



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

Minutes

of the meeting of the Recreation Committee held on Wednesday 13th December 2017 at 7.00pm in the Council Offices at the Memorial Leisure Centre, Harleston

Present: Councillors; Ian Broughton, Richard Joselyn and Greg Rose

Also present: Lynda Ling (Town Clerk)

1. **Welcome** – In the absence of the chairman, it was agreed that Cllr. Broughton will chair the meeting on this occasion
2. **To receive and accept apologies from members unable to attend** – Apologies were received and accepted from Cllrs. Bickley and Betts
3. **To receive any declarations of pecuniary or any other Interests in particular matters to be raised at this meeting** - None
4. **Approval of Minutes** - To approve the minutes of a meeting of the Recreation Committee held on Wednesday 8th November 2017 – Agreement proposed by Cllr Rose and seconded by Cllr Broughton.
The meeting will be adjourned for public participation (up to a maximum of 15 minutes)
5. **Matters arising** - None
6. **Chairman's report** - None
7. To receive reports from regarding the gym, maintenance, any club reports and agree any action – Members had received copies of the maintenance report which included the following:-

Gas Air Heater – Unfortunately the gas /air system in the corridor is not working efficiently and is costing the council money, whilst not doing the job it is designed to do. To rectify this problem the ducting needs attention, as well as more vents needed for efficient circulation. Looking through the paperwork from Eyre, this has been quoted for in the past at a cost of £1,775.00 + VAT. The work would involve renewing all the grills on the ductwork system and fitting dampers, which would regulate the heat to where it is needed. The extra vents in the doors would enable the system to be better balanced for better efficiency. The above quote was submitted in July, so we may have to get an updated quote.

Health and Safety - When Eyre visited in July it was noted on their inspection that we had several issues relating to our gas pipework, which need to be rectified. Because these have been brought to our attention, if we do not comply and we should have to make a related insurance claim, we will not be covered. They include 1) Reroute the 15 mm from the social area and install on the outside wall. 2) Install clips to the 42mm gas pipe on the flat roof. 3) Alter a waste pipe fitted on the flat roof, which is in the way of the gas run. 4) Replace several open faced pipe clips which do not conform to gas regulations. The quote of £1,070.00 + VAT to carry out the above works, but again this was quoted in July and may change. I recommend that the council take this as a priority.

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Office Hours: Monday, Tuesday & Friday 9.30am to 1pm and Wednesdays 1pm to 5pm

Fire Risk update - We now have an external alarm fitted, so we can be alerted to a fire situation if working in the workshop or surrounding areas.

The clerk also informed the members of some leaks which have sprung up throughout the building. After a lengthy discussion it was agreed that in view of the various issues which are outstanding and the new information on the leaks, a survey should be undertaken of the building in order to get a picture of where the potential problems will arise and the solutions that will have to be taken. It was suggested that this should go to the Finance Committee for discussion as the Recreation Committee is over budget due to extra works which have had to be undertaken. Agreement was proposed by Cllr. Joselyn and seconded by Cllr. Rose.

Gym Managers report – Members had a copy of the report which highlighted various issues relating to the building.

The clerk went on to explain the problems experienced with the studio floor (ongoing history which the acting chairman relayed to other members), as well as the new leaks which have occurred at the back door and the toilet window leakages. A lengthy discussion was held on the ongoing problems with the ageing building and it was agreed that a surveyor's report should be commissioned to find out why the leaks and issues are occurring and the best way to rectify them permanently rather than spending money on quick fix solutions. It was agreed that councillors should walk round the site to inspect the problems after the meeting ended.

