

FRINTON & WALTON TOWN COUNCIL

The Council House, Triangle Shopping Centre, Frinton-on-sea, Essex, CO13 0AU

Tel: 01255 676666

email: clerk@fwtc.co.uk

Clerk: Jennifer Woodland



To all Members of the Recreation & Amenities Committee;

Councillors P Clifton, D Miles, R Morgan, A Oxley, J Robertson, A Cossens, M Cossens, D Land.

YOU ARE SUMMONED TO ATTEND A RECREATION & AMENITIES COMMITTEE MEETING of FRINTON & WALTON TOWN COUNCIL

To be held at

The Council House, Triangle Shopping Centre, Frinton-on-Sea, CO13 0AU

on

Thursday 1st February 2024 commencing at 7.15pm

J Woodland

Jennifer Woodland
Town Clerk

Dated: 25th January 2024

AGENDA

1	Apologies for Absence To receive via the Clerk, apologies for absence
2	Declarations of Members' Interests To receive any pecuniary, registerable or non-registerable interests pertaining to items on the agenda.
3	Minutes of Previous Meeting To confirm the minutes of the Meeting of the Recreation & Amenities Committee held on the 9 th November 2023 (herewith)
4	Matters Arising from Minutes
5	'Welcome to....' Town Signs To receive an update from the Clerk on the previous action to survey all the signs in the area to assess condition, and any support available from other authorities.
6	Bus Shelter / Seafront Shelter Maintenance To review the outcome of the agreed budget for 2024/25 specifically relating to bus shelter and seafront shelter maintenance and assess viable options for the maintenance required, to either proceed with obtaining externally sourced quotations for outsourced repairs or, consideration of a recommendation to Full Council for an employed person.
7	Columbine Fire Risk Assessment Further to the recommendation within the full structural survey for an externally provided Fire Risk Assessment for the Columbine Centre, to approve the quotation of £890 from fire consultants E&J Fire & Security Ltd for instruction to proceed immediately. To be expended from 201/4036 'Columbine Bldg/Equip/Maint' within existing budget provision. (herewith).
8	Pork Lane Play Park To receive the quotation from Playquip for approval to replace the vandalised section of slide that is beyond repair, at a cost of £899 to be expended from 105/4213 'Open Spaces/Gt Holland Play Eqp' within existing budget provision (herewith).

9	Date of Next Meeting The next meeting of Frinton & Walton Town Council is scheduled to be held at The Council House, Triangle Shopping Centre, Frinton-on-Sea, on 14th March 2024 at 7.15pm
10	Exclusion of Press and Public Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting for the transaction of the under-mentioned business because of the confidential nature: <ul style="list-style-type: none"> • Columbine Centre Structural Survey
11	UNDER EXCLUSION – Columbine Centre Structural Survey To discuss the Structural Survey Report for the Columbine Centre and consider recommendation(s) to take forward to Full Council. <i>(Due to the considerable volume of the report, it is not printed herewith. Please refer to the email sent to all Members dated 2nd January 2024).</i>

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MINUTES of the Meeting of the Recreation & Amenities Committee

held at

The Council House, Triangle Shopping Centre, Frinton-on-Sea

on 9th November 2023 at 7.15pm

Present:	Councillors D Miles, R Morgan, A Oxley, J Robertson, M Cossens
In the Chair:	Mayor – Councillor P Clifton
Clerk:	Mrs J Woodland
Also present:	2 members of the public and no members of the press
Absent:	Councillor D Land
RA/23/13	APOLOGIES FOR ABSENCE Apologies received from Councillor A Cossens
RA/23/14	DECLARATIONS OF MEMBERS' INTERESTS None
RA/23/15	MINUTES OF THE PREVIOUS MEETING Resolved that the Minutes of the Meeting of the Recreation & Amenities Committee held on the 25 th of May 2023 and the 28 th of September 2023 be approved as a true record.
RA/23/16	MATTERS ARISING FROM THE MINUTES OF THE ABOVE MEETINGS None
RA/23/17	MONDAY MARKET TRADING The Clerk provided an update to Members on the income and expenditure relating to the running of Walton Market and asked Members for direction on whether they wished for Monday market trading to continue given the deficit figure and the lack of stallholders on Mondays. RESOLVED to continue running the market as is currently until the end of the current licence, which expires 31.03.24. FURTHER RESOLVED to contact Tendring District Council to propose revised licence/lease renewal terms to reduce market trading to 6 months of the year from Easter to end September.
RA/23/18	POST OFFICE The Clerk provided an update to Members on the income and expenditure relating to the running of the Post Office following the restructure that took place in March 2023. RESOLVED to move this item to a Full Council meeting for consideration and any necessary action.
RA/23/19	PUBLIC TOILETS The Clerk provided an update to Members on the income and expenditure relating to the running of the toilets in Old Way, Frinton, along with an update on the current situation regarding the water leak. RESOLVED to move this item to a Full Council meeting for consideration to engage in a legal process to pursue a suitable resolution.
RA/23/20	'WELCOME TO.....' TOWN SIGNS The Clerk provided pricing and background information to Members on the various blue 'welcome to.....' town signs in the area. RESOLVED to ascertain the number of signs that need replacing for further consideration at a future meeting, with a view to requesting assistance from Essex County Council in support of any replacements needed.
RA/23/21	DATE OF NEXT MEETING The next meeting of Frinton & Walton Town Council is scheduled to be held at The Council House, Triangle Shopping Centre, Frinton-on-Sea, on the 21st of December 2023 commencing at 7.15pm

