



Minutes of the meeting of Loughton & Great Holm Parish Council Premises Committee held at 7.30pm on Monday 08/07/19 at the Pavilion, 2 Linceslade Grove, Loughton MK5 8DL.

Councillors present: Councillors Todd, Howe and Nolan (Chair)

Staff present: Bev Field (Parish Clerk)

Members of the public present: 2 and Councillor Bailey

**Note:** Agenda items PRC06/19 and PRC07/19 were brought forward and considered at the start of the meeting but are recorded in the agenda item order for clarity.

**PRC01/19 Election of Chair for 2019/20:** Nominations were received as follows:

Councillor Nolan proposed herself which was seconded by Councillor Todd. (2 in favour)

**Resolved:** Councillor Nolan was elected as Chair of the Premises Committee for 2019/20

**PRC02/19 Apologies:** This item was not considered. Apologies were received by the Parish Clerk from Councillors Hoyle, Altieri-Douglas and Nayee, but as they were not presented to the meeting they are not recorded as accepted.

**PRC03/19 Minutes of previous meetings:** The minutes of the meeting held on 01/04/19 were approved and signed as an accurate record.

**PRC04/19 Matters arising:** The football teams have agreed on 6 teams for Tattenhoe Youth FC on Saturday, one adult team for Loughton Athletic FC on Sunday morning. Santander declined use of the pitch for training because they said they were not willing to pay the fee.

**Agreed:** To write to Santander and advise them that teams are not expected to use the pitch without the prior permission of the Parish Council. Councillor Nolan will provide a contact name for the Clerk.

**PRC05/19 Declarations of interest:** None

Loughton Pavilion and Sports Ground

**PRC06/19 Pavilion refurbishment:** The Parish Clerk advised that interim invoices have now been received. Most of the tasks are complete apart from the shower room windows, a clean through and the graffiti removal. The plumbing work from the Water Improvement Notice has been time consuming. Interim payment can be authorised next week at full Council, but payment withheld until completion is achieved. The budget has been controlled, with the contingency fund only used for items already agreed by the Parish Council. The Clerk is awaiting sign-off with the surveyor.

**Noted**

**PRC07/19 Pavilion contract:** The transition arrangements were considered with the owner of the Grumpy Cook, Barry Ashley.

Mr Ashley is ready to start his kitchen installation, with a plumber booked on Thursday to plumb in sinks with hot and cold water. Environmental Health will do a surprise inspection. All the furniture has been purchased and is stored in a range of locations.

Mr Ashley plans to open on 18<sup>th</sup> or 19<sup>th</sup> July and will have a "soft" start to ensure that new staff are not inundated and can check that everything is working efficiently. Initially the café will open 9.00am-5.00pm and the hours will gradually increase. He will open Thursday-Saturday evenings and the Pavilion will be available for hire Monday - Wednesday. During hire periods, the kitchen will be closed but the washing up area with drinks facilities can be made available. Catering can be booked via the café team. Mr Ashley will apply for a personal alcohol licence and then for a premises licence to offer bottled drinks, specialist beers and Tarquin gin. He has received enquiries for bookings and spoken to other services to provide a venue for their meetings.



The project is a positive new opportunity for the community to use the Pavilion, the cakes offered by the Grumpy Cook have been sampled and are excellent, which is a good indicator for the success of the project.

The contracts have all been signed and are awaiting an exchange date.

The electricity meter covers the entire building, which means that the café will be providing the hot water for sports showers. It is on a high tariff currently because the Clerk had contested responsibility for the previous tenant's debt. A more competitive rate may be achieved with a dual-site contract or by considering gas. The electricity usage can be reviewed at future committee meetings.

An official opening with the Parish Council was discussed to celebrate the commitment and work of the Parish Council in refurbishing the building to promote community use. A leaflet can be sent to all households offering one free drink on production of the leaflet. This event could be combined with the MKPA play session already organised.

**Resolved:**

- a) That the contract will commence on 19/07/19 to trigger the rent start date.
- b) That an official open day will be held on Tuesday 13/08/19 with brief formalities led by the Chair of the Parish Council at 2.00pm and to include the MKPA play session with bouncy castle.
- c) That the Parish Council will provide a leaflet promoting the event to every residence in the Parish using Sure2Door.
- d) To notify the solicitor of the agreed start date for the contract, to facilitate the final exchange and work with the land registry.

**PRC08/19 Landscaping quotes:** Quotes from Serco were considered for works to the rear patio block paving and repair the tarmac path. The block paving doesn't match and has not been levelled. A second quote should be sought but the path is a safety concern particularly for those with mobility difficulties.

**Resolved:** To recommend to full Council that the path is repaired to a maximum cost £1200.00. That the Parish Clerk and Chair of the Premises Committee are delegated to decide between the two quotes to enable the path to be restored quickly.

Community Centre in Great Holm

**PRC09/19 Management Plan:** the draft management plan for the Community Centre was considered. It is a concern that in the first year there is a loss forecast of approximately £5,000 that should be addressed by promoting use of the Centre. The Parish should try to balance spending across Loughton and Great Holm, although the two premises have very different major tenants and potential usage. Great Holm Pre School (GHPS) have filled most of their places now and have been offered a meeting with the Clerk if they wish to discuss any concerns.

Additional points to insert in the management plan are:

In paragraph "Aim", take out "and to avoid.... centre." and add "to increase the use of the Centre by all parts of the community."

In paragraph "Location", state it "includes the ball area and table tennis, not the gated infant play park."

In paragraph "Refurbishment" state that the "building was structurally sound but internally dilapidated."

In paragraph "Budget", state that our "aim is to break even, or make a small surplus to cover future improvements."

**Resolved:**

- a) To approve the management plan with the additional points detailed above.
- b) To promote increased use of the Community Centre using the website, Facebook, e-mail and posters.
- c) To investigate ways to improve the external appearance of the Community Centre e.g. with new signage



**PRC10/19 Lettings update:**

Payment of hire charges: GHPS had problems with their payment because their account requires 2 signatures when their manager left, and the treasurer was called for jury service. They got behind for the first time which coincided with the rent increase. However, this has been resolved and they are back to prompt payments as usual. All hirers are up to date except Brownies, who also have problems with signatories, and this is being pursued.

Marketing: The Community Centre is on the Parish Council website. No marketing has been done while the new staff settle in, so that communication, invoicing and bookings are working well before adding to the workload. Gemma will start marketing now, with posters and online posts are planned for the summer to raise awareness. We do have enquiries from personal recommendations, including one last week through Open Circle who is interested to run yoga classes.

Enquiries & Bookings: Since 01/03/19 a total of 63 enquiries resulted in 10 bookings. These have included a pre-wedding social, childminders summer group, birthday parties for children, two polling stations, ward Councillor surgeries, a religious festival social. There was either no feedback on the reason for not booking, or comments on the dates being unavailable or the price too high.

Feedback: We have had good feedback from the hirers. The positives are that the Centre is clean, bright, much better than before and that the booking process is easy. Suggestions include providing the internet, a sound system, projector, and an urn.

GHPS: there was a recent issue with exposed wires that were made safe and sealed by the caretaker. However, this affected the phone/broadband cable for the GHPS. It took time to identify the problem and resolve it, including digging a hole in the floor. During this time, the new manager, Natalie was professional, polite, flexible and helpful. This was appreciated by the Parish team and a letter of thanks has been sent to the GHPS committee.

**Noted**

Date and time of next meeting: 23/09/19

Signed:



Date:

23/9/19