

HERNE & BROOMFIELD PARISH COUNCIL

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DRAFT MINUTES

Minutes of the meeting of Herne & Broomfield Parish Council Community Centre Committee held at Wootton Room, Herne Mill, on Tuesday 2nd October 2012 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis. Cllr Blatherwick, Cllr Day, Mabel Wright, Alan Ratford and Linda White.

Absent: Cllr Robert Jones.

22/12	Apologies for absence were received from Cllr Robert Jones who is at another meeting.
23/12	The minutes of the meeting held on 5 th July 2012 were agreed as a correct record.
24/12	Declarations of interest. None
25/12	Matters Arising. The clerk reported that she was still waiting to hear back from Helen Bennington re Community Payback start date. Cllrs Davis and Day will attend the Community Halls Conference on 13 th October.

Public adjournment

The meeting will be adjourned to allow members of the public to speak about items on the agenda.

Name and address to be given

2 residents attended

26/12	To discuss the 3 meetings held for residents who live close to the community centre. Report sent out to all members. Cllr Davis told members she had condensed the report into the points made at the various meetings. Linda White said there were a couple of points that were not in the report, about an application to join the committee, which the clerk had not received; this was not an issue concerning the new hall. A question about where the new hall would be sited and car parking issues. Cllr Day stated that the points that had been raised regarding the new hall could, where possible, be taken into account when more definite plans were being put into place.
27/12	Report on the meeting with the Highways officer. The highways officer couldn't see any issues with the hall being replaced. He did feel access for heavy plant would be better through the public car park if permission could be obtained from CCC, but this was not crucial. He felt there would be enough parking spaces where the existing car park and hall are and the adjacent public car park was also helpful. He explained that very often local authorities prefer less parking to encourage visitors to cycle or walk. He was also happy with the visibility splays from both accesses.
28/12	To discuss the visit to Faversham Community Centre and meeting with Duncan Murray from Direct Line Structures. Report given to all members. Cllr Davis went through the report and asked members for their comments on the two visits. The members who had attended the meetings were all agreed that both visits were very informative and there were lessons

	to be learned from the West Faversham Community Centre including the positioning of the toilets, storage and floor covering. There were also some good aspects to take on board and hopefully being put in touch with Community Matters will prove to be helpful.
29/12	To discuss options with other design and build companies. GML have been contacted and will hopefully come up with some ideas for design and cost. A local architect has also offered to do some basic drawings if he can be supplied with a list of requirements. There is also a local resident who will do a 3D drawing once we have some basic drawings etc. Members discussed the list of requirements. The design needs to be welcoming, with an open and light entrance, the entrance should front on to the car park. Lighting should be good but unobtrusive. The building needs to avoid overlooking with as much natural light as possible including roof lights. The roof to slope towards the nearby properties as much as possible to be less intrusive and less visual. A lobby area just inside the entrance with perhaps a small open café area. Car park to be kept where it is, mostly at the front of the new building. A large hall with a capacity of 200 seated and two smaller rooms one for about 50 people and one for about 25. The toilets should be easy to get to from all rooms and the lobby. Use rain water harvesting for flushing and sensory taps to reduce water consumption. A large kitchen accessible to the hall and larger of the two smaller rooms if possible. Plenty of storage cupboards with shelving/racking and not too much floor space, to stop things just being thrown in on the floor. The whole building needs to be well insulated and soundproofed with lights on movement sensors. It must be DDA compliant. If a mezzanine floor is possible this will not be for public use as it would require a lift, this can be expensive to install and for maintenance. Sizes need to be considered to ensure that the hall is wide enough for the user's requirements i.e. wide and long enough to accommodate 4 short mat bowls mats. If possible some sort of raised area that could be used as a stage. It was agreed that a formal stage would be lovely but costly and space were an issue. Outside would require a covered patio/smoking area. To the rear a rubberised surface and grass area suited to play group requirements. A separate independent building suitable for use as a parish office. One room big enough for usual office equipment and two staff and another room for use if residents wish to speak about something in private. There would also need to be a toilet and small kitchen. Some landscaping at the front of the building to soften the appearance. The building to be situated as centrally as is practical. Linda told members that a drop in centre and rooms for arts and crafts would be popular. The clerk will pass these details onto the architect.
30/12	To discuss how the design stage will be taken forward ready for further consultation. Several designs will be needed to go forward to consultation and it was suggested that pictures of other halls could be displayed at that time. A tender list would be needed when the project had got to that stage and due to the expected cost would come under EU tendering process as well. Cllr Blatherwick asked if it would be possible to have a local company to do the build.
31/12	To discuss parking issues in the hall car park. There are still a few vehicles parking in the car park and notes have been put on their windscreens by the hall manager and the clerk as requested by the committee at the previous meeting. Cllr Davis raised the issue of councillors and the clerk

	<p>parking in the hall car park when the hall was not being used. Cllr Day told members that the parish council owned the car park and it was their decision as to how they enforced the parking. The residents do not have a right to park there. CCC allow members to park in any of their car parks and could see no reason why this should be an issue with parish councillors or the clerk, when the hall was not in use. This was agreed. The clerk told members that the hall manager was not enforcing the parents who were just dropping off or picking up at school times, the main problem was the people who parked there for long periods especially when the hall was being used. Linda White stated that hall users were parking in St Martin's View, the clerk suggested dates and times when this happened would be useful to narrow down who was doing this. Linda said it was Thursday evening when Weight Watchers were using the hall. Cllr Davis said the booking form stated that no hall users should park in St Martin's View.</p>
32/12	<p>To report on the emergency roof repairs. The roof has sprung a leak during the very heavy rain over the last couple of weeks. The roof is in a poor state of repair and will need some work to stop it leaking in future. The option of replacing it would not seem to be appropriate if the hall is to be demolished, therefore the clerk suggested a cheaper short term option. It has been suggested that an additional layer of felt over the worst areas of the roof may be enough to stop the leaks. No price for this work has been received as yet. The clerk suggested that the cost for this would come from maintenance and repairs earmarked fund. There was a suggestion of using a liquid rubberised solution over the damaged area of the roof, the clerk will look into this.</p>
33/12	<p>Update on the work to be done by Community Payback team. It has been agreed with Helen Bennington that the hall could be painted before work on the garden area takes place. By this time most of the growth will have died down. It has been suggested that re-fencing around the rear of the hall would be a good idea to make sure the boundary is properly marked out and also to deal with the issue of access by the privately owned allotment owner. It was agreed that concrete posts with wire mesh would be put around the boundary. The clerk will obtain quotes for this work. The cost for fencing could come from maintenance and repairs budget. Cllr Davis told members the allotment owner was throwing prunings from his allotment over the fence into the hall grounds.</p>
34/12	<p>To look at the income and expenditure for the hall to date. Income from hall hire to date is £1,956.60 and expenditure including the hall manager's salary is £1,789.57. The insurance for the next 12 months has just been paid and is included in the expenditure figures.</p>
35/12	<p>Reports, comments from members. Linda said the meetings with the residents gave them a chance to air their views.</p>

Meeting closed 8.45pm