



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 11 September 2023 at 7.30pm
Held at the Loose Parish Pavilion, King George V Playing Field.**

Councillors taking part: Vianne Gibbons (Chair) (VG), Tony Oliver (TO) and Peter Rigby (PR).

Also present: 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 received from Elaine Lawford (EL) (holiday) and Susan Luckhurst (SL)(unwell).

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

The Committee **AGREED** that Agenda Item 7a (ii) 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 26 June 2023 (Pages 363-368)

The Committee **AGREED** to move the agreement of the minutes of the meeting held on 26 June 2023 to the next meeting, so three members of the committee who attended that meeting can agree the minutes as correct. Action: Deputy Clerk.

6. To receive questions, comments from the public and communications received by the Clerks' Office or other committees

A complaint was received from a regular hirer that when they got the tables out for their booking they had been put away sticky and all needed attention before they could be used. The last user was an adhoc hirer for a birthday party. The caretaker has been asked to be more vigilant when checking the facility after any hire, and to include a table check on his routines.

A resident had reported that there was shattered glass at the back of the field, near the benches. The Deputy Clerk did an immediate site visit and cleared it, along with glass under the climbing wall. The caretaker has been asked to ensure he checks both areas thoroughly during his daily checks.

A local swimming lesson provider contacted the office to ask if they could hire spaces in the car park for parents attending their new Monday and Thursday morning toddler swimming lessons at the Loose Primary School pool. The Clerk explained that the car park was only available to our regular hirers of the Pavilion and users of the King George V recreation ground.

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

a. Maintenance

i) Update on completed maintenance

Since the last meeting the following maintenance has been completed:

The damaged entrance gates to the King George V Recreation Ground (KGV) have been fixed.

The damaged and missing roof tiles on the Pavilion have been replaced.

The walls of the disabled toilet in the Pavilion have been painted.

A large amount of ivy that was covering one of the pillars at the entrance to KGV has been removed.

The fence being used as a treehouse in the tree in the younger children's play area has been removed.

The cradle swings have been greased so that they no longer persistently squeak.

Bolts have been tightened on the green metal fencing as identified in the last inspection.

The company who supplied the planters have been contacted and are sending new gold tape to replace the tape that has peeled off in the same way it did on the village green planters.

Regular hirers have been reminded to take time to check chairs and clean as necessary, leaving in the store to dry, rather than stacking away with marks or spillages on them.

ii) Update on outstanding matters

The following maintenance tasks are still to be completed:

Painting the KGV gates now they are fixed.

Painting the walls of the second toilet in the Pavilion.

Painting the walls of the entrance hall.

Sanding and painting the low level fascias on the exterior of the building.

Painting of the high-level apexes by the agreed contractor.

Re-fixing the bike rack to the wall. The caretaker has had trouble sourcing appropriate galvanised brackets.

TO gave some suggestions for possible fixings.

Actions: Deputy Clerk to continue to chase up contractor and caretaker on remaining works.

The meeting closed at 7.40pm. In the closed session the Committee discussed the quotes obtained to install thermostatic radiator valves to the hall radiators. The Committee **AGREED** a quote of £122.18 plus VAT. Action: Deputy Clerk to inform contractor and arrange for the works to be completed.

The meeting re-opened at 7.44pm.

b. Risk (H&S)

i) CCTV remote access

The CCTV company advise that the system could be connected to the internet so it could be accessed remotely by the Office on phones and lap tops. This would be very helpful when matters are reported to the Office so they can look at the cameras immediately. There would be a one-off cost of £165. After discussion the Committee **AGREED** that remote access should be arranged. Action: Deputy Clerk to inform the CCTV company and arrange for the necessary works to be completed.

ii) Legionella Testing

The water sample for legionella was collected and sent on 30 August 2023 and the result is awaited.

iii) Gas Boiler Servicing

The gas boiler and water tank were serviced on 7 September 2023. There were no issues.

Additionally, the annual service of the fire extinguishers and fire blanket was completed on 8 September 2023 with no issues reported. TO is updating the Fire Plan notices as the carbon monoxide detector and the kitchen fire extinguisher are no longer in the location given on the plan.

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

i) Outstanding Hire fees update

The former hirer with a payment plan has fallen behind and the Clerk continues to chase. Action: Clerk.

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

The Office had interest from a potential playgroup hirer for Thursday and Friday mornings, and carried out a site visit, but the enquiry was not followed through. All other existing hirers are continuing, with Slimming World moving an hour earlier. The Office will continue to advertise available slots via social media and our publications. Action: NB

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

i) **To receive information on the quarterly risk inspection report 26 July 2023**

The report from the quarterly play area inspection on 26 July 2023 had been pre-circulated along with the “Ongoing Actions” record document. The Deputy Clerk has requested quotes for a number of the repairs, and those categorised as medium-risk will be the priority. The only high-risk item was the condemned trampoline which will be removed as part of the forthcoming development project. It is being regularly monitored and taped with hazard tape. Action Deputy Clerk and Caretaker.

As a result of the recent Round Robin, the PCH Committee has **AGREED** to continue with the current play area inspection company for the next three quarterly inspections and one annual inspection, at a total cost of £430. Action: Deputy Clerk.

ii) **Repairs to items of play exercise equipment**

The Clerk and our existing repair company are dealing with the issue of the refund for the strider leg, from the manufacturer, because it was replaced under guarantee. This is due to be deducted from the 5-seater rotator repair bill, that has not yet been paid, for that reason.

