

ALCESTER TOWN COUNCIL

SQUASH COURTS WORKING GROUP MEETING NOTES – 23 August 2024

Attendees: Wendy Mills (chair), Mark Cargill, Kathryn Cargill, Vanessa Lowe, Peter Crouch, Andrew Jackson, Wendy Sherwood

Apologies: Marcus Bennett

1 Progress against Plan

Rubbish has been removed, 2 donated metal cabinets have been collected and one put upstairs, the floor has been cleaned and treated.

Our architects have not responded to the Building Control Surveyor's list of queries dated 2 May. The architects' company went into administration a few months ago but the same architects are continuing to work for us. Wendy M had a meeting with them on 22 Aug and went through remaining issues in detail. The architects also visited the shed on 23 Aug to take measurements. Revised plans and responses to the Building Control Surveyor were promised in the next few days.

The Building Control Surveyor had highlighted areas that need attention prior to opening. They relate to fire safety and include the glazing of the intervening door, and fire protective studding upstairs with a new fire door.

The task list as at 21 August was reviewed:

- Kitchen nearly complete, plinth and heater to be fitted, plus sealant. **Andy**
- Fire retardant ceiling and studding upstairs. **Mark meeting with contractor Mantas on 24 August to get timescales and quote.**
- Fire door upstairs. Wendy M has contacted our fire door fitter. He will have to measure up when studding is installed.
- Replacement clear glazing to inter-connecting door. One quote obtained, **Mark getting another next week**
- Fire risk assessment. Postponed until fire protection work is completed.
- Disabled parking required by Building Control. SDC Leader Susan Juned had recommended we contact Tony Perks. **Mark meeting him on 23 Aug, also to mention area need resurfacing.**
- Put up shed sign and canopy. Staging to be borrowed from Greig. **Mark, Peter and Tim F to put up on 27 Aug.**
- Reduce length of shutter frame. **Mark to do this before ramp is started.**
- Front ramp. Company will do cement work on Friday 30 August and install the ramp on 2 & 3 September.
- Dishwasher and fridge installed. **Wendy S to test dishwasher and hot water heater.**
- Skirting will be delivered on 28 August. **Mark to take delivery.**
- Paul and Leon to collect Tambour units, workbenches and items from EPCC and deliver to shed on 28 August.

- Flooring being staged. Old lino in lobby being removed and mat wells being filled in. Carpet tiles being laid in baby changing room. The new lino in the lobby will follow later.
- Set of 4 vinly covered seats in dark red plus table agreed, also set of folding tables and rack. **Vanessa to order**
- Machine tools. **Mark to ask Giles from Heart of England Woodworkers to recommend a lathe. Tools offered by donors to be collected. Pete, Mark and Andy to discuss tools required on 27 August.**
- Leaflets – we need to take photos of the shed. **Peter and Wendy.**
- First aid kit with tourniquet, and safety workwear - **being ordered by Tim.**
- Henry Hoover. **Vanessa to order.**
- Insurance. **Andy to check latest information received.** Will need to put on risk when we have expensive machine tools.

Actions carried forward

- Lack of window keys. **Andy to try his own keys, if they fit get copies made.**
- When workbenches etc have been delivered **Andy, Peter, Mark and Marcus to agree where workshop items will be positioned.**
- Simple wireless doorbell. We have one – needs fitting outside.
- Community Shed phone. **Marcus to source one that allows forwarding.**
- Payment card reader required to link to shed phone. **Marcus and Andy to progress.**
- Cash box and book. **Andy to sort.**
- Internal Keysafe. **Marcus to sort.**

2 Finances

The WCC Councillor's £800 grant had been received into the shed account.

Vanessa had identified a potential grant opportunity with Heart of England Energy. **Mark to apply on behalf of Community Shed.**

3 Solar Panels and batteries.

Installation planned for 10 & 11 September.

4 Opening date

Opening date. Agreed to postpone until Friday 25 or Saturday 26 October pm. **Wendy to check no clashes with Andrew Matheson.**

Viewing dates. September 20 2-4pm and October 12, am, to coincide with the Big Breakfast. Membership forms to be available to take away.

5 Date of Next meeting – 6 September, 11am. at ATC office.