



MELTON PARISH COUNCIL

MPC(22).09

MANAGING THE PAVILION PROJECT

Going forward, it will be necessary for Councillors to be able to make quick decisions regarding the development of the Pavilion to prevent there being any unnecessary and potentially costly delays. It has been proposed that a Pavilion Committee is established, supported by the Clerk/Asst Clerk, who can meet regularly as the project progresses and ad hoc when the need arises.

If the Committee is to be successful, it needs to have a clear mandate within which it can make decisions that Full Council would agree with. If the mandate is to be stated, a number of factors need to be agreed:-

- Budget;
- Probable use; and
- Ongoing Maintenance and Management

BUDGET

The budget has been agreed at £220k with 198k unspent so far.

Within this budget, £53.5k has been set as a cap for fitting out the Pavilion.

USAGE OF THE PAVILION

There have been several discussions about the likely use of the Pavilion going forward, but there is still some ambiguity. As a result, any decisions about the fit out of the Pavilion are being made ad hoc and without an agreed position in terms of how the Pavilion is likely to be used.

For the Committee to make sound decisions on behalf of the Council, clarity about the Council's requirements for the Pavilion is needed.

OPTION 1 – NO CHANGE - USE TO REMAIN AS BEFORE

The Pavilion was used primarily as a storage unit with occasional use of the kitchen for the Fete and the Car Boot Sales. Access to the toilets was made available during these events and for the football team throughout the season. Cleaning and maintenance was ad hoc by the users and by volunteers. There was no direct income from the use of the Pavilion.

Pros

- The Pavilion will continue to be used by the current users which will make the management of the lettings more straightforward for the Office
- Fitting out of the Pavilion need only be to a very basic level

Cons

- As a result of having no additional income, MPC will need to rely on the current arrangements for cleaning and maintenance long term or find the money to fund this additional cost
- Pavilion will remain empty and unused for most of the time
- Over time, the state of the Pavilion internally is likely to deteriorate unless there is a funded programme of works to clean and maintain the building.

OPTION 2 - SHORT TERM AD HOC LETTINGS

Within the new building, provision has been made for storage for current leaseholders along with storage for MPC's needs. A public toilet is being built. Capacity for the number of people the new building can accommodate is likely to be limited; the flexible meeting space area is similar in size to the MPC office meeting room.

Given these limitations, there is the potential to allow other local community groups to use the Pavilion on an ad hoc basis for small, discrete events. This would NOT include large parties of any kind, but might include small birthday parties for groups of younger children or knit and knatter/community group meet ups for example. Late evening bookings would also probably not be viable. Charges levied would be used to offset some of the running costs associated with cleaning and maintenance. This is similar to the business model used by the Burness Rooms.

To make the space suitable for other users, fittings would need to be of an appropriate quality to encourage bookings. Cleaning and Maintenance would be needed so that users felt they were able to use the space without having to clean it beforehand or afterwards.

WTYFC could be given storage access only and this could be the green shed rather than the Pavilion.

Pros

- This would provide MPC with an ad hoc income to offset some of the Pavilion's running costs
- This would expand the current availability of the Pavilion to other community groups
- Ad hoc bookings could be managed around the arrangements of the current users
- It might provide a point of contact for local residents to meet for a chat and companionship.

Cons

- A system for booking the space would be needed. This will increase the work within the office in terms of managing the diary, bookings applications and managing the money. However, over time with a reduction in projects the office may have more capacity
- Bookings, by their nature, will be ad-hoc. It will, therefore, be difficult to predict the income from this arrangement
- Allowing the current users to continue to use the Pavilion as currently will incur costs as there will be a need for MPC to clean and maintain the space to an appropriate level to make sure it is ready and available for others to use.

OPTION 3 BLOCK BOOKINGS OR A LONGER TERM LEASE

MPC has already been approached by a local company in terms of setting up a pop-up Café. They may simply set up their van by the Pavilion or they might use the Pavilion facilities and run it as a more permanent café. Full details are to be provided in March.

Pros

- Income becomes established and can be predicted
- Cleaning and Maintenance of the inside becomes the responsibility of the leaseholder
- The Office will only have to make arrangements with one user rather than several
- It might provide a point of contact for local residents to meet for a chat and companionship.

Cons

- Current users would have to negotiate access to the internal toilets and the use of the kitchen with the leaseholder.
- Would limit the ability to have ad hoc bookings that could generate further income.

PUBLIC TOILET

MPC has not yet agreed whether a charge will be made for the use of the public toilet. The Committee will need to know what to do in terms of planning for the necessary locks and opportunities for payment if this is agreed.

Pros

- Making a charge will mean the door can remain locked at all times unless it is activated by payment
- This will discourage anti-social behaviour taking place within the toilet
- Charges made could be used to offset the cost of cleaning and maintaining the toilets.

Cons

- Not making a charge will mean the toilets are left accessible at all times and could lead to anti-social behaviour
- Tailgating into the toilets is inevitable, but this is likely to be limited to those within the group or family
- Door could be left propped open

- May require someone to physically open and close the toilets at set times

Councillors are asked to:

- **Note the contents of this report**
- **Decide which letting option is their preference**
- **Agree if a Pavilion Committee should be created and make nominations to it**
- **Decide if a charge is to be made for the Public Toilet**

Pip Alder

Clerk and Executive Officer to the Council

January 2022