

KINGSTON COMMUNITY PAVILION

Minutes of Meeting held on 30th March, 2020 using Zoom

Committee Members Present: Bob Butchart, Paul Griffith, Fiona Harrison (KPC), Keith Hicks, Terry Krejzl, Peter Mercer, Jerry Sinclair. Terry Stanley.

First of all, everyone reported as being in good health.

Minutes: of the meeting held on 10th February 2020 were approved by those present and signed by the Chairman.

Matters arising (other than Action points)

- **Coronavirus (Covid-19):**
 - **Update of situation on Covid-19, nationally & locally**

For national updates, it's best to go to reliable websites for advice, rather than newspaper reports, such as NHS111 and Public Health England (PHE). The BBC website also has some good things on there.

Locally, the Committee is aware of people/families self-isolating, not just because they are vulnerable, but also with suspected symptoms, some of whom we believe have confirmed Coronavirus. We wish a positive outcome for all those concerned.

- **Advice on Coronavirus as it relates to the Pavilion**

Please refer to the list of questions and answers from RWB (sent with the pre-meeting notes).

- **Closure of Pavilion & potential re-opening date**

Currently closed until further notice and should probably be kept closed for 12 weeks from Saturday the 21st March. Need to wait & see how the Government guidelines progress. Notices have been placed on Pavilion doors and the external notice-board.

Tennis courts have been padlocked by the Tennis Club to prevent use and the Tennis club notice at the Pavilion tap has been removed.

In order to ensure that no person (i.e. key-holder) enters the Pavilion, it was considered that changing the code on the entry alarm would be a good measure.

Action: BB to contact Red Alert, to find out how to do this.

The potential use of the Pavilion as a hub for distribution of shopping orders was raised, but this was decided against, as it would increase footfall in the Pavilion.

- **Use of external cupboards & external taps**

Notices have been placed, stating that the cupboards and external taps should not be used. The football cupboard was used until 21st March , but we don't believe that anyone has used the other external cupboard since 1st November last year. The dog-feeding bowl has been removed to BB's garage for the time being.

- **Pavilion website**

A statement of closure has been posted on the website by TK, indicating closure until further notice.

- **Cleaning measures and dates of such**

RWB still has some hospital-grade chlorine disinfectants from his company in date. He is willing to disinfect the Pavilion and knows how to do it properly – mainly touch points and work surfaces ...”

RB replied, “Thanks for the offer. The Committee will be discussing next steps, so I will put that to them.”

It should be noted that BB has received no feedback from the commercial company, “the Cleaning Services Group” regarding costs of a full disinfection everywhere, by “spraying”. However, given RWB's input this would not currently be considered necessary.

Given the insurance situation outlined below, the Committee discussed and recommended going with the 2nd of the 2 options for cleaning and disinfection, once we have received feedback from the insurers. The options or processes considered by the Committee are shown in Annex 1 (attached). Both JS & TK volunteered to do the checking.

PM suggested that the room thermostats (heating) could be reduced now to approx. 5-10 degrees C. (*Post-meeting note: should this be done after the boiler is repaired?*)

Action: for JS/TK to decide who will be the primary “checker”.

OPTION 2

- 1. IF KPC are willing to permit someone to enter the Pavilion – perhaps on a weekly basis – to check the fire alarms and carry out anti-Legionella measures, then a prudent procedure would be:**
 - cleaning of the Pavilion inside (if & when deemed appropriate), followed by;
 - i. disinfection of the touch-points everywhere inside the Pavilion
 - ii. weekly-checking of the fire alarms and performing the anti-Legionella measures, by a person taking the necessary precautions, including the wearing of nitrile gloves (**this is belt and braces but better to be safe**)
- 2. After the above measures in point 3 and before re-opening the Pavilion, a prudent procedure would be:**
 - cleaning of the Pavilion inside
 - **The disinfection stage will not really be necessary as it will have been done as in 3 a i above, and re-contamination will not have**

occurred – unless, of course, the person checking the fire alarms, etc., has a nasty cough.

