

## **Pavilion Working Group Meeting 18th August 2021**

### **Present:**

Samantha Haywood: FCPC Locum Clerk

David Williams: Councillor

Tim Niblett: Councillor

Tristan Clark: Councillor

Dave Hockey: Councillor

David Goodwin: Councillor

### **Apologies**

Kim Jefferies: FCPC Project Officer

## **Pavilion WG Meeting Notes and Actions**

### **Pavilion Internet**

**Action 1 KJ:** Check the availability of a line to the pavilion and costs involved in securing an internet service.

**Action 2 KJ:** Check the availability of internet access through 4G mobile network "hot spot" at the pavilion and costs involved in securing internet service.

**Action 3 KJ:** Investigate the possibility of sharing internet access with the Community Association (Crossbow House) through an antenna system. Dave Goodwin to advice of a known supplier.

KJ – spoke with Charlie at Crossbow House and he is more than happy for the Council to piggyback off of their internet but he did point out that they are having trouble with signals themselves and are currently looking into booster systems.

**Action 4 KJ:** Put together a use case for internet access at the pavilion. Who needs it, why and when? E.g. Electric car charging point, Steve & Daisy, Air Source Heat Pump, Councillors for use in the meeting room.

Consultation was circulated to all users via email. Following groups replied:

**FACE** – *"internet access would be great in the building if that was possible – I will be using the building Wednesday afternoons and Friday evenings – me and my staff would need access to use laptop for registers and recordings etc and young people will have a point of access also".*

**Tennis Club** – *"No access required by the tennis club".*

**Scout Group** - *Phone line, Matt requested if the Council could install internet access*

**Cricket Club** – *"The Cricket club would love to have good broadband access. We currently use a dongle on a 2 year contract that finishes this September. We require it for entering / uploading results, we can live score our matches, used at the bar for point of sale transactions as well as other general use. It would be used April through September. When we inquired with Virgin Media before the install costs quoted were not economically beneficial for them to install. We were advised to wait for when some other*

*works were being undertaken in the carpark.  
We have since been told that a cable could be hooked up to the connection at Crossbow house and connected across the carpark using a cheaper micro trench method.  
We look forward to hearing more”.*

### **Air Source Heat Pump**

Cllr Goodwin provided an update.

There have been delays in receiving quotes for the installation of an ASHP. Quotes will be brought to full Council, once available, for a decision to be taken on whether or not to try to secure funding for the installation.

Contractors have now been in touch and wish to visit the building before providing a quotation. All enquiries have been passed to Cllr Goodwin

### **Deeds & Covenants**

It was decided to develop ideas for the use of the pavilion before going ahead with work to clarify, amend or remove covenants that may restrict the use we intend to put the building to.

### **Pavilion Usage**

A preliminary review of the FCPC Parishioners survey is to be undertaken to assess the initial views of what the pavilion should be used for.

**Action 5 KJ:** Engage with the following key stakeholders to seek their views on what facilities the Pavilion should have, for example:-

Sports clubs (Rugby, Football, Cricket, Tennis, Netball)

Parishioners

Scouts

FACE

Council Employees

**Note:** Seek help and support from all WG members to discharge this action.

**Action 6 KJ:** Research councils who have recently completed similar projects.

<https://www.stokegifford.org.uk/services/little-stoke-community-hall.php>

<https://www.stokegifford.org.uk/services/little-stoke-community-cafe.php>

<https://yatetowncouncil.gov.uk/sunnyside-sports-pavilion>

<http://www.dbhparishcouncil.uk/news/consultation-response-pavilion>

**Note:** Seek help and support from all WG members to discharge this action.

**Action 7 KJ:** Consider holding a public open day at the Pavilion with a table outside so stakeholders can put forward their views on what facilities they want at the pavilion.

A meeting has been scheduled with the Scouts and FACE to discuss exclusive use of the pavilion. The clerk will feedback the outcome at the next WG meeting.

Minutes of the meeting are attached below and note actions for this working group.

### **Pavilion Booking System**

This action remains ongoing until FCPC are in a position to take bookings. Refer to above point about exclusive use.

