



Minutes of the meeting of Loughton & Great Holm Parish Council Premises Committee held on Monday 01/04/19 at 7.30pm at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY

**Members present:** Councillors Todd (Chair), Boland, Howe and Gray

**Officers present:** Bev Field (Parish Clerk)

**Members of the public present:** None

**PRC48/19 Apologies:** None

**PRC49/19 Minutes of previous meetings:** The minutes of the meeting held on 03/12/18 were approved and signed as an accurate record

**PRC50/19 Matters arising:** agenda item PRC44/18 The Hallmaster booking software has been trialled at no cost, but the premises assistant is finding it is time consuming and that information is not easy to access. The Parish Clerk has put this purchase on hold and the Microsoft office suite will be used for a while to assess whether anything further will be needed.

**PRC51/19 Declarations of interest:** None

**PRC52/19 Public participation:** An e-mail from a resident was received and circulated. The resident highlighted noise and disturbance in the Pavilion car park and requested that a barrier is installed to prevent cars entering in the evening.

**Answer:** It is important to ring the police 101 every time there is a disturbance as this builds up a picture in the area of anti-social behaviour. The cost of a barrier for 2-3 months use is prohibitive. The landscaping work will create a more open view of the car park which be a deterrent.

**Agreed:** The Parish Clerk will respond to the e-mail.

Loughton Pavilion and Sports Ground

**PRC53/19 Use of the Football Pitches:** Council resolution PRC39/18 resolved to renew the contract with Tattenhoe Youth Football Club (TYFC) for the 2019/20 season. Since then, they have requested an increase to the number of teams they play at Loughton, and 2 other teams have approached the Council requesting to use the pitches. Consideration was given to the number of local players, community engagement, the reliability of the team, level of fees offered and managing the condition of the pitch. The Parish Council does not have officers available to monitor the use of the pitches. Last year Santander used the pitches without permission; allowing their use will put them on a proper basis with the Parish Council and generate some income. Currently, an unidentified team is using the pitches on Sunday afternoons. All contracts include the requirement to produce a relevant insurance certificate.

**Resolved:**

- a) Santander FC can use the pitches for their mid-week training sessions in co-operation with TYFC. A low rent is payable in advance in 2 instalments for the season at £30.00 per session. No goal posts are needed for training.
- b) Tattenhoe Youth FC can increase their teams based at Loughton on Saturday (early and late morning kick-off times) to 6 teams. To continue the requirement that they make their goal posts available to other authorised teams. Fees will be £1,500.00 per year paid in 2 instalments plus the pitch maintenance contract with SGS.
- c) Shenley/Loughton Athletic can use the pitches on Sunday afternoon for 11-15 matches plus friendlies in co-operation with TYFC regarding pitch condition and management. To contribute £200.00 to the SGS costs for pitch management and pay fees of £800.00

**PRC54/19 Update on management lease:** The contract details have been agreed with The Grumpy Cook and he is ready to sign when the final copy is prepared. A floor plan and planning permission for change of use has been provided. He has been fully consulted regarding the refurbishment. The contract includes an agreement for the refurbishment works by the Parish Council and will start either 01/07/19 or on vacant possession depending on the contractors completing in time.

**PRC55/19 Quotes for the refurbishment of the Pavilion:** Quotes obtained by tender from Aitchison and Raffety to refurbish the Sports Pavilion were considered with the specification, tender analysis and recommendations. Council resolution FC192/19 delegated this decision to the Premises Committee (Financial Regulations section11). Expenditure is high on the two premises, but without investing in the Pavilion now, it will not be a useful asset for the community in the future. The building has not been maintained by the previous tenant which is why a complete refurbishment is required. The rental income over the next 3 years will offset the expenditure from general reserves. The contractors have all been advised that the works should be planned for May. A front door shutter will not be needed. The recommendation for Total Facilities is also the cheapest quote, although the higher quote for the timber effect vinyl, vinyl in the entrance and the bi-fold doors should be negotiated down.

**Resolved:**

- a) To accept in principle the quote from Total Facilities for £34,469.76 as per the recommendation from Aitchison and Raffety, with some further negotiation to reduce the costs for the bi-fold doors, wood effect vinyl and vinyl to the entrance.
- d) To approve £3,500.00 as a contingency sum to include decoration to the outside covered stores and repairing/replacing the side windows. The cost of clearing the bar and planning consent for the doors needs to be clarified.
- e) To approve the fees of 10% of the overall price + VAT for Aitchison and Raffety.

Community Centre in Great Holm

**PRC56/19 Condition of the floor:** Quotes to either repair the floor polishing machine or commission a professional floor polishing service were considered. The floor has not been stripped or polished for years, and is dull, looks blotchy and does not repel dirt, sand or glitter. It is a time-consuming task and the buffing machine is at the end of its useful life span. The recommendation is to commission a specialist cleaning company to treat the floor and assess the effectiveness.

**Resolved:** To commission Pro-Kleen to strip and polish the floor.

**PRC57/19 Transition Management Plan:** The implementation of the transition plan agreed in June 2018 was reviewed. All the actions have been completed by the target date of 01/04/19. The Great Holm Community Centre Ltd paid £2,058.67 from their reserves when they closed. A new bank account and cash book were opened. Groups were given notice in July 2018 that the rent would remain the same until April 2019 and a rent review for fair and transparent charges was undertaken. Groups were advised of the new rates on 08/01/19. Two groups have folded (11+ study group and Rainbows), and the 12-Step group have relocated. The Centre is now available for the Parish Council to use on Monday evenings free of charge. The fire alarm and security were reviewed. A caretaker/cleaner and a premises assistant have been employed to make the Centre available to residents at the weekend, and details are now on the Parish Council website.

**Resolved:** to produce a management plan for consideration at the next meeting of the Premises Committee.

**PRC58/19 Quote for keys:** Quotes to replace the outside door locks in order to obtain more sets of keys were considered. The key codes are not available to order duplicates and the increase in staff means that more sets of keys are needed. Therefore, new locks are needed, and a record kept of the key code. It is important to avoid the euro standard basic locks as they are not secure.

**Resolved:**

- a) Councillor Gray to confirm if the quoted level of security for the keys is sufficient.
- b) If the locks are appropriate, to commission GPM locks to replace the outside door locks (3 cylinders) with restricted access keys, keyed alike with 13 keys cut at a cost of £283.00+VAT

**PRC59/19 Electric light fitting:** This item was deferred

**PRC60/19 Centre management:** The Premises Assistant has been working on an inventory and hirers checklist, improving the provision and cleaning and showing inquirers the Centre. The Hallmaster software for bookings has been time consuming and may be discontinued. The caretaker has undertaken maintenance tasks and been proactive with advice and actions to improve the centre. They are liaising well together to support bookings at the weekend. The first letting was on 29/03/19 and was successful. There was some confusion about the scale of fees. The Pre School were advised 3 times to remove their food and milk from the fridge at weekends, as the fridge is needed by other hirers and the kitchen is not secure. The Pre School refused. The hirer was asked not to use the Pre School milk, but the milk was used.

**Date and time of next meeting:** Monday 23/09/19 (or earlier if needed)

The meeting closed at 8.29pm

Signed:

Date: