



Loughton & Great Holm Parish Council Premises Committee

Minutes of the meeting held on Monday 03/12/18 at 7.30pm at the Memorial Hall, Bradwell Rd, Loughton MK5 6JE

Present: Councillors Todd (Chair), Boland and Howe.

Staff present: Parish Clerk

Members of the public: None

PRC32/18 Apologies: apologies were received and accepted from Councillor Gray

PRC33/18 Minutes of previous meetings: The minutes of the meeting held on 25/10/18 were approved and signed as an accurate record.

PRC34/18 Matters arising: None

PRC35/18 Declarations of interest: None

PRC36/18 Public participation: None present

PRC37/18 Update on hall management: The report on feedback from other Parish Councils (following on from agenda item PRC20/18) and how they manage their premises was discussed. A common theme was that having a physical presence with "meet and greet" interviews, inspections and a cleaner had proven to be necessary to keep the halls to a good standard. If the premises are a community facility, then the cost of staff must be offset with enabling the community to use the premises. Noted.

Loughton Pavilion and Sports Ground

PRC38/18 Lease for the Pavilion: Proposed heads of terms for the lease of the Pavilion (subject to contract) were discussed.

Resolved: Councillor Todd and the Parish Clerk to meet with the 'Grumpy Cook' owner to discuss the proposed terms as agreed, clarify the provision and to agree a contract for consideration at full Council.

PRC39/18 Lease for sports facility: The current lease with Tattenhoe Youth Football Club was reviewed. The team have proved reliable and conscientious tenants this season.

Resolved:

- a) To renew the licence for TYFC with the current conditions, and in addition
- b) To clarify the dates for the season and require the annual production of the schedule and policy for public liability insurance. To require that any future cricket pitch is protected from damage.

PRC40/18 CCTV with internet and phone: Quotes for external CCTV monitoring at the Pavilion as per the resolution of full Council FC139/18 were considered. The bandwidth needs to be fast enough and 1mbps (Post Office quote) is too slow for the CCTV images. The vandal-proof cameras must be hard to access, and we should check there is a guarantee that if they are vandalised, they will be replaced. It may be useful to have the reduced annual maintenance charge, and to use the same contract for all security equipment, for clarity with the contracts.

Resolved:

- a) To commission Tickford Security if they agree to provide 8 channels and to price match to £1745.00. Otherwise to commission The Alarm Guy to provide external CCTV to the Pavilion in Loughton
- b) To commission TalkTalk to install internet and a phone line to facilitate the CCTV installation for a 12-month contract at a cost of £18.00 pcm plus postage.

PRC41/18 Quotes for Water Improvement notice: This item was deferred

Community Centre in Great Holm

PRC42/18 LST Radiators: The revised quotes to install 3 LST radiators at the Centre in the main hall and entrance were considered, as per the full Council resolution FC140/18.

Resolved: To commission Blue Flame to install 3 LST radiators at a cost of £3,000+VAT during the Christmas or February school holidays.

PRC43/18 Food hygiene inspection: Information from the Food Hygiene Inspector was considered. Regulation EC No 852/2004 Annexe II - Chapter 1 describes the general requirements for food premises and states that "4. An adequate number of washbasins is to be available, suitably located and designated for cleaning hands". Although in some areas "adequate" can include the dishwasher and 1.5 sinks that were installed in the summer, the Inspector in Milton Keynes considers that this is not adequate. The Food Hygiene rating is not essential for a pre-school and the Council is not obliged to guarantee that any of the facilities are suitable for any hirer's use. To ask for the reimbursement of the portable sink, the Parish Clerk should have been contacted at the time.

Resolved:

- a) To commission RPL at a cost of £841.20+VAT to rectify the kitchen facility to a double sink.
- b) To delegate to the Parish Clerk the option of authorizing the cost of a separate hand wash sink in the kitchen, if a double sink cannot be accommodated.
- c) Not to reimburse Great Holm Pre School for the additional cost of a portable handwashing facility.

PRC44/18 Hall Booking software: quotes for hall booking and invoice software systems were considered. This is to facilitate the booking and invoicing for the Community Centre, particularly once single and occasional lettings are made available. Some packages are for multi-centre premises and not suitable. The cheapest package was recommended and used by 3 Parish Clerks.

Resolved: To buy a combined hall booking and invoicing system from Hall Master at a cost of £180.00 per year, to install and be familiar with, in readiness for when one-off bookings commence.

PRC/4518 Smart key-safe: This item was deferred for further consideration.

PRC46/18 Intruder alarm: Quotes for an intruder response service at the Centre were considered, as requested at full Council. The Centre has a low income and does not have any current security concerns. The system could also create difficulties when the one-off hiring's commence, as there will be people frequently accessing the Centre. The two firms providing quotes did not advise that an intruder alarm was essential, since the Centre is well lit, visible in a residential area and does not have any current vandalism or security issues.

Resolved: Not to install an intruder alarm at the current time. To review this option if security concerns arise.

PRC47/18 CCTV: Quotes to provide external CCTV monitoring at the Centre were considered, as requested at full Council. While there are no current security concerns, this would be costly as it would also need a phone line and internet available. External cameras around the property may also be a safeguarding concern for the Pre-School, since the children play outdoors.

Resolved: Not to install CCTV at the current time. To review this option if security concerns arise.

Date and time of next meeting: March 2019, date to be agreed.

The meeting closed at 9.12pm

Signed:

Date: