

**Minutes of:
Woolwell Centre Working Group
Meeting on
Thursday 19th October 2023 19:30 Hours**

Present:

Councillors - Larry Taylor Chair (LT), Jackie Taylor (JT), Lynn Tamsett-White (LTW), Brian Hill (BH), Paul Blight (PB), Nicky Hopwood

1. Fire Alarm & Intruder Alarm Quotations

LT advised that he hasn't yet inputted the quotations into the spreadsheet so that we have a like for like comparison - he advised that he will work on this and present as soon as possible. He asked **LTW** if ACE Fire attended to quote – not sure as so many people have attended.

2. Issues with Centre – wish list put together by **LTW** – Centre Manager

- i. Kitchen Extractor – **LTW** advised that a new motor is being fitted next week – she also asked about servicing of the ducting and extractor. It was agreed by all that this should be carried out at the cost of the Trust.
- ii. Intruder Alarm – false activations – caused by deteriorated 'old style' fire doors – **BH** advised that this item was discussed at the Finance Working Group – the door in the AM/PM room was to be replaced as a priority due to deterioration. **JT** contacted Nick Barnes (contractor who fitted other doors) to make contact with the Centre to provide a quote ASAP. Suggested that a shoot bolt be put in place in the short term until new doors are available. **BH** to install said shoot bolt.
- iii. Porch Issues – What exactly is required – **LTW** advised that bottom glass units be replaced by solid PVC, double glazing to middle and solid PVC to top. External timbers to be rubbed down, treated and clad to protect them.

A quote for £22,000.00 was provided for this work – another quote from ADF Plastics has been received - £11,170.00 – **NH** asked if this price was the actual cost and if the quote needed to be revised – **LTW** will ask the question. If the revised quote is received with a 10% increase, then the PC could instigate the work with ADF Plastics almost immediately (with full specification of work, guarantees etc) as Finance Group were provided with a sum of £22,000.00 (maximum) as a sum available to spend from budget.

Additional costs for electrician to install new lighting in this area and Alarm Co charges for removal and re-installation of alarm system, also carpeting and DPC need to be added to the costing of this work.

- iv. Wooden Windows – front x 2 single – } £27,320.00 quote for replacement doors & windows (incl fire doors)
- v. Roborough Suite x 4 Windows – } Quote rec'd Feb 2023
- vi. Fire Exit Doors – Wooden doubles x 3 sets, not closing & caused callout – see above (S106 money to be utilised to install an opening door in the hall)
- vii. Fire Exit single door in Meeting Room – PVC one not closing correctly – **LTW** advised that this door needs to be 'slammed' in order for it to close - **LT** advised he would take a look to see if there is a simple solution.
- viii. Stage – middle 'bounces' – may need additional support – **LTW** advised that there may be an issue with the safety of the stage – the middle seems to 'bounce' may require additional wooden beam underneath to 'shore' it up **BH** to investigate.
- ix. Smoking/Vape Hut – **LTW** advised that the neighbours complained about 'smokers' noise – she said that she had found a 'cost effective' shelter online which smokers could use to limit noise and this would be best placed to right of the bin store. Cost around £400 which the Trust would pay for. **NH** advised that she would purchase the shelter using her 'Locality' funds.
- x. Carpets – Reception area/corridor & upstairs – original carpet 20 years old – **LTW** in receipt of a quote to replace from Dean Allen - £8,000.00. This item put on hold.
- xi. Main Hall Decoration – the only "large" area left to be re-decorated – **LTW** in receipt of a quotation from Hancock Decorators - £2,865.00 including materials.
- xii. Ceiling Tiles – in main hall – one fallen down – others may follow – **BH & LTW** will investigate further if Hancock Decorators are instructed to carry out decoration in the Hall using their 'towers' to inspect any further possible loose ceiling tiles.**LT** suggested use of T Bar Clips to hold them in place.
- xiii. CCTV – Security 'Jason' suggesting 4 more cameras required in 'blind spots': rear of building corridor, café side (externally?), inside by fire exit (which fire exit?) 4th?? – **LTW** advised that Jason had already installed an additional camera in the rear corridor. A further three were required. **NH** asked if a fourth camera could be fitted overlooking the proposed 'pump track'. **LTW** was asked to obtain a quote from Jason for these additional units.
- xiv. Accessible toilet upgrade – advised difficult to get a wheelchair user into the toilet space – **LTW** advised that some wheelchair users have issues gaining access to this toilet – currently having to use 'screens' for modesty. Group not sure if anything can be done due to location of the toilet. Further investigation required – does it meet standards – can it be extended at all (walls are solid)?

- xv. 'All Toilet Upgrade' – Flooring & Sani ware would benefit from being upgraded although useable at present – this is a 'wish' item however, **PB** advised that his company may have some sanitary ware items available at some point next year.
- xvi. Roof/Heating/Ventilation Upgrade – this item is included in the items within the PWLB application.

3. Future Extensive maintenance plan with PWLB cost analysis

LT advised that the Clerk had provided him with figures – we can apply for a £250,000.00 loan over 17 years with repayments of £23,000.00 per annum

It was agreed, with the exclusion of **LTW (due to pecuniary interests)**, that the WCWG recommend to the full council, that the application process be started for the PWLB.

PB advised group that costings of works are around £220,000.00 (£27,320 for Windows & Doors, £83,805.00 Heating System, £35,860.00 Roof, £58,626.00 PV Array, £10,000.00 external doors, £4,800.00 CCTV) so we have a £30K contingency – however the loan can be drawn down so if the full amount is not required then we will only repay what we have drawn down. However, the air-cooling system may have to be 'quashed' as the cost for this is £62,000.00 which exceeds the contingency!

PB – advised that he is expecting quotations for full replacement of heating/ventilation system or utilising what we have and refurbish. These are due imminently.

PB suggested that due to the amount of money being spent on various areas of work on the WC we need technical assistance in writing contracts to issue to Contractors covering specification, T&C of the contract and issues on liability – this service will attract a fee which will need to be incorporated into the loan. Prices/ball park figures for this service to be sought (QSPM, QS etc) – **LT/PB**

- 4. Facia & Guttering – quote for this work came in at £21,530 – Finance group thought that this item could be placed on the back burner for now.
- 5. Lease between SHDC – PC & PC & Woolwell Trust

LT advised that all was going well until it was established that the fenced and paved area outside AM/PM area was not owned by PC – **LT** gone back to Solicitor to ask for this area to be included - our Solicitor has asked SHDC – person dealing with this issue is no longer involved! **NH** has asked **LT** for email audit trail as she will speak with power that be to get this area included so that the lease can move forward.

6. Future WCWG Meeting Dates

15 Nov 2023 – Face to Face
20 Dec 2023 – Teams
17 Jan 2024 – Face to Face
15 Feb 2024 – Teams

20 Mar 2024- Face to Face

LTW has noted dates – will book a room for face-to-face meetings.

7. **AOB**

LTW advised that Trustees would like quarterly meetings with the PC to discuss updates etc. **LTW** advised that she no longer wished to be a part of the WCWG – this will probably be mentioned at full council meeting.