



Village Hall  
York Road  
Earls Colne  
CO6 2RN

15<sup>th</sup> April 2026

**To: Members of Earls Colne Parish Council**

**You are hereby summoned to attend**

**THE PARISH COUNCIL MEETING  
TO BE HELD AT THE VILLAGE HALL (LARGE HALL)  
ON TUESDAY 21<sup>st</sup> APRIL 2026 AT 7.15 PM**

**for the purpose of transacting the following business**

*S Gaeta*

Clerk to the Council

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## **AGENDA**

- 1. Apologies for Absence**
- 2. Minutes of the Parish Council Meeting** held on 17<sup>th</sup> March 2026 to be taken as read and signed as a correct record by the Chairman.
- 3. Declarations of Interest (existence and nature)** with regards to items on the Agenda. Councillors are reminded that the code of conduct provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.
- 4. Essex County Councillor Update**  
To receive an update from Councillor Siddall.
- 5. Braintree District Councillor Update**  
To receive an update from Councillors Spray and Courtauld.
- 6. Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.  
*3 minutes per person; 15 minutes max*
- 7. Chairman's Update**
- 8. Clerk's Update**  
To receive an update from the Clerk.
- 9. Finance and Internal Control**
  - (a) To receive a budget update.
  - (b) To approve the virement of £1,000 from the previously allocated speed monitoring budget to the car park camera project, and the return of the remaining £2,000 to general reserves.

- (c) To note the Clerk's correspondence to a resident concerning a request relating to driveway access and encroachment on the village green.

**10. Planning**

To consider the following planning applications:

- (a) **26/00752/TPO & 26/00621/TPOCON**– Tree works adjacent to Station Road.
- (b) **26/00674/TPOCON**– Tree works at Queens Road Car Park. *This is the Parish Council's application.*
- (c) **26/00639/TPO**– Tree works at 20 Kemsley Road.
- (d) **26/00636/TPO**– Tree works at Greenhills Place, Halstead Road.
- (e) **26/00578/TPOCON** – Tree works at 56 Park Lane.

**11. Village Environment**

- (a) To receive an update from the Open Spaces team.
- (b) To receive an update from the Planting Committee.
- (c) To agree to use the Chairman's compensation of £630.44 from Cadent to instruct local artist Juliet Townsend to decorate the windows of local businesses at Christmas.

**12. Section 106**

To consider proposals for enhancements to the north and south village greens and agree to progress these as a Section 106 open spaces project, based on the recommendations of the Planting Committee.

*Subject to approval of the project by Braintree District Council prior to the formal order.*

**13. Health and Safety**

To receive an update on health and safety matters.

**14. Village Hall**

- (a) To receive an update from the Village Hall team.
- (b) To agree to appoint a plumber for advice about the toilet flushes and to remedy as many as possible, including replacing a faulty toilet seat, not exceeding a spend of £400 + VAT at this stage.
- (c) To agree to dispose of up to 40 of the stock of plastic chairs currently stored at the front of the hall, with an estimated disposal cost of £50.
- (d) To agree to remedy the faulty fire door seals, not exceeding £500 + VAT.
- (e) To agree to upgrade the main fuseboard in the hall, at the top of the stairs to ensure compliance and safety. Quotes to be presented at the meeting.
- (f) To agree to appoint the Village Hall's regular plumber to repair the leak in the heating system, once it is detected at a maximum cost of £2,500 + VAT.
- (g) To consider redecorating the bar, bar store and bar seating areas at a maximum cost of £650 exc. VAT.
- (h) To consider the purchase of a 3 door 'backbar' bottle cooler for the bar area up to £450 + VAT, with a potential additional cost to adjust the height of the worktop to make space.

**15. Accounts for Payment**

To approve the accounts for payment.

**16. General Information**

To receive any brief notices or reminders from Councillors or the Clerk. No decisions will be made under this item.



## REQUEST FOR ITEMS ON THE AGENDA

**Sections shaded Blue to be completed by  
the requesting member**  
**Sections unshaded to be completed by  
the Proper Officer or their delegate**

<b>Item topic</b>	The bar needs a refrigerator for it to operate as a bar. The recommended unit is effectively a 3 doored cold cupboard that allows bottles to be stored and cooled in an upright position. Size for size, a much better way to store and cool bottles than a domestic fridge.
<b>Advisory Group/Committee recommendation?</b>	Village Hall Group
<b>Proposed by</b>	Bob Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and decision
<b>If motion, please indicate required wording *</b>	That the Council purchases a 3 door “backbar” 312 litre bottle cooler for the bar area and facilitates adjustments to the height of a worktop to make space for the unit.
<b>Background (provided by the proposer)</b>	<p>This would normally switched off and only be used when required for bar use. We gain an energy saving benefit because this plan means that we can dispense with the faulty fridge in the kitchen. We gain because this unit makes the bar area more suitable for visiting bars and thus makes Hall hire more attractive. The choice of bottle cooler over a refrigerator has been made on the recommendation of the Rec Club who have been contracted to supply a bar later in the year. They advised against the use of a domestic type refrigerator in a bar area because they don’t offer sufficient capacity.</p> <p>We need to move quickly on this as have a hirer in early May who have booked the bar. We have another in September who has a hired bar booked and who will expect this unit to be in place.</p> <p>This unit might necessitate the raising of a section of worktop which will add up to £100.00 for the labour and</p>



	materials. This is the cheapest of very similar prices for similar units from Empire Supplies, Nisbets and Adexa, all prominent online suppliers
<b>Background (provided by the Proper Officer)</b>	
<b>Financial implication (anticipated by the proposer)</b>	A maximum cost of £450.00 plus £40.00 delivery = £490.00 plus an estimated £100.00 for repositioning of the worktop. Total cost £590.00.
<b>Financial implication (anticipated by the Proper Officer)</b>	Within the VH equipment budget Empire Core Double Door 208L Bottle Cooler – Sliding Door Commercial B – Empire Supplies £369 + VAT
<b>Legal implications</b>	Back bar cooler 2 hinged doors 220 litres Black   Adexa BC02PP - £309 + VAT Back bar cooler 3 hinged doors 312 litres Black   Adexa BC03PP - £371 + VAT
<b>Proposer's signature</b>	Bob Cook

#### **Explanatory Notes:**

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- \* 2. If discussion or consideration is required *without* a decision, please indicate 'to discuss', 'to consider' etc;
- \* 3. If a decision is sought and a motion required (for example, a recommendation by a committee), please indicate this.

Standing Orders 9 and 10 apply to notices of motion:

#### **9. Motions for a meeting that require written notice to be given to the Proper Officer**

A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.



The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear days before the meeting.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

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## **10. Motions at a meeting that do not require written notice**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular Committee or sub-Committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a Committee or sub-Committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a Councillor or a member of the public;
  - xiii. to exclude a Councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.