Simple repairs highlighted on the inspection report have been or are currently being dealt with by the Caretaker and Deputy Clerk, and quotes are being sought for the specialist repairs. The popular basket swing and one cradle swing are both showing significant wear and tear, and will require replacement. The Committee **AGREED** that options and quotes should be circulated for agreement by **ROUND ROBIN**. Action: Deputy Clerk. In the youth play area, gaps in the wetpour surface, caused by shrinkage, continue to be highlighted for monitoring as they could become a trip hazard. Repair quotes are being sought for consideration at the budget meeting. The Committee **AGREED** that if quotes are ready before the next meeting they could be circulated for agreement by **ROUND ROBIN**. Action: Deputy Clerk.

iii) **Update on the play area development project using S106 and CIL monies.**

The project manager for the company awarded the play area development project will be onsite for a pre-start meeting on 15 September. The Deputy Clerk will also highlight the wetpour shrinkage issue, in case it could be repaired at the same time as the works are being done in the youth play area. If so, a quote will be requested and circulated for agreement by **ROUND ROBIN**. Action: Deputy Clerk.

The options for additional seating manufactured by the selected play area company were considered too expensive, so alternative examples were circulated. After discussion, the Committee **AGREED** their preferred type would be a bench with a back, that is colourful and made from recycled materials. The Deputy Clerk should research options and prices, including installation, and circulate for agreement by **ROUND ROBIN**. Action: Deputy Clerk.

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

i) **Update on carpark gate repairs**

After much chasing the gate has been repaired, funded by the delivery company that caused the damage.

ii) **Tree root surface damage**

As requested at the last meeting, advice and a quote had been obtained from a local contractor to remove the trip hazard risk. The quote was for grinding the stump and cutting up the uneven tarmac around the area, but they advised that they are unable to do remedial tarmac repairs. After discussion the Committee **AGREED** that further options, and quotes, should be sought for the combined works if possible, and that these should be circulated for agreement by **ROUND ROBIN**. Action: Deputy Clerk.

For information, staff have been addressing a number of unauthorised parking incidents and will continue to inform those involved that the car park is for users of the Pavilion and KGV only. If individual situations are not resolved then it was **AGREED** that the Office will consult with the Beat Officer for additional support. Action: Deputy Clerk.

11. Finance (KO)

a. RFO report

i) To discuss the latest RFO finance report and to review current budgets

The RFO report and the current budget statement had been pre-circulated to the Committee. Information had also been pre-circulated on ear-marked monies and hirer income. All were noted. The Committee **AGREED** to the Clerk's request to be able to look into alternative accounts with a higher rate of interest and move some of the larger ear-marked reserves, so they can grow faster. Action: Clerk.

ii) To review the latest Management Plan and make any necessary decisions

The Management Plan was shared, having been updated after the last meeting, and changes were noted.

12. Reviews

a. To review Pavilion and Playing Field Hire Fees

The current Pavilion and Playing Field Hire Fees document had been pre-circulated. The Deputy Clerk explained that the Clerk would like the document to be modernised. The Committee **AGREED** to the update. Action: Clerk. The Committee reviewed and **AGREED** the content of the document without amendment to the hire fees for 2024/5. Action: Deputy Clerk.

b. To review the CCTV contract

Details of the current CCTV contract had been pre-circulated to the Committee. The Committee reviewed and **AGREED** the continuation of the contract with the current provider. Action: Deputy Clerk.

c. To review the Industrial Bin Contract

Details of the industrial bin contract had been pre-circulated to the Committee. The Committee reviewed and **AGREED** the continuation of the contract with the current provider. Action: Deputy Clerk.

13. To ratify any ROUND ROBINS used since 26 June 2023

The following ROUND ROBINS were ratified:

For Item 12 (i) at the PCH meeting held on 26 June 2023, a Round Robin was sent on 29 August 2023: To agree the Play Inspection company after quotes had been obtained. It was **AGREED** to continue with the existing company (VG, TO, EL).

For Item 12 (iii) at the PCH meeting held on 26 June 2023, a Round Robin was sent on 6 August 2023: To agree the revised plans and quote for play area developments. This was unanimously **AGREED** (VG, TO, SL, EL).

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

The Clerk and Deputy Clerk have been populating the "What's On in the Pavilion?" calendar in the absence of an Assistant Clerk with Communications and Media responsibility, and will continue to do so until the new member of staff is appointed. Action: Clerk and Deputy Clerk.

15. Community Events – The Loose Fete and Fun Dog Show

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

The Deputy Clerk pre-circulated the final income and expenditure report for the 2023 fete. The date for the 2024 fete will be 15 June 2024, dictated by the availability of Shayler's funfair.

The portable payment device is still being researched and PR gave a suggestion from his personal experience. Action: Clerk.

16. Community Hub (ongoing)

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

There has been no further progress on the Community Hub project since the previous meeting.

SL had sent information regarding a solar panel purchasing opportunity. After discussion the Committee **AGREED** that the registration form should be completed as it would generate no-obligation quotes. Action: Deputy Clerk. The Committee also **AGREED** that the scheme should be publicised to residents. Action: Deputy Clerk.

17. Other Items (discussion only)

None.

18. Date of Next Meeting – 13 November 2023 (budget meeting)

The meeting was closed at 8.36 pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....