



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 11 October 2021 at 7.30pm
Held at the Loose Parish Pavilion, King George V Playing Field.**

Councillors taking part: Vianne Gibbons (Chair) (VG), Charlie Hollister (CH), Tony Oliver (TO) and Darren Carpenter (DC).

Also present: Jan Capon (RFO) (JC) and Nicky Bourne (Deputy Clerk) (NB) who took the minutes.

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

1. To receive and record any apologies for absence

Apologies were received from Susan Luckhurst (Vice-Chair) (SL).

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

At Agenda Item 9a(i) it was **AGREED** part of the discussion would be taken as confidential.

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 received.

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 received.

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

PCH Committee meeting held on the 28 June 2021 (Pages 321-326)

The minutes of the meeting on 28 June 2021 (Pages 321-326) were duly **AGREED**. The minutes were signed by the Chairman and passed to the Deputy Clerk accordingly.

6. Questions, comments from the public and communications received by the Clerk's Office or other committees

a. To receive information on a complaint from a member of the football club who hire the pitch

The office received an email from a football team member with a complaint that the pitch surface is almost unplayable, as either uncut or when cut, has piles of excess grass left on it. He requested information about the maintenance plan and how the pitch would be improved. The Clerks' Office discussed the matter and have replied to say we had not heard from the club representative who makes the bookings and signs the hire agreement and that they should be consulted and bring the issue to us as the official hirer.

b. Booking enquiry by Involve Kent for a Community "Roadshow" in conjunction with MBC

The office has received an enquiry from Involve Kent to book the Pavilion 1-5pm Thursday 28 Oct to run a community support event providing information and 1:1 practical advice on council tax, benefits, winter fuel support, energy tariffs, foodbanks. This would require Wi-Fi access to be able to show people where

support can be found online. As it is a community support event they are trying to keep the costs down by finding low cost or free venues. The Clerks' Office felt this event would provide positive value to the community at little cost to LPC. The date and time are available and the Clerks' Office would like to support it. The PCH committee **AGREED** that the event could go ahead in the Pavilion and that Involve Kent could have access to the Wi-Fi and would not be charged any hire fees. Clerks' Office to action.

c. Wi-Fi code requests

A recent hirer had asked for the Wi-Fi code to stream some party music. As Wi-Fi access becomes much more of a norm the Clerks' Office proposed to the committee that they undertake some research into current practice and security to enable this service to be provided, if requested, at no risk to LPC. The PCH committee **AGREED** that the Clerks' Office should investigate to provide reassurance and report back to the committee. Clerks' Office to action.

7. Caretaker (ongoing)

a) To receive the Caretaker's report and make necessary decisions

The Deputy Clerk updated on the Caretaker's recent work which includes tasks for the ENV Committee as well as the PCH committees. He has staked the trees in Roy's wood with Councillor Andrew, changed the leaking tap in the Pavilion toilets, dealt with a toilet leak and put sealant on the damp course where the leak occurred. He continues to litter pick and raise any issues of concern to the Clerks' Office. He has a job list which he is starting to work through before the weather deteriorates (particularly bench and bin painting). As agreed at the last meeting the Clerks' Office checked his situation with PPE and he will purchase some small items. The Clerks' Office has booked him onto an online Manual Handling course which he still needs to complete.

The Caretaker has asked whether he could be provided with a leaf blower/vacuum to speed up clearing leaves off the wetpour and paved area around the Pavilion. Prices range from £50-£90. It was **AGREED** that the Clerks' Office should research and order the best value product. Clerks' Office to action.

8. Pavilion – to discuss any items under relevant headings below and make any decisions (ongoing)

a. Maintenance

i) To receive an update on ongoing maintenance priorities

The Deputy Clerk informed that some lower priority PCH maintenance items already agreed have not been fully completed as time has been taken prioritising safe re-opening, renewed interest in ad hoc bookings, play area and fence issues alongside higher priority Environment matters. As mentioned at the Environment meeting the Office is struggling to find contractors for some small jobs.

The following are still to complete:

- Quotes for the issue of the 2 missing roof tiles
- Quotes for the painting of the high exterior woodwork
- Updating the exterior signs
- Changing the door handles and the internal locks to a universal key

There is a need to get the upholstery on the chairs cleaned. An application has been made for a Bluebird Care grant to fund some additional resources for the Community Coffee mornings, including equipment to clean the upholstery. The committee thanked the Clerks' Office for applying for the grant.

ii) To discuss Pavilion wall signage and make any necessary decisions

At the last meeting it was agreed that noticeboards should be discussed. Having agreed at the February meeting that the Pavilion needed external signage and information on how to hire, Councillor Luckhurst had drafted a sign for the front of the Pavilion. At the June meeting, the noticeboard by the gates was discussed but the Clerks' Office suggested that it is poorly sited to be read by visitors to the Pavilion and King George V Playing Field and that a new

noticeboard, in the same style as the new Holmesdale one, would fit on the wall of the Pavilion in the space behind the bench. This would identify that the Pavilion belongs to Loose Parish Council and within it, one section could be the key contact information for hiring, the Police, Community Warden (and this would be easier to amend than a fixed sign when it changes) and in the other side, community interest information showing what is on in the Pavilion could be displayed as this is always requested. The cost of a 1500mm x 1000mm 2 x A1 panel noticeboard, as at Holmesdale Close would be £835 + vat. After revisiting discussions regarding signage, it was **AGREED** that £1000 should be added to the management plan for a new noticeboard and that it should be relocated from outside the gates to the Pavilion wall. It was **AGREED** that once in place, the noticeboard outside the gates would be removed. Clerks' Office to action.

b. Risk (H&S)

i) To receive an update on risk inspections

Risk assessments were undertaken by KO and NB on 31 August 2021 (pre-funfair) and 7 September 2021 (post-funfair) combined with the quarterly King George V walkabout. No new issues were noted.
The next quarterly Play equipment inspection is booked for 15 October 2021.
The quarterly Fire Risk Assessment will be undertaken on 20 October 2021 by the Deputy Clerk and Councillor Luckhurst.
Electrical inspections, including 5 year wiring and the annual legionella testing are all in hand as per the calendar.
All daily, weekly and monthly monitoring checklists by the Caretaker are up to date.

ii) To receive a draft 'information book' for the Pavilion as agreed last year, and to make any decisions as relevant (JC)

The RFO circulated a draft "Information Book" for the Pavilion. She explained that it had come about following previous discussions that the old Fire Regulations book simply collected dust and that a booklet containing all essential information for hirers would be more useful. The committee **AGREED** to the document being produced. RFO to action. It was **AGREED** it should be housed in a wall mounted pocket folder in the kitchen. Clerks' Office to purchase.

Whilst reviewing some of the safety information in the booklet it was **AGREED** that the urn should be taken out of use as the Council could not guarantee compliance with health and safety regulations and it was **AGREED** that an additional kettle should be purchased and PAT tested. Clerks' Office to action.

iii) To discuss Pavilion accessibility compliance and make any necessary decisions

At the last meeting it was agreed that there was a need for a formal review of compliance with respect to wheelchair and disability access to ensure that the building is up to date with all mandatory requirements. The Clerks' Office were asked to investigate and report back to this meeting.

The Clerks' Office have researched this issue and the Disability Discrimination Act (1995). Since December 1996 it has been unlawful for service providers to treat disabled people less favourably for a reason related to their disability. From 1 Oct 1999 service providers have been required to make reasonable adjustments to account for disabled people's needs such as providing extra help or changing the way they provide their services. To identify any issues, it is advised an access audit is completed from the car park, into the facility, and then within the facility. These can be purchased commercially or can be carried out internally. It is known, from the Community Coffee Morning being accessed by a resident on a mobility scooter that the facility is accessible, including the toilets, fire escape and there are no major modifications necessary.

The ACRE (Action with Communities in Rural England) information sheet that can be purchased is currently off sale pending a review. There are many model Access Audits available online and the Clerks' Office would suggest in the first instance this is something that they create, complete and bring the findings to the next meeting for discussion. The Chairman and RFO advised that previous work on this topic should be within the archives and recalled that the only area not met at the last audit related to hearing disability. The PCH committee **AGREED** that an access audit should be undertaken and the draft brought to the next meeting. Clerks' Office to action.

