

**MINUTES OF THE MEETING OF  
The Pavilion & Community Hub Committee  
Monday 24 February 2025 at 7.30pm  
Held at the Loose Parish Pavilion, King George V Playing Field.**

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

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

There were 2 members of the public involved in the meeting. The meeting started at 7:40pm.

**1. To receive and record any apologies for absence**

Previously received apologies from Velma Bennett (VB) were accepted.

**2. To receive and agree any decision regarding any item to be taken as confidential**

None.

**3. 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.

**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).

None.

**5. To agree and to sign as a correct record the minutes:**

**PCH Committee meeting held on 11 November 2024 (Pages 394-398)**

The minutes of the meetings on 11 November (Pages 394-398) were duly **AGREED**, signed by the Chairman and passed to the Clerk accordingly.

**6. To receive any questions/comments from the public**

(To include communications received by the Clerks' Office or other committees)

There have been two Subject Access Requests (SAR) for CCTV footage. A third incident has been reported to the police and footage will be provided upon receipt of a SAR.

PC Greenfield has asked the Council to encourage members of the public to report all incidents they witness in Loose. This enables them to spot patterns and adds to their evidence bank when investigating matters that can often be related. Action: NB to communicate to residents. TO asked whether the CCTV footage could be released to a solicitor. Action: AB to research.

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

**a. Maintenance**

**i) Update on completed maintenance** - The following work has been completed since the last meeting:

- Some interior painting
- A ridge tile on the roof, damaged during a storm, has been replaced
- Exterior emergency lights have been installed at both entrances
- Three of the interior emergency lights, in the hallway and changing rooms, have been replaced
- The interior emergency light in the main hall was replaced during the electrical inspection

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- The floodlight on the apex has been replaced (previously damaged by a catapult)
- The electrical connection to the camera on the apex roof was fixed during the electrical inspection
- The sanitary bins have been installed
- Fire Risk Assessment recommendations have been actioned (See Agenda Item 7b (ii))
- A new paper towel holder has been purchased and is awaiting installation
- Six new tables have been purchased and are awaiting delivery

ii) **Update on outstanding matters** - The following maintenance tasks are still to be completed:

- Pavilion chairs - chairs are being regularly cleaned and repaired but continue to deteriorate and some replacements will soon be needed. Ear marked reserves are accruing in the chair replacement 'Save to Invest' fund. After discussion the Committee **AGREED** that any remaining pavilion maintenance budget at year-end should be used to purchase like-for-like chairs starting the rolling replacement programme. Any chairs replaced are to be offered to charity before destroying. Action: AB.
- Car park markings - quotes are still being sought to repaint the STOP and NO PARKING signs in the car park. The first quote received is significantly higher than when repainted previously. The Committee **AGREED** alternatives should be sought, with agreement by **ROUND ROBIN** if required. Action: NB/AB.
- Replacement CCTV camera after catapult incident – a quote for £222 plus VAT has been received and the Committee **AGREED** the quote. Action: AB/NB
- Painting the walls of the second toilet
- Painting the walls of the 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
- Signage in the car park e.g. Look Left / new entrance sign – previously agreed and quotes being sought.

The Committee **AGREED** that the caretaker would be asked which jobs he feels he can undertake. Handyman quotes should be obtained for other outstanding works. Community payback should be investigated to see if this could be utilised. Action: AB/NB

**b. Risk (H&S) - to review and make any necessary decisions**

i) **Electrical Inspections**

The visual electrical inspection and PAT testing were completed on 13 January 2025 and certificates have been received. Additionally, a break in the wire behind the CCTV screen was found and fixed, as was an issue with the electrical connection to the CCTV in the loft and finally, one faulty emergency light in the main hall was replaced.

ii) **Fire Risk Assessment**

New fire gongs, signage, fire extinguishers and a fire blanket have been purchased and installed. An up to date building plan has been created and is located in the entrance hall. The main tasks remaining are to further investigate segregating the electricity and gas sources in the store cupboard, and to seek further quotes and advice on installing a fire alarm system. A second company has been booked for a site visit to quote for a fire alarm system. Action: NL.

Of the 19 points to address noted on the September 2024 Fire Risk Assessment, only 2 remain outstanding. One of these notes that there is no lightning protection for the pavilion. NL has agreed to research the statistics of lightning strikes and the likely cost of lightning protection measures, and to oversee the remaining fire alarm pavilion quotes. Action: NL.

The comprehensive Fire Risk Assessment report completed in September 2024 is valid for 3 years. A 6 monthly review is due in March 2025. The former Councillor and Kent Fire and Rescue Service employee who wrote the report has agreed to carry out this review with NB and AB and will bring a proforma to use for future 6 monthly risk assessments. Action AB/NB.

iii) **COSHH measures**

The annual check of the COSHH items and substance contents information has been completed. SL asked if COSHH assessments were in place for caretaker tasks. The Clerk's Office will review the risk assessments. SL offered to assist if required and advise on COSHH inclusion. Action: Clerks' Office/SL.

