

## **Appendix 1: Kingston Community Pavilion Committee Report for Kingston Parish Council's November 2021 Meeting**

### **Coronavirus Outbreak & timeline of Events in relation to the Pavilion**

- March 13, 2020: *Pavilion closed until further notice.* Statements of closure appear on posters at the Pavilion & on the website.
- April 1, 2020: Flooding incident. Insurers said we can enter Pavilion to do checks, observing the appropriate guidelines.
- April 14: 2020 TK changed the code on the security alarm.  
*Since then, only Committee Members & the necessary maintenance workers have entered the Pavilion, avoiding more than one worker being in the Pavilion at the same time, where possible.*

### **Routine maintenance:**

- A rota of several Committee Members is in place for routine checking of the Pavilion and our insurers confirmed that they continue to provide full cover for the Pavilion.
- The defibrillator is being checked daily & monthly functional checks continue to be performed. New defib pads & “starter packs” will be replaced mid-November.
- **Security Alarms:** last serviced on 2<sup>nd</sup> June and all was okay. The next service is booked for 8<sup>th</sup> November.
- **Fire alarms & extinguishers:** these were serviced on 9<sup>th</sup> July. We have obtained estimates for a new fire alarm control panel, because the panel has a faulty “fault buzzer” - see position paper attached.
- **Emergency lights:** the emergency lights that failed the duration test in May were replaced by Interlec on 9<sup>th</sup> August and all these lights now appear to be working satisfactorily.
- **New Cleaner:** a Lewes-based cleaning company has visited the Pavilion and agreed to clean the Pavilion every Wednesday morning at a cost of £20/hour, which is a significant increase on the previous cleaner's rate.

### **Other maintenance:**

- **Replacement of South Side Bi-fold Doors:** an estimate for replacement doors has been obtained. A number of local Fensa/Certass registered fitters have been approached to ask if they would be willing to fit these doors and certify that they comply with building regulations. An estimate for fitting costs has also been requested.
- **Flooring:** some of the flooring in the main corridor requires replacement - see attached position paper.
- **Boiler:** the gas boiler has been replaced by an air source heat pump (ASH). This was completed on 8<sup>th</sup> October with the handover on the 12<sup>th</sup> and it is now up and running. The ASH and immersion heater are programmed to heat up sufficiently to prevent the formation of Legionella. Some work was due to be finalised by an electrician on the 14<sup>th</sup> and the Installer will return to enable the condensation that forms underneath the pump to go to the soak-away and to cover the old vent from the outside.
- **External Store Room Lock:** this has now been repaired.

### **Re-opening of the Pavilion**

The Pavilion closed on 13/3/20 and has remained closed since then due to the Covid-19 pandemic and essential maintenance issues.

We are currently working towards re-opening the Pavilion with a target date of re-opening on 29<sup>th</sup> October.

The following items/actions are close to completion or have been completed.

1. Covid-19 special hiring Terms & Conditions
2. Covid-19 risk assessment for the Pavilion
3. An NHS QR code has been obtained
4. The Pavilion has been cleaned by the new cleaner
5. The windows have been cleaned
6. As noted above, the key maintenance issues are being resolved
7. Appropriate equipment is being purchased and other measures e.g. “advisory posters”, placement of hand-sanitiser, etc is being put into place.
8. The changing-rooms and Referee’s room will remain off-limits for hirers at the current time and will be locked.
9. The small meeting room is to be accessed only by members of KPC and/or the Pavilion Committee at the current time.
10. An announcement was made by KPC in the November edition of the Kingston News that “we hope to re-open the Pavilion soon”.

### **Pavilion Costs**

#### On-going

- |                                   |        |                       |
|-----------------------------------|--------|-----------------------|
| 1. Utility Warehouse              | £62.24 | per month             |
| 2. Octopus Energy                 | £65.45 | average over 7 months |
| 3. Cleaner                        | £80    | per month             |
| 4. Roof irrigation                | £360   | per year              |
| 5. Clock service                  | £300   | per year              |
| 6. Materials for Covid prevention | £200   | guesstimate           |

#### One-off costs

- |                     |        |                          |
|---------------------|--------|--------------------------|
| 7. Flooring repairs | £1,350 | See position paper below |
|---------------------|--------|--------------------------|

#### Potential Capital Expenditure

- |                               |           |                |
|-------------------------------|-----------|----------------|
| 8. Door replacement           | £6,889.72 | Unknown as yet |
| a. Installation cost          |           |                |
| 9. Fire Alarm control panel   | £550      |                |
| a. Installation cost          | £156      |                |
| b. Total cost                 | £706      |                |
| 10. Balance of heat pump cost | £3188     |                |

It should also be noted that the Pavilion received a legacy gift from a local resident of £1,000 early in 2020, which has not yet been spent.

**Position Paper for replacement of:  
(1) Fire Alarm Control Panel and: (2) Main Corridor Flooring.**

**Fire Alarm Control Panel**

At the last service, it was confirmed that the control panel had a faulty “fault buzzer” and that it needed to be replaced, rather than have a new circuit board, as the latter was not possible.

The fire alarm system itself is in satisfactory working order and the alarms are checked once a week. If there were to be a fault, two things should happen.

1. A written message appears on the control panel indicating that there is a fault with the system.
2. A buzzer noise sounds alerting people walking past the control panel that something is wrong with the system.

Southern Alarms, who service and maintain the system have advised that we can re-open the Pavilion whilst this fault exists, **BUT WE MUST put in place a procedure whereby any person or group entering & using the Pavilion must first check the control panel visually, to determine that no fault has occurred with the system.**

We obtained estimates for a new fire alarm control panel, as follows.

- CTec XFP - £550 + vat: this panel is an updated version of the existing panel and has the same "footprint". Southern Alarms said this is a budget panel, but should be sufficient for the Pavilion’s needs and it was agreed by the Pavilion Committee to recommend this panel for installation, rather than the 2 more expensive ones listed below. (Photo & technical details are attached).
- Advanced MX Pro4 - £850 + vat
- Advanced MX Pro5 - £925 + vat

Southern Alarms recommend using a larger battery in the panel than we have at the moment to cover 72 hours if there were a power cut over a weekend when the Pavilion is not being used. All these panels will be able to include a battery sufficient for that.

According to Southern Alarms the job should be fairly straightforward and they estimate the installation cost at £156 + vat for fitting and commissioning.

N.B. some of the manufacturer’s lead times have increased at the moment; this is anything from 2-6 weeks.

The visual checking by each person or group entering & using the Pavilion is quite feasible, but is something that could easily be forgotten. It is therefore recommended that this be replaced as soon as possible.

***Total estimated cost: £550+156= £706 (+VAT, which can be reclaimed).***

### **Flooring in Main Corridor**

The laminate flooring at the main entrance requires replacement following repeated ingress of water at the main entrance door, which can occur during heavy rain. The flooring in the main corridor right up to the main room requires replacement.

This would also enable repair of the issue at the threshold of the main meeting room, which sticks up slightly causing a potential trip hazard. We have been unable to get a professional to repair the threshold as it is such a small job in itself and attempts to fix it ourselves have proven to be temporary. The same applies to the vinyl floor coverings to the floor box lids within the main room where the electric points are in the floor.

*The estimate of £1,350 (+ VAT) for this work was made in June, so we have asked if it's still valid. The Contractor (Buxtons) is the company that laid the original flooring. Estimate attached.*