



LOOSE PARISH COUNCIL

CLERK: Kim Owen

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MINUTES OF THE LOOSE PARISH COUNCIL (LPC) PAVILION & COMMUNITY HUB COMMITTEE

Meeting held at the Pavilion at 7.30pm on Monday 24th February 2020

PRESENT: Councillors: Vianne Gibbons (VG Chairman); Susan Luckhurst (SL Vice Chairman); Tony Oliver (TO); Tom Oliver (TomO); Malcolm Summers (MS); Lewis Muir (LM) ; Charlie Hollister (CH).

Also in attendance: Jan Capon (RFO) who took the minutes &, John Hawker (JH) (Caretaker),

There were no members of the public in attendance

Housekeeping items as outlined on the agenda were pointed out by the Committee Chairman and noted by members prior to the meeting.

1. **To receive and record any apologies for absence-** None received
2. **Decision regarding any item to be taken as confidential-** **Agreed** to discuss item 13aiii & 13bii in closed session.
3. **To receive any declarations of pecuniary interest on items in 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 21st Jan 13).** None received
4. **To receive any signed dispensation requests for any item on this agenda and for 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 17th July 2017.** None received
5. **To sign as a correct record the minutes of the PCH Committee meeting held on the 30th September 2019.** These were duly **AGREED** to be a true record and signed by the Chairman.
6. **Questions/comments from the public (3 mins per person) and communications received by the Clerks office or other Committees**
 - a. **To receive a report from the local dog walkers' group (ongoing).** Nothing to report from the dog walkers group. Some matters mentioned by the Caretaker, no action required at the present time.
 - b. **To receive a recent report from MBC on air quality and "idling" cars.** It was **AGREED** to highlight the following areas to MBC for action with relative signage for the anti-idling campaign: KGVPF- car park; Copper Tree Court; Old Loose Hill; Lancet Lane; Waldron Drive; Anglesey Ave; WTA car park; Hanson Drive; Holmesdale Close; Hubbards Lane. **CLERK ACTION**

7. Caretaker (ongoing)

- a. **To receive the Caretakers report:** See attached addendum for info, and actions **AGREED** to be taken in view of the matters reported.
AGREED urgent action to be taken re footballers and poor state of changing facilities and field after match. **CLERK ACTION**

AGREED item 13dii& 13diii to be discussed before item 8 (see minutes below)

8. Pavilion/Building - to discuss any items under relevant headings below (ongoing)

a. Maintenance

- i **To discuss items to be done in place of Community Payback (cleaning, steam cleaning of changing rooms, painting of eaves).** **AGREED** Community Payback scheme is no longer needed. The Clerk to cancel pending request. **CLERK ACTION**
- ii **To make a decision on action regarding slow draining toilet, and potential problems with plumbing.** It was **AGREED** that JH will arrange a plumber to attend to relevant repairs including dripping tap- See attached addendum for info. **JH ACTION**

b. Risk (H&S)

- i **To discuss full Fire Risk assessment of the pavilion.** JC confirmed that the fire risk assessment had been carried out with Councillor Malcolm Summers on the 18th Feb 20. Completed documentation to be circulate to members. Councillor Malcolm Summers will be the noted responsible person. **JC ACTION**
- ii. **To approve the updated fire regulations maps by Cllr Tom Oliver.** **Approved**
- iii **To agree the purchase of a new CO2 alarm.** **RATIFIED** (cost £19.13)

c. Other

- i. **To discuss redundant notice boards inside Pavilion and use of them.** **AGREED** to arrange removal and shredding of items and photos attached to noticeboards. **CLERK ACTION**

9. Policy/Procedures reviews – to discuss and agree any changes to the following documents

- a. **To review the Policy for Booking the Parish Pavilion and Open Spaces, owned by LPC.** **AGREED** to change the Clerks titles within the document to 'all Clerks'. **JC ACTION**
- b. **To review the current KCC Inspection services policy (fire appliances) (renewal Apr 2020).** **RECOMMENDED** to a fixed one year renewal from the 1st April 2020 to the 30th March 2021. Contract to be signed at the next LPC. **NEXT LPC Agenda- JC ACTION**

10. To discuss review of the PCH Project Management Plan for 20/21.

After some discussion it was **AGREED** that anything felt by members needing to go onto the PCH Management plan is to be put forward at the next PCH meeting. **ALL PCH COMMITTEE MEMBERS ACTION.** Further this will include any actions from previous PCH minutes which may not have been followed through to its conclusion. **SL ACTION. To go onto the next PCH agenda. CLERK ACTION**

11. Hirers/Clients – to discuss any items under the relevant headings below (ongoing)

a. Regular and Ad Hoc hirers:

- i **To discuss and agree an increase in key deposit (following increase in key cutting prices).** **AGREED** to increasing key deposit to £35 per set. AR to amended any relevant records accordingly. **AR ACTION**
- ii. **To receive a report on 2019 bookings.** Nothing to report

12. Website and media

- a. **To receive a report from the Media & Communications Clerk.**
Nothing to report.
- b. **Advertising and promotion.** Nothing to report.