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

i) **Update on regular hirers and availability**

There is one new regular hirer running a monthly Saturday morning yoga session. The football is going well and the pitch is getting lots of maintenance. Unfortunately, the NHS is no longer hiring on Fridays but is still continuing with their hire on Tuesdays.

ii) **Football pitch proposal**

Two members of the Loose FC Committee attended to put forward a proposal for their future use of the KGV field. There are 170 players in the club aged from 7 to 14 years old, with demand for opportunities for even younger age groups. They have been using the field since October 2024 and have reconfigured it to create 2 pitches (7-a-side and a 9-a-side). The club would like to have a permanent home ground, in the same village as their name. They would like to obtain a 10-year lease and if agreed, they would then be eligible to obtain a range of grants that would benefit the teams and the facilities. The club would pay an annual fee to Loose Parish Council which would be reviewed annually. After discussion the Committee **AGREED** to liaise with the football club and for Loose FC to produce a draft lease with the protection of an escape clause for both parties, and to move this forward with agreements on decisions by **ROUND ROBIN**. Action: NB/AB/Loose FC.

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

i) **To update on the risk inspection calendar going forward**

The contract with the existing playground inspector has ended. New inspection companies have been sourced and going forward there will be one annual inspection due in February and two operational inspections a year. A very comprehensive report from the annual inspection undertaken on 10 February 2025 has been received. All findings are 'very low risk' or 'low risk' except one 'medium risk' item, for which remedial works have already been agreed. Many of the low risk findings (shackles and links) are also on the maintenance works already programmed. Action AB/NB.

ii) **To update on play and exercise equipment repairs**

The gaps in the wet pour in the older children's playground have been rectified. The roof on the youth shelter has been put back on. A quote has been accepted for the repairs highlighted in the previous inspection, and a date for works is awaited. Action: AB/NB to monitor. The Committee **AGREED** that any necessary works from the latest playground inspection report should be circulated for agreement by **ROUND ROBIN**. Action: NB/AB.

**10. Car Park – to discuss and make any necessary decisions as relevant:**

i) **Car park markings**

As per agenda item 7(ii) the STOP sign at the car park exit will be prioritised for improvement. Action: NB. The Office raised the idea of parking bay lines to improve capacity. After discussion the Committee decided this should be investigated in the future, alongside any developments in conjunction with the football club.

ii) **Car park railings**

Following concern that vehicles can access the field through gaps by the Pavilion and by the children's playground the Committee **AGREED** that barriers or bollards solutions should be investigated and circulated to the Committee for agreement by **ROUND ROBIN**. Action: AB.

**11. Finance**

i) **To discuss the latest RFO finance report and review current budget**

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The Responsible Finance Officer (KO) had pre-circulated the finance report and budget information which was noted. The Committee requested that NB should consult with KO to clarify year-end balances are still sufficient to go ahead with agreed spends from this meeting (e.g. chairs). Action: NB/KO.

**ii) To review the first draft of the 2025-26 Management Plan and make any necessary decisions**

The final 2024-25 Management Plan and the first draft of the 2025-26 Management Plan had been pre-circulated. Matters outstanding from 2024-25 had been carried over onto the 2025-26 plan, and new items proposed. After discussion the Committee **AGREED** to:

- remove the car park markings item from the 2025-26 Management Plan
- add development of the lease and funding in collaboration with Loose FC
- add investigating upgrading to LED lighting (on a room by room basis) to be led by NL.

Action: AB to update the 2025-26 management plan.

**12. To ratify any ROUND ROBINS used since 11 November 2024**

None.

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

The pavilion calendar on the website now has a logo and information for every regular hirer. The fete will be advertised once the fete poster is completed. Action: AB

**14. Loose Fete and Fun Dog Show 2025**

**To receive an update on the organisation of the 2025 Fete and to make any necessary decisions**

Preparations are well underway. Priority stallholder invites have been sent out and there are 16 confirmed stalls so far. Shayler’s funfair will be in attendance. The police cadets will be helping out again. The list is being compiled for the Wards Boards to be erected around Loose. Nellsar will be printing the programmes. The event will be featured as part of Maidstone’s Big Day Out. After discussion the Committee **AGREED** to have the same PA provider as last June. Action: AB. The Committee **AGREED** that a Rhythm Workshop could take place in the dog show interval. Action: AB. The Committee **AGREED** that any future fete decisions should be circulated by **ROUND ROBIN** due to the interval between committee meetings.

**15. Community Hub**

**To receive an update and to make any necessary decisions**

NB updated that the search for the original Sport England grant conditions was ongoing and if not sourced, then the National Lottery will be contacted directly. The Committee **AGREED** that in light of the proposal from Loose FC in agenda item 8 (ii), Pavilion and Community Hub discussions should await further progress with the lease and sourcing potential facility improvement grants. The Committee **AGREED** that a questionnaire should be sent to current regular hirers to gather their feedback on the facility, and any ideas for improvements from their usage perspectives. Action: AB/NB.

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

- Waste and Recycling update: From 31 March 2025, businesses in England with 10 or more employees must separate waste into 4 streams: residual waste, food waste, paper/card and dry recyclables. Smaller businesses have until 2027 to comply. We will take guidance from our waste contractor.
- Southern Water made contact as reviewing their emergency bottled water sites. As this had previously been agreed and implemented successfully, the office confirmed the arrangement could continue.

**17. Date of Next Meeting – 30 June 2025 at 7.30pm (needs to be confirmed at the May LPC meeting).**

The meeting was closed at 09:35pm

**Minutes agreed by the Committee and duly signed by the Chairman**

Signed .....

Dated.....