



**DRAFT MINUTES**

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

**Date:** 4 April 2019

**Time:** 7.15 PM

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

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**PRESENT: Committee Members (11)** Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Mrs J Abbott, Mrs I Smith, Mrs E Davis, P Hebden, B Cooper, T Drane, Mrs D Shelley, Mrs S Bentley, Ms J Heath

**Also in Attendance (2)**

Joanna Tyler – Meeting Clerk

Susan De Luca – Clerk to the Council

**Members of the Public (0)**

**PH18.102 APOLOGIES FOR ABSENCE (2)**

Apologies for absence received from Cllr B Clegg and T Sawyer

**PH18.103 OTHER ABSENCES (0)**

**PH18.104 MINUTES**

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 7<sup>th</sup> March 2019.

**PH18.105 DECLARATIONS OF INTEREST**

The Caretaker declared a Non Pecuniary Interest with regard to item number 9.

**PH18.106 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**PH18.107 HEALTH AND SAFETY**

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

Members were asked to undertake a visual inspection of the extension during the meeting, to include the storage cupboards. Regular Hall Hirers present at the meeting were asked to identify the storage cupboard allocated. A label with the name of each group was placed on the door of each cupboard. The Meeting Clerk advised that arrangements would be made for Mrs Jones, the Parish Council's Responsible Person for Health & Safety, to meet with the groups to look at what is being stored in the extension. The Clerk to the Council stated that a convenient date and time would be arranged for everyone. The Meeting Clerk requested that those groups who had not listed the contents of the storage cupboards, to make arrangements for a list to be prepared prior to Mrs Jones meeting with them. The Clerk to the Council stated that the contents lists would be retained in a file in order that it can be easily produced

for the inspector when the Fire Inspection is carried out. The Clerk to the Council advised Members that there will be a number of plastic storage boxes, with lids, available once the Parish Council files have been transferred to the storage container.

#### **PH18.108 REPAIRS AND IMPROVEMENTS TO THE HALL / CAR PARK**

##### **Painting of the Interior of the Hall**

Members recalled the discussion which took place at the meeting in February regarding painting of the interior of the hall. The Clerk to the Council informed Members that a quote had been received from the contractors, LVM, who carried out the painting at Hastingwood Village Hall and Queens Hall. The Clerk to the Council informed Members that her son works for the contractor. The quote is for re-decoration of the main hall, lobby, toilets and kitchen and amounts to £2950.00 for labour only, the cost of materials is separate. Mrs Davis asked how many days would the contractors need. The Clerk to the Council advised that the contractors have said that they require two weeks, however, they would work around the hall bookings. Mrs Hawkins stated that she was happy with the quote. The Clerk to the Council advised Members that as the amount quoted is under £5,000, a second quote would not be required, however, she would be happy to obtain one if Members wanted her to. Mrs Davis advised that both she and Mrs Hawkins had visited Hastingwood Village Hall and seen the contractors work. Following discussion, the Chairman asked Members if they were all in favour. All Members **AGREED** unanimously that arrangements should be made to have the work carried out as soon as possible. Members suggested that the work could be undertaken during August. The Clerk to the Council stated that she would liaise with the contractors. Mrs Hawkins asked if the Committee could choose the colour(s). The Clerk to the Council confirmed that the contractors would liaise with them to ensure that they were happy with the colour(s) chosen.

#### **PH18.109 DELIVERY AND INSTALLATION OF STORAGE CONTAINER**

Members **NOTED** that the revised delivery date for the storage container is Wednesday, 17 April. It was noted that arrangements with regard to the car park and hall bookings on this date remain the same as advised previously.

#### **PH18.110 PARISH OFFICE STORAGE ROOM**

The Clerk to the Council advised that once the Parish Office Storage Room has been cleared, the Parish Council's contractor, TGM, would like to agree a long-term hire. The Clerk advised that TGM would decorate the room, lay new carpet and pay towards any heating costs. The Clerk stated that if the Committee were in agreement, it would provide income for the hall. Following discussion, all Members **AGREED** unanimously.

#### **PH18.111 PDSA PetCheck**

Members recalled discussions from February's Committee Meeting regarding the PDSA PetCheck service. It was noted that the organisers had asked if it would be possible for them to set up their vehicle in the car park from 12pm to 5.45pm rather than 1pm as originally agreed. Following discussion, Members **AGREED** a start time of 12.30pm as the hall is booked in the morning and the car park will be full.

#### **PH18.112 NEXT COMMITTEE MEETING**

Members **NOTED** that the next Committee Meeting would be held on Thursday, 6 June

due to Local Elections being held on Thursday, 2 May.

