



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 13 November 2023 at 7.30pm
Held at the Loose Parish Pavilion, King George V Playing Field.**

Councillors taking part: Vianne Gibbons (Chair) (VG), Susan Luckhurst (Vice-Chair) (SL), Elaine Lawford (EL), Tony Oliver (TO) and Peter Rigby (PR).

Also present: Kim Owen (Clerk)(KO) 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

None.

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 26 June 2023 (Pages 363-368) and 11 September 2023 (Pages 369-373)

The minutes of the meetings on 26 June 2023 (Pages 363-368) and 11 September 2023 (Pages 369-373) were duly **AGREED**, signed by the Chairman and passed to the Deputy Clerk accordingly.

Councillor Rigby left the meeting having attended to enable the 11 September 2023 minutes to be agreed by the required three councillors.

6. To receive any questions/comments from the public

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

The office has received a request from a long-term hirer for slightly extended hours for two sessions in order to host a charity show. As all proceeds are going to charity, they asked whether the Committee would consider a reduced rate or no charge for the short extensions. After discussion the Committee

AGREED that the hirer should just pay their normal hire fee and the extended time would be free of charge.

Action: Deputy Clerk to advise hirer.

7. To receive updates on recent and ongoing Pavilion and Community Hub matters and to make any necessary decisions.

With the meeting needing to focus on agreeing the budget, updates on Pavilion and Community Hub matters since the last meeting had been pre-circulated.

DRAFT

a. Pavilion building maintenance and risk items

- There have been many failed attempts to re-fit the bike rack (weather, wrong tools, fitted but pulled off the wall) but the Caretaker has advised he has everything in place to proceed when dry this week. Action: Deputy Clerk.
- The thermostatic radiator valves have been fitted. As previously agreed, the Deputy Clerk will amend the Standards and Conditions of Hire document to include a clause about heating and temperature regulation. Action: Deputy Clerk.
- The gold tape has been replaced on the planters.
- The apex/high sections of the roof have still not been re-painted. Action: Deputy Clerk to chase up.
- Risk: The Fire Risk Assessment was completed by SL and NB on 23 October 2023. There were no outstanding matters.
- Risk: The Legionella test was returned and clear.
- Risk: The CCTV is now accessible remotely to the Clerk and Deputy Clerk which is proving very useful and time-saving.
- Risk: One floodlight is possibly faulty/needing replacement, but the electrical inspection is due and the Deputy Clerk will ask for it to be inspected then. Action: Deputy Clerk

b. Hirers

- There is one new regular hirer who has taken a weekly 1-hour slot on a Friday.
- The former hirer with a payment plan is running classes in other parts of Kent so the Clerk has made another attempt to chase the outstanding balance. Action: Clerk to pursue.

c. Play areas maintenance and risk items

- The new equipment has been installed (toddler MPU, basket swing and somersault bars) with positive feedback received from residents. The final invoice, with the deduction for the incorrect toddler MPU is still awaited. Action: Office to chase and apply for S106 funds.
- The youth area and fitness area signs have been damaged. This is the second time the youth area sign has been snapped. The sign company can produce them on more resistant backing at a higher cost, which the Committee **AGREED** to. Action: Deputy Clerk
- Quotes have been received for various repairs identified in the last quarterly inspection (to be discussed under Finance). The Deputy Clerk and Caretaker have dealt with some of the low risk minor repairs prior to the next quarterly inspection. If they are still raised as issues at that inspection, then full repairs will be actioned. The quotes will be circulated by **Round Robin** as previously agreed in item 9a(ii) at the 11 September PCH meeting. Action: Deputy Clerk.
- The rope swing on the 5-seat rotator has been taken off for small repairs as above. Action: Deputy Clerk and Caretaker to repair and replace.
- The bench that had to be removed to install the new swing was found to have a crack underneath. This could possibly be welded and the bench re-installed. After discussion regarding repair costs and the adequacy of alternative seating in that area, the Committee **AGREED** the broken bench should be discarded. Action: Deputy Clerk
- The dragonfly seesaw has a crack and the inspector will advise if it can be welded or if it is beyond repair. The Committee **AGREED** that if repairable, the quote should be circulated for agreement by Round Robin. Action: Deputy Clerk.
- Additional seating options for the toddler play area had been pre-circulated. After discussion, the Committee **AGREED** to purchase and install one picnic bench and two benches. Action: Deputy Clerk.