See note re: Sole Licence in the attached minutes

### **Crossbow Changing Rooms**

It was agreed to arrange a visit to the building to access its potential. Possible uses are as storage for FCPC, a Community café or both. If potential is established we need to understand the options for purchase (who owns it?) or lease/renting.

**Action 8 TN:** Set up a meeting with Crossbow CA to view the building one afternoon before the end of August.

Complete

### **Next Meeting Scheduled**

Wednesday 29<sup>th</sup> September @ 7:00pm via Zoom.

**Action 9 KJ:** Set up a Zoom conference call for the next meeting

Complete

## Meeting 26<sup>th</sup> August 2021

### 2<sup>nd</sup> Frampton Cotterell Scout Group and FACE

#### **Present:**

Matt Alner, 2<sup>nd</sup> FC Scout Group

Dawn Young, FACE

Bruce Poole Locum Clerk to FCPC

Kim Jefferies Project Officer

### Meeting Notes and Actions

**Matt Alner** raised the following queries for resolution:

- The sole licence 1.1 refers to a Plan and he requested a copy
- The sole licence refers 5.4 refers to the carpet being the groups responsibility and requested clarification
- The sole licence 3.10 refers to decorating, Matt intimated that the group had funds and would like to replace all notice boards within the main room but 3.8 requires the request in writing.
- The main door to the Pavilion has a lot of defects and the group requested the Council to replace the doors with something more robust
- The sole licence 3.4 states that the main hall can only be used for scouting. The group would like to hold indoor nights when covid restrictions allow, ideally 12 per year (4 per section) if wanted.
- Will the Council draw up a new licence or agreement to replace the sole licence?

#### **ACTION: Clerk to confirm**

- Kitchen will locks be put on cupboard doors.
- Karts, can they be stored under the stairs
- Windows, currently some of the stays are broken and windows need replacing
- Outside notice board, the group would like to erect a board at the front of the building or on the building and replace the existing banner
- Meeting room, the group asked if this area could be used for scouting meetings, district training, DBS appointments etc
- The group would like to put up posters and decorate and make the rooms more attractive
- Stairs, both the Scout group and FACE confirmed that if they have a disabled member current practice is to find them an alternative group that operates at ground level. Dawn confirmed that this happens in other buildings that they used and both Matt and Dawn confirmed that it isn't a problem to them.
- Outside front door drainage, the group asked if the flooding that takes place in the winter could be resolved
- Keys, Matt confirmed that he will be conducting a key audit and would like to put a key safe in the building. He would like to number all doors.
- Doorbell, the group requested a bell so that the main doors can be locked for security
- Downstairs toilet (men's), Matt requested that the outside door be blocked up as he felt it was a security risk to the group
- Phone line, Matt requested if the Council could install internet access
- Bins, Matt asked whose responsibility were the bins
- Security, Matt requested the Council investigate CCTV for the building

- Storage, Matt requested to be able to install extra storage and confirmed that the group will be siting a skip and clearing up the existing kit and storage areas to include disposing of all old metal cabinets and fridge etc.,

**ACTION: These matters will be discussed at the next Security Provision WG and the Pavilion WG**

Dawn Young confirmed that she was happy with all the arrangements that both her and Matt had agreed on:

- To share the upper floor facilities
- To run an outreach café from 14:30 – 17:00 on Wednesdays
- To run a session an outreach session (mainly outside) Friday 18:00-21.30
- To share the Scout group's crockery etc
- That locks on cupboards wouldn't be necessary as FACE are used to sharing buildings and do so at their other sites
- That the lines of communication should remain open between them, and problems are discussed and dealt with straight away
- That forming a joint committee between the Scout Group and FACE to keep lines of communication open was a good idea

### **Project Officer**

All in all, the meeting was very successful and amicable. Officers agreed that a tidy up of the Council's plastic chairs would be conducted by the Estates officer straight away. The siting of the skip would be just outside the building and caution was shared with the group about leaving the skip empty for any amount of time might mean someone fills it for them.

It was agreed that I would raise all the points put forward to the relevant working groups (as indicated) for discussion and or resolution.

*K Jefferies – 9<sup>th</sup> September 2021*