Squash Court Men's changing room showers – The clerk informed members that a hole had appeared from a broken panel in the shower area and when in use the water escaped through the opening down to the weights room below. There is some history with the problem which was discussed. It was agreed that the council needed three quotes for refurbishment of the area, an inspection would be done that evening. Agreement was proposed by Cllr. Joselyn and seconded by Cllr. Rose

Radios – The clerk explained the progress with the evacuation procedures and the need for walkie-talkies as part of the evacuation process. As the building is complicated, it was felt and agreed that walkie talkies would be a good idea for the gym team, maintenance and the office to keep in touch in times of emergencies, however, the quote given was expensive and Cllr. Joselyn proposed agreement in principle but to look for a cheaper alternative which was fit for purpose – Cllr. Rose seconded the proposal.

Punch bags – There is a growing interest at the moment in boxing and Joe our newest member of staff is proficient at the sport, having been involved since he was a young child. Adam Cooper is qualified to teach Boxercise and between the two members of staff thought it would be an advantage to the leisure centre to put on a class. However to attract people to the sport there is a need to create some space for some punch bags and the gym manager has asked if some space could be utilised in the corridor as an area for members to use. Members asked how the punch bags would be attached to the building and the need to check that the corridor area was not an emergency exit. Members agreed in principle subject to these checks being assessed first.

Cones – The gym manager asked if she could put up a sign to say that paper cups would no longer be used for the water cooler in the squash corridor. These are ordered and paid for by the council then re-invoiced to the squash club. Members thought that the squash club should be contacted for their view as they may wish to continue with the purchase of the cones, however, it was suggested that they could purchase the paper cones themselves instead of the council. The clerk said she would contact the squash club for their views.

Infra Red Heaters – The gym manager asked if infra-red heaters could be purchased for the changing rooms as members had been complaining about the cold. The clerk informed members that she had asked the maintenance team leader to re-set boiler settings to see if more heat could be diverted towards the changing room area. Members suggested that no purchases should be made until the boiler commissioning is done as it may make a difference to the distribution of heat.

Evacu chair – As part of the Health & Safety assessment, an evacu chair had been suggested for the back stairs leading down from the social room to the ground floor as a quicker alternative to the stairlift. Members agreed in principle that this should be looked at and asked that other options be assessed for consideration for the next financial year.

Key code lock – As part of the H & S assessment and to ensure closure of parts of the building not in use at all times, the suggestion of a key code lock was put forward for use in the squash corridor. Members asked if the door was a fire door and suggested that a deadlock instead of key code lock would be a better alternative.

8. **Items relating to the recreation grounds and agree any action** – The clerk updated members on the current situation regarding the payment of monies for one of the memorial benches.
9. **Review the emergency evacuation and lone working procedures and agree any action** – It was suggested that this could be something to consider after the survey of the building was done so was deferred.
10. **Discussion on the maintenance team being able to access wi-fi in their lock-up and agree any action** – Cllr. Betts has asked for this item to be deferred so he could report on this at the next meeting.
11. **Discussion on a request from Circus Tyanna to visit the recreation grounds in April 2018 and agree any action** - Members agreed that they were happy with this request, however it was stipulated that the current rate per day be charged upfront for all days the circus intended to be here.
12. **Discuss whether the recreation committee would agree to posters being displayed around the recreation grounds which have been drawn by scouts/brownies/youths** – Members were in agreement with the artwork, which primarily asked users of the grounds to pick up their dog mess. Thanks were given by members for the good initiative and colourful aspect the posters will add.
13. **Discussion on the purchase of walkie-talkies for use by staff for H & S reasons** – Discussed during item 7.
14. **Discussion on using the back corridor for the use of punch bags and agree any action** – Discussed during item 7.
15. **Reports from committee members (for information only)** - None
16. **Clerks report (for information only)** - None
17. **Approval of items of expenditure** – Agreement proposed by Cllr. Rose and seconded by Cllr. Joselyn
18. **Significant correspondence and agree any necessary action** – The clerk read out an email from the Duty Manager thanking all concerned for the installation of heating in the gym reception area and also quoted positive comments from members.
19. **To confirm the date of the next meeting** – Wednesday 7th February 2017 at 7.30pm in the Social Room, Harleston Leisure Centre

Meeting ended at 8.55pm

Signed

Date