

BENSON PARISH COUNCIL

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Benson Parish Council Halls Committee meeting held on Tuesday 25th Aug 2015 at 7:30PM in the Parish Hall Lounge

MINUTES

Present: Cllr T McTeague (CTM) Cllr J Fowler (CJF)
Cllr F Lovesey (CFL) Cllr M Winton (CMW)
Cllr R Workman (CRW)

Proper Officer: P Eldridge (PCIk) Halls Manager: Mrs T Ellis (HMR)

Members of the Public: There were no members of the public present.

The minutes of the previous meeting held on Thursday 14th July 2015 will be approved at the council meeting to be held on Thursday 27rd August 2015.

1. **Apologies.** Cllr P Peers, Cllr R Jordan.
2. **Declarations of Interest.** There were no declarations of interest.
3. **Public Session.** There were no members of the public present.
4. **Youth Hall.**
 - a. To receive an update on the replacement of the youth hall flooring. Cllr M Winton reported that he was reviewing 3 quotes for the replacement of all areas, except toilets, of the youth hall flooring. It was agreed that Cllr Winton should prepare a summary of the way forward for the next meeting ready for the preparation of a recommendation to full council to allocate funding for the replacement of the youth hall floors.
 - b. Maintenance issues. There were no maintenance issues.
5. **Pavilion:**
 - a. Issues: There were no issues.
 - b. Maintenance issues. There were no maintenance issues.
6. **Parish Hall.**
 - a. Halls Extension. Cllr T McTeague reported that she had met with the architect Mr Cutler to discuss making changes to the current hall extension plans. Cllr McTeague continued by providing an overview of the changes:
 - i. The changes to the plans would eliminate the requirement for planning permission as the work could be carried internally in the current halls footprint by a build contractor.
 - ii. Kitchen upgrade carried out by moving the current store into a section of the lounge adjacent to the current lounge serving hatch. This would increase the size of the kitchen and improving the layout.
 - iii. The remainder of the lounge would be reconfigured to become the parish office providing enough space for 3 to 4 parish staff to comfortably work in and provide much needed storage. The dimensions of the new office would be dependent on the possible relocation of the Post Office.
 - iv. Post Office could be relocated adjacent to the new parish office or in the current helpline office. If necessary the helpline office could be

relocated in the current parish office.

v. Toilets would be swapped over with the male toilets moving in to the smaller female toilets. This would enable the bigger space in the new female toilets for cubicles and better facilities.

vi. Stage area would be revamped to provide a space for a replacement lounge/meeting room. The stage area would remain elevated with sliding sections across the front of the stage to separate the area when not required to be used as a stage. New independent access would be provided as well as a toilet and kitchenette facilities so that the room could be used without affecting the separate hall space.

vii. Cllr McTeague concluded this section of the report by noting that current estimated costs for the above work was in the region of £100K to £150K.

viii. Cllr McTeague continued the report by saying that a review had also been carried out on the pavilion to see if better use could be made of the current space. There would be some changing room space retained along with the current disabled toilet and refurbishment could provide kitchen and internal toilet facilities. After a short discussion it was agreed that the committee should continue the review so that a case could be made to full council for funding of around £3.5K for architects plans to be drawn up. Cllr Mcteaue finished the report by noting that an estimated cost was in the area of £327K.

b. To receive an update on the replacement of the parish hall doors with disabled friendly access. Cllr M Winton reported that there had been a review of various possibilities for replacing the current doors with a disabled friendly solution. After seeking advice from contractors it appeared that a set of external double glazed sliding doors would be the best solution. Cllr Winton continued that he had been some difficulty getting quotes that reflected the same solution and that currently he had managed to get 2 initial quotes as the other contractor approached had declined to provide one. One issue he had encountered was that it would not be cost effective to remove the framework for the inner doors and that they may as well be left in place, after a brief discussion it was felt by some Cllrs that even though the framework remained in place the inner doors should be removed to give unhindered access for disabled users. Cllr Winton completed the report by noting that he still needed to get updates to the quotes to include electrical work, connection to the fire alarm system, electronic and manual locking systems and annual maintenance.

c. To receive an update on the replacement of the parish hall lobby flooring. Cllr M Winton reported that he had been investigating the replacement of the current flooring and that before the work was carried out it was essential to complete the installation of the new disabled doors. Cllr Winton continued that the optimum solution for cost effectiveness, wear and tear and resilience was a Karndean floor in the lobby with coir matting in the vestibule. The coir matting could be printed with a message such as Benson Parish Council. Cllr Winton concluded the report by saying that the quotes included the requirement for all round skirting.

d. Issues. There were no issues.

e. Maintenance issues. Cllr M Winton noted that during his discussions with flooring contractors he had been advised that there was sufficient surface

thickness to the timber sprung floor to make repair and sanding a viable option. Also he had been advised that badminton lining could be painted onto the floor before the final coat of lacquer. Halls manager noted that work to repair the floor under the carpet tiles and replacing the tiles had previously been recommended as carrying out this work after the sanding and lacquering of the main wooden floor could cause damage to it. When asked what type of floor should be used for the carpet tiled area she answered that 'like for like' would probably be the best solution.

7. **General Items:**

a. To approve the recently updated hire forms prior to taking them into use. Cllr T McTeague noted that she needed to review the new forms with the parish staff before presenting them to council.

8. **.Any Other Items to Note or for the Next Agenda.** There were no other items to note or for the next agenda.

9. **Date of Next Meeting.** 15th October 2015.



P Eldridge
Parish Clerk
25th August 2015

Annex A

Actions from Halls Meeting as at 25th August 2015

Ser	Action	Assigned To
1.	Clerk to produce a risk assessment and investigate the use of non-water fire extinguisher. Halls Minutes dated 12th Mar 2015 (5.a.ii). <i>In progress.</i>	CLK
2.	Halls Manager to obtain 3 quotes to replace floor, Halls Minutes dated 28th May 2015 (5.a.ii). <i>In progress.</i>	HMR
3.	Clerk to purchase a new wireless microphone and investigate the purchase of a new lapel microphone, Halls Minutes dated 28th May 2015 (7.b.i). <i>In progress.</i>	CLK
4.	Halls Manager to arrange for additional quotes based on the new outline specification, Halls Minutes dated 28th May 2015 (7.c.ii). <i>In progress.</i>	HMR
5.	Cllr Winton to arrange a meeting with the architect, Halls Minutes dated 14 th Jul 2015 (6.a.i). <i>In progress.</i>	CMW
6.	Clerk to dispose of wood under stage, Halls Minutes dated 14 th Jul 2015 (6.e.iii). <i>In progress.</i>	CLK