



**Minutes of the meeting of the Loughton & Great Holm Parish Council Premises Committee held on Thursday 25/10/18 at 7.45pm at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY**

**Present:** Councillors Todd (Chairman), Boland, Gray and Howe.

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

**Members of the public:** 3

**PRC15/18 Apologies:** None

**PRC16/18 Minutes of previous meetings:** The minutes of the meeting held on 06/09/18 were approved and signed as an accurate record

**PRC17/18 Matters arising –** Geoffrey Leaver solicitors have been instructed to deal with the land registry record for the Pavilion, Loughton.

**PRC18/18 Declarations of interest:** Councillor Howe is the Chairman of a cricket team that may be interested in playing at Loughton. Councillor Howe did not vote on item PRC23/18

**PRC19/18 Public participation:**

Question 1: What are the criteria for deciding on the proposals for the Pavilion?

The Chairman replied that that the Parish Council invited proposals for the best use of the sports ground and Pavilion. There were 7 applications, and 6 attended the proposal discussion evening. There were a range of proposals including a café, football and American football, and the strengths and weaknesses of each proposal has been analysed. There are no fixed criteria, but the Parish Council is here for the community and must make best use of the assets. More than one proposal could be chosen.

Councillor Howe confirmed that there should be maximum benefit to the community with the best combination for sports and community use.

Question 2: How long will the debate take?

The Chairman explained he would not set a time limit for the debate about the proposals. The exclusion for the public is to keep information about the proposers confidential.

**PRC20/18 Information from Shenley Church End Parish Council:** The report relating to managing Council assets relevant to all premises was noted. Advice was included about waste management (see agenda item PRC29/18). Councillor Howe had met the Chair of Shenley Church End Parish Council and reiterated the information in the report. For a Centre to be run for the community, it needs staff to manage the premises, maintain standards and promote the activities. The running and staff costs are an investment in the community.

**Loughton Pavilion and Sports Ground**

**PRC21/18 Exclusion of the public:**

**Resolved:** In accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for agenda item PRC22/18 on the grounds that it could involve the likely disclosure of private and confidential information.

**PRC22/18 Future use of the Pavilion:** The evaluation of the proposals was approved. Consideration needs to be given to responsibility for the refurbishment, employing staff, rent arrangements and the length of lease.

**Resolved:** To recommend to the full Council on 19/11/18 the conclusions of the report for the future use of the Pavilion and sports facility.



The meeting was re-opened to members of the public.

**PRC23/18 Cricket Square:** Quotes and further information on spike tolerance for the restoration of the cricket square from 3 providers were considered. An artificial surface would not be acceptable for league matches. To undertake restoring or renovating the cricket square there needs to be interest from a local club. Crownhill Cricket Club may be interested but could not contribute significantly to establishing the square. They could seek grant funding and help with maintenance, although some organisations like the Hockey Foundation require the clubs to have a 25-year lease. The club pays £67.50 per match to hire the square at Hertsmeare.

**Resolved:**

- a) Not to pursue an artificial surface.
- b) To refer consideration of restoring and maintaining a natural cricket square at Loughton sports ground to full Council.
- c) Councillor Howe agreed to clarify the interest from Crownhill Cricket Club.
- d) Councillor Todd agreed to write a summary of the findings.

**PRC24/18 Improvement Notice:** The Water Improvement notice for the Pavilion was considered and it was agreed to rectify the issues identified.

**Resolved:** to seek quotes from Anglian Water approved contractors for the water issues to be rectified before February 2019.

**PRC25/18 Removal of broken seating and repairs to the fencing:** The advice and quotes were considered for the removal of the broken tables and chairs at the Pavilion and repair the wooden pole fencing around the sports pitches and car park.

**Resolved:**

- a) To commission Serco to remove the rubbish from the outside areas and all the tables and benches for £150.00
- b) To commission Serco to remove and replace the broken fence posts (£30.00 each) and rails (£25.00 each) including metal strap and fixings (minimum of 14 rails).

**PRC26/18 Bollards:** Quotes for two security bollards between the car park and the sports field were considered to prevent unauthorised access.

**Resolved:** To commission GT Automation to install 2 fold-down bollards, in consultation with SGS and R&P Todds who access the pitch for maintenance, for £410.00+VAT

**PRC27/18 CCTV:** Consideration was given to the need for CCTV and a quote was provided for reference.

**Resolved:**

- a) To obtain one further quote to provide external CCTV as a security measure.
- b) To obtain quotes for security at the Community Centre in Great Holm.
- c) To get quotes for installing a phone line and internet connection.

#### Community Centre in Great Holm

**PRC28/18 The quotes/prices for the following items were considered** (Financial Regulation 11.1.k states the 2 quotes should be obtained for contracts valued between £100.00 and £3,000.00)

- a) Wall art.

**Resolved:** (i) To purchase the prints called "Sunflowers" and "Tulips" from art.co.uk at a cost of £193.98 including delivery for immediate display.

(ii) Councillor Gray to invite residents through the Parish newsletter to submit photographs for display from the local area.

- b) LST radiators.

**Resolved:** to get further quotes for the LST radiators and refer this item to the full Council.

- c) Blinds.

**Resolved:** To commission Sunshine Blinds to install matching blinds to the whole Centre so that they all match and to use a light shade of colour.



d) Kitchenware:

**Resolved:** To purchase bowls, cutlery, saucepans, frying pan, bakeware, glasses and mugs to create enough settings for 30 people. To purchase the items from Ikea at a cost of £211.50.

e) Locksmith:

**Resolved:** To commission GPM Locksmiths to replace 2 cupboards locks, and to cap the cost at £157.50+VAT

f) Hand dryers:

**Resolved:** To clarify whether the quotes are a purchase or rental price. To obtain quotes for the electrical work required to install dryers. To refer this item to the full Council.

g) Sanitary service:

**Resolved:** To commission the sanitary service from the service providing the hand dryers.

**PRC 29/18 Refuse collection:** A report on commercial refuse collection for community halls was discussed.

**Resolved:**

a) To commission Serco for commercial waste collection, to include nappies, with a flexible contract that is less frequent in the winter.

b) To attribute the direct cost of nappy disposal to the service users to be collected with the rent.

**PRC30/18 Bank account:** The Great Holm Community Centre Committee has closed their bank account and transferred the closing balance of £2,058.67 to the Parish Council on 24/09/18 along with a petty cash sum of £125.00

**Resolved:** to write and thank the committee for receipt of the money.

**PRC31/18 Landscaping:** The quote from Serco for landscape maintenance to land around the Centre was considered. (Financial Regulations 11.1.a.4 allow for an extension to existing contracts).

**Resolved:**

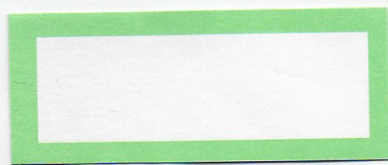
a) To commission Serco to provide landscape maintenance to the land and area around the Centre at a cost of £780.00 per year for grass cutting and £255.00 per year to prune and treat the shrubs for weeds 3 times per year.

b) To clarify with Serco the maintenance of the play equipment.

**Any other issues:** None.

**Date and time of next meeting:** Monday 03/12/18 at 7.30pm at the Memorial Hall, Bradwell Rd, Loughton MK5 6JE

Signed



Date

3.12.18