- cleaning and disinfection of touch points outside the Pavilion
3. Timing of the above procedure (4) to be the day before the Pavilion is re-opened.

Action: BB to order some gloves, ideally medium size.

Post-meeting note: It should be noted that on the morning of 1st April, a member of the KPC received notification that there appeared to be flooding in the Pavilion. FH received this message and went to the Pavilion to inspect it. There was indeed some flooding and the building was entered by FH, husband RH and TK. They turned off the boiler and electrics and called out a plumber (Alpha), given that it was an emergency.

Insurance Situation, whilst Pavilion is shut: N.B. fire alarms not tested since Monday 9th March and issues of Legionella could arise.

Feedback from Insurer: “Effectively, the insurance will still be in place as long as Government advice is being adhered to, however, with the latest advices, as you have already confirmed the pavilion is closed and, as I note the Council are responsible for some, as are the play areas?”

The aspects of the policy that will become relevant are: the Unoccupied Condition and the Playground Inspection requirement.

The former comes into force once the building is ‘unoccupied’ for in excess of 45 consecutive days. We have asked the insurers and await their confirmation on whether this can be extended in the current climate but until the 45 days is exceeded, full cover will remain in place. Often, to still comply in times of unoccupancy, we recommend that someone from the Council attends the building once a week, if practical, and occupies it for an hour or so and checks on the condition of the interior and exterior, with each visit recorded in writing. It may well be that, if this is not practical due to the challenging times we are currently faced with, the insurers are happy to extend this, providing full cover for an extended period but we will communicate this once we know.”

JP will get back to us again once she has heard further on the possible unoccupied building time limit extension. In the meantime the pavilion may remain unoccupied for 45 days and still be covered by the insurance. See above issue of flooding.

The key points are that the council is obliged to follow the current government guidelines, plus operate within insurance policy requirements.

JP (KPC) suggests, however, that until further guidance is received from the insurers that the Committee will be recommending no-one entering, which can be reviewed at any time pending changes.

Post-meeting note: It was decided that the above situation was an emergency and that the Pavilion could be entered under these circumstances.

- Booking Secretary:
 - Any issues related to the changeover?

JS has had very few private bookings since taking over from JG and has encountered no real issues thus far. TK fixed the problem with approved booking notifications not being sent out. JS has the same concerns JG voiced about the practicalities of taking £50 deposits for bookings - but that is a fairly trivial matter and can be discussed another day.

- Should we stop taking private bookings due to Covid-19?

Yes, until further notice. The website indicates that the Pavilion is closed until further notice. Also, we have taken no money for private bookings.

4. Action points:

- Legionnaires disease: training & next steps (review of risk assessment previously circulated); **All**

Proceed with training, once the Covid-19 situation is over. **Action: All.** At the appropriate time, to choose between Alpha/HSL and Valens Water (the latter appears to be less expensive).

- Repairs & maintenance: **PM**
 - External maintenance/ doors facing tennis courts and kitchen window

As maintenance work requires PM's physical presence and the Pavilion is in lockdown there is nothing to report on the maintenance front. PM will put the Main Room clock onto summer time when the Pavilion is next open.

PM suggests we leave the question of switching on the roof irrigation system for the moment. He has checked with the engineer at GRAF and the firm is currently still operating. If we don't switch on before about July, the roof plants could well die off. GRAF would only require access to the store-room at the end of the building and they can work without contact with anyone else. It will just require PM or someone else to unlock the store room initially and lock it up afterwards. N.B. PM visited cupboard before Covid-19 outbreak, but BB put posters on door on 24/3/20 (BB still "healthy" re Covid-19 29/3).

Actions recommended:

- Obtain feedback from RWB about "safety" and confirm if we should disinfect touch points inside and outside this cupboard first. **Action: BB**
- Obtain feedback from insurers. **Action:JP**
- As Graf are based somewhere like Stratford, is this "essential"? We should determine whether GRAF would be in a position to do this, once the above 2 actions have been clarified. **Action: PM**

- Internal maintenance: **PM**

- Update on heating & hot water system. There was nothing to report at the meeting.