## REQUEST FOR ITEMS ON THE AGENDA

**Sections shaded Blue to be completed by  
the requesting member**  
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the Proper Officer or their delegate**

<b>Item topic</b>	Hall Toilets Repairs
<b>Advisory Group/Committee recommendation?</b>	Yes VH Group
<b>Proposed by</b>	Bob Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and Decision
<b>If motion, please indicate required wording *</b>	That ECPC call in a plumber for advice about the toilet flushes and to remedy as many as possible and supply a new toilet seat.
<b>Background (provided by the proposer)</b>	Several of the flushing mechanisms are showing their age by not responding to the first push. One toilet seat is broken. We need professional advice about the state of the toilets and possibly some remedial action as well as one new toilet seat.
<b>Background (provided by the Proper Officer)</b>	As above.
<b>Financial implication (anticipated by the proposer)</b>	Cost limited to £400.00 at this stage
<b>Financial implication (anticipated by the Proper Officer)</b>	Within Village Hall maintenance budget.
<b>Legal implications</b>	
<b>Proposer's signature</b>	R P Cook



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<b>Item topic</b>	Proposal to dispose of some of the stock of plastic chairs
<b>Advisory Group/Committee recommendation?</b>	Village Hall Group
<b>Proposed by</b>	Bob Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and decision
<b>If motion, please indicate required wording *</b>	That we dispose of up to 40 of the stock of plastic chairs currently stored at the front of the hall.
<b>Background (provided by the proposer)</b>	These were displaced from under the stage by the need for more storage space. Until now, they have not seen the light of day for many years and are an eyesore. In the event that the hall is full, say at Christmas, these would be a serious encumbrance. Received advice is that they are worthless but efforts would be made to find homes for them before the last resort of scrapping them. The chairs would be inspected before marking for disposal. The weak ones that have lost their rigidity and the ones with poor feet would be the first to go. The caretaker does not have time for this so some extra CW time would be required. Estimated at 2 hours.
<b>Background (provided by the Proper Officer)</b>	
<b>Financial implication (anticipated by the proposer)</b>	Transport to final resting place of up to £50.00
<b>Financial implication (anticipated by the Proper Officer)</b>	As above



<b>Legal implications</b>	None
<b>Proposer's signature</b>	R P Cook

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<b>Item topic</b>	Procurement of Bar Equipment
<b>Advisory Group/Committee recommendation?</b>	Yes / No
<b>Proposed by</b>	Bob Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and Decision
<b>If motion, please indicate required wording *</b>	To procure measure marked, wine glasses and Highball glasses. To procure 2 plastic dustbins for waste and empty bottles. Total cost of equipment not to exceed £250.00.
<b>Background (provided by the proposer)</b>	A hirer has booked the bar and advice from the outside supplier of bar services that we needed 30 of each type of glass. This proposal is to settle for 24 of each type of glass as an interim measure that reflects pressure on finances. Waste bin will be lightweight and the bottle bin a heavier one. As a cost saving measure, the VH team have accepted glasses donated by the bar services supplier.
<b>Background (provided by the Proper Officer)</b>	
<b>Financial implication (anticipated by the proposer)</b>	Current internet research shows that the marked wine glasses are £46.19 for 12 excluding VAT and carriage. Highball glasses are £13.40 for 12 excluding VAT and carriage.
<b>Financial implication (anticipated by the Proper Officer)</b>	Due to amounts involved, this item is approved under the Clerk/RFO's delegated authority. It is within budget.



<b>Legal implications</b>	
<b>Proposer's signature</b>	R P Cook

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<b>Item topic</b>	Non Working Glass Washer in Bar Area
<b>Advisory Group/Committee recommendation?</b>	Yes
<b>Proposed by</b>	Bob Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and Decision
<b>If motion, please indicate required wording *</b>	That ECPC call in the supplier of the glass washing machine to investigate and report on an apparent fault.
<b>Background (provided by the proposer)</b>	A hall hirer has also booked the bar and has asked if the glass washer works. We have agreed to look into it so have created an expectation that we will be able to get it resolved by September. The outside supplier of the bar service has also asked if the washer can be fixed. It makes financial sense to offer working equipment to potential hirers. The cost of the investigation is £95.00 plus VAT, payable on a pro forma basis. The engineer visit is expected to produce a report detailing potential repairs and their cost. More detail about this item is included in the VH long term plan.
<b>Background (provided by the Proper Officer)</b>	As above
<b>Financial implication (anticipated by the proposer)</b>	£95.00 plus VAT on a pro forma basis
<b>Financial implication (anticipated by the Proper Officer)</b>	Within allocated VH maintenance budget
<b>Legal implications</b>	This item has been authorised by the Clerk/RFO under Financial Regulations delegated authority. When the scope of works are provided, the item may be presented to council (depending on cost of works)



<b>Proposer's signature</b>	R P Cook

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<b>Item topic</b>	Fire Door Seals in Hall
<b>Advisory Group/Committee recommendation?</b>	Yes VH Group plus Fire Inspection report item
<b>Proposed by</b>	Bob Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and Decision
<b>If motion, please indicate required wording *</b>	That ECPC call in a contractor to remedy the faulty door seals.
<b>Background (provided by the proposer)</b>	The Fire inspection report includes a note that some seals are defective. We need to remedy this.
<b>Background (provided by the Proper Officer)</b>	Confirmed by the fire risk assessment - yet to be received in writing, however, recommendation given verbally.
<b>Financial implication (anticipated by the proposer)</b>	Budget Cost £500.00
<b>Financial implication (anticipated by the Proper Officer)</b>	
<b>Legal implications</b>	
<b>Proposer's signature</b>	R P Cook

### Explanatory Notes:

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## REQUEST FOR ITEMS ON THE AGENDA

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<b>Item topic</b>	Upgrade of Main Electrical Fuseboard
<b>Advisory Group/Committee recommendation?</b>	Yes VH Group
<b>Proposed by</b>	Bob Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and agreement
<b>If motion, please indicate required wording *</b>	That ECPC accept the recommendation from our regular electrician and upgrade the Main fuseboard to Latest Specification at a cost not to exceed £3,750.00.
<b>Background (provided by the proposer)</b>	Our Board is just within spec. The new Regulations which are due to be applied in under 2 years require this update. It would improve safety because there would be more RCDs and MCDs. That in turn is an advantage because any fault would only affect small areas instead of major shutdowns as can happen now. This topic is further detailed within the VH Long Term Plan. One quote already received.
<b>Background (provided by the Proper Officer)</b>	Raised in this year's fire assessment, but also in previous years. Further quotes to be obtained due to value.
<b>Financial implication (anticipated by the proposer)</b>	£3,750.00
<b>Financial implication (anticipated by the Proper Officer)</b>	Not budgeted for under Village Hall equipment. General reserves would need to be used.
<b>Legal implications</b>	Safety considerations for staff



Proposer's signature

R P Cook

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<b>Item topic</b>	Heating Leak Repair
<b>Advisory Group/Committee recommendation?</b>	Yes VH Group
<b>Proposed by</b>	Bob Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and Decision
<b>If motion, please indicate required wording *</b>	That once the leak in the heating system is detected we ask our regular plumber to repair it at a cost not to exceed £2500.00
<b>Background (provided by the proposer)</b>	There is a leak in the system that is currently being compensated, and the system kept working, by the automatic top up device. This cannot continue as the system is using fresh water. Fresh water vastly increases the corrosion within the system that is normally prevented by the addition of inhibitors. The cost is for repair and floor works as there is a strong possibility that the leak is under floor.
<b>Background (provided by the Proper Officer)</b>	At this cost, the Clerk is expected to try to obtain 3 quotes, including evidence of online prices. However, the hall's regular plumber has experience with the system so permission is sought to suspend FR 5.9 to enable this.
<b>Financial implication (anticipated by the proposer)</b>	£2,500.00
<b>Financial implication (anticipated by the Proper Officer)</b>	
<b>Legal implications</b>	



