



# LOOSE PARISH COUNCIL

**CLERK: Nicky Bourne**

PO Box 634 Maidstone ME17 4YR

Tel: 07855 000156 (Mon-Thurs 9am-5pm)

website: [www.loose-pc.gov.uk](http://www.loose-pc.gov.uk)

e-mail: [office@loose-pc.gov.uk](mailto:office@loose-pc.gov.uk)

Dated: 26 August 2025

**A meeting of the Loose Parish Council  
PAVILION & COMMUNITY HUB COMMITTEE (PCH)  
will be held at Loose Parish Pavilion, King George V Playing Field, ME15 9RG.  
Monday 1 September 2025 at 7.30pm**

## **ALL MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND**

**The following is for Councillors and members of the public to note prior to the meeting:**

- If first meeting in the Pavilion, members of the public and Councillors to be informed by the Chairman of what to do in the unlikely event of a fire taking place.
- The Chairman will also mention to members of the public that due to an amended Public Bodies (Admission to Meetings) Act 1960, those persons in attendance may be filmed, recorded, photographed or otherwise reported about.
- Members of the public wishing to speak should make themselves known to the Chairman, and will only be allowed to speak for three minutes maximum, unless it refers to an agenda item requiring matters to be discussed 'in depth', and in which case to be agreed by the committee. This will be strictly controlled.
- Standing Order 2 Disorderly Conduct "No person shall obstruct the transaction of business at a meeting or behave offensively or improperly".

## **AGENDA**

- 1. To receive and record any apologies for absence**
- 2. To receive and agree any decision regarding any item to be taken as confidential**
- 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 21 Jan 13)*).
- 4. 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).
- 5. To agree and to sign as a correct record the PCH minutes:**  
For the meeting held on 30 June 2025 (Pages 404-407)
- 6. To receive any questions/comments from the public**  
(To include communications received by the Clerks' Office or other committees)

**7. Pavilion Building - to discuss items below and make any necessary decisions**

**a. Maintenance**

- i) Update on completed maintenance
- ii) Update on outstanding matters

**b. Risk (H&S)**

- i) Legionella Testing
- ii) Gas boiler and water tank service
- iii) Fire appliance inspection
- iv) Drains
- v) Lightening protection (NL)
- vi) Lighting in the pavilion (NL)
- vii) Smoke alarm in garage (NL)
- viii) Fire alarm (NL)
- ix) COSHH

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

- i) Update on regular hirers and availability
- ii) To discuss the results of the survey of hirers
- iii) Income from hiring
- iv) To review hiring fees for the next year

**9. Community Hub Working Group**

To continue discussions and make any necessary decisions on the Community Hub project

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

- i) To receive information on the operational inspection report 19 June 2025
- ii) Play and exercise equipment maintenance and repairs
- iii) Future play equipment inspections

**11. Car Park Matters – to discuss and make any necessary decisions as relevant**

- i) Signage
- ii) Car park railings/bollards

**12. Finance**

- i) To discuss the latest RFO finance report and review current budgets (ongoing)
- ii) To review the latest Management Plan and make any necessary decisions

**13. Reviews – to discuss and make any necessary decisions as relevant**

- a. To review Pavilion and Playing Field Hire fees
- b. To review the CCTV contract
- c. To review the industrial bin contract

**14. To ratify any ROUND ROBINS used since 30 June 2025**

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

**16. Community Events – The Loose Fete and Fun Dog Show**

To discuss the Loose Fete and Fun Dog Show and make any necessary decisions

**17. Other Items (discussion only)**

**18. Date of Next Meeting – 10 November 2025 (Budget meeting)**