

HECKINGTON PARISH COUNCIL



Minutes of the Pavilion Committee meeting of Heckington Parish Council held on Thursday 6 March 2025 at 7.30pm in the Parish Council Chambers, St Andrews Street, Heckington.

1. Election of a Chair

Councillor Stanley proposed Councillor Spencer as Chair for the Pavilion Committee. The proposal was seconded by Councillor Thorpe. Councillor Davison proposed Councillor Wright for the role. The proposal was seconded by Councillor Spencer. The proposal to appoint Councillor Spencer was not carried. Councillor Wright was duly elected as Chair of the Pavilion Committee by resolution of the committee (per the Terms of Reference passed by the Parish Council on Monday 24 February 2025).

2. Chair's Welcome

The Chair, Councillor Wright (hereafter referred to as the Chair) welcomed councillors and members of the public to the meeting and delivered the usual health and safety announcements.

3. Public Forum

There were seven members of the public present.

4. Councillors Present

Councillor Davison
Councillor Spencer
Councillor Stanley
Councillor Thorpe
Councillor Wright, the Chair

5. Apologies

None.

6. Reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011

None.

7. General Matters

a) Co-option of non-councillors to the Pavilion Committee

Councillor Davison explained that any committee except the Finance Committee, can co-opt non-Councillors to the (Section 102 (3) of the Local Government Act 1972). This will bring a range of knowledge and experience to the committee; the obvious choices being the tenants and representatives from the football and cricket clubs. Davison proposed that co-option to the Pavilion Committee is advertised, the proposal was seconded by Councillor Spencer and the motion was passed by resolution of the committee.

Action: Clerk to create a poster for advertising co-option to the Pavilion Committee.

b) Review of current approvals and expenditure in relation to the pavilion roof and other necessary work.

Detail	Cost	Approval Status
Roof Bracing single storey loft space	2230.38	Approved complete
Loft Insulation (single storey)	2493.84	Approved
Replacement lead flashing	1060.00	Approved
Replacement guttering and downpipes	2000.00	Approved
Additional leadwork	900.00	Approved complete
Second storey loft work to include bracing and insulation	1248.00	Approved complete
<i>External works</i>	<i>12500.00</i>	<i>Not approved</i>
<i>Garage works</i>	<i>1750.00</i>	<i>Not approved</i>
<i>Replacement windows</i>		<i>New quotes required</i>
<i>Site survey for alternation to sports wing with a detailed survey and proposal plans for submission to the Planning Authority (if required)</i>	<i>700.00</i>	<i>Not approved</i>
<i>Moss Removal</i>		<i>Quotes pending</i>
TOTALS (APPROVED)	10,532.22	
TOTAL	25482.22	

The Clerk explained that this agenda item is designed to give committee members an idea of what has already been approved, completed and is pending approval or completion. She went on to say that the work completed thus far is with a view to ultimately obtaining the EPC which is mandatory in law. The Clerk said that the electrician has been scheduled for the beginning of April and this work will be followed by the insulation work. Councillor Stanley asked whether a plumber should be appointed to remove redundant pipework from the loft area.

Action: Clerk to obtain quotes for a plumber to check the pipework in the loft area.

Councillor Davison enquired about the quote for the external works at £12,500.00. The Clerk said that this is to address drainage; in short, a gravel drainage grids will be installed and the ground level will be reduced to below the damp course level.

Councillor Stanley recommended that Pavilion roof is replaced as a matter of urgency before any further work is considered. Councillor Wright said that the advice from the builder was that the roof had another 5-10 years life expectancy. Councillor Thorpe suggested that rising prices would make a new roof in years to come very costly and Councillor Stanley agreed. Councillor Thorpe said that a new roof would negate the need to clean the moss from the roof which has been recommended by the builder. He said that new guttering and leadwork should not be done before a new roof has been installed. Councillor Stanley also talked about funding for solar panels. Councillor Stanley suggested an application be submitted to the Public Works Loan Board immediately.