Proposer's signature

R P Cook

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<b>Item topic</b>	Erratic Self Locking of Chamber Street Door
<b>Advisory Group/Committee recommendation?</b>	Yes
<b>Proposed by</b>	R P Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and decision
<b>If motion, please indicate required wording *</b>	That the VH team/Clerk call in an outside contractor to report on, and possibly remedy, the erratic self locking on the outer door. There is a serious security issue here because, at the moment, anyone can get in if they catch the door unlatched.
<b>Background (provided by the proposer)</b>	
<b>Background (provided by the Proper Officer)</b>	
<b>Financial implication (anticipated by the proposer)</b>	Call out and fix £300.00.
<b>Financial implication (anticipated by the Proper Officer)</b>	As this is a health and safety matter for staff and Chamber users, this is authorised by the Clerk/RFO under delegated authority.
<b>Legal implications</b>	
<b>Proposer's signature</b>	R P Cook

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<b>Item topic</b>	Redecorate the Bar, bar store and bar seating areas
<b>Advisory Group/Committee recommendation?</b>	Village Hall Group
<b>Proposed by</b>	Bob Cook
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Discussion and Approval
<b>If motion, please indicate required wording *</b>	That the VH team accept the lowest quote of three to redecorate the bar, bar store and bar seating areas at a maximum cost of £650.00.
<b>Background (provided by the proposer)</b>	The areas are scruffy and uninviting for potential hirers as well as very much overdue for redecoration. More appealing decoration could encourage more hirers and income. This will be one stage of a planned complete redecoration of the hall. The quote seems very reasonable so this presents an opportunity to gauge the quality of the contractor's work before we move on to the other projects. (If a complete disaster half of it would still be behind closed doors). The Twinning Association have booked the hall and bar in early May. This borders on a "Civic" event so we feel that we should make an effort.
<b>Background (provided by the Proper Officer)</b>	
<b>Financial implication (anticipated by the proposer)</b>	January quote, recently updated, is £650. Other quotes £800 and £775. Those excluded the bar seating area.
<b>Financial implication (anticipated by the Proper Officer)</b>	Within hall maintenance budget



<b>Legal implications</b>	
<b>Proposer's signature</b>	Bob Cook

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<b>Item topic</b>	Reversal of Budget monies
<b>Advisory Group/Committee recommendation?</b>	No
<b>Proposed by</b>	Ian Sparks
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	The item to be discussed and decision to be voted on FOR DISCUSSION AND VOTING AT APRIL MEETING
<b>If motion, please indicate required wording *</b>	Proposal " To change item budget monies awarded to another item
<b>Background (provided by the proposer)</b>	Budget monies were allocated to the purchase of a speed monitoring system at a provisional costing of £3000. A much better option is by utilising the working with Essex Police which has been very productive. With the monies now in abeyance due to possible no longer request, the proposal is for £1000 of that money to be re-allocated to the project for cameras at the car park and the remainder £2000 to be returned to the budget area as a standby for any other projects that require topping up.
<b>Background (provided by the Proper Officer)</b>	As above.
<b>Financial implication (anticipated by the proposer)</b>	None anticipated
<b>Financial implication (anticipated by the Proper Officer)</b>	£2000 to be returned to general reserves.



<b>Legal implications</b>	The budget was agreed in January 2026. Under SO 7(a), a resolution can only be reversed within six months by a special motion supported in writing by at least 3 councillors. The Clerk has received this.
<b>Proposer's signature</b>	Ian Sparks

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# EARLS COLNE PARISH COUNCIL – Planting Committee 7<sup>th</sup> April 2026 - Recommendations

## PROPOSAL FOR IMPROVEMENTS TO NORTH GREEN AND SOUTH GREEN

### 1. BENCHES– NORTH GREEN

The North Green has three benches.

Benches A and B have been cleaned and as some old paint remains are being repainted. The base area surrounding each bench will be tidied/cleaned.

Paint Cost **£35.00**

Bench A



Bench B



**Bench C** (which is estimated to be 40+ yrs old) is rotten in several places and will need to be replaced. In addition, the base (which the Bench sits on) needs to be replaced as it is no longer level and could pose a risk.



The Planting Committee is asked to select a replacement bench (if not black suggested stained)

Option A TaylorMade – Max £439.00

### HARVINGTON 5FT BENCH



- Made in the UK 
- 15 Year Anti-Rot Guarantee
- Made with PEFC certified timber
- Delivered flat packed for easy self-assembly
- 45 minute DIY build time
- Leadtime is upto 4 weeks but usually within 1 - 2 weeks
- Free UK Delivery across the UK Mainland

Product Dimensions - Height x Width x Depth

96cm H x 152cm W x 67cm D

£399.99

QUANTITY

- 1 +

ADD TO BASKET

6 ft bench chosen if available; 5 ft bench if not

## 2. REPLACEMENT SLAT- SOUTH GREEN

The bench on the South Green has a broken back slat but otherwise is in a good state of repair. We are hoping to obtain a replacement slat from the suppliers.



### 3. PLANTERS

Recycled planters were proposed at the November ECPC meeting (ref 25/80b); however, this item was not taken forward as no Councillor seconded the proposal.

It is therefore proposed that timber planters are proposed for the North and South Green



#### WESTERN RED CEDAR



- Premium Joinery Grade Timber
- Hand Selected Grade 1 Cedar
- Built to Your Size & Specifications
- Drainage to Prevent Water Log
- Handmade in the UK
- Fully Lined & Ready to Plant

Require A Custom Size or Shape? Please Call 024 7746 0511

ONLINE ENQUIRY



Benefits & how to use Irrigation Tanks

All Dimensions are External & in Millimetres (mm) L x W x H

If you select to add an irrigation tank to your chosen planter, the correct tank

**Sustainable Planter Design** The proposed planters have been selected with sustainability and longevity in mind.

Key features include:

- Hand made in the UK
- Constructed using certified sustainable timber
- Cedar construction, naturally resistant to rot
- Pressure treated timber
- 10-year timber guarantee
- Expected lifespan of 50+ years

This reduces the need for replacement and minimises environmental impact.

#### Integrated Irrigation Systems

It is recommended that the planters include integrated irrigation tanks. Research conducted by the University of Reading demonstrates several advantages.

- Reduced Maintenance - Planters with irrigation systems require watering up to 50–75% less frequently.
- Water Conservation- Water is delivered directly to plant roots, reducing waste and achieving water savings of at least 30%.
- Healthier Plant Displays

Consistent soil moisture prevents stress on plants, leading to:

- Stronger root systems
- Healthier plants
- Better flowering displays

- Seven Planters to be placed alongside the benches on both greens. It is recommended for both the security of the planter and health of the plants the following planters are deemed most appropriate.

Size	Cost per planter	Use
1000 x 1000 mm	£1,237.99	Shrubs and seasonal planting

- b. A planter placed in front of the noticeboard will create a focal point and improve the presentation of the area.

Size	Cost per planter	Use
1500 x 500	746.99	Shrubs and seasonal planting

Soil for planters Max £600

**Total £10,011.93**

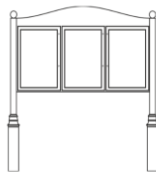
**Note:** It has not been possible for like-for-like planters to be sourced from a local provider. If, however, this is possible (at no additional cost) they will be purchased subject to the agreement of the Parish Clerk.