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

a. Regular and ad-hoc hirers

i) **To review hire fees for the next fiscal year for regular and ad hoc hirers, including key deposits, the field and specific events, and make any necessary decisions**

The current rate of hire for the Pavilion is £20ph (minimum 2 hours) for up to 5 hrs and £115 for 6+ hours. The refundable security deposit is £50 and we charge a key deposit of £35 per set. Regular hirers are charged £17 per hour.

Football hire is £50 per match (£40 regular hirers) £70 with posts and changing facilities (£60 regular hirers). Field hire is £100 per day, £50 per half day or £20 per hour. The Pavilion and Playing Field hire is £200 per day or £100 per half day.

The Deputy Clerk had researched fees charged by ten other local parish councils or organisations with similar facilities and had pre-circulated the findings. She drew attention to the fact that many providers charge different rates for Friday and Saturday evening, for different types of events and for residents and non-residents. Deposits vary greatly. The Clerks' Office welcome the simplicity of the LPC charging structure and felt that with Loose divided into Parish and North Loose, it would over complicate bookings and be a negative move to charge people outside the Parish a higher rate.

After much discussion it was felt that the LPC rates are competitive and in light of the difficult times people have been through it was **AGREED** all hire charges would not be increased. This includes the field event rate and the annual hire to Shaylers funfair.

Discussion took place regarding a regular hirer and an agreement was made regarding payment.

ii) **To discuss issues with hiring the football pitch and make any necessary decisions**

Linked to Agenda Item 6a (a complaint about the grass), the Clerks' Office wished to share some issues they have been dealing with regarding the regular hirer, Cross Keys football club. The committee were informed that the club had not submitted a hire agreement despite numerous requests from the RFO and Deputy Clerk until the morning of this meeting. Despite being asked to, the hirer does not provide the office with any fixture dates, or report back to confirm that they have played. The Office has to rely on the Deputy Clerk using FA websites to find fixtures and results as evidence, alongside random observations if in the park, or by the state of the facilities on a Monday morning. The RFO has also had to chase payment of invoices.

In addition, the office has received Pavilion booking enquiries for Sundays, but hirers are put off because parking cannot be guaranteed when there is a football match taking place. Photographs of the car park show that is completely full with double and triple parking when a football game is on.

The office had received a complaint from a player in the team about the condition of the grass (see Agenda item 6a) although the hirer themselves has not made comment. The hirer is aware

that the field is not a prepared football facility with a groundsman, and this is reflected in the cost. Growing rates have been particularly fast everywhere due to the recent weather and the grass has been cut by the contractor as per the schedule, which includes leaving the cuttings. Collecting would no doubt require different machinery and an increased cost. It was noted that the hire agreement states that the hirer should be carrying out their own risk assessment prior to using the facility to ensure that it is safe for all users. It was also noted that even if the committee wished to change the cutting schedule, they could not link it to football matches because they receive no notification of fixtures.

The Chairman and RFO referred to historical issues with the hirer which had led to a meeting in June 2018 in which a number of conditions were agreed by both parties. In light of current usage being in breach of several of the hire conditions, in addition to the loss of earnings from other Pavilion hire due to the car park being full for football games, it was **AGREED** that the Clerks' Office should contact the club with a formal warning letter and notice to meet the conditions. Clerks' Office to action.

10. Reviews

To review the agreement for the CCTV maintenance.

The CCTV maintenance agreement was reviewed and **AGREED** without amendment. Clerks' Office to update the contract and agreements diary schedule.

11. Website and Media – To discuss and make any decisions as relevant

To discuss the advertising of the Pavilion and make any necessary decisions

The Deputy Clerk advised that there are regular hirers Tuesday to Friday evenings and Saturday mornings, with sporadic football hire on Sunday mornings. Mid-week there are regular morning bookings every day except Wednesdays which host the Community Coffee morning and WI and History Society in the afternoon and evening monthly. These bookings are very self-sufficient and require minimal involvement from the Office.

There have been 15 ad hoc bookings made since re-opening. The office has had to turn away four enquiries for dates already booked in October and November. Word of mouth recommendation seems very effective at the moment, particularly for parties for younger children. The Clerks' Office suggests that Pavilion hire should continue to be advertised on noticeboards, social media, the website, In and Around Loose and the Community Alert, but that there is currently no need to pay for advertising. Should booking enquiries decline, then social media can be used to remind the community of the facilities available. The PCH Committee **AGREED** this proposal. Clerks' Office to action.