d. Car Park matters

- The handyman suggested at the last meeting was consulted about the car park surface, but is unable to help, but is providing a contact. Currently we have a quote for stump removal only. The Committee **AGREED** any new quotes should be circulated for agreement by **Round Robin**. Action: Deputy Clerk.

8. Reviews

To review and discuss adequacy of checks to the play and exercise equipment and make any necessary decisions

The Deputy Clerk summarised the current situation with regard to play and exercise area checks. The Caretaker visually inspects when litter picking (usually daily) and completes a weekly inspection form where any observations or issues can be recorded. Immediate issues are brought to the attention of the Deputy Clerk, who will decide the next course of action. A professional play area inspection company carries out quarterly routine inspections and a full annual inspection providing detailed reports after each. The Deputy Clerk records the findings and actions according to the risk rating. We are in our third year of using the same inspection company, as agreed by the committee not to change as we are satisfied with their good value and dependable service. We continue to seek quotes from a range of companies for repairs, but generally find our current inspection company to be the most cost effective. Should any concerns ever arise, the Office will consult with the Committee. The Committee **AGREED** that these arrangements provide adequate checks and effective remedial actions.

9. Finance (KO)

a. To agree the budget for 2024-25

The Clerk had pre-circulated the finance report and budget information. The Committee discussed the proposed budget for 2024-2025 and allowing for potential price rises in some areas, the following was **AGREED**:

Code	PCH Item	Budget
4300	Water Supply & Waste	£400.00
4305	Electric & Gas	£1800.00
4315	CCTV Servicing & Repairs	£500.00
4320	Cleaning	£1600.00
4325	Industrial Bin Costs	£500.00
4330	Risk Assessment Play Areas	£420.00
4335	Maintenance Play Areas	£3000.00
4340	Maintenance Pavilion/Car Park	£3250.00
	Save to Invest – Tree Stump	£1000.00
	Save to Invest – Shutters	£250.00
	Save to Invest – Chairs	£250.00

The Committee also **AGREED** to

- Split income Deposits from Ad Hoc hirers
- Split income from Keys and Deposits from Regular Hirers
- Set up the LPC Woodland Trust with a minimum payment of £100
- Change the name of the Ear Marked Reserve King George V Playing Field - Child Play area to PCH Play Area Maintenance but with no increase in monies for 2024-25.

b. To update the management plan and make any necessary decisions

The Deputy Clerk had pre-circulated the 2023-24 Management Plan, which had been updated to show completed items, and those that are still outstanding. After discussion, it was **AGREED** that all the incomplete items should be carried over to the 2024-25 plan with the addition of wet pour repairs, to be funded from CIL (Community Infrastructure Levy) monies. The Committee **AGREED** that the pavilion slab repairs should move up the plan and not depend upon the Community Hub project commencing. They also **AGREED** that an Eco-Review of the Pavilion should be included to explore green initiatives such as solar panels and other energy efficiency and eco-measures. Action: Deputy Clerk.

10. To ratify any ROUND ROBINS used since 11 September 2023

None.

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

None.

12. Community Hub

The Community Hub project was discussed but the Committee **AGREED** there would be no further progress until after the merger of North Loose with Loose Parish has taken place.

13. Other Items (discussion only)

TO is still preparing the amended fire plan.

14. Date of Next Meeting – 24 February 2024.

The meeting was closed at 8.32 pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....