



## HURSTPIERPOINT VILLAGE CENTRE

Charity No: 305265

Parish Office, Village Centre, Trinity Road, Hurstpierpoint, WEST SUSSEX BN6 9UY

### VILLAGE CENTRE ADVISORY GROUP Meeting at 7.00pm on Tuesday 22<sup>nd</sup> June 2021 via Microsoft Teams Video Conferencing.

**Present:** John Lowman (JL) (Chair), Helen Valler (HV), Stephen Witchell (SW), Sarah Groom (SG), Carey Tighe, Manager Hurstpierpoint Pre-School (CM), Andrew Hair, Hurstpierpoint Gymnastics Club (AH)

1. **Apologies for absence:** Apologies were received from Martin Machan.
2. **Previous Minutes:** The minutes from 8 February 2021 were agreed
3. **Village Centre Update Report:**
  - 3.1 The Chair welcomed everyone to the meeting, and explained that it was very good to see the building nearly back to full use again. AH explained that he was pleased with the numbers of children who had resumed attending the Gym Club.
  - 3.2 SG presented the following update:

**Club Suite:** The Pre-School continues to operate successfully as it has done throughout the pandemic. The Club Suite also hosts Pilates on a Monday and Wednesday from 6-10pm, Create Space Dance on Wednesdays from 4-6pm and Yoga on Thursdays from 6-10pm.

**Main Hall:** In the main hall the Gymnastics Club returned to full operation on 20 April 2021 maintaining the new system of child drop-off and pick-ups with parents remaining outside the building. Sama Karate is back on Monday evenings 5.30-7.30pm and they have introduced the same system of parents remaining outside the building. A new yoga group is in on Tuesday mornings 9-1pm and a new Pilates group is in on Thursdays mornings from 8.30am to 12.30pm. Star Dance continues on Friday evenings 6-10pm and Sundays from 8am to 6pm. Hurst Festival have a programme of events booked at the Village Centre in September.

**Conference Room:** Yellow Brick Labs is back on Tuesday from 3-5pm for the children's computer coding sessions. The Music Bus has moved from the main hall to the conference room on a Friday morning 8.30-12.30pm. The Parish Council is holding its Thursday evening meetings at Court Bushes at the moment as the Function Room has more space for councillors to spread out. There is also a regular Art group starting on a Saturday morning in the Conference room from September.

**Cancellation Policy:** The Parish Council is considering extending the Coronavirus Cancellation policy at its meeting on Thursday night to 30 September 2021, whilst there are still some uncertainties regarding the end of all COVID restrictions.

**Information technology:** New wifi access points have been installed in the Main Hall, Club Suite, Conference Room, Conference Room foyer, Pre-School office and the Parish Council office. A new password system allows the office to issue timed access to the wifi using a password. The Pre-School can be issued with access for e.g. a year or open ended. Hirers can have access for up to 200+ users at a time or just for one session of 20 people for three hours etc. We will introduce a system where we



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remind hirers to request a password in advance when making their bookings. The password systems ensures the system remains secure and we can introduce "controls" on band-width for example, only if needed.

We are also getting quotes for an audio visual conferencing system to be installed in the Conference Room. This equipment will be available for hirers to use in their sessions when people want to join in from home or the office etc and it will also be used by the Parish Council to hold hybrid meetings where some people can be in the room and some can be at home or even away on holiday! A successful grant from MSDC will cover the costs of the equipment.

**Maintenance:** Since our last meeting:

- The fire alarm system was serviced on 9 February 2021.
- The gas boilers were serviced on 3 June 2021.
- The conference room window was repaired on 8 June 2021.
- The plumber is booked to attend the leaking ladies toilet in the Club Suite on Friday afternoon 25 June 2021.

The PC are still awaiting the full building condition survey undertaken by the Surveyor, at the end of February.

**Cleaning:** We have agreed the Club Suite cleaning schedule with O'Sullivans. We have also introduced quarterly external window cleaning through O'Sullivans.

**Parish Council Office:** We have changed the furniture in the parish council office and had new carpet tiles laid. The furniture was donated second hand. The office was decorated by the Maintenance Officer and much of the paper filing has been archived. The Holy Trinity Church donated a pew to the Village Centre which now sits in the foyer. We will be fixing it safely to the wall, so it won't topple. The Church are providing a plaque to explain its origins.

**WSCC Childrens' and Family Service:** We are aware that the future of the room next to the Library is uncertain but it is now advertised as open on Wednesday mornings from 9.30am to 11.30am and Fridays from 1-4pm.

**Defibrillator:** The defibrillator on the side of the Village Centre near the Library door entrance is operational and being monitored weekly to ensure it is in full working order. Please remember it is there should the worse ever happen.

AH asked whether the PC had approached those groups that had yet to resume activities. HV explained that she has been in contact them and the continuing restrictions on singing/dancing mean they are not able to resume.

JL mentioned a charging structure review. It was agreed an item would be added to the next meeting agenda. How can the agreement be structured? CT mentioned that previous trustees have made use of Action in Rural Sussex for advice, HV explained that they have been contacted and information is awaited.



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**Action: SG to set up meeting with AH, CT and HV before the next advisory group meeting to discuss in full the pricing structure.**

### **4. Cleaning:**

SG explained that an itemised cleaning schedule has been agreed with CT and the cleaning company. CT mentioned that the standard does seem to have improved since this was implemented. There were a couple of sessions missed due to the IT installation in the Club Suite. JL asked if the cleaners have made any acknowledgement that they possibly were not doing a thorough job prior to the schedule being introduced, SG explained that she hadn't had any such conversation with them. AH raised that there used to be a 'litter picker' on the Main Hall side that was used to pick up paper/litter, that has gone missing recently. AH also raised that there is currently an unpleasant smell in the gents toilets possibly to do with the urinal flush system. AH also explained how the newer fire doors operated in the main hall, being designed to close automatically should the fire alarm sound.

### **5. Matters for information or inclusion on next agenda:**

#### **5.1 Pricing structure review.**

Information from AiRS should be available. The findings from the meeting with SG, AH, CT and HV to be presented.

#### **5.2 Building Survey Report**

The report from the survey that took place in February is still awaited but it is hoped this will be available for the next meeting. SG explained that she expected there to be a short, medium & long term list of suggestions/actions. The main hall flooring is expected to be included in any future maintenance plan.

AH asked if any improvements to the building have been delayed or cancelled due to the financial implications of the pandemic and whether there was a list of proposed projects. There had been no delays and all necessary maintenance had been undertaken. The surveys will provide the information for the future maintenance plan. AH enquired about a sinking fund for the maintenance items and JL explained the requirement regarding the building condition at the end of the lease period.

It was agreed that any changes introduced by hirers as a result of Covid restrictions may become permanent, and this might continue to have financial implications. AH explained that positive changes have happened, such as not allowing parents to wait in the building while children are at Gym club.

#### **5.3 Do we need to include other hirers in the Advisory group?**

HV explained that she is in regular contact with hirers and is made aware of any issues or problems that arise. AH stressed the importance of the condition of the main hall floor for Star Dance.

### **6. Date of next meeting:**

Tuesday 14<sup>th</sup> September at 7.00pm is proposed.