12. Play areas / Car Park – to discuss and make any decisions as relevant

a. Risk reports

To receive an update on risk inspections

The next quarterly inspection of the play areas will take place on 15 October 2021. All items from the previous inspection are in hand.

b. To review maintenance and consider the following:

i) To receive an update on the replacement fence around the toddler play area.

The fence is almost complete but having some additional wire mesh fitted on the gate on 12 October 2021 to prevent children swinging on it. The self-close mechanism had to be adjusted and will be monitored and the views of the inspectors sought on 15 October 2021.

ii) Repairs to items of play and exercise equipment

All items previously identified have been fixed except the trampoline (awaiting springs). The strider broken leg was replaced under guarantee. The brushes on the swings and rotary swing have been replaced.

The cradle seat bar was replaced on the toddler swings.
Wear and tear on the Titan rotator swing chain covers has been noted and it is anticipated that these will require replacement following the next inspection. The PCH Committee **AGREED** these should be replaced. Clerks' Office to action with Playfix.

c. Car Park Matters

Resident overnight parking issue

Following the incident of the padlock being cut off the KGV gates and criminal damage reported to the Police, LPC agreed to go down the Police's preferred route of a Community Resolution, and the resident was visited and signed the papers on 12 September 2021. He agreed to replace the padlock and the resolution includes "Do not park in the car park overnight". The police warned that they could not enforce the parking issue and if it continued LPC would need to go elsewhere for support as it is a civil issue. A padlock has not yet been received and CCTV monitoring since 12 September shows one or more cars has been parked overnight on 18 occasions between 12 September and 6 October so no attempt has been made to adhere to the Community Resolution. On Saturday 9 October, from approximately 9.30am-6.30pm one car was being worked on, with another parked at its rear and a van next to it. There was a Pavilion hire at the same time so this caused additional pressure on the car park.

The PCH Committee **AGREED** that as the Community Resolution route had not worked, they were left with little option but to investigate other routes and seek legal advice. Clerks' Office to action and consult with solicitors and KALC. Clerks' Office to inform the Police Officer who served the notice that the padlock has not been received.

13. Finance (ongoing) (JC)

a. RFO report

i) To discuss the latest RFO finance report (ongoing)

The report was circulated and noted by the committee.

ii) To review current budgets (ongoing)

The current budgets were circulated and noted by the committee.

iii) To receive quotations for the water supply and waste water for the Pavilion and make any necessary decisions (JC)

Quotations had been circulated and the PCH Committee **AGREED** to go with Business Stream, making a 3 year agreement for water supply and waste water, and receiving a £50 refund in the first year. RFO to action.

b. Funding

i) To receive information on spends on current funds and to agree as relevant

The information on spends on current funds, including play area repairs over a rolling period had been circulated by the RFO and noted by the committee.

An application for a Bluebird Care grant has been made for additional items for the Community Coffee morning.

ii) To discuss options for the play areas using S106 monies and make any necessary decisions

The platforms on the existing MPU have been replaced. As agreed at the last meeting the Clerks' Office had carried out more research to report back possible options for toddler equipment. This would potentially be where the one remaining rocker is, where the existing wetpour space is 3m x 6m. A sheet of photographs of different options was circulated to give ideas.

After discussion, it was **AGREED** to put the matter on hold.

14. Events Working Group

To receive an update following the meeting on 27 September 2021 and make any necessary decisions

Notes from the meeting were circulated. The Events Working Group had met to discuss their intention to go ahead with a fete on 3 September 2022. There is currently a need to recruit more volunteers and it was decided that it was still too early to action many of the items discussed at the meeting.

The PCH Committee **AGREED** to the proposed name change, preferring the “Community Events Group” and also **AGREED** that those needing to renew their expired First Aid Qualifications could go ahead and arrange to do so, in order to meet the requirements for qualified First Aid provision. Clerks’ Office to feed this back to the group.

15. Community Hub (ongoing)

To discuss any matters pertaining to this project (VG)

It was **AGREED** that Community Hub project should be revisited and should be included on the next PCH meeting agenda. Clerks’ Office to action.

16. Other Items (discussion only)

None.

17. Date of Next Meeting – 22 November 2021

The meeting was closed at 9.35pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....