

Caister on Sea Parish Council

Hall Committee Meeting at The Council Hall, Yarmouth Road, Caister on Sea on Monday 23 August 2021 at 19:00 hours

Minutes of Meeting

1. **Acting Chair Councillor Sleet.** In attendance Councillors Kirk and Peasgood and the Assistant Parish Clerk.

As interim Chair, Councillor Sleet wanted it put on record that he was not happy with the situation which the Committee had been left in. It was an inaugural meeting of three and there should've been a much better attendance. Therefore, there was no election of Chair or Vice Chair.

2. As point 1

3. **Apologies for absence** - Councillors Baker, Clifford, Godbolt and Wood. Non attendance without apologies: Councillors Batchelor and Hammond.

4. **Declaration of interest** – none registered.

5. **Description of needs and time frame**

Basically we need to establish which levels of the project are urgent and when they need to be completed by. In most cases, where we are required to employ contractors or contracted labour, then we need to go through a standard quotation process. The minimum time for this is three months. We do not expect to see much work starting before November 2021. The terms of short term project list priorities have to be limited to the safety of individuals and buildings. Air quality to be in line with the current Covid constraints. Building Security cannot be compromised.

6. **The interim projects of which we are aware of are as follows:**

Emergency exit in the Assistant Clerk's Office which needs to include a ventilation system – fresh air circulation system.

Air circulation throughout the building. If there is another Lockdown, then doors and windows need to be open at the front and rear which leaves the building insecure. We need to establish a programme where we can replace the windows or one pane is replaced per window or at least four panes in the hall are replaced in total. Ideally, there should be a

motorised air flow system and usually in a building of this type it would be a cross flow of air.

Air Quality – HEPA filters over the incoming air flow as there is a problem with traffic fumes, and pigeons roosting on one side of the hall.

Building Security - there are two options;

- a) an external door with a crash bar and window over, in the office of the Assistant Clerk. The GYBC bench outside the office to be removed by 1.5 metres. For safety and practicality this is the best option.
- b) remove a cabinet from the hall behind the office. Although this is the cheapest option, the office would lose space of approximately 1 metre and there would be no extra ventilation. For building security this is the best option.

Time to complete – three months to put out to tender and assign a contractor. No more than eight working days to complete the work. The costs are unknown until we get the tender applications back. We would hope to complete the work before Christmas 2021.

Short Term

Forced air flow system in the hall. In essence there would ideally be two air handling units to fit corner to corner. This entails putting power supplies in to feed the air handlers. A survey must take place first. We may have to replace two whole windows at a cost of approximately £3000 to 4000.

Building Security itself is not an issue currently. However, if we do exit to the street or remove windows then we may need to request temporary internal secure metal bars.

Minor work – basically a day's work to hang the new speakers for the PA system with access being the hardest thing. Approximate cost £150-200.

7. Mid Term Projects

There is just one project. After speaking to Councillor Hammond previously, it is the lowering of the ceiling height. This would make the hall cheaper to heat and the air handling work easier to do. It would also improve the sound quality and create a platform for dropping microphones ie for public debates.

8. Long Term Projects

We need more Councillors here to discuss this but it is basically to renew the whole heating system under Government guidelines. This could be with air sourced heat pumps at an approximate cost of £75,000 or to “futureproof” with solar panelling.

9. **Next meeting** to be held on Monday 11 October 2021 at 19:00 hours.

10. **Meeting closed** at 19:40 hours.