

## Minutes of the UHCA Meeting on Tuesday September 7th at 7.30pm in Croft House

Chris opened the meeting by paying tribute to the late Karin Brook, who passed away suddenly at home.

1. **Minutes of the last meeting** on July 6th 2021 were proposed Margaret and seconded Kath and all agreed.
2. **Matters arising from the Minutes.**
  - The purchase of a replacement bench for the rose gardens is still under consideration.
  - Andrea has purchased tablecloths for the new circular tables. A photograph will be taken with the tables in the main hall, complete with cutlery and decorations etc, for promotion on the website and also to include with a letter to Mark and James Broscombe.
  - The consultation period for the upgrade to our Recreation ground ends on the 17 September 2021. By going to [www.kirklees.gov.uk/playablespaces](http://www.kirklees.gov.uk/playablespaces) you can complete the online survey and have your say. Bekki is to contact us once the results have been analysed to work out the best way to move forward

### 3. Correspondence by email

From **John Dunwell**

Just received this e-mail from Kirklees so it seems to have resurrected itself, fingers crossed it might get further along. John

**From:** PublicRightsofWay <[publicrightsofway@kirklees.gov.uk](mailto:publicrightsofway@kirklees.gov.uk)>

**Sent:** 29 July 2021 11:32

**To:** [johndunwell1950@hotmail.co.uk](mailto:johndunwell1950@hotmail.co.uk)

**Cc:** Deborah Stephenson <[Deborah.Stephenson@kirklees.gov.uk](mailto:Deborah.Stephenson@kirklees.gov.uk)>

**Subject:** **Investigation of an application to modify the Definitive Map and Statement: Liley Lane to Carr Mount, Kirkheaton**

*Dear Mr Dunwell*

*Just to let you know, that we progressing the 'Application for a definitive map modification order to add a public footpath to the definitive map and statement between Liley Lane and footpath Kirkburton 20 at Carr Mount, Kirkheaton.'*

*As part of our investigation, we are now carrying out an informal consultation and we have also placed notices on site at Carr Mount. Please note the notice and plan have been posted on our website under 'Preliminary consultations and investigations' at <https://www.kirklees.gov.uk/beta/countryside-parks-and-open-spaces/changes-to-definitive-map.aspx>.*

*For your information, PROW has recruited me as another Assistant Definitive Map Officer, in addition to Sharon Huddleston. I will be assisting Phil Champion, Definitive Map Officer in progressing the Carr Mount application.*

*Please do not hesitate to contact us if you have any queries.*

*Regards, Deborah*

**Deborah Stephenson**

Assistant Definitive Map Officer, Kirklees Council - Public Rights of Way

T: 01484 221000 E: [deborah.stephenson@kirklees.gov.uk](mailto:deborah.stephenson@kirklees.gov.uk)

#### 4. Financial Report

Income		Expenditure	
200Club subs	£15	200 Club Prizes June, July, August	£255
HRMC Donation	£11000	Costco Subs	£33.60
		Laminates for printing	£28.80
		Roof Leak Repair	£460
		Holderness Windows	£2400
		Decorator	£2900
		Fire Safety Work	£1700.40
		Round Table Cloths	£138.58
		Expenses Amazon and Screwfix	£406.28
	<b>Total £11015</b>		<b>Total £8322.66</b>

Chris thanked Kath for her report.

#### 5. Health & Safety.

Following a Fire Risk Assessment on the 27 July in Croft House, several safety changes have been made. See APPENDIX 1.

#### 6. COVID Procedures

Croft House has re-opened for Regular and Private lets but Covid Procedures remain in place.

- Cleaning equipment is provided for users to maintain Croft House as a COVID safe environment.
- It is important that good ventilation is provided by opening doors and windows.
- Social distancing is recommended and the wearing of facemasks when moving around Croft House.
- Hand cleanliness is important both sanitiser and hand washing facilities are available.
- If you or anyone in your household has Covid symptoms, please do not enter Croft House.