## 4.VILLAGE NOTICEBOARD

The existing village noticeboard is seriously deteriorating, and the glass presents a high safety risk. It is proposed that it is replaced.

**Option A - The Parish Noticeboard Company Total cost: £2,440 (can be fitted by them)**

- Market leader, like for like cant be beaten on price
- high-quality aluminium external noticeboard.
- 5yr guarantee
- Three display panels
- Weatherproof construction
- Toughened glass
- Weatherproof seals
- Virtually maintenance-free



3 doors  
Ornate posts  
Shaped header  
A1 display: £2440 + VAT  
A2 display: £2225 + VAT

**Black, 3 panel chosen**

## 5.LITTER BINS

The existing litter bins on the greens are in very poor condition and cannot be repaired to a reasonable standard and therefore need to be replaced. In addition, this will improve the overall look of the North Green.



### Option C Recycling Bins Direct £475 (can install these items)

Constructed from high quality **stainless steel** and **galvanised steel**, these bins are built to withstand heavy use and challenging weather. Corrosion resistant finishes support reliable outdoor placement, while smooth surfaces make cleaning quick and straightforward. **Metal bins** offer excellent durability, improved hygiene, and better fire resistance than many plastic alternatives, making them ideal for high traffic locations.

- capacity of 120 litres and a unique door bar hinge system.
- One of the key factors in the Derby Range's success is its unique door bar hinge system that has seen the bin used throughout the UK and not a single door has been forcibly removed in over 25 years.
- Flat Top as standard, 4 posting apertures.
- 2mm galvanized steel with heavy duty front opening door.
- 4mm galvanized steel base.
- Vinyl LITTER lettering beneath each posting aperture, with a gold backing plate
- 0.7mm galvanized steel liner with safety top edge and 2 handles.
- 10mm heavy-duty stainless-steel pivot hinge.
- Stainless steel slam lock mechanism.
- Hexagonal key operated heavy-duty lock.
- Angled litter direction plates.
- Stainless steel keyhole protectors.
- Dimensions: Height, 1020mm. Width, 535mm. Depth, 535mm.
- Weight: 65kg.Suitable for external use.



## 6. UP THE POLE BASKETS

The installation of floral baskets on village lampposts will create a vibrant and attractive display throughout the seasons, significantly enhancing the visual appeal of the area. Such features help to create a more welcoming and well-maintained environment for both residents and visitors, while also fostering a sense of community pride and contributing positively to the overall character and charm of the village.

The proposed use of self-watering “up-the-pole” baskets offers additional practical benefits. These systems are designed to minimise water loss through evaporation and do not leak, meaning they typically require watering only once or twice a week. As a result, they provide a cost-effective and efficient solution, saving time, water, and maintenance effort. Furthermore, the units are robust, easy to install, and can be securely mounted to lampposts using purpose-built brackets.

There are currently two lampposts in this area, and it is proposed that these baskets be installed on them.

Due to lead times for ordering, the time required to plant each liner, and the cost benefits of bulk purchasing, it is recommended that a total quantity sufficient for 20 lampposts be ordered.

At present, there are 28 lampposts from North Green through to and including Pump Green, allowing the baskets to be distributed evenly across these locations.

**Option B G - Views Pole Basket Package - £129.26 Per Unit (For 24 Units - £124.76 Per Unit)**

### Pagoda Pole Basket

Everything you need for creating stunning floral displays for any pole or lamppost up to a 110mm max diameter. Easily installed the Pagoda Pole Basket Package provides a high impact display while offering security and stability. With all the great features you would expect from the Pagoda range, our Pole Basket is designed to be an extremely hardwearing, cost effective and low maintenance planting solution.

The Pagoda Pole Basket comes with our popular self-watering capillary matting and features an easy fill watering channel for fuss-free maintenance. The smooth edges allow plants to flow over easily, and its UV stable and highly durable construction mean it will look great season after season.

Our Easy Drain feature allows the reservoirs to be emptied while still in situ, making removal and transportation significantly less labour intensive – and less risky. Our Self Watering Liners mean installing and removing planting is also simple and hassle free.

### Included in the Pagoda Pole Basket Package:

- 2 x Pagoda Pole Basket Half Units
- 2 x Self-Watering Removable Liners
- 2 x Steel Fixing Brackets

Overall Diameter:	685mm
Height:	405mm
Water Capacity:	20 Litres
Compost Capacity:	16 Litres
Pole Diameter:	110mm Max

\*All measurements per Half Basket

# Pagoda Pole Basket Package



**24 Baskets £2976**

**Clerk: Due to Highways Licensing requirements for installation on streetlighting over a highway, and related timescales, it may only be possible to install on the North and South Greens at this moment in time**

## 7. GRASS IMPROVEMENT PROGRAMME

The quality of the grass across the greens is below par with bald patches and heavily weedy. This could be easily improved through a basic lawn improvement programme, including:

- Weed treatment
- Overseeding
- Aeration
- Scarification

This would improve both the appearance and health of the greens. Oliver's plants have agreed to provide weed & seed for the greens at trade price.

Estimated cost £250

## 8. TREE CARE

CLlr Dalton is monitoring the larger trees on the green.

The greens contain three olive trees and one fig tree. To support their successful growth, the following steps are recommended:

- Soil improvement around root zones
- Appropriate feeding
- Monitoring during the growing season

Estimated cost £50

## 9. PLANTING BUDGET

A planting budget will be required for the planters and baskets. The estimated cost to be prepared once agreement to purchase planters and baskets has been finalised

- Seasonal bedding plants
- Shrubs where required

*To be confirmed*

## 10. STREET LIGHTS & BOLLARDS



The positioning of baskets on lamp post will significantly draw attention to the current state of these posts. At present, the majority of the street lights and bollards are in a visibly deteriorated condition. The paint is peeling in several areas, and in some cases has worn away completely. This not only detracts from the overall appearance of the village but may also lead to longer-term degradation if left unaddressed.

Whilst this proposal is primarily focused on enhancing the North and South Greens, it would make far more sense both practically and financially to undertake the repainting of all street lights and bollards at the same time. Completing the work in a single programme is likely to be more cost-effective and ensure a consistent finish throughout the village.

I have contacted three companies to obtain quotations for the work. To date, one quotation has been received, with a cost in the region of £85–£100 per lamp. Despite follow-ups, the other companies have not responded. The area requiring work includes approximately 28 street lamps, extending from the start of North Green through to Pump Green, along with associated bollards.

Given the efforts made to obtain multiple quotes and the reasonable nature of the pricing received, I request approval to proceed with the works on the basis that costs do not exceed £100 per lamp.

This maintenance will help preserve village assets, improve visual appearance, and prevent further deterioration.

