



YAXLEY PARISH COUNCIL

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To: All Members of the Property Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Property Committee** of the Yaxley Parish Council to be held **on Tuesday 30th June 2020 at 7.00pm by Zoom app** – anyone wishing to join the meeting should email the clerk@yaxleypc.org.uk prior to the meeting for joining instructions.

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

23rd June 2020

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PR1. APOLOGIES**
To receive and accept apologies for absence.
- PR2. DECLARATION OF INTEREST IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PR3. MINUTES**
To confirm as a correct record the Minutes of the Property Committee held on 19th November 2019 (copy herewith).
- PR4. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for member of the public to address the Council.
- PR5. REPAIRS AND MAINTENANCE**
To note the work carried out on the buildings in the past 6 months and that planned (report attached).
- PR6. FEES AND CHARGES**
To review the fees and charges for use of the Councils facilities (report attached).
- PR7. OPENING OF THE HALLS RISK ASSESSMENT**
To note the contents of the risk assessment (attached).

PR8. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC**

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PR9. **FAIR RENT REVIEW – 50 MAIN STREET**

To consider a verbal report by the Clerk.

PR10. **STRETTON PRE SCHOOL - REVIEW**

To consider a report by the Clerk – attached.

PR11. **PAVILION MODERNISATION**

To consider a report by the Clerk – attached.

PR12. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 20.00

**Minutes of the Meeting of the Property Committee
held in the Council Chamber, Yaxley Parish Council on 19th November 2019.**

Present:- Councillor S Wayland – Chairman

Councillors R Doncaster, G Needham, D Porteous, S Sanderson, M Southgate and S Wayland.

In attendance – H Taylor and Councillor A Wood.

PR25. APOLOGIES

Apologies for absence from the meeting were received and accepted on behalf of Councillors R Butcher and M Oliver (both personal).

PR26. DECLARATION OF INTERESTS

No declarations were received.

PR27. MINUTES

Councillor R Doncaster proposed approval of the Minutes of the Committee held on 17th September 2019. This was seconded by Councillor S Sanderson and **RESOLVED**.

PR28. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR29. ACTION PLAN

Members received and noted a list of the Committee's projects included within the Council's Action Plan.

PR30. BUDGET 2019/20

Members were presented with a budget report as at 31st October 2019 (a copy of which has been appended in the Minute Book). Having gone through the various budget headings, actual spend against predicted and the proposed figures for 2020/21, it was proposed by Councillor R Doncaster that the budget be recommended to Full Council for approval. This was seconded by Councillor M Southgate and unanimously **RESOLVED**.

Meeting closed at 7.30pm

Signed

Chairman.

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 30th June 2020

SUBJECT: REPAIRS AND MAINTENANCE

PURPOSE OF REPORT

To inform Members of the repairs and maintenance carried out on the facilities since last reported and that planned.

MAINTENANCE AND REPAIRS CARRIED OUT

Whilst Stretton Pre School were on holiday at Christmas general maintenance work was carried out on the Owen Pooley Hall and corridor including repairs to an area of plasterwork that was in a poor state, application of damp proof paint, redirection of guttering in the court yard and the painting of the toilet corridor.

The back door at 50 Main Street was replaced as has the battery back up for the roller shutter door at the entrance to Queens Park which suddenly stopped working.

The Pavilion has been carpeted and the rendering around the changing rooms doors has been done and the exterior of the building painted. Once completed a section of the fencing has been removed making the building more attractive. Members have previously discussed placing shutters over the windows to allow the remaining fence to come down and a report on this is elsewhere on the agenda.

The six overhead heaters in the main hall at Queens Park have been replaced with two air conditioning units which also provide instant heat. These have been well received as they are very efficient and quiet.

Members will recall it was necessary at the end of last year to remove the asbestos from the roof on the old cricket garage. The garage itself could not be saved and it was demolished in February and the site has been cleared up.

After a number of strip lights failed in the workshop a decision was taken to replace the old units with new LEDs and this work has been done resulting in improved working conditions for the grounds team.

The emergency lighting at the Amenity Centre and Queens Park was tested in February two older units, one in the changing rooms at Queens Park and one in the Owen Pooley, failed resulting in them being replaced. Electrical conditioning assessments have been carried out on the Chapel, Queens Park and the Pavilion (Austin Hall was not due as it was done when the Solar Panels were

installed). The distribution system at the Pavilion has passed its life expectancy and will be replaced in the next few weeks.

After storm Ciara a number of fence posts at Queens Park had to be replaced, the fence is now getting of an age that this may become a regular problem.

During lockdown and with the halls being empty it has been possible to catch up on painting the Owen Pooley and Queen Park halls as well as deep cleaning the changing rooms. During this work a leak was discovered in the boiler room servicing the Owen Pooley hall and a section of pipework has been replaced. The skylight in changing room B at Queens Park has started to leak, getting contractors out to look at "small jobs" is an issue but it is hoped that someone will be out this month.

A section of the car park at the Amenity Centre has been resurfaced following the work's approval by Full Council.

PLANNED WORK

Last year the Austin Hall roof leaked badly on and off, despite having one of the wettest winters on record there have been no leaks reported. There is no apparent reason why it only leaks at certain times and the problem will be monitored. A dehumidifier has been bought and is being used between the two halls in the Amenity Centre to remove the damp from the walls.

Possibly the installation of shutters over the windows on the pavilion.

The curtain tracks in the Owen Pooley hall are being replaced, the old tracks are very old, bent and the cord has snapped off making closing the curtains very difficult.