Post-meeting note: on 1st April there was a leak/flood in the Pavilion resulting from a crack in the inner boiler casing. **Action: TK** to let us know next steps discussed with Alpha.

- Fire alarm: not connected to central switch-board; the proposal to keep everything as is, with 2 services per year by Southern Alarms on the fire alarms was agreed and an annual service of the fire extinguishers.

JP, Clerk of KPC, had asked us to note that the system does not link up automatically to emergency services and, consequently, it is essential that the alarm system be maintained satisfactorily. It is set up to sound the alarm only and then relies on a local call to be made out to the fire brigade.

It was suggested that we add something to the conditions along the lines of: “Key-holders should take a mobile phone with them when they use the Pavilion” – or maybe to add “where possible”.

- Decoration to make good area around shutter: **BB**

Awaiting 2nd estimate from Lionel Ward’s son, which will not now be possible until the Pavilion re-opens. **Action: BB** when the Pavilion re-opens.

- Automatic timer lock to allow access to changing room toilets: nothing to report. **Action: TK** when Pavilion re-opens.

5. KPH update: the Village Hall is currently closed until the end of April, when the situation will be reviewed. They are not taking any more bookings at the moment and are regularly checking the premises. Interestingly, they now have a “safe” with a code in order to access keys to open the Hall.

6. KPC update: KPC are taking advice from SALC and the insurers. They have 2 new Councillors. Bin/dog bin collections are continuing for the time being.

7. Any other business

- **The Coronavirus volunteer group in Kingston:** they are doing admirable work and TK suggested that a link to their group be placed on the Pavilion website. FH agreed it could also go on the KPC website, but only after the necessary permissions were obtained in relation to GDPR.
- **Defibrillator:**
 - April training session; this has been postponed until further notice. The defibrillator has been visually checked daily, from a distance, without going into the Pavilion. Once a week, the cabinet is being opened to check battery status without touching the defib, wearing plastic disposable gloves. Records have been kept at home.

BB’s wife is continuing to check the defibrillator daily, as above.

Post-meeting note: after the leak/flood, the electrics were turned off, however, they were turned back on for key items, such as alarms and the defibrillator. SECAmb were notified about this.

8. Date of next meeting: 11th May at 7pm by Zoom.

If necessary, we can hold an interim meeting if required urgently. Thanks to TK for organising the meeting, which ran without any problems.

Annex 1

Kingston Pavilion Strategy

Potential Cleaning and Disinfection Measures

RWB comments in red.

OPTION 1

1. Before re-opening the Pavilion, a prudent procedure would be:
 - cleaning of the Pavilion inside, followed by disinfection of the key touch-points everywhere inside the Pavilion
 - cleaning of the of the key touch-points on the outside of the Pavilion followed by disinfection of those points e.g. taps and door-handles
2. Timing of the above procedures (1a & 1b) to be the day before the Pavilion is re-opened.

RWB: This looks good, but in light of what has been said about no entry since 21st March I don't think it will be necessary if Option 3 a i is adopted.

IF we get the green light from KPC & the Insurers of the Pavilion

OPTION 2

3. **IF KPC** are willing to permit someone to enter the Pavilion – perhaps on a weekly basis – to check the fire alarms and carry out anti-Legionella measures, then a prudent procedure would be:
 - cleaning of the Pavilion inside (if & when deemed appropriate), followed by;
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 - ii. weekly-checking of the fire alarms and performing the anti-Legionella measures, by a person taking the necessary precautions, including the wearing of nitrile gloves (**this is belt and braces but better to be safe**)
4. After the above measures in point 3 and before re-opening the Pavilion, a prudent procedure would be:
 - cleaning of the Pavilion inside
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 - cleaning and disinfection of touch points outside the Pavilion
5. Timing of the above procedure (4) to be the day before the Pavilion is re-opened.