**Spray Shield Ltd** – sent email

**Your Colour** – sent contact form

**RLP Painting Contractors** £85–£100 per lamp.

**Clerk: Same requirement for a Highways Licence, therefore, it may be more feasible to address those on both greens at this time**

## 11. Water Boser – to be researched and presented at next Committee meeting

### Benefits of & how to use an Irrigation Tank

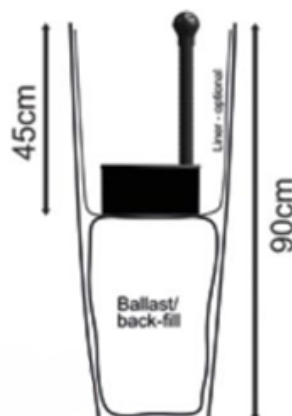
There are many proven advantages of using Irrigation Tanks;

- **Less frequent watering:** independent research by the University of Reading has conclusively proved that plants in containers, hanging baskets or planting beds that are irrigated using Tanker systems require watering only half as frequently as those planted without at worst case and upto 4x less frequently best case. As a result Councils and landscapers have been able to slash maintenance labour budgets by using special Tanker hanging baskets, pillar and railings planters and also by retro fitting Tanker units to existing planters. For private gardens, home owners at least halve the burden of keeping their planters watered if not quarter and can go on holiday in the summer with less worry about what they will find on their return.
- **Water conservation:** As water is delivered straight to the rootball only as required by the plant, Tanker systems greatly reduce the amount of water required to irrigate any plant display. Even in a sealed system, such as a planter, the documented saving is at least 30%. For exterior beds, hanging baskets and drained planters, the savings will be much greater. With water restrictions a regular feature in many areas, this aspect of the system is becoming increasingly important to our customers.
- **Healthier, better looking plants:** Tanker only delivers water to the roots as needed, eliminating the flood/drought cycle experienced by manually watered plants. Soil moisture is optimised and the plant does not experience water stress. The result is a denser, larger rooting system and more compact, healthier growth above ground. Councils using the system report that the displays produced using bedding plants are the best they have ever experienced with more and larger flowers and growth so vigorous that in some cases it had to be cut back – and all achieved with less than half the watering visits previously required.

Our Tanks come in various shapes and sizes to suit almost any possible application. If you select to add a tanker to your chosen planter we will send the specific tanker to suit.

Ideally you want your rootball of your chosen plant to sit around 2 – 4 inches above the tank unit (50mm – 100mm), so for a tall planter back fill the planter first than place in the tanker keeping it as level as possible then add a little extra compost to give you the 2 – 4 inches clearance then plant your plant and add as much compost as required. The filler pipe needs to be connected to the tank before you backfill and plant your plant to ensure that it comes up through the soil level so you can easily access the filler cap once the planter is planted to be able to fill the tank. Once planted give your plant a manual watering which will activate the capillary action of the roots and from then on the roots will naturally take water from the tank as and when needed.

This is how a taller planter would look;



## VILLAGE HALL LONG TERM PLAN COSTINGS

<u>CATEGORY</u>	<u>ESTIMATED COST</u>	<u>PRIORITY</u>
<b><u>REPAIRS AND MAINTENANCE</u></b>		
ITEM 1 HEATING SYSTEM LEAK DETECTION AND REPAIR	2500.00	1
ITEM 2 LOBBY ROOF-LEAKING IN THREE PLACES	500.00	1
ITEM 3 MAIN HALL FLOOR DAMP & BOWING (ESTIMATE) (GRANTS?)	8000.00	1
ITEM 3A MAIN HALL FLOOR DAMP & BOWING (ESTIMATE) (GRANTS?)	22000.00	3
ITEM 6 MAIN ELECTRICAL SUPPLY BOARD UPGRADE	3750.00	2
ITEM 8 CHAMBER STREET DOOR - LOCKING & LATCHING	300.00	2
ITEM 12 INNER FIRE DOORS - DEFECTIVE SEALS	500.00	2
ITEM 13 TOILET CISTERNS & FLUSHES	400.00	2
ITEM 14 RECTIFY REAR DOORS-BOLT & LOCKING SYSTEM	1000.00	1
ITEM 17 NOTICE BOARDS	300.00	2
ITEM 19 PAINTING & DECORATING-PHASE 1	650.00	2
ITEM 19A PAINTING & DECORATING-PHASE 2	2850.00	2
ITEM 20 SINGLE LOBBY DOOR TO STANDARD SPEC	250.00	2
ITEM 21 DOUBLE LOBBY DOORS - FAULTY LOCKING	400.00	1
ITEM 23 FRONT SECTION WOODEN WINDOWS (ESTIMATE) (GRANTS?)	60000.00	3
ITEM 24 SOUTH FACE SASH WINDOWS TOILETS (ESTIMATE) (GRANTS?)	4000.00	3
ITEM 25 LARGE SASH WINDOWS SMALL HALL (ESTIMATE) (GRANTS?)	12000.00	3
ITEM 26 LARGE SASH WINDOWS MAIN HALL (ESTIMATE) (GRANTS?)	15000.00	3
ITEM 27 ROOF/CEILING INSULATION (ESTIMATE) (GRANTS?)	10000.00	3
ITEM 28 EXTERNAL WINDOW SILL	1000.00	3
ITEM 29 MAIN HALL FRONT DOORS	500.00	2
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<b>TOTAL REPAIRS AND MAINTENANCE</b>	<b>£145,900.00</b>	
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<b><u>HALL UPGRADE AND ENHANCEMENT</u></b>		
ITEM 4 HIRER ACCESS AND SECURITY (ELECTRONIC LOCKS)	1000.00	2
ITEM 7 CLERK (CHAMBER) SECURITY- CAMERA, DOOR, PANIC ALARM[(ESTIM	3000.00	1
ITEM 15 SPLIT THE KITCHEN-IMPROVE ACCESS CONTROL	300.00	1
ITEM 16 SPLIT HALLS/LOBBY PARTITION (MARTINS LAW)	200.00	2
ITEM 22 DOOR BLINDS TO IMPROVE PRIVACY	60.00	1
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<b>TOTAL HALL UPGRADE AND ENHANCEMENT</b>	<b>£4,560.00</b>	
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<b><u>PURCHASE/REPAIR OF EQUIPMENT</u></b>		
ITEM 10 REPAIR OF BAR GLASS WASHER REPAIR OR REPLACE	1500.00	2
ITEM 11 FLOOR WASHER MACHINE	2620.00	1
ITEM 18 BAR BOTTLE COOLER & EQUIPMENT	590.00	2
ITEM 31 COMMERCIAL DISHWASHER	1300.00	2
ITEM 32 COMMERCIAL MICROWAVE FOR KITCHEN	580.00	2
ITEM 33 BAR GLASSES/SHELVING ETC	300.00	3
ITEM 34 WHITE KITCHEN FRIDGE	400.00	2
ITEM 35 PAPER TOWEL DISPENSERS	100.00	2
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<b>TOTAL PURCHASE/REPAIR OF EQUIPMENT</b>	<b>£7,390.00</b>	
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<b>TOTAL COSTS</b>	<b>£157,850.00</b>	
<b><u>SUMMARY OF CASHFLOW IMPLICATIONS</u></b>		
<b>PRIORITY ITEM 1: URGENT: 0 - 6 MONTHS</b>	<b>£18,380.00</b>	<b>1</b>
<b>PRIORITY ITEM 2: MEDIUM TERM 6 - 18 MONTHS</b>	<b>£15,170.00</b>	<b>2</b>
<b>PRIORITY ITEM 3: MOSTLY CAPITAL LONGER TERM 18 - 36 MONTHS</b>	<b>£124,300.00</b>	<b>3</b>

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<b>TOTAL COSTS</b>	<b>£157,850.00</b>	
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ECPCHALLongterm2026.

Future Action Points, items of concern and current activities. This is progression of the original document prepared to support budget requests. We believe this should be read and understood by all Councillors as we are all responsible for the Hall even though we have a delegated team.

