

# CAISTER ON SEA PARISH COUNCIL

18<sup>th</sup> October 2021

A meeting of the **Hall Committee** was duly convened and held at the Council Hall, at 19:00 hrs.

**Present:** Cllrs. A Baker, M Clifford, C Kirk, P Hammond, P Sleet and K Wood

## 11 Election of Chair

On the motion of Cllr. A Baker, seconded by Cllr. P Hammond, agreed by all members present it was:-

**RESOLVED** – Cllr. P Sleet be elected as Chair of the Hall Committee for the ensuing year 2021/22

## 12 Election of Vice-Chair

On the motion of Cllr. A Baker, seconded by Cllr. K Wood, agreed by all members present it was:-

**RESOLVED** - Cllr. R Batchelor (in his absence) be elected as Vice-Chair of the Hall Committee for the ensuing year 2021/22

## 13 Apologies for Absence

Apologies were received from: Cllrs. R Batchelor – work commitment  
R Peasgood – another commitment

## 14 Declaration of Interest

**None**

## 15 Ventilation System

A lengthy discussion took place on the required ventilation in the Council Hall to a minimum COVID-19 specification and it was proposed that tenders be requested for designing, installing and commissioning a variable through flow ventilation system as follows:

- Provide an air Change rate, when engaged, from a minimum of 15 air changes/hour to 25 air changes/hour at full hall occupancy.
- Incoming outside air to be obtained from the flank walls towards the front of the building on Tan Lane (north side of building) and the Access alley (South side of the building)
- Filtration of incoming air to be via serviceable filters sufficient to exclude 90% minimum Diesel and other traffic-based pollutants.
- Operational noise, of air handlers, when operating at maximum to be less than standard Office Worker minimums.
- Exhaust air to be pumped to the atmosphere via the two existing block window openings on the eastern Gable End wall of the building.

- Exhaust ports must include Heat Exchange units to recover and reuse the heat generated within the building inner air spaces.
  - Recycling the heat generated must allow for the discharge of Water/Water vapor into the outside atmosphere or pass-through renewable Desiccant medium.
  - Exhaust port must include single direction “One-way Ports to prevent re-introduction of unfiltered external or exhaust air.
  - All ducting and electrical services to air processors must be blended into the existing building structure sympathetic to the building’s age and status as a Public/Civic Building.
  - **Desired but not mandatory.** Incoming air to be negatively ionised and passed through pollen filters to ensure the continued health and wellbeing of all Hall users.
  - Closing date for receipt of tenders is 12 noon on Saturday 20<sup>th</sup> November 2021
- : **Resolved recommend Council agrees and requests tenders accordingly.**

#### **16 Minor Electrical Works Specification**

Cllr. P Sleet requested permission to get the PA Speakers for the Hall positioned permanently on the beams at each side of the Hall. It was agreed that Cllr. R Batchelor would help with the electrical connections for this work : **Recommend Council agrees with this**

#### **17 Emergency Egress of Assistant Clerk’s Office**

Cllr. P Sleet informed that it was necessary under HSE regulations for a means of emergency egress from the Assistant Clerk’s Office in the event of a fire in the Hall Foyer. After a lengthy discussion it was agreed for tenders to be sought as follows: ‘Design/Modify, install and commission Emergency Escape door for Assistant Clerk’s Office

- This work must be completed, externally, within one day in order to maintain building security. Making Good internally on subsequent days is accepted, within reason.
  - Modify Office window opening and manufacture or supply new window to include ventilation Mechanical or Passive.
  - Create opening in the external wall into Tan Lane
  - Design Manufacture or supply a re-enforced Solid Composite door (opening Externally onto Street) matching in appearance the existing Emergency Exit doors in the main body of the Hall with no external door furniture or exposed hinges.
  - Door must be self-locking on closure and be self-closing to ensure maintained security of building
  - To provide an external step down to the pavement from the opening affixed to the building wall under door opening.
  - To provide an internal step up to protect existing Central Heating pipework.
  - Additionally, to effect these works the seating bench outside the office wall will need to be relocated, to a position specified by the Council Clerk prior to the commencement of work or acceptance of Quote, whichever comes first.
  - It was proposed by Cllr. A Baker, seconded by Cllr. K Wood and agreed by all members present for tenders to be requested as above
- :**Resolved recommend Council agrees to request tenders accordingly**

**18 Agenda Items for Next Meeting**  
Toc H Area at back of Council Hall

**19 Date of Next Meeting**  
24<sup>th</sup> January 2022

**20 Closure of Meeting**  
Meeting closed at 2035 hrs.

**Chair:**

**Date:**