



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 03 June 2024 at 7.30pm
Held at the Loose Parish Pavilion, King George V Playing Field.**

Councillors taking part: Vianne Gibbons (Chair) (VG), Tony Oliver (Vice-Chair) (TO), Neil Lettington (NL) and Sarah Leeson (SL).

Also present: Nicky Bourne (Deputy Clerk) (NB) who took the minutes and Amanda Baker (Assistant Clerk) (AB).

There were no members of the public involved in the meeting.

- 1. To elect a Chairman to the Committee for the forthcoming year**
A nomination was put forward by TO and seconded by SL that Cllr Vianne Gibbons should continue as Chairman for the forthcoming year. This was unanimously **AGREED** by the Committee and accepted by VG.
- 2. To elect a Vice Chairman to the Committee for the forthcoming year**
A nomination was put forward by VG and seconded by NL that Cllr Tony Oliver should continue as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Committee and accepted by TO.
- 3. To discuss and agree and additions or changes to the Terms of Reference**
The Terms of Reference for the PCH Committee had been pre-circulated. The Committee reviewed and **AGREED** the document without amendment.
- 4. To receive and record any apologies for absence**
Apologies received from Velma Bennett (VB) (attending KALC local area meeting).
- 5. To receive and agree any decision regarding any item to be taken as confidential.**
None.
- 6. To receive any declarations of pecuniary interest on items on the agenda.**
(In accordance with the NALC Model Code of Conduct for Parish Councils, pursuant to section 27 of the Localism Act 2011. In addition, any declaration of personal or prejudicial interest. As **AGREED** by LPC 21 Jan 13).
None received.
- 7. To receive any signed dispensation requests for any item on this agenda.**
(Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved - see dispensation form. This follows the agreement made by the LPC at the meeting held on the 17 July 2017).
None received.
- 8. To agree and to sign as a correct record the minutes of the PCH Committee meeting held on the 26 February 2024 (Pages 378-382)**
The minutes of the meeting on 26 February 2024 (Pages 378-382) were duly **AGREED**, signed by the Chairman and passed to the Deputy Clerk accordingly.
- 9. To receive questions, comments from the public (to include communications received by the Clerks' Office or other committees)**
None.

10. Pavilion Building – to discuss items below and make any necessary decisions

a. Maintenance

i) Update on the solar panel scheme

As agreed at the meeting on 11 September 2023 NB contacted the “Solar Together” scheme and they confirmed that owners of non-residential premises could register for the group scheme. NB has registered the Loose Pavilion and the next stage will be a site visit to measure up for an accurate quote. SL queried whether the Community Hub project might affect the installation of panels. VG explained the project was currently dormant (and was discussed further in Agenda Item 19).

ii) Update on completed maintenance

Since the last meeting the following maintenance has been completed:

- The Fire Plan notices for the changing rooms have been modified and put up by AB.
- The Clerk (KO) had to arrange emergency unblocking of the drain at the rear of the Pavilion.

iii) Update on outstanding matters

The following maintenance tasks listed at the last meeting are still to be completed:

- Painting the walls of the second Pavilion toilet
- Painting the walls of the Pavilion entrance hall
- Sanding and painting the low level fascias on the exterior of the building
- Re-fixing the bike rack to the wall
- Painting the King George V Recreation Ground (KGV) gates

Caretaker hours are being monitored by KO for discussion at the Human Resources meeting on 10 June 2024. Action: KO. Handyman quotes are being sought for some of the work. Action: AB.

b. Risk (H&S)

i) Fire Risk Assessment 24 April 2024

The Fire Risk Assessment was completed by NB and Councillor Lawford on 24 April 2024 and there were no concerns. The circulation of the fire safety and evacuation procedures (in the Standards and Conditions of Hire document) to all regular hirers for six monthly re-familiarisation is now due. This will be done following this meeting, once the document has been reviewed in Agenda Item 15c. Action: AB. The Office is still to arrange the visit from the Kent Fire and Rescue Service (KF&RS) representative for advice on the premises and Fire Risk Assessment document. This will be done post-fete. Action: NB/AB. NL noted that the Fire Plans may need further alterations for current compliance and suggested that Cllr Woodward (MW) might be able to advise on current protocols, having recently retired from KF&RS. Action: NB to contact MW.

ii) Update on Control of Substances Hazardous to Health (COSHH) measures

AB has completed the COSHH folder which is now in the COSHH cupboard in the kitchen. It contains a list of products used in the Pavilion, their ingredients, safety data sheets, basic first aid and Personal Protective Equipment instructions where necessary. SL has provided guidance with the compilation.

11. Hirers/Clients – to discuss items below and make any necessary decisions

i) Update on regular hirers and availability

The Pavilion has gained an additional 1 hour/week fitness group every Friday morning and a 3 hour fortnightly booking by a sound therapist. From 20 August 2024 the NHS pulmonary rehabilitation team are starting twice weekly sessions totalling 8.5 hours/week.

ii) Update on football pitch hire

Before the end of last season, a new Sunday football team signed a hire agreement, but never actually played a game as they were unable to organise the marking of the pitch. The Office is investigating whether they are returning next season because enquiries are being received from other teams seeking a venue. The Office is in discussion with the former hirer who departed in December, as there are matters of outstanding fees, equipment still in the garage and keys to be returned. The Club

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Chairman is following this up on the Parish Council's behalf. Action: NB. NL knows the Team Manager and the Committee **AGREED** he could discuss an appropriate resolution to close the matter. Action: NL.