The hall has suffered from many years of underspending on maintenance and care. Many areas and fittings are tired and dated. There are also some areas of major concern.

We believe that the Council as a whole needs to understand this and view the budget in the round. Would "your" budget be better spent elsewhere?

The team also strongly believe that the hall is under-used. We feel that it's a bit of a financial nightmare and that we should be making better use of it's earning potential by making it more attractive to hirers.

We have attempted to put a value on most remedial actions. In some cases, because the scale of the problem is as yet unknown, they are best guess.

The accuracy of the guess is unimportant, but the fact that there is a financial risk isn't.

The classification of importance is also unimportant. All of these items need attention.

(Values marked \* are the ones used in the summary sheets).

Effectively, this is also a Hall Manager's check list.

## **URGENT Level 1**

### **Heating System**

During the heating season the hall is heated when the hirers are present. The length of the warm up period ahead of the hire is longer in the colder months and shorter when the weather warms up. There are late evening and early morning short runs just to keep the chill off. In view of the price of gas, it is a cost efficient exercise to do this. The task of programming the heating times, from creating the timetable spreadsheet to inputting that to the 4 controllers takes about 45 minutes. The advice from our Plumbing contractor is to do exactly what we are doing. His opinion is that the current price of gas has superseded the "old" advice about keeping buildings warm. He looked at our hirer's timetable and advised us to carry on with the plan. He also advised that, as a default for energy saving reasons, all outer doors should be self closing.

In summer, we expect the place to be overly warm at times. The fixed glazing that we we inherited will add to the problem and will probably be a constant reminder that we need to replace the windows and make it a nicer, more welcoming, place.

We now know that the heating system is leaking. Our preferred Plumber says that one litre every 2 days is a leak. He can fix leaks but we will need to get a specialist to trace it (or them).

A specialist leak detector contractor is due to visit on 8<sup>th</sup> April. Cost around £1k

Underfloor work will be probably be needed but we might be able to leave it until the summer, which is less upheaval for hirers. There is some spare flooring under the stage that might be needed if floor work is involved in the main hall. That is basically carpentry work. We need to talk to potential

contractors with the requisite skills for the work. Estimated cost for repairing 1 leak under the main hall floor is at least £1k plus £1k for floor work. If a leak is detected under a solid floor, excavation will be needed with expensive re instatement. If we cut holes in the small hall floor do we then replace the flooring? Estimated cost of a leak repair is £1k and groundworks £1k.

We need to be taking advice from carpentry and groundworks contractors soon.

Our regular plumber also has access to specialist contractors for floor work. Old under-floor pipes are bad news. Solid floor leaks also raise the possibility that we might need to re route substantial sections of pipework. Budget cost £10k plus.

The system is currently not inhibited (corrosion protected). We plan to get it flushed and inhibited in the summer at a likely cost of around £1500.00 and will take place after resolution of the leaks. Inhibiting a heating system is not luxury optional extra and should be done soon.

If we have a leak under the main hall (suspended) floor, remedial work will present an opportunity to test the substrate for dampness. We will be able to monitor the humidity under the floor. Specialist assistance on the dampness, budget £2k

Summary of Costs if there is only one leak

Known:- £4.5k \*

Potential:\_ £14k plus extra

### **External Works**

We now believe that we have a handle on what the contractor wants us to pay for and what we think we should pay for. Not all of the work they quoted for has been done and not all that was quoted has been invoiced. We await their response to a request for a "clearing up" meeting where we hope to agree a final payment. Approx £5k\* in question.

### **Main Hall Floor**

A small section of floor in front of the stage had suffered damage from rising damp and was replaced in about 2020/21. The exercise was neither trouble free nor entirely successful and the underlying dampness was addressed by an extractor on the opposite wall. We feel that the improved ventilation was essential but that it wasn't correctly targeted. There is a rapidly increasing amount of new blackening in front of the replacement section so we can be certain that the damp problem has spread.

For the sake of clarity, experience tells us that black on the top goes all the way through so it can not be sanded off.

The floor to the south side (nearer the entrance lobby) is now showing signs of bowing. That is, the floor is no longer flat (as sanded) and each plank has some curvature. We think that is because the damp is affecting that section and causing swelling.

NB that the heating leak might be adding to the problem, in a very small way. At the time, the floor was sanded and re sealed (2019 ish), the contractors said that we could not consider another sanding as the floor wasn't thick enough.

We believe that, as a minimum, we need to be budgeting an annual reserve so that we can do the job when the need arises. In around 2019, the quoted replacement cost was £12,000.00 ish. The 2026/7 budget includes an £8k \* pa reserve with an optimistic 3 year target. The job will probably not be as simple as a new floor, because we will need to address the underlying issues

of dampness. As a minimum, we probably need to consider adding a membrane to the substrate and possibly re-instating the ventilation that was largely stopped up when the kitchen extension and lobby were added. That might mean getting the underfloor area air piped to outside. (Digging up the floor or the use of a boring machine to create space for new pipes.)

We believe that reserving £8k per year with a 3 year target for the estimated "simple" replacement is imprudent and insufficient.

There is a sump under the stage that is set into the water table and collects surplus water which is periodically pumped away. When storing anything under the stage, free access to the sump must be maintained. In heavy rain, the Con Club driveway drains to beside the Chamber notice board. That can't be helping. We need to look at directing Con Club water away to the road and not to under our floor. We possibly need to consider lowering the level of the ground beside the hall.

If any section of the floor failed, the project to resolve the issues would involve paying for professional advice and project management.

The potential size of repair bills raises the possibility of making serious inroads into our reserves or taking out loans.

Known (Current budget to Reserve) £8k \*

Potential £30k plus

### **Lobby Roof.**

The roof leaks in three places in heavy rain. Usually not all at once, and presumably dependent on quantity of rain and prevailing wind.

We are unable to trace whoever replaced it in 2021 probably after the lead was stolen. A warranty claim seems unlikely.

This is urgent because leakage means that the roof structure is being degraded. There is also a risk of electrical problems.

We have requested a visit from a roofing contractor, for a condition report that we should expect to pay for. His first reaction was that the roof wasn't that old so the windows might be the source of the leak. He felt that the mastic work is usually the weakest point of the roof so that might be the problem. We probably need to have £500.00 set aside for the condition report and the mastic man, at least.

Known £500.00 \*

### **Hall Hirer Access.**

It's unwise to expect our long run of lack of issues with hall security to continue. The lack of a person who can be called out for hall problems is a concern that needs to be urgently addressed.

We have an agreed plan to replace the existing hirer keysafes with electronic versions to improve the situation, but it currently needs more thought on how to make it work properly. The original proposal failed to consider who would be on the end of the emergency contact phone, whose phone that might be or who might be expected to turn out in an emergency.

A villager who lives locally has stepped forward to express interest in being the emergency contact. White Colne have such a person and they get paid for call outs and attendance.

An alternative access scheme, using cards, has been mooted. That involves provision of a box to receive cards after casual users leave the hall, some effort to retrieve the cards, administration effort to despatch the cards and more admin. effort to cover lost or non returned cards. It seems likely that the system would be more costly financially and administratively than electronic key safes but all options are open.

Another scheme would involve having a key pad controlling an electric lock. Individual users, Councillors and staff could have either their own code or a personal fob. A potential supplier has visited and we now await a quote. This links with a later point about use of the lobby partition and possibly making each door/pair of doors in the lobby into separate access points. The question of Martin's Law re safeguarding applies here. The question of an emergency contact phone applies to all current suggestions.

