

**Minutes**  
of the MAYLAND PARISH COUNCIL  
**LAWLING PARK COMMITTEE**  
meeting held in the Lawling Park Hall  
on Tuesday 28<sup>th</sup> March 2017  
at 7.18 p.m.

**Present:** Cllr Duncan  
Cllr Evans  
Cllr Oatham  
Cllr Pettitt

**Clerk:** Mrs J Massenhove

**In attendance:** 1 resident

*In the absence of Cllr Spires, Chairman of the Lawling Park Committee, Cllr Oatham proposed that Cllr Evans chair this meeting. Cllr Duncan seconded the proposal. All in favour.*

**111. Members' Apologies for Absence**

Apologies were received from Cllr Spires

**112. Declaration of Interests**

No interests were declared.

**113. Minutes of the Previous Meeting**

Cllr Duncan proposed accepting the minutes from the meeting held on 24<sup>th</sup> January 2017. Cllr Oatham seconded the proposal, all in favour. The minutes were signed and dated as a true record.

Cllr Evans proposed accepting the record of the inquorate meeting of 28<sup>th</sup> February 2017. Cllr Duncan seconded the proposal, all in favour. This was signed and dated as a true record.

**114. Public Discussion** including regular hall user groups

None.

**115. Clerk's Report**

Each LPC member has received an update on matters from the last meeting. The report was noted.

**116. Lawling Park Hall**

Several points relating to the extension/refurbishment were raised: -

- Doors to the new committee room and store, plus the interconnecting door, must be operable from both directions.
- The newly installed shutter needs to be connected to the fire alarm system.
- Incorrect fan operation needs to be addressed.

These issues are to be raised at the next site meeting. Other points raised were: -

- Keys to the fire alarm cupboard need to be provided to each person on the call-out list. Clerk to arrange this.
- Can the fire alarm monitoring device be connected to the hall wi-fi? Clerk to enquire.
- Can the CCTV system be connected to the hall wi-fi? Clerk to enquire.
- Can PAT testing be carried out and an additional mains socket installed (for the wi-fi) by EBS's electrician whilst on site. Clerk to contact electrician for quotes.

It was noted that around £100 will be incurred for additional fire extinguishers, accessories and signage, as recommended by a fire maintenance contractor. An order has been placed for a fire risk assessment, although the date has yet to be confirmed.

All should be in order for the hall to be available to hirers from 18<sup>th</sup> April.

Cllr Evans proposed expenditure of up to £2275 for the purchase of 120 green banquet chairs. Cllr Pettit seconded the proposal. All in favour. Clerk to action but first to look for a less expensive equivalent.

The purchase of a door mat was agreed. Clerk to action.

Cllr Evans proposed accepting a quotation totalling £220 replace the float valve to the disabled wc, alter pipework to the changing room toilets and extend the external discharge pipe work and fit cage. Cllr Pettit seconded the proposal, all in favour. Clerk to action.

#### **117. CCTV**

It was noted that an additional CCTV column may be required for the proposed extension of the system; this should be taken into consideration when the specification is prepared and quotation sought.

It was observed that a recent police request for CCTV footage will require a significant amount of storage and will incur a cost. Clerk to enquire whether the police can assist with this.

It was suggested that there may be additional licencing or other requirements to consider if CCTV footage is to be viewed remotely. Clerk to investigate this.

#### **118. Play Areas**

The Clerk reported that the Council's insurer has been informed of the damage to the tennis court lighting column and lights and we are currently awaiting a further quotation for its replacement.

#### **119. Garden Areas**

It was suggested that a plan is created and funding sought to supplement the allocated budget for a garden area. It was suggested that an area is designated for this project and a competition held for the garden design. This could be promoted at the Annual Assembly and through the *Maylands May*. Councillors to consider which area might be designated.

#### **120. General Area and Maintenance Report**

It was observed that tidying of the path at Bakersfield is progressing well.

It was noted that a representative of the Essex Wildlife Trust has been invited to address the Council at its next scheduled meeting (11<sup>th</sup> April).

The Clerk reported that installation of drainage schemes has been confirmed for Bakersfield and to the rear of properties at Katonia Avenue. Work is to commence on 30<sup>th</sup> March and is expected to take around five weeks.

#### **121. Vandalism and Anti-social Behaviour**

Councillors reported that the anti-climb paint to the hall roof requires refreshing. Clerk to advise staff and to purchase more paint if required.

#### **122. Items for Next Agenda**

Purchase of a vacuum cleaner.

The meeting closed at 8.50 p.m.

Date of next meeting, Tuesday 25<sup>th</sup> April 2017