12. Play areas– to discuss and make any necessary decisions as relevant

i) To receive information on play area risk inspections

NB outlined an issue with the current play inspection service provider. The March quarterly inspection took place, but despite regular requests, the report has not been received. The company has changed name and divided into two companies, one for inspection and one for maintenance. The next inspection is now due and LPC have paid for four inspections for one year from November 2023. After discussion the Committee **AGREED** quotes should be sought for an emergency inspection to maintain compliance. The quotes should be circulated for agreement by **Round Robin**. Action: NB/AB. The Committee also **AGREED** that the Office should write to Playfix regarding the unsatisfactory situation, requesting their suggestion on the way forward. Action: NB

ii) To discuss any necessary repairs to items of play and exercise equipment and future improvements

The rope swing on the 5-seat rotator has been re-fitted.

No further maintenance has been completed as no report has been received, but NB and the Caretaker have continued the regular visual monitoring as per the LPC schedule.

The new seating for the younger play area has been delivered and is just awaiting construction and installation. After the fete, NB and AB will seek companies to quote for the wet pour shrinkage repairs and review a potential replacement for the seesaw that was removed from the youth area, as previously agreed (PCH Meeting 26 February 2024 Agenda Item 10ii). Action: NB/AB.

13. Car Park – to discuss and make any necessary decisions as relevant

i) Update on the entrance signage and byelaws information

The new signage at the entrance to KGV has not yet been completed because the Office is also collating the new signage required for the environment areas taken under the Parish expansion. AB has produced a new byelaws document. An itemised quote will be requested so the new signs can be funded from the correct budgets (PCH and ENV). Action: AB/NB. SL suggested a sign company previously used by North Loose Limited.

14. Finance (KO)

a. RFO report

i) To discuss the latest RFO finance report and to review current budgets

The RFO report and the current budget statement had been pre-circulated to the Committee. Information had also been pre-circulated on ear-marked monies. NB was able to provide additional information from the nominal ledger on specific spends but after discussion, the Committee **AGREED** they would like to have further detail relating to each code with the pre-circulated documents. Action: NB/KO. NB shared a new document created to show income and expenditure related specifically to the Pavilion. After discussion, the Committee **AGREED** they would like the categories relating to the play areas to be removed so the figures reflect only the Pavilion costs. Action: NB/KO. A couple of anomalies with the codes allocated to items purchased were queried, which NB will discuss with KO. Action: NB/KO.

ii) To review the latest Management Plan and make any necessary decisions

The Management Plan was shared, having been updated after the last meeting, and was noted.

15. Reviews

a. To review the Booking Policy

The Booking Policy had been pre-circulated with minor amendments. The Committee reviewed and **AGREED** the document. Action: NB to update.

b. To review the Pavilion Occupancy Policy

The Pavilion Occupancy Policy had been pre-circulated to the Committee. At a previous meeting it was discussed that the physical exercise was carried out in 2014 and the Office was requested to explore whether there have been any changes in regulations since then. None have been found, and as the Pavilion has not changed, the document remains valid. The Committee **AGREED** the document.

VG raised a point that the seating arrangements required at meetings for the increased number of Councillors needs re-consideration to ensure that full access to the fire doors remains. Action: Office team at meeting set up.

c. To review the Standards and Conditions of Hire (inc Open Spaces)

The Standards of Condition of Hire (inc Open Spaces) had been pre-circulated to the Committee with the requested amendment regarding the heating and the new radiator valves. The Committee reviewed and **AGREED** the document with this addition. Action: NB to update and publish.

d. To review the key holder list

The key holder list had been pre-circulated to the Committee having been updated. The document was reviewed and noted by the Committee.

16. To ratify any ROUND ROBINS used since 26 February 2024

None

17. Website and Media – to discuss and make any decisions as relevant

The Office has started to add the agreed additional hirer information to the website calendar, as new hirers join. This will be a priority after the fete. Action: NB/AB.

18. Community Events – The 2024 Fete and Fun Dog Show

To receive an update on the organisation of the 2024 Fete and to make any necessary decisions

NB reported that the following have been completed (as at Monday 3 June 2024):

- Programme designed and with Nellsar for printing
- Wards boards – 50 boards up and sponsorship received
- Sponsorship from Hydrotech received
- Police cadet volunteers confirmed and jobs being allocated
- Purchased 2 card payment machines
- South Park WI confirmed running refreshments for a stall fee
- Dog show trophies ordered, rosettes received, judge confirmed, classes agreed
- 50 stallholders booked
- Have A Go Agility confirmed
- MBC Safety Advisory Group advised application approved to go ahead
- TENS licence obtained
- Some raffle prizes and tombola prizes obtained

Current work in progress

- Posters to be finalised and go out when programmes delivered
- Additional social media coverage, increased the event nears
- Dog show planning – certificates and registrations forms to be designed, arena advertising being secured, volunteers rota, purchases for doggie bags planned
- Seeking more prizes for raffle/tombola
- Make detailed site plan then mark out pitches the day before

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- Register and set up card readers
- Label tombola prizes and fold tickets
- Collate raffle prize list for posters / agree administration of raffle
- Collate list of specific helpers and tasks

After discussion, it was **AGREED** that the new Maidstone Borough Council Linton and Loose Ward Councillors should be invited to open the fete. Action: NB

19. Community Hub

To continue discussions on the Community Hub project

VG explained the history of the Community Hub project to new Councillors. After discussion, the Committee **AGREED** that this item should be on the agenda of the next PCH meeting, but higher up. Action: NB. The Committee also **AGREED** that the original conditions set by from Sport England should be found and shared. Action: NB.

20. Other Items (discussion only)

NL raised the condition of some of the blue chairs. The Committee has set aside ear-marked reserves for replacement and NB explained that some deep cleaning was planned after the fete to see if they could be improved rather than discarded. NL offered to assist. Action: NB/AB

21. Date of Next Meeting – 02 September 2024

The meeting was closed at 9.28 pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....