#### 7. Maintenance

- See APPENDIX 1, this gives details about the summer maintenance that has taken place.
- Wood & Laycock have also been asked to quote for three replacement windows for the entrance lobby of Croft House. The replacement windows will be manufactured from hardwood similar to those recently installed at the front of Croft House. Two options will be considered:
  - a) An exact replica of the windows currently in situ.
  - b) Georgian style widows to blend with the other windows at the front of Croft House.The final selection of the style of window, will be made following consultation with the UHCA members.
- If we have agreement, our next project might be to reconfigure the kitchen to allow reopening of the window behind the kitchen cooker hood. This may involve new kitchen units. Costings will be put together for consideration.

On behalf of everyone present, Chris proposed a vote of thanks to Roger for all his time and effort to oversee and actually do some of this work himself and to Andrea and Kath who helped with the clearing up and putting everything back in place.

#### 8. Plans for Fundraising Events

All ideas are welcome. Possibilities are: Murder Mystery evening, Wine Tasting, Gourmet Evening, Casino Night, Theatre?

After discussion, it was decided to start with theatre which would be the easiest option

## 9. Community Events

- Should we have an Autumn Fair, or can it be improved? Should we replace it with another event?
- We would like to provide a village Christmas lunch again, but should we change the format to help us be more Covid compliant?

This was referred to next meeting when we would be more in a position to see how the lifting of Covid restrictions is working

We should consider making and distributing parcels to house bound too.

- Carols Round the Tree. Dec 19<sup>th</sup>

We thought this would go ahead as it is outside. Mince pie production will begin soon.

- Fete July 2022.

## 10. Croft House activities

All the regular activities at Croft House will be in action again in September.

Croft House is now open for private bookings and Andrea is experiencing a lot of interest. Have a look at the Croft House page on our website calendar on [www.upperhoptonvillage.co.uk](http://www.upperhoptonvillage.co.uk) for availability.

## 11. Hopton in Bloom

We have a meeting tomorrow Wednesday Sept 8<sup>th</sup> at 11.15 in St John's church.

We are continuing to work around the village, which has looked so wonderfully bright and colourful.

We were very grateful when three volunteers from Ancala Water Company joined us and helped clearing the area around the POD.

A Garden Trail is being planned for next year and we need volunteers to open their gardens and volunteers to help with the catering in Croft House.

## 12. News from the Pre-School

The Croft House management team need to arrange a fire drill with Pre-School.

## 13. News from Club.

Harvest Auction September 19<sup>th</sup> at the Club at 7 pm.

## 14. News from St John's Church.

- Harvest Festival September 19<sup>th</sup> at 11.15am

Church will be open 10-12 noon Saturday September 18<sup>th</sup> to decorate for Harvest please come and help!

- Harvest Auction at the Club at 7 pm.
- Dedication Festival October 31st at 11.15 followed by lunch in Croft House
- Healthy Walking group. The walks from now until end of February are from St Paul's Church (Next to the CO-OP). We meet at 9.45 am on the first and third Saturdays of the month in the church car park. Please can you let me know if you are coming so I can do the registration beforehand and then just tick you off when you arrive. Gill is leading and the walk generally last around 90 minutes at most.

## 15. AOB

Concerns were raised at the speeding traffic passing through the village.

The bus timetable changed without notice leaving people waiting at stops.

## 16. 200 Club Draw

Since lockdown and most people using modern technology, to pay their subs by BACs, we are going to move to drawing the 200 club for the month we have our meeting in rather than a month behind. This will save some confusion, which has occurred in the past.

A request for subs will be sent in November this year with the expectation that all subs should be paid by December, and we will start the New Year with the draw for January. So this month we have three draws and next month, October draw then November with the BIG draw at the December meeting.

