

## **Great Waltham Parish Council**

**Minutes of the Parish Office Sub-Committee Meeting held on Monday 23<sup>rd</sup> May 2011 at the Old Fire Station, South Street, Great Waltham**

### **1. Election of Chair**

Mrs J Patch was elected as Chair

### **2. Record of Members present**

Chair: Mrs Patch Councillors Bell and Steel

### **3 Apologies for Absence**

There were none

### **4. Declarations of interests (existence and nature) with regard to items on the agenda.**

There were none

### **5. External Notice Board at the Old Fire Station**

Mr Bell spoke of the desirability of being able to display Parish Council notices outside the Parish Office. The requirement was recognised by the sub-committee. Two positions were considered. Firstly a plain board affixed to the boarding at the main gable end of the building. Secondly an enclosed notice board mounted on posts at the graveled triangular area on the eastern side of the building facing into South Street.

It was agreed to seek the permission of the landlord to install a notice board at each location and then decide.

The post mounted board was the preferred option of the sub-committee and it was thought that some funds could be set aside in the 2012/13 budget for a notice board to be erected to commemorate Her Majesty the Queen's Diamond Jubilee.

### **6. Entrance to Parish Office**

Mr Bell suggested that the public entrance to the Parish Office was not 'friendly' and suggested that a second entrance should be made directly into the present storage room with a counter from which the clerk would be able to deal with customers without disturbing users of the main meeting room.

Discussion took place on the current use of the office, storage room and meeting room. It was agreed that the matter should be left for a later date to allow time for a pattern of use of the building to establish.

### **7. 'Book Swap' facility at Parish Office**

Mrs Patch suggested that two bookshelves (already available) should be sited in the corner of the meeting room to house a 'book swap' facility where members of the public could donate books and borrow other books making a small donation to a charity/organisation to be determined. It was felt that this facility could easily be 'up and running' with the full Council's approval and an article in the Parish News. It was also recognised that the facility would encourage greater access by the public to the building.

### **8. Modifications to Office re disabled access and toilet facilities.**

It was felt that before embarking on obtaining a 'ball park' figure for modifications advice should be sought from the Essex Physically Handicapped Association. It was suggested that EPHA be asked to carry out a survey of the building and to come forward with recommendations for modifications to the premises for disabled access.

### **9. To consider alternative Heating methods.**

The clerk indicated that the building was very cold during the winter months and could only be kept warm by some background heating which was boosted when meetings were scheduled to take place. Other methods of electrical heating could possibly provide a quicker boost. The heating was felt to be adequate but may be uneconomic. It was agreed to monitor the use of electricity over a year before giving this matter further consideration.

## **10. Any other business**

**(a) Internet Access Point** – the proposed internet access point in the ‘storage’ room was noted. Mr Steel felt that the access should be limited to ECC/CBC and possibly other formal websites. Mr Steel would carry out further investigations to see if such restricted access was possible.

**(a) Catering** – Mrs Patch drew attention to the requirement for trained caterers if food and drink were provided to members of the public. Mrs Patch would obtain further information.

**(b) Exterior Lighting** – Councillors leaving the building after dark had complained at the lack of illumination in this poorly lit part of the village. The clerk had checked with the Conservation Officer at CBC regarding an earlier issue regarding the light at the gable end following a complaint made by a local resident to CBC. This had occurred shortly before the Parish Council took over the building on 1<sup>st</sup> December 2010. CBC stated that when approval had been given for the building to be converted into offices in 2003 there existed a light on the gable end not dissimilar to the existing light. The current situation was that the bulb had been removed from the existing unit following the complaint from the neighbour. It was suggested that negotiation take place with the neighbour to seek agreement on a suitable lighting unit with deflection of the light to the area required to be lit for Health and Safety reasons for users of the building.