



# BURTON COMMUNITY CENTRE

UPDATE REPORT: 15<sup>TH</sup> JUNE 2022

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## OVERVIEW

All booking enquiries are acknowledged by the Clerk, followed up by a member of the BCC management team, individuals invited to view the facility and discuss requirements. Booking details are then populated, confirmed by hirer before the invoice is raised by the Clerk and prepayment requested. One-off/party hirers are no longer issued with a key but rather met in person on the day of hire to be given access and receive building H&S and evacuation instructions. A BCC management team member returns at the end of the hire to check the premises, carry out a touch point clean and secure the building and grounds.

Feedback from all hirers remains extremely positive.

Detailed records are kept on file and available for inspection.

Likely average monthly income of £1000 is being met, although we have noticed a reduction in enquiries which is likely to be a result of the current economic climate and rather than a reflection of our offering. Current projected annual income is £8,500 based on confirmed bookings to date and regular hirer patterns.

## FIRE INSPECTION and FIRE RISK ASSESMENT

Per previous report the 2021 FRA noted **“The premises has had modifications in the past which appear to have been made without due regard for fire safety”**. We continue to work through the recommended action list to remedy all areas of concern raised in the FRA and acknowledge it is essential any and all works approved by BWPC and carried out in the community centre must be fully compliant and with consideration for the health and safety of employees, volunteers, hirers and visitors.

The creation of the firebreak between the sports hall and kitchen/reception area is nearing completion. The fire doors, panels, frames and door furniture have all been delivered to site; installation is scheduled for weekend of 25/26 June 2022.

## GENERAL MAINTENANCE

### HEATING AND WATER

Following the last meeting a total of eleven end of useful life radiators in the sports hall, reception and kitchen have been replaced. The concealing panels need to be fabricated to fit and will follow at a later date.

The non-domestic boiler has now been serviced as has the kitchen gas boiler. The non-domestic boiler was found to have a leak, this has been rectified.

The BMS system which had not been serviced for years and for which the parish council had no control or access to has also been serviced.



The building management system (BMS) is a clever bit of kit solely designed to provide energy efficiency. It would appear over the years there have been several pointless and costly modifications to the building hot water and heating supply undertaken by domestic plumbers unfamiliar with the workings of non-domestic plant or a BMS.

Most recently, point of use waters heaters installed in October 2020 partially bypassed the BMS leading to hot water in the toilet facilities only being available for two hours a day Mon-Fri, this has been reprogrammed to ensure hot water via point of use heaters is now available seven days a week 9am-9pm if called for. The temperature sensors have been cleaned. The external and internal temperature set points have been tweaked to ensure the heating only fires up as required and lies dormant when not. The clock has been reset to GMT +1 and the heating is now programmed 9am-12noon, seven days a week (subject to set points).

As the building is not occupied all day every day, the plant extension/override button in the meeting room remains the most energy efficient method of heating the building for afternoon and evening bookings.

Cllr Mussell is familiar with the workings of a BMS and received onsite training for the system to permit adjustments if required.

It's important the workings of the plant room are left to qualified non-domestic heating engineers (such as Graham Tooker) and authorized TREND technicians and no further modifications are undertaken.

This work was carried out by an authorized Honeywell TREND BMS engineer at a cost of £500 net. **Approval to scheduled the necessary maintenance work between meetings was sought and granted by Clerk and Chair. Retrospective BWPC majority approval required for this expense.** £500 net.

#### FIRE ALARM and BUILDING SECURITY ALARM

Service of the fire alarm and building security alarm is to be scheduled during July. This will include the replacement of 14 smoke detector heads, expenditure approved at last meeting.

#### NON-ESSENTIAL MAINTENANCE

To consider for future expenditure – estimates to be sought

- Roof Cleaning – estimated cost in region of £5000
- Sports Hall Flooring – estimated cost of replacement floor covering to be sought, although not an immediate requirement.
- Hand drier is disabled toilet facility as regularly find hand towels blocking toilet.
- Fixed furniture in reception area

#### WASTE & RECYCLING

The single general waste dumpster has now been replaced with two separate smaller receptacles one for general waste the other for recycling. The collection rota is displayed in the kitchen and Clerk's office. Colourful bags to encourage hirers to separate recycling waste have been purchased and placed in the kitchen area.



### GROUNDS & PERIMETER – No further update

Basic ground maintenance is contracted to Dorset County Council until March 2025. Visits are monitored to ensure the contract service levels are achieved and maintained. BWPC has a positive working relationship with DCC. Contract to be reviewed December 2024 ahead of renewal date.

Planting of hedging has yet to be arranged but it is still hoped this can be a community involvement opportunity.

### MARKETING

Supply and installation of single signage at the end of Sandy Plot at the junction of Martins Hill Lane completed 27 April 2022 was promptly hit by a high sided vehicle. The incident and damage was immediately reported to BCP and replaced within a couple of days. Lesson learned; the sign was set a little further back on the post to avoid future contact.



### ANTI SOCIAL BEHAVIOUR

There has been some excessive littering in front of the building. The local children have been spoken to and the parents have sent supportive messages and apologies. We currently have a respectful working détente.

The date for the next police corner stop has been requested and will be promoted on BWPC social media as soon as we have been advised. These meeting provide an excellent opportunity for parish councillors and PCSOs to improve our visibility and meet informally with our local residents to discuss matters of interest to all.



### CAR PARKING – No further update

*Unauthorized use of the community centre car park has abated without issue since September 2021. Hirers and are happy with the number of parking spaces available, regular hirers and residents are relieved they no longer have to contend with abandoned vehicles.*

### COVID GUIDANCE – No further update

*Has been officially removed by the UK Government, however, hand sanitizers will remain, regular hand washing and continued wearing of masks is encouraged. The practice of carrying out a touchpoint clean after all hire sessions will also remain.*