As an interim measure, until those items have been resolved, we need to ask the Clerk to change the current number as it has been in place for several years. We should also accept that the agreed plan is on hold because more expenditure and resolution of detail is involved. The fitting cost of the electronic locks was not included.

Assistant Clerk and VH team are currently researching.

Known minimum of £500. \* (Electronic Locks plus fitting)

Potential £2k estimate for other system.

#### Cost summary of Urgent, Category 1, items

Known £18.5k

Potential extra costs of £46k plus

### **High Priority Level 2**

#### 1. Main Electrical Supply Board.

We have been advised that we should consider an update to the main supply board to MCB/RCD, a more up-to-date, and safer, unit that should see us safe from major changes for at least 10 years.

Currently, we just meet regulations but after the anticipated updating of the regs, we won't. At best, we probably have to do this within two years so we need to be putting money away. We feel that electrical safety items should be done sooner than later.

Known Cost £3,700.00\* Two more quotes needed

#### 2. Clerk Security

We need to look at the safety and security of the Clerks. We need a better camera entry system. The cameras purchased by the previous admin are record only. They may have their uses but entry security isn't one of them. The office door needs beefing up, the glass needs to be replaced, the lock should be controllable by the clerk from the desk and we should probably look at installing a panic alarm. An unknown carpenter has already been contacted.

We also need to review the safety of the assistant Clerk whose workstation is in the main chamber and outside the office.

The Hall hirer access contractor may have advice.

Known Estimated Cost £ 3k\*

#### 3. Chamber Street Door

The closing and latching of the door needs to be addressed from a security point of view. The door doesn't consistently self latch which leaves the Clerk vulnerable and the Assistant Clerk, especially so.

We may need to make access from the stairs into a coded lock option that the Clerks can control via the intercom system.

Known Estimated Cost £300.00\*

#### 4. Floor Washer machine

The existing floor washer is incomplete, unserviceable and never used. It is old so we should clear the space and dump it. We need to replace that with a decent machine that washes, picks up and dries. We should be regularly (weekly at least) washing the hall floors but they are a minimum of 3 hours of hard labour by mop and bucket, and the caretaker doesn't always have time. We believe that we should obtain a professional machine that washes and recovers the water and dirt for around £2500.00 ex vat. That machine would also be ideal for the toilet and lobby areas and speed the jobs up. In a crisis we could accept help from volunteers or take on casual staff to do the job or reallocate a CW. We believe that supplying a decent machine will demonstrate that we value the caretaker and should help to keep them motivated. Our hirers also deserve better.

We could also consider taking on a "floor washer" or diverting existing Community Worker effort to the task.

Known Cost £2.5k\* (machine)

#### 5. Notice Boards.

The damaged paintwork shows us that we need notice Boards in order to satisfy the need for posters and notices whilst avoiding damage.

This project would need to precede painting.

We suggest that we use the simple "click" type with round corners.

A4 are £4.99 and A3 are £6.50. There might be a case for A2 too. Each site will need an individual approach. Estimated cost includes paying for fitting.

Known Estimate £300.00\*

#### 6. Bar Glass Washer.

Looking at this is part of our plan to make the hall more attractive to hirers and get hall hire rates, and income, up.

The glass washer appears to be faulty. The water doesn't heat.

A hirer has asked if it works and we have told her that we are working on it.

That has created an expectation.

The original supplier of the machine is willing to visit to assess the situation.

£95.00 plus VAT \* . We need to know the extent of the problem so we'd like to have the first call out done asap.

Approximate cost of Parts:-

Element £130.00 \*

Main Thermostat £60.00 \*

High Level Stat £47.00

PCB (Controller) £380.00

New machine minimum £1560.00 plus VAT, according to the engineer but we feel that needs research.

Fitting of any or all replacement parts on a return visit is £55.00 \*

We might then need to consider a maintenance contract even though a new machine would come with a 2 year parts and labour guarantee. The current light usage of the bar strongly suggests that we get it fixed, rather than getting a new one. Even if we could get bar usage up to 10 times a year, it would still be considered light usage.

Known estimated cost Minimum budget cost £340\*

Maximum Possible Cost £767.00

#### 7. Bar Bottle Cooler and Bar area improvements.

We think that in order to make the Halls more attractive to hirers, and thereby increase income, we need to make the bar area more user friendly so a bottle cooling/storage unit needs to be considered.

Professional advice is that visiting bars need a proper bottle cooler. If so, switching on ahead of hirers and off afterwards plus dry off and leave open, to be on Caretaker list.

Professional advice is that we also need more 250ml wine glasses, highball glasses, a bottle bin and a waste bin to create a useable bar. We also need more shelving in the glass wash area.

We already have a user booked in May so urgent action is needed.

Bar Cooler £450.00

Other Equipment £250.00

Total Known Cost £700.00 \*

### 8. Martin's Law

Conformance with the law needs to be considered urgently. Hall door locking and use of the hall partition are considered elsewhere in this report.

### 9. Split the Kitchen

In conjunction with splitting the halls, access to the kitchen should be just that, and not a through passage. We can overcome the difficulty of the hirers having access to drinking water by providing bottled water. Locking the kitchen also means that hirers don't have access to the hall that they are not hiring. This measure also helps with efforts to make the caretaker efficient.

Needs to be done, for security purposes and is essential if we are to abide by Martin's Law. That whole issue (item 8) needs to be reviewed urgently.

Would need 2 x key safes and Fitting Costs.

Budget cost £300.00 \*

### 10. Split the Halls

We should probably start to use the divider in the lobby. If we can be sure that the toilets for each hall are only used by the respective hirers and that the others are not, the caretaker can apply their efforts proportionately and we can make better use of the available hours. We would have better control over their activities and the hours worked would be more efficient.

We may need to consider locking the lobby partition and have keysafes available. Martins Law is part of the question. Each hall already has it's own doorbell.

Budget cost £200\*

Summary of Priority 2 Known Cost £11,340.00

## **Medium Priority Level 3**

### 1. Toilet Flushes

The flushing mechanisms are showing their age. The ease of flushing and the speed of response to operating the levers in several toilets is poor. We need to consider replacing the cisterns/flushes. One toilet seat needs replacing.

Our regular plumber to be approached for advice. Two need urgent attention.

Known budget costs £400.00\*

### 2. Inner Fire Doors

The recent Fire Inspection noted that some of the obligatory door seals are defective.

Known Budget Cost £500.00\*

### 3. Door Blinds

One window blind between the hall and lobby needs to be replaced. We should also consider fitting blackout roller blinds to the other doors to enhance hall users' privacy.

Known Budget Cost of 3 blinds is £60.00\*

### 4. Return the single lobby door to standard Spec.

As standard, doors are normally set to lock on closing with provision to disable the automatic locking for the period of hire. That means that it's just a door that people can use just the same as at home but without needing a key. (Pull the handle and the door opens). Hirers would be given the option to disable the self locking whilst the hall is in use. The door would then self close (as it should do) but still be openable. The idea is that the heat in the lobby is retained and a buffer of warm air is in place between the outside world and the halls. Contractor to be approached.

Can saving energy and money ever be a bad idea?

The Martin's Law question also applies to this item.