COVID 19

As the time of writing this report we are preparing ourselves for the possible re-opening of the halls on 6th July 2020. A Covid 19 risk assessment has been produced for the halls (see later agenda item) and this will be shared with hall users. Hand sanitiser stands have been placed at the entrance points of all the halls and additional cleaning measures are being introduced including washroom inspection checklists and the creation of a Covid 19 isolation room.

RECOMMENDATION

- That the report be received

Helen Taylor

Clerk to Yaxley Parish Council

YAXLEY PARISH COUNCIL – PROPERTY COMMITTEE**DATE: 30th June 2020****SUBJECT: REVIEW OF FEES AND CHARGES FOR USE OF THE COUNCIL'S BUILDINGS.****PURPOSE OF REPORT**

To provide information to Members to enable them to review the hire charge for the halls.

BACKGROUND

The Internal Auditor would expect the Council to review its fees annually, even if it results in the pricing remaining the same. The hourly rate for the all the halls was increased on 1st January 2018 by either £1.00 or 50p, then on 1st January 2019 the Owen Pooley and Austin Hall rates were increased by a £1.00 a hour at weekends and 50p during the week, there was no increase in 2020.

CURRENT RATES/PROPOSED RATES

With Covid 19 closing all the halls the main focus will be getting the halls back up and running and in order to do this it is recommended that the rates remain as they are, which is as follows:

Facility	Current Rate
Pavilion - Monday to Friday	£8.00 per hour
Pavilion – Saturday & Sunday	£9.00 per hour
Pavilion deposit for Party Hire	£120.00
Owen Pooley Hall Monday to Friday	£14.00 per hour
Owen Pooley day rate Monday to Friday	£105.00
Owen Pooley Saturday and Sunday	£16.50 per hour
Owen Pooley day rate Saturday and Sunday	£117.00
Owen Pooley hall hire after 10.00pm	£30.00 per hour
Owen Pooley Hall deposit for party hire	£120.00
Austin Hall – Monday to Friday	£16.50 per hour
Austin Hall day rate Monday to Friday	£120.00
Austin Hall day rate Saturday and Sunday	£149.00
Austin Hall – Saturday and Sunday	£20.50 per hour
Austin Hall hire after 10.00pm	£30.00 per hour
Austin Hall deposit for party hire	£120.00
Queens Park Hall – Monday to Friday	£15.50 per hour
Queens Park Hall day rate Monday to Friday	£115.00
Queens Park Hall – Saturday and Sunday	£19.00 per hour
Queens Park day rate Saturday and Sunday	£144.00
Queens Park hire after 10.00pm	£30.00 per hour
Queens Park Hall deposit for party hire	£120.00
Caretaker late lock up fee (after 10.00pm)	£25.00
Chambers	£10.00

It was previously agreed by this Committee in February 2015 that regular long term daily hall users (Monday to Fridays) be awarded a 20% discount and it is recommended that this remains but with a caveat that this is on hourly rates only.

The Clerk also has discretionary powers to award a 5% discount for regular weekend users of the halls, an example of this is the dogs trust who, prior to the pandemic, book all day every Saturday in the Austin Hall.

When open, the Austin Hall is the most sort after hall being the largest. Queens Park is predominately used for slimming classes and toddler groups during the week. The Owen Pooley Hall is normally used by a tap-dancing group and by the Pre School.

RECOMMENDATION

- That the report is received and the content noted;
- That the rates remain the same for 2021 and be reviewed again in twelve months;
- That regular long-term daily hall users (Monday to Friday) continue to be awarded a 20% discount on the hourly rates;
- That the Clerk uses her discretion to award a 5%, on the hourly rates, for regular weekend users of the hall where she sees fit.

Helen Taylor

Clerk to Yaxley Parish Council

RISK ASSESSMENT FOR RE-OPENING OF COMMUNITY HALLS	
DESCRIPTION OF ACTIVITY	Yaxley Parish Council is responsible for the Austin Hall, Owen Pooley Hall, Queens Park Hall and the Pavilion. Pound Lane. This risk assessment forms part of the Parish Council's measures to re-open the halls, ensuring the safety of all staff and hall hirers and it will form part of the conditions of hire.

WHO IS AT RISK?	<p>Hall hirers</p> <p>Staff – particularly cleaners/caretakers</p> <p>Members of the public</p>
<p>The potential mitigations are in three categories colour coded as follows:</p> <p>Red – Actions based on Government advice (i.e. should be considered mandatory)</p> <p>Orange – Actions that are strongly recommended</p> <p>Green – Actions that are optional</p> <p>Important Notes:</p> <ol style="list-style-type: none"> 1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming. 2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section) 3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice. 	

<p>AREAS IN WHICH ACTIVITY TAKES PLACE</p>	<p>Austin Hall Owen Pooley Hall Queens Park Hall Pavilion</p>
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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff provided with protective apron covering and plastic or rubber gloves. Contractors provide their own. Staff advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>

	internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.	Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Talk with staff and volunteers regularly to see if arrangements are working.	Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. Concerns can be raised with the Clerk and Office Administrator.
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2m waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system exiting through the fire exits and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.		Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.

Main Halls	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds, photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p> <p>Copier, laminator, shredder.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p> <p>May provide a "kettle point" to avoid two groups using the same kitchen.</p>
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towel to be provided</p> <p>Consider encouraging those attending sessions to bring</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p>

			their own Food and Drink for the time being.	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch		Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use		Hirer to clean equipment required before use.	Consider whether re-arrangement of equipment will facilitate social distancing.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.		Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Cleaner to clean all surfaces etc before public arrive. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Install cleaning rota checklist on back of toilet doors.
Boiler Room	Door handle, light switch Social distancing not possible		Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls		Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required.	
Events	Handling cash and tickets Too many people arrive		Organisers arrange online systems and cashless payments as far as possible.	

