



Minutes of the meeting of the Premises Committee to be held at 7.30pm on Monday 23/09/19 at the Pavilion, 2 Linceslade Grove, Loughton MK5 8DL.

Councillors present: Councillors Nolan (Chair), Howe and Altieri-Douglas.

Staff present: Bev Field (Parish Clerk), Natasha Cheriyan (Premises Assistant).

Members of the public present: None

PRC11/19 Apologies: Apologies were received from Councillors Hoyle, Nayee and Todd. Apologies were also received from Barry Ashley who was unwell.

PRC12/19 Minutes of previous meetings: The minutes of the meeting held on 08/07/19 were approved and signed as an accurate record.

PRC13/19 Matters arising: None

PRC14/19 Declarations of interest: None

Loughton Pavilion and Sports Ground

PRC15/19 Lease update: The Parish Clerk stated that the lease for the Pavilion to the Grumpy Cook was completed on 19/07/19. The consultation, refurbishment and lease negotiation took 12 days less than 12 months, from being notified that LSSC Ltd intended to declare itself insolvent. An official opening event took place on 13/08/19. The Parish Council held the monthly drop-in at the Grumpy Cook on 02/09/19 and was the first group booking in the café. The Café has benefitted from the sessions run by MKPA, MK Dons and the increased numbers of football teams this season. The contract with Total Facilities has not been certified as complete because the shutters are faulty, which the Clerk is pursuing. The full Council resolved not to request evening use of the café until May 2020, to allow settling in time for the Café. The first rent payment in full was received on time on 19/09/19.

Barry gave feedback that the summer period went well, but business is quieter since schools opened in September. He is aiming to market and encourage group use over the winter. Last week, he had to get the drains cleared out and the blockages were from the ladies' toilets and the shower rooms.

It was noted that Barry had plans for an evening bistro, to apply for an alcohol licence and to encourage groups to use the end space. The café needs promotion and the hours could be lengthened to provide a service for school traffic.

Agreed: To encourage Barry to continue to develop the scope of the Café as discussed.

PRC16/19 Litter: The increase of litter around the sports ground and play park was discussed. Councillor Nolan has identified from residents that a fox is active around the area. Serco undertake street cleaning every 8 weeks, and the bins are emptied twice a week. The Café staff are good at collecting up litter, although some products easily flyaway in the wind. There is picnic rubbish and an increase in visitors to the area because of popularity of the improved facility, although this will reduce in the winter. Parents should encourage their children to take litter home with them. It is important to minimise the complaints from residents about litter.

Barry gave feedback that staff collect litter each morning from around the patio from overnight visitors and do what they can to keep the area tidy.

Resolved:

- a) To request that the Grumpy Cook site a second litter bin on the play-park side of the café, with posters to raise awareness of the bins.
- b) The Parish Clerk to put a poster in the noticeboard regarding litter.
- c) The Parish Clerk to contact pest control from Milton Keynes Council regarding the foxes.

PRC17/19 Décor: The signage and decoration of the Pavilion were discussed. The Café has bare walls and when the contract was under negotiation, Barry had suggested using his son's artwork. Another option is to contact the Westbury Art Centre for items to display. The café signage is needed urgently, and the blackboards should not be used on the street. The external sign stating "No ball games" is unnecessary.

Barry has given feedback that the signs are on order now.

Resolved:

- a) To request the Grumpy Cook considers some artwork or decoration for the walls, and external signage for the Café.
- b) To remove the "No ball games" sign.
- c) To obtain quotes for a sign over the sports changing rooms showing the Parish Council logo with "Loughton Pavilion".

PRC18/19 Plumbing and cleaning: The caretaker has said that it is not possible to fill a bucket for cleaning and there is no sink to dispose of it in the changing rooms. There is also no hot water tap. If thrown down a toilet, the dirty water will leave grit in the pan. Secondly, on Saturday, a referee could not get the shower to work, but it appeared to activate the team room showers. Currently, there has been £2,050.00 income for the season from the football teams and they pay extra to maintain the pitches via SGS. There are ongoing issues about the cleaning in the changing rooms. The Community Centre caretaker has been cleaning and repairing them while bookings are down at the Community Centre, but they are increasing again now. Could a 2-hour weekly clean be considered?

