUSINESS CONTINUITY MANAGEMENT PLAN**

Members **NOTED** that at the Annual Meeting of the Parish Council held on Tuesday, 8<sup>th</sup> May 2018, Councillors agreed to adopt a Business Continuity Management Plan for the Parish Hall, which is to be reviewed by the Parish Council on an annual basis. The Clerk to the Council explained that the document was given to the Parish Council’s Auditor and presented to the Parish Council for approval. The only amendment that the Clerk had been asked to make is to include a set of the hall accounts every year when it is reviewed by Parish Council. Mrs Davis queried the age of the hall, asking if it was in excess of 60 years old. The Clerk stated that the exact age of the building is unknown due to the accounts being unclear during that period of time.

#### **PH18.013 CARETAKER’S HOLIDAY DATES**

The Clerk to the Council informed Members that caretaking cover had been put in place for the second set of holiday dates, however, there was no cover for the first set of dates. The Clerk advised that Cllr Clegg had said that he may be able to cover a couple of the days and that the Chairman was happy to turn the alarm on and off, however, it may be necessary to employ a contract cleaner for those days as there are bookings every day. Mrs Hawkins, with assistance from Mrs Davis, offered to cover the first week. The Clerk thanked them both and stated that she would be writing to the hall hirers to advise them that there would not be a caretaker for that week, requesting that they leave the hall clean and tidy.

#### PH18.014 CLERKS UPDATE AND COMMUNICATIONS REPORT

**Bulb Planting** – Members *NOTED* that the Parish Council's Environmental Committee were looking for suggestions for any areas in Thornwood which Members of this Committee believe would benefit from blub planting later this year. The following areas were suggested:-

- Duck Lane, green space leading into Rowley Mead
- Around the memorial bench for Cyril

**Recycling** – Members *NOTED* that at the previous meeting the Meeting Clerk had been asked to investigate whether the refuse company which disposes of the hall rubbish offers a recycle facility. The company has confirmed that it sorts the rubbish at its depot, sending items for recycling, therefore there is no need for hall users to separate their waste.

**Play in the Park** – Members *NOTED* that this is scheduled to take place on Tuesday, 31<sup>st</sup> July, 10am to 12pm.

The Clerk to the Council informed Members that she had been speaking to Mrs Hawkins about the Dog Bin located in Duck Lane and that the District Council would like to replace the current one with a larger bin that would take dog waste and litter. Committee Members agreed that residents would welcome this.

The Clerk to the Council reported that she had received a telephone call from a representative of the Spiritualist Group stating that they are concerned that they do not have enough funds to pay the hall hire fees. The Clerk stated that she had explained that the group were currently paying local rates and that she had asked the representative put the groups concerns in writing and to state how many of their members are residents of the parish. As at the date of the Committee Meeting, the Clerk had not received any correspondence.

#### PH18.015 CHAIRMAN'S REPORT

No report received.

#### PH18.016 OTHER REPORTS

##### a) Regular Hall Hirers

- Mums and Tots – no report.
- Flower Club – all ok.
- Harlow Bowmen – no report.
- Thornwood Seniors – Mrs Smith informed Members that she was looking at replacement tables and would give an update at the next meeting.

##### b) Booking Secretary Report

The Booking Secretary reported that the first weekend in June there were children's birthday parties on Saturday and Sunday, then regulars for the next week. A party with children and adults and lots of family members had been booked for Sunday, 10<sup>th</sup> and a £250 deposit had been taken. Next week we have regulars and on Sunday, 17<sup>th</sup> a dog show. The week beginning the 19<sup>th</sup> we have regulars and then

on Saturday there is a child's party and on Sunday, 24<sup>th</sup> June just the car park is being used, not the hall, for the open gardens. Week beginning 25<sup>th</sup> June, we have bookings Tuesday, Wednesday, Thursday and Friday evening, then on 1<sup>st</sup> July there is a yoga session all day long on the Sunday. There are quite a few bookings in July for children's parties.

The Booking Secretary reported that she had received an enquiry from a lady who lives in Weald Hall Lane who would like to hire the car park. She does not want use of the hall, but is happy to pay for the hire. The lady is having a party and it will be a weekend. Following discussion, Members **AGREED** that provided the hall is free and the lady is prepared to pay the hall hire fees, that would be acceptable.

**c) Caretakers Report**

The Caretaker referred back to the holiday dates and the key situation. There are two sets of keys collected. One set for regular hall hirers which has the alarm fob and one set for other hirers who do not have access to the alarm system. Following discussion, the Booking Secretary offered to make the necessary arrangements for hirers to collect the keys from her. The Clerk to the Council stated that she would contact the Booking Secretary nearer the time.

The Caretaker referred to the bin in the corner of the playing field, near to the Village Sign, advising that it is emptied once a month. Recently it has been noticed that household rubbish has been left in and beside the bin, requiring more frequent emptying. The Caretaker advised that he would be placing another sign to put on the bin which states that fly tipping is illegal. The Clerk to the Council asked Members whether they thought it was necessary to have the bin in this location, bearing in mind that there are two rubbish bins next to the play area. Following discussion, Members **AGREED** that the issue should be monitored until Christmas. The Clerk to the Council asked the Caretaker to empty the bin more regularly if required and to include details on the time sheet.

Councillor Bedford asked if the hall had CCTV. The Clerk to the Council stated that this had been looked at, however, the camera would not pick up the location of the bin as it is too far from the hall.

The Caretaker drew Members attention to two of the windows in the main hall, pointing out that the seals had failed on both of them causing misting inside. The Clerk to the Council asked the Meeting Clerk to arrange for a quote for repair.

**d) Financial – no report.**

**PH18.017 OTHER URGENT BUSINESS**

The Clerk to the Council reported that the play area would be closed for urgent maintenance work during the forthcoming weekend and into early next week. Notices informing of the closure would be placed on the play area gates.

Mrs Davis reported that she had not had any luck in selling the old chairs. The

Chairman reported that he had sold 6. Cllr Bedford suggested that the Committee contact Epping Reuse Centre who may be able to take them.

Mrs Davis reported that the allotments holders have been finding a lot of litter thrown over the allotment hedge from the car park. The allotment holders have been taking it in turns to pick it up, which they are happy to do, however, Mrs Davis asked if a litter pick could be provided. The Clerk to the Council confirmed that arrangements would be made to order a litter pick.

Mrs Davis reported that some of the allotment holders had asked if consideration could be given to putting a dummy cctv camera on the wall of the hall overlooking the allotments to act as a deterrent, or to put up a security light. The Clerk to the Council stated that the car park is lit at night, via the street lights. Mrs Davis agreed, however, stated that the allotment holders were referring to the far end along by the perimeter hedge. The Clerk to the Council stated that she would have a look at security devices and see if there was anything suitable.

Mrs Hawkins informed Members that the Flower Club have an outing on Thursday, 21 June, leaving the hall at 8.45am, returning at 6.30pm, however, this is the same day as Thornwood Seniors Garden Party. Mrs Smith advised that she was expecting around 90 people to attend. The Clerk to the Council suggested that the seniors could double up their car parking. Following discussion, the Clerk stated that if the hall had already been hired, the car park is for the use of the hall hirers. Mrs Shelley stated that she would need to inform the Flower Club at the meeting due to be held the following Monday. Mrs Smith offered 10 car park places for the Flower Club to use on the day in question.

Meeting closed: 8.50pm

Signed .....

Chairman

Date .....