Budget cost £250.00\*

### 5. Rectify the faulty locking on the left hand door (from the inside) of the double lobby doors.

Both doors can be set to non self locking (fuel saving mode) and the key to do this is already on the hirers' key set. The left hand door drags and the locking off mechanism is faulty. We need a contractor to remedy the dragging of the lower bolt. It would also improve the hirers' experience. The default on both doors should be to self close. The right hand one would need attention to stop it self latching open.

Budget cost £400.00\*

### 6. Rectify the Rear Door locking system.

The lower bolt drags on the ground and users report that it is difficult to close correctly. This causes a security issue because the user of the hall may not be strong enough to correctly close the door. We have had several recent incidents of the Caretaker/Councillor finding the door unlatched. Propose asking a contractor to shorten the lower bolt. Lubrication of the bolts has improved the situation but the dragging bolt needs attention. We think that the door needs a closer for energy saving reasons. The key is very fiddly so not a practical entry point unless that is resolved and more keys purchased. We might need to replace the entire mechanism. Budget cost £1,000.00 or £250.00\* for remedial action.

### 7. Painting and Decorating

Currently, the decoration of the entrance lobby and small hall are incomplete but passable. We also have a lot of damage from posters being stuck to walls with bluTack.

Eventually, we need to make "don't stick stuff onto the walls" part of the hirers' conditions with financial penalties for infringements. Parties and Christmas seem to be when the damage occurs.

Although it has been done in the past, we think that Caretaking does not leave any time for painting.

We have concluded that we should get the work done by professionals. We need to make it clear that we need a contractor who is prepared to work round the hirers as there are some fairly long periods of non use of the halls.

We think that this approach would give us some visible progress and a decent finish.

Recently, the wall paintwork has suffered a lot of damage from posters which just make the place scruffy. We originally felt that these be urgently remedied and made less noticeable and although there may be colour match issues it would look less scruffy and be a sound base for subsequent redecoration. The first painter to quote felt that it might be better to do whole walls and just look on it as part decoration. He gave quotes for single walls.

Three painters have been approached and have quoted. There is a wide gap between their prices so the suggested approach is to use the cheapest in (say) the kitchen or bar to assess their work. Then review the situation.

We feel that the priorities are:-

Bar, Bar Store and Bar Seating £650

Kitchen

Chamber

Mr T. (one of the quoting painters) didn't like the stark white in the lobby. We agree. We discussed "National Trust" green and blue for there but not everywhere. Definite pastel shades. VH team to decide if and when and put it to Council. We have specified Dulux trade or close alternative paints.

We should also be creating specific reserves for the jobs.

We could consider replacing some or all of the toilet mirrors that are showing signs of ageing.

Whilst we should be looking for grants, we should also take a prudent view and make financial provisions. Or just save up by creating reserves.

Known, most urgent, £650 \*

Summary of Costs of Priority 3 tasks (including a single paint project)  
£2510.00

#### **Low Priority Level 4**

##### 1. Downpipe on outer wall of bar seating area

Appears to be blocked. Lower end not visible so where the water eventually goes is unknown. Probably not helping the underlying high water table problem.

##### 2. External Window Sill - Clerk's Office

Whilst assessing the S&S work we noticed that the window sill to the south window of the Clerk's office appears to need a repair, at best. It's oak, so won't be cheap if a replacement is needed. Say £1,000.00. note that there are Heritage/Conservation issues on repair work.

Estimated Repair Cost £1k\*

##### 3. Main Hall front doors

These are not as easy to close as they should be. We have had recent episodes of doors being left open/unlatched. They need attention from an expert. Fitting a pull handle and giving clearer advice might help.

Minimum budget £400.00\*

##### 4. Roof/Ceiling Insulation

Whilst the heating upgrades were in progress we were able to inspect the insulation above the Small Hall. It's thin and well below the current

suggested thickness. We need to plan for improvements and look for "ECO" grants. We need a plan in place ready for when the grants appear. The insulation above the Main Hall has not been inspected.

#### 5. Curtains/Blinds

All curtains and runners are showing their age. We feel that, as a minimum, the runners should be replaced. The practicality of doing that but not replacing the curtains at the same time needs to be considered.

#### 6. Remote Thermostats

There is a case for setting the temperatures and times remotely. Possibly a task for the Assistant Clerk. The cost of a remote system has not been explored. No action currently planned as VH team prepare the weekly spreadsheets and they and the caretaker adjust the timers, so is cost free.

#### 7. Add a Commercial Dishwasher to the kitchen.

Should we make the kitchen more attractive to hirers by providing a commercial dishwasher.? This is a long term project that would need more research and costings. Franke Kingfisher, counter top model.

£1116.00 plus fitting £150.00

Estimated Cost £1266.00 \*

#### 8. Add a Commercial microwave to the kitchen

Nisbetts, Samsung £580.00 \*

We feel that it would make the hall more attractive to hirers.

#### 9. White Kitchen fridge

Appears to not be working properly. Say £400.00. It would be a larger type fridge (no freezer compartment) and the actual unit should be a spot decision on the day. No urgency until we have hirers, but do we even need two fridges?.

#### 10.. Small Hall Projector Screen.

The projection system in the Small Hall projects onto a plain wall. In an ideal situation, we'd have a proper screen. There is very little demand for this so we consider the wall to be sufficient. We need to make clear that access, other than to play BluRay films, to this system requires a computer, some expertise, and practice. It is not Plug and Go. Work needed on written operating procedure.

Summary of Level 4 Estimated Costs £3,246.00

### **Capital Projects and Long Term Improvements**

#### 1. Front Section Wooden Windows (Replacement)

These were part of the "grand plan". They are old, single glazed, insecure and failing. We need to progress this. Note that there are "heritage" issues here too.

Budget Cost £60k but grants are involved.

Estimated cost to us £30k\*

#### 2. Small White "sash" windows on South face (Toilets)

All are rotten and need to be replaced. They are possibly part of the inherited "big" plan, We suggest that we start replacing in fours or reserving or looking at grants.

£4,000.00 pa annual reserve as a minimum, and hope for the best.

Any grant income would be a windfall, but it would be imprudent if we made grant income part of our plans.

We need to have priced plans on file so that we can quickly respond to grant availability.

Known suggested annual reserve £4k\*

### 3. Large Sash Windows in Small Hall

We have very old, but recently repaired and painted, sash windows that cannot easily be opened. Opening is actually impossible now that the secondary glazing has been fitted. We have already had complaints about lack of ventilation. We need modern, properly insulated, windows. When we get to this we will need to robustly oppose the "Conservation" view that they need to be made of wood.

Priced plans are needed for the file.

Known Estimate £10k\*

### 4. Large Sash Windows in Large Hall

The small comments also apply to these windows. They have not been repaired or painted.

Priced plans needed for file.

Known Estimate £10k\*

### 5. Paper Towels

All toilets have a single rolled paper towel dispenser. We need alternative/back up folded towel dispensers, a second dispenser or electric dryers.

Known Dispensers estimate £100.00\*

### 6. Prepare Long Term Toilet Refurbishment Plan

We probably need to have ready made renovation projects planned and priced. Should grant funds become available, we would then be in a good position to get the claim in early. For a start, the toilets, whilst functional, are very dated so we need design schemes ready to go.

Outside assistance needed.

Estimated £50k\*

Summary of Capital and Long Term estimated costs £104,100.00

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