#### **PH18.113 CLERKS UPDATE AND COMMUNICATIONS REPORT**

##### **a) Charlie's Garden**

The Clerk to the Council asked Mrs Davis if she would like to report regarding the request made to the Parish Council for Charlie's Garden. Mrs Davis mentioned that she had approached the Parish Council, as Allotment Warden, to ask if the garden could be retained and an orchard planted. Mrs Davis advised that a number of allotment tenants had offered to donate trees and the Parish Council would be donating a tree as well. Parish Councillors provisionally agreed and the decision would be ratified at the next Parish Council meeting. Mrs Davis stated that it would be a lasting memorial to Charlie.

##### **b) Parish Hall Sign**

The Clerk to the Council informed Members that the Parish Council had agreed that the sign above the entrance door would be Parish Hall, Thornwood Common. The Chairman is to liaise with the Parish Office regarding this.

##### **c) Open Gardens Event**

The Clerk to the Council informed Members that the Parish Council had agreed that the Car Park would be made available for the Open Gardens and Allotment event to be held in June.

##### **d) Election of Councillors**

The Clerk to the Council advised that two Councillors had been elected for 2019 to 2023. Both Cllr Spearman and Cllr Clegg had been elected unopposed. Members **NOTED** that there is currently one vacancy for Thornwood.

##### **e) Playing Field**

The Clerk to the Council advised that Parish Councillors agreed that they would rent out the field for one year, on a trial basis, for under 11's football. This will be from September 2019 to May 2020. The Clerk advised that she had made arrangements for the Chairman of the Parish Council's Environmental Committee and the Chairman of the Parish Council to meet with the Football Team Manager on 24<sup>th</sup> April to view the field. The Clerk advised that if the hall is hired on a Sunday, then the car parking signs would need to be put out and the Football Team Manager will be aware that they would not be able to park in the car park. Members **NOTED** that access to the hall will not be required.

##### **f) Play Area Equipment**

Members **NOTED** that the Clerk to the Council had applied for grant funding for new play area equipment. The Clerk had been successful in obtaining £11,000 which is to be split between Thornwood and the Memorial Playing Field in North Weald. The £11,000 will be match funded by the Parish Council. The Clerk suggested that Mums and Tots may like to look at what type of equipment could be put there.

#### **PH18.114 CHAIRMAN'S REPORT**

The Chairman reported that there was an issue with the lock on the gate to the playing field. The Clerk stated that it had been removed for the tree surgeon to access the field, however the lock had now been put back in place.

#### **PH18.115 OTHER REPORTS**

##### **a) Regular Hall Hirers**

- Mums and Tots – advised that they were going to mention storage and racking,

however, the matter had been covered earlier in the meeting.

- Flower Club – No report.
- Harlow Bowmen – No report
- Thornwood Seniors – Mrs Smith reported that the tables had been delivered, 4 large tables and 3 small tables. They hope to raise funds for further tables later in the year. Members **NOTED** that a stand to store the tables had also been ordered. Mrs Smith stated that the large tables seat 10 and the small tables seat 8 and that they were available for everyone to use. The Chairman thanked Mrs Smith and Thornwood Seniors for fundraising for the tables. Members **NOTED** that the Epping Horticultural Society had expressed an interest in having any of the old tables if they were available free of charge.

**b) Booking Secretary Report**

The Booking Secretary reported: *this week we have our regulars and on Sunday there is a child's party. Monday 8<sup>th</sup> the Flower Club are in the hall and the Spiritualist's, the Bowmen and Seniors will be in on Tuesday, Wednesday and Thursday. On the Tuesday there is the social club, on Wednesday the container is being delivered and on the Thursday the Seniors are in. There is nothing else on in the hall until Tuesday, 23<sup>rd</sup> when the Spiritualist's are in and on Wednesday, Mums and Tots. Friday 26<sup>th</sup> and Tuesday, 30<sup>th</sup> the Spiritualist's are in. There is voting on the 2<sup>nd</sup> May, we then have regulars until 16<sup>th</sup> May. We have a few more children's parties being booked.* The Booking Secretary thanked the Committee for the honorarium.

**c) Caretakers Report**

The Caretaker reported that 36 new teaspoons had been purchased.

The Caretaker mentioned the cardboard packaging from the new tables and asked who would be arranging disposal. The Clerk to the Council asked the Caretaker to make arrangements for the Parish Council's contractor to dispose of it in the paladin at the cemetery.

**d) Financial Report – no report.**

**PH18.116 OTHER URGENT BUSINESS**

Mr Drane mentioned the car parking and speeding in Duck Lane. The Clerk to the Council advised that it was not under the remit of the Parish Hall Committee and suggested that he contact the District Councillors for that area. The Clerk suggested that Mr Drane may wish to contact Cllr Clegg with regard to the issue of speeding.

Meeting closed: 8.10 pm

Signed .....

Chairman

Date .....