RA/23/22	EXCLUSION OF PRESS AND PUBLIC RESOLVED pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public from the meeting for the transaction of the under-mentioned business because of its confidential nature. <ul style="list-style-type: none"> • Columbine Centre Hirer Feedback • Columbine Centre Staffing Arrangements • Post Office • Bus Shelter / Seafront Shelter Maintenance
RA/23/23	UNDER EXCLUSION – COLUMBINE CENTRE HIRER FEEDBACK The Clerk appraised Members on feedback received from a Hirer of the Columbine Centre. RESOLVED to research options for solutions to peak time bar trading issues.
RA/23/24	UNDER EXCLUSION – COLUMBINE CENTRE STAFFING ARRANGEMENTS In connection with the Hirer feedback received and discussed in Minute RA/23/23 RESOLVED to continue with current staffing arrangements and continued due consideration of the Town Council's Lone Working Policy.
RA/23/25	UNDER EXCLUSION – POST OFFICE The Clerk updated Members on events following on from the attempted robbery to the Post Office in the summer, including the lack of progress achieved on obtaining quotations for the enhanced security work to the counter area of the Post Office counter and the Town Council counter. The Clerk explained that the process had been exhausted in trying to achieve three quotes, leaving only one quote received. Members recognised the need to progress with the work required and it was RESOLVED to instruct work to be carried out as per the quotation received from Tony Sharma at a cost of £3,219 to be expended 50% to 101/4036 Full Council/Bldg/Equip/Maintenance and 50% to 160/4036 Bldg/Equip Maint/Renew.
RA/23/26	UNDER EXCLUSION – BUS SHELTER / SEAFRONT SHELTER MAINTENANCE Members considered the specification received from one contractor relating to a suggestion of a maintenance programme required to most of the seafront and bus shelters and discussed options available. RESOLVED that the preference would be to explore the possibilities of recruiting a suitable member of staff on a fixed contract to incorporate these works and any other works that are likely to need doing across the business over the next two years. Members wished for provision to be made in the 2024/25 budget for such staffing costs.

The Chair closed the meeting at 9.00pm

CHAIR DATE.....



FIRE AND SECURITY LTD



 Fire Alarms & Extinguishers  Fire Risk Assessments  Staff Training

Frinton & Walton Town Council
C/o The Columbine Centre
Princes Esplanade
Walton On The Naze
CO14 8PZ

E&J Fire and Security Ltd
Suite 1 - Runkins Farm
Langham Lane
Boxted
Colchester
CO4 5HZ

18 January 2024

Dear Tanya

Further to our communication regarding fire risk assessments, please find below a brief summary detailing our company's history, followed by a small paragraph detailing your legal responsibilities.

Company Background and Accreditation

E&J Fire and Security Ltd was formed in 1987 trading in all aspects of portable fire extinguishers. Since 1991 the company has been assessed and certified to a quality management system and now successfully holds an ISO 9001-2015 certification for both extinguisher supply and maintenance and fire risk assessing.

Our four fire risk assessors have over 70 years' experience and have either completed an IFE approved course and examination to fire risk assess or are approved members of the institution of fire engineers. We only complete PAS 79 fire risk assessments, first published in 2005 and revised in 2020. PAS 79 sets out a methodology for undertaking fire risk assessments. It has been developed and published by the British Standards Institution ensuring all necessary information relating to fire risk assessments and significant findings are recorded.

Employers Statutory Duties

Under the new Regulatory Reform (Fire Safety) Order (R.R.O), the responsible person must take such general fire precautions as to ensure the safety of employees or visitors to their premises.

To comply with the fire safety order, the employer or responsible person must nominate a competent person(s) to carry out a suitable and sufficient fire risk assessment to record any significant findings, then thereafter the assessment must be regularly reviewed and updated.

Any and all significant finding(s) should be addressed after each assessment.