**July**

**1st Prize £50 155**

**2nd Prize £25 193.**

**3rd prize £10 183**

**August**

**1st prize £50, 91**

**2nd Prize £25 14**

**3rd Prize £10. 69**

**September**

**1st prize £50, 20**

**2nd Prize £25 102.**

**3rd Prize £10. 122**

**Date of next Meeting will be the AGM on Tuesday 5th October at 7.30 at Croft House**

## **APPENDIX 1**

### **Croft House refurbishment – Summer 2021**

During the summer break we have taken the opportunity to refurbish Croft House and carry out fire safety checks. A table of associated costs is included below.

#### **Roof Repairs**

In late July roof repairs were carried out by Dan Knutton following water leaks in the kitchen area. As this area has had leak problems before, several repairs were carried out, including replacing stone slates, lead flashing and rerouting a drainpipe from the main roof.

#### **Fire Risk Assessment**

With the assistance of Flamstop Ltd we carried out a fire risk assessment on the 27 July and we included their recommendations within the refurbishment. (A verbal report was given by Flamstop during their visit, but the written report has not yet been issued).

1. A new fire door including a closer has been installed for the kitchen and a new door fitted on the kitchen hatch. New door frames were fitted for each of these doors. Both must be treated as fire doors and closed when not in use.
2. Four new door closers have been installed on the main hall doors.
3. Intumescent strips have been incorporated to all internal doors.
4. The bolts on the main hall fire exit doors have been removed.
5. New push bar signs have been put in place on the external doors. Missing signs for two of the fire extinguishers have also been installed.
6. Flammable materials have been removed from the cupboard area which includes the gas boiler and electrical distribution board. The boiler and distribution board are a source of ignition (blue paper rolls were removed).
7. A flammable liquid cabinet will be installed in the entrance lobby cupboard. All aerosols and flammable liquids must be housed in this cabinet when not in use.
8. As Pre-School are the most regular users of Croft House the Croft House management team believes that it is necessary to undertake a fire drill with Pre-School. A suitable date needs to be arranged and the drill will be supervised by the Croft House management. Other regular users will be asked to undertake a fire drill at a later date.
9. We are waiting for Flamstop's conclusions regarding the existing smoke alarms that we have in place.

#### **New windows at the rear of Croft House**

Eleven new windows were installed by Holderness Windows on the 3<sup>rd</sup> and 4<sup>th</sup> August at the rear of Croft House. All the opening windows are provided with a key, and keys will be made available for regular users.

## APPENDIX 1

### Croft House refurbishment – Summer 2021

#### Joinery Work

During August Russell Clarke fitted the new doors and frames, door furniture and intumescent strips to all of the internal doors.

#### Decorations

With the exception of the two storerooms, Croft House was decorated throughout by C A Cawthron (9 to 27 August).

1. Except for the two storerooms, all areas have been decorated
2. New door furniture has been installed.
3. The wooden dado rail was removed, and the associated electrical wiring rerouted via trunking. If removal of the rail is a problem, please ask and we will provide any additional hanging points that you require. For Christmas decorations or children's party decorations a wire has been installed down two sides of the hall. We would like to preserve the new decorations and discourage random hanging points and the use of blue tack etc.
4. A leaking water supply pipe was repaired in the disabled toilet, replacement pipe boxing put in place, and a 'bump stop' added to avoid contact between the baby changer and the water tap.

#### Kitchen

With the exception of the Pre-School cupboards, all areas of the kitchen have been thoroughly cleaned. This includes the cooker, refrigerator, microwave and cupboard spaces. ALL crockery and cutlery were removed and cleaned. Thanks to Kath and Andrea for their thoroughness.

Work carried out	Contractor	Cost
Roof Repairs	Dan Knutton	£ 460
New rear windows	Holderness Windows	£ 2700
Fire Risk Assessment	Flamstop Ltd	£ 450
Decorating	C A Cawthron	£ 2900
Joinery Work	Russell Clarke	£ 1700.40
Other materials		£ 406.28
<b>TOTAL</b>		<b>£ 8616.68</b>