- c. **To discuss online booking system requirements etc, as proposed by website working group.**
AGREED this matter to be taken forward by the website working group.

13. Play Areas/Car Park - to discuss and make any relevant decisions on the items as listed below (ongoing)

Play equipment inc maintenance

a. Risk reports (H&S):

- i. **To review risk reports as received from assessors.** The Annual report received was discussed in detail. **AGREED** to arrange immediate action to the replacement of the pommel seat and various other matters. See attached addendum for info.**JC ACTION**
- ii. **To review future risk inspections, (annual report (due Jan) & x3 further quarterly reports).****AGREED** to the following:
- X3 operational risk assessments to be carried out by x1 Wicksteed six months after full annual visit and x2 MS (three months and nine months after full annual visit).
 - x1 full annual assessment to be carried out by Wicksteed (January).
 - Weekly -Regular visual checks to also be continued by LPC
- iii. **Quotations for future assessments.** A list of four potential operational assessors as provided was discussed. It was **AGREED** to continue with Wicksteed for the time being (see item 13aii above)

b. To review the maintenance to play equip etc and to consider the following:

- i. **Future maintenance arrangements.** **AGREED** items as highlighted by the annual report to be actioned as recommended, and within delegated powers.
- ii. **Quotations for required works.** **AGREED**,quotations to be circulated by **Round Robin** arrangement. **JC ACTION**

c. To discuss the proposed removal of the trampoline, following quotation.

AGREED not to remove and to continue to monitor apparatus.

d. Car Park matters:

- i. **To discuss repainting of the STOP and disabled bay signs in the KGV car park.** **AGREED** to seek quotations for this work- **CLERK ACTION**

Note-Item 13 dii & diii) was discussed before item 8

- ii. **To discuss complaints in regards to parking and to decide on forward action.**

AGREED: CLERK ACTION as below

- to continue to liaise with the police re the unacceptable behaviour by a member of the public and vandalism to the gate padlock, crime number to be obtained, and to provide videos to the Police if possible.
- To purchases a robust number padlock, and to notify all regular hirers of the number.
- Key register to be updated

- iii. **To receive information from parents at Loose Primary School who have requested that the car park be open prior to 8am to accommodate breakfast club goers.** **AGREED** to write to the school to say this request is not possible and that the car park is for the use of hirers and people using the facility, with exception of supported times during pick up and drop off.

14. Community Hub (ongoing)- This matter was discussed overall and it was **AGREED** that the committee should have a look at where we are and what plans/information we have at present in order to take the project further forward. **AGREED** to call an extraordinary meeting of the committee to discuss further. **CLERK ACTION to arrange an extraordinary meeting accordingly.**

- a. To plan the next steps in the building of the Community Hub. **Item deferred**
- b. To discuss and agree a date/organisation for a public presentation. **Item deferred**
- c. To discuss finance and funding for the Community Hub. **Item deferred**

15. Events Working Group (ongoing)- AR TO NOTE ACTIONS

- a To receive the notes from the last Events Working Group meeting. AGREED** to the stall holder’s fees as stated.
- b To ratify finance report from the Fete 2019-** Finance report was noted.
- c To discuss and make a decision on fees re Annual Fun Fair. AGREED** to keep the fees as before of £450. Monitor for next year.
- d Discuss a request for additional tables at the Pavilion.** Regrettably this was not agreed. However, tables in need of repair will be looked at and necessary action taken.

16. Finance (ongoing)

a. RFO report

- i. To discuss the latest RFO finance report (ongoing).** Noted
- ii. To review current budgets (ongoing).** Circulated, shown on projector and noted.

b. Funding

- i. To receive information on spends on current funds, and to agree as relevant.** Information noted
- ii. To discuss unspent potential funding as available for notice boards, and to make any decisions as relevant. AGREED** to move funding originally for the PCH committee, to go to the Environment committee towards a new notice board. (\$106 £530 plus £200 from MBC)(Total £750).- **CLERK ACTION next Env agenda.**
- iii. To discuss progress with regards to MPU in small child play area re S106 funding. AGREED**

Further quotations to be circulated by **Round Robin** arrangement.**CH ACTION**

c. Ratification- payments /financial- Round Robins as agreed

- i. To cancel the following Round Robins as not needed:**
 - o RR to agree items to be done by Community Payback team.**AGREED to cancel**
 - o RR to agree quote for removal of trampoline. **AGREED to cancel**

17. To receive information on the Council’s Environmental Policy and make any necessary decisions.

AGREED for the draft document to be circulated to all Councillors and to be read, and any comments to be made by **Round Robin** arrangement. To be discussed further at the next LPC meeting. **CLERK ACTION**

18. For Information Only

- **Litter pick to be arranged- AGREED** no hiring charges will be made for use of the Pavilion.
- **AGREED** any communications about the Coronavirus to be circulated to all Councillors without delay.**CLERK ACTION**

19. Date of next meeting: Date not yet set-to be advised

The meeting closed at 9.45pm

Minutes agreed by the Committee and duly signed by the Chairman

Chairman.....Dated.....