Any cleaning or maintenance should be planned for in the budget. Councils across the city do not clean/sweep their changing rooms. A cleaning contract for shower rooms could be considered, but it is spoiling the teams and we probably should not undertake it. Signs could be put up to request the area is kept clean. A discussion with the football teams can be undertaken to request that they leave the rooms clean. If this arrangement lapses, then the Council could offer to arrange the cleaning and charge the teams.

Resolved:

- a) To notify the football teams that the temporary cleaning service provided by the caretaker is no longer available, and to request that the teams leave the rooms clean after use.
- b) If the changing rooms are not kept clean, to offer to arrange a cleaning service and charge the football teams accordingly.
- c) To obtain quotes for a sink with hot water, and assess the plumbing for the referee's shower room.

PRC18/19 Any other issues: The footpath repair has been commissioned from Serco.

Community Centre in Great Holm

PRC19/19 Lettings update: Bookings have improved as follows:

One-off hires: 4 weeks (Monday to Friday 7.00am-6.00pm) in the school summer holidays for a local child-minding group generated £1,200.00 in hire charges.

07/09/19 Labour Party

28/09/19 private child's birthday party.

2 hours x 5 Saturdays are booked during September to October for extra dance rehearsals for the regular Sivapatha Natyalya dance group.

Regular groups: A new yoga group started on 15/09/19.

Regular groups now include First Crownhill Brownies on Tuesdays, Open Circle on Wednesdays, Sivapatha Natyalya dance on Thursdays, Councillor Nolan's surgery on Saturdays (monthly) and 'Yoga with Pазzy' on Sundays.

There are many enquiries each week, and 4 enquiries are awaiting a deposit payment before a booking can be confirmed. Some promotion is being planned with the new premises assistant to focus on target groups, advertise availability, activities and events on Facebook and the noticeboards.

Noted

PRC20/19 A proposal to improve the external appearance of the Community Centre was considered (see PRC09c/19), by landscaping the front borders that are currently given over to weeds, the hedgerow needs trimming 2-3 times a year to maintain a smart appearance, and replacing the bamboo screen which is unsightly.

Secondly, quotes have been sought to cut the patio grass, as Serco considered this was not included in the playing field contract. One request was declined, and 3 quotes were received. Excluding VAT these were £60.00 per cut from Serco, £55.00 per cut from TW Garden Services, £25.00 per cut from Loftus Landscapes.

An extension to this contract will be to request a proposal for landscaping and maintaining the front area year-round from Spring 2020. An option to include the front border at the Pavilion (that contains the Parish noticeboard) will be included.

Resolved:

- a) To commission Loftus Landscapes to cut the Community Centre patio grass 1-2 times before the end of the growing season as required. To add the planting of some daffodil bulbs.
- b) To request a proposal from Loftus Landscapes for a landscaping plan for the front of the Community Centre to commence in Spring 2020 for inclusion in the 2020/21 budget, with an option to landscape the Pavilion front border.

PRC21/19 Post box: Secure post boxes have been installed at the Community Centre for the Parish Council and Great Holm Pre-School (GHPS). GHPS requested one because at the weekend the post is sometimes scattered and can go missing. The Parish Council has a P.O. box which costs £330 per year and this is due for renewal in November. Two post boxes cost £58.00 and have been installed by the caretaker. Therefore, the address of the Parish Council does not need to be the Clerk's home address in future, and the cost has been greatly reduced this year, with no ongoing charges. It is also preferable to have a postal address within the Parish.

Noted.

Date of next meeting: Monday 13/01/2020 at the Community Centre, 87 Kensington Drive, Great Holm, MK8 9AY at the **later time of 8.00pm**

The meeting closed at 20.49pm

Signed:

Date: