



**MINUTES OF THE MEETING OF  
The Pavilion & Community Hub Committee  
Monday 28 November 2022 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) and Tony Oliver (TO).

**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**

No apologies were received from Darren Carpenter.

**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 the 26 September 2022 (Pages 348-353)**

The minutes of the meeting on 26 September 2022 (Pages 348-353) were duly **AGREED**, signed by the Chairman and passed to the Deputy Clerk accordingly.

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

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

The office has received an appeal from Maidstone Borough Council's Emergency Planning and Resilience Group for additional emergency water distribution sites within the borough. They wish to increase the number of pre-approved sites, to combat the issue of residents having to travel very far to get water during a time of disruption. The KGV car park does not fully meet their ideal size requirement, but meets most other criteria, so the Committee **AGREED** that the Office should offer the facility in support, should MBC consider it appropriate. Action: Clerks' Office.

**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.

**a. Pavilion building maintenance and risk items**

- The toilet lights have been converted to motion-sensor lights so they will no longer be left on by hirers.

- The Pavilion planters have been tended to by SL who has added some new plants.
- After several failed attempts to re-fit the bike rack (weather, wrong tools) it will hopefully be back in place over the next few days.
- Bark chippings to go around the Pavilion noticeboard and planters are in the process of being purchased, along with the paving slabs up to the noticeboard. The caretaker will be putting all in place after delivery.
- The main hall noticeboards have been offered to hirers. So far, Tuneless choir wish to use one.
- The heating is being programmed specifically to match usage and all hirers have been advised to keep the Office informed if they require it warmer, or cooler. Each group is different in size and activity level and in the current economic climate, we wish to keep it warm, but not be wasteful e.g. we don't want a group to have to open the doors/windows to reduce the heat.
- Risk: The Fire Risk Assessment was completed by SL and NB on 21 October 2022. There were two outstanding matters. The annual electrical checks are now due but the previous company used are no longer trading and the office has been having difficulty finding an electrical company that can do all the checks and certification. This is currently being prioritised. The Standards and Conditions of Hire (SCH) document, containing information in the event of a fire, has only just been sent to regular hirers for their annual signature. It was delayed due to the updating of document. A version of the existing SCH, with a new booking form template has been sent out in the interim, as the full new version of the SCH still requires agreement by the PCH Committee.
- Risk: The vandalised CCTV camera on the rear of the building has been replaced. This new one has a slightly wider angle, which helpfully includes more of the basketball court. The Police have the CCTV footage of the individuals who did the damage, and are currently circulating to seek identification.
- Risk: The Legionella test was returned and clear.

#### **b. Hirers**

- There is one new regular hirer who has taken a weekly 3-hour slot on a Tuesday.
- The former hirer with a payment plan has not paid the agreed amount for October or November, so the Clerk is chasing them. They have returned the keys and collected their equipment, so their deposits have been used towards their owed fees.
- The mild weather extending the growing season has meant the grass has caused some issues. The football hirer needed it cut for this weekend's game, but the wet weather prevented the contractor using heavy machinery on it. The hirer (who is a groundsman) ended up cutting it himself. It is hoped that this will be the last cut required for the winter.
- The revised Standards and Conditions of Hire document has been re-drafted with the exception of the Occupancy Policy (Appendix B). This requires a little more time to calculate, following the Office's research. As previously agreed, it will be circulated for agreement by Round Robin when complete.

#### **c. Play areas maintenance and risk items**

- The vandalised basketball court sign has been replaced with new.
- Risk: Playground Inspections - the written report for 30 August 2022 quarterly operational inspection was never received. Although completed on site, the inspection company had IT issues and lost their records. As the next quarterly inspection will be due shortly, and was booked for 7 December 2022, the office requested a credit for the August 2022 inspection. The company then sent through a quarterly report, having been out to inspect on 16 November 2022. The office has therefore asked to cancel the 7 December inspection and book the next inspection in three months, in February. This should effectively mean the pre-paid amount will last for one additional inspection and not need renewing until after August 2022, rather than May 2022.
- Risk: The 5-seat rotator has been made safe and the fixings removed whilst it awaits bearing replacement. One quote has been received and the Office has been trying to get 2 others for

comparison. After discussion, the committee **AGREED** to proceed with the quote received but request that the credit from the strider repair is deducted. Action: Clerks' Office.

#### **d. Car Park matters**

- The tree root trip hazard has been viewed by 2 companies. Their options and estimates were shared. The committee discussed health and safety concerns caused by the tree's proximity to the Pavilion building, and budget concerns, because any fix to eliminate the trip hazard would be expensive, but always temporary. The Committee unanimously, but regrettably, **AGREED** that the red oak should be felled and a new red oak should be planted in Roy's Wood. It was also **AGREED** that the possibility of using some of the trunk to make a natural seat should be explored. Action: Clerks' Office.
- The installation of the car park barriers (PCH & ENV) was completed on 10 November. The old barriers have been disposed of.
- The SGN container has been in place since 7 November 2022 and there seems to be no issues so far.

### **8. Reviews**

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

The situation with the current play equipment inspection company was covered in agenda item 7c. The Committee feels that a regular change of inspection company provides a fresh review of the equipment, so **AGREED** that at the end of the second year of the current contract, quotes and recommendations should be sought for alternative inspection companies. Action: Clerks' Office.

### **9. Finance (KO)**

#### **a. To agree the budget for 2023-24**

The Clerk handed out the finance report and budget information. The Committee discussed the proposed budget for 2023-2024 and it was **AGREED** after two amendments to increase the budget allocation for maintenance of the play areas, and maintenance of the pavilion and car park. Action: Clerk to produce amended 2023-24 document. The Committee discussed S106 and CIL monies and **AGREED** to revive the project to put a toddler multi-play unit in the younger children's play area, with two additional benches. Action: Clerks' Office.

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

The Deputy Clerk circulated the 2022-23 Management Plan, which had been updated to show completed items, and those that are still outstanding. The 2022-23 document was noted and Items for inclusion in the 2023-24 Management Plan were suggested.

### **10. To ratify any ROUND ROBINS used since 26 September 2022**

None.

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

None.

### **12. Community Hub**

TO shared new drawings for the Community Hub, featuring a separate referee changing area, smaller store and direct access from outside into the changing rooms from external doors. After discussion the Committee **AGREED** that the redevelopment should include refurbishment of the changing rooms, showers, the four toilets, and the hall flooring.

After discussion the Committee **AGREED** to proceed with the project as follows:

- TO to provide the Office with the plans of the existing building and the proposed alterations
- MBC pre-planning to be consulted for their advice

- the notes from the recent funding seminar attended by SL to be reviewed, to find contacts for advice and potential funding streams
- the archived documents relating to the funding of the initial building, to be located and reviewed to check any rules or regulations
- expertise from within the Council to be sought, and contact to be made with the resident who recently attended LPC meetings offering his expertise
- potential builders to be sought.

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

Mobile fish and chip van update: Since the last meeting, the Office has been advised that MBC refused the license for the fish and chip van to sell from the King George V car park once a week for a trial period, due to objections from residents. The business owner was disappointed but thanked LPC for their support.

Map of the parish in the pavilion: No response was ever received from MBC Planning Technical Services regarding obtaining a new version of the aerial map of the Parish. The Deputy Clerk has re-submitted the enquiry and the Office is still investigating other suppliers for a street map.

**14. Date of Next Meeting – 27 February 2023.**

The meeting was closed at 8.50 pm.

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

Signed .....

Dated.....