

## John Parling

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**From:** David Wellings  
**Sent:** 18 July 2014 18:16  
**To:** Tony Reader  
**Cc:** Ashley Culverwell; Kim Anderson; John Parling  
**Subject:** Hutton Community Centre

Tony,

Following the visit to the Hutton Community Centre today to evaluate the concerns raised regarding the building, I can state that it is in a reasonably good condition to enable it to be used as a community centre for community activities.

Given the age of the building there are some minor remedial works that need to be undertaken at present, specifically the small roof leaks that have occurred. This does not invalidate the community centre from being used just targeting the isolated areas that need repair. I'm sure with any building there will also be the longer term identification of appropriate renewal where this is required.

The temperature in the large hall is as would be expected from the exceptional hot weather we are currently experiencing, is warm. However, with some relatively minor changes this can be overcome. This would include reflective solar film for the windows most susceptible to solar gain, portable air conditioning units for use in hot weather and improved air circulation through open doors where possible.

The toilets are in a good condition and are sufficient for the number of employees regarding health and safety.

Overall the community centre has been considerably improved and is able to accommodate a range of community activities and clubs.

Kind Regards

David

# HUTTON COMMUNITY CENTRE

Site survey to establish if there are any health & safety issues here after recent roof leaks & reports from some council members that the building is not safe for use.

Date of survey: 18/7/14

Carried out by David Wellings & Tony Reader – BBC

The following observations were made by David & where actions are required, these will be highlighted in **bold** typing:

## 1. Large Hall

It is acceptable to have the external fire exit doors open when the hall is in use, providing that the hall is managed and the manager can clearly see who is coming in & out (if that happens)

## 2. Large Hall

At the time of our survey, it was a particularly hot and humid day. We discovered that by opening the inner doors between the large hall and the lounge plus the doors from the small hall, allowed a cross flow of cooler air to pass into the large hall. This was much more effective than opening the external fire check doors to the large hall as this simply allowed warm air to come in, allowing the hall to get even hotter.

3. Large hall – for physical activity taking place, the inside temp should be 18 C but for passive activities, the inside temp should be 21 C.

## 4. Roof leaks:

**Store cupboard in large hall**

**Above roof light in disabled toilet**

**Above flat roof area, outside kitchen**

**From internal flat roof outlet behind bar**

**David indicated these roof leaks should be addressed asap especially with more stormy weather forecasted.**

**Tony e mailed these over to Wates at 4pm for action.**

5. **Electric fans required to further help cool the inner spaces. Tony to speak to caretakers to see if there are any surplus fans at the Town Hall not in use.**
6. Suggestion made to obtain portable air conditioning units- especially for the large hall. Advantage being that they could be sited wherever they are required.
7. **Small hall: the restrictor mechanisms to the windows (3 no windows) are not operating which allows the centre pivot windows to spin completely around which could present a danger for the users in this hall. Tony to action this.**
8. **Small hall – there are no light bulbs in the up lights around the walls. Tony to action this.**

## 9. Water monitoring – Oakray:

**Tony spoke to Andy Edmonds – Oakray to get this moving which was promised for next week (w/c 21/7/14) – along with other corporate buildings.**

- 10. Water meter still not fitted although Tony has reported to Essex & Suffolk some weeks ago. Another chase will be made.**
- 11. Roller shutters to bar & above internal doors to lounge which were in place from the old Hutton Community Centre. David instructed that these should be serviced by a company to ensure they are safe & not likely to drop down unexpectedly. Tony to action this.**

#### Conclusion

From Davids survey, he has established that the building is safe for all to use. Leading on from that, Tony has met Building Control, Essex Fire Brigade & Essex Fire Safety some weeks ago when the project was completed to get this signed off. From that meeting, minor alterations were carried out as follows:

Signage on doors / fire exits

Additional panic bars on external fire exit doors in both halls

Filling in holes in walls (store room between hall / entrance foyer & boiler room)

A more adequate lock to the disabled toilet.

All items requested have now been completed & Tony is waiting response to arrange a follow up meeting to sign this project off.

Tony Reader – Brentwood Council Asset Building Surveyor