Councillor Davison suggested that there is work that must be done immediately and the Committee must also work on a longer-term plan to plan for preventative maintenance and repair. Councillor Davison emphasised that the process for a grant application with the PWLB process is lengthy process.

Councillor Stanley proposed that the garage works are added to the agenda for the March meeting of the Parish Council for approval. The proposal was seconded by Councillor Thorpe and the motion was passed by unanimous resolution of the Committee.

Councillor Wright proposed that quotes for (essential) replacement windows are reviewed by the Parish Council at the March meeting. The proposal was seconded by Councillor Spencer and the motion was passed by unanimous resolution of the committee.

Action: Councillor Stanley was encouraged to put a proposal in writing to the Parish Council to be reviewed ahead of the March meeting of the Parish Council. Clerk to add the garage works and replacement windows.

There was some discussion about a site survey as quoted by Richard Wells. This item will be deferred.

- c) Updates in relation to the Planned Preventative Maintenance report (if available).

Not available.

Action Clerk to escalate the matter with Carter Jonas.

- d) Health & Safety

- a) Fire Risk Assessment

Members noted that a Fire Risk Assessment will be carried out by Arion at a cost £450.00 plus VAT on Wednesday 2 April 2025.

- The Clerk informed the meeting that Mr Taylor of Bryden's has agreed to put right the fire wall in the single storey loft space, on the condition that the Parish Council purchase any required materials per his original agreement. Arion will provide guidance in relation to any remedial work.

- b) Asbestos Management Plan and Report

Members noted the asbestos report and management plan in relation to the Pavilion and noted recommendations for routine re-inspection. The tenants have a digital and paper copy which will be kept on site. Asbestos has been found at the Pavilion but as long as it remains undisturbed it is considered safe but should be reviewed annually per the asbestos risk management plan.

- The Clerk has provided the tenant, per Worknest, with Asbestos warning stickers to be sited around the Pavilion. Councillor Stanely proposed expenditure of £9.49 for the 32 asbestos warning stickers to be ratified by the Parish Council. The proposal was seconded by Councillor Spencer and the motion was passed by unanimous resolution of the Committee.
- Members noted that all contractors must be notified of the presence of asbestos and provided with a copy of the report.

- c) Bollards, Playing Field

The WorkNest Health and Safety Consultant, David Rogers indicated that the metal bollards on the playing field are cleaned and repainted as they currently present a trip hazard. The Clerk said that the tenants at the Pavilion had suggested that these are removed, and a path is installed and fenced from the roadway. The tenant suggested the installation of several speed humps.

Councillor Wright proposed that the metal bollards are repainted by the Caretaker pending quotes for installation of a path. Councillor Stanley seconded the proposal, and the motion was passed by unanimous resolution of the Committee.

Action: Clerk to obtain quotes.

- d) New footpath

Item discussed in c) above.

- e) Repairs to potholes

David Rogers indicated that the potholes should be repaired. Councillor Spencer proposed that the potholes are repaired by the Caretaker. The proposal was seconded by Councillor Stanley and the motion was passed by unanimous resolution of the Committee.

- f) Fire alarm inspection

Members noted that the fire alarm inspection was carried out by Arion on 5 February 2025.

- Manual call points required in the changing rooms (recommended) – The tenant said he had discussed this with Arion at the last annual report. It was agreed that as these areas are isolated

from the main building, the risk of fire is low. Councillor Spencer proposed that call points are not installed. The proposal was seconded by Councillor Stanley and the motion was passed unanimously by resolution of the Committee.

- The roof void partition (fire wall) has been highlighted as potentially affecting the audibility of the system. Per the previous inspection, the tenant explained that there is an alarm immediately outside the loft door and anyone in that section of the loft space would hear the alarm as the door must remain open as there is no lighting in that section. Councillor Stanley proposed that no action is taken further to this recommendation. The proposal was seconded by Councillor Thorpe and the motion was passed unanimously by resolution of the Committee.

g) Emergency light testing

Members noted that the emergency light testing was carried out by Arion on 5 February 2025.