Fire Safety Legal Documentation

The Regulatory Reform (Fire Safety) Order (R.R.O) states within part 2, section 9, part 3 that:

Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if:

- (a) There is reason to suspect that it is no longer valid.
- (b) There has been a significant change in the matters to which it relates, including when the premises, special, technical and organisational measures or organisation of the work undergo significant changes, extensions or conversions, and where changes to an assessment are required as a result of any such review, the responsible person must make them.

Tel No: 01255-860645

VAT: 529 3442 39

EMAIL: matt@eandj.info Assessments ~ Design ~ Installation ~ Training ~ Maintenance COMPANY: 494 55 10

QUOTATION FOR A PAS 79 FIRE RISK ASSESSMENT

The fire risk assessment will be completed to the recognised British Standard PAS 79; 2020 and will categorise each area into approximate 31 key fire safety precautions.

Included within the assessment we will supply:

A significant findings report and supporting pictures and recommendations summary, action plan, hot works permits, example of a fire safety policy and fire risk estimator.

Each assessment will be delivered in a presentation folder. Included within the assessment price we are also available on request for a face to face meeting up to 28 days after receipt of the assessment for help or advice on your assessment findings and action plan. Furthermore, the cost would include full remote consultancy during the period prior to the agreed review.

Key fire safety precautions audited would include -

Electrical Sources Of Ignition - Smoking - Arson - Portable Heaters And Heating Installation - Cooking - Lighting - Housekeeping - Hazards By Outside Contractors - Dangerous Substances - Means of Escape Limiting Fire Spread And Development - Emergency Lighting - Fire Safety Signs - Means Of Warning In Case Of Fire - Fire Extinguishers - Automatic Smoke Detection - Management Of Fire safety - Training And Drills - Testing & Maintenance - Record Keeping.

To complete a suitable and sufficient PAS 79 fire risk assessment, in accordance with the Regulatory Reform Fire Safety Order will cost per visit:-

Initial Fire Risk Assessment £890.00 +VAT

This quotation is available for acceptance for 30 days
and is subject to E&J FIRE AND SECURITY LTD'S standard terms and conditions.

In accordance with the regulatory reform (fire safety) order, the initial assessment will require periodic review. Further to our initial assessment we will contact you just prior to the agreed 12- or 24-month schedule to arrange a suitable review date

I do hope you find this quotation satisfactory and look forward to receiving your instructions to proceed in the near future.
If you would like further details, please feel free to contact me or visit our web site www.eandj.info

Yours Sincerely,



Matthew Wyatt

Telephone: 01255 860645 ~ Mobile: 07967 271370 ~ Email: matt@eandjfire.co.uk

Tel No: 01255 860645
EMAIL: matt@eandjfire.co.uk Fire Compliance for Commercial Fire Safety
VAT: 529 3442 39
COMPANY: 494 55 10



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Cockaynes Lane
Alresford
Essex CO7 8DA
Tel: (01206) 825869
info@playquip.co.uk

Our Ref: Q-FWTC-PS-240124

Chris White
Frinton & Walton Town Council
Columbine Centre

By email: chris@fwtc.co.uk

Innovation ●
Design ●
Consultation ●
Manufacture ●
Installation ●
Maintenance ●
Inspection ●

24 January 2024

Dear Chris

Thank you for your recent email, I have pleasure in attaching our quotation for the slide repairs as requested.

All prices shown are quoted **exclusive** of Value Added Tax.

Unless otherwise agreed to the contrary in writing, this quotation remains firm for 60 days and may be accepted by notice in writing. After this date, we reserve the right to re-estimate for any outstanding work at current rates.

This quotation is subject to Playquip Leisure's standard terms and conditions, a copy of which can be found at: <http://www.playquip.co.uk/terms-conditions/>

We trust our quotation meets with your approval and look forward to receiving your further instructions. Should you require any additional assistance please do not hesitate to contact me.

Yours sincerely
On behalf of **PLAYQUIP LEISURE**

Peter Sander

peter.sander@playquip.co.uk

API Supporting the
UK Play Industry

ROSPA
accidents don't have to happen

rpil
Supporting
Play's Potential

Plastic Slide Damage

We had a look at the slide and unfortunately due to the material of the slide it is almost impossible to successfully repair the chute.

There is too much flexibility in the material to use fibreglass and other plastic repair options would not be man enough for the level of use.

I have contacted the manufacturers and managed to get them to sell me just the one section of the slide that is damaged, rather than the complete slide.

The cost of the new section inclusive of fitting would be £899.00 this does include a delivery charge for the part to us of £104.00.

If you would like to proceed, I will get the part ordered, as yet they have not given a time for delivery but if you proceed I will get a delivery date from them and pass that information onto you.

End of quotation