- Members noted that the tenant must keep a record of emergency light testing on a monthly basis. The tenant explained that they must turn the mains electricity off to the entire building to test the emergency lights. The tenant recommended the installation of fishtail switches in the bar and function room and the corridor. There is already one in the dance studio. Councillor Wright proposed that a quote is obtained. The proposal was seconded by Councillor Stanley and the motion was passed by unanimous resolution of the Committee.

Action: Clerk to obtain a quote.

- Members noted that 7 self-contained luminaires and signs failed the three hour drain test. The Clerk has asked Quantum Electrical and SKU Electrical to provide quotes for repair. Arion have already quoted £50 per unit.

Councillor Davison asked how the Pavilion Committee can approve expenditure without having to go to full Council. The Clerk recommended that the Parish Council approve Terms of Reference to give the Pavilion Committee spending powers up to the budgeted amount. Councillor Wright proposed that Councillor Davison is actioned to put together a process and figures to enable the Pavilion Committee to pass expenditure, for approval at the March meeting of the Parish Council.

Action: Clerk and Councillor Davison to liaise in relation to putting together a proposal for the March meeting of the Parish Council.

- The report stated that the EiCR not available for inspection, but the Clerk and Tenant maintained that this was not requested. The tenant said the Firelog was also available despite comments in the report.

e) Contractor signing in book

The Clerk said that she had provided the tenant with the document.

f) Legionella Risk Assessment

Members noted the requirement for a legionella risk assessment (L8 Approved Code of Practice 2013 – Health and Safety Executive) per advice received from WorkNest’s Health and Safety Consultant, David Rogers.

g) S106 funding availability (for the strategic formation of playing fields).

The Clerk informed the meeting that she had discovered that NK are holding just under £36k, S106 monies, which must be used before April 2026 for the strategic formation of playing fields. Councillor Davison proposed that Councillor Spencer be actioned to put together a report with quotes and a list of priorities for review by the Finance Committee. The proposal was seconded by Councillor Wright and the motion was passed by unanimous resolution of the Committee.

The tenant said that about 18-months ago, the Parish Council approved plans for the development of the storage area to the left of the Pavilion building. The football teams proposed to remove the two containers, lay a surface and install fencing and physical buildings.

In relation to Mr Warrilow's comments about the above, the Clerk said that she had received an invoice from a representative of the Football Club for hire of a skip back in 2023. Mr Warrilow said that this had been given to the former Vice-Chair for payment. The Clerk had emailed the former Vice-Chair for his comments.

Action: Councillor Spencer to put together a report for the Finance Committee. The Clerk will review the Parish Council minutes from March/April 2023.

h) Fineturf

Members noted that Fineturf have completed year 3 (of 7) on the playing field (deep tine aeration on Tuesday 3 and Wednesday 4 March 2025). Mr Warrilow said he thought the goal mouths were going to be re-seeded this year. It was noted that the cricket club maintain their own pitch. The agreement with Fineturf is for the football pitches.

Action: Clerk to send a copy of the Fineturf schedule to Mr Warrilow. Clerk to arrange a meeting with the Contract Manager at Fineturf.

i) Replacement Trees

Members noted the offer from Sleaford Foods to sponsor a replacement tree at the pavilion at a cost of £200.00 further to the removal of diseased/dangerous specimens. Mr Warrilow suggested that any replacement trees are planted behind the houses on Howell Road to assist with drainage. The tree will not be available until later in the year; this item will be discussed at the back end of Summer.

j) Regular meetings with the sports groups and users

Mr Warrilow said that the tenants and sports groups meet regularly. It was agreed that a member of the Pavilion Committee should attend one of these meetings. Mr Warrilow said that he would communicate the date of the next meeting to the Committee. Councillor Davison suggested Microsoft Teams to facilitate communication. Members of the sports teams will also be invited to join the Pavilion Committee.

Action: Clerk to send invites to the football club, cricket club and tenants to join the Pavilion Committee.

8. Date and time of the next meeting.

Monday 14 April 2024 at 7.30pm.

9. Questions from the public (time permitting at the discretion of the Chair).

Not required.

The Chair